

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

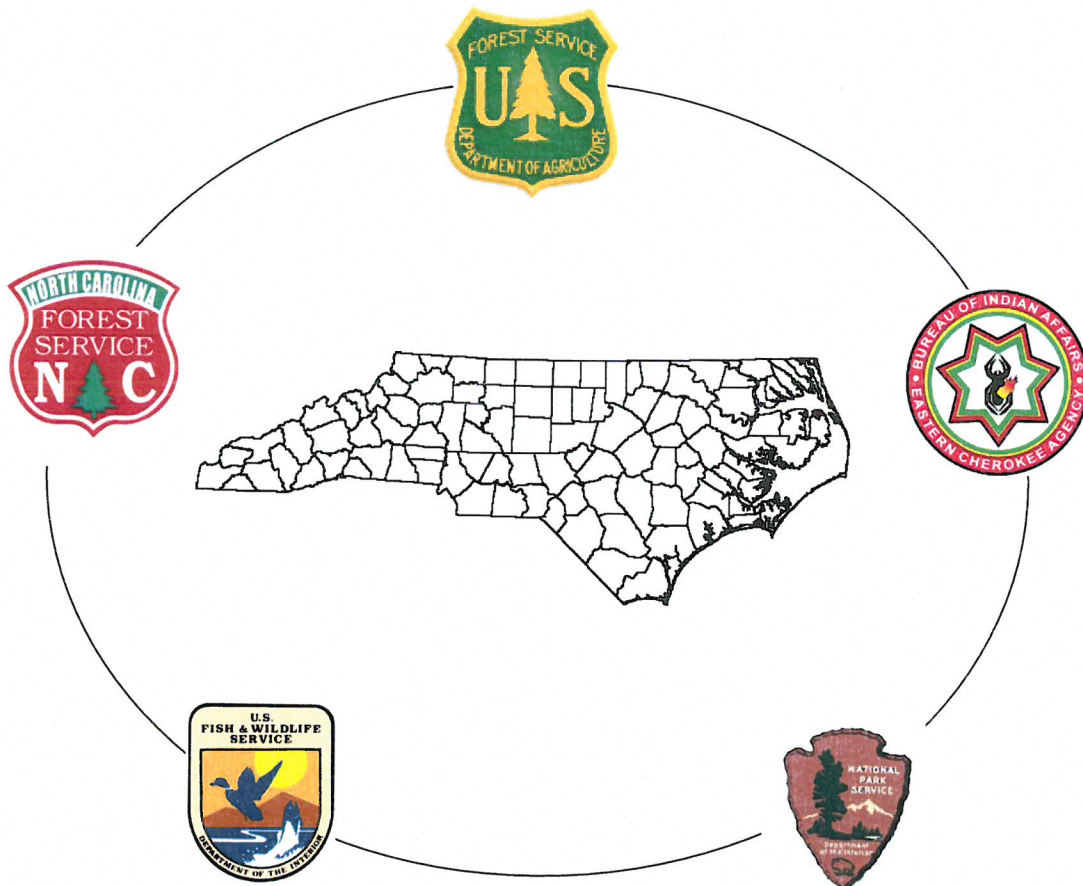
UNITED STATES FOREST SERVICE

UNITED STATES FISH & WILDLIFE SERVICE

NATIONAL PARK SERVICE

BUREAU OF INDIAN AFFAIRS

NORTH CAROLINA FOREST SERVICE



**MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE
AGREEMENT**

July 1, 2016

ANNUAL OPERATING PLAN

PREAMBLE

This annual operating plan is prepared pursuant to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (Master Agreement). This operating plan is valid from July 1, 2016 to June 30, 2017 per the annual review of operating plans mandated in the Master Agreement. Any amendments to the operating plan will go through each agency's approval process.

Local Annual Operating Plans

Local operating plans between the agencies party to this agreement may be made as long as they are within the policy and guidance set forth in the Master Agreement and this Statewide AOP. One example is the "Annual Operations Plan for Northeastern North Carolina between the NCFS, NPS and FWS".

INTERAGENCY COOPERATION

Facilities

Interagency Dispatch Centers:

The North Carolina Forest Service (State), National Forests of North Carolina (NFsNC), United States Fish & Wildlife Service (FWS) and National Park Service (NPS) have separate dispatch centers located across North Carolina. The State maintains a dispatch center (known as CO-Ops) in Raleigh. The NFsNC maintains a dispatch center at their Supervisor's Office in Asheville. The NFsNC Dispatch Center in Asheville, also known as Asheville Dispatch and the North Carolina Interagency Coordination Center (NCICC), currently serves as the interagency state coordination center dispatching for the interagency community.

All participating agencies recognize that the NCICC has responsibility for coordinating interagency fire management activities and planning across the state. Whereas each participating agency will dispatch its own resources across the state throughout their jurisdictional lands and report major changes in resource availability to NCICC.

Dispatches outside the state will be ordered and received through NCICC with the following possible exceptions:

- State Compact Agreement resources being ordered or filled through the State.
- Initial Attack resources may be shared between different agencies on a local geographic level according to pre-arranged agreements.
- Initial attack resources may be shared with different administrative units of the same agency on the local level, but when these cross state lines, such as Great Dismal Swamp NWR and NC Coastal Plain Complex Refuges, NCICC will be notified within 24 hours with these dispatches.

Dispatching and resource orders for events occurring on Great Dismal Swamp NWR will be routed through the Virginia Interagency Coordination Center (VICC) in Roanoke, VA.

Other Fire Control and Related Facilities

The NFsNC has maintenance responsibilities for lookout towers at Joanna Bald and Panther Top.

The NFsNC will maintain the USFS repeater and communication equipment on Harrisville tower in Montgomery County.

The NFsNC will maintain Simmons and Cowee Bald Tower and pay all utilities, etc.

The BIA maintains a fire lookout tower at Barnett Knob and provides all maintenance.

Driver's License

Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees, (including state sponsored casual hires or ADs) of the agencies to this Annual Operating Plan (AOP) may operate each other's vehicles, provided the operator is qualified by the current operating guidelines and training requirements of their own agency. BIA drivers and equipment operators will have BIA background checks and only drivers who meet the BIA background check requirements may operate BIA equipment. Driving will be for official purposes only.

Safety Standards

Each agency to this AOP will follow jurisdictional agency's safety standards. In addition, the State will adhere to its respective safety standards in carrying out mission assignments (i.e. adherence to the State Blackline Policy).

Mobilization and Qualifications

Mobilization plans are maintained by each agency to this AOP. Upon mobilization, it is understood that any state employee or any emergency responder who is trained and carded by the State and dispatched to an incident outside NC will be certified by the State to meet the national qualification standards set forth by the NWCG qualification system (PMS 310-1). On all incidents within North Carolina, each agency to this AOP will honor each other's qualifications. *Reference: Interagency Standards for Fire and Aviation (Red Book) - Qualifications*

PREPAREDNESS

Protection Planning

Federal Agencies shall make State personnel aware of the pre-planned initial attack plans and policies included in the US Forest Service Fire Management Plan (FMP) or the Department of Interior Agency FMP appropriate for the affected administrative unit. This can be done through cooperators meetings, one-on-one contacts or by providing State personnel copies of the Land and Resource Management Plan (LRMP)/FMP. In turn, State personnel will make federal agency personnel aware of State resources and policies.

Each local field unit of the agencies to this AOP will have annual cooperators meetings so that all agencies will know what resources are available, procedures to use, etc. Key emergency contact lists for the federal agencies and the State will be provided to each agency with updates as changes in personnel or contact information occurs.

Protection Areas and Boundaries

Maps of protection and boundary areas are available from each agency to this AOP and are not included in this document.

Mutual Threat Zones

The agencies to this AOP agree to define mutual threat zones along the boundaries of the federal agencies' lands in the state. A mutual threat zone is defined as a geographical area between two or more jurisdictions onto which representatives from these jurisdictions would respond on initial attack. Due to the complexities of boundary locations and maintaining detailed maps on these mutual threat zones, agencies to this AOP agree to define the mutual threat zone as 1 mile on either side of the federal agency boundary.

The established mutual threat zone does not change the normal responsibilities of the Agencies to this Agreement. The State is primarily responsible for suppressing fires on state and private lands. A federal agency is primarily responsible for managing fires which may have multiple objectives applicable to the LRMP/FMP on federal lands. The agencies to this AOP have no legislated responsibility for structural fire suppression; however, agencies to this AOP place high priority on protection of lives and structures endangered by wildfires.

When a fire is reported on lands outside the mutual threat zones and not under the jurisdiction of the agency receiving the report, the agency receiving the fire report will notify the agency with jurisdictional responsibility that a fire has occurred. The agency with jurisdictional responsibility will dispatch appropriate fire control resources to the fire or may request assistance from the agency that reported the fire. Requested assistance provided will be reimbursable by the agency having jurisdictional responsibility, if billed.

Mutual Aid

Mutual Aid is any form of free direct assistance from one fire agency in support of another during an emergency, based upon a pre-arrangement between the agencies involved. If the agency having jurisdictional authority requests continued assistance from the initial attack agency, suppression costs are reimbursable after the first 24 hours. If the jurisdictional agency cannot be contacted by the responding agency, suppression action will be continued by the responding agency with reasonable and necessary suppression costs reimbursed by the jurisdictional agency for suppression action taken.

The State's initial attack forces will be the crew (temporary, pre-arranged firefighters or permanent personnel) and equipment normally available within the county where the fire occurs. These forces are considered to be initial attack resources for use in the mutual threat zones, and are non-reimbursable for the first 24 hours. This does not include aerial resources.

The availability of Initial Attack resources for the Federal Agencies will vary according to fire danger and conditions. Lists of these resources will be provided upon request.

Protection, Firefighting Equipment and Facilities Available for Cooperative Use

The agencies to this AOP may loan to each other, without charge, fire suppression and related equipment as needed and if available. Resource order forms will be used to request and document the use of the loaned equipment. The receiving agency shall be responsible for normal maintenance and any repairs made necessary by the borrowing agency's use. The receiving agency should bear any costs related to shipping or handling for securing loaned equipment.

Acquisition of Services

Significant cooperator resources being ordered between State and Federal Agencies will be considered for reimbursement of services. Documented resource orders and appropriate time/equipment/aircraft use forms will be used to construct reimbursement charges for extended attack fires.

Aircraft used on initial attack operations will be reimbursed unless waived by the Agency Administrator, Fire Manager or designee of the responding agency. The reimbursement rate for resources will be mutually agreed upon prior to dispatch. Each responding agency will submit invoices as outlined in the "Fire Suppression Billings" section.

Joint Projects and Project Plans

Document joint cooperative projects including objectives, role of each agency, and financial plan when funds are exchanged. *Exhibit E: Supplemental Project and Financial Plan* in the Master Cooperative Agreement will be used at a minimum to document each agency's role along with financial obligations.

Fire Prevention Policies

The agencies to this AOP will have periodic planning sessions to coordinate prevention efforts. They will determine the most effective and efficient ways to carry out the prevention plans. This should be carried out at the local field level with support from management.

The Agency Administrators or their designated representatives will coordinate the dissemination of Southern Cooperative Forest Fire Prevention (SCFFP) materials such as press releases, TV and radio spots, etc., prior to fire season to avoid duplication of efforts.

Fire Prevention Education Teams (FPET) are available for dispatch to reinforce local fire prevention education resources and to bring special planning, logistics, and operations expertise relevant to prevention/education during larger, complex severity situations that exceed the capabilities of local organizations. These teams are called out during periods of high fire danger or fire activity, during other natural disasters and all-risk incidents. The standard resource request procedure applies to the FPET.

The State and NFsNC will develop a joint plan for use of Community Protection Program grant funds adjacent to NFsNC lands.

Burning Bans and Closure Orders

The agencies to this AOP will implement and enforce respective closure orders and bans on outdoor burning as empowered by laws and regulations. Before taking such action, agencies will determine the seriousness of the situation and will exercise every reasonable effort to ensure coordinated and simultaneous action.

Prescribed Fire Notification and Hazardous Fuels Management

Agencies to this AOP will notify the adjoining agencies of planned prescribed fire projects. Each agency will assist each other with hazardous fuels mitigation projects as their agency policy allows.

Smoke Management

The State's smoke management guidelines will be followed by all agencies to this AOP. The agencies to this AOP maintain smoke monitoring equipment/stations and will share this equipment as available. Each agency will be responsible for the upkeep and maintenance of their respective equipment/stations.

Training

Each agency will coordinate and cooperate with making emergency response training available to each other. Cost will be kept to a minimum and related to lodging, meals, and supplies needed for the training session. Trainee opportunities on incidents will be made available to each agency as appropriate and in accordance with each agency's policies. When trainees are assigned to an incident a fully qualified person will supervise, coach, and review the trainee's assignment as per PMS 310-1.

Communication Systems:

Radio and Other Electronic Equipment

Agencies to this AOP will provide shared radio frequencies for use by the agencies when assisting the owner agency. Each agency will ensure that the Interagency Air to Ground frequencies are programmed in all agency aircraft. A primary frequency will be identified on the resource order.

Agencies to this agreement will allow communication equipment to be located in/on their facilities as allowed under each agencies policies and procedures. See *Exhibit L* in the Master Cooperative Agreement for approved list of locations.

Fire Weather Systems

It is the intention of the agencies to this AOP to coordinate fully on fire management activities. This coordination requires that agencies have access to National Weather Service (NWS) spot forecasts and to utilize the NWS generated NFDRS Point Forecasts.

The agencies to this AOP will be responsible for the upkeep and maintenance of their respective remote automated weather stations. The agencies to this AOP make mutual use of each other's automated stations for suppression and prescribed fire. Because of the importance of having these stations monitoring forest conditions year round, mutual assistance can be provided and extended as time permits in order to assure their continued operation.

For station maintenance the State's Remote Automated Weather Station (RAWS) Manager will work directly and annually with the USFS National RAWS Coordinator. This will be specifically accomplished through the National Interagency Fire Center Collection Agreement.

Public Information

It is the intent of the agencies to this AOP to fully cooperate in seeking out media opportunities associated with fire management activities to include the following.

1. In contacts with media, agencies to this AOP will continue to clarify the different agency roles and responsibilities for fire management and other emergency responses to natural disasters.
2. A news release letterhead will be developed that reflects all of the participating agencies. To the extent feasible, this interagency letterhead will be used for all news releases issued by the participating agencies.
3. All news releases and public displays or signs on joint jurisdictional incidents will feature a letterhead containing the logos and names of all jurisdictional agencies.
4. The following guidelines are to be used in dealing with the media in the event of major injuries or fatalities on fires or other incidents. These guidelines will be distributed to personnel responsible for media contacts, appropriate operational resources and fire dispatch personnel.

Each agency's policy states that no specifics about the fatality or major injury be given until:

- a. The next of kin have been notified.
 - b. The appropriate agency notification requirements have been met, and
 - c. The affected Agency Administrator(s) and IC agree that names and general information can be released regarding the injuries or fatalities. The cause of the fatality will not be shared with the media until a Serious Accident Investigation Team (SAIT) or Coordinated Response Protocol Team (USFS) lead by the affected agency can meet and their preliminary report is released.
5. In general, agencies to this AOP will pursue opportunities for joint news releases on fire management activities, including, but not limited to, fire prevention messages and cooperative efforts in fire suppression.
 6. When multiple agencies are involved in a joint fire management activity or other incident, or when a news release by one agency is likely to have a direct impact on the other agency, the agencies involved will either issue a joint news release, or as a minimum, coordinate in advance the content and timing of releases. A joint information center (JIC) is recommended for longer duration, critically sensitive or large scale incidents involving multiple jurisdictions.
 7. Do not release names of individuals dispatched to fires away from their home unit unless they give their express permission.
 8. When crews are being dispatched through the interagency fire dispatch center, seek out media opportunities to cover crews leaving and returning. Provide Information Officers at airports or other staging areas to facilitate media coverage. When appropriate, seek out agencies to this AOP spokespersons to interact with media on site.

INCIDENT BUSINESS

State Incident Management Teams assigned to federal incidents (Type I and II) will manage the incident business through e-ISuite and according to the Interagency Incident Business Management Handbook.

OPERATIONS

Fire Notifications

Agencies will notify protecting agency of any fires detected on such agency's lands as quickly as possible. This includes false alarm and natural out fires as well as fires responded to. The reporting agency will provide adequate information to meet the protecting agency's standards for fire reporting.

Boundary Line Fires

Fires within mutual threat zones may be responded to by either agency's resources. Responders should respect pre-suppression plans, SOP's, and fire management policy and objectives established in the protecting agency's guiding documents (LRMP, FMP, etc.). Agency Administrators or their designated representatives must be notified as quickly as possible in order to ensure resource advisors and fire resources are assigned to assist the responding agency.

Law Enforcement

Agencies to this AOP will coordinate with the other to render mutual assistance in law enforcement activities, the gathering of evidence and in actual court prosecutions to the fullest extent practicable in accordance with the following protocols:

- On fires that start on federal agency property and burn entirely on federal property, the federal agency will lead the investigation and charge suspects.
- On fires that stay entirely on state jurisdictional lands, the State will lead the investigation and charge the suspects
- On multi-jurisdictional wildfires, the affected agencies to this AOP will consult on the investigation and determine which agency will charge any suspects.
- Responding agencies will do everything within their ability to locate and protect the origin of all fires so that cause may be properly investigated and determined. Responding agency will assist with all fire investigations to the extent possible.

Independent Action on Lands Protected by another Agency

Cedar Island National Wildlife Refuge has one permanent staff member and limited initial attack capabilities. On this refuge, the State will make initial responses to wildfires and simultaneously inform the FWS. The FWS will then send fire staff to assist the State and work with the State's resources. The FWS will assume responsibility for incident command on extended attack wildland fires, using a unified command approach when appropriate.

The BIA Eastern Cherokee Agency has lands in Cherokee County and Graham County which are a considerable distance from the BIA initial attack resources location. On these lands, the State and/or USFS will make initial response to wildfires and simultaneously inform the BIA Cherokee Agency, Eastern Region at which time a BIA Incident Commander and Initial Attack resources will respond. The BIA, Cherokee Agency, Eastern Region will assume responsibility for wildland fire incidents upon arriving on scene.

Land Management Considerations

The use of Minimum Impact Suppression Tactics (MIST) shall be used on all federal wilderness areas and on all NPS lands. MIST tactics will vary depending on location. Agency Administrator guidance will be sought prior to initiating suppression actions.

USFS: No mechanized equipment (chainsaws, leaf blowers, dozers, etc.) will be used in federally designated wilderness areas except by approval of the Forest Supervisor or Regional Forester.

Agency guiding documents (LRMP, FMP, etc.) and fire suppression policies will be followed with regards to development of appropriate fire management strategies and tactics on all wildfires. IC's will be trained by the respective agencies to anticipate the need to adjust strategies and tactics on cooperator lands, especially in sensitive areas such as marshes and wetlands or within riparian zones or waterways.

Delivery and reporting of wildland fire chemicals near waterways will follow the policy expressly stated in the Red Book, Chapter 12 and/or the respective agency's Fire Management Plan, if more restrictive than the Red Book.

Federal Wildland Fire Management Policy

Naturally occurring lightning wildfires on federal lands can be concurrently managed for multiple objectives, including both suppression and resource benefits. These objectives can change as the fire spreads across the landscape. Objectives are influenced by values at risk: environmental changes such as fuels, weather, topography; human influences such as social tolerance and understanding; and institutional factors such as governmental jurisdictions having different objectives. The jurisdictional agency will determine the management response to a wildland fire on its land with direction and objectives identified in the applicable LRMP and/or FMP, or statute.

Delegation of Authority

The Agency Administrator for the requesting agency will delegate responsibility to the incoming Incident Management Team according to the Agency Administrator's agency's policies. This delegation will specify the scope of the incoming IC's responsibilities and identify values to protect, resources available, and special considerations for managing the incident, as well as Agency Representatives and Resource Advisors. They will specify whether or not the incoming IC will have Initial Attack responsibility for additional wildland fires within the agency's jurisdiction during the Incident Management Team's assignment. Copies of the FMP, Wildland Fire Decision Support System (WFDSS) document and other agency documents will be made available to the incoming team. In circumstances where an incident is multi-jurisdictional, agency administrators from all affected properties will sign the delegation.

Designation of Authorized Agency Representatives

The representatives authorized to sign this Annual Operating Plan are:

USFS	Forest Supervisor, National Forests in North Carolina
State	Chief Deputy Commissioner, NC Dept. of Agriculture & Consumer Services
State	Assistant Commissioner Forestry, Chief Deputy Commissioner
NPS	Park Superintendents
FWS NE Region	Refuge Manager, Great Dismal Swamp NWR
FWS SE Region	Refuge Manager, NC Coastal Plain Refuges Complex (for Fire Districts 1 & 2)
BIA	Cherokee Agency Superintendent

Resource Advisors

Unless otherwise agreed, the jurisdictional agency will provide a resource advisor to advise a responding agency of any special management considerations that may influence suppression action. The cost of this individual shall be paid by the jurisdictional agency. The Incident Commander will incorporate special management considerations into the incident planning process, subject to the delegation of authority.

Reimbursement of Costs and Services for Fire Emergencies

Persons having express authority to incur expenditures under this provision are:

NFsNC	
Coordination Center Manager	Forest Fire Management Officer/Assistant FFMO
Fire Management Staff Officer	District Rangers
Forest Supervisor	Deputy Forest Supervisor

State of North Carolina	
Assistant Commissioner Forestry	Fire Chief/C.O. Ops
State Forester	Regional Directors/Regional Ops
Forest Protection Director	District Forester/District Ops
Administration Section Chief	

US Fish & Wildlife Service	
Refuge / Hatchery Managers	Fire Management Officers

USDI National Park Service	
Superintendents	Fire Management Officers
Deputy Superintendents	

USDI Bureau of Indian Affairs	
Regional Director	Deputy Regional Director
Cherokee Agency Forest Manager	Cherokee Agency Fire Management Officer
Cherokee Agency Superintendent	Deputy Superintendent Trust Services

Applicable rates for the following items will be the rate that is currently in use at the time of dispatch.

- Emergency Firefighter (AD) rates as found in the current AD Pay Plan.
- State equipment and aircraft rates as found in the current Southern Area Mobilization Guide.

Reimbursable Services

Reimbursable in-state services will be rendered only at the request of the other agency. Out-of-state reimbursable services will be rendered at the request of the designated officials in the agencies to this AOP. In all cases, personnel salaries and overtime for agencies to this AOP will include the costs of retirement, Social Security, health insurance and other similar costs that the respective agency is normally responsible for paying. The salary rates, including all of these additional costs, will be those current at the time of the rendered services.

Personnel of agencies to this AOP will complete, maintain, and provide daily documentation on all incidents. This will include at a minimum, unit logs, and daily time reports showing hours worked and equipment use records for equipment showing hours/mileage operated. Additional forms may be required depending on incident requirements.

State Crews or Single Resources Dispatched as Federal Employees (Administratively Determined - AD)

State employee(s) and emergency responders sponsored by the State, will process expenses for reimbursement in accordance with stipulations of the current pay plan for emergency workers. State employee(s) and emergency responders sponsored by the State, hired as casual ADs will follow federal direction for reimbursement of travel expenses based on the nature of the reimbursement. The AD paperwork for State employees will be provided by the State to the NCSNC Fire Business Manager by January 31st.

State Crews or Single Resources Dispatched as State Employees

When State personnel are dispatched to federal agency incidents as state employees, the State will be reimbursed for their salaries, fringes, overtime, and state per diem at the current rates. The federal agency will reimburse the State when employee's travel expenses, lodging, meals, etc. are handled by the State. No travel advances from the federal government will be made.

Out of State Dispatching

When the federal agency needs the services of the State's equipment, supplies and/or personnel dispatched on state time for incidents outside of North Carolina, the NCICC Dispatcher in Asheville shall make the request through the State's Raleigh Office. State equipment rates do not include operator cost. Reimbursement for these services will be through the same procedures under this AOP as for in-state reimbursable services. State personnel dispatched out of state as Federal ADs are authorized to operate State equipment.

Invoicing

All bills for state assistance to a federal agency should be submitted no later than 60 days after the incident (or an obligation estimate by September 30 if the detail ends less than 60 days before this date). If the State cannot meet the 60-day requirement the federal agency will be notified with an expected invoicing date. The State may submit partial bills for incidents of long duration.

The federal agency shall bill the State within 60 days after the incident. All billing must be completed prior to May 15. If an incident is in progress during the May 15-June 15 period and the federal agency is planning to bill the State for costs, an estimate of costs will be submitted to the State Office by June 15. When the federal agency participates on State incidents under the reimbursable part of this AOP, the State will pay all expenses such as salaries, overtime, per diem, travel, etc. at the current Federal Agency rates.

As per federal travel regulation, all State personnel dispatched as federal ADs must submit travel vouchers no later than 5 days after return from assignment.

Federal agencies will not bill each other for fire suppression support.

Bills for Federal Agency assistance to the State shall be sent to:

NCFS Budget Officer
North Carolina Forest Service
1616 Mail Service Center
Raleigh, NC 27699-1616

Payments to the State shall be made to:

NCFS Budget Officer
North Carolina Forest Service
1616 Mail Service Center
Raleigh, NC 27699-1616

Bills for State assistance to the US Forest Service shall be sent to:

Fire Management
USDA Forest Service
160 Zillicoa Street, Suite A
Asheville, NC 28801

Payments to the US Forest Service shall be made to:

USDA Forest Service
C/O Citibank
P.O. Box 894183
Los Angeles, CA 90189-4183

Bills for State assistance to the US Fish & Wildlife Service shall be sent to:

District 1 Fire Management Officer
Alligator River NWR
PO Box 1969
Manteo, NC 27954

Fire Management Officer
Virginia-West Virginia Zone
Great Dismal Swamp NWR
3100 Desert Rd, Suffolk, VA 23434

Payments to the US Fish & Wildlife Service – Southeast Region, shall be made to:

US Fish & Wildlife Service
1875 Century Blvd, Suite 310
Division of Contracting & General Services
Atlanta, GA 30345

Payments to the US Fish & Wildlife Service – Great Dismal Swamp NWR, shall be made to:

US Fish and Wildlife Service
Great Dismal Swamp National Wildlife Refuge
Fire Management Office
3100 Desert Rd
Suffolk, VA 23434

Bills for State agencies assistance to the BIA shall be sent to:

BIA Cherokee Agency
P.O. Box 1959
Cherokee, NC 28719

Payments to the BIA shall be made to:

BIA-Division of Fiscal Service
2051 Mercator Drive
Reston, VA 20191

Bills for State assistance to the NPS shall be sent to:

Blue Ridge Parkway
199 Hemphill Knob Road
Asheville, NC 28803

Cape Hatteras National Seashore
1401 National Park Drive
Manteo, NC 27954

Appalachian National Scenic Trail
P. O. Box 50
Harpers Ferry, WV 25425

Cape Lookout National Seashore
131 Charles Street
Harkers Island, NC 28531

Carl Sandburg Home National Historic Site
81 Carl Sandburg Lane
Flat Rock, NC 28731-8635

Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, TN 37738

Guilford Courthouse National Military Park
2332 New Garden Road
Greensboro, NC 27410-2355

Moore's Creek National Battle Field
40 Patriots Hall Drive
Currie, NC 28435

Payments to the NPS shall be sent to:

Blue Ridge Parkway
199 Hemphill Knob Road
Asheville, NC 28803

Cape Hatteras National Seashore
1401 National Park Drive
Manteo, NC 27954

Appalachian National Scenic Trail
P. O. Box 50
Harpers Ferry, WV 25425

Cape Lookout National Seashore
131 Charles Street
Harkers Island, NC 28531

Carl Sandburg Home National Historic Site
81 Carl Sandburg Lane
Flat Rock, NC 28731-8635

Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, TN 37738

Guilford Courthouse National Military Park
2332 New Garden Road
Greensboro, NC 27410-2355

Moores Creek National Battle Field
 40 Patriots Hall Drive
 Currie, NC 28435

For agencies to this AOP, backup documents, such as Emergency Firefighter Time Reports showing hours worked, agencies to this AOP time reports for time worked on home units during the same pay period, Equipment Use Records, Flight Use Invoices, etc., will be kept for auditing purposes on file at the respective billing office.

The following persons listed for each agency's fiscal operations will be the primary contacts for billings or related problems:

US Forest Service - National Forests in North Carolina

Fire Business Manager	828-257-4265
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US Fish & Wildlife Service

Kathy McMahan	252-473-1131 extension 225
Don Calder (Southeast Region)	404-679-4058
Zone FMO (Northeast Region)	757-986-3480
Mary Elliott (Northeast Region)	410-228-2692

Bureau of Indian Affairs

Cheryl Battle	703-390-6477
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North Carolina Forest Service

Administrative Service Section Chief	919-857-4853
Incident Business Advisor	919-857-4820

National Park Service

Blue Ridge - Contracting Officer	828-348-3417
Cape Hatteras	
Cape Lookout	
GRSM Fire Program Management Assistant	865-436-1304

Fire Suppression Billing

Provide as a minimum on each invoice/bill:

- Cooperator name, address, phone number, and agency financial contact
- Invoice or bill number
- Agreement number
- Incident name and number
- Dates of the incident covered by the billing
- Location and jurisdictional unit
- Appropriate Financial Code
- Summary cost data for the amount being billed. Use incident generated cost information or standard generated cost reports generated by the Agency to support the billing whenever possible.

Generally cost source documents will not be required unless summary cost data is disputed or another agency requires source documents (i.e. FEMA). Summary cost data will include, but not be limited to, a list of personnel expenses including base, overtime and travel and a listing by vendor name and amount spent for supplies and services procured. If available, also include a list of resource unit numbers or agency equivalent covered by the billing.

Contested Billing

Written notice that a bill is contested will be mailed to the billing agency within 60 days of issuance of the final bill and will fully explain the contested items. Contested items will be resolved not later than 60 days following receipt of the written notice. The uncontested portion of the bill will be paid and a new bill will be issued for the contested amount.

Obligations

For obligation purposes, the federal agency will submit unpaid obligation figures to the State by May 1. The State will submit unpaid obligation figures to the Federal Agencies by September 1 for the current billing year. Incident name, date, incident number and federal job code and override code will be submitted on all obligations.

Fee Basis Acquisition of Services

Not applicable.

Non-Suppression (e.g., Fuel Treatment) Billing

The agencies to this AOP may bill for activities not related to fire suppression within their authorities. For example, within existing legal authorities, this may include reimbursement to the State for expenses incurred in accepting dispatches in response to non-wildfire emergencies. Billing arrangements for such activities will be documented on procurement documents or project plans and an indirect cost rate will be assessed. Provisions described above also apply to these billings. Billings will outline services performed and include a copy of, or reference, the applicable operating plan.

Third Party Payments

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

Electronic Funds Transfer (EFT)

The State shall maintain an ability for Electronic Fund Transfer through which a federal payment may be made in accordance with U.S. Treasury Regulations, Money, and Finance at 31 CFR 208.

In order to receive EFT payments, the State shall register in the System for Award Management (SAM) at www.sam.gov and follow the instructions on line. For assistance, contact the Federal Service Desk (FSD) at 866-606-8220 or www.fsd.gov.

Interagency Air Operations - In State

General

Aircraft and locations are listed in *Exhibit M* in the Master Cooperative Agreement. Prior to initiating requests for any State aircraft, the Federal agency will ensure that an imminent threat exists to life and property and that no similar service from the private sector is reasonably available to meet the threat. The form entitled Public /Civil Aircraft Utilization Dispatch Work Sheet / Documentation Record will be used

when requesting State aircraft, see *Exhibit N* in the Master Cooperative Agreement.

Requests for aircraft assistance for in-state incidents will be made through the appropriate State Regional or Raleigh Office Operations Officer and the appropriate federal agency dispatcher as per standard interagency dispatching procedures.

Costs for personnel, equipment, and aircraft are at the applicable rates on file with each respective agency to this Agreement and are the current rates at time of use.

Reimbursement for air tanker drops will be for actual flying time to and from fires and retardant costs (if any). When the receiving Agency specifically requests the relocation of aircraft the receiving agency will pay ferry flight costs.

Whenever the MAFFS unit loads at a federal tanker base and drops on State fires outside the mutual threat zone, the State will reimburse the federal agency at the current rate for retardant.

Air Tankers

The federal air tankers based in Lake City, Florida and Chattanooga, Tennessee, are also available for State use. Additionally, the airport in Kinston, NC is a federally approved reload base.

The State maintains 4 single engine air tankers (SEATs) at the Global TransPark Kinston (ISO), NC.

USFS Portable Air Tanker Bases (PATB) – either National Contract or USFS owned will be ordered through Asheville Dispatch. If requested by the State, all associated costs will be borne by the State and will be the responsibility of the State until returned. The State has a 5,000-gallon PATB based in Lexington, NC (District 10). To request this unit NCICC will contact CO OPs. The reimbursement for personnel is outlined in the section entitled “Reimbursable Services.” The reimbursement for the equipment and retardant is contained in the State equipment rates book or as negotiated prior to dispatching of the PATB.

Patrol/Detection/Lead Plane Aircraft

Federal agency contract detection or patrol planes may be based at several locations in the state as deemed necessary. Federal or state lead planes may be assigned to active fires.

The State’s detection or patrol planes are normally based at, Hickory, Kinston and Sanford. The plane nearest the need will be used when possible.

The requesting agency shall reimburse the providing agency for actual personnel costs for each mission and for actual agency per diem or other expenses related to travel (including flight time) away from the home base of the aircraft, including the travel costs for replacement flight crews. Flight hour rates will be reimbursed at the rate applicable at the time of use.

Helicopters

State Helicopters

The State maintains helicopters at Kinston, Sanford, and Hickory.

For emergency situations, helicopter support may be provided to the federal agency on in-state fires by Asheville Dispatch ordering through the State’s Regional or Raleigh Office Operations Officer. Operating costs for flight time for these helicopters will be the rates applicable at the time of use. The federal agency shall reimburse the State for services to include flight time as well as personnel and equipment costs, State per diem and other expenses related to travel away from the home base, including the travel costs of replacement flight crews.

Federal Helicopters

Agency owned and contracted helicopters are stationed at various locations throughout the Southern Area. Daily availability costs may or may not be charged to the requesting unit. Reimbursement for services may include all costs under the applicable contract (ex. flight time, fuel, etc.).

Interagency Air Operations - out-of-state

When a federal agency needs the services of any State-owned aircraft outside the State, the NCICC Dispatcher in Asheville shall make the request through the State's Central Office Operations Center. Reimbursement for services will include all costs contained within the Southern Area Mobilization Guide.

Initial Attack

In Mutual Threat Zones

When Agencies to this Agreement have resources available, they may take initial attack actions on fires within the mutual threat zone. This may be based on the closest force concept if the fire managers involved from each agency agree on the actions to be taken. When an agency makes the initial attack on a fire that would normally be considered the primary responsibility of the other agency, the agency primarily responsible will take over the fire as soon as possible after initial attack. These forces are considered to be initial attack resources for use in the mutual threat zones, and are non-reimbursable for the first 24 hours. The State's pre-arranged firefighters stationed within a county are considered part of initial attack resources in that county. This does not include aerial resources.

Outside Mutual Threat Zone

When a fire is reported to an agency to this AOP on lands outside the mutual threat zones and not under the jurisdiction of the agency receiving the report, the agency receiving the fire report will notify the agency with jurisdictional responsibility that a fire has occurred. The agency with jurisdictional responsibility will dispatch appropriate fire control resources to the fire or may request assistance from the agency that reported the fire. If requested assistance is provided, suppression costs will be reimbursable by the agency having jurisdictional responsibility. Each agency will bill at their agency's current resource rate.

Agencies to this AOP will make a wildfire response consistent with the jurisdictional agency's fire management policy and land and resource management plans to all wildland fires. They may take an immediate initial attack action on any fire it discovers, irrespective of jurisdictional responsibility. Fires will be immediately reported to the agency having jurisdiction. The jurisdictional agency will dispatch resources to replace the initial attack resources or may request continued assistance. If the agency having jurisdictional authority requests continued assistance from the initial attack agency, suppression costs are reimbursable. If the jurisdictional agency cannot be contacted by the responding agency, suppression action will be continued by the responding agency and services rendered may be billed by the responding agency. Each agency will bill at their agency's current resource rate.

Joint Jurisdictional Fires

Joint jurisdictional fires are those fires burning on two or more jurisdictions and which start outside of the mutual threat zone, burn beyond the mutual threat zone, or require suppression action beyond the first 24 hours within the mutual threat zone. Except for non-reimbursable initial attack resources specified previously, costs, if billed, shall be apportioned by acreage burned within each agency's jurisdiction or another method agreeable to both agencies. Exceptions to this include lightning fires on federal lands being managed for multiple objectives. The Agency Administrators for the USFS, USFWS, NPS and NCFS, with guidance from their fire management staff, will determine cost apportionment for each of these fires at the time. Typically the USFS, USFWS, NPS will bear all of the cost.

Extended Attack

Joint Jurisdiction Fires Procedures on Extended Attack Incidents

The Unified Command organization should be used when it is more effective and efficient. Some examples of when to establish Unified Command are:

- Joint fires burning on lands where two or more agencies to this AOP have responsibility
- Two or more Agencies to this Agreement have significant values at risk
- Significant resources committed by agencies to this AOP

The decision to use the Unified Command organization will be made by the jurisdictional agency's Agency Administrator with guidance from their fire management staff. Pre-determined situations where Unified

Command will automatically be invoked for initial attack and Type 3 extended attack situations will be discussed and determined at local, regional or other cooperator meetings.

The agency that has borne more than its apportioned share of the costs shall bill the other agency for the difference between its expended costs and its apportioned share of total costs, *Exhibit D: Supplement Fire Suppression and Cost Share Agreement* in the Master Cooperative Agreement. To the extent practicable, the agencies shall agree on the resources needed to meet overall suppression objectives. However, this does not preclude an agency committing additional resources to meet its needs, in which event, that agency shall bear the cost of that added resource. Again an exception to this may be lightning fires on federal lands being managed for multiple objectives.

Resource Ordering:

Agencies to this AOP shall coordinate with each other prior to ordering resources for another agency's fire. It is recommended that to alleviate ordering and resource tracking issues all resources should be ordered from a single dispatch center when possible. When this is not possible and separate dispatch centers are used for whatever reason, ordering managers from each jurisdictional agency may be used to coordinate.

Ordering High Cost Resources:

An Incident Commander must get the approval of the jurisdictional agency before ordering high cost resources such as Incident Management Teams, large air tankers, type 1 helicopters, and high altitude infrared photography. Aircraft cost are always reimbursable.

Local Contact Information

Contact information is available in *Exhibit O: Local Contact Information* in the Master Cooperative Agreement.

ANNUAL OPERATING PLAN SIGNATURE PAGES

NATIONAL FORESTS IN NORTH CAROLINA

FISH AND WILDLIFE SERVICE - SOUTHEAST REGION

FISH AND WILDLIFE SERVICE - NORTHEAST REGION

NC FOREST SERVICE

BUREAU OF INDIAN AFFAIRS - EASTERN REGION

CAPE LOOKOUT NATIONAL SEASHORE

CAPE HATTERAS NATIONAL SEASHORE

MOORES CREEK NATIONAL BATTLEFIELD

CARL SANDBURG HOME NATIONAL HISTORIC SITE

GUILFORD COURTHOUSE NATIONAL MILITARY PARK

BLUE RIDGE PARKWAY

GREAT SMOKY MOUNTAINS NATIONAL PARK

SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

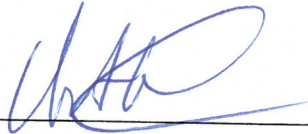
July 1, 2016 – June 30, 2017

US DEPARTMENT OF AGRICULTURE

UNITED STATES FOREST SERVICE

NATIONAL FORESTS IN NORTH CAROLINA

SIGNATURE:



DATE:

5/25/16

PRINT NAME:

Harold A. Nicholas

TITLE:

Forest Supervisor

The authority and format of this agreement have been reviewed and approved for signature.

Bonnie Amaral

5/24/16

BONNIE AMARAL

DATE

U.S. Forest Service Grants Management Specialist

Agreement No: 13-FI-11081112-027



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

FISH AND WILDLIFE SERVICE - SOUTHEAST REGION

SIGNATURE: *Mike Bryant*

DATE: *5/23/2016*

PRINT NAME: *Mike Bryant*

TITLE: *Project leader*



SIGNATURE PAGE

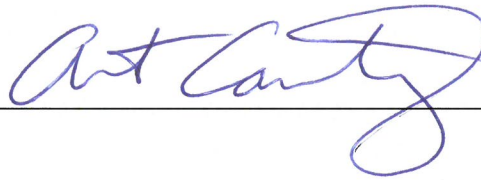
NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

FISH AND WILDLIFE SERVICE - NORTHEAST REGION

SIGNATURE:



DATE: 5/4/2016

PRINT NAME: Art Canterbury

TITLE: Regional Fire Management Coordinator



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

NC DEPARTMENT OF AGRICULTURAL & CONSUMER SERVICES

NC FOREST SERVICE

SIGNATURE:  DATE: 3-28-2016

PRINT NAME: N. David Smith TITLE: Chief Deputy Commissioner

SIGNATURE:  DATE: 3-28-16

PRINT NAME: Scott Bissette TITLE: Asst. Commissioner



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

BUREAU OF INDIAN AFFAIRS - EASTERN REGION

SIGNATURE: *David Lambert* DATE: 03/24/16

PRINT NAME: DAVID LAMBERT TITLE: *Acting Superintendent*



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

NATIONAL PARKS SERVICE

CAPE LOOKOUT NATIONAL SEASHORE

SIGNATURE: 

DATE: *4-26-16*

PRINT NAME: *Patrick M. Kenney*

TITLE: *SUPERINTENDENT*



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

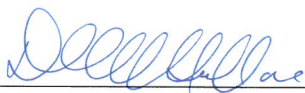
July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

NATIONAL PARKS SERVICE

CAPE HATTERAS NATIONAL SEASHORE

SIGNATURE:



DATE:

May 2, 2016

PRINT NAME:

DAVID HALLAC

TITLE:

Superintendent, Outer Banks Group



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

NATIONAL PARKS SERVICE

MOORES CREEK NATIONAL BATTLEFIELD

SIGNATURE: *Ricardo P. Perez* DATE: April 26, 2016

PRINT NAME: Ricardo P. Perez

TITLE: Superintendent



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

NATIONAL PARKS SERVICE

CARL SANDBURG HOME NATIONAL HISTORIC SITE

SIGNATURE: H. J. Brandyburg DATE: 03 May 2016

PRINT NAME: H. Tyrone Brandyburg TITLE: Superintendent



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

NATIONAL PARKS SERVICE

GUILDFORD COURTHOUSE NATIONAL MILITARY PARK

SIGNATURE:



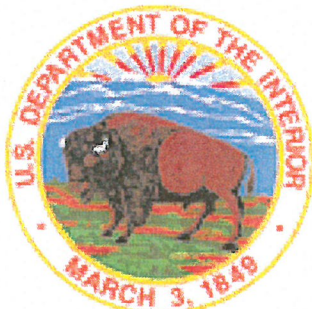
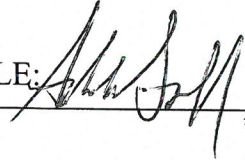
DATE:

04/27/2016

PRINT NAME:

DOYLE W. SAMP

TITLE:



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

NATIONAL PARKS SERVICE

BLUE RIDGE PARKWAY

SIGNATURE:



DATE:

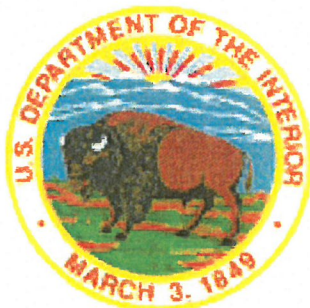
3-21-2016

PRINT NAME:

Mark H. Woods

TITLE:

Superintendent



SIGNATURE PAGE

NORTH CAROLINA ANNUAL OPERATING PLAN

July 1, 2016 – June 30, 2017

US DEPARTMENT OF INTERIOR

NATIONAL PARKS SERVICE

GREAT SMOKY MOUNTAINS NATIONAL PARK

SIGNATURE: *Cassius M. Cash*

DATE: *4/26/16*

PRINT NAME: *Cassius M. Cash*

TITLE: *Superintendent*

