

**Exhibit A**  
**2011**  
**ANNUAL OPERATING PLAN**  
**FOR COOPERATIVE FIRE PROTECTION AGREEMENT**  
**(For Incident Management Team Members & Miscellaneous Overhead Only)**  
**Between**  
**CITY OF SONORA 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 This AOP takes effect on the date of the last signature and will remain in effect until superseded by a new AOP or upon expiration of the agreement.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:

<b>U.S. Forest Service</b>	
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

### **SUPPLEMENTAL FIRE DEPARTMENT RESOURCES**

Mobilization of Supplemental Resources is covered in Exhibit B.

### **ITEMS NOT REIMBURSABLE**

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

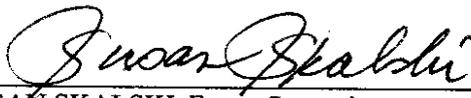
- Incident position support kits
- Calculators
- Computers
- Printers
- GPS units
- Cell phones (except as provided below)
- Personal telephone charges
- Support items normally available in Supply Unit, e.g. tents, sleeping bags, pads, water coolers, etc.

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



**APPROVAL:**

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

 MICHAEL T. BARROWS, Department Chief City of Sonora Fire Department	<u>04/13/11</u> Date
 SUSAN SKALSKI, Forest Supervisor U.S. Forest Service, Stanislaus National Forest	<u>4-15-11</u> Date

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



/s/Dana Mees

3/28/2011

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:

<hr/> <p>MICHAEL T. BARROWS, Department Chief City of Sonora Fire Department</p>	<hr/> <p>Date</p>
<hr/> <p>SUSAN SKALSKI, Forest Supervisor U.S. Forest Service, Stanislaus National Forest</p>	<hr/> <p>Date</p>

**Exhibit B**

**2011  
Annual Operating Plan  
for the  
Mobilization of Supplemental Fire Department Resources**

The following personnel of the CITY OF SONORA FIRE DEPARTMENT are designated Supplemental Fire Department Resources. Personnel may be added through an amendment or as a revision to this AOP. While on assignment, these individuals are CITY OF SONORA FIRE DEPARTMENT employees and the CITY OF SONORA FIRE DEPARTMENT will be reimbursed for their actual costs.

The FY 2010 hourly compensation rates for the identified CITY OF SONORA FIRE DEPARTMENT personnel include any applicable pay as follows:

**FY2011 Hourly Compensation Rates for Supplemental Fire Department Resources from CITY OF SONORA FIRE DEPARTMENT :**

Personnel	Status	Position Type	Regular Comp. Rate		Overtime Comp. Rate
			Base Hourly	Benefits	
<i>Jerry Disney</i>	<i>SR</i>	<i>ASGS</i>	<i>\$28.38/hr</i>	<i>\$4.11/hr</i>	<i>\$42.57/hr</i>
		<i>AOBD</i>	<i>\$31.17/hr</i>	<i>\$4.51/hr</i>	<i>\$46.76/hr</i>
<i>John Schmechel</i>	<i>SR</i>	<i>STDZ</i>	<i>\$21.07/hr</i>	<i>\$3.05/hr</i>	<i>\$31.61/hr</i>
		<i>DMOB</i>	<i>\$23.33/hr</i>	<i>\$3.38/hr</i>	<i>\$35.00/hr</i>
		<i>PSC2</i>	<i>\$31.17/hr</i>	<i>\$4.51/hr</i>	<i>\$46.76/hr</i>
		<i>FOBS</i>	<i>\$18.96/hr</i>	<i>\$2.74/hr</i>	<i>\$28.44/hr</i>
<i>Dennis Kuster</i>	<i>SR</i>	<i>ASGS</i>	<i>\$28.38/hr</i>	<i>\$4.11/hr</i>	<i>\$42.57/hr</i>
		<i>AOBD-T</i>	<i>\$27.51/hr</i>	<i>\$3.98/hr</i>	<i>\$41.27/hr</i>

The regular compensation rates identified above include the following items:

- Employer liability at 2.03%
- Workers compensation at 4.74%
- Medicare at 1.5%
- Employer Contribution to Social Security at 6.2%

Documentation of items included in rates will not be required to be submitted with billing, but should be maintained, and may be requested by the government at any time.

The administrative charge on reimbursable costs for these resources is limited to 10% (rate set by NWCG).