

09-FI-11081209-001

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

Between

**UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE**  
Southeast Region -- DUNS # 030044705

**UNITED STATES FISH AND WILDLIFE SERVICE**  
Southeast Region 4 -- DUNS # 025438875

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREST SERVICE**  
Francis Marion and Sumter NFs -- DUNS# 929332484  
USDA Forest Service, Savannah River—DUNS# 929332484

**STATE OF SOUTH CAROLINA**  
South Carolina Forestry Commission -- DUNS # 136981029

**D) By THE FOLLOWING AUTHORITIES:**

Reciprocal Fire Protection Act of May 27, 1955, (69 Stat. 66; 42 U.S.C. 1856) (Federal Agencies)  
Economy Act of June 30, 1932, (31 U.S.C., 1535 as amended) (Federal Agencies)  
Disaster Relief Act of May 22, 1974, (42 U.S.C. 5121 as amended) (Federal Agencies)  
Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288) (Federal Agencies)  
Homeland Security Act of 2002 (H.R. 5005-8)  
Homeland Security Presidential Directive-5 (HSPD-5)  
Watershed Restoration and Enhancement Act of 1998, P.L. 105-77;  
National Indian Forest Resources Management Act (P.L. 101-630, Title III) (Interior Agencies)  
Taylor Grazing Act of June 28, 1934, (48 Stat. 1269; 43 U.S.C. 315) (BLM, FS)  
Granger-Thye Act of April 24, 1950, (16 U.S.C., Sec 572) (FS)  
Cooperative Funds and Deposits Act of Dec 12, 1975, (P.L. 94-148, 16 U.S.C. 565) (FS)  
Cooperative Forestry Assistance Act of July 1, 1978, as amended (16 U.S.C. 2101) (FS)  
Cooperative Funds Act of June 30, 1914, (16 U.S.C. 498) (FS)  
Department of the Interior and Related Agencies Appropriations Act, 1999, as included in P.L. 105-277, section 101(e);  
Federal Land Policy and Management Act of Oct. 21, 1976, (P.L.94-579; 43 U.S.C.)(BLM)  
NPS Organic Act (16 U.S.C.1) (NPS)  
National Wildlife Refuge Administration Act of 1966 (16 U.S.C. 668dd-668ee, 80 Stat. 927, as amended) (FWS)  
National Wildlife Refuge System Improvement Act of 1997 (P.L. 105-57) (FWS)  
Atomic Energy Act of 1954 (DOE)

## TABLE OF CONTENTS

<b>I) AUTHORITIES</b>	<b>2</b>
<b>II) PURPOSE</b>	<b>4</b>
<b>III) RECITALS</b>	<b>5</b>
<b>IV) INTERAGENCY COOPERATION</b>	<b>6</b>
7. National Incident Management System	6
8. Annual Operating Plans	6
9. South Carolina Interagency Coordination Center	6
10. Southern Area Coordination Center	7
11. Interagency Resources	7
12. Standards	7
13. Definition of Responsibilities	7
14. Protection Planning	7
15. Protection Areas and Boundaries	7
16. Methods of Fire Protection and Suppression	7
17. Joint Projects and Project Plans	8
18. Fire Prevention	8
19. Public Use Restrictions	9
20. Burning Permits	9
21. Prescribed Fire and Fuel Management	9
22. Smoke Management	9
<b>V) OPERATIONS</b>	
23. Closest Forces Concept	9
24. Fire Notifications	9
25. Boundary Line Fires	9
26. Independent Action	10
27. Escaped Prescribed Fires	10
28. Wildland Fire Use Incidents	10
29. Appropriate Management Response	10
30. Delegation of Authority	10
31. Preservation of Evidence	10
<b>VI) USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES</b>	
32. Appropriated Fund Limitation	11
33. Duration of Assignments	11
34. Supplemental Fire Suppression and Cost Share Agreement	11
35. Procurement	11
36. Loaned Equipment and Supplies	11
37. Licensing	11
38. Training	11
39. Communication Systems	12
40. Fire Weather Systems	12
41. Aviation Operations	12
42. Billing Procedures	12
43. Cost Recovery	12
<b>VII) GENERAL PROVISIONS</b>	

44. Personnel Policy	12
45. Mutual Sharing of Information	12
46. Accident Investigations	12
47. Purchaser, Contractor, Operator, Permittee, Etc., Fires	12
48. Waiver	13
49. Modifications	13
50. Annual Review	13
51. Duration of Agreement	13
52. Previous Agreements Superseded	13
53. Authorized Representatives	13
Signatures	14
<b>EXHIBIT A. GLOSSARY OF TERMS</b>	<b>15</b>
<b>EXHIBIT B. PRINCIPAL CONTACTS</b>	<b>18</b>
<b>EXHIBIT C. OPERATING PLAN OUTLINE GUIDE</b>	<b>19</b>
<b>EXHIBIT D. REIMBURSABLE BILLINGS AND PAYMENTS</b>	<b>25</b>
<b>EXHIBIT E. SUPPLEMENTAL PROJECT PLAN</b>	<b>27</b>
<b>EXHIBIT F. SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT</b>	<b>28</b>
<b><u>EXHIBIT G. USE AND REIMBURSEMENT FOR STAFFORD</u></b>	
<b><u>ACT SHARED RESOURCES</u></b>	<b><u>32</u></b>
<b><u>EXHIBIT H. GLOSSARY OF TERMS FOR STAFFORD ACT RESPONSE</u></b>	<b><u>36</u></b>

## II) PURPOSE

The purpose of this Master Cooperative Wildland Fire Management Agreement (hereinafter called the Agreement) is to document the commitment of the Agencies signatory to this Agreement to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services, and funds among the Agencies signatory to this Agreement.

[NOTE: The underlined text in this agreement is applicable only to coordination of Stafford Act responses through this agreement.]

In addition to improving efficiency in addressing wildland fire, this agreement facilitates improved coordination regarding other incidents. The Nation's domestic incident management landscape changed dramatically following the terrorist attacks of September 11, 2001. Today's threat environment includes not only the traditional spectrum of manmade and natural hazards – wildland and urban fires, floods, oil spills, hazardous materials releases, transportation accidents, earthquakes, hurricanes, tornadoes, pandemics, designated special events requiring security, and disruptions to the Nation's energy and information technology infrastructure – but also the deadly and devastating terrorist arsenal of chemical, biological, radiological, nuclear and high-yield explosive weapons. Pre-planning through this agreement will enable better use of shared response to these types of situations.

The National Response Plan (NRP) applies to all Federal departments and agencies that may be requested to provide assistance or conduct operations during Presidential/Stafford Act declared disasters. These disasters also require a coordinated response by an appropriate combination of State and Tribal entities, along with the Agencies. This agreement documents the commitment of the Parties to provide cooperation, resources, and support to the Secretary of Homeland Security in the implementation of the NRP, as appropriate and consistent with their own authorities and responsibilities. **Only wildland fires and non-wildland emergencies or disasters that are Presidentially-Declared Emergencies and Disasters are covered under this Agreement.**

The Agencies signatory to this Agreement are:

The State of South Carolina, South Carolina Forestry Commission, hereinafter called the "Commission";

The United States Department of Agriculture Forest Service, Region 8 – Francis Marion and Sumter NFs and the USDA Forest Service- Savannah River, hereinafter called the "Forest Service";

The United States Department of the Interior, National Park Service, Southeast Region's Kings Mountain National Military Park, Congaree National Park, Fort Sumter National Monument, Cowpens National Battlefield, Charles Pinckney National Historic Site, and Ninety-Six National Historic Site, hereinafter called the, "Park Service";

The United States Department of the Interior, Fish and Wildlife Service, Southeast Region 4 District 2, comprised of Pinckney Island, Savannah, Tybee Island, Wolf Island, Carolina Sandhills, ACE Basin, Cape Romain, Santee, and Waccamaw Refuges hereinafter called the "Fish and Wildlife Service".

The United States Forest Service, the Fish and Wildlife Service, and the National Park Service, hereinafter be jointly called the "Federal Agencies."

All Federal and State Agencies signatory to this Agreement will hereinafter be referred to as the "Agencies signatory to this Agreement."

Words and phrases used herein may have different meanings or interpretations for different readers. To establish a "common" understanding, words and phrases as used herein are defined in the Glossary of Wildland Fire Terminology found on the "Publications" page of the National Wildfire Coordinating Group web-page ([www.NWCG.gov](http://www.NWCG.gov)), or by direct link at <http://www.nwccg.gov/pms/pubs/glossary/index.htm>) and in the Glossary attached as Exhibit A.

1) Incorporation of exhibits into agreement

The following exhibits are hereby incorporated into this Agreement (Note that Exhibits G and H relate only to Stafford Act responses):

<u>Exhibit</u>	<u>Contents</u>
A	Glossary of Terms
B	Principal Contacts
C	Statewide Annual Operating Plan (AOP)
D	Reimbursable Billings and Payments
E	A sample Project and Financial Plan
F	A sample Cost Share Agreement
G	Use and Reimbursement for Stafford Act Shared Resources
H	Glossary of Terms for Stafford Act Response

Exhibits to this Agreement may be revised upon request of the Agencies through execution of the Statewide Annual Operating Plan (AOP). The latest revision of any Exhibit will automatically be incorporated into this Agreement without necessitating a formal modification as defined in Agreement Provision #50.

2) Acknowledgement of supplements to the agreement

Supplements to this Agreement, AOP, Project and Financial Plans, and Cost Share Agreements will further describe working relationships, financial arrangements, and joint activities not otherwise specified under the terms of this Agreement.

3) Hierarchy and precedence for agreements, exhibits, etc.

Any inconsistencies in this Agreement and attachments thereto shall be resolved by giving precedence in the following order:

1. This Agreement
2. Statewide AOP
3. Exhibits to this Agreement
4. Zone or local AOP
5. Project and Financial Plan

### III) RECITALS

1. Lands for which the Commission is responsible for wildland fire protection in South Carolina, and the lands for which the respective Federal Agencies are responsible, are intermingled or adjacent in some areas, and wildland fires on these intermingled or adjacent lands may present a threat to the lands of the other;
2. The Agencies signatory to this Agreement maintain fire protection and fire management organizations;
3. It is to the mutual advantage of the Agencies signatory to this Agreement to coordinate efforts for the prevention, detection, and suppression of wildfires, fuels management, use of wildland fire, non

wildland fire emergencies (as authorized), and cooperative projects for resource protection in and adjacent to their areas of responsibility, and to limit duplication and improve efficiency and effectiveness;

4. It is the intent of the Agencies signatory to this Agreement that Commission resources be available to assist in fire management activities on all federal lands, and on other lands upon which the Federal Agencies are responsible to protect;
5. It is the intent of the Agencies signatory to this Agreement that federal resources be available to assist in fire management activities on all state and private lands that Commission is responsible to protect; and the Federal Agencies have entered into a national Interagency Agreement for Fire Management to cooperate in all aspects of fire management.
6. It is to the benefit of all federal, state and local agencies to coordinate assistance and operations during Presidential/Stafford Act declared disasters under The National Response Plan (NRP). This agreement documents the commitment of the Parties to provide cooperation, resources, and support to the Secretary of Homeland Security in the implementation of the NRP, as appropriate and consistent with their own authorities and responsibilities.

In consideration of the mutual commitments and conditions herein made, it is agreed as follows:

#### IV) INTERAGENCY COOPERATION

7. **National Incident Management System:** The Agencies signatory to this Agreement will operate under the concepts defined in the Department of Homeland Security's (DHS) *National Incident Management System* (NIMS). In implementing these concepts, Agencies signatory to this Agreement will be expected to follow the National Wildfire Coordinating Group's (NWCG) National Interagency Incident Management System (NIIMS) minimum standards as defined in the *Wildland Fire Qualifications Systems Guide* (PMS-310). These NWCG minimum standards are DHS NIMS compliant. The following NIMS concepts will be followed as they are implemented: Incident Command System (ICS), qualifications system, training system, the management of publications, and participating in the review, exchange and transfer of technology as appropriate for providing qualified resources, and for the management of incidents covered by this Agreement.
8. **Annual Operating Plan:** will address issues affecting statewide cooperation and will be approved by the signatory State and Federal Unit Administrators

##### A. Project Plans

Project plans are plans developed for specific non-suppression, fire related projects. Such projects will be documented in local agreements, or other appropriate written documents. Documentation will include the objectives, specific authorizing law, role of each Agency, and each Agency's share of cost (See Exhibit E for a Supplemental Project Plan).

9. **South Carolina Interagency Coordination Center:** The Agencies signatory to this Agreement recognizes the South Carolina Interagency Coordination Center (SCC) located in Columbia, SC, as the State Coordination Center for South Carolina and agree to maintain and support SCC as appropriate. Staffing, funding, and level of participation will be agreed to by the affected Agencies signatory to this Agreement and documented in the AOP. The Agencies signatory to this Agreement will coordinate Emergency Response activities and interagency resource movements through SCC, as appropriate. This Agreement does not preclude Agencies from independent movement of resources within their own Agencies.

10. **Southern Area Coordination Center:** The Agencies signatory to this Agreement recognize the Southern Area Coordination Center (SACC) in Atlanta, GA, as the Geographic Area Coordination Center (GACC). Agencies will coordinate fire management activities and resource movements through SACC, via SCC, as appropriate. Agencies signatory to this Agreement are not precluded from independent movement of resources within their own agencies.
11. **Interagency Resources:** Interagency funding, staffing, and utilization of resources and facilities will be pursued by the Agencies signatory to this Agreement whenever an interagency approach is appropriate and cost effective. Shared staffing and funding will be commensurate with each Agency's use of resources, will be agreed to and documented in the AOP and will be subject to the availability of appropriations. To the extent practical, additional preparedness resource requests will be coordinated. The coordination process will be identified in the AOP.
12. **Standards:** It is the goal of the signatory Agencies signatory to achieve common standards within the Agencies' best interest, recognizing differing agency missions and mandates. Each Agency to this Agreement recognizes that other agency standards are reasonable, prudent, and acceptable. This clause is not intended to affect the Jurisdictional Agency's land management standards.

#### **PREPAREDNESS**

13. **Definition of Responsibilities:** The Agencies signatory to this Agreement shall be distinguished as follows:
  - Jurisdictional Agency** - The Agency having the overall land and resource management, and/or protection responsibility, for a specific geographical or functional area, as provided by federal or state law. Under no circumstances will a Jurisdictional Agency abdicate legal responsibilities as provided by federal or state law.
  - Protecting Agency** - The Agency responsible for providing direct incident management and services to a given area pursuant to its jurisdictional responsibility or as specified by federal or state law, contract or agreement. .
  - Supporting Agency** – An Agency providing suppression or other support and resource assistance to a Protecting Agency.
14. **Protection Planning** The Agencies may determine efficiencies to be gained from reciprocal assistance and acquisition of protection services. The AOP will document decisions. Plans should be reviewed and agreement reached concerning such items as placement of crews, engines, air tankers, helicopters, fixed and aerial detection, regulated use, closures and other joint fire suppression efforts.
15. **Protection Areas and Boundaries:** Protection areas, as defined by boundaries, will be mapped and/or described, and made a part of AOP.
16. **Methods of Fire Protection and Suppression:** One agency may provide fire protection services on lands under the jurisdiction of another, within their authority and as authorized by law. The following are different methods to provide those services:

**A. Reciprocal (Mutual Aid) Fire Protection:** As deemed appropriate, the Agencies may, by agreement in the AOP, establish reciprocal initial attack zones for lands of intermingled or adjoining protection responsibility. Within such zones, a Supporting Agency will, upon request or voluntarily, take initial attack action in support of the Protecting Agency.

The Protecting Agency will not be required to reimburse the Supporting Agency for costs incurred following the initial dispatch of any ground resources to the fire for the duration of the mutual aid period, unless specifically stated by contract or agreement. The length of the mutual aid period should not exceed **24** hours.

**B. Reimbursable (Cooperative) Fire Protection:** The Protecting Agency may request suppression resources of other Agencies for its protection work. Such resources shall be paid for by the Protecting Agency, as specified in the AOP. *See applicable Exhibit item regarding Reimbursable Billings and Payments.*

**C. Exchange (Offset) Fire Protection:** Agencies may exchange responsibility for fire protection for lands under their jurisdiction. The rate of exchange will be based upon comparable cost, acreage involved, complexity, and other factors as appropriate and mutually agreed to by the Agencies. Exchange zones will be documented in the AOP.

If an imbalance exists, the Protecting Agency with the surplus of acres will bill the Jurisdictional Agency for the difference on a per acre basis as computed under Contract or Fee Basis Protection. Imbalance means a deviation exceeding the range of variation agreed to between the parties.

When a Protecting Agency takes suppression action on lands it protects for the Jurisdictional Agency, and the Jurisdictional Agency is requested to assist, the Protecting Agency will reimburse the Jurisdictional Agency for their assistance. The exception is if the parties involved are Federal Agencies. The National Agreement between the Department of the Interior Agencies and the USDA Forest Service states that the parties agree not to bill each other for suppression services.

**D. Contract (Fee Basis) Fire Protection:** For an agreed upon fee, one Agency may assume fire protection responsibilities on lands under the jurisdiction of another Agency. The terms and conditions of such arrangements must be included in the AOP.

17. **Joint Projects and Project Plans:** The Agencies signatory to this Agreement may jointly conduct cooperative projects, within their authority and as authorized by law, to maintain or improve their fire management services and activities. These projects may involve such activities as prescribed fire/fuels management, presuppression, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts. Such projects will be documented in the AOP, or other appropriate written documents, referencing the appropriate authority. Documentation will include the objectives, role of each Agency, and each Agency's share of costs.

Project plans may be executed by Unit Administrators of Agencies signatory to this Agreement and Bill according to Exhibit D, Reimbursable Billings and Payments, and Exhibit E, Supplemental Project Plan.

18. **Fire Prevention:** The Agencies signatory to this Agreement agree to cooperate in the development and implementation of fire prevention programs. Unit Administrators will assure that fire prevention goals and activities are planned at local levels and are addressed in the AOP. Specific fire prevention plans should be developed by local interagency fire management personnel. The Agencies signatory to this Agreement may pool resources and share costs. Unit Administrators are encouraged to participate in local fire prevention cooperatives, organizations, or groups, where applicable.



19. **Public Use Restrictions:** Guidelines for implementing restrictions and closures shall be established in the AOP.
20. **Burning Permits:** Non-applicable.
21. **Prescribed Fire and Fuel Management:** The Agencies agree to cooperate in the development and implementation of prescribed fire and fuels management programs, whose primary intent is to reduce hazardous fuels.

Any Agency within this Agreement may provide assistance to another Agency, as requested and agreed to, for the purposes of performing prescribed fire or other fuels management work. Conditions of the assistance and details related to reimbursement will be agreed to and documented, through the procurement or project plan process (see Exhibit E, Supplemental Project Plan).

Any instrument processed under this clause shall be in accordance with each agency's applicable laws, regulations, and policy requirements.

22. **Smoke Management:** Within their authorities, the Agencies signatory to this Agreement agree to cooperate in smoke management programs.

## V) OPERATIONS

For Stafford Act responses, procedures and requirements established in the National Response Plan shall be utilized by Agencies signatory to this Agreement to authorize and accomplish any required response or support tasks. Any agency requesting support pursuant to a Stafford Act response shall issue written instructions and funding limitations to any agency providing cooperation, resources or support. Mobilization activities will be accomplished utilizing established dispatch coordination concepts per the current National Interagency Mobilization Guide.

23. **Closest Forces Concept: For this agreement applies to boundary line fires.** The guiding principle for dispatch of initial attack suppression resources is to use the closest available resource regardless of which Agency the resources belong, and regardless of which Agency has protection responsibility
24. **Fire Notifications:** Each Agency will promptly notify the appropriate Protecting Agency of fires burning on or threatening lands for which that Agency has protection responsibility. Likewise, protecting Agencies will immediately inform jurisdictional agencies whenever they take action on fires for which the Protecting Agency is responsible. Fire reports, or information needed to complete agency-specific fire reports, will be sent to jurisdictional agencies within 30 days after a fire is declared out.
25. **Boundary Line Fires:** A boundary line fire, as defined in Exhibit A, Glossary of Terms, will be the initial attack responsibility of the protecting Agencies on either side of the boundary. Neither Agency will assume the other Agency is aware of the fire or that the other Agency will take action. Each Agency dispatch centers will make immediate notification to the other or make every reasonable effort to contact the other agency duty officer concerning the fire. The most qualified individual of the Protecting Agency, arriving first on the fire, will act as Incident Commander. When other protecting agencies have arrived, the agencies will mutually agree to the designation of an Incident Command organization, including a unified command.

26. **Independent Action:** Except as otherwise limited in annual operating plans, nothing herein shall prohibit any Agency, on its own initiative, from going upon lands known to be protected by another Agency to this Agreement to engage in suppression of wildfires, when such fires are a threat to lands that are that Agency's protection responsibility. In such instances, the Agency taking action will immediately notify the Protecting Agency. These Protecting Agencies' actions will be commensurate with the jurisdictional agencies land management considerations, and subject to the policies, laws and regulations of the Jurisdictional Agency.

27. **Escaped Prescribed Fires:** A wildfire resulting from any escaped prescribed fire that was ignited by, managed at the direction of, and/or under the supervision of the Agencies signatory to this Agreement shall be the responsibility of the Jurisdictional Agency of said prescribed fire. Unless otherwise agreed, all suppression costs are the responsibility of the Jurisdictional Agency.

If the Agencies signatory to this Agreement conduct a cooperative prescribed fire, the responsibility for suppression costs, should it escape, shall be agreed upon and documented in the project plan.

28. **Wildland Fire Use Incidents:** A wildfire resulting from any wildland fire use incident that was managed at the direction of, and/or under the supervision of the Agencies signatory to this Agreement shall be the responsibility of the Jurisdictional Agency of said wildfire use incident. Unless otherwise agreed, all suppression costs are the responsibility of the Jurisdictional Agency.

If the Agencies' signatory to this Agreement manage a wildland fire use incident, the responsibility for suppression costs, should it escape, shall be agreed upon and documented in the project plan.

29. **Appropriate Management Response:** All fire suppression action conducted on lands of another Agency shall be consistent with that Agency's fire suppression policy and the terms of this Agreement.

A "Special Management Considerations" section in the AOP, addressing resources and other management concerns, will be used by unit administrators of the Agencies to identify areas of special management consideration, and to communicate appropriate fire management actions and any restrictions in firefighting tactical techniques to an Incident Commander. All suppression costs with respect to application of special management considerations will be paid by the Protecting Agency.

Unless otherwise agreed, the Jurisdictional Agency will provide an Agency representative or appropriate environmental technical specialist to advise a Protecting Agency of any special management considerations that may influence suppression action. The cost of these individuals 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.

30. **Delegation of Authority:** The AOP will document procedures and criteria for Unit Administrators to specify direction, authority, and financial management guidelines to Incident Commanders for large incidents.

31. **Preservation of Evidence:** As initial action is taken on a fire, the initial attack forces will preserve information and evidence pertaining to the origin and cause of the fire. Protecting and jurisdictional agencies shall render mutual assistance in the gathering of evidence to the fullest extent practicable. Affected Agencies will meet to determine an investigation process.

## VI) USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

The Use and Reimbursement for resources when responding under the Stafford Act, shall be governed by the provisions contained in Exhibit G.

32. **Appropriated Fund Limitation:** Nothing herein shall be considered as obligating the Agencies signatory to this Agreement to expend funds, or as involving the United States, the State of South Carolina, or the other agencies in any contract or other obligation for the future payment of money in excess of or in advance of appropriated funds available for payment to meet the commitments of this Agreement and modifications thereto, except as specifically authorized by law.
33. **Duration of Assignments:** Consideration must be given to the health and safety of personnel when assigned to fires. The Agencies' signatory to this Agreement agree that Incident Commanders will release suppression resources to their primary responsibilities as soon as priorities allow. Incident Commanders shall adhere to work/rest policies of respective responding Agencies.
34. **Supplemental Fire Suppression and Cost Share Agreement:** Whenever both Federal and state jurisdictions are affected due to the placement of a fire. It is mandatory to develop and implement a Supplemental Fire Suppression and Cost Share Agreement, if the mutual involvement exceeds the first 24, and is outside of the reciprocal area. Acceptable forms of the cost share mix are limited to those listed in item #10 of Exhibit F, Supplemental Fire Suppression and Cost Share Agreement. Except as otherwise provided by Clauses 27 (Independent Action), and 43 (Billing Procedures), a supplemental fire suppression and cost share agreement will be approved by the responsible Unit Administrators (as defined in Exhibit A, Glossary of Terms) or their authorized representatives when the incident involves lands of both Federal and state jurisdictions (see Clause 26, Boundary Line Fires, and Exhibit F, Supplemental Fire Suppression and Cost Share Agreement).  
  
A Supplemental Fire Suppression and Cost Share Agreement, in order to document cost sharing, may be used for temporary support functions or facilities established during periods of high fire danger or activity.
35. **Procurement:** At the time of the incident, the affected agencies will determine the appropriate procurement procedures that will be utilized.
36. **Loaned Equipment and Supplies:** Equipment and supplies, (i.e. commonly used fire cache items such as pumps, hoses, nozzles, etc.) loaned to another Agency shall become the responsibility of that Agency, and shall be returned in the same condition as when received, reasonable wear and tear excepted. As determined by the loaning agency, the receiving Agency will repair or reimburse for damages in excess of reasonable wear and tear and will replace or reimburse for items lost, destroyed, or expended.
37. **Licensing:** Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees of the Agencies signatory to this Agreement may operate each other's vehicles provided the operator is qualified by the current operating guidelines and training requirements of their own Agency. Driving will be for official purposes only.
38. **Training:** The Agencies signatory to this Agreement will cooperate to assure that training needs are provided that will produce safe and effective fire management and aviation programs. The intent is to champion high quality training, to minimize training costs by sharing resources, and to standardize training.

39. **Communication Systems:** The Agencies signatory to this Agreement may mutually agree to allow one another the use of communications systems such as radio frequencies, computer system access, data transmission lines, and communication sites when there is a mutual benefit to the agencies. Such agreement shall be approved only by Agency authorized personnel.
40. **Fire Weather Systems:** The Agencies signatory to this Agreement will cooperate in the gathering, processing, and use of fire weather data, including the purchase of compatible sensing systems and the joint use of computer software. The Agencies signatory to this Agreement will jointly evaluate and agree to any deletions or additions to the system. National Fire Danger Rating System (NFDRS) is the common and agreed upon fire danger rating system for the Southern Geographic Area.
41. **Aviation Operations:** The Agencies signatory to this Agreement agree to cooperate in use of aviation resources to foster effective and efficient use of aircraft and personnel. Refer to the Annual Operating Plan for specific direction in the use of aircraft.
42. **Billing Procedures:** Specifics are detailed in Exhibit D, Reimbursable Billings and Payments.
43. **Cost Recovery:** Authority to recover suppression costs and damages from individuals causing a fire varies depending on contracts, agreements, permits and applicable laws. The Authorized Representatives of affected agencies will attempt to reach mutual agreement as soon as possible after a fire on the strategy that will be used to recover suppression costs and damages from the individuals liable for such costs and damages. Such strategy may alter interagency billing procedures, timing and content as otherwise provided in this Agreement. Any Agency may independently pursue civil actions against individuals to recover suppression costs and damages for only those wildland fires that burn on to lands within their jurisdiction. In those cases where costs have been recovered from an individual, reimbursement of initial attack, as well as suppression costs to the extent included in the recovery, will be made to the Agency taking reciprocal action.

## VII) GENERAL PROVISIONS

44. **Personnel Policy:** Employees of the Agencies signatory to this Agreement shall be subject to the personnel rules, laws and regulations of their respective agencies, unless they are employed temporarily by another agency to this Agreement and the authority under which such temporary employment is authorized provides that such employees shall be subject to the employing agency's personnel laws and regulations.
45. **Mutual Sharing of Information:** Subject to applicable state and federal rules and regulations, including the Privacy Act, Agencies signatory to this Agreement may furnish to each other, or otherwise make available upon request, such maps, documents, GIS data, instructions, records, and reports including, but not limited to, fire reports, employment records, and investigation reports as either Agency considers necessary in connection with the Agreement.
46. **Accident Investigations:** When an accident occurs involving the equipment or personnel of a supporting Agency, the Protecting Agency shall immediately notify the jurisdictional and supporting agencies. As soon as practical, the Protecting Agency shall initiate an investigation of the accident. The investigation shall be conducted by a team made up of representatives from affected Agencies, as appropriate.
47. **Purchaser, Contractor, Operator, Permittee, Etc., Fires:** The Protecting Agency will notify the Jurisdictional Agency of any fire suspected to have been caused by a purchaser, contractor, operator or permittee, etc., of the Jurisdictional Agency as soon as it becomes aware of the situation. The Protecting Agency will be responsible for management of the fire under the provisions of this Agreement. Agencies will meet to determine a cost recovery process as outlined in Clause 44.

48. **Waiver:** It is mutually agreed that the Agencies signatory to this Agreement shall each be responsible for their own losses arising out of the performance of this Agreement and each Agency hereby waives any claim against any other Agency for any loss, damage, personal injury, or death of the Agency, or its employees or agents, occurring as a consequence of the performance of this Agreement; provided, this provision shall not relieve any Agency from responsibility for claims of third parties for losses for which the Agency is otherwise legally liable. Third party claims will be processed by the Protecting Agency.

The Stafford Act shall govern liability issues arising with regard to response actions under that Act.

49. **Modifications:** Modifications within the scope of this Agreement shall be made by mutual consent of the Agencies, by the issuance of a written modification, signed and dated by all Agencies, prior to any changes being performed. No Agency is obligated to fund any changes not properly approved in advance.
50. **Annual Review:** If deemed necessary, representatives of the Agencies signatory to this Agreement will meet and review matters of mutual concern. The AOP will be reviewed annually by September 15 or no later than January 1 of each year. If appropriate only the annual revisions need be submitted, and the approved AOP becomes part of this agreement by attachment.
51. **Duration of Agreement:** The term of this Agreement shall commence on the date the last Agency signs below and shall remain in effect for five years **(December 31, 2013)** from that date.

Any Agency shall have the right to terminate their participation under this Agreement by providing 60 day advance written notice to the other Agencies.

52. **Previous Agreements Superseded:** Upon execution, this Agreement supersedes the following: Other existing agreements and operating plans remain in effect to the extent that they do not conflict with the provisions of this Agreement, but only until such time that all activities and conditions covered by those agreements can be incorporated into annual operating plans provided for under this Agreement, and not later than six months from the date of the last signature.
53. **Authorized Representatives:** By signature below, all signatories to this agreement certify that the individuals (Agency Representative, Agency Administrator, Unit Administrator) listed in this document are authorized to act in their respective areas for matters related to this Agreement.

IN WITNESS WHEREOF, the Agencies hereto have executed this Cooperative Wildland Fire Management Agreement as of the last date written below

**USDI FISH AND WILDLIFE SERVICE  
Southeast Region 4**

*Sam D. Hamilton*  
SAM D. HAMILTON  
Regional Director  
Date: 12/8/08

*Don Calder*  
DON CALDER  
Contracting Officer  
Date: 12/5/08

**USDA FOREST SERVICE  
Francis Marion and Sumter NFs**

*Jerome Thomas*  
JEROME THOMAS  
Forest Supervisor  
Date: 08/12/08

*Vinda W. Anderson*  
Vinda W. Anderson  
Grants and Agreements Specialist  
Date: August 6, 2008

**STATE OF SOUTH CAROLINA  
Forestry Commission**

*Henry E. Kodama*  
GENE KODAMA  
State Forester  
Date: 01/7/09

**USDI NATIONAL PARK SERVICE  
Southeast Region**

*Art Frederick*  
*for* DAVID VELA  
Regional Director  
Date: 10/3/08

*Gentry Sharpe*  
GENTRY SHARPE  
Contracting Specialist  
Date: 10/1/08

**USDA FOREST SERVICE  
US Forest Service, Savannah River**

*Keith Lawrence*  
KEITH LAWRENCE  
Forest Manager  
Date: 08/21/08

**MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AGREEMENT  
GLOSSARY OF TERMS  
EXHIBIT A**

Note that terms relating to Stafford Act responses are found in a separate glossary, Exhibit H.

**Agency Representative:** This Incident Command System position serves as the point of contact for an assisting or cooperating agency which has been delegated authority to make decisions on all matters affecting that agency's participation at the incident and reports to the Liaison Officer.

**Agency Administrator:** Officials who are signatories to this Agreement, as follows: Forest Service, Forest Supervisor; National Park Service, Regional FMO; Fish and Wildlife Service, Regional Director; and South Carolina Forestry Commission, State Forester.

**Annual Operating Plan (AOP):** A plan which will include all statewide considerations. This will be developed at the state level and approved by affected federal, tribal, state and local Coordinating Group member agencies.

**Boundary Line Fire:** Fire occurrences on lands of intermingled and/or adjoining protection responsibilities within 1 mile for all agencies except US Forest Service. For which the following will apply, US Forest Service, Savannah River 2 miles, and the Francis Marion and Sumter NFs ¼ mile.

**Closest Forces Concept:** Dispatch of the closest available initial attack suppression resources applies only to boundary line fires regardless of which agency they belong to, and regardless of which agency has protection responsibility.

**Escaped Fire:** A fire which has exceeded, or is expected to exceed initial attack capabilities or prescription.

**Fee Basis Acquisition of Services:** One agency provides fire management services on the lands under the jurisdiction of another and payment is provided for the service. For a given fee, one agency can become the Protecting Agency for the other. The fee (or cost) is the price for the work agreed to be performed on each acre of land.

**Fire Management Activities and/or Services:** Any or all activities that relate to managing fire or fuels on lands under the jurisdiction of any agency to this Agreement. Activities include, but are not limited to: suppression, prescribed fire/fuels management, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts.

**Geographic Area Coordination Center (GACC):** The physical location of an interagency, regional operation center for the effective coordination, mobilization and demobilization of emergency management resources.

**Indirect Cost:** A fixed percentage rate as determined by a process provided for in the Indirect Cost Negotiation Agreement as in Office of Management and Budget (OMB) Circular A-87, to recover those costs that cannot be directly charged to the project. The rate will be specified in the Annual Statewide Operating Plan.

**Initial Attack Period:** The first 24 hours.

**Initial Attack Zone:** An identified area in which predetermined resources would normally be the initial resource to respond to an incident.

**Interagency:** Involvement of two or more Agencies signatory to this Agreement.

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

**Area:** The lands within the State of South Carolina managed and/or protected by the Agencies within this Agreement.

**Offset:** Exchange of fire management services in specific locations that is anticipated to be approximately equal value between Agencies.

**Preparedness:** Activities that lead to a safe, efficient, and cost effective fire management program in support of land and resource management objectives through appropriate planning and coordination.

**Prescribed Fire:** Any fire ignited by management actions to meet specific objectives.

**Prevention:** Activities directed at reducing the incidence of fires, including public education, law enforcement, personal contact and the reduction of fuel hazards (fuels management).

**Procurement Documents:** Agency specific financial obligation documents.

**Protecting Agency:** The Agency responsible for providing direct incident management and services to a given area pursuant to its jurisdictional responsibility, or as specified and provided by federal or state law, contract, and agreement.

**Protection:** The actions taken to limit the adverse environmental, social, political, and economical effects of fire.

**Protection Area:** That area for which a particular fire protection organization has the primary responsibility for attacking and uncontrolled fire and for directing the suppression actions.

**Protection Boundaries:** The exterior perimeter of an area within which a specified fire agency has assumed a degree of responsibility for wildland fire control.

**Protection Area Maps:** Official maps which identify areas of direct fire protection responsibility for each agency.

**Reciprocal Fire Suppression:** Reciprocal fire suppression is the act of helping the Protecting Agency, at no cost for the first 24 hours or by written agreement. Reciprocity is attained by agreeing among agencies regarding the kind, location and numbers of firefighting resources which will automatically be made available as part of the initial response to a wildfire, regardless of the Protecting Agency. The kind, locations, and numbers of resources which constitute reciprocity are defined in or through local operating plans. Reciprocity may be thought of as the implementing mechanism of the closest forces concept.

**Reimbursable Costs:** All costs associated with operations and support ordered on a resource order or project plan by or for an incident or project within the provisions of this Agreement. Such costs may include, but are not limited to, the following:

- Agency costs for transportation, salary, benefits, overtime, and per diem of individuals assigned to the incident or project.
- Additional support dispatching, warehousing or transportation services supporting a resource order.



- Cost of equipment in support of the incident, contract equipment costs and operating costs for agency equipment.
- Operating expenses for equipment assigned to the incident such as fuel, oil, and equipment repairs.
- Aircraft, airport fees, and retardant and other fire chemical costs.
- Agency-owned equipment and supplies lost, damaged, or expended by the supporting agency.
- Cost of reasonable and prudent supplies expended in support of the incident.
- Charges from the state-provided resources such as inmate crews, National Guard resources, and county and local resources.
- Indirect costs will be applied on joint state and federal non-suppression projects.

**Supplemental Fire Suppression and Cost Share Agreement:** A document prepared to distribute costs on a multi-jurisdictional incident (see Exhibit F).

**Supporting Agency:** An agency providing suppression or other support and resource assistance to a Protecting Agency.

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

**Third Party:** A municipal or rural fire district that does not have a local agreement with a federal agency but is formally recognized by their respective state and has entered into a local agreement with the state for fire management services.

**Unit Administrator:** The individual assigned administrative responsibilities for an established organizational unit, such as Forest Supervisor for the Forest Service, Park Superintendent for the National Park Service, Refuge Manager for Fish and Wildlife Service, and State Forester for the South Carolina Forestry Commission

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

**Wildland Fire Use:** The application of the appropriate management response to naturally ignited wildland fires to accomplish specific resource management objectives in predefined designated areas outlined in Fire Management Plans.

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

## Principal Contacts

### Exhibit B.

G. PRINCIPAL PROJECT CONTACTS. The principal project contacts for this instrument are as follows. These points of contact will review this Agreement at least annually.

National Park Service, Southeast Region
Chris Revels
NPS Fire Mgt Officer, Kings Mtn. National Mil. Park
2625 Park Road
Blacksburg, SC. 29702
Phone: 864-936-7921
FAX: 864-936-9897
E-Mail: chris_revels@nps.gov

US Fish and Wildlife, Southeast Region 4
Terri Jenkins
USFWS Fire Mgt Officer, District 2, Savannah
Coastal Refuges
1000 Business Center Dr. Suite 10
Savannah, Ga. 31405
Phone: 843-784-6351
FAX: 843-784-2400
E-Mail: tjenkins@fws.gov

USDA Forest Service, Savannah River
Stephen Lenzo, Fire Mgt. Staff Officer
USDA Forest Service, Savannah River
P.O. Box 700
New Ellington, SC. 29809
Phone: 803-725-3866
FAX: 803-725-0517
E-Mail: slenzo@fs.fed.us

State of South Carolina
Paul Watts, Fire Chief
South Carolina Forestry Commission
PO Box 21707
Columbia, SC. 29221
Phone: 803-896-8837
FAX: 803-798-8097
E-Mail: pwatts@forestry.state.sc.us

US Forest Service, Francis Marion and Sumter NFs
Dave Kuhn, Dispatch Center Mgr. (SC-SCC)
USDA Forest Service
4931 Broad River Road
Columbia, SC. 29212
Phone: 803-561-4057
FAX: 803-561-4085
E-Mail: dkuhn@fs.fed.us

# MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AGREEMENT

## EXHIBIT C

### ANNUAL OPERATING PLAN

**National Park Service, Southeast Region  
Kings Mountain, Congaree, Ninety-Six, and Cowpens Parks  
State of South Carolina, Forestry Commission  
US Forest Service, Francis Marion and Sumter NFs  
US Forest Service, Savannah River  
US Fish and Wildlife Service, Southeast Region 4, District 2**

### PREAMBLE

This operating plan is prepared pursuant to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement signed and dated **October 1, 2008**.

### INTERAGENCY COOPERATION

**South Carolina Interagency Coordination Center:** The South Carolina Interagency Coordination Center (SC-SCC) located at the Supervisors Office, Francis Marion and Sumter NFs in Columbia, SC. serves as the State Interagency Coordination Center for agencies in this agreement for wildfire and all-hazard incident response coordination, and some planned events such as prescribed fire.

SC-SCC provides incident support by coordinating the mobilization of resources, and initial attack dispatching for the Francis Marion and Sumter NFs. Initial attack dispatching will be the responsibility of each respective agency.

Requests for resources will be handled as received on a first come, first served basis. When multiple incidents require the setting of priorities for the allocation of limited resources, agencies Fire Management Staff will establish priorities for distribution.

Incident priorities during periods of scarce or inadequate resources will be based on criteria such as life and personnel safety, structure protection, special Congressionally-delegated areas with high or unusual resource values, sensitive habitats agency designated special areas, and general incident management.

**Roles and Responsibilities:** SC-SCC roles and responsibilities include, but are not limited to, the following:

- Coordinate incident resource mobilization between incidents, agencies, and the Southern Area Coordination Center as needed.
- Provide incident intelligence, including incident activity, prescribed fire activity, resource commitment, and resource availability to SACC.
- Determine Preparedness Level for SC-SCC accordingly.
- Coordinate mobilization of South Carolina Interagency Crews.
- Provide support for fire weather forecasts and fire danger products..

**Staffing:** SC-SCC will be staffed by a full-time Center Manager and Dispatcher. These positions will be provided and administered by the USFS. Detailers will be utilized to increase staffing when activity warrants.

**Initial Attack Dispatch Centers:** Each agency is responsible for its own initial attack dispatching. Agency Dispatch Centers are located in the following locations;

South Carolina Forestry Commission: Newberry, Florence, and Walterboro, SC.  
US Forest Service, Savannah River: New Ellington, SC  
US Forest Service, Francis Marion and Sumter NFs: Columbia, SC  
USFWS, District 2 HQ: Savannah, Ga.

**Interagency Resources:** All wildfire resources shall be qualified in assigned positions as per agency requirements. When personnel dispatched between agencies within South Carolina for incident support, the receiving agency will accept the sending agencies qualifications. Personnel dispatched to federal incidents outside South Carolina for incident support shall meet NWCG 310.1 or higher qualification standards..

## **PREPAREDNESS**

**Protection Planning:** Agency wildfire personnel and equipment may be made available to assist between agencies upon request utilizing the “closest forces” concept.

### **Protection Areas and Boundaries:**

#### National Park Service

The National Park Service has wildfire protection responsibilities on lands within the legislative boundaries of the following NPS units in South Carolina.:

- Southeast Region:
  - Kings Mountain National Military Park
  - Congaree National Park
  - Ninety-Six National Historic Site
  - Cowpens National Historic Site
  - Fort Sumter National Monument.
  - Charles Pinckney National Historic Site

#### South Carolina Forestry Commission

- All private and state owned land as directed by the South Carolina Law..

#### US Fish and Wildlife

The US Fish and Wildlife Service has wildfire protection responsibilities on lands within legislative boundaries of the following Wildlife Refuges in South Carolina.

- Each Refuge located within SE Region 4 in South Carolina.

#### USDA Forest Service

- All Lands administered by the Francis Marion and Sumter NFs.
- Lands administered by US Forest Service - Savannah River at the Savannah River Site (DOE) under Interagency Agreement DE-AI09-00SR22188.

**Reciprocal Fire Assistance:** The closest available resources will initiate suppression action on any wildfire on reciprocally protected lands regardless of land ownership. The reciprocal area is identified by a one mile buffer adjacent to National Park Service, US Fish and Wildlife Service, and US Forest Service, Savannah River (DOE). One quarter mile (¼) adjacent to US Forest Service, Francis Marion and Sumter NFs ownership boundaries. The Protecting Agency will not be required to reimburse the Supporting Agencies for its costs of fire suppression within the reciprocal area within the first 24 hours with the exception of aviation resources.

For wildfires located **outside** of the reciprocal areas, agencies may provide assistance upon request of the Protecting Agency. Supporting federal agencies will not bill the State, or vice versa, for the first 24 hours.

**Training:** Agency partners will perform joint fire training whenever possible. Notice to other agencies will be given as far in advance as possible of scheduled training sessions.

**Communications:** It is agreed that each agency may program the other's tactical radio frequencies into their radios. Personnel engaged in joint suppression efforts will utilize common radio frequencies, such as the Southeastern Forest Fire Compact Frequency (159.285), which will be programmed into each agency's multi-channel radios.

Aircraft involved in joint operations will be equipped with multi-channel compatible radios use and monitor **122.925** for air-air communications.

**Maps and Directories:** Agency maps and fire telephone directories will be exchanged as needed.

**Public Use Restrictions:** Agencies shall notify appropriate partners of any area closures, burning bans, or other restrictions. Whenever such closures, restrictions or burning bans are established, the other agencies will comply with them to the extent possible within their own agency's rules and regulations.

**Prescribed Fire and Fuels Management:** Agencies will notify the adjoining agencies of planned prescribed fire projects, and will assist each other with prescribed fire projects as agency policy allows.

## OPERATIONS

**Special Management Considerations:** All fire suppression action conducted on lands of another Agency shall be consistent with that Agency's fire suppression policy and the terms of this Agreement.

- National Park Service – The use of Minimal Impact Suppression Tactics (MIST) shall be used on all National Park Service lands. The use of heavy mechanized equipment is forbidden unless approved by the Park Superintendent. No Chemical application (retardant, foam) on NPS lands unless approved by Park Superintendent.
- USFWS- The use of Minimal Impact Suppression Tactics (MIST) shall be used on all USFWS nationally designated Wilderness areas. No application of foam or retardant within 300 feet of water ways. The use of heavy mechanized equipment is within the range of appropriate management responses for suppression activities.
- USFS- Wilderness areas use MIST and no mechanized heavy equipment or chainsaws, leaf blowers, dozers, etc. except by approval of the Regional Forester or Forest Supervisor. US Forest Service - Savannah River: The Savannah River Site (SRS) is a controlled access federal facility. All fire suppression access on the SRS must be approved by the US Forest Service - Savannah River and coordinated through Savannah River Site (DOE) Security System.

- Use of certain All-Terrain Vehicles (ATV) on Forest Service lands and lands protected by the US Forest Service – Savannah River are prohibited. See FSH 6709.11 chapter 10, 13.2 All Terrain Vehicles, for operating requirements.

Unless otherwise agreed, the Jurisdictional Agency will provide an Agency representative or appropriate environmental technical specialist to advise a Protecting Agency of any special management considerations that may influence suppression action. The cost of these individuals 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.

**Delegation of Authority:** Agency Administrators will issue a Delegation of Authority to Incident Commanders on extended attack incidents. Delegation of Authority will outline budgetary constraints and expectations. Incident Commander will return Delegation of Authority back to host unit at the incident close out meeting.

## **USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES**

### **Aircraft:**

Contract aircraft: The ordering agency will be responsible for payment of the established hourly flight rate, additional pilot (s), fuel truck mileage, extended standby, helicopter module personnel, and retardant costs, **except** when initial attack boundary line fires are managed under a unified command structure.

Agency owned aircraft: Flight rates will be reimbursed at the rate established by the owning agency, except when initial attack boundary line fires are managed under a unified command structure

All aircraft: The ordering agency will be responsible for payment of overnight per diem expenses for the crew when the aircraft is held overnight away from their home or designated base, except when initial attack boundary line fires are managed under a unified command structure

### **Commission Incident Payment and Reimbursement Options**

If Commission personnel are dispatched to an incident which is beyond the scope of established reciprocal requirements, each individual has the option to select one of two pay options.

#### **Option 1 - Administratively Determined (AD) Pay Plan**

When Commission personnel elect the Administratively Determined Pay Plan option (AD), the employees' rate of pay and employment conditions will be those currently in use at the time of dispatch as outlined in the Pay Plan for Emergency Firefighters. The AD rates are inclusive and no additional pay will be added for hazardous duty or other pay differentials. These rates are established annually and appended to the Interagency Incident Business Management Handbook as an Interim Directive (See NWCG Handbook 2, PMS 902-1). When hired as an AD each individual must complete the following documents.

- 1) Immigration and Naturalization Service (INS) Form I-9 (valid for 3 years)
- 2) Internal Revenue Service (IRS) W-4 or W-5 (annual)
- 3) Single Resource Casual Hire Form (one per dispatch)

**Option 2 - Reimbursement for Time and Expense Plan**

When Commission employees are dispatched employees are dispatched to an incident under the Reimbursement for Time and Expense Plan, costs for salary, retirement and Social Security are included. In addition, fringe benefits (Health Insurance, Workers Compensation Insurance, and Unemployment Insurance that the state is normally responsible for paying) are included. Salary rates and benefits will be those current at the time of the rendered services. The Commission will be reimbursed for actual cost (including overtime) to the Commission incurred for the dates actually assigned to an incident.

**Billing Procedures/Fire Suppression Billings:** Agencies agree to 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 incident number (State code or Forest Service P-code/override)
- 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.

**IN WITNESS WHEREOF**, the Agencies hereto have executed this Annual Operating Plan for the Cooperative Wildland Fire Management Agreement as of the last date written below

**USDA FOREST SERVICE**  
**Francis Marion and Sumter NFs**

*Jerome Thomas*  
JEROME THOMAS  
Forest Supervisor  
Date: 08/12/08

**STATE OF SOUTH CAROLINA**  
**Forestry Commission**

*Henry E. Kodama*  
GENE KODAMA  
State Forester  
Date: 01/7/09

*Vinda W. Anderson*  
VINDA W. ANDERSON  
Grants and Agreements Specialist  
Date: August 6, 2008

**USDA FOREST SERVICE**  
**US Forest Service, Savannah River**

*Keith Lawrence*  
KEITH LAWRENCE  
Forest Manager  
Date: 08/21/08

**USDI FISH AND WILDLIFE SERVICE  
Southeast Region 4**

***Sam D. Hamilton*** \_\_\_\_\_

SAM D. HAMILTON  
Regional Director  
Date: 12/8/08

***Don Calder*** \_\_\_\_\_

DON CALDER  
Contracting Officer  
Date: 12/5/08

***Jane M. Griess*** \_\_\_\_\_

JANE GRIESS  
Project Leader, Savannah Coastal Refuges  
Date: 10/27/08

***Allyne Askins*** \_\_\_\_\_

ALLYNE ASKINS  
Project Leader, Carolina Sandhills Refuge  
Date: 11/10/08

***Raye Nilius*** \_\_\_\_\_

RAYE NILIUS  
Project Leader, SC Low Country Complex  
Date: 11/19/08

**USDI NATIONAL PARK SERVICE  
Southeast Region**

***Art Frederick*** \_\_\_\_\_

for DAVID VELA  
Regional Director  
Date: 10/3/08

***Gentry Sharpe*** \_\_\_\_\_

GENTRY SHARPE  
Contracting Specialist  
Date: 10/1/08

***Erin K. Broadbent*** \_\_\_\_\_

ERIN BROADBENT  
Superintendent, Kings Mountain NMP  
Date: 09/9/08

***Tim Stone*** \_\_\_\_\_

TIM STONE  
Superintendent, Cowpens NB & Ninety Six NHS  
Date: 09/17/08

***Tracy Swartout*** \_\_\_\_\_

TRACY SWARTOUT  
Superintendent, Congaree National Park  
Date: 09/12/08

***Bob Dodson*** \_\_\_\_\_

BOB DODSON  
Superintendent, Fort Sumter NM and Charles  
Pinckney NHS  
Date: \_\_\_\_\_



## Reimbursable Billings and Payments

### Exhibit D

#### A) Suppression Billings

1. **Federal Billings:** Federal Agencies will not bill each other for fire suppression support. Federal Agencies will submit bills for their reimbursable costs to the Commission whenever the Commission is the Protecting Agency and a billing is appropriate.
2. **State or Association Billings:** When the Commission is the supporting Agency and billing is appropriate. The Commission will bill the Protecting Agency for reimbursable costs through the US Forest Service, Francis Marion and Sumter NFs, the Commission resource must be requested through SC-SCC and assigned to a resource order with a valid federal job code . Otherwise, the Commission will bill the Protecting Agency direct.
3. **Billing Estimates and Time Frames:** Each Agency will notify the respective administrative headquarters of any reimbursable claims that they intend to make and will provide an estimate of the amount involved within 60 days in each reimbursable action. Absent a written extension of time granted by the reimbursing agency, the final itemized claim will be submitted to the reimbursing agency within 120 days of the suppression action.

#### B) Electronic Funds Transfer (EFT):

The Commission shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with U.S. Treasury Regulations, Money, and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:

1. The payment recipient does not have an account at a financial institution, or
2. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving the check, or
3. The payment recipient has a physical or mental disability, or a geographic, language, or literacy barrier.

In order to receive EFT payments, the commission shall register in the Central Contractor Registry (CCR) at [www.ccr.gov](http://www.ccr.gov) and follow the instructions on line. For assistance, contact the CCR Assistance Center at 888-227-2423 or 269-961-4725.

#### B) Billing Content:

Bills will contain, at a minimum

- Cooperator name, address, phone number and agency financial contact
- Invoice or bill number
- Agreement number
- Inclusive dates
- Name of incident and incident number
- Location and jurisdictional unit

- Appropriate incident number and State and Federal job code
- Summary cost reports generated by the Agency to support the billing, including applicable cost share agreements. (See Exhibit B, Operating Plan Outline Guide, for suggested additional details.)

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 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. Billings for fire suppression assistance may include reimbursable costs (see Exhibit A, Glossary), but will not be assessed indirect cost rates. Federal Agencies will not bill each other for indirect costs for preparedness activities.

- C) Payment Due:** Whenever this Agreement provides for billing, the agency receiving the bill has an obligation to pay in accordance with the terms of this Agreement. All bills will be paid in accordance with the paying Agency's prompt payment procedures.
- D) Contested Billings:** 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.
- E) Obligations:** For yearend obligation purposes, the Federal Agencies will submit unpaid obligation figures to the State by June 30, of said calendar year. The State will submit unpaid obligation figures to the Federal Agencies by September 15 for the current billing year. All obligations will be submitted by incident name, date, incident number and federal job code and override code.
- F) Fee Basis Acquisition of Services:**  
Annual Statewide or local operating plans and procurement documents will establish billing procedures for Fee Basis Protection Services. An indirect cost rate will not be assessed.
- G) Non-Suppression (e.g., Fuels Treatment) Billings:**  
The Agencies signatory to this Agreement may bill for activities not related to fire suppression within their authorities. For example, within existing legal authorities, this may include reimbursement to states 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 (see Exhibit E) 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.
- H) Third Party Payments:**  
Third parties may be utilized for fire management services by the Agencies signatory to this Agreement, when agreed to by the affected agencies. Resource orders for third parties' personnel and equipment will be made through and tracked by the parent state. To receive payment for services rendered, the third party will submit all billing invoices to their parent state. Each invoice shall contain a "remit to address" and a "tax ID" number. All third party invoices will be sent to the parent state within 120 days of completion of the fire management services, unless a written request for an extension has been granted by the State. 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.

**Supplemental Project Plan**

**EXHIBIT E**

**SUPPLEMENTAL NUMBER \_\_\_\_\_  
TO MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AGREEMENT**

**PROJECT AND FINANCIAL PLAN**

**I. INTRODUCTION**

Brief description, where located, status of environment analysis, status compliance if applicable, design/specifications status.

List authorizing law (Examples: Reciprocal Fire Protection Act, 42 U.S.C. 1856 or Cooperative Funds and Deposits Act, PL 94-148).

**II. SCOPE AND DURATION**

The description of this project is to \_\_\_\_\_. It is anticipated that this project will begin \_\_\_\_\_ and will end \_\_\_\_\_.

**III. PRINCIPAL CONTACTS**

Principal contacts for each Agency for the administration of the project are:

- Name
- Address
- Telephone
- FAX

**IV. DETAILED PROJECT DESCRIPTION**

- A. Specific duties and tasks to be performed. Identify desired end results.
- B. Identify tools and equipment needed and who will supply them.
- C. Identify size of crew and who will be providing transportation
- D. Other

**V. SUPERVISION AND TECHNICAL OVERSIGHT**

**VI. REIMBURSEMENT**

Describe any relevant reimbursement and billing procedures, including to whom to send payment and the billing address.

**VII. FINANCIAL PLAN**

List which Agency is reimbursing the other and detail items to be reimbursed. If this is a Cost Share Supplemental Project Plan, list all Agencies, contributions, cash, non-cash, and in-kind. Include: salaries, travel, supplies, equipment use, indirect cost, project total, estimated reimbursement, and job code to be charged. Reimbursement shall be made only for actual expenses incurred, not to exceed the estimated total reimbursement. Itemized documentation in support of all expenses is required.

**VIII. SIGNATURES**

_____	_____
Unit Administrator	Date
_____	
Agency	
_____	_____
Unit Administrator	Date
_____	
Agency	

**SUPPLEMENTAL FIRE SUPPRESSION  
AND COST SHARE AGREEMENT**

**EXHIBIT F**

**INSTRUCTIONS – SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT**

Numbered instructions correspond to form items that require further explanation. Supplemental agreements will be numbered consecutively following the original (#1) for each fire. Supplements may be added at any time. Where insufficient room is available for necessary information, additional sheets or addendums may be added. Small revisions to this agreement may be completed on a single page, describing the change to the original agreement, and obtaining new signatures from those involved.

A Master Cooperative Wildland Fire Management Agreement exists between all major wildland fire protection agencies in the South Carolina. This agreement authorizes general mutual aid, including reciprocal and cooperative fire protection services elaborated upon in local annual operating plans. Other cooperative agreements exist between fire management agencies that authorize fire management services between Agencies at the sub-geographic level. The objective of the Supplemental Fire Suppression and Cost Share Agreement is to establish and document the cost sharing and basic organizational structure in response to specific fires.

Supplemental Fire Suppression and Cost Share Agreements will be negotiated between agencies involved in specific on-the-ground fire suppression activities. These agreements are mandatory when more than one jurisdictional responsibility for fire protection is affected by the placement of the fire. The agreement will not affix liability for fire cost payment by either Agency based upon responsibility for the fire origin. The designated representatives of each Agency with forces on the fire are responsible for completing and signing the agreement.

1. List the fire name agreed upon by Agencies involved.
2. Give the origin or best estimate of origin location by legal description.
3. Estimate the size at the time of the Supplemental Agreement.
4. List the Agencies involved in fire suppression operations, and respective agency fire numbers.
5. List the date and time that the agreement is in effect. That time could be prior to or following the time that negotiations are made for the agreement.
6. Check the appropriate command structure for the fire. Definitions:  
**UNIFIED COMMAND** – A method for all Agencies with jurisdictional responsibility to contribute to determining the overall objectives for the incident; interagency ICS team structure.

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

List the appropriate personnel filling ICS positions on the fire.

7. List any special conditions or resource objectives, i.e., dozer restrictions, mechanized restrictions, bald eagle nest, high value plantation. Operational responsibility for the fire will be defined in this section (if appropriate). Respond to this item only if Agency forces have specific segments of the fire. This information will not determine cost responsibility, unless specified in Item 11. Examples are: Divisions A and B; all structural protection areas; specific campground.

8. List the Agency responsible for structural protection, and any pertinent control information or contacts.
9. List operation conditions or directions pertaining specifically to: air operations, base camp and food service, and fire investigation. Costs pertaining to these decisions shall be documented in Item #10.
10. Fire suppression costs shall be determined from the information supplied in this item. There are several ways to determine the best cost share mix. A, B, and C are typically used on smaller, less complex incidents on lands with similar values and uses; D and E on larger, more complex incidents, such as those with both wildland urban interface and wildlands:
  - A. Each Agency pays for its own resources – fire suppression efforts are primarily on jurisdictional responsibility lands.
  - B. Each Agency pays for its own resources – services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands.
  - C. Cost share by percentage of ownership or Agency jurisdictional responsibility.
  - D. Cost is apportioned by geographic division. Examples of geographic divisions are: Divisions A and B (using a map as an attachment); privately owned property with structures; or specific locations such as campgrounds.
  - E. Reconciliation of daily estimates (for larger, multi-day incidents). This method relies upon daily agreed to cost estimates, using Incident Action Plans or other means to determine multi-Agency contributions. Reimbursements can be made upon estimates instead of actual bill receipts.

The following are not reimbursable:

- Responsibility for tort claims or compensation for injury costs.
- Non suppression rehabilitation costs are the responsibility of the Jurisdictional Agency.
- Non-expendable property purchases will be the responsibility of the Agency making the purchase.

Support costs (i.e. office dispatchers, warehouse workers, etc.), unless they are charging to an emergency code assigned to the incident.

The cost centers that should be considered in this agreement:

- Fire line Resources: Dozers, engines, fallers, transports, water tenders, hand crews, line overhead.
- Fire Camp Operations and Support: Overhead, buses, camp crews, communications, food, refrigerator units, showers, toilets, water trucks, cache supplies, rescue/med, camp facility.
- Air Support: Helicopters, (with support) air tankers.
- Cost apportionment by period (i.e. state mobilization or conflagration, Fire Management Assistance Grant declaration, additional jurisdictional involvement).

12. List any specific conditions relative to this agreement, such as: dispatch procedures, one Agency representing another, notifications, incident information, coordinated intelligence, etc.
13. Signatures of authorized personnel. List any attachments to the agreement. Give the date of the last revision or former Supplemental Agreement for the same fire.

**SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT**

**Exhibit F.**

The purpose of this agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost divisions. This agreement is a supplement to the Master Cooperative Wildland Fire Management Agreement between the Agencies listed.

- 1. Fire Name: \_\_\_\_\_ Origin Date \_\_\_\_\_ Time \_\_\_\_\_
- 2. Origin: Latitude \_\_\_\_\_ Longitude \_\_\_\_\_ (degrees, minutes, seconds)
- 3. Estimated Size \_\_\_\_\_ Acres at the time of this agreement.
- 4. Agency \_\_\_\_\_ Fire # \_\_\_\_\_ Accounting Code \_\_\_\_\_  
Agency \_\_\_\_\_ Fire # \_\_\_\_\_ Accounting Code \_\_\_\_\_  
Agency \_\_\_\_\_ Fire # \_\_\_\_\_ Accounting Code \_\_\_\_\_  
Agency \_\_\_\_\_ Fire # \_\_\_\_\_ Accounting Code \_\_\_\_\_  
Agency \_\_\_\_\_ Fire # \_\_\_\_\_ Accounting Code \_\_\_\_\_
- 5. This agreement becomes effective on: \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_ and remains in effect until amended or terminated.

- 6. Overall direction of this incident will be by ( ) Unified Command, or by ( ) Single Command structure. Identify below personnel filling the following positions:

Position	Name(s)	Agency
Incident Commander	_____	_____
Agency Administrator	_____	_____
Representative	_____	_____
Liaison	_____	_____
Finance	_____	_____
Operations	_____	_____

- 7. Suppression action will be subject to the following special conditions and land management considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Geographic responsibility (if appropriate) by Agency is defined as follows:

Agency \_\_\_\_\_ Geographic Responsibility \_\_\_\_\_  
 Agency \_\_\_\_\_ Geographic Responsibility \_\_\_\_\_  
 Agency \_\_\_\_\_ Geographic Responsibility \_\_\_\_\_  
 Agency \_\_\_\_\_ Geographic Responsibility \_\_\_\_\_

9. The Agency responsible for structural protection will be: \_\_\_\_\_  
 \_\_\_\_\_

10. Special operational conditions agreed to (include as appropriate Air operations, base camp, food service, fire investigation, security, etc.) List cost share information in Item #11:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Cost Centers:	Agency:	Agency:	Agency:

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

\_\_\_\_\_  
 \_\_\_\_\_

13.

_____	_____	_____	_____
Agency	Agency	Agency	Agency
_____	_____	_____	_____
Signature	Signature	Signature	Signature
_____	_____	_____	_____
Title/Date	Title/Date	Title/Date	Title/Date

List of Attachments (if any): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## USE OF AND REIMBURSEMENT FOR SHARED RESOURCES IN STAFFORD ACT RESPONSE ACTIONS

### Exhibit G

**1. Stafford Act Declarations:** Transfers performed for this Agreement are under the Disaster Relief Act, 42 U.S.C. § 5147. This Agreement is automatically incorporated by reference into any Resource Order that is issued under it, constituting a binding obligation. The billings, inclusive of copies of this Agreement, the Mission Assignment and subsequent Resource Order(s), and expenditure documentation, will define the specific services, supplied goods and costs (by sub-object class code) for each order, and subsequent obligation and payment.

Reimbursement payments for all-hazard incident response activities will be accomplished by submission of billings, which are inclusive of copies of the Resource Orders that reflect the Mission Assignment-requested services and goods, and the expenditure back-up documentation, to the primary Emergency Support Function (ESF) agency (i.e. the agency to issue the mission assignment or sub-tasking). The primary ESF agency will review, approve the documentation, and return to the sub-tasked agency for forwarding to FEMA for reimbursement.

**2. Federal Reimbursable Assistance:** Federal Reimbursable Assistance resources must be requested by the primary ESF Federal agency or supplied through established dispatch systems and must be recorded by the Mission Assignment and subsequent Resource Order process. Resources not documented in this manner are not reimbursable. Funds to cover eligible expenses will be provided through and limited by reimbursement from FEMA. Expenditures eligible for reimbursement for Federal Agencies in accordance with 44 CFR 206, subpart A, section 206.8 paragraph c include:

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

**3. State/Tribe Reimbursement Process:** State/Tribe Reimbursement refers to those resources that are to be reimbursed by the primary ESF Federal agency. State/Tribe Reimbursement resources must be requested by the primary ESF Federal agency or supplied through established dispatch systems and must be recorded by the Mission Assignment and subsequent Resource Order process. Resources not documented in this manner are not reimbursable. Funds to cover eligible expenses will be provided through and limited by reimbursement from FEMA. Expenditures eligible for reimbursement include:

- a) Wages, overtime, travel and per diem of State/Tribal personnel.
- b) Wages, travel and per diem of temporary State/Tribal personnel assigned solely to performance of services directed by the (FEMA) Associate Director or the (FEMA) Regional Director in the major disaster.
- c) Cost of work, services, and materials procured under contract for the purposes of providing assistance directed by the (FEMA) Associate Director or the Regional Director.
- d) Cost of materials, equipment, and supplies (including transportation, repair and maintenance) from regular stocks used in providing directed assistance.

- e) All costs incurred which are paid from trust, revolving, or other funds and whose reimbursement is required by law.
- f) Other costs submitted by an agency with written justification or otherwise agreed to in writing by the (FEMA) Associate Director or the (FEMA) Regional Director and the agency.

**4. Duration of Assignments:** Consideration must be given to the health and safety of personnel when assigned to incidents. Parties agree that Incident Commanders will release resources to their primary responsibilities as soon as priorities allow. Incident Commanders shall also adhere to rest and rotation policies of respective responding agencies. Mobilization activities shall be accomplished utilizing established dispatch coordination concepts per the current National Interagency Mobilization Guide.

**5. Procurement:** The State of South Carolina receives its procurement authority from its own laws, and is therefore not subject to Federal procurement laws. Whenever the State of South Carolina is responsible for the management of an incident (including an incident within the Direct Protection Area of a Federal Agency), the State of South Carolina will comply with its own laws and regulations covering procurement. Procurement costs by one Party in support of another that are reasonable and prudent may be charged back to the Protecting Agency. All property procured under a Mission Assignment becomes the property of FEMA.

**6. Loaned Equipment:** Equipment loaned by one Party to another shall become the responsibility of the borrower, and shall be returned in the same condition as when received, reasonable wear and tear excepted. The borrower will repair or reimburse for damages in excess of normal wear and tear and will replace or reimburse items lost or destroyed.

## **7. Billing Procedures**

### **A. Incident Billings:**

1. When Commission is the supporting agency and the incident is **within** the State of South Carolina, the Commission will bill the jurisdictional Federal Agency. When the Commission is the supporting agency and the incident is **outside** the State of South Carolina's *jurisdiction*, the Commission submits its billing to the Primary Federal Agency.
2. Agencies will share their respective individual incident Resource Order numbers for cross referencing purposes, if requested.
3. Billing Estimates/Timeframes: On incidents where costs are incurred pursuant to Annual Operating Plans, the billing Party shall submit a bill or estimate for reimbursement as soon as possible, but not later than 180 days after the incident is controlled. If the total cost is not known at the time of initial billing, a partial bill, so identified, may be submitted. A final bill, so identified, will be issued within 270 days after control of the incident. After the final billing has been sent, and if additional costs are identified, a supplemental billing may be issued if agreeable to applicable Parties.

For obligation purposes, the Federal Agencies will submit unpaid obligation figures to the Commission by no later than June 30. The Commission will submit unpaid obligation figures to the appropriate Federal Agency by September 15 for the previous Federal fiscal year. All obligations will be submitted by incident name, date, mission assignment number (MA), and federal job code.

4. **Billing Content:** Bills will be identified by incident name, date, MA. location, jurisdictional unit, and supported by documentation to include but not limited to: separate invoice by MA; list of personnel expenses including base, overtime, and travel; and supplies/services procured by vendor name and dollar amount. Billings for the Commissions incident assistance may include administrative overhead, not to exceed the predetermined State of South Carolina indirect cost rate negotiated annually with the cognizant Federal Agency for the South Carolina (OMB Circular A-87).

8. **Billing Addresses:**

All bills for services provided to the State of South Carolina Forestry Commission will be mailed to the following address for payment:

South Carolina Forestry Commission
P.O. Box 21707
Columbia, SC 29221

All bills for services provided to the Forest Service and all Federal and State units party to this Agreement will be mailed to the following address:

USDA Forest Service
Fire and Aviation Management
4931 Broad River Road
Columbia, SC. 29212

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

National Park Service
Southeast Regional Office
100 Alabama St, NW
Atlanta, Ga.30303

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

US Fish and Wildlife Service
1875 Century Boulevard
Suite 234
Atlanta, Ga. 30345

9. **Payment Due Dates:** All bills will have a payment due date 60 days after the date of issuance. If payment cannot be made before the 60 days expire, then a 30-day extension, with oral or written justification, may be requested.
10. **Disputed Billings:** 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 area of dispute. Contested items will be resolved not later than 60 days following receipt of written notice. The uncontested portion of the bill will be paid and a new bill will be issued for the contested amount.
11. **Payments:** Payments will refer to the bill number and incident name and will be sent to the appropriate billing address.

## **GLOSSARY OF TERMS FOR STAFFORD ACT RESPONSE**

### **Exhibit H**

When the following terms are used in the context of a Stafford Act response under this Agreement, or in the Annual Operating Plan, such terms will have the meanings stated below. Many of these terms are defined in the National Emergency Response Plan and/or the Interagency Incident Business Management Handbook.

**Administrative Costs (Charges):** Any expenses not charged directly to a program, project, or incident. They include general overhead personnel and administrative services. For the state, the administrative charge is identified as those charges and expenses used to determine the "indirect rate". All activities that can be identified and charged to specific projects, and not excluded elsewhere in this agreement, are considered direct costs and may be billed with proper documentation.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Administrator:** Agency officials who are signatory to this agreement.

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Annual Operating Plan:** An annually updated document authorized by the appropriate officials for implementing the Cooperative Incident Management Agreement in their respective areas of responsibilities.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an Emergency Operations Center (EOC) facility or at some location other than an ICP.

**Catastrophic Incident:** Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Cyber:** Pertaining to computers and their support systems, such as servers, routers, and switches, that support critical infrastructure.

**Direct Costs:** All costs associated with direct incident operations and incident support ordered by or for the incident. Excludes Overhead Costs.

**Direct Protection Area:** That area which, by law or identified or authorized pursuant to the terms of this Agreement, is provided protection by the Parties. This may include land protected under exchange or payment for protection.

**Disaster:** See **Major Disaster**.

**Emergency:** As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

**Emergency Support Function (ESF):** A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

**ESF Primary Agency:** A Federal Agency designated as an Emergency Support Function primary agency serves as a Federal executive agency under the Federal Coordinating Officer (FCO) to accomplish the ESF Mission.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**First Responder:** Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazard Mitigation:** Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

**Hazardous Material:** For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident Mitigation:** Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

**Incident of National Significance:** Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

**Infrastructure:** The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

**Initial Response:** Resources initially committed to an incident.

**In-Kind Donations:** Donations other than cash (usually materials or professional services) for disaster survivors.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Major Disaster:** As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Mission Assignment:** The vehicle used by DHS/EPR/FEMA to support Federal operations in a Stafford Act Major Disaster or Emergency Declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

**Mitigation:** Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-

related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Move-Up and Cover:** Identifies a relocation of incident resources from their established location to a temporary location to provide protection coverage for an initial attack response area.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual Aid Agreement:** A written agreement between agencies, organizations, and/or jurisdictions that indicating they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**Natural Resources:** Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

**Nongovernmental Organization (NGO):** A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Overhead Costs:** Indirect administrative costs that cannot be readily identified with specifically financed programs and functions.

**Party:** Entities that are signatory to this Agreement.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.



**Prevention:** Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure, including for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

**Protection Area Maps:** Official maps of the annual operating plans.

**Protection Boundaries:** Mutually agreed upon boundaries which identify areas of direct incident protection responsibility and are shown on maps in the annual operating plans.

**Public Health:** Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

**Reimbursable (Assistance by Hire):** Incident resources that will be paid for by the requesting Protecting Agency per the conditions of this Agreement and its annual operating plans. Excludes Mutual Aid.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**State:** Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Strategic:** Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Sub-Object Class Code:** Detailed codes used by the Federal Government to record its financial transactions according to the nature of services provided or received when obligations are first incurred.

**Telecommunications:** The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic, or optical means. Telecommunications includes all aspects of transmitting information.

**Terrorism:** Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Threat:** An indication of possible violence, harm, or danger.

**Transportation Management:** Transportation prioritizing, ordering, sourcing, and acquisition; time phasing plans; fleet management; and movement coordination and tracking.

**Tribe:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction, or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unit Administrator (Line Officer):** The individual assigned administrative responsibilities for an established organizational unit, such as Forest Supervisors or District Rangers for the Forest Service, District Manager for the Bureau of Land Management, Area Forester, District Forester, or State Forester as designated for the State Forest Service, Agency Superintendent for the Bureau of Indian Affairs, Park Superintendent for the National Park Service, and Refuge Manager (Project Leader) for Fish and Wildlife Service.

**United States:** The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Volunteer:** Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

**Weapon of Mass Destruction (WMD):** As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device;

(2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.