

**WELD COUNTY  
2011-2013  
ANNUAL WILDFIRE OPERATING PLAN**

Prepared by:  
Weld County Office of Emergency Management  
Weld County Fire Chiefs' Association  
Colorado State Forest Service, Fort Collins District  
Pawnee National Grasslands, Arapaho-Roosevelt National Forests

This agreement is to remain in effect until the next  
Annual Operating Plan is modified and signed

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<http://csfs.colostate.edu/pages/firecooperatorforms.html>

**I. ANNUAL WILDFIRE OPERATING PLAN APPROVALS**

This plan becomes effective on the date signed by the agency and shall remain in effect until terminated in writing by the parties involved or until replaced by the next AOP. Participants of the AOP consist of the following:

- Board of County Commissioners, Weld County
- Weld County Sheriff
- Weld County Fire Chiefs Association
- Pawnee National Grasslands / Arapaho-Roosevelt National Forest
- Colorado State Forest Service

All participants of this AOP agree to coordinate their wildfire protection activities as outlined herein. The parties agree to the procedures contained in this Annual Wildfire Operating Plan to be effective on the dates shown.

**Annual Wildfire Operating Plan – Weld County, Colorado**

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**Weld County Sheriff** **Date**

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**Pawnee National Grasslands / Arapaho-Roosevelt National Forest** **Date**

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**Weld County Fire Chiefs' Association** **Date**

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**Colorado State Forest Service** **Date**

## **II. JURISDICTIONS / MAP**

Jurisdictional boundary lines are shown on the Wildfire Protection Map in Appendix B.

## **III. AUTHORITIES FOR THIS PLAN**

- ✓ “Agreement For Cooperative Wildfire Protection In **Weld County**” (CSFS #109)
- ✓ Colorado Interagency Cooperative Fire Management Agreement
  - BLM #CCFMA060001
  - USFS #06-FI-11020000-048
  - NPS #F1249060026
  - BIA #AG06M000002
  - FWS #14-48-60139-K001
  - CSFS – No Agreement Number Used
- ✓ This Annual Wildfire Operating Plan is a portion of the Weld County Emergency Operations Plan
- ✓ This Annual Wildfire Operating Plan compliments the Intergovernmental Agreement for Emergency Management and the Weld County Mutual Aid Agreement.

## **IV. PURPOSE**

The purpose of this Annual Wildfire Operating Plan (AOP) is to set forth the standard operating procedures, agreed procedures, and responsibilities to implement cooperative wildfire protection on all lands within Weld County.

## **V. FIRE MANAGEMENT RESPONSIBILITIES**

Each jurisdictional agency has ultimate responsibility for wildland fire protection on its own lands. The County Sheriff is responsible for wildland fire protection on all non-federal lands in Weld County (CRS-30-10-513). On federal lands, the agency charged with managing those lands is responsible for fire management. Structure fire suppression which includes exterior and interior actions on burning structures is the responsibility of Weld County or the fire districts in which the structure is located. The U.S. Forest Service may assist the responsible departments in exterior structure fire protection when requested.

## **VI. RESOURCE LIST**

Weld County, Fire Protection District, and Fire Department resources are listed with the **State of Colorado Emergency Resource Inventory Report**. The database can be accessed at the following website: <https://mobilization.state.co.us>

## **VII. WILDFIRE READINESS**

### **A. Planning**

This AOP is a portion of the Weld County Emergency Operations Plan. Each agency has its own preparedness plans for wildfire response in the County.

### **B. Training**

The Colorado State Forest Service, Fort Collins District will serve as the representative to the Fort Collins Interagency Dispatch Zone Training Committee. This Training Committee uses input from all agencies with wildland fire responsibilities including the County, Fire Protection Districts, and Volunteer Fire Departments.

The Incident Qualification System (IQS) is a tool for tracking personnel training and qualifications. IQS can be used to document training and qualifications, and identify areas where additional training is needed. IQS can be downloaded for no charge at: <http://www.vdatasys.com/> IQS is the tracking system that CSFS will use for Incident Qualification Cards and input of data into ROSS.

### **C. Equipment**

Each agency will ensure use and road worthiness for its own equipment.

## **VIII. WILDFIRE SUPPRESSION PROCEDURES**

### **A. Incident Command System (ICS) Use**

All parties to this operating plan will use the Incident Command System during all incidents. ICS is consistent with National Incident Management System (NIMS).

### **B. Detection**

The most common points where fires are reported are Weld County Regional Communications Center and Fort Collins Interagency Dispatch Center. The Dispatch receiving the reports of wildland fires will notify the jurisdictional agency.

**C. Notification of Fires**

Assisting agencies making initial attack on fires within the **Pawnee National Grasslands** will request that the initial attack dispatch notify Fort Collins Interagency Dispatch Center (970-295-6800).

**D. Mutual Aid**

The agency that can make the quickest, effective fire suppression action will be dispatched for initial attack. Mutual aid is assistance provided by an Agency on the jurisdiction of another Agency. Assisting Agencies will, upon request (or voluntarily) take initial attack action in support of the Jurisdictional Agency. It shall be the responsibility of the Agency performing initial attack to notify the Jurisdictional Agency if their lands are involved or threatened. The Jurisdictional Agency may reimburse the Assisting Agency for costs incurred as described in Section XII and Appendices D, E and F.

Obligation: It is understood that no Assisting Agency will be required to assist, or expected to commit resources to, a Jurisdictional Agency, which may jeopardize the protection of lands of the Assisting Agency.

**Pawnee National Grasslands** - If a wildfire involves the Pawnee National Grasslands the Incident Commander will request a representative and resources from the Pawnee National Grasslands through Weld Communications. The responding agency Incident Commander and the Pawnee National Grassland representative may form a Unified Command. The purpose of the Unified Command will be to meet as a group and identify common objectives and strategy for implementation by the suppression forces. The Unified Command may also determine reimbursement responsibilities and resource sharing between the agencies. The Unified Command will consist of representatives of the jurisdictional agencies.

**E. Dispatching and Resource Order Process**

**Weld County – Initial Attack**

- ✓ Weld County Regional Communications Center will act as dispatch for county and fire protection districts initial attack response.

**Weld County – Extended Attack**

- ✓ Within County mutual aid is requested by the jurisdictional agency through Weld County Regional Communications Center.
- ✓ The Unified Command will coordinate and determine which dispatch center will do all dispatching for the extended attack response, if necessary.

**Federal Agencies – Initial Attack**

- ✓ Fort Collins Interagency Dispatch Center (FTC) will dispatch Pawnee National Grasslands / Arapaho-Roosevelt National Forest resources and will attempt to fill requests for assistance from local Fire Protection Districts.

**Federal Agencies – Extended Attack**

- ✓ Fort Collins Interagency Dispatch Center (FTC) is responsible for dispatching and coordination of Federal, State and out-of-County resources including aircraft for extended attack response on Pawnee National Grasslands.

**Expanded Dispatch** - For fires that escape initial attack, an expanded dispatch at the Fort Collins Interagency Dispatch Center may be necessary. The Dispatch Center Manager will make the determination to implement an expanded dispatch.

**Resource Orders** - Resources which are requested by the jurisdictional agency and provided by the assisting agency may be considered reimbursable as determined by the Unified Command.

**Unified Command** - If a fire crosses, or threatens to cross, jurisdictional boundaries and becomes a boundary fire (see definition below), a Unified Command may be established. The purpose of the Unified Command will be to meet as a group and identify common objectives and strategy for implementation by the suppression forces. The Unified Command may also determine reimbursement responsibilities and resource sharing between the agencies. The Unified Command will consist of representatives of the jurisdictional agencies.

In the event of a fire burning on lands of two or more jurisdictional agencies that are normally not dispatched by the same dispatch center, the Unified Command (if activated) will coordinate and determine which center will do all dispatching.

**Boundary Fires** include:

- ✓ A fire burning in two or more agency jurisdiction, or will soon burn across the boundary, when the boundary line is known,
- ✓ When the fire location is known, but the jurisdictional boundary on the ground is unknown, or
- ✓ When the jurisdiction of the fire is uncertain.

**F. Reinforcements and Support**

All requests for additional resources, beyond initial attack, will be made by the jurisdictional agency representative or representative appointed by the Unified Command.

**G. Interagency Procurement**

Non-federal participants in this plan may purchase fire suppression supplies from General Services Administration (federal contracts) through CSFS. Any other loaning, sharing, exchanging, or maintenance of facilities, equipment, or support services will be considered on a case by case basis and must be mutually agreed upon by the concerned parties.

**H. Communications Systems and Frequencies**

For the purposes of conducting business authorized by this cooperative agreement, all parties to this operating plan agree that assisting agencies may use the jurisdictional agency's radio frequencies as needed to conduct emergency communications on fires of the jurisdictional agency. No party to this operating plan will use, or authorize others to use, another agency's radio frequencies for routine day to day operations. Fire protection districts on incident management missions are granted permission to use federal radio frequencies, if needed, to assure safety of the operation.

All Federal wildland firefighting agencies (USFS/BLM/NPS/USFWS) have narrow banded as of December 31, 2004. This means that federal VHF systems have converted to 12.5 kHz bandwidth.

**I. Special Management Considerations**

Use of roads on federal lands presently closed to vehicular travel is hereby authorized to all parties to this AOP, when said parties are on a fire detection, prevention, or suppression mission. The Pawnee National Grassland or Fort Collins Dispatch should be notified of any closed roads used during fire suppression.

**J. Fire Reporting**

County, Fire Protection Districts and Volunteer Fire Departments are encouraged to use the most current version of the National Fire Incident Reporting System (NFIRS). Information on NFIRS can be seen at the US Fire Administration website: <http://usfa.dhs.gov/fireservice/nfirs/> Fort Collins Interagency Dispatch should be notified for any fires which have occurred on the Pawnee National Grassland.

Reporting fires is important to demonstrate the need for firefighting resources in the County.



**K. Out-of-Jurisdiction Assignments**

Each agency makes their own determination for making resources available for out-of-jurisdiction assignments. Requests for out-of-jurisdiction resources will be made through the appropriate dispatch center. Depending on nature of the assignment the following may apply:

- ✓ Cost reimbursements. Operating guidelines are described in Appendix F.
- ✓ National Wildfire Coordinating Group (NWCG) standards for personnel and equipment. These standards are described in the document Interagency Standards for Fire and Fire Aviation Operations (NFES 2724 – also known as the ‘Red Book’). <http://www.nwcg.gov/>

**IX. AVIATION PROCEDURES**

**A. Aviation Requests and Operations**

Aircraft orders for wildfire incidents will be made through the Fort Collins Interagency Dispatch Center. Requests for aircraft can be made by the qualified ICT5 (or higher) on-scene, or an authorized County representative (see Appendix E). This shall satisfy the requirements of the Wildfire Emergency Response Fund (WERF) for notification of the CSFS that the WERF is being requested.

The following information will be included in the aircraft request:

- ✓ Incident Name
- ✓ Location (legal description and/or latitude and longitude)
- ✓ Jurisdiction
- ✓ Air Contact with air to air radio frequency
- ✓ Ground Contact with air to ground radio frequency
- ✓ any other aircraft in the area
- ✓ Weather conditions on the fire

**Recommended Aviation Frequencies**

Identifier	VHF Frequency	Tone
FERN 1	154.2800	None
Air/Ground 7	166.8500	None
Air/Ground 9	166.9125	None
Air/Air Primary	134.2750	None

Fort Collins Interagency Dispatch will flight follow for aircraft ordered through their dispatching procedures.

**B. Wildfire Emergency Response Fund (WERF)**

This fund is intended to reimburse the local/county non-federal agencies for portions of the first air resource per the WERF Guidelines.

Continued use of aircraft may be tactically necessary beyond initial use covered by this fund. Continued use is a command decision beyond terms of this fund. The Jurisdictional Agency will be invoiced for use beyond terms of this fund.

The WERF Guidelines and the Aviation Resource Ordering and Dispatch Criteria can be seen in Appendix E.

**X. FIRE PREVENTION**

Education efforts will be coordinated with partner agencies. Each cooperating agency may release fire danger information as deemed necessary to enhance public awareness and safety with regard to the current fire conditions. News releases will be coordinated between cooperators to lend a unified approach to the current conditions when periods of High to Extreme fire danger or when red flag warnings are issued.

Information on Fire Weather Stations, Fire Danger, Current Fire Situation, Current Fire Restrictions, and other information can be seen at the FTC website: [http://gacc.nifc.gov/rmcc/dispatch\\_centers/r2ftc/](http://gacc.nifc.gov/rmcc/dispatch_centers/r2ftc/)

**Red Flag/Fire Weather Announcements** - The National Weather Service in Denver periodically issues "FIRE WEATHER" watch and "RED FLAG" warning bulletins. Fire Weather Forecast information can be seen at the National Weather Service's Fire Weather Index Page: <http://www.crh.noaa.gov/bou/awebphp/fireindx.php>

**Restrictions and Closures** - The purpose of fire restrictions and closures is to reduce the risk of human-caused fires during high fire danger and/or burning conditions, and for the protection of human life and property. Fire restrictions and closures are invoked on federal, state, county, and private lands under federal and state laws. Public information about restrictions must be broad-based, clear and coordinated.

When contemplating a closure to open burning or lifting of fire bans, all agencies or fire departments will advise its cooperators of the situation and consider joint action(s) as needed.

In the case of any restrictions on burning or public movements because of extreme fire danger, either by Governor's proclamation or by local issue, the

county sheriff will be responsible for enforcement on all non-federal lands, and may assist on other lands at the request of the appropriate agency.

**Fire Investigations** - The jurisdictional agency will have primary responsibility for fire investigation, and any civil or criminal follow up actions taken. Initial attack forces should attempt to preserve point of origin for investigative purposes. Fire cause determination is required for FEMA incidents.

## **XI. FUELS MANAGEMENT AND PRESCRIBED FIRE CONSIDERATIONS**

Wildfires resulting from escaped prescribed fires ignited by a party to this Agreement on lands it manages, shall be the responsibility of that party. The party responsible for the prescribed fire will reimburse other parties to this Plan consistent with the terms and conditions contained herein for costs incurred in suppression of such fires.

If parties to this Agreement conduct a cooperative prescribed fire, details covering cost sharing, reimbursement, and responsibility for suppression costs, should it escape, shall be agreed upon and documented in the prescribed burn plan.

## **XII. COST REIMBURSEMENTS**

**Wildfire Suppression** - When wildfire suppression costs are incurred and are determined to be eligible for reimbursement by the Unified Command, one of the following options may be used to determine reimbursable costs to the agencies involved:

Each agency assumes its own costs in the fire control effort.

Division of fire costs is based upon ownership and acreage percentages.

Cost may be divided as mutually agreed upon by agency representatives at the time of the incident.

The method of division of costs should be determined as early as possible during the incident. See the Sample Cost Share Agreement in Appendix D.

All party agency(s) personnel, equipment, and supply information must be recorded in a format suitable to the benefiting agency(s) prior to release from the incident. Records used for submission to the benefiting agency(s) must be approved and signed by an agency representative authorized to obligate the benefiting agency(s) to payment for manpower and equipment on that incident.

**Personnel** - All government employees shall be employed at their regular salary rate. All non government employees will be paid at agency department rates. If no agency department rates have been set, then CSFS established rates will be used (Appendix F). Personnel costs can be reimbursed as described in Appendix F.

**Equipment** - Agency owned equipment will be reimbursed by the benefiting agency(s) according to the Cooperative Resource Rate Form (CRRF) process in Appendix F of this document.

**Supplies and Material** - The jurisdictional agency may reimburse the assisting agency for the actual costs of supplies and materials used for the fire effort. Complete requests on a letter of invoice with copies of receipts of items replaced.

**Reimbursement Procedures** - The procedure for reimbursement through CSFS will occur via the CRRF. Billing may be made for equipment and/or personnel listed on the CRRF with the corresponding documentation. <http://csfs.colostate.edu/pages/firecooperatorforms.html>

**Reimbursement Verification** - Wildfire suppression responses on the Pawnee National Grasslands made by cooperators in Weld County are eligible for reimbursement based on the following:

- a completed cost share agreement (Appendix D),
- a completed CRRF agreement for that cooperator (Appendix F),
- and supporting documentation.

<http://csfs.colostate.edu/pages/firecooperatorforms.html>

All reimbursement requests need approval by a jurisdictional agency representative (USFS / Pawnee National Grasslands District) before billing submission. All requests for reimbursement should be accompanied by the agency incident report and submitted within 30 days following the incident. Contact the CSFS Fort Collins District Office for assistance with the processing procedure.

### **XIII. GENERAL PROCEDURES**

#### **A. Updating of Plan**

The annual wildfire operating plan will be reviewed annually. If no changes are made this AOP will be continued for subsequent years. A meeting of cooperating agencies will be held each year. The updated plan will be circulated for signatures prior to May.

#### **B. Mid Year Changes**

Mid year changes are to be avoided, however, if an agency becomes unable to uphold commitments, it should notify all parties to this plan.

**C. Resolution of Disputes**

The primary purpose of this operating plan is to ensure prompt suppression of wildland fires. Any interagency dispute arising from these procedures will be resolved on site by the Unified Command Group. When necessary, following the conclusion of the fire incident, a panel of agency representatives other than the participants in the incident will review and resolve the dispute.



**Appendix A**

**PAWNEE NATIONAL GRASSLANDS / ARAPAHO-ROOSEVELT NATIONAL FOREST**

**DISTRICT OFFICE**

2660 "O" Street  
Greeley, CO 80631

**FAX NUMBER:**

Ft. Collins Dispatch Center - 295-6801

<b>NAME/TITLE</b>	<b>E-mail ADDRESS</b>	<b>OFFICE PHONE</b>	<b>HOME PHONE</b>	<b>CELL PHONE</b>	<b>PAGER #</b>
FT. COLLINS DISPATCH	coftc@dms.nwcg.gov	295-6800		490-5291	
FIRE DUTY OFFICER					495-9087
Dave Hamrick Canyon Lakes FMO	gdhamrick@fs.fed.us	295-6780		420-2726	
John Weber Canyon Lakes AFMO				712-8503	
GEOFF BELL ARF Forest FMO	gbell@fs.fed.us	295-6631		217-9814	229-8636
KELLEY MELOTT ARF Assistant Forest FMO	kmelott@fs.fed.us	295-6639		219-9488	
IRENE MORA Dispatch Center Manager	imora@fs.fed.us	295-6830		219-9490	
Scott Molinari Assistant Dispatch Center Manager					
LENORA AREVALOS CL Law Enforcement Officer	larevalos@fs.fed.us	295-6725		222-5241	498-7995 #5175
FIRE CACHE / AD SITE.		419-4424 419-4422			

**All phone numbers pertain to the 970 area code.**

**Appendix A**

**COLORADO STATE FOREST SERVICE / FT. COLLINS & BOULDER DISTRICTS**

Ft. Collins, CO. 80523-5075				
		<b>OFFICE</b>	<b>CELL</b>	
<b>NAME/TITLE</b>	<b>E-mail ADDRESS</b>	<b>PHONE</b>	<b>PHONE</b>	<b>PAGER #</b>
<b>BOYD LEBEDA</b>	<a href="mailto:Boyd.Lebeda@colostate.edu">Boyd.Lebeda@colostate.edu</a>	970.491.8445	970.222.8693	970.472.4602
FC District Forester				
<b>MIKE HUGHES</b>	<a href="mailto:Michael.Hughes@colostate.edu">Michael.Hughes@colostate.edu</a>	970.491.8453	970.988.7889	970.204.2223
Asst. District Forester				
<b>DIANA SELBY</b>	<a href="mailto:Diana.Selby@colostate.edu">Diana.Selby@colostate.edu</a>	970.491.8839	970.430.1259	970.472.4624
Asst. District Forester				
<b>GREG ZAUSEN</b>	<a href="mailto:Gregory.Zausen@colostate.edu">Gregory.Zausen@colostate.edu</a>	970.491.8348	970.222.0841	970.472.4622
Forester				
<b>PEGGY ELY</b>	<a href="mailto:Peggy.Ely@Colostate.edu">Peggy.Ely@Colostate.edu</a>	970.491.8660		
Admin. Asst.				
<b>MATT BRANCH</b>	wbranch@lamar.colostate.edu	970.491.8660	970.222.8996	970.203.3184
Engine Boss - 622				
<b>ALLEN OWEN</b>	<a href="mailto:Allen.Owen@colostate.edu">Allen.Owen@colostate.edu</a>	303.823.5774	720.289.3572	
BO District Forester				
<b>BEN PFOHL</b>	<a href="mailto:benpfohl@lamar.colostate.edu">benpfohl@lamar.colostate.edu</a>	303.823.5774	970.909.6506	
BO Asst. Dist. Forester				
<b>BRYAN BAER</b>	<a href="mailto:Bryan.Baer@colostate.edu">Bryan.Baer@colostate.edu</a>	303.823.5774	303.513.3888	
Forester				
<b>VAUGHN JONES</b>	vnjones@lamar.colostate.edu	303.239.3851	303.909.5735	303.855.0129
North Fire Mgmt Officer				
<b>State Office Duty Officer</b>			970.222.2784	





**WELD COUNTY FIRE PROTECTION MAP**

**Appendix C – Related Agreements – State of Colorado DEM IGA and  
Weld County Mutual Aid Agreement**

**INTERGOVERNMENTAL AGREEMENT FOR EMERGENCY MANAGEMENT**

**WITNESSETH THAT:**

**WHEREAS**, intergovernmental agreements to provide functions or services, including the sharing of costs of such services or functions, by political subdivisions of the State of Colorado are specifically authorized by Section 29-1-203 C.R.S. (1986) and other sections of the C.R.S.; and

**WHEREAS**, establishment of an intergovernmental agreement will serve a public purpose and will promote the safety, security, and general welfare of the inhabitants of the jurisdictions; and

**WHEREAS**, the jurisdictions hereto are each authorized to provide, establish, and maintain disaster emergency services as defined by each jurisdiction; and

**WHEREAS**, disaster emergencies may arise in one or more of the jurisdictions, resulting in greater demands than the personnel and equipment of that jurisdiction can handle, and

**WHEREAS**, it is in the best interest of each of the jurisdictions that it may have service of and from the other jurisdictions to assist it in reacting to disaster emergencies; and

**WHEREAS**, other jurisdictions who provide similar resources may in the future desire to be included in this agreement; and

**WHEREAS**, it is in the best interests of each of the jurisdictions to have access to emergency resources to supplement their own during an emergency; and

**WHEREAS**, to receive the resources cited above, it is cost effective for each of the jurisdictions to make available during disaster emergencies, its own resources to other affected jurisdictions.

**NOW THEREFORE, IT IS MUTUALLY AGREED** by and between each of the signatory jurisdictions as follows:

1. a. This intergovernmental Agreement is promulgated under the provision of Article 1, the relevant portions of Articles 5 and 22, Title 29, and 24-32-2105 C.R.S. The statute shall control in case of conflict between this agreement and the statute. Each and every term, provision, or condition herein is subject to and shall be construed in accordance with the provisions of Colorado law, the Charters of the various jurisdictions, and the ordinances and regulations enacted pursuant thereto.

b. It is understood and agreed by the jurisdictions hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Colorado, or of the United States of America, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the jurisdictions shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

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c. All terms and words herein shall have the same definition as provided in Titles 24 and 29 of C.R.S. except as herein otherwise indicated. "Disaster Emergency" shall have the same definition as provided for "Disaster" at 24-32-2103 (1) C.R.S. Where terms and words herein are not so defined they shall have the commonly accepted definition.

2. This Agreement provides for the joint exercise by the jurisdictions of the function or service provided herein, but does not establish a separate legal entity to do so, nor does it constitute any jurisdiction as an agent of any other jurisdiction for any purpose whatsoever. This Agreement shall provide only for sharing of in-kind resources by the jurisdictions.

3. For and in consideration of the promises of each participating jurisdiction, each agrees with the others that in the event there are disaster emergencies in the territory served by one jurisdiction which are beyond the capabilities of that jurisdiction, subject to the limitations herein set forth, will assist the other, by causing and permitting its resources to be used in responding to each disaster emergencies in the other jurisdiction. The need for such assistance shall be determined by the jurisdiction requesting assistance, subject however, to the following limitations:

a. Any of the signatory jurisdictions shall be excused from making their resources available or continuing to make their resources available, to any of the other jurisdictions, in the event of the need of the resources of such jurisdiction within the territorial area of such jurisdiction or any other jurisdiction, or their prior use at any other place. Such decision of availability shall be made by the jurisdiction requested to give mutual aid, and such decision shall be conclusive and in the providing jurisdiction's sole discretion.

b. Mutual aid response by any jurisdiction beyond the political boundary of the responding jurisdiction is hereby deemed to be approved by the respective Executive and Legislative governing bodies of the jurisdictions, and such response shall require no further approval by responsible officials of any jurisdiction, except as provided by the limitations in Article 3 a (above).

4. Each jurisdiction shall, at all times, be responsible for its own costs incurred in the performance of this Agreement, and shall not receive any reimbursement from any other jurisdiction, except for third party reimbursement under Article 7, and except as may be negotiated and agreed to separately, in writing, by both the requesting and receiving jurisdictions.

5. Each jurisdiction waives all claims and causes of action against all of the other jurisdictions for compensation, damage, personal injury or death occurring as a consequence, direct or indirect, of the performance of this agreement, to the extent permitted by, and without waiving any protections or other provisions of, the Colorado Governmental Immunity Act.

6. Each jurisdiction agrees to allow any other governmental jurisdiction defined under Colorado law to join in this Mutual Aid Agreement after formal approval by its governing body and notification by the depository cited in Article 13 of such action to each of the other signatory jurisdictions to this Agreement. Each party who initially executes this agreement delegates to the office of the person executing this agreement, or such other parties as they may further designate in writing, the authority to execute such amendments as may be necessary in the future to

**Appendix C – Related Agreements – State of Colorado DEM IGA and  
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accommodate the joinder of new jurisdictions to this Agreement, without change of any other terms or conditions of the Agreement.

7. Each jurisdiction agrees that it will reasonably pursue any legal reimbursement possible, pursuant to state or federal law, for incidents including, but not limited to, hazardous materials incidents, occurring within its jurisdiction, on behalf of all assisting jurisdictions. Upon payment by the responsible entity, and after subtracting the reasonable costs of pursuing and collecting the reimbursement the receiving jurisdiction will distribute the received funds in a fair and equitable manner to assisting jurisdictions, based upon a pro rata share of their documented expenses for the involved incident.

8. Nothing contained in this agreement, and no performance under this Agreement by personnel of the jurisdictions hereto, shall in any respect alter or modify the status of officers, agents, or employees of the respective jurisdictions for purposes of worker's compensation or their benefits or entitlements, pension, levels or types of training, internal discipline, certification, or rank procedures, methods, or categories, or for any purpose, or condition or requirement of employment. Worker's Compensation Coverage shall be as structured in C.R.S. 29-5-109, if the request meets the requirements of C.R.S. 29-5-103 through 108, otherwise the claim shall be processed as if it were generated by any other work assignment within the providing jurisdiction. The providing jurisdiction shall remain responsible for processing any worker's compensation claims filed by their own resources.

9. This Agreement shall be binding upon the successors and assigns of each of the jurisdictions hereto, except that no jurisdiction may assign any of its rights or obligations hereunder, without the prior written consent of two-thirds (2/3) of the other signatory jurisdictions.

10. It is expressly understood and agreed that enforcement of the terms and conditions of the Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the named jurisdictions hereto, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person on such Agreement. It is the express intention of the named jurisdictions that any person other than the named jurisdictions receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

11. Amendments to this Agreement may be made only upon unanimous consent by all then current signatory jurisdictions. Such consent shall become effective upon its receipt in writing at the depository cited below in Article 13.

12. Any jurisdiction hereto may terminate this Agreement, with or without cause, upon thirty (30) days prior written notice to the signature depository provided below.

13. This Agreement shall be executed by each jurisdiction on a separate signature page. Original signature pages will be held by the Colorado Division of Emergency Management (DEM) or its successor agency, at its offices at 9195 East Mineral Avenue, Suite 200, Centennial, Colorado 80112 or at such other place as DEM shall determine. Copies of signature pages shall be provided and certified by DEM to each party jurisdiction, and such copies shall have the full force and effect as if they were originals. DEM shall provide timely notice to all party jurisdictions of any additions to and withdrawals of party jurisdictions, as well as timely notice of the effective date of any amendment to this Agreement.

**Appendix C – Related Agreements – State of Colorado DEM IGA and  
Weld County Mutual Aid Agreement**

As outlined in the foregoing Intergovernmental Agreement, the below designated jurisdiction executes this Agreement on the most recent date indicated below.

**JURISDICTION:** \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved as to:** \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved as to:** \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**OTHER:**

**Appendix C – Related Agreements – State of Colorado DEM IGA and  
Weld County Mutual Aid Agreement**

**ATTEST AS TO SIGNATURES:** \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix C – Related Agreements – State of Colorado DEM IGA and  
Weld County Mutual Aid Agreement**

**WELD COUNTY MUTUAL AID AGREEMENT**

1. **PARTIES.** The parties to this agreement are the FIRE PROTECTION DISTRICTS and the MUNICIPAL FIRE DEPARTMENTS who sign this Agreement.
2. **RECITALS AND PURPOSE.** The parties to this Agreement each maintain paid and/or volunteer fire departments and/or emergency response teams. The parties have determined that it is in the best interests of the parties and of the residents and property owners within the jurisdiction of each party to mutually assist each other, when necessary, by providing additional firefighting and other emergency response equipment and personnel. Sections 29-5-105 through 29-5-110, C.R.S., expressly authorize such interchange of mutual aid and assistance by this Agreement pursuant to the terms and conditions set forth herein.
3. **DEFINITIONS.**
  - 3.1. The party requesting aid under this Agreement is designated as the “requesting party”.

The party responding to a request for aid is designated as the “answering party”.
  - 3.2. “Fire Chief” means the Chief of the respective fire department/district or his/her designated and authorized representative.
4. **MUTUAL ASSISTANCE AND AID.**
  - 4.1. Each of the Parties agrees to respond to requests for assistance by another party upon the request of the requesting Fire Chief at any an all times, provided that it shall be entirely within the discretion of the Fire Chief of the answering party as to what personnel and equipment shall answer such call and whether or not, in any event, such call may be answered consistently with the safety and protection of the citizens and property of the answering party.
  - 4.2. Nothing in this Agreement shall be construed as a limitation upon the authority of the governing body of a party to limit the exercise of the Fire Chief’s discretion by ordinance/regulation or by directive.
  - 4.3. Each of the parties agrees to answer calls of a requesting party subject to the approval of each call by the Fire Chief of the answering party as set forth in paragraphs 4.1 and 4.2 above without charge within the first forty-eight (48) hours of any single incident or event.
  - 4.4. That portion of Section 4.3 which provides that services shall be provided without charge, shall apply only to properties within the boundaries of a requesting party, and to properties lying outside the boundaries of a requesting party, but having a contract for service with the requesting party. Nothing in this Agreement prevents the parties from charging property owners for services provided in accordance with Section 30-10-513.5, C.R.S. and/or 32-1-1001(1)(k) C.R.S.
5. **CONDITIONS AND PROVISIONS.** Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following conditions:
  - 5.1. Any request for aid hereunder should include a statement of the amount and type of equipment and personnel requested, an shall specify the location to which the equipment and personnel are to be dispatched; provided, however, that the amount and type of equipment and number of personnel to be furnished shall be determined by the answering party at its sole discretion.
  - 5.2. The answering party shall report to the requesting party’s incident commander at the location to which the personnel and equipment are dispatched and shall coordinate all activities with that



**Appendix C – Related Agreements – State of Colorado DEM IGA and  
Weld County Mutual Aid Agreement**

officer. The assigned personnel and equipment shall be under the immediate command of the answering party's superior officer. Such superior officer shall coordinate all efforts with the incident commander of the requesting party.

- 5.3. An answering party shall be released by the requesting party when:
- 5.3.1. The services of the answering party are no longer required as determined by the incident commander; or
  - 5.3.2. When the answering party is needed within the area for which it normally provides fire protection, emergency medical services or other emergency public safety services. Such determination shall be made of the answering party's Fire Chief.
- 5.4. This Agreement shall become effective upon the approval and execution by the governing boards of each party and shall continue until such time as a party gives thirty days advance written notice to the other parties of its intention to terminate its participation in this Agreement.
- 5.5. This Agreement may be supplemented with various exhibited to be alphabetically designated in chronological order of adoption and signed by the respective parties. These exhibits may set forth additional protocol and other procedural matters.
6. **LIABILITY.** In the event that the negligent tortuous acts or omissions of the answering party's personnel cause personal injury, death and/or property damage to any third party while providing mutual aid pursuant to this Agreement, liability, if any, shall be imposed on the requesting party and not upon the answering party, pursuant to Section 29-5-108, C.R.S. Notwithstanding the provisions of Section 29-5-108, C.R.S., the parties expressly agree that if the liability is attributable to the answering party or its personnel, the answering party shall indemnify and hold harmless the requesting party for all claims, demands, judgments, awards and reasonable costs, including attorneys fees, which may be imposed pursuant to Section 29-5-108, C.R.S., or otherwise.
7. **BENEFITS.** Pursuant to Sections 29-5-109 and 29-5-110, C.R.S., if any firefighter or other personnel of the answering party is injured, disabled or dies as a result of performing services within the boundaries of the requesting party, said individual shall remain covered by and eligible for the workmen's compensation and firefighters' pension benefits (including disability, death and survivor benefits) to which said individual would otherwise be entitled if the injury, disability or death had occurred within the boundaries of the answering party.
8. **FIRST RESPONSE.** The parties acknowledge that there may exist, certain geographical areas within each party's respective boundaries to which another party may be able to more promptly respond for various reasons. Such areas may be designated on a map and designated in writing as an "Automatic Mutual Aid Agreement" subject to the provisions and any conditions, terms or protocols as may be mutually agreed upon and detailed within a separate agreement as determined by each jurisdiction.
9. **PRESERVATION OF IMMUNITY.** Nothing in this Agreement shall be construed as a waiver of immunity provided by common law or by state statute, specifically the Colorado Governmental Immunity Act., Section 24-10-101, et. Seq., or as an assumption of any duty with respect to any non-party to this Agreement.
10. **AMENDMENTS.** This Agreement may be amended only by a writing duly executed by each and all of the parties hereto.
11. **SUCCESSORS AND ASSIGNS.** The terms, conditions, and provisions contained in this Agreement and all amendments hereto shall inure to the benefit of and be binding upon the successors of interest and assignees of the parties hereto.

**Appendix C – Related Agreements – State of Colorado DEM IGA and  
Weld County Mutual Aid Agreement**

12. **ASSIGNMENTS.** The rights, obligations, duties, or authority derived through this Agreement and all amendments hereto may not be assigned in whole or in part by one of the parties hereto without the prior written consent of each and all of the parties to this Agreement.
13. **INTEGRATION.** This Agreement represents the entire, integrated agreement among the parties who sign this Agreement with respect to the matters set forth herein and supersedes all prior representations or agreements respecting those matters, either written or oral.
14. **OTHER AGREEMENTS.** Nothing in this Agreement shall prevent a party to this Agreement from entering into a mutual aid agreement pursuant to Sections 29-5-105 through 29-5-110, C.R.S., or a successor statute, that contemplates a provisions of more specific assistance, (for example, specialized personnel and/or equipment), with parties to this Agreement, or any other party. In the event of a conflict between the terms of this Agreement and a more specific mutual aid agreement, the terms of the more specific agreement shall control.
15. **EXECUTION OF AGREEMENT.** This Agreement and any amendments hereto may be executed in several counterparts, binding upon all signing parties, even though not all parties have signed the same document. All signed documents shall be filed with the Weld County Sheriff.

Dates this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ Fire Protection District

ATTEST: (SEAL)

\_\_\_\_\_  
Secretary

BY: \_\_\_\_\_  
Chairperson, Board of Directors

**Appendix D - - - - - INCIDENT COST SHARE AGREEMENT**

INCIDENT NAME:

INCIDENT NUMBER:

START TIME AND DATE:

JURISDICTIONS:

CAUSE:

INCIDENT COMMANDER(s):

This Cost Share Agreement between \_\_\_\_\_ was prepared under the following authorities provided by:

1. The Interagency Cooperative Fire Management Agreement between the State of Colorado; USDA Forest Service; USDI Bureau of Land Management; USDI National Park Service; USDI Bureau of Indian Affairs; USDI Fish and Wildlife Service, 6/8/2006,
2. Agreement for Cooperative Wildfire Protection between Weld County and the State of Colorado, (CSFS #109).

and under the guidelines of the 2011-2013 Weld County Annual Operating Plan.

Agency Representatives participating in development of the Cost Share Agreement:

<i>Agency:</i> _____	<i>Agency:</i> _____
<i>Name:</i> _____	<i>Name:</i> _____
<i>Title:</i> _____	<i>Title:</i> _____

It is hereby agreed that the cost basis on the Crow Valley incident will be shared as follows:

Rationale used in developing this cost agreement:

**Appendix D - - - - - INCIDENT COST SHARE AGREEMENT**

This Agreement and the apportionment contained are our best judgments of Agency cost responsibilities.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

AGENCY: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

AGENCY: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix E

### Aviation Resource Ordering and Dispatch Criteria

Several Single Engine Air Tankers (SE/AT's) may be available for use by cooperating agencies for initial and extended attack to help control wildfire. The following criteria has been developed aid in requesting pre-positioning SE/AT's for initial attack. These criteria would also apply for SE/AT use in Weld County as Fort Collins/Loveland (FNL) airport is the SE/AT base for Northern Colorado.

1. Fire Danger - High to Red Flag
2. Preparedness Level - 3 or above (as defined in the Annual Operating Plan).
3. Aviation Resources - Availability of other local and regional aviation resources will also be considered.
4. Costs - Cost must be considered prior to pre-positioning. (Current CSFS policy provides the first drop free).
5. Priority - SE/AT pre-position based on State wide priority

Aviation resources requested for wildfires on Private and State lands in the County will be requested through the County Sheriff's Office Representative and follow guidelines contained in the CSFS Wildfire Emergency Response Fund Operating Procedures. All aviation resource will be coordinated through FTC and follow FTC aviation resource guidelines and procedures.

Below is a list of Personnel authorized to order aviation resources for Weld County.

John Cooke	Sheriff
Margie Martinez	Undersheriff
Roy Rudisill	Director of Office of Emergency Management
David Long	County Commissioner
Douglas Rademacher	County Commissioner
Barbara Kirkmeyer	County Commissioner
Sean Conway	County Commissioner
Bill Garcia	County Commissioner

The State Legislature has created the Wildfire Emergency Response Fund (WERF) to encourage the use of both air tankers and helicopters for initial attack on state and private lands. This fund provides financial support for the initial load from an air tanker and the first hour of helicopter time (including pilot expense). The fund does not cover transit costs for aircraft not on-station in Colorado, lead planes, aerial observers (air attack), helitack crew time, or other associated overhead expense associated with aircraft use. These additional costs are the responsibility of the requesting agency.



Fire Division, Building 1049  
Fort Collins, CO 80523-5060  
970-491-8538

[www.csfs.colostate.edu](http://www.csfs.colostate.edu)

November 22, 2010

Dear Cooperator,

The 2011-2014 Cooperator Resource Rate Forms (CRRF) and guidelines are now available on the Colorado State Forest Service website. Review the *Cooperator Resource Rate Form Completion Guidelines* document for a summary of the process and key to the form(s).

**Highlights**

- Engine and tender standard rates remain the same as previous CRRF cycle.
- Introduction of additional standard rates for other commonly used fire equipment.
- This CRRF will be valid for three years, or till 4/30/2014.
- Volunteers will be reimbursed at the *Supplemental Resource Position Matrix* rate.
- CSFS has established a *CRRF Review Panel* to evaluate any non-standard rate submittals for approval. The CRRF Review Panel will be composed of the local District Forester, local Area Fire Management Officer, and CSFS Fire Division.
- The *Annual Personnel Resource List* form is to be submitted to CSFS by April of each year. This documentation will be maintained in the Fire Division files and will not be scanned and posted with the CRRFs.

While the current CRRF is valid through April 30, 2011, please don't wait until the last minute to submit your new CRRF. As in the past, when the new CRRF is approved, it will supersede the existing CRRF, even if prior to the April 30 expiration date. Be sure to start the process early and contact your local CSFS District Forester or CSFS Fire Division with questions.

Sincerely,

The CSFS Fire Division

A handwritten signature in blue ink, appearing to read "Janelle Kay", written over a horizontal line.



Fire Division, Building 1049  
 Fort Collins, CO 80523-5060  
 970-491-8538  
[www.csfs.colostate.edu](http://www.csfs.colostate.edu)

**COOPERATOR RESOURCE RATE FORM COMPLETION GUIDELINES**  
**For May 1, 2011 through April 30, 2014**

The Colorado State Forest Service (CSFS) Cooperator Resource Rate Form (CRRF) documents Colorado cooperator rates used for reimbursable responses on wildfires, prescribed fires, or other incidents as identified in cooperative agreements with CSFS. Local fire organizations such as county, local, rural department resources that complete this document are cooperators, not contractors.

The CRRF is an attachment to the county Annual Operating Plan (AOP). Through existing agreements with the county, the CRRF links the cooperator to other agreements with CSFS and thus, to the federal agencies responsible for fire suppression.

Quick reference for items included or not included on the CRRF document:

INCLUDED	NOT INCLUDED
Cooperator owned equipment (i.e., engines, tenders, vehicles, ATVs, etc.)	Privately owned equipment (including personal vehicles, aircraft, ATVs, computers, chain saws, etc.)
CSFS state engines assigned to a Cooperator (white engines)	Mileage rates (fuel expense is reimbursed instead)
Equipment available for wildland fire suppression and response only (i.e. engines, tenders, etc.)	Equipment available for non-wildland fire suppression and response only (i.e. boats, swift water rescue, etc.)
FEPP equipment assigned by agreement with CSFS (yellow engines)	Mobile (cell) phones
Personnel documentation	Consultants
	Per diem
	Contractor equipment or personnel

**CRRF form**

Please add information to the following BLOCKS on the CRRF form only. All other information on the blank CRRF template must remain as written.

Use the following table to complete Page 1:

<b>BLOCK 2</b> AOP County & Dispatch Center	Enter county name. If the cooperator covers area in more than one county, list all counties. Enter local interagency dispatch center.
<b>BLOCK 3</b> Effective Dates	Enter begin date of CRRF. Do not change end date. All end dates will be April 30, 2014.
<b>BLOCK 4</b> Cooperator	Enter Unit Identifier. Unit Identifiers (PMS 931) can be found at <a href="http://www.nifc.blm.gov/nsdu/unit_id">www.nifc.blm.gov/nsdu/unit_id</a> . Notify CSFS Fire Division if there is no unit identifier for the cooperator. Add cooperator official name, mailing address, phone number(s), and email address.
<b>BLOCK 5</b> CSFS Contact	Enter local CSFS District information.
<b>BLOCK 7</b>	Add cooperator agency workers compensation contact information. Person to be contacted by incident personnel regarding injury to cooperator employee.
<b>BLOCK 8</b> Special Provisions	Special provisions applicable to use of cooperator resources may be entered here. Do not repeat CSFS general provisions, policies or procedures.
<b>SIGNATURES</b>	Cooperator and CSFS representative (District or Fire Division) signatures required for the CRRF to be valid.

No changes allowed to Page 2. Notice the reference to fuel use. All equipment is "dry" (i.e. operating supplies (fuel and oil) are provided by the incident). Cost of fuel will be reimbursed, based on actual fuel receipts. No mileage rates will be accepted.

Use the following table to complete Page 3:

<b>Header</b>	Enter the cooperator name & Unit Identifier from Page 1, Block 4.
<b>BLOCK 9</b> Equipment Description	List one piece of equipment on each line. Use as many pages as needed to cover all cooperator-owned <b>wildland fire</b> equipment available for incident assignment. CSFS engines assigned to a cooperator must be listed and identified on CRRF as "CSFS-owned". List specific equipment information: <ul style="list-style-type: none"><li>- Equipment identifier (i.e. Brush 1 or Engine E461)</li><li>- Make and model (i.e. Ford F550)</li><li>- Year manufactured</li><li>- Vehicle identification number (VIN)</li><li>- License plate (if applicable)</li></ul>
<b>BLOCK 10</b> Kind	Indicate appropriate equipment kind per NWCG standards (e.g., engine, tender, etc.).
<b>BLOCK 11</b> Type	Indicate the appropriate equipment type per NWCG standards (e.g., 1, 2, 3, etc.). If equipment is 4-wheel drive,



	follow the number with letter "X".
<b>BLOCK 12</b> Work Rate	Cooperators have two options.  <u>Option 1: 2011-2014 Standard Rate (preferred)</u> A current listing of standard Colorado state rates can be found in the <i>2011-2014 CRRF Standard Rates</i> document. If there is not a standard rate provided for a specific piece of equipment, contact CSFS Fire Division for assistance or use Option 2. Standard rates include: rehabilitation costs, administration of equipment (insurance, normal wear/tear, and maintenance), and tools listed on the equipment inventory.  <u>Option 2: Non-Standard Rate Cost Determination Factors</u> This option may be used to calculate the actual rate for a piece of equipment. All values and cost data included in the proposed rate calculation must be <b>fully documented</b> and submitted with the CRRF to prevent delay. Cooperators may use the <i>Non-standard Rate Cost Determination Factors</i> listed below to provide documentation when requesting a different rate. Any rates calculated under Option 2 should be placed on a separate page of the CRRF to avoid delay in the approval of remaining equipment with standard rates.
<b>BLOCK 13</b> Minimum Daily Guarantee	Minimum daily guarantee only applies to equipment with an hourly work rate. There is no daily guarantee for equipment paid at a daily rate.
<b>FOOTER</b>	Cooperator initials and CSFS signature required on each page.

### 2011-2014 CRRF Non-Standard Rate Cost Determination Factors

FACTOR	DETAIL
ORIGINAL PURCHASE PRICE	Brand new equipment that meets NWCG requirements
COST TO EQUIP	Equipping fire apparatus to operate in the wildland-urban interface
LIFE SPAN IN YEARS	Life Span in Years determined by cooperator with proper documentation
COST/YEAR	Total that reflects one time costs divided over life span as defined above
INSURANCE	Vehicle only, assuming fleet insurance
REPAIRS, PARTS, & MAINTENANCE	Annual costs of general maintenance of fire apparatus to include hoses, filters, fluid service(s), and other wearable parts.
RADIO MAINTENANCE	Annual radio maintenance and repairs; approximate lifespan of radio ~ 5 years
ANNUAL PUMP TEST	A test of pumps ability to retain pressure to ensure NWCG standards as noted in the NWCG Equipping Fire Apparatus for Use in the Wildland/Urban Interface
OTHER TESTS	Any other critical safety test related to the fire apparatus
OTHER COSTS	Costs to include administrative costs directly related to equipment management
SUBTOTAL ANNUAL EXP	Total that reflects all annual expenses
GRAND TOTAL COST/YR	Grand total includes both Cost per year and Subannual Expenses
AVERAGE USE/YEAR	Average Use per Year determined by cooperator with proper documentation
COST/HOUR	Grand total divided by average use

**Personnel**

Personnel made available through the CRRF must be employees or members of the cooperator fire department or agency. Personnel that are not covered under insurance, workers compensation, and other benefits of a cooperator should not be included. Documentation of specific benefits is not required to be submitted with each billing, but annual documentation must be provided to Colorado State Forest Service. Cooperators must submit the *Annual Personnel Resource List* by April 1 of each year to: CSFS Fire Division, Building 1049, 5060 Campus Delivery, Fort Collins, CO 80523-5060. If this information has not been received, and is not included with the first reimbursement invoice submitted, payment processing will be delayed until that information is provided.

**Annual Personnel Resource List form**

Complete the list as described below.

<b>COOPERATOR NAME</b>	Replace <u>(Cooperator name)</u> with the full, official name of the cooperator.
<b>CY ____</b>	Identify the current calendar year or fire season (i.e., CY 2011).
<b>BENEFITS</b>	Identify each benefit provided to employees by each department. These may vary from examples listed.
<b>% or \$</b>	Identify percent of pay or dollar amount for each type of benefit.
<b>EMPLOYEE NAME</b>	Identify name of each individual person to be paid by the cooperator for incident assignments.
<b>EMPLOYEE TYPE</b>	Select the appropriate type for each individual: 1) Full or part-time paid employee 2) Volunteer 3) Supplemental Resource employee is hired and paid only when accepting incident assignments.
<b>ICS POSITION(S)</b>	List each NWCG qualification and corresponding compensation rate for each employee: 1) FT/PT paid employees are paid the same salary. 2) Volunteers will be reimbursed at the <i>Supplemental Resource Position Matrix</i> rate based on incident assignment. 3) Supplemental Resource employee will be reimbursed at the <i>Supplemental Resource Position Matrix</i> rate based on incident assignment.
<b>BASE PAY</b>	RATE-Identify base hourly payrate
	BENEFITS- total benefit expense
	BILLING RATE- Total of base rate and benefits. Breakdown between pay rate and benefits is required for reimbursement.
<b>OVERTIME COMPENSATION RATE</b>	RATE-Identify overtime hourly payrate. Typically, 1.5 times the base hourly payrate.
	BENEFITS- total benefit expense
	BILLING RATE- Total of base rate and benefits. Breakdown between pay rate and benefits is required for reimbursement.
<b>SIGNATURE</b>	Department chief or authorized designee will sign and provide title.

In order for CSFS to be compliant with NWCG direction regarding supplemental resource pay rates, an annual listing of all individuals and corresponding payrates must be submitted to CSFS for incident reimbursement documentation.

### **Review and Approval**

Each CRRF must be signed by an authorized cooperator representative and submitted to the local CSFS District Forester.

The local District Forester may approve and sign the CRRF at the District level when standard rates are used. Any rate other than the standard rate should be forwarded to CSFS Fire Division for review and final approval. CSFS Fire Division will use the mail log to track and report on CRRFs received and status of processing. All original approved CRRFs will be kept in CSFS Fire Division files.

A CRRF Review Panel, consisting of the local District Forester, local Area FMO and Fire Division staff, will approve rates different from the standard rates. All calculations and supporting documentation used in non-standard rate calculations must be included with the CRRF for review and approval.

### **CRRF Distribution**

The CSFS Fire Division will scan the original signed CRRF and email a copy to the following entities:

- Cooperator listed on the CRRF,
- CSFS District Forester,
- CSFS Zone Fire Management Officer, and
- Rocky Mountain Area Coordination Center

The *Annual Personnel Resource List* will not be scanned, emailed or posted with CRRF.

The approved CRRF will be used to enter cooperator equipment in ROSS. Cooperators without approved CRRFs will not have their equipment listed in ROSS for dispatch outside the cooperator's jurisdiction or mutual aid response areas. Be aware that listing equipment on the CRRF for reimbursement purposes does not replace statusing availability in ROSS.

### **Revisions**

Cooperators may submit CRRF revisions for new or replacement pieces of equipment at any time. The same review, approval, and distribution process will be used for CRRF revisions. All existing CRRFs are valid through the end date as documented on the CRRF. If a new or revised CRRF is completed prior to the existing CRRF end date, the new CRRF will take precedence.

### **References**

The current CRRF guidelines and forms are posted on the CSFS website [www.csfs.colostate.edu](http://www.csfs.colostate.edu) . Annual reimbursement guidelines and forms are posted as well.

**2011-2014 CRRF STANDARD RATES**

<i><b>EQUIPMENT</b></i>	<i><b>TYPE</b></i>	<i><b>RATE</b></i>	<i><b>METHOD OF HIRE</b></i>	<i><b>DAILY GUARANTEE</b></i>
ATV	1 rider	\$30	DAILY	
	2 rider	\$40	DAILY	
AMBULANCE	ALS & Transport	\$55	HOURLY	\$440
CHIPPER (TRAILER MOUNTED)	6-12" Capacity	\$25	HOURLY	\$200
	> 12" Capacity	\$55	HOURLY	\$440
DOZER	Type 1	\$135	HOURLY	\$1,080
	Type 2	\$85	HOURLY	\$680
	Type 3	\$60	HOURLY	\$480
ENGINE	Type 1	\$120	HOURLY	\$960
	Type 2	\$110	HOURLY	\$880
	Type 3	\$98	HOURLY	\$784
	Type 4	\$98	HOURLY	\$784
	Type 4 FEPP	\$86	HOURLY	\$688
	Type 5	\$65	HOURLY	\$520
	Type 6	\$65	HOURLY	\$520
	Type 6 FEPP	\$40	HOURLY	\$320
	Type 7	\$60	HOURLY	\$480
TENDER (TACTICAL)	Type T1	\$110	HOURLY	\$880
	Type T2	\$95	HOURLY	\$760
TENDER (SUPPORT)	Type S1	\$55	HOURLY	\$440
	Type S2	\$48	HOURLY	\$384
	Type S3	\$43	HOURLY	\$344
	Type S4	\$38	HOURLY	\$304
TRANSPORT (LOWBOY)	Tractor with Trailer	\$90	HOURLY	\$720
VEHICLE, SEDAN	non-SUV	\$35	DAILY	
VEHICLE, UTILITY (4 X 4)	Light SUV	\$40	DAILY	
	Full Size SUV	\$60	DAILY	
VEHICLE, PICKUP (4X2 & 4X4)	Compact	\$45	DAILY	
	1/2 TON	\$50	DAILY	
	3/4/TON	\$55	DAILY	
	1 TON	\$70	DAILY	
VEHICLE, STAKESIDE TRUCKS	3/4 TON	\$60	DAILY	
	1 TON	\$75	DAILY	

2011-2014 CRRF, DOZER TYPES COVERED UNDER IDENTIFIED RATES

TYPE 1	Horsepower greater than or equal to 200	CATERPILLAR INTERNATIONAL/	D-7R	D-8H(35A) 36A)						
		DRESSA	TD-20E	TD-20H						
		KOMATSU	D85E-12	D85E-21	D87E-2	D87P-2				
		TEREX	82-20B	82-30						
		CATERPILLAR	D-8H(46-A)	D-8K	D-8N					
		FIAT-ALLIS	21-B	21-C	FD-30					
		INTERNATIONAL/								
		DRESSA	TD-25C	TD-25E	TD-30A					
		TEREX	82-30B	82-40						
		CATERPILLAR	D-8L	Kk-9+>>>						
		FIAT-ALLIS	31 Series	41-B						
		KOMATSU	D155A-1	D155AZX-5	D275A-5	D-335A-3 D355A-1 D375A-1+>>>				
		TEREX	82-50	82-80						
		TYPE 2	Horsepower greater than or equal to 100	CASE	1150B-D	1150-H	1450	1450B	1650K	
CATERPILLAR	D5-B			D-5H	D-6C	D-6M	D-7C	D-7D		
JOHN DEERE	JJD-700H			JD-750	JD-750B	C JD-850	JD850B			
FIAT-ALLIS	10-B			10-C	11-B	14-C				
KOMATSU	D41E-6			D53A-15/16/16A/17	D53P-16/17	D60P-3/6	D61-EX-12	D61PX-12 D65A-6		
INTERNATIONAL/										
DRESSA	TD-12+			TD-15B	TD-15C					
CASE	1850K									
CATERPILLAR	D-6H			D-7E	D-7F	D-7G	D-8(13A)	D-8D(15A)		
JOHN DEERE	D-8G(15A)			D-8E(14A)	D-8E(14A)					
FIAT-ALLIS	JD-850C-II+			FS-20						
KOMATSU	D65E-6			D65EX-12	D65P-6	D65PX-12	D85A-12			
INTERNATIONAL/										
DRESSSTA	TD-15H			TD-20B	TD-20C	TD-125B				
TEREX	82-20									
TYPE 3	Horsepower greater than or equal to 50	CASE	Hd-4	6+	hd-11b	550+	650+	750+	850+	
		CATERPILLAR	D3+	D-4+	D-5	D-5C	D-5G	D-6	D-6B	
		JOHN DEERE	JD-450+	JD-550	JD-650+	JD-750C-D				
		FIAT-ALLIS	FD-5	F-6+	FD-7+	FD-9				
		KOMATSU	D-31+	D-32+	D-37+	D-38+	D-39+	D-39+	D-39+	D-39+
		INTERNATIONAL/								
		DRESSSTA	TD-7+	TD-8+	TD-9+					

**2011-2014 CRRF, VEHICLE TYPE EXAMPLES**

<p><b>UTILITY VEHICLES</b> 4 X 4</p>	<p><b>LIGHT UTILITY</b> Ford Explorer Chevy Trailblazer Toyota 4Runner Ford Escape</p>	<p><b>FULL SIZE UTILITY</b> 1/2 &amp; 3/4 TON Ford Bronco Chevy Tahoe Chevy Suburban Ford Expedition</p>			
<p><b>PICKUPS</b> 4 X 2 &amp; 4 X 4</p>	<p><b>COMPACT</b> Dodge Dakota Toyota Tacoma Chevy S-10 Ford Ranger Nissan Frontier</p>	<p><b>FULL SIZE</b> 1/2 TON Chevy 1500/C10/K10 GMC 1500/C10/K10 Ford 150 Dodge 1500 Nissan Titan Toyota Tundra</p>	<p><b>FULL SIZE</b> 3/4 TON Chevy 2500/C20/K20 GMC 2500/C20/K20 Ford 250 Dodge 2500</p>	<p><b>FULL SIZE</b> 1 TON Chevy 3500/C30/K30 GMC 3500/C30/K30 Ford 350 Dodge 3500</p>	
<p><b>4 x 2 &amp; 4 x 4</b> <b>STAKESIDE TRUCKS</b></p>		<p><b>FULL SIZE</b> 3/4 TON Chevy 2500/C20/K20 GMC 2500/C20/K20 Ford 250 Dodge 2500</p>	<p><b>FULL SIZE</b> 1 TON Chevy 3500/C30/K30 GMC 3500/C30/K30 Ford 350 Dodge 3500</p>		



### CSFS COOPERATOR RESOURCE RATE FORM 2011-2014

Page 1 of

<b>1. ORDERING OFFICE</b> Ordering of Cooperator resources is outlined in the Annual Operating Plan (AOP) for the county shown in Block 2. Agency References: NPS Agmt #F1249060026 BLM Agmt #CCFMA060001 USFS Agmt #06-FI-11020000-048 BIA Agmt #AG06M000002 F&WS Agmt #14-48-60139-K001 DOD Agmt # pending		<b>2a. AOP COUNTY</b>	<b>2b. DISPATCH CENTER</b>
		<b>3. EFFECTIVE DATES</b> Beginning: May 1, 2011      Ending: April 30, 2014  Original Revised as of date:	
<b>4. COOPERATOR</b> Unit Identifier: CO-  Name: Address: City: State: Colorado Zip Code: Email:  Phone: Phone: Fax:	<b>5. COLORADO STATE FOREST SERVICE CONTACTS:</b> {CSFS District Name}      Fire Division {District Forester Name}      Incident Business Staff {District Phone Number}      970.491.8538  CSFS website: <a href="http://csfs.colostate.edu">http://csfs.colostate.edu</a>		
		<b>6. PAYMENT OFFICE:</b>  <b>COLORADO STATE FOREST SERVICE FIRE DIVISION, BUILDING 1049 5060 CAMPUS DELIVERY FORT COLLINS, CO 80523-5060</b>	
<b>7. Workers Compensation contact ( Name, Phone, and Fax):</b>			
<b>8. SPECIAL PROVISIONS (Note Conditions of Use on Page 2)</b>			
<b>9. BILLING INFORMATION</b> Originals of all payment documents should be given to the cooperator at time of release from incident. <b>Incident agency should keep the file copies only.</b> Cooperators must submit <u>original payment documents</u> to the Colorado State Forest Service (CSFS) Fire Division for reimbursement directly to the cooperator.			

I understand this document is not an agreement or contract. As a cooperator, this identifies costs associated with the listed resources. Availability of these resources is not guaranteed. If available when requested, these resources will be supplied under the above conditions at the indicated cost subject to the conditions on page 2. **I certify that the wildland fire equipment listed here is either cooperator owned, or placed under agreement with CSFS.** All cooperator personnel have cooperator-provided workers compensation coverage.

As a cooperator, I certify by signing this document that neither the cooperator nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. I also agree to immediately provide an update to the Colorado State Forest Service in the event this status changes.

\_\_\_\_\_  
Cooperator Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSFS Approval Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**Cooperator Resource Rate Form (May 1, 2011-April 30, 2014)**

Page 2 of \_\_

This Cooperator Resource Rate Form (CRRF) is not a stand alone document. As an attachment to the County Annual Operating Plan (AOP), this form documents Colorado Cooperator costs and provisions when resources are requested by another agency. This CRRF also documents the relationship through agreements with CSFS to the current Colorado Interagency Cooperative Fire Management Agreement. Refer to the Rocky Mountain/Great Basin geographic area supplement to IIBMH Chapter 50 for additional information on Colorado cooperators.

**Reimbursement/Conditions**

1. Cooperator agrees to a commitment up to 14 days, excluding travel. Any rotation of personnel or equipment without prior approval from the incident will be at the Cooperator's expense.
2. Cooperators have the same status and responsibilities as state or federal agencies, including incident replacement of tools and supplies.
3. Crew swaps at the request of the incident will be coordinated with the appropriate incident management team and interagency dispatch center and all expenses for crew rotations will be charged to the incident.
4. Annual cooperator reimbursement guidelines and forms are available on the CSFS website: [www.csfs.colostate.edu](http://www.csfs.colostate.edu).

**Equipment**

1. Equipment work rates do not include operator(s) or operating supplies (fuel and oil). Operating supplies will be provided by the incident.
2. Equipment use should be documented on an Emergency Equipment Shift Ticket (OF-297) and recorded on an Emergency Equipment Use Invoice (OF-286).
3. Minimum Daily Guarantee (Block 13) does not apply on first and last days of an incident. Payment will be for actual work and/or travel hours only.
4. Equipment and staffing should meet the current Rocky Mountain Area (RMA) standards found in the RMA Mobilization Guide (Chapter 75). Staffing standards of an engine or tender on a local incident are negotiable with benefiting agency.
5. Equipment that does not pass a pre-use inspection performed by the benefiting agency after arriving at an incident may be rejected and the Cooperator may not be compensated for any time or expense incurred.
6. Cooperator will not be reimbursed if equipment leaves incident without being officially released and cooperator shall bear all costs of returning equipment and operator(s) to the point of hire.
7. Equipment being driven to and from incidents will be paid at the established work rate.
8. Whenever engines or tenders are transported to an incident, the Cooperator will be reimbursed for actual hours that equipment is transported, not to exceed Minimum Daily Guarantee.
9. If transportation is not provided for engines and tenders to incidents more than 300 miles from home unit location, a special mileage rate may be requested by the department for miles driven beyond 300 miles. Shift Ticket documentation should include both hours and odometer readings for travel days.
10. Equipment will not be compensated for time when broken down or for scheduled days off at the incident.
11. Original Equipment Use Invoice and pink Shift Tickets should be given to the operator at time of release.

**Personnel**

1. Personnel time for Single Resources and Equipment Operators should be documented on a Crew Time Report (SF-261) and recorded on an Emergency Firefighter Time Report (OF-288) at the incident.
2. Cooperator is responsible for workers' compensation coverage for all assigned personnel. Workers compensation contact in Block 7 of page 1. APMC treatment expense for cooperator personnel should be charged to the incident.
3. Personnel will provide a copy of their current incident qualifications card on all interagency incidents. Cooperators responding out of their local jurisdictional area must meet NWCG qualifications for assigned positions.
4. Personnel will be given daily guarantee for days off provided at the incident or when equipment is broken down.
5. Return travel time should be left open and original Emergency Firefighter Time Report(s) given to personnel at time of release.

**Damage & Loss**

1. Requests for damage to or loss of cooperator tools or equipment which occur at the incident should be documented in writing at the incident prior to demobilization.
2. Reimbursement requests will be reviewed by CSFS Fire Division, and approved or denied depending upon the circumstances, supporting documentation, and IIBMH guidelines. See IIBMH Chapter 50 supplement for additional information.
3. Employee claims for personal property lost or damaged on the incident will be considered for reimbursement on a case by case basis.





**Cooperator Name:**  
**Unit Identifier: CO-**

**Equipment work rates do not include personnel or operating supplies (fuel and oil).**  
 Personnel time will be documented and billed at actual cost for incident assignments.

9. Equipment Description (include equipment identifier, make, model, year, VIN, license number)	10. Kind	11. Type	12. Work Rate (dry)*		13. Minimum Daily Guarantee \$
			a. Rate \$	b. Unit	
All cooperator personnel will be compensated at established rates as documented with CSFS.			Current cooperator rates		
a)					
b)					
c)					
d)					
e)					
f)					
g)					

\*Work rates are based on all operating supplies (fuel & oil) being furnished by the benefiting agency (dry).

Cooperator Initials: \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
 CSFS Signature                      Print Name and Title                      Date

**Annual Personnel Resource List for CY \_\_\_\_\_  
(Cooperator name)**



**Benefit Breakdown for Cooperator Personnel:**

Benefits	% or \$
Employer liability	
Workers Compensation	
Medicare	
Social Security	
Retirement	
<b>Total</b>	<b>0</b>

The following personnel of the (Cooperator name) are designated personnel resources. While on incidents, these individuals are (Cooperator name) employees and will be reimbursed for actual costs. By signing below, the cooperator verifies that these rates are paid to individuals listed below for other activities and services, in addition to incident assignments. Use or edit this form as necessary to fully document personnel costs. Use additional pages as necessary.

**Hourly Compensation Rates for Cooperator Personnel Resources:**

Name	Employee Type	ICS Position(s)	Base Pay		Overtime Compensation	
			Rate	Benefits	Rate	Benefits
				Billing rate		Billing rate

\_\_\_\_\_  
Chief or Designee signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## 2010 PAYRATES

Amendment to CSFS CRRF

Supplemental Fire Department Resource

Classification Level Matrix

OPM General Schedule	Area Command	Command	Operations	Air Ops	Plans	Logistics	Finance	Support	2010 Colo Supp Resource Payrates
<b>GS-2</b>						RADO			12.89
<b>GS-3</b>			FFT2	ABRO	DPRO	SECG		EDRC	14.53
<b>GS-4</b>			FALA FFT1	HECM		EQPI			16.31
<b>GS-5</b>		ICT5	ENOP		SCKN	BCMG EQPM INCM ORDM RCDM SECM	CLMS EQTR INJR PTRC		18.25
<b>GS-6</b>		ICT4	CRWB DOZB ENGB FALB FELB STAM TRPB WHSP	AOBS DECK HELB RAMP	DOCL FOBS TNSP	COMT		EDSD	20.34
<b>GS-7</b>		IOF3/PIOF		HELM SEMG	GISS	EMTB EMTI			22.61
<b>GS-8</b>		SOF3/SOFR	DOZ1 TFLD STCR	ATBM HEB2	DMOB HRSP RESL	COML FACL FDUL	COMP COST TIME	EDSP IADP	25.04

## 2010 PAYRATES

Amendment to CSFS CRRF

Supplemental Fire Department Resource

Classification Level Matrix

OPM General Schedule									2010 Colo Supp Resource Payrates
Area Command									
Command	Operations	Air Ops	Plans	Logistics	Finance	Support			
<b>GS-8</b> cont'd			STDZ		SITL	GSUL			
			STEN			MEDL			
			STLM			SPUL			
			STPL			CTSP			
<b>GS-9</b>			FALC	HLCO			PROC		27.65
				HEB1					
				SECO					
<b>GS-10</b>		ICT3	DIVS	ASGS	FBAN	EMTP		CORD	30.45
			STPS	ATGS	LTAN			INTL	
								PETM	
<b>GS-11</b>		ICT2	OPBD	AOBD	PSC2	LSC2	FSC2	ARCH	33.46
		THSP- Deputy ICT2	OSC2			SVBD		IBA2	
		PIO2				SUBD		MCCO	
		LOFR						PETL	
		SOF2							
<b>GS-12</b>	ACAC	PIO1	OSC1		PSC1	LSC1	FSC1	IBA1	40.10
	ACPC	SOF1							
	ACLC								
<b>GS-13</b>	ACDR	ICT1							47.69
		THSP- Deputy ICT1							

# TA's on I-25 dispatch

## Wellington Fire

Fort Collins Dispatch

(970) 221-6545

Also send  
Cheyenne Amb  
(307) 635-4185

Poudre Valley Fire  
Poudre Valley Amb  
(970) 221-6540

Thompson Valley  
Amb

Berthoud  
Fire

Boulder County

North Metro Fire

Adams County

Platte Valley Amb  
Hudson Fire

Wyoming

Nebraska

Logan County

Morgan County Amb  
Mutual Aid  
(970) 867-2461

Sterling Amb  
Mutual Aid  
(970) 522-3512

# Morgan County Weld County Fire Response Areas

### Legend

Fire Response Areas	
F-1 Ault	F-9 La Salle
F-2 Berthoud J+	F-10 Mountain View
F-3 Brighton J+	F-11 Milliken
F-4 Eaton	F-12 Nunn
F-5 Fort Lupton	F-13 Platteville-Gilcrest
F-6 Galeton	F-14 Platte Valley
F-7 Hudson	F-15 Poudre Valley
F-8 Johnstown	F-16 Southeast Weld J+
F-9 La Salle	F-17 Windsor-Severance
F-10 Mountain View	F-18 Wiggins
F-11 Milliken	F-20 Western Hills
F-12 Nunn	F-21 Frederick-Firestone
F-13 Platteville-Gilcrest	F-22 Pawnee
F-14 Platte Valley	F-23 New Rayermer
F-15 Poudre Valley	F-24 Briggsdale
F-16 Southeast Weld J+	F-25 Pawnee-Nunn
F-17 Windsor-Severance	F-26 Union Colony Fire Authority
F-18 Wiggins	North Metro
^ Areas without a designated fire district	

### Roads

State Highways	Railroad	Water	Pawnee National Grasslands
Paved	City Limits	Tower	
Unpaved			

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