

April 13, 2004

MASTER COOPERATIVE FIRE PROTECTION AGREEMENT

Between

**UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon and Washington
HAI040007
DUNS No. 798067393**

**NATIONAL PARK SERVICE
PACIFIC WEST REGION
H8075040099
Duns No. 092773134**

**BUREAU OF INDIAN AFFAIRS
NORTHWEST REGION

AGP000723
DUNS No. 076425305**

**UNITED STATES FISH AND WILDLIFE SERVICE
PACIFIC REGION

10131-4-H100A
DUNS No. 129285792**

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

PACIFIC NORTHWEST AND NORTHERN REGIONS
NFS 04-FI-11060000-297
DUNS No. 929332484**

**STATE OF OREGON
DEPARTMENT OF FORESTRY
03-Multi-6
DUNS No. 118959662**

STATE OF WASHINGTON

April 13, 2004

DEPARTMENT OF NATURAL RESOURCES

IAA-04-143

DUNS No. 808883474

COOS FOREST PROTECTIVE ASSOCIATION

DUNS No. 084417666

DOUGLAS FOREST PROTECTIVE ASSOCIATION

DUNS No.076423482

WALKER RANGE FOREST PROTECTIVE ASSOCIATION

DUNS No. 624858064

October 14, 1998

By THE FOLLOWING AUTHORITIES:

Reciprocal Fire Protection Act of May 27, 1955, (69 Stat. 66; 42 U.S.C. 1856)(Federal Agencies)
Economy Act of June 30, 1932, (31 U.S.C., 1535 as amended)(Federal Agencies)
Disaster Relief Act of May 22, 197, (42 U.S.C. 5121 as amended)(Federal Agencies)
Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288) (Federal Agencies)
National Indian Forest Resources Management Act (P.L. 101-630, Title III) (Interior Agencies)
Taylor Grazing Act of June 28, 1934, (48 Stat. 1269; 43 U.S.C. 315)(BLM, FS)
Granger-Thye Act of April 24, 1950, (16 U.S.C., Sec 572)(FS)
Cooperative Funds and Deposits Act of Dec 12, 1975, (P.L. 94-148, 16 U.S.C. 565)(FS)
Cooperative Forestry Assistance Act of July 1, 1978, as amended (16 U.S.C. 2101)(FS)
Cooperative Funds Act of June 30, 1914, (16 U.S.C. 498) (FS)
Federal Land Policy and Management Act of Oct. 21, 1976, (P.L.94-579; 43 U.S.C.)(BLM)
NPS Organic Act (16 U.S.C.1) (NPS)
National Wildlife Refuge Administration Act of 1966 (16 U.S.C. 668dd-668ee, 80 Stat. 927, as amended)
(FWS)
National Wildlife Refuge System Improvement Act of 1997 (P.L. 105-57) (FWS)
RCW 76.04 Washington State Forest Protection (DNR)

ORS Chapter 401, 477 and 526 (ODF)

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PURPOSE

The purpose of this Master Cooperative Fire Protection Agreement (hereinafter called the Agreement) is to document the commitment of the Parties to this Agreement to improve efficiency by facilitating the exchange of personnel, equipment, supplies, services, and funds among the Parties to this Agreement. The Parties to this Agreement are:

The State of Oregon Department of Forestry, hereinafter called Oregon or when referred jointly with Washington called the "States"; and

The State of Washington Department of Natural Resources, hereinafter called Washington or when referred jointly with Oregon called the "States"; and

The United States Department of Agriculture Forest Service, Region 6, Pacific Northwest Region; and Region 1, Northern Region; hereinafter called the "USFS"; and

The United States Department of the Interior, National Park Service, Pacific West Region, hereinafter called the "NPS"; and

The United States Department of the Interior, Fish and Wildlife Service, Pacific Region, hereinafter called "FWS"; and

The United States Department of the Interior, Bureau of Indian Affairs, Northwest Regional Office, hereinafter called the "BIA"; and

The United States Department of the Interior, Bureau of Land Management, Oregon and Washington, hereinafter called the "BLM" and

The Coos Forest Protective Association, and

The Douglas Forest Protective Association, and

The Walker Range Forest Protective Association, hereinafter when jointly referred to with Coos and Douglas, called the "Associations". For the purposes of this agreement Oregon shall represent the Associations.

The USFS, NPS, FWS, BIA, and the BLM may hereinafter be jointly called the "Federal Agencies."

The Federal Agencies, States, and Associations signatory to this Agreement will hereinafter be referred to as the "Parties to this Agreement."

Words and phrases used herein may have different meanings or interpretations for different readers. To establish a "common" understanding, words and phrases as used herein are defined in a Glossary attached as Exhibit A.

RECITALS

1. Lands for which the States are responsible for wildland fire protection in Oregon and Washington, and the lands for which the respective Federal Agencies are responsible, are intermingled or adjacent in some areas, and wildland fires on these intermingled or adjacent lands may present a threat to the lands of the other;
2. The Parties to this Agreement maintain fire protection organizations;
3. It is to the mutual advantage of the Parties to this Agreement to coordinate efforts for the prevention, detection, and suppression of wildfires, fuels management, non fire emergencies as authorized, and cooperative projects for resource protection in and adjacent to their areas of responsibility, and to limit duplication and improve efficiency and effectiveness;
4. It is the intent of the Parties hereto that State resources be available to assist in fire management activities on all federal lands, and on other lands upon which the Federal Agencies are responsible to protect;
5. It is the intent of the Parties hereto that federal resources be available to assist in fire management activities on all state and private lands the States are responsible to protect; and

the USFS, BLM, BIA, NPS, and FWS have entered into a national Interagency Agreement for Fire Management to cooperate in all aspects of fire management.

In consideration of the mutual commitments and conditions herein made, it is agreed as follows:

INTERAGENCY COOPERATION

6. **Pacific Northwest Wildfire Coordinating Group (PNWCG):** This group shall provide coordination and recommendations for all interagency fire management activities in Oregon and Washington. As a minimum, the group will consist of one representative from each State and Federal agency to this Agreement as designated by Agency Administrators. The Forest Service, Pacific Northwest Region, shall represent the Forest Service, Northern Region, in matters relating to this Agreement.

Membership, procedures, and guidelines will be agreed to and documented in the PNWCG Charter.

7. **National Interagency Incident Management System:** The Parties to this Agreement will operate under the concepts defined in the National Interagency Incident Management System (NIIMS) including: Incident Command System (ICS), qualifications system, training system, the management of publications, and participating in the review, exchange, and transfer of technology as appropriate for providing qualified resources, and for the management of incidents covered by this Agreement.
8. **Annual Operating Plans:** Annual operating plans may be developed at the Northwest, State, or local area level and will tier to this Agreement (see Exhibit B, Operating Plan Outline Guide). The following annual operating plans are listed in descending order of precedence:

- A. Northwest Geographic Area Operating Plans

Northwest Geographic Area Operating Plans will address issues affecting Northwest Area-wide

cooperation. The Northwest Geographic Area Operating Plan will be approved by the signatory State and Federal PNWCG member agencies.

The Pacific Northwest Mobilization Guide will be identified as, and be considered, part of the Northwest Geographic Area Annual Operating Plan.

B. Statewide Operating Plans

Statewide Operating Plans will address issues affecting statewide cooperation. The Statewide Operating Plans will be approved by the signatory State and Federal PNWCG members.

The Statewide Mobilization Guides will be identified as, and considered part of the Statewide Operating Plans.

C. Local Sub Geographic Operating Plans

Local sub-geographic area operating plans will be developed that outline the details of this Agreement for sub geographical areas. Unit Administrators will have the responsibility for developing and approving local sub-geographic area operating plans. Unless superseded by Northwest Geographic Area or Statewide Operating Plans, local sub-geographic area operating plans will apply.

D. Project Plans

Project plans are plans developed for specific non-suppression, fire related projects. Such projects will be documented in local agreements, or other appropriate written documents. Documentation will include the objectives, specific authorizing law, role of each Party, and each Party's share of cost (See Exhibit D for a Supplemental Project and Financial Plan).

9. **Interagency Dispatch Centers:** The Parties to this Agreement agree to maintain, support, and participate in Interagency Dispatch Centers, as appropriate.

Staffing, funding, and level of participation will be agreed to by the affected Parties to this Agreement and documented in annual operating plans and/or appropriate mobilization guides.

10. **Northwest Coordination Center:** The Parties to this Agreement recognize the Northwest Coordination Center in Portland, Oregon, as the Geographic Area Coordination Center (GACC) for the Northwest. The Parties to this Agreement will coordinate fire management activities and resource movements through the Northwest Coordination Center as appropriate. Parties to this Agreement are not precluded from independent movement of resources.

11. **Interagency Resources:** Interagency funding, staffing, and utilization of resources and facilities will be pursued by the Parties to this Agreement whenever an interagency approach is appropriate and cost effective. Shared staffing and funding will be commensurate with each Party's use of resources and will be agreed to and documented in local operating plans.

To the extent practical, additional preparedness resource requests will be coordinated. The coordination process will be identified in the annual operating plan.

Local interagency incident management teams (IMTs) are managed by local geographic boards. PNWCG will provide oversight for interagency incident management team geographic boards (or Steering Committees). Local geographic boards will establish charters for management, and document major decisions in local annual operating plans.

12. **Standards:** It is the goal of the Parties to this Agreement to achieve common standards within the Parties' best interest, recognizing differing agency missions and mandates. Each Party to this Agreement recognizes that other agency standards are reasonable, prudent, and acceptable. This clause is not intended to affect the Jurisdictional Party's land management standards (see Clause 30, Land Management Considerations.) (See Clause 44, Aviation Operations, and the Northwest Geographic Areas Operating Plan for specific direction in the use of aircraft.)

PREPAREDNESS

13. **Definition of Responsibilities:** The Parties to this Agreement shall be distinguished as follows:

Jurisdictional Party - The Party to this Agreement that has overall land and resource management and/or protection responsibility as provided by federal or state law. Under no circumstances will a jurisdictional Party abdicate legal responsibilities as provided by federal or state law.

Protecting Party - The Party to this Agreement providing fire management services to a given area pursuant to this Agreement.

Supporting Party – A Party to this Agreement providing assistance.

14. **Protection Planning:** Annually, before April 15, local geographic area Unit Administrators will determine efficiencies to be gained from reciprocal assistance and acquisition of protection services. Annual operating plans will document decisions. Plans should be reviewed and agreement reached concerning such items as placement of crews, engines, air tankers, helicopters, fixed and aerial detection, regulated use, closures and other joint fire suppression efforts.
15. **Protection Areas and Boundaries:** Protection areas, as defined by boundaries, will be mapped and or described, and made a part of annual operating plans.
16. **Reciprocal Fire Protection Assistance:** Reciprocal fire suppression assistance that is approximately equal between Parties will be determined and mapped where necessary for field use. Reciprocal assistance will be rendered when the Parties to this Agreement are in a position to furnish resources or services.
17. **Acquisition of Fire Management Services:** One Party may provide fire management services on lands under the jurisdiction of another. Factors to consider in establishing the fee or rate of exchange will be based upon equivalent comparable costs, acreage involved, complexity, workload, staffing, organization, performance, and/or available resources with consideration for values at risk, and other factors as may be appropriate and mutually agreed to by the affected Parties to this Agreement. If an imbalance exists, the protecting Party will bill the jurisdictional Party. The terms and conditions of such arrangements must be included in annual operating plans.

Opportunities for acquisition of services will be evaluated and mapped and/or described when necessary. Considerations may include:

A. Reimbursable

Paid assistance in the form of personnel, equipment and services. Types of reimbursable costs are defined in exhibit A, Glossary.

B. Offset

Exchange of fire management services in specific locations that are anticipated to be of approximately equal value between Parties.

C. Fee Basis:

One Party provides fire management services on the lands under the jurisdiction of another and payment is provided for the service. For a given fee, one party can become the Protecting Party for the other. The fee (or cost) is the price for the work agreed to be performed on each acre of land.

18. **Joint Projects and Project Plans:** The Parties to this Agreement may jointly conduct cooperative projects, within their authority and as authorized by law, to maintain or improve their fire management services and activities. These projects may involve such activities as prescribed fire/fuels management, presuppression, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts. Such projects will be documented in local operating plans, or other appropriate written documents, referencing the appropriate authority. Documentation will include the objectives, role of each Party, and each Party's share of costs.

Project plans may be executed by Unit Administrators of parties to this Agreement Bill according to Clause 45C.

19. **Fire Prevention:** The Parties to this Agreement agree to cooperate in the development and implementation of fire prevention programs. Unit Administrators will assure that fire prevention goals and activities are planned at local levels and are addressed in annual operating plans. Specific fire prevention plans should be developed by local interagency fire management personnel. The Parties to this Agreement may pool resources and share costs. Unit Administrators are encouraged to participate in local fire prevention cooperatives.
20. **Public Use Restrictions:** Guidelines for implementing restrictions and closures shall be established by a separate Memorandum of Understanding and in the Northwest Geographic Area Annual Operating Plan.
21. **Burning Permits:** Burning permit procedures, where applicable, will be included in local annual operating plans. If authorized by State and Federal law, federal employees or their agents may be granted authority by the States to operate as fire wardens when it is determined to be in their mutual interest.
22. **Prescribed Fire and Fuel Management:** The Parties to this Agreement agree to cooperate in the development and implementation of prescribed fire and fuels management programs, whose primary intent is to reduce fire hazard.

Any Party to this Agreement may provide assistance to another Party as requested and agreed to for the purposes of performing prescribed fire or other fuels management work. Conditions of the assistance and details related to reimbursement will be agreed to and documented, through the procurement or project plan process (see Exhibit D, Supplemental Project Plan).

Any instrument processed under this clause shall be in accordance with each party's applicable laws, regulations, and policy requirements.

23. **Smoke Management:** Within their authorities, the Parties to this Agreement agree to cooperate in smoke management programs.

OPERATIONS

24. **Closest Forces Concept:** The guiding principle for dispatch of initial attack suppression resources is to use the closest available resource regardless of which Party they belong to, and regardless of which Party has protection responsibility.

25. **Fire Notifications:** Each Party will promptly notify the appropriate protecting Party of fires burning on or threatening lands for which that Party has protection responsibility. Likewise, protecting Parties will promptly inform jurisdictional parties whenever they take action on fires for which the protecting Party is responsible. Fire reports will be sent to jurisdictional parties within 30 days after a fire is declared out.

26. **Boundary Line Fires:** A boundary line fire, as defined in Exhibit A, will be the initial attack responsibility of the protecting Parties on either side of the boundary. Neither Party will assume the other Party is aware of the fire or that the other Party will take action. Each Party will make every reasonable effort to communicate with the other concerning the fire. The most qualified individual of the protecting Party, arriving first on the fire, will act as incident commander. When protecting parties have arrived, the parties will mutually agree to the designation of an Incident Command organization.

27. **Independent Action:** Except as otherwise limited in annual operating plans, nothing herein shall prohibit any Party, on its own initiative, from going upon lands known to be protected by another Party to this Agreement to engage in suppression of wildfires, when such fires are a threat to lands that are that Party's protection responsibility. These Protecting Parties actions will be commensurate with the jurisdictional parties land management considerations. In such instances, the Party taking action will promptly notify the protecting Party.

28. **Escaped Prescribed Fires and Wildland Fire Use:** Wildfire resulting from prescribed fire or wildland fire use that were ignited by, managed at the direction of, under the supervision of the Parties to this Agreement shall be the responsibility of the jurisdictional Party. All suppression costs are the responsibility of the jurisdictional Party. The Parties to this Agreement will not hold each other responsible under this clause for escaped prescribed fires and wildland fire managed for resource benefits originating on private land, or on state or federal lands not protected by one of the Parties to this Agreement.

If the Parties to this Agreement conduct a cooperative prescribed fire, the responsibility for suppression costs, should it escape, shall be agreed upon and documented in the project plan.

29. **Reciprocal Suppression Operations:** As deemed appropriate, the Parties to this Agreement may establish reciprocal initial attack zones for lands of intermingled or adjoining protection responsibility. Such zones will be mapped and the maps made a part of annual operating plans.

Initial attack on all fires occurring on lands of intermingled or adjoining protection responsibility will be in accordance with the planned dispatch procedures. The annual operating plan shall provide for regular contact between field units to determine availability of reciprocal fire suppression forces.

If a fire is controlled by the planned initial attack forces within the first 24-hour period, or by written agreement, and no additional resources are required, there shall be no claim for reimbursement unless

costs of the initial attack have been recovered from a third party for the Party taking reciprocal action.

If a fire is not controlled by the initial attack resources, or if reinforcements or services are requested by the protecting Party, the protecting Party will reimburse the supporting Party for all reimbursable costs not identified as initial attack.

If it is determined that a fire will not be controlled with preplanned initial attack forces, the protecting Party must take over the fire or request that the initial attack party continue suppression action.

30. **Land Management Considerations:** All fire suppression action taken by the protecting Party will be consistent with the jurisdictional Party's land management standards and the terms of this Agreement. Land management standards will be documented in annual operating plans.
31. **Delegation of Authority:** Annual operating plans will document procedures and criteria for Unit Administrators to specify direction, authority, and financial management guidelines to Incident Commanders for large incidents.
32. **Incident Advisors:** Unless otherwise agreed, the jurisdictional Party may provide advisors, such as resource advisors or incident business advisors, to advise the protecting Party of any conditions that may influence suppression action. Any conditions identified by the advisors will be used in the planning process, subject to the delegation of authority
33. **Preservation of Evidence:** As initial action is taken on a fire, the initial attack forces will preserve information and evidence pertaining to the origin and cause of the fire. Protecting and jurisdictional parties shall render mutual assistance in the gathering of evidence to the fullest extent practicable. Affected Parties will meet to determine an investigation process.

USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

34. **Appropriated Fund Limitation:** Nothing herein shall be considered as obligating the Parties to this Agreement to expend funds, or as involving the United States, the States of Oregon and Washington, or the Associations in any contract or other obligation for the future payment of money in excess of funding approved and made available for payment to meet the commitments of this Agreement and modifications thereto.
35. **Protective Associations:** For the purposes of this Agreement, Washington Department of Natural Resources does not recognize the Coos Forest Protective Association, the Douglas Forest Protective Association, and the Walker Range Forest Protective Association as Parties to this Agreement, and makes no commitment to them.
36. **Duration of Assignments:** Consideration must be given to the health and safety of personnel when assigned to fires. The Parties to this Agreement agree that Incident Commanders will release suppression resources to their primary responsibilities as soon as priorities allow. Incident Commanders shall adhere to work/rest policies of respective responding Parties.
37. **Supplemental Fire Suppression and Cost Share Agreement:** Except as otherwise provided by Clauses 27 (Independent Action), 29 (Reciprocal Suppression Operations), and 45 (Billing Procedures), a supplemental fire suppression and cost share agreement will be approved by the responsible Unit Administrators (as defined in exhibit A, Glossary) or their authorized representatives

when the incident involves lands of more than one protecting Party (see Clause 26, Boundary Line Fires, and Exhibit C, Supplemental Fire Suppression and Cost Share Agreement).

A Supplemental Fire Suppression and Cost Share Agreement, in order to document cost sharing, may be used for temporary support functions or facilities established during periods of high fire danger or activity.

38. **Procurement:** At the time of the incident, the affected parties will determine which Party's procurement procedures will be utilized.
39. **Loaned Equipment and Supplies:** Equipment and supplies, (i.e. commonly used fire cache items such as pumps, hoses, nozzles, etc.) loaned to another Party shall become the responsibility of that Party, and shall be returned in the same condition as when received, reasonable wear and tear accepted. As determined by the loaning party, the receiving Party will repair or reimburse for damages in excess of reasonable wear and tear and will replace or reimburse for items lost, destroyed, or expended.
40. **Licensing:** Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees of the Parties to this Agreement may operate each other's vehicles provided the operator meets the current operating guidelines and training requirements of their own Party.
41. **Training:** The Parties to this Agreement will cooperate to assure that training needs are provided that will produce safe and effective fire management and aviation programs. The intent is to champion high quality training, to minimize training costs by sharing resources, and to standardize training.
42. **Communication Systems:** The Parties to this Agreement may mutually agree to allow one another the use of communications systems such as radio frequencies, computer system access, data transmission lines, and communication sites when there is a mutual benefit to the parties. Such agreement shall be approved only by Party authorized personnel.
43. **Fire Weather Systems:** The Parties to this Agreement will cooperate in the gathering, processing, and use of fire weather data, including the purchase of compatible sensing systems and the joint use of computer software. The Parties to this Agreement will jointly evaluate and agree to any deletions or additions to the system. National Fire Danger Rating System (NFDRS) is the common and agreed upon fire danger rating system for the Pacific Northwest.
44. **Aviation Operations:** The Parties to this Agreement agree to cooperate in use of aviation resources to foster effective and efficient use of aircraft and personnel. (Refer to the Northwest Geographic Area Operating Plan for specific direction in the use of aircraft.)
45. **Billing Procedures:** (Refer to Reimbursable Costs, Exhibit A)

A. Suppression Billings

1. Federal Billings: Federal Agencies will not bill each other for fire suppression support. Federal Agencies will submit bills for their reimbursable costs to the Associations or States whenever Oregon or Washington state agencies are the protecting Party and a billing is appropriate.
2. State or Association Billings: When one of the States or Associations is the supporting Party and the fire is within the State of Oregon or Washington, the State or Association will bill the protecting Party for reimbursable costs when a billing is appropriate. Anytime the States respond to a Federal Agency fire outside of Oregon and Washington, the State will bill all applicable costs to the USFS. Annual operating plans will include billing location information.

3. Billing Estimates and Time Frames: Each Party will notify the respective administrative headquarters of any reimbursable claims that they intend to make and will strive to provide an estimate of the amount involved within 60 days in each reimbursable action. Absent a written extension of time granted by the reimbursing party, the final itemized claim should be submitted to the reimbursing party within 120 days of the suppression action.

When mutually agreed, local fire suppression payments may be consolidated into a single statement at calendar year end, and the Party with the excess expenditures will be reimbursed by the other Party.

4. Billing Content: Bills will contain, at a minimum, fire name(s), location(s), jurisdictional unit, and appropriate incident number; and will be supported by documentation, including applicable cost share agreements. (See Exhibit B, Operating Plan Outline Guide, for suggested additional details.) Billings for fire suppression assistance may include reimbursable costs (see Exhibit A, Glossary), but will not be assessed indirect cost rates. Federal Agencies will not bill each other for indirect costs for preparedness activities.
5. Payment Due: Whenever this Agreement provides for billing, the party receiving the bill has an obligation to pay in accordance with the terms of this Agreement. All bills will be paid in accordance with the paying Party's prompt payment procedures.
6. Contested Billings: Written notice that a bill is contested will be mailed to the billing Party within 60 days of issuance of the final bill and will fully explain the contested items. Contested items will be resolved not later than 60 days following receipt of the written notice. The uncontested portion of the bill will be paid and a new bill will be issued for the contested amount.

B. Fee Basis Acquisition of Services:

Annual Statewide or local operating plans and procurement documents will establish billing procedures for Fee Basis Protection Services. An indirect cost rate will not be assessed.

C. Non-Suppression (e.g., Fuels Treatment) Billings:

The Parties to this Agreement may bill for activities not related to fire suppression within their authorities. Billing arrangements for such activities will be documented on procurement documents or project plans (see Exhibit D) and an indirect cost rate will be assessed. Provisions described above also apply to these billings. Billings will outline services performed and include a copy of, or reference, the applicable operating plan.

D. Third Party Payments:

Third parties may be utilized for fire management services by the Parties to this Agreement, when agreed to by the affected parties. Resource orders for third parties' personnel and equipment will be made through and tracked by the parent state. To receive payment for services rendered, the third party will submit all billing invoices to their parent state. Each invoice shall contain a "remit to address" and a "tax ID" number. All third party invoices will be sent to the parent state within 120 days of completion of the fire management services, unless a written request for an extension has been granted by the State. For federal fire management services, the third party shall comply with the above stated billing requirements. The State, after ensuring that the conditions of the local agreement have been complied with, will submit the invoice to the appropriate federal agency and request that payment is made directly to the third party. Upon receipt of the invoice from the state,

the federal agency may make payment as requested.

46. **Third Party Cost Recovery:** Authority to recover suppression costs and damages from parties causing a fire varies depending on contracts, agreements, permits or statutes. The Authorized Representatives of affected parties will mutually agree as soon as possible after a fire on the strategy that will be used to recover suppression costs and damages from the party(ies) liable for such costs and damages. Such strategy may alter interagency billing procedures, timing and content as otherwise provided in this Agreement. Any Party may independently pursue civil actions against third parties to recover suppression costs and damages. In those cases where costs have been recovered from a third party, reimbursement of initial attack, as well as suppression costs to the extent included in the recovery, will be made to the Party taking reciprocal action.

GENERAL PROVISIONS

47. **Personnel Policy:** Employees of the Parties to this Agreement shall be subject to the personnel rules, laws and regulations of the employing Party.
48. **Mutual Sharing of Information:** In accordance with applicable state and federal rules and regulations, Parties to this Agreement may furnish to each other, or otherwise make available upon request, such maps, documents, GIS data, instructions, records, and reports including, but not limited to, fire reports, employment records, and investigation reports as either Party considers necessary in connection with the Agreement.
49. **Accident Investigations:** When an accident occurs involving the equipment or personnel of a supporting Party, the protecting Party shall immediately notify the jurisdictional and supporting parties. As soon as practical, the protecting Party shall initiate an investigation of the accident. The investigation shall be conducted by a team made up of representatives from affected Parties, as appropriate.
50. **Purchaser, Contractor, Operator, Permittee, Etc., Fires:** The protecting Party will notify the jurisdictional Party of any fire suspected to have been caused by a purchaser, contractor, operator or permittee, etc., of the jurisdictional Party as soon as it becomes aware of the situation. The protecting Party will be responsible for management of the fire under the provisions of this Agreement. Parties will meet to determine a cost recovery process as outlined in Clause 46.
51. **Waiver:** It is mutually agreed that the Parties to this Agreement shall each be responsible for their own losses arising out of the performance of this Agreement and each Party hereby waives any claim against any other Party for any loss, damage, personal injury, or death of the Party, or its employees or agents, occurring as a consequence of the performance of this Agreement; provided, this provision shall not relieve any Party from responsibility for claims of third parties for losses for which the Party is otherwise legally liable.
52. **Modifications:** Modifications within the scope of this Agreement shall be made by mutual consent of the Parties, by the issuance of a written modification, signed and dated by all Parties, prior to any changes being performed. No Party is obligated to fund any changes not properly approved in advance.
53. **Annual Review:** If deemed necessary, prior to April 15, representatives of the States and Federal

Agencies will meet and review matters of mutual concern. Operating plans, at all levels, will be reviewed annually. If necessary, operating plans will be revised.

54. **Duration of Agreement:** The term of this Agreement shall commence on the date the last Party signs below and shall remain in effect for five (5) years from that date. A review of this Agreement will be conducted every five years for appropriateness and modified or renewed for a period of not more than five (5) years from the date the last Party signs the modification or renewal.

Any Party shall have the right to terminate their participation under this Agreement by providing one-year advance written notice to the other Parties.

55. **Previous Agreements Superseded:** This Agreement supersedes the following:

Master Cooperative Fire Protection Agreement signed and dated October 14, 1998, as amended.

Local agreements between National Forests and Protective Associations

Fire Management Agreement between the State of Washington, Department of Natural Resources, and Bureau of Land Management, U.S. Department of Interior, #952-A-1-0004, effective November 1, 1990.

Cooperative Agreement between State of Washington, Department of Natural Resources, and Forest Service, U.S. Department of Agriculture, 1989.

Memorandum of Understanding between Washington State Department of Natural Resources, Oregon State Department of Forestry, Bureau of Land Management, National Park Service, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, and Forest Service, #84-06-52-26, September 1984.

Memorandum of Understanding between Portland Area, Bureau of Indian Affairs, and USFS, Pacific Northwest Region; National Park Service; Oregon State Office, Bureau of Land Management; Region 1, Fish and Wildlife Service; Washington State Department of Natural Resources; Oregon State Department of Forestry, 1992.

Interagency Agreement between the Bureau of Indian Affairs, Portland Area, U.S. Department of the Interior; and the Forest Service, Pacific Northwest Region, U.S. Department of Agriculture, 1983.

Cooperative Fire Protection Agreement between the Portland Area Office, Bureau of Indian Affairs; and the State of Oregon, State Forester, 1982.

Memorandum of Understanding between USDA Forest Service and BLM, OR 940-9408, August 1994.

Interagency Agreement between USDI BLM, Oregon and Washington; and USDA Forest Service, Pacific Northwest Region, NFS 94-06-52-06, October 1993

Cooperative Agreement between State of Oregon, State Forester; and USDA, Forest Service, Pacific Northwest Region, NFS 91-06-52-30, February 1991.

Reciprocal Fire Protection Agreement between State of Oregon, State Forester, and Bureau of Land Management, Department of Interior, September 15, 1988.

Cooperative Agreement between U.S. Fish and Wildlife Service and Washington State Department of Natural Resources, #1448-13530-98-J029, dated March 6, 1998.

Cooperative Agreement between U.S. Fish and Wildlife Service and Washington State Department of Natural Resources, #14-16-0001-82061, dated March 6, 1998.

Cooperative Agreement between U.S. Fish and Wildlife Service and Washington State Department of Natural Resources, #14-16-0001-3149, dated March 6, 1998.

Existing agreements and operating plans remain in effect to the extent that they do not conflict with the provisions of this Agreement, but only until such time that all activities and conditions covered by those agreements can be incorporated into annual operating plans provided for under this Agreement, and not later than six months from the date of the last signature.

56. **Authorized Representatives:** By signature below, all signatories to this agreement certify that the individuals (Agency or Party Representative, Agency or Party Administrator, Unit Administrator) listed in this document are authorized to act in their respective areas for matters related to this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Cooperative Fire Protection Agreement as of the last date written below

USDI FISH AND WILDLIFE SERVICE
PACIFIC REGION

USDI NATIONAL PARK SERVICE
PACIFIC WEST REGION

Regional Director
Date: _____

Regional Director
Date: _____

Contracting Officer FWS-19072
Date: _____

Contracting Officer
Date: _____

USDI BUREAU OF LAND MANAGEMENT
Oregon/Washington State Office

USDI BUREAU OF INDIAN AFFAIRS
Northwest Region

State Director
Date: _____

Regional Director
Date: _____

Contracting Officer
Date: _____

Contracting Officer
Date: _____

USDA FOREST SERVICE
Pacific Northwest Region

USDA FOREST SERVICE
Northern Region

Regional Forester
Date: _____

Regional Forester
Date: _____

Contracting Officer
Date: _____

Contracting Officer
Date: _____

STATE OF WASHINGTON
Department of Natural Resources

STATE OF OREGON
Department of Forestry

State Forester
Date: _____

State Forester
Date: _____

Assistant Attorney General

Approved as to form this ____ day of ____

Attorney General, Oregon
Date: _____

COOS FOREST PROTECTIVE ASSOC.

DOUGLAS FOREST PROTECTIVE ASSOC.

District Manager
Date: _____

District Manager
Date: _____

WALKER RANGE FOREST PROTECTIVE ASSOC.

District Manager

Date: _____

Attachments: Exhibits A-D

**MASTER COOPERATIVE FIRE PROTECTION AGREEMENT
EXHIBIT A**

GLOSSARY OF TERMS

Agency or Party Representative: An individual assigned to an incident with full authority to make decisions on all matters affecting that Party's participation at the incident.

Agency or Party Administrator: Officials who are signatories to this Agreement, as follows: Bureau of Land Management, State Director; Forest Service, Regional Forester; BIA, Area Director; National Park Service, Regional Director; Fish and Wildlife Service, Regional Director; State of Oregon, Oregon State Forester; State of Washington, Department of Natural Resources, State Forester, or Coos, Douglas, or Walker Range Protective Association, District Manager.

Boundary Line Fire: Fire occurrences on lands of intermingled and/or adjoining protection responsibilities.

Closest Forces Concept: See Clause 24 of this Agreement.

Escaped Fire: A fire which has exceeded, or is anticipated to exceed, preplanned initial action capabilities or the fire management direction.

Fee Basis Acquisition of Services: One Party provides fire management services on the lands under the jurisdiction of another and payment is provided for the service. For a given fee, one party can become the protecting party for the other. The fee (or cost) is the price for the work agreed to be performed on each acre of land.

Fire Management Activities and/or Services: Any or all activities that relate to managing fire or fuels on lands under the jurisdiction of any Party to this Agreement. Activities include, but are not limited to: suppression, prescribed fire/fuels management, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts.

Geographic Area Coordination Center (GACC): An organization which serves as the focal point within a large geographic area to provide the logistical support and intelligence needs, relative to ongoing and anticipated wildland fire and other emergency support activities.

Indirect Cost: A fixed percentage rate as determined by a process provided for in the Indirect Cost Negotiation Agreement as in OMB Circular A-87, to recover those costs that cannot be directly charged to the project. The rate will be specified in the Annual Statewide Operating Plan.

Initial Attack Period: The first 24 hours, or by written local agreement.

Initial Attack Zone: An identified area in which predetermined resources would normally be the initial resource to respond to an incident.

Interagency: Involvement of two or more parties to this Agreement.

Jurisdictional Party: The Party to this Agreement which has overall land and resource management and protection responsibility as provided by federal or state law. Under no circumstances will a jurisdictional Party abdicate legal authorities.

Northwest Area: The lands in Washington and Oregon managed and/or protected by the Parties to this Agreement.

Offset: Exchange of fire management services in specific locations that is anticipated to be approximately equal value between Parties.

Operating Plan – Northwest Geographic: A plan which will include all Northwest considerations. This will be developed at the Geographic Area level and approved by the PNWCG member agencies.

Operating Plan - Statewide: A plan which will include all statewide considerations. This will be developed at the state level and approved by affected state and federal PNWCG member agencies.

Operating Plan – Local Sub-geographic Area: A plan generated at a local sub-geographic level and authorized by Unit Administrators for implementing the Oregon and Washington Wildland Fire Agreement in their respective areas of responsibilities.

Party Administrator: See Agency or Party Administrator

Prescribed Fire: The planned use of fire to accomplish specific land management objectives.

Preparedness: Activities in advance of fire occurrence to ensure effective suppression action. Includes training and placement of personnel, planning, procuring and maintaining equipment, development of fire defense improvements, and maintaining cooperative arrangements with other Parties.

Prevention: Activities directed at reducing the number of human-caused wildfires, including public education, law enforcement, dissemination of information, and the reduction of hazards.

Procurement Documents: Party specific financial obligation documents.

Protecting Party: The Party providing fire management services to a given area pursuant to this Agreement.

Protection: See Fire Management Activities and/or Services.

Protection Area: That area which, by law or identified or authorized pursuant to the terms of this Agreement, is provided wildland fire protection by a state, association, or federal agency. This may include land protected under exchange or payment for protection.

Protection Boundaries: Mutually agreed upon boundaries delineated on maps, or otherwise described, identifying areas of direct fire protection responsibility.

Protection Area Maps: Official maps which identify areas of direct fire protection responsibility for each Party.

Reciprocal Fire Suppression: Reciprocal fire suppression is the act of helping the protecting Party, at no cost for the first 24 hours or by written agreement, to suppress wildfires. Reciprocity is attained by agreeing among one another the kind, location and numbers of firefighting resources which will automatically initial attack a wildfire, regardless of the protecting Party. The kind, locations, and numbers of resources which constitute reciprocity is defined in or though local operating plans. Reciprocity may be thought of as the implementing mechanism of the closest forces concept.

Reimbursable Costs: All costs associated with operations and support ordered on a resource order or project plan by or for an incident or project within the provisions of this Agreement. Such costs may include, but are not limited to, the following:

- Party costs for transportation, salary, benefits, overtime, and per diem of individuals assigned to the

- incident or project.
- Additional support dispatching, warehousing or transportation services supporting a resource order.
- Cost of equipment in support of the incident, contract equipment costs and operating costs for Party equipment.
- Operating supplies for equipment assigned to the incident such as fuel, oil, and equipment repairs.
- Aircraft, airport fees, and retardant costs.
- Party-owned equipment and supplies lost, damaged, or expended by the supporting Party.
- Cost of reasonable and prudent supplies expended in support of the incident.
-
- Charges from the state-controlled resources such as inmate crews, National Guard resources, and county and local resources.

- Indirect charges will be applied on joint state and federal non-suppression projects (see 45C).

Supplemental Fire Suppression and Cost Share Agreement: A document prepared to distribute costs on a multi-jurisdictional incident (see Exhibit C).

Supporting Party: A Party providing assistance.

Suppression: All the work of confining and extinguishing a fire beginning with its discovery through the conclusion of the incident.

Third Party: A municipal or rural fire district that does not have a local agreement with a federal party or fire protective association that is formally recognized by their parent state and has entered into a local agreement with the parent state for fire management services.

Unit Administrator: The individual assigned administrative responsibilities for an established organizational unit, such as Forest Supervisor for the Forest Service, District Manager for the Bureau of Land Management, Agency Superintendent for the Bureau of Indian Affairs, Park Superintendent for the National Park Service, and Refuge Manager (Project Leader) for Fish and Wildlife Service, Region Manager for State of Washington Department of Natural Resources, District Forester for State of Oregon Department of Forestry, and District Manager, Coos, Douglas, or Walker Range Protective Association.

Wildfire: Any fire occurring on wildland that is not meeting management objectives and thus requires a suppression response.

Wildland Fire Use: The management of naturally ignited wildland fires to accomplish specific pre-stated resource management objectives in predefined geographic areas as outlined in fire management plans.

Wildland Fire: Any fire occurring on the wildlands, regardless of ignition source, damages, or benefits.

MASTER COOPERATIVE FIRE PROTECTION AGREEMENT

EXHIBIT B

OPERATING PLAN OUTLINE GUIDE

PREAMBLE

This operating plan is prepared pursuant to the Master Cooperative Fire Protection Agreement signed and dated ____.

This operating plan supersedes:
(List applicable local agreements and Operating Plans.)

INTERAGENCY COOPERATION

Interagency Dispatch Centers: Specify staffing, funding and level of participation agreed to.

Interagency Resources: Identify funding and staffing of joint resources commensurate with each Party's use.

PREPAREDNESS

Protection Planning: Determine and document efficiencies from acquisition of protection services and reciprocal assistance. Include preparedness plan.

Protection Areas and Boundaries: Identify areas (map and/or describe).

Reciprocal Fire Assistance: Document reciprocal initial attack zones. Identify placement of crews, engines, air tankers, helicopters, fixed and aerial detection, regulated use, closures, and other joint fire control efforts.

Acquisition of Services: Identify areas for reimbursable, offset or fee basis services. Method used to establish fee or rate of exchange. Terms and conditions. Work to be done by protecting Party and their responsibilities.

Joint Projects and Project Plans: Document joint cooperative projects including objectives, role of each Party, and financial plan.

Fire Prevention Policies: Identify goals, activities, resources and cost sharing.

Public Use Restrictions: Implementation procedures (see Northwest Operating Plan for guidelines).

Burning Permit Procedures:

Prescribed Fire and Fuels Management: Include notification procedures.

Smoke Management:

OPERATIONS

Fire Notifications: Specify notification procedures.

Boundary Line Fires: Specify notification procedures.

Independent Action on Lands Protected by Another Party: Discuss any special land management considerations that affect independent action initial attack. Describe areas, if any, where there are exceptions to this clause and state reasons.

Land Management Considerations: Identify areas where there are special suppression considerations and describe.

Delegation of Authority: Describe procedures (delegation of authority, etc.) that local Unit Administrators will use to inform ICs.

Resource Advisors:

USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

Training: Identify training needs, schedules, billing arrangements, agreed to sharing of resources. Refer to Clause 19 (Joint Projects and Project Plans) regarding needed project plans.

Communication Systems: Identify specific radio frequencies, computer system access, data transmission lines, communication sites, and communications equipment shared between Parties.

Fire Weather Systems: Specify maintenance, use and management, if any.

Aviation Operations: Identify and document any local aviation agreements.

Financial Plan:

Billing Procedures:

Fire Suppression Billings: List billing forest, if different than identified in the Northwest Mobilization Guide. Provide as a minimum on each bill:

The name and dates of the incident covered by the billing, total costs by cost centers. Use incident generated cost information (such as ICARS) or standard generated cost reports generated by the Party to support the billing whenever possible.

Detailed costs by individual items will only be required when necessary to support a fire trespass billing or other billings to third parties.

If available, also include a list of resource unit numbers or Party equivalent covered by the billing.

Fee Basis Protection Billings: Identify billing procedures for fee basis.

Billing address

Specify indirect cost rate.

Third Party Cost Recovery: Procedures for determining a cost recovery process will be in the Statewide

Operating Plan. Investigation process is determined locally.

SIGNATURES

Agency Administrator

Agency

Date: _____

Agency Administrator

Agency

Date: _____

EXHIBIT C
SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT

INSTRUCTIONS – SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT

Numbered instructions correspond to form items that require further explanation. Supplemental agreements will be numbered consecutively following the original (#1) for each fire. Supplements may be added at any time. Where insufficient room is available for necessary information, additional sheets or addendums may be added. Small revisions to this agreement may be completed on a single page, describing the change to the original agreement, and obtaining new signatures from those involved.

A Master Cooperative Fire Protection Agreement exists between all major wildland fire protection agencies in the Pacific Northwest. This agreement authorizes general mutual aid, including reciprocal and cooperative fire protection services elaborated upon in local annual operating plans. Other cooperative agreements exist between fire management agencies that authorize fire management services between Parties at the local sub-geographic level. A Supplemental Fire Suppression and Cost Share Agreement is required when cooperative fire suppression action goes beyond initial attack or whenever there is a need for one. The objective of the Supplemental Fire Suppression and Cost Share Agreement is to establish and document the cost sharing and basic organizational structure of specific fires.

Supplemental Fire Suppression and Cost Share Agreements will be negotiated on-the-ground. These agreements are necessary when more than one jurisdictional responsibility for fire protection is affected by the placement of the fire. The agreement will not affix liability for fire cost payment by either Party based upon responsibility for the fire origin. The designated representatives of each Party with forces on the fire are responsible for completing and signing the agreement.

1. List the fire name agreed upon by Parties involved.
2. Give the origin or best estimate of origin location by legal description.
3. Estimate the size at the time of the Supplemental Agreement.
4. List the Parties involved in fire suppression operations, and respective agency fire numbers.
5. List the date and time that the agreement is in effect. That time could be prior to or following the time that negotiations are made for the agreement.
6. Check the appropriate command structure for the fire. Definitions:

UNIFIED COMMAND – A method for all Parties with jurisdictional responsibility to contribute to determining the overall objectives for the incident; interagency ICS team structure.

SINGLE COMMAND STRUCTURE – One Party manages the incident with liaison and concurrence of objectives from other involved Parties.

List the appropriate personnel filling ICS positions on the fire.

7. List any special conditions or resource objectives, i.e., dozer restrictions, mechanized restrictions, bald eagle nest, high value plantation.
8. Operational responsibility for the fire will be defined in this section (if appropriate). Respond to this item only if Party forces have specific segments of the fire. This information will not determine cost responsibility, unless specified in Item 11. Examples are: Divisions A and B; all structural protection areas; specific campground.

9. List the Party (or Parties) responsible for structural protection, and any pertinent control information or contacts.
10. List operation conditions or directions pertaining specifically to: air operations, base camp and food service, and fire investigation. Costs pertaining to these decisions shall be documented in Item #11.
11. Fire suppression costs will be determined from the information supplied in this item. There are several ways to determine the best cost share mix. A, B, and C are typically used on smaller, less complex incidents; D and E on larger, more complex incidents:
 - A. Each Party pays for their own resources – fire suppression efforts are primarily on jurisdictional responsibility lands.
 - B. Each Party pays for their own resources – services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands.
 - C. Cost share by percentage of ownership or Party jurisdictional responsibility.
 - D. Cost is apportioned by geographic division. Examples of geographic divisions are: Divisions A and B (using a map as an attachment); privately owned property with structures; or specific locations such as campgrounds.
 - E. Reconciliation of daily estimates (for larger, multi-day incidents). This method relies upon daily agreed to cost estimates, using Incident Action Plans or other means to determine multi-Party contributions. Reimbursements can be made upon estimates instead of actual bill receipts.

The following are not reimbursable:

 - Responsibility for tort claims or compensation for injury costs.
 - Non suppression rehabilitation costs are the responsibility of the jurisdictional Party.
 - Non-expendable property purchases will be the responsibility of the Party making the purchase.
 - Support costs (i.e. office dispatchers, warehouse workers, etc.), unless they are charging to an emergency code assigned to the incident.

The cost centers that should be considered in this agreement:

 - Fireline Resources: Dozers, engines, fallers, transports, water tenders, hand crews, line overhead.
 - Fire Camp Operations and Support: Overhead, buses, camp crews, communications, food, refrigerator units, showers, toilets, water trucks, cache supplies, rescue/med, camp facility.
 - Air Support: Helicopters, (with support) air tankers.
 - Cost apportionment by period (i.e. state mobilization or conflagration, Fire Management Assistance Grant declaration, additional jurisdictional involvement).
12. List any specific conditions relative to this agreement, such as: dispatch procedures, one Party representing another, notifications, incident information, coordinated intelligence, etc.
12. Signatures of authorized personnel. List any attachments to the agreement. Give the date of the last revision or former Supplemental Agreement for the same fire.

SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT

The purpose of this agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost divisions. This agreement is a supplement to the Master Cooperative Fire Protection Agreement or (list other agreement and number) between the Parties listed.

1. Fire Name: _____ Origin Date _____ Time _____

2. Origin: Township _____ Range _____ Section _____

3. Estimated Size _____ Acres at the time of this agreement.

4. Agency _____ Fire # _____ Accounting Code _____

5. This agreement becomes effective on: _____

_____ at _____ and remains in effect until amended or terminated.

6. Overall direction of this incident will be by () Unified Command, or by () Single Command structure. Identify below personnel filling the following positions:

Position	Name(s)	Agency
Incident Commander	_____	_____
Line Officer Representative	_____	_____
Liaison	_____	_____
Finance	_____	_____
Operations	_____	_____

7. Suppression action will be subject to the following special conditions and land management considerations: _____

8. Geographic responsibility (if appropriate) by Agency is defined as follows:

Agency _____ Geographic Responsibility _____
Agency _____ Geographic Responsibility _____
Agency _____ Geographic Responsibility _____
Agency _____ Geographic Responsibility _____

9. The Party responsible for structural protection will be: _____

10. Special operational conditions agreed to (include as appropriate Air operations, base camp, food service, fire investigation, security, etc.) List cost share information in Item #11:

11. Fire Suppression COSTS will be divided between Parties as described:

Cost Centers:	Agency:	Agency:	Agency:

12. Other conditions relative to this agreement (Notifications, incident information, etc):

13.

Agency Agency Agency Agency

Signature Signature Signature Signature

Title/Date Title/Date Title/Date Title/Date

List of Attachments (if any): _____/_____/_____

Supplemental Project Plan

EXHIBIT D

**SUPPLEMENTAL NUMBER _____
TO MASTER COOPERATIVE FIRE PROTECTION AGREEMENT**

PROJECT AND FINANCIAL PLAN

I. INTRODUCTION

Brief description, where located, status of environment analysis, status compliance if applicable, design/specifications status.

List authorizing law (Reciprocal Fire Protection Act or Cooperative Funds and Deposit Act, PL 94-148).

II. SCOPE AND DURATION

The description of this project is to _____. It is anticipated that this project will begin _____ and will end _____.

III. PRINCIPAL CONTACTS

Principle contacts for each Party for the administration of the project are:

Name
Address
Telephone
FAX

IV. DETAILED PROJECT DESCRIPTION

- A. Specific duties and tasks to be performed. Identify desired end results.
- B. Identify tools and equipment needed and who will supply them.
- C. Identify size of crew and who will be providing transportation
- D. Other

V. SUPERVISION AND TECHNICAL OVERSIGHT

VI. REIMBURSEMENT

Describe reimbursement and billing procedures, including who to send payment to and billing address.

VII. FINANCIAL PLAN

List which Party is reimbursing the other and detail items to be reimbursed. If this is a Cost Share Supplemental Project Plan, list all Parties, contributions, cash, non-cash, and in-kind. Include:

Salaries
Travel
Supplies
Equipment Use
Indirect Cost

Project Total

Estimated Reimbursement

Job code to be charged _____. Reimbursement shall be made only for actual expenses incurred, not to exceed the estimated total reimbursement. Itemized documentation in support of all expenses is required.

VIII. SIGNATURES

Unit Administrator

Date

Agency

Unit Administrator

Date

Agency