Jurisdictional Agency Incident Commanders

- Determine command structure, identify jurisdictional threats/values at risk, review WFDSS, provide recommendations for sharing costs on jointly approved operations and recommend methodology to respective Agency Administrators.

Agency Administrators or Designee

- Negotiate the terms and methodology for the cost sharing.
- Notify Regional Incident Business Staff (Kris Armstrong or Yolie Thomas) when cost share discussions have begun (prior to any formal agreement). A Cost Share Specialist will be assigned by the Regional Office to provide assistance and advice, as needed on methodology or specific terms to be included in the agreement.

Cost Share Specialist (RO)

- Work with Cooperators, Incident Commanders, and Agency Administrators to develop a draft cost share agreement, utilizing existing California Interagency Incident Finance Advisors (CIIFA) approved templates, provided by the Cost Share Specialist.

Cost Share Specialist/CIIFA Member (Respective Agency)

- Review draft proposal, provide input and ensure the two key objectives (below) are met, prior to returning to host unit:
  1. Clear articulation of how the financial responsibilities will be split between the parties under the terms of the Cooperative Agreement.
  2. The ability to implement the cost share agreement, which also requires an understanding of financial systems and other supporting processes.

Agency Administrator or Designee

- Send draft agreement to the Regional Office for review, to either the Fire and Aviation Management (FAM) Deputy Director or the Deputy Regional Forester (DRF), include a short summarization explaining the basis for cost sharing.

RO FAM Deputy Director and/or DRF

- Review draft cost share and provide input OR approval for signature.

Agency Administrator

- Sign agreement and send to Cost Share Specialist and to the respective agencies, included in the agreement for filing, settlement and invoicing.