Exhibit 9
Land Use Agreements – Checklist & General Guidance
SCHOOLS, FAIRGROUNDS OR OTHER RELATED FACILITY
CHECKLIST

• Number of Classrooms
• Gym
• Cleaning/Janitorial/Custodial Services
• Use of Showers
• Government furnished supplies vs. Contractor furnished supplies.
• Phones
• Copiers
• Computers
• Kitchen
• Keys, Access
• Security
• Sleeping Areas
• Noxious Weeds
• Availability
• AC/Heater operational or available
• Sprinkler System
• Reduce / increase costs when camp changes (i.e. from Type I – II – III) (reduce number of classrooms needed, area needed, buildings needed, etc.)
• Other prescheduled / concurrent uses of the facilities by owner
• Parking
• Athletic Fields
DIPPING SITES/PONDS CHECKLIST

- Impact – amount of drawdown, site disturbance, etc
- Fish
- Noxious Weeds
- Water (usage and/or replenishment)
- Water Rights (who owns the water)
- Fences
- Access
- Flight Path
- Livestock/Wildlife
- Loss of Foliage/Crop/Pasture
- Use of pumps or wells
IC CAMP/HELIBASE CHECKLIST

- Access – roads, gates
- Noxious Weeds
- Fences / cattle guards / gates
- Livestock
- Flight Path
- Irrigation/Sprinkler System
- Spillage/Hazmat
- Hours of Operation
- Property Impact

- Re-seeding / de-compaction requirements
- Abandonment of improvements
- Specific clean-up requirements (bark, mulch, sawdust, gravel, carpet, etc)
AIRPORTS
CHECKLIST

- Facilities Usage (except for federally funded runways, towers)
  - Check other FAA restrictions
- Landing Fee
- Fuel Fee (If Contractor provided)
- Security
- Flight Path
- Hazmat/Spillage
- Parking
- Availability
- Water/Electricity/Phones
- Portable Retardant Base
- Hours of Operation
- Access
- Check with Air Ops for further concerns
SITUATIONS NOT REQUIRING A LAND USE AGREEMENT

- Federal Government land/facilities run by concessionaire
- Land/Facilities of other Federal agencies (would fall under Economy Act agreements)
- Land/Facilities of state and local governments (usually cooperative agreement)
- Non Wildland fire incidents, i.e. FEMA.
- Direct fire suppression activity (fire line construction, back-burn, access to fire)
- Federally funded runways and towers (county/state/local)

LAND/FACILITY RESTORATION CONSIDERATIONS
(Items for COs to consider – not all items apply to every agreement)

- Loss of crop/pasture – how many seasons
- Re-seeding / de-compaction requirements
- Noxious Weeds Abatement and Survey
- General clean-up (trash removal, final janitorial service, floor waxing, etc)
- Re-sod of athletic fields
- Reconditioning floors (of gyms, carpet replacement, etc)
- Pumping of septic systems (feasible to use system, or rely solely on port-a-potties?)
- Mending fences damaged during incident

GENERAL PROCESS CLARIFICATIONS

- The original Land Use Agreement should be retained in the incident agency documentation package and a copy sent with the invoice for payment.
- When utilizing an envelope for the records at the finance section, the Emergency Equipment Rental-Use Envelope should be used and not the Commercial Rental white envelope.
CONSIDERATIONS FOR DETERMINING RATE

- BEFORE NEGOTIATING RATE:
  - Determine ownership of land / facilities
  - Confirm owner’s agent if applicable
  - Resources available to confirm ownership
    - City or County Tax Assessor’s Office
    - Courthouse
- Private Campgrounds – what are average receipts / revenues for similar time period
- Historical record of rates for use in local area – local rangers may be good source
- Facilities – if facility is abandoned from normal use, consider revenue lost for the activities
- Fairgrounds – were there any events cancelled or rescheduled to make them available?
- Cost of relocating and feeding of stock
- Are there vacant facilities held by other agencies that may be available?
- Consider a not to exceed rate commensurate with property value

- Sources of market research:
  - banks
  - real estate offices
  - local employees
  - local assessor offices
  - local agency lands offices
  - newspapers
  - feed store bulletin boards
  - documentation at local offices from previous incidents