

## **APPENDIX E – Any other Unit-Specific Supplemental**

Lassen Volcanic National Park, in cooperation with Lassen National Forest has established an interagency work station at Manzanita Lake. This station, maintained by the park, houses a Forest Service engine from the Hat Creek District. The attached agreement will be updated as appropriate and is maintained in the Lassen Volcanic National Park Fire Management Office with other cooperative agreements.





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through the end of the fire season. LVNP will provide maintenance for all of the listed facilities.

- C. Pay for all utilities for the provided facilities (electricity, water, sewer, garbage).
- D. Provide a secure high speed data connection circuit for U.S. Forest Service employees to access the U.S. Forest Service network.
- E. To maintain cabling, switches, routers and to contact local internet provider when outages occur.

### **III. THE U.S. FOREST SERVICE SHALL:**

- A. Perform in accordance with the Financial and Operating Plan, Attachment A.
- B. Personnel Requirements: U.S. Forest Service will attempt to regularly staff the engine module as a 5 person 7 day effective module during the annual established fire season. Budgetary and/or personnel issues may require a minimum staffing of 5 people effective 5 days a week.
- C. The U.S. Forest Service will provide organizational staffing structure for the engine module per the U.S. Forest Service, Region 5 staffing guidelines.
- D. Provide computers and the necessary equipment for Forest Service employees to access the U.S. Forest Service network through the internet service provided by LVNP.

### **IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

- A. Supervision: The Engine Captain or acting is responsible for the direct supervision of the engine module, including scheduling tours of duty, leave, performance appraisals, assignments of work and disciplinary action. The Engine Captain or their acting is accountable to the U.S. Forest Service, Hat Creek Ranger District Duty Officer.
- B. Equipment/Supplies: Equipment required to support the Engine module is as follows: One Type 3 Wildland Fire Engine with accompanying support equipment to be provided by U.S. Forest Service; One support vehicle to be provided by U.S. Forest Service. The benefiting agency will provide necessary supplies/equipment used by the engine module for individual work projects. The Engine Captain or acting in coordination with the assigned project leader will select appropriate supplies from U.S. Forest Service or LVNP inventories or procure required items through the benefiting agency.
- C. Communications: Base station radio system will be provided by U.S. Forest Service; Wildland fire engine will be equipped with U.S. Forest Service mobile and portable radios. Radios will all be programmed with common interagency frequencies.
- D. Conduct & Public Image: Engine Module employees and associated personnel will conduct



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themselves in a professional and courteous manner toward Park and Forest visitors, employees and cooperators. This will include: maintaining adherence to the appropriate agency's uniform and Personal Protective Equipment (PPE) standards as circumstances and situations require.

Providing accurate and appropriate informative and interpretive information to visitors, employees and cooperators in a professional manner. Employees will comply with both agencies civil rights and employee conduct regulations and guidelines.

- E. Designated interagency fire management facilities and associated equipment will be maintained in a safe and organized manner. This will include: completing regular (daily) facilities cleaning and organization (ie. janitorial tasks); ensuring equipment and supplies are adequately secured and stored to prevent hazardous situations and environments; ensuring all associated fire management equipment is regularly maintained and functional to ensure safety and a professional appearance. This will not include technical, structural and/or otherwise designated facilities/equipment maintenance and repairs required to be completed by other agency staff or service professionals.
- F. Emergency Dispatching: Primary dispatching duties will be automatically handled through the Susanville Interagency Fire Center (SIFC). The U.S. Forest Service, Hat Creek Ranger District, Duty Officer will coordinate and communicate engine module staffing, status, and determine the need for cover engine requirements through SIFC. Secondary dispatching duties and coordination with Cal Fire Shasta Ranger Unit Emergency Coordination Center (ECC) and Lassen Dispatch may be required for mutual-aid.
- G. Training: The engine module will be available to participate in appropriate training sessions presented by LVNP and U.S. Forest Service. Training should include at a minimum: All Mandatory and Critical Training requirements per the employing agency's specific manual direction for wildland fire resources and personnel (ie. FS Manual 5109.17).
- H. Project: The LVNP Fire Management Officer (FMO) and Hat Creek Ranger District Assistant District Fire Management Officer (ADFMO) will collaborate and agree upon project priorities and objectives with input from the engine captain during an annual preseason meeting prior to June 1. The Engine Captain will review projects and adjust priorities on a monthly basis or as circumstance and situation requires. Communication of unplanned changes in project work scheduling, timelines and priorities should be made between the Engine Captain and appropriate project manager within two days prior to the work interruption to facilitate contingency planning and operations if feasible. The Engine Captain is responsible for accomplishing those objectives agreed upon during the annual preseason meeting with a minimum requirement of supervision. The Engine Captain will assure that projects are performed in such a manner as to meet required initial attack response times if the individual project does not require formal commitment of the resource.

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- I. Salary for all project work within established duty hours will be paid for by the U.S. Forest Service. Overtime, Hazard Pay, Sunday and Night Differential for incident responses will be paid for by the incident. Overtime or Hazard Pay associated with project work will be either billed to the project account or compensated in a mutually agreed upon manner by the appropriate agency duty officers. Any materials and supplies required for project work will be paid for by the benefitting agency.

Any endeavor involving reimbursement will be handled in accordance with applicable laws, regulations, and procedures. The services requested and provided will be outlined in separate agreements and shall be independently authorized by appropriate statutory authority and signatures.

- J. **PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this instrument.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Mike Klimek Fire Management Officer P.O. Box 100 Mineral, CA 96063 Telephone: 530-595-6161 FAX: 530-595-3415 Email: Mike_klimek@nps.gov	Cris Jones Budget Analyst P.O. Box 100 Mineral, CA 96063 Telephone: 530-595-6111 FAX: 530-595-3415 Email: cris_jones@nps.gov

**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Shannon Prather Assistant District Fire Management Officer P.O. Box 220 / 43225 Hwy 299E Fall River Mills, CA 96028 Telephone: 530-336-3331 FAX: 530-336-3337 Email: sprather@fs.fed.us	Janet Boomgarden Grants and Agreements Specialist 1330 Bayshore Way Eureka, CA 95501-3841 Telephone: 707-441-3556 FAX: 707-445-8677 Email: jboomgarden@fs.fed.us

- K. **NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or LVNP are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.



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To LVNP, at programs's contact's address shown in the agreement or such other address designated within the agreement.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- L. USE OF U.S. FOREST SERVICE INSIGNIA. In order for LVNP to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications prior to use of the insignia.
- M. INFORMATION SECURITY. By accepting this agreement, the servicing agency agrees to comply with all Federal information technology (IT) laws, regulations and requirements; and shall be responsible for properly protecting all information used, gathered, or developed as a result of work under this agreement.

The servicing agency shall, upon request, provide to the U.S. Forest Service Information Security staff for review and examination documentation which supports the servicing agency's assertion that adequate security controls are in place to protect U.S. Forest Service information and data which it holds. Documentation may include, but is not limited to, certification and accreditation documentation, security testing results, audit and assessment results, and risk documentation.

The servicing agency shall notify the U.S. Forest Service Computer Incident Response Team (CIRT), by e-mail, at [CIRT@fs.fed.us](mailto:CIRT@fs.fed.us), within 1 business day of any security incidents which affected or may affect the confidentiality, integrity, or availability of the U.S. Forest Service information and data which it holds, and include an analysis of the extent of the incident and summary of preliminary corrective actions.

- N. USE OF GOVERNMENT OWNED VEHICLE. U.S. Forest Service vehicles may be used for official U.S. Forest Service business only in accordance with FSH 7109.19, ch. 60, the requirements established by the region in which performance of this agreement takes place, and the terms of this agreement.
- O. TERMINATION – INTERAGENCY AGREEMENTS. This IA may be terminated upon 30 calendar days' written notice by either party. If this agreement is cancelled, any implementing contract/order may also be cancelled. If the IA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions. If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.
- P. ALTERNATE DISPUTE RESOLUTION – INTERAGENCY. The parties to this agreement shall settle any disputes that may arise under this agreement by following direction in the

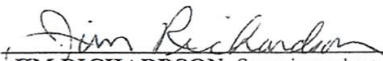


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Treasury Financial Manual, Volume 1, Bulletin 2011-04, Section VII ("Resolving Intragovernmental Disputes and Major Differences").

- Q. MODIFICATIONS. Modifications within the scope of this instrument must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 60 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.
- R. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of the last signature and is effective through **May 31, 2022** at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.
- S. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this instrument. In witness whereof, the parties hereto have executed this instrument as of the last date written below.

  
 \_\_\_\_\_  
**JIM RICHARDSON**, Superintendent  
 Lassen Volcanic National Park

5/22/17  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
**DAVE HAYS**, Forest Supervisor  
 U.S. Forest Service, Lassen National Forest

6/9/17  
 \_\_\_\_\_  
 Date

The authority and format of this instrument has been reviewed and approved for signature.

  
 \_\_\_\_\_  
**JANET BOOMGARDEN**  
 U.S. Forest Service Grants Management Specialist

5/17/17  
 \_\_\_\_\_  
 Date



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#### Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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Attachment:

USFS Agreement No.:   
Cooperator Agreement No.:

Mod. No.:

**Note: This Financial Plan may be used when:**  
**(1) No program income is expected and**  
**(2) The Cooperator is not giving cash to the FS and**  
**(3) There is no other Federal funding**

**Agreements Financial Plan (Short Form)**

**Financial Plan Matrix:** Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$217,193.60	\$0.00	\$0.00	\$0.00	\$217,193.60
Travel	\$10,600.00	\$0.00	\$0.00	\$0.00	\$10,600.00
Equipment	\$18,301.10	\$0.00	\$0.00	\$0.00	\$18,301.10
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$9,091.91	\$0.00	\$9,091.91
Other					\$0.00
Subtotal	\$246,094.70	\$0.00	\$9,091.91	\$0.00	\$255,186.61
Coop Indirect Costs		\$0.00	\$0.00		\$0.00
FS Overhead Costs	\$22,148.52				\$22,148.52
<b>Total</b>	<b>\$268,243.22</b>	<b>\$0.00</b>	<b>\$9,091.91</b>	<b>\$0.00</b>	<b>\$277,335.13</b>
<b>Total Project Value:</b>					<b>\$277,335.13</b>

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 96.72%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 3.28%
Total (f+g) = (h)	(h) 100.00%

**WORKSHEET FOR**

**FS Non-Cash Contribution Cost Analysis, Column (a)**

<b>Salaries/Labor</b>					
<b>Standard Calculation</b>					
Job Description		Cost/Day	# of Days		Total
Engine Captain	GS 8	\$195.76	220.00		\$43,067.20
Lead Engineer	GS 7	\$176.72	220.00		\$38,878.40
Engineer	GS 6	\$159.04	220.00		\$34,988.80
Senior Firefighter	GS 5	\$142.72	220.00		\$31,398.40
Firefighter	GS 4	\$127.52	180.00		\$22,953.60
Senior Firefighter	GS 5	\$127.52	180.00		\$22,953.60
Senior Firefighter	GS 5	\$127.52	180.00		\$22,953.60
<b>Total Salaries/Labor</b>					<b>\$217,193.60</b>

<b>Travel</b>					
<b>Standard Calculation</b>					
Travel Expense		Cost/Mile	# of Miles		Total
Mileage Engine Model 62		\$2.20	4000.00		\$8,800.00
Mileage Utility PU 4xr		\$0.45	4000.00		\$1,800.00
<b>Total Travel</b>					<b>\$10,600.00</b>

<b>Equipment</b>					
<b>Standard Calculation</b>					
Piece of Equipment	# of Units	Cost/Day	# of Days		Total
Engine Model 62	1.00	\$42.12	365.00		\$15,373.80
Utility PU 4x4	1.00	\$8.02	365.00		\$2,927.30
<b>Total Equipment</b>					<b>\$18,301.10</b>

<b>Other Expenses</b>					
<b>Standard Calculation</b>					
Item		# of Units	Cost/Unit		Total
					\$0.00
<b>Total Other</b>					<b>\$0.00</b>

<b>Subtotal Direct Costs</b>	<b>\$246,094.70</b>
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<b>Forest Service Overhead Costs</b>					
Current Overhead Rate	Subtotal Direct Costs				Total
9.00%	\$246,094.70				\$22,148.52
<b>Total FS Overhead Costs</b>					<b>\$22,148.52</b>

<b>TOTAL COST</b>	<b>\$268,243.22</b>
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**WORKSHEET FOR**

**Cooperator Non-Cash Contribution Cost Analysis, Column (c)**

<b>Salaries/Labor</b>				
<b>Standard Calculation</b>				
Job Description	Cost/Day	# of Days		Total
				\$0.00
<b>Total Salaries/Labor</b>				<b>\$0.00</b>

<b>Travel</b>				
<b>Standard Calculation</b>				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
<b>Total Travel</b>				<b>\$0.00</b>

<b>Equipment</b>				
<b>Standard Calculation</b>				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
<b>Total Equipment</b>				<b>\$0.00</b>

<b>Other Expenses</b>				
<b>Standard Calculation</b>				
Item	# of Units	Cost/Unit		Total
Rental pricing:				
Engine Bay 450 sqft	12.00	\$78.62		\$943.47
Office 734 sqft	12.00	\$577.09		\$6,925.08
Utilities:				
Engine Bay PG&E	12.00	\$8.30		\$99.59
Office PG&E	12.00	\$10.05		\$120.55
Sewer	12.00	\$33.02		\$396.26
Water	12.00	\$27.78		\$333.36
Trash	12.00	\$22.80		\$273.61
<b>Total Other</b>				<b>\$9,091.91</b>

<b>Subtotal Direct Costs</b>	<b>\$9,091.91</b>
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<b>Cooperator Indirect Costs</b>				
Current Overhead Rate	Subtotal Direct Costs			Total
	\$9,091.91			\$0.00
<b>Total Coop. Indirect Costs</b>				<b>\$0.00</b>

<b>TOTAL COST</b>	<b>\$9,091.91</b>
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