

# STATEWIDE ANNUAL OPERATING PLAN 2011

 The logo for the Utah Department of Natural Resources (DNR) Forestry division. It features a green silhouette of the state of Utah with a mountain range and a tree inside. The text "UTAH DNR" is at the top and "FORESTRY" is at the bottom.	<p><b>Utah Department of Natural Resources Division of Forestry, Fire and State Lands</b></p>
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And the

 The logo for the Bureau of Land Management (BLM) in Utah. It is a shield-shaped emblem with a landscape scene including a river, mountains, and a tree. The text "U.S. DEPARTMENT OF THE INTERIOR" and "BUREAU OF LAND MANAGEMENT" is at the top.	<p><b>United States Department of Interior Bureau of Land Management Utah</b></p>
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And the

 The logo for the Bureau of Indian Affairs (BIA). It is a circular emblem featuring a bald eagle with its wings spread, perched on a globe. The text "U.S. DEPARTMENT OF THE INTERIOR" and "BUREAU OF INDIAN AFFAIRS" is around the border, with "1824" in the center.	<p><b>Bureau of Indian Affairs Western, Southwest &amp; Navajo Regions</b></p>
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And the

 The logo for the National Park Service (NPS). It is a shield-shaped emblem with a landscape scene including a tree, mountains, and a bison. The text "NATIONAL PARK SERVICE" is at the top and "Department of the Interior" is at the bottom.	<p><b>National Park Service Intermountain Region</b></p>
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And the

 The logo for the Forest Service. It is a shield-shaped emblem with a tree in the center. The text "FOREST SERVICE" is at the top, "U.S." is on either side of the tree, and "DEPARTMENT OF AGRICULTURE" is at the bottom.	<p><b>United States Department of Agriculture Forest Service Intermountain Region #08-FI-11046000-012</b></p>
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And the

 The logo for the U.S. Fish and Wildlife Service (FWS). It is a circular emblem featuring a fish and a bird. The text "U.S. FISH & WILDLIFE SERVICE" is at the top and "DEPARTMENT OF THE INTERIOR" is at the bottom.	<p><b>U.S. Fish and Wildlife Service Mountain and Prairie Region</b></p>
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# TABLE OF CONTENTS

<b>AUTHORITY</b>	<b>5</b>
<b>WORKING RELATIONSHIPS</b>	<b>5</b>
State Controlled Resources	5
Utah National Guard	5
Department of Natural Resource Law Enforcement	6
Department of Transportation and Public Safety	6
County and Local Organizations	6
FEMA and State Department of Emergency Services	7
<b>PREPAREDNESS</b>	<b>7</b>
Wildland Urban Interface Fire Protection Planning	7
Fire Dispatch Centers	7
Fire Prevention Policies	8
Public Use Restrictions	8
Hazardous Fuel Management and Prescribed Fire	8
Joint Projects	8
Smoke Management	8
<b>OPERATIONS</b>	<b>9</b>
Fire Notifications	9
Boundary Line Fires	9
Independent Action on Lands Protected by Another Agency	9
Delegation of Authority	9
Special Management Considerations	9
<b>USE AND REIMBURSEMENT OF INTERAGENCY FIRE</b>	<b>11</b>
Training	11
Communication Systems	11

<b>Agreed-to Billing For In State Fires</b>	11
<b>Agreed to Billing Out of State Fires</b>	11
<b>Agreed to Billing Non-incident</b>	12
<b>Funding Authority</b>	12
<b>Audit Procedures</b>	12
<b>Reimbursable Assistance Expense</b>	12
<b>Medical Treatment</b>	13
<b>Procurement</b>	13
<b>Re-supply</b>	13
<b>Property Damage and Loss</b>	14
<b>Move Up and Cover</b>	14
<b>Third Party Cost Recovery</b>	14
<b>DOCUMENT LIBRARY</b>	14
<b>APPENDICES</b>	15
<b>Appendix A – Fire Restriction Closure Process</b>	15
<b>Appendix B – Consolidated Billing Process In State</b>	15
<b>Appendix C – Fire Billing Process Out of State</b>	15
Exhibit 01 – Sample Itemized Incident Invoice and Summary Costs	15
Exhibit 02 – Sample Non-Incident Invoice and Summary Costs	15
<b>Appendix D – Project Task Order and Financial Plan</b>	15
<b>Appendix E – Billing Contact</b>	15
<b>Appendix F – Allowable Supplemental Reimbursable Costs</b>	15

**STATEWIDE ANNUAL OPERATING PLAN  
2011**

Forestry, Fire and State Lands  
State Forester/Director

Date

Bureau of Land Management - Utah  
State Director

Date

Bureau of Indian Affairs  
Western Regional Director

Date

Bureau of Indian Affairs  
Southwest Regional Director

Date

Bureau of Indian Affairs  
Navajo Regional Director

Date

National Park Service - Intermountain Region  
Support Office

Date

*for*  
*Marlene Triley*

*3/16/2011*

USDA Forest Service - Intermountain Region  
Regional Forester

Date

US Fish and Wildlife Service – Mountain and Prairie Region  
Regional Director

Date

**This agreement will be considered in effect for an agency once it is signed by that agency's representative and will remain in effect until superseded. This operating plan supersedes the 2011 Statewide Annual Operating Plan.**

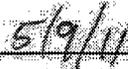
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<i>Nancy Mackey</i>	<i>3/15/2011</i>
AGREEMENTS COORDINATOR	DATE

STATEWIDE ANNUAL OPERATING PLAN  
2011

  
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Forestry, Fire and State Lands  
State Forester/Director

  
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Date

  
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Bureau of Land Management - Utah  
State Director

  
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Bureau of Indian Affairs  
Western Regional Director

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STATEWIDE ANNUAL OPERATING PLAN  
2011

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UNIVERSITY AND LIBRARY  
AGENCY

Forestry, Fire and State Lands  
State Forester/Director

Date

Bureau of Land Management - Utah  
State Director

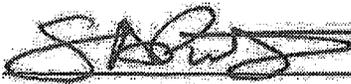
Date

Bureau of Indian Affairs  
Western Regional Director

Date

Bureau of Indian Affairs  
Southwest Regional Director

Date

  
for Bureau of Indian Affairs  
Navajo Regional Director

4/21/2011  
Date

National Park Service - Intermountain Region  
Support Office

Date

USDA Forest Service - Intermountain Region  
Regional Forester

Date

US Fish and Wildlife Service - Mountain and Prairie Region  
Regional Director

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# OPERATING PLAN

## 1 Authority

- 1.1 This Statewide Operating Plan is prepared pursuant to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA) between the State of Utah Division of Forestry, Fire and State Lands and USDI Agencies within the State and the Intermountain Region of the Forest Service as set forth in provision 5 therein signed and dated May 30, 2008. This agreement is administered by the Utah Oversight Committee. This group consists of the designated representatives of the Agency Administrators charged with the oversight of the terms and implementation of the CFMA and the general oversight of interagency wildland fire management activities within the state of Utah. The Utah Oversight Committee is identified in the Utah Cooperative Fire Management Agreement.
- 1.2 The purpose of this agreement is to provide for interagency cooperation for fire management by the state of Utah and all cooperating agencies party to this agreement. This agreement defines working relationships, pre-suppression activities, operating procedures and fire business practices for all aspects of incident management agreed to by all signature agencies. Local Annual Operating Plans will identify local issues, resources and exchange areas.

## 2 Working Relationships

### 2.1 State Resources

- 2.1.1 General – The State maintains cooperative agreements for the use and reimbursement of state agency resources used for fire suppression. These resources are ordered through the State Office of Utah Division of Forestry, Fire & State lands and the Resource Ordering Status System.
- 2.1.2 Crew size will adhere to agency standards for number of personnel except on assignments where resource orders restrict crew size.

### 2.2 Lone Peak Conservation Center

- 2.2.1 General – Utah Division of Forestry, Fire and State Lands operates several organized suppression resources statused for national availability in the Resource Ordering Status system (ROSS),
- 2.2.2 The Lone Peak IHC is a State managed national hotshot crew listed in the National Mobilization Guide Chapter 60.  
[http://www.nifc.gov/nicc/logistics/references/Type\\_1\\_Crews.pdf](http://www.nifc.gov/nicc/logistics/references/Type_1_Crews.pdf)
- 2.2.3 A Utah Valley University internship program supports several crews under State management. The UFRA internship crew will be certifying for a Type I IHC beginning 2010. Twin Peaks Type 2-IA internship crew will be available nationally. The internship program also supports the Dromedary Fuels Crew which may provide a local State initial attack module.
- 2.2.4 Lone Peak Engines; Type 3 (or statused as Type 4), and Type 6 are available nationally.

### 2.3 Utah National Guard

- 2.3.1 The Governor of Utah must declare a state of emergency before these resources can become available. To insure all necessary steps are met to use these resources, they must be ordered through the State Office of Utah Division of Forestry, Fire and State Lands. The following contacts will be used:

- **Tracy Dunford**  
Fire Management Officer  
Office: 801-538-5555  
Cell: 801-558-6508
- **Shane Freeman**  
Assistant Fire Management Officer  
Office: 801-538-5555  
Cell: 801-560-1072

## **2.4 Department of Natural Resource Law Enforcement**

- 2.4.1** State agency (DNR) law enforcement may be made available for incident security needs. Availability of these resources is controlled by the DNR Law Enforcement Coordinator. Orders must be placed through the State Office of Utah Division of Forestry, Fire and State Lands.

## **2.5 Department of Transportation and Public Safety**

- 2.5.1** The state maintains cooperative agreements with the Department of Transportation for these types of resources. Orders are placed through the local State Area representative and are considered state agency equipment.

## **2.6 County and Local Organizations**

### **2.6.1 Local Fire Service Organizations**

- Local fire departments / districts that respond to wildland fires outside their area of statutory authority or used in support of large fire incidents or under the Utah Fire Service Mutual Aid Plan will have an established memorandum of understanding with the Division of Forestry, Fire & State Lands. This outlines pay rates for personnel and equipment. Personnel will be required to be certified wildland firefighters and equipment will be inspected to meet NWCG requirements.
- Recognizing the need for safety and training standards for all individuals engaged in wildland firefighting (including full-time and volunteer fire departments), all agencies involved in this AOP will undertake a cooperative effort to develop and promote such requirements.
- Local fire departments have MOU's with the county or the State Forester. These resources are considered State Resources under this agreement.
- Federal agency Incident Commanders are required to demobilize non-qualified fire fighters from federal wildland fires.
- Local Fire Department personnel are certified (Red carded) through the Utah Fire Service Certification System or the Division of Forestry, Fire & State Lands.

- 2.6.2** The State has cooperative agreements with Counties for the use and procurement of county resources. Requests for these resources can be made through the interagency dispatch center or directly through the County Fire Warden.

- 2.6.3** Any Supplemental Fire Department Resources ordered from either Local Fire Departments or from Counties that are necessary for national mobilization need to be mobilized via the process outlined in Exhibit F.

## **2.7 FEMA, State Department of Public Safety, and Division of Homeland Security**

- 2.7.1** In the event a wildland fire threatens a community it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation. Required Federal documentation to mean consolidated spreadsheets identifying total actual costs based on source information. The Agencies agree to provide the cost data required by the Division of Forestry, Fire & State Lands within nine months after the end of the incident period as defined by FEMA.
- 2.7.2** Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost sharing funding.

## **3 PREPAREDNESS**

### **3.1 Wildland Urban Interface Fire Protection Planning:**

- 3.1.1** Land management agencies have a responsibility to prevent wildfire from spreading into areas where there are structures and to assist local fire agencies in protecting communities and structures from an advancing wildland fire. The first objective is to keep fire fighters and the public safe. Once this can be achieved all agencies involved will work together to keep the wildland fire away from structures and communities.
- 3.1.2** Local – Local fire service organizations (FSO's) are responsible for all fire suppression within incorporated cities and towns. Cooperating agencies may assist local FSO's when requested.
- 3.1.3** County – Counties are responsible for fire suppression on unincorporated private lands.
- 3.1.4** State - The State is responsible for wildland fire suppression on state lands. By statute, the state is also responsible to insure that adequate action is taken to suppress fires on non-federal forest, range, and watershed lands. When interface areas are involved or threatened, the State will be notified. The State will take the lead in planning and executing fire protection on these lands. Exceptions are federal agency administrative sites, those areas on Forest Service lands which are under long term lease to individuals and areas on lands administered by the Bureau of Indian Affairs. The State will assist the federal agencies with urban interface fire protection on these lands. The State will act as liaison with local fire departments.
- 3.1.5** Federal Agencies – Federal land management agencies are responsible for wildland fire suppression on the lands they administer.
- 3.1.6** All jurisdictional agencies involved or threatened will work under a Unified Command structure while operating within an area of mutual threat.

### **3.2 Fire Dispatch Centers (Provision 7 CFMA)**

- 3.2.1** The Agencies agree to maintain, support, and participate in the following interagency dispatch centers:
- Northern Utah Interagency Fire Center (NUIFC)
  - Uintah Basin Interagency Fire Center (UBIFC)
  - Richfield Interagency Fire Center (RIFC)

- Moab Interagency Fire Center (MIFC)
- Color Country Interagency Fire Center (CCIFC)

**3.2.2** Specific plans for staffing, funding levels, participation will be agreed to and documented in Dispatch Center AOP's.

### **3.3 Fire Prevention Policies (Provision 16 CFMA)**

**3.3.1** All parties will coordinate their prevention programs at every level to insure a consistent message is given to the public. Where practical, any joint prevention projects will be conducted by all parties. The Utah Zone Prevention Committee will coordinate the special statewide prevention activities.

### **3.4 Public Use Restrictions (Provision 16, 17 CFMA)**

**3.4.1** Fire use restrictions and closures by agency and zone will be applied and information disseminated in a coordinated effort. The process is described in **Appendix A**.

**3.4.2** Each Agency is responsible for issuing and administering burning permits on lands within its protection responsibility. The State is responsible for permits on private land during the closed fire season.

### **3.5 Hazardous Fuel Management and Prescribed Fire (Provision 18 CFMA)**

**3.5.1** Jurisdictional agencies based on their own governing authorities can use each others' resources for non-incident activities to include, prescribed fire, hazard fuel reduction and other fuels management work. The USDA Forest Service may contract with the State for services using a Task Order and Financial Plan. Use of state resources by BLM is by Federal Acquisition Regulations (FAR) contracting methods only which require a separate procurement document. Obligation of funds and financial procedures are identified in Chapter 5 of this document.

### **3.6 Joint Projects (Provision 15 CFMA)**

**3.6.1** For all non-incident fire management related activities, also called Joint Projects, the participating agencies must complete a Project Task Order and Financial Plan to transfer funds. If the Joint Project does not result in fund transfer, completion of a Project and Financial Plan is optional. See Appendix D of this AOP for a template of the Project Task Order and Financial Plan.

### **3.7 Smoke Management (Provision - 19 CFMA)**

**3.7.1** A plan to manage/coordinate smoke emitted by prescribed fires has been developed. This plan has been approved by the Environmental Protection Agency under the current interim guidelines for smoke management plans to address national air quality standards. The plan is located at: [http://gacc.nifc.gov/egbc/predictive/docs/SMP011606\\_Final.pdf](http://gacc.nifc.gov/egbc/predictive/docs/SMP011606_Final.pdf)

**3.7.2** The Smoke Management Coordinator oversees this plan. The Coordinator is currently a BLM position co-funded by the agencies and stationed with the Utah Division of Air Quality. This position represents the interagency community in coordinating, scheduling and forecasting the effects of smoke from prescribed fires and wildland fires. This position is a coordination position only and has no approval authority.

**3.7.3** The agencies have entered into a Memorandum of Understanding that defines the duties and responsibilities of the Smoke management Coordinator and the financial commitment of each agency.

## **4 OPERATIONS**

### **4.1 Fire Notifications (Provision 22 CFMA)**

- 4.1.1** Responding resources must immediately notify the jurisdictional agency of suppression action taken due to special management and financial considerations.

### **4.2 Boundary Line Fires: (Provision 23 CFMA)**

- 4.2.1** The most qualified individual of the protecting agency arriving first on the fire will act as the Incident Commander. When all protecting agencies have arrived the parties will mutually agree to the designation of an Incident Command organization. The Cooperating Agencies involved will communicate with each other and participate jointly in strategy sessions with the Incident Commander to reach mutual agreement on strategy and tactics consistent with the policy guidelines of the Cooperating Agencies and the commitment and funding of agency suppression resources. A cost share agreement will be prepared and approved for all actions when the incident occurs on multi-jurisdictional lands.

### **4.3 Independent Action on Lands Protected by another Agency (Provision 24 CFMA)**

- 4.3.1** Land Management Considerations: There are no conditions at this point that are identified which would prohibit an agency from taking independent action on a fire. Due to safety considerations the party taking action will immediately notify the protecting agency through the dispatch channels. Fire reports will be sent to the Jurisdictional Agency no later than 10 days after the fire is declared out. Agencies taking independent action on another agencies land without properly notifying the agency will be responsible for their own costs.

### **4.4 Delegation of Authority: (Provision 28 CFMA)**

- 4.4.1** A Delegation of Authority (DOA) is required for all Type I and II fires. The Jurisdictional Agency Administrator will ensure participation from the state when non-federal lands have burned or are threatened to burn, and will ensure participation from the appropriate federal agencies when federal lands burn or are threatened to burn. Any agencies whose lands have burned or are threatened to burn will participate in preparation of and sign the DOA.

### **4.5 Wildland Fire Decision Support System (WFDSS) (Provision 29 CFMA)**

- 4.5.1** A WFDSS will be completed for any fire involving lands under federal jurisdiction that has escaped initial attack. The appropriate Agency Administrator from the Jurisdictional Agency will lead the preparation process. If the fire has burned or threatens to burn non-federal land, the Agency Administrator will ensure that the State of Utah is involved in preparing the document. The Agency Administrator will also ensure involvement from any other involved agencies, including the Protecting Agency. If the fire has burned or threatens to burn non-federal lands, the State of Utah will sign the WFDSS and will also assist in completing the validation unless identified otherwise.

### **4.6 Special Management Considerations**

- 4.6.1** All fire suppression action will be consistent with the Jurisdictional agency's pre-planned objectives for the area in which the fire occurs. Local AOP's will identify areas and document procedures for areas requiring special land management considerations.
- 4.6.2** The Jurisdictional Agency may provide a Resource Advisor to advise the Protecting Agency of any special conditions which may influence suppression action. The Incident Commander will incorporate special conditions in the incident planning process, subject to delegation of authority.

## 4.7 Management of Prescribed Fire (CFMA 25)

- 4.7.1 Wildland fires resulting from escaped prescribed fires ignited by Agency personnel shall be the responsibility of the jurisdictional agency. Unless otherwise agreed, all suppression costs shall be the responsibility of the jurisdictional agency.

**Example 1:** A prescribed fire burning on private forest lands, (the State is the protecting agency) escapes and spreads onto Federal Lands. The Federal agency suppressed the fire on Federal lands, and incurs costs. The suppression costs will be billed to the State.

## 4.8 Management of Wild Fire

- 4.8.1 The jurisdictional agency responsible for the fire will involve all neighboring jurisdictions in decisions to manage a wildfire that could cross property where ecological restoration is the desired outcome; the jurisdictional agency will assume responsibility for suppression costs unless agreed to otherwise in a cost share agreement. In cases where there are multiple management objectives, a cost share agreement will be negotiated on a case by case basis.
- 4.8.2 All adjacent agencies will work together to identify the cost sharing methodologies that will be utilized should the fire spread to a neighboring jurisdictions.
- 4.8.3 The underlying intent of management of fires is to prevent their spread on to a jurisdiction that does not want it. All agencies need to be involved in developing strategies and tactics to be used to prevent fires from burning where they are not wanted. Where agreement cannot be reached regarding plans to keep the fire from crossing property boundaries, the discussion will be elevated to the next level agency administrators representing each party.
- 4.8.4 The following examples demonstrate how costs might be apportioned in different situations

**Example 1:** A wildland fire managed for a long duration event starts on a Federal jurisdiction, and burns onto private lands under the protection of the State. The State has the responsibility to respond to the fire on private lands. If the adjoining agencies have not been involved in suppression tactics and mitigation discussions the costs will be the responsibility of the federal agencies. The same would hold true for the State.

**Example 2:** A wildland fire burns onto multiple jurisdictions. A cost share will be negotiated by unit administrators to determine costs that may be shared among agencies. For example: If Divisions A–C, have protection only objectives costs would be shared among jurisdictional agencies. If Divisions D and E are managed for restoration objectives on Federal lands and burns onto private land, costs would be billed to the Federal Agency. If Divisions X and Z are managed for restoration objectives on State lands and burns onto Federal land, costs would be billed to the State.

## 5 USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

### 5.1 Training: (Provision 40 CFMA)

- 5.1.1 The agencies agree to work cooperatively to provide interagency fire training. Agencies will contribute to mutually beneficial projects such as the Utah Wildfire Academy, Utah Fire and Rescue Academy, and Applied Technology Campuses whenever practical.
- 5.1.2 The agencies will provide a representative to the Utah Zone Training Committee. This group will be the central body to identify training needs, prioritize applications, and develop new projects.

### 5.2 Communication Systems: (Provision 41 CFMA)

- 5.2.1 The agencies to this agreement agree to share voice and data communication transmission systems for fire management purposes.

### 5.3 Agreed-to Billing For In State Fires (Provision 44 CFMA)

- 5.3.1 The Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, and Fish and Wildlife Service will not bill each other for suppression costs. However, pre-suppression costs, fair sharing for interagency dispatch centers costs, prevention costs, and other fire management costs will be billed in accordance with existing agreements.
- 5.3.2 State and Federal agencies agree to consolidate billing and minimum billing thresholds.
- 5.3.3 Fires occurring in Utah regardless of jurisdictional boundary will be compiled based on each agencies cost. A balance sheet will be developed and billed as one consolidated amount. This cost tracking method will reduce actual payments and insure that a fair division of suppression costs can be made between the federal agencies and the state in a timely fashion. Agency and cooperator costs are identified by fire number and code and tracked on an annual balance sheet. A final division of cost responsibilities based on jurisdiction, minimum thresholds and cost share agreements will be negotiated by April 15<sup>th</sup> of each year. (See Appendix B)
- 5.3.4 Minimum Billing Threshold is \$3,500 and applies to all fires in Utah. It does not apply to out of state responses. The minimum threshold does not apply to costs for cooperating fire departments under an MOU with the state when working outside their jurisdictional boundary or requested by a resource order for extended attack.
- 5.3.5 Cost incurred on severity assignments within the state of Utah will be billed individually to the Jurisdictional Agency. Severity assignments are reimbursable under the Cooperative Fire Management Agreement Authority. Billing will occur prior to the end of the federal fiscal year it occurred.

### 5.4 Agreed to Billing Out of State Fires (Provision 44 CFMA)

- 5.4.1 State fire costs incurred outside of Utah will be billed directly to the Albuquerque Service Center and pre-approved by the USDA Forest Service R-4 or designee. The billing process will be followed as outlined in **Appendix C**. National direction may supersede this Appendix; in the event this occurs the representative incident business leads will revise Appendix C
- 5.4.2 The initial ROSS resource order and dispatch will provide adequate verification for use and reimbursement on any fire within the IMT's delegated authority or jurisdictional agency boundary, without a re-assignment requiring a new resource order.
- 5.4.3 IMT's manage complex fires with additional initial attack zones. Resources may be loaned to other incidents within a complex or on an individual initial attack. Limitations of ISUITE and/or ROSS make it expedient to loan these resources to local IA fires or other fires within a Complex without generating a re-assignment and new order in ROSS. It

may be necessary for the Agency Administrator and IMT to track costs for each separate incident number. Therefore state and cooperator resources may have a resource order for one incident but tracked financially to another incident. When these circumstances exist a notation by the IMT or Agency Administrator will be made on the OF 288, CTR or other incident documentation and allow payment for each affected incident.

## **5.5 Agreed to Billing Non-incident**

- 5.5.1** Non-incident related ordering of state agency resources on Forest Service hazard mitigation projects will require a federal Task Order through the appropriate USDA Forest Service agency and entered into I-WEB and FFIS to obligate project dollars before work can begin.
- 5.5.2** Costs will be agreed to in the task order and financial plan. Administrative costs can apply to the project costs. An invoice (Exhibit 2) will be submitted and paid from obligated funds.

## **5.6 Funding Authority**

- 5.6.1** The State and its cooperators will be reimbursed according to the rules governing the funding source outlined in the State of Utah Uniform Accounting Manual. No agency will be obligated for payments of money in excess of appropriations authorized by law and administratively allocated for the work contemplated in this plan.

## **5.7 Audit Procedures**

- 5.7.1** The agencies agree to conduct a coordinated audit of up to five percent of the incidents managed under this agreement. Effort will be made to include a representative sample of incidents from all agencies and all dispatch zones. Findings that are inconsistent with the normal or accepted way of doing business will be reconciled on case by case basis. Any decision to further examine records will be agreed to and pursued by all agencies involved.

## **5.8 Reimbursable Assistance Expense**

- 5.8.1** Costs incurred as the result of an incident and documented are reimbursable and include but not limited to:
- 5.8.2** Costs incurred for move-up and cover resources.
- 5.8.3** Agency costs for salary and benefits including premium pay if and when it is earned according to the policies, laws and rules governing the employees of the supporting agency.
- 5.8.4** Agency costs for transportation including but not limited to airline fees, vehicle rental fees, fuel and oil, and agency established mileage fees.
- 5.8.5** Agency costs for per diem and lodging of resources assigned to the incident when such services are not supplied by the incident.
- 5.8.6** Additional support dispatching services requested through a resource order.
- 5.8.7** Operating supplies for equipment assigned to the incident, such as fuel, oil, and equipment repairs.
- 5.8.8** Costs of agency equipment in support of the incident and contract equipment costs.
- 5.8.9** Aircraft, airport fees, and retardant costs.
- 5.8.10** Agency-owned equipment lost, or damaged, by the Supporting Agency accompanied by the appropriate agency source documentation to include insurance deductible paid.
- 5.8.11** Charges from the State for State-controlled resources such, National Guard resources, and county and local resources.

- 5.8.12 Cost or replacement of reasonable and prudent supplies expended in support of the incident. What is reasonable and prudent is determined by the protecting and /or jurisdictional agency or the fire team within the limits of their delegated authority or identified in the IIBMH Rev. 2008.

## 5.9 Medical Treatment

- 5.9.1 Utah State Employees and cooperators are eligible to receive Agency Provided Medical Care (APMC) as described in the Interagency Incident Business Management Handbook Rev. 2008.
- 5.9.2 State employees and cooperators are covered for work related injuries or illness under the Workers Compensation Fund of Utah (WCF). Any reported injury or illness to WCF must be accompanied by a form 122 Supervisors First Report of Injury. [www.laborcommission.utah.gov/indacc/Forms/122.pdf](http://www.laborcommission.utah.gov/indacc/Forms/122.pdf). This form will be filled out by the employee's supervisor and submitted to WCF by the home unit. The fire may use a copy of this form for documentation in lieu federal employee injury forms (CA-1 or CA-2, and CA-16). This form will also be used to notify the treating facility of the employee's coverage.

## 5.10 Procurement

- 5.10.1 The Agencies agrees to honor each other's procured Incident Blanket Purchase Agreements (I-BPA;s) and may use said documents on single or multi jurisdictional fires. Invoices will be submitted to the agency that established the IBPA and reconciled through the consolidated billing process.
- 5.10.2 The State can procure services and supplies and negotiate land use agreements for federal jurisdictional fires. The invoices will be submitted to the State for payment and reimbursed by cross billing procedures.

## 5.11 Re-supply

- 5.11.1 Re-Supply will be accomplished through the supply ordering system as described in the National Mobilization Guide chapter 20, 23. 3.4 Incident Replacement of NFES items and in the Interagency Incident Business Management Handbook chapter 30. The protecting agency and those with the delegated authority for the management of the incident may have more restrictive procedures. Items approved by the incident IMT or incident agency for re-supply by the supporting home unit will be a reimbursable expense as defined in this document and may be verified by source documents. The following order of supply will be; a) through the incident; b) agency caches and warehouse; c) from commercial sources of supply.
- **Consumable goods** used on the incident will be replaced for agencies and their cooperators through the supply unit on the incident. If unable to fill, the home unit may fill through agency caches and warehouses accompanied by the appropriate incident replacement documentation. Petroleum products may be filled by commercial suppliers (i.e. two cycle oil mix, burn fuel, saw bar lubricant).
  - **Chainsaw supplies and maintenance** items specific to the saw manufacturer INCLUDING cutting attachments are necessary to keep the saw operating for the benefit of the incident. Reasonable quantity of items specific to the maintenance and performance of chainsaws will be considered expendable items used to support the incident. Additionally items used during felling and bucking operations (plastic wedges etc.) for the safety of operator are also expendable and may be replaced. If the supply unit is unable to fill chainsaw related items at the incident in a timely manner, approved items listed on an OF-315 will be filled at the supporting agency home unit through commercial sources and will be a reimbursable expense.
  - **Durable property** that is lost or damaged may be replaced with NFES items with the approval of the incident reported on an OF-289 that was reviewed and signed by the incident commander or logistics section chief or the finance section chief or agency

administrator (or designee) of the hosting unit. Replacement can occur at the incident supply or through the agency cache and warehouse system with an incident replacement form (of-315).

- **Sensitive property** may be replaced and reimbursed with the incident jurisdictional agencies written documentation to the home unit for the replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident. Sensitive property items may be, but are not limited to digital cameras, chainsaws, GPS units, communication radios, laptop computers and printers. Replacement will be handled by the home unit.

## **5.12 Property Damage and Loss**

- 5.12.1** Damage and loss to agency and cooperator equipment assigned to the incident must be reported and documented on appropriate forms identified in the IIBMH Rev. 2008, or agency policy requirements. Supply resource orders issued will authorize the reimbursable repair or replacement. Insurance deductible charges to the state will be a reimbursable expense for losses and damages that occur during the incident.
- 5.12.2** Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the employing agency and may be reimbursed by the protecting agency.

## **5.13 Move Up and Cover**

- 5.13.1** Agencies often require personnel or resources to fill in behind those committed to fire assignments in order to maintain operations or a required level of protection. This is referred to as move up and cover.
- 5.13.2** Costs for move up and cover will be reimbursed by the incident at the actual costs of personnel wages and benefits to cover only the normal duty schedule of the committed individual.

## **5.14 Third Party Cost Recovery**

- 5.14.1** Each agency shall be responsible for the fire related law enforcement activities involving their respective lands. Agencies shall render mutual assistance in investigation and law enforcement activities to the fullest extent possible.
- 5.14.2** Local interagency dispatch centers will maintain a list of qualified wildland fire investigators.

# **6 Document Library**

[www.lonepeak.utah.gov](http://www.lonepeak.utah.gov)

[www.laborcommission.utah.gov/indacc/Forms/122.pdf](http://www.laborcommission.utah.gov/indacc/Forms/122.pdf)

<http://gacc.nifc.gov/egbc/predictive/weather/smoke.htm>

## **7 Appendices**

**7.1 Appendix A – Fire Restriction Closure Process**

**7.2 Appendix B – Consolidated Billing Process In State**

**7.3 Appendix C – Fire Billing Process Out of State**

**7.3.1** Exhibit 01 – Sample Itemized Incident Invoice and Summary Costs.

**7.3.2** Exhibit 02 – Sample Non-Incident Invoice and Summary Costs

**7.4 Appendix D – Project Task Order and Financial Plan**

**7.5 Appendix E – Billing Contact**

**7.6 Appendix F – Allowable Supplemental Reimbursable Costs**

# APPENDIX A

## *Public Use Restrictions - Fire Closures*

- A Purpose:** Provide guidelines for interagency coordination in declaring, administering and terminating fire restrictions/closures by the various federal, state and local jurisdictions in Utah to:
1. Minimize confusion by coordinating information released to the news media and general public.
  2. Provide criteria to be used in the decision making process to implement restrictions/closures/terminations action.
- B Scope:** This operation plan is established as a guideline for the cooperating agencies in Utah as members of the signatories of the Utah Cooperative Fire Management Agreement.
- C Coordination:** Whenever fire restrictions/closures are implemented or terminated, all agencies agree to coordinate their efforts at the local, regional and state level. This includes the area involved, restrictions/closures action, news media and public notification process. The Restrictions/Closures Zone Coordinator (Utah Division of Forestry, Fire and State Lands - Tracy Dunford (801) 538-5555) will be notified when a fire restriction/closure implementation or termination is under consideration to assist in overall coordination. This shall not limit any agency from implementing restrictions/closures required to accomplish their management objectives.
3. **Criteria for Fire Restriction Actions:** The following are examples of criteria used to implement or terminate fire restrictions or closures:
    - a. National Fire Danger Rating System.
    - b. National Weather Service data and long-range forecast.
    - c. Live fuel moisture.
    - d. 1000 hour time lag fuel moisture.
    - e. Predicted fire behavior.
    - f. Recent fire history.
    - g. Fuel loading, condition and other local conditions.
    - h. Fire protection service capabilities including water resources.
    - i. Preparedness levels, local or national.
  4. **Boundaries:** Fire Restrictions will be authorized on an area-by-area basis with all interagency partners agreeing when to go into restrictions. "Areas" are defined as the five interagency dispatch zones (also used for the interagency fuels and WUI committees). Every effort will be made to select boundaries that coincide with the interagency dispatch zones. When this cannot be agreed to boundaries will be on county lines or major roadways. Designating restriction areas by agency boundaries should be avoided. All interagency partners in a given Area must agree to discuss when to go into restrictions for a restriction to be implemented. Local interagency news releases and statewide interagency news releases will be used to announce restrictions.
  5. **Restrictions:** When fire restrictions are imposed they will include all of the following acts as prohibited on public, private, and county-owned lands when a "restriction" is ordered:
    - a. Setting, building, maintaining, attending, or using open fire of any kind, except campfires within approved fire pits and grills provided for, in improved campgrounds, picnic areas, and permanently improved places of habitation, or except as otherwise authorized. Devices fueled by petroleum or LPG products are allowed in all locations.
    - b. Smoking, except within an enclosed vehicle, camp trailer, or building, a developed recreation site, or while stopped in an area at least three feet in diameter that is barren or cleared to mineral soil.
    - c. Discharging, or using any kind of fireworks, tracer ammunition, or other incendiary devices

in any location on federal, state, and unincorporated private lands. Note: These acts are always prohibited on all National Forest System and National Park Service administered lands.

6. **Exceptions to Restrictions:** All other necessary exemptions to the restrictions will be handled through local “permits” issued by the responsible agency(ies) for that purpose.
7. **Advanced Fire Restrictions:** It may be necessary to impose an “Advanced Fire Restriction.” Advanced Restrictions will be authorized at the state level and may restrict additional activities or include the complete ban of fires with the exception of devices fueled by petroleum or other LPG products.
8. **Procedures:** The following general procedures will be used in implementing and terminating fire restrictions.
  - a. Local agency prevention officers or FMO’s are responsible to contact their Agency Restriction Coordinator when considering implementing fire restrictions. Agency Restriction Coordinators will contact adjacent agency offices and other interested parties to ascertain interest in enlarging the affected area.
  - b. The Zone Restrictions Coordinator (Tracy Dunford 801-538-5555) will contact the BLM Fire Restriction Coordinator in the State BLM Office (Susan Marzec, 801-539-4028) and the Region 4 Fire Restriction Coordinator (Loren Walker 801-625-5245) to advise them of the pending action and effected area. The Zone Restrictions Coordinator will assist the BLM Fire Restriction Coordinator in develop the Statewide news release and media contacts list in conjunction with the affected Agencies
  - c. The individual agencies will develop the appropriate legal papers to implement the restrictions action on lands they administer
  - d. Local Fire Coordination Center Manager, Prevention Officers or FMO’s will notify agencies (city, county, state and federal) of the impending action and the area affected.
  - e. Public notification will be coordinated by the Zone Coordinator, the BLM Fire Restriction Coordinator, and the Region 4 Restriction Coordinator. The local Interagency Dispatch Manager will contact local media (newspapers, radio stations, etc.) and ensure appropriate local notification is posted. The Zone Coordinator, the BLM Fire Restriction Coordinator and the Region 4 Fire Restriction Coordinator, in conjunction with Public Affairs Officials from the affected agencies, will publish the action in the state wide media (newspapers, television stations, etc).
  - f. As additional areas are added or deleted from the restrictions, the Local Interagency Dispatch Manager will notify the Zone Coordinator/BLM Fire Restriction Coordinator/Region 4 Fire Restriction Coordinator as to the timing and areas to be affected. Every effort should be made to ensure that the area effected is easy to explain and readily identifiable on the ground. Time considerations should be given to allow the information to be communicated to adjacent units, the news media and the public.
9. **Termination/Modification of Restriction Action**
  - a. Any fire service entity which has a restriction/closure action in affect may propose a termination or change of a fire restrictions action. Agency Restriction Coordinators will contact their agency offices and all local fire agencies with restriction/closure actions in effect to determine interest in terminating or modifying these actions. Where feasible, joint action will be taken.
  - b. Zone Restrictions Coordinator (Tracy Dunford 801-538-5555) will contact adjacent local interagency partners and other interested parties to ascertain interest in terminating or modifying the restriction action over a larger area.
  - c. The Zone Restrictions Coordinator will contact the BLM Fire Restriction Coordinator in the State BLM Office (Susan Marzec, 801-539-4028) and the Region 4 Fire Restriction Coordinator (Loren Walker, 801-625-5245) to advise them of the pending action and affected area. The Restrictions Coordinator will assist the BLM Fire Restriction Coordinator develop the statewide news release and appropriate media contacts list in conjunction with the affected Agencies

- d. The individual agencies will develop the appropriate legal papers to end or modify the restrictions action on lands they administer.
  - e. Local Interagency Dispatch Manager, Prevention Officers or FMO's will notify all local fire agencies (city, county, state and federal) of the impending action and area affected.
  - f. Public notification and news media contacts will be coordinated by the Zone Coordinator, the BLM Fire Restriction Coordinator and the Region 4 Fire Restriction Coordinator. The local Fire Center Manager, Prevention Officer, or FMO's will contact local media (newspapers, radio stations, etc.) and ensure appropriate local notification is posted. The Zone Coordinator will contact Eastern Great Basin Coordination Center. The Zone Coordinator, the BLM Fire Restriction Coordinator and the Region 4 Fire Restriction Coordinator, in conjunction with Public Affairs Officials from the affected agencies, will publish the action in the state wide media (newspapers, television stations, etc).
  - g. When other restrictions are ended or modified, the local Interagency Dispatch Manager, Prevention Officer, or FMO's will notify the Zone Coordinator/BLM Fire Restriction Coordinator/Region 4 Fire Restriction Coordinator. Every effort should be made to insure that the area affected is easy to explain and readily identifiable on the ground. Time considerations should be given to allow the information to be communicated to adjacent units, the news media and public.
- 10. Enforcement:** Agencies agree to assist each other in enforcing fire restriction to the extent possible and coordinate enforcement activities where appropriate
- 11. Definitions Applicable To The Utah Zone Restriction Procedure:**
- o **Restriction** - A limitation on an activity or use.
  - o **Closure** - The closing of an area to entry or use.
  - o **Campfire** - A fire used for cooking, personal warmth, lighting, ceremonial, or aesthetic purposes. These fires are not within a building, mobile home, or living accommodation mounted on a vehicle. Campfires are open fires, usually built on the ground, from native fuels or charcoal, including charcoal grills. "Campfires" include "fire".
  - o **Stove Fire** - Means a campfire built inside an enclosed stove, grill, or portable brazier, including a space heating device.
  - o **Developed Recreational Site** – Is an area which has been permanently improved or developed for recreation. A developed recreation site may be a publicly-owned campground or picnic area signed and identified on a map as a site developed for that purpose. It may also be a privately owned permanently developed site used for camping or picnicking for groups or an individual.
  - o **Designated Area** - A geographic area defined by an agency in which specific land use activities is occurring.
  - o **Permit** - A written document issued by an authorized agency representative to specifically authorize an otherwise prohibited act.
  - o **Internal Combustion Engine** – Is an engine that obtains its power from heat and pressure produced by the combustion of a fuel-and-air mixture inside a closed chamber or cylinder.
  - o **Chainsaw** - A portable power saw with an endless chain that carries the cutting teeth used especially for felling trees, cutting firewood, etc.
  - o **Motorized Equipment** - Any equipment or vehicle propelled by an internal combustion engine.
  - o **Designed Roads and Trails**- Those roads and trails which are identified on maps

regularly provided to the public by the State Department of Transportation or Land Management Agencies.

- **Fireworks-** Any device that produces noises, smoke, showers of sparks or movement by combustion or explosive materials. These are Class C explosives as defined by the U.S. Department of Transportation in Part 173, Title 49, Code of Federal Regulations.

## UTAH INTERAGENCY FIRE COORDINATION CENTERS

### **Northern Utah Interagency Fire Center**

Manager: Vacant  
1749 West 500 South  
Salt Lake City, Utah 84104  
Phone: 801-908-1900  
Fax: 801-908-1974

### **Color Country Interagency Fire Center**

Manager: Bill Roach  
1740 West Kitty Hawk Drive  
Cedar City, Utah 84720  
Phone: 435-586-4215  
Fax: 435-586-7571

### **Uintah Basin Interagency Fire Center**

Manager: Cheryl Nelsen  
355 North Vernal Avenue  
Vernal, Utah 84078  
Phone: 435-789-7021, 7022  
Fax: 435-781-5197

### **Richfield Interagency Fire Center**

Manager: Vacant  
115 East 900 North  
Richfield, Utah 84701  
Phone: 435-896-8404  
Fax: 435-896-4521

### **Moab Interagency Fire Center**

Manager: Karen Feary  
82 East Dogwood, P.O. Box 970  
Moab, Utah 84532  
Phone: 435-259-2123  
Fax: 435-259-2162

### **Eastern Great Basin Coordination Center**

Manager: Dave Hart  
5500 West Amelia Earhart Drive  
Suite 270  
Salt Lake City, Utah 84116  
Phone: 801-531-5322  
Fax: 801-531-5321

## APPENDIX B

### In-state Fire Cost Balance Sheet

All in-state fire billing are consolidated into one spreadsheet for all agencies. Fires are tracked individually per agency and tracked by using fire report, fire codes and fire names.

The state will be responsible for managing the balance sheet which includes all agencies and cost share information. Actual costs are tracked by each agency for each incident. Agency actual costs are subject to audit procedures identified in section 5.6 Audit Procedures. The balance sheet (consolidated spreadsheet figure 1) is verified but may be disputed based on the cost share allocation, severability of costs and actual costs submitted for each fire. The balance sheet will result in a final settlement between all parties and one transfer of funds is required to reconcile the fire season.

# APPENDIX C

## Fire Billing Process *for State Resources*

### Out of State

- A. **Reimbursable Billings and Payments:** Invoices submitted by the State for ordered resources will be identified and include:
- Remit To: agency name, address, phone number, and agency financial contact
  - Invoice number
  - Agreement number and/or Task Order number
  - Incident name and number
  - Dates of the incident covered by the billing,
  - Appropriate incident fire code (i.e. Forest Service P-code)
  - Initial Resource Order with unit name and number
  - Itemized summary cost data for the amount being billed.
1. Itemized summary cost data will include, but not be limited to, personnel costs and travel expenses, equipment use, vehicle mileage reimbursement, rental reimbursement, and a listing by vendor name and amount spent for supplies and services procured.
  2. The above paragraph and bulleted list is considered adequate documentation for the billing and reimbursement and will be submitted as shown in Exhibit 01. If questions arise from this document, further documentation may be provided as available by the agencies and subject to the Audit provisions 5.6 of this document.
  3. Cost source documents are incident generated cost, time reports and general information and/or state required reports generated by the Agency, support the summary billing and reimbursement. State engines will record engine use hours in remarks on the SF-261 Crew Time Report. Mileage will be recorded as a total per incident based on the vehicles trip manager reported on Exhibit 01.
  4. Qualifying reimbursable expenses for an incident may be listed in Provision 5.7 Reimbursable Assistance Expense of the State Wide AOP
  5. Cost source documents will not be required unless summary cost data is disputed or another agency requires source documents (i.e. FEMA, trespass or cost share).
  6. State resources on detail to federal agencies will use initial resource order for the detail assignment during U.S. Forest Service ABCD Misc. incidents.
  7. New incident numbers and fire codes may be assigned by the IMT or jurisdictional agency for cost tracking purposes (e.g. cost share, trespass, and initial attack fires). The state will invoice for each number and code assigned by the protecting agency based on incident generated documents. This sharing and movement resources will not necessitate a new resource order for reimbursement.

8. Initial resource order authorizes per diem and lodging to and from the incident.
9. Geographic Area Coordination Centers may choose to order resources for repositioning or wildfire support. These orders are area support WFSU code or a preposition order or preparedness order with a fire code. After reporting, the GACC will reassign the resource under a fire job code on a new order in ROSS. The initial order for Wildfire Support, Repositioning and Preparedness is reimbursable for State resources and state cooperators.
10. Presidential declared FEMA "Surge Orders" may be the only ROSS generated resource order. Crews will receive a Mission Assignment (MA) to bill to after they arrive to the assignment area. The new MA order may not be re-assigned through ROSS. The initial "Surge Order" will approve the MA for reimbursement.

- B. Any assignments of State resources outside of Utah regardless of protecting agency jurisdiction will be directly billed by the State of Utah to USDA Region Four (R- 4) Forest Service:

Albuquerque Service Center  
Payments – Grants and Agreements  
101 B Sun Ave. NE  
Albuquerque, NM 87109  
Phone: 877-372-7248  
Fax: 877-687-4894  
E-mail: [asc.g&a@fs.fed.us](mailto:asc.g&a@fs.fed.us)

- C. Electronic Funds Transfer (EFT): Utah shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with U.S. Treasury Regulations, Money, and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible
- D. In order to receive EFT payments, Utah shall register in the Central Contractor Registry (CCR) at [www.ccr.gov](http://www.ccr.gov) and follow the instructions on line. For assistance, contact the CCR Assistance Center at 888-227-2423 or 269-961-4725.



# EXHIBIT 01

natural resources invoice

**Remit to:**  
 Division of Forestry, Fire and State Lands  
 Box 145703  
 Salt Lake City, UT 84114-5703  
 (801) 538-5555  
 Financial Contact: Roger Lewis

Invoice No.  
**LP XXXX**  
 Net 30 days

**Bill to:**  
 Name USDA FOREST SERVICE ALBUQUERQUE SERVICE CENTER  
 Address 101 B SUN AVE NE Purchase order no. \_\_\_\_\_  
 City ALBUQUERQUE State NM Zip 87109 Contract no. 08-F1-1104XXXX-XXX

Description	Unit Price	Amount
BLACK PINE 2 FIRE ID-STF E-22 ENGINE TYPE 6 UNIT# 621 07/XX/08 - 07/XX/08		
<b>ITEMIZED SUMMARY COSTS</b>		
XXX hrs firefighters (crew of 3)		\$XXXXXX.XX
XXX hrs hazard pay firefighters		\$ XXXX.XX
XXX hrs engine use	\$ XX.XX	\$ XXXXX.XX
Trans In & Out		
- Meal reimbursements		\$ XXX.XX
- Lodging reimbursements		\$ XXX.XX
- XXX miles transportation - V-8055, V-8056	\$ .XX	\$ XX.XX
S#123 - Fuel, burn operations (Visa)		\$ XX.XX
S#124 - Chainsaw O&M supplies - filter, air Diamond Rental State Contract		\$ XX.XX

Date 07/XX/08 Total due \$ XXXXXX.XX

Fund	Org.	Account	Approp.	Activity	Grant	Project
1000	1661	2851	RDG			\$XXXXXX.XX

Approved by \_\_\_\_\_ Prepared by MSTEADMAN

DNR-3 White-Customer Canary-Return with payment Pink-Accounts receivable Goldenrod-Field  
 Printed with vegetable oil Ink. an equal opportunity employer Rev. 6/96



STATE OF UTAH  
NATURAL RESOURCES  
Division of Forestry, Fire & State Lands

# EXHIBIT 02

natural resources invoice

**Remit to:**

Division of Forestry, Fire and State Lands  
Box 145703  
Salt Lake City, UT 84114-5703  
(801) 538-5555  
Financial Contact: Roger Lewis

Invoice No.

LPXXXX

Net 30 days

**Bill to:**

Name USDA FOREST SERVICE WASATCH-CACHE NATIONAL FOREST  
Address 8236 FEDERAL BLDG 125 S STATE Purchase order no. 08-F1-1104XXXX-XXX  
City SLC State UT Zip 84138 Contract no. 08-F1-1104XXXX-XXX

Description	Unit Price	Amount
HORSE LAKE FUELS TASK ORDER 07/XX/08 - 07/XX/08		
<b>ITEMIZED SUMMARY COSTS</b>		
XXX.X hrs labor (crew of 20)	\$ XX.XX	\$ XXXX.XX
XXX.X hrs wood chipper w/truck - Vermeer Model 1800	\$ XX.XX	\$ XXXX.XX

Date 07/XX/08 Total due \$ XXXX.XX

Fund	Org.	Account	Approp.	Activity	Grant	Project
1000	1611	2851	RDG			\$XXXX.XX

Approved by \_\_\_\_\_ Prepared by MSTEADMAN

DNR-3 White-Customer Canary-Return with payment Pink-Accounts receivable Goldenrod-Field  
Printed with vegetable oil Ink on equal opportunity employer Rev. 6/96

# APPENDIX D

## PROJECT AND FINANCIAL PLAN

### I. INTRODUCTION

Brief description, where located, status of environment analysis, status compliance if applicable, design/specifications status.

List authorizing law (Examples: Reciprocal Fire Protection Act, 42 U.S.C. 1856 or Cooperative Funds and Deposits Act, PL 94-148).

### II. SCOPE AND DURATION

The description of this project is to \_\_\_\_\_. It is anticipated that this project will begin \_\_\_\_\_ and will end \_\_\_\_\_.

### III. PRINCIPAL CONTACTS

Principal contacts for each Agency for the administration of the project are:

<b><u>Forest Service Project Contact</u></b>	<b><u>Cooperator Project Contact</u></b>
(Name Here)	(Name Here)
(Title Here)	(Title Here)
U. S. Forest Service Uinta-Wasatch-Cache National Forest xxxxx Ranger District	(Cooperator Name Here)
(Address Here)	(Address Here)
(City, State, and Zip Code + 4 Here)	(City, State, and Zip Code + 4 Here)
Phone: (xxx) xxx-xxxx	Phone: (xxx) xxx-xxxx
FAX: (xxx) xxx-xxxx	FAX: (xxx) xxx-xxxx
E-Mail:	E-Mail:

<b><u>Forest Service Administrative Contact</u></b>	<b><u>Cooperator Administrative Contact</u></b>
Marci Bodell	(Name Here)
Grants and Agreements Specialist	(Title Here)
U. S. Forest Service R4 UASC	(Cooperator Name Here)
2222 West 2300 South	(Address Here)
Salt Lake City, Utah 84119-2020	(City, State, and Zip Code + 4 Here)
Phone: (801) 975-3736	Phone: (xxx) xxx-xxxx
FAX: (801) 975-3483	FAX: (xxx) xxx-xxxx
E-Mail: <a href="mailto:mbodell@fs.fed.us">mbodell@fs.fed.us</a>	E-Mail:

<b><u>Forest Service Financial Contact</u></b>	<b><u>Cooperator Financial Contact</u></b>
Ken Bigley	(Name Here)
Budget Officer	(Title Here)
U. S. Forest Service Uinta-Wasatch-Cache National Forest	(Cooperator Name Here)
88 West 100 North	(Address Here)

Provo, Utah 84601-4452	(City, State, and Zip Code Here)
Phone: (801) 342-5178	Phone: (xxx) xxx-xxxx
FAX: (801) 342-5144	FAX: (xxx) xxx-xxxx
E-Mail: <a href="mailto:kbigley@fs.fed.us">kbigley@fs.fed.us</a>	E-Mail:

**IV. DETAILED PROJECT DESCRIPTION**

- A. Specific duties and tasks to be performed. Identify desired end results.
- B. Identify tools and equipment needed and who will supply them.
- C. Identify size of crew and who will be providing transportation
- D. Other

**V. SUPERVISION AND TECHNICAL OVERSIGHT**

**VI. REIMBURSEMENT**

Describe any relevant reimbursement and billing procedures, including to whom to send payment and the billing address.

**VII. FINANCIAL PLAN**

List which Agency is reimbursing the other and detail items to be reimbursed. If this is a Cost Share Supplemental Project Plan, list all Agencies, contributions, cash, non-cash, and in-kind. Include: salaries, travel, supplies, equipment use, indirect cost, project total, estimated reimbursement, and job code to be charged. Reimbursement shall be made only for actual expenses incurred, not to exceed the estimated total reimbursement. Itemized documentation in support of all expenses is required.

**VIII. SIGNATURES**

\_\_\_\_\_  
Unit Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Unit Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

## APPENDIX F

The State establishes and maintains agreements for all fire department resources, including Supplemental Fire Department Resources that respond to wildland fires outside their jurisdiction (section 2.5 of this agreement). When mobilizing Supplemental Fire Department Resources outside of the fire district or mutual aid zone the following will apply:

### **Definition**

For the purpose of this document Supplemental Fire Department Resources are defined as: Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff."

### **Mobilization**

Mobilization will follow established ordering procedures as identified in the National, Geographic, and Local Mobilization Guides. Supplemental Fire Department Resources will be mobilized from the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Supplemental Fire Department Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival time, and any additional special needs or equipment authorizations, e.g. cell phones, laptops, rental vehicles, etc.

### **Reimbursable Costs**

Reimbursable costs for personnel include compensation rates for hours worked, benefits, transportation, and per diem. It is the intent of this provision that the Supplemental Fire Department Resources be paid a regular compensation rate for all hours worked plus an overtime compensation rate for actual overtime hours worked, including travel. Reimbursable costs shall not include portal to portal pay or the employee portion of benefits. Travel and per diem reimbursements will be based on the Federal Travel Regulations.

Backfill is not reimbursable for personnel hired as Supplemental Fire Department Resources  
An indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) is allowed. (OMB Circular A-87)

### **Personnel**

All personnel will possess an active Incident Qualification System (IQS) or equivalent incident qualification documentation commensurate with all applicable NWCG 310-1 standards for training and qualifications. Personnel will be qualified for their assigned positions. Each Local or County Fire Department is responsible for annually certifying and maintaining the qualifications of their Fire Department Resources. Local or County Fire Department will bear the cost of training for their Fire Department Resources.

Any personnel to be mobilized under this exhibit will be listed in the Annual Operating Plan (AOP) by name, position(s), and identified as SR. While on assignment, these individuals are Local or County Fire Department employees and considered State resources under the Utah Cooperative Fire Protection Agreement. The State will bill the USFS for their services as per section 5.3 and 5.4 of this document.

### **Rate Determination**

The basis for the computation of base hourly rate is the classification level of the position filled according to the attached matrix. Base hourly rate shall be no more than step 5 of the appropriate GS wage adjusted for locality pay at the location of the fire district. These rates can be found on the OPM web site <http://www.opm.gov>, Salaries and Wages. Personnel are hired at the rate of the position being filled, not their highest qualification.

The hourly compensation rates identified in the AOP are computed as follows:

1) **Regular Compensation Rate:** The rates listed include base hourly rate determined above plus employee benefits. Employee benefits include only those costs actually incurred by the XXFD for the employment of these

individuals, such as employer liability, workers compensation, employer share of social security, etc.

2) **Overtime Compensation Rate:** Overtime compensation rates are paid based on a 7day work week beginning on day one of mobilization. Compensation rates are paid at time and a half of the base hourly rate for all hours worked in excess of 8 hours per day for the first 5 days and full time and one half for all hours worked during the remainder of the work week. Compensation includes travel time.

3) **Hazard Pay Rate** – If Local or County Fire Department employees are eligible for hazard pay, then hazard pay differential will be paid to those employees performing work that meets the definition of hazardous duty as defined in the Interagency Incident Business Management Handbook, Section 12.9. Compensation rates are paid at 25 percent of the base rate when performing duties that meet the definition of hazardous duties. All hazard pay differential is based on a 24-hour day from 0001-2400 and shall be paid for all hours in pay status during the calendar day in which the hazardous duty is performed.

**Days off at Incident**

Days off at the incident will be paid for 8 hours. Work/rest guidelines will be followed, and mandatory days off will follow current guidelines (IIBMH 12.7-2 #4) Once travel to the home unit commences days off will not be paid.

**Transportation and Per Diem**

Per Diem reimbursements will be based on the Federal Travel Regulations. The payment rate for privately-owned vehicles (POVs) and rental vehicles used to support Local or County Fire Department Resources shall be at the current Federal Travel Regulation rate.