

Exhibit C. Operating Plan Template 19-FO-11080900-055
OKLAHOMA OPERATING PLAN

Between

UNITED STATES FOREST SERVICE
Ouachita and Ozark-St. Francis National Forest
Cibola National Forest & National Grasslands

UNITED STATES FISH & WILDLIFE SERVICE
Region 2

NATIONAL PARK SERVICE
Intermountain Region

BUREAU OF INDIAN AFFAIRS
Eastern Oklahoma Region
Southern Plains Region

BUREAU OF LAND MANAGEMENT
Oklahoma

STATE OF OKLAHOMA
Forestry Services Division

This Operating Plan is hereby made and entered into by and between the Parties pursuant to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement **19-FI-11080900-054** signed and dated **September 9, 2019**. This Operating Plan, inclusive of any referenced attachments or Exhibits, is tiered to the Agreement. A formal modification to the Agreement is unnecessary, but shall not contradict the Agreement.

All portions of this Operating Plan should be addressed. State if any item is not applicable, but do not remove the item. To facilitate review of this Operating Plan, do not change the format or delete sections. Items may be added as necessary to each of the sections.

I. PURPOSE

This is an Oklahoma Coordinating Group Operating Plan applicable to all signatory Parties within Oklahoma. Its purpose is to address statewide or local issues affecting cooperation, interagency working relationships and protocols, financial arrangements, sharing of resources, and joint activities/projects. The Southern Area and Southwest Area Mobilization Guides are considered part of this Operating Plan.

II. RECITALS

Stafford Act responses and related NRF activities will be accomplished utilizing established dispatch coordination concepts. Situation and damage assessment information will be transmitted through established fire suppression intelligence channels. Jurisdictional Agencies are responsible for all planning documents, i.e. land use, resource and fire management plans and decision support documents, for a unit's wildland fire and fuels management program.

Protecting Agencies implement the actions documented and directed by the appropriate planning documents and decision support documents for initial and extended attack on wildfire incidents.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

They provide the supervision and support including operational oversight, direction and logistical support to IMTs.

III. INTERAGENCY COOPERATION

1. Interagency Dispatch Centers: The primary coordination center for the agencies within the State of Oklahoma, with the exception of the Cibola National Forest & National Grasslands and the Bureau of Land Management Oklahoma, will be the Arkansas-Oklahoma Interagency Coordination Center (AOICC), located in Hot Springs, AR.

A. Purpose and Overview

The mission of the AOICC is to provide and utilize interagency cooperation and standardized procedures to provide safe, efficient, and effective dispatch operations and management services relating to all risk emergency response and natural resource management for all agencies within Oklahoma.

To accomplish our mission, AOICC operates within a formalized interagency dispatch system. Requests from the Southern Area Coordination Center (SACC) are routed through AOICC to local unit offices. Requests within the center are allocated according to basic dispatch principals (type, location, cost) regardless of agency and/or ownership. All incidents and resulting requests are given equal consideration based on values at risk and resource availability.

Administrative Oversight/Structure

- i. i. Executive Board - NA
- ii. ii. Operations Group – NA

Dispatch Organization

- i. Staffing

Position	Funding
Center Manager - GS-9/11 - PFT	USFS – Ouachita National Forest
Assist. Center Manager – GS-8/9 - PFT	USFS – Ouachita National Forest
Initial Attack Dispatcher – GS-5/6/7 - PFT	USFS – Ouachita National Forest (<i>Vacant</i>)
Initial Attack Dispatcher – GS-5/6/7 - PFT	USFS – Ouachita National Forest
Initial Attack Dispatcher – GS-5/6/7 - PFT	NPS/+TBD - Ouachita National Forest (<i>Vacant</i>)
Initial Attack Dispatcher – GS-6/7 – PFT	BIA – Eastern Oklahoma Region

Roles and Responsibilities

- iii. Center Manager (CM)

The Center Manager is responsible for the overall management of all AOICC operations as well as serving as a liaison to each of the member agencies regarding dispatch related business. The CM collaborates with local unit administrators to establish procedures and protocol in accordance with local, regional, and national agency specific policies. During periods of critical fire danger and/or fire business, the CM is responsible for increasing the lines of communication with local unit duty officers, neighboring dispatch centers, and the Southern Area Coordination Center (SACC). The Center Manager also serves

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

as the lead for expanded dispatch operations. The Center Manager is supervised by the USFS – Forest Assistant Fire Management Officer.

iv. Assistant Center Manager(s) (ACM)

The Assistant Center Manager serves as the assistant to the CM. This position will assume the roles of the CM in his/her absence as delegated. In the absence of the CM, the ACM will ensure that local policy and procedures are complied with and will coordinate with the CM, excluding personnel issues and policy changes. The Assistant Center Manager is responsible for directing floor operations and expanded dispatch operations when needed for mobilization and demobilization and the status of all resources operating within the AOICC area of influence in accordance with agency procedure and policy. The Assistant Center Manager is supervised by the Center Manager.

v. Aircraft Dispatcher (ACDP)

The Aircraft Dispatcher(s) is responsible for dispatching and the status of all aircraft operating within the AOICC area of influence in accordance with agency procedure and policy. The Aircraft Dispatcher is supervised by the Center Manager.

vi. Initial Attack Dispatcher (IADP)

The Initial Attack Dispatcher(s) is responsible for dispatching and the status of all resources operating in the AOICC area of influence in accordance with agency procedure and policy. The Initial Attack Dispatcher is supervised by the Center Manager.

E. Dispatch Services

i. Initial and Extended Attack

Ouachita National Forest – Oklahoma Ranger District: AOICC provides initial attack response, flight-following, weather data gathering and dissemination, resource needs including aviation, personnel tracking, fire reporting, SIT/209 reporting and expanded operations for all hazard incidents.

Bureau of Indian Affairs – Eastern Oklahoma Region and Southern Plains Region: AOICC provides assistance with resource needs including aviation, flight-following, personnel tracking, fire reporting, Fire Code, IQCS, SIT/209 reporting and expanded operations.

National Park Service – Intermountain Region: AOICC provides assistance with resource needs, flight-following, personnel tracking, fire reporting, SIT/209 reporting, Fire Code, IQCS and expanded operations.

US Fish and Wildlife Service – Region 2: AOICC provides assistance with resource needs, flight-following, personnel tracking, fire reporting, Fire Code, SIT/209 reporting and expanded operations.

Oklahoma Forestry Services Division: AOICC provides resource needs, including aviation, flight-following, and expanded operations.

ii. Mobilization, Demobilization and Support

The Arkansas-Oklahoma Interagency Coordination Center (AOICC) provides for the cost-effective mobilization, demobilization and support of resources, with the exception of the Cibola National Forest &

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

Grasslands and the Bureau of Land Management Oklahoma, between the agencies party to this agreement and the Southern Area Coordination Center (SACC).

iii. Aviation

The Arkansas-Oklahoma Interagency Coordination Center (AOICC) provides for the cost-effective mobilization, demobilization and support of aviation resources, with the exception of the Cibola National Forest & Grasslands and the Bureau of Land Management Oklahoma, between the agencies party to this agreement and the Southern Area Coordination Center (SACC).

iv. Prescribed Fire

The Arkansas-Oklahoma Interagency Coordination Center (AOICC) provides for the cost-effective mobilization, demobilization and support of prescribed fire resources, with the exception of the Cibola National Forest & Grasslands and the Bureau of Land Management Oklahoma, between the agencies party to this agreement and the Southern Area Coordination Center (SACC).

v. All Hazard

The Arkansas-Oklahoma Interagency Coordination Center (AOICC) provides for the cost-effective mobilization, demobilization and support of all-hazard resource needs (floods, tornados, hurricanes, etc.), as requested, with the exception of the Cibola National Forest & Grasslands and the Bureau of Land Management Oklahoma, between the agencies party to this agreement and the Southern Area Coordination Center (SACC).

F. Funding

- i. Cost Sharing between participating agencies for the operations and maintenance of the dispatch center – N/A
- ii. Financial plan (attach as Appendix) – N/A

2. Interagency Resources: The OFS is responsible for suppression activities on all state and private lands in the state of Oklahoma. For suppression activities, the Federal agencies will independently act only on those fires on Federal lands or where Federal lands are threatened by fires on state and private lands, unless the state requests assistance under provisions of existing agreement(s) between a Federal Agency and the OFS. Likewise, the OFS will independently act on state and private jurisdictional lands or on Federal lands when fires on those lands threaten state and private land, resources and real property unless assistance is requested by a federal agency.

During periods of local, regional or national emergencies, it may be necessary to request assistance from the State of Oklahoma for fire resources to be sent outside the state. When the Forest Service, Ouachita and Ozark-St. Francis National Forests mobilizes State affiliated resources, they will be employed under the AD authority per Region 8 direction by letter dated *July 20, 2018 – Direction for State Sponsored Administratively Determined (AD) Personnel.*

The rate of pay will be according to the NWCG Standards for Interagency Incident Business Management. This rate is all-inclusive and no additional pay will be added for hazardous duty.

3. Standards: Standards and special considerations during response will be communicated by the jurisdictional agency to the responding agency after the notification. If no considerations are communicated the responding agency will engage based on common practices. It is imperative to notify the jurisdictional agency in a timely manner (ASAP or within 30 minutes) to gain direction or notification of such considerations.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

It is recommended that special considerations are communicated pre-season or shared in a data layer. Such special considerations might include but are not limited to aerial retardant avoidance areas, sensitive historic values, archeological sites, and infrastructure.

4. Supplemental Fire Department Resources: N/A

IV. PREPAREDNESS

1. **Protection Planning:** In the event that protection planning is deemed necessary, such planning will be conducted by and between the agencies to this agreement where jurisdictional boundaries necessitate joint participation in protection planning.
2. **Protection Areas and Boundaries:** Protection areas vary according to the circumstances of each individual wildfire event. Federal agency actions will be (generally) limited to those wildfires that either threaten or are located on federal jurisdictional areas unless a request for assistance on state and private lands is made to the federal agency by the OFS.

Likewise, the OFS actions are generally limited to state and private jurisdictional lands unless a request for assistance on federal lands is made by a federal agency to OFS, except as defined under the **Methods of Fire Protection and Suppression** clause given below.

3. **Methods of Fire Protection and Suppression:** Generally, the closest available resources will initiate suppression action on any wildfire on reciprocally protected lands regardless of land ownership. The reciprocal area is identified on a case-by-case basis, but is generally defined by a one mile buffer each side of Federal ownership boundaries, during routine actions but can be adjusted based on the discretion of the IC's in terms of threatening ownership as fire conditions are dynamic.

The Protection Agency will not be required to reimburse the Supporting Agencies for its costs of fire suppression within the reciprocal area, with the exception of air operations.

Conditions and circumstances during any particular initial attack may dictate expansion of the stated reciprocal fire assistance and area particularly when issues of life, property, simultaneous resource commitments, and/or extreme fire behavior become an emergency consideration.

Resources will charge to their established job code until the non-billable mutual aid period, generally 24 hours, is met, at which time they will convert to the established job code for the incident. Maps depicting areas under reciprocal protection will be maintained at each state dispatch office, AOICC and ABC.

All requests for assistance will be processed through AOICC or ABC.

The requesting agency agrees to assume responsibility for making necessary arrangements and paying all expenses for lodging and meals for personnel from the sending agency.

Aviation: Air tactical resources will be utilized on a reimbursable basis on all wildland fires, regardless of reciprocal status of the fire. All requests for USFS aerial suppression assistance on wildland fires (fixed or rotor wing) on privately owned lands outside of the Reciprocal Fire Protection area defined above will be made by the Director, State Fire Management Chief, or Area Forester or designated representative. The USFS will bill the State by separate billing for the costs of the assistance.

Acquisition of Services: All areas that are not under reciprocal protection will be managed according to cooperative protection standards. Assistance from the agency that does not have protection responsibility will be reimbursable. However, if the fire is controlled with initial

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

attack forces within the first 24 hours, there will be no charges or reimbursement by either agency, with the exception of air operations.

4. **Joint Projects and Project Plans:** If any of the federal agencies and the state agency want to engage in joint cooperative projects, such as prescribed fire/fuels management, preparedness, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts in support of interagency fire management, a Supplemental Fire Project Agreement (as outlined in Exhibit I of the Agreement) will be prepared.
5. **Fire Prevention:** Each agency will retain rights to limit public use on lands under their jurisdiction concerning burn bans and fire restrictions. Whenever feasible agencies should coordinate the implementation of restrictions together so there is consistency in a given area.

Each agency agrees to cooperate in the development and implementation of fire prevention programs. Unit Administrators will assure the fire prevention goals and activities are planned at local levels and are addressed. Specific fire prevention plans should be developed by local interagency fire management personnel. Each agency may pool resources and share costs. Unit Administrators are encouraged to participate in local fire prevention cooperatives, organizations or groups, where applicable.

All parties agree that in order to avoid duplication of effort in fire education/prevention/prevention sign programs, representatives from the all agencies will meet each year to agree on areas to be served by each or to be handled jointly. Each agency will emphasize measures to reduce the risk to communities and the environment according to the direction given through the 10-Year Comprehensive Strategy in the National Fire Plan.

6. **Public Use Restrictions:** Closure orders, red flag alerts and burn bans may be put into effect by either agency under its authority; however, before such action is taken, each agency will determine the seriousness of the situation and every reasonable effort will be made to insure uniform and simultaneous action by the agencies to the extent possible.
7. **Burning Permits:** Each agency will follow their individual policies on lands under their jurisdiction. Whenever feasible, agencies should coordinate the implementation of restrictions together so there is consistency in a given area.
8. **Prescribed Fire (Planned Ignitions) and Fuels Management:** Information concerning prescribed fire or other fuels managements projects will be coordinated at AOICC/ABC. State dispatch offices will be notified each day concerning prescribed burns that are being conducted.
9. **Smoke Management:** All participating agencies will follow federal and state smoke policy guidelines in relation to individual and joint projects of the jurisdictional agencies.

V. OPERATIONS

10. **Fire Notifications:** When any party to this agreement takes independent action on fires that threaten or involve lands protected by another agency, the jurisdictional dispatch center will be notified as soon as possible and no later than 30 minutes of time of report with location of incident and suppression action being taken. In order for appropriate fire notifications to be made, it is required that parties share data layers outlining jurisdictional boundaries with participating dispatch centers. If data is not shared, the jurisdictional agency and/or agencies may not be notified.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

It is the Incident Commander's responsibility to coordinate with the jurisdictional agency on the status of wildfires from contain to out.

Fire Reports will be sent to jurisdictional agencies within 10 days of incident start date.

11. **Boundary Line Fires:** Boundary line fires will be the initial attack responsibility of the protecting party(s) on either side of the boundary. Neither party will assume the other is aware of the fire, or is taking action. The officer-in-charge who arrives first at the fire will act as Incident Commander. When both parties have arrived, the designation of the Incident commander will be mutually agreed upon and announced to dispatching offices of each agency and all responding personnel.
12. **Independent Action on Lands Protected by Another Agency:** Each agency may take independent action in reciprocal areas on any lands under protection responsibility of the other agency.

During the initial attack, each responding agency shall be responsible for damage to equipment or personal injury regardless of jurisdiction.

Generally, there are no special land management considerations that affect independent action during initial attack. However, areas having special designation as wilderness, heritage or other resource issues on federal lands that are associated with suppression activities will be directed by jurisdictional agencies based on land management criteria due to specific governing policies.

13. Response to Wildland Fire:

Special Management Considerations:

On National Forests areas designated as Wilderness, the use of mechanical equipment will not be undertaken except with the advance approval of the Forest Supervisor and/or Regional Forester, on a case-by-case basis.

Locations of National Forest Wilderness areas, intermittent water ways, riparian, wilderness, heritage, gas lines, WUI and historical areas such as Trail-of-Tears are identified on maps located at the AOICC and ABC.

Decision Process: For fires which are expected to exceed initial attack capabilities all parties involved with lands involved will meet to develop and document decisions regarding suppression strategies and tactical actions that are cost efficient and consider loss and benefit to land, values-at-risk, resource, social and political values and existing legal statutes.

Cooperation: Pre-season meeting should be held to discuss areas which require a higher priority protection. Values at risk would be identified and ranked in order of priority. This would help set priority in the event that multiple fire starts occurred at the same time and required prioritization. The group should also identify those areas requiring fuels treatment/mitigation for future analysis.

Communication: Local level of communication is required. Communications should occur prior to fire season and during the early stages of wildland fires. Agencies managing fires, especially those with multiple objectives, should consider: fire fighter and public safety, predicted weather, conditions, resource drawdown, proximity to values at risk, smoke, current and anticipated fire activity and time of season. Neighboring jurisdictions should provide prompt notification to agencies when concerns exist about fires that are managed strategically and have the potential to impact adjacent jurisdictions.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

The appropriate management response (Confine, Contain and Control) will be selected for each incident. In the event that the fire will impact adjacent jurisdictions, all parties may be asked to participate in the development of the Wildland Fire Decision Support System (WFDSS).

Cost efficiency: Jurisdictions will identify conditions under which cost efficiency may dictate where suppression strategies and tactical actions are taken (i.e., it may be more cost effective to put the containment line along an open grassland than along a mid-slope in timber). Points to consider include loss and benefit to land, values at risk, resource, social and political values, and existing legal statutes.

14. **Delegation of Authority:** In the event that an overhead team is called in to stage or assume control of an incident, all agencies with jurisdictional responsibility will prepare the delegation of authority as and WFDSS for the Incident Commander.
15. **Preservation of Evidence:** Point-of-origin and evidence will be preserved in accordance with applicable Agency regulations and policies.

VI. USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

1. **Cost Share Agreement (Cost Share Methodologies):** The type of cost share methodology utilized will vary according to a great variety of environmental, resource, tactical, political, and other considerations. The following factors should be discussed in order to clarify how such factors will influence the ultimate selection of a cost share methodology for any given wildland fire.

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- The cost sharing methodologies that will be utilized should wildfire spread to a neighboring jurisdiction in a location where fire is not wanted.
 - The cost share methodologies that will be used should a jurisdiction accept or receive a wildland fire and manage it for multiple objectives.
 - Any distinctions in what cost share methodology will be used if the reason the fire spreads to another jurisdiction is attributed to a strategic decision, versus environmental conditions (weather, fuels, and fire behavior) or tactical considerations (firefighter safety, resource availability) that preclude stopping the fire at jurisdictional boundaries. Examples of cost sharing methodologies may include, but are not limited to, the following:
 - When a wildland fire that is being managed for multiple objectives spreads to a neighboring jurisdiction because of strategic decisions, and in a location where fire is not wanted, the managing jurisdiction may be responsible for wildfire suppression costs.
 - In those situations where weather, fuels or fire behavior of the wildland fire precludes stopping at jurisdiction boundaries, cost share methodologies may include, but are not limited to:
 - a. Each jurisdiction pays for its own resources – fire suppression efforts are primarily on jurisdictional responsibility lands.
 - b. Each jurisdiction 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.
 - d. Cost is apportioned by geographic division or percent of effort. Examples of geographic divisions are: Divisions A and B (using a map as an attachment);

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

- privately owned property with structures; or specific locations such as campground.
- e. Reconciliation of daily costs (for larger, multi-day incidents). This method relies upon daily agreed to costs, using Incident Action Plans or other means to determine multi-Agency contributions. Reimbursements must be followed up by a final bill.
2. **Training:** Interagency training opportunities can be made available. This can include, but is not limited to the annual fire refresher, wildfire academies and in-house training. Each agency agrees to operate under the National Incident Management System (NIMS) standards as developed by the National Wildfire Coordinating Group (NWCG).
 3. **Communication Systems:** Radios for inter-agency communications are installed at the following locations:

Arkansas-Oklahoma Interagency Coordination Center – Hot Springs, AR; Albuquerque Interagency Dispatch Center – Albuquerque, NM; Oklahoma Forestry Services – NE Area Dispatch Office, Tahlequah, OK; E Central Dispatch Office, Wilburton, OK; SE Area Dispatch Office, Broken Bow, OK.

When it becomes necessary for either agency to operate radio equipment belonging to the other agency, all operating procedures of the agency owning the equipment will be followed.

The State is authorized to transmit and receive on the designated US Forest Service frequencies for business directly concerning the US Forest Service. Radio operations shall be according to approved policy, regulations and procedures of the US Forest Service. Use of these frequencies shall be limited to key fire personnel. The approved frequencies and tones are designated in the Cooperative Radio Frequency Agreement between the State of Oklahoma and the US Forest Service.

Each agency will maintain its own radios and will cooperate to the fullest extent in maintaining efficient communications between the agencies.

Each agency may install the others radio frequencies in its radio for use in cooperative activities. All federal licensing requirements will be followed.

Radio communications will be maintained between ground resources, aircraft, State Dispatchers and Forest Service Dispatchers.

Access to systems and facilities will be approved only by agency authorized personnel and in accordance with agency laws, regulations, and policies governing security of systems and facilities.

4. **Fire Weather Systems:** The State and Federal agencies will share information from RAWs stations owned and/operated by each respective agency. Each agency will be responsible for maintenance of their own RAWs stations on a yearly basis.
5. **Incident Meteorological (IMET) Services:** IMET request will be routed through the jurisdictional dispatch center. The procedures shall be made in accordance with the provisions of the Interagency Agreement for Meteorological and Other Technical Services (IMET

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

Agreement), and shall not conflict with the procedures of the Mobilization Guides. Reimbursement and expenditures for IMET Services shall follow the procedures outlined in the National Interagency Mobilization Guide, NFES 2092.

- 6. **Aviation Operations:** Identify and document any local aviation agreements.
- 7. (insert other items, as applicable, or indicate N/A) – N/A

VII. BILLING PROCEDURES

(Refer to Exhibit D of the Master Coop Agreement–Reimbursable Billings and Payments)

8. Suppression Billing:

A. Billing information, provide:

USFS Billing Address:
Albuquerque Service Center Incident Finance-Cooperative Agreements 5141 Masthead St. Albuquerque, NM 87109

OFS Billing Address:
Oklahoma Forestry Services 2800 N Lincoln Blvd Oklahoma City, OK 73105 Attn: Jason Molenda

BIA Billing Address:
Bureau of Indian Affairs
Eastern Oklahoma Regional Office
PO Box 8002
Muskogee, OK 74402

BIA Billing Address:
Bureau of Indian Affairs
Southern Plains Regional Office
WCD Office Complex
PO Box 368
Anadarko, OK 73005

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

FWS Billing Address:
FWS, Regional Fire Management Coordinator
USFWS, Region 2
PO Box 1306
Albuquerque, NM 87103

NPS Billing Address:
NPS Accounting Operations Center
PO box 10000
Herndon, VA 20171-3288

BLM Billing Address
301 Dinosaur Trail
Santa Fe, NM 87508
Attn: Susan Haggerty

9. Fee Based Services – Billings will be in accordance with separate written agreement or contract(s).

10. Non-Suppression Billings: As described in this Operating Plan, the Parties may jointly conduct cooperative projects and/or share resources to carry out non-suppression activities in support of interagency fire management. These joint projects or activities may involve sharing of costs and/or a transfer of funds between the Parties involved, at which time a separate, local agreement, procurement, or other appropriate written document will be required. Billing will be defined under the terms of that document.

11. Stafford Act Billings

- Refer to Exhibit H of the Master Coop Agreement – Use of and Reimbursement for Shared Resources in Stafford Act Response Actions
- Billing timeframes – Provide contact information and process required for any written request for extensions beyond timeframes established in Exhibit H.

VIII. GENERAL PROVISIONS

1. Principal Contacts:

Bureau of Indian Affairs, Eastern Oklahoma Regional Office	US Fish and Wildlife Service, Oklahoma/North Texas Fire Zone
3100 West Peak Boulevard Muskogee, OK 74401	#32 Refuge HG Road Indiahoma, OK 73552
Forrest Blackbear, Regional Fire Mgmt. Officer	Jon King, Fire Management Officer
Phone: 918-781-4610	Phone: 337-452-9175
Fax: NA	Fax: NA
Email: forrest.blackbear@bia.gov	Email: jon_king@fws.gov
Bureau of Indian Affairs, Southern Plains Regional Office	US Forest Service, Black Kettle National Grasslands
100 Riverside Drive Anadarko, OK 73005	18555 Hwy 47A, Suite B Cheyenne, OK 73632
Sheldon Sankey, Fire Operations Specialist	Tom Smeltzer, District Ranger
Phone: 405-247-1663	Phone: 580-497-2143
FAX: NA	Fax: 580-497-2379
Email: sheldon.sankey@bia.gov	Email: tom.smeltzer@usda.gov
National Park Service, Southern Plains Fire Group	US Forest Service, Rita-Blanca National Grasslands
419 E. Broadway Fritch, TX 79036	714 Main Street Clayton, NM 88415
	Mike Atkinson, District Ranger
Phone: 806-865-3360 Ext. 426	Phone: 575-374-9652
Fax: NA	Fax: NA
Email: daniel_pearson@nps.gov	Email: mike.atkinson@usda.gov
Oklahoma Department of Agriculture, Food and Forestry, Forestry Services Division	US Forest Service, Ouachita and Ozark-St. Francis National Forests
2800 N. Lincoln Blvd. Oklahoma City, OK 73105	100 Reserve Street Hot Springs, AR 71901
Andy James, Fire Management Chief	Joshua Graham, Forest Fire Mgmt. Officer
Phone: 405-522-6146	Phone: 501-321-5313
FAX: 405-522-4583	Fax: 501-321-5353
Email: Andy.James@ag.ok.gov	Email: joshua.j.graham@usda.gov
ABC – Albuquerque Interagency Dispatch Center	AOICC – Arkansas-Oklahoma Interagency Coordination Center
2113 Osuna Road NE	100 Reserve Street
Albuquerque, NM 87113	Hot Springs, AR 71901
Phone: 505-346-2660	Phone: 501-321-5232
	Fax: 501-321-5382
	Email: araoc@firenet.gov

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

OFS - NE Area Dispatch Office	OFS – E. Central Dispatch Office
22082 S. JF Davis Ln	PO Box 297
Tahlequah, OK	Wilburton, OK
Phone: 918-456-6139	Phone: 918-465-2056
FAX: 918-456-4155	FAX: 918-465-2005
OFS – SE Area Dispatch Office	USFS – R8 Grants and Agreements
PO Box 40	Janis L. Davison, Grants Mgmt. Specialist
Broken Bow, OK	2946 Chestnut Street Montgomery, AL 36107
Phone: 580-584-3351	Phone: 334-241-8118
FAX: 580-584-3352	Fax: 334-241-8118 Janis.davison@usda.gov

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

2. **Personnel Policy:** See Exhibit G – Supplemental Fire Department Resources. List personnel to be mobilized under the terms of that Exhibit by name, position(s), and identified as Single Resource. While on assignment, these individuals are (XX) FD employees and the (XX) FD will be reimbursed for their actual costs.
3. **Modification:** Modifications within the scope of this Operating Plan shall be made by mutual consent of the Parties, through the issuance of a written modification signed and dated by all Parties prior to any changes being performed. Any Party shall have the right to terminate their participation under this Operating Plan by providing one year advance written notice to the other Parties.
4. **Annual Review:** This Operating Plan is reviewed annually by **October 15** and revised, as needed.
5. **Duration of Operating Plan:** This Operating Plan is executed as of the date of last signature and remains in effect through **December 31** unless modified or superseded. If the current Master Coop Agreement is superseded by a new Agreement, this Operating Plan may remain in effect to the extent that it does not conflict with provisions of the new Agreement, but only until such time that all activities and conditions can be incorporated into a new Operating Plan.
6. **Previous Instruments Superseded:** Cooperative Fire Protection and Stafford Act Response Agreement Between The US Department of Agriculture, Forest Service, Ouachita National Forest, Ozark St. Francis National Forest and the Oklahoma Department of Agriculture, Food and Forestry, Forestry Services Division – #11-FI-11080900-001.
7. **Authorized Representatives:** By signature below, all signatories to this Operating Plan certify that the individuals listed in this document are authorized to act in their respective areas for matters related to this Operating Plan.

IX. REVIEW AND SIGNATURES

The Statewide Operating Plans will be approved by the signatory state and federal OKCG members.

Unit Administrators will have the responsibility for developing and approving sub-geographic area operating plans.

Each signatory agency may have policies/procedures for entering into agreements (including this Operating Plan) that require additional review by attorneys, agreement specialists, or contracting officers.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

USDOI FISH AND WILDLIFE SERVICE
REGION 2

USDOI NATIONAL PARK SERVICE
INTERMOUNTAIN REGION

Regional Director
Date: _____

Regional Director
Date: _____

Contracting Officer FWS-19072


Contracting Officer

Date: _____

Date: _____

USDOI BUREAU OF INDIAN AFFAIRS
SOUTHERN PLAINS REGION

USDOI BUREAU OF INDIAN AFFAIRS
EASTERN OKLAHOMA REGION

ACTING

Regional Director
Date: 8/28/19

Regional Director
Date: _____

Contracting Officer
Date: _____

Contracting Officer
Date: _____

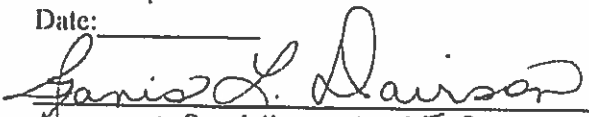
STATE OF OKLAHOMA
OKLAHOMA FORESTRY SERVICES
DIVISION

USDA FOREST SERVICE
REGION 8, OUACHITA NATIONAL
FOREST

State Forester
Date: _____

Forest Supervisor
Date: _____

Agreements Coordinator


Agreements Specialist *USFS*

Date: _____
(insert agency name)

Date: 8/8/19
(insert agency name)

(insert Office/Division/Bureau)

(insert Office/Division/Bureau)

(insert title)

(insert title)

Date: _____

Date: _____

USDA FOREST SERVICE

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

USDOJ FISH AND WILDLIFE SERVICE
REGION 2

USDOJ NATIONAL PARK SERVICE
INTERMOUNTAIN REGION

Regional Director
Date: _____

Regional Director
Date: 8/27/19

Contracting Officer FWS-19072

Contracting Officer

Date: _____

Date: 8/21/19

USDOJ BUREAU OF INDIAN AFFAIRS
SOUTHERN PLAINS REGION

USDOJ BUREAU OF INDIAN AFFAIRS
EASTERN OKLAHOMA REGION

Regional Director
Date: _____

Regional Director
Date: _____

Contracting Officer

Contracting Officer

Date: _____

Date: _____

STATE OF OKLAHOMA
OKLAHOMA FORESTRY SERVICES
DIVISION

USDA FOREST SERVICE
REGION 8, OUACHITA NATIONAL
FOREST

State Forester
Date: _____

Forest Supervisor
Date: _____

Agreements Coordinator

Agreements Specialist USFS

Date: _____
(insert agency name)

Date: 8/8/19
(insert agency name)

(insert Office/Division/Bureau)

(insert Office/Division/Bureau)

(insert title)

(insert title)

Date: _____

Date: _____

USDA FOREST SERVICE

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

USDOI FISH AND WILDLIFE SERVICE
REGION 2

USDOI NATIONAL PARK SERVICE
INTERMOUNTAIN REGION

Regional Director
Date: _____

Regional Director
Date: _____

Contracting Officer FWS-19072

Contracting Officer

Date: _____

Date: _____

USDOI BUREAU OF INDIAN AFFAIRS
SOUTHERN PLAINS REGION

USDOI BUREAU OF INDIAN AFFAIRS
EASTERN OKLAHOMA REGION

Regional Director
Date: _____

Regional Director
Date: _____

Contracting Officer

Contracting Officer

Date: _____

Date: _____

STATE OF OKLAHOMA
Department of Agriculture, Food
and Forestry

Blayne Arthur

Blayne Arthur
Oklahoma Secretary of Agriculture

Date: 8/9/19

Mark Egall
State Forester

Date: 08/09/19

Agreements Coordinator

Date: 08/9/2019

(insert agency name)

(insert Office Division Bureau)

(insert title)

Date: _____

USDA FOREST SERVICE
REGION 8, OUACHITA NATIONAL
FOREST

Forest Supervisor

Date: _____

Janice L. Davison

Agreements Specialist

USFS

Date: 8/8/19

(insert agency name)

(insert Office Division Bureau)

(insert title)

Date: _____

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

**USDOI FISH AND WILDLIFE SERVICE
REGION 2**

**USDOI NATIONAL PARK SERVICE
INTERMOUNTAIN REGION**

Regional Director
Date: _____

Regional Director
Date: _____

Contracting Officer FWS-19072

Contracting Officer

Date: _____

Date: _____

**USDOI BUREAU OF INDIAN AFFAIRS
SOUTHERN PLAINS REGION**

**USDOI BUREAU OF INDIAN AFFAIRS
EASTERN OKLAHOMA REGION**

Regional Director
Date: _____

Regional Director
Date: _____

Contracting Officer

Contracting Officer

Date: _____

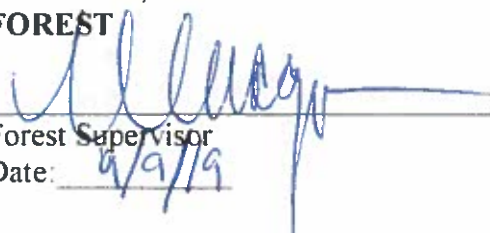
Date: _____

**STATE OF OKLAHOMA
OKLAHOMA FORESTRY SERVICES
DIVISION**

**USDA FOREST SERVICE
REGION 8, OUACHITA NATIONAL
FOREST**

State Forester
Date: _____

Forest Supervisor
Date: 9/9/19



Agreements Coordinator

Agreements Specialist

Date: _____
(insert agency name)

Date: _____
(insert agency name)

(insert Office Division Bureau)

(insert Office Division Bureau)

(insert title)

(insert title)

Date: _____

Date: _____

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

USDOJ FISH AND WILDLIFE SERVICE
REGION 2

USDOJ NATIONAL PARK SERVICE
INTERMOUNTAIN REGION

Regional Director

Date: 8/28/19

Regional Director

Date: _____

Contracting Officer FWS 9072

Date: 8/28/2019

Contracting Officer

Date: _____

USDOJ BUREAU OF INDIAN AFFAIRS
SOUTHERN PLAINS REGION

USDOJ BUREAU OF INDIAN AFFAIRS
EASTERN OKLAHOMA REGION

Regional Director

Date: _____

Regional Director

Date: _____

Contracting Officer

Date: _____

Contracting Officer

Date: _____

STATE OF OKLAHOMA
OKLAHOMA FORESTRY SERVICES
DIVISION

USDA FOREST SERVICE
REGION 8, OUACHITA NATIONAL
FOREST

State Forester

Date: _____

Forest Supervisor

Date: _____

Agreements Coordinator

Date: _____

(insert agency name)

(insert Office Division Bureau)

(insert title)

Date: _____

Agreements Specialist

Date: 8/8/19

(insert agency name)

(insert Office Division Bureau)

(insert title)

Date: _____

USDA FOREST SERVICE

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

USDOI FISH AND WILDLIFE SERVICE
REGION 2

USDOI NATIONAL PARK SERVICE
INTERMOUNTAIN REGION

Regional Director
Date: _____

Regional Director
Date: _____

Contracting Officer FWS-19072

Contracting Officer

Date: _____

Date: _____

USDOI BUREAU OF INDIAN AFFAIRS
SOUTHERN PLAINS REGION

USDOI BUREAU OF INDIAN AFFAIRS
EASTERN OKLAHOMA REGION

Regional Director
Date: _____

[Signature]
Regional Director
Date: 8-12-19

Contracting Officer

[Signature]
Contracting Officer

Date: _____

Date: 8-12-19

STATE OF OKLAHOMA
OKLAHOMA FORESTRY SERVICES
DIVISION

USDA FOREST SERVICE
REGION 8, OUACHITA NATIONAL
FOREST

State Forester
Date: _____

Forest Supervisor
Date: _____

Agreements Coordinator

[Signature]
Agreements Specialist USFS

Date: _____

Date: 8/8/19

(insert agency name)

(insert agency name)

(insert Office/Division/Bureau)

(insert Office/Division/Bureau)

(insert title)

(insert title)

Date: _____

Date: _____

USDA FOREST SERVICE

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

USDA FOREST SERVICE
REGION 3
CIBOLA NATIONAL FOREST AND
NATIONAL GRASSLANDS

USDA FOREST SERVICE
REGION 8, OZARK-ST.FRANCIS
NATIONAL FOREST

Steve Hattenbach

Forest Supervisor

Date: 8/23/19

Forest Supervisor

Date: _____

Agreements Specialist

Date: _____

(insert agency name)

(insert Office/Division/Bureau)

Agreements Specialist

Date: _____

(insert agency name)

(insert Office/Division/Bureau)

(insert title)

Date: _____

(insert title)

Date: _____

Exhibit D. Reimbursable Billings and Payments

Reimbursable Billings and Payments

I. Suppression Billings

The Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, and Fish and Wildlife Service will not bill each other for suppression costs. However, pre-suppression costs, fair sharing for interagency dispatch centers costs, prevention costs, and other fire management costs will be billed in accordance with existing agreements or other written documents.

Parties to this Agreement may opt to use a "Reconciliation Process" for tracking incident costs for all Parties to this Agreement for the purpose of issuing one annual billing to the paying Party. If the Reconciliation Process is not utilized, parties to the Agreement shall utilize the applicable Incident by Incident process.

1. **Reconciliation Process:** N/A

2. **Incident by Incident Process:**

A. Federal Billings by Incident: There are not billings between the Federal wildland fire agencies, pursuant to the Master Interagency Agreement for Wildland Fire Management.

Federal Agencies will submit bills for their reimbursable costs to the States whenever Oklahoma state agencies are the Protecting Agency and a billing is appropriate.

B. State Billings by Incident: When one of the States is the Supporting Agency and the fire is within the State of Oklahoma, the State will bill the Protecting Agency for reimbursable costs when a billing is appropriate. Anytime the States respond to a Federal Agency fire

REGION 8, OZARK-ST. FRANCIS NATIONAL FOREST

Craig McBroome 8/27/2019

CRAIG MCBROOME, Acting Forest Supervisor

Date: _____

Agreements Specialist

Date: _____

(insert agency name)

(insert Office/Division/Bureau)

(insert title)

Date: _____

Exhibit D. Reimbursable Billings and Payments

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MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

outside of Oklahoma, the State will bill all applicable costs to the jurisdictional Federal Agency or agencies. Operating plans will include billing location information.

The State agrees to provide the following equipment for incident response outside of Oklahoma:

Up to ten (10) Type 6 Engines and up to six (6) Type 2 Dozers and five (5) Type 3 Dozers with transport trucks and/or tractor/trailers for out-of-state fire suppression work.

Each engine will be staffed by at least one State-approved Engine boss (ENGB) and Engine Operator (ENOP) or Firefighter, Type 1 or 2 (FFT1/2) at all times.

Each dozer will be staffed by at least one State-approved Dozer Operator (DZOP or DZIA).

State employees assigned to operate engines and dozers will be employed under the AD payment plan.

The State agrees to provide transportation (sedans, pickups, SUVs, vans) for State employees ordered in single resource positions as described in Item #6 above. Engines, dozers, transport trucks, and other vehicles should be inspected upon arrival at and departure from an incident.

The State agrees to provide a mobile communications vehicle ("Command 3") for out-of-state fire suppression and all-hazards incidents. This vehicle has satellite phones/satellite internet capability, in addition to multiple radios with a wide variety of frequency bands.

For a more complete list of equipment see below in the rate section. **STATE EQUIPMENT RATES:**

	Per Hour charged w/State Supplying Fuel:	Mileage Rate for travel to and from incident:	Minimum Daily Charge Equipment:	Guarantee Rate Per Day
Type 2 Dozer 750 / 650	\$125		\$750 (6 hr. min)	
Type 3 Dozer 550 / 450	\$100		\$600 (6 hr. min)	
Truck Trailer/ Bed, 5 Ton	\$50	\$3.00	\$400 (8 hr. min)	
Truck/ Bed, 3 Ton	\$40	\$2.50	\$320 (8 hr. min)	
Engine Type 6	\$65	\$0.75	\$780 (12 hr. min)	
Sedan or SUV		\$0.75		\$64
Pickup, 1/2 - 3/4 ton		\$0.75		\$120
Pickup, 1 ton		\$0.75		\$136
Passenger Van		\$0.75		\$152
Mobile Communications Vehicle		\$0.75		\$2000
ATV	\$10		\$40	
UTV	\$20		\$80	

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

- All equipment will come wet with the state providing fuel.
- Any Class A foam used will be provided by the federal jurisdictional agency (Incident).
- Equipment is charged per hour for the operational period except when in travel status to and from the incident.
- Travel status is based upon actual travel time and mileage rates listed above.
- Heavy equipment will be billed at the minimum daily charge while in travel status.
- The Forest Service is responsible for repairing on incident damage to equipment while the state is responsible for routine maintenance.
- Equipment, transports and engines will be paid at the hourly rate plus mileage for operational periods exceeding the above stated minimums.
- All equipment will meet NWCG minimum standards and typing.
- General Clauses applied to equipment:

Equipment time and mileage will be recorded on Equipment Shift Tickets according to the NWCG Standards for Interagency Incident Business Management. Personnel time will be recorded on the OF-288, Incident Time Report.

The federal jurisdictional agency will assume risk for loss, damage, or destruction of equipment on incident covered under this agreement, provided that no reimbursement will be made for loss, damage or destruction when (a) due to ordinary wear and tear, or (b) negligence of state or state's agents caused or contributed to loss, damage or destruction, or (c) damages caused by equipment defects unless such defects are caused by negligence of the federal jurisdictional agency or its employees.

Repairs to equipment shall be made and paid for by the State, unless such repairs are the result of damage incurred due to incident operations. The federal jurisdictional agency may, at its option, elect to make emergency repairs to State equipment when deemed necessary to support ongoing suppression operations. Costs of such repairs will be deducted from the payment to the State.

Engines, dozers and transport trucks are "wet" with the state's total fuel costs billed to the incident. If fuel is provided by the incident, the fuel tickets will be collected, attached and deducted from the final bill.

C. Billing Time Frames: Agencies will submit invoices within 180 days of the demobilization of the incident. Extensions beyond 180 days for invoice submittal must be presented in writing to the reimbursing agency. It should be noted that some categories of expenses may often require subsequent billings outside of the 180 day period, such as: outstanding cost shares, claims, aircraft expenses, and fire cache costs.

Operating plans will include contact information for written requests for extensions. Absent a written extension of time granted by the reimbursing agency, the final itemized bill should be submitted to the reimbursing agency within 180 days of the demobilization of the incident. After a final billing has been sent, and if additional costs are identified, a supplemental billing may be issued if agreeable to applicable Parties.

Each Party to this Agreement will strive to provide appropriate Parties of an estimate of the amount of reimbursable bills they expect to submit within 90 calendar days in each reimbursable action.

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

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

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

In order to receive EFT payments, the payment recipient shall register in System for Award Management (SAM) and are required to validate their information in SAM once per year. The payment recipient is also required to have a DUNS number. The DUNS number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities. For more information, refer to <https://www.sam.gov/portal/SAM/##11>.

Each Party to this Agreement shall provide the following information in the operating plan.

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

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

- Agency name, address, phone number, and agency financial contact
- Invoice or bill number
- Agreement number
- Incident name and number
- Dates of the incident covered by the billing
- Location and jurisdictional unit
- Appropriate Firecode or charge code
- Summary cost data from the financial system of record for the amount being billed

Summary data may include but is not limited to, a list of personnel, travel, and equipment expenses; and a listing by vendor name and amount spent for supplies and services procured. Generally, cost source documents will not be required unless summary cost data is disputed, there is a Fire Management Assistance Grant, or unless specific agency regulations require cost source documents.

At times, supplemental information, summary data or additional billing documentation may be requested and provided if agreed upon by the Parties. The process for handling such requests should be documented in the Operating Plan.

6. Payment Due: Whenever this Agreement provides for billing, the agency receiving the bill has an obligation to pay. Once bills are received by the reimbursing agency, payment will be made in accordance with that agency's payment processes outlined in the operating plan.

7. Services Received and Certification of Billings: Reimbursing agencies must provide written notice of incorrect invoices to billing agencies within the timeframes specified in the annual operating plan.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

8. Financial Dispute Resolution: If a conflict arises between the agency's payment processes, the terms of the billing document, or the costs associated with the billing document, the Parties should attempt to resolve the differences. If the differences cannot be resolved after consultation between the Parties, the Parties follow their dispute resolution processes.

9. Review Procedures: The Parties agree to jointly conduct a review, sampling transactions of the incidents managed under this Agreement. Findings that are inconsistent with the normal or accepted way of doing business will be reconciled on a case by case basis. Any decision to further examine records will be considered on a case by case basis and appropriate follow up action agreed upon by all agencies involved.

- II. Payment for Protection Services (use if appropriate):** Geographic, Statewide or Sub-Geographic (local) operating plans and procurement documents or agreement will establish billing procedures for Fee Basis Protection Services.
- III. Non-Suppression Billings:** All non-suppression costs shall be billed and paid in accordance with the terms and conditions of the Supplemental Project Agreement, separate agreement, procurement, or other appropriate written document, executed by the authorized signatories of the involved Parties within their legal authorities.
- IV. Accounting Records:** Cooperators must maintain records incident by incident which adequately identify the source use of funds. These records must contain information pertaining to expense related to each incident, unobligated balances, liabilities outlays or expenditures, and income. Such documents must be made available to the Federal Agency upon request.
-
- V. Internal Control:** Effective control and accountability must be maintained for all federal funds, real and personal property, and other assets. Cooperators must keep effective internal controls to ensure that all federal funds received are separately and properly allocated to each incident and used solely for authorized purposes.
- VI. Reimbursable Costs:** Documented costs incurred as the result of an incident are reimbursable. All costs must be reasonable, allowable, and allocable. Costs must be consistently treated as either direct costs or indirect costs. Consistent treatment of costs is a basic cost accounting principle and is specifically required to assure that the same types of costs are not charged as both direct costs and indirect costs. Every effort should be made to classify costs incurred for the same purpose, in like circumstances, consistently as either direct or indirect.

Direct Costs: Direct costs are those items of expense specifically identified with the delivery or completion of a project or program. General examples include, but are not limited to, personnel costs (salary and fringe benefits), equipment costs, travel, materials, supplies, and contracts.

For the purposes of this Agreement, these may include, but are not limited to the following:

- Actual costs directly incurred for "move-up and cover" or "backfill" resources.
- Agency costs of individuals assigned to the incident or project for salary, benefits, and overtime including premium pay if and when it is earned according to the policies, laws, and rules governing the employees of the Supporting Agency.
- Agency costs for transportation including, but not limited to, airline fees, vehicle rental fees, fuel and oil, and agency established mileage fees.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

- Agency costs for per diem and lodging of resources assigned to the incident when such services are not supplied by the incident.
- Additional support dispatching, warehousing or transportation services supporting a resource order or project.
- Operating expenses for equipment assigned to the incident, such as fuel, oil, and equipment repairs.
- Cost of reasonable and prudent supplies expended in support of the incident or project.
- Usage cost of equipment in support of the incident or project, contract equipment costs and operating costs for agency equipment.
- Aircraft, airport fees, retardant costs and retardant and other fire chemical costs.
- Agency-owned equipment lost, or damaged, by the Supporting Agency when accompanied by the appropriate agency source documentation to include insurance deductible paid.
- Charges from the state for state controlled resources such as inmate crews, National Guard resources and county and local resources.
- Agency-owned equipment and supplies lost, damaged, or expended by the Supporting Agency.
- Cost or replacement of reasonable and prudent supplies expended in support of the incident. What is reasonable and prudent is determined by the protecting and/or Jurisdictional Agency or the fire team within the limits of their delegated authority or identified in the current NWCG Standards for Interagency Incident Business Management (SIIBM).

Indirect Costs: Indirect costs are those items of expense incurred as part of general management and administrative support of an organization. These costs are not attributable to a specific project, program or output, but are distributed among many benefiting activities. Often they are proposed as a percentage of direct project costs and are referred to as administrative costs, overhead, or burden. Examples may include office space, computer equipment, postage, utilities, salaries for administrative activities such as procurement, personnel, accounting, and so forth.

Indirect cost rates may vary for each agency. Application of indirect cost rates will be addressed within the Operating Plan (Exhibit C).

When indirect cost rates are applied to federal reimbursements, the Parties agree to the following:

1. If the payment recipient has never received or does not currently have a negotiated indirect cost rate, they are eligible for a de minimis indirect cost rate up to 10% of Modified Total Direct Costs (MTDC). MTDC is defined as all salaries and wages, fringe benefits, materials and supplies, services, travel, and contracts up to the first \$25,000 of each contract.
2. For rates greater than 10%, the payment recipient shall provide either an applicable negotiated indirect cost rate agreement (NICRA) from a cognizant Federal Agency, or an indirect cost rate summary in a format that clearly defines the indirect cost rate and MTDC.
3. The payment recipient must maintain adequate documentation to support the methodology and computation of the indirect cost rate. Documentation must be made available to the Federal Agency upon request.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

4. Failure to provide adequate documentation supporting the indirect cost rate could result in disallowed costs and repayment to the Federal Agency.

VII. Source Documentation

Accounting records for each incident must be supported by source documentation such as cancelled checks, paid bills, time and attendance records, contract or sub-award documents, etc. Such documents must be made available to the Federal Agency upon request.

Exhibit E. Cost Share Agreement Instructions

Each of the numbered instructions below corresponds to form items that require further explanation. Supplemental cost share agreements will be numbered consecutively following the original (#1) for each fire. Supplements may be added at any time. Where insufficient room is available for necessary information, additional sheets or addendums may be added. Small revisions to this 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 and Stafford Act Response Agreement exists between all major wildland fire protection agencies in the State of Oklahoma. This Agreement authorizes general mutual aid, including reciprocal and cooperative fire protection services elaborated upon in geographic, statewide, or sub-geographic area operating plans. Other cooperative agreements exist between fire management agencies that authorize fire management services between agencies at the sub-geographic level. The objective of the Cost Share Agreement is to establish and document the cost sharing and basic organizational structure in response to specific fires.

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

1. List the fire name agreed upon by Parties 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 Parties 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.

1. List the appropriate personnel filling ICS positions on the fire.
2. List any special conditions or resource objectives, e.g., 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.
3. List the Agency having legal responsibility for structural protection, and any pertinent control information or contacts.
4. 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.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

5. 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 WUI and wildlands:

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

- A. Each Agency pays for its own resources – services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands.
- B. Cost share by percentage of ownership or Agency jurisdictional responsibility.
- C. Cost is apportioned by geographic division or by percent of effort. 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.
- D. Reconciliation of daily costs (for larger, multi-day incidents). This method relies upon daily agreed to costs, using Incident Action Plans or other means to determine multi-Agency contributions. Reimbursements must be followed up by a final bill.

The following are not reimbursable:

- Responsibility for tort claims or compensation for injury costs.
 - Non-suppression rehabilitation costs are the responsibility of the Jurisdictional Agency.
 - Non-expendable property purchases will be the responsibility of the Agency making the purchase.
 - Support costs (i.e. office dispatchers, warehouse workers, etc.), unless they are charging to an emergency code assigned to the incident.
 - The cost centers that should be considered in this Agreement:
 - Fireline Resources: Dozers, engines, fallers, transports, water tenders, hand crews, line overhead.
 - Fire Camp Operations and Support: Overhead, buses, camp crews, communications, food, refrigerator units, showers, toilets, water trucks, cache supplies, rescue/med, camp facility.
 - Air Support: Helicopters, (with support) air tankers.
 - Cost apportionment by period (i.e., state mobilization or conflagration, Fire Management Assistance Grant declaration, additional jurisdictional involvement).
6. List any specific conditions relative to this Agreement, such as: dispatch procedures, one Agency representing another, notifications, incident information, coordinated intelligence, etc.
 7. 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.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

Exhibit F. Cost Share Agreement

The purpose of this Agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost divisions. This Agreement is a supplement to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement executed between the Agencies listed, on (date).

1. Fire Name: _____ Origin Date: _____ Time: _____

2. Origin: Township _____ Range _____ Section _____

3. Estimated Size _____ Acres at the time of this Agreement _____

4. Agency _____ Fire # _____ Accounting Code _____

Agency _____ Fire # _____ Accounting Code _____

Agency _____ Fire # _____ Accounting Code _____

Agency _____ Fire # _____ Accounting Code _____

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:

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

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:

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

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) _____/_____/_____

Exhibit G. Supplemental Fire Department Resources Template

These provisions apply only to Supplemental Fire Department Resources, and not to regular fire department personnel. Supplemental Fire Department Resources are defined as overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of the district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.

When mobilizing Supplemental Fire Department Resources outside of the fire district or mutual aid zone the following will apply.

Mobilization

Mobilization will follow established ordering procedures as identified in the National, Geographic, and Local Mobilization Guides. Resources will be mobilized from the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival time, and any additional special needs or equipment authorizations, e.g. cell phones, laptops, rental vehicles, etc.

Reimbursable Costs

Reimbursable costs for personnel include compensation rates for hours worked, benefits, transportation, and per diem. It is the intent of this provision that the Supplemental Fire Department Resource be paid a regular compensation rate for all hours worked plus an overtime compensation rate for actual overtime hours worked, including travel. Reimbursable costs shall not include portal to portal pay or the portion of benefits personally paid by the employee. Travel and per diem reimbursements will be based on the Federal Travel Regulations.

Any costs for backfill personnel are not reimbursable for personnel hired as Supplemental Fire Department Resources.

An indirect cost allowance up to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) is allowed.

Personnel

All personnel will possess an active Incident Qualification System (IQS) or equivalent incident qualification documentation commensurate with all applicable NWCG 310-1 standards for training and qualifications. Personnel will be qualified for their assigned positions. XXFD is responsible for annually certifying and maintaining the qualifications of their Supplemental Fire Department Resources. XXFD will bear the cost of training for their Supplemental Fire Department Resources. (N/A)

Any personnel to be mobilized under this Exhibit will be listed in the Operating Plan by name, position(s), and identified as SR. While on assignment, these individuals are XXFD employees and the XXFD will be reimbursed for their actual costs. (N/A)

Rate Determination

The basis for the computation of base hourly rate is the classification level of the position filled according to the attached matrix. Base hourly rate shall be no more than step 5 of the appropriate GS wage adjusted for locality pay at the location of the fire district. These rates can be found on the Office of Personnel Management (OPM) website <https://www.opm.gov>, Salaries and Wages. Personnel are hired at the rate of the position being filled, not their highest qualification.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

The hourly compensation rates identified in the Operating Plan are computed as follows:

1) Regular Compensation Rate: The rates listed include base hourly rate determined above plus employee benefits. Employee benefits include those costs actually incurred by the XXFD for the employment of these individuals, such as employer liability, workers compensation, employer share of social security, etc. (N/A)

2) Overtime Compensation Rate: Overtime compensation rates are paid based on a 7 day work week beginning on day one of mobilization. Compensation rates are paid at time and a half of the base hourly rate for all hours worked in excess of 8 hours per day for the first 5 days and full time and one half for all hours worked during the remainder of the work week. Compensation includes travel time.

3) Hazard Pay Rate – Hazard pay differential may be paid to those employees performing work that meets the definition of hazardous duty as defined in the IIBMH. Compensation rates are paid at 25 percent of the base rate when performing duties that meet the definition of hazardous duties. All hazard pay differential is based on a 24-hour day from 0001-2400 and shall be paid for all hours in pay status during the calendar day in which the hazardous duty is performed.

Days off at Incident

Days off at the incident will be paid for 8 hours. Work/rest guidelines will be followed, and mandatory days off will follow current guidelines (IIBMH) Once travel to the home unit commences, days off will not be paid.

Transportation and Per Diem

Per Diem reimbursements will be based on the Federal Travel Regulations. The payment rate for POVs and rental vehicles used to support Supplemental Fire Department Resources shall be at the current Federal Travel Regulation rate.

Signature and Date

NORMAN WAGONER, Forest Supervisor
USFS – Ouachita National Forest

Signature and Date

TIMOTHY JONES, Acting Forest Supervisor
USFS – Ozark-St. Francis National Forest

 08/09/19

Signature and Date

MARK GOELLER, State Forester
Oklahoma Department of Agriculture, Food and Forestry
Forestry Services Division

 8-9-19

Signature and Date

BLAYNE ARTHUR
Oklahoma Secretary of Agriculture

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

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Signature and Date

NORMAN WAGONER, Forest Supervisor
USFS – Ouachita National Forest

 8/27/2019

Signature and Date

TIMOTHY JONES, Acting Forest Supervisor
USFS – Ozark-St. Francis National Forest

Signature and Date

MARK GOELLER, State Forester
Oklahoma Department of Agriculture, Food and Forestry
Forestry Services Division

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

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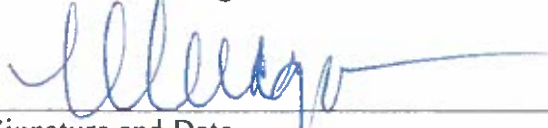
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Transportation and Per Diem

Per Diem reimbursements will be based on the Federal Travel Regulations. The payment rate for POVs and rental vehicles used to support Supplemental Fire Department Resources shall be at the current Federal Travel Regulation rate.

 9/9/19
Signature and Date
NORMAN WAGONER, Forest Supervisor
USFS – Ouachita National Forest

Signature and Date
TIMOTHY JONES, Acting Forest Supervisor
USFS – Ozark-St. Francis National Forest

Signature and Date
MARK GOELLER, State Forester
Oklahoma Department of Agriculture, Food and Forestry
Forestry Services Division

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

Attachment to Exhibit G. Supplemental Fire Department Resource – Classification Matrix

OPM GENERAL SCHEDULE	AREA COMMAND	COMMAND	OPERATIONS	AIR OPS	PLANS	LOGISTICS	FINANCE	SUPPORT
GS-2						RADO		
GS-3			FFT2	ABRO	DPRO	SECG		EDRC
GS-4			FALA FFT1	HECM		EQPI		
GS-5		ICT5	ENOP		SCKN	BCMG	CLMS	
						EQPM	EQTR	
						INCM	INJR	
						ORDM	PTRC	
						RCDM		
						SFCM		
GS-6		ICT4	CRWB	AOBS	DOCI.	COMT		EDSD
			DOZB	DECK	FOBS			
			ENGB	HELB	TNSP			

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

OPM GENERAL SCHEDULE	AREA COMMAND	COMMAND	OPERATIONS	AIR OPS	PLANS	LOGISTICS	FINANCE	SUPPORT
GS-6 (continued)			FALB	RAMP				
			FELB					
			STAM					
			TRPB					
			WHSP					
GS-7		IOF3		HELM	GISS	EMTB		
				SEMG		EMTI		
GS-8		SOF3	DOZI	ATBM	DMOB	COML	COMP	HDSR
			TFLD	HEB2	HRSP	FACL	COST	IADP
			STCR		RESL	FDUL	TIME	
			STDZ		SITL	GSUL		
			STEN			MEDL		
			STLM			SPUL		
			STPL			CTSP		
GS-9			FALC	HICO			PROC	
				HEBI				

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

OPM GENERAL SCHEDULE	AREA COMMAND	COMMAND	OPERATIONS	AIR OPS	PLANS	LOGISTICS	FINANCE	SUPPORT
GS-9				SECO				
GS-10		ICT3	DIVS	ASGS	FBAN	EMTP		CORD
			STPS	ATGS	LTAN			INTL
								PETM
GS-11		ICT2	OPBD	AOBD	PSC2	LSC2	FSC2	ARCH
		THSP – Deputy ICT2	OSC2			SVBD		IBA2
		PIO2				SUBD		MCCO
		LOFR						PETL
		SOF2						
GS-12	ACAC	PIO1	OSCI		PSC1	LSCI	FSCI	IBAI
	ACPC	SOF1						
	ACLC							
GS-13	ACDR	ICT1						
		THSP – Deputy ICT1						

Exhibit H. Use and Reimbursement for Shared Resources in Stafford Act Response Actions

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 Stafford Act Response activities will be accomplished by submission of billings to the ESF primary agency (i.e., the agency which issued the Mission Assignment or sub-tasking). The ESF primary agency will review, approve the documentation, and return to the sub-tasked agency with referencing documentation to process the billing. Each sub-tasked agency is responsible for submitting its own billing documentation to the ESF primary agency for reimbursement.

2. Federal Reimbursable Assistance: Federal Reimbursable Assistance resources must be requested by the ESF primary 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 the amount of reimbursement approved and provided 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 Administrator or the (FEMA) Regional Administrator in the emergency or major disaster.
- C. Cost of work, services, and materials procured under contract for the purposes of providing assistance directed by the (FEMA) Associate Administrator or the Regional Administrator.
- 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 Administrator or the (FEMA) Regional Administrator and the agency.

3. State/Tribe Reimbursement Process: State/Tribe Reimbursement refers to those resources that are to be reimbursed by the ESF primary agency. State/Tribe Reimbursement resources must be requested by the ESF primary 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.

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

- B. Wages, travel and per diem of temporary State/Tribal personnel assigned solely to performance of services directed by the (FEMA) Associate Administrator or the (FEMA) Regional Administrator in the major disaster.
- C. Cost of work, services, and materials procured under contract for the purposes of providing assistance directed by the (FEMA) Associate Administrator or the Regional Administrator.
- 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 Administrator or the (FEMA) Regional Administrator and the agency.

Note: In order to meet FEMA's policies regarding mission assignments and timely billing, all State and local resources dispatched to a FEMA incident under a valid cooperative/interagency agreement with a state, local agency or a tribe must submit invoices for reimbursement to the appropriate Federal Agency no later than 90 days after demobilization of the incident. Any invoices not submitted within this timeframe are subject to non-payment. Extensions beyond 90 days for invoice submittal must be presented in writing to the reimbursing agency. Operating Plans will include contact information for written requests for extensions. Absent a written extension of time granted by the reimbursing agency, the final itemized bill must be submitted to the reimbursing agency within 90 days of the demobilization of the incident.

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 Oklahoma Forestry Services Division derives its procurement authority from its inherent powers and its own laws, and is therefore not subject to federal procurement laws. Whenever the (State/Tribe) is responsible for the management of an incident (including an incident within the Direct Protection Area of a Federal Agency), the Oklahoma Forestry Services will comply with (State/Tribe) 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:

When Oklahoma Forestry Services Division/Tribe is the Supporting Agency operating under a Mission Assignment or sub-tasking from the ESF Primary Agency and the incident is within the State of Oklahoma, the (State/Tribe) will

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

bill the ESF Primary Agency. When the Oklahoma Forestry Services Division is the Supporting Agency and the incident is outside the (State/Tribe)'s jurisdiction, the Oklahoma Forestry Services Division will bill the ESF Primary Agency.

- B. Agencies will share their respective individual incident Resource Order numbers for cross referencing purposes, if requested.
- C. Billing Estimates/Timeframes: On incidents where costs are incurred pursuant to Operating Plans, the billing Party shall submit a bill or estimate for reimbursement as soon as possible, but not later than 90 days after the incident is controlled.
- D. Extensions beyond 90 days for invoice submittal must be presented in writing to the reimbursing agency.
- E. Operating Plans will include contact information for written requests for extensions. Absent a written extension of time granted by the reimbursing agency, the final itemized bill must be submitted to the reimbursing agency within 90 days of the Stafford Act Response.

For obligation purposes, the Federal Agencies will submit unpaid obligational figures to the Oklahoma Forestry Services Division by December 31. The Oklahoma Forestry Services Division will submit unpaid obligational figures to the appropriate Federal Agency by September 1 for the previous federal fiscal year. All obligations will be submitted by incident name, date, Mission Assignment number (MA), and federal job code.

- F. 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 Oklahoma Forestry Services Division incident assistance may include administrative overhead, not to exceed the applicable Oklahoma Forestry Services Division indirect cost rate.

Billing Addresses:

All bills for services provided to the Oklahoma Forestry Services Division will be mailed to the following address for payment:

Oklahoma Forestry Services
Attn: Jason Molenda, Comptroller-Grants
2800 N. Lincoln Blvd.
Oklahoma City, OK 73105

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

All bills for services provided to the Forest Service and all Federal and State units who are not Parties to this Agreement will be mailed to the following address:

Regional Incident Business Coordinator
Attn: Maria Laboy
USFS – Southern Region
1720 Peachtree Rd NW
Atlanta, GA 30309
Phone: 404-347-3042

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

Bureau of Land Management
Attn: Susan Haggerty
301 Dinosaur Trail
Sante Fe, NM 87508

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

National Park Service - NIFC
3833 S. Development Ave.
Boise, ID 83705

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

Bureau of Indian Affairs
Southern Plains Regional Office
WCD Office Complex
PO Box 368
Anadarko, OK 73005

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

Bureau of Indian Affairs
Eastern Oklahoma Regional Office
PO Box 8002
Muskogee, OK 74402

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

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

FWS, Regional Fire Management Coordinator
USFWS, Region 2
PO Box 1306
Albuquerque, NM 87103

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.

Federal Agency Project Agreement No. (a) _____