EASTERN AREA COORDINATION CENTER

2020 FISCAL YEAR OPERATING PLAN
I. Purpose:

The purpose of this Fiscal Year Operating Plan is to set forth agreed upon services to be provided to the federal and state wildland fire management agencies within the Eastern Area, through the Eastern Area Coordination Center (EACC) and responsibilities of each participating member in the operation of the EACC.

II. Participants:

Participants of the OP consist of the following:

USDA Forest Service, Eastern Region
USDA Forest Service, Eastern Region State and Private Forestry (S&PF)
USDI Bureau of Indian Affairs, Midwest Region
USDI Bureau of Indian Affairs, Eastern Region
USDI Bureau of Land Management, Eastern Region
USDI Fish & Wildlife Service, Midwest Region
USDI Fish & Wildlife Service, Northeast Region
USDI National Park Service, Midwest Region
USDI National Park Service, Northeast Region
State Great Lakes Forest Fire Compact
State Middle Atlantic Interstate Forest Fire Protection Compact
State Northeastern Forest Fire Protection Commission
State Big Rivers Forest Fire Management Compact

III. Services:

A. EACC will conduct, but is not limited to, the following activities:

1. Develop and implement a system for maintaining cost effective and timely coordination of interagency emergency response for wildland fire and all hazard incidents. This will be accomplished through planning, situation monitoring, and expediting resource orders between the interagency wildland fire management members within the Eastern Area; and between EACC and the National Interagency Coordination Center (NICC).

EACC will establish standard procedures, which guide the operations of multi-agency logistical support activity in the Eastern Area. These procedures will be described in the Eastern Area Interagency Mobilization Guide\(^1\) prepared annually by EACC and approved by the Eastern Area Coordinating Group (EACG). This guide is intended to facilitate the interagency mobilization and coordination of resources, ensuring that the most timely and cost-effective incident support services are provided. It is designed to accommodate amendments as required and will be retained as current until amended.

\(^1\) The Eastern Area Interagency Mobilization Guide is designed as the Area supplement to the National Interagency Mobilization Guide.
B. All federal and state wildland fire management members in the Eastern Area will:

1. Provide EACC with accurate status of agency resources in Interagency Resource Ordering Capability (IROC) during the period from February 1 through November 1, or as otherwise dictated by Area and National Preparedness Levels.

2. Advise EACC if restrictions must be placed on member resources due to wildland fire member policy.

3. Provide appropriate funding codes for all requested resources.


5. Provide EACC with annual agency wildfire and prescribe burn statistical reports by calendar year no later than January 15.

C. EACC will operate on an annual budget supported and approved by the EACG. Specifics on the budget are as follows:

1. The current fiscal year budget and the proportionate agency costs are outlined in the EACC Fiscal Year Operating Plan in Appendix A. Individual agencies will retain funds for items such as personnel salary, benefits, travel, training, and services in-kind.

2. The next fiscal year budget will be submitted to and approved by the EACG prior to June 15 annually. The budget outline may include expenditures of the Eastern Area Interagency Mobilization Guide copies, interagency workshop costs, etc. The agreed upon percentage share will be applied to the total planned budget of each agency. EACC will be responsible for reimbursable funds and track their use. At the end of the fiscal year, the center will reconcile the budget with each agency based on the actual dollars expended.

3. EACC or representative thereof, will meet semi-annually with the EACG to review and ascertain EACC expenditures. Adjustments for additional funds or reimbursement for individual agencies will be negotiated according to predetermined percentages.

4. Financial obligations of each member are payable in the current federal fiscal year (October 1- September 30) or current state fiscal year (July 1- June 30) and are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.
5. Transfer of funds will be conducted per instructions in Appendix B.

IV. Administration:

EACC is an interagency effort and the Center Manager or acting Center Manager will:

A. Will be delegated authority for day-to-day operational needs, including supervision.

B. Will initiate Performance Evaluations/Appraisals, Individual Development Plans, and Travel/Training Plans of employees within the office, forward documents to the respective agencies for review and signatures.

C. The official supervisor of record, their employee and EACC representative will meet bi-annually for Performance Evaluations/Appraisals.

D. Additional meetings may be called by any party to this MOU after consultation with other parties, at such time and place as agreed upon to discuss any problems arising under this MOU.

V. Agency Officers:

EACG members are delegated responsibility for carrying out this MOU by their administrators. Those individuals will review, modify, and approve the OP by close of business at the annual winter EACG meeting.
## APPENDIX A

### Fiscal Year Operating Costs

The contributions paid by each agency are on an annual basis, not including one-time costs. These fair share costs are based on actual contributions.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Position Salary &amp; Travel/Training</th>
<th>Amount</th>
<th>Supplies/Travel/Training</th>
<th>Total Contribution</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS Eastern Region</td>
<td>Center Manager</td>
<td>$152,775</td>
<td>$20,000</td>
<td>$172,775</td>
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<tr>
<td>FS Eastern Region</td>
<td>GACC Dispatch Coordinator, Aviation</td>
<td>$97,448</td>
<td>$3,000</td>
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<td>GACC Dispatch Coordinator, Logistics*</td>
<td>$55,049</td>
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<td>FS Eastern Region, S&amp;PF</td>
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<td>NPS Midwest</td>
<td>Meteorologist</td>
<td>$173,000</td>
<td>$10,000</td>
<td>$188,000</td>
<td>23.01%</td>
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<td>BIA Midwest</td>
<td>Intelligence Coordinator</td>
<td>$105,442</td>
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<td>FWS R3 &amp; R5</td>
<td>GACC Dispatch Coordinator, Logistics*</td>
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<td>$49,356</td>
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<td>TOTAL</td>
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<td>$775,913</td>
<td>$78,000</td>
<td>$853,913</td>
<td>100.00%</td>
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### Agency

- USDA Forest Service, Eastern Region: Center Manager, GS-13
- USDA Forest Service, Eastern Region: GACC Dispatch Coordinator, Aviation GS-9/11
- USDA Forest Service, Eastern Region: GACC Dispatch Coordinator, Logistics GS-9/11*
- USDA Forest Service, Eastern Region S&PF: Deputy Center Manager, GS-12
- USDI National Park Service, Midwest Region: Meteorologist, GS-13
- USDI Bureau of Indian Affairs, Midwest Region: Intelligence Coordinator, GS-10/11
- USDI Fish & Wildlife Service, Midwest Region: GACC Dispatch Coordinator, Logistics GS-9/11*
- USDI Fish & Wildlife Service, Northeast Region: GACC Dispatch Coordinator, Logistics GS-9/11*

* This is one GACC Dispatch Coordinator, Logistics GS-9/11 position funded by FWS R3 & R5 and FS Eastern Region. ** (Through an inter-region agreement Region 3 and Region 5 are responsible for 70% / 30% respectively of the U.S. Fish and Wildlife Services obligation).
APPENDIX B

Position: GACC Dispatch Coordinator, Logistics GS-9/11

The USDI Fish & Wildlife Service will provide funding to the USDA Forest Service, Eastern Region, for their share of the GACC Dispatch Coordinator, Logistics position as identified in Appendix A. Funding for this position will be transferred through a separate Interagency Agreement between USDI Fish & Wildlife Service and the USDA Forest Service, Eastern Region.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Tom Brady, EACG Chair</td>
<td>Northeastern Forest Fire Protection Compact</td>
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<tr>
<td>Tom Remus</td>
<td>Bureau of Indian Affairs Eastern &amp; Midwest Regions</td>
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<tr>
<td>JASON RIGGINS</td>
<td>US Fish &amp; Wildlife Service Regions 3 &amp; 5</td>
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<td>Steve Miller</td>
<td>US Forest Service Eastern Region / State &amp; Private Forestry</td>
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<td>Gail Kantak</td>
<td>Big Rivers Forest Fire Compact</td>
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<td>Paul J. Lundgren</td>
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<td>Steve Miller</td>
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<td>Wil Briggs</td>
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