FS Agreement No. 09-FI-11051660-062
Cooperator Agreement No. _____

Exhibit A
2011

ANNUAL OPERATING PLAN
FOR COOPERATIVE FIRE PROTECTION AGREEMENT
(For Incident Management Team Members & Miscellaneous Overhead Only)
Between
LIVERMORE PLEASANTON FIRE DEPARTMENT

and
U.S. Forest Service

STANISLAUS NATIONAL FOREST

ANNUAL OPERATING PLAN

The PARTIES will meet annually, prior to the initiation of fire season to review and update, if necessary, the Annual Operating Plan (AOP). This annual review will be documented by signing and dating the review block on the signature page of this AOP. This AOP may specifically identify individuals assigned to Incident Management Teams (IMT). Other individuals and/or fire overhead positions may be available for assignments to support an incident. Specific areas to be addressed in this AOP are (1) rates for use of Department personnel, (2) lists of principal personnel, (3) dispatching procedures, and any other items identified in the Agreement as necessary for efficient implementation. This AOP takes effect on the date of the last signature and will remain in effect until superseded by a new AOP or upon expiration of the agreement.

COMMUNICATIONS AND FREQUENCY MANAGEMENT

The Parties agree to utilize the frequencies assigned by the Emergency Command Centers for the management of an incident. This includes the assigned Command and Tactical Frequencies. In the case where the Parties' administrative frequencies have not been assigned for those purposes, the use of those frequencies must be temporarily suspended. While away from the home geographic area and traveling to and from an incident, the Parties agree to suspend the use of their respective pre-assigned frequencies. These frequencies are licensed through the Federal Communications Commission for specific geographic areas and are not to be used outside those areas. Family recreational "walkie-talkie" type radios are prohibited from use while traveling to and from an incident or while on any federal incident.

ICS QUALIFIED LIST AND IMT PERSONNEL

The list of qualified personnel is maintained by the Party's Dispatch Center. The resources may be available on an Assistance-by-Hire basis depending on the Party's drawdown and commitments.

THE USE OF TRAINEES

Both Parties agree to the use of trainees when practical; however, the automatic dispatch of or use of trainees will not occur without prior approval of the hosting unit or Incident Commander. Department trainees identified in the IMT Priority Trainee lists are pre-approved. The Forest Service agrees to pay for the Department's trainees that are pre-approved and/or attached to a Type 1 or Type 2 IMT.

All other Department trainees that are not pre-approved will be the cost responsibility of the Department when assigned to incidents.

REIMBURSEMENT RATES AND METHODOLOGY

Reimbursement for personnel will be based on personnel rates on file with the California Emergency Management Agency (Cal EMA) at the time of the incident and reimbursement methodologies outlined in the California Fire Assistance Agreement (CFAA).

The Department and Forest Service acknowledge the special legal requirements of each Party to provide backfill coverage (to respond to subsequent emergencies) that becomes necessary as a result of the execution of the Agreement. Actual costs associated with backfill needs are not reimbursable. Reimbursement rates and methods under the CFAA are designed to provide financing for backfill needs.

Personnel that routinely respond to emergencies (Chief Officers, Company Officers, and Firefighters) will be reimbursed portal to portal for time committed to the incident. All other personnel (civilian) will be reimbursed for actual time worked on the incident unless there is a MOU or governing body resolution that dictates the specific position is to be reimbursed portal to portal for the time committed to an emergency incident. The MOUs or resolutions must not be contingent on this agreement or executed on the sole basis that there is reimbursement from the federal or state agency. Firefighters also include crew members, helicopter pilots and dozer operators

Reimbursement for equipment will be based on the CFAA Rate Letter applicable at the time of the incident. The Protecting Party will provide fuel and lubricants while the equipment is on the incident. The Supporting Party will provide fuel and lubricants while the equipment is en route to the incident and while returning to the home unit. The Protecting Party shall pay or reimburse for damages in excess of normal wear and tear, and shall replace or reimburse items lost or destroyed, except for damages occurring as a result of negligence by the Supporting Party.

An Administrative Rate can be added to the total of the personnel, support equipment, and other approved reimbursements. The current standard Administrative Rate is 10% unless the Department has submitted an agency specific administrative rate to Cal EMA under the CFAA. The rate on file with Cal EMA at the time of the incident will be used.

The Department will prepare a FSLA-5 (Record of Activities). The FSLA-5 and supporting documentation is the basis for reimbursement and invoice preparation. This form is provided by the Forest Service and is attached as Exhibit C to this agreement. The form FSLA-5 must be signed by a responsible officer of the Department and by the Forest Service Incident Commander or Finance Chief and attached to the invoice.

For Reimbursement under the terms of this agreement all resource orders must be dispatched and processed by the STANISLAUS National Forest Emergency Communication Center. Any request not dispatched or processed by this ECC will not be reimbursed under this local agreement.

WHERE TO SEND REIMBURSEMENT INVOICES

Invoices for services under this agreement must be sent to:

U.S. Forest Service	
Name:	Wendy Flannery
Address:	19777 Greenley Road
City, State, Zip:	Sonora, CA 95370
Telephone:	209- 532-3671 ext. 211
FAX:	209-533-1892
Email:	wflannery@fs.fed.us

ITEMS NOT REIMBURSABLE

The following items are not reimbursable in the execution of this Agreement and are considered standard personal support supply/equipment.

- Incident position support kits
- Calculators
- Computers
- Printers
- GPS units
- Cell phones (except as provided below)
- Personal telephone charges
- Support items normally available in Supply Unit, e.g. tents, sleeping bags, pads, water coolers, etc.

Costs of agency cell phones in excess of normal monthly charges are reimbursable when supported by cell phone provider bills.

On incidents, the Supporting Party shall furnish the Protecting Party, upon demand, a signed copy of the Agreement and current AOP.

APPROVAL:

IN WITNESS WHEREOF, the PARTIES have executed this Annual Operating Plan as of the last date written below:

JIM MIGUEL, DEPARTMENT CHIEF LIVERMORE PLEASANTON FIRE DEPARTMENT	5-18-11 Date
Christina M. Welch For: SUSAN SKALSKI, FOREST SUPERVISOR U.S. Forest Service, Stanislaus National Forest	7/12/2011 Date

The authority and format of this instrument have been reviewed and approved for signature.

/s/Dana Mees 3/23/2011

DANA MEES Date

U.S. Forest Service Grants & Agreements Specialist

ANNUAL REVIEW:

IN WITNESS WHEREOF, the PARTIES have completed the annual review of this AOP on the date written below:

JIM MIGUEL, DEPARTMENT CHIEF LIVERMORE PLEASANTON FIRE DEPARTMENT	Date
SUSAN SKALSKI, FOREST SUPERVISOR U.S. Forest Service, Stanislaus National Forest	Date