



Northern Rockies February 2009

COST SHARE AGREEMENT

**Between the
XX AGENCY
And the
XX AGENCY**

This cost share agreement is between the agencies identified above, as negotiated for the following incident in accordance with the Statewide Cooperative Fire Protection Agreement # _____ executed between the parties on (date). The purpose of this agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost division.

General Fire Information:

Incident Name:

Incident Start Date and Time:

Origin: Township Range Section

Estimated Size: Acres at the time of this agreement:

Incident Cause:

Incident Numbers by Protection Agency:

Agency	Incident #	Accounting Code

Agreement Period: This agreement becomes effective on the date indicated below and will remain in effect until amended or terminated.

State date/time:

End date/time:

Principal Contacts:

The following personnel are the principal contacts:

Title:	Name:	Agency:
Agency Administrator		
Agency Representative		
Agency Administrator		
Agency Representative		
Incident Business Advisor(s)		
Incident Commander(s)		
Other IMT members as appropriate		



Special Management Operational Conditions:

Document all decisions pertaining to special management considerations above the standard agreed upon, (i.e., cultural site preservation, fireline rehab, etc.).

Protection Responsibility:

1. Does the fire area or any mitigation actions taken affect more than 1 area of protection responsibility? Yes _____ No _____

IF YES, use the following matrix to identify all agencies that:

- have responsibility for wildland fire protection, structure protection and structure fire suppression.
- have areas of overlapping responsibility.

Entity & Protection Area Description	Wildland Fire Responsibility (Y or N)	Structure Protection Responsibility (Y or N)	Structure Suppression Responsibility (Y or N)
Federal Agency <i>Area Description:</i>			
State <i>Area Description:</i>			
County <i>Area Description:</i>			
Local Government <i>Area Description:</i>			

Definitions for Wildland Fire Protection, Structure Protection, and Structure Fire Suppression are contained in the Northern Rockies Coordinating Group Agency Administrators Memo of 5/28/08, entitled, "Community and Structure Protection Guidelines".

<http://www.fs.fed.us/r1/fire/nrcg/index.html>

Structure Protection and Structure Suppression Details:

1. Were any structures threatened? Yes ___ No ___
2. Were structure protection actions conducted:
 - a. within the active fire area? Yes ___ No ___
 - b. outside the active fire area? Yes ___ No ___



IF YES to any of the above questions, use the following matrix to:

- document actions that were taken in regard to structure fire protection and structure fire suppression
- identify who has responsibility for those actions
- identify the locations of the actions taken.

Location and total number of structures at that location	Within active fire area? (Y or N)	Agency(s) Responsible for Structure Protection	Agency(s) Responsibility for Structure Suppression	Number of structures threatened at that location

3. Describe the actions and financial responsibilities within the active fire area taken by each agency

4. Describe the actions and financial responsibilities outside the active fire area taken by each agency.

Other conditions relative to this agreement:

1. Costs incurred by cooperators not engaged with the host agency or IMT in the fire suppression activities will not be included as a part of this cost share agreement.
2. Responsibility for tort claim costs will not be a part of this agreement. Responsibility for these costs will be determined outside this agreement.
3. Costs for accountable, sensitive, and durable property purchased by each agency will be charged directly to that agency and will not be shared.
4. Non-suppression rehabilitation costs are the responsibility of the jurisdictional agency and will not be shared.
5. Suppression strategies and their related costs, including use of aircraft and retardant, will be documented and approved by the signatories to this agreement.
6. Per the XX Cooperative Fire Agreement billing procedures, the parties to this agreement will determine the total costs of each agency. Each agency will bill for their costs.

Cost Share Methodology:

Describe the chosen cost share method for this fire and the details that explain the apportionment. **A map must be included that shows fire area with the methodology applied to that map.**

