

**SUPPLEMENTAL AGREEMENT  
10-FI-11052012-069**

**PROJECT AND FINANCIAL PLAN  
TRAINING ALLOCATIONS**

**Under  
CALIFORNIA MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND  
STAFFORD ACT RESPONSE AGREEMENT (CFMA)  
08-FI-11052012-110**

**Between**

**UNITED STATES DEPT. OF AGRICULTURE  
FOREST SERVICE (USFS)  
PACIFIC SOUTHWEST REGION**

**And**

**STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION  
(CAL FIRE) ACADEMY**

**INTRODUCTION**

Through the authorities of the CFMA, USFS Number 08-FI-11052012-110, CALFIRE and the USFS work cooperatively in wildland fire management and other national domestic incidents. This cooperative relationship improves the efficiency of these programs by facilitating the coordination and exchange of personnel, equipment, supplies, services and funds among the Agencies to the Agreement. The agreement acknowledges the need to train each agency's employees to common standards to create a functionally integrated fire protection system.

This Operating Plan outlines CAL FIRE and the USFS cooperation to provide training as noted in the Section 59, page 27 of the CFMA. As part of this cooperation CAL FIRE and the USFS will streamline billings for mutually agreed upon courses through a reconciliation process.

**II. SCOPE AND DURATION**

This cooperative training Operating Plan will be in effect for the term of the CFMA and will be reviewed and updated annually. The scope of the project is outlined under item V. Detailed Project Description.

### III. PRINCIPLE CONTACTS

<b>CALFIRE Contact</b>	<b>USFS Contact</b>
Name: Kevin Olson, Staff Chief CAL FIRE Training Program Address: P.O. Box 944246 1416 9 <sup>th</sup> Street City, State, Zip: Sacramento, CA 94244 Telephone: (916) 653-5341 FAX: (916) 653-9708 Email: Kevin.olson@fire.ca.gov	Name: Sharon Allen-Brick Assistant Director, Workforce Development and Fire Training Address: 3737 Peacekeeper Way City, State, Zip: McClellan, CA 95652 Telephone: (916) 640-1052 FAX: (916) 640-1191 Email: sallenbrick@fs.fed.us

### IV. DEFINITIONS

1. "Instructional Day". Defined as any day or portion thereof that instruction is given for one of the Hosted Courses.
2. "Course". Defined as the course in its entirety, all days of instruction for one of the Hosted Courses.
3. "Module". Defined as a component of a course.
4. "Logistical support".
  - a. For courses held at the CAL FIRE Academy: defined as instructional materials, and related administrative items for non-specialty courses.
  - b. For course held at the USFS locations: defined as, instructor and instructional materials, and related administrative items for non-specialty courses.

### V. DETAILED PROJECT DESCRIPTION

#### 1. COURSE OFFERINGS

Course offerings will be determined annually by each agency and will be distributed at the annual California Interagency Training Officer's Meeting. Course costs will be provided at that meeting.

#### 2. FACILITIES AND FEES

For regular Incident Command System courses (non-specialty) the following facilities and applicable fees apply:

## CAL FIRE

- a. The CAL FIRE Academy offers training and support at the following location Training, logistical support, and lunch at its CAL FIRE Academy in Lone, California at a rate of \$300 per class for USFS sponsored students in attendance. An additional charge of \$64 per day per student for double-occupancy lodging, breakfast and dinner meals will be charged. Rooms, when available, are assigned on a double-occupancy basis. Meals, when provided separately, are \$7.00 per meal.
- b. Meeting rooms and classrooms may be scheduled, when available, at the following rates: Amphitheatre or Flat Classroom (with audio-visual equipment) - \$300/day; Meeting Room (no audio visual equipment) - \$100/day.
- c. If additional instructional sites are developed the location and daily charges will be identified as an amendment to this document.

## USFS

- a. The USFS offers training and logistical support at the following locations at a minimum rate of \$300 each per course for CAL FIRE Academy sponsored students in attendance:
  - Danny Rhynes Training Center (DRTC) in San Bernardino, California.
  - Northern California Training Center (NCTC) located in Redding, California
  - Don Biedebach Training Center (DBTC) located in San Fernando, California
  - Vandenberg Interagency Training Center (VITC) located at the Vandenberg AFB, California
- b. The USFS offers training and logistical support at its Wildland Fire Training Center (WFTC) located in Sacramento, California at a minimum rate of \$300 each per course for CAL FIRE Academy sponsored students in attendance. An additional charge of \$50.00 per day per participant will be charged for dormitories space if utilized. Meeting rooms and classrooms may be scheduled, when available, at the following rates: Large Classroom (including AV support): \$300/day; Medium Room (including AV support): \$100/day; Small Room (including AV support): \$100/day.
- c. Courses which require a higher tuition due to increased course delivery costs will be posted to the California Training schedule, annually. CAL FIRE agrees to pay the higher tuition, as identified, when enrolling students for those courses. Samples of these courses include D-310 Support Dispatcher; RX-410 Smoke Management Techniques, etc.
- d. If additional instructional sites are developed the location and daily charges will be identified as an amendment to this document.

### **3. SPECIALTY COURSES**

Specialty Courses are those where the delivery of the courses including costs, cadre commitment and student allocation is collaborative between CAL FIRE and the USFS. These courses require additional costs for materials or resources, including cadre and guest speakers. Specialty courses and current tuition costs are identified in Exhibit A.

### **4. OTHER CONDITIONS RELATED TO TRAINING**

- a. In the event that a student or instructor requires special lodging accommodations that are not available at the instructional facility, the sending agency shall be responsible for coordinating and paying for the required items.
- b. College student fees, if any, shall be paid directly by the hosting agency.
- c. Employees from each agency shall comply with the hosting agency's dress code, the employing agency's code of conduct, and when applicable the CAL FIRE Course Information Notification Letter (CAL FIRE Form TR60).
- d. CAL FIRE or USFS may, by notification to the other agency, cancel a class.

This Operating Plan is applicable to courses and class dates as mutually agreed upon by USFS and CAL FIRE. These classes will be identified in a letter prepared by the CAL FIRE Academy ICS Coordinator. The letter will be prepared not later than August 1 each year.

- a. Training conducted by both CAL FIRE and USFS will be allocated and conducted by each agencies annual student needs analysis. Pressing needs for additional slots by each agency will be considered at the allocation meeting.
- b. Upon mutual agreement each agency shall provide instructional personnel as recommended by the course cadre. These positions will be identified in the Instructor/Adjunct request letter generated each year by the CAL FIRE Academy.

## **VI. REIMBURSEMENT**

- 1 Reconciliation Process – CALFIRE and the Forest Service agree to consolidate billings by June 10 of each year for training occurring between October and June of each training season. The reconciliation process and consolidated billing will not include activities crossing either the federal (Oct-Sept) or state (July-June) fiscal years.

Review and reconciliation of the costs will occur on a quarterly basis. Cost for training occurring during each quarterly period will be compiled for cost reconciliation purposes. This cost tracking method will reduce actual

reimbursement payments and ensure an appropriate division of reimbursement can be made between the agencies in a timely fashion.

2. CALFIRE will be responsible for managing the reconciliation sheet which includes the official rosters from all Hosted Courses conducted at the approved locations.
3. The reconciliation sheet will be validated by both agencies. This sheet will identify which Agency received the lesser support and will serve as the basis of invoicing by each agency. (Neither the USFS nor CAL FIRE shall add additional administrative charges for this service under this operating plan.)
4. Agency receiving the lesser support will bill the other for the difference at the identified rates. Registration date will serve as supporting documentation for the official rosters and will be retained by CAL FIRE for a period three years after the billing date and shall be subject to audit by any authorized official of either Agency.
5. Invoices from either CALFIRE or the Forest Service can include an administrative rate that was in effect for the training year.
6. Both parties shall be subject to examination and audit by the State of California, Department of General Services, Bureau of Audit for a period of three years after final payment under this agreement. Examination and audit shall be confined to those matters connected with performance of the agreement including, but not limited to, cost of administering agreement.
7. Invoices for services under this agreement must be sent to:

CAL FIRE	USFS
Name: CAL FIRE ACADEMY, ATTN: ACCOUNT TECHNICIAN Address: 4501 STATE HWY 104 City, State, Zip: IONE, CA 95640 Telephone: 209-274-2426	Name: USDA FOREST SERVICE ALBUQUERQUE SERVICE CENTER ATTN: PAYMENTS – GRANTS & AGREEMENTS Address: 101 B SUN AVE NE City, State, Zip: ALBUQUERQUE, NM 87109 Telephone: 1-877-372-7248 FAX: 1-877-687-4894

**Or**

Reimbursable Billings Name: USDA FOREST SERVICE ALBUQUERQUE SERVICE CENTER ATTN: RACA Address: 101 B SUN AVE NE City, State, Zip: ALBUQUERQUE, NM 87109 FAX: 1-866-342-0713
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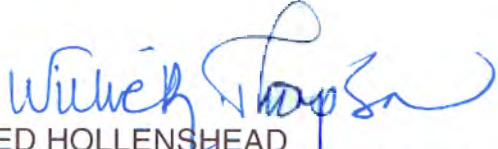
8. A courtesy copy of CALFIRE invoice should be sent to USFS submitted to Northern California Training Center, 6101 Airport Road, Redding, California 96002.

**OTHER TERMS AND CONDITIONS**

1. Modifications within the scope of this Operating Plan shall be made by mutual consent of the parties by written amendment of this document.
2. This instrument in no way restricts the USFS or the CAL FIRE from participating in similar activities with other public or private agencies, organizations, and individuals.

**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.

 DEL WALTERS, Director STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION	Date 5/28/10
 ED HOLLENSHEAD Director, Fire and Aviation Management U.S. Forest Service	Date 05.11.10

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



KELLIE HAMILTON  
U.S. Forest Service Grants and Agreements Specialist

5/11/10  
Date

## EXHIBIT A – SPECIALTY COURSES

### 2010/2011 COSTS

The following are defined as specialty courses. Applicable fees and cooperative support requirements are listed.

A. Air Attack Management. The following is based on the assumption that the course is offered at WFTC and NCTC.

1. USFS sponsored students shall be charged **\$2,500** each per course to cover course materials and to offset CAL FIRE aircraft costs associated with paragraph 4 below. CAL FIRE Academy sponsored students shall be charged **\$500** each per course each to offset costs in lieu of the logistics support charges identified for non-specialty courses at both WFTC and NCTC.
2. The sending agency shall be responsible for all lodging, breakfast, dinner, incidentals and other travel related expenses.
3. USFS shall provide a lead plane at no charge.
4. CAL FIRE shall provide an air attack plane at no charge.
5. CAL FIRE shall provide additional air attack planes, air tanker(s) and helicopter(s) for the class. The aircraft cost are reflected in Paragraph 1 above.
6. USFS shall provide 50/50 instructors for the term of the class. Upon mutual agreement, USFS shall provide additional instructors as required.
- 7 Student allocation shall be 50% CAL FIRE Academy sponsored and 50% USFS sponsored.

B. I-420 Command and General Staff

- 1 USFS shall contract with an outside vendor to prepare and provide training in "Team Building in Emergency Situations" The contractor shall meet the qualifications agreed upon by CAL FIRE and USFS personnel. The qualifications will be documented in a job description produced by the I-420 instructional cadre or their designee. (Neither the USFS nor CAL FIRE shall add additional administrative charges for this service under this contract.)
2. The sending agency shall be responsible for all lodging, meals, incidentals and other travel related expenses.
3. CAL FIRE Academy sponsored students will be charged a flat rate of **\$450** each per course.

4. Student allocation shall be 50% CAL FIRE Academy sponsored and 50% USFS sponsored.

C. Emergency Command Center. The following is based upon the assumption that the classes are held at the CAL FIRE Academy.

- 1 USFS sponsored students shall be charged \$655 each per module to offset logistics support and weekday lodging and meals. Weekend meals and lodging are not accounted for in this price and may be negotiated on an "as needed" basis. This amount is in lieu of the logistic support charges identified for non-specialty courses.
2. In addition to the instructional personnel, a request to the USFS to provide one adjunct instructor for Modules 1 and 2, each scheduled twice per year, and two proctors for Module 3 and 4, each scheduled 4 times per year may be needed if there are any USFS students enrolled in any of the aforementioned modules.
3. CAL FIRE shall provide double-occupancy lodging and meals for the USFS instructors, proctors, and adjuncts.
4. If other training sites are used the fee will be negotiated prior to the class.

D. S-490 Advanced Wildland Fire Behavior Calculations. The following is based upon the assumption that the classes are held at the Wildland Fire Training and Conference Center (WFTC).

- 1 The USFS shall procure all materials for this course.
2. CAL FIRE and the USFS shall be charged for course materials and instructor costs at a rate of \$500.00 per student.
3. Student lodging, and per diem costs are the responsibility of the sending agencies. Instructor lodging costs are the responsibility of WFTC.
4. Student allocation shall be 50% CAL FIRE Academy sponsored and 50% federal sponsored.

E. Heavy Fire Equipment Operations (Dozer Academy).

- 1 Dozer Academy is a five week course at the CAL FIRE Academy.
2. USFS shall be charged \$6,000 for each student in attendance to cover logistics costs, double-occupancy lodging, and meals. This amount is in lieu of the logistic support charges identified for non-specialty courses.
3. USFS will provide dozers as needed for the Dozer Academy.