

**2017-2021 STATEWIDE OPERATING PLAN**  
**(Reviewed and updated March 2019)**

**STATE OF NORTH DAKOTA**  
North Dakota Forest Service (NDS)

**And the**

**UNITED STATES DEPARTMENT OF AGRICULTURE**

**FOREST SERVICE (FS)**  
Northern Region

And the

**UNITED STATES DEPARTMENT OF INTERIOR**

**BUREAU OF LAND MANAGEMENT (BLM)**  
Montana/Dakota State Office

**NATIONAL PARK SERVICE (NPS)**  
Midwest Region

**BUREAU OF INDIAN AFFAIRS (BIA)**  
Great Plains Region

**FISH AND WILDLIFE SERVICE (FWS)**  
Mountain-Prairie Region

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## **PREAMBLE**

This operating plan is prepared pursuant to the North Dakota Cooperative Fire Management Agreement and Stafford Act Response Agreement (CFMA) signed and dated March 2017 *FS agreement #FI-11015600-012*.

This operating plan supersedes the 2016 ND Statewide Operating Plan.

## **PURPOSE**

This Statewide Operating Plan (SOP) is applicable to all signatory agencies (stated above) within the State of North Dakota. It addresses cooperation, interagency working relationships and protocols, financial arrangements, and joint activities. The Northern Rockies Mobilization Guide and the North Dakota Dispatch Center Mobilization Guides are considered part of this SOP. The SOP is the working document for the purpose of implementing the Cooperative Fire Management Agreement (CFMA).

Per the CFMA item 12, annual operating plans will be developed at the local and statewide levels and become part of the CFMA. The Agencies agree that operating plans can be valid for the life of the CFMA. Operating plans will be reviewed annually by March 1<sup>st</sup>, updated and signed if there are significant changes. If no significant changes are required, the SOP will remain status quo for the current year

## **RECITALS**

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

Jurisdictional Agencies 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 Agencies 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 Commanders or Incident Management Teams.

## INTENT

This Operating Plan documents the commitment of all Parties to work together in wildland fire management activities. This includes prevention, preparedness, communication and education, fuels treatment and hazard mitigation, fire planning, response strategies, tactics and alternatives, suppression and post-fire rehabilitation and restoration.

Our intent is that all Parties to this Agreement shall:

- Understand that missions, policies, and management objectives differ among NRCCG agencies in regard to fire response;
- Enhance relationships before, during and after every fire;
- Create a respectful work environment for everyone;
- Make safety not just a consideration, but the essence of how we make decisions;
- Learn from every experience and use that knowledge to improve;
- Facilitate the coordination and exchange of personnel, equipment, supplies, services, and funds;
- Work towards making arrangements to offset or exchange protection areas efficient while maintaining the land management objectives of the agency with management jurisdiction;
- Work with fire departments and other local cooperators on response to wildfires;
- Assess, communicate, and share risk before, during, and after incidents;
- Manage every fire with strategy and tactical decisions;
- Support local line officers/managers during complex incidents and assist with negotiations involving cost-sharing and delegations of authority for multi-jurisdiction fires.

## INTERAGENCY COOPERATION

### 1. Participating Agencies

The following is a list of the local agency units participating in the CFMA:

#### **State of North Dakota**

North Dakota Forest Service (NDS)

#### **United States Department of Agriculture**

**Forest Service (FS)—Northern Region**

Dakota Prairie Grasslands

#### **United States Department of Interior**

**Bureau of Land Management (BLM)**

Montana / Dakotas State Office

#### **Bureau of Indian Affairs (BIA)—Great Plains Region**

Three Affiliated Tribes

Turtle Mountain Agency

Spirit Lake Sioux Tribe  
Standing Rock Agency

**National Park Service (NPS)—Midwest Region**

Theodore Roosevelt National Park  
Knife River Indian Village Historic Site  
Fort Union Trading Post Historic Site

**Fish and Wildlife Service (FWS)—Mountain-Prairie Region**

Lostwood National Wildlife Refuge  
Des Lacs National Wildlife Refuge  
J. Clark National Wildlife Refuge  
Upper Souris National Wildlife Refuge  
Audubon National Wildlife Refuge  
Arrowwood National Wildlife Refuge  
Tewaukon National Wildlife Refuge  
Long Lake National Wildlife Refuge  
Devils Lake Wetland Management District  
Kulm Wetland Management District  
Lostwood Wetland Management District  
Crosby Wetland Management District  
Chase Lake Wetland Management District  
Valley City National Fish Hatchery

**2. Interagency Dispatch and Coordination Centers (13.CFMA)**

Agencies will cooperate to use interagency dispatch centers wherever feasible and will develop an operating and financial plan. This should include an equitable distribution of all operating costs including overtime for regular dispatch center employees. Current interagency dispatch and coordination centers are:

Northern Rockies Coordination Center-NRCC
(FS/State/NPS/BLM/BIA/FWS)
North Dakota Interagency Dispatch Center-NDC
(FWS/NPS/FS/BIA/State)

Annually, NDC will develop an operating and financial plan that will include an analysis of equitable distribution of all operating and interagency training costs to be funded by each agency as agreed upon by each voting agency. Each agency shall obligate their fair share portion of the financial plan utilizing a separate Interagency Agreement on an annual basis. This Annual Operating Plan is not a financially obligating document, it is for reference only. Each agency, through a separate Interagency Agreement will provide agreed to contributions as outlined in the Workload Analysis (Appendix IV). This contribution may consist of cash payment or through work contributions of respective agency employees.

The Dakota Prairie Grasslands is the host agency for NDC, providing workspace, telephone and radio systems and IT equipment compatible with dispatch operations. FWS is responsible for collection of funds from assisting agencies, and proper appropriation of those funds associated with dispatch operations. The Center Manager is delegated full responsibility for the daily supervision of all assigned cooperator employees, except for agency specific personnel rules and regulations that will be handled by the respective agencies.

### **3. North Dakota Multi-Agency Coordination Group-MAC:**

This group will set strategic priorities for resources within North Dakota when conditions warrant. The group will be headed by the current chair of the ND Fire Council or their designee, and members shall consist of a FMO or designee from each agency that is party to this agreement. *See Appendix VII & VIII for the NDC Local MAC information.*

Trigger Points for North Dakota MAC implementation include:

- Local Planning Level 4 or higher, and/or (Northern Rockies Geographic Area); and/or
- Level or extent of resource commitment

### **4. Interagency Cooperation (15.CFMA)**

It is to the mutual advantage of the agencies to coordinate efforts on all wildland fire protection activities. The exchange of protection responsibilities in North Dakota is for initial attack purposes only. The local fire district will be the protecting agency on state and private lands, The Dakota Prairie Grasslands and Eastern Montana-Dakotas District will assist one another in providing fire management oversight and guidance on BLM and Forest Service lands in western ND (*Appendix I*).

The Jurisdictional Agency may utilize its own personnel and equipment to conduct fuels management, planned ignitions or other related preparedness types of tasks (e.g., prevention patrols). All activities will be coordinated with the Protecting Agency.

## **PREPAREDNESS**

### **5. Local Government Fire Organizations**

Agreements with local forces will be forwarded to NDS in consideration of the state's requirement and responsibility.

Initial Attack - Local units of the agencies may negotiate and develop cooperative fire protection agreements with local government fire organizations providing for assistance between parties, either reimbursable or non-reimbursable, for initial attack wildland fire suppression, planned ignition activities, fire prevention and fire training. Qualifications and equipment of assisting entities must meet the assisting entities' standards and will be honored by the requesting agency. Initial attack operations in conjunction with local forces will be conducted as described in each individual agreement.

Extended Attack - Mobilization of rural fire service personnel and equipment for extended attack, will be through the ND Dispatch Center with support from the ND Forest Service. On federal lands, all rural fire service firefighters and equipment must meet National Wildfire Coordinating Group (NWCG) PMS 310-1 or 310-1 Supplemental Qualifications Guide minimum standards, qualifications and specifications for mobilization.

Supplemental Fire Department Resources - Supplemental Fire Department Resources are overhead and equipment tied to a local fire department, generally by agreement, that are mobilized primarily for response to incidents/wildland fires outside their district or mutual aid zone. They are not a permanent part of the local fire organizations and are not required to attend scheduled training, meetings, etc. of the department.

There may be situations when additional support personnel are necessary for national mobilization and the need can be filled by supplemental personnel available to the fire department. Should this occur, supplemental fire department resources will be hired by the State utilizing the EFF Pay Plan or a Federal Agency utilizing the AD Pay Plan.

Depending on Agency policy, cooperative fire agreements with local government forces requiring reimbursement may be paid either through the North Dakota Forest Service or through direct billing directly to the local entity. Agreements must ensure compliance with agency and state law. Unless negotiated otherwise, reimbursement rates for local resources are found in Chapter 50 of the Interagency Incident Business Management Handbook for the State of North Dakota.

## **6. Protection Areas and Boundaries (19.CFMA)**

Maps of the protection areas for each of the units identified in Participating Agencies will be provided by agency offices upon request. Initial attack response to a wildland fire on private or State lands, including those state and private, intermingled with US Forest Service, National Park Service, Fish and Wildlife Service, Bureau of Land Management and Bureau of Indian Affairs protected lands, is the responsibility of local fire departments or fire protection districts.

Agencies may assume initial attack fire protection responsibilities under the jurisdiction of another through a fee basis approach, through negotiation of protection exchange, or some other agreed upon process.

## **7. Prevention, Restrictions and Closures Coordination**

Fire restrictions in the State will be coordinated as per the *2013-2018 Northern Rockies Closures and Restrictions Procedures*. These procedures can be found at:

[https://gacc.nifc.gov/nrcc/nrcg/restrictions\\_closures/restrictions\\_and\\_closures.htm](https://gacc.nifc.gov/nrcc/nrcg/restrictions_closures/restrictions_and_closures.htm)

FIRE PREVENTION (22.CFMA) - In an effort to improve public awareness of wildland fire danger in North Dakota, the UFS, NPS, BIA, BLM, FWS and NDS may work together to promote and coordinate fire prevention and education programs and support shall be

acknowledged in publications and audiovisuals. Whenever practical and possible, fire prevention efforts will be coordinated through the North Dakota Fire Council.

**FIRE RESTRICTIONS (23.CFMA)** - Fire danger information and restrictions placed on outdoor activities on federal, state and private lands will be exchanged to coordinate fire mitigation actions and to minimize differences on federal, state and private lands. Each federal agency should implement fire restrictions in accordance with the Northern Rockies Coordinating Group (NRCG) Fire Restrictions and Closure Procedures and their fire danger operating, or fire management plans, as per individual agency policy. On state and private lands, fire restrictions will be implemented as outlined in the *State Emergency Operations Plan – Fire Incident Annex*.

The NDS, with support from the ND Department of Emergency Services (NDDDES), shall serve as the Fire Restrictions Coordinator for North Dakota. They will coordinate the exchange of information and have the lead in communicating with others on information concerning the fire danger and restrictions. The NDDDES will maintain a repository of local and state burn bans/restrictions on their website. On the Grand River National Grassland in South Dakota, the Dakota Prairie Grasslands will coordinate the implementation of fire restrictions with Corson and Perkins Counties, and the South Dakota Division of Wildland Fire Suppression.

#### **8. Prescribed Fire and Fuels Management (25.CFMA)**

Prescribed fire and fuel management activities will be addressed in local operating plans or other agreements, or if requested on a detail documented on a resource order. For Federal Agencies, billing will follow the guidance set in the Interagency Agreement for Fire Management as signed by the Federal Agency Administrators. As per the Agreement, when a planned ignition is declared a wildfire, the management of the wildfire shall be agreed upon by the Protecting and Jurisdictional Agencies and documented in local operating plans.

#### **9. Training (42.CFMA)**

Consideration for including local cooperators in training is strongly encouraged. Training will be coordinated as agreed to by the North Dakota Fire Council Training Committee. This committee will provide direction, guidance, and processes for coordinating interagency training throughout the state. The North Dakota Dispatch Center will have responsibility for posting trainings on its website. Agencies are responsible for maintaining training records and qualifications for their own personnel. North Dakota Firefighters Association has the responsibility for maintaining records of local responders below the single resource level. NDS will maintain records and qualifications at the single resource level or higher.

## **OPERATIONS**

### **10. Response to Wildland Fire (32.CFMA)**

Wildfires on federal lands that are not human-caused may be managed for multiple objectives as established in land and resource management plans. These areas and the process for fire management in these areas will be documented in local operating plans. Adjacent fire protection entities, including state and local government, should be consulted regarding fire management strategies utilized in these areas, and share in the decision making process whenever possible.

All fire Agencies have primary responsibility for fire suppression within their respective protection areas. All Agencies, as appropriate, should be involved in developing the strategy, tactics, and mitigation actions to be used if the fire has the potential to impact another protection area. When the fire spread to another protection area is imminent or appears likely, the Agencies will identify financial responsibilities and as appropriate, cost share methodologies, and document the decisions and rationale. If agreement cannot be reached regarding financial responsibilities, discussion will be elevated to the next level agency administrators for the respective agencies.

Any agency, on its own initiative and without reimbursement, may take independent action on lands protected by another agency to engage in suppression of wildland fires when such fires are a threat to lands within that Agency's protection responsibility. All fire suppression actions conducted on lands of another agency shall be consistent with that agency's pre-planned objectives for the area in which the fire occurs and the terms of this agreement. Notification of the affected agency should be made as soon as possible for fires occurring on those agencies lands.

### **11. Wildland Fire Decision Documentation (32.CFMA)**

The Wildland Fire Decision Support System - WFDSS serves as the decision making process that documents Federal jurisdictional agency's management direction for a specific incident. In the event of a multi-jurisdictional incident, one decision document will be agreed upon and used by all affected agencies for that particular incident. It is the responsibility of the State, if possible, to incorporate the non-federal landowners concerns into the WFDSS process. A wildland fire decision document will be completed by the jurisdictional agency per Agency requirements. The wildland fire decision process documents the Jurisdictional Agency's direction for the specific incident. Periodic assessments by the Agency Administrator of the wildland fire decision will occur. The Jurisdictional Agency provides resource based input to the incoming team through the Jurisdictional Agency's line officer signature, development of the wildland fire decision document, and presence of a Jurisdictional Agency resource advisor on the incident.

### **12. Delegation of Authority-DOA (33.CFMA)**

Agency jurisdictional authority and fire suppression responsibility will be handled in the following way: the Protecting Agency has delegated authority for fire suppression responsibility

as per the CFMA; the Jurisdictional Agency maintains all other Jurisdictional authority. In the case of an incoming Incident Management Team (Type I, II, III), the Protecting and Jurisdictional agencies are encouraged to jointly develop and sign the DOA.

A Delegation of Authority will be signed by all affected agency administrators, or their designees, that clearly identify final management decision. The creation and signing of this document, may be dependent on size and complexity of the incident as well as other agency specific requirements. Processes for developing the DOA will be documented in local operating plans.

### **13. Structure Fire Protection**

Local units should meet with their cooperators and identify areas that may warrant structure fire protection. The roles, responsibilities, capabilities and mutual expectations must be discussed and documented in local annual operating plans. The Northern Rockies Coordinating Group 2015 Community and Structure Fire Protection Guidelines are valid. These guidelines should be used in setting expectations for community and structure fire protection as well as providing leader's intent in any delegations of authority. Any time structure protection activities occur, the decisions, actions taken, and financial responsibilities must be documented.

### **14. Accident Investigation (53.CFMA)**

The initial notification of an accident involving equipment or personnel is a key component to a successful review or investigation. All parties to this agreement will ensure that accident notification occurs to all affected parties "supporting, protecting and jurisdictional" in a timely manner. A phone tree will be supplied to local Dispatch Centers and the Geographic Area Coordination Center identifying the primary contacts for all Federal and State Agencies (state and regional level).

It is recognized that there may be separate procedures required by the supporting, jurisdictional and protecting agencies. All parties will work together to coordinate efforts to meet agency needs. When investigations involve more than one party, a multiagency Delegation of Authority should be provided to outline roles and responsibilities and expectations of the affected agencies. *Appendix-VI* outlines how to select the type of investigation that will be used for serious accident involving the DOI, FS, or the State.

### **15. Determination of Cause and Preservation of Evidence (34.CFMA)**

As initial action is taken on a fire, the initial attack forces will preserve information and evidence pertaining to the origin and cause of the fire regardless of jurisdiction. Affected Parties to this Agreement will meet as soon as practicable to determine an appropriate investigation process. Protecting and Jurisdictional Agencies shall render mutual assistance in the gathering of evidence to the fullest extent practicable. To the extent permitted by Federal and State law, the investigating and/or Protecting Agency will provide investigation files relative to the fire to the Jurisdictional Agency.

## USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

### **16. Communications (43.CFMA)**

The agencies agree to allow the use of communications systems such as computer system access, data transmission lines, and communications sites when there is mutual benefit to the parties. Agencies are authorized to access one another's radio systems and authorized frequencies for joint operations and mutual aid, however this does not preclude the need for special agreements to do so. NDC will make radio communication plans and radio frequencies available upon request.

The North Dakota Fire Channel VFIRE23 (154.295 tone 156.7) is designated as the shared frequency for incident communications, providing a "common" communications link between all interagency resources. This FCC owned, state approved frequency may be utilized with an MOU by local, state and federal agencies for incident information, tactical use, and emergency situations.

### **17. Aviation (45.CFMA)**

Aviation operations are governed by agency specific policies in accordance to the procedures and guidelines outlined in each agency's manuals. Aircraft responding to cooperating partner fires, will retain their own agency's standards. There are interagency requirements that must be met (such as interagency inspection and carding/approval) to passenger agency employees on partnering agency aircraft.

Unmanned Aircraft System (UAS) The use of Drones and Unmanned Aircraft System (UAS) aircraft shall follow applicable state and federal regulations, rules, and/or laws including the Federal Aviation Administration (FAA). State and Federal agencies using these types of aircraft will coordinate operations in advance and notify respective dispatch centers for potential conflicts with other agency missions.

### **18. Cost Share Agreements (38.CFMA)**

A Cost Share Agreement will be prepared when there is a multi-jurisdictional incident and both the state and a federal agency have financial responsibilities. In most cases a Decision Document will be used to document the decisions and rationale used in determining how costs will be apportioned. Discussions on cost sharing will occur within the first 24 hours of determining that a wildland fire is burning on mixed jurisdictions. The methodology for sharing costs may be based on considerations such as acreage, effort, flat amount, you order-you pay, or any other agreed upon methodology. Negotiation of any cost share agreement will include the use of *The Cost Share Agreement Template & Methodology in Appendix V* of this operating plan.

### **19. Fire Suppression Billing – See Appendix II for Agency Billing Contacts**

- a. NDS: Bills for fire suppression and planned ignition activities for assisting the FS and DOI agencies will be sent to the appropriate agency office for reimbursement. When

the NDS responds to a fire under the protection of another state agency, those bills may be submitted to the FS regional billing contact unless the order is a state to state request or a compact order.

- b. Federal Fires: Fires occurring on federal lands that are under fire protection agreements with local government fire organizations may be reimbursable. In North Dakota local government fire organization bills will be sent to the appropriate agency office as per that agency's agreements and policy.

## **20. Planned Ignition Billing**

Planned ignition operations will be addressed in local operating plans, or project and financial plans. For federal agencies, billing for planned ignition assistance will follow the guidance set in the Interagency Agreement for Fire Management as signed by the Federal Agency Administrators.

## **21. Incident Traffic Control and Signing**

The Agencies agree to use the *USDA Forest Service Incident Sign Installation Guide (July 2005)* for all incidents.

<https://www.fs.fed.us/t-d/pubs/pdfpubs/pdf12512820/pdf12512820dpi300.pdf>

## **22. Severity**

Upon agreement by both the Jurisdictional and Protecting Agency, severity resources from the Jurisdictional Agency can augment the Protecting Agency resources.

# **GENERAL PROVISIONS**

## **23. Modifications (2.CFMA)**

This Operating Plan will be reviewed annually for currency and will remain in effect until it is terminated by the mutual consent of all Agencies involved, or superseded by an updated OP. The formal review period for modifications(s) will be provided by March 1. Agency policy or direction change for any signatory party that affects this Agreement would automatically be modified therein.

Modifications that are minor in nature including changes to principal contact information, billing information, etc. will be reviewed annually and concurred to by all parties; however new signatures will not be required.

In the interest of efficiency, modifications to the Agreement will be distributed electronically for hard copy signature. Signatory officials should initially respond with an electronic signature and date, followed by mailing their original hard copy signature to the lead agency facilitating the

modification. Once all hard copy signatures have been obtained, an electronic version of the modification will be emailed to the principal contacts as listed in the Agreement, Exhibit B. Copies of the hard copy signatures will be made available to the Agencies upon their request.

#### **24. Commencement/Expiration Date (*1.CFMA*)**

This Operating Plan is entered into and agreed upon by the Agencies shown as signatories. This Operating Plan is effective until the expiration of the Agreement, December 31, 2021 or if modified before.

#### **25. Appendices**

Appendix I -- DPG/BLM Fire Management Officer Assistance

Appendix II – Agency Billing Contacts

Appendix III - Billing and Cost Recovery Procedures

Appendix IV – NDC Workload Analysis

Appendix V – Northern Rockies Cost Share Template and Methodologies, Decision Document

Appendix VI - Serious Accident Investigation Table

Appendix VII – Agenda Outline

Appendix VIII – Priority/Decision Matrix

Appendix IX – ND Interagency Dispatch Center MAC Incident Priority List

**SIGNATURES**

This AOP is being executed in counterparts, and becomes effective for each signing agency upon the date of their authorized officials signature. It is the responsibility of the signing agencies to ensure appropriate signatures.

 Date 4/25/19 <b>Ralph Rau</b> Fire Aviation Director USDA, USFS, Northern Region	 Date 4/15/19 <b>Patrick Pearson</b> Midwest Chief of Fire and Aviation National Park Service, Midwest Region
 Date 5/13/19 <b>Michael Haydon</b> Regional Fire Management Coordinator USDI, Fish and Wildlife Service Mountain Prairie Region	 Date 4/15/19 <b>Corey Buhl</b> Acting State Fire Management Officer Montana/Dakotas State Office
Digitally signed by RAYMOND HART Date: 2019.04.23 07:06:45 -05'00' <b>RAYMOND HART</b> Date <b>Raymond Hart Jr.</b> Regional Fire Management Officer USDI, Bureau of Indian Affairs Great Plains Region	 Date 4/9/19 <b>Thomas Clseys</b> Interim State Forester North Dakota Forest Service

## APPENDIX I

### DPG/BLM North Dakota Field Office - Fire Management Officer Assistance

The Bureau of Land Management - North Dakota Field Office (BLM) and the Dakota Prairie Grasslands - Medora Ranger District (FS) are co-located in Dickinson, ND. The BLM - North Dakota Field Office is part of the Eastern Montana Fire Zone, headquartered in Miles City, MT with fire protection responsibilities for approximately 58,000 acres in North Dakota. These lands are located primarily in Dunn and Bowman Counties. The Dakota Prairie Grasslands has fire suppression responsibility on approximately 1.1 million acres in western North Dakota, comprising the Little Missouri National Grassland.

It is in the interest of the BLM and FS fire organizations to assist one another in providing fire management oversight and guidance on BLM and FS lands in western ND.

For fire management purposes the USFS Zone Fire Management Officer (ZFMO) for the Dakota Prairie Grasslands, located in Dickinson, ND shall:

1. Assist BLM-ND Field Office personnel in obtaining fire training, fire qualifications, provide refresher training, and administer the Work Capacity Test in accordance with BLM policies.
2. Notify the BLM of any wildland fires occurring on BLM lands in North Dakota, serve as the initial contact for initial attack fire suppression activities involving BLM lands, and monitor the status of ongoing wildland fires per request of the BLM.
3. Notify the BLM prior to the use of any heavy or mechanized equipment on BLM lands.
4. Provide information on human caused fire occurrences, fuel conditions and status of local government and other federal agencies intention on implementing fire restrictions on their jurisdictional lands.
5. Upon the request of the BLM, represent the BLM on agency matters at the ND Fire Council.

For fire management purposes it is agreed that the BLM shall:

1. Provide a point of contact for assisting with fire management activities occurring on BLM lands in North Dakota.
2. Provide ND Field Office employees, as available, qualified, and requested, for initial attack and extended attack wildland fire suppression on FS lands administered by the Dakota Prairie Grasslands.

**APPENDIX II**

**BILLING CONTACTS**

1. Appropriate bills will be sent to the following agency addresses:

<p><b>ND Forest Service</b>                  Attn: Loretta Forsberg                  307 1<sup>st</sup> Street East                  Bottineau, ND 58318                  Phone: 701-228-5422                  Fax: 701-228-5448                  Email: <a href="mailto:Loretta.Forsberg@ndsu.edu">Loretta.Forsberg@ndsu.edu</a></p>	<p><b>Dakota Prairie Grasslands</b>                  Attn: Fauzia Massey                  c/o Billings Dispatch Center 1299                  Rimtop Drive                  Billings, MT 59105                  Phone: 406-255-1419                  Fax: 406-896-2954                  Email: <a href="mailto:fauziamassey@fs.fed.us">fauziamassey@fs.fed.us</a></p>
<p><b>National Park Service</b>                  For the Midwest Region                  National Interagency Fire Center                  Attn: Christine Peters                  3833 South Development Ave                  Boise, ID 83705                  Phone: (208) 407-6558                  Fax:                  Email: <a href="mailto:Christine_Peters@nps.gov">Christine_Peters@nps.gov</a></p>	<p><b>Bureau of Indian Affairs</b> Great Plains                  Region - BIA Attn: Raymond Hart Jr                  115 4<sup>th</sup> Avenue SE Aberdeen, SD                  57401                  Phone: 605-226-7621                  Fax: 605-226-7358                  Email: <a href="mailto:raymond.hart@bia.gov">raymond.hart@bia.gov</a></p>
<p><b>Fish and Wildlife Service</b>                  Mountain Prairie Regional Office                  Attn: Jon Morse                  PO Box 25486, MS60181                  134 Union Blvd. (Fed Ex only)                  Lakewood, CO 80228                  Phone: 303-236-4331                  Fax: 303-236-4791                  Email: <a href="mailto:jon_morse@fws.gov">jon_morse@fws.gov</a></p>	<p><b>USDA Forest Service – Region 1</b> Regional                  Contact: Tracey Nimlos 26 Fort Missoula Road                  Missoula, MT 59804                  Phone: 406-329-3331                  Fax: 406-329-3536                  Email: <a href="mailto:tnimlos@fs.fed.us">tnimlos@fs.fed.us</a></p>
<p><b>Bureau of Land Management</b>                  Montana/Dakotas State Office                  Attn: Sarah J. Lee                  1299 Rimtop Drive                  Billings, MT 59105                  Phone: 406-896-2915                  Fax: 406-896-2954                  Email: <a href="mailto:sjlee@blm.gov">sjlee@blm.gov</a></p>	

## **APPENDIX III**

### **Billing & Cost Recover Procedures**

This Appendix serves as further explanation for the financial provisions as identified in *Exhibit D of the Cooperative Fire Management Agreement*.

#### **1. Billing Documentation Standard**

##### **Invoice:**

Each fire will be billed individually.

##### **Billing Content:**

Billings for fire suppression assistance may include administrative charges.

The following items will be included as a minimum for each bill, noting that a resource order is not always required or available in order for a bill to be valid. Provide as a minimum on each invoice/bill:

- Agency name, address, phone number, and agency financial contact
- Invoice or bill number
- Agreement number
- Incident name, year and number
- Location and jurisdictional unit
- Appropriate FireCode or account code.
- Summary cost data for the amount being billed.

##### **Expense Summary/Cost Report:**

Along with the invoice, a summary of actual expenses (summary cost report) will be generated by the Agency financial system to display the invoiced charges. Aircraft detail reports will be included with the summary reports. A personnel listing and resource order numbers (if applicable) will also be included if not a part of the summary reports.

Invoice should also indicate if this was a cost share fire and include a copy of the cost share agreement.

##### **Cost Source Documents:**

Cost source documents will not be required unless summary items are disputed or needed to fulfill audit requirements. If individual source documents are requested, each agency that is party to this agreement will agree that those source documents will be provided upon request. For litigated and FEMA incidents, 100% cost source documentation is required to facilitate the identification of the costs incurred during the FEMA declaration period.

To establish confidence levels in interagency bills, a Cooperator Agency may request source documents for up to 25% of fires billed for the year.

To establish review consistency, upon mutual agreement of the Agencies involved, the following review standard will be invoked for large fires that produce numerous accounting records. The Agencies will agree upon a sample size based on the number of records, as well as the method for selection samples, to apply to Government Accounting Office (GAO/PCIE) financial standard of 90% confidence level. This standard has a tolerance rate of 5%. See table taken from pages 450-3 and 450-4 of the GAO/PCIE Financial Audit Manual dated July 2008 (provided at the end of the Appendix).

For personnel salary, travel, and procurements, a record is an individual employee (all accounting lines for each employee's base, benefit, OT, hazard, etc. will be considered one record), a travel voucher, or any procurement. For aviation, a record is the flight use document.

NDFS will use applicable LGFF Equipment rates, state rates, and actual personnel costs for purposes of billing other agencies and other entities for fire suppression services. Those rates can be found in the Northern Rockies Supplement to Chapter 50 of the NWCG Standards for Interagency Incident Business Management available at [https://gacc.nifc.gov/nrcc/nrcg/committees/business\\_committee.htm](https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm)

## **2. Fire Suppression Billing Provisions (*Exhibit D of the CFMA*)**

### **Cost Recovery:**

The parties will adhere to their agency authority, policy and protocol for cost recovery actions. Where appropriate, both state and federal agencies should coordinate with each other on actions to recover costs.

### **Boundary Fire Billings:**

Suppression costs for boundary fires will be documented via a cost share agreement based on a mutually agreeable methodology.

### **Severity:**

Costs incurred on severity assignments within the state of ND will be billed individually to the ordering Agency. Severity assignments are reimbursable under the Reciprocal Fire Protection Act.

### **Third Party Payments:**

Third parties may be utilized for fire management services, as authorized by law, by the Agencies to this Agreement when agreed to by the affected Agencies. Resource orders or other appropriate documentation for third parties' personnel and equipment will be made through and tracked by the parent (one who is a signatory to the Agreement) Agency. To receive payment for service rendered, the third party will submit all billing invoices to the parent Agency.

### **Cost Share Agreements:**

See *Appendix V* of this SOP for specific cost share templates and methodology.

## **3. Billing Procedures for Stafford Act Responses: (*Exhibit D of the CFMA*)**

**Billing Procedures for Stafford Act Responses:**

Transfers performed for this agreement are under the Disaster Relief Act, 42 U.S.C.§5147. This agreement is automatically incorporated by reference into any resource order that is issued under it, constituting a binding obligation.

Reimbursement payments for all-hazard incident response activities will be accomplished by submission of billings, which are inclusive of copies of the resource orders that reflect the mission assignment, requested services and goods, and the expenditure back-up documentation, to the primary Emergency Support Function (ESF) agency, which will review and approve the documentation. The Forest Service will reimburse sub tasked agencies and include those costs in the FS billing to FEMA.

**Federal Reimbursable Assistance:**

Federal reimbursable assistance resources must be requested by the primary ESF Federal Agency or supplied through established dispatch systems and must be recorded by the Mission Assignment and subsequent resource ordering process. Resources not documented in this manner are not reimbursable.

Funds to cover eligible expenses for reimbursement for federal agencies in accordance with 44 CFR 206 subpart A, section 206.8 paragraph c include:

- Overtime, travel and per diem of permanent federal agency personnel.
- Wages, overtime, travel and per diem of temporary federal agency personnel assigned solely to performance of services directed by the FEMA Associated Administrator or the FEMA Regional Administrator in the emergency or major disaster.
- Cost of work, services and materials procured under contract for the purposes of providing assistance directed by the FEMA Associate Administrator or the Regional Administrator.
- Cost of materials, equipment and supplies (including transportation, repair and maintenance, from regular stocks used in providing directed assistance.
- All costs incurred which are paid from trust, revolving or other funds and whose reimbursement is required by law.
- Other costs submitted by an agency with written justification or otherwise agreed to in writing by the FEMA Associate Administrator or the FEMA Regional Administrator and the agency.

**State/Tribal Reimbursement Process:**

State/Tribal Reimbursement refers to those resources that are to be reimbursed by the primary ESF federal agency. State/tribal reimbursement resources must be requested by the primary ESF federal agency or supplied through established dispatch systems and must be recorded by the Mission Assignment and subsequent resource order process. Resources not documented in this manner are not reimbursable.

Funds to cover eligible expenses will be provided through and limited by reimbursement from FEMA. Expenditures eligible for reimbursement include:

- Wages, overtime travel and per diem of state/tribal personnel
- Wages, overtime, travel and per diem of temporary state/tribal personnel assigned solely to performance of services directed by the FEMA Associate Administrator or the FEMA Regional Administrator in the major disaster
- Cost of work, services and materials procured under contract for the purposes of providing assistance directed by the FEMA Associate Administrator or the Regional Administrator.

- Cost of materials, equipment and supplies (including transportation, repair and maintenance) from regular stocks used in providing directed assistance.
- All costs incurred which are paid from trust, revolving or other funds and whose reimbursement is required by law.
- Other costs submitted by an agency with written justification or otherwise agreed to in writing by the FEMA Associate Administrator or the FEMA Regional Administrator and the agency.

Bills will be identified by incident name, date, mission assignment (MA) location, jurisdictional unit, and supported by documentation to include but not limited to: separate invoice by MA; list of personnel expenses including base, overtime and travel; and supplies/services procured by vendor name and dollar amount, and administrative charges may be applied.

#### **4. Non-Suppression Billings:**

All non-suppression costs shall be billed and paid in accordance with the terms and conditions of the Supplemental Project Agreement, separate agreement, procurement, or other appropriate written document, executed by the authorized signatories of the involved parties within their legal authorities.

#### **Billing Procedures for Other Fire and Aviation Management Activities:**

Billings for preparedness, prevention, prescribed fire, and other fire and aviation protection activities will be addressed in individual operating or project financial plans. Agencies may bill one another for preparedness and other fire activities, and administrative charges may be applied. Other provisions described above pertaining to suppression billings also apply to billings for other fire activities.

#### **Fee Based Services:**

Billings will be in accordance with separate written agreement or contract.

#### **5. General Provisions:**

##### **Payment Due Dates:**

All bills will have a payment due date of 60 days after they are issued. If payment cannot be made within the 60-day period, a 30-day extension, with written justification, can be requested. Agencies will follow their respective laws and regulations for debt collection.

##### **Disputed Billings:**

All discrepancies in the bill will be resolved during the preview process and prior to a final bill being issued. If Agencies cannot resolve bill discrepancies, then a written notice should be mailed to the billing Agency within 30 days of the review deadline. Contested items will be resolved no later than 60 days following receipt of the written notice.

**Electronic Funds Transfer (EFT):**

Notwithstanding any other provision of law, effective January 2, 1999, US Treasury Regulation, Money and Finance at 31 CFR 208.3 requires that federal payments are to be made by EFT unless waived in accordance with specific circumstances set forth in 31 CFR 208.4

In order to receive EFT payments, the payment recipient shall register in System for Award Management (SAM) and are required to validate their information in SAM once per year. The payment recipient is also required to have a Data Universal Numbering System (DUNS) number. The DUNS number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities. For more information, refer to [www.sam.gov](http://www.sam.gov).

Each party to this agreement shall provide the following information in the operating plan:

- Agency name and billing address
- Financial Contact (name, phone, email)
- Agency DUNS

**Sample Size & Acceptable Numbers of Deviations taken from the GAO/PCIE Financial Audit Manual dated July 2008:**

Testing Phase

450 - Sampling Control Tests

- .8 To determine the sample size, the auditor uses professional judgment to determine three factors:
- Confidence level;<sup>1</sup>
  - Tolerable rate (maximum rate of deviations from the prescribed control that the auditor is willing to accept without altering the preliminary control risk); and
  - Expected population deviation rate (expected error rate).

Once the auditor determines these factors, the auditor may use computer software (such as IDEA) to determine sample size and to select samples for testing. The auditor may also use FAM Tables I and II below in figure 450.1 to determine sample size and to evaluate test results.

**Figure 450.1: Sample Sizes and Acceptable Numbers of Deviations**

(90% Confidence level)

Table I  
(Tolerable rate of 5%)

(Use for determining sample sizes in all cases)

Sample size	Acceptable number of deviations
45	0
78	1
105	2
132	3
158	4

Table II  
(Tolerable rate of 10%)

(Use for evaluating sample results only if preliminary assessment of control risk is low and deviations exceed Table I)

Sample size	Acceptable number of deviations
45	1
78	4
105	6
132	8
158	10

The auditor may use FAM Table I to determine the sample sizes necessary to support the preliminary assessments of controls in all cases and to conclude on the effectiveness of the controls. The auditor may use FAM Table II to evaluate sample results only when the preliminary assessment of financial reporting control risk is low and the number of deviations found exceeds the acceptable number of deviations from FAM Table I.

<sup>1</sup> The probability associated with the precision, that is, the probability that the true misstatement is within the confidence interval. This is not the same as assurance.

The AICPA has other examples in its guidance, and FAM Table factors are within the range of the AICPA examples and are statistically valid. If an auditor chooses to use factors other than FAM Tables I and II, the auditor should consult with the statistician.

- .9 FAM Tables I and II are based on a 90 percent confidence level. The auditor generally uses this confidence level for sampling control tests because the auditor generally obtains additional satisfaction on controls through other audit tests such as substantive procedures, inquire, observation, and walk-throughs.
  
- .10 FAM Tables I and II are each based on different tolerable rates. FAM Table I is based on a tolerable rate of 5 percent, and FAM Table II is based on a tolerable rate of 10 percent. Each table shows various sample sizes and the maximum number of deviations that may be detected in each sample to rely on the controls at the determined control risk level.

**APPENDIX IV**

**Funding Support Breakdown by  
Agency**

**Based on FY 2018**

<b>Agency</b>	<b>% Workload</b>	<b>Required Funding Level</b>			
<b>BIA</b>	17.44%	\$ 30,803.76			
<b>FWS</b>	36.9	\$ 65,210.71			
<b>NDFS</b>	11.5	\$ 20,435.75			
<b>NPS</b>	9.87	\$ 17,433.09			
<b>USFS</b>	24.2	\$ 42,743.75			
<b>TOTALS:</b>	<b>100.00%</b>	<b>\$ 176,627.07</b>			

**APPENDIX V**  
**Northern Rockies**  
**Cost Share Template and Methodologies**  
**Decision Document**

Guidelines, templates, and methodologies specific to the Northern Rockies for developing cost share agreements and decision documents can be found in their entirety at:

[https://gacc.nifc.gov/nrcc/nrcg/committees/business\\_committee.htm](https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm)

Under Chapter 80, select the appropriate document:

- Northern Rockies Cost Share Methodologies
- Northern Rockies Cost Share Templates
- Decision Document

**APPENDIX VI  
SELECTION TABLE FOR DOI / USFS/STATE SERIOUS ACCIDENT  
INVESTIGATION TYPE**

This table outlines how we select the type of investigation that will be used for serious accidents (fire and non-fire) involving the DOI and the USFS and the State. In order to meet the original intent of 1995 Interagency MOU, when either the DOI Serious Accident Investigation (SAI) or the USFS Coordinated Response Protocol/Facilitated Learning Analysis (CRP/FLA) are used, the other agency will provide a representative to the SAI or CRP team.

Each incident/accident is unique and all partners recognize a need to work together and recognize one another's protocols and preferences. When possible, we will consider first the agency affiliation of the victim(s), second the agency with jurisdiction for the fire and third the agency with operational control.

<b>Agency Affiliation of Victim(s)</b>	<b>Agency with Operational Control</b>	<b>Agency Jurisdiction</b>	<b>Investigation Type Team Lead Deputy or Representative</b>
<b>DOI</b>	DOI	DOI	<ul style="list-style-type: none"> <li>• DOI SAI</li> <li>• DOI Team Lead</li> <li>• USFS Interagency Rep</li> </ul>
<b>USFS</b>	USFS	USFS	<ul style="list-style-type: none"> <li>• USFS CRP</li> <li>• USFS Team Lead</li> <li>• DOI Interagency Rep</li> </ul>
<b>DOI</b>	USFS	USFS	<ul style="list-style-type: none"> <li>• DOI SAI</li> <li>• DOI Team Lead</li> <li>• USFS Deputy</li> </ul>
<b>DOI</b>	DOI	USFS	<ul style="list-style-type: none"> <li>• DOI SAI</li> <li>• DOI Team Lead</li> <li>• USFS Interagency Rep</li> </ul>
<b>USFS</b>	DOI	DOI	<ul style="list-style-type: none"> <li>• USFS CRP + DOI MER**</li> <li>• USFS Team Lead</li> <li>• DOI Deputy</li> </ul>
<b>USFS</b>	USFS	DOI*	<ul style="list-style-type: none"> <li>• USFS CRP</li> <li>• USFS Team Lead</li> <li>• DOI Interagency Rep</li> </ul>
<b>Both DOI and USFS</b>	DOI or USFS	DOI	<ul style="list-style-type: none"> <li>• DOI SAI</li> <li>• DOI Team Lead</li> <li>• USFS Deputy</li> </ul>
<b>Both DOI and USFS</b>	DOI or USFS	USFS	<ul style="list-style-type: none"> <li>• USFS CRP + DOI MER**</li> <li>• USFS Team Lead</li> </ul>

Agency Affiliation of Victim(s)	Agency with Operational Control	Agency Jurisdiction	<ul style="list-style-type: none"> <li>• Investigation Type</li> <li>• Team Lead</li> <li>• Deputy or Representative</li> </ul>
			<ul style="list-style-type: none"> <li>• DOI Deputy</li> </ul>
<b>DOI or USFS</b>	State	State	<ul style="list-style-type: none"> <li>• DOI SAI or USFS CRP based on agency of victim.</li> <li>• DOI lead if SAI, USFS lead if CRP.</li> <li>• Non-fed agency rep</li> </ul>
<b>State</b>	DOI or USFS	DOI or USFS	<ul style="list-style-type: none"> <li>• DOI SAI or USFS CRP based on agency jurisdiction.</li> <li>• DOI lead if SAI, USFS lead if CRP.</li> <li>• Non-fed agency rep</li> </ul>
<b>State</b>	State	DOI or USFS	<ul style="list-style-type: none"> <li>• DOI SAI or USFS CRP based on agency jurisdiction (see note 1)</li> <li>• DOI lead for SAI, or USFS lead for CRP</li> <li>• Non-fed agency rep or Deputy</li> </ul>
<b>DOI or USFS</b>	DOI or USFS	State	<ul style="list-style-type: none"> <li>• DOI SAI or USFS CRP based on agency of victim.</li> <li>• DOI or USFS lead from same agency of victim.</li> <li>• Non-fed agency rep and DOI or USFS Rep from different agency than lead.</li> </ul>
<b>State</b>	State	State	<ul style="list-style-type: none"> <li>• State FLA/CRP process</li> </ul>
<b>DOI or USFS</b>	State	DOI or USFS	<ul style="list-style-type: none"> <li>• DOI SAI or USFS CRP based on agency of victim.</li> <li>• DOI or USFS lead from same agency of victim.</li> </ul>

Agency Affiliation of Victim(s)	Agency with Operational Control	Agency Jurisdiction	<ul style="list-style-type: none"> <li>• Investigation Type</li> <li>• Team Lead</li> <li>• Deputy or Representative</li> </ul>
			<ul style="list-style-type: none"> <li>• State agency rep and DOI or USFS Rep from different agency than lead.</li> </ul>
<b>Contractor</b>	State, DOI or USFS	State, DOI or USFS	<ul style="list-style-type: none"> <li>• The agency which administers the contract's process or negotiated with jurisdictional agency</li> <li>• Lead assigned from victim's contracting agency or jurisdictional agency</li> <li>• Rep from agency with operational control where different</li> </ul>

\*This will require DOI approval to go outside of Departmental Manual 485 with no DOI SAI response on DOI jurisdiction lands.

\*\*DOI MER will require an expanded investigation team to ensure SAI-MER components are captured and completed.

**Definitions:**

Agency Jurisdiction – land ownership.

Management Evaluation Report (MER) -- The internal report from the DOI SAI process that identifies causes, recommendation, and other SAI Team conclusions and observations and from which a Corrective Action Plan (CAP) is developed.

Operational Control – the lead agency who has on-site operational supervision and control.

Serious Accident -- An unplanned event or series of events that resulted in death, injury, occupational illness, or damage to or loss of equipment or property that result in:

- One or more fatalities;
- Three or more personnel who are inpatient hospitalized
- Property or equipment damage of \$250,000 or more (for DOI only); and/or
- Consequences that the Designated Agency Safety and Health Official (DASHO) judges to warrant Serious Accident Investigation.

Note 1: Local entities may have their own processes that will require coordination to interface/integrate with respective State, DOI or USFS delegating officials.

Note 2: If necessary and appropriate, joint Accident Review Boards (ARB) may be convened to review and approve accident reports.

Note 3: Any situation that may occur that is not covered in the selection table above will be resolved jointly by the State, the DOI bureau DASHO and the USFS DASHO prior to issuance of a Delegation of Authority letter to a review team.

Note 4: in the case of a fatality of a contract employee, the agency that holds the contract must be notified. If the jurisdictional agency is the Forest Service, an FLA team may be delegated at the Regional Forester level rather than a national CRP.

## **APPENDIX VII**

### **AGENDA OUTLINE**

#### **Conference Call –North Dakota Interagency Dispatch Center MAC Group**

**Roll Call**

**Coordination/Dispatch Center Briefing (Situation Report)**

**Fuels and Fire Behavior Briefing**

**Weather Briefing**

**Prioritize/re-prioritize incidents**

**Determine allocations of Resources**

**Document and Distribute Decisions**

**NDC Issues (Round Robin)**

**Re-evaluate the need to continue MAC**

**APPENDIX VIII**

**Priority/Decision Matrix**

**Incident Name:** \_\_\_\_\_ **Unit:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
 Prescribed Burn ( ) Wildland Fire: Active Suppression ( ) Multiple Mgt. Objectives ( )

**VA times WF = TP**

	<b>Value of 1</b>	<b>Value of 3</b>	<b>Value of 5</b>	<b>Value Assigned</b>	<b>Weight Factor</b>	<b>Total Points</b>
Firefighter Safety	Low exposure with simple hazards easily mitigated. One or no aircraft assigned.	Moderate exposure with several hazardous conditions mitigated through the LCES worksheet.	High exposure which requires strategies to mitigate hazards. Multiple aircraft types assigned.		5	
Public Safety	Exposure to hazard can be mitigated through public contact. No known air quality violations at sensitive receptors.	Public must be managed to limit hazard exposure. Air quality is degraded and approaches NAAQ violation thresholds.	Closures of highways and evacuations likely. Air quality at sensitive receptors violates NAAQs. Public exposure to hazard is imminent.		5	
Objectives	Objectives are easily achieved.	Objectives are moderately difficult to achieve.	Objectives are difficult to achieve. Several conflicts between objectives and constraints exist.		5	
Duration of Resource Commitment	1-3 days	4-7 days	>8		4	

	<b>Value of 1</b>	<b>Value of 3</b>	<b>Value of 5</b>	<b>Value Assigned</b>	<b>Weight Factor</b>	<b>Total Points</b>
Improvements to be Protected	No improvements within or adjacent to the fire.	Several improvements to be protected are within or adjacent to the fire. Mitigation through planning and/or preparation is adequate. May require some commitment of specialized resources.	Numerous improvements within or adjacent to the fire. Severe damage is likely without commitment of significant specialized resources with appropriate skill level.		3	
Cultural and Natural Resource Values	Impacts to resources are acceptable.	Several resource values will be impacted <u>or</u> enhanced.	Resource benefits are significant <u>or</u> the likelihood of negative impacts is great.		3	
Social, Economic, and Political Impacts/Concerns	No controversy or media interest. No impacts to neighbors or visitors.	Some impact to neighbors or visitors generating some controversy. Press releases are issued, but no media presence on fires.	High impacts to neighbors results in media presence during fire operations. High internal and external interests and concerns exist.		3	
Economic Considerations	Values to be protected or treated are less than costs of management action.	Values to be protected or treated are equal to costs of management action.	Values to be protected or treated exceed costs of management action.		3	

	<b>Value of 1</b>	<b>Value of 3</b>	<b>Value of 5</b>	<b>Value Assigned</b>	<b>Weight Factor</b>	<b>Total Points</b>
Threats to Boundaries	Low threats to boundaries. Boundaries are naturally defensible.	Moderate risk of fire escaping established perimeter and active suppression or holding is required.	Fire is certain to exceed established perimeter without aggressive suppression or holding actions and will result in a much more complex situation.		2	
WFDSS				Yes	No	
Critical Resources on Incident				Yes	No	
<b>Total Priority Points</b>						
<b>MAC Group Priority Ranking</b>						

This Priority Decision Matrix form can be completed for each large wildland and prescribed fire during Preparedness Levels IV and V to allow each incident to be given a numerical ranking for each of the following elements:

1. Firefighter safety.
2. Public safety.
3. Objectives.
4. Duration of resource commitment.
5. Improvements to be protected.
6. Cultural and natural resource values.
7. Social, economic and political impacts/concerns.
8. Economic considerations.
9. Threats to boundaries.

Within each ranking element, three different point values can be chosen in order to reflect the complexity of the incident. The total points are derived by multiplying the value assigned by the weighting factor (value assigned x weighting factor = total points).

**APPENDIX IX**

*ND INTERAGENCY DISPATCH CENTER MAC  
Incident Priority List*

<i>Initial</i>	<i>Update</i>	<i>Date:</i>
----------------	---------------	--------------

<i>* No WFDSS Received</i>		<i># No 209 Received</i>			
	<i>Priority</i>	<i>Coordination Center</i>	<i>Agency(s)</i>	<i>Size</i>	<i>Estimated Containment</i>
	<i>1</i>				
	<i>2</i>				
<i>Pending</i>					
<i>Monitor</i>					

*Name Fire / Unit Notes*