



OPERATING PLAN
For
WILDLAND FIRE PROTECTION PROGRAM INTERLOCAL CONTRACT
Between the
CITY OF RENO
And the
NEVADA DIVISION OF FORESTRY

This Operating Plan (OP) is entered into by and between City of Reno referred to as the Fire Protection Agency (FPA); Nevada Division of Forestry referred to as the DIVISION. Collectively, all will be referred to as Parties. This OP becomes attached to and made part of the Wildland Fire Protection Program (WFPP) Interlocal Contract listed above.

The Parties agree to the following:

A. PURPOSE:

The purpose of this OP is to define operating procedures and responsibilities within the framework of the above referenced WFPP Contract.

B. GENERAL PROVISIONS:

The FPA is primarily responsible for all hazard response, prevention, structure suppression and wildland fire suppression occurring to property within their jurisdictional boundaries. These structures and lands protected by the District/Department are intermingled or adjacent to lands protected by the Federal Agencies.

The signatory parties to this local operating plan will follow the State Master Cooperative Wildland Fire Management and Stafford Act Response Agreement Annual Operating Plan in daily wildland fire operations. Each Party will make available and familiarize their officers with the contents of this OP.

The DIVISION shall coordinate and support the FPA in prevention, suppression and suppression repair, of wildland fires on State and private forested/range lands as identified through written

agreement in the State Master Cooperative Wildland Fire Management and Stafford Act Response Agreement between signatory agencies. The DIVISION is not responsible for fighting structure fires; however, the DIVISION may assist in providing structure protection or water support during a wildland fire event. Such activities will be limited to the exterior of structures, and only when such actions can be accomplished safely and in accordance with established wildland fire operations standards.

The DIVISION is not funded, trained or equipped to respond to medical emergencies outside of wildland fire personnel. Under no circumstances will DIVISION resources be dispatched for medical emergencies outside of the wildland incident.

The intent of this operating plan is to provide for cooperation by the parties in the wildland fire management (prevention, detection and suppression of wildland fires).

All resources provided by the FPA for suppression activities, on federal jurisdiction fires during the “off season”, will be considered assistance-by-hire. This period is October 15 - May 15 each year.

For any “off season” federal fires to be considered for assistance-by-hire reimbursement, the FPA must:

- Contact the local Interagency Dispatch Center immediately and provide a verbal size-up of the incident upon arrival of the initial attack Incident Commander (IC).
- Furnish the Protecting Party a written incident report within ten (10) days.
- Ordering of resources beyond the initial response will be coordinated with the federal duty officer.

C. ANNUAL COORDINATION MEETING:

A coordination meeting between the FPA and the DIVISION will be held annually by April 30. This meeting will review the past year of cooperative assistance and revise the OP, as needed. All exhibits will be reviewed, updated as needed, and attached to the OP as part of the annual review.

D. COMMUNICATIONS/FREQUENCIES:

The FPA and DIVISION agree to maintain and provide annually with the signing of this OP current and up-to-date list of telephone numbers for each principal emergency contact. Any additional changes throughout the year shall be communicated to the FPA or DIVISION.

Each agency that is signatory to this Operating Plan is permitted to use each other’s frequencies during emergency activities or training to contact cooperators resources in conjunction with the communications plan for the incident. The communications plan may be a formal document, as in the case of an incident command team deployment or it may be an informal verbal agreement made on the ground by the Incident Commander(s) and/or Agency Representative. Use of frequencies is permitted in “narrowband” and VHF mode only. Federal Communications Commission procedures will be followed when operating radio(s) on any Party’s frequency.

When multi-agency or a rapidly expanding incident occurs, the use of other tactical channels may be used (such as NV-V Fire 21, 22, 23, or NDF Red 1). It is imperative that agency resources make positive communications on the incident, preferably face-to-face, to ensure all resources are able to communicate via radio on the incident.

Air-to-ground channels should be monitored by all parties as the application of retardant and water delivered by aircraft is often used during the course of the incident, particularly during the initial attack. Drops cannot occur unless the line (drop zone) is clear of personnel and equipment.

Weather warnings, emergency broadcasts, command changes, etc. will be transmitted over the command frequency to all units on the scene.

Pre-identified incident communication protocols will be established and followed (e.g., frequencies plans, points of contacts, and interoperable radio hardware).

E. OPERATIONS:

1. The local Interagency Dispatch Center will coordinate the use of aircraft resources. The FPA may order air tanker, helicopter, or observation flights through the interagency dispatch center, but the operational phase will remain under the direction of the incident IC. The FPA will provide mission objectives, geographic coordination, and hazards in the area (power lines, houses, etc.).
2. DIVISION and FPA's will coordinate and communicate fire restrictions or closures due to weather or fire severity through the Regional FMO (RFMO). The FPA will follow the State and Federal Fire Restriction implementation and message to the public that Fire Restrictions have been implemented and what stage of restriction.
3. Fire Suppression/Fire Suppression Damage Repair: The FPA will order and utilize a READ on initial attack/extended attack incidents where there may be damage sustained to endangered plant species or cultural sites with fire suppression operations. It is mandatory to order a READ before any bulldozer operations begin. The FPA will work with the Incident Commander and/or Incident Management Team overhead (within a Delegation of Authority) to request and assign resource advisor(s) (READ/REAF) during the incident, who will be supported by incident overhead and suppression resources to inventory, plan and implement any necessary suppression damage repair activities, according to the WFPP Suppression Damage Repair Turn Back Standards prior to incident turn back or closure (attached).
4. Fire Management Assistance Grant (FMAG): The FPA or Incident Commander will immediately notify the respective local Interagency Dispatch Center and or the DIVISION Regional Duty Officer in the event a wildfire could qualify for an FMAG request. The information needed for the FMAG will be collected on the request form attached.

Notification timing is critical and must be while threats are current to lives, property, and or resource concerns. If the DIVISION does not receive notification of FMAG qualifying fires in a timely manner from the FPA, the DIVISION may not pay for costs of the FPA's fire. The DIVISION will provide FMAG training to FPA employees annually upon request to the RFMO.

5. General Cooperative Activities: Both signatory parties will, to the extent possible, provide fire prevention programs, defensible space inspections, mitigation and rehabilitation as necessary to adequately address fire issues in their Direct Protection Areas/jurisdiction. In addition, units are encouraged to undertake joint prevention and mitigation activities in areas of mutual interest whenever practical.

F. SHARING FACILITIES, RESOURCES AND EQUIPMENT:

Administrative/Training: Sharing of facilities for the purpose of training is beneficial for all parties to this agreement; therefore there will be no charge for the use of Agencies' facilities for training. If the FPA has agreements with the DIVISION the agreements will be attached.

1. Shared Facilities: See Attachment
2. Shared Resources and Equipment: See Attachment

G. PROTECTION ORGANIZATION & RATES:

FPA will attach Agency Rate Tables.

Final Cost Determination: Costs will be determined by using agency financial records.

Transfer of Responsibility Procedures: When Incident Management Teams (IMTs) are rotated, the departing team must brief their counterparts on all cost sharing agreements and documentation to date and provide copies of these documents. If there is a change in the Agency Administrators or representatives the departing Agency Administrators shall brief and provide copies of any existing cost sharing agreements and documentation to the incoming Agency Administrators to ensure the incoming Agency Administrators have a clear understanding of all the decisions and agreements used to develop the final cost share percentages and conditions that will be used to generate the final cost share agreement.

Wildland Fire Protection Program (WFPP): The FPA is required to notify the DIVISION Duty Officer of any wildland fire within their jurisdiction that may require a cost share agreement. The DIVISION will assume an active role in the development of cost share agreements. The DIVISION will be a signatory along with the FPA on the cost share, unless the FPA delegates the full authority to the DIVISION.

H. NON-SUPPRESSION RELATED ACTIVITIES:

The FPA and DIVISION staff will work collaboratively towards implementation of the National Cohesive Wildland Fire Management Strategy (Resilient Landscapes, Fire Adapted Communities and Safe and Effective Wildfire Response) through the establishment of mutually beneficial and agreed upon goals and project activities.

1. Safe and Effective Wildfire Response

Purpose: Create and maintain an inter-agency safe, effective, comprehensive, and cost-effective wildfire management program in support of wildland fire and natural resource management objectives through coordinated planning and implementation.

- a. Preparedness discussions: DIVISIONs RFMO, and other staff, as available, will work together with the designated FPA staff within their respective jurisdictions to create wildfire suppression pre-plans and have discussions that identify values at risk, detection methods, dispatch and response protocols, agency response capabilities (equipment, staff, etc.) and needs, training opportunities, resource locations, pre-position opportunities, communication strategies, wildfire cost-control methods, and other activities needed to prepare all forces for wildfire response.
- b. The FPA will provide the DIVISION with a list of sub divisions at risk (primary residences (# of homes) and secondary residence (# of homes) and population, infrastructure threat (power line, telecom, radio tower repeaters, railway locations etc.) businesses that will be threatened and population, facilities that will be threatened, resources that will be threatened (watersheds, sage grouse, archeological, heritage etc.) and other critically important community attributes within their jurisdiction for use in development of Fire Management Assistance Grant (FMAG) applications.

2. Fire Adapted Communities

Purpose: Create and sustain communities that are more resilient to wildland fire by educating community members on risk; coordinating stakeholders to actively work together to reduce risk; working cooperatively to identify, create, and maintain defensible space and surrounding fuel breaks; and create and sustain a framework of collaboration and a network to sustain the process.

- a. Preparedness: DIVISION's RFMO, Regional Resource Managers (RMO), Regional Conservation Camp Area Supervisors (RCCAS), and other staff, as available, will work together with the FPA's within their respective jurisdictions to identify communities at risk and facilitate the implementation of fire adapted community concepts through the creation or updating of Community Wildfire Protection Plans (CWPPs) that meet the national standards. The FPA and DIVISION staff, as available, will work together to facilitate community involvement, investment, and proactivity through Fire Adapted Nevada, National Fire protection Association's Firewise USA® Communities recognition program and implementation of CWPP priority projects (e.g. fuels reduction projects, defensible space inspections, identifying local community leaders, grant application assistance, etc.) The FPA will register with and participate in the International Association of Fire Chief's- "Ready, Set, Go!" program.

- b. Prevention (activities directed at reducing the incidence of fires): The RFMO and other staff, *as available*, will work with the FPA to identify, prioritize and plan opportunities to prevent wildfires. (e.g. staff attendance for prevention education and outreach events, common public messaging, etc.).
- c. Mitigation (actions that are implemented to reduce or eliminate (mitigate) risks to persons, property or natural resources): The RFMO, RCCAS, RMO, and others, as available, will work with the FPA to prioritize projects identified in the FPA CWPP or identified by the FPA in the absence of a CWPP (fuels reduction, defensible space, etc.).

3. Resilient Landscapes

Purpose: Increase collaborative stewardship to create large landscapes regardless of jurisdictional ownership that are resilient to catastrophic loss during a wildland fire by utilizing all tools available for active management.

- a. Preparedness: The RFMO, RCCAS, RMO, and others, as available, will work with the FPA to assess wildland areas for condition, health, function, and fuel loading in order to create a landscape level management, rehabilitation and restoration plans that identify and prioritize specific improvement projects.
- b. Mitigation: The RFMO, RCCAS, RMO, and others, as available, will work with the FPA to plan, coordinate, facilitate and implement fire hazard mitigation projects, prioritized by the FPA or identified in land management plans, and post-wildfire rehabilitation plans using various means (e.g. prescribed burning, seeding, fuels management, planting, etc.)

4. Reporting Requirements: See Table 1.

- a. The FPA map or provide GIS or GPS polygons of the jurisdictional boundary, including Response Capacity, Staffing, Equipment and Station location, to the DIVISION Business and Process Analyst.
- b. The FPA map or provide GIS or GPS polygons of fires that do not meet the federal large fire criteria (300-acre shrub/grass or 100-acre timber) to the DIVISION Business and Process Analyst monthly.
- c. The FPA will provide GIS or GPS polygons of treatment areas and description of treatment type (e.g. fuels reduction, rehabilitation, restoration, etc.) to the DIVISION Business and Process Analyst by the end of each calendar year.
- d. The FPA will provide GIS or GPS polygons, as available, of defensible space status within communities-at-risk to the DIVISION Business and Process Analyst by the end of each calendar year.
- e. FPA will provide a list of communities-at-risk assisted with non-suppression activities, including a description of the prevention, preparedness, or other fire mitigation accomplishments achieved through the assistance.
- f. The FPA will provide Fire Management Assistance Grant intelligence to support applications (e.g. Values at Risk, infrastructure, businesses, communities and other critical attributes).

Table 1.

Fire Protection Agency Reporting Requirements Summary

(Extracted from the WFPP Scope of Work and Annual Operating Plan)

Deliverable Category	Data Needed	Format	Frequency
Jurisdictional Boundary FPA	Single boundary layer	GIS or GPS polygon	Once initially and upon amendment
Existing and enhanced FPA response capacity	Response Capacity, Staffing, Equipment, Station location, seat hours of wildfire suppression training, number of firefighters trained	GIS Files/narrative	Once initially and upon amendment
Treatments Areas (e.g. fuels reduction, rehabilitation, restoration, etc.)	Existing treatment areas, description of treatment type, and prescriptive plan (e.g. CWPP, fuels management plan, etc.)	GIS or GPS polygons /Plans	Once initially
	Planned treatment areas, description of treatment type, and prescriptive plan (e.g. CWPP, fuels management plan, etc.)	GIS or GPS polygons and Plans	Quarterly
	Accomplished treatment areas, description of treatment type, and prescriptive plan (e.g. CWPP, fuels management plan, etc.)	GIS or GPS polygons and Plans	Quarterly
FMAG Intelligence to support applications	Values at Risk, infrastructure, businesses, communities and other critical attributes	GIS Files/narratives	Annually by March 31 st
Communities at Risk in the FPA	Boundary, name, CWPP published/renewal date, CWPP, Firewise chapter status and contacts, defensible space status	GIS Files/CWPP	Quarterly
Wildfire prevention, preparedness, and mitigation activities accomplished	Location, type, number of people addressed (education/outreach, evacuation exercise, common messaging, etc.)	GIS/narratives	Quarterly
Wildfires within FPA not reported through other mechanisms (e.g. Less than 300-acre shrub/grass or 100-acre timber)	Names, DIVISION notified, investigator used, responses, acreage, location and suppression or rehabilitation repair needed, FMAG requested	GIS or GPS polygon	Quarterly
<i>*Quarterly due dates - March 31st, June 30th, September 31st and December 31</i>			

Attachments:

1. Shared Facilities
2. Shared Resources and Equipment
3. Agency Rate Table
4. FMAG Request Information
5. Fire Suppression Repair Standards
6. DIVISION Regions and Service Provider Locations

I. AUTHORIZED SIGNATURES:

Dave Cochran, Fire Chief
City of Reno

Date

Anthony Seghieri, Regional Fire Management Officer
Nevada Division of Forestry

Date