Authorized Representatives/Signatures:

By signature below, all signatories to this Annual Operating Plan certify that the individuals listed in this document are authorized to act in their respective areas for matters related to this Annual Operating Plan. By my signature below, I authorize my signature to be photocopied into each and all of the Annual Operating Fire Plans for the Wyoming Interagency Cooperative Fire Management Agreement.

I understand that my Entity will be provided a copy of the agreement with a photocopied signature page when the required signatures are obtained.

PREPARED AND APPROVED BY:

Sublette County Fire Warden P.O. Box 110, Daniel, WY 83115	T.J. Hunt (Printed Name)	3-19-2013 Date
Chairman, Sublette County Commissioners 21 South Tyler Avenue, Pinedale, WY 82941	Joel E. Bousman (Printed Name)	3-19-2013 Date
Field Manager Rock Springs Field Office, Bureau of Land Management, 280 Highway 191 North, Rock Springs, WY 82901	Lance C. Porter (Printed Name)	4/1/2013 Date
Field Manager Pinedale Field Office, Bureau of Land Management 1625 West Pine Street, Pinedale, WY 82941	Shane DeForest (Printed Name)	4-11-13 Date
District Manager High Desert District Office, Bureau of Land Management 280 Highway 191 North, Rock Springs, WY 82901	Mark A. Storzer (Printed Name)	4/3/13 Date

Cheryl F. Probert 4-3-13

Forest Supervisor, Bridger-Teton National Forest (Printed Name) Date
P.O. Box 1888, Jackson, WY 83001

Brook Lee

District Forester, Wyoming State Forestry Division Brook Lee 4/18/13
P.O. Box 1678, Pinedale, WY 82941 (Printed Name) Date

THE AUTHORITY AND FORMAT OF THIS INSTRUMENT HAS BEEN REVIEWED AND APPROVED FOR SIGNATURE
Trinity Bugger Trinity Bugger
US. Forest Service 3/28/13
AGREEMENTS COORDINATOR DATE

2013

WILDLAND FIRE MANAGEMENT ANNUAL OPERATING PLAN

SUBLETTE COUNTY, WYOMING

This Plan is between the USDI Bureau of Land Management (BLM), Wyoming State Forestry Division (WSFD), USDA Forest Service (USFS), and Sublette County.

PREAMBLE:

This operating plan is prepared pursuant to the Wyoming Interagency Cooperative Fire Management Agreement USDA Forest Service #11-FI-11020000-020, USDI Bureau of Land Management #MOU-WY-930-1202, USDI National Park Service #12491200001, USDI Bureau of Indian Affairs #A12MA00028 and the USDI Fish and Wildlife Service #14-48-FF06R03000-12-K001.

PURPOSE:

This is a Sub-Geographic Area Annual Operating Plan (AOP) applicable to all signatory parties within Sublette County, Wyoming. It addresses issues affecting cooperation, interagency working relationships and protocols, financial arrangements, and joint activities.

RECITALS:

National Response Framework activities will be accomplished utilizing established dispatch coordination concepts. Situation and damage assessment information will be transmitted through established fire suppression intelligence channels.

Jurisdictional Entities are responsible for all planning documents i.e. land use, resource and fire management plans and decision support documents, for a unit's wildland fire and fuels management program.

Protecting Entities implement the actions documented and directed by the appropriate planning documents and decision support documents for initial and extended attack on wildfire incidents. They provide the supervision and support including operational oversight, direction and logistical support to Incident Management Teams.

INTERAGENCY COOPERATION:

Interagency Dispatch Centers:

1. The Entities agree to participate in the neighborhood dispatch system. The Entities give authority to the dispatch center to provide the services required in support of the appropriate center's charter and operating plan. For specifics, see the dispatch center plans.

2. For initial dispatch for interagency fires within Sublette County, either Teton Interagency Dispatch Center or Rawlins Interagency Dispatch Center will be used as dispatch contact. Fires will be dispatched according to dispatch center boundaries. On multi-jurisdictional fires, and incidents with poor radio communications, the Incident Commander in coordination/agreement with the dispatch centers and appropriate Duty Officers will

determine which dispatch center will be used based on acceptable radio communications. All responding units will be informed on which dispatch center is being used along with assigned frequencies for the incident. The responsible agencies dispatch center will be updated on the progress and any significant events when a different dispatch center is providing support to an incident.

3. For the reporting of and the assigning of the appropriate fire numbers on interagency fires within Sublette County, dispatch center boundaries will be the determining factor as to which dispatch center is responsible to do so.

Mobilization Process for State and County Resources:

When resources, statused in ROSS, are ordered from their local dispatch center for initial attack, it is their responsibility to notify their respective Dispatch Center of their assignment. It is also their responsibility to notify the respective Center when they return home.

Standards:

FIREFIGHTER QUALIFICATIONS

Three levels of expertise are recognized.

1. Within jurisdiction the qualifications for local resources utilized for fire suppression within the County will use NWCG 310-1 as a guide.

2. Outside of jurisdiction, all resources will meet NWCG 310-1 standards. Certification will be the responsibility of the sending Entity.

3. All county and state Unit Leader positions and above will be NWCG 310-1 qualified. Certification is the responsibility of Wyoming State Forestry Division/Agency.

PREPAREDNESS:

Protection Areas and Boundaries:

See Exhibit A.

Methods of Fire Protection and Suppression:

Reciprocal Fire Protection Services (Mutual Aid)

1. The entire county is considered as a reciprocal protection zone.

2. Within the reciprocal fire protection zone, each Entity shall assume its own full cost of expenditures for the first initial response operational period. Costs incurred after the first operational period will be reimbursed by the protecting Entity. An operational period begins at 0001 hours and terminates at 2400 hours. The protecting Entity will be determined as soon as possible and notified.

3. Reciprocal protection is not construed as an automatic dispatch for the operational period. Therefore, priority will be given to the release of a supporting Entity when it is mutually agreed upon by the initial attack IC that the fire situation is such that the protection Entity's forces on the scene can adequately control the incident. Furthermore, within its capabilities, the protecting Entity will render support to the supporting Entity to include but not limited to food, water, and additional forces to expedite release of the supporting Entity in advance of the maximum one operational period reciprocal fire protection.

   Reimbursable Fire Protection Services

   1. The entire county is considered as a reimbursable fire protection zone after the initial 24 hours of reciprocal protection.

   Offset or Exchange

   1. None identified.

Joint Projects and Project Plans:

COMMUNITY WILDFIRE PROTECTION PLANS (CWPP)

On fires that threaten, or involve, the Wildland Urban Interface (WUI), the County's Community Wildfire Protection Plan should be referred to for suppression priorities and other information that could prove beneficial to the suppression efforts.

Fire Prevention/Education/Mitigation:

The Entities agree to cooperate in the development and implementation of fire prevention/education/mitigation programs. Entities will collaborate on ways to prevent unwanted wildfires. This program will have an overarching goal of lessening the risk of wildfire impacts to the public and private land and structures especially in the WUI.

Entities will make available a contact list of people who can assist in wildfire prevention and education.

Fire Restrictions:

Fire Restrictions and/or Closures will be coordinated between the entities to include initiating, implementing, and lifting. Reference Wyoming Interagency Fire Restriction Plan.

Prescribed Fire (Planned Ignitions) and Fuels Management:

1. Fuels management and prescribed fire projects will be coordinated with the Entities to this agreement.

2. Wildfires resulting from escaped prescribed fire incidents, at the direction or under the supervision of one of the Entities to this agreement, shall be the responsibility of that Entity. All subsequent activities will be coordinated with the appropriate Entity. All incident management costs, unless otherwise agreed upon, exclusive of reciprocal periods, shall be

borne by the responsible Entity and documented in a cost share agreement.

3. Escaped prescribed fires ignited by individual(s) not party to this agreement will be considered as wildland fires requiring suppression action under the terms and conditions of this agreement.

4. Entities agree to share and reimburse, according to the rates established in Exhibits C, D, E and F, for resources used on prescribed fire projects, based on availability, qualifications, and need. For Forest Service prescribed fire projects, a separate agreement will be executed.

Smoke Management:

Within their authorities, the Entities to this Agreement agree to coordinate with the Wyoming Department of Environmental Quality (WDEQ), Air Quality Division, Smoke Management Program. WDEQ has access to the Wyoming State Forestry Division Wildfire Reporting Program and will assist in the coordination of smoke management within the state in support of the Wyoming Air Quality Standards & Regulations Chapter 10, Section 4, Smoke Management Requirements.

OPERATIONS:

Fire Notifications and Reporting:

All fires and initial action on or near land under the protection of an Entity to this agreement will be reported promptly to the protecting Entity and to either Rawlins or Teton Interagency Dispatch Center.

For list of contacts for notification or requests of assistance see the directory (attachment 2).

Initial Attack:

If one or more entities to this agreement arrive on initial attack, the first Entity on the scene will assume command or turn command over to another Entity if they have more qualified supervisory personnel. Once protection responsibilities are established, the protecting Entity will either assume command or request a supporting Entity to do so. Based on the incident complexity, qualified personnel will assume command or agree to implement Unified Command of a multi-jurisdictional fire.

Independent Action on Lands Protected by Another Entity:

Nothing herein shall prohibit any Entity, on its own initiative, with notification and coordination with the protecting agency and without requesting reimbursement from going upon lands known to be protected by another Entity to engage in suppression of wildland fires, when such fires are a threat to lands within that Entity's protection responsibility.

Special Management Considerations:

Use of Heavy Equipment

On all federal lands, use of dozer, road patrol, or grader is not authorized for suppression except

in situations when the Field Manager/District Ranger/Project Leader, or their designee, provides verbal consent, followed by written documentation to the Incident Commander. Within USFS wilderness lands, heavy equipment requires Regional Forester Approval.

Use of Aerial Retardant on Forest Service Lands

Pursuant to the December, 2011 U. S. Forest Service National Decision regarding aerial retardant application, each National Forest or Grassland has identified areas of federal land where aerial retardant may not be applied, unless a decision by the Incident Commander determines that human life or safety are threatened and retardant will mitigate that threat. These areas are identified on a map for each Forest/Grassland and may include areas within 300 feet of waterways (streams and lakes), where threatened, endangered, Forest Service sensitive species habitat occurs that could be impacted by retardant, and/or where cultural resources exist that have been identified for exclusion from retardant. If retardant is applied in these areas, the agency administrator must be notified for reporting requirements to be met. For more information, see http://www.fs.fed.us/fire/retardant/index.html

Other Considerations

In situations where a jurisdiction's initial response to a wildfire is based primarily on accomplishing ecological restoration or resource objectives and the wildfire has the potential to affect other jurisdictions, the Unit Administrator Group will be assembled with representatives from all affected entities.

The Wilderness areas located within the Bridger-Teton National Forest have special management considerations for wildland fire suppression and support operations such as helispots and spike camps. All fire suppression activities within the Wilderness Areas will be conducted using Minimum Impact Suppression Techniques (MIST) in order to minimize impacts upon the resource. Initial attack fire suppression crews will be advised of appropriate wilderness suppression tactics. In addition, in BLM Wilderness Study Areas special tactics must be followed.

In BLM Wilderness Study Areas (WSA) and Areas of Critical Environmental Concerns (ACEC) special tactics must be used: all vehicles must remain on roads until Resource Advisor arrives on scene to provide site specific guidance. Minimum Impact Suppression Techniques (MIST) will be utilized in all areas pre-identified as special management areas. In addition in WSA's no motorized equipment may be used without proper approval including chainsaws.

Wildland Urban Interface Protection

Structural fire suppression is the responsibility of tribal or the local fire service Entity. Keeping an approaching wildfire from reaching a structure may be the responsibility of any or all Entities to this agreement depending upon the location of the wildfire and the chosen management strategy.

Private Lands – Cost associated with the protection of privately owned land and structures are the responsibility of the local fire service Entity that has jurisdiction for the private property.

Federal Lands w/Private Structures - Costs associated with the protection of privately owned structures on federal lands are the responsibility of the local fire service Entity that has jurisdiction for the private structures. Structure protection responsibilities of the local fire service Entity include actions taken directly on the structure or the immediate area surrounding structure. The federal agencies will be responsible for costs associated with keeping the fire from reaching the structures.

Entities that elect not to suppress an ignition with intent to manage the fire for resource objectives are responsible for the cost associated with that fire. This includes the cost of protecting private land, structures and infrastructure, as well as other State and Federal managed lands, unless negotiated otherwise with the other affected jurisdictions. For incidents that have an initial response objective of protection (suppression) and it is later determined that there is also an opportunity to effectively manage a portion of the incident for resource objectives, agencies should follow the standard cost share principles and may need to develop additional cost share agreements based on changes in the situation and objectives.

The local fire service Entity is responsible for developing structure protection plans and coordinating with the incident management team to implement the plan. This could include the local fire service Entity preparing the plan themselves or working with the incident management team to obtain resources to prepare and implement the plan. The local fire service Entity is responsible for determining any actions to be applied directly to a structure such as wrapping; applying foam, fire gels, or other retardants; sprinklers, etc.

Decision Process:

ESCAPED FIRES OR FIRES THREATENING OTHER JURISDICTIONS

Field personnel, involved in fire suppression action, will contact the other protecting entities as soon as possible after a fire escapes or threatens to escape initial attack near intermingled ownership (defined as different ownership within 1 mile of the fire or it is anticipated that other ownerships may be involved) and a Unit Administrator Group (see Glossary, attachment 1) may be assembled by the initial attack Entity to represent the protecting entities involved with that fire. For a list of the designated representatives for creating a unit administrator group, see the directory (attachment 2).

1. Guidelines for assembling the Unit Administrator Group

    a. A wildland fire that escapes initial attack or threatens other jurisdictions.
    b. The fire is to be determined at a Type III or higher complexity level.
    c. Containment is not anticipated before the next burning period.

2. The Unit Administrator Group's function is

    a. To participate in development and approval of wildfire decision documents for managing a fire incident.
    b. To recommend to the appropriate Agency Administrator(s) the level at which the incident should be managed.
    c. To prepare a Delegation of Authority for Agency Administrator(s) signature.
    d. To act as the Entity representative for the respective Entity.
    e. To develop incident management objectives and agree on management actions needed.
    f. To initiate a written cost share agreement for Agency Administrator(s)

approval with signatures prior to the end of the fire.

g. To agree to all expenditures whenever the suppression plan must be modified including mop-up, rehab and patrol after demobilization of the fire.

1) The Incident Commander/Unified Command will provide the Unit Administrator Group with an estimated fire cost daily.
2) The Incident Commander/Unified Command and the Unit Administrator Group will reach mutual agreement when the fire situation is such that the group can be demobilized.

Delegation of Authority:

Incidents that have been declared as exceeding initial attack and transition to extended attack will have an incident specific delegation of authority in place as soon as possible.

Preservation of Evidence/Fire Cause Determination:

Each Entity is responsible for investigating all fires and taking appropriate law enforcement action for all human caused fires on lands under their jurisdiction. The initial attack Incident Commander will take all reasonable precautions to preserve evidence found.

Entities shall render mutual assistance in investigation, law enforcement activities, and courtroom proceedings of human caused fires to the fullest extent possible. Each Entity shall be responsible for fire-related law enforcement activities on wildfires that originate on their respective lands. To the extent permitted by Federal and State law, the Protecting Entity will provide investigation files relative to the fire to the Jurisdictional Entity for legal action and/or prosecution.

USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES:

Cost Share Agreement:

In situations where an incident encompasses land under the protection or jurisdictional responsibility of more than one Entity, a cost share agreement will be initiated prior to close out.

When fires are managed for multiple management objectives, a cost share agreement will be negotiated on a case by case basis. When agreement cannot be reached regarding incident strategies, tactics or costs, the discussion will be elevated to the next level of Entity administrators representing each Entity.

See Exhibit G

Training:

The entities party to this agreement will coordinate wildland fire training locally, within the county, state and the Geographic Area. Zone training representatives are responsible for coordinating with all entities for the planning and delivery of wildland fire training.

Communication Systems:

Communication frequencies to be used for initial attack are included in attachment 3.

All parties to this agreement give permission for the use of their respective agency's radio frequencies for emergency use only.

All entities will utilize the Standard Air to Ground naming convention adopted by the National Interagency Incident Communication Division in 2012.

Aviation Operations:

1. Aerial retardants may be used with prior approval of the protecting Entity unless otherwise specified under "Special Management Considerations" of this plan. For list of contacts for retardant usage approval see the directory (attachment 2).

2. Aerial retardants will be paid for by the requesting Entity if prior approval has not been obtained.

3. Air to air and air to ground frequencies with designated ground contacts need to be established with dispatch.

4. Any aviation resource dispatched within Sublette County will check in with Teton Interagency Dispatch Center, Rawlins Interagency Dispatch Center, and Sublette County dispatch center and will flight follow with the appropriate dispatch center.

5. Sublette County helicopter usage may be addressed in a separate agreement and MOU.

Billing Procedures:

1. Federal Billings: Federal Agencies will not bill each other for fire suppression. See sub-paragraph 4 under this section for State and County billings.

2. When non-federal resources respond to non-federal incidents outside the State of Wyoming, bills should be submitted to the jurisdictional agency where an existing payment mechanism has been implemented. If an agreement and payment mechanism do not exist, bills should be submitted to the USDA Forest Service, Rocky Mountain Region.

   Wyoming State Forestry Division will coordinate resources, audit bills for service, and forward all completed bills for services to the Forest Service under these qualifying conditions:

   i. When non-federal resources respond to incidents which are outside the State of Wyoming, but are within USDA Forest Service Jurisdiction.

   ii. When the USDA Forest Service is the Lead Agency for Payment.

   All completed bills will then be sent to the appropriate Forest Service region at the address listed below.

   USDA Forest Service, Rocky Mountain Region
   Attn: Incident Business - Regional Budget Office
   740 Simms Street
   Golden, CO 80401

   USDA Forest Service, Intermountain Region
   Attn: Incident Business - Regional Budget Office

324 25th Street
Ogden, UT 84401

3. When non-federal resources respond outside the State of Wyoming to incidents that are under US DOI Jurisdiction or where the US DOI is the Lead Agency for Payment, Wyoming State Forestry Division will coordinate resources, audit bills for services, and forward all completed bills for services to the appropriate DOI Agency at the address listed below in sub-paragraph 4.

4. State and County Billings: When State or County resources are used and the fire management activity is within the State of Wyoming, the State or County will bill the protecting host unit.

   When the State is the jurisdictional Agency, the Federal Agencies will submit their individual billings to the State and the State will reimburse each individual Agency. When the County is the jurisdictional Entity, the Federal Agencies will submit their individual billings to the County and the County will reimburse each individual Agency.

   Payment for Wyoming State/County resources will be made directly to the appropriate State/County identified in the billing. The State will coordinate billing questions or disputes with the appropriate County.

   Billing Addresses: All bills for services provided to the Wyoming State Forestry Division or to Counties will be mailed to the appropriate address listed below:

   All bills for services provided to the Rocky Mountain Region – Forest Service will be mailed to:

   USFS Rocky Mountain Region
   Attn: Incident Business – Regional Budget Office
   740 Simms Street
   Golden, CO 80401

   All bills for services provided to the Intermountain Region – Forest Service will be mailed to:

   USFS Intermountain Region
   Attn: Incident Business Specialist
   324 25th Street
   Ogden, UT 84401

   All bills for services provided to the Department of the Interior/BLM will be mailed to:

   BLM Wyoming State Office
   Attn: Budget/Incident Business Program Analyst
   PO Box 1828
   5353 Yellowstone Rd
   Cheyenne, WY 82003

   All bills for services provided to the Department of the Interior/NPS Intermountain Region will be mailed to:

   NPS – Intermountain Region
   Attn: Fire Incident Business Specialist
   12795 W Alameda Parkway, Lakewood, CO 80228
   PO Box 25287, Denver, CO 80225-0287

All bills for services provided to the Department of the Interior/BIA will be mailed to:

Bureau of Indian Affairs – Rocky Mountain Region
Branch of Fire & Forestry
Attn: Budget Analyst
316 N. 26th Street
Billings, MT 59101

All bills for services provided to the Department of the Interior/Fish and Wildlife Service will be mailed to:

US Fish & Wildlife Service
Regional Fire Administrative Officer
134 Union Blvd, Ste 300
Lakewood, CO 80228

The non-federal entities of Wyoming are cooperators, not contractors. Rates established in the annual Wyoming Fire Mobilization Plan or Mini Fire Mobilization Plan exhibits C, D, E, F, and G have been agreed upon and accepted by all Entities. Emergency Equipment Rental Agreements will only be executed for equipment not listed in the above exhibits.

The Jurisdictional Entity is not obligated to reimburse the Supporting Entity for costs incurred during the Reciprocal (Mutual Aid) period unless otherwise specified in a cost share agreement.

5. Fire Numbers: Entities will share their respective individual fire numbers for cross referencing purposes.

6. Billing Estimates/Time Frames: On fires where costs are incurred pursuant to the terms of this agreement, the billing Entity shall submit a bill or estimate for reimbursement as soon as possible, but not later than 120 days after the fire is controlled. If the total cost is not known at the time of initial billing, a partial bill, so identified, may be submitted. A final bill, so identified, will be issued within 270 days after control of the fire.

   Billing deadlines set forth herein are intended merely to encourage prompt billing, and failure to meet billing deadlines shall not be construed as a release or waiver of claims for reimbursement against the other Entity.

   For obligation purposes, the Federal entities will submit unpaid obligational figures to the non-federal entities by May 15. The non-federal entities will submit unpaid obligational figures to the appropriate federal Entity by September 15 for the previous federal fiscal year.

   After the final billing has been sent and additional costs are identified, a supplemental billing may be issued if agreeable to applicable entities.

7. Billing Content: A separate bill will be submitted for each fire. Bills or State Form WSFD-41, Exhibit B Invoice Form for Wyoming Firefighters and Equipment (WSFD-41) will be summarized by major categories. Bills or WSFD-41 will include incident name, location, accounting code, jurisdictional unit, incident number, appropriate resource order number, inclusive dates, and will be supported by originals or copies of the following:

Fire Time Reports, OF-288
Summary of travel charges
Equipment Use Invoice and Daily Shift Tickets
Credit card bill, list of purchases
Cost Share Agreement, when applicable
Copy of Resource Order

For out of state resources used on state or private land incidents, their bills will be sent to the address below. Wyoming State Forestry Division will either make payment or forward the bill to the appropriate Entity for payment.

Lynda Berckefeldt
Wyoming State Forestry Division
5500 Bishop Blvd.
Cheyenne, WY 82002

INCIDENTS OUTSIDE OF THE STATE OF WYOMING:

Any time non-federal Entity resources respond outside the State of Wyoming, all bills for services will be sent to the address below, where they will be audited and forwarded on as appropriate. Wyoming State Forestry Division (WSFD) will coordinate resources, audit bills for services, and forward all completed bills for services (Exhibit B's) on to the Forest Service, Rocky Mountain Regional Incident Business – Regional Budget Office.

Lynda Berckefeldt
Wyoming State Forestry Division
5500 Bishop Blvd.
Cheyenne, WY 82002

Payment Due Dates: All bills will have a payment due date 30 days after the date of issuance. If payment cannot be made before the 30 days expire, then a 30 day extension, with oral or written justification, may be requested. Voucher difference statements will accompany any payment made that is different than the amount billed.

Disputed Billings: Written notice that a bill is contested will be mailed to the billing agency within 30 days of issuance of the final bill, and will fully explain the area of dispute. Contested items will be resolved not later than 30 days following receipt of written notice. The uncontested portion of the bill will be paid and a new bill will be issued for the contested amount.

Fire Cost Meeting: The entities that are party to the cost share agreement will gather their suppression costs and meet to discuss these costs. Contested items will be resolved by signature parties if consensus cannot be reached, these costs will be elevated to the next higher level of management for resolution. After costs for fire suppression have been agreed upon then a bill will be issued to the owing party.

All supporting entities are subject to examination and audit for 3 years after final payment.

Cost Recovery:

The Authorized Representatives of affected entities will attempt to reach mutual agreement, as soon as possible after a fire start, on the strategy that will be used to recover suppression costs

and damages from the individuals liable for such costs and damages. Such strategy may alter interagency billing procedures, timing and content as otherwise provided in this Agreement. Any Entity may independently pursue civil actions against individuals to recover suppression costs and damages. In those cases where costs have been recovered from an individual, reimbursement of initial attack, as well as suppression costs to the extent included in the recovery, will be made to the Entity taking reciprocal action.

GENERAL PROVISIONS:

Modification:

Modifications within the scope of this Agreement shall be made by mutual consent of the entities, by the issuance of a written modification request with a minimum 20 days notice, signed and dated by all entities, prior to any changes being performed. No Entity is obligated to fund any changes not properly approved in advance.

Annual Review:

This Annual Operating Plan is reviewed annually by April 15 and revised, as needed. Wyoming State Forestry Division will be the lead Entity responsible for preparing the plan annually.

Entirety of Agreement:

This Agreement consisting of 13 pages, Attachments 1-3, and Exhibits A-H, represents the entire and integrated Agreement between the entities.

Duration of Agreement:

This Annual Operating Plan remains in effect until superseded. This plan becomes effective on the date signed by each Entity. It may be terminated upon 20 days written notice to all entities.

Authorized Representatives/Signatures:

By signature below, all signatories to this Annual Operating Plan certify that the individuals listed in this document are authorized to act in their respective areas for matters related to this Annual Operating Plan. By my signature below, I authorize my signature to be photocopied into each and all of the Annual Operating Fire Plans for the Wyoming Interagency Cooperative Fire Management Agreement.

I understand that my Entity will be provided a copy of the agreement with a photocopied signature page when the required signatures are obtained.

PREPARED AND APPROVED BY:

_____

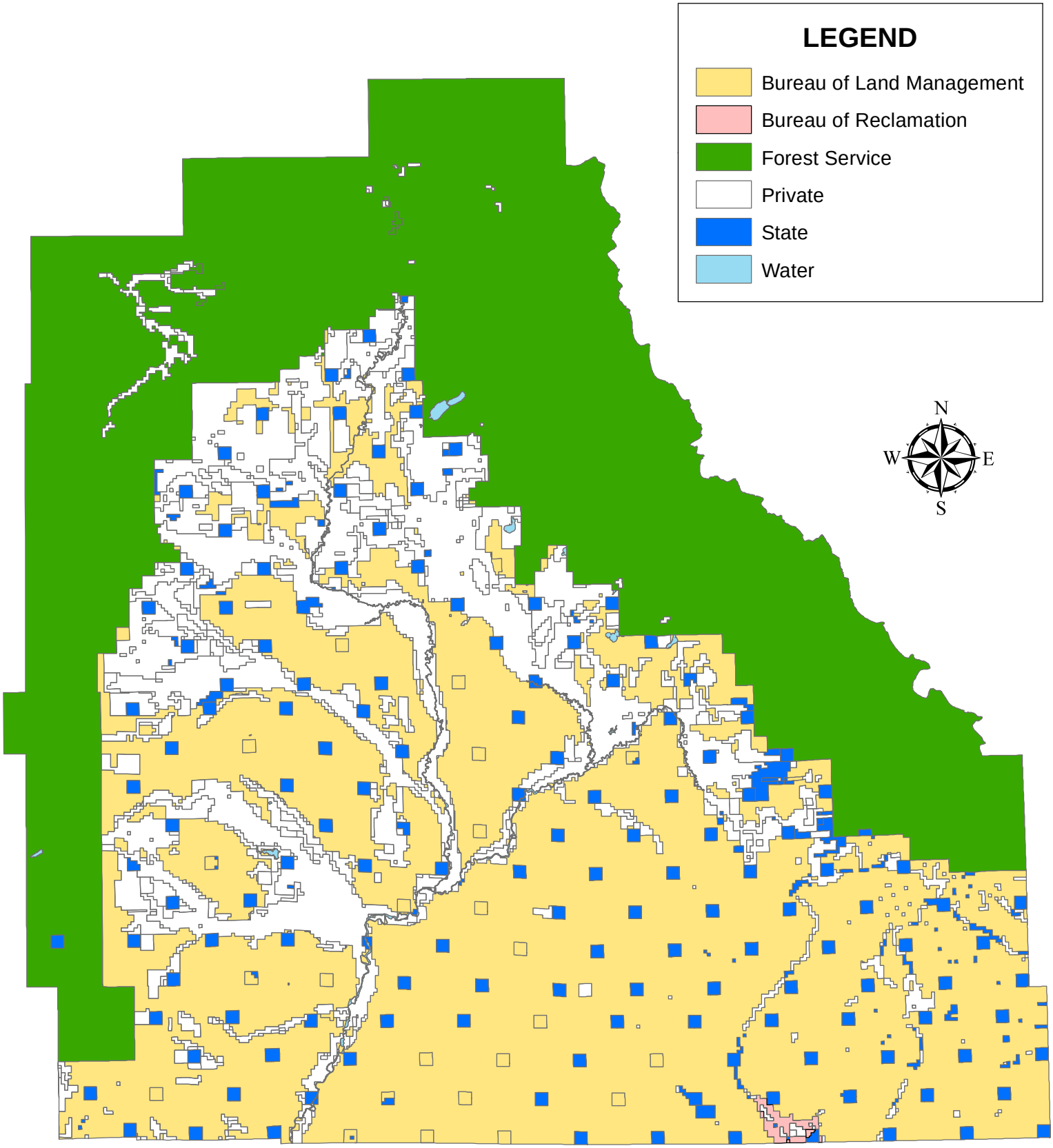
Sublette County Fire Warden (Printed Name) Date
P.O. Box 110, Daniel, WY 83115

_____

Chairman, Sublette County Commissioners (Printed Name) Date
21 South Tyler Avenue, Pinedale, WY 82941

Field Manager Rock Springs Field Office, Bureau of Land Management, 280 Highway 191 North, Rock Springs, WY 82901	(Printed Name)	Date
Field Manager Pinedale Field Office, Bureau of Land Management 1625 West Pine Street, Pinedale, WY 82941	(Printed Name)	Date
District Manager High Desert District Office, Bureau of Land Management 280 Highway 191 North, Rock Springs, WY 82901	(Printed Name)	Date
Forest Supervisor, Bridger-Teton National Forest P.O. Box 1888, Jackson, WY 83001	(Printed Name)	Date
District Forester, Wyoming State Forestry Division P.O. Box 1678, Pinedale, WY 82941	(Printed Name)	Date

EXHIBIT A
SUBLETTE COUNTY OWNERSHIPS



ATTACHMENT 1

GLOSSARY

Agency:
State, County and Federal Cooperators.

Area of Critical Environmental Concern (ACEC):
An area of public lands where special management attention is required to protect and prevent irreparable damage to important historic, cultural, or scenic values, fish, and wildlife resources, or other natural system or processes, or to protect life or provide safety from natural hazards.

County:
County and local fire service entities.

County and local fire service entities:
County Fire Organizations, City Fire Organizations, Joint Powers Boards, or Fire Protection Districts.

Entity:
All Federal agencies, Wyoming State Forestry Division, Counties, (Fire Districts) and local fire service organizations having jurisdictional responsibility for land and resource management and protection.

Escaped Prescribed Fire:
Prescribed fire that has exceeded or is expected to exceed prescription parameters or otherwise meets the criteria for conversion to wildfire. Criteria for conversion are specified in "Interagency Prescribed Fire-Planning and Implementation Procedures Reference Guide".

Initial Attack (IA):
A planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is to stop the fire and put it out in a manner consistent with firefighter and public safety and values to be protected.

Jurisdictional Entity:
The Entity having land and resource management responsibility for a specific geographical or functional area as provided by federal, state or local law.

Line Officer:
Managing officer, or designee, of the agency, division thereof, or jurisdiction having statutory responsibility for incident mitigation and management.

Prescribed Fire:

Any fire ignited by management actions to meet specific objectives. A written, approved prescribed fire plan must exist, and NEPA requirements (where applicable) must be met, prior to ignition.

Protecting Entity:

The Entity responsible for providing direct incident management within a specific geographical area pursuant to its jurisdictional responsibility or as specified and provide by contract, cooperative agreement, etc.

Protection Area Maps:

Official maps of the annual operating plans. Example: Maps showing protection area responsibilities.

Reciprocal Fire Protection:

A Supporting Entity will take initial attack in support of the Protecting Entity. The Protecting Entity will not be required to reimburse the Supporting Entity for costs incurred following the initial dispatch of any ground resources to the fire for the duration of the reciprocal period as defined in this plan, not to exceed 24 hours.

Reimbursable Fire Protection:

Fire suppression resources will be paid for by the requesting Protecting Entity per the conditions in the Wyoming Interagency Fire Management Agreement, Wyoming Interagency Cooperative Fire Management Agreement and this Annual Operating Plan.

State Lands:

All lands under the jurisdiction of the Board of Land Commissioners.

Supporting Entity:

An Entity providing suppression or other support and resource assistance to a protecting Entity.

Suppression:

All the work of extinguishing or confining a fire beginning with its discovery.

Unit Administrator Group:

A group consisting of two or more individuals assigned administrative responsibilities to make coordinating decisions and recommendations within the framework of the Annual Operating Plan.

Wildfire:

An unplanned, unwanted wildland fire including unauthorized human-caused fires, escaped wildland fire use events, escaped prescribed fire projects, and all other wildland fires where the objective is to put the fire out.

Wildland Fire:

Any non-structure fire that occurs in the wildland. Three distinct types of wildland fire have been defined and include wildfire, wildland fire use, and prescribed fire.

Wildland Fire Decision Support System (WFDSS):

This system assists fire managers and analysts in making strategic and tactical decisions for fire incidents. It has replaced the WFSA (Wildland Fire Situation Analysis), Wildland Fire Implementation Plan (WFIP), and Long-Term Implementation Plan (LTIP) processes with a single process that is easier to use, more intuitive, linear, scalable, and progressively responsive to changing fire complexity. The end product of WFDSS is a DAR (Decision Analysis Report).

Wildland Fire Situation Analysis (WFSA):

A decision making process that evaluates alternative management strategies against selected safety, environmental, social, economical, political, and resource management objectives as selection criteria.

Wilderness Study Area (WSA):

A roadless area which has been found to have wilderness characteristics.

Wildland Urban Interface (WUI):

The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. (Synonym: I-Zone, Wildland/Urban Interface) Citation: H.R. 1904-3 “Healthy Forests Restoration act of 2003”.

ATTACHMENT 2

DIRECTORY

Listed below are the Entity representative for each Entity. For purpose of notification, request of assistance, approval of retardant or equipment use, and for representatives for the Unit Administrator Group use the call list which is arranged according to the order each Agency and County wants their representatives called. Each Entity representative will be responsible to follow the proper procedure for their Entity.

BLM Lands - District Fire Management Officer/Field Office Manager or their designated representative.

State Lands - Assistant State Forester - Fire Management/District Forester/ or their designated representative.

National Forest Lands - District Ranger/Forest Supervisor or their designated representative.

BIA Lands - Fire Management Officer or their designated representative.

National Park Service Lands - Fire Management Officer/Chief Ranger or their designated representative.

U.S. Fish & Wildlife Service Lands - Manager or their designated representative.

Private Lands - County Commissioner, County Fire Warden or their designated representative.

Entity Representatives

a.	TJ Hunt	Sublette County
b.	Brook Lee	Wyoming State Forestry Division
c.	Tobin Kelley	USFS, Bridger-Teton National Forest
d.	Frank Keeler	BLM, High Desert District

The above individuals or their designee will represent the participating Entities when a Unit Administrator Group is needed.

CALL LIST

To report fires burning on private land or county land notify:

Sublette County Sheriff Dispatcher
(B) 911 or 307-367-4378

T. J. Hunt, County Fire Warden
(H) 307-859-8595 (W) 307-859-8872 (C) 307-231-6555

John Ball, Deputy County Fire Warden
(W) 307-276-4883 (T) 307-360-8180 (C) 307-260-8203

To report fires burning on State of Wyoming land notify:

Brook Lee, District Forester
(B) 307-367-2119 (H) 307-859-8334 (C) 307-749-7940

Jacob McCarthy, Assistant District Forester
(B) 307-787-6148 (C) 307-631-2592

Ron Graham, Fire Management Officer
(B) 307-777-3368 (H) 307-637-6911 (C) 307-631-7333

To report fires burning on United States Forest Service land notify:

Teton Interagency Dispatch Center
(B) 307-739-3630

Tobin Kelley, Forest FMO
(B) 307-739-5576 (C) 307-413-2028 (H) 307-203-2798

Paul Hutta, East Zone FMO
(B) 307-367-5735 (H) 307-367-7197 (C) 307- 413-0542

Vacant, East Zone AFMO
(B) 307-276-5827 (C) 307-413-0438

Mark Randall, AFMO Fuels
(B) 307-367-5711 (C) 307-413-0978

To report fires burning on Bureau of Land Management land notify:

Rawlins Interagency Dispatch Center
(B) 800-295-9953 (24 hour Service) or 307-328-4393

To report fires burning on Bureau of Land Management land notify:

Frank Keeler, FMO BLM High Desert District
(B) 307-352-0282 (C) 307-350-6994

To report fires burning on Bureau of Land Management land notify:

Mike Spilde, AFMO BLM High Desert District
(B) 307-352-0217 (C) 307-350-6996

Richard Putnam, Fuels AFMO BLM High Desert District
(B) 307-352-0236 (C) 307-350-2207

ATTACHMENT 3

INITIAL ATTACK FREQUENCIES				
Label	Rx freq	Rx CG	Tx freq	TxCG
BTNF TAC 1	166.225		166.225	
BTNF TAC 2	168.675		168.675	
BTNF TAC 3	168.775		168.775	
BLM FIRE 2 (High Desert Tactical)	166.825		166.825	
FERN	154.280		154.280	
SUBLETTE CO LOCAL	154.980		154.980	
BLM FIRE DISPATCH (Hogsback)	168.575		165.000	110.9
BRIDGER/TETON NF RPT (Ramshorn)	166.225		169.900	110.9
BRIDGER/TETON NF RPT (Elkhart)	166.225		169.900	131.8
A/G 12 (East of 191)	167.075		167.075	110.9
A/G 14 (West of 191)	167.500		167.500	110.9
A/G 19 (BTNF)	168.1250		168.550	110.9
A/G 62 (BTNF)	169.3625		169.3625	110.9

RADIO FREQUENCIES FOR EMERGENCY USE				
Label	Rx freq	Rx CG	Tx freq	TxCG
FERN	154.280		154.280	
STATE MUTUAL AID	154.875		154.875	
STATE FORESTRY (1) DIRECT	151.430		151.430	
STATE FORESTRY (2) DIRECT	151.160		151.160	
STATE FORESTRY (3) FIRE	151.295		151.295	
SUBLETTE CO FIRE DIRECT	154.980		154.980	
SUBLETTE CO FIRE RPT NORTH (Aspen Ridge)	154.980		155.865	141.3
SUBLETTE CO FIRE RPT SOUTH (Hogsback)	154.980		155.865	114.8
BLM FIRE 2 (High Desert Tactical)	166.825		166.825	
ROCK SPRINGS BLM (Aspen)	168.575		168.575	
ROCK SPRINGS BLM RPT (Hogsback)	168.575		165.000	110.9
ROCK SPRINGS BLM RPT (Twin Buttes)	168.575		165.000	123.0
LANDER BLM (Limestone) (WRBHB)	168.575		165.000	167.9
ROCK SPRINGS PORTABLE REPEATER	168.575		165.000	167.9
BRIDGER/TETON NF DIRECT (S)	169.9		169.9	
BRIDGER/TETON NF REPEAT (Muddy))	169.9		165.0125	136.5
BRIDGER/TETON NF REPEAT (Elkhart)	169.9		165.0125	131.8
BRIDGER/TETON NF RPT (Ramshorn)	169.9		165.0125	110.9
BRIDGER/TETON NF RPT (Deadline)	169.9		165.0125	156.7
WEMA Tac 1	156.015		156.015	
WEMA Tac 2	154.085		154.085	
AIR TO GROUND A/G 12 (east of highway 191)	167.075		167.075	
AIR TO GROUND A/G 13 (east of highway 191)	167.425		167.425	
AIR TO GROUND A/G 31 (east of highway 191)	171.525		171.525	
AIR TO GROUND A/G 14 (west of highway 191)	167.500		167.500	
AIR TO GROUND A/G 31 (west of highway 191)	171.525		171.525	
AIR TO GROUND A/G 62 (BTNF)	169.3625		169.3625	110.9
AIR TO GROUND A/G 19 (BTNF)	168.125		168.125	110.9

EXHIBIT B

INVOICE FORM FOR WYOMING FIREFIGHTERS AND EQUIPMENT

WILDLAND COOPERATIVE FIRE CONTROL AGREEMENT

USDA-FSR2: 11-FI-11020000-020 USDI-BLM: BLM-MOU-WY-930-1202 USDI-FWS: 14-48-FF06R03000-1-K001
USDA-FSR4: 11-FI-11020000-020 USDI-BIA: A12MA00028 USDI-NPS: 12491200001

FIRE NAME _____ ACCOUNTING CODE _____ FIRE NUMBER _____

REQUEST NO:(O,E,A,&S) _____ INCLUSIVE DATES: _____ thru _____

*EQUIPMENT : (EXHIBITS C, **D** & **E**)*

NOTE: Separate Equipment Rental Agreements must be executed for equipment **not** on Exhibit C.

DESCRIPTION	NO.	TOTAL HRS\MI\DAY		RATE[1]	COST	Aid HRS\MI\DAY		Aid COST	FUEL DED.	COST less DEDUCTIONS
FEPP or Ex-Military 6X6 750+ gal Engine Type 4X		\	HRS	$78.00		\	HRS			
FEPP (GFD Plates) 4X4 150 - 400 gal Engine Type 5/6X		\	HRS	$28.00		\	HRS			
AWD 500 -750 gal Engine -Type 3X / 4X		\	HRS	$94.00		\	HRS			
AWD 150 - 400 gal Engine - Type 5X / 6X		\	HRS	$69.00		\	HRS			
RWD 401 - 750 gal Engine - Type 4/5		\	HRS	$41.00		\	HRS			
RWD-150 - 400 gal Engine - Type 5/6		\	HRS	$25.00		\	HRS			
Fire Line Vehicle - only while USED on line		\	HRS	$29.00		\	HRS			
4x4 Suburban/Excursion		\	DAY	$74.00		\	DAY			
4x4 Suburban/Excursion		\	MI	$0.55		\	MI			
4x4 Truck - 3/4T		\	DAY	$60.00		\	DAY			
4x4 Truck - 3/4T		\	MI	$0.55		\	MI			
		\				\				
		\				\				
		\				\				
		\				\				
		\				\				
TOTAL EQUIPMENT COST:										

[1]**Rates are from the Mini Mobilization Plan**

SALARIES (EXHIBI F)	NO.	TOTAL HRS	RATE[1]	TOTAL SALARIES	% BENEFITS	TOTAL BENEFIT	TOTAL SALARIES + BENEFITS**	DEDUCTIONS M.A. HOURS	M.A. SALARY	COMMIS	SALARY LESS DEDUCTIONS
FF-K			**$54.00**								
FF-J			**$46.00**								
FF-H			**$43.00**								
FF-G			**$40.00**								
FF-D			**$31.00**								
FF-C			**$25.00**								
FF-B			**$20.00**								
FF-A			**$15.00**								
SALARIED											
TOTAL SALARIES:											

Federal Agency Approval Date

**Benefits include : Unemployment, Workers Comp, Social Security, Medicare, etc….

TOTAL TRAVEL COSTS: _____
TOTAL VENDOR COST: _____
TOTAL OTHER COST:
TOTAL COST: _____

MAKE PAYMENT TO:

_____
_____
_____
_____

TAX ID#: _____
DUNS # _____

I certify, under penalty of perjury, that this claim and the items included therein for payment are correct in all respects.

_____
Signature County Fire Warden Date

EXHIBIT B1

This information is provided in summary and will provide a general outline for WSFD procedures that differ from other agencies or the Interagency Incident Business Management Handbook. For further information, contact Lynda Berckefeldt, Fire Business Manager at (Work) 307-777-7300, (Cell) 307-421-0065 Fax 307-777-5986 or Ron Graham, Assistant State Forester – Fire Management in Cheyenne, WY, at (Work) 307-777-3368, (Cell) 307-631-7333; FAX 307-777-5986.

The WSFD uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. In addition, all state and county resources responding to any incident (private, state, federal) will have a copy of the "Mini Fire Mobilization Plan for Wyoming", available from WSFD, which contains the established procedures and rates. This information can also be found on the following web site:
http://slf-web.state.wy.us/forestry/adobe/miniplan.pdf

The following additional methods apply when working on state or private land incidents or with state or county resources on federal land incidents.

Emergency Fire Suppression Account (EFSA) Fires:

WSFD will become the Administrative Office for Payment for state & private land EFSA qualifying fires. WSFD will keep all original documentation and whenever possible will process all I-BPA and EERA payments. WSFD can and will make payments based on any current federal agreement.

Payment office address for Wyoming EFSA fires is:
Wyoming State Forestry Division
5500 Bishop Blvd.
Cheyenne, WY 82002

On large multi-jurisdictional, federal land fires that qualify as an EFSA fire; the cost share agreement will specify the Administrative Office for Payment. On multi-jurisdictional fires, the agencies will determine appropriate payment processing.

Contract claim resolutions and corresponding payment invoices may be delegated to a federal contracting officer if assigned to an EFSA fire.

Documentation:

When a Cost Share Agreement is done, it will be noted within the agreement which entity will retain the original financial documentation package. If a cost share agreement is negotiated, an incident package may be requested for each agency represented. IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.

EXHIBIT B1

Personnel Timekeeping

Rates for volunteer firefighters and support personnel are "FF" rates described in Exhibit F of the "Mini Fire Mobilization Plan". **Rates for state and county employees will be their established rate in effect at the time of the incident.**

LEAVE TRAVEL TIME HOME **OPEN**: TRAVEL TIME HOME WILL BE SIGNED THEN POSTED BY THE COUNTY FIRE WARDEN TO THE EMERGENCY FIRE FIGHTER TIME REPORT (OF-288) AND SUBMITTED ALONG WITH THE ORIGINAL TRAVEL CTR FOR REIMBURSEMENT**.** For billing purposes, the original (Pink) copy and the employee copy of the Emergency Firefighter Time Report (OF-288) will be sent home with federal, state, county, and volunteer firefighters. The original Emergency Firefighter Time Report (OF-288) should be signed in other than black ink.

Entitlements:

State and county resources do not receive hazard pay. **The percentage of benefits can be added to all fire billings including but not limited to; workers comp, FICA and Medicare. Percentages will be established by employing agency and an itemized listing will be provided to the Wyoming Fire Business Manager.**

State and county resources may purchase from the commissary. Charges must be recorded on the firefighter time report for payment purposes.

Restocking of equipment and supplies from the supply unit is allowed. For items that are not able to be filled at the supply or ground support unit upon demobilization, an "S" number shall be given in order that the item(s) may be purchased at the home unit.

Procurement

Emergency Equipment Rental Agreements, OF-294:

On state land incidents, WSFD personnel can execute OF-294 agreements. On private land incidents, county wardens or their designee can execute OF-294 agreements. On state land incidents, agreements initiated by WSFD personnel do not have to be countersigned by Contracting Officers or Procurement Unit Leaders. The same is true on private land incidents when agreements are initiated by the county warden or designee. On joint ownership incidents the Unit Administrator Group will give direction.

When writing EERA's on state land incidents, use the following address for the "Ordering Office" which is also the office of payment:

Wyoming State Forestry Division
5500 Bishop Blvd
Cheyenne, WY 82002

EXHIBIT B1

When writing EERA's on private land incidents, use the local county's title for check payment and the county fire warden's address. It can be found in the "Mini Fire Mobilization Plan".

Direction may be given by the Unit Administrator Group for EERA's on joint ownership incidents.

For agreement numbers on state land incidents, check with the local district forester to secure a block of numbers. For private land incidents check with the local county fire warden.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. A signed WOLFS-109 or W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible. The WOLFS-109 form can be found as Exhibit D-1 and should be completed when the "Administrative Office for Payment" is Wyoming State Forestry Division. The W-9 form can be found as Exhibit D-2 and should be completed when the "Administrative Office for Payment" is the local jurisdictional county.

Only prepare an EERA for equipment not covered in Exhibits C, D & E of the Mini Fire Mobilization Plan when state and county equipment is used on incident. Shift tickets, fuel issues, and use invoices should be prepared for these units. The protecting agency will be billed for the services.

Emergency Equipment Use Invoice, OF-286:

Emergency Equipment Use Invoices will be used when hiring any equipment and for miscellaneous expenses. When completing the Emergency Equipment Use Invoice, the preparer must enter the EIN/SSN number for payment processing as explained in the EERA instructions.

Effective Dates of Agreement: 04/15/present year through 04/14/following year

On state land incidents, enter the Cheyenne address in the Administrative Office For Payment block. For private land incidents, enter the Local County or fire district address in the block. For joint ownership incidents the Unit Administrator Group will give direction.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. A signed WOLFS-109 or W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible. The WOLFS-109 form can be found as Exhibit D-1 and should be completed when the "Administrative Office for Payment" is Wyoming State Forestry Division. The W-9 form can be found as Exhibit D-2 and should be completed when the "Administrative Office for Payment" is the local jurisdictional county.

As mentioned previously, the rates to be used for state and county department resources are found in the "Mini Fire Mobilization Plan". Procedures for the OF-286 invoices at the end of the incident are to ensure all deductions for fuel**,** oil and repairs are posted and the documents are signed. Time worked on incident will be finalized on incident.

Wyoming equipment remains in paid status during meal breaks.

Travel time home will be signed then posted by the County Fire Warden to the Emergency Equipment Use Invoice (OF-286) and submitted along with Emergency Shift Ticket (OF-297) for reimbursement. FOR STATE AND COUNTY RESOURCES, ALL ORIGINAL **(PINK**) SIGNED USE INVOICES (OF-286), SHIFT TICKETS (OF-297) AND FUEL AND OIL TICKETS (OF-304); ARE SENT HOME WITH THE EQUIPMENT FOR BILLING PURPOSES. The original computerized Emergency Equipment Use Invoice (OF-286) should be signed in other than black ink.

Miscellaneous Purchases

The OF-286 can be used for miscellaneous expenses in the same manner as hiring equipment. WSFD and counties do not use Blanket Purchase Agreements, but have a large variety of charge accounts set up in communities throughout the state.

As bills for meals, lodging, fuel or other supplies are turned in to finance, an OF-286 is prepared. These can be documented by each transaction or daily. Remember do not include sales tax. It can be taken off in the deductions section if tax has been added to the bill.

Copies of the vendors itemized invoice showing name, address, date, incident name, and total amount due, must be attached to the OF-286. The vendor invoices must be signed by the person making the purchase. A maximum 15 percent gratuity may be included on meal invoices (except sack and "to go" lunches).

Agency Provided Medical Care

APMC will be provided on state and private land incidents the same as outlined in the Interagency Incident Business Management Handbook.

Complete all forms as described in the handbook. In addition, on state and private land incidents a "Wyoming Report of Injury" must be completed on all non-federal personnel.

This form along with other Workers Compensation forms can be found on pages 89-90 of the "Mini Fire Mobilization Plan" as exhibits F2 through F6. They may also be obtained through the local district forester or county fire warden and the completed form needs to be turned in to the district forester or county warden as soon as possible for further processing.

EXHIBIT B1

Ordering of Wyoming State Forestry Inmate Crews (Smokebusters & Fire Wranglers) and State of Wyoming Exclusive Use Helicopter:

In order to streamline the mobilization of the above mentioned WSFD resources, Northern Great Plains (Rapid City, SD), Northern Utah (Salt Lake City, UT) Teton (Moose, WY) and Rawlins (Rawlins, WY) Interagency Dispatch Centers may order directly from the dispatch center in charge of that resource.

- The Smokebusters (based out of the Wyoming Honor Conservation Camp in Newcastle, Wyoming) can be ordered directly from Casper Interagency Dispatch Center.
- The Fire Wranglers (based out of the Wyoming Honor Farm in Riverton, Wyoming) can be ordered directly from Cody Interagency Dispatch Center
- The State of Wyoming Exclusive Use Helicopter (based out of the Casper area) can be ordered directly from Casper Interagency Dispatch Center

This ordering will be done via the Resource Ordering Status System (ROSS).

These resources are restricted to the State of Wyoming boundaries, with the following exception.

Inmate Hand Crews (Smokebusters) (Fire Wranglers)

The Wyoming State Forestry Division operates forestry/firefighting program**s** at the Wyoming Honor Conservation Camp in Newcastle, (the Smokebusters) and the Wyoming Honor Farm in Riverton, (the Fire Wranglers).They have approximately 70 NWCG qualified inmates who can be dispatched to both wildland and prescribed fires within the state. They can also be dispatched to wildland fires in the Black Hills of South Dakota. These crews are configured as 5 to 7 man squads with a red carded crew boss from the State Forestry Division. In some instances a Department of Corrections officer will be sent along with the 20 man crews. In lieu of a correctional officer, the crew supervisors will be responsible for the inmate crew's needs before, during and after shift. This may cause the supervisors to claim work hours in excess of the 2:1 work/rest ratio. The supervisors "in camp" work hours should not be counted against the work/rest ratio. The Smokebusters are dispatched through the Casper Interagency Dispatch Center**.** The Fire Wranglers are dispatched through the Cody Interagency Dispatch Center.

Individual Emergency Firefighter Time Reports (OF-288) will be kept on individual crew bosses and correctional officers. Emergency Firefighter Time Reports (OF-288) will <u>not</u> be kept on individual inmate crewmembers. Do only one OF-288 for each crew. Name them; number of crew members plus which group they are, (i.e. 14 Smokebusters, 7 Smokebusters, 7 Smokebusters (2), 7 Wranglers, 7 Wranglers (2)).

For COST portion of I-Suite only: the estimated cost of a 7 man squad including supplies, crew bosses and equipment is $830.00 per day. An estimated cost of a 20 man crew including supplies, crew bosses and equipment runs $2,500.00 per day.

EXHIBIT B1

Ordering of Wyoming Office of Homeland Security (WOHS), Wyoming Military Department (WMD) and Wyoming Department of Transportation (WYDOT) resources:

Orders for resources for wildland fire incidents from these state agencies will be placed with the Interagency Zone Dispatch Center. The Interagency Zone Dispatch Center will then place the order with the Wyoming State Forestry Division (WSFD) Duty Officer. The WSFD Duty Officer will order the requested resources through these respective state agencies and respond back to the Interagency Zone Dispatch Center with the status.

Available (WMD) incident resources include but are not limited to: ground transportation, Blackhawk Helicopters with buckets, dozers and MAFFS unit. When ordered, a liaison from the Guard will accompany the ordered resources. Upon being ordered the National Guard will notify Wyoming State Forestry Division with the equipment identification and a manifest with the personnel responding.

Available WOHS incident resources include but are not limited to: Communications trailer, portable radio cache, refrigeration trailer and generators.

Available WYDOT incident resources include but are not limited to: Highway signs, dozers, and road graders.

EXHIBIT B-2
RESPONSIBILITIES OF FINANCE SECTION
WITH WYOMING ENGINES AND RESOURCES

Receive paperwork package from engine boss/agency representative upon their arrival in incident camp. It should consist of:

1. Emergency Firefighter Time Reports for all firefighters**,** or Check-In Form
2. Emergency Equipment Use Invoices for all equipment, or Check-In Form
3. Crew Time Report showing travel time to incident.
4. Emergency Equipment Shift Tickets for each piece of equipment showing travel time/mileage to incident.
5. Copy of Mini Fire Mobilization Guide
   Equipment rates: (Exhibit C, D, E & E-1)
   Firefighter rates: (Exhibit F)
6. Resource Order

Complete box 9 for all Emergency Equipment Use Invoices.

Daily: Post times from crew time reports and Emergency Equipment shift tickets to the Emergency Firefighter Time Report and Emergency Equipment Use Invoice.

At demobilization:

1. Verify that all days and times have been posted accurately. Leave travel home open. **Travel time home will be finalized by home unit**.
2. Deduct any fuel costs for equipment on Emergency Equipment Use Invoices.
3. Have engine boss/agency representative check Emergency Firefighters Time Reports and Emergency Equipment Use Invoices. Correct any errors.
4. After Engine Boss/Agency Representative has signed reports and invoices, sign reports and invoices.
5. Give the Engine Boss/Agency Representative (1) the original and employee/contractor copies of all the Emergency Firefighter Time Reports. Make sure all Workers Comp or other medical forms are attached to the Time Reports.
   (2) Original Emergency Equipment Use Invoices, original Emergency Equipment shift tickets, and fuel and oil tickets.
6. Verify with supply that the cooperator has the right to restock equipment through supply. Provide documentation through the supply unit or ground support unit for a replacement purchase when they arrive at their home unit for any equipment or supplies that cannot be restocked through the supply or ground support units at the incident.

Administrative Office for Payment: 1) outside State of Wyoming will the jurisdictional entity, e.g. USFS, BLM, NPS, State of …. 2) within State of Wyoming will be the local office of the responsible agency.

FOR BILLING PROCEDURES, THE ORIGINAL FINANCE COPY AND THE EMPLOYEE/CONTRACTOR (COOPERATOR) ORIGINAL OF THE EMERGENCY FIREFIGHTER TIME REPORT (OF-288), ORIGINAL EMERGENCY EQUIPMENT-USE INVOICE (OF-286), ALL ORIGINAL EMERGENCY EQUIPMENT SHIFT TICKETS (OF-297) AND EMERGENCY EQUIPMENT FUEL AND OIL ISSUES (OF-304) WILL BE SENT HOME WITH STATE AND COUNTY RESOURCES.

EXHIBIT C
EQUIPMENT USE RATES

EQUIPMENT DESCRIPTION	ICS TYPE	Unmanned Work Rate	Special Rate	Minimum Guarantee
FEPP or Ex-Military 6X6 750+ gal[2] engine[3]	4X	$78.00/hr	NA	[4/5]
FEPP (GFD Plates) 4X4 150 - 400 gal[2] engine[3]	5/6X	$28.00/hr	NA	[4/5]
AWD 500-750 gal[2] engine[3] (AWD-All Wheel Drive)	3X/4X	$94.00/hr	NA	[4/5]
AWD 150-400 gal[2] engine[3]	5/6X	$69.00/hr	NA	[4/5]
RWD 401-750 gal[2] engine[3] (RWD - Rear Wheel Drive)	4/5	$41.00/hr	NA	[4/5]
RWD 150 - 400 gal[2] engine[3]	5/6	$25.00/hr	NA	[4/5]
1,000 GPM/300 gal[2] engine[3]	Type 1	$127.00/hr	NA	[4/5]
500 GPM/300 gal[2] engine[3]	Type 2	$94.00/hr	NA	[4/5]
4000+ gal water tender	Type 1	$114.00/hr	NA	[4]
2,500 - 3,999 gal water tender	Type 2	$94.00/hr	NA	[4]
1,000 - 2,4999 gal water tender	Type 3	$83.00/hr	NA	[4]
Portable pumps[1]		NA	$144.00/day	NA
Drop Tank (fold-a-tank)		NA	$86.00/day	NA
ATV - 2 Wheel Drive		NA	$52.00/day	NA
ATV - 4 Wheel Drive		NA	$63.00/day	NA
ATV - 6 Wheel		NA	$75.00/day	NA
Fire Line Vehicle (Only hours USED on Fire Line[5])			$ 29.00/hr	NA
Sedan Van/Station Wagon		$.55/mi	$ 52.00/day[1]	NA
4X2 Truck - Compact		$.55/mi	$ 40.00/day[1]	NA
4X2 Truck - 1/2 Ton		$.55/mi	$ 47.00/day[1]	NA
4X2 Truck - 3/4 Ton		$.55/mi	$ 53.00/day[1]	NA
4X2 Truck - 1 Ton		$.55/mi	$ 66.00/day[1]	NA
4X4 Sport Utility		$.55/mi	$ 66.00/day[1]	NA
4X4 Suburban/Excursion		$.55/mi	$ 74.00/day[1]	NA
4X4 Truck - Compact		$.55/mi	$ 47.00/day[1]	NA
4X4 Truck - 1/2 Ton		$.55/mi	$ 53.00/day[1]	NA
4X4 Truck - 3/4 Ton		$.55/mi	$ 60.00/day[1]	NA
4X4 Truck - 1 Ton		$.55/mi	$74.00/day[1]	NA
Crew Buggy 4X4 Crew Cab		$.55/mi	$ 74.00/day[1]	NA
Communications/Mechanics Vehicle		$1,323.00/day	NA	NA
Mobile Cache[6]		$525.00/day		[6]
Truck tractor with trailer / 1 driver			$159.00/hr[7]	[7]
Truck tractor with trailer / 2 drivers			$190.00/hr[7]	[7]
ALS Ambulance		$1,200.00/day	$.55/mi	
BLS Ambulance		$800.00/day	$.55/mi	
75 - 114 HP Motor Grader (Volvo G60,G66; Fiat Allis 65C; Champion C50A,C60A)	4	$101.00/hr	NA	$ 808.00 [4]
115 - 144 HP Motor Grader (Volvo G710; Cat 120H,135H; JD 670C, 670C II; Case 845)	3	$116.00/hr	NA	$ 928.00 [4]
145 - 199 HP Motor Grader (Case 865; Cat 12H,140H; JD 670CH II,770C; Volvo G720)	2	$133.00/hr	NA	$ 1,064.00 [4]
200+ HP Motor Grader (Case 885; Cat 14H,16H; JD 772CH II; Volvo G740,G740B,G746B)	1	$221.00/hr	NA	$ 1,768.00 [4]
50 - 99 HP Dozer (Case Hd-4,6+,Hd-11b,550+;Cat D-3+,D-4+;JD450+,550,650+,750C-D)	3	$107.00/hr	NA	$ 856.00 [4]
100-199 HP Dozer (Case 1150B-D; Cat D5-B,D-5H; JD 700H,JD-750,750B; Terex 82-20)	2	$147.00/hr	NA	$ 1,176.00 [4]
200 HP + Dozer (Cat D-7R,D-8H; Terex 82-20B, 82-30; Int'l Dressta TD-25C, TD-25E)	1	$206.00/hr	NA	$ 1,648.00 [4]

ALL EQUIPMENT IS AT A WET RATE. POV'S ARE INCLUDED IN THIS RATE TABLE

[1] Rate is in addition to **mileage**. This rate only applies if the equipment is used. No Special Rate is authorized for equipment sitting in camp.

[2] Refers to tank capacity. For tanks exceeding above limits, add $.50 for each additional 100 gallon capicity. This becomes the unmanned work rate.

[3] If engine has metered foam capability add $3.00 to work rate, if engine has a CAFS (compressed air foam system) capability add $6.00 to work rate.

[4] Minimum guarantee is eight hours times the unmanned work rate. Actual hours of work will apply to the first and last day of use.

[5] **ENGINE TRANSPORT: See** EXHIBIT D, for specifications on engine hours during transport

[6] See EXHIBIT D, for specifications.

[7] See EXHIBIT E, Section 7.

EXHIBIT C-1

ENGINE AND WATER TENDER TYPING

	ENGINE TYPE						
Requirements	**Structure**		**Wildland**				
	1	2	3	4	5	6	7
Tank Minimum capacity (gal)	**300**	**300**	500	750	400	150	50
Pump minimum flow (gpm)	1000	**500**	150	50	50	**50**	10
@ rated pressure (psi)	150	150	250	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-
1½"	**500**	500	**1000**	300	300	300	-
1"	-	-	500	300	300	300	200
Ladders **Per NFPA 1901**	**YES**	**YES**	-	-	-	-	-
Master Stream 500 gpm min.	**YES**	-	-	-	-	-	-
Pump and roll	-	-	**YES**	**YES**	**YES**	**YES**	**YES**
Maximum GVWR (lbs)	-	-	-	-	**26,000**	**19,500**	**14,000**
Personnel (min)	4	3	3	2	2	2	2

Requirements	Water Tender Type				
	Support			**Tactical**	
	S1	**S2**	**S3**	**T1**	**T2**
Tank Capacity (gal)	**4000**	2500	1000	**2000**	**1000**
Pump m**inimum flow (**gpm)	**300**	200	200	**250**	**250**
@ rated pressure (psi)	**50**	**50**	**50**	**150**	**150**
Max. Refill Time (minutes)	30	20	15	-	-
Pump and roll				**YES**	**YES**
Personnel (min)	**1**	**1**	**1**	**2**	**2**

1. **All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.**

2. **Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.**

3. **All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10 foot lift.**

4. **Personnel shall meet the qualification requirement of NWCG *Wildland Fire Qualification System Guide*, PMS 310-1**

Common Additional Needs – Request as Needed
All Wheel Drive **(includes four wheel drive)**
High pressure pump **(250 psi at one half flow of Type)**
Foam Proportioner
Compressed Air Foam System (CAFS) 40 cfm minimum
Additional Personnel

These tables list the NWCG type minimum requirements for engines and water tenders. Please use these types when requesting engines and water tenders.

Payment for Drop Tank(s)/Portable Pumps(s) will only be made if the Incident requests their use outside the area the engine is assigned.

Payment for equipment listed in this agreement, and on the Emergency Equipment Rental Agreement, Form OF-294, will be processed from the Emergency Equipment Use Invoice, Form OF-286, and signed by a Government official. An Emergency Equipment Rental Agreement, Form OF-294, will be required for equipment not listed in Exhibits C of this agreement. The Emergency Equipment Rental Agreement must also be signed by an authorized Government official.

Fuel usage will be documented on Emergency Equipment Fuel & Oil Issue, Form OF-304, or reasonable facsimile, and attached to the OF-286 (Use Invoice).

Engines while in transport will receive actual hours of transport, but not to exceed 8 hours per day at the work rate of the engine. Work hours are in addition to transport hours. Examples: an engine is transported for 6 hours and worked 8 hours, the pay will be 14 hours (6 hours transport plus 8 hours worked) or; an engine is transported for 12 hours and worked 4 hours, the pay shall be 12 hours (8 hours transport plus 4 hours worked).

Engines being driven to the incident will receive actual hours.

FIRE LINE VEHICLES will use appropriate mileage/daily rates in Exhibit C while traveling from and retuning to their base and between incidents if reassigned to a different incident from the original dispatch. If both mileage and hourly rate are claimed in the same day, then the special rate will not apply. Vehicle rates for actual hours worked will be applicable when the vehicle is **WORKED** ON THE FIRE LINE.

Fire Line Vehicles must meet the following criteria:

Emergency Lighting	First Aid Kit
Field Programmable Mobile Radio	Fire Extinguisher
Seating For 3 Persons	Shovel

Federal Excess Personal Property (FEPP) used as a Fire Line Vehicle does not qualify for the $29.00/hour rate. Use appropriate mileage/daily rates in Exhibit C for FEPP equipment used as a Fire Line Vehicle.

Dry Rate – The government furnishes all operating supplies after the equipment arrives at the incident.
Wet Rate – The contractor furnishes all operating supplies

Claims settlement is agency specific and remains the responsibility of the agency with jurisdiction over the incident. Agency Administrators may limit the level and authorities of assigned personnel. Procurement personnel shall request direction for claims resolution from the agency upon assignment. Contracting Officers shall use experience and judgment in deciding a fair and equitable settlement and take into consideration such things as contractor vs. government furnished operator.

Normal Wear and Tear: The term "normal wear and tear" includes, but is not limited to:

1. Hoses that burst due to excessive pressure (PSI), old age, or deterioration of material during use.
2. Brush scratches on the body of the vehicle.
3. Punctures tears, blisters, or destruction of tires and/or sidewalls due to rocks or sticks normal to the working environment.
4. It is anticipated that there will be wear on the paint on the inner and outer surfaces of the vehicle, top, sides, rails, and tailgate. There may also be chips from flying rocks and minor bumps and dents on both the sheet metal and the bumpers.
5. Clogged air filters and oil filters from dust during off highway driving.
6. Damage or failure of shocks or power train (steering linkage and suspension) by either fatigue or part failure due to age, manufacturer defect or operator. Power train includes engine, clutch, transmission, transfer case, driveline, front and rear differentials, axles, wheels, and bearings.

All equipment time will be posted on an Emergency Equipment Use Invoice (OF-286). The original and contractors copy of the Emergency Equipment Use Invoice and Emergency Equipment Shift Tickets will be returned with the responsible leader when demobed or reassigned to another incident.

Only systematic metering units will increase the rate by $3.00 per hour. Any other foam capabilities, such as an eduction pipe, siphoned, P.O.K. nozzles, or when the foam is dumped directly into the tank, will not receive the $3.00 per hour additional compensation.

Mobile Cache: The Mobile Cache inventory will include the following items to meet the minimum standards:

The vehicle used to tow the Mobile Cache Van will use appropriate mileage/daily rates in Exhibit C while traveling to and from incidents. The daily rate of the Cache is an unmanned rate. Owner of the Cache will supply a manager at the Receiving & Distribution Manager (RCDM) rate on Exhibit F.

EXHIBIT D
Special Rates and Documentation

Camp Accommodations Items		Fire line Tools
Administrative/Ground Support Kit Batteries – 1 brick ea. AAA,AA,C&D Coffee Pot, coffee – 1 Cots – 2 Garbage Bags –roll – 1 Gas Cans – 5 gallon – 3 Hammer 2 ½ - 1 Maps Matches Paper Towels – case – 1 Parachute Cord – roll - 1 Pin Board - 1 Posts - iron – 12 Post Pounder – 1 Tables-4 Chairs-8 Tape - packing or duct - 1 Tarps – 2 Tent – two man –1 Tent Fly-Large for shade-1	Tool Kit-small-1 Light sticks-bx-1 Toilet paper-cs-1 Visqueen-lg.rl-1 Hand soap btl-6 General Message Fr. Carport 10X20	Belt Weather Kit – 1 Combi Tools - 10 Drip Torches – 2 Files – flat – box - 1 Fusses – case - 1 Mclouds – 4 Mop Up Kit - 2 Pulaski's – 10 Rakes – 2 Shovels – 10 Chainsaw files 7/32- box-1 Bladder bags-6
Personal Protective Items		Safety Items
Chain Saw Chaps – pair – 1 Ear Plugs – case - 1 Gloves – pair – 12 ea M. -24 ea L,XL Helmets - 6 Nomex Shirts – 6 ea.-M,L,XL Nomex Pants- 6 ea. M,L,XL		Bottled Water – cases – 2 EMT Kit – 100 man - 1 Flagging - box –2 box-3 killer tree Lanterns-2-D cell Florescent-4 Head lamps - 10 Water Cubes-8 MRES – cases - 4
Water Handling Accessories		Water Storage
Hose Clamps – 5 Nozzles 1inch – 20 Reducers 1 x ¾ inch - 24 Reducers 1 ½ x 1 inch – 24 Gated Y's – ¾ inch – 30 Gated Y's – 1 inch – 20 Gated Y's – 1 ½ inch – 15 Ball Valves – ¾ inch – 30 Hose 50ft rolls – ¾ inch – 100 Hose 100ft – 1 inch - 50 Hose 100ft rolls – 1 ½ inch – 50 Nozzles – Garden – 30 Nozzles – Forestry – 6 Water Manifold – 5 way – ¾ inch - 1 Water Pump – Mark 3 - 1		Blivet – 134 Gallon – 1

Ambulances: Typing of ALS and BLS Ambulances

Resource:		Ambulance (Ground)	
Minimum Capabilities			
		Type I (ALS)	Type III (BLS)
Overall Function	Provides out of hospital emergency medical care, evacuation, and transportation services via licensed EMS service	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies
	Personnel	1 ALS practitioner and 1 EMT	2 (1 EMT and 1 BEC)

ALS Staffing Options	Paramedic	EMT-Intermediate
		Fully Moduled thus to include Intervenous Therapy,Advanced Airway, Emergency Medications, Cardiac Medications, Manual Defibrillation and Cardiac Monitoring

EXHIBIT E

Tractor Trailer Fire Engine Transport Policy

1. Tractor trailers may be contracted by the counties for transport of engines with approval from the incident, utilizing Optional Form 294 (Emergency Contract Haul Agreement), as per example. (Recommend utilizing Bonded ICC carriers when available)

2. If dispatched as part of a strike team:

   a. A staging area will be selected within the State prior to leaving the Wyoming borders.
   b. Driving policy will consist of a sprint & stop procedure of approximately 250 miles LED by the Strike Team Leader. Should this procedure cause any disconnect resulting in loss of travel time the STL shall return to a within sight convoy.
   c. A contact telephone number for any loss of vehicles in convoy will be determined at time of mobilization.

3. 2 certified drivers will be provided by the trucking firm/owner in compliance with DOT regulations for extended travel time. These regulations indicate a single driver may not drive in excess of 11 hours and 2 drivers may drive for 8 consecutive days before a rest period is required.

4. The truck tractor owner is responsible for and must have liability, collision and $200,000 minimum cargo insurance for fire engines. The owner must also have State and Federal authority to haul equipment.

5. The truck tractor owner/driver is responsible for any required permits.

6. Tractor trailers will be paid only for actual trips driven. (empty or loaded)

7. Tractor trailers will be paid at the rate for trip hours.

   Trip Hours – The number of hours it takes from time of dispatch from home base to unloading of equipment at incident, minus sleep time if required. (This time will be used as a guideline for any other return trips.) Determination of time for an undriven leg will be computed by dividing the road map mileage by 50 mph.

8. If drivers are carded fire fighters, they may be used on the engines.

9. Payment for the Contract will be made in 60-90 days.

10. County/State fire organizations will carry credit cards for the purchase of non-contractual strike team fuel.

11. For Out-of-State dispatches 36 hour notice of intention to demobilize engines should be given to the Single Resource Boss so that arrangement for engine transport can be made.

12. All transporting costs incurred by the county and/or state are reimbursable by the incident.

13. When the Tractor/Trailer with operator(s) is requested to stay on the incident or stage up, and the operator(s) agree, the rate will be a daily minimum of 8 hours times the work rate listed in Exhibit C. If the operator(s) work as firefighter(s) the listed work rate in Exhibit C will be reduced by **the FFD rate (in Exhibit F) per operator**.

EMERGENCY CONTRACT HAUL AGREEMENT

1. ORDERING OFFICE *(name and address)* COUNTY FIREFIGHTING ORGANIZATION STREET ADDRESS OR P. O. BOX TOWN, STATE ZIP	*AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT* 2. AGREEMENT NUMBERS (FIRE ORDER OR REQUEST NUMBER)
	3. EFFECTIVE DATES a. beginning (date of signature) b. ending December 31 of current year
4. CONTRACTOR a. name and address SELF EXPLANATORY b. EIN/SSN:	5. POINT OF HIRE *(location when hired)* CONTRACTORS LOCATION 6. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY ☒ CONTRACTOR ☐ GOVERNMENT
c. telephone number (day) SELF EXPLANATORY d. telephone number (night) SELF EXPLANATORY	7. OPERATOR FURNISHED BY ☒ CONTRACTOR ☐ GOVERNMENT

8. TYPE OF CONTRACTOR *(Select appropriate boxes)*
☐ SMALL BUSINESS ☐ LARGE BUSINESS ☐ SMALL DISADVANTAGED OWNED ☐ WOMEN OWNED ☐ LABOR SURPLUS AREA ☐ GOVERNMENT EMPLOYED

9. ITEM DESCRIPTION (include make, model, year, serial number and accessories)	10. NUMBER OF OPERATORS	11. WORK OR DAILY		12. SPECIAL		13. GUARANTEE (8 OR MORE HOURS)
		a. Rate	b. Unit	a. Rate	b. Unit	
a. SELF EXPLANATORY	1	**$159.00**[1]	HR	[3]		
b. SELF EXPLANATORY	2	**$190.00**[2]	HR	[3]		
c.						
d.						
e.						
f.						
g.						

14. SPECIAL PROVISIONS

[1] For trips requiring less than 10 hours driving time, use **$159.00**/hr. Includes 1 driver.

[2] For trips requiring more than 10 hours driving time, use **$190.00**/hr. Includes 2 drivers.

[3] When the Tractor/Trailer with operator(s) is requested to stay on the fire or stage up, and the operator(s) agree, the rate will be a daily minimum of 8 hours times the work rate listed in Exhibit C. If the operator(s) work as firefighters, the listed work rate in Exhibit C will be reduced by **the FF D rate** per operator.

15. CONTRACTORS OR AUTHORIZED AGENTS SIGNATURE	16. DATE	CONTRACTING OFFICER SIGNATURE	18. DATE
SELF EXPLANATORY		SELF EXPLANATORY	
19. PRINT NAME AND TITLE		20. PRINT NAME AND TITLE	

EXHIBIT F

WYOMING FIREFIGHTERS PAY PLAN

Employment of **Wyoming** fire fighting personnel may be made according to the provisions of this Pay Plan when any of the following situations exist:

1. To fight an ongoing incident.
2. During unusual dry periods or when incident danger is very high to extreme (Class 4 or 5), or when fuel or weather conditions are such that incidents can readily ignite, spread rapidly, and do substantial damage and when risks of incident occurrence are high. Examples of high risks are when the above conditions exist and:

    a. unusual lightning activity is present or is predicted;
    b. incendiary outbreaks occur; or
    c. an unusual large number of people are present (opening day of hunting season, fishing season, 4th of July or Labor Day weekend, etc.)

3. Orders for additional incident personnel to be placed on stand-by or severity**.**
4. To temporarily replace members of fire suppression crews or fire management personnel who are currently on incidents.
5. Prescribed fires/fire use fires.

Under no conditions may active members of the Armed Forces be employed.

The Incident Official-in-Charge has the final authority to accept or reject any person for employment under this Plan.

Travel time starts when you arrive at the place and time the County Warden has designated as the departure point (usually the fire hall). Travel time stops when you arrive in camp and have unloaded or parked the engine.

If you have to travel more than a half hour from your home to the departure point, you may claim it as travel time.

All breaks of more than three hours and all meal breaks while traveling to and from the incident need to be shown.

All hours of employment under this Pay Plan will be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.

On-shift is time of actual work, ordered standby, or compensable travel with a specific start and ending time. On Shift consists of time spent traveling from and to the point of hire and related waiting time, and other travel necessary for the performance of work, such as from incident camp to incident line or between incident camps.

Off-shift is non-compensable time that allows for sleeping and eating or other activities of a personal nature.

Ordered standby is when, at the direction of an Incident official, an employee is held in a specific location fully outfitted and ready for immediate assignment. Employee is on duty, and time spent on standby duty is hours of work if, for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial the employee cannot use the time effectively for his or her own purposes. Incident agencies or IMT' that utilize ordered standby must document the decision and clock hours in writing on the CTR, SF-261. Individuals' are not entitled to standby compensation for time spent eating when actual work is not being performed. This applies even though the individual's may be required to remain at the temporary work site. Employees assigned to a general area, or incident camp, by an Incident official for 8 or more hours in a given shift, will be given enough on-shift time (travel, actual work) to total a minimum of 8 compensable hours for their assigned shift. This 8-hour guarantee is not to be used on the first and last day of employment.

Time spent in a mobilization or demobilization center, or other general area, including incident base, where the individual can rest, eat, or to a limited degree, pursue activities of a personal nature is not compensable as ordered standby.

All County and State resource orders canceled while enroute to an incident will return to home base immediately unless prepositioning is approved by the resources ordered. Approval will not be granted without consent of 100% of the counties involved with the order being canceled. If prepositioning is approved, manpower will be paid a minimum of eight hours per day and all equipment will receive the daily minimum guarantee. All equipment and manpower will be released if not assigned within 24 hours of arriving at the propositioning location. Equipment and manpower will be released if not used within 24 hours of coming off their last assigned shift.

Minimum compensable time allowance for each employment period is 2 hours. Thereafter, time will be computed in multiples of 30 minutes.

The FF rate shown for each classification is the rate per hour to be paid for all service required for each employee. Premium compensation of one and one half times the hourly rate will not be paid for FF rates**. The percentage of benefits can be added to all fire billings including but not limited to; workers comp, FICA, and Medicare. Percentages will be established by employing agency and an itemized listing will be provided to the Wyoming Fire Business Manager.**

All transportation required from point of hire until return to point of hire will be at the requesting unit's expense. When an employee is released for cause, or quits without good reason before the emergency is over, pay will be stopped at the time services are terminated. However, return transportation to the point of hire may be allowed such an employee at the option of the Incident Official-in-Charge.

Personnel on the fireline <u>may</u> be compensated for meal periods if all the following conditions are met: 1) the fire is not controlled, and; 2) the Operations Section Chief makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue

to work as they eat, and; 3) the compensable meal break is approved y the supervisor at the next level and it is appropriately documented on the Crew Time Report, SF-261.

For personnel in support positions, and fireline personnel after control of the fire, a meal period of at least 30 minutes must be ordered and taken for each work shift e.g., a minimum 30 minute break for shifts of 8 hours or more.

Whenever deemed practical and necessary by the Incident Official-in-Charge, the Government will furnish subsistence and lodging without cost. There will be no additional compensation for subsistence or lodging which the employee may furnish.

Commissary privileges are authorized and the cost will be deducted from individual's time sheet.

For out-of-state dispatch the above personnel are committed to two weeks of incident activities exclusive of travel time.

On dispatches, the Wyoming State Travel Policy will be used for travel to and from the incident and when lodging and/or meals are not provided by the incident. Meals provided by the incident, other than those on days departing from or arriving to home unit, will be deducted. First and last days of travel, (leaving from home unit and arriving back at home unit) will be at 75% of the travel rate. Current M&IE rates can be found at http://www.gsa.gov/portal/content/104877. Motel receipts are required. Exhibit F-1 will be used to verify these expenses.

EXHIBIT F

WYOMING FIREFIGHTERS PAY PLAN

FF RATE	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
FF A $15.00			• Kitchen/ camp helper (camp) • Radio operator (RADO)			• Driver, up to & Including 1 ton (DRVP)
FF B $20.00		• Hand Crew Member (FFT2) • Swamper (THSP)[1]	• Camp Crew Squad Boss • Supply Clerk • Tool & Equip Spec (TESP) • Aircraft Base Radio Operator (ABRO) • Cook (THSP)		• Display processor(DPRO)	• Clerk (CASC) • Driver, Over 1 ton and up to 4 tons, no CDL required (DRVS) • Expanded Dispatch Recorder (EDRC) • Driver (DRIV) No CDL Required
FF C $25.00	•	• Squad Boss (FFT1) • Sawyer/FALA up to 12"dbh • Helicopter Crew Member (HECM)	• Mechanic's helper (THSP)	• Personnel time recorder (PTRC) • Equipment time recorder (EQTR) • Commissary Manager (CMSY) • Comp/Injury specialist (INJR) • Claims specialist (CLMS)	• Status/Check -In Recorder (SCKN)	• Computer Data Entry Recorder (CDER) • Support Dispatcher (EDSD)
FF D $31.00	• IC/Initial Attack (ICT5)	• Single Resource Boss (CRWB, HEQB, ENGB, FIRB, FELB, HMGB) • Deck Coordinator (DECK) • Loadmaster (LOAD) • Staging area manager (STAM) • Sawyer/FALB up to 24" dbh • Heavy Equipment Operator (THSP)[1] /(DOZ1) • Air tanker coordinator (ATCO) • Aerial Observer (AOBS)[1] • Air Base Radio Operator (ABRO)	• Head Cook, First Cook (COOK) • Incident Communication Tech (COMT) • Incident Communications Center Manager (INCM) • Emergency medical Basic (EMTB) • Base/camp manager (BCMG) • Ordering Mgr(ORDM) Receiving &Dist Mgr (RCDM) • Equipment manager (EQPM) • Security manager (SECM)		• Training Specialist (TNSP) • Documentation Unit Leader (DOCL) • Field observer (FOBS)	• Driver (DRIV) CDL Required

EXHIBIT F

WYOMING FIREFIGHTERS PAY PLAN

FF RATE	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
FF G $40.00	• Safety officer (SOF3) • LOFR • Information officer (IOF3) • Agency Rep (AREP)[1] • IC/initial attack (ICT4)	• Air tanker Base Manager (ATBM) • Helibase manager (HEB2) • Helicopter coordinator (HLCO) • Strike team leader • Task force leader (TFLD) • Water Handling Specialist (THSP)[1]	• Mechanic (GMEC) • Emergency medical technician Intermediate (EMTI)		• Infrared interpreter (IRIN) • Incident meteorologist (IMET)	• Hazardous Materials Specialist (THSP)[1] • Incident Business Advisor (IBA3) • Supervisory dispatcher (EDSP) • Mixmaster (MXMS) • GIS Specialist (THSP)[1] • Fire Chief • Zone Warden /Deputy Zone Warden
FF H $43.00	• IC/extended attack (ICT3) • RXB2	• Div. group supervisor (DIVS) • Air support group supervisor (ASGS) • Air tactical group supervisor (ATGS) • RX11 • Professional faller/FALC 24" dbh or greater • Structural Protection Specialist (STPS) • Helibase Manager, Type 1 (HEB1)	• Unit Leaders (COML, MEDL, FDUL, SPUL, FACL, GSUL, Food Service Sergeant) • Emergency Medical Technician Paramedic (EMTP)	• Unit Leaders (COMP, COST, TIME, PROC)	• Unit Leaders (SITL, RESL, DMOB) • Fire Behavior analyst (FBAN) • Fire Investigator (FIN V)[1]	• Computer Technical Specialist (CTSP)[1]
FF J $46.00	• IC, type 2 (ICT2) • RXB1 • RXM2 • Information Officer, type 2 (IOF2) • Safety Officer, type 2 (SOF2) • Command Staff, type 2	• Operations Section Chief, type 2 (OSC2) • Air Operations Branch Director (AOBD) • Operations Branch Director (OPBD)	• Logistics Section Chief, type 2 (lSC2)	• Finance Section Chief, type 2 (FSC2)	• Planning Section Chief, type 2 (PSC2)	• Incident business advisor (IBA2) • Expanded Dispatch Coordinator (CORD) • County Fire Warden • Deputy County Fire Warden
FF K $54.00	• Incident Commander, Type 1 (ICT1) Information Officer, type 1 (IOF1) • Safety Officer, type 1 (SOF1)	• Operations Section Chief, type 1 (OSC1) • Aircraft Pilot[1]	• Logistics Section Chief, type 1 (LSC1)	• Finance Section Chief, type 1 (FSC1)	• Planning Section Chief, type 1 (PSC1)	• Incident Business Advisor (IBA1)

[1] RATE APPLIES ONLY IF DISPATCHED AS THIS POSITION.

FF RATES WILL BE PAID AT THE INDIVIDUALS HIGHEST, FULLY QUALIFIED RATE.

EXHIBIT F
WYOMING FIREFIGHTERS PAY PLAN

The following positions will **ONLY** receive the respective rate if the individual is ordered for the specific position: Agency Rep (AREP), Aerial Observer (AREO), Water Handling Specialist (THSP), Aircraft Pilot, Fire Investigator (FINV), Computer Technical Specialist (CTSP), and all Technical Specialists (THSP).

Salaries for the Federal/State/County employees will be paid at the established rate in effect for that individual at the time of the incident. All firefighter's times will be posted on the Emergency Fire Fighter Time Reports (OF-288). The signed original, and one copy will be returned with the individual or responsible leader when demobed or reassigned to another incident. Leave travel home open. Travel time home will be finalized by the home unit.

If a county owned cache van/trailer is ordered, the person manning the cache van/trailer will be paid at the FF rate of the Receiving & Distributing Manager (RCDM).

Wyoming FireFighters
Travel Voucher

FIRE NAME _____ **ACCOUNTING CODE** _____ **FIRE NUMBER** _____

REQUEST NO:(O,E&A) _____ **INCLUSIVE DATES:** _____ **thru** _____

Fire Entity: **County/Dist Name:** _____

Street/box: _____

City: _____ **State:** _____ **Zip:** _____

Personnel Information:

Name: _____

St./Box: _____

_____

City: _____ **State:** _____ **Zip:** _____

I certify, under penalty of perjury, that this claim and the items included therein for payment are correct in all respects.

_____

Signature **Date**

Mode of Travel:

County vehicle: ☐ **POV vehicle:** ☐ **Air:** ☐

License Plate: _____ **Vehicle Description:** _____

Date	Travel From City/Place	Travel To City/Place	Max[1] Lodging Rate	Actual[2] Lodging Rate w/ Tax	State[1] M&IE Rate	Deductible Meals[3] (Meals Provided by Incident) Bkft	Lunch	Dinner	Total Daily Allowance
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -

[1]M&IE Rates can be found at: http://www.gsa.gov/ First & Last day of travel @ 75%

Total Travel: ☐

[2] Motel Receipt must be included

[3] Deductible meal allowance is based on M&IE rate found on web site above. Deduct all meals provided by incident. Do not deduct meals on First or Last day of travel

EXHIBIT G

Cost Share Agreement

INSTRUCTIONS –COST SHARE AGREEMENT

Numbered instructions correspond to form items that require further explanation. Supplements to cost share 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 cost share agreement may be completed on a single page, describing the change to the original cost share agreement, and obtaining new signatures from those involved.

A Master Cooperative Wildland Fire Management Agreement exists between all major wildland fire protection agencies in Wyoming. 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 Agencies at the sub-geographic level. The objective of the Cost Share Agreement is to establish and document the cost sharing and basic organizational structure in response to specific fires.

Cost Share Agreements will be negotiated between agencies involved in specific on-the-ground fire suppression activities. These agreements are mandatory 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 Agency based upon responsibility for the fire origin. The designated representatives of each Agency with forces on the fire are responsible for completing and signing the cost share agreement.

1. List the fire name agreed upon by Agencies involved.

2. Give the origin or best estimate of origin location by legal description.

3. Estimate the size at the time of the Cost Share Agreement.

4. List the Agencies 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 Agencies with jurisdictional responsibility to contribute to determining the overall objectives for the incident; interagency ICS team structure.

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

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. Operational responsibility for the fire will be defined in this section (if appropriate). Respond to this item only if Agency 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.

8. List the Agency responsible for structural protection, and any pertinent control information or contacts.

9. 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 #10.

10. Fire suppression costs shall 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 on lands with similar values and uses; D and E on larger, more complex incidents, such as those with both wildland urban interface and wildlands. Examples of cost-sharing methodologies ma include, but are not limited to the following:

    A. Each Agency pays for its own resources – fire suppression efforts are primarily on jurisdictional responsibility lands.

    B. Each Agency pays for its 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 Agency 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-Agency 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 Agency.
    - Non-expendable property purchases will be the responsibility of the Agency 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).

11. List any specific conditions relative to this agreement, such as: dispatch procedures, one Agency 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.

EXHIBIT G

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 Wildland Fire Management Agreement or (list other agreement and number) between the Agencies 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_____

   Agency _____Fire # _____Accounting Code_____

   Agency _____Fire # _____Accounting Code_____

   Agency _____Fire # _____Accounting Code_____

   Agency _____Fire # _____Accounting Code_____

   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	_____	_____
Agency Administrator 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 _____

Agency _____ Geographic Responsibility _____

Agency _____ Geographic Responsibility _____

Agency _____ Geographic Responsibility _____

The Agency responsible for structural protection will be: _____

_____

9. Special operational conditions agreed to (include as appropriate Air operations, base camp, food service, fire investigation, security, etc.)

List cost share information in Item #10:

_____

_____

_____

_____

_____

_____

_____

EXHIBIT G

10. Fire Suppression COSTS will be divided between Agencies as described:

Cost Centers: (Resources)	Agency: (%)	Agency: (%)	Agency: (%)

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

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

EXHIBIT G

12.

Agency	Agency	Agency	Agency
Signature	Signature	Signature	Signature
Printed Name	Printed Name	Printed Name	Printed Name
Title/Date	Title/Date	Title/Date	Title/Date

Agency	Agency	Agency	Agency
Signature	Signature	Signature	Signature
Printed Name	Printed Name	Printed Name	Printed Name
Title/Date	Title/Date	Title/Date	Title/Date

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

EXHIBIT H

FIRE COMPLEXITY ANALYSIS

The following questions are presented as a guideline to assist the responsible line officer in analyzing the complexity or predicted complexity of a fire situation. Because of the time required to assemble and move an overhead team to an incident, this checklist should be completed when a fire escapes initial attack and be kept as a part of the fire records. As the situation becomes more complex, this checklist should be completed to assure adequate lead time in requesting any necessary assistance.

Use of the Guide:

1. Analyze each element and check the response yes or no.
2. If positive responses exceed or are equal to negative responses within any primary factor (A through G), the primary factor should be considered as a positive response.
3. Determine fire complexity from the number of primary factors (A through G) that are rated positive.

Number of Primary Factors (A-G) Rated Positive	Fire Complexity
0-1	Class III
2-3	Class II
4+	Class I

4. It must be emphasized that this analysis should, where possible, be based on predictions to allow adequate time for assembling and transporting the order resources.

EXHIBIT H

FIRE COMPLEXITY ANALYSIS GUIDE				
A.		FIRE BEHAVIOR – Served or predicted	YES	NO
	1.	Burning Index (From onsite weather measurements) predicted to be 80th percentile or higher using the major fuel model in which the fire is burning.	☐	☐
	2.	Potential for "blowup" conditions (terrain, fuel moistures, winds, unusual fuel, etc.)	☐	☐
	3.	Crowning long range spotting, or fire whirls observed even during "cool periods" (night).	☐	☐
	4.	No relief forecast.	☐	☐
		TOTALS		
B.		PERSONNEL	YES	NO
	1.	200 or more people per shift	☐	☐
	2.	Two or more divisions	☐	☐
	3.	Wide variety of Special Support personnel or equipment (military, MAFFS, etc.)	☐	☐
	4.	Are the majority of the local initial attack resources committed to this fire?	☐	☐
		TOTALS		
C.		CULTURAL RESOURCES THREATENED	YES	NO
	1.	Urban interface	☐	☐
	2.	Summer homes	☐	☐
	3.	Other developed areas (industrial, etc.)	☐	☐
	4.	Archeological sites.	☐	☐
	5.	Rare or endangered species (habitat)	☐	☐
	6.	Other special resources	☐	☐
		TOTALS		
D.		SAFETY	YES	NO
	1.	Extended exposure to unusually hazardous line conditions.	☐	☐
	2.	Serious accident or fatality.	☐	☐
	3.	Is there a substantial air operation that is not properly staffed.	☐	☐
	4.	Any other safety problem.	☐	☐
		TOTALS		
E.		OWNERSHIP	YES	NO
	1.	Fire burning on more than one land ownership.	☐	☐
	2.	Potential for claims (damages)	☐	☐
	3.	Different or conflicting management objectives.	☐	☐
	4.	Disputes suppression responsibility.	☐	☐
	5.	Other	☐	☐
		TOTALS		
F.		EXTERNAL INFLUENCES	YES	NO
	1.	Controversial fire policy	☐	☐
	2.	Preexisting controversies	☐	☐
	3.	Sensitive media relationships	☐	☐
	4.	Smoke management problems	☐	☐
	5.	Other external influences	☐	☐
		TOTALS		
G.		EXISTING OVERHEAD	YES	NO
	1.	Existing overhead worked 2 shifts without success.	☐	☐
	2.	Have overhead overextended themselves (mental or physical)	☐	☐
		TOTALS		

REMARKS:

EXHIBIT H

Glossary of Terms:

Potential for blow-up conditions - any combinations of fuels, weather, and topography excessively endangering personnel.
Rare or endangered species - threat to habitat of such species, or in the case of flora, threat to the species itself.
Smoke management - any situation which creates a significant public response such as smoke in a metropolitan area or visual pollution in high use scenic areas.
Extended exposure to unusually hazardous line conditions - extended burnout or backfire situations, rock slides, cliffs, extremely steep terrain, abnormal fuel situations such as frost killed foliage, etc.
Disputed suppression responsibility - any fire where responsibility for suppression is not agreed upon due to lack of agreements or different interpretations, etc.
Controversial fire policy - escaped management fires are one example of this. Another is differing fire policies between suppression agencies when the fire involves multiple ownership.
Pre-existing controversies - these may or may not be fire management related. Any controversy drawing public attention to an area may present unusual problems to the fire overhead and local management.
Have overhead overextended themselves mentally or physically this is a critical item that requires judgment by the responsible line officer. It is difficult to write guide lines for this judgment because of the wide differences between individuals. If, however, the line officer feels the existing overhead cannot continue to function efficiently and take safe and aggressive action due to either mental or physical reasons, assistance is mandatory.