

**Northwest Wildland Fire Protection Agreement**  
**(Northwest Compact)**

**Cooperative Operating Plan**  
**2005**

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## **I. Purpose**

This cooperative operating plan is to facilitate assistance in preparedness and wildland fire fighting between the member agencies of the Northwest Wildland Fire Protection Agreement (known as the NW Compact) . This plan does not override or supersede any existing cooperative wildland fire fighting arrangements such as federal/state agreements, Mutual Aid Resource Sharing (MARS), or the Canada/US Reciprocal Forest Fire Fighting Agreement.

Agencies part of the NW Compact will be further referred to as member agencies. NW Compact resources exchange will not be part of the U.S. (Federal) national mobilization process, but needs to be coordinated as soon as possible for strategic purposes. All NW Compact resources used on joint US Federal/State fires will be considered agents of the State.

Local, cross jurisdictional (International, Territorial, Provincial, and State) operating plans may also be developed for local geographic areas that incorporate closest forces concept to facilitate initial attack. The local operating plans will be in accordance with the terms and conditions of the NW Compact Cooperative Operating Plan.

## **II. Authority**

The Northwest Wildland Fire Protection Agreement ratified by US Public Law 105-377, 1998, and signed by the member agencies provides for this cooperative operating plan under Article 3.2.

## **III. Terminology and Command Systems**

To establish a "common" understanding, words and phrases as used herein are defined in a Glossary attached as Appendix A.

The member agencies recognize and accept different on site language and command structures of each agency. Resources may be defined and/or configured differently by each member agency.

## **IV. General Procedures**

### **A. Requests**

1. Requests for assistance will be channeled by the most expeditious means to the appropriate authorized official as listed in Appendix B.
2. Each member agency will be responsible for providing the U.S. and Canadian agencies with the names and phone numbers of the authorized Canadian and U.S. member agency officials and/or duty officers by April 30th of each year.

3. Each member agency's resource order forms are acceptable for resource order requests. The ordering agency assigns the billing number.

## **B. Personnel**

1. Reimbursement for personnel will be on the following basis:  
All costs submitted for payment by the sending agency will be reimbursed by the ordering agency, in accordance with the salary schedules and/or union contracts in existence with the sending agency unless resource rates are established prior to resource mobilization.

A sending agency may prefer to set a flat fee for service.

2. When appropriate, the sending agency or the ordering agency may provide and/or request adequate liaison. The costs of the liaison officer will be reimbursed by the ordering agency.
3. When mutually agreed by the ordering and sending agencies, the sending agency may provide a technical specialist at the sending agencies cost.
4. The ordering agency agrees to accept the sending agency's standards for training, fitness, personal protective equipment and workers compensation. If the ordering agency must meet additional safety equipment/supplies standards than the sending agency standards, it is the responsibility of the ordering agency to supply the required equipment, supplies and associated training.
5. Each agency assigning personnel to a resource order certifies that the personnel assigned meet the requirements of the position ordered.
6. Personnel assigned as part of a resource order will receive an incident briefing by the ordering agency prior to fireline deployment and should be debriefed prior to demobilization. Debriefings and evaluations will be provided to the sending agency.
7. Agencies will comply with customs clearing procedures as applicable. (See Appendix D. Procedures for Crossing International Borders)
8. The sending agency will ensure that their personnel are adequately covered for any hospital and/or medical costs incurred while on assignment.
9. Notwithstanding item number 8, the ordering agency will ensure that immediate medical services be afforded any member of the personnel on assignment regardless of the nature of the requirement or the type of medical aid required.
10. Any accident or serious incident involving personnel on assignment must be immediately reported to the sending agency's authorized official. The sending agency may request to participate in the investigation, or may, at their own expense, and with the assistance of the ordering agency, undertake their own investigation.

11. Commissary expenses for personnel on assignment is the responsibility of the sending agency.
12. Length of assignment and rest and rotation for personnel shall be identified by the Sending Agency at the time of request.

### **C. Equipment and Supplies**

1. Expendable supplies and materials shall be considered purchased on delivery, and full replacement costs will be reimbursed by the ordering agency. Items should be considered expendable if they are not reusable.
2. Non-expendable and accountable equipment and supplies will be credited to the ordering agency upon return to the sending agency. The cost of refurbishing is reimbursable to the sending agency unless the sending agency agrees that the ordering agency will perform the work.
3. In the event that any equipment or supplies are damaged beyond repair or not returned, they will be either replaced by the ordering agency with new equipment or supplies of the same quantity and to the sending agency's standard, or full replacement costs will be reimbursed by the ordering agency. Fiscal reimbursement is the preferred method for replacing lost or damaged equipment when crossing international borders.
4. Providing communications equipment is the responsibility of the ordering agency, or as otherwise specified in local operating plans.

### **D. Aircraft**

1. Costs for aircraft being obtained through this cooperative operating plan are defined by the sending agency. These normally include:
  - a. Hourly flight time
  - b. Hourly/daily availability
  - c. Fuel and oil(if purchased by the sending agency)
2. Air crew wages are included in the hourly flight time and /or hourly/daily availability, unless otherwise specified by the sending agency. Crew meals, accommodations, and ground transportation are reimbursable if not supplied by the ordering agency.
3. Normal, routine maintenance is the responsibility of the aircraft contractor or owner and is not reimbursable.
4. Costs incurred for extra labor or parts transported to facilitate repairs not considered routine are reimbursable. Sending agency contract stipulations will be followed by the ordering agency.

5. Damage to an aircraft as a direct result of the ordering agency is the ordering agency's responsibility.
6. Length of assignment and recall conditions will be defined at the time of deployment.
7. Special considerations should be specified by the ordering agency.

## **E. Recall**

1. Forty-eight hours recall notice for personnel will be given from the sending agency wherever possible, and the ordering agency will make every effort to meet the 48 hour notice.
2. Equipment and supplies will be returned to the sending agency as expeditiously as possible or as negotiated.

## **F. Billing and Payment**

1. Estimates shall be submitted annually by December 1, invoiced no later than January 31, and final payment shall occur within 60 days after receipt of billing, unless a different arrangement is negotiated.
2. All billings will include the ordering agency's resource order number and request number if applicable, and shall be itemized by incident and by sectional provisions of this guideline.
3. Invoices for goods and services provided by Canada to the US will be paid for in Canadian Dollars. Invoices for goods and services provided by the US to Canada will be paid for in US dollars. It is the intent that the sending agency receive full payment of their bill, regardless of the current exchange rate. The rate shall be the exchange rate at the date that the invoice is issued.
4. Member agencies will not normally bill each other for administrative costs (indirect costs), unless agreed to at time of order.
5. Bills shall be submitted to the billing addresses listed in Appendix C.

## **G. Review**

1. The Cooperative Operating Plan shall be reviewed annually, and updated as appropriate.
2. *Reviewed and updated April 27, 2005, by the member agencies.*

## **V. Appendices**

### **A. Glossary**

Authorized Official--Immediate authority to approve dispatch of resources. Specific individuals are identified in Appendix B.

Billing Number--Individual agency's charge code that tracks costs for the incident.

Liaison Officer--Official from the ordering sending agency responsible for the health, safety, welfare and commissary needs of sending agency personnel while on assignment.

Member Agencies-- Agencies signatory to the Northwest Wildland Fire Protection Agreement

Ordering Agency--Any agency requesting and receiving assistance from another agency.

Sending Agency--Any agency providing resources at the request of another agency.

Technical Specialist-- Personnel with special skills. The specialists may be used anywhere with the organization. Most technical specialists are certified in their field or profession. Position determined by the sending agency at the time of request. Costs may be born by the sending agency.

## Appendix B.

2005

### Authorized Member Agency Officials and/or Duty Officers

#### Alberta

Revie Lieskovsky  
Phone: 780-427-7925  
Fax: 1-780-422-7230  
Cell: 1-780-914-6225  
Email: [Revie.Lieskovsky@gov.ab.ca](mailto:Revie.Lieskovsky@gov.ab.ca)

Don Harrison  
Phone: 780-427-2545  
Fax: 1-780-415-1509  
Cell: 1-780-913-7773  
Email: [Don.Harrison@gov.ab.ca](mailto:Don.Harrison@gov.ab.ca)

Morgan Kehr  
Wildfire Operations  
Phone: 1-780-422-4438  
Cell: 1-780-405-3617  
Fax: 1-780-422-7230  
Email: [Morgan.Kehr@gov.ab.ca](mailto:Morgan.Kehr@gov.ab.ca)

Provincial Duty Officer (24 hours April 1-October 1)  
Phone: 1-780-415-6460 (during hours)  
Cell: 1-780-913-2344 (after hours)  
Fax: 1-780-422-7230  
Email: [pffc.wfops@gov.ab.ca](mailto:pffc.wfops@gov.ab.ca)  
24 hour desk 12 months/year 310-FIRE (toll free anywhere in Alberta)

#### British Columbia

Jim Price  
Phone: 1-250-356-5402  
Cell: 1-250-812-8917  
Email: [Jim.Price@gov.bc.ca](mailto:Jim.Price@gov.bc.ca)

Peter Fuglem  
Office 1-250-387-5538  
Email: [peter.fuglem@gov.bc.ca](mailto:peter.fuglem@gov.bc.ca)

Provincial Duty Officer  
Phone: 250- 387-1717 (24 hours)  
Email: [prov.fire@gov.bc.ca](mailto:prov.fire@gov.bc.ca)

For initial attack requests (less than 24 hours) contact Fire Center Fire Control Officers:

Coastal 1-250-951-4200

Kamloops 1-250-554-7701

Southeast 1-250-365-4001

Prince George 1-250-565-6126

Northwest 1-250-847-6633

For initial attack air tanker assistance call the Provincial Airtanker Centre  
Phone: 1-250-376-9018

All other requests contact Provincial Duty Officer.

### **Northwest Territories**

Susan Corey, Director, Forest Management

Office: 867-872-7700

FAX: 867-872-2077

Email: [Susan.COREY@gov.nt.ca](mailto:Susan.COREY@gov.nt.ca)

Territorial Duty Officer

Phone: 867-872-7710

24 Hour: 867-872-4262

FAX: 867-872-2077

Email: [DUTY\\_OFFICER@gov.nt.ca](mailto:DUTY_OFFICER@gov.nt.ca)

### **Yukon Territory**

Mike Sparks

Phone: 1-867-456-3964

Fax: 1-867-667-3148

Cell: 1-867-334-1894

Email: [Mike.Sparks@gov.yk.ca](mailto:Mike.Sparks@gov.yk.ca)

Ken Colbert

Phone: 1-867-456-3904

Fax: 1-867-667-3148

Cell: 1-867-334-1893

Email: [Ken.Colbert@gov.yk.ca](mailto:Ken.Colbert@gov.yk.ca)

Yukon Duty Officer

Phone: 1-867-667-3128

Fax: 1-867-667-3148

Cell: 867-334-1917

Email: [ydo@gov.yk.ca](mailto:ydo@gov.yk.ca)

### **Alaska**

Lynn Wilcock  
Phone: 907-356-5850  
Fax: 907-356-5850  
Cell: 907-590-3686  
Email: [Lynnw@dnr.state.ak.us](mailto:Lynnw@dnr.state.ak.us)

Rick Dupuis  
Phone: 907-356-5645  
[Rick\\_dupuis@dnr.state.ak.us](mailto:Rick_dupuis@dnr.state.ak.us)

Martin Maricle  
Phone: 907-451-2608  
Email: [Martinm@dnr.state.ak.us](mailto:Martinm@dnr.state.ak.us)

Duty Officer Pager: 1-907-451-2345, pager # 0220

## **Idaho**

Brian Shiplett  
Phone: 208-666-8650  
Cell: 208-755-4939  
Fax: 208-769-1524  
Email: [bshiplett@idl.state.id.us](mailto:bshiplett@idl.state.id.us)

Bob Burke  
Phone: 208-666-8651  
Cell: 208-755-2924  
Fax: 208-769-1524  
Email: [bburke@idl.state.id.us](mailto:bburke@idl.state.id.us)

Resource Orders  
Coeur d'Alene Dispatch Center  
Frank Waterman or Sally Estes  
Phone 208-772-3283  
Fax: 208-762-6909  
Email: [iccdc@dms.nwcg.gov](mailto:iccdc@dms.nwcg.gov)

## **Montana**

**The following is the call down order to request resources from the State of Montana DNRC office for Northwest Compact members.**

Northern Rockies Coordination Center  
Email: [mtnrc@dms.nwcg.gov](mailto:mtnrc@dms.nwcg.gov)  
Office Phone: (406) 329-4880  
Night or 24-hour phone: (406) 329-4880  
Cell Phone: (406) 544-2632

Note: Calling the night or 24-hour phone will provide instructions on calling the duty officer.

Ray Nelson, Direct Protection Coordinator

Email: [rnelson@mt.us](mailto:rnelson@mt.us)

Office Phone: (406)329-4996

Night or 24-hour phone: (406) 329-4880 (Ask for State Fire Coordinator)

Cell Phone: (406) 544-3473

Home Phone: (406) 728-0914

John Monzie, Fire Suppression/Coordination Section Supervisor

Email: [jmonzie@mt.us](mailto:jmonzie@mt.us)

Office Phone: (406) 542-4220

Cell Phone: (406) 544-7383

Home Phone: (406) 721-6491

Ted Mead

Fire & Aviation Management Bureau Chief

Email: [tmead@mt.gov](mailto:tmead@mt.gov)

Office Phone: 406-542-4304

Cell Phone: 406-240-1004

Home Phone: 406-549-6577

## **Oregon**

John Boro, Fire Operations Director

Office: 503-945-7434

Home: 503-390-5373

Cell:503-931-1298

Pager:503-375-5805

Email: [John.A.Boro@odf.state.or.us](mailto:John.A.Boro@odf.state.or.us)

Dispatch Coordinator during working hours

Belinda Boston, Salem Coordination Center Manager

Phone: 503-945-7439

Cell: 503-365-1223

Pager: 503-559-0587

Fax: 503-945-7430

Email: [bboston@odf.state.or.us](mailto:bboston@odf.state.or.us)

Duty Officer after hours

Pager: 503-375-5901

Cell Phone: 503-931-5793

## **Washington**

Joe Shramek, Resources Protection Assistant Division Manager, Operations

Phone: 360-902-1317

Cell: 360-791-8360  
Pager: 360-971-1344  
Email: [joe.shramek@wadnr.gov](mailto:joe.shramek@wadnr.gov)

Roger Autry, Emergency Operations Manager  
Phone: 360-902-1316  
Cell: 360-701-5042  
Pager: 360-971-1340  
Email: [roger.autry@wadnr.gov](mailto:roger.autry@wadnr.gov)

Judie Cline, Resource Protection Assistant Division Manager, Business  
Phone: 360-902-1708  
Cell: 360-790-3893  
Fax: 360-902-1781  
Email: [judie.cline@wadnr.gov](mailto:judie.cline@wadnr.gov)

24 Hour Fire Phone  
1-800-562-6010

#### Day-to-Day Operations Contacts

Roger Autry (see info above)

Jacki Verd  
Phone: 360-902-1304  
Cell: 360-438-0132  
Pager: 360-971-1478

Jennifer Flemister  
Phone: 360-902-1659  
Cell: 360-480-0076  
Pager: 360-971-1476

## **NORTHWEST COMPACT ORDERING GUIDELINES\ NORTHERN ROCKIES GEOGRAPHIC AREA**

The Northwest Compact was created to facilitate assistance in wildland fire presuppression and suppression between the member agencies. Member agencies include the States of Alaska, Washington, Oregon, Idaho and Montana as well as the Canadian Provinces of Alberta, British Columbia and the Yukon and Northwest Territories. The federal wildland fire agencies in the Northern Rockies are not signatory agencies of the Compact, but are committed to assisting the Compact in accomplishing its goals.

The Compact and its Operating Plan do not override or supercede any existing cooperative wildland fire fighting arrangements such as federal/state agreements, or the Canada/US Reciprocal Forest Fire Fighting Agreement. Compact resource exchanges are not part of the national mobilization process but need to be coordinated as soon as possible for strategic planning purposes. All Compact resources used on joint US Federal/State fires will be considered agents of the state that originally ordered them.

### **State of Montana**

All orders for Compact resources to be deployed in Montana will be placed through the Northern Rockies Coordination Center (NRCC). All orders from Compact agencies for State of Montana resources will also be placed through the NRCC. The NRCC will assign a “P” number so that federal agencies can bill the State for any expenses incurred during mobilization/demobilization of Compact resources. **Remember, only State resources may be mobilized through the Compact.** Some resources may be interagency, i.e. they are partially composed of federal personnel and/or equipment (crews, helicopter modules, engine crews, IMTs, etc). Compact orders requesting resources having a federal component must be placed through normal dispatch channels:

Dispatch Center→NRCC→NICC→CIFFC→NICC→NRCC→Dispatch Center

Dispatch of critical interagency resources should not be unnecessarily delayed while orders are being processed through the national mobilization system.

### **State of Idaho**

The same procedures described for the State of Montana apply to Idaho except that all orders will be placed with the Coeur D’Alene Interagency Dispatch Center (CDC).

## Appendix C.

### BILLING ADDRESSES

#### Alberta

Alberta Sustainable Resource Development  
Provincial Forest Fire Centre  
9<sup>th</sup> Floor, Great West Life Building  
9920-108 Street  
Edmonton, Alberta, Canada T5K 2M4  
Attention: Judy Laviolette

#### British Columbia

Attention: Superintendent of Fire Preparedness  
PO Box 9502 Stn. Prov. Government  
Victoria, British Columbia V8W 9C1

#### Northwest Territories

Forest Management Division  
Department of Environment and Natural Resources  
Box 7  
Fort Smith, NT  
XOE OPO

#### Yukon Territory

Attention: Director Protective Services of Head Fire Management  
Community Services (C19)  
Box 2703  
Whitehorse, Yukon  
Canada  
Y1A 2C6

#### Alaska

State of Alaska  
Division of Forestry  
550 West 7<sup>th</sup> Avenue, Ste 1450  
Anchorage, Alaska 99501-3566  
Attention: Lex McKenzie  
907-269-8477  
907-269-8931  
[Lex\\_McKenzie@dnr.state.ak.us](mailto:Lex_McKenzie@dnr.state.ak.us)

**Idaho**

Idaho Department of Lands  
Bureau of Fire Management  
3780 Industrial Avenue  
Coeur d'Alene, Idaho 83815

**Montana**

Department of Natural Resources and Conservation  
Division of Forestry  
Fire and Aviation Management Bureau  
2705 Spurgin Road  
Missoula, Montana 59804  
Attention: John Monzie

**Oregon**

Oregon Department of Forestry  
Protection Program  
2600 State Street  
Salem, Oregon, 97310  
Attention: Sue Nall, Office Manager

**Washington**

Department of Natural Resources  
Attention: Roger Autry  
1111 Washington Street SE  
PO Box 47037  
Olympia, Washington 98514-7037

## Appendix D.

### **PROCEDURES FOR CROSSING INTERNATIONAL BORDERS WILDLAND FIRE SUPPRESSION NORTHWEST FIRE COMPACT**

#### **1) GENERAL INFORMATION:**

As of March 1<sup>st</sup>, 2003 United States Customs and Immigration functions were consolidated under the Department of Homeland Security. The United States Customs Service was renamed the Bureau of Customs and Border Protection (“CBP”) and absorbed the former Immigration Inspectors and the Border Patrol into its structure.

When travelling across the Canada/U.S. border it is important to remember that you will be dealing with two different nations and their respective customs and immigration agencies, each with different rules and procedures. It is also important to remember that these agency officials have an important job to do and although they will give due consideration to the emergency nature of your trip, you **MUST** comply, and are subject to, all the relevant rules and regulations.

Think of your border crossing in two parts: people, and equipment. Each part must be fully documented (“manifested”) to comply with the requirements of the country they are entering.

The border Customs and Immigration officials have reassured us that they will make every effort to accommodate an expedient crossing provided that we have provided them (in advance if possible) with all the necessary documentation.

#### **PRIORITIES:**

- **Personnel should carry adequate identification and proof of citizenship. WARNING: you are still subject to the laws of each country and personnel with criminal records may be refused entry.**
- **Contraband of any type is prohibited and can result in penalties or arrest. The importation of firearms is strictly regulated in both the United States and Canada and for the purposes of this compact, firearms are prohibited.**
- **Before leaving your home base, insure that your inventory of equipment and supplies is accurate and that your personnel manifest is fully complete.**
- **When the dispatcher is providing information to the border officials, they can request priority to the head of the line when crossing the border. Be specific about the crossing being used and the time of arrival.**

- When returning, priority crossing will not be considered and all necessary documentation and manifests must be complete. If crews are returning by air, ensure that Customs and Immigration officials are notified in advance and arrangements are made to complete inspections.
- Where possible, all documentation must be on an official Customs and Immigration issue forms and all accompanying letters and authorizations must be on official fire agency letterhead. Electronic manifests provide a better copy than faxed/copied versions.

## **2) CUSTOMS (Equipment)**

*Note: United States Customs and Border Protection now deals with both personnel and equipment/materials. In Canada, at smaller ports of entry, Customs officials also perform most Immigration duties. Canadian Immigration officials are at Kingsgate, Osoyoos, Huntington, Pacific Highway/ Douglas, Vancouver Airport and Victoria.*

### **U.S. CUSTOMS AND BORDER PROTECTION**

**U.S. Fire Agency-** should notify the designated border crossing Port Director or Supervisory CBP Inspector, by fax on agency letterhead, that emergency equipment and material will be arriving from Canada (provide ETA and destination).

**Canadian Fire Agency-** should fax manifest of equipment (*US Customs Form 7533*) to designated Port Director or Supervisory CBP Inspector. Crews or trucks arriving at border must also carry the manifest. Information on the equipment and materials manifest can be of a general nature (number of pumps on engine, amount of foam, numbers of shovels etc)

**Airlift of Equipment:** Customs officials must be faxed the necessary manifest and equipment and materials will need to be inspected at landing destination. Not all airports are designated for Customs clearance, and not all airports have full-time staff. Plan ahead and speak to a CBP Inspector at the location where you intend to arrive.

### **AIRCRAFT ARRIVALS**

- ✦ Arrivals by aircraft will be treated similarly. However, every effort should be made to identify inadmissible crew members, prior to departure for the United States.
- ✦ Aircraft that will actually land in the United States must clear with and be inspected by CBP at a designated airport.
- ✦ Except in very rare circumstances, all equipment must report for inspection at a Port of Entry prior to proceeding to a fire scene; those exceptions **MUST** be coordinated in advance through the Service Port Director and the nearest Border Patrol Sector, a section of the border controlled from one office.

- ✦ Aircraft fire operations may include air observer flights or fire retardant drops where the aircraft does not actually land in the United States. It is important that these be properly coordinated with the Air Marine Operations Center (AMOC) and Border Patrol as noted below.
- ✦ AMOC is familiar with and recognizes distinct “squawk” codes to forestry and firefighting aircraft operating near the border. However, when any fire operations are taking place near the border and between ports of entry, AMOC, 1-800-553-9072, and the nearest Border Patrol Sector must be contacted. 1255 is the squawk assigned to firefighting aircraft unless some other emergency code has been designated by the FAA for a specific mission.

## CANADA CUSTOMS

Canadian Fire Agency- should notify the designated border Customs Inspector, by fax and on agency letterhead, that emergency equipment and material will be arriving from the U.S. (provide ETA and destination).

U.S. Fire Agency- a manifest of equipment coming into Canada is required, preferably by fax and prior to arrival at the border crossing. Manifest (*Form E29B*) can be of a general nature (number of pumps on the engine, amount of foam, shovels etc.). *Form E29B* must also be handed in when leaving Canada, indicating what is being left behind (what was consumed).

*Note: Prior to entering Canada, also stop at the U.S. Port of Entry and complete a U.S. Customs Form 4455 and have it validated by a CBP Inspector. This helps establish that your listed equipment is of U.S. origin when you return.*

**Airlift of equipment:** Custom officials must be faxed the necessary manifest. Equipment may be inspected at destination at the prerogative of the Customs Inspector.

**NOTE:** In most cases, any lost, damaged or destroyed equipment should be paid for by the receiving agency. Replacing lost or destroyed equipment causes numerous problems with clearances, taxes and replacement quality.

### **3. IMMIGRATION (People)**

*Note: Everyone crossing the border is subject to the laws of the each country and contraband of any type is prohibited and personnel with criminal records may be refused entry, and personnel with outstanding warrants will be detained.*

*Note: Adequate identification and proof of citizenship should be carried at all times when crossing the border. Proper ID helps determine who you are; it must have a recent photograph, and be issued by a government authority (driver’s license, photo identification or similar.) Proof of citizenship establishes your nationality; passports are best, but birth certificates (including the wallet sized variety issued in*

*Canada), voter registration card, naturalization certificate, and “green card”, will also be acceptable in conjunction with the photo ID.*

*It is recommended that photocopies of these documents be carried separately from the original documents.*

## **U.S. CUSTOMS AND BORDER PROTECTION**

U.S. immigration law states that every person entering the United States must be visually inspected; ID and citizenship documents will be verified. Canadian Fire agencies should ensure that crew manifests are on official agency letterhead. These should be faxed in advance to the Port of Entry to speed processing. Crewmembers with criminal convictions generally will not be admitted to the United States; if there is any question this should be clarified in advance by speaking with CBP Inspectors.

Normally fire crews will be admitted under section 212 (d) 4. Whoever is keeping documents for the strike team should receive (ask for) a form I-193 and keep that along with a copy of the crew manifest .

*Note: For entry into the U.S., “J Treaty” North American Indians are allowed entry without undergoing immigration formalities so long as they can document their status.*

Pilots and crews arriving by air must also clear with advance manifests. Manifests may be sent electronically (consult with the Port of Entry official).

*Note: It is VERY important to make sure PRIOR TO BOARDING that all crewmembers arriving by air are admissible to the United States.*

## **CANADIAN IMMIGRATION**

Canadian Immigration Regulation 19(1)(j) allows for entry, without employment authorization, of personnel coming to Canada to assist in an emergency situation. The department is flexible with regard to inspection, especially for air transport. Crew manifests should be faxed or electronically provided in advance. Any medical/physical conditions should be identified on the manifest.

Persons with criminal records (such as drunk driving conviction) may be inadmissible in Canada. If the entry is essential to the success of the emergency, then a discretionary entry or entry under a Ministers Permit may be considered. In either case, payment of a processing fee (C\$200) is required (Visa or Mastercard). Prior notification would help processing.

*Note: Persons registered under the “Indian Act” may enter into Canada freely, even if not Canadian citizens.*

*In case there is some confusion on emergency procedures quote Customs memo “D Memorandum, 8-1-1 paragraph 44 and appendix G”*

## **CANADIAN CUSTOMS CONTACT NUMBERS: 24 HRS.**

<b>Program Services (Vancouver, B.C.)</b>	<b>(604) 666-0450</b>
<b>Pacific Highway/Douglas, B.C.</b>	<b>(604) 538-3635</b>
<b>Osoyoos, B.C.</b>	<b>(250) 495-7518</b>
<b>Kingsgate, BC</b>	<b>(250) 424-5391</b>
<b>Victoria, B.C.</b>	<b>(250) 363-3339</b>
<b>Rykerts, B.C.</b>	<b>(250) 428-2575</b>
<b>Chief Mountain, Alberta (seasonal)</b>	<b>(403) 653-3152</b>
<b>Coutts, Alberta</b>	<b>(403) 344-3772</b>
<b>Beaver Creek, Yukon</b>	<b>(867) 862-7230</b>
<b>Telephone Reporting Centre (CANPASS) (for small aircraft and boats)</b>	<b>1-888-226-7277</b>

In case there is some confusion on emergency procedures quote Customs memo  
“D Memorandum, 8-1-1 paragraph 44 and appendix G”

## **UNITED STATES CONTACT NUMBERS:**

**Contact the Port Director or Supervisory CBP Inspector at the Port of Entry you plan to enter through. They can directly facilitate your movement and are the best points of contact. The list that follows covers port locations starting in the west and moving eastward.**

**The Bureau of Customs and Border Protection has also established a coordinator for Washington, Idaho and Montana to deal with any problems that arise and to assist you with overall policy issues and advance planning:**

**Bob Gadsby, Supervisory CBP Inspector  
Great Falls, Montana  
406-453-0861 x201  
406-453-5688 (fax)  
406-453-0861 (airport office)  
406-788-9810 (cellular)  
gadsby@dhs.gov**

**UNITED STATES CUSTOMS & BORDER PROTECTION**  
**Northwest Ports and Port Hours (Bold type = 24 hour Port)**

<b>PORT LOCATION</b>	<b>PHONE</b>	<b>FAX</b>	<b>HOURS</b>	
ALCAN, AK	907-774-2252	907-774-2020		
PORT ANGELES, WA (Ferry)	360-457-4311	360-457-7514		
ANACORTES, WA (Ferry)	360-293-2331	360-293-4422		
<b>BLAINE, WA</b>	360-332-6318 360-332-4656	360-332-4701	24 HOUR PORT	7 DAYS A WEEK
<b>LYNDEN, WA</b>	360-354-2183	360-354-2706	24 HOUR PORT	7 DAYS A WEEK
<b>SUMAS, WA</b>	360-988-2971	360-988-6300	24 HOUR PORT	7 DAYS A WEEK
NIGHTHAWK, WA	509-476-2125	509-476-3799	9 AM – 5 PM	7 DAYS A WEEK
<b>OROVILLE, WA</b>	509-476-2955	509-476-2465	24 HOUR PORT	7 DAYS A WEEK
DANVILLE, WA	509-779-4862		8 AM – MIDNIGHT	7 DAYS A WEEK
LAURIER, WA	509-684-2100		8 AM – MIDNIGHT	7 DAYS A WEEK
FRONTIER, WA	509 732-6215		6 AM – MIDNIGHT 8 AM – MIDNIGHT	MON THRU FRI SAT AND SUN
FERRY, WA	509-779-4655	509-779-0505	9 AM – 5 PM	7 DAYS A WEEK
BOUNDARY, WA	509-732-6674		9 AM – 5 PM	7 DAYS A WEEK
METALINE FALLS, WA	509-446-4421		8 AM – MIDNIGHT	7 DAYS A WEEK
MOSES LAKE, WA (Airport)	509-762-2667		8 AM – 5 PM ALL OTHER	MON THRU SAT APPOINTMENT ONLY
SPOKANE, WA (Airport)	509-353-2833		8 AM – 5 PM ALL OTHER	MON THRU SAT APPOINTMENT ONLY
PORTHILL, ID	208-267-5309 208-267-5645	208-267-1014 208-267-7166	7 AM – 11 PM	JAN 1 – DEC 31
<b>EASTPORT, ID</b>	208 267-3966 208-267-2183	208-267-4138 208-267-3011	24 HOUR PORT	7 DAYS A WEEK
<b>ROOSVILLE, MT</b>	406 889-3865 406-889-3737	406-889-5076	24 HOUR PORT	7 DAYS A WEEK

CHIEF MOUNTAIN, MT [Glacier National Park] Summer Station Only	403 653-3317		9 AM – 6 PM 7 AM – 10 PM 9 AM – 6 PM	MAY 15 – MAY 31 JUN 1 – LABOR DAY DAY AFTER LABOR DAY TO SEP 30
PIEGAN, MT	406 732-5572	406-732-5574	7 AM – 11 PM	JAN 1 – DEC 31
DEL BONITA, MT	406 336-2130	406-336-2135	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15
<b>SWEETGRASS, MT</b>	406 335-2434 406-335-2911 406-335-2611	406-335-2929 406-335-2931	24 HOUR PORT	7 DAYS A WEEK
CUT BANK, MT (Airport)	406-335-2434 406-873-4352	406-335-2929 406-335-2931	24 HOUR PORT	7 DAYS A WEEK
WHITLASH, MT	406-432-5522	406-432-5528	9 AM – 5 PM	JAN 1 – DEC 31
WILD HORSE, MT	406-394-2371	406-394-2398	8 AM – 5 PM 8 AM – 9 PM	OCT 1 – MAY 14 MAY 15 – SEP 30
WILLOW CREEK, MT	406-398-5512	406-398-5397	9 AM – 5 PM	JAN 1 – DEC 31
TURNER, MT	406-379-2651	406-379-2614	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15
MORGAN, MT	406-674-5248	406-674-5237	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15
OPHEIM, MT	406-724-3212	406-724-3370	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15
SCOBAY, MT	406-783-5375 406-783-5372	406-783-5287	9 AM – 6 PM 8 AM – 9 PM	OCT 1 – MAY 14 MAY 15 – SEP 30
WHITETAIL, MT	406-779-3531	406-779-3358	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15
<b>RAYMOND, MT</b>	406-895-2664 406-895-2620	406-895-2635 406-895-2632	24 HOUR PORT	7 DAYS A WEEK
BUTTE, MT (Airport)	406-494-3492	406-494-1638	8 AM – 5 PM ALL OTHER	MON – FRI APPOINTMENT ONLY
<b>GREAT FALLS, MT (Airport)</b>	406-453-086 406-453-7631 x204	406-453-5688 406-453-7069	8 AM – 4 PM ALL OTHER	7 DAYS A WEEK APPOINTMENT ONLY

KALISPELL, MT (Airport)	406-257-7034	406-257-7038	9AM – 5 PM ALL OTHER	MON – FRI APPOINTMENT ONLY
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<http://www.customs.gov/news/sept11/montair.htm> -->

## CANADIAN BORDER OFFICES

PORT LOCATION	PHONE	FAX	HOURS	
ADEN, AB/ WHITLASH, MT	403-344-2244	403-344-2244	9 AM – 5 PM	JAN 1 – DEC 31
<b>ALDERGROVE, BC/ LYNDEN, WA</b>	604-856-2791	604-856-6482	24 HOUR PORT	7 DAYS A WEEK
BEAVER CREEK, YT/ ALCAN, AK	867-862-7230	867-862-7613	24	7
BIG BEAVER, SK/ WHITETAIL, MT	306-267-2276	306-267-2087	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15
<b>BOUNDARY BAY, BC/ POINT ROBERTS, WA</b>	604-943-2722	604-943-6892	24 HOURS	7
CARSON, BC/ DANVILLE, WA	250 442 -5551	250-442-2399	8 AM – MIDNIGHT	7 DAYS A WEEK
CARWAY, AB/ PIEGAN, MT	403-653-3009	403-653-1026	7 AM – 11 PM	JAN 1 – DEC 31
CASCADE, BC/ LAURIER, WA	250-447-9418	250-447-6366	8 AM – MIDNIGHT	7 DAYS A WEEK
CHIEF MOUNTAIN, AB/ CHIEF MOUNTAIN, MT [Glacier National Park] Summer Station Only	403-653-3535	403-653-3535	9 AM – 6 PM 7 AM – 10 PM 9 AM – 6 PM	MAY 15 – MAY 31 JUN 1 – LABOR DAY DAY AFTER LABOR DAY TO SEP 30
CHOPAKA, BC/ NIGHTHAWK, WA	250-499-5176	250-499-2845	9 AM – 5 PM	7 DAYS A WEEK
CLIMAX, SK/ 2005NWCompact cooperative operating plan.doc 2005NWCompact cooperative operating plan.doc TURNER, MT	306-293-2262	306-293-2141	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15
CORONACH, SK/ SCOBAY, MT	306-267-2177	306-267-6080	9 AM – 6 PM 8 AM – 9 PM	OCT 1 – MAY 14 MAY 15 – SEP 30
<b>COUTTS, AB/ SWEETGRASS, MT</b>	403-344-3766	403-344-3094	24 HOUR PORT	7 DAYS A WEEK
DEL BONITA, AB/ DEL BONITA, MT	403-758-3616	403-758-6225	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15
<b>FRASER, YT/ HUNTINGDON, BC/ SUMAS, WA</b>	867-821-4111 604-850-9346	867-821-4112 604-852-7348	24 24 HOUR PORT	7 7 DAYS A WEEK
<b>KINGSGATE, BC/ EASTPORT, ID</b>	250-424-5391	250-424-5355	24 HOUR PORT	7 DAYS A WEEK
MIDWAY, BC/ FERRY, WA	250-449-2331	250-449-2354	9 AM – 5 PM	7 DAYS A WEEK
MONCHY, SK/ MORGAN, MT	306-298-2232	250-298-2046	9 AM – 6 PM 8 AM – 9 PM	SEP 16 – MAY 31 JUN 1 – SEP 15

NELWAY, BC/ METALINE FALLS, WA	250-357-9940	250-357-9688	8 AM – MIDNIGHT	7 DAYS A WEEK
<b>OSOYOOS, BC/ OROVILLE, WA</b>	250-495-7518	250-495-7699	24 HOUR PORT	7 DAYS A WEEK
<b>PACIFIC HIGHWAY, BC/ BLAINE, WA</b>	604-538-3611	604-538-0293	24 HOUR PORT	7 DAYS A WEEK
<b>PATERSON, BC /FRONTIER, WA</b>	250-362-7341	250-362-7747	24 HOUR	7
<b>ROOSVILLE, BC/ ROOSVILLE, MT</b>	250-887-3413	250-887-3247	24 HOUR PORT	7 DAYS A WEEK
Rykerts, BC/ PORTHILL, ID	250-428-2575	250-428-5310	7 AM – 11 PM	JAN 1 – DEC 31
SIDNEY, BC/ ANACORTES, WA (Ferry)	250-363-6644	250-363-6764		7
STEWART, BC/	250-636-2747	250-636-2748		7
VICTORIA, BC/ PORT ANGELES, WA (Ferry)	250-336-3339	250-363-3179		7
WANETA, BC/ BOUNDARY, WA	250-367-9656	250-367-6387	9 AM – 5 PM	7 DAYS A WEEK
WEST POPLAR RIVER, SK/ OPHEIM, ND	306-476-2320	306-476-2151	9 AM – 6 PM	SEP 16 – MAY 31
WILLOW CREEK, SK/ WILLOW CREEK, MT	306-299-4456	306-299-4458	8 AM – 9 PM	JUN 1 – SEP 15
			9 AM – 5 PM	JAN 1 – DEC 31

## **U.S. Customs Notification Procedures when Mobilizing Yukon Territory Air Tankers**

- 1) Resource Information**
  - a. Obtain aircraft tail numbers of all aircraft from Yukon Duty Officer**
  - b. Obtain the names and date of birth of all flight crew members**
  - c. Obtain citizenship of all flight crew members**
  
- 2) Notify U.S. Customs agent Doug Harmon (907-774-2252) of plan to move Yukon Air Tanker(s) and Birdog into Alaska. Provide the above info in a, b and c. Provide fire location. Notify Customs of estimated arrival times. Inform Customs whether the Tanker will do a single drop and immediately return to the Yukon (“splash and dash”) or if the ship will be reloading in Alaska. If the latter, include the Alaska tanker base that the aircraft will be operating from. If known, provide estimated times of departure from Alaska.**
  
- 3) Upon arrival at the Alaska tanker base, the flight crew leader will need to establish contact with Customs officials at 907-774-2252. State Coordinator (or designee) must ensure that this phone contact occurs.**

### **Release back to YT**

- 1) Notify U.S. Customs (907-774-2252) when the aircraft is released back to Canada. Customs requests that Yukon Territory aircraft depart Alaska through Northway. This will enable the flight crew to “clear” Customs. However, damage resulting from the Denali Fault Earthquake in November of 2003 may limit access to Northway. If aircraft are unable to land at Northway on their way out of Alaska, the aircraft will bypass Customs and proceed directly to their home base in the Yukon Territory. In this event, the State Coordinator at AICC will notify customs by phone and provide written notice to Customs within 10 days of the aircrafts’ return to the Yukon Territory. The notice should include the date and time of departure and the number of days spent in Alaska.**

## **Appendix E.**

### **LOCAL GEOGRAPHIC AREA (BORDER) OPERATING PLANS**

Local Geographic Area Operating Plans, sometimes known as border agreements, are incorporated by reference.