

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AGREEMENT

EXHIBIT C

ALASKA STATEWIDE ANNUAL OPERATING PLAN

2011

PREAMBLE

This Alaska Statewide Annual Operating Plan (AOP) is prepared pursuant to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement, hereinafter referred to as the Master Agreement, signed and dated in April 2010.

PURPOSE

This Alaska Statewide AOP is applicable to all signatory parties within the State of Alaska. It addresses issues affecting cooperation, interagency working relationships and protocols, financial arrangements, and joint activities. The *Alaska Interagency Mobilization Guide* (AIMG) and the *Alaska Interagency Wildland Fire Management Plan* (AIWFMP) are incorporated into this AOP by reference.

ACRONYMS

AFS	Bureau of Land Management, Alaska Fire Service
AICC	Alaska Interagency Coordination Center
AIMG	Alaska Interagency Mobilization Guide
AIWFMP	Alaska Interagency Wildland Fire Management Plan
AMAC	Alaska Multi-Agency Coordination Group
AMD	Aviation Management Directorate
AOP	Annual Operating Plan
AS	Alaska Statute
AWFCG	Alaska Wildland Fire Coordinating Group
BIA	DOI, Bureau of Indian Affairs
BLM	DOI, Bureau of Land Management
DCIA	Debt Collection Improvement Act of 1996
DEC	Alaska Department of Environmental Conservation
DHS	United States Department of Homeland Security
DM	DOI, Department Manual
DNR	State of Alaska, Department of Natural Resources
DOA	United States Department of Agriculture
DOI	United States Department of the Interior
EFF	Emergency Fire Fighter
EERA	Emergency Equipment Rental Agreement
FEMA	DHS, Federal Emergency Management Agency
FMAGP	Fire Management Assistance Grant Program
FMO	Fire Management Officer
FOIA	Freedom of Information Act
FWS	DOI, Fish and Wildlife Service
GIS	Geographic Information System
IBMH	Incident Business Management Handbook
IMT	Incident Management Team
KSD	Known Sites Database
JIC	Joint Information Center
MAC	Multi-Agency Coordination Group
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NIIMS	National Interagency Incident Management System
NPS	DOI, National Park Service
NRF	National Response Framework
NWCG	National Wildfire Coordinating Group
RAWS	Remote Area Weather Station
ROSS	Resource Ordering and Status System
SLC	State Logistics Center
UFMP	Administrative Unit Fire Management Plan
USFS	United States Department of Agriculture Forest Service
WFDSS	Wildland Fire Decision Support System

TABLE OF CONTENTS

PREAMBLE	1
PURPOSE	1
ACRONYMS	2
RECITALS	
1. Intermingled or Adjacent Lands	Refer to Master Agreement
2. Parties to this Agreement	Refer to Master Agreement
3. Coordinated Efforts	Refer to Master Agreement
4. State Resource Availability	Refer to Master Agreement
5. Federal Resource Availability	Refer to Master Agreement
6. Stafford Act Responses	Refer to Master Agreement
7. Expectations	7
a. All Parties	7
b. Jurisdictional Agencies	8
Figure A: Agencies and Jurisdictions	8
c. Protecting Agencies	9
INTERAGENCY COOPERATION	
8. Coordinating Groups	11
a. Alaska Interagency Wildland Fire Management Plan	11
9. National Incident Management System	Refer to Master Agreement
10. Annual Operating Plans	11
11. Interagency Fire Dispatch Centers	11
Figure B: Interagency Fire Dispatch Centers	12
a. Staffing	11
b. Resource Orders	11
12. Alaska Interagency Coordination Center	12
Figure C: AICC Staffing and Funding	13
a. Alaska Interagency Mobilization Guide	13
b. AICC Website	13
c. Internal Movement of Jurisdictional Agency Resources	13
13. Interagency Resources	14
a. Availability	14
b. Daily Statewide Strategy Meeting	14
c. Statewide Shared Tactical Resources	14
d. Mutual Support	14
e. Extended Staffing Request	15
f. Supplemental Resource Requests	15
g. Severity Funding	15
h. Fire Medic Program	15
i. Type 2 Crew Mobilization	16
j. Interagency or Agency Crews	16
k. National Guard	16
l. Non-DNR State Of Alaska Resources	16
m. Alaska Orientation Briefing	16
14. Standards	16

PREPAREDNESS

15. Protection Planning	17
Figure D: Due Dates and Protection Planning Tasks	17
16. Protection Areas and Boundaries	17
17. Fire Protection and Suppression	18
18. Joint Projects and Project Assistance	18
19. Fire Prevention	18
20. Public Use Restrictions	18
21. Burning Permits	18
22. Prescribed Fire and Fuel Management	19
23. Smoke Management	19

OPERATIONS

24. Fire Notifications	20
25. Closest Forces Concept	21
a. DNR Delta Area Authority for Donnelly And Fort Greely Training Areas	21
b. DNR Matsu Authority for Fort Richardson	21
26. Independent Actions	21
27. Protection Area Boundary Line Fires	21
28. Escaped Prescribed Fires	21
29. Response to Wildfire	21
a. Initial Response	22
b. Decision Process	22
c. Wildland Fire Decision Support System Approval Requirements	22
d. Fires with Federal Emergency Management Agency Reimbursable Expenses	23
e. Surveillance and Monitoring	23
f. Fires with Resource Benefit Objectives	23
g. Post Fire Activities	23
30. Delegations of Authority, Briefings and Evaluations	23
31. Priorities	24
32. Preservation of Evidence	24
33. Stafford Act Responses	24

USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

34. Appropriated Fund Limitation	Refer to Master Agreement
35. Duration of Assignments	24
36. Fire Suppression and Cost Share Agreements	24
a. AFS, DNR and USFS Incident Billing Criteria	25
b. Fires that Merge	25
c. AFS, DNR and USFS Complexes Billing Criteria	25
d. Audits	25
37. Incident / Fire Business Management	26
a. Handbooks	26
b. Incident Business Oversight	26
c. Emergency Equipment Rental Agreements	26
d. Property Loss or Damage	26
38. Equipment and Supplies	27
a. Warehouse Catalog	27
b. Incident Support	27

c.	Property Loss or Damage	27
d.	Fresh Food Boxes	28
e.	Interagency Cache Planning	28
39.	Licensing	Refer to Master Agreement
40.	Training	28
a.	Emergency Fire Fighter Training	28
b.	Field Deliverable Courses	28
41.	Technology Systems	28
a.	BLM Network Access	28
1)	AFS Access Guidelines	29
2)	Special Provisions	29
b.	GIS and Information Technology Applications	29
c.	Teletype	29
d.	Communications	30
1)	Radio Frequency Sharing	30
2)	Radio Site Maintenance	30
42.	Fire Weather Systems	30
a.	Fire Weather Annual Operating Plan	30
b.	Incident Meteorological Services	30
c.	Automatic Lightening Detection Network	31
d.	Remote Automated Weather Stations	31
43.	Aviation Operations	31
a.	Aviation Site Management	31
b.	Certification	31
c.	Standards	31
d.	Sanitizing Water Drafting or Scooping Aircraft and Helicopter Buckets	32
e.	Canadian Resources	32
f.	Airtanker Bases	32
1)	Primary Bases	32
2)	Secondary Bases	33
g.	Fort Wainwright Aircraft Operations	33
1)	AFS	33
2)	DNR	33
h.	Fire Scene Organization and Communications	34
i.	Non-Tactical Aviation Resources	34
j.	Arial Mapping Services	34
k.	Documentation	34
l.	Reimbursable Costs	34
44.	Billing Procedures	35
a.	In-State Fires with Federal Emergency Management Agency Reimbursable Expenses	35
b.	Joint Projects and Project Assistance (Fuels)	35
c.	Meals and Lodging for Resource Ordered and Subsisted Personnel	35
d.	Annual Fixed Costs	36
e.	Suppression and Non-Specific Suppression Support	36
f.	Stafford Act Responses	36
g.	Forms for Documentation	36
h.	Administrative Overhead Rate	36
i.	Billing Process and Addresses	36
j.	Alaska Fire Service and Department of Natural Resources Billing	37
	Figure E1: AFS-DNR Billing Due Dates and Tasks	37

k.	Bureau of Indian Affairs, Fish & Wildlife Service and National Park Service Cost Recovery Process	38
l.	Department of Natural Resources and U.S. Forest Service Billing Figure E2: DNR-USFS Billing Due Dates and Tasks	38
45.	Trespass Cost Recovery	38
46.	Purchaser, Contractor, Operator, Permittee, Etc., Fires	Refer to Master Agreement
47.	Stafford Act Use and Reimbursement	39

GENERAL PROVISIONS

48.	Fire Information	39
a.	AICC and National Interagency Coordination Center Situation Report	39
b.	Protecting Agency Role and Staffing	40
c.	Jurisdictional Agency Role	40
49.	Miscellaneous Assistance	41
a.	AFS Facilities on Fort Wainwright	41
b.	McGrath Facilities	41
c.	Kenai Interagency Dispatch Center	41
d.	Meals and Lodging (Reimbursable)	41
50.	Personnel Policy	41
51.	Mutual Sharing of Information	42
a.	Alaska Fire Information Websites	42
b.	GIS Protocols	42
1)	Fire Perimeter	42
2)	Known Sites Database	42
c.	Final Fire Reports	43
d.	WFDSS Points of Contact	43
52.	Accident Investigations	43
53.	Waiver	Refer to Master Agreement
54.	Modifications	43
55.	Annual Review	43
56.	Duration of Agreement	44
57.	Previous Agreements Superseded	44
58.	Authorized Representatives	44

SIGNATURES	44
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Figures

Figure A:	Agencies and Jurisdictions	8
Figure B:	Interagency Fire Dispatch Centers	12
Figure C:	AICC Staffing and Funding	13
Figure D:	Due Dates and Protection Planning Tasks	17
Figure E1:	AFS-DNR Billing Due Dates and Tasks	37
Figure E2:	USFS-DNR Billing Due Dates and Tasks	38

Attachments

1.	Alaska Fire Service Annual Fixed Costs	46
2.	Synopsis: Suppression and Non-Specific Support Items	48

RECITALS

1-6: Refer to Master Agreement.

7. Expectations

The roles of the Parties to this agreement will be delineated to facilitate wildland fire management activities to protect the public, firefighters, and identified sites from wildland fire and to provide an opportunity for Jurisdictional Agencies to accomplish fire-related land-use and resource management objectives in a cost-efficient manner, consistent with the policies of the United States Department of the Interior (DOI), the United States Department of Agriculture (DOA) and the Alaska Department of Natural Resources (DNR).

a. All Parties

Because of their common interests, the Parties agree to the following:

- 1) The protection of human life is the single, overriding fire management priority. Setting priorities among protecting human communities and community infrastructure, other property and improvements, and natural and cultural resources will be done based on the values to be protected, human health and safety, and the costs of protection.
- 2) The Parties will ensure their capability to provide safe, cost-effective fire management programs in support of land and resource management plans through appropriate planning, staffing, training, equipment and management oversight.
- 3) The Parties will cooperate with each other, interested parties and the public to prevent unauthorized ignition of wildland fires.
- 4) All Parties will use compatible planning processes, training and qualification requirements, operational procedures, management option designations and public education programs for all fire management activities.
- 5) Each will maintain a membership in the Alaska Wildland Fire Coordinating Group (AWFCG). It is the responsibility of each member to participate in the decision-making process and ensure their respective agencies are made aware of decisions that will affect them.
- 6) Agency administrators will ensure that their employees are trained, certified and made available to participate in the wildland fire program locally, regionally, and nationally as the situation demands. Employees with operational, administrative, or other skills will support the wildland fire program.
- 7) As requested and based on availability of resources, any Party may provide assistance to another for planning and implementing prescribed fires and other fuel treatment projects.
- 8) All Parties will provide qualified personnel to participate in workgroup, committees and training.
- 9) All Parties will support wildland fire research, identify needs and priorities, provide personnel and logistical support, and assist with technology transfer and implementation of research results.
- 10) All Parties shall comply with statutes, laws, Executive orders, and policies relating to nondiscrimination. These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability. Pursuant to 41CFR Ch. 60-1.4 all parties recognize that they are obliged to abide by and include the equal opportunity clause contained in the Federal Executive Order 11246, Section 202, in each of its government contracts, should there be contracts as a result of this agreement.

b. Jurisdictional Agencies

Jurisdictional Agencies are responsible for all planning documents i.e. land use, resource and fire management plans, for a unit’s wildland fire and fuels management program. Figure A lists the agencies and their jurisdictions. If a Jurisdictional Agency administrator or Fire Management Officer (FMO) is dissatisfied with the services provided by the Protecting Agency or if there is an issue or concern irresolvable at the local level, that information should immediately be elevated to the regional fire management staff to adjudicate and discuss with the Alaska Fire Service (AFS) Manager, the DNR Chief of Fire and Aviation or Forest Service Fire and Fuels Group Leader. Lessons learned from this process should be included in the Interagency Fall Fire Review agenda.

Figure A: Agencies and Jurisdictions

<i>Agency</i>	<i>Jurisdictions</i>
Alaska Department of Natural Resources	City, Borough and Municipalities Private fee simple lands State Parks, Forests, Mental Health, and other state lands State Critical Habitat Areas, Range Areas, Refuges and Sanctuaries (joint w/Alaska Department of Fish & Game) Lands “Tentatively Approved” for conveyance to the State DNR-issued permits and leases
Alaska Native Corporations as established by the Alaska Native Claims Settlement Act (AFS acts the Agency Administrator Representative, when necessary)	Regional or village corporate lands: patented or under an “Interim Conveyance” to a corporation
Bureau of Indian Affairs	Native Allotments (patented or certificated)
Bureau of Land Management	Native Allotment Applications National Conservation Area National Petroleum Reserve-Alaska National Recreation Area National system of public lands as defined in Federal Land and Management Policy Act BLM-issued permits and leases Selected lands (Alaska Native or State)
National Park Service	National Parks and Preserves National Monuments in Mainland AK NPS-issued permits and leases
U.S. Army Alaska in conjunction with the Bureau of Land Management	Military Training Areas (BLM-managed lands withdrawn for military purposes). The AFS Military FMO works with US Army and BLM to determine Jurisdictional Agency for fires on these lands.
U.S. Fish and Wildlife Service	National Wildlife Refuges FWS-issued permits and leases
U.S. Forest Service	National Forests National Monuments in Southeast AK USFS-issued permits and leases

Jurisdictional Agency administrators are responsible to:

- 1) Ensure management actions taken by the Protecting Agency are compliant with unit plans and Jurisdictional Agency policy.
- 2) Set the strategic fire direction pre-season as defined in the AIWFMP; ensure management option designations are appropriate and reviewed annually; and identify general restrictions and constraints on their administrative unit. Management option change procedures are addressed in the AIWFMP.
- 3) Identify resources and sites which require site-specific protection in accordance with the AIWFMP.
- 4) Approve non-standard responses as defined in AIWFMP and record in an approved decision document.
- 5) Work collaboratively with Protecting Agency and other affected Jurisdictional Agencies and provide strategic incident objectives and constraints to ensure land and resource management objectives are met and documented during the decision support process. For incidents on federal lands or Alaska Native village and regional corporation lands, use of Wildland Fire Decision Support System (WFDSS) is required.
- 6) Approve the incident's decision document and complete periodic assessments, when required.
- 7) Develop and jointly sign a Delegation of Authority to implement the decision document when incident complexity is Type 3 and above.
- 8) Assign, as the incident complexity warrants, an Agency Representative and/or Resource Advisor.
 - a. BIA service contractor providers serve as Resource Advisors for Native Allotments.
- 9) Participate in Incident Management Team (IMT) briefings to discuss local issues, personnel and facilities and establish a formal recognition of agency roles.
- 10) Collaborate with Protecting Agencies and IMTs regarding media releases concerning resource conditions, policies and management objectives for their agency.
- 11) Participate in IMT closeouts and contribute to the written evaluation of their performance in the implementation of the direction contained in the Delegation of Authority.
- 12) Investigate and pursue all legal actions that are deemed necessary for human-caused fires.
- 13) Provide written standards that address wildfire suppression activity damage repair.
- 14) Determine the need for, develop and manage Emergency Stabilization and Burned Area Restoration activities.
- 15) Manage fire prevention and education programs.
- 16) Coordinate and manage fire closure/restriction programs for agency lands.

c. Protecting Agencies

Protecting Agencies maintain and operate the wildland fire suppression organization in Alaska with the primary intention of providing cost-effective suppression services and minimizing unnecessary duplication of suppression systems. Suppression services include all management actions intended to protect identified values from a fire, extinguish a fire, or alter a fire's direction of spread. Management actions for the protection of identified values include, but are not limited

to, surveillance, mapping, and site actions. If a Protecting Agency has an issue or concern with the Jurisdictional Agency that is irresolvable at the local level, that situation should immediately be elevated to the AFS Manager, the DNR Chief of Fire and Aviation, or Forest Service Fire and Fuels Group Leader to discuss and adjudicate with the regional fire management staff. Lessons learned from this process should be included in the Interagency Fall Fire Review agenda.

The Protecting Agencies are the DNR, and the Bureau of Land Management-AFS and USFS.

The Protecting Agencies will:

- 1) Provide the operational control for suppression services in support of the Jurisdictional Agency's mission.
- 2) Provide fire detection coverage based on levels of lightning activity and human use or at Jurisdictional Agency's request.
- 3) Determine and document the incident location, management option and cause.
- 4) Implement the initial response based on management option designation and notify the appropriate Jurisdictional Agency of any fire detected on or threatening that agency's lands in accordance with the AIWFMP.
- 5) Complete Incident Complexity Analyses and may complete an Organizational Needs Assessments to assist in the selection process of the appropriate management organization for complex incidents.
- 6) Assign Incident Commander for initial and extended responses.
- 7) Develop and jointly sign a Delegation of Authority to implement the decision document when incident complexity Type 3 and above.
- 8) Provide supervision and support including oversight, direction and logistical support for all wildfires.
- 9) Assign a Protecting Agency liaison to out-of-State Type 1 and 2 IMTs.
- 10) Conduct initial IMT briefings with the affected Jurisdictional Agencies.
- 11) Conduct IMT closeouts and consolidate IMT evaluations completed by the Protecting Agency and affected Jurisdictional Agencies.
- 12) Complete wildfire suppression activities damage repair.
- 13) Fulfill interagency reporting requirement as directed in the AIMG and provide Jurisdictional Agencies with final fire reports.
- 14) For fires occurring in Full and Critical Management Option areas that escape initial attack and all fires 100 acres or greater, submit fire perimeter data timely for ongoing incidents and final fire perimeter files with the final fire report for display on the AICC website and inclusion in the Geographic Information System (GIS) Fire History file using GIS protocols.
- 15) Provide fire surveillance updates including latest perimeter maps for ongoing fires as negotiated with the Jurisdictional Agencies.
- 16) Provide wildland fire management related training to Jurisdictional and other Protecting Agency employees including emergency fire fighters based on needs and available training space.
- 17) Collaborate with Jurisdictional Agencies and IMTs on media releases that provide fire statistics and on-going suppression/management actions on fires. Questions regarding Jurisdictional Agency policy or actions will be referred to that agency.

INTERAGENCY COOPERATION

8. Coordinating Groups

a. Alaska Interagency Wildland Fire Management Plan

The AWFCG is responsible to review and update, as warranted, the AIWFMP. That plan and its appendices are available at <http://fire.ak.blm.gov/>. The AIWFMP is a component of this Statewide AOP.

The purpose of AIWFMP is to promote a cooperative, consistent, cost-effective, interagency approach to wildland fire management and it is the interagency reference for wildfire operational information. It specifies direction for the response to a wildfire that is based on the management option designation and provides guidelines to Jurisdictional and Protection Agencies for decision support direction as the complexity of a wildfire increases.

9. National Incident Management System: Refer to Master Agreement.

10. Annual Operating Plans

Zone/Area/Forest/local Jurisdictional Units AOPs will be incorporated as attachments to this AOP when completed and as appropriate. The format for all AOPs should be similar to this Statewide AOP and address local operating procedures. AOPs should be submitted annually by March 1 to your agency representative listed below in Clause 58; USFS AOPs should be submitted to the Region 10 Fire and Fuels Group Leader.

11. Interagency Fire Dispatch Centers

The Interagency Fire Dispatch Centers by Protecting Agency are listed below in Figure B.

a. Staffing

The Interagency Fire Dispatch Centers are staffed prior to May 1 and after August 15 as determined by the Protecting Agency. Between May 1 and August 15, most centers operate from 08:00 to 18:00 hours, 7 days per week. Galena and Southwest Area are exceptions to the aforementioned dates. Center hours are extended as needed. All Interagency Fire Dispatch Centers will have an after-hours contact protocol.

The Interagency Fire Dispatch Centers are staffed, funded and supported by the Protecting Agencies responsible for the Zone, Area or Forest in which they are located (See Figure B below). The Kenai Interagency Dispatch Center functions as both a DNR and USFS center and is funded by both agencies.

b. Resource Orders

AFS dispatch works under a two-tier system. Orders flow from the AFS Zones to Alaska Interagency Coordination Center (AICC). DNR works under a three tier system; resource orders are placed from the Areas to the State Logistics Center (SLC); if SLC is unable to fill the resource request, the resource order is placed by SLC to AICC. For the Tongass National Forest, USFS resource requests are placed with Sitka dispatch to AICC and for the Chugach, orders are placed with the Kenai Interagency Dispatch Center to AICC. Reference the AIMG for more specific information.

Resource orders placed by or placed to Jurisdictional Agencies will be processed through their local Protecting Agency fire dispatch center with the exception of regional office orders which are processed by AICC. For costs to be considered for reimbursement, Jurisdictional Agency resources use must be documented on a Resource Order.

Figure B: Interagency Fire Dispatch Centers

<i>Interagency Fire Dispatch Centers</i>					
<i>DNR Protection Area*</i>		<i>AFS Protection Area***</i>		<i>USFS Protection Area</i>	
<i>Area</i>	<i>Location</i>	<i>Zone</i>	<i>Location</i>	<i>Forest</i>	<i>Location</i>
State Logistic Center	Fairbanks	Galena Zone	Galena	Chugach Nat'l Forest**	Soldotna
<u>Northern Region Areas</u> Delta Area Fairbanks Area Tok Area Valdez/Copper River	Delta Fairbanks Tok Tazlina	Upper Yukon /Tanana/ Military Zone	Fairbanks	Tongass Nat'l Forest	Sitka
<u>Coastal Region Areas</u> Anchorage/Matsu Area Kenai/Kodiak Area** Southwest Area	Palmer Soldotna McGrath	<p>*DNR Protection Area includes the Southeast Area in Haines; the DNR resource staff provides fire suppression services and reporting, as needed; there is no fire Interagency Fire Dispatch Center within the Southeast Area.</p> <p>**Kenai/Kodiak Area and Chugach National Forest maintain the Kenai Interagency Fire Dispatch Center in Soldotna.</p> <p>***Southern Zone located in Anchorage is also under the management of AFS; the Southern Zone dispatch center supports the BLM resource staff and does not function as a fire dispatch center.</p>			

12. Alaska Interagency Coordination Center

The AICC serves as the focal point for statewide tactical resource coordination, logistics support, and predictive services for all state and federal agencies involved in wildland fire management and suppression in Alaska. AICC is located at the AFS facilities in Fairbanks; AFS provides office space and furniture; office equipment and supplies; utilities; and telecommunications, computers, network access and support. AFS bills costs associated with these items to DNR in the Annual Fixed Costs Bill for Collection.

Positions are staffed and funded by the employing agency as shown in Figure C. In addition to those positions and at the request of AICC or an individual agency, the DNR Strategic Planner may function as a coordinator for WFDSS fire behavior analyses during the 2011 fire season.

Figure C: AICC Staffing and Funding (Revised March 14, 2011)

<i>Position</i>	<i>Agency</i>	<i>Position</i>	<i>Agency</i>
Center Manager	AFS		
Logistics Coordinators (3)	AFS DNR USFS	Logistics Dispatchers (6) <ul style="list-style-type: none"> • Overhead (1) • Aircraft (2) • Equipment (1) 	AFS
Intelligence Coordinator	DNR	Intelligence Dispatchers (1)	AFS
Fire Weather Meteorologist	NPS		
Tactical Resources Coordinator	AFS	Tactical Resources Dispatchers (3)	AFS

a. Alaska Interagency Mobilization Guide

The AIMG is published annually and is the reference guide for interagency mobilization. It identifies policy and agreements that establish the standard procedures that guide the operations of multi-agency logistical support activities. The guide is an extension of agency manuals, handbooks, directives, and instructional memorandums relating to logistical support. It is intended to promote uniformity of logistical support communications, facilitate interagency dispatch coordination, and ensure that the most timely and cost-effective support services are provided. This guide is designed to accommodate amendments and will be recognized as currently applicable until amended. The AIMG is a component of this Statewide AOP by reference and is available at <http://fire.ak.blm.gov/>

b. AICC Website

The AICC website at <http://fire.ak.blm.gov/> is a comprehensive source of fire-related information including, but not limited to, the Alaska Preparedness Levels, the Daily Situation Report, current and historic fire perimeter maps, media releases, planned prescribed fires, historical fire data, current weather forecasts, weather station readings, Canadian Forest Fire Danger Rating System indices, predictive services products, incident management teams, crew use and the EFF Type 2 Crew Rotation List.

c. Internal Movement of Jurisdictional Agency Resources

Internal Jurisdictional Agency mobilization of agency resources within Alaska and to/from the Lower 48 is at the discretion and cost of that agency. These internal movements may be accomplished without the use or notification of AICC. However, placing these resources on a Resource Order and statusing those in the Resource Ordering and Status System (ROSS) is recommended to facilitate tracking their use and availability while in Alaska. If agency resources are charging to a fire code, use of ROSS and coordination with the Protecting Agency FMO is required with the exception of personnel on their home unit and acting within the scope of their authority.

13. Interagency Resources

Reference the AIMG for types, procedures and protocols. All agencies' assigned personnel will function under the receiving agency's health, safety, and air operations procedural policies unless the sending agency's policies are more stringent, in which case the more stringent policies will be followed. When safety issues, concerns, or questions develop, agency subject matter experts will be contacted for resolution.

a. Availability

During the fire season, as necessary, each Jurisdictional and Protecting Agency will determine what resources are available for initial response and/or incident assignments, notify the local Protecting Agency Fire Management Officer (FMO), and status in ROSS. This information will be provided by the Protecting Agency FMOs to their representatives for the Daily Statewide Strategy Meeting. Area/Zone/Forest resource availability will be managed within the local Area/Zone/Forest.

b. Daily Statewide Strategy Meeting

During the daily DNR conference call and the AFS Tactical Meeting, each Protecting Agency will decide which resources will be made available for standby, pre-positioning, or commitment to an incident. The AICC USFS Logistic Coordinator will be the focal point for USFS resources. During the Daily Statewide Strategy Meeting (routinely attended by the DNR Fire Operations Forester, the AFS Chief, Division of Fire Operations, and the AICC Manager, and available to jurisdictional representatives on an as needed basis), the final distribution of resources, using input from that morning's DNR Conference Call and the AFS Tactical Meeting, will be made. The status of the statewide shared tactical resources will be conveyed to Interagency Fire Dispatch Centers via the teletype. Considerations include:

- Use of all available in-state resources
- Ordering of additional resources from the Lower 48
- Alaska and National Preparedness Levels
- Severity funding requests both agency-specific and interagency

Once the distribution of resources has been established, the priority for dispatch of these statewide tactical resources will be based on protection priorities as established in the AIWFMP. AICC may override decisions made at the Statewide Strategy Meeting when responding to immediate critical needs.

c. Statewide Shared Tactical Resources

Statewide shared tactical resources include the smokejumpers, aerial supervision modules, air attack, lead planes and airtankers. The protocols for requesting and use of these resources are in the AIMG.

Requests for extended and weekend staffing will be processed by AICC and costs will be allocated to the agency making the request. These costs and the resulting support costs are included in the Bill for Collection for Suppression and Non-Specific Suppression Support.

d. Mutual Support

The Protecting Agencies may request tactical resources from each other for initial response without processing a Resource Order. OF-288 time sheets will be completed and signed before tactical and/or support resources are released. If this is not possible, teletype approval of hours worked is acceptable.

Jurisdictional Agency resources may respond based on a verbal request from the Protecting

Agency but follow up documentation on a Resource Order is required.

Any non-Stafford Act, non-fire response request requires a Reimbursable Agreement be in place prior to filling a request.

e. Extended Staffing Requests

All requests for extended staffing will be authorized and a charge/reimbursable code assigned by the Protecting Agency FMO. The use of local Jurisdictional or Protecting Agency resources will be documented at the local dispatch level to support overtime authorizations and billing procedures and be provided to the regional fire management offices. For cost recovery billing by the Jurisdictional Agency (see AOP Clauses 36 and 44k), a Resource Order is required for extended staffing by Jurisdictional Agency resources.

f. Supplemental Resource Requests

Cost incurred for supplemental resource request mobilizations and assignments will be apportioned as decided at the Daily Statewide Strategy Meeting or by the Alaska Multi-Agency Coordination Group (AMAC) and included in the Bill for Collection for Suppression and Non-Specific Suppression Support.

g. Severity Funding Requests

Information on severity funding is available at <http://www.nifc.gov/policies/severity.htm>

Severity funding may be used to: temporarily increase or extend seasonal firefighting staff and resources; provide for extended use of aircraft or additional aircraft and resources; pay for standby; and increased fire prevention activities.

h. Fire Medic Program

The Fire Medic Program is managed by an AFS Safety and Occupational Health Specialist and the DNR Division of Forestry Safety Officer. The physician sponsor is the Medical Director of the program. The AFS Safety and Occupational Health Specialist is the Fire Medic Coordinator.

The “Alaska Interagency Wildland Fire Medic Policy” and its Appendices include the Program’s Standard Operating Guidelines and is available from the Fire Medic Coordinator.

DNR provides the administrative support to process all hiring, payroll, worker’s compensation, travel and other miscellaneous expenses associated with EFF Medics.

AFS funds the Fire Medic Coordinator who is responsible for the program management and operations. This includes stocking and maintaining all Fire Medic Kits and providing the Medics with the kits, any necessary personal protective clothing and other warehouse items needed for their assignments.

The costs incurred for pre-season orientation training for Fire Medics is divided equally between AFS and DNR. Pre-season replacement of expired kit items and restocking during the fire season are charged to individual incidents, when possible. When replacement costs are not charged to incidents, they are divided equally between AFS and DNR. Fire Medic expenses incurred on incident assignments are charged to that incident. The reimbursable costs for the Fire Medic Program are included in the Suppression and Non-Specific Support Bill for Collection.

See the AIMG for ordering procedures.

i. Type 2 Crew Mobilization

Type 2 crews are managed as defined in the *Alaska Emergency Firefighter Type 2 Crew Management Guide*. (<http://fire.ak.blm.gov/logdisp/crews.php>.)

Mobilization of EFF Type 2 crews to the Lower 48 is an Alaskan priority. Parties to this Agreement will provide their resources for assignments for Crew Representatives, Interagency Resource Representatives, and Crew Administrative Representative.

j. Interagency or Agency Crews

Interagency or agency crews will be used as available. Agency crews include the Type 2 IA crews. Reference AIMG for procedures.

k. National Guard

The DNR will establish contacts and necessary agreements for National Guard assistance. All requests for National Guard resources will be processed by SLC.

l. Non-DNR State of Alaska Resources

DNR will process requests for State of Alaska employees and ensure that Reimbursable Services Agreements are in place. Costs are reimbursable to DNR and included with the Suppression and Non-Specific Suppression Support billings.

m. Alaska Orientation Briefing

Lower 48 resources filling Resource Order requests for incident assignments in Alaska will have an Alaska Orientation Briefing package made available to them.

14. Standards

The hiring or employing agencies are responsible for ensuring that local government or volunteer fire department personnel utilized on wildland fires are trained and qualified to the National Wildland Fire Coordinating Group's *National Interagency Incident Management System Wildland Fire Qualification Guide (Publication 310-1)* (<http://www.nwcg.gov/pms/docs/docs.htm>), the *USFS Fire and Aviation Management Qualifications Handbook 5109.17* (<http://www.fs.fed.us/im/directives/dughtml/fsm5000.html>) and/or the *National Fire Protection Association Standards for Wildland Fire Fighter Professionals Qualifications* as identified in the NWCG crosswalk positions (http://www.nfpa.org/aboutthecodes/list_of_codes_and_standards.asp) standards. Each agency will provide coordination and payment of personnel and equipment, as needed, when local government or volunteer fire department resources are required within their respective Protection Areas. These costs are reimbursable. Personnel and equipment of these departments will be utilized only in their areas of specialized expertise and qualification.

Additional guidance is contained in the *Interagency Standards of Fire and Fire Aviation Operations* (http://www.nifc.gov/policies/reference_materials.htm).

PREPAREDNESS

15. Protection Planning

The Jurisdictional Agencies are responsible for setting the strategic fire direction and completing or reviewing the other WFDSS pre-season entries for their unit.

Figure D: Due Dates and Protection Planning Tasks

<i>Due Date</i>	<i>Protection Planning Task</i>
January AWFCG Meeting	1) AWFCG review and update of AIWFMP. 2) AWFCG selects or affirms the Alaska Type 1 Incident Commander for the upcoming fire season.
February 1	Nominations for Type 1&2 IMT members are due to the applicant's AWFCG Operations Committee Agency Representative. IMT nomination procedures are located at http://fire.ak.blm.gov/ under Logistics and Dispatch.
Month of February	AWFCG Operations Committee and Incident Commanders (Type 1&2) select IMT members, Trainees and Apprentices.
March 1	1) Deadline for submitting AIWFMP Management Option designation changes to AFS; procedures are located under Documents at http://fire.ak.blm.gov/administration/awfcg.php 2) Deadline for submission of site data, orthophotos, and fire perimeter updates to AFS to incorporate into the respective Geographic Information System (GIS) files for the use during the upcoming fire season. 3) Updated Federal and State of Alaska Geographic Area Supplements available with rates for Emergency Equipment Rental Agreements for upcoming fire season.
March 15	1) Master Agreement reviewed; Alaska Statewide AOP updated and signed by regional and statewide fire staffs. 2) Teletype hub at AFS is operational.
April – 1 st week	Type 1&2 IMTs, Agency Administrators and Fire Management Officers Spring Meeting
April 1	Current year Management Option file available from AFS.
May 1	DNR and AFS exchange information on their fueling services and vendors available for aircraft operations.
May 15	1) Area/Zone/Forest AOPs completed, reviewed and signed, as needed. 2) DNR provides the list of aircraft that will routinely operate on AFS ramp on Ft. Wainwright to AFS Aviation.
May 20	Lightning Detection Network operational.
October 2 nd week	1) Interagency Fall Fire Review 2) Type 1&2 Incident Commander nominations are due to the Operations Committee.
October 10	Final fire reports due to BIA.
October 30	Final fire reports due to all Jurisdictional Agencies.

16. Protection Areas and Boundaries

Each Area/Zone/Forest maintains a map atlas at the 1:63,360 scale; Protecting Agencies are transitioning to an electronic format with the expectation that all files will be available electronically by 2014. The information available electronically is the Protection Area boundaries, the Jurisdictional Agency lands, and the management option designations.

Changes to the Protection Area boundaries may be made at the recommendation of the Jurisdictional or Protecting Agency staff. Documentation will include a description of the change, a map, and the justification for the change. The document will be signed by the Protecting Agency and Jurisdictional agency(s) FMO(s). This document will be submitted to the affected Protecting Agency managers and affected regional fire management staffs for final approval. The final approval and other documentation will be forwarded to the AICC to update their map atlas and coordinate the update of the electronic files. A copy of the documentation will be kept on file at AICC.

17. Fire Protection and Suppression

The Protecting Agencies will provide fire detection coverage based on levels of lightning activity and human use or at Jurisdictional Agency's request.

Upon discovery, the Protecting Agency is responsible to determine, verify and document the incident location, management option, and cause, and implement the initial response based on the management option designation as described in the AIWFMP. Notification procedures are addressed in the AIWFMP and Clause 25 of this AOP.

18. Joint Projects and Project Assistance

Joint plans will be completed in accordance with agency policies. Costs allocations will be agreed upon and documented in the project plan.

Project expenses are reimbursable; a project code will be assigned and used to track costs and expenses. For the DNR-AFS projects these costs are included in bill for collection for Suppression and Non-Specific Suppression Support.

For DNR, DOI agencies or USFS projects, a reimbursable agreement or a purchase request/order citing this agreement may also be appropriate.

Additional guidance for the federal agencies is contained in the *Interagency Standards of Fire and Fire Aviation Operations* (http://www.nifc.gov/policies/reference_materials.htm) under Federal Agencies Assistance in the Fuels Management Chapter.

19. Fire Prevention

Fire prevention programs are agency-specific; communication, collaboration and cooperation among the agencies are encouraged. Alaska prevention brochures including Alaska Firewise and other educational materials are available at <http://fire.ak.blm.gov/administration/awfcg.php>.

20. Public Use Restrictions

Fire restrictions and area closures will be coordinated by affected Jurisdictional Agencies and implemented under those agency's regulations. When the AMAC is active, fire restrictions and closures may be suggested by that group but will be implemented under each Jurisdictional Agency's regulations.

21. Burning Permits

With a few exceptions, DNR requires burn permits for debris burning during the fire season (April 1 to August 31). Information on DNR burn permits and permit regulations is located at <http://forestry.alaska.gov/fire/burnpermits.htm>. Burn permits are subject to burn restrictions and suspensions. (This is distinct from public use restrictions identified above and applies only to those areas and activities that require a burn permit under DNR regulations.) State laws and regulations pertaining to burning practices apply statewide all year. ([Alaska Statute 41.15.010-41.15-170](#) and [11 AAC95 Article 6](#)) Penalties may apply for unsafe burning. Permits are required for burning piles, mowed lawns and fields of grasses or brush. Federal agencies are exempt from the DNR permit requirements if project is covered under an agency approved Prescribed Fire Plan.

Boroughs or municipalities may have more stringent requirements for burning within their boundaries.

All federal and state agencies and the general public are required to follow the Alaska Department of Environmental Conservation (DEC) permitting regulations for prescribed burning. An Open Burn Approval is issued by DEC if the intent is to burn, or clear and burn 40 acres or more during a year. Those regulations are available at <http://www.dec.state.ak.us/air/ap/docs/obrguide.pdf>. The DEC Open Burn Approval Applications are available at <http://www.dec.state.ak.us/spar/perp/permits/pdf/ADECopenburn.pdf>

22. Prescribed Fire and Fuels Management

Prescribed fires are planned, conducted and reported based on individual agency policy. Minimum requirements for the Federal Agencies are in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* available at http://www.nifc.gov/fire_policy/rx/rxfireguide.pdf. Ignition of prescribed fire is also subject to National and Alaska Preparedness Levels. (Reference AIMG for Alaska Preparedness Level information.)

During the fire season, it is the responsibility of the Jurisdictional Agency planning the burn to provide timely notification to and place orders with the Protecting Agency local Interagency Fire Dispatch Center and to adhere to the DEC open burn approval stipulations. The local Dispatch Center will be notified daily of location planned ignition time and planned acreage; a point and method of contact will be established; and the contingency forces identified including their location and point of contact. The Burn Boss is responsible to order and inform the contingency forces of any planned burning and ensure their availability. During the project, the Burn Boss will report each evening to the local Dispatch Center acres burned so that the information may be included in the AICC Situation Report.

Billing procedures and charge codes will be established prior to orders being placed and included in the project plan. Extended hours for the Interagency Fire Dispatch Center will be negotiated prior to ignition. Reimbursable costs may include required dispatch staffing beyond normal business hours, travel and transportation expenses, crew salaries, and other project expenses incurred by the Protecting Agency.

23. Smoke Management

Smoke assessments are the responsibility of both the Jurisdictional and Protecting Agencies. The need for air resource advisors is increasing and additional technical expertise for addressing air quality and health related issues may be available through the DEC.

The AWFCG-approved “Smoke Effects Mitigation and Public Health Protection Protocols” are available at <http://fire.ak.blm.gov/administration/awfcg.php>.

For current smoke information and forecast, regulations, advisories, and educational materials, refer to the DEC website <http://www.dec.state.ak.us/air/anpms/index.htm>.

The *Alaska Enhanced Smoke Management Plan for Planned Fire* (ESMP) was developed by DEC in coordination with the AWFCG Air Quality Committee. The ESMP and its appendices are located at http://fire.ak.blm.gov/administration/awfcg_committees.php. The ESMP outlines the process and identifies issues that need to be addressed by DEC and federal and state agencies or private landowners/corporations to help ensure that prescribed fire activities minimize smoke and air quality problems. The ESMP Appendices provide additional assistance for interagency sharing of information, the applicability and availability of current smoke management techniques, monitoring protocol, public education strategies, and emission reduction techniques.

OPERATIONS

24. Fire Notifications

The AIWFMP contains notification requirements the Protecting Agencies follow to inform the Jurisdictional Agencies of fire occurring on their lands. The Fire Notification Form was developed to assist in ensuring certain criteria for each incident was conveyed and is a useful mechanism to notify Jurisdictional Agencies. The use of the Form is optional, is recommended, and may best function to document notification of Alaska Native regional and village corporations, local governments, and other agencies/entities not normally associated with fire activity.

The federal agencies are mandated to use WFDSS to document fire occurrence on their lands and lands for which they have the responsibility to provide fire protection (Alaska Native regional and village corporation lands and Native Allotments). A phone call and a WFDSS entry suffice for notification. For incidents on state, private and municipal lands, a WFDSS entry and a phone call are also sufficient for notification. Nonetheless, some units have requested that the Fire Notification Form be utilized in addition to the WFDSS entry.

In addition to the Jurisdictional Agency notifications listed in the AIWFMP, the following notification protocols will be followed:

- When a fire occurs on an in-holdings (Native and State Selected lands, Native allotments, Native corporation lands, and private lands), within the boundaries of a National Park or wildlife refuge, the appropriate park or refuge fire staff will be notified.
- For fires occurring in the DNR Protection Area that affect Alaska Native, BLM, FWS or NPS lands, the AFS Military FMO or the Duty Officer will also be notified.
- For fires occurring or threatening Native allotments, the BIA Regional Fire Management Officer will be notified.
- For fires occurring in the AFS Protection Area on lands where the DNR is the Jurisdictional Agency (State, private and municipal lands), the DNR Fire Operations Forester is the Jurisdictional Agency representative to be notified by AFS.
- For fires occurring in USFS Protection Area where the DNR is the Jurisdictional Agency (State, private and municipal lands), the Jurisdictional Agency representative to be notified by the USFS are:
 - For the Chugach National Forest, the DNR Coastal Region FMO.
 - On the Tongass National Forest for incidents occurring from Cape Fanshaw south, the Southern Southeast Area Forester.
 - In the Tongass National Forest for incidents occurring from Cape Fanshaw north, including ABC islands, the Northern Southeast Area Forester.
- For fires occurring on lands managed by the U.S. Army-Alaska, the Military Fire Chief, the Natural Resource Specialist and the Installation Range Manager at each location will be notified by the AFS Military Zone FMO.

25. Closest Forces Concept

Reference Clause 24 and 26 in the Master Agreement and Clause 29 below.

The Protecting Agency FMO is responsible to dispatch closest available and appropriate forces for initial response.

a. DNR Delta Area Authority for Donnelly and Fort Greely Training Areas.

Fort Greely and Fort Wainwright lands are within the AFS Protection Area. The U.S. Army-Alaska Fire Chief may request initial response assistance directly from the DNR in Critical and Full Management Option areas. All requested suppression costs incurred by DNR are reimbursable by AFS unless covered by a local mutual aid agreement. The AFS Military FMO will be immediately notified of the request and response.

b. DNR Matsu Area Authority for Fort Richardson.

Fort Richardson lands are within the DNR Protection Area. The U.S. Army-Alaska Fire Chief may request initial response assistance directly from the DNR. All requested suppression costs incurred by DNR are reimbursable by AFS unless covered by a local mutual aid agreement. The AFS Military FMO will be notified of the request and response. Matsu FMO and AFS Military FMO will negotiate extended response operations.

26. Independent Action

The Protecting Agency retains operational control of the incident regardless of who is responding. The Party taking action will promptly notify the Protecting Agency to identify what other resources are en-route and ensure mitigation of safety issues. See Clause 29 below.

27. Protection Area Boundary Line Fires

See Master Agreement Clauses 16 and 27 and also reference the notification procedures in the AIWFMP and those listed in Clause 25 of this AOP.

28. Escaped Prescribed Fires

If a prescribed fire is declared a wildfire, the Protecting Agency FMO will assume operational control with the cooperation of Jurisdictional Agency and the Burn Boss. A wildfire number will be assigned and all wildfire management costs will be charged to that number. The same analysis and decision support documentation that applies to all wildfires is required. The acreage burned after the fire was declared a wildfire is reported as wildfire acreage in the final fire report. Reference Clause 29 below for the requirements for the decision process.

As dictated by individual agency policy, the Jurisdictional Agency administrator is responsible for conducting the appropriate level of investigation when a prescribed fire is declared a wildfire.

29. Response to a Wildfire

Operational control, as defined in Exhibit A Wildland Fire Glossary of Terms, of wildfire incidents is the responsibility of the Protecting Agency. The Protecting Agency FMO will assign an Incident Commander and provide supervision and support including oversight, direction and logistical support for wildfires. When the fire is not staffed, the Protecting Agency FMO will retain operational control. The Protecting Agency will be responsible for fulfilling daily interagency incident reporting requirements directed in the AIMG and will complete the final fire report which will be provided to the Jurisdictional Agencies. Jurisdictional Agencies are responsible for all fire reporting required by internal agency policy. When practicable, the Protecting Agency will provide digital photos (aerial preferred) of threatened Native allotments to BIA Regional FMO for decision support documentation.

When a Temporary Flight Restriction (TFR) is issued for an incident, the Jurisdictional Agency and adjacent Jurisdictional Agencies that may be impacted by the TFR should be notified.

a. Initial Response

The Protecting Agencies will initiate the initial response based on the management option designation and notify the appropriate Jurisdictional Agency of any fire detected on that agency's lands in accordance with the AIWFMP and Clause 25 of this AOP. A non-standard response may be used at the discretion of the Jurisdictional Agency or by the Protecting Agency when necessary. Procedures for non-standard responses are in the AIWFMP. For more information on Aviation Operations, Fire Scene Organization and Communications during initial response, refer to Clause 43.

b. Decision Process

Decisions for extended response, non-standard responses and escaped prescribed fires will be documented using WFDSS and will support the objectives listed in the AIWFMP and the Unit Fire Management Plans, when available. The Protecting Agencies will initiate the WFDSS process by entering the required information into the Incident Information tab within the WFDSS program. Protecting Agencies will transfer the "ownership" as defined within WFDSS to the appropriate Jurisdictional Agencies; both Jurisdictional and Protecting Agencies will work collaboratively to complete documentation as required. For all incidents:

- Public and firefighter safety issues will continue to be the primary consideration.
- Protecting Agency will complete a complexity analysis and may complete an Organizational Needs Analysis to determine the management level of the incident.
- The Protecting Agency will authorize and provide oversight for all incident resources regardless of the complexity level.
- The operational guidelines for special management considerations are contained in the AIWFMP and in Unit Fire Management Plans.
 - No retardant will be used on federal lands without prior approval of the agency administrator unless there is an immediate threat to life.
 - Each agency's structure and site protection policies will be reviewed and applied as directed by the Jurisdictional Agency and based on priorities, the overall statewide fire situation and resource availability.
- IMT in-briefings and close-outs will be conducted jointly with the Protecting Agency as the lead.

c. Wildland Fire Decision Support System Approval Requirements

Protecting Agency will develop and implement incident tactics based on verbal approval from the Jurisdictional Agency FMO or agency administrator while WFDSS approvals are being finalized.

The agency administrator of the Jurisdictional Agency has the approval authority for a WFDSS decision; other Jurisdictional Agency approval levels will be at that agency's discretion and commensurate with agency's costs. For incidents on federal or Alaska Native corporation lands where the fiscal responsibility of AFS will be \$2 - \$5 million, the BLM State Director will comply with the direction in the *Interagency Standards for Fire and Fire Aviation Operations* (http://www.nifc.gov/policies/reference_materials.htm) to approve the decision; for incidents where AFS' fiscal responsibility will be equal to or greater than \$5 million, the BLM Director will comply with that approval direction. On USFS incident, the District Ranger will approve WFDSS decisions; when USFS costs are \$2 to 10 million, the Forest Supervisor will also approve the decision; for incidents where USFS fiscal

responsibility will be equal to or greater than \$10 million, the Regional Forester will approve the decision; for USFS incidents where the costs are anticipated to be \$50 million or greater, the USFS Chief will approve the decision. Protecting Agencies will notify the Jurisdictional Agencies when costs are approaching the above thresholds.

Note: BIA Regional Fire Management Officer is the approval authority for incidents involving Native Allotments.

d. Fires with Federal Emergency Management Agency Reimbursable Expenses

If incident expenditures qualify for the Fire Management Assistance Grant Program (FMAGP) under Federal Emergency Management Agency (FEMA), a new incident number may be issued to track expenses during the FEMA qualifying period. This grant program is applicable to fires occurring on state and private lands regardless of Protecting Agency. Reference Clause 44 below for billing procedures and documentation requirements.

e. Surveillance and Monitoring

Periodic surveillance will continue for the duration of the fire to evaluate fire behavior and threats. Surveillance frequency will be coordinated between the Protecting Agency and the Jurisdictional Agency; both agencies will notify the Interagency Fire Dispatch Center prior to departure of a surveillance flight. A documented decision analysis and support process may be appropriate based on complexity or initiated at the discretion of the Jurisdictional Agency.

Monitoring for fire effects and research purposes is at the Jurisdictional Agency's discretion. The Jurisdictional Agency will coordinate with the Protecting Agency FMO and notify the Interagency Fire Dispatch Center prior to departure of a monitoring flight over on-going incidents.

Any flights, monitoring actions or visits to the fire, or within the vicinity of the fire, will be coordinated with the on-site Incident Commander or Protecting Area FMO.

f. Fires with Resource Benefit Objectives

The Jurisdictional Agency will follow internal agency requirement for reporting acreage attributed to accomplishing resource benefit objectives.

g. Post-fire Activities

Protecting Agencies are responsible for completing wildfire suppression activities damage repair per Jurisdictional Agency's written direction prior to demobilization.

Jurisdictional Agencies are responsible for post fire assessments and Emergency Stabilization and Burned Area Rehabilitation projects per agency policy and funding. For DOI agencies, additional information is found at <http://www.fws.gov/fire/ifcc/Esr/home.htm> and for USFS direction is located at <http://www.fs.fed.us/biology/watershed/burnareas/index.html>.

30. Delegations of Authority, Briefings and Evaluations

A Delegation of Authority, consistent with the Master Agreement and this AOP, will be jointly developed and signed by the affected Protecting and Jurisdictional Agency representatives. A written Delegation will be prepared when incident complexity is a Type 3 or above.

Protecting and Jurisdictional Agencies will participate in IMT in-briefings to provide information on local issues, personnel, facilities and identify key representatives. The Protecting Agencies will authorize and provide oversight for incident resources regardless of the complexity level and will assign a liaison to out-of-state IMT Type 1 & 2. The Jurisdictional Agencies may assign Resource Advisors and/or an Agency Administrator Representative.

Protecting and Jurisdictional Agencies will be timely notified and participate in IMT closeouts. Each

agency may contribute to the written evaluation of IMTs' performance in the implementation of the direction contained in the Delegation of Authority. Lessons learned will be an Interagency Fall Fire Review agenda item. IMTs will be provided written After Action Reviews.

31. Priorities

Under Alaska Preparedness Levels 1-3, the Protecting Agencies' fire operation leads set resource allocation priorities; under Preparedness Levels 4 and 5, the AMAC approves those priorities. Reference AMAC Handbook (<http://fire.ak.blm.gov/administration/mac.php>) and Alaska Preparedness Levels in the AIMG (<http://fire.ak.blm.gov/logdisp/aimg.php>).

32. Preservation of Evidence

All fires suspected of being human-caused will be investigated to the degree possible by the initial response Incident Commander. The Jurisdictional Agency will be notified immediately of suspected human-caused fire. The responsible Jurisdictional Agency will determine if the fire scene is to be formally investigated, and if so, will provide an investigator. The Jurisdictional Agencies will pursue any legal actions deemed necessary. When incidents impact multiple agencies lands, collections will be pursued jointly and cooperatively by each affected agency to the extent practical.

The Incident Commander will:

- Locate and protect the point of origin of fire.
- Search for and protect evidence.
- Identify and document witnesses and other persons at fire scene (Name and contact information, if possible).
- Document observations, actions, and findings.

33. Stafford Act Response

In Alaska, AFS is the operational lead for National Response Framework Emergency Support Function #4 Firefighting. Stafford Act Subtitle B Section 621 (c) 1 allows for the mobilization of State resources.

USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

34. Appropriated Fund Limitation: Refer to Master Agreement.

35. Duration of Assignments

Incident Commanders will release initial response resources to their primary responsibilities as soon as priorities allow or unless otherwise agreed to by the home unit of the initial response resources. With the exception of smokejumpers, who will be released within 48 hours from the initial response and whose use beyond 48 hours will be negotiated. (Also reference the AIMG section that addresses Work/Rest, Length Of Assignment, and Days Off; Day off policies are agency specific.)

36. Fire Suppression and Cost Share Agreements

For more billing details reference Clause 44 of this AOP and Exhibit D.

There is no billing between federal agencies for expenses incurred on wildfires on federal lands. (Interagency Agreement for Wildland Fire Management among the BLM, BIA, NPS, FWS and the USFS, FY2010-FY 2015, Section VI.B.1.)

BIA, FWS and NPS may bill DNR to recover costs incurred in support of DNR for extended staffing requests and incident assignments. Costs must be documented on appropriate fiscal documents (i.e.

travel voucher, OF-288, fuel receipts) and supported by a Resource Order. Billing will be processed by the respective regional offices.

Billing figures for in-state fire are determined by the point of origin of the incident and the initial actions taken upon discovery. It is the intent of this procedure to attribute fire suppression costs to the agency who has taken the risk of allowing a fire to burn without suppression action, other than surveillance or site specific protection, during the stages when it can be most easily suppressed. It is the responsibility of the Protecting Agencies to identify to the best of their ability the exact location of fires when first detected, document that location, implement the initial response based on the management option designation, and notify the Jurisdictional Agency.

AFS is fiscally responsible for the costs of wildfires on DOI administered lands and Alaska Native lands other than those in southeast Alaska; DNR is fiscally responsible for costs of wildfires on State, private and municipal lands; USFS is the responsible party for costs incurred on National Forests and Alaska Native lands in southeast Alaska. This does not diminish the oversight role of Jurisdictional Agency administrators.

a. AFS, DNR and USFS Incident Billing Criteria

- When the initial actions upon discovery are an effort to extinguish the fire, the costs will be apportioned based on the acres burned and the associated responsible fiscal agency.
- When the initial action upon discovery is surveillance, or site specific protection, all costs incurred are attributed to the agency on whose land the fire originated and billed to the party that is fiscally responsible.
- Costs will be apportioned for non-standard responses on a case-by-case basis and will follow the protocols listed above.

b. Fires That Merge

A Cost Share Agreement may be appropriate to delineate final cost allocations per fire number. (See ICS209 and agency final fire reports directions for reporting requirements.)

c. AFS, DNR and USFS Complex Billing Criteria

Unless otherwise directed in a Cost Share Agreement, when fires are assigned to a complex, costs for each fire within the complex will be apportioned as described above under AFS, DNR and USFS Incident Billing Criteria.

Unless the following direction is supersede by a Cost Share Agreement approved by the Manager, AFS, DNR Chief of Fire and Aviation and/or the USFS Group Leader for Fire and Aviation, complex costs that cannot be attributed to individual fires will be prorated. DNR and AFS agree that costs attributed to an individual fire equates to the effort involved in managing that fire. Therefore, it is assumed that complex costs that cannot be assigned to an individual fire can be apportioned as a percentage of effort/cost attributed to each fire. Every effort will be made to assign costs to individual fires that are appropriate to that fire. Only costs that cannot be reasonably attributed to an individual fire will be assigned to the complex.

d. Audits

Each Protecting Agency shall be subject to audit for five (5) years after final payment. Audits shall be confined to those matters connected with the performance of the Master Agreement and the supporting Exhibits.

37. Incident / Fire Business Management

Fire business management and accountability for costs are the responsibility of the Protecting Agency managing the incident; Protecting Agencies will abide by their own agency procurement regulations. Pay rates and business practices are dependent on employing agency.

Supply and Equipment purchases require supporting Resource Order numbers in order to be reimbursed.

Personnel on their home unit and acting within the scope of their authority are not required to be assigned to the incident in ROSS.

a. Handbooks

Each agency will follow their administrative regulations and procedures for management of fires within their established Protection Areas. DNR uses the *Alaska Incident Business Management Handbook* (<http://forestry.alaska.gov/fire/incidentmanagement.htm>). AFS and USFS use the *Interagency Incident Business Management Handbook (IBMH)* (NFES 2160) (<http://www.nwcg.gov/pms/pubs/pubs.htm>) and policy memorandums.

b. Incident Business Oversight

For any Type 1 or Type 2 incident, the Protecting Agency is responsible to provide an administrative briefing that includes cost reporting, incident finance package, and agency-specific requirements. The Protecting Agency will also provide oversight in regards to cost management, expenditure of funds, and agency procurement regulations, etc. Thresholds for assigning an Incident Business Advisor and Large Fire Cost Reviews are contained in the *Interagency Standards for Fire and Fire Aviation Operations*.

c. Emergency Equipment Agreements

The Federal and State of Alaska Geographic Area Supplements that list the rental rates are updated biannually and are posted on the DNR Division of Forestry website under Equipment hiring (<http://forestry.alaska.gov/equipment.htm>). DNR will provide Emergency Equipment Rental Agreement (ERRA) rates by March 1, 2011 and AFS by March 1, 2012. USFS uses AFS rates.

Under current DOI regulations, EERAs must be incident-specific and supported by a resource order with a unique equipment number. All billing is contingent upon that resource order/equipment number. If the equipment is reassigned, the item must be closed out on the original EERA, a new resource order/equipment number assigned, and a new EERA agreement established and signed by the vendor.

d. Property Loss or Damage

- Personal property claims for loss or damage on an incident will be adjudicated and processed by the employee's (permanent/seasonal/casual/EFF) home agency in accordance with that agency's policy. The Protecting Agency managing the incident is responsible to document claims and forward them to the individual's home agency.
- Tort Claims (third party claims) for loss/damage related to the incident will be adjudicated by the responsible Protecting Agency.
- Contract Claims (emergency equipment rental or other agency contract/procurement agreement) will be adjudicated by the agency responsible for establishment and/or payment of the contract.

38. Equipment and Supplies

The Parties to this Agreement agree to provide fire cache support to each other on an as-available basis. Fire Cache supplies and equipment are prioritized and intended to be for support of on-going fire incidents. On a case by case basis, other orders, such as preparedness, non-fire, or non-emergency requests may be filled but require reimbursable agreements. All equipment and supply costs including transportation and cache restocking are charged to the code generating the workload. Abnormal or unique transportation costs will be negotiated at the time of request. Reimbursable agreements may be used to develop and stock specialized Alaska equipment in the caches.

a. Warehouse Catalog

The Alaska Interagency Catalog of Fire Supplies and Equipment will be jointly maintained between AFS and DNR. The catalog will be produced, in agreed upon quantities, by each agency on alternating years. (AFS in odd numbered years, DNR in even numbered years.)

b. Incident Support

Prior to placing orders for equipment for supplies out of state, all resources within the state will be utilized to the extent they are available. Resource ordered supplies and equipment not available in state will be ordered through the National Fire Cache system.

Cost for equipment and supplies for incident use drawn from the DNR or AFS fire caches or warehouses shall be included in billing for Suppression and Non-Specific Suppression Support. Billing justification shall be by item(s) name, catalog number, quantity, cost, and initial request or Resource Order number, incident project name/number, and warehouse issue and return printouts.

The incident or receiving agency will be responsible for returning to the issuing agency, all supplies and equipment not consumed by the incident in a timely manner by the most practical and cost-effective means. Equipment and supplies shall be returned in the same condition as when received, reasonable wear and tear accepted. Backhaul and rehabilitation of equipment and supplies shall be negotiated between sending and receiving caches. All costs incurred including parts, replacement, and/or labor shall be charged to the appropriate incident number or charge code.

Equipment transported or operated by supporting agency personnel in transit to or from an incident is considered under the control of the supporting agency. When arrangements are made with a transportation service provider to deliver equipment, the party making arrangements for the transportation should ensure that the transportation service provider will be responsible for all loss and damage to equipment or supplies consigned on the bill of lading until received by the consignee.

Costs of non-consumable (durable or accountable property) items purchased in support of an incident may be deducted from the cost of that incident, or transferred to the other agency with costs adjusted based on percentage of ownership of the incident.

The federal fire caches generate and exchange the Fire Loss Tolerance Reports. (Reference Chapter 30 of the IBMH and the current version of the *Interagency Standards for Fire and Fire Aviation Operations*)

c. Property Loss or Damage

Equipment that is destroyed or lost shall be properly documented and a report will be submitted to the issuing cache no later than 30 days following the incident inventory. Equipment damaged while under the control of the Protecting Agency will be repaired at the expense of the Protecting Agency, unless damage occurred because of negligence by the supporting agency.

Refer to the *Interagency Standards for Fire and Fire Aviation Operations* and both the IBMH and the Alaska IBMH.

d. Fresh Food Boxes

Reference the AIMG for the process to requests fresh food boxes.

e. Interagency Cache Planning

AFS and DNR are planning for an interagency combined cache. AFS will coordinate the planning effort. Costs apportionment will be negotiated and billed with Annual Fixed Costs.

39. Licensing: Refer to Master Agreement.

40. Training

The Parties to this Agreement participate and assist each other in interagency fire training through the AWFCG Alaska Interagency Fire Training and Qualifications Committee. This includes scheduling, cost sharing, tuition charges, course development, and course presentation. Any agency may provide housing and/or meals for the students and instructors from another agency in a manner mutually agreed upon.

a. Emergency Fire Fighter (EFF) Training

EFF crews will be trained and receive physical fitness testing in accordance with the *Alaska Emergency Fire Fighter Crew Management Guide*. AFS and DNR are responsible for training and physical fitness testing for EFF crews in their Protection Area. Currently USFS does not sponsor any EFF crews.

EFF Crew Boss training will be conducted on an interagency basis on odd numbered years. EFF Crew Boss training is hosted by the AFS. The cost of instructors and trainees is the responsibility of their employing agency.

b. Field Deliverable Courses

Costs incurred for cadre and students who are participating in Field Deliverable courses including S-420 Command and General Staff will be charged to the incident that the course is hosted by. Field deliverable courses will require a Support Resource Order for training within an incident. Course cadre will be ordered in their respective position. Cadre not identified by position will be ordered as Technical Specialists. Students will be ordered as Trainees in their respective trainee positions.

41. Technology Systems

Jurisdictional and Protecting Agencies will collaborate on any proposed modifications or deletions to fire management databases or websites that affect their agency and provide each other the opportunity for comments.

AFS has provided BLM network access to DNR, NPS and USFS employees stationed on Fort Wainwright. Guest logins to the BLM network are provided to personnel assigned to AFS facilities on Resource Orders.

NPS, FWS, USFS and DNR provide their employees based on Fort Wainwright with access to their agency network.

a. BLM Network Access

In order to facilitate the exchange of information, access to the BLM's network has been provided. The following definitions have been used to establish the AFS Access Guidelines to providing a balance between user access and the protection of the network from known and potential security threats.

1) AFS Access Guidelines

- Unrestricted access to the BLM trusted network will be provided only to trusted users who have cleared the National Agency Check (NAC) and completed the requirements to initiate the NAC with written Inquiries (NACI). Personal Identity Investigation credentials will then be issued. Costs associated with the processing of the NAC and NACI will be the responsibility of the BLM.
- It is the responsibility of all agencies to ensure that only trusted users are afforded access to BLM's network.
- All users on BLM's trusted network will be granted full access to information in the Public Releasable and Agency General Information groupings.
- Access to information in the Agency Sensitive Information grouping will be granted by the host agency to specifically authorized employees and employee groups and to individually authorized contractor personnel.
- Access to information in the Agency Very Sensitive Information grouping (primarily law enforcement information) will be granted only to individually authorized personnel.

2) Special Provisions

All personnel will comply with the Information Technology security policies established by the Computer Security Act of 1987, OMB A-130, Appendix III, BLM's security policies and the Homeland Security Presidential Directive #12. A copy of these policies is available http://www.dhs.gov/xabout/laws/gc_1217616624097.shtm and http://www.whitehouse.gov/omb/circulars_a130_a130trans4

b. GIS and Information Technology Applications

AFS agrees to maintain the mutual use GIS files, databases and IT applications and servers for utilization and access by other agencies. AFS will include other agencies in development of user requirement for these files, databases and applications.

Costs for application modifications specific to agency requirements will be determined on a project-by-project basis.

The DNR contribution to AFS GIS support is included as an Annual Fixed Cost in Attachment 1. That amount will be evaluated annually.

c. Teletype

The Parties to this Agreement will assume full responsibility for their portion of the teletype (TTY) network.

- AFS will provide and maintain the TTY hub at AFS. This hub will be operational by March 15 annually. Connections between this hub and the data communications equipment will be via TCP/IP or standard RS-232 connections. AFS will also provide and maintain the TTY software to run on computers with Windows operating system. This maintenance is limited to that necessary to maintain reliable and functional system.
- The DNR will provide their own data circuit(s) accessing the DNR owned communication equipment at AFS; this will serve as the demarcation point between AFS and DNR circuits. DNR contributes funding to AFS to support the Teletype system and the costs are included in the Bill for Collection for Annual Fixed Costs.
- Read only access will be provided at no charge to the DOI agencies as part of the wildland fire suppression services designated to AFS in 620 DM 2.
- Any operational changes to the TTY system, including hardware and software, will be made on an interagency basis, with concurrence from both DNR and AFS.

d. Communications

All agencies will adhere to all Federal Communication Commission and DOI Office of Telecommunication policy and internal agency rules and regulations pertinent to utilization of frequencies.

1) Radio Frequency Sharing

Each Protecting Agency Area /Zone /Forest have local frequencies on which they operate. The Interagency Fire Dispatch Centers for that Area/Zone /Forest are responsible for assigning and tracking the incident frequencies and all resources assigned to an incident are permitted to use assigned frequencies. The DNR and AFS have agreed to share assigned frequencies for the purpose of initial response, logistical support, preparedness, and administrative traffic on a non-interfering basis. DNR and USFS have a similar agreement. The USFS does not have any frequencies dedicated to wildland fire in Alaska.

To facilitate interagency communications, there are interagency frequencies approved for use during an incident response. Contact the AICC Communications Coordinator (Reference the AIMG for information on how to request additional dedicated radio frequencies for use during extended response.)

All agencies will coordinate the deployment of equipment using frequency assignments with the principle licensee to avoid frequency/interference conflict. At Alaska Preparedness Level 4 &5, a statewide interagency Communications Coordinator is activated and assigned to the AICC.

Frequency sharing agreements between individual agencies exist outside of this agreement. This agreement allows for the DNR and AFS to share frequencies. AFS has agreements in place with the DOI agencies that allows sharing of some frequencies. The AFS/DOI Frequency Sharing Agreements do not permit use of these frequencies by other agencies without authorization of the owning agency or the AFS Chief, Branch of Communications.

2) Radio Site Maintenance

Tentatively, during 2011, AFS will provide radio site maintenance to six DNR sites in the McGrath area and, based on the outcome of a Proof of Concept for Frequency Sharing project, decommission two DNR communication sites.

AFS expenses for the radio site maintenance will be included in the Bill for Collection for Annual Fixed Costs and the costs for site decommissioning will be billed separately.

42. Fire Weather Systems

Predictive services products and fire weather indices are posted at <http://fire.ak.blm.gov>. The principal operating period for the Alaska Fire Weather Program is April 1 through September 1.

a. Fire Weather AOP

The National Weather Service - AWFCG Fire Weather AOP is available at <http://firewx.arh.noaa.gov/>.

b. Incident Meteorological Services

The provisions described in the Interagency Agreement for Incident Meteorological Services in Response to State-Requested Assistance of Wildland Fire Management (IMET Agreement) between the NWS and USFS, along with the procedures detailed within the AIMG will be followed for the use of Incident Meteorologist to support responses to wildfires.

c. Automatic Lightning Detection Network

The AFS is responsible for the installation, maintenance, and operation of the statewide automatic lightning detection network. Data from this network is available to all agencies on the AICC website (<http://fire.ak.blm.gov/>) and is provided at no charge to federal agencies as part of the wildland fire suppression services designated to AFS in 620 DM 2. DNR contributes funding to AFS to support this network and those expenses are included in the Bill for Collection for Annual Fixed Costs. The system will be operational by May 20 annually.

d. Remote Automated Weather Stations (RAWS)

Interagency point of contact for RAWS operations and maintenance is the AICC Meteorologist.

The DNR will coordinate with AFS on scheduled maintenance and establish desired operational dates for RAWS sites, and communicate them to AFS by April 1 of each year. The DOI apportions the cost for RAWS maintenance through the Interior Telecommunications Coordinating Group AOP and those costs are included in the Bill for Collection for Annual Fixed Costs.

The DOI will calibrate and maintain the below identified DNR RAWS sites: Chatanika, T-Lake, Stoney River, Telida, Willow, Ninilchik, Salcha, Goodpaster, Paxson, Flat, Homer, Chitina, Angel Creek, George Creek, Tok River Valley, Big Lake, Gold King, Skilak Guard, Chistochina, and Point MacKenzie.

The USFS is responsible for the operation and maintenance of RAWS located within the Tongass and Chugach National Forests.

RAWS schedules for NPS and FWS stations are determined by those agencies and may be maintained by other agencies under other agreements.

43. Aviation Operations

For information on the mobilization, use, management and the various types of aircraft available, refer to the AIMG. By May 1 each year, the AFS, NPS, FWS, USFS and DNR provide each other with aviation operations information which includes fueling services and vendors available.

a. Aviation Site Management

All aircraft will be operated under the terms of agreement for aircraft operations currently in effect between the site operator and the runway owner.

b. Certification

Pilots and aircraft transporting federal and DNR personnel must be certified (carded) by either the Aviation Management Directorate (AMD) or the USFS. Federal Aviation Regulations Part 121 and 135 apply to certain commercial charters and AMD or USFS certification is not required.

c. Standards

- All interagency missions defined as a mission with federal and state employees assigned to the aircraft operation regardless of which agency is managing the incident or aircraft, will comply with the more stringent federal policies and will meet Interagency Aviation Safety and Personal Protective Equipment standards as defined in the *Interagency Helicopter Operations Guide* (<http://www.nifc.gov/ihog/>), the *Interagency Aerial Supervision Guide* (http://www.fs.fed.us/fire/aviation/av_library/iasg.pdf), and DOI Department Manual

351 Chapter 3 & 4.

- When a mission is under the operational control of the DNR and only DNR employees are assigned, DNR policies are applicable.
- For airtanker operations only, the agencies agree that the policies of the agency with operational control apply. For guidance regarding the use of the non-federally approved airtankers under the operational control of the States refer to National MAC *Guidelines for the Use of Tactical Aviation Resources*, Appendix 7 http://www.nifc.gov/nicc/administrative/nmac/strategy/NMAC_Apx_7.pdf
- All federal contract and agency pilots will comply with the interagency pilot duty/days off standard listed in the in *Interagency Standard for Fire and Fire Aviation Operations*. http://www.nifc.gov/policies/reference_materials.htm.
- All fuel delivery systems will meet agency safety standards and will comply with whichever standard is more stringent. Both AFS and DNR will provide aircraft servicing at their ramps on a reimbursable basis.

d. Sanitizing Water Drafting or Scooping Aircraft and Helicopter Buckets

In order to minimize the potential transmission of aquatic invasive species, water drafting or scooping aircraft and helicopter buckets will be washed either immediately prior to or upon arrival from the Lower 48 or Canada at an established base (Fort Wainwright, Palmer, Tanacross, Delta, Kenai, McGrath, Galena). Power washing with clean water at a temperature of 140 degrees Fahrenheit or greater is required. State and AFS Aviation Offices will maintain a log that documents the cleaning date and location.

e. Canadian Resources

Canadian resources may be ordered by DNR under the terms of the Northwest Wildland Fire Protection Agreement (Northwest Compact). While in Alaska, those resources must remain under the operational control of DNR unless inspected and certified by the appropriate federal agency.

f. Airtanker Bases

Airtankers may load retardant at any airtanker base on a reimbursable basis. DNR contracted airtankers loaded at AFS airtanker bases will be loaded to the specifications of the DNR contract.

- The application of suppression chemicals will follow the guidelines in *Interagency Standard for Fire and Fire Aviation Operations*, available at http://www.nifc.gov/policies/reference_materials.htm.

The pilots will be fully briefed by the Base personnel and are required to abide by all Base rules and runway regulations while operating on these bases.

1) Primary Bases

Ladd Army Airfield located in Fairbanks on the Ft. Wainwright Army Post and the Palmer Municipal Airport in Palmer will be the primary bases for air attack/airtanker operations.

On Fort Wainwright Army Post, the site operator is AFS; runway owner is U.S. Army-Alaska.

At Palmer Municipal Airport, the site operator is DNR: the runway owner is the City of Palmer.

2) Secondary Bases

Secondary bases may be established and/or activated as needed at Allen Army Air Field on Ft. Greely, Tanacross Airport, Kenai Municipal Airport, and McGrath Airfield.

- Tanacross Airport: DNR will coordinate with BLM Fairbanks District Office to ensure that they have a current valid permit that authorizes their use of BLM land adjacent to the Tanacross airstrip.
- Allen Army Air Field: BLM-AFS has entered into an agreement with Space and Missile Defense Command to permit a retardant base to operate on Allen Army Air Field on Fort Greely Army Post. DNR will manage and staff that retardant site as requested.
- For all of the secondary bases, the site operator is DNR. For Allen Army Air Field, the runway owner is U.S. Army-Alaska, for Tanacross, the runway owner is BLM; for Kenai, the site owner is the City of Kenai, and for McGrath, the runway owner is Alaska Department of Transportation.

g. Ft. Wainwright Aircraft Operations

All pilots will be fully briefed by the responsible AFS personnel and will abide by any restrictions, requirements and regulations applicable to the AFS ramp and the U.S. Army-Alaska's runway use.

Air traffic procedures published for Ladd Army Airfield will govern all aviation operations conducted at the AFS ramp.

All proposed structures, buildings, or any changes to the real property must be in compliance with the AFS site plan and U.S. Army-Alaska requirements, and be pre-approved by the AFS Manager.

1) AFS

AFS will:

- Provide ramp parking for fire-related aircraft and office space including utilities, and telephone for the aviation related personnel temporarily assigned to perform fire-related duties in Alaska.
- Provide aircraft-related services as stipulated in AFS aviation contracts.
- Bill DNR for office space including utilities and telephone for DNR pilots and Air Attack personnel stationed at Fort Wainwright for the current fire season in the Bill for Collection for Annual Fixed Costs.

2) DNR

The DNR is authorized to utilize the AFS ramp on Ft. Wainwright throughout the fire season and is responsible to:

- Provide to AFS by May 15th annually, a list of all aircraft that routinely operate at the AFS ramp. The list will include aircraft type, vendor name, and aircraft tail number.
- Provide all logistical support requirements for their personnel associated with aircraft parked at the AFS ramp.
- Follow the current AFS Standard Operating Procedures for the Management of Hazardous Materials and Hazardous Waste to dispose of any hazardous materials and hazardous waste generated by DNR on Ft. Wainwright.

h. Fire Scene Organization and Communications

All tactical aviation resources will be dispatched and flight followed by the local Interagency Fire Dispatch Center when responding to an incident. All aircraft will utilize VHF Air-to-Air frequency 128.45 unless otherwise indicated by their local Interagency Fire Dispatch Center.

For standard operating procedures for tactical aircraft flying over or near an incident, reference the *Interagency Aerial Supervision Guide* available at http://www.fs.fed.us/fire/aviation/av_library/iasg.pdf.

i. Non-Tactical Aviation Resources

All non-tactical aviation resources will coordinate flights with the local Interagency Fire Dispatch Center and, if present, Air Attack when flying over or near a fire. Dispatch will determine flight following protocols and relay information on aircraft currently in the fire area.

j. Aerial Mapping Services

Various incident mapping services are available by placing an Aircraft Resource Order. AFS has an agreement with the University of Alaska, Fairbanks for the use of an unmanned aerial system to provide mapping services when available and circumstances warrant. Other alternative sources for mapping may be available based on the statewide situation.

Ordering aerial mapping services is addressed in the AIMG in the Infrared Aircraft section.

k. Forms for Documentation

- Form AMD-59 will be used for fuel invoices. Each agency will use their own AMD billee code for fueling; additional charge codes to be entered on Form AMD-59 invoices will be provided by the pilot.
- Form 10-3133 will be used to log DNR government and contract aircraft flight times.
- Form AMD-23 will be used to log AFS government and contract aircraft flight times.

l. Reimbursable Costs

The following costs will be compiled, apportioned and the eligible costs will be included in agencies' Suppression and Non-Specific Support billing.

- Agency personnel costs including standby, weekend staffing, extended staffing, preposition flights etc.
- Overtime for agency pilots and crew members.
- Fuel and oil will be charged to the using agency code/incident number.
- Retardant costs are reimbursable at a per gallon rate.
- Use of agency aircraft as documented on DNR Form 10-3133 and AMD-23 and billed at the predetermined hourly flight rate. AFS flight hourly rates are incorporated by reference to this document from the following AMD documents:
 - Contract and On-Call aircraft: current Contract Rate letter.
 - Aircraft Rental Agreement: current AMD Rental Aircraft Source List.
- Costs incurred for aircraft ordered from the Lower 48 or Canada as agreed and documented during the Daily Statewide Strategy Meeting and on the Resource Order.
- Aircraft availability charges may be negotiated prior to the fire season. Costs will be included in the pre-season spreadsheet.
- Availability charges may apply to aircraft contract extension or severity requests.
- NPS will charge availability for its contract helicopters.

44. Billing Procedures

In addition to the information below, refer to Attachment 1 Annual Fixed Costs, Attachment 2 Synopsis: Suppression and Non-Specific Suppression Support Billing, and Exhibit D Reimbursable Billings and Payments.

a. In-State Fires with FEMA Reimbursable Expenses

- When the DNR has a fire that may qualify for FMAGP assistance, DNR will provide a copy of FEMA Form 90-58, Request for Fire Management Assistance Declaration to the AFS Chief, Division of Fire Operations.
- The AFS, in exercising its responsibilities as the FEMA Principal Advisor, will prepare and submit FEMA Form 90-32 Principal Advisor's Report and coordinate all such action with DNR.
- DNR is notified by FEMA if the incident qualifies for a FMAGP.
- When a fire is declared a FEMA incident, a duplicate fire package will be prepared by DNR. The duplicate fire package will contain daily Incident Action Plans, Resource Orders, and all financial records that pertain to the FEMA-qualifying period including but not limited to: timesheets (OF 288s) of all personnel charging to the incident, shift tickets, flight logs, invoices, contracts, inspection checklists, signed rental conditions and agreements, and Incident Cost and Reporting System data.
- The AFS agrees to provide the DNR with all financial/payment data pertinent to the declared incident from AFS's accounting system. This report will include but is not limited to travel, payroll, and vendors with amount paid. In addition the AFS will provide copies of: any invoices paid and backup/source documentation for such invoices; shift tickets; additions or deductions; rental agreements, inspection checklists, signed rental conditions; and Resource Orders attributable to FEMA-qualifying period.
- The DNR agrees to reimburse the AFS for reasonable costs associated with the above normal workload of gathering source documentation to satisfy FEMA requirements.
- When a fire is declared a FEMA incident, all agencies agrees to provide DNR with all financial/payment data and source documentation pertinent to the declared incident from their accounting systems. This report will include, but is not limited to, travel (travel vouchers), payroll (actual pay period charges by accounting codes), and paid amounts to identified vendors.

b. Joint Projects and Project Assistance (Fuels)

DNR-AFS fuels projects are assigned a project code and the DNR and/or AFS reimbursement for expenses is included in the cross-billing for Suppression and Non-Specific Suppression Support. Federal agencies will follow direction in *the Interagency Standards for Fire and Fire Aviation Operations*, (http://www.nifc.gov/policies/reference_materials.htm).

c. Meals and Lodging for Resource Ordered and Subsisted Personnel

Costs for meals and lodging for personnel being subsisted with Resource Order documentation are calculated and billed with the Suppression and Non-Specific Suppression Support Expenses.

Personnel are required to enter their charge code when signing in at an agency dining facility. The cost charged for the meal will be based upon the established per diem rates for that location. Meals, including sack lunches that are ordered, regardless if they are consumed, will be billed to the charge code.

The priority is to provide lodging for personnel filling a Resource Order assignment and rooms will be charged to the Resource Order charge code. Barracks rates are established annually.

d. Annual Fixed Costs

The DNR and AFS agree to bill for Annual Fixed Costs as listed in Attachment 1 and according to the dates in Figure E1. No other agencies bill each other for Fixed Costs; the Administrative Overhead Rate does not apply to this billing.

e. Suppression and Non-Specific Suppression Support

All Parties to this Agreement agree to:

- Bill for expenses as shown in Figures E1 and E2.
- Adhere to the incident billing criteria listed in Clause 36.
- Bill for eligible aviation costs as listed in Clause 43k.
- Incorporate project costs associated with Clause 18.
- Include suppression and non-specific suppression costs associated with equipment, supplies, meals, lodging, personnel salaries based on agency policy, overtime and travel, prepositioning, and the agreed upon percentage of supplemental resources expenses.
- Include agreed upon miscellaneous costs including, but not limited to those listed in Clause 18.
- Use figures for accounting and incident cost calculations from the final fire report data as of November 1 of the calendar year in which the fire occurred.
- Facilitate each other's financial management activities by cooperating with any additional requests for billings and cost estimates.
- Bill using the Bill for Collection Process.
- Comply with the billing and payment timelines identified in Figure E1 or E2, as applicable.
- Follow the general directions in Exhibit D of the Master Agreement.

f. Stafford Act Responses

DNR bills the USFS for all expenses incurred when DNR resources are mobilized under the Stafford Act.

g. Documentation

Billing documents will include cost data, financial transaction registers and an Excel worksheet of the summary data by reciprocal accounting codes (fire codes) for the fire season being billed, and copies of payment documents (i.e. Invoices, rental agreements, etc.), if requested.

h. Administrative Overhead Rate

A rate of 15% against each agency's Suppression and Non-Specific Support total (not to exceed a maximum of \$350,000 per calendar year) has been negotiated for calendar year 2011.

i. Billing Process and Addresses

All payments will be made by an electronic transfer of funds.

All requests for payments from AFS will be mailed to:

Bureau of Land Management
 Alaska Fire Service
 P.O. Box 35005
 Fort Wainwright, AK 99703-005

All requests for payments from DNR will be mailed to:

State of Alaska, Department of Natural Resources
 Division of Forestry
 550 West Seventh Avenue, Suite 1450
 Anchorage, AK 99901

All requests for payments from USFS will be mailed to both of the following addresses:

Original Billing Document

US Forest Service
 Incident Business
 101 B Sun Ave., NE
 Albuquerque, NM 87109

Copy of Billing Document and backup

US Forest Service
 Attn: Ron Knowles
 3301 C Street, Suite 202
 Anchorage, AK 99503-3956

j. Alaska Fire Service and Department of Natural Resources Billing

Extensions to the billing dates listed below may be negotiated by either agency.

Figure E1: AFS-DNR Billing Due Dates and Tasks

<i>Due Date</i>	<i>Billing Tasks</i>
April 1, 2011	DNR and AFS provide each other with the preliminary accounting reports for 2010 Suppression and Non-Specific Suppression Support.
May 15, 2011	DNR and AFS submit the Bills for Collection to each other for the preliminary costs compiled for 2010 Suppression and Non-Specific Suppression Support.
June 15, 2011	AFS bills DNR for collection for 2011 Annual Fixed Costs.
July 15, 2011	Payments due to AFS and DNR respectively for the preliminary costs for 2009 Suppression and Non-Specific Suppression Support.
July 15, 2011	Payment due from DNR to AFS for 2011 Annual Fixed Costs.
July 30, 2011	AFS provides DNR with estimated 2011 costs for Suppression and Non-Specific Suppression Support through June 30, 2011.
November 15, 2011	AFS and DNR agree on a final 2010 Suppression and Non-Specific Suppression Support billing.
December 1, 2011	AFS and DNR will provide estimates, listed by incident number, of 2011 Suppression and Non-Specific Suppression Support cost-to-date to each other.
December 31, 2011	AFS and DNR bill each other for collection of the final 2010 costs for Suppression and Non-Specific Suppression Support.
January 15, 2012	Payment due for the final 2010 costs for Suppression and Non-Specific Suppression Support.
March 1, 2012	AICC provides the lists of 2011 fires with acreage breakdowns by percentage, management option and actions taken to determine fiscal responsibility to DNR, USFS, AFS Budget Officer, NPS, FWS and BIA.

k. BIA, FWS, NPS, and DNR Cost Recovery Process

The BIA, FWS, and NPS may recover costs for their participation on incidents which DNR is fiscally responsible for suppression costs and other DNR fire-related support. These recoverable costs will be documented with the appropriate fiscal document and supported by a Resource Order. These agencies will directly bill DNR, establish billing thresholds, and submit no later than the established dates AFS and DNR for billing and payments. Extension to billing dates may be negotiated.

l. Department of Natural Resources and U.S. Forest Service Billing

Extensions to the billing dates listed below may be negotiated by either agency.

Figure E2: DNR and USFS Billing Due Dates and Tasks for 2011 Incident

<i>Due Date</i>	<i>Billing Tasks</i>
August 1, 2011	USFS submit to DNR a preliminary accounting report of fire suppression expenditures through June 30, 2011 for incidents which DNR is fiscally responsible. Support documentation will be an electronic spreadsheet by both DNR and USFS fire codes.
September 15, 2011	DNR submit to USFS a preliminary accounting report of fire suppression expenditures for CY 2011 on USFS lands in Alaska and on federal fires in lower 48. Support documentation will be an electronic spreadsheet by both DNR and USFS fire codes.
September 30, 2011	USFS submit to DNR a supplemental accounting report of fire suppression expenditures through August 30, 2011 for amount which DNR is fiscally responsible. Support documentation will be an electronic spreadsheet by both DNR and USFS fire job codes. An electronic transaction register will be included for costs on each fire.
April 1, 2012	USFS submit to DNR a preliminary Bill for Collection of fire suppression expenditures for prior fire season for amount which DNR is fiscally responsible. Support documentation will be an electronic spreadsheet by both DNR and USFS fire codes along with an electronic transaction register showing cost categories and individual names (e.g. employees, vendors) for each fire.
April 1, 2012	DNR submit to USFS a preliminary Bill for Collection of fire suppression expenditures through September 30, 2011 on USFS lands in Alaska and on federal fires in lower 48. Support documentation will be an electronic spreadsheet by both DNR and USFS fire codes along with an electronic transaction register showing cost categories and individual names (e.g. employees, vendors) for each fire.
November 1, 2012	USFS submit to DNR a final Bill for Collection of fire suppression expenditures for FY 2011 amount, reimbursable by DNR, not yet billed.
November 1, 2012	DNR submit to USFS a final Bill for Collection of fire suppression expenditures for FY 2011 amount, reimbursable by USFS, not yet billed.

45. Trespass Cost Recovery

All reports and materials compiled or prepared in connection with establishing cause, extent, or potential liability for any fire or response incident shall be provided to the responsible Jurisdictional

Agency. The Protecting Agency, upon request, will provide the Jurisdictional Agency with detailed costs to support trespass cases.

The statistics included in the final fire report will be used for litigation purposes.

46. Purchaser, Contractor, Operator, Permittee, Etc., Fires: Refer to Master Agreement.

47. Stafford Act Use and Reimbursement

USFS reimburses DNR for expenses incurred by DNR resources and personnel including base pay, overtime and travel.

GENERAL PROVISIONS

48. Fire / Incident Information

Every effort should be made to distribute fire information to the public in a timely manner.

a. AICC and National Situation Report

Each protecting area Interagency Fire Dispatch Center submits an evening report to AICC with the information on wildfires and prescribed burns necessary to complete required reports to the National Interagency Coordination Center and to compile the AICC Situation Report. Incident Status Summaries (ICS209) are required as directed in the AIMG. Information flow for Stafford Act responses follows a similar process.

The evening report data fields are based on the fire's point of origin and include:

- Acres - current acreage
- Admin - Jurisdictional Agency Administrative Unit
- Area - Protecting Agency Zone, Area or Forest
- Assigned Crews - list of crew, crew type, and date assigned
- Cause - lightning, human, false alarm or prescribed fire
- Fire Name, Fire Code and Numerical Number issued by AICC
- Latitude, Longitude, and Legal Description
- Option – Management Option or PRESCRIB to indicate prescribed fire
- Out Date
- Owner - Jurisdictional Agency
- Start Date
- Status - U/U unstaffed/uncontained, S/U staffed/Uncontained, U/C unstaffed/contained, S/C staffed/contained, Out , RX prescribed fire

The report narrative is a primary source for fire information and should summarize that day's activities and expected activities for the following day. Examples of items to consider when formulating the narrative are:

- When multiple jurisdictional agencies are involved, the ownership and management option breakdown
- Acreage increase/decreases and collection method
- Weather over the fire
- Fuels
- Fire Behavior
- Complexity and is it changing (i.e. Type 3 to IMT2)
- Current and future tactics (allotment protection, direct attack along a river, etc.)

- Resources at Risk today and Potential Risk for next day
- Shortage of Resources
- Monitoring Schedule
- Estimated Contain/Control Date
- If it was a non-standard response, why

The final fire report narrative should consist of a compilation of these daily narratives. The final narrative should also note if a fire merges with another fire, is managed as part of a complex or is a 'carryover' fire from a previous year.

b. Protecting Agency and Incident Management Teams Role and Staffing

AFS and DNR have Public Information Officers who jointly staff an interagency fire information office at the AFS facility in Fairbanks. They post daily highlights on the AICC website during the fire season. That office or the local agency administrator is the point of contact for Inciweb access authorization for Alaska incidents.

At Alaska Preparedness Levels 1-3, the AFS and DNR Public Information Officers provide support and collaboratively develop media releases on behalf of AICC. At Alaska Preparedness Level 4 and 5, a Joint Information Center (JIC) will be activated and staffed. The JIC will normally be located at AICC and managed by AICC Center Manager. Other JIC functions requested or established by the Parties to this Agreement will be coordinated with the JIC at AICC. The JIC will refer all inquiries concerning individual agency policy to the responsible jurisdictional agency.

The Protecting Agency and the Incident Management Team, when assigned, will be the lead and are responsible for the release of operational information and public safety concerns during the initial response to, and for on-going wildfires. Releases may contain messages about safety, Firewise, general wildland fire facts, and other explanatory information that pertains to fire statistics including agency policy and messaging when requested by the agency administrator. Fire operational information media releases will be approved by the AICC Center Manager or the Incident Commander prior to release and copies distributed to all agencies. Releases will be issued under an AICC letterhead. When including agency policy or messaging, AICC or the Protecting Agency will coordinate with the Jurisdictional Agency. Policy questions will be referred to the responsible Jurisdictional Agency.

c. Jurisdictional Agencies Role

The Jurisdictional Agency will be responsible for approving, and on a case by case basis developing, information releases that include agency messaging, and all policy related information. When releases include specific incident related information, they will coordinate with Protecting Agencies and IMTs to ensure consistency. The protocols for internal Jurisdictional Agency fire information updates are at the discretion of each agency. Jurisdictional Agencies will use their letterhead for agency-developed fire policy and messaging releases and copies distributed to involved parties.

During emergency situations and immediate threats to public safety, the Incident Commander will release necessary information without additional approvals to the public and the media directly and provide copies to the affected agencies.

Delegations of Authority may include further direction and points of contact and will not conflict with the terms above.

Upon request and availability, the Parties to this Agreement may provide fire information support.

49. Miscellaneous Assistance

Agencies are accountable for tracking the expenditures charged for these activities. Where separate reimbursable agreements are necessary, establishing reimbursable agreements and charge codes pre-season is encouraged. Costs associated with this section that are eligible for reimbursement using a Bill for Collection may be totaled and included as a separate line item in the Annual Fixed Costs billing. Each bill is subject to audit.

a. AFS Facilities on Fort Wainwright

In addition to previously mentioned DNR employees, AFS provides office space and furniture; office equipment and supplies; utilities; and telecommunications, computers, network access and support to the following DNR employees.

- Fire Operations Forester and their Administrative Staff
- Logistics Coordinator
- Public Affair Officer
- Communications and Technical Systems Coordinator
- Strategic Planner

b. McGrath Facilities

The DNR is authorized to utilize the BLM's facilities and associated land at McGrath as a fire preparedness facility and is billed for the maintenance of those facilities.

c. Kenai Interagency Dispatch Center

Reference the USFS Chugach National Forest-DNR Coastal Region AOP.

d. Meals and Lodging

AFS has lodging and dining facilities available on Fort Wainwright and in Galena; DNR facilities are located in McGrath. McGrath facilities do not accept cash or credit cards.

Personnel filling a fire Resource Orders are subsisted and sign for meals and lodging at AFS and DNR facilities using an assigned charge code.

Personnel using reimbursable agreements for meals or lodging must ensure that their agency has a reimbursable agreement and accompanying charge code in place prior to arrival.

Personnel intending to use a credit card for lodging expenses must confirm prior to arrival that their credit card will be accepted at the facility. During the 2011 fire season, credit cards may be accepted for lodging at the AFS barracks on Fort Wainwright and Galena; however, as of March 2011 that system is not yet functional. Credit cards are not accepted at DNR or AFS facilities for meals.

Lodging for agency personnel not on a Resource Order is available on a case-by-case basis.

Cash is accepted at the AFS Barracks and AFS Dining Hall on Fort Wainwright. The cash meal price is set annually; the AFS costs for meals charged to a reimbursable agreement or a fire resource order charge code are based upon the established per diem rates for that location. Meals, including sack lunches that are ordered, regardless if they are consumed, will be billed to the charge code. AFS barracks rates are established annually. There is no charge for barrack use at the DNR facility in McGrath.

50. Personnel Policy

See Exhibit – Supplemental Fire Department Resources. This section applies to retirees hired by local fire departments. Currently, this does not apply in Alaska.

51. Mutual Sharing of Information

a. Alaska Fire Information Websites

AFS hosts and maintains the AICC website at <http://fire.ak.blm.gov/>. This is also a portal to the AFS website.

DNR <http://forestry.alaska.gov/fire/current.htm>

FWS-Alaska <http://www.fws.gov/fire/fmp/region7/alaska/>

NPS-Alaska <http://www.nps.gov/akso/>

b. GIS Protocols

1) Fire Perimeter

GIS protocols have been established for uploading and displaying on-going fire perimeters. Timely, fire perimeter data should be submitted for fires occurring in Full and Critical Management Option areas that escape initial attack and all ongoing fires 100 acres or greater. For ongoing fires being monitored, Protecting Agencies will negotiate a timeline for fire surveillance updates and perimeter maps submissions with the Jurisdictional Agency.

The final fire perimeters submitted with the final fire reports are added to the GIS Fire History file available annually in April from AFS.

Jurisdictional Agencies have the option to update an incident perimeter after fire season by submitting annual updates to AFS prior to March 1. AFS will incorporate those updates into historical fire data and perimeter files. This is to ensure the most accurate information for the historical databases.

The protocols including points of contact for user names and passwords are available at http://fire.ak.blm.gov/administration/awfcg_committees.php. The latest versions of perimeters provided to AFS and the Fire History file are displayed and are available to download at <http://fire.ak.blm.gov/predsvcs/maps.php>.

2) Known Sites Database

The Known Sites Database (KSD) is a password protected dataset of sites to assist fire managers with wildland fire decision-making and planning.

There are two primary sources of site information included in the KSD:

- Jurisdictional Agency inventory and assessments can continue to be directly submitted to the AFS KSD Steward for immediate incorporation into the KSD.
- In the final fire package IMTs will provide site data to their respective dispatch office. The dispatch office will then provide that information to the AFS KSD Steward and the Jurisdictional Agency through the known sites clearinghouse, which is a preliminary dataset that is subject to approval by the Jurisdiction Agency's administrative unit on which the sites the reside.
 - The preliminary dataset will not be incorporated into the KSD until it has been verified by the Jurisdictional Agency.
 - For the FY11 fire season, the preliminary dataset will be viewable on the ArcIMS known sites map. The KSD will be updated on a semi-annual basis: November 1 and April 1.

Semi-annually as the dataset is updated, the KSD Steward provides the metadata, which is a summary of changes, to all entities (Protecting and Jurisdictional Agencies' FMOs as well as pertinent Native partners). The metadata will contain a list of Global Unique Identifiers with the action taken on the site (i.e., added, deleted, changed geographically, and changed

attributes). Metadata will also be available upon request from the data steward.

Username and passwords to access KSD can be requested through the AFS KSD Steward.

c. Final Fire Reports

Protecting Agencies are responsible to submit final fire reports to AICC within 10 days after the fire is called out. If unable to meet the 10 day deadline, notify the Jurisdictional Agency and negotiate an acceptable date. AICC will provide the Jurisdictional Agencies with copies of final fire reports (DI-1202), for all fires within the agency's administrative unit boundaries no later than October 30 (October 10 for BIA), or on request.

The final fire report narrative should be a compilation of the narratives submitted for the AICC Situation Report.

The final fire report data as of November 1 will be used for litigation and accounting purposes.

d. WFDSS Points of Contact

Agencies have delegated WFDSS and the Geographic Editors. Reference Exhibit B.

52. Accident Investigations

Agency policies and *the Interagency Standards for Fire and Fire Aviation Operations*, (http://www.nifc.gov/policies/reference_materials.htm) contains the thresholds for levels of accident investigations required.

The agencies with operational control of the incident will initiate the accident investigation as soon as possible and will provide all information to the accident investigation team, if established. Each affected agency will provide all reports and materials to the employing agencies of anyone involved in an accident and other affected agencies, upon request and within their legal parameters.

- For a wildfire, the agency with operational control is the Protecting Agency.
- For a prescribed fire, the agency with operational control is the Jurisdictional Agency.
- For normal and routine business, the agency with operational control is the employing agency or agency for which the affected individual(s) are fulfilling an assignment. For example, USFS smokejumpers filling a Resource Order for a booster crew and assigned to AFS, AFS would be the agency with operational control; the USFS is the employing agency.

53. Waiver: Refer to Master Agreement

54. Modification

Revisions or updates to this AOP are automatically incorporated into the Master Cooperative Wildland Fire Management Agreement dated April 2011. A formal modification to the Master Agreement is unnecessary.

55. Annual Review

This AOP is reviewed annually and revised as needed by March 15. The review will be scheduled and lead by the Protecting Agencies. The review participants will include the DNR Chief of Fire and Aviation, the AFS Manager, USFS Regional Fire and Fuels Group Leader, FWS Regional Fire Coordinator, and the NPS & BIA Regional Fire Management Officers or their designated representatives.

Other reviews will be conducted as needed or required by agency policy.

An After Action Reviews may be hosted by any Parties to this Agreement for any incident. The Interagency Fall Fire Review is scheduled annually to discuss issues and concerns.

56. Duration of Agreement

The term of this Agreement shall commence on the dates Parties sign below and shall remain in effect for one year from that date or until replaced.

57. Previous Agreements Superseded

This Statewide Annual Operating Plan supersedes the Master Cooperative Wildland Fire Management Agreement Exhibit C: Alaska Statewide Annual Operating Agreement 2010

58. Authorized Representatives

The Statewide AOP signatories will be the DNR Chief of Fire and Aviation, the AFS Manager, USFS Regional Fire Director, the FWS Regional Fire Management Coordinator, and the Regional Fire Management Officers for NPS and BIA.

IN WITNESS WHEREOF, the Parties hereto have executed this Alaska Statewide Annual Operating Plan, Exhibit C of Master Cooperative Wildland Fire Management Agreement, as of the date of signature of the Party's authorized representative.

SIGNATURES

UNITED STATES DEPARTMENT OF THE INTERIOR



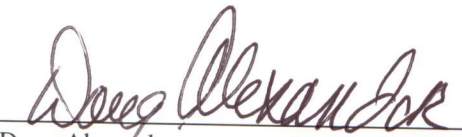
Steve Heppner
Regional Fire Management Officer
Bureau of Indian Affairs, Alaska Region

Date: 3-15-11



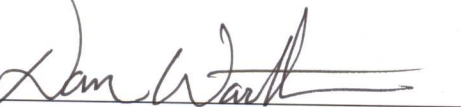
John E. Gould
Manager, Alaska Fire Service
Bureau of Land Management

Date: 3/15/11



Doug Alexander
Regional Fire Management Coordinator
Fish and Wildlife Service, Alaska Region

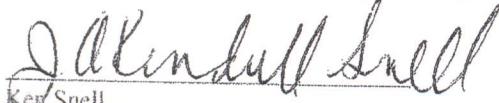
Date: 3/15/11



Dan Warthin
Regional Fire Management Officer
National Park Service, Alaska Region

Date: 3/15/11

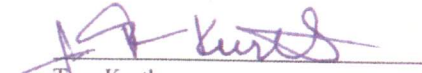
UNITED STATES DEPARTMENT OF AGRICULTURE



Ken Snell
Regional Fire Director
United States Forest Service, Region 10

Date: 3/30/2011

STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES



Tom Kurth
Chief of Fire and Aviation
Alaska Department of Natural Resources

Date: 3/15/2011

Alaska Statewide Annual Operation Plan 2011

Attachment 1

Alaska Fire Service

Annual Fixed Costs

Annual Fixed Costs AFS bills DNR		
<i>Item</i>	<i>Formula</i>	<i>2011 Costs</i>
DNR Percentage of AICC Operating Budget (AOP Clause 12)	15% of expenses for office space, furniture, telephones and toll calls, postage, electricity, heat, copiers, office supplies, printers, facsimile machine, snow plowing, building maintenance, and special electronics maintenance. $\$43,000 \times .15 = \$6,450$	\$6,450
DNR Pilots and Air Attack personnel assigned to Fort Wainwright. (AOP Clause 44f)	448 sq. ft. of office space X \$2/sq. ft. X 4 mos. = \$3,584 \$6.50/day for 120 days for porta-potty service = \$780 $\$3,584 + \$780 = \$4,364$	\$4,364
DNR Communications & Technical Systems Coordinator (Clause 49)	108 sq. ft. of office space X \$3/sq. ft. X 12 mos.= \$3,888 1 telephone line X \$30/line X 12mos. = \$360 Toll calls: \$100/mo. X 12 mos. = \$1,200 $\$3,888 + \$360 + \$1,200 = \$5,448$	\$5,448
DNR Fire Operations Forester and Administrative Staff (Clause 49)	165sq.ft. of office space X \$4/sq. ft. X 12 mos. = \$7,920 3 telephone line X \$30/line X 12mo =\$1,080. Toll calls: \$100/mo. X 12 mos. = \$1,200 $\$7,920 + \$1,080 + \$1,200 = \$10,200$	\$10,200
DNR Public Affairs Officer (Clause 49)	112 sq. ft. of office space X \$3/sq. ft X 6 mos.= \$2,016 1 telephone line X \$30/line X 12mo =\$360 Toll calls: \$100/mo. X 12 mos. = \$1,200 $\$2,016 + \$360 + \$1,200 = \$3,576$	\$3,576
DNR Strategic Planner (Clause 49)	112 sq. ft. of office space X \$3/sq. ft X 6 mos.= \$2,016 1 telephone line X \$30/line X 12mo =\$360 Toll calls: \$100/mo. X 12 mos. = \$1,200 $\$2,016 + \$360 + \$1,200 = \$3,576$	\$3,576
GIS Support or IT Application Modifications Specific to DNR Use Requirements (Clause 41b)	AFS-DNR negotiated amount for GIS support	\$35,000
Interagency Cache Planning (Clause 38e)	AFS will bill DNR the negotiated amount of monetary support. \$20,000 was billed in 2009; no costs allocated in 2010 or 2011.	0
Lightning Detection Network (Clause 42c)	33.33% for installation, maintenance, and operating costs. Annual maintenance and equipment replacement of ALDN is based upon actual maintenance and amortized replacement costs of the equipment	\$40,484

	infrastructure. Equipment infrastructure = \$60,000, Maintenance = \$34,475, Communications = \$26,977, $\$60,000 + \$34,475 + \$26,977 = \$121,452$ $1/3 \times \$121,452 = \$40,484$	
McGrath Facilities (Clause 49b)	Annual Maintenance Expenses	\$50,000
RAWS Maintenance (Clause 42d)	Costs per RAWS site includes: travel (\$700), parts (\$1330), personnel costs (\$400), and sensor maintenance and calibration (NIFC Depot Maintenance) (\$800). $\$700 + \$1330 + \$400 + \$800 = \$3230$ per site Maintenance for 20 sites: $\$3230 \times 20 = \$64,600$. Upgrade for high speed data transmission 2 RAWS sites @ \$6,000 per site = \$12,000. $\$64,600 + \$12,000 = \$76,600^*$ *Figures are from ITCG AOP	\$76,600
Radio Maintenance (Clause 41d)	6 sites in McGrath area @\$1,500 per site Final decision for the extent of 2011 implementation of this maintenance will be determined by April 29 and billed based upon final decision.	\$9,000 (verify before billing)
Teletype (Clause 41c)	40% of the costs of the teletype hub operation, application maintenance, and direct support to DNR users	\$5,000

Separate Billing for 2011 only

Radio Site Decommission (Clause 41d)	Decommission of DNR radio sites based upon successful completion of Frequency Sharing Proof Of Concept Horn Mountain @ \$18,000 Beaver Mountain @\$11,500	\$29,500 Tentative – based on test results and work completed.
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Alaska Statewide Annual Operation Plan 2011

Attachment 2

Synopsis

Suppression and Non-Specific Support Items

<i>Suppression and Non-Specific Support Items</i>	
<i>Item</i>	<i>Formula</i>
Incidents where the initial action was intended to extinguish the wildfire (Clause 36a)	Costs will be apportioned based on the acres burned and the associated responsible fiscal agency.
Incidents where the initial action upon discovery is surveillance, or site specific protection (Clause 36a)	All costs incurred are attributed to the agency on whose land the fire originated and billed to the party that is fiscally responsible. All costs incurred are attributed to the agency on whose land the fire originated and billed to the party that is fiscally responsible.
Non-Standard Response (Clause 36a)	Costs will be apportioned for non-standard responses on a case-by-case basis and will follow the protocols listed above.
Complexes (Clause 36b)	Costs will be attributed to each fire in the complex and apportioned as listed above. Complex costs that cannot be attributed to individual fires will be prorated and apportioned as a percentage of effort/cost attributed to each fire.
Joint Projects and Project Assistance including Prescribed Fire (Clauses 18 & 22)	All project costs will be billed to the agency that developed the project unless otherwise agreed to in the project plan.
Extended and Weekend Staffing for Statewide Shared Tactical Resources (Clause 13b)	Costs for tactical resources and their support will be allocated to the agency making the request.
Local Extended Staffing (Clause 13e)	As authorized by the Protecting Agency FMO.
Supplemental Resource Requests (Clause 13f)	Costs will be apportioned as decided in the Daily Statewide Strategy Meeting or by the AMAC.
Fire Medic Program (Clause 13h)	Billed costs include Fire Medics salary and resupply costs of kits and are included with the incident expenses. Pre-season training costs are allocated equally to AFS and DNR.
Training (Clause 40b)	Expenses associated with field deliverable courses will be included in the incident costs.
Various Support functions Interagency Fire Dispatch Centers (Clause 11a), Equipment and Supplies (Clause 38), Aviation Operations (Clause 43k)	Costs incurred are attributed to an incident but, when necessary and as authorized by the Protecting Agency FMO, may also be charged to non-specific support code.
Administrative Overhead Rate Clause 44h	15% negotiated rate not to exceed a maximum of \$350,000 per calendar year for 2011.