

FS Agreement No. 14-LE-11061720-011
Cooperator Agreement No. _____**EXHIBIT A****COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &
FINANCIAL PLAN****Between The
KITTTITAS COUNTY SHERIFF'S DEPARTMENT
And the
USDA, FOREST SERVICE
OKANOGAN-WENATCHEE NATIONAL FOREST****2014 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between Kittitas County Sheriff's Department, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Okanogan-Wenatchee National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #**14-LE-11061720-011** executed on ***date of last signature***. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning ***January 1, 2014*** and ending ***December 31, 2014***.

Previous Year Carry-over: \$0.00

Current 2014 Year Obligation: \$50,000.00

CY 2014 Total Annual Operating Plan: \$50,000.00**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.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Gene Dana, Sheriff Kittitas County Sheriff's Office 307 W. Umptanum Road Ellensburg, WA. 98926 Telephone: (509) 962-7525 FAX: (509) 962-7599 Email: gene.dana@co.kittitas.wa.us	Clay Myers, Undersheriff Kittitas County Sheriff's Office 307 W. Umptanum Road Ellensburg, WA. 98926 Telephone: (509) 962-7525 FAX: (509) 962-7599 Email: clay.myers@co.kittitas.wa.us



	Kim Dawson, Administrative Assistant Telephone: (509) 962-7089 Email: kim.dawson@co.kittitas.wa.us
	Dora Van Epps, Chief Financial Manager Telephone: (509) 962-7099 Email: dora.vanepps@co.kittitas.wa.us

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Robert Moelder, Patrol Captain Okanogan-Wenatchee National Forest 215 Melody lane Wenatchee, WA 98801 Telephone: (509) 664-9236 FAX: (509) 664-9283 Email: rmoelder@fs.fed.us	Shirley Tutino, LEI Program Assistant Okanogan-Wenatchee National Forest 215 Melody lane Wenatchee, WA 98801 Telephone: (509) 664-9324 FAX: (509) 664-9290 Email: stutino@fs.fed.us
	U.S. Forest Service Grants and Agreements Contact
	DeEtte Stofleth, Grants Management Spec. Okanogan-Wenatchee National Forest 215 Melody lane Wenatchee, WA 98801 Telephone: (509) 664-9315 FAX: (509) 664-9281 Email: dmstofleth@fs.fed.us

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

1. **Officer Wages:** Wages at the prevailing rate of **\$55.00/hour** (includes salary and fringe benefits).
2. **Equipment and Training:** Reimbursement rates for any equipment or training is not authorized at this time. These must be approved in advance by modification of this Operating Plan.
3. **Fire Emergencies (Section III-B-1):** Payments will be based on the rates identified above or as dispatched on the fire incident.



II. PATROL ACTIVITIES:

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.
- B. Cooperator will assign a uniformed Officer(s) in a marked vehicle to provide investigative patrols and enforcement of State and/or County Statutes for the protection of the National Forest visitors and their property on the Cle Elum Ranger District.
- C. Between January 1, 2014 and December 31, 2014 provide approximately provide patrol hours on Thursday, Friday, Saturday and Sunday's. Between the months of May and October, patrols will include holidays or as mutually agreed to in writing by the Cooperator and the Forest Service. Patrols should generally occur during the afternoon and evening hours. The Cooperator has the authority to request adjustment of the patrol hours when unforeseen circumstances or emergency situations occur. Any changes to the schedule of services requested may be made with prior approval of the Forest Service representative. Patrols will be conducted in the following heavy use areas:

- 1. Developed campground:

Coverage should be at varied times with both day and night patrols, visible to the public with no set pattern. Some emphasis patrols should occur between the hours of 2:00 p.m. and 10:00 p.m. The objective is to provide security for the forest visitor and to establish a visible presence to discourage vandalism, harassment and other unacceptable behavior in the campgrounds.

- 2. Trailheads:

Coverage will be provided at various times of day and night with no set pattern. The objective of this coverage is to establish a visible presence, provide security to forest visitors and prevention of vandalism, harassment and other unacceptable behavior.

- 3. Dispersed and Undeveloped Campsites and Use Areas:

These sites are numerous and patrols should provide coverage at varied times with no set pattern. Some emphasis patrols should occur between the hours of 2:00 p.m. and 10:00 p.m. The objective is to establish a presence, prevent vandalism and provide for public safety and order.



4. Forest User Contracts:

Patrols should include personal contacts with the public as the opportunity occurs. It should include campers, hunters, fishermen, firewood cutters, ORV/ATV operators and other recreationists.

Total reimbursement for this category shall not exceed the amount of: **\$50,000.00.**

III. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies 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 Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.
 - 1. Fire Emergency: During emergency fire suppression 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 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.
 - 2. 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. Deputies 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.

**IV. BILLING FREQUENCY:**

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

- A. The Cooperator will submit invoices for reimbursement of services provided under Section II of this agreement monthly.
- B. Supporting Documentation: The supporting documentation shall provide sufficient detail to allow the U.S. Forest Service to identify reimbursable expenditures authorized under Sections II and III of the Operating Plan and shall include the following:
 - 1. Incident number with details of incident
 - 2. Activity reports or patrol log with dates of service
- C. Billing for Fire Emergencies: For reimbursement of services provided under Section I-B-1 of this AOP, the following billing procedure will be used:
 - 1. The billing for each incident shall include individual employee times, resource order and their agreement rate. Such times will be documented on Crew Time Reports, shift tickets or other agreed upon form, and must be approved by incident management personnel.
 - 2. Incident management personnel will prepare an Emergency Use Invoice and, upon concurrence of the Cooperator, will submit the invoice for payment along with all required documentation using normal incident business procedures.
 - 3. The designated representative, IMT official, or a designated Forest Incident Business official will approve the invoice and submit to the Albuquerque Service Center, Incident Finance, for payment along with a copy of the current Operating Plan.

Original billing documentation will be maintained by the Forest Service in the appropriate fire documentation boxes or with appropriate incident management personnel. The Cooperator will maintain copies of all such documentation.
- D. Availability of Funds: Funds in the amount of **\$50,000.00** are currently available for patrol activities under this Operating Plan through **December 31, 2014**. Any Forest Service obligations beyond this amount are contingent upon the availability of appropriated funds from which payment can be made. No payment for any services performed after **December 31, 2014** can be made until additional funds are made available to the Forest Service. Any changes in fund amount or performance period must be agreed to in advance via formal modification of this agreement.
- E. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.



Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$50,000.00	N/A
Fire Support	As Needed	N/A
Total	\$50,000.00	N/A

- F. Any remaining funding in this Annual Operating Plan may be carried forward to the next calendar 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.*

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

GENE DANA, Sheriff
Kittitas County Sheriff's Office

3/25/2014

Date

MICHAEL L. BALBONI, Forest Supervisor
U.S. Forest Service, Okanogan-Wenatchee NF

Date

BARB SEVERSON, Special Agent in Charge
R6, Pacific NW

3/13/14

Date



The authority and format of this agreement (14-LE-11061720-011) have been reviewed and approved for signature.

Deette M. Stofleth

3/11/2014

DEETTE M. STOFLETH

Date

U.S. Forest Service Grants Management Specialist

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.