



NORTHERN ARIZONA AREA (Flagstaff & Grand Canyon Zones)

OPERATING PLAN

October 20, 1997
(Revised 1/20/09)

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I. INTRODUCTION

This is the annual operating plan between the Arizona State Forestry Division, National Park Service (NPS), Bureau of Indian Affairs (BIA), and United States Forest Service (USFS). This plan is prepared under the direction and authority of the 2004 Arizona State and Federal Agencies Joint Powers Agreement, General Provisions, Item A.

This plan does not supersede any existing agreements.

II. PURPOSE

The purpose of this plan is to establish operating procedures and services for fire management and protection, and non-fire emergencies as authorized within the Northern Arizona Interagency Fire Management Area (NAA), defined as lands administered by the above named agencies.

This plan will also serve as a limited delegation of authority for mutual-aid initial response actions between all agencies signatory to the Charter.

III. LAND OWNERSHIP

Land ownerships to be addressed in this operating plan include all unincorporated private land and all lands administered by the Arizona State Forestry Division and federal agencies within the Northern Arizona Area signatory to the Charter.

IV. DEFINITIONS

- A. Initial Attack: An aggressive suppression action consistent with firefighter and public safety and values to be protected.
- B. Boundary Fire: Any actual or reported fire that could threaten other agency(s) land during initial attack.
- C. Initial Response Agency: Agency whose resources arrive first to the incident.
- D. Parent Agency: Agency having ultimate fire management responsibilities for lands under its jurisdiction.
- E. Non-Fire or other Mutual Aid Assistance: Incidents such as search and rescue operations, prescribed burn assistance or other hazard reduction activities, law enforcement and floods or other emergencies.
- F. Escaped Fire: Any fire that exceeds the capability of the initial attack unit(s).

V. OPERATIONS

- A. Boundary Fires: The agency receiving the initial incident report will relay the pertinent information to all agencies having jurisdiction in the area. The concerned agencies will consent to an appropriate management strategy.
- B. Initial Attack: The Area agrees to utilize appropriate management response and the

- concept of closest forces in dispatching to incidents. Agencies responding to fires will assume financial responsibility of their initial attack forces until land ownership is determined and the parent agency assumes control within a reasonable time.
- C. Fire Names: The parent agency will be responsible for naming the fire and relaying the name to the other agencies.
 - D. Detection: Detection flights will be coordinated as necessary by any or all agencies. All associated costs will be covered by the agency engaged in the flight or as negotiated.
 - E. Wildland Fires: Whenever a wildland fire has the potential to develop into a project fire, an Incident Management Team may be assigned to the fire at the parent agencies request.
 - F. Incident Personnel: All incident personnel will have the minimum required personal protective equipment for the position being filled. Personnel must have completed all required training or equivalent, meet qualifications and be in appropriate physical condition to satisfy NWCG requirements for the position filled.
 - G. Restrictions and Closures: Board members will coordinate and implement any restrictions or closures.
 - H. Prescribed Fire: Federal agencies and the State will coordinate in the planning of prescribed fires and smoke management in the mutual interests of air quality, management goals, hazard reduction and cost savings.
 - I. Radio Frequency Sharing: Each agency authorizes all other agencies party to this plan the use of their frequencies.

VI. ADDITIONAL SERVICES

- A. Area agencies will provide funding or personnel to the Kaibab and Coconino National Forests for dispatchers to be on duty during the fire season at the Zone Dispatch Centers.
- B. The necessary agreements to obligate funds will be negotiated yearly by the affected agencies. The duty period will be established by the Center Managers.
- C. All participating agencies will provide funding or support for annual area-wide benefiting projects including, but not limited to, training, dispatch centers, computer support, incident management team support, and purchasing supplies as needed.

VII. RECORDS, REPORTS, AND BILLINGS

The Joint Powers Agreement and its Amendment 3 provide general billing procedures to be followed by the agencies. The following provides more detailed direction.

As per Policy 4.3, Project Fire Billings, the agency with jurisdictional responsibility of an incident will be responsible for processing all billings related to the incident.

The following reports and records will be the basis for determining reimbursement billings

between the State and Federal agencies.

A. Individual Fire Report: All agencies will maintain fire reports as per individual agency needs and requirements.

B. Payment Procedures:

1. The following procedures will be followed when federal agencies are billing the Arizona State Forestry Division for services provided:
 - a. All fire billings will be submitted with a State Invoice Form and will be accompanied by a copy of the Resource Order.
 - b. If billings are not itemized on the State Invoice Form, a copy of the Project Manager's Statement with a detailed listing of supplies or cost share agreements, if applicable, will also be submitted.
 - c. For claims of damages to equipment, provide detailed documentation, such as the Investigative Report and agency's claims report.
 - d. Billings with attached Fire Invoice Form and supporting documentation will be sent for review and payment to the Arizona State Forestry Division, Fire Management Officer, 3650 Lake Mary Road, Flagstaff, Arizona 86001.
 - e. Federal agencies, upon request, will provide additional documentation in support of claims.
 - f. Indirect rates with the Forest Service may be assessed.
 - g. The Federal agencies will provide the Arizona State Forestry Division, by June 15th of each year, a cost estimate of any obligations by fire name and number projected thru June 30th.
2. The following procedures will be followed when the Arizona State Forestry Division is billing the Federal agencies for services provided:
 - a. All fire billings will be submitted with a State Invoice Form and will be accompanied by a copy of the Resource Order.
 - b. If billings are not itemized on the State Invoice Form, a copy of the Project Manager's Statement with a detailed listing of supplies or cost share agreements, if applicable, will also be submitted.
 - c. For claims of damages to equipment, provide detailed documentation, such as the Investigative Report and agency's claim report.
 - d. Billings with the attached Invoice Form and supporting documentation will be sent to the appropriate Federal agency.
 - e. The State will make available additional documentation to support claims upon request.
 - f. Indirect rates for Forest Service billings may be assessed. Pass through billings are not subject to indirect rate assessments (i.e. Rural Fire Departments).

- g. The Arizona State Forestry Division will provide the Federal agencies by September 15 of each year, a cost estimate of any obligations by fire name and number projected thru September 30.

C. Arizona State Forestry Division Cooperative Agreement Agencies

Federal agencies will be billed by the Arizona State Forestry Division for any cooperative State or Fire Department resources, including the Arizona National Guard, ordered through the Arizona State Forestry Division.

D. Incorporated Municipalities

1. Fire costs on lands within an incorporated municipality may normally not be a reimbursable cost.
2. Each agency is responsible for their own costs on these fires.

E. Budget and Finance Personnel

These individuals may be contacted at the request of the agencies' Fire Management Staff for billing corrections or information.

F. Equipment Use Rates

1. The Forest Service will use current Region 3, Fleet Equipment Rental Rates as the reimbursable rates.
2. NPS, BLM and BIA will use the Department of Interior equipment use rates for billings.
3. The Arizona Department of Transportation, Arizona State Forestry Division, Arizona State Parks, and Game and Fish will use their established department fleet use rates.
4. Emergency Equipment Rental Agreements will be utilized between agencies. This information must be into Dispatch Centers by April 15 of each year. A consolidated document will be supplied by Dispatch Centers by May 15 of each year.
5. The lowest rate available from any agency will be utilized within time constraints.
6. Using agencies agree to reimburse supplying agencies for administrative use of aircraft. Billing or estimates for such flights should be made in time for funds to be obligated at the end of the fiscal year.
7. At its option each agency covered under this plan may provide fire equipment maintenance services to the other agencies. Such services may be provided on a parts and labor reimbursement basis.

VIII. PLAN REVISION

This plan may be revised as needed at any time. The board will evaluate the plan yearly and

agree to any needed revisions.

IX. TERMINATION

This plan may be terminated upon a 30-day notice by any participating agency.

X. AUTHORIZATION

This plan will be authorized upon signature of the designated line officers.