



EXHIBIT A

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &
FINANCIAL PLAN
Between The
CITY OF FLAGSTAFF, POLICE DEPARTMENT
And the
USDA, FOREST SERVICE
COCONINO NATIONAL FOREST**

2013 ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the City of Flagstaff, Police Department, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Coconino National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #11-LE-11030420-001 executed on January 19, 2011. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 1, 2012 and ending September 30, 2013.

Previous Year Carry-over: \$ 0.00
Current Fiscal Year Obligation: \$5,000.00
FY2013 Total Annual Operating Plan: \$5,000.00

I. GENERAL:

A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principle Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Kevin Treadway, Chief City of Flagstaff, Police Department 911 Sawmill Road Flagstaff, AZ 86001 Phone: 928.556.2309 FAX: 928.213.3372 E-Mail: ktreadway@coconino.az.gov	Valerie Hernandez, Communications Manager City of Flagstaff, Police Department 911 Sawmill Road Flagstaff, AZ 86001 Phone: 928.556.2313 FAX: 928.213.3372 E-Mail: vhernandez@coconino.az.gov



Principle U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Jon Nelson, Patrol Captain NAZ Zone Coconino NF, Supervisor's Office 1824 S. Thompson Street Flagstaff, AZ 86001 Phone: 928.527.3509 FAX: 928.226.0269 E-Mail: jnelson01@fs.fed.us	Elizabeth Vensel, Grants Mgmt Specialist Coconino NF, Supervisor's Office 1824 S. Thompson Street Flagstaff, AZ 86001 Phone: 928.527.3561 FAX: 928.527.3620 E-Mail: evensel@fs.fed.us

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

Dispatch Services only:

To be billed as lump sum for personnel expenses paid at the following rate:

No mileage and no per diem approved

Wages at the prevailing rate of \$60.00/hour (maximum for overtime, call-in rate), which includes any fringe benefits

Special Enforcement Activities only:

Mileage: \$0.45 per mile

Wages: Maximum rate not to exceed \$35.00/hour, including any fringe benefits

Overtime wages: Maximum rate not to exceed \$75.00/hour, including any fringe benefits

II. PATROL ACTIVITIES:

RADIO DISPATCH SERVICES ONLY ARE APPROVED FOR FY13.

A. Time schedules for radio dispatch activities, via the Communications Center, will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. The Forest Service will follow all standards and protocols set by the Communications Center for dispatch services.

Radio dispatch activities will include:

Officer status checks when requested

Registered vehicle and owner information

Driver's license information

Wants and warrant checks

Calls for assistance or service, i.e., agency notifications, tow trucks, locksmith, etc.

Hard copy information when requested

Total reimbursement for this category shall not exceed the amount of: \$5,000.00.

**III. TRAINING:**

See Cooperative Law Enforcement Agreement Provision IV-K for additional information.

No training/funding is approved for FY13

Total reimbursement for this category shall not exceed the amount of: \$0.00

IV. EQUIPMENT:

See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.

No equipment purchase/funding is approved for FY13

Total reimbursement for this category shall not exceed the amount of: \$0.00

V. SPECIAL ENFORCEMENT SITUATIONS:

A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.

B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Police Department funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Police Officers assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
2. Fire Emergency: During emergency fire suppression and fire severity situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local Patrol Captain or their designated representative, an official from the Incident



Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.

All requests to provide additional law enforcement support on National Forest System lands during extreme fire conditions will become effective and reimbursable only when the Forest Service specifically requests assistance through the Forest Dispatch or Expanded Dispatch Office, a Resource Order Number is provided, and the City Dispatch Office/Communication Center is notified of the request. Initial attack responses without a Resource Order by the Forest Service are not reimbursable.

Upon request and concurrence by the Cooperator,

The Cooperator shall:

- a. Provide to the Forest Service, fully equipped Police Officers who meet the standards of training as listed in the Cooperative Law Enforcement Agreement, Provisions II-B, including appropriate vehicles(s), in numbers requested by the Forest Service to provide law enforcement for fire severity or fire suppression situations. These duties are above and beyond the customary duties that are routinely provided by the Cooperator and will be covered under Special Enforcement Situations. The Police Officers will continue to work under the direction of the Cooperator. The Police Officers will coordinate their patrol activities with the U.S. Forest Service Patrol Captain, or their designee, while assigned to each specific fire severity or fire suppression patrol area, and coordinate their activities with the Incident Commander while assigned to each specific wildland fire severity or fire suppression situation. All Officers assigned to a wildland fire severity or fire suppression situation are required to follow Check-in and Demobilization procedures.
- b. Assign Police Officers requested by the Forest Service for fire severity or fire suppression situation patrols and law enforcement.
- c. Furnish itemized statements of expenditures to the Forest Service for the fire severity or fire suppression situation services requested by the Forest Service, at the address below:

Jon Nelson, Patrol Captain NAZ Zone
Coconino National Forest, Supervisor's Office
1824 S Thompson Street
Flagstaff, AZ 86001

The Patrol Captain will review and approve the invoice, and forward the invoice and support documentation to Incident Finance for payment.



Billing requests will include the following information:

Cooperator Name, address, phone number and agency financial contact;
Invoice or Bill number;
Resource Order number(s);
Appropriate incident number (State code or Forest Service P-code and override);
Cooperative Law Enforcement Agreement number;
Dates of the incident covered by the billing; and
Location and jurisdictional unit of the incident.

Summary cost data for the amount being billed:

Use incident-generated cost reports generated by the Agency to support the billing whenever possible. Summary cost data may include, but not limited to, a list of personnel expenses including base, overtime and travel and a listing by vendor name and amount spent for supplies and services procured.

The Forest Service shall:

- a. Relay requests to the Cooperator to provide fully equipped Police Officers, including vehicles, through Forest Service Dispatch or Expanded Dispatch Office to the City Dispatch Office,/Communications Center including specific information on numbers of Officers needed, tour, location, expected length of duty, authorization for overtime expenditures, and fire severity (S-code) or fire suppression (P-code) for billing. A resource order number must be issued by the Forest Service to support each request. The resource order number will be provided to the Cooperator by the Forest Dispatcher.
 - b. Post each Officer's time and vehicle mileage to a Fire Time Report (Optional Form 288) to provide documentation to support payment of each itemized statement of expenditures provided by the Cooperator.
 - c. Reimburse the Cooperator for requested fire severity or fire suppression special enforcement situation services that are provided and covered under this Section, at the prevailing rates as per Section I, Paragraph B above.
3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Police Officers assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.



This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

VI. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.

- A. The Cooperator will be reimbursed for approved expenditures on a quarterly basis.
- B. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Radio Dispatch	\$5,000.00	NA
Training	0.00	NA
Equipment	0.00	NA
Special Enforcement Situations	TBA	NA
Total	\$5,000.00	NA

- C. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*

VII. TERMINATION FOR CONFLICT OF INTEREST:

This Agreement is subject to termination pursuant to Arizona Revised Statute 38-511.



In witness whereof, the parties hereto have executed this Annual Financial and Operating Plan as of the last date written below.

CITY OF FLAGSTAFF, ARIZONA

USDA FOREST SERVICE

GERALD W. NABOURS DATE
Mayor

ROBIN L. POAGUE DATE
Special Agent in Charge, Region 3

CITY OF FLAGSTAFF, ARIZONA
POLICE DEPARTMENT

USDA FOREST SERVICE
COCONINO NATIONAL FOREST

KEVIN TREADWAY DATE
Chief

M. EARL STEWART DATE
Forest Supervisor

ATTEST:

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

CITY CLERK DATE

ELIZABETH A. VENSEL DATE
Certified FS Grants & Agreements Specialist

APPROVED AS TO FORM:

CITY ATTORNEY DATE

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 3 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.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.