

# **LARIMER COUNTY 2004 ANNUAL OPERATING PLAN**

Supplementing the

## **FOREST FIRE CONTROL AGREEMENT OF 1991**

Prepared by:

Larimer County Sheriff's Department  
Colorado State Forest Service, Fort Collins District  
Arapaho-Roosevelt National Forests, Canyon Lakes District  
Bureau of Land Management, Front Range Center  
National Park Service, Rocky Mountain National Park

This plan fulfills requirements on the latest Interagency Cooperative Fire Management Agreement between the State of Colorado and the USDA Forest Service, USDI National Park Service, Bureau of Land Management, Bureau of Indian Affairs, and Fish and Wildlife Service.

This plan fulfills Article I.2 of the Emergency Fund Contract for Forest and Watershed Fire Control between the State of Colorado and Larimer County and becomes Attachment C of that agreement.

This plan fulfills the Cooperative Wildfire Protection Agreement between the State of Colorado and Larimer County.

This agreement is to remain in effect until the 2005 Annual Operating Plan is modified and signed by all cooperators.

## **I. Forest Fire Responsibilities**

### ***Larimer County Sheriff***

The Larimer County Sheriff is responsible for all wildfire suppression and management activities on private and state lands within Larimer County. Initial control actions are normally taken by fire departments, fire protection districts or Larimer County firefighters dispatched by the Larimer County Sheriff's Office (LCSO) Communications Center, or USFS Ft. Collins Dispatch Center (FTC). LCSO coordinates and approves any request for aviation resources on wildfires on state and private lands through agreements established with the CSFS and dispatching procedures established at FTC.

### ***Colorado State Forest Service***

The Colorado State Forest Service will, upon request, assist all agencies with fire management on Wildland fires within Larimer County. The CSFS will assume duties as specified under provisions of the Emergency Fire Fund (EFF) when a forest fire(s) exceed the county's resources, upon agreement of the Larimer County Sheriff or designated representative and the State Forester or designated representative.

LCSO may request a unified command structure on any EFF fire situation. Where such unified command is not implemented, LCSO reserves the right to designate an agency liaison capable of evaluating operational tactics and local resource availability. EFF fire incidents will be coordinated through FTC.

### ***United States Forest Service***

The United States Forest Service (USFS) is responsible for all fire management activities on National Forest lands. Due to the complex intermix of private land within the forest boundary, LCSO Communications Center will notify FTC or the after hours Fire Duty Officer per attached dispatch procedures in Section XIV for all forest fires reported within the National Forest or areas of said intermixed ownership. FTC will notify CSFS on any preparedness level 2 or higher fire or fires threatening to exceed the capabilities of LCSO. FTC will also notify LCSO Communications Center and CSFS/FC of all fire activities on National Forest lands that may have impact on private or state lands, or that may impact LCSO resources.

### ***Bureau of Land Management***

The Bureau of Land Management (BLM) is responsible for fire suppression activities on BLM lands. In Larimer County, through cooperative agreement with the BLM, the USFS has initial attack responsibilities for these lands. A BLM Ownership map is maintained in the Emergency Operations Center and Fort Collins Dispatch Center. LCSO Communications will contact the USFS for fires reported on or threatening BLM lands and the USFS will in turn notify the BLM.

## **National Park Service**

The National Park Service (NPS) is responsible for all fire management activities on Rocky Mountain National Park (RMNP) lands. RMNP will normally dispatch and make initial attack or manage wildfires for resource benefit on fires reported on NPS Lands, and will also notify LCSO Communications or FTC of any reported fires outside of RMNP. LCSO Communications or Fort Collins Dispatch Center will notify RMNP of any reported fire affecting or threatening RMNP land. For boundary fires, LCSO Communications or FTC will notify all affected agencies.

## **II. Incident Command System**

All parties to this operating plan will use the Incident Command System during all Wildland fire incidents. ICS is consistent with the National Incident Management System (NIMS), with the addition of the Multi-Agency Coordinating System (MACS).

## **III. Multi-Agency Coordinating System**

All parties to this operating plan agree that all Wildland fire suppression activities within Larimer County will use the Multi-Agency Coordinating System (MACS) as outlined in Appendix B of this plan.

## **IV. MACS Implementation**

MACS Implementation for forest fires will occur in stages and will be to the degree necessary to support the suppression effort and maintain an adequate level of response for additional incidents. Implementation guidelines are contained in Appendix B of this plan.

## **V. Resource Requests**

The parties to this operating plan agree to coordinate all requests for resources from other cooperators to this plan as follows:

- **County:** Requests for Larimer Sheriff's Office resources will be made through FTC. Local Fire Departments will be requested through FTC or LCSO Communications Center as appropriate. Procurement of supplies and services will be coordinated through FTC. If FTC is unable to support procurement needs, LCSO, CSFS and FTC will coordinate the establishment of a buying team to support the incident. This team will coordinate all orders and requests for services and supplies through the Incident Management Team and FTC to establish accurate resource order numbers.
- **State:** Resource requests, including air support will be coordinated through FTC. Requests for implementation of the Emergency Fire Fund shall be made through the Fort Collins District office of CSFS. FTC will notify CSFS / Ft. Collins District immediately of all requests made by LCSO for air support resources.
- **Federal:** Resource requests, including air support, will be coordinated through FTC.

- **Pre-dispatch/initial attack:** Initial attack response from the cooperators party to this plan will consider the pre-dispatch guidelines established jointly through FTC and reviewed and agreed upon May 1st each year by the participating cooperators.

## **VI. Larimer County Fire Preparedness Levels**

Fire suppression operations will be based on the following preparedness levels in Larimer County. These are local levels consistent with FTC guidelines.

### **Level 1:**

- No large fire activity occurring within the FTC area.
- Most Units have LOW to MODERATE fire danger. Little or no commitment of FTC resources locally or nationally.

### **Level 2:**

- One or more Units experiencing MODERATE to HIGH fire severity adjective.
- Class A, B, and C fires occurring and a potential exists for escapes to large (project) fires. Resources within the FTC area are handling the situation (See Appendix H).
- The potential exists for requesting additional resources from RMACC.

### **Level 3:**

- Two or more units experiencing incidents requiring a major commitment of FTC Resources. Additional resources and mobilization through RMACC may occur.
- Potential for fires becoming Class C or larger.
- Fire Severity adjective is HIGH TO VERY HIGH on one or more of the units, or a majority of the local reinforcement resources are committed to regional and national responses along with listed fire danger and weather conditions.
- FTC will notify all cooperating agencies of the current fire situation at level 3.

### **Level 4:**

- One or more Units experiencing incidents requiring Type I or II teams.
- Potential for numerous incidents exists and/or numerous other incidents are being reported or are in progress draining local resources.
- Mobilization for resources from RMACC is in progress.
- Fire Severity adjective is HIGH to EXTREME in the area, or most of the local resources are committed to regional and national responses along with listed fire severity and weather conditions.

### **Level 5:**

- Most FTC resources are committed to multiple incidents and/or major incidents.
- Majority of requested resources would take more than 24 hr. to fill.
- Fire Danger is VERY HIGH to EXTREME, or most of the local reinforcement resources are committed to regional and national responses along with listed fire severity and weather conditions.

## VII. Fire Prevention

Education efforts will be coordinated with partner agencies. The distribution of fire prevention material will be the responsibility of the USFS, NPS, CSFS districts and the Larimer County Wildfire Safety Coordinator.

Each agency party to this agreement may release fire danger information it deems necessary to enhance the public awareness and safety with regard to current fire conditions. News releases will be coordinated between the cooperators to lend a unified approach to the current conditions when periods of HIGH to EXTREME fire danger or when red flag warnings are issued.

## VIII. Fire Restriction and Fire Closure Criteria

The following criteria are guidelines to be used for determining the need for fire restrictions and/or fire closures. These criteria are based on a number of calculated, field sampled and quantifiable variables. Local/political parameters may need to be considered in determining the need for fire restrictions or closures.

### INSTRUCTIONS:

1. Select a weather station(s) that represents the geographic area of concern.
2. Obtain the required criteria information from the following sources:
  - Weather Trends: National weather service fire weather forecasts.
  - ERC: National Fire Danger Rating System (NFDRS), Use the "G" fuel model.
  - 1000 Hour Fuel Moistures: Calculated from NFDRS, Field sampled results.
  - Live Fuel Moisture: Calculated from NFDRS, Field sampled results. Old needles until bud break, then use new needles.
  - FTC Preparedness Level: Afternoon fire danger broadcast.
  - R2 Preparedness level: Regional Situation Report.
  - National Preparedness level: National Situation Report.

This information can be obtained from the Fort Collins Interagency Wildfire Dispatch Center; Phone (970) 498-1348; WEBSITE: <http://www.fs.fed.us/arnf/fire/fire.html>.

3. Use the chart below to determine critical break points for each of the identified criteria, determine the number of criteria that have reached or exceeded the critical break point. Be sure to use the RESTRICTION parameters. *Do not count the weather parameter; use it as a qualifier to determine if the short and long term trend will be for improving, stable, or deteriorating conditions.*
4. Count the number of elements that meet or exceed the critical break points and use the RESTRICTION / CATEGORY CHART to determine the need for a restriction.
5. Coordinate with all applicable agencies to initiate restrictions if needed.
6. Continue to monitor conditions to evaluate the continued need for restrictions, lifting of restrictions or increase to closure status.
7. Use the same format to determine the need for closures using the appropriate charts.

## Restriction / Closure Chart

Station	Category	Weather	Energy Release Component	1000 Hr. Fuel Moisture	Live Fuel Moisture	Ft. Collins Preparedness Level	Region 2 Preparedness Level	National Preparedness Level	Fire Behavior
Red Feather	Restriction	5 - 7 Days	53>	<13%	<120%	III	IV	IV	Multiple Starts I.A. Maxed
	Closure	7 - 14 Days	63>	<9%	<100%	IV	V	V	1 > Large Fires R2 Resources
Estes	Restriction	5 - 7 Days	48>	<13%	<120%	III	IV	IV	Multiple Starts I.A. Maxed
	Closure	7 - 14 Days	54>	<9%	<100%	IV	V	V	>1 Large Fires R2 Resources
Larimer	Restriction	5 - 7 Days	60>	<11%	<120%	III	IV	IV	Multiple Starts I.A. Maxed
	Closure	7 - 14 Days	65>	<8%	<100%	IV	V	V	>1 Large Fires R2 Resources
Boulder	Restriction	5 - 7 Days	60>	<11%	<120%	III	IV	IV	Multiple Starts I.A. Maxed
	Closure	7 - 14 Days	76>	<8%	<100%	IV	V	V	>1 Large Fires R2 Resources
Clear Creek	Restriction	5 - 7 Days	57>	<13%	<120%	III	IV	IV	Multiple Starts I.A. Maxed
	Closure	7 - 14 Days	62>	<11%	<100%	IV	V	V	>1 Large Fires R2 Resources
Sulpher Springs	Restriction	5 - 7 Days	48>	<13%	<120%	III	IV	IV	Multiple Starts I.A. Maxed
	Closure	7 - 14 Days	54>	<11%	<100%	IV	V	V	>1 Large Fires R2 Resources

### **DEFINITIONS:**

**Weather:** The weather forecast is used to determine the short and long range predictions as they apply to potential fire occurrence and fire behavior. The forecast should be used as quantifying variable in the decision to implement fire restrictions, fire closures, or to lift restrictions once in place. This element should not be counted when using the restriction category or closure category charts.

**ERC:** Energy Release Component, A number related to the available energy (BTU) per unit area (Square Foot) within the flaming front at the head of a fire. This is the best indicator of fire season severity and drought conditions in the NFDRS system. It has a low response to daily variability in weather.

**1000-Hour Fuel Moisture:** The water content of a fuel particle expressed as a percent of the oven dry weight of the fuel particle. 1000 hour fuels are 6 inches in diameter or greater. The 1000-hour fuels are used instead of 10's or 100's due to the longer response time and greater season severity indicator.

**Live Fuel Moisture:** Naturally occurring fuels whose moisture content is controlled by physiological processes within the living plant. The NFDRS considers only herbaceous plants and woody plant material small enough (leaves, needles, and twigs) to be consumed in the flaming front of a fire.

**Preparedness Levels:** Are used to identify the level of wildland fire activity, severity, and resource commitment. These are used at all levels (local, regional, and national). The relationship to fire restrictions is to include the element of resource availability and activity. The local Preparedness level may be low but regional and national levels may have a significant impact on availability of local resources or the number of resources committed out-of-area.

**Fire Behavior:** Generically identifies the local activity in terms of number of starts, availability of Initial Attack resources and the difficulty experienced in controlling any ignitions.

**Restriction Categories** *(exclude weather parameters as qualifier)*

# of Criteria	Category	Restrictions
0 to 1	Green	None
2 to 3	Yellow	Consider
4 or More	Red	Implement

**Closure Categories** *(exclude weather parameters as qualifier)*

# of Criteria	Category	Restrictions
0 to 2	Green	None
3 to 4	Yellow	Consider
5 or More	Red	Implement

Public information and press releases as well as the Implementation or lifting of closures/restrictions shall be coordinated with the agencies to this agreement to ensure a cooperative interagency approach and unified presentation to the public.

## IX. Prescribed Fire

The agencies party to this agreement recognize the importance of fire as a tool to manage forest resources. It is also recognized that prescribed fire may transition to a suppression action if unforeseen situations occur. If a prescribed fire results in an uncontrolled wildland fire and interagency resources must be dedicated to the control and suppression of that fire, it is agreed that the agency initiating the prescribed fire will be responsible for all suppression costs associated with confine, contain or control efforts.

If parties to this plan conduct a cooperative prescribed fire, details covering cost sharing, reimbursement, and responsibility for suppression costs, should it escape, shall be agreed upon and documented in the burn plan. The burn plan will meet as minimum NWCG standards and comply with all local, state, and federal regulations. Agency specific guidance may be more stringent.

## X. Air Support

Parties to this agreement undertaking initial attack may utilize air attack or air support before land jurisdiction is determined, when fire conditions and values warrant. Where possible, concurrence among potentially affected agencies will be obtained prior to dispatch; however, fire control actions should not be hampered if concurrence is delayed by communications difficulties. The ordering agency assumes responsibility for the costs of air services under these circumstances unless the benefiting agency agrees otherwise. Arapaho-Roosevelt National Forests may provide air support or air attack as Reciprocal Fire Protection Services within its Protection Boundary, as it determines the incident to be a threat to National Forest Systems Lands. LCSO will request/coordinate aviation resources through FTC on Colorado State and private lands per guidelines in the Wildfire\_Emergency Response Fund (WERF), outlined in Appendix F. LCSO will insure that the fire duty officer for the Fort Collins District Office of CSFS is notified through FTC when fire conditions may require aviation resource assistance. Air reconnaissance and detection will be coordinated among cooperating agencies. The incident commander of each fire incident will be responsible for requesting airspace restrictions (TFR) through FTC from the FAA unless an Air Attack Group Supervisor is assigned, in which case it shall be his/her obligation. Contact FTC for criteria recommended for initiation of a TFR. As a minimum, air operations are expected to last for an extended time (3 + hours). \_Air/ground communications systems are as follows:

Identifier	Frequency	Tone
Fern	154.280	No Tone
USFS Air to Ground	172.325	
CSFS	151.340	No Tone
LCSD - Firenet	154.385	156.7
RMNP	166.350	110.9

## **XI. Communications**

For the purposes of conducting business authorized by this cooperative agreement, all parties to this operating plan agree that they may use the other's radio frequencies as needed to conduct emergency management business. No party to this operating plan will use, or authorize others to use, another agency's radio frequencies for routine day-to-day operations. Fire Protection Districts and Volunteer Fire Departments on incident management missions, under the auspices of the county, are granted permission to use federal radio frequencies, if needed, to assure safety of the operation. For the purposes of sharing radio frequencies for day to day operations, each party will sign a cooperative agreement listing shared frequencies and a copy of the FCC license and/or NTIA Radio Frequency Authorization will be attached. Each agency will be responsible for obtaining the proper authorization to transmit on the frequencies listed in the cooperative agreement.

Only the U.S. Forest Service, National Park Service or those agencies having an Initial Attack Aircraft Agreement with CSFS are authorized to transmit on Air Net frequencies unless specifically authorized. Radio frequencies specifically authorized for use will be listed in this operating plan.

## **XII. Reimbursement for Cooperative Fire Protection Services**

Larimer County, Arapaho-Roosevelt National Forest, the Bureau of Land Management, the Colorado State Forest Service, and Rocky Mountain National Park operate primarily under the principle of reimbursement for wildland fire suppression costs. Initial Attack resources (both air and ground) are reciprocal (non-reimbursable) for the first 12 hours or as negotiated by the Incident Commander until jurisdiction has been established. Thereafter, the benefiting agencies will assume the cost for authorized suppression activities. Initial attack involving out of county resources and/or resources not under a mutual aid agreement with Larimer County Sheriff's Office, and not specifically ordered by the benefiting agencies through FTC or LCSO Dispatch Center, will not be reimbursed for the first 12 hours unless such reimbursement is negotiated with the Incident Commander, a representative of the responsible agency, and/or a representative of the Larimer County Sheriff's Office. Cost for boundary fires will be shared according to agency policy and negotiation of the responsible officials.

Costs for suppression of fires involving joint ownership of land and under the direction of the Multi-Agency Coordination System (MACS) will be shared according to the policies established by the Board of Directors under the Multi-Agency Coordination System. The Board of Directors shall be represented by the jurisdictions involved in the incident. Agencies shall be represented as follows:

- USFS - Forest Supervisor or their designee;
- CSFS - State Forester or their designee;
- NPS - Park Superintendent or their designee;
- BLM - Field Manager or their designee
- LCSO - Larimer County Sheriff or their designee.

Costs on multi-jurisdictional incidents will be shared by the responsible agencies based on the actual cost incurred for suppression resources used on each incident. Cost sharing for resources and equipment not used directly for suppression of the assigned incident are subject to negotiation and may be the responsibility of the ordering agency. Unless

otherwise agreed upon by the on-scene agency representatives, cost sharing may be based upon the acreage burned or the actual cost of resources and equipment used to suppress the fire on each agency's acreage.

Agency owned equipment will be reimbursed by the benefiting agency(s) according to the Fire Equipment Rental Rates Schedule as outlined in Appendix D of this document, unless superseded by an annual equipment agreement. Payment guidelines, rates and agreements for those Fire Protection Districts and Volunteer Fire Depts. in Larimer County that wish to be considered cooperators to this agreement will be contained in Appendix G of this document. Those Fire Departments that do not provide their equipment rental rate information on a Cooperative Resource Rate Form (CRRF) for this document will have to negotiate rates with the benefiting agency based on the CSFS and LCSO equipment rates in appendix D of this document. The Fire Equipment Rental Rates Schedule will be updated annually by May.

Cooperators seeking reimbursement under this agreement shall submit bills, with supporting documentation to the Colorado State Forest Service, Ft. Collins District Office, within 30 days of the date the resource was released. Colorado State Forest Service will pay the cooperating agency and bill the benefiting agency within 60 days of receipt of billing.

Any agency party to this agreement unable to meet the above billing and/or reimbursement timetables must contact affected agencies to advise them of any delays. All billing and/or reimbursement for fire incidents should be completed within the same calendar year of that fire incident. If any party to this agreement anticipates billing in the following calendar year, they will provide an estimate in writing to the agency being billed prior to the end of the current calendar year. Billing and/or reimbursement that occurs after the same calendar year of that fire incident and does not follow the timetables in this document may negate payment of said billing when late billing will negatively impact any agency's future fire budget.

Fire protection districts and Fire departments will not be reimbursed for equipment and/or personnel time for wildfire incidents that occur on private property or state lands within their own districts. Fire departments or fire protection districts may, however, be reimbursed for equipment and personnel costs on wildfire incidents involving Federal Lands in their districts. Payment will only be made for that equipment and personnel requested by the benefiting agency and only when established mutual aid agreements do not negate the need for payment.

All party agency(s) manpower, equipment, and supply information must be recorded in a format suitable to the benefiting agency(s) prior to release from the incident. Records used for submission to the benefiting agency(s) must be approved and signed by an agency representative authorized to obligate the benefiting agency(s) to payment for manpower and equipment on that incident.

On incidents where agencies party to this plan will share suppression costs, a fiscal team will be established within the MAC structure with representation from fiscally responsible agencies. They shall meet with the Fire IC and Finance Section Chief to outline any additional documentation that may be required for cost tracking and payment. It is the responsibility of each cooperator requiring specific documentation to establish these requirements through either their agency liaison assigned to the fire, or request a fiscal team be established by the responsible agencies to ensure appropriate documentation is implemented as soon as possible.

All government employees shall be employed at their regular salary rate. All non government employees will be paid at agency department rates specified on the current Cooperator Resource Rate Form (CRRF). Time sheets will be processed as indicated in Appendix C of this document.

In the event an agencies' equipment is destroyed or excessively damaged, an investigation will be made by a committee composed of representatives of each agency involved in the incident. This committee will investigate the circumstances in connection with and damage of such equipment and make recommendations for reimbursement, replacement, or repair.

### **XIII. Inter Agency Crew and Single Resource Procedures**

All parties to this operating plan agree to the components, pay rates and procedures for the Northern Colorado Inter-Agency Crew and single resource assignments outlined in Appendix C of this document. Appendix C will be updated by May 1st of each year through the consensus of all cooperators.

### **XIV. Ft. Collins Dispatch Center Operation and Financial Support**

All parties to this document agree that Ft. Collins Dispatch Center will operate as a multi-agency dispatch center to coordinate fire suppression efforts annually on the Arapaho-Roosevelt National Forest, Rocky Mountain National Park and Larimer County. FTC will have the ability for staffing seven days a week. FTC will be fully staffed from May 15th to October 15<sup>th</sup> and available for staffing should the need arise for all other times. FTC will also coordinate fire suppression resources for Boulder County when said resources are located out of Boulder County. Colorado State Forest Service will coordinate resource requests through FTC when those resources are within the service area of FTC.

During the period between October 16th and May 14th annually, FTC will coordinate fire suppression efforts as available. Each agency involved in suppression activities when FTC is unavailable for coordination is responsible by fire location and jurisdiction. The Larimer County Sheriff's Department will notify affected agencies when there is a report of fire occurrence and respond initial attack resources as the situation dictates and/or requested by the benefiting agency.

Financial support for FTC shall be shared among the agencies listed in Section XII of this document. These funds shall be used directly for overhead expenses at FTC and not subject to Forest taps. In addition to that support provided by the Arapaho-Roosevelt National Forest, each agency shall provide financial support for FTC as follows:

Contribution to and participation in FTC may be withdrawn before May 1st of each year after 60 days written notice to Arapaho/Roosevelt National Forests and to each of the cooperators party to this agreement.

### ***Larimer County Sheriff's Office***

The Larimer County Sheriff's Office (LCSO) will contribute \$5500 to Ft. Collins Dispatch Center starting in the year 2003. Representatives of LCSO and the Arapaho-Roosevelt National Forest will negotiate any increases to this contribution. This payment will provide initial attack and extended attack dispatch services during business hours of FTC from May 15th to October 15th annually. Requested contribution increases must be negotiated with LCSO before November 1<sup>st</sup> of the current AOP calendar year.

Fort Collins Dispatch shall submit a bill to the Larimer County Sheriff's Office no later than June 1st of each year.

### ***Colorado State Forest Service, State Office, Fort Collins***

CSFS will contribute funding as available toward the support of FTC. For this contribution, FTC will provide resource coordination for fire incidents under the direction of the CSFS. This contribution to FTC will be made no later than May 1st each year.

### ***Rocky Mountain National Park***

A. **Purpose:** To provide the Fort Collins Interagency Dispatch Center funding to implement established services and coordination activities described in the Interagency Dispatch Center Operations Guide.

B. **Statement of Mutual Interest and Benefit:** The Arapaho-Roosevelt National Forests and Rocky Mountain National Park are involved in providing fire suppression actions on Federal and Private lands to protect life, property and resources. These agencies coordinate response through an Interagency Dispatch Center to facilitate safety, resource coordination and cost effective resource use.

#### **C. The Forest Shall:**

- Provide annual maintenance for the remote access weather stations at Estes Park and Grand Lake.
- Provide overhead, engine and crew resource tracking and mobilization both locally and nationally.
- Provide support resources such as lowboy transport, commercial and charter aircraft and miscellaneous equipment needs.
- Track incident qualification records for overhead personnel.
- Coordinate aircraft requests and resources: air patrol, helicopters, large and single engine air tankers, air space closures.
- Provide interagency frequency and communications coordination.
- Provide daily fire information reports: National, Regional, local situation reports, resource availability, fire danger ratings, fire weather forecasts.
- Provide prescribed fire and fire use support as needed.

#### **D. Rocky Mountain National Park Shall:**

- Provide \$7,500.00 to the Arapaho-Roosevelt National Forests to support operational costs of the Interagency Dispatch Center. Payment will be made by July 31st each year.
- The funds will be derived from ROMO account # 1526-0406-P11, USFS agreement number is: 1102000595004, the NPS agreement # is 1443-CA-1200-95-003

#### **XV. Fire Investigation / Law Enforcement**

The benefiting agency will make fire cause determination for all wildland fires. Trespass fire investigation will be conducted on all human caused fires. Civil and criminal follow-up action will be the responsibility of the benefiting agency in cooperation with the Larimer County Sheriff's Department if necessary.

#### **XVI. Maintenance of Fire Equipment and Facilities**

Each agency is responsible for the maintenance of equipment, facilities, and roads under the agencies' jurisdiction, except as outlined under various cooperative agreements.

#### **XVII. Operating Plan Changes and Corrections**

Cooperators are encouraged to make changes in the following years-operating plan. If changes/corrections are necessary after the current years plan is signed, each agency affected by the proposed change must approve and initial the change. The revised change/correction shall be included as an attachment in Appendix K. All cooperators shall be notified of the proposed change before it is adopted.

**THIS ANNUAL OPERATING PLAN IS AGREED UPON THIS DATE BY:**

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Sheriff  
Larimer County, Colorado

Date

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County Manager  
Larimer County, Colorado

Date

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Forest Supervisor  
Arapaho-Roosevelt National Forest

Date

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Fort Collins District Forester  
Colorado State Forest Service

Date

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Field Manager  
Bureau of Land Management

Date

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Superintendent  
Rocky Mountain National Park

Date

**Appendix A**

**ARAPAHO-ROOSEVELT NATIONAL FOREST**

**DISTRICT OFFICE**

1311 South College Ave.  
Ft. Collins, CO. 80524  
**FAX - 498-2727**

**FIRE CACHE / AD SITE**

300 W. Hemlock St.  
Ft. Collins, CO. 80524

**FAX NUMBER:**

Ft. Collins Dispatch Center - 498-1364

<b>NAME/TITLE</b>	<b>E-mail ADDRESS</b>	<b>OFFICE PHONE</b>	<b>HOME PHONE</b>	<b>CELL PHONE</b>	<b>PAGER #</b>
FT. COLLINS DISPATCH	coftc@dms.nwccg.gov	498-1348			
FIRE DUTY OFFICER					495-9087
CHUCK ALLUISI Canyon Lakes FMO	calluisi@fs.fed.us	498-1358	962-9466	481-6518	490-8724
TED MELOTT Canyon Lakes AFMO	tmelott@fs.fed.us	498-2754	221-4061		495-9090
MIKE FOLEY ARF Fire Staff Officer	mfoley@fs.fed.us	498-1245	226-5336	215-1505	226-7310
MARK NELSON Lead Dispatcher	msnelson@fs.fed.us	498-1348 498-1040	282-4377	222-5237	490-5291
WOODY HESSELBARTH Dispatcher	fhesselbarth@fs.fed.us	498-1042	226-7319	215-3810	226-7319
LENORA AREVALOS CL Law Enforcement Officer	larevalos@fs.fed.us	498-1360		222-5241	498-7995 #5175
FIRE CACHE / AD SITE.		482-3877 498-1363			

**All phone numbers pertain to the 970 area code.**

**Appendix A**

**LARIMER COUNTY SHERIFF'S OFFICE  
Emergency Services Unit**

Emergency Services Center  
1303 N. Shields Street  
Ft. Collins, CO. 80524

Larimer County Sheriff's Office  
2501 Midpoint Drive  
Ft. Collins, CO. 80525

<b>NAME/TITLE</b>	<b>E-mail ADDRESS</b>	<b>OFFICE PHONE</b>	<b>MOBILE PHONE</b>	<b>CELL PHONE</b>	<b>PAGER #</b>	<b>HOME PHONE</b>
SHERIFFS OFFICE Dispatch Center		416-1985				
DON GRIFFITH Emergency Services Sargent	griffidb@co.larimer.co.us	498-5300	227-2911 (222-3150)	227-6647	419-5451	221-5961
DAVE MOSIER Fire Program Coordinator	Mosierdr@co.larimer.co.us	498-5302	222-3038 227-0156	218-5135	419-5452	472-5629
KEVIN JOHNSTON Search & Rescue Coordinator	johnska@co.larimer.co.us	498-5303	222-5163 (227-4289)	218-6773	419-5453	377-3003
JUSTIN WHITESELL Emergency Services Specialist	whitesjl@co.larimer.co.us	498-5301	222-2113 227-4374	420-0081	419-5403	224-4144
ERIK NILSSON Emergency Manager	nilssoed@ co.larimer.co.us	498-5310	222-4708	970 566-3891	419-5454	223-1414
Seasonal Fire Crew Sup.		498-5304			5605	
NANCY TAYLOR Dispatch Coordinator		484-5010		217-2348	3719	224-5393
IR FIRE CREW						

**All phone numbers pertain to the 970 area code.**

**PAGING INSTRUCTIONS:**

1. Dial 498-7995 and follow the instructions. Enter the pager number and call-back number

**Appendix A**

**ROCKY MOUNTAIN NATIONAL PARK**

**Rocky Mountain Nat. Park**  
Estes Park, CO. 80517

**FAX NUMBER:**  
586-1318

<b>NAME/TITLE</b>	<b>E-mail ADDRESS</b>	<b>OFFICE PHONE</b>	<b>HOME PHONE</b>	<b>CELL PHONE</b>	<b>PAGER#</b>
RMNP DISPATCH		586-1203 586-1399			
JESSE DUHNKRACK RMNP FMO	jesse_duhnkrack@nps.gov	586-1287	577-0238	227-4554	622-3142
KEN CZARNOWSKI Chief, Resource Manager	ken_czarnowski@nps.gov	586-1263	586-0131		
DAVE NIEMI Alpine Hotshot Crew Superintendent	dave_niemi@nps.gov	586-1281	577-0148	215-9465	622-3139
MICHELLE ANDERSON Fire Program Assistant	michelle_anderson@nps.gov	586-1237	586-2927		622-3288
ANNIE LARSEN Fire Program Clerk	Annie_larsen@nps.gov	586-1299	586-4453		622-3287
PAT STEPHEN Prescribed Fire Technician	pat_stephen@nps.gov	586-1348	303-442-6599	227-7708	622-3292
Alpine Hotshot Ops Foreman					
DOUG WATRY Fire Crew Supervisor	doug_watry@nps.gov	586-1211			

Appendix A

**COLORADO STATE FOREST SERVICE / FT. COLLINS DISTRICT**

**DISTRICT OFFICE**

Foothills Campus  
CSU Building 1052  
Ft. Collins, CO. 80523-5075

**FAX NUMBER:**

491-8645

<b>NAME/TITLE</b>	<b>E-mail ADDRESS</b>	<b>OFFICE PHONE</b>	<b>HOME PHONE</b>	<b>CELL PHONE</b>	<b>PAGER #</b>
MIKE BABLER District Forester	mbabler@lamar.colostate.edu	491-8440	224-0862	222-8693	472-4602
DAVE FARMER Asst. District Forester	dfarmer@lamar.colostate.edu	491-8445	223-3403	217-6479	472-4603
MIKE HUGHES Asst. District Forester	mhughes@lamar.colostate.edu	491-8453	407-7272	222-8368	472-4621
KATHY PORTER Admin. Asst.	kporter@lamar.colostate.edu	491-8660	484-3308	218-6499	229-8601
DENISE WHITE Forester	denise@lamar.colostate.edu	491-8348	484-0468	222-0841	472-4622
NORLAND HALL		491-8839			

To leave an alpha pager message, call 1-800-800-8664

**BOULDER COUNTY SHERIFF'S DEPARTMENT  
EMERGENCY SERVICES UNIT**

1777 6<sup>th</sup> Street  
Boulder, Colorado 80302

<b>Name</b>	<b>Title</b>	<b>Office # After Hrs</b>	<b>FTS Page #</b>
Comm Center	BCSD Dispatch	303-441-3374	N/A
Dave Booton E-Mail	Emergency Services Specialist dbooton@co.boulder.co.us	303-441-3625	N/A
Marci Linton E-Mail	Emergency Services Specialist mlinton@co.boulder.co.us	303-441-3646	303-441-3851 #0574
Jay Stalnacker E-mail	Emergency Services Specialist jstalnacker@co.boulder.co.us	303-441-3642	303-441-3851 #1599
Larry Stern	Emergency Management	303-441-3374	N/A
	BCSD ES Fax	303-441-4739	
	BCSD ES FIRE CACHE	303-530-2294	

Appendix A

**BUREAU OF LAND MANAGEMENT - Front Range Fire Center**

3170 East Main Street  
Canon City, Colorado 81212

Front Office: 719-269-8500  
FAX: 719-269-8596

Report all wildfires on Bureau Lands to the Front Range Center Office in Canon City at 719-269-8552 or through the Pueblo Interagency Dispatch Center at 719-553-1600. On Call Duty Officers can be notified after hours through Pueblo Interagency Dispatch. Normal business hours for the BLM Front Range Center Office are 0730-1630, Monday through Friday.

**\*\* Call Personnel in the Order Listed \*\***

<b>Name</b>	<b>Title</b>	<b>Work #</b>	<b>Home</b>	<b>E-Mail</b>	<b>Address</b>
Ed Skerjanec	Fire Mgt. Officer	269-8561 566-2327 (P) 429-1306 (C)	275-3127	edward_skerjanec@co.blm.gov	
Toni Toelle	Asst. Fire Mgt. Officer	269-8568 566-2306 (P) 429-2510 ©	372-3878	ttoelle@fs.fed.us	
Jon Brewer	Engine 651 Crew Leader	269-8552 566-2350 (P)	547-9870	jon_brewer@co.blm.gov	
Roy Masinton	Field Manager	269-8502	276-0621	roy_masinton@co.blm.gov	

All numbers are 719 Area code

After hour notification can also be made through the Pueblo Interagency Dispatch Center at 719-553-1600.

The BLM will not normally take an active role in fire suppression in this area, but will provide a Liaison for all fire(s) burning on Bureau administered lands.

## MULTI-AGENCY COORDINATING SYSTEM (MACS)

The parties to this operating Plan agree that fire suppression actions within Larimer County will use the Multi-Agency Coordinating System (MACS) as needed. This local MAC is intended to provide guidance and policy for management of local incidents and is not to be confused with the Ft. Collins Dispatch Center Multi-Agency Coordination Group, which provides guidance and policy for incidents within the FTC Dispatch Zone.

Due to the high degree of interspersed jurisdictional boundaries within Larimer County, it is agreed that any single agency's extended management group will not override the MACS concept. The MACS System will be implemented in single large fire incidents or multiple fire incidents within a single agency's jurisdiction where multiple agencies may be impacted either financially or through resource allocation.

The degree of implementation, by the agency having primary suppression responsibility, will be based on the needs of each particular incident. It should provide at a minimum, a clear understanding of the fire situation, strategic goals and objectives, suppression plans and anticipated support needs from those agencies affected or potentially affected within Larimer County.

MACS is an information and resource support service intended to facilitate integrated action on emergencies involving multiple jurisdictions. It is designed to serve as a coordinating mechanism for all types of incidents which pose a threat to public safety, including fire, flood, wind, or other natural disaster, hazardous materials spill or civil disorder.

The MACS concept operates separately from the incident command system utilized for a particular incident, and is not directly involved in deciding the strategy or tactics for that incident.

### **A. The objectives of MACS for wildfire suppression are:**

1. To develop a joint policy for fire suppression when multiple land jurisdictions are involved. Policy includes establishing fire suppression priorities, identifying constraints, and providing fiscal guidelines for the single Incident Commander (IC). Policies established during a fire will be based on existing inter-agency agreements interpreted for the specific circumstances of the fire.
2. To agree upon and review the performance of the (IC) Incident Commander.
3. To establish and coordinate the allocation of resources among multiple incidents and/or agencies, and to combine and expedite resource ordering, all according to joint policy.
4. To maintain accurate and up-to-date information on incidents, and to make this information available to affected agencies and the media.
5. To provide respective policy guidelines, and priorities for various jurisdictions, to the IC and jurisdictional representatives, in the event the Operations Coordination Center (OCC) is needed.

## **B. Organizational Elements**

### **Board of Directors**

The Board of Directors is composed of financially responsible representatives from the jurisdictions affected or potentially affected by the incident. Representing the USFS will be the Forest Supervisor or his designee; the CSFS will be represented by the State Forester or his designee; the NPS shall be represented by the Park Superintendent or his designee; the BLM shall be represented by the District Manager or his designee; and for Larimer County, the representative shall be the Larimer County Sheriff or his designee.

The Board of Directors will cooperatively appoint an IC or request an overhead team and have the responsibility for reviewing the performance of the IC or overhead team and recommending replacement as appropriate. The Board of Directors establishes cost sharing policies, based on existing cooperative and mutual aid agreements. The Directors also establish policy relating to the fire suppression effort and makes recommendations to the selected IC or overhead team. In the instance of multiple fires, the Directors will establish suppression priorities.

The Board of Directors will implement the public information plan and appoint a Fire Information Officer from the affected agencies to respond to all information requests from the public and media.

### **Operations Team**

#### *a) Situation Unit*

The situation unit is responsible for the collection and organization of incident status and situation information and the evaluation, analysis and display of that information for use by the MAC Group.

Functions:

- 1) Maintain incident situation status including fire/incident name, location, acres, fuel type, significant losses, values threatened, control problems, and any other significant information.
- 2) Maintain information on current and predicted weather conditions in fire activity locations and for areas with the potential for fire activity.
- 3) Request and collect resource status information from resources unit.
- 4) Summarize data describing total number of fires, acreage burned, total losses, structures or improvements threatened, resources committed, etc.
- 5) Obtain highlights on aircraft accidents, personal injuries, etc.
- 6) Provide photographic services and maps.
- 7) Develop projections on fire behavior and potential activity.
- 8) Post information on displays for use by MAC Group and the Information Unit.
- 9) Participate, as needed, in MAC Group meetings.

## Appendix B

### *b) Resource Unit*

The resources unit maintains and provides current information regarding the status of equipment and personnel committed and available within the MAC area of responsibility. Status is kept on the numbers of resources rather than individual increments.

Functions:

- 1) Maintain current information on the status of personnel and equipment committed to incidents and/or available for assignment.
- 2) Identify both critical and excess resources.
- 3) Provide resource summary information to situation unit as requested.
- 4) Participate, as needed, in MAC Group meetings.

### *c) Information Unit*

This unit is designed to satisfy the needs for a regional information function as part of the MAC. The activity involved establishing and operating an information center to service the public, media and other governmental agencies. It will provide summary information from agency/incident public information officers and be able to identify to the media and other government agencies, local agency sources for additional information. Incoming IMT's should be aware of the local public information interagency working group, their plan, and their abilities to support the IMT during local incidents.

Functions:

- 1) Prepare and release summary information to the news media and participating agencies. Examples of the type of information would be:
  - Total number of major incidents.
  - Total number of personnel and suppression resources assigned.
  - General geographic location of major incidents and the names of the incidents and Incident Commanders.
  - Responsible agencies for each incident and names of assisting agencies.
  - Total acreage involved.
  - Costs of suppression and damage.
  - Total number of serious injuries/resource and property losses, etc. reported to the MAC Center.
  - Summary of regional weather picture as provided through fire weather and anticipated fire behavior/suppression difficulty.
  - Individual incident Information Officers and phone number or phone numbers of the appropriate agency contact.

The above are only examples and the information Officer in charge should take the initiative to provide other special interest items. Tactical or specific operational information will not be released or any other information that might be sensitive from an agency standpoint.

## Appendix B

- 2) Assist news media who visit the MAC Center and provide information on its function. Make sure that joint agency involvement is stressed in dealings with the media.
- 3) Assist in arranging news conferences, briefings, preparing information materials, etc., when requested by MAC Group or MAC Coordinator.
- 4) Coordinate all matters related to public affairs (VIP tours, etc.). Act as the escort for agency tours and contacts when appropriate.
- 5) Utilize Larimer County EOC facilities when needed to enhance over all inter-agency information management and coordination.

### *d) Financial Unit*

This unit is designed to track and monitor costs associated with suppression efforts in broad terms and to assist the incident Finance Section in preparing detailed documentation for each agency sharing costs for the fire(s).

Functions:

- 1) To provide IC with financial breakdown of those agencies sharing in suppression costs and the impacts associated with cost sharing as it relates to documentation in the Finance Section.
- 2) Maintain an on-going summary of costs incurred for the Board of Directors.
- 3) To provide the Finance Section with guidelines for documentation and cost summaries needed for agencies sharing in suppression costs.

### **Executive Coordinator:**

The Board of Directors will appoint The Executive Coordinator. He/she will insure proper flow of information between the operations team and the Board of Directors and that all affected jurisdictions have representation in the decision making process.

### **Operations Coordination Center**

MACS functions are implemented through the Operational Coordination Center (OCC). OCC provides a central information and resource coordination point for MACS. All agency requests for assistance shall be coordinated through the OCC. The Executive Coordinator, Board of directors and Operations team will coordinate and integrated operations from the OCC.

### **Mobilization Guidelines**

1. Mobilization will be consistent with Preparedness levels 1-5 in Section VI, page 4 of this document. Full MACS implementation will occur at Preparedness Level 4.
2. Agencies party to this agreement will keep each other informed throughout the fire season of fire danger, suppression activities locations of manpower and equipment, including aircraft.

## Appendix B

3. Information regarding the resource, equipment and personnel status will be coordinated through FTC. After incidents where MACS is implemented or on significant incidents where multiple agencies were involved in suppression activity, there will be a debriefing with all agencies involved.
4. All agencies party to this agreement will use "clear speech" in radio communications and adhere to good radio discipline principles.
5. A mobile communications center will be established whenever necessary for inter-agency radio communications and adequate information flow.

## INTERAGENCY FIRECREW AND SINGLE RESOURCE OPERATING GUIDELINES

### Interagency Crew

The Larimer County Sheriff's Office (LRX), Arapaho and Roosevelt National Forest (USFS) and Rocky Mountain National Park (NPS) agree to participate in one Interagency Type II fire crew following the guidelines and components outlined in this appendix.

### Season of Operation

The Northern Colorado Crew will be in available status for the entire calendar year unless otherwise specified by participating Cooperators.

### Availability

The Northern Colorado Crew will be listed as available for local, regional and national assignment. The crew will not be removed from available status without the consensus of all agencies participating in crew components. Pre-season as well as ongoing evaluation should be made by each cooperating agency to insure adequate resources are available for initial attack coverage on home units and for support of agency crew components. Additional crews may be mobilized as needed or as resources permit. All agency parties to this agreement will be given an opportunity to participate when any additional crews are made available.

### Standard Crew Components

1. The following positions are considered to be the standard crew structure:
  - Crew Supervisor (1),
  - Crew Supervisor Trainee (optional)
  - Squad Leaders (3-4),
  - Fallers/Sawyers (2), (3, see page C2, Fallers/Sawyers)
  - Firefighters (the balance of the remaining 20), when possible a minimum of 1 EMT qualified firefighter.
2. Agency commitments for the Northern Colorado Inter-agency Fire Crews #1 and #2:

• Larimer County Sheriff's Office.	8-10
• Arapaho - Roosevelt National Forest	5- 6
• Rocky Mountain National Park	5

The Colorado State Forest Service may provide 1 crewmember when a position is available and CSFS has personnel to fill the position.

Agencies unable to meet their crew commitment should contact Ft. Collins Dispatch Center at 498-1348. FTC will advise the other cooperators to assist in filling remaining crew components. Cooperators must fill their components from within FTC Dispatch zone.

## Appendix C

### Crew Supervisors:

Crew Supervisors for the Northern Colorado Crew will be rotated between USFS, RMNP and LCSO. Any agency unable to provide its crew supervisor at the time of its assigned rotation will move to the bottom of the rotational list. The Crew Supervisor rotation will be as follows:

- NPS Crew Sup. w/ LCSO Crew Sup. Trainee
- LCSO Crew Sup. w/ USFS Crew Sup. Trainee
- USFS Crew Sup. w/ NPS Crew Sup. Trainee

### Crew Supervisor Trainees:

Any time the Northern Colorado Crew is dispatched an effort will be made to assign a Crew Supervisor Trainee.

The Trainee should be assigned from an agency other than that of the Crew Supervisor. When an agency supplies a Crew Supervisor Trainee, it will not be an additional person but part of that agencies normal crew component.

Once assigned to the Northern Colorado Crew, Crew Supervisors and Crew Supervisor trainees may not accept other fire assignments away from the crew.

### Squad Leaders:

Each Crew will have 3-4 Squad Leaders. Each agency (LCSO, USFS and NPS) will be required to provide a Squad Leader with their crew component, if possible. Squad Leaders will be identified on the crew manifest.

### Fallers/Sawyers:

A minimum of three red card qualified fallers/sawyers will be assigned to each crew when possible. At a minimum, one of these positions must be a qualified faller B (FALB). When the crew provides their own transportation a combination of 3 Saws can be provided for the crew between the USFS or LCSO at the time of dispatch. On assignments where the crew is being flown out from our home base only 2 saws will be carried.

### Emergency Medical Technician:

Every effort will be made to include a Colorado certified EMT with each crew when possible, but this is not a required component.

## **Mobilization Time**

The crew will meet the national standard for mobilization of a Type II crew. This is 4 hours from time of notification by RMACC to assembly at the designated departure point.

## **Designated Departure Point**

## Appendix C

The crew will assemble all of its members at a departure point designated by FTC at the time of notification. Individual agencies may coordinate their components at other assembly points before all move to the designated departure point. All components are expected to arrive at the departure point fire ready and ready to travel.

### **Strike Team Requests**

When the Northern Colorado Interagency Crew is requested in a strike team configuration the assigned crew boss rotation will be followed. A strike team leader will be assigned when requested from the IMG list on a rotational basis. If a STL trainee is assigned a reduction in the crew component providing the trainee may be necessary.

## **OPERATING GUIDELINES**

### **Standard Crew Equipment Requirements**

Radios: Each agency will furnish its overhead personnel (Crew Supervisor, Crew Supervisor Trainee, and Squad Leaders) with King programmable radios. A minimum of four radios shall be taken on each dispatch to insure good inter-crew communications.

Chainsaws: The North Roosevelt (USFS) or the Larimer County Sheriff's Office will provide a minimum of two chainsaws for the crew. Both agencies will maintain and store two saws for this function. Saws will be used on a rotational basis. Use of the LCSO saws will require completion of Equipment Rental Use forms.

Meals and Water: Unless traveling by air, the crew will be dispatched with rations and water sufficient for two meal periods. The crew is expected to arrive at the assembly point fed and self sufficient for a minimum of six hours. No special arrangements will be made to feed crew members who do not comply. Before being demobed from an incident, the Crew Supervisor should make meal and/or lodging arrangements with incident personnel, for the time the crew is in travel status. At a minimum, the crew should be double lunched.

First Aid Kits: 1 10-Person first aid kit, at a minimum, will be sent with each crew dispatched.

### **Recommended Equipment:**

## Appendix C

Each crew member is expected to come equipped with line gear, personal gear pack, and sleeping bag ready for fire line assignment up to 14 days. Required line equipment is as follows:

- 1 personal fire pack (red bag)
- 1 field pack web gear
- 1 hard hat w/chin strap
- 2 pair leather gloves
- 2 pair nomex pants
- 2 Nomex shirts
- 4 1 qt canteens
- 1 pair goggles or safety glasses
- 1 pair ear plugs
- 1 pair lace-up, leather boots, 8 inch tops, lug soles
- 1 individual first aid kit
- 1 fire shelter
- 1 headlamp w/batteries
- 1 sleeping bag
- 2 meals (ready to eat type meal)

### **Recommended additional equipment:**

- bandannas
- socks (plenty)
- underwear and T-shirts 100% cotton, enough for 2 weeks
- jacket/sweater & cap
- rain gear
- tennis shoes
- ground cloth/ small tent(optional)
- toilet kit
- travelers check or cash (\$50.00)
- belt
- personal prescription drugs, extra glasses
- pocket notebook and pencil
- Items of line gear and personal equipment must follow the following basic guidelines:
  - Maximum weight for line gear and personal pack is 65 lb.
  - No items are to be attached to the outside of packs
  - Fire clothing and boots will be worn from point of departure to assignment during travel

## **CREW SUPERVISOR AND CREW SUPERVISOR TRAINEE RESPONSIBILITIES**

## Appendix C

The crew supervisor is responsible for the management, organization and safety of the crew from the time of dispatch until the return of the crew back to their point of departure. Though the Northern Colorado Crew is interagency in nature, the crew supervisor regardless of agency affiliation is in command of the crew. Tactical decision's as well as administrative issues are the responsibility of the crew supervisor.

### **Crew Briefing:**

It is recommended that the crew supervisor and crew supervisor trainee spend a few minutes together before departure to define roles. After this initial meeting they should brief the crew with regard to the particular information about the dispatch identify assigned squad bosses, make squad assignments and designate an EMT for the crew.

### **Evaluations:**

The crew supervisor is responsible for completing an evaluation of the crew sup. trainee, and insuring a crew evaluation is received from their line supervisor before leaving the fire. These evaluations will be submitted to FTC upon return to Fort Collins.

The crew supervisor trainee will be responsible for submitting a copy of a crew member performance evaluation for either superior performance or less than satisfactory performance if applicable for each individual working the fire (be specific when identifying problems).

### **Time Sheets:**

Crew Supervisors are responsible for submitting completed signed documents for their crew during the dispatch. The squad leaders, crew supervisor or crew supervisor trainee from each agency will serve as chief of party for that agency during travel to and from the point of departure. Time sheets for each agency providing crew members will be given to their chief of party for return back to home units. The accuracy of the firefighter time sheets, upon completion is the responsibility of the firefighter. Any problems should be resolved by the crew supervisor before departing the fire. All original time sheets (pink copy) must be returned to the sending agency.

## **TIME REPORT PROCESSING AND PAY RATES**

## Appendix C

Because Inter-Agency Suppression Crews and single resources represent many different agencies, it is especially important for crew supervisors, strike team leaders, crew liaisons, and other miscellaneous overhead to understand their responsibilities in regard to Inter-agency Fire Business Management policy.

### Emergency Firefighter Time Report

1. Be certain that each person has a time report and that it is posted each day. The local timekeeper MUST sign these reports prior to your departure from the incident.
2. Regular government, USFS, CSFS, and LCSO employees shall return with their Emergency Firefighter Time Report (EFTR) and submit this document to their normal timekeeper, i.e. home unit, for processing as soon as possible. All LCSO employees/firefighters shall submit their completed EFTR to Larimer County for payment. LCSO will then provide a detailed bill with copies of all EFTR's to CSFS for processing through CSFS to the appropriate agency for reimbursement.
3. Other cooperators shall process their firefighter time through their normal procedures, at their home unit.
4. Personnel dispatched as single resources are responsible for submitting their own time reports to their home unit.

### Larimer County Firefighter Pay Rates

1. County firefighters will be paid at the rates shown on the current Cooperative Resource Rate Form (CRRF), for their respective position.
2. Classification of firefighters should be established prior to departure on the assignment. The pay rate can change during the assignment if the person's job changes. Re-assignments at the incident must be classified by the Finance Section.
  - **FFT2** Crew member - skilled - infrequent faller, pump operator, etc.
  - **FFT1** Crew member assigned with primary duty of a Squad Leader
  - **FALA** Crew member assigned as a faller/sawyer with primary duty involving operation of a chainsaw.
  - **CRWB** Crew Supervisor
  - **ENGB** Engine Supervisor
  - **Single Resource Positions** Single resource positions will be paid at a department rate that is determined by the given position.
  - **Trainees** All trainees for the FFT1, CRWB, ENGB or Single resource positions, will be filled at the next lower level.

### MOTELS, RESTAURANTS, CAR RENTALS, ETC.

## Appendix C

For crewmembers and crew supervisors, all expenses should be picked up by the benefiting agency. In other words, there should be no out-of-pocket expenses that are reimbursable. In the rare case where this does not hold true, regular government employees should bring back receipts and submit them through normal per diem channels. Non-federal employees should submit bills for any reimbursable out-of-pocket expenses to the benefiting unit finance section on the incident when possible. When expenses are incurred en route home, receipts should be submitted to the benefiting agencies finance unit for processing.

Should a car rental be needed, make every effort to have the benefiting unit rent the vehicle for you and then submit any gas slips to the finance section prior to returning home.

No benefiting unit can REQUIRE you to rent a vehicle at your own expense. Should YOU choose to do so, submit all bills to the finance section prior to returning if you are a non-federal employee. Regular government employees can submit such bills on their per diem and charge the cost to the fire management code. All personnel will need to bring documentation for the benefiting unit as to the reason why the car rental was needed and that it was an authorized expense if they should bring a bill home for payment. WE CANNOT REQUIRE THAT CREWMEMBERS TAKE CASH AND/OR CREDIT CARDS WITH THEM ON A FIRE ASSIGNMENT; HOWEVER, IT IS HIGHLY RECOMMENDED.

## PERSONNEL AND EQUIPMENT TIME DOCUMENTATION

Documentation for Colorado State Forest Service: When required to submit personnel time reports and equipment time reports through the Colorado State Forest Service for processing and billing of reimbursement expenses cooperators party to this agreement must follow guidelines listed below. Upon completion of this information, time reports will be submitted to the Fort Collins District office for processing. Submission and processing will follow the time guidelines outlined in the body of this agreement. Requests for reimbursement must be accompanied by documentation that meets the needs of the submitting and receiving agencies. CSFS will reimburse upon receipt of the original documents, not copies, from the incident.

### A. Personnel Time (reimbursement)

1. Original time sheet must be submitted. This time must be verified by the CSFS district as a valid expense payable by CSFS for the incident.
2. Information which is to be attached to the invoice:
  - incident name
  - (federal) incident number
  - rate of pay
  - hours worked
  - total amount paid
  - individual names
  - date and time of incident
  - commissary costs for individuals

### B. Equipment Time (reimbursement)

1. Attach a copy of a shift record to the invoice showing actual equipment use.
2. Information to be attached to each invoice:
  - incident name
  - (federal) incident number
  - payment rate
  - date and time of incident
  - type/size of equipment
  - unit number and/or cooperator name
  - indicate whether CSFS equipment or not

## Appendix D

### C. Other (reimbursement)

1. Information which is to be attached to the invoice:
  - incident name
  - (federal) incident name
  - copy of vendor sales ticket
  - use or transfer documents for cooperator supplied items

### D. Invoice Flow

1. Cooperator to the CSFS District
  - a. District verified times with A.O.P.
  - b. District consolidates all incident expenses.
  - c. District completes a separate CSFS #820 for each incident for each cooperator.  
The #820 will include all reimbursable expenses (personnel, equipment, etc.) for that cooperator.
2. CSFS District signs to authorize payment and sends CSFS #820 with attached invoice to the State Office.

Appendix D

LARIMER COUNTY SHERIFF'S DEPARTMENT EQUIPMENT RENTAL RATES

<b>EQUIPMENT DESCRIPTION</b>	<b>HOURLY RATE</b>	<b>DAILY MINIMUM</b>	<b>DAILY USE RATE</b>
<b>Type 1 Water Tender (4000 gal)</b>	\$100.00	\$800.00	
<b>Type 3 Engine (700 gal)</b>	\$80.00	\$640.00	
<b>Type 6 Engine (300 gal)</b>	\$38.00	\$304.00	
<b>4x4 6-9 Passenger Transport</b>			\$100.00 + \$.28/Mile
<b>4x4 Utility/Transport</b> Vehicle 1/2T - 1-1/4T			\$54.00 + \$.28/Mile
<b>4x2 Utility/Transport</b> Vehicle 1/2T - 1-1/4T			\$54.00 + \$.28/Mile
<b>D7 Dozer</b>	\$185.00	\$1480.00	
<b>D8 Dozer</b>	\$210.00	\$1680.00	
<b>Road Grader</b>	\$130.00	\$1040.00	
<b>Tractor/Lowboy</b>	\$125.00	\$1000.00	
<b>Portable generators</b>	\$10.00	\$80.00	
<b>Pump, portable or tailored;</b> Gear high speed Centrifugal or, multi-staged Centrifugal; 75 or more PSI	\$20.00	\$160.00	
<b>Chainsaw</b>	\$4.50		
<b>Communications Van</b>			\$500.00/ Day*1
<b>Flat Bed Utility Trailer</b>			\$0.20/Mile
<b>All Terrain Vehicle (ATV)</b>			\$50.00 + \$.28/Mile

## Appendix D

For all equipment listed, driver/operators will be furnished by Larimer County Sheriff's Department and hired by the benefiting agency at current department rates.

Operating supplies such as fuel, oil, water and foam will be provided by the benefiting agency. This is also referred to as a "Dry" work rate.

\*1 - Day reflects 24 hour shift.

Rates for vehicles or equipment not covered by this agreement will be negotiated at time of hire and processed through standard Government procedures. Rates will reflect standards set by CSFS for similar equipment.

**COLORADO STATE FOREST SERVICE EQUIPMENT RENTAL RATES**

National Wildfire Coordinating Group minimum standards for Wildfire engines and tenders.  
 All rates on all equipment are without operators.

<u>EQUIPMENT</u>	<u>DESCRIPTION</u>	<u>HOURLY USER RATE</u>	<u>MINIMUM DAILY</u>
Wildand Engine	Type 3	\$80.00	\$640.00
	Type 4	\$62.00	\$496.00
	Type 5	\$48.00	\$384.00
	Type 6	\$38.00	\$304.00
	Type 7	\$29.00	\$232.00
<u>Tenders</u>	Type 3	\$48.00	\$384.00
	Type 4	\$48.00	\$384.00

## COLORADO STATE FOREST SERVICE EQUIPMENT RENTAL RATES

<b>Support Equipment</b>	<b>Mileage/Hourly</b>		<b>Daily Min.</b>
1. 4x4 cargo pickup or Carryall (1/2T - 1-1/4T)	. 20/mi	\$12.00/day	\$0.00
2. 4x2 cargo 1 1/2 T and over)	. 20/mi	\$29.00/day	\$0.00
3. 4x2 cargo pickup or van (1/2T - 1-1/4T)	. 20/mi	\$12.00/day	\$0.00
4. 4x4 electric generator and light truck, 100 kw			
Generating	\$5.25 hr	n/a	\$42.00
Mileage	. 50/mile	n/a	\$42.00
5. 4x2 service/shop truck	\$35.00/hr.		\$196.00/day
	+ Parts @ cost		
6. Sedan or Station Wagon	\$0.14/mi	\$9.00/24hr	\$16.00
7. Truck tractor without trailer; Gas or diesel,	\$66.00/hr		\$312.00/24hr
8. Trailer, semi	\$7.00/hr		
<b>Pump, Portable; trailer mounted</b>			
9. Over 100 GPM capacity	\$28.00/24 hr day		\$27.00
10. Pump, portable; gear high speed, centrifugal, or multi-staged centrifugal; 75 psi or more	\$127.00/24 hr day		\$122.00
11. Pump, portable; diaphragm or low pressure centrifugal less than 75 psi capacity	\$102.00/ 24 hr day		\$102.00
12. Chain saw, all	\$36.00/ 24 hr day		\$36.00
13. Plans trailer, 28-foot	\$51.50/ 24 hr day		\$51.50

## FIRE REIMBURSEMENT TASK GROUP

### Terms Defined:

Reimbursement - Payment made to another agency for their paid costs

### Payment

1. Made directly to employee or vendor for costs:
2. Made directly from vendor.

### Verify (D.F. level)

1. Has signature of benefiting agency
2. Check for consistency with Annual Operating Plan (A.O.P.) - is it reimbursable?
3. Are the correct rates used, per A.O.P.?
4. Preliminary check of figures entered - are the use/standby times, use rates, or special considerations concerning use costs entered on the Use Record?
5. Initiates CSFS #820 with the invoice from the department/county.
  - Leave account number blank
  - Send the #820 with invoice to State Office. Indicate in the comments section the incident name and (federal) incident number.
  - Recommendations for any items for which payment is not recommended.

## Aviation Resource Ordering and Dispatch Criteria For Larimer County

### SE/AT Pre-position Criteria

Several Single Engine Air Tankers (SE/AT's) may be available for use by cooperating agencies for initial and extended attack to help control wildfire. The following criteria has been developed by the Larimer County Sheriff's Office, Colorado State Forest Service and the Arapaho-Roosevelt National Forest to aid in requesting pre-positioning SE/AT's for initial attack:

1. Fire Danger - High to Red Flag
2. Preparedness Level - 3 or above (as defined in the Annual Operating Plan).
3. Aviation Resources - Availability of other local and regional aviation resources will also be considered.
4. Costs - Cost must be considered prior to pre-positioning. (Current CSFS policy provides the first drop free).
5. Priority - SE/AT pre-position based on State wide priority

Aviation resources requested for wildfires on Private and State lands in Larimer County will be requested through the Larimer County Sheriff's Office Representative and follow guidelines contained in the CSFS Wildfire Emergency Response Fund Operating Procedures. All aviation resource will be coordinated through FTC and follow FTC aviation resource guidelines and procedures.

A list of Personnel authorized to order aviation resources will be given to the FTC from the Larimer County Sheriff.

The State Legislature has created the Wildfire Emergency Response Fund (WERF) to encourage the use of both air tankers and helicopters for initial attack on state and private lands. This fund provides financial support for the initial load from an air tanker and the first hour of helicopter time (including pilot expense). The fund does not cover transit costs for aircraft not on-station in Colorado, lead planes, aerial observers (air attack), helitack crew time, or other associated overhead expense associated with aircraft use. These additional costs are the responsibility of the requesting agency.

The Initial Attack Aircraft Agreement for Wildfire Suppression will be considered suspended with the funding of this new program.

## COOPERATOR EQUIPMENT AGREEMENTS, RATES AND PROCEDURES

This appendix contains procedures for use of equipment and personnel not included in Appendix C and D of this document.

### IN AREA PROCEDURES

Equipment and personnel listed in this Appendix will qualify those Departments and Agencies as “cooperators” to this agreement and those agencies/departments may bill directly to the benefiting agency when the incident occurs within the geographical coordinating area of FTC. Equipment and personnel will be paid at the rates established on CSFS Cooperative Resources Rate Form included in this Appendix. Those Departments/Agencies that do not provide documentation in this appendix will be considered “contractors” and will have to negotiate their rates using the standard Emergency Equipment Rental Rate Agreement (EERA) at the time of use. Negotiated rates will be based on the standard Rocky Mountain Area equipment rental rates.

### OUT OF AREA PROCEDURES

Equipment supplied by cooperators to this agreement for incidents outside the geographical coordination area of FTC will be reimbursed at the rates included in this Appendix and will process their billing through the Ft. Collins District of the CSFS.

### MUTUAL AID

The information, rates, and billing procedures included in this Appendix shall have no impact on Mutual Aid Agreements in place with the Larimer County Sheriff’s Office or between area fire departments and/or districts.

### CSFS COOPERATIVE RESOURCE RATE FORM (CRRF)

The following items are to be addressed when utilizing the Cooperative Equipment Rate Form

#### Reimbursement Conditions

1. When called upon for an assignment, the cooperator agrees to a commitment up to 14 days plus travel or as negotiated. Any desire by personnel or their department to rotate manpower or equipment before the end of these agreed upon time periods without prior approval from the Incident will be at the departments or individuals expense.
2. Any equipment that does not pass a pre-use inspection performed by the benefiting agency, after the arriving at the incident, will be rejected and the cooperator will not be compensated for any time or mileage incurred.
3. Equipment use will be documented on an Emergency Equipment Shift Ticket(OF 297) or other document as specified in the Annual Operating Plan.
4. Each Department using the Cooperative Equipment Rates form will provide workman’s compensation insurance for all department personnel manning the department’s engine(s).
5. Departments agree to consolidate all bills for their department and send to the benefiting agency or CSFS, which ever is applicable, within 30 days after the incident.

## Appendix G

6. Departments which choose not to complete the Cooperative Equipment Rates form as an attachment to the county AOP will be required to complete the Emergency Equipment Rental Rate Agreement at the time of the incident and are restricted to the standard Rocky Mountain Area equipment rates

### Engine Equipment and staffing

1. Must be according to the current Fireline Handbook standards.
2. Each Engine must be staffed by an individual who is knowledgeable about fire reimbursement procedures.
3. Each member must be NWCG certified for the position they are staffing.
4. Vehicle fuel cards are only for use with the specific assigned vehicle.

### Equipment transportation

The benefiting agency will pay the department at the guarantee rate for equipment being transported from point of hire to the site of work and return. Equipment and personnel rates during transit are recorded separately. The exceptions are:

- When equipment is not in safe operable condition.
- If the cooperator withdraws equipment and /or personnel prior to being released by the incident, the cooperator shall bear all costs of returning equipment and/or operators to point of hire.
- If equipment can not be repaired or replaced within 24 hrs from the time of breakdown or personnel shift change.
- If equipment can not be repaired or replaced, personnel are entitled to their hourly rate for return to point of hire.

### Personnel transportation

If personnel time is shown separately from equipment, personnel enroute to an incident are in work status. If personnel time is included in the equipment rate, then costs for personnel are included in either the equipment work or guarantee rate, whichever applies

### State Engines assigned to the department

1. CSFS will pay the department \$50.00 per day for department owned equipment on State engines when engine is in work status and documented on an Emergency Equipment Shift Ticket (OF 297)
2. Payment will be made to CSFS for State engines assigned to a dept. and staffed by the cooperator.
3. CSFS will reimburse department all documented costs for fuel and oil for State engines assigned to reimbursable incidents.
4. CSFS will inspect all State leased equipment annually.

## Appendix G

### Travel Expenses

Benefiting agency will reimburse personnel for reasonable out-of-pocket travel expenses not paid by the incident. Per diem rates cannot exceed current benefiting agency rates. Receipts are required for lodging, and may be required for meals depending on benefiting agency policy.

### Claims

1. The benefiting agency may repair or replace lost or damaged equipment if such equipment is not covered by department insurance. Damage claims will be made directly with the incident at the time they occurred and prior to demobilization. If such claims are not made with the incident, the damage must be reported to the benefiting agency within 7 working days when within the AOP county.
2. If the damage occurred on an incident outside the AOP County, departments will submit damage claims as required by the benefiting agency at the time and place of occurrence and advise CSFS.
3. For all CSFS engines assigned to departments, the department will maintain in force liability insurance coverage for each vehicle in amounts equal to or greater than \$150,000 each person/ \$400,000 any one occurrence, or such higher amount as may be specified in the Colorado Governmental Immunity Act, 1973 C.R.S., 24-10-101, et. seq., as amended for such acts as to which government immunity has been partially obtained from a company licensed to do business in the state of Colorado or through statutory approved self - insured program.
4. Liability insurance is recommended for all cooperator equipment.
5. Each department using the Cooperative Resource Rates form will provide workman's compensation insurance for all involved department personnel. If personnel are employed as AD's, then the employing agency of record accepts the workman's compensation requirements.

### Engine availability

1. Engines listed as available will remain in available status until CSFS / Ft. Collins District is advised otherwise.
2. Each cooperator must review engine availability and notify FTC directly when an engine is unavailable. Once an engine is unavailable it will stay unavailable until the cooperator notifies FTC that the engine is again available.

### Performance Evaluations

Each cooperator shall obtain an Incident Personnel Performance Rating form, ICS 225, prior to demobilization. The completed evaluation will be returned to the CSFS Ft. Collins District Office.

## Fire Class Ratings

Fire Class	Size in Acres
Class A	0 to .25
Class B	.25 to 9
Class C	10 to 99
Class D	100 to 299
Class E	300 to 999
Class F	1000 to 5000
Class G	5000 +