

**EMERGENCY FIRE COST COMMITTEE
MEETING**

**June 2, 2020
10:00 a.m.**

Zoom Video Conference:
<https://odf.zoom.us/j/91919129803>
Meeting ID: 919 1912 9803

Committee Members: Kenneth Cummings, Chair
Steve Cafferata
Chris Johnson
Brennan Garrelts

Administrator: Nancy Hirsch

Agenda Topics

1. **Call to Order**
2. **Approval of the Minutes of the March 3, 2020 EFCC Meeting** [*Decision Item*]
3. **Financial Status of the Oregon Forest Land Protection Fund** [*Information Item*]
4. **Weather Update** [*Information Item*]
5. **Update on Status of Large Fire Cost Collection Efforts** [*Information Item*]
6. **Forests Land Classification Status Report** [*Information Item*]
7. **Eligibility Directive review/revisions** [*Decision Item*]
8. **Agency/Fire Division Report** [*Information Items/possible decision*]
 - ODF Financial report
 - Wildfire Council, Legislative session & E-Board
 - BLM Western Oregon Agreement
 - Fire season preparedness and response plans in current environment
 - Fire season severity resource plan and Fiscal financial reports (reconciliation)
 - Strategic Investments reports – Financials & Project status
 - New strategic investments introduced [*Possible Decision Item*]
 - FEMA Update
9. **EFCC Administrator Report**
10. **Public Comment/Good of the Order**

**Meeting materials will be available at www.oregon.gov/EFCC on day of meeting.*

Agenda Item 1 – Call to Order

EMERGENCY FIRE COST COMMITTEE
March 3, 2020

In accordance with the provisions of ORS 477.455, a meeting of the Emergency Fire Cost Committee (EFCC) was held at the State Forester's Headquarters, 2600 State Street, Salem, Oregon on Tuesday, March 3, 2020.

Committee Members Present

Ken Cummings, Chair
Steve Cafferata
Chris Johnson
Brennan Garrelts

Others Present

Nancy Hirsch, EFCC Administrator
Tina Meyers, EFCC Finance Coordinator
Peter Daugherty, State Forester
Doug Grafe, Chief of Fire Protection, ODF
Dave Larson, SWO District Forester
Cindy Robert, Lobbyist
Jim Carnegie, Retired, ODF
Steve Wilson, North Cascade District Forester
Dylan Sanders, Oregon Firefighting Contracting Association
Neal Miller, Cost Recovery Specialist, ODF
Jay Morey, Acting Fire Operations Manager, ODF
Blake Ellis, Fire Operations Manager, ODF
Dan McCarron, Chief Pilot, ODF
Robert LeFebvre, Interim Assistant to NWO Area Director
Jeff Bonebrake, Fire Investigator, ODF
Joy Krawczyk, Public Affairs Program Manager, ODF
Ron Graham, Deputy Chief of Fire Protection, ODF
Tim Holschbach, Fire Prevention & Policy Manager, ODF
Lee Lockrem, Willis Towers Watson
Marie Hansen-Wargnier, Oregon Department of Administrative Services (DAS) Risk
Beth Kennedy, Willis Towers Watson
Nick Yonker, Smoke Management Program Manager, ODF
Neal Laugle, Aviation Unit Manager, ODF
Kyle Williams, Director of Forest Protection, Oregon Forests & Industries Council (OFIC)
Gary Springer, Retired
Randy Hereford, Starker Forests
Kathy Wells, Fire Finance, ODF
Bobbi Doan, Public Affairs, ODF
Constantine Severe, Governor's Office Policy Advisor
Chrystal Bader, Executive Support, ODF

ITEM 1: CALL TO ORDER

Chair Cummings called the meeting to order at 10:01 a.m. on Tuesday, March 3, 2020. Introductions were made around the table and the room. Chair Cummings reminded the committee and attendees that Brennan Garrelts' appointment to the Emergency Fire Cost Committee was approved by the Board of Forestry at the January 8, 2020 meeting. Additionally, Chair Cummings reappointment to the committee for another four years is up for approval at the Board of Forestry meeting tomorrow.

ITEM 2: APPROVAL OF THE MINUTES OF THE JANUARY 7, 2020 COMMITTEE MEETING [Decision Item]

No comments were made by committee members or attendees on the [January 7, 2020 EFCC meeting minutes](#). A motion for approval was made by Steve Cafferata and seconded by Brennan Garrelts. All were in favor and none opposed. The minutes of the January 7, 2020 Emergency Fire Cost Committee meeting were unanimously approved.

State Forester Daugherty provided comments on the following topics:

- **Fire Finance Update** - The Oregon Department of Forestry (ODF) has entered a new phase in fire finance. The Governor's Office and Legislature are now aware that the agency is carrying large fire costs as a debt while recovering costs from other agencies. They are also aware that cost will vary and could easily exceed \$100M. The department is essentially acting like a bank for partner agencies, which is not likely to change in the near future. ODF will be expected to have financial oversight and accountability as a bank moving forward and will be subjected to major scrutiny. Governor Brown's Financial Oversight

Team is monitoring the current financial situation and has hired a financial consultant, Macias Gini & O'Connell (MGO). MGO has prepared a plan of work for the agency with deliverables to be completed by June 30, 2020 and will ultimately provide a report to the legislature. MGO has found a lack of oversight and control by headquarters, noting specifically, the decentralization and inability to accurately forecast cash flows. MGO found that a lack of resources (personnel, etc.), training, and standardized processes, along with inconsistencies and inefficiencies in IT systems to all be contributing factors of the current financial issues and suggested greater utilization of the procurement system, Oregon Buys. MGO did notice improvements in cost share settlements and processing of claims and will review cost accounting in more detail to ensure standards are met. With regard to outstanding receivables, MGO noted that most of the hang-ups were around cost shares but that process is improving. ODF asked MGO to look more into corrections to receivables to see how the agency can receive reimbursements quicker.

- **Legislative Funding Requests** - There may be upcoming policy changes and the legislature expects ODF to have an implementation plan. There will be a request for additional capacity and there has been a funding request made for current cash flow. The agency is currently at 24% left of the General Fund (GF) appropriation for the remainder of the biennium and is expected to run out of the GF appropriation by mid-May. ODF has made a request for \$31M for base budget to maintain core business as well as \$700k for the MGO contract, and an additional \$20M to the base budget to get through the 2020 fire season, assuming a mild fire season. There is an overall understanding with the legislature that ODF needs funding and this remains a high priority for the Governor. However, there is concern with the ability to access emergency fund dollars and there has been discussion with Treasury to back short term loans. That being said, there is a permanent cash flow issue. ODF's budget bill will show up at the end of the legislative session, but the bill language remains to be seen. ODF will need to come up with a backup plan if the financial request is not reviewed before the end of session. The Emergency Board could be a source for emergency funding but that is a decision of the legislature. Peter noted that he is meeting regularly with George Naughton, CFO.

Steve Cafferata asked about ODF having to carry interest for the federal government on the Treasury loan. Peter replied that the GF has been paying that interest.

- **Wildfire Council** - The 2020 legislative session started with many bills, however, only the Governor's wildfire bill has moved forward with a GF appropriation of \$24.5M to ODF for additional positions and \$21M for contracted work to reduce fire risk across all lands in Oregon. There is another bill related to the Memorandum of Understanding between timber and environmental groups that has moved through Ways and Means (W&M). This bill has funding for ODF work to implement some parts, including pesticide reporting. However, the request for additional funding for suppression capacity (\$20M of GF), which includes all additional capacity identified through the Wildfire Council and other programs, remains to be seen. There is no funding for that in the Governor's Wildfire bill, but, there's still a lot of work left to be done this session.

Chair Cummings asked about the development of a white paper by ODF and the Oregon State Fire Marshal (OSFM) for briefing federal teams when helping with firefighting on ODF protected lands. Doug replied that the intent is to work with the Pacific Northwest Coordinating Group (PNWCG) on an in-briefing with external teams, when the time comes. Peter noted the continued work between Agency Administrators on both the state and federal level.

Peter thanked the committee for their work and looks forward to the recommendation on the insurance policy. He noted good support from the Tri-Chairs of Ways and Means on the insurance policy.

ITEM 3: FINANCIAL STATUS OF THE OREGON FOREST LAND PROTECTION FUND *[Information Item]*

The committee reviewed the [Financial Status of the Oregon Forest Land Protection Fund](#) (OFLPF) for FY20. The report was based on January 31, 2020 financial reports.

- Revenue
 1. Total assessment increased about \$7.28M from the last report; year to date collected assessments are \$7,766,475, about 87% of total estimated assessments.
 2. The third quarter harvest tax payment was received in early February and was \$647,037; YTD the collected harvest tax is \$1,674,393, about 73% of the estimated amount.
 3. The estimated interest income has increased about \$11K from the last report. Total interest earned is \$213,219, about 54% of the estimated interest income.
 4. In addition there is an estimated FY17 reimbursement of overpayment of claims of about \$79,057. The OFLPF obligation from FY17 is estimated at \$5,720,943. There was an advanced of \$5.8M so the estimated reimbursement to the fund is \$79,057.

Total revenue YTD is \$24,654,086. This includes the \$15,000,000 repayment of the bridge loan made last June, 2019.

- Expenditures

1. The FY20 Payroll and Operating expense July 1, 2019 through June 30, 2020 is estimated at \$120K. YTD actual total is approximately \$80k with 58% of the year elapsed.
2. For FY20, the estimated insurance premium for fire season 2020 is \$1.9M, half of the premium estimate total of \$3.8M.
3. Severity transfers out of the fund for FY19 occurred in July, August and September and totaled \$3M.
4. The estimated FY20 uncommitted amount for additional costs for large fires, operations, the insurance premium or strategic investments, are yet to be determined. The amount available before reaching the expenditure \$13.5M cap is estimated to be a little over \$1.5M.

Claims for FY 2020 (2019 fire season) are currently showing \$13,782,864, which does not include advances that were made. That is up about \$470k from the last report in January due to claim updates and review. OFLPF's half of that amount is \$6,891,432. Of that, \$6.5M was advanced to DFPA leaving an estimate of approximately \$400K as the balance of the FY20 claims.

The estimated fund balance on January 31, 2020 was \$16,225,236. The estimated fund balance on June 30, 2020 is \$14,272,753, based on the assumption that the expenditure cap of \$13.5M will be spent from the fund and estimated revenue will be received.

Current Fund Balance **\$16,225,236**

ITEM 4: WEATHER UPDATE [Information Item]

Nick Yonker provided the [weather update](#) for March 3, 2020. Bottom line: Oregon is currently in a weak El Niño but will shift to neutral throughout the winter with a wide variety of conditions. Equal chances of precipitation with weak signal toward above normal temperatures through summer. Signals are generally not clear but snowpack has improved. Nick forecasts a normal to possibly above normal fire season for 2020.

ITEM 5: UPDATE ON STATUS OF LARGE FIRE COST COLLECTION EFFORTS [Information Item]

Tim Holschbach welcomed Neal Miller as Cost Recovery Specialist to assist with cost collections. Tim also noted that this document has changed a bit after discussion with DOJ in that open investigations are not subject to the public records law. Tim asked if this format was useful and beneficial to the committee. No comment from committee members.

Jeff Bonebrake provided the report on the status of [Large Fire Cost Collections](#) to date. The agency continues to make progress on cost collection for smaller fires. Of special note, the 2500 Road fire has been unique, bouncing back and forth from investigation to litigation status. Negotiations are ongoing and it is likely to go to mediation in the near future. Rogue River Trailer will be closed as the responsible party is deceased.

Brennan Garrelts asked about the partnership with BLM with regard to cost collections. Jeff responded that BLM has been responsive with regard to cost collections, however, the new agreement is causing extra work.

Steve Cafferata asked about limited assets and minimum required property damage on vehicle insurance. Jeff replied that all that can be recovered currently is the minimum \$25k policy limits. This also includes home insurance. Steve suggested a change to the minimum required liability limits should be sought.

ITEM 6: INSURANCE POLICY FOR 2020 FIRE SEASON [Decision Item]

Marie Hansen-Wargnier opened this discussion noting conversations have occurred with 13 underwriters in London over two days in early February. General market indications are that there's still a lot of hardening that is happening. Market conditions are affecting the policy rates.

Lee Lockrem noted that right now, the policy is completed up to 88.1% in the London market for a \$25M policy with a \$50 M retention. They are also working to secure in the US market with 3% in Swiss Re and are still working on Bermuda. The worst case scenario is a premium of \$3.975M. However, there is much negotiation still to occur prior to April 15, 2020. The maximum increase to the premium would be 8%. The new BLM agreement helped in reducing ODF's financial risk as well as time spent on subrogation. If the policy limit is reduced to \$20M, keeping the \$50M retention, the premium would be reduced to \$3.5M. For a \$25M policy with an increased \$55M retention, the premium is \$3.55M. For an increased \$60M retention with a \$25M policy limit, the premium is \$3.2M. Lee noted that it is still too close to loss years but as time goes on, we will see improvement. However, overall, this is still way below the current market trend.

Nancy asked about taxes and fees. Lee responded that Swiss Re has no taxes or fees. Bermuda has a separate insurance premium tax. Lee will include these in the formal proposal with no changes in coverages.

Ken noted there is a clear understanding that the rates will go up with the legislature/Tri-Chairs. The committee agreed to reassess the approval of the policy if the final numbers come back over \$4M, not including taxes.

A motion to recommend approval to purchase the insurance policy for the 2020 fire season as long as it is at or below \$4m excluding taxes was made by Brennan Garrelts and seconded by Steve Cafferata. All approved, none opposed.

ITEM 7: DETERMINE UNENCUMBERED BALANCE OF OREGON FOREST LAND PROTECTION FUND AS OF FEBRUARY 16, 2020 [Decision Item]

Nancy noted that this committee is required by statute to certify the [unencumbered balance of the OFLPE](#) which triggers either the Department of Revenue to continue to collect revenue sources into the fund at the current rates or to reduce rates if the fund balance gets to \$22.5M, the rates are cut in half. Rates would be shut off the following calendar year if the fund gets to \$30M. As of February 16, 2020, the unencumbered balance is \$16,962,775.20. Consistent with the fund balance report on operating costs to date, including estimates through February 16, there is an administration reduction of \$86,212.50. For claims, there is an additional \$79,057 anticipated from the FY17 (2016 fire season claim). These numbers are still fluid until claims are closed. For the 2019 fire season, costs went up slightly – expect to transfer \$391,432 owed, and the reports reflect a new revenue balance of \$17M. This requires a certification by the committee of the fund balance as of February 16, 2020 in the amount of \$16,564,187.70.

A motion was made by Steve Cafferata and seconded by Brennan Garrelts. All were in favor, none opposed and the motion passed to certify the fund balance in the amount of \$16,564,187.70.

ITEM 8: FIRE DIVISION REPORT [Information Items]

- **Status of legislature funding requests and plan for funding 2020 fire season**

See State Forester comments above.

- **Wildfire Council and legislative session**

See State Forester comments above.

- **BLM Western Oregon Agreement**

Doug Grafe noted that the BLM has received letters from the intertribal timber council, the congressional delegation, and the Governor's office to maintain the longstanding relationship with ODF in fire protection and to pay outstanding invoices and halt removal of acres from the protection system (base-level, not large fire). ODF proposed an appropriation of \$10M for base funding for BLM, outside of their existing budgets. Long-term, ODF and others continues to raise awareness on this topic. This will continue to be long road in sustaining this effort. ODF is in a good place with BLM now and moving forward.

- **Fire season severity plan (Ron)**

Ron Graham provided this report stating that ODF will continue to move the resources we have but is not contracting a Type 2 helicopter for NWOA, though we can add a Call-When-Needed (CWN) contract if needed for certain areas. Therefore, the Division is taking a status quo approach to the severity plan for the 2020 fire season. Doug Grafe added that the 2019 fire season ended in September so some expense was saved there. The current funding for severity is \$4M for the biennium. ODF has met with the Tri-Chairs of Ways and Means who agreed that funding should not be reduced for severity resources.

Neal Laugle reported that longtime vendors will be returning for the 2020 fire season. This year is the last year for the large air tanker. There is currently a request out for Next Generation (Next Gen) air tankers (beginning in 2021). There is still access to the USFS large air tanker. BLM is using SEATS but have taken a large reduction in funding. There has been continued success with testing of night time flying of SEATS with new infrared technology and night vision goggles. Currently, ODF is looking at opportunities for night flying with helicopters, but that will depend upon funding. The partnership with USFS in John Day for a SEAT was cancelled and the USFS will not continue staffing that base. ODF is currently working with local agencies to develop new partnerships to continue use of that base.

- **Strategic Investments financial and status reports**

Tina provided the [Strategic Investments financial report](#), based on January 31, 2020 financial reports noting no big change in the balance. The Klamath-Lake District amount reported as an expenditure on the last report should have been \$41k. With regard to the aerial IR project, there was an increase in the amount of \$36k spent in January. The projected balance is \$4k less than from the last report. The total amount spent for strategic investments since the 2017 transfer of OFLPE funds is \$1,072,882.86, with a remaining balance of \$427,117.14 for completion of approved projects.

Ron Graham reported on the status of the strategic investment projects as follows:

- Five of the six requested EOA detection cameras have been completed with the sixth camera for Walker Range completed, however, no strategic investment funds were needed or used for that project. This is something that will need to be reviewed by the committee for next time – what to do with unused SI funds. Steve Cafferata asked about the reallocation of money-what is the timing, if approved could an additional camera be deployed in COD before fire season? Ron said depending on timing that could be an option but we will need to discuss the process with the committee.

- South Cascade fire communications project had more expenditures and more parts needed to be purchased. This should be reflected in the next report. The district is working with radio communications but due to limited staffing, this may not be fully implemented until the 2021 fire season. .

Neal Laugle presented [pictures](#) of the current progress on the Partenavia with regard to infrared technology. Installation is on track to be completed in March. Flight testing will begin at the end of March or early April and the system will be ready to deploy for the 2020 fire season.

- **FEMA update**

Ron Graham provided the FEMA report noting that he and Nancy will review a new format. Since the last EFCC meeting, the Milepost 97 cost share has been reconciled with BLM and BLM has been invoiced and ODF is moving forward with FEMA. Two-thirds of the FEMA cost shares since 2013 are with other agencies, which makes them more complicated. FEMA money that is received in prepositioning claims is tied to severity resources. The \$5M claim on the Stouts fire is completed and ODF is currently waiting on payment of five suppression claims. Ron also mentioned how the relationship between ODF and FEMA has improved.

Nancy Hirsch noted that relating to severity resources, the Fire Finance Unit has been diligent in reconciling severity costs. She commended Stacy Miller and her team for their work. A severity resource financial plan will be added to the Fire Division report at the June EFCC meeting.

Brennan Garrelts asked about the streamline approach being national. Ron replied that FEMA is interested in streamlining nationally but recognizes the uniqueness of the states.

- **ODF Incident Management Teams (IMTs)**

Ron Graham reported that the ODF Geoboard report was provided, with recommendations, to Chief Grafe, who will be sending out broad communication this week. The goal of the review was to determine the future of ODF IMTs. ODF wants to continue the current model with three ODF IMTs. Throughout this review, there was a lot of stakeholder/landowner input. The challenge is that the agency will have to modify its approach to sustain three IMTs and to determine where to get IMT members. The preference is to stay ODF-centric, but there will be a need to look outside to other fire service partners for non-fire operation roles on the teams. Doug will ensure EFCC involvement.

Chair Cummings asked about the finance team conversation, whether that occurred. Doug replied that it had not.

ITEM 11: EFCC ADMINISTRATOR REPORT [Information Item]

Nancy provided the EFCC Administrator report highlighting the following:

- Review of the Guidelines for eligibility for large fires – current plan is to bring this forward at the June meeting but she has discussed with Chair Cummings calling a special meeting to consider the proposed changes in early May by phone. A review and update of these guidelines will help minimize audit corrections. Nancy would like to convene a full review group in June. It will be important to have one committee member on the review group. This review would be comprised of four meetings starting late June through the end of the year. The committee was supportive in moving forward with a May meeting.
- Reminder that Incident finance training is coming up in May.
- Nancy has also been working on refreshing the committee orientation notebook for new members.

ITEM 10: PUBLIC COMMENT / GOOD OF THE ORDER

There being no further business before the committee, Chair Cummings adjourned the meeting at 12:27 p.m. The next regular meeting of the committee will be held at **10:00 a.m. on Tuesday, June 2, 2020** in the Santiam Room of the State Forester's Headquarters in Salem.

Minutes drafted by: Chrystal Bader
Minutes reviewed by: Nancy Hirsch & Steve Cafferata

Emergency Fire Cost Committee - Oregon Forestland Protection Fund
April 30, 2020
FY20 Estimated OFLPF Account Balance

BEGINNING BALANCE (as of 07/01/19): **\$1,531,976**

| | | OFLPF Account | | |
|-----------------------------|--|---------------|--------------|---------------------|
| | | Estimated | FY20 Actual | |
| REVENUE/TRANSFERS IN | | | | YTD |
| 1. | ODF Bridge Loan Repayment (15,000,000 loan, June 2019) Landowner Assessment & Surcharges: | \$15,000,000 | \$15,000,000 | |
| | Federal | \$9,959 | \$0 | |
| | BOF & State | \$43,629 | \$46,395 | |
| | Private & Other Public | \$775,693 | \$714,789 | |
| | Minimums | \$719,654 | \$717,595 | |
| | Improved Lots | \$7,397,664 | \$7,641,130 | |
| 2. | Total Assessments | \$8,946,599 | | \$9,119,909 |
| 3. | Harvest Taxes (fourth quarter payment not included, will arrive later in May) | \$2,283,813 | \$1,674,393 | |
| 4. | Interest Income | \$337,398 | \$298,482 | |
| 5. | Estimated transfer in - reimburse OFLPF fund for overpayment of \$79,057 toward FY17 claims | \$79,057 | | |
| TOTAL | | \$26,646,866 | \$26,092,785 | \$27,624,761 |

EXPENDITURES/TRANSFERS OUT

| | Previous FY Expense | Estimated | Actual | |
|----|---------------------|---------------|---------------|-----------|
| 1. | (\$118,494) | | | |
| 2. | | (\$120,000) | | \$123,197 |
| 3. | (\$342,332) | | | |
| 4. | | (\$2,000,239) | | |
| 5. | | | (\$1,000,000) | |
| | | | (\$1,000,000) | |
| | | | (\$1,000,000) | |
| 6. | | (\$1,453,841) | | |

2019 FIRE SEASON CLAIMS**

Net Amount

| | | |
|---------------------------------------|---|----------------------|
| Estimated FY Total | \$13,851,839 | |
| COD | \$194,570 | |
| DFPA | \$8,745,765 | Advanced \$6,500,000 |
| KLD | \$1,707,005 | |
| SCAS | \$13,887 | |
| SWO | \$3,190,613 | updated 4/28/20 |
| Estimated amount owed for FY20 | (13,851,839 divided by 2 = 6,925,920 - 6,500,000 advance) | |

| | Previous FY Expense | Estimated | Actual |
|--|---------------------|-------------|---------------|
| | | | (\$6,500,000) |
| | | (\$425,920) | |

11195 FUND BALANCE (beginning balance + revenue/transfers in - expenditures/transfers out) **(\$460,826)** **(\$4,000,000)** **(\$9,500,000)** **\$17,663,935**

ESTIMATED AND ACTUAL TOTAL EXPENDITURES for FY20

(\$13,500,000)

11195 Estimated Fund Balance June 30, 2020*** Beg Balance(\$1,531,976) + Estimated Revenue(\$26,646,866) - Estimated & Actual Expense (\$13,500,000) - previous FY expense (\$460,826) **\$14,218,016**

** Fire Season Claims listed are based on a Fiscal Year July 1 - June 30.

*** based on assumptions/estimates that the cap of \$13.5 million will be expended from the fund.

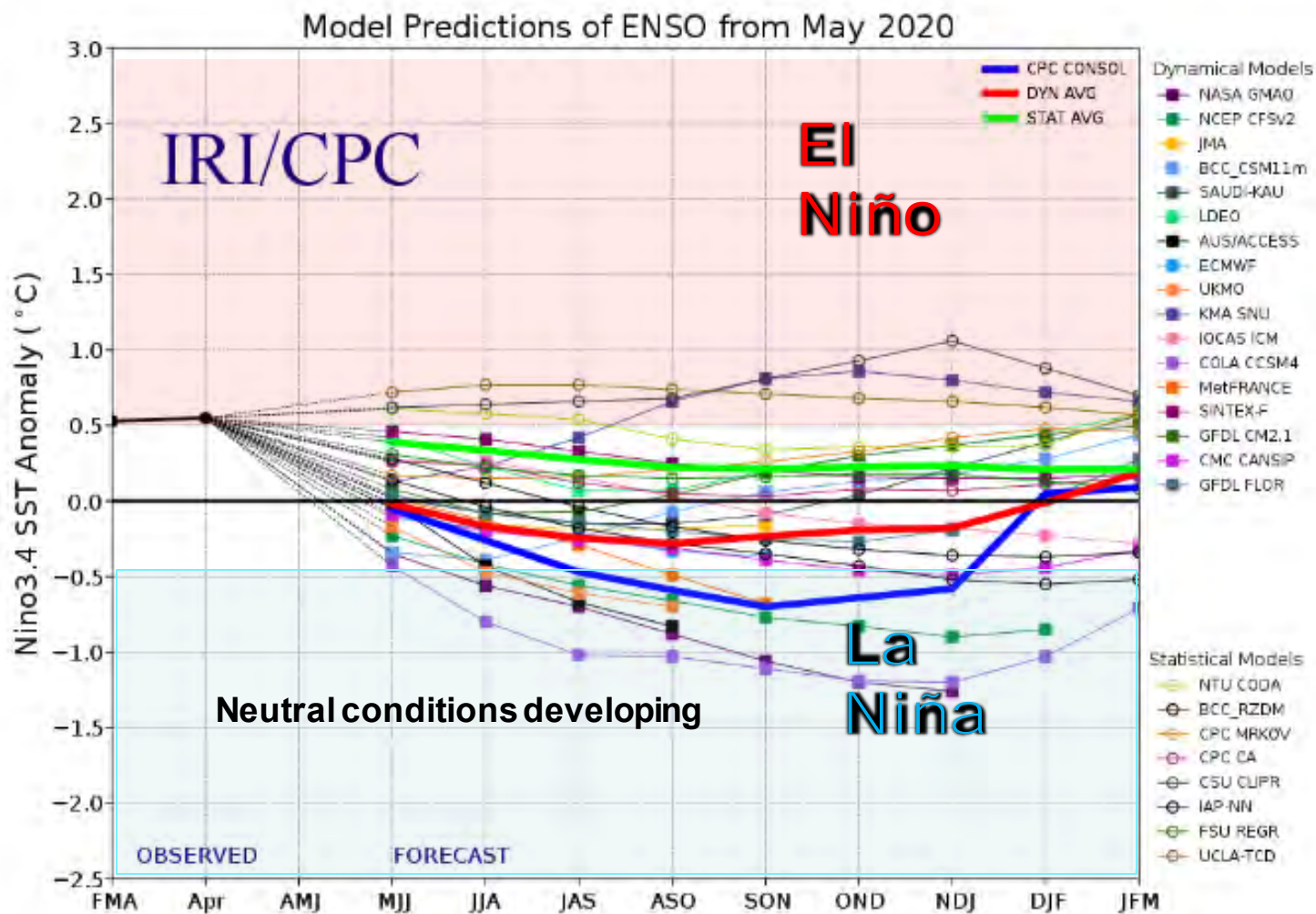


EFCC Weather Update



June 2020

El Niño/La Niña Conditions



Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack**
- **Early snowmelt**
- **Long term drought**
- **Below normal June rainfall**
- **Dry July /August**
- **Dry lightning episodes (2-3 per summer)**

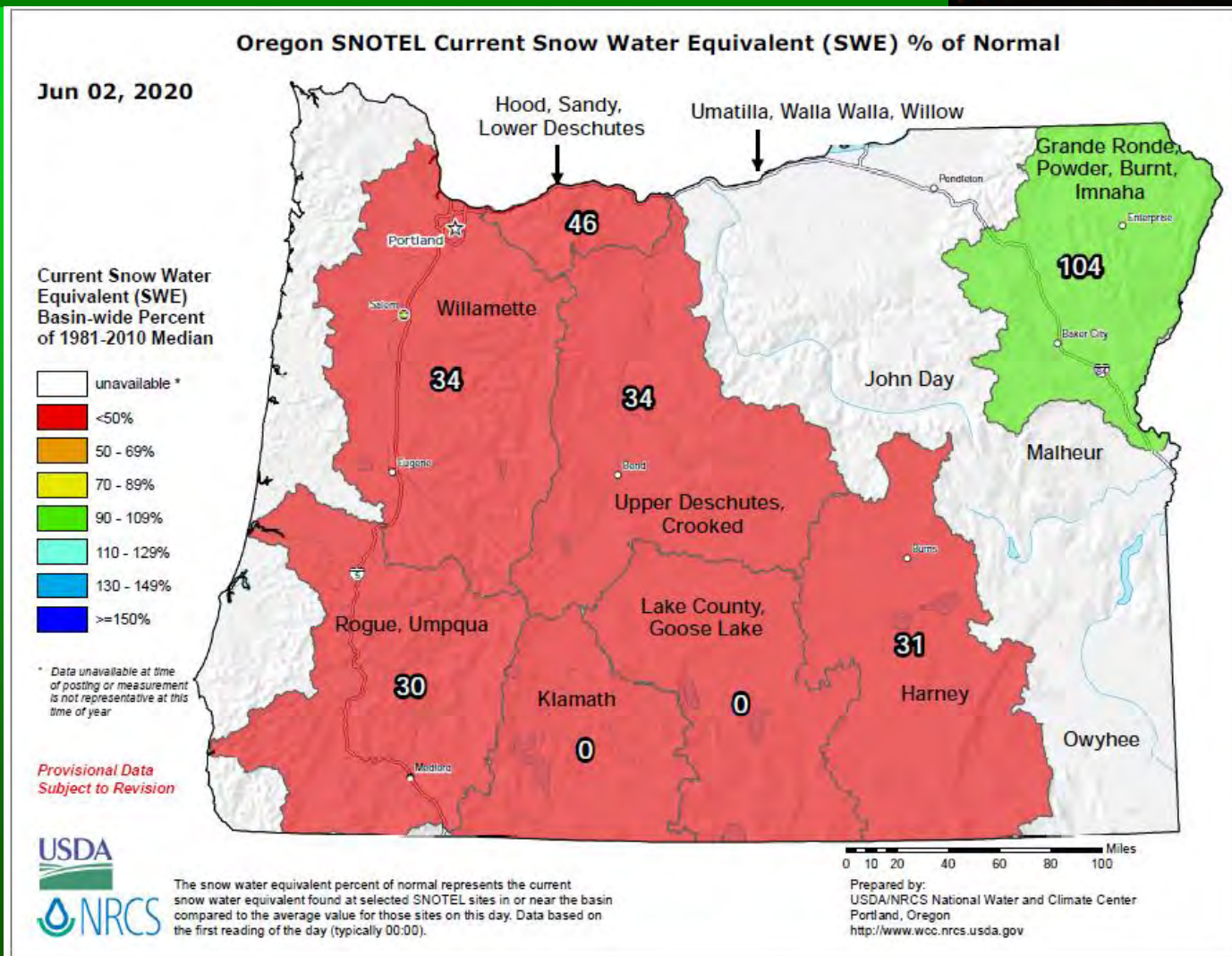
Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack**
- **Early snowmelt**
- **Long term drought**
- **Below normal June rainfall**
- **Dry July /August**
- **Dry lightning episodes (2-3 per summer)**

Snow Water Equivalent (Jun 2020)



Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt**
- **Long term drought**
- **Below normal June rainfall**
- **Dry July /August**
- **Dry lightning episodes (2-3 per summer)**

Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt**
- **Long term drought**
- **Below normal June rainfall**
- **Dry July /August**
- **Dry lightning episodes (2-3 per summer)**

Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt – Mostly yes**
- **Long term drought**
- **Below normal June rainfall**
- **Dry July /August**
- **Dry lightning episodes (2-3 per summer)**

Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt – Mostly yes**
- **Long term drought**
- **Below normal June rainfall**
- **Dry July /August**
- **Dry lightning episodes (2-3 per summer)**

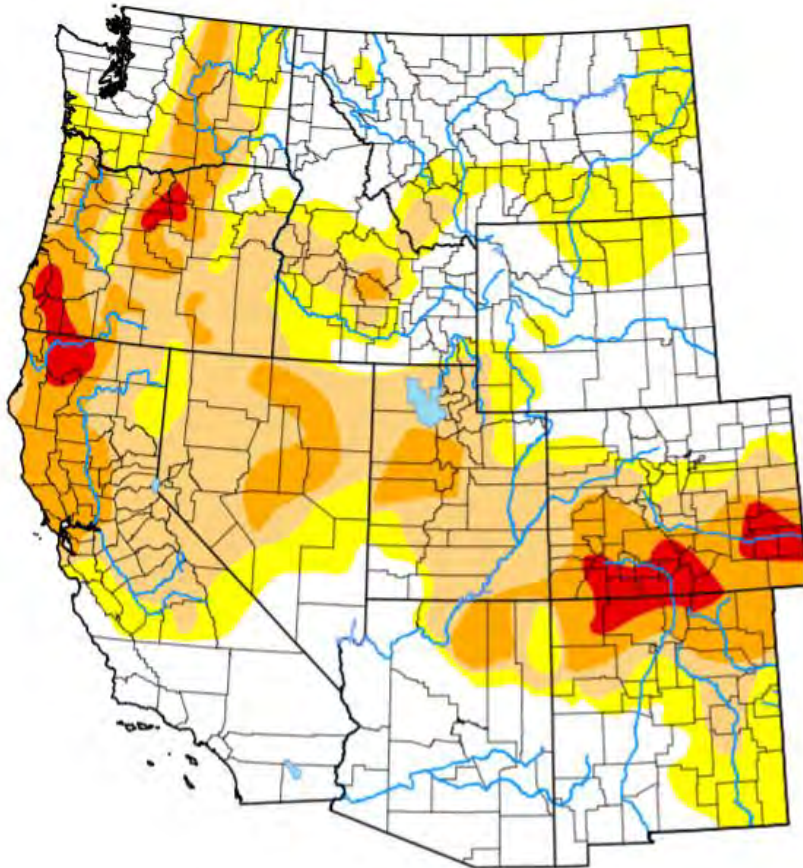
Drought Conditions (2020)



West



Map released: Thurs. May 28, 2020

Data valid: May 26, 2020 at 8 a.m. EDT



Intensity:

 D0 - Abnormally Dry
 D1 - Moderate Drought
 D2 - Severe Drought

 D3 - Extreme Drought
 D4 - Exceptional Drought

Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt – Mostly yes**
- **Long term drought - **Mostly yes****
- **Below normal June rainfall**
- **Dry July /August**
- **Dry lightning episodes (2-3 per summer)**

Things to Watch For:

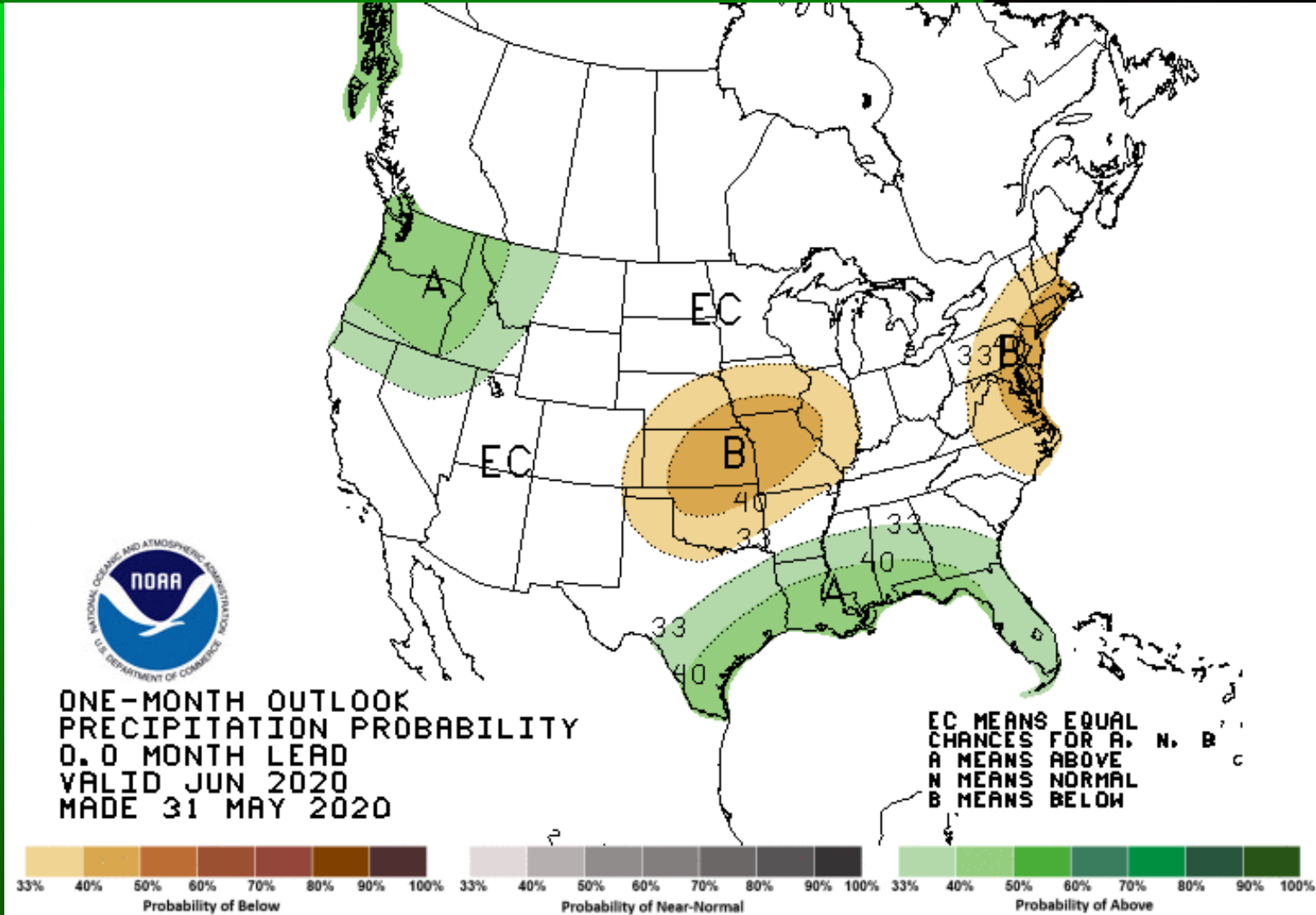


Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt – Mostly yes**
- **Long term drought - Mostly yes**
- **Below normal June rainfall**
- **Dry July /August**
- **Dry lightning episodes (2-3 per summer)**

0 - 30 Day Precipitation Outlook

June

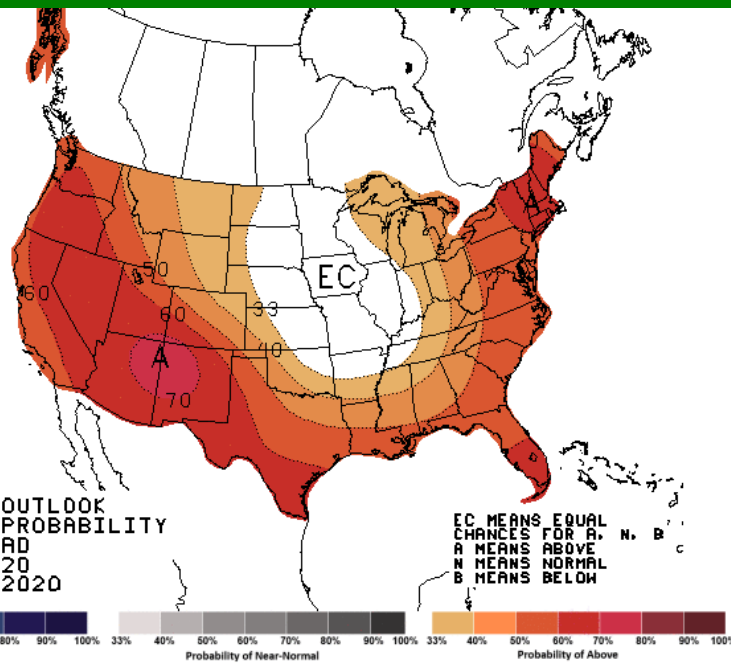


Summer Outlook

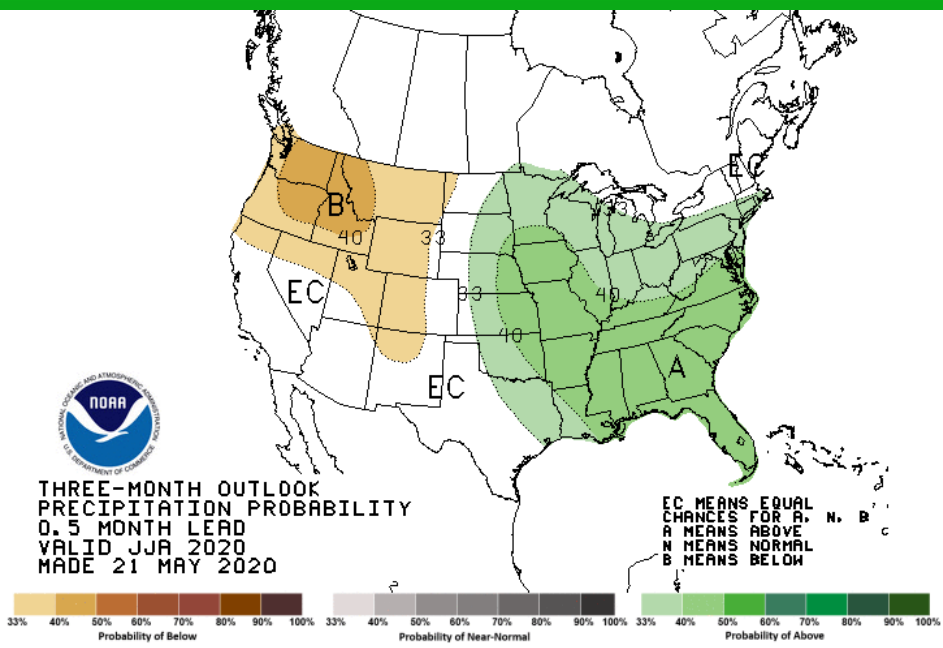


June/July/August

← Temperature
↓ Precipitation



EC = Equal Chance of above or below average
A = Above Average
N = Normal
B = Below Average
33, 40, 50 = Probability of occurrence



Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt – Mostly yes**
- **Long term drought - Mostly yes**
- **Below normal June rainfall - **Not likely to possible****
- **Dry July /August - **Possible to likely****
- **Dry lightning episodes (2-3 per summer)**

Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt – Mostly yes**
- **Long term drought - Mostly yes**
- **Below normal June rainfall - Not likely to possible**
- **Dry July /August - Possible to likely**
- **Dry lightning episodes (2-3 per summer)**

Things to Watch For:



Weather Elements for Severe Fire Season (NWCC)

- **Below normal snowpack – Mostly yes**
- **Early snowmelt – Mostly yes**
- **Long term drought - Mostly yes**
- **Below normal June rainfall - Not likely to possible**
- **Dry July /August - Possible to likely**
- **Dry lightning episodes (2-3 per summer)**

No Forecasting Techniques Available

Bottom Line:



Bottom Line:



● **Moving toward ENSO neutral**

Bottom Line:



- **Moving toward ENSO neutral**
- **Drought and early snowmelt are leading to drier summer conditions in most areas.**

Bottom Line:



- **Moving toward ENSO neutral**
- **Drought and early snowmelt are leading to drier summer conditions in most areas.**
- **Likely above normal fire season except maybe NE Oregon**



EFCC Weather Update



Nick.J.Yonker@Oregon.gov



EFCC Weather Update



Nick.J.Yonker@Oregon.gov

FIRE COST COLLECTION CLAIM STATUS
CLAIMS ≥\$5,000
May 18, 2020

| DISTRICT | FIRE NAME | YEAR | AMOUNT BILLED | PAYMENT RECEIVED | BALANCE DUE |
|----------|-------------------------|------|----------------|------------------|--------------|
| WO | 2500 Road Fire | 2016 | \$1,353,762.32 | | |
| SW | Stratton Creek #1-3 | 2017 | \$570,441.53 | \$2032.50 | \$568,409.03 |
| COD | Wilson Prairie | 2018 | \$300,000.00 | | |
| SCA | Dorris Creek | 2018 | \$261,856.79 | | |
| KL | Klamath Hills 298 | 2018 | \$185,087.77 | | |
| KL | Bryant 192 | 2018 | \$140,215.72 | | |
| WO | Fall Creek | 2018 | \$131,724.63 | | |
| KL | Ana 238 | 2017 | \$109,436.31 | | |
| SW | PP-D5955/Redwood Hwy | 2017 | \$84,950.93 | | |
| COD | Bologna Canyon | 2011 | \$69,781.22 | | |
| KL | Reservoir 334 | 2016 | \$68,680.78 | | |
| NCA | Paradise McBride | 2004 | \$66,900.69 | \$13,982.36 | \$52,918.33 |
| COD | Squally Point | 2018 | \$50,881.81 | | |
| COD | Jewel Road | 2014 | \$48,259.22 | \$150.00 | \$48,109.22 |
| AT | South Jetty | 2015 | \$45,214.01 | | |
| SW | North Applegate Rd 9244 | 2017 | \$45,129.80 | \$800.00 | \$44,329.80 |
| COD | Straw Fork | 2017 | \$40,918.39 | | |
| EL | Jasper/Lowell | 2013 | \$39,149.07 | | |
| SW | Sterling Ditch | 2012 | \$38,545.00 | | |
| SW | Turtle Lane | 2016 | \$38,362.06 | \$6,666.66 | \$28,362.07 |
| SW | Rattle Tank | 2018 | \$35,889.88 | | |
| NEO | Thatch | 2019 | \$35,237.63 | | |
| EL | Potato Hike #2 | 2010 | \$29,470.34 | | |
| NCA | Fern Ridge | 2014 | \$25,921.31 | | |
| SW | N River Road | 2017 | \$25,008.45 | \$1,800.00 | \$23,208.45 |
| CS | Carpenterville Road | 2012 | \$22,849.94 | \$1,775.00 | \$21,074.94 |
| NE | Craig Loop | 2003 | \$21,841.19 | \$8,350.00 | \$13,491.19 |
| CS | New River | 2010 | \$21,450.85 | | |
| CS | Airport Road | 2016 | \$20,112.18 | | |
| NCA | Tom Rock | 2019 | \$19,980.42 | | |
| FG | Rock Creek | 2011 | \$19,626.87 | | |
| SW | Takilma Rd 5430 | 2018 | \$19,398.23 | \$3000.00 | \$16,398.23 |
| FG | High Heaven | 2019 | \$16,949.77 | | |
| CS | Lampa Ln | 2018 | \$16,535.40 | \$1,300.00 | \$15,235.40 |
| SCA | Row River Trailer | 2018 | \$16,015.24 | | |
| WL | Horton Who | 2008 | \$14,035.63 | \$220.00 | \$13,815.63 |
| SW | Jack Creek #6 | 2018 | \$13,848.48 | | |
| FG | Grabhorn Fire | 2018 | \$13,151.84 | | |
| SW | Kerby Avenue 336 | 2011 | \$12,412.22 | | |
| NCA | Gard Rd Fire | 2018 | \$11,118.03 | | |
| NE | Lower Bench | 2009 | \$10,861.49 | \$94.03 | \$10,767.46 |
| SCA | 26175 Siuslaw | 2109 | \$10,762.65 | \$250.00 | \$10,512.65 |
| SCA | McGowen Lookout | 2013 | \$10,669.01 | | |
| NCA | Boundary | 2009 | \$10,376.11 | \$75.00 | \$10,301.11 |
| WO | Spilde Creek Fire | 2014 | \$10,185.90 | | |

| DISTRICT | FIRE NAME | YEAR | AMOUNT BILLED | PAYMENT RECEIVED | BALANCE DUE |
|--------------|-------------------------|------|-----------------------|--------------------|---------------------|
| SW | Dead Indian Memorial #3 | 2014 | \$9,505.02 | | |
| DG | Navajo Drive | 2001 | \$9,412.26 | \$6,374.92 | \$3,037.34 |
| KL | Drews | 2012 | \$8,982.96 | | |
| WL | Indian Creek 12 Mile | 2009 | \$8,755.93 | | |
| DG | Happy Valley Rd | 2017 | \$8,538.70 | \$900.00 | \$7,638.70 |
| SW | Lariat Drive | 2008 | \$8,384.86 | | |
| DG | Thompson Creek | 2016 | \$8,183.04 | | |
| SCA | Soda Fork | 2016 | \$7890.18 | \$1400.00 | \$6,490.18 |
| DG | Lowe Rd | 2017 | \$7,500.00 | \$772.00 | \$6,728.00 |
| WL | Horton Who | 2008 | \$7,500.00 | | |
| CS | Bill Creek | 2018 | \$6,756.48 | | |
| FG | Holiday Road #1 | 2016 | \$6,584.40 | | |
| KL | Egert | 2013 | \$6,296.62 | \$10.00 | \$6286.62 |
| SCA | Hemlock Fire | 2017 | \$6,051.87 | | |
| WO | Harlan Rd | 2019 | \$5,918.04 | | |
| SW | Watts Mine | 2010 | \$5,574.84 | \$850.00 | \$4,724.84 |
| SW | Tolo Rd (6150) | 2016 | \$5,501.50 | | |
| SW | Griffin Creek Rd 8022 | 2013 | \$5,132.11 | | |
| SW | 15360 Jones Rd | 2019 | \$6,529.68 | | |
| CFPA | Marlow Creek | 2019 | \$5,000.00 | \$200.00 | \$4,800.00 |
| SCA | Island Inn | 2002 | \$5,000.00 | \$4,300.00 | \$700.00 |
| TOTAL | 66 | | \$4,302,005.60 | \$55,302.47 | \$917,339.19 |

CLOSED FIRE COST COLLECTION CLAIMS GREATER THAN \$5,000

(Since February 25, 2020)

| DISTRICT | FIRE NAME | YEAR | AMOUNT BILLED | PAYMENT RECEIVED | CURRENT STATUS |
|--------------|-----------|------|---------------|------------------|----------------|
| | | | | | |
| TOTAL | | | | | |

NEW FIRE COST COLLECTION CLAIMS GREATER THAN \$5,000

(Since February 25, 2020)

| DISTRICT | FIRE NAME | YEAR | AMOUNT BILLED | PAYMENT RECEIVED | CURRENT STATUS |
|--------------|----------------|------|---------------------|------------------|------------------------|
| COD | Wilson Prairie | 2018 | \$300,000.00 | \$0.00 | 1 st Demand |
| FG | High Heaven | 2018 | \$16,949.77 | \$0.00 | 2 nd Demand |
| NEO | Thatch | 2019 | \$35,237.63 | \$0.00 | 2 nd Demand |
| TOTAL | 3 | | \$352,187.40 | \$0.00 | |

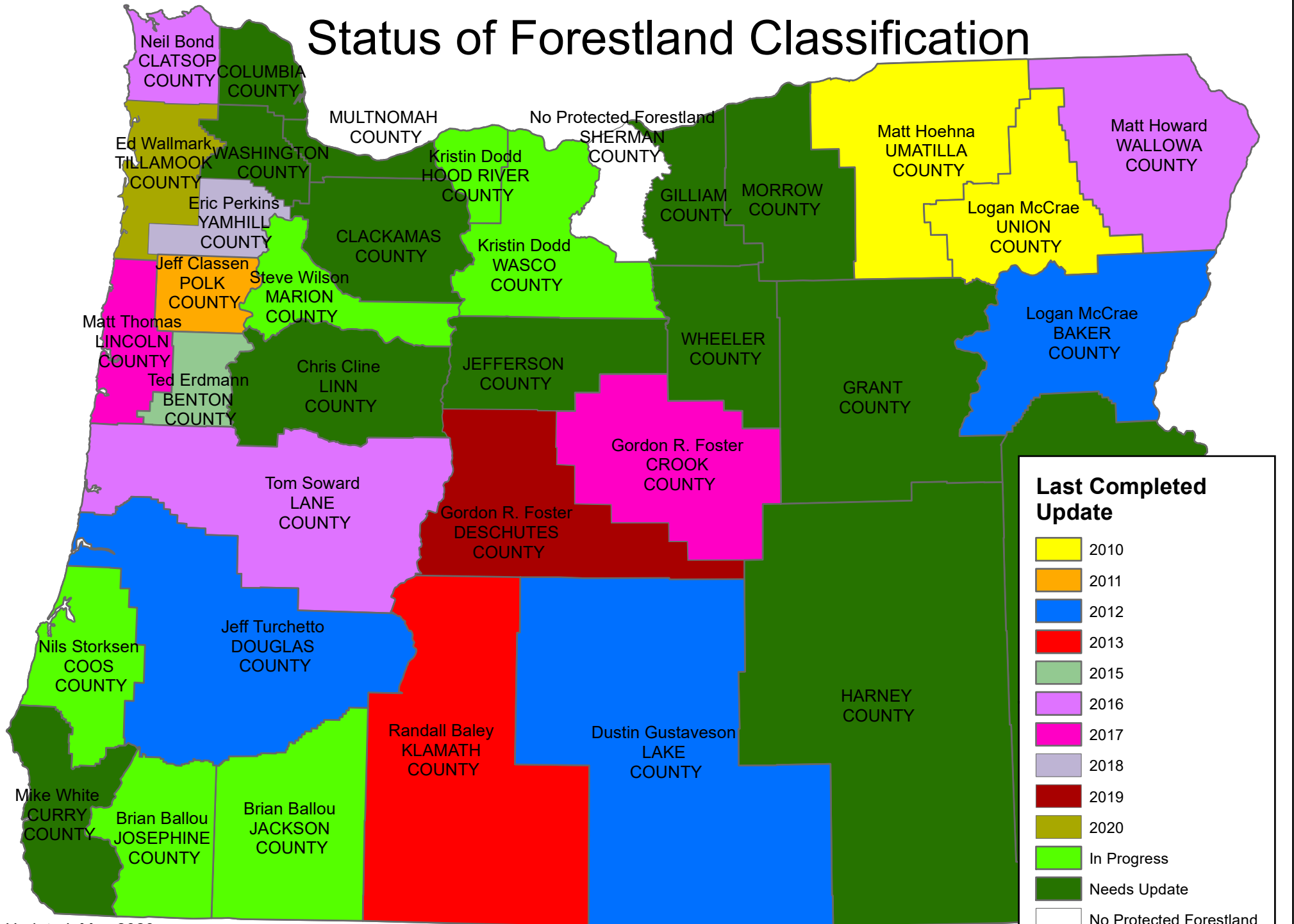
SIGNIFICANT FIRE INVESTIGATIONS IN PROGRESS

| DISTRICT | FIRE | YEAR | FIRE COSTS | INVESTIGATOR |
|--------------|-----------------|------|-----------------|-------------------------------------|
| SWO | Gyda | 2019 | | Miller |
| DFPA | Days Coffee | 2019 | \$830k | Turchetto/Jackson |
| SWO | East Evens | 2019 | \$2m | Miller/OSP |
| SCA | Mt Pisgah | 2019 | \$200k | Dally |
| SCA | Dowens Rd | 2019 | ~\$180k | Neil Miller |
| SWO | Medco B | 2019 | ~\$410k | Chuck Miller |
| NCA | Santiam Park | 2019 | ~\$500k | Bill Mahr |
| KL | Watson Crk | 2018 | \$1.2m ODF | Hitselberger/Sakrada (USFS) |
| COD | Memaloose | 2018 | \$225k | Townsend/G. White |
| COD | Wilson Prairie | 2018 | \$1.9m ODF | G. White/Hitselberger |
| SWO | Ramsey Canyon | 2018 | \$4.0m+ | Miller/Suba |
| SWO | Hugo | 2018 | \$705k | Miller |
| KL | Ana | 2017 | \$182k | Miller/Suba |
| COD | Grizzly | 2017 | \$1m | Otto/Dayton/White |
| SWO | Cleveland Ridge | 2016 | \$3m | Miller |
| NCA | Niagara | 2015 | \$375k | Hitselberger/Neil Miller |
| DFPA | Stouts | 2015 | \$38m | Boggs / Johnson |
| KL | Moccasin | 2014 | \$3.1m | Carlsen/Townsend/Arson Patrol-Davis |
| Total | 19 | | ~\$57.6M | |

ARSON FIRE INVESTIGATIONS IN PROGRESS

| DISTRICT | FIRE | YEAR | FIRE COSTS | STATUS | INVESTIGATOR |
|----------|----------|------|------------|--------|--------------|
| COD | Multiple | 2020 | Minimal | Arrest | Dayton/OSP |
| | | | | | |

Status of Forestland Classification



Eligibility Directive review/revisions – Agenda Item 7

SUMMARY

The purpose of this agenda item is to recommend changes to the Emergency Fire Cost Committee policy– *Directive 1-2-7-0001, Guidelines for Eligibility of Firefighting Costs of the Oregon Forest Land Protection Fund.*

BACKGROUND

ORS 477.445 gives authority to the Emergency Fire Cost Committee (EFCC) to “supervise and control the distribution of funds from the Oregon Forest Land Protection Fund”. The Oregon Forest Land Protection Fund (OFLPF), established by ORS 477.750, is used to equalize (reimburse) emergency fire suppression costs expended in protecting forestland statewide by forest protection districts, both state and association. Oregon administrative rule (OAR 629-165-0305) outlines emergency fire suppression costs eligible for payment by the OFLPF. It also states the committee may further limit qualifying emergency fire suppression costs, which to-date has been done through *EFCC Directive 1-2-7-0001*.

Changes to this directive also impact the General Fund, if ODF applies the EFCC guidelines to GF large fire costs, as they have done in the past. In practice, the only change being made, that may have a fiscal impact to both OFLPF and GF, would be the change related to trainee eligibility. No specific fiscal analysis is available, though the EFCC administrator and ODF’s Fire Business Manager are recommending the change, with confidence that the amount of time saved trying to interpret, explain, track back, and make correct coding across multiple functions will likely be close to neutral in terms of time/costs.

The directive changes being proposed are consistent with types reviewed during the EFCC January and March meetings and EFCC staff have coordinated with ODF Fire division leadership. Other outreach was made to all districts through the Area Directors. The EFCC Administrator visited directly with Eastern and Southern Oregon Area District Foresters about these proposed changes seeking any concerns or feedback. Those discussion was positive, appreciative and supportive of the changes.

These changes represent minor changes to Committee’s directive and in summary will make more efficient business practices in the financial documentation, reporting and auditing of large fire costs.

Following is a brief summary of the changes being proposed. See Attachment 2 for more details.

- Edits definition language related to funding of severity resources
- Clarifies reference to BLM operating plan
- Revises name of Office Manager to District Business Manager
- Corrects reference of eligible protection equipment costs within area of responsibility
- Simplifies and provides clarity on trainee eligibility
- Adds cost share reconciliation assignments for eligibility
- Adds language for unmanned aerial systems eligibility
- Eliminates name rosters for purchased sack meals, and adds reference to IAP as tracking mechanism for control

RECOMMENDATION

The EFCC administrator recommends the Committee consider and approve changes proposed in Attachment 1.

ATTACHMENTS

- (1) EFCC Directive 1-2-7-001
- (2) EFCC Administrator report with rationale for changes and recommendation

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

TABLE OF CONTENTS

| | Page |
|--|-------------|
| PURPOSE | 3 |
| POLICY | 3 |
| AUTHORITY | 4 |
| SCOPE..... | 4 |
| DEFINITIONS..... | 4 |
| STANDARDS | 9 |
| A. Qualifications for an Emergency Fire | 9 |
| B. Pre and Post Season Fires..... | 9 |
| C. Fires Originating on Non-Paying Lands and Threatening a District Boundary | 9 |
| D. Fires Originating on Lands Protected by Agreement or Protection Offset Agreements..... | 10 |
| E. Operator - Owner - Negligent Person Responsibility..... | 10 |
| F. District, Area, and Salem Personnel, Equipment, and Support | 12 |
| G. Contingency Forces | 16 |
| H. Protection-Funded District Hand Crews..... | 18 |
| I. Cooperative Crews, Youth Crews, and Other Similarly Funded Personnel..... | 18 |
| J. Firefighting Labor (Emergency Workers), Equipment, Supplies, and Support | 19 |

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

| | |
|---|----|
| K. Aircraft..... | 20 |
| 1. Fixed Wing - Contract..... | 20 |
| 2. Fixed Wing - CWN..... | 20 |
| 3. Helicopters – CWN, Contract, SPA, and Other Agency..... | 21 |
| L. Miscellaneous..... | 22 |
| 1. Meals, Groceries, and Related Supplies | 22 |
| 2. Equipment Fuel and Oil Purchases Used on Emergency Fires | 23 |
| 3. Other Miscellaneous..... | 23 |
| a. Cell Phones | 23 |
| b. Internet Service Provider and Support..... | 24 |
| c. Telephone Service | 24 |
| d. Water | 24 |
| e. Insurance..... | 25 |
| f. Equipment Rental | 26 |
| g. Capital Outlay and Non-Consumable Items..... | 26 |
| M. Fire Investigation and Cost Recovery Efforts | 27 |
| N. Property Damage - Land Rehabilitation | 28 |
| O. Replacement Costs - Tools & Equipment | 28 |
| P. General Instructions | 29 |
| RESPONSIBILITIES..... | 29 |
| REVIEW | 30 |

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

PURPOSE: The purpose of this directive is to provide guidance and direction for determining eligibility of fire suppression costs for reimbursement from the Oregon Forest Land Protection Fund (OFLPF).

POLICY: Under Oregon law, the Forester is required to provide a complete and coordinated forest fire protection system. The funding for this fire protection system is diverse and complicated. At times, challenges arise in identifying fire costs that are to be paid with funds from district protection fiscal budgets and those to be reimbursed from the OFLPF. In order for the system to function, it is essential that activities necessary to the basic protection capability be funded through the district protection fiscal budgeting process. District protection fiscal budgets are established to provide districts with the fire pre-suppression and suppression resources to handle the expected fire load in each district. Only those costs that are in excess of the basic district capability should be regarded as OFLPF responsibility. It is expected that the established methods of timekeeping be followed for all personnel and equipment eligible for OFLPF reimbursement.

The State Forester accomplishes the fire pre-suppression and suppression responsibility through the various protection districts working in concert with statewide forest protection programs. The complete and coordinated system is designed to provide pre-suppression and suppression action demanded by the fire risk and fire occurrence levels existing within the various districts.

The OFLPF was established by the Oregon Legislature for the purpose of spreading the risks of emergency fire suppression costs among the protection districts. The OFLPF system operates to spread the risk whereby all forestland owners contribute into the fund so that money will be available to any protection district to pay fire suppression costs on "emergency fires."

It is not unusual for emergency fires to occur at times other than during fire season. It is not reasonable or necessary for a district to provide a fire readiness force at all times; however, the district's responsibility to suppress fires exists at all times and control action is required whenever a fire occurs. The resources a district must apply on any fire before it is termed an emergency fire is measured against what the district would have provided on the fire if it had occurred during fire season at the suppression resource level of "High" based on the energy release component (ERC).

Example: A fire occurs in a district during August when the district's suppression resource level is "High" (based on ERC) and the district is at full strength. The pre-planned dispatch on this fire at this time specifies a dispatch of two engines, six persons, and a district dozer. If these forces are inadequate to suppress the fire and additional forces must be hired, it becomes an emergency fire. If the same fire occurs outside of fire

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

season, when the readiness resources are substantially less, the district must still suppress the fire. Resources hired from cooperators will normally be used to supplement limited district resources. The fire becomes an emergency fire when hired and regular district resources exceed those resources equivalent to the district's pre-planned dispatch when the fire suppression resource level is "High" (based on ERC).

An "emergency fire" situation may also occur when there are multiple fires in a district, although none of the fires may escape the initial attack stage. This situation generally occurs during and after severe lightning storms. Extra resources hired to supplement regular forces in a multiple fire situation are "emergency" resources eligible for reimbursement from OFLPF funds.

AUTHORITY: Oregon Forest Land Protection Fund pursuant to ORS 477.750 through 477.775.

SCOPE: This directive applies statewide to any forestlands in a forest protection district that pay assessments under ORS 477.277, 477.295, and 477.880 or as provided in a forestland protection agreement.

DEFINITIONS: Unless otherwise defined below, terms will have the meanings given in ORS 477.001.

Administrator – an employee of the Oregon Department of Forestry (ODF) appointed pursuant to ORS 477.455(2) to serve as administrator of the OFLPF and to carry out the direction of the Emergency Fire Cost Committee (EFCC).

Area of responsibility – the geographic area of responsibility for protection-funded personnel is the protection district for district employees, the area in which area staff employees work, statewide for Salem employees, and the radio service unit in which radio personnel are assigned.

Base eight – a budgeted employee's regular hours; eight hours per day or 40 hours per week.

Call when needed (CWN) – aircraft that are hired for a limited period using a pre-determined list of available vendors, and that are not under a longer term contract.

Consumable – items that "get used up;" something that is capable of being consumed or spent. For example, consumable personal use and firefighting items include batteries, plastic canteens, ear plugs, gloves, light sticks, air filter masks, etc.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

Dispatch plan – the guiding document for pre-planned dispatch of initial attack suppression resources.

District hand crew – crew of not less than five people who are budgeted, trained, organized, and manifested as a hand crew at the time of dispatch. Manifests for these crews may consist of a combination of a fiscal budget verifying the budgeted crew and shift tickets.

District personnel – all state and association employees assigned to a protection district.

District warden – a forest worker appointed by the State Forester authorized under 477.355 and 477.360 to manage a fire protection district, e.g., District Forester or District Manager.

Emergency fire – a statistical fire that requires greater suppression action than a protection district can reasonably provide during fire season at the suppression resources level of “High” (based on ERC). The suppression action required by this definition is measured against the capability of the district at the full budgeted readiness level during fire season. Suppression action does not require a district to allocate every resource in the district to a given fire before it can be termed an emergency fire. A district allocates resources according to a dispatch plan, and when those resources are inadequate to suppress a fire, it becomes an emergency fire.

Emergency fire suppression costs – those fire suppression costs in excess of \$25,000 in any single day, or for a multi-day fire for the duration of that fire, which are incurred in a forest protection district in excess of the regular fire suppression costs. Generally, the \$25,000 “daily deductible” is administered on a 24-hour daily basis, beginning at 0001 hours and concluding at 2400 hours. However, if a lightning storm continues past 2400 hours, the daily deductible applies to all fires started by the one storm. Fire reports must reflect the fire’s ignition date as the day the storm started (e.g., the date before midnight.) If a second lightning storm develops and causes fires requiring emergency cost expenditures after 2400 hours, a district is expected to account for an additional daily deductible. Emergency fire suppression costs include, but are not limited to labor, services, transportation, supplies, reconditioning of fire cache equipment, rental of equipment, and eligible contingency forces’ costs and expenses incurred for the recovery of emergency fire suppression costs from responsible parties.

Emergency worker – an individual hired by the Forester, and paid using administratively determined (AD) or industrial wage rates when a fire requires greater suppression action than the district budget can reasonably provide. An emergency worker may also be referred to as casual labor, AD employee, or an industrial worker.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

Expanded dispatch – an organization needed to support a fire, after initial attack, which expands along with the Incident Command System taking action to provide resources as needed for the control efforts of the fire. This organization may support single or multiple fires and is in addition to a protection district's regular dispatch function.

Extended attack – the suppression effort that occurs between the time a fire escapes initial attack and the next full shift managed by a Type 3 or greater incident management team.

Fiscal year – the period beginning July 01 of any year and ending on June 30 of the following year.

Incident management team (IMT) – those personnel assembled to manage the suppression actions during an emergency response to a fire.

Initial attack – the suppression effort on a fire that is made by pre-planned resources dispatched to a fire together with any unrequested cooperators or mutual aid attempting to extinguish the fire while it is still small.

Non-consumable – items that can normally be used more than once. For example, non-consumable personal use items and firefighting equipment include sleeping bags, helmets, fire shirts, fire hose, nozzles, reducers, etc.

Non-paying forestlands – those lands that are not classified pursuant to ORS 526.305 to 526.350 and that the State Forester has determined not to protect pursuant to ORS 477.205 to 477.281.

Oregon Forest Land Protection Fund (OFLPF) – that account established in the State Treasury as a trust fund for the purpose of equalizing emergency fire suppression costs pursuant to ORS 477.750.

Overhead – Personnel assigned to supervisory positions, i.e. Incident Commander, Command Staff, General Staff, Branch Directors, Unit Leaders, and other overhead approved by the committee. For the purpose of this directive, first-line supervisors such as engine, tender, crew, dozer, and falling bosses are not considered overhead positions.

Paying forestlands – lands within a forest protection district that pay assessment under ORS 477.277, 477.295, and 477.880.

Protection district – a forest protection district organized under ORS 477.225. This includes a district administered by ODF or by forest protective associations. The

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

Northwest Oregon Forest Protection District includes the Astoria, Forest Grove, and Tillamook administrative districts.

Protection-funded personnel – those personnel defined as:

1. District, area, and Salem personnel whose positions are listed in a protection fiscal budget and are funded wholly or in part by that budget.
2. Radio personnel whose personnel time is budgeted in a radio service unit (RSU) budget. Personnel costs for radio employees are eligible for reimbursement when assigned as a communication unit leader (COML) to an eligible type 3 or larger emergency fire when:
 - a. Incurred by a field communication technician (OT and support costs) assigned within their RSU;
 - b. Incurred by a field communication technician (“base eight”, overtime and support costs) when assigned outside their RSU;
 - c. Incurred by a Salem radio engineer (OT and support costs) when assigned Statewide;
 - d. Incurred by a field communication technician or a Salem radio engineer (“base eight”, OT and support costs) assigned to an ODF IMT.
3. Motor pool personnel whose budget includes service of protection-funded vehicles.

Regular fire suppression costs – those fire suppression costs which are regularly budgeted for and incurred by the Forester in a forest protection district pursuant to ORS 477.205 to 477.281.

Special Purpose Appropriation funded resources (SPA) – statewide severity resources funded in part by the Oregon Legislature that are used for immediate readiness to provide aggressive initial attack and to complement a protection district’s regularly budgeted resources.

Statistical fire – a fire requiring suppression action by the Forester or cooperating agencies if it meets one of the following three conditions:

1. The fire originates on paying forestlands within the forest protection district, including but not limited to:

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

- a. Fires occurring on Bureau of Land Management (BLM) lands identified in the ODF/BLM Western Oregon Protection Agreement.
 - b. Fires occurring on federal lands identified in a protection offset agreement for which the Forester has the suppression responsibility.
2. The fire originates on land protected by another agency or in another protection district, and spreads into the reporting protection district.
 3. The fire originates on land outside of the protection district but the fire spreads to within 1/8 of a mile of forestland (220 yards) or is determined by the Forester to be a threat to paying forestland, and:
 - a. the fire is not within the boundaries of another protection agency, or;
 - b. the fire is within another protection agency boundary; however, suppression is clearly needed to prevent the spread of fire to paying forestland. (This does not include suppression action provided by agreement or pre-planned dispatch.)

Type 3 fire – a fire that requires a management organization to effectively suppress the fire. All of the following must be present to qualify as a Type 3 fire:

1. Activation of at least three of the command and general staff functions, using people at least qualified at the interagency Red Book standard for Type 3 command, and general staff positions.
2. Multiple operational periods (a minimum of three day-shifts beyond initial and extended attack) to control the fire. This minimum shift requirement is waived when a fire is transitioned from a Type 1 or 2 incident management team (IMT) to a Type 3 IMT.
3. Two or more divisions on the fire due to the number of firefighting resources assigned.
4. A written incident action plan (IAP).

A Type 1 or 2 fire where the incident management team has been demobilized may be considered a Type 3 fire when an organization meeting the aforementioned requirements is still needed, in the judgment of the District Warden, to manage the incident.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

Type 1 investigation – an investigation for a fire when potential fire suppression costs exceed \$100,000. These fires have significant elements of damages, losses, liabilities, or torts that would be subject to litigation. Type 1 investigations may also involve major injuries, deaths, major evidence and burden of proof requirements, significant cost recoveries, most arson fires, and all critical incidents or task force operations.

Type 2 investigation – an investigation for a fire when potential fire suppression costs are between \$5,000 and \$100,000. These fires, regardless of size or scope, have recognizable damages, losses, liabilities, or potential torts that would be subject to court actions beyond small claims. No critical injuries or deaths would be involved in a Type 2 investigation.

Type 3 investigation – an investigation for a fire that is relatively small in size or scope where suppression costs are less than \$5,000. Losses and liability for a Type 3 investigation are subject to small claims court actions where no torts against the State would be expected. These investigations will not involve any deaths, but may involve very minor personal injuries.

STANDARDS:

A. **Qualifications for an Emergency Fire**

Only statistical fires are eligible for reimbursement from the OFLFP.

B. **Pre and Post Season Fires**

The same emergency fire suppression cost eligibility criteria for OFLFP reimbursement apply during any time of the year and do not change with respect to the start or end of fire season.

1. **Eligible Costs**

Each protection district's fiscal budget must provide adequate fire suppression resources consistent with the district's pre-planned dispatch for the suppression resource level of "High" (based on ERC). Such resources may be on the payroll or hired on a contingency basis. The Administrator will allow those emergency costs that exceed the regular costs the Forester would be expected to expend during fire season when resource and readiness levels are equivalent to the suppression resource level of "High" (based on ERC).

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

C. Fires Originating on Non-Paying Lands and Threatening a District Boundary

1. Eligible Costs

Frequently a fire may occur on a rural fire district or on unprotected land adjacent to lands protected by the State Forester. When such fires constitute a threat to protected lands, the Forester may take fire control action necessary to stop the fire in order to protect forestlands within the district boundary.

The Administrator may reimburse a district budget for emergency costs expended on such a fire if no other agency (rural fire district, for example) has the responsibility and capability to suppress the fire. The District Warden must submit a request for reimbursement before the Administrator will consider such an expense to be included in the protection district's claim.

The request for reimbursement must include an explanation of the circumstances requiring the Forester's action and why costs of fighting such fires were not contemplated in the district's protection fiscal budget.

D. Fires Originating on Lands Protected by Agreement or Protection-Offset Agreements

1. Eligible Costs

a. Eligible costs for fires occurring on federal lands identified in a protection offset agreement for which the Forester has the suppression responsibility are eligible for reimbursement from the OFLPF.

2. Ineligible Costs

a. Suppression costs for fires occurring on lands identified in a protection offset agreement to be protected by the United States Forest Service (USFS) or BLM are not eligible for reimbursement with funds from the OFLPF.

b. Suppression costs from fires occurring on BLM lands identified in the ODF/BLM Western Oregon ~~Protection Agreement~~ Operating Plan are ineligible for reimbursement from the OFLPF.

E. Operator - Owner - Negligent Person Responsibility

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

1. Ineligible Costs

- a. Costs of personnel and equipment of an owner or operator having a responsibility under Oregon law (ORS 477.066) to control and extinguish the fire, are not eligible.
- b. Costs incurred by the Forester for suppression resources listed on a "State Forester's Record of Fire" or other agreement for the convenience of the responsible party to relieve said party from committing personnel and equipment to a fire or for relieving such forces on the fire are ineligible. The responsible party is required by law to fight the fire until it is out. Any agreement made by the Forester to meet this obligation at the party's cost is not an emergency cost eligible for reimbursement.
- c. Costs incurred by the Forester in fighting a fire for which others are responsible (ORS 477.085) are ineligible. If such costs are included in a claim, the District Warden must provide evidence, acceptable to the Administrator, of the emergency that required the district to incur this expense. (Reference Rule OAR 629-61-015.) This evidence may be in the form of a letter setting forth the emergency conditions and need for incurring the expense and why the responsible party did not perform as required by law. If approved, the Administrator will "advance" the necessary funds to the district until such time as the funds are recovered, at which time the amount advanced must be returned to the OFLPF. Should the cost recovery action of the State Forester and the Attorney General fail, then the amount advanced becomes an eligible cost and not subject to be returned to the OFLPF. (Reference Rule OAR 629-61-050, 060 and 065.)
- d. The Forester shall pursue aggressive cost recovery action in all cases when a person or entity responsible for fire costs is identified, unless a fire's costs are determined to be uncollectable or less than the Forester's costs of recovery. Failure to pursue recovery action aggressively will result in such costs becoming ineligible for reimbursement.
- e. Districts must follow procedures specified in State Forester's Directive 1-1-3-203 in all fire cost recovery actions. Failure to follow specified procedures may result in costs becoming ineligible.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

F. District, Area, and Salem Personnel, Equipment, and Support

1. Eligible Costs

- a. Costs of personnel (“base eight” and overtime costs) having no protection funding when used AFTER initial and extended attack when the emergency fire is within the employee’s area of responsibility, are eligible.
- b. Costs of State Forest personnel (“base eight” and overtime costs) when used DURING initial and extended attack when the emergency fire is within the employee’s area of responsibility and the fire involves additional emergency suppression resources to suppress the fire.
- c. Costs of personnel (“base eight” and overtime costs) assigned to an emergency fire outside of their area of responsibility are eligible.
- d. Overtime costs for protection-funded personnel when relieved of their normal duties and assigned to an overhead position on an eligible Type 3 or more complex fire within their area of responsibility whether managed by an ODF, an interagency, or a local Type 3 IMT are eligible, except:
 - (1) because of their ongoing normal duties, overtime costs for Area Directors, District Foresters, and ~~Office~~ District Business Managers on fires within their area of responsibility are only eligible for reimbursement if they are relieved of their normal duties and are assigned to an overhead position on a Type 1 or Type 2 fire. This eligibility may be extended to ~~Office~~ District Business Managers on eligible Type 3 assignments if relieved of their duties and performing one or more functions on that assignment – the re-assignment must be documented in writing.
- e. Costs of personnel assigned to a payment team or cost share reconciliation/claim process are eligible for reimbursement when:
 - (1) the emergency fire is outside of their area of responsibility (“base eight” and overtime costs); or

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

- (2) costs are incurred by personnel (“base eight” and overtime costs) having no protection funding when the assignment is within the employee’s area of responsibility; or
 - (3) costs are incurred by area and Salem protection-funded personnel (overtime costs) when working at the host protection district; or,
 - (4) costs are incurred by area and district protection-funded personnel (overtime costs) from the host district/area assigned to and a payment team or scrub at Salem headquarters in travel status to complete the a FEMA or Cost Share reconciliation claim process.
- f. All costs of protection-funded personnel (“base eight” and overtime costs) who are members or substituting for a member of the published roster of an ODF IMT, and when the team is managing a fire within the employee’s area of responsibility are eligible.
- (1) COML’s and FBAN’s are rostered separately from the published roster of an ODF IMT but are considered ODF team members. All costs of protection-funded personnel (“base eight” and overtime costs) who are members or substituting for a member on these rosters are eligible for reimbursement when the team is managing a fire within the employee’s area of responsibility.
- g. Personnel costs for those assigned to expanded dispatch are eligible for reimbursement when:
- (1) costs are incurred by personnel (“base eight” and overtime costs) having no protection funding when used AFTER initial and extended attack when the emergency fire is within the employee’s area of responsibility;
 - (2) the emergency fire is outside of their area of responsibility (“base eight” and overtime costs); or
 - (3) protection-funded personnel (overtime costs) are relieved of their normal duties and assigned to expanded dispatch on Type 3 or larger fires within their area of responsibility,

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

whether managed by an ODF, an interagency, or a local Type 3 IMT. See F.1.d. (1) for one exception to this rule.

- h. Personnel costs for ~~trainees those not fully qualified (trainees) assigned to a position when a fully qualified individual is not available for the assignment and when the assignment of an individual not fully qualified is accepted by the requestor may be eligible. These assignments, when documented on a resource order,~~ are eligible for reimbursement during Type 21 and Type 24 fires. ~~when~~
- ~~(1) costs are incurred by personnel (“base eight” and overtime costs) having no protection funding when used AFTER initial and extended attack when the assignment is within the employee’s area of responsibility;~~
 - ~~(2) the emergency fire for personnel assigned (“base eight” and overtime costs) is outside of their area of responsibility;~~
 - ~~(3) protection-funded personnel (overtime costs) are relieved of their normal duties and assigned to Type 3 or larger fires whether managed by an ODF, an interagency, or a local Type 3 IMT within their area of responsibility. See F.1.d. (1) for one exception to this rule.~~
- i. Personnel costs for those assigned to an Area Command Team or a Multi-Agency Coordination (MAC) Group are eligible for reimbursement when:
- (1) costs are incurred by personnel (“base eight” and overtime costs) having no protection funding when the assignment is within the employee’s area of responsibility;
 - (2) the emergency fire is outside of their area of responsibility (“base eight” and overtime costs); or
 - (3) protection-funded personnel (overtime costs) are relieved of their normal duties and assigned to an Area Command Team or MAC Group within their area of responsibility.
- j. All related support costs, e.g., subsistence (meals and lodging), miscellaneous consumable supplies, and transportation costs, are eligible for reimbursement when:

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

- (1) incurred by personnel with no protection funding AFTER initial and extended attack when the assignment is within the employee's area of responsibility;
 - (2) incurred by State Forest personnel when used DURING initial and extended attack when the assignment is within the employee's area of responsibility and the fire has escaped initial attack and involves additional emergency suppression resources to suppress the fire.
 - (3) incurred by eligible protection-funded personnel when relieved of their normal duties and assigned to an overhead position on Type 3 and larger fires that have an IAP;
 - (4) incurred by personnel assigned to an emergency fire outside of their area of responsibility;
 - (5) incurred by protection-funded personnel assigned to an ODF IMT when one of the eligibility requirements in F.1.f.(1) are met;
 - (6) incurred by personnel assigned to a payment team or cost share reconciliation claim process when one of the eligibility requirements in F.1.e.(1), (2), (3), and (4) are met;
 - (7) incurred by personnel assigned to expanded dispatch when one of the eligibility requirements in F.1.g (1), (2), and (3) are met;
 - (8) incurred by personnel not fully qualified (trainees) when ~~one of the~~ eligibility requirements in F.1.h. ~~(1), (2), and (3)~~ are met (Type 1 and Type 2 fires).
- k. Mop-up costs of eligible personnel and equipment on emergency fires are eligible.

2. Ineligible Costs

- a. Costs for protection-funded personnel unless an eligibility requirement in "F.1.d., e, f, g (3), or h (3)" is met; are ineligible.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

- b. “Base eight” costs for protection-funded personnel when relieved of their normal duties and assigned to an overhead position on Type 3 and larger fires, within their area of responsibility, whether managed by an ODF, an interagency, or a local Type 3 IMT are ineligible. (The exception is rostered positions on ODF IMT’s – see eligibility requirement in F.1.f.)
- c. Costs of temporary personnel not hired for a specific fire, but who at times are assigned to an emergency fire as a part of the district operation; (unless the eligibility requirement in “F.1.d.” is met) are ineligible.
- d. Cost of equipment assigned to, owned by, or purchased for the protection district unless otherwise noted in this directive, is ineligible.
- e. All related support costs (e.g., subsistence (meals and lodging), miscellaneous non-consumable supplies, and transportation), incurred by protection-funded personnel working in their area of responsibility (unless eligibility requirements in “F.1.j. (23) or (45)” are met) are ineligible.
- f. Salaries and wages of protection-funded personnel will not be eligible for reimbursement when performing tasks within their job description and within their normal area of responsibility.
 - (1) Personnel costs for Area Directors; and District Foresters; ~~and Office Managers~~ assigned to an overhead position within their area of responsibility on a Type 3 or less complex fire are not eligible for reimbursement.
 - (2) Host district protection-funded personnel working on district payment teams are not eligible for reimbursement; they are performing tasks within their job description and within their normal area of responsibility.
 - (3) District budgets are required to provide for adequate dispatching services; costs for such services are not eligible for reimbursement.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

~~g. Costs for personnel functioning as “trainees” are not eligible. After performing in a trainee position for two days, a trainee may be eligible for reimbursement if fully engaged in the assigned position.~~

G. Contingency Forces

Contingency forces are fire suppression resources added to district regular forces during times of higher fire hazard and risk. Contingency forces may be resources moved from other protection districts, or local forces (including contract crews and engines/tenders) placed on standby for initial attack.

1. Eligible Costs

- a. Contingency forces are eligible when assigned to eligible emergency fires. (This excludes the use of aircraft; refer to section “K. Aircraft” for those eligibility rules).
- b. All related support costs for mobilization and demobilization of contingency forces are eligible for reimbursement if the resources were immediately assigned to an emergency fire.
- c. If the contingency forces were ordered and assigned as standby resources, but then re-assigned to an emergency fire through the remainder of the assignment, only those related support costs once assigned to the emergency fire are eligible for reimbursement, including demobilization costs.

Example: If the contingency resources were ordered from Northwest Oregon Area (NWOA) to standby in Prineville and upon arrival, their first assignment is standby, mobilization costs to Prineville are not eligible for reimbursement; however, if the resources arrive and are immediately assigned to an emergency fire, mobilization costs are eligible for reimbursement. Upon release from the emergency fire, if the resources are released back to their home unit, demobilization costs would be eligible for reimbursement from the OFLPF; however, if the resources are released from the emergency fire to return to Prineville to continue their standby assignment and then released from Prineville to their home unit, demobilization costs are not eligible for reimbursement.

2. Ineligible Costs

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

- a. Contingency forces used in lieu of regular district resources are not an eligible cost.
- b. Costs associated with availability/readiness time of contingency forces are ineligible charges.
- c. All related support costs of contingency forces not assigned to an emergency fire are not eligible charges.

H. Protection-Funded District Hand Crews

1. Eligible Costs

- a. Personnel costs ("base eight" and overtime costs) for organized protection-funded district hand crews are eligible for reimbursement from the OFLPF for assignments on eligible emergency fires. These costs are considered to be in excess of the basic district capability and are therefore eligible for reimbursement.
- b. All related support costs of protection-funded district hand crews dispatched to eligible emergency fires are eligible.

2. Ineligible Costs

Availability/readiness time of district hand crews is not an eligible cost.

I. Cooperative Crews, Youth Crews, and Other Similarly Funded Personnel

The Forester has authorization for hiring "cooperative" type firefighting crews that are used primarily in conservation and forest development work on private, other state, and federal agency lands.

These crews may be available as extra firefighting forces beyond the regular district initial attack forces in much the same manner as Department of Corrections (DOC) Inmate or BLM Snake River Valley (SRV) crews that may be utilized. These crews are not part of the protection district's protection fiscal budget authorization for fire.

Some districts may also have personnel available that are funded from sources other than the district protection fiscal budget. Such personnel are paid solely from funds other than protection. Any work time beyond that allowed by the supporting fund must be paid from the using protection district budget. These specially

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

funded personnel work on normal protection district projects and are used to supplement regular forces in the initial attack and mop-up on fires.

1. The cost of cooperative and youth crews when used in a protection district on a fire are eligible for reimbursement from the OFLPF when:
 - a. used in support of regular district forces on emergency fires; or
 - b. used on a multi-fire situation that is beyond the capability of the district's initial attack forces.
2. Non-protection-funded personnel costs are eligible for reimbursement after initial and extended attack when they are used on emergency fires in lieu of hiring other emergency workers.

J. Firefighting Labor (Emergency Workers), Equipment, Supplies, and Support

1. Eligible Costs

- a. Labor costs for emergency workers, as well as all related support costs for these employees are eligible when assigned to an emergency fire and hired only for the duration of the emergency related task.
- b. Cost of renting firefighting equipment other than the protection district's assigned equipment are eligible.

2. Ineligible Costs

- a. Wages for personnel working on a fire when the protection district's initial attack forces arrive are not eligible if the fire does not meet the definition of an emergency fire. It is not implied that such persons should not be paid. The intent is that costs of such persons should be paid from regular district protection funds if the fire does not meet the definition of an emergency fire.
- b. Cost of personnel and equipment hired because of expedience, or in lieu of using regular district forces when regular forces are readily available, are not eligible.
- c. In situations where a fire is controlled by protection district personnel and equipment, incidental costs incurred for the purchase of

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

miscellaneous supplies and/or rental of small tools or equipment are not eligible. (Exceptions may arise in the event of a multiple fire situation that has, in itself, created an emergency, and the costs attributed to one fire are in fact a part of a total "multiple fire" emergency cost situation on that given day.)

K. Aircraft

1. Fixed Wing – Contract

a. Eligible Costs

- (1) Flight time and support costs for contract aerial tankers and lead planes used on emergency fires are eligible for reimbursement if the contract is based only upon availability of aircraft.
- (2) Once a fire meets the requirements of an emergency fire, flight time and support costs for fixed wing aircraft used in excess of guaranteed flying hours included in a contract are eligible for reimbursement.

b. Ineligible Costs

- (1) The cost of the first load of retardant is not eligible for reimbursement when dispatched automatically on an emergency fire pursuant to a district's dispatch plan.

2. Fixed Wing – CWN

a. Eligible Costs

- (1) Costs of fixed wing aircraft used to transport eligible personnel and equipment to an emergency fire for firefighting or support purposes are eligible.
- (2) Costs of fixed wing aircraft used as an Air Support Module (ASM) on an emergency fire are eligible.
- (3) Costs of infrared fire mapping flights on emergency fires are eligible.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

b. Ineligible Costs

- (1) Costs of fixed wing aircraft used in fire detection, reconnaissance, and administration are not eligible.

3. Helicopters – CWN, Contract, SPA, and Other Agency

a. Eligible Costs

- (1) Type 1 helicopter flight time and support costs are eligible for OFLPPF reimbursement in the same manner as large fixed-wing air tankers; (refer to “K.1.a (1)”), if they are not automatically dispatched to an emergency fire pursuant to a district’s dispatch plan.
- (2) Type 2 or 3 helicopter flight time and support costs (e.g., fuel truck mileage, drivers, mechanics, etc.) are eligible for OFLPPF reimbursement once a district meets the fixed amount of money to be expended as a helicopter deductible in a seven day period on an emergency fire.

Districts with a contract helicopter will be subject to 50% of the fixed amount of money expended as a helicopter deductible in a seven day period when used on emergency fires.

The deductible requirement is per district, and not per helicopter; e.g., if the same helicopter is used in two districts in the same seven day period, a separate fixed deductible must be applied to each district. If two helicopters are used in one district during the same seven day period, only one deductible combined for the two need to be met before further costs become eligible for reimbursement.

The fixed amount to be expended as the helicopter deductible will be determined for each FY by the Administrator, reviewed by the Fire Protection Division Chief, then provided in writing to District Wardens prior to July 1.

A seven day period is that period which begins when helicopter(s) start flying on eligible emergency fires on any given day. The deductible requirement for a seven day period applies to new fires. Regardless of the number of days the

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

helicopter(s) fly on the original fire, only one deductible applies; no single fire (or multiple fires with the same ignition date) are subject to more than one deductible.

- (a) Once seven calendar days from the date a helicopter(s) began flying has elapsed, another deductible period begins the next time a helicopter(s) is dispatched to a new eligible emergency fire.
- (b) Helicopter(s) flying on a new fire that started within the seven day deductible period of an original fire and continues to work on that fire beyond the original seven day period must meet the deductible requirement once the first seven calendar day period ends.

~~(b)~~ —

b. Ineligible Costs

Aerial detection and administrative flight costs are not eligible.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

4. Unmanned Aerial Systems (UAS)

a. Eligible Costs

- (1) The costs of UASs and support used for infrared mapping or other activities in support of the fire suppression operation on emergency fires are eligible.

b. Ineligible Costs

- (1) The cost of UASs used for detection, research and testing are not eligible costs.

L. Miscellaneous

1. Meals, Groceries, and Related Supplies

a. Eligible Costs

- (1) The costs of groceries purchased on emergency fires for use in an incident camp kitchen to feed personnel eligible for reimbursement from the OFLPF are eligible. ~~Name rosters must be provided to support meal costs for all charges unless a Type 1 or Type 2 incident camp is established.~~
~~Name rosters are not required when food services are being provided at an incident camp on an emergency fire by an ODF kitchen or an ODF-sponsored DOC kitchen when groceries are purchased by ODF for operation of the kitchen to support a Type 3 or more complex fire.~~
- (2) The costs of sack lunches purchased from a commercial facility, or from DOC to feed personnel eligible for reimbursement from the OFLPF are eligible. The total number of lunches ordered must be equal to or less than the total number of personnel assigned to the incident. ~~Name rosters must be provided to support all charges unless a Type 1 or Type 2 incident camp is established.~~
- (3) The costs of food services provided by a commercial facility or incident camp kitchen for personnel eligible for reimbursement from the OFLPF are eligible. ~~Name rosters will be required to verify eligible charges unless a Type 1 or Type 2 incident camp is established.~~

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

- (4) Bottle deposit fees are eligible for reimbursement.
 - (a) Bottles should be disposed of at the incident in the same manner that any other items are disposed of, i.e. recycled, donated to a non-profit organization, etc.
 - (b) If revenue is collected for such deposits, the revenue must be distributed to the fund to offset the fee.

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

2. Equipment Fuel and Oil Purchases Used on Emergency Fires

a. Eligible Costs

- (1) Costs of fuel and oil used for pumps, power saws, generators, etc., not belonging to the protection district, are eligible when used on emergency fires.
- (2) If a fuel vendor is established at the fire, the cost of the truck and driver are eligible for reimbursement.

b. Ineligible Costs

- (1) When the State pays for the rental of equipment it is intended that the owner will supply fuel and oil. If fuel is supplied to these owners the costs are not eligible for reimbursement – deductions should be made from the equipment payment for these costs.
- (2) Gas, diesel, and lubricating oil purchases made for protection district vehicles are not eligible; the equipment rental rate charged includes operating costs. Normal motor pool accountability is required.
- (3) Deposit charges for returnable barrels sometimes used for the delivery of bulk fuel and/or oil are ineligible costs.

3. Other Miscellaneous

a. Cell Phones

(1) Eligible Costs

Cell phone usage charges related to managing eligible fires are eligible costs when incurred by personnel who are eligible for OFLPF reimbursement.

b. Internet Service Provider and Support

(1) Eligible Costs

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

Costs for service and technical support are eligible when hired to provide connection services for a computer system at an incident camp.

c. Telephone Service

(1) Eligible Costs

Costs for telephone service provided at an incident camp are eligible.

(2) Ineligible Costs

Telephone communications are a normal part of the district protection fiscal budgeting process, long distance traffic at district facilities due to local fire activity should be anticipated and are not eligible costs.

d. Water

(1) Eligible Costs

(a) The cost of metered water when used from a city water supply to support an incident camp AND when used to fill eligible water equipment being used to support an eligible emergency fire is an eligible charge to the OFLPF.

When metered water is used, districts must provide justification for the use of the city water as well as a usage log identifying date of fill, equipment identification and gallons used as back up for the water costs.

(b) Reimbursement for the use of privately owned pumps, electrical costs associated with the use of pumps, or for personnel needed to provide pumping services when using water from creeks, rivers, ponds, lakes, etc. during suppression action is an eligible cost to the OFLPF.

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

(2) Ineligible Costs

Water used from creeks, rivers, ponds, lakes, etc., when used for suppression action is not an eligible cost. These water sources are considered “waters of the state.” Use of water for emergency firefighting does not require a water right application, permit, or certificate (Reference ORS 537.141.) However, an impoundment (pond) owned by a landowner may be eligible for a reasonable/nominal reimbursement for use of the impoundment. A landowner may not be compensated for the use of the impoundment/pond if the development of the pond was cost-shared or paid for by the government.

If fire managers determine that the most cost effective operation is to use water from a pond, or other water impoundment, and during suppression action water levels are significantly depleted, cost to refill the pond/impoundment is an eligible cost. In this instance, cost saving measures may include reduced helicopter ferry time, engine refill time, or elimination of the need to hire additional water tenders. District Wardens should be prepared to provide an explanation of the circumstances requiring this action.

e. Insurance

(1) Eligible Costs

- (a) Payroll charges for workers compensation and employee group insurance for personnel eligible for reimbursement from the OFLPF is an eligible charge. The workers compensation costs for contract resources included in their bid price are also eligible for reimbursement.
- (b) Vehicle and equipment insurance premium costs are eligible for reimbursement when included within the vehicle mileage or hourly equipment rental rate charge for vehicles and equipment owned by districts or other government agencies if the equipment is an eligible cost.

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

(2) Ineligible Costs

- (a) Insurance premium and deductible costs for risk management, employer liability, general liability, and additional travel/accident hazard are not eligible for reimbursement.
- (b) No other insurance costs for firefighting activities are eligible.

f. Equipment Rental

(1) Eligible Costs

Cost of renting equipment is eligible for reimbursement. This may include firefighting equipment as well as office equipment such as chairs, tables, copy machines, etc. when needed for support of the fire.

(2) Ineligible Costs

Costs of a protection district's assigned equipment are not eligible for reimbursement unless the eligibility requirement in F.1.i. is met.

g. Capital Outlay and Non-Consumable Items

(1) Ineligible Costs

Costs for purchase of capital outlay or non-consumable items are not eligible. A fire does not own anything.

M. Fire Investigation and Cost Recovery Efforts

1. Eligible Costs

- a. Costs of fire investigations, legal counsel, and court costs relative to fires which may involve responsibility of entities or persons to pay fire suppression costs on fires are eligible when emergency funds have been expended to suppress the fire.

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

- b. Costs of personnel (“base eight” and overtime costs) having no protection funding when assigned to a Type 1, 2, or 3 investigation of an emergency fire, when the emergency fire is within the employee’s area of responsibility, are eligible.
- c. Costs of personnel (“base eight” and overtime costs) assigned to a Type 1, 2, or 3 investigation of an emergency fire outside of their area of responsibility are eligible.
- d. Costs of personnel (“base eight” and overtime costs) for protection-funded personnel assigned to a Type 1 or 2 investigation of an emergency fire when the emergency fire is within their area of responsibility are eligible.
- e. All related support costs, e.g., subsistence (meals and lodging), miscellaneous consumable supplies, and transportation costs are eligible for reimbursement when:
 - (1) incurred by personnel with no protection funding when assigned to a Type 1, 2, or 3 investigation of an emergency fire when the emergency fire is within the employee’s area of responsibility,
 - (2) incurred by personnel when assigned to a Type 1, 2, or 3 investigation of an emergency fire when the assignment is outside of their area of responsibility,
 - (3) incurred by eligible protection-funded personnel assigned to a Type 1 or 2 investigation of an emergency fire when the emergency fire is within their area of responsibility are eligible.

2. Ineligible Costs

- a. Legal, court, and fire investigation costs are ineligible when only regular protection district suppression costs are involved in the recovery effort.
- b. Costs of arson investigation teams and other personnel working on protection district arson situations are ineligible.

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

- c. Costs for protection-funded personnel (“base eight” and overtime costs) assigned to a Type 3 investigation of an emergency fire within their area of responsibility are ineligible.
- d. All related support costs (e.g. subsistence (meals and lodging), miscellaneous non-consumable supplies, and transportation), incurred by protection-funded personnel assigned to a Type 3 investigation of an emergency fire within their area of responsibility are ineligible.

N. Property Damage - Land Rehabilitation

1. Eligible Costs

Incidental water barring of fire trails before equipment is removed from a fire area is not considered rehabilitation work and may be included in the cost of firefighting equipment.

2. Ineligible Costs

- a. The costs of repairing damage to property or equipment, either as a result of fire action or negligent acts, are not eligible.
- b. Costs of land rehabilitation are not eligible.

O. Replacement Costs - Tools & Equipment

1. Ineligible Costs

- a. Replacement costs for tools, equipment, and supplies lost, damaged, or stolen are ineligible.
- b. Cost for replacement or repair of damage to rented equipment is not eligible.
- c. Costs of normal wear, tear, and replacement of parts on rented equipment are ineligible.

P. General Instructions

Any deviation or cost not appearing in the foregoing that the District Warden believes to be eligible for emergency funding requires a statement of justification submitted to the Administrator. This statement of justification must establish the

**GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS
FOR THE OREGON FOREST LAND PROTECTION FUND**

emergency situation or conditions that warrant the inclusion of these costs as a part of a claim.

If the deviation falls into a miscellaneous or contract service category, an explanation of the need for purchasing the item or service should be included in the statement. The purpose of requiring this statement is two-fold; 1) it requires the District Warden to establish the emergency nature of the issue in question before costs are placed in a claim, and 2) it provides information that will aid the Administrator and Committee in setting rules and guidelines for eligibility in the future.

RESPONSIBILITIES:

| | |
|---|--|
| All Employees | Employees will read, understand, and comply with this policy. |
| Area Directors, Program Directors, and District Foresters | Management will ensure compliance to this policy within their units. |
| Administrator, EFCC | Administrator will conduct audits with assistance of the EFCC Finance Coordinator to ensure department-wide compliance. The Administrator will report results of audits to the EFCC. |
| Records Manager | Review and request update as needed. |

GUIDELINES FOR ELIGIBILITY OF FIREFIGHTING COSTS FOR THE OREGON FOREST LAND PROTECTION FUND

REVIEW: This directive will be reviewed at least every three years or as needed by the EFCC Administrator.

Directive History

| Date | Description |
|--------------|--|
| 07/09 | 180-Day Directive - Complete revision of directive dated 05/93. |
| 07/10 | Replaces 180-Day Directive with minor edits to document. |
| 07/12 | Revisions to: <ul style="list-style-type: none">• Section Definitions – Emergency fire suppression costs, Protection-funded personnel, Type 3 fire.• Section F – Costs of personnel assigned to a payment team are eligible for reimbursement when...• Section L (3) (d) – Water• Section M – Fire Investigation and Cost Recovery Efforts |
| 07/13 | Minor revision – Added definition for Overhead. 180 Day Directive status extended. |
| 06/14 | Minor revision – Section L (a) (1) – Added paragraph that provides for waiver of name rosters when food services are being provided at an incident camp by an ODF kitchen or an ODF-sponsored DOC kitchen when groceries are purchased by ODF for operation of the kitchen to support a Type 3 or more complex fire. |
| 07/15 | Revisions: <ul style="list-style-type: none">• Provides for the eligibility of bottle deposit fees for EFC reimbursement (pages 21 and 22 for eligibility details)• Provides that State Forest personnel time during initial and extended attack is eligible for EFC reimbursement, assuming that the fire involves additional emergency suppression resources to suppress (page 11)• Deletes specific timekeeping form names in the Policy section (page 3)• Clarifies eligible payment team costs for those personnel assigned from the 'host district' (page 12) |
| <u>07/18</u> | <u>Revision:</u> <u>Changes made as a result of new BLM Western Oregon Operating Plan</u> |
| <u>06/20</u> | <u>Revision:</u> <u>Edits definition language related to funding of severity resources</u> <u>Clarifies reference to BLM operating plan</u> <u>Revises name of Office Manager to District Business Manager</u> <u>Corrects reference of eligible protection equipment costs within area of responsibility</u> <u>Simplifies and provides clarity on trainee eligibility</u> <u>Adds cost share reconciliation assignments for eligibility</u> <u>Adds language for UAS eligibility</u> <u>Eliminates name rosters for purchased sack meals, and adds reference to IAP as tracking mechanism for control.</u> |

Administrator Report

Directive 1-2-7-0001 – Guidelines for Eligibility of Firefighting costs for the OFLPF

The main areas for change are: 1) simple edits that update a reference, 2) changes language to clarify/increase efficiencies, and 3) new language that reflects current business practices already being applied.

1) Edits – changes to references

Page 7. Definitions - Added *in part* to funding reference related to Special Purpose Appropriation (SPA) – Severity Resources (now that OFLPF also shares in the funding)

Page 10. D. Fires Originating on Lands Protected by Agreement or Protection-Offset Agreements

- changed BLM reference from agreement to *operating* plan

Page 12. F. District, Area, and Salem Personnel, Equipment, and Support

- change office manager reference district business manager

2) Clarity and efficiency changes

Page 14. Trainee costs

F. District, Area, and Salem Personnel, Equipment, and Support

Issue: Current language has led to many emails, phone calls, inconsistencies, miscoding and corrections across many functions such as dispatch, time keeping, payment teams, payroll and audits.

Options:

1. Keep existing
2. Make all trainees eligible if fire is eligible
3. Make trainees eligible if fire is a type 1 or type 2 eligible fire. Trainees on Type 3 fire would not be eligible.

Staff Recommendation. Option 3. This keeps funding for trainees with certain fires, yet splits the responsibility between local and statewide paying landowners at the type fire level, it reflects investment in the complete and coordinated fire protection system that supports succession management to assure qualified candidate pool towards maintaining ODF's three IMTs, and simplifies business processes.

Page 23. Meals provided during T3 incidents

L. Miscellaneous

1. Meals, Groceries, and Related Supplies

The new language would eliminate name rosters for purchased sack meals, and adds reference to Incident Action Plan (IAP) as tracking mechanism for control.

3) New – references for eligibility.

Cleans up directive language and makes consistent with what has already been in practice through administrator approval to-date.

Page 12-13. Cost-share reconciliation assignments

F. District, Area, and Salem Personnel, Equipment, and Support

- Added cost-share reconciliation assignments due to this being a new business practice implemented that improves the financial processing time line that benefits all parties.

Page 23. Unmanned aerial Systems/technology

K. Aircraft

- Added use of unmanned aerial systems/technology. Previously, this was not considered but has been consistently approved by the Administrator to-date. Adding this language eliminates fire by fire questions/approval.

Administrator recommendation: Approve all changes as presented.

Next steps.

If these changes are approved, they will be effective July 1, 2020.

Further discussion and consideration of a full review of the directive is planned for the September EFCC meeting.

**Agenda Item 8 – Agency/
Fire Division Report
Placeholder**

Agenda Item 8 – ODF Financial Report Placeholder

**Agenda Item 8 – Wildfire Council,
Legislative Session, & E-Board
Placeholder**

**Agenda Item 8 – BLM Western
Oregon Agreement
Placeholder**

**Oregon Department of Forestry
Incident Management Team**



***Incident Response Guide in the
COVID-19 Environment***

Table of Contents

| | |
|--------------------------|----|
| INTRODUCTION | 2 |
| INCIDENT COMMANDER..... | 2 |
| PUBLIC INFORMATION..... | 4 |
| OPERATIONS SECTION | 6 |
| LOGISTICS SECTION..... | 7 |
| SAFETY SECTION | 20 |
| PLANS SECTION..... | 21 |
| FINANCE SECTION..... | 27 |

2020 ODF IMT ROSTER

| POSITION | TEAM 1 | TEAM 2 | TEAM 3 |
|--------------------------------|-------------------------|--|-------------------------|
| INCIDENT COMMANDER | HESSEL, JOE NEO | CLINE, CHRIS SCAS | SMITH, LINK WL |
| DEPUTY INCIDENT COMMANDER | TBD | TBD | HOWARD, MATT NEO |
| LIAISON OFFICER | GOFF, LARRY AD | MORRIS, DAVID Lake Oswego | PRINCE, MARK Hillsboro |
| INFORMATION OFFICER | KNIGHT, JAMIE NEO | YOUNG, TINA SLE | FIELDS, TOM SLE |
| SAFETY OFFICER | AUSLAND, KIRK CO | WEST, SCOTT NCAS | WEIDEMILLER, BRETT CFPA |
| SAFETY OFFICER | *CLEMONS, CHRISTINA SLE | MILLAM, BOB SCAS | RUDOLF, HANS NEO |
| OPERATIONS SECTION CHIEF | FLANNIGAN, JOHN SCAS | PELLISSIER, JOHN KL | PERKINS, ERIC FG |
| OPERATIONS SECTION CHIEF | PETTIGREW, JASON KL | WITZ, KARL SWO | MCCARTY, TYLER SWO |
| OPERATIONS SECTION CHIEF | CARLSON, MIKE WR | TILLOTSON, JOHN AT | WHITE, MIKE CFPA |
| AIR OPERATIONS BRANCH DIRECTOR | LEACH, MICHAEL, KL | LAUGLE, NEAL SLE | SWEARINGEN, SCOTT SOA |
| AIR TACTICAL GROUP SUPERVISOR | HOEHNA, MATT NEO | GUSTAVESON, DUSTIN KL | WETMORE, STEVE SWO |
| HELIBASE MANAGER | MENK, DANIEL WL | THOMAS, MATT WO | CURRAN, MICHAEL SCAS |
| DIVISION GROUP SUPERVISOR | O'NION, BRENT FG | ARBOGAST, TYLER NEO | PENTZER, ROB CO |
| DIVISION GROUP SUPERVISOR | GIBBONS, KYLE CFPA | BROWN, DAVID CFPA | SINKEY, ADAM DFPA |
| DIVISION GROUP SUPERVISOR | PETTINGER, CRAIG SCAS | NIXON, BRETT RSBG | RAYBURN, JASON WO |
| DIVISION GROUP SUPERVISOR | KERNS, BRANDON DFPA | WILLIAMS, MITCH NEO | WHITELEY, AARON DFPA |
| DIVISION GROUP SUPERVISOR | SMITH, BILL SWO | FLOCK, MATT KL | SCHULTZ, TYSON SWO |
| DIVISION GROUP SUPERVISOR | WALLMARK, EDDY TL | DESJARDIN, MARC NCAS | BOND, NEAL AST |
| PLANNING SECTION CHIEF | ERDMANN, JENNIFER WO | *ZILLI, RON SLE | EVERINGHAM, DON SLE |
| PLANNING SECTION ASSISTANT | MACKEY, MATT FG | MILLER, RYAN CO | BALEY, RANDALL KL |
| RESOURCES UNIT LEADER | KISER, COLLEEN SLE | BANGS, DEREK SLE | GRECO, RYAN WL |
| RESOURCES UNIT LEADER ASST | BEHLING, CHET WL | BANGS, CULLEN AST | HOPKINS, LEVI NCAS |
| SITUATION UNIT LEADER | TRAVERS, JOE TL | MCCOY, JASEN FG | KROON, MIKE SLE |
| FIRE BEHAVIOR ANALYST | *REEL, BRIAN CO | HAASKEN, MIKE NCAS | |
| GISS | TIMBROOK, STEVE SLE | LARSEN, ERIC SWO | MCKINLEY, BLAKE SLE |
| LOGISTICS SECTION CHIEF | HUKARI, EVELYN WO | HIATT, MALCOLM FG | DODD, KRISTIN CO |
| LOGISTICS SECTION ASSISTANT | LUTTRELL, DAVE SF | PETERS, CHELSEY SLE | DEGUIRE, KJ, NCAS |
| SERVICE BRANCH DIRECTOR | WILLIAMS, TY AST | SLEIGHT, DAWN NCAS | ERB, GREG WL |
| FOOD UNIT LEADER | REDHEFFER, CHARLIE WO | STUMPF, NICK TL | CLEMENTS, PAUL SLE |
| SUPPORT BRANCH DIRECTOR | YOUNG, PAM SLE | RUDD, CHRIS SWO | WILSON, STEVE NCAS |
| COMMUNICATIONS UNIT LEADER | OSTRANDER, BILL SWO | DWIRE, LEROY SLE | DEROSIER, MIKE SLE |
| SUPPLY UNIT LEADER | *WILLIAMS, WYATT SLE | BERRY, KEVIN AT | NEWTON, EULUS SLE |
| ORDERING MANAGER | WEIKEL, JENNIFER SLE | MILLARD, JAMEE, WO / *WHITNEY, KRISTIN SLE | MARTINMAAS, FREEDOM SL |
| GROUND SUPPORT UNIT LEADER | FARNER, DEWAIN AT | THOMPSON, DAVE WO | *MONTOYA, CHAD NCAS |
| RCDM | | DOWDING, BODIE SLE | *FERGUSON, VINCE AST |
| FINANCE SECTION CHIEF | DRINKWATER, DEANNA KL | *MILLER, STACY SLE | RAND, SHANNON SLE |
| FINANCE SECTION ASSISTANT | JOHNSON, ROBIN SLE | EHNLE, MEGAN SLE | JOHNSON, TERRI SLE |
| PROCUREMENT UNIT LEADER | ROSE, SHERRY SLE | LARSON, RACHAEL AD | BAUGHMAN, JASON, DFPA |
| TIME UNIT LEADER | FULKER, STACY SLE | TITUS, KIM SLE | *HOBBS, LORNA SLE |
| COST UNIT LEADER | RAY, DOMINIQUE CFPA | *LONGWELL, SARAH SLE | CARTER, JACQUELINE SLE |

* Development Position will be accompanied by a qualified mentor

2020 INCIDENT MANAGEMENT TEAM SCHEDULE

(All schedules start and end at midnight)

TEAM 1

March 17- March 23
 April 7 – April 13
 April 28 - May 4
 May 19 – May 25
 June 9 – June 15
 June 30 – July 6
 July 21 – July 27
 Aug 11 – Aug 17
 Sept 1 – Sept 7
 Sept 22 – Sept 28
 Oct 13 – Oct 19

TEAM 2

March 24- March 30
 April 14- April 20
 May 5 – 11
 May 26 – June 1
 June 16 – June 22
 July 7 – July 13
 July 28 – Aug 3
 Aug 18 – Aug 24
 Sept 8 – Sept 14
 Sept 29 – Oct 5
 Oct 20 – Oct 26

TEAM 3

March 31- April 6
 April 21 – April 27
 May 12 – 18
 June 2 – June 8
 June 23 – June 29
 July 14 – July 20
 Aug 4 – Aug 10
 Aug 25 – Aug 31
 Sept 15 – Sept 21
 Oct 6 – Oct 12
 Oct 27 – Nov 2

Introduction

Objective: develop a sustainable model for mobilizing, managing, and demobilizing from a large incident that maximizes virtual technology and minimizes risks to incident responders, their loved ones back home, and the general public in a COVID19 pandemic environment.

The intent of this guide is to serve as a reference document for regular team members and as an introduction to alternate and/or substitute members outlining how our sections function. This guide captures working guidelines and key items that help us function efficiently and effectively. It is not intended to duplicate existing documents policies or guidelines but is meant to tier to the Oregon Wildland Fire Response Plan for the COVID-19 Pandemic.

Each IMT Section will identify and provide the rationale for the following:

1. Those rostered IMT positions suggested for deployment to an incident physically on-site (In Person or Remote) and those that can achieve duties virtually.
2. The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.
3. The mitigation measures, beyond Appendix A & B in the Oregon Area Wildland Fire Response Plan for the COVID-19 Pandemic, that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.
4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.

There are three levels of presence that are applicable to the Sections.

1. **In Person Position**: Individual will be expected to interact on an in-person basis with personnel on a day to day basis.
2. **Remote**: Individual will be on the incident at a remote location. Expected to have the ability to quickly interact on a face to face basis with personnel.
3. **Virtual**: Individual must be dedicated to full time performance of incident duties but can work from a virtual location. No face to face interaction is expected other than via video conference.

Incident Commander

1. **Those rostered IMT positions suggested for deployment to an incident physically on-site (In Person or Remote) and those that can achieve duties virtually.**

The ODF Team ICs (IC, IC (T), and Deputy IC) will all travel to the incident location in separate vehicles. The IC's should maximize the use of virtual technology in order to stay fully engaged and situationally aware.

2. The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.

The ICs will utilize existing laptops, mobile/portable radios and smartphones/ smart devices to communicate virtually via video and/or audio conference. Logistically, ICs will need to have the ability to lodge and work separately on-site (i.e. “module of one”) with quality internet access.

3. The mitigation measures, beyond Appendix A & B, that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.

The mitigation measure defined in Appendix A & B of the Oregon Wildland Fire Response Guide for the COVID-19 Pandemic are adequate for incident command.

4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.

It will be critical to have another IMT in rotation ready to replace a deployed IMT in the field should the IMT become significantly compromised by COVID exposure.

Liaison Section

1. Those rostered IMT positions suggested for deployment to an incident physically on-site (In Person or Remote) and those that can achieve duties virtually.

- 1- LOFR = Onsite

2. The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.

- Dedicated conference call lines available to externals
- Video conferencing capabilities (i.e. Zoom Pro/Business subscription supported)
- Recorded/cached briefings, maps, and messaging to empower cooperators & partners on their own unique timeframes
- Laptops/phones/devices updated with compatible software
- GIS Avenza map conversion to non-fire externals
- Personal printers/paper/thumb drives as opposed to traditional team cache (intended for multiple users)

3. The mitigation measures, beyond Appendix A & B, that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.

- Amplified travel tracking documentation of LOFR.
- Conduct as much work as possible utilizing technology to attend virtual cooperator meetings and share information with participating agencies.
- Identify and establish relationships with cooperators including health departments and local EOC.
- Provide participating agencies and other cooperators the IMT COVID-19 protocols.
- Assist Safety and Medical to gain information regarding the capacity and integrity of the local and regional healthcare system(s).
- If deployed to incident site, be prepared for multiple days of self-sufficiency with food, water, clothes, etc.

4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.

- Prebuilt Initial Contact list for high probability cooperators/partners such as ECC, OHA, FEMA, High Potential EMS, etc.
- Potential communication overlaps within sections – Solved by unified, coordinated initial contact plan
- LOFR's do have the capacity to provide support to other sections that have a very high percentage of tasks that can be performed from virtual/remote locations. Simply capturing what these needs are will be a unique task for each incident.

Public Information

Background

With the understanding that changes are going to be made regarding large fire support, camps, and staffing, the Public Information Officers (PIOs) for the Oregon Department of Forestry discussed options and recommendations.

Public Information is an important part of large fire support and management. Informing the public and our constituents on the status of the fire, as well as any other pertinent information they may need has long been the primary goal of the information section.

Recommendations

In-Camp Staffing: The PIO group suggests three PIO staff physically present in camp. To effectively hold a virtual community meeting, a minimum of three staff must be present. In addition to this task, there are many other duties that need a physical presence to conduct. One of these duties is filming the daily operational briefing for the public. Editing and posting may be done offsite or virtually. Providing support by answering the telephone in camp, conducting interviews (if camp is not closed to access), and processing documentation.

The third PIO offers flexibility in the event of an Incident within an Incident without tapping other sections to help. With the limitations on other sections and personnel, the information section needs to be able to cover their own needs quickly and easily, at least for a short duration. There should be no issues in providing for appropriate social distancing with three people in the information section.

Virtual Staffing: The PIO groups suggests an initial order of three virtual PIOs. These additional PIOs can do many of the traditional PIO tasks, such as producing news releases, posting to Inciweb and social media, Answering questions from the public information line, monitoring social media and producing a listening report, etc. The virtual PIOs must have access to internet, computers, and phone lines for their assignment. Virtual PIOs will work 12 hour days and may be shifted for complete coverage of the operational period. In certain circumstances, 24 hour coverage may be required.

Trap lines: It is the recommendation of the group to omit trap line staff from the guidelines for this year. Finding community members, elected officials, or others who would be willing to print off the daily update and post in high traffic locations would be a better use of resources and eliminate the

need to house trap line PIOs offsite. In some communities, a simple trap line may need to be established, but this route will be much smaller than we have historically supported. This would be a discussion point with the host agency, as there may be a need for them to update the information daily, in the absence of staffing from the camp.

Community Meetings: The group agrees that holding community meetings virtually is the best option for this fire season. The concern remains that some members of the affected population may not have access to technology and therefore may miss out on the transmission of important information. Virtual meeting support will require a moderator, a Zoom operator, and a Facebook Live or YouTube Live monitor. Questions from the community will be gathered and dispersed to the appropriate sections throughout the meeting. A campaign to gather some questions prior to the meeting is another tip for being successful and allowing the community to ask all of the questions they need answered. Meetings will be recorded and filed in the documentation files. The PIO group will produce and share a document on the procedures of conducting a virtual community meeting.

Media visits: Media visits to camp are encouraged to continue if the camp remains an open environment. If camps are closed to entry, alternate arrangements will need to be made. In this case, an additional virtual support person to handle all media inquiries including requests for videos, photos and interviews will be necessary.

If media is allowed to visit the fire camp location, specific arrangements concerning times of day, scheduling appointments, and specific protocols should be outlined early in the incident. If media is visiting camp, the third PIO will be necessary to coordinate and conduct these activities.

Other recommendations: It is recommended that local districts strive to inform their local media contacts and members of the public of the operational differences for this fire season. Producing information prior to the beginning of fire season to detail what audiences may see in the event of a large fire situation could help IMTs be successful later in the season.

Local districts are also encouraged to develop lists of local community member who could help information staff disseminate the information by participating in a specific information briefing, or receiving an email each day with the daily fire update.

The above recommendations are a standard order based on a typical assignment. Adjustments for staffing levels may need to be made depending on the complexity and/or location of the incident.

1. Those rostered IMT positions suggested for deployment to an incident physically on-site (In Person or Remote) and those that can achieve duties virtually.

- Lead and Deputy Lead PIO (module 2) need to be on-site using a “Module of One” concept should the Lead or Deputy become incapacitated.
- Trapline managers would need to be on-site but could be “spiked” near their traplines and not stay in camp
- Some traplines could be eliminated if cooperating agency offices, post offices, county/city offices and commercial establishments would agree to publish and post for the public to see at their respective locations.

- The rest of the PIO duties could be done virtually or remotely – info posting on various websites, Facebook Live meetings and responding to email and phone calls

2. The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.

The logistical and technical support needs would be similar regardless of whether on-site or virtual. Internet access is paramount for the PIO section to be successful. InciWeb, Facebook, Twitter and press releases all require reliable and fast internet access. Google Voice is used to establish an incident contact number for the public to use. Cell numbers can be added and removed easily. A livestreaming service through Facebook for virtual public meetings may be required.

3. The mitigation measures, beyond Appendix A & B, that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.

Most PIO functions can be completed virtually or remotely. Traplines, considered essential for effective message distribution by most PIOs, present the main challenge to mitigation efforts. One mitigation measure would be to house trapline PIOs off camp. They would require lodging, meals, internet and printer access in order to function effectively.

4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.

The main obstacle would be lack of or slow internet. Internet is the backbone for incident information being able to function remotely. Another would be non-agency personnel having access to computers if they are unable or unwilling to use their own. Lastly, we’ve determined a minimum of three people are needed to conduct a Facebook Live public meeting. If three PIOs are not on-site, out of section support would be required.

Operations Section

1. Those rostered IMT positions suggested for deployment to an incident physically on-site (In Person or Remote) and those that can achieve duties virtually.

| Position | Number Required | Location | NOTES |
|--------------------------------|-----------------|-----------|-------|
| Field Operations | 1 | In Person | |
| Planning Operations | 1 | In Person | |
| Night Operations | 1 | In Person | |
| Division Supervisor | 6 | In Person | |
| Air Operations Branch Director | 1 | Remote | |
| Helibase Manager | 1 | Remote | |
| Air Attack Group Supervisor | 1 | Remote | |

2. The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.

- Increased IT support needs on Divisions to support virtual briefings, share intelligence, and complete required documents. Recommend moving as many documents as possible to electronic distribution. such as CTRs, 214, etc...
- Increased reliance on AGOL, ARC Collector for mapping purposes. Operations overhead will all have to be familiar with AGOL.
- Increased reliance on drones for reconnaissance, mapping, infrared detection and firing operations.
- Increased restrooms and hand washing stations on Divisions to facilitate social distancing.
- Increased reliance on all logistical functions if utilizing spike camps.

3. The mitigation measures, beyond Appendix A & B in the Oregon Wildland Fire Response Plan for the COVID-19 Pandemic, that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.

- Module concept will be utilized extensively. Social distancing between resources inside of a Division on the ground as well as social distancing of all resources in a Division from other Divisions. Use of spike camps/hotels to house all division resources
- Use of virtual or radio briefings. Resources do not come to main camp for any purpose. If we are using spike camps.
- Increased IT needs and wifi/phone boosters on Divisions to feed intel/briefings/documents to and from line resources

4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.

- This will be a very difficult endeavor if we can't bring technology/intranet to the fireline. Not having intranet connectivity at spike camps in place will result in a significant loss of efficiency.
- As we bring social distancing to Operations communications will be more difficult than ever. We will become more reliant on all forms of communication, radio, phone, text, email, Zoom, etc.

Logistics Section

A large portion of the logistics function in a COVID-19 environment will be to set up ICP, Firecamp and other use areas and then run these areas and our units in ways that reduce potential exposure to the virus for everyone. Further, we will strive to do this in a manner that minimizes stress and distractions for all personnel, allowing resources to focus on the job of incident management. This will likely require a larger than normal logistics staffing level to spread out services and avoid lines and unnecessary gathering of people. This section of the guide includes detailed information on how this might be accomplished.

Note that it is assumed ODF will use many of the Cache Rolling Stock trailers for use this summer (Cache, Communications, IT, GIS, Admin). ODF is not planning to mobilize their Kitchen or Shower Units, however. There may be some portion of the kitchen (i.e. refrigerated trailer) that mobilizes to support the incident, based on need.

Essential References:

<https://www.nwccg.gov/committees/emergency-medical-committee/infectious-disease-guidance>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>

Social Distancing

Social distancing guidelines are explained in detail by the CDC. These recommendations would be followed and enforced throughout ICP in all aspects of operations from location of rooms, desks, meetings, meals, etc. All team members would be encouraged to enforce, and signage would be placed throughout ICP.

Communications would take place primarily through adequate distancing outdoors, over the phone, through virtual technology (such as video-conferencing) or via emails. Appropriate barriers will be established where regular in-person interaction is required (e.g. radio cloning, supply pick up).

1. Those rostered IMT positions suggested for deployment to an incident physically on-site and those that can achieve duties virtually.

| Position | Virtual | Remote | NOTES |
|-----------------|----------------|---------------|--|
| COML | No | | INCMs and RADOs in locations away from direct contact with most incident personnel |
| Logs Assistant | No | | 1 FACL onsite and other FACL or BCMG(s) could work remotely for hotel management or other duties as needed |
| GSUL | No | | |
| SUBD | No | | |
| SVBD | No | | |
| LSC1 | No | | |
| ORDM | Yes | Yes | |
| FDUL | No | | Some remote work possible |
| SPUL | No | | |
| RCDM | No | | |

The rostered team Logistics positions will need to be on-site, other than ordering that could be accomplished virtually and possibly a FACL or BCMG working remotely coordinating a remote ICP/Base Camp. All other positions are direct support to line personnel and/or the functionality of incident facilities/equipment/supplies.

ORDMs could operate virtually with all orders being submitted preferably electronically or via phone with follow up electronic form.

2. The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.

All Logistics:

- Wi-fi access, potential need of laptops and printers and supplies for virtual resources. (Create a “Virtual Ready Kit”, (i.e. Wi-fi Jetpack/hotspot, laptop, mini all in one printer/scanner, paper, etc. Predominately for virtual staff such as ORDM.)
- One Land line established for Logistics Section if no cell service exists (in addition to ORDM land line, if needed). Otherwise, cell phones will be used by all Section staff.
- COVID-19 PPE needed for all Logistics support personnel.
- Consider staggered division report/release times to limit the number of personnel requiring logistical services at one time.

Communications:

- Consider that extra personnel may be necessary due to remote staffing and a more widely dispersed ICP/Firecamp.
- RADO’s may need to be set up in an area that is away from but accessible to incident staff. Good internet and phone connections necessary.
- Separate workspace/tents needed for COMT/COML.
- Separate space needed for sanitation and storage of Communication supplies/radios.
- Need a way to label radios/equipment as “sanitized” or “unsanitized”.
- Consider setting up a waiting area to keep incident resources distanced from COMT/COML while waiting for radio equipment services.
- Cleaning supplies needed for radio equipment.

Facilities:

- Camp crews will be needed for sanitation and cleaning.
- More portable toilets than in the past will be needed this year.
- More handwashing stations will be needed than in the past.
- Access to a cleaning company to perform daily sanitation of camp and office areas is recommended.
- Materials to make barriers (i.e. walls, sneeze guards) inside of tents and other areas around camp to separate workers from each other and from customers.
- Security to help with limiting access to camp and to help enforce sanitation and social distancing requirements.

Food:

- Resources need to plan to arrive at incident ‘self-sufficient’ for 48-72 hours. This will allow necessary time to set up food service for the incident, based on the location.

Ground Support:

- May need to order extra EQPMs to decrease wait times for services and to increase physical distancing.
- Consider ordering a mechanic to do all inspections, off site from ground support.
- Require Out-of-State Resources to rent their own vehicles (appropriate for fire line use) at their port of entry.
- Large area for ground support, such as a large shop or warehouse, to be able to spread out for unit needs.

- Large parking area due to anticipated increase in Resource vehicles needed to adhere to physical distancing needs.
- A separate hand wash station for Runners/Drivers and mechanics.
- Keep ground support pool vehicles to a minimum to reduce the need to continue cleaning after each use.
- Continue to use standard forms, if electronic forms and internet capabilities not available, but practice physical distancing in the process and do not share pens.

IT:

- Order extra cleaning supplies for electronic equipment.
- Will need good cell phone coverage with adequate bandwidth.
- Will need high speed internet with adequate bandwidth.
- Good location of ICP and firecamp that facilitates wired internet connection or close proximity to a local provider point of presence.
- Budget for necessary equipment upgrades. For example new/upgraded cradlepoints, Meraki router (second fire kit), new server.
- Internet quality dependent; potential restriction on guest Wi-fi access to help ensure bandwidth for mission critical communication.
- Location dependent; sufficient power and cooling for deployed server.
- Potential contracting of Lyman Communications to support internet provision in areas that ODF IT are not capable of supporting with internal systems.
- Potential contracting of cell provider capabilities that ODF IT are not capable of providing.

Supply:

- Tent or office for RCDM to secure durable supplies.
- Due to likely limited camp crew availability, 3-5 additional positions will be needed at cache supply. This could be Camp Help, EQPM's or additional RCDM's.
- Have a separate hand wash station inside supply yard to wash hands.

Medical:

- The need for additional personnel and medical equipment will be decided by contracted medical provider and mentioned in the use contract. Deferring to that higher level of expertise will confirm an appropriate response. Parameters we will discuss with contracted medical responders will include:
 - Supplies and staffing for triaging COVID and Non COVID medicals 24hr. shifted
 - Supplies and staffing for treatment of NON COVID medicals 24hr. shifted
 - Supplies and staffing for treatment of COVID related medicals 24hr. shifted
 - Supplies and staffing for medical transport to higher level of care (COVID and NON COVID related medicals may require separate Supplies and staffing to reduce contamination as recommended by MEDL).
 - Supplies and staffing to facilitate camp health screening if policy mandates
- Medical supplies and staffing will be required to support the previous five listed functions in multiple spike and base camp locations as needed to accommodate social distancing requirements. These supplies and staff will not include ones functioning as field or line medics.

- The ability to facilitate mass decontamination of equipment, vehicles, and facilities if policy mandates.

3. The mitigation measures, beyond Appendix A & B, will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.

All Logistics:

- Limit personnel in Camp where feasible. In coordination with Operations, Crew/Strike Team/ Division Supervisors to acquire needed supplies/services from pertinent Logistics function.
- Unit personnel would maintain physical distancing guidelines at all times.
- Communication would take place over the phone, through virtual technology, where applicable or in person outdoors practicing physical distancing while wearing proper PPE.
- Utilize electronic forms/documents to minimize interaction and handling of paperwork, where feasible and available.
- In order to adequately support resources with minimal access to some supplies, a ‘Supply Starter Kit’ will be sent with the IMT for use by IMT overhead members, Resources/Vendors (where appropriate) and Logistics staff as part of their function duties.
 - Supplies include items such as: PPE, sanitizer, wipes and cleaning products.
- Personal Protective Equipment (PPE)
 - Based upon CDC guidelines, All Section personnel will be provided with the following PPE based upon availability:
 - *Nitrile Gloves* – to be worn by Facilities Unit personnel at all times and by Ground Support and Communications Unit when directly in contact with Resource’s vehicles/equipment.
 - *Face Masks* –basic face masks or cloth facemasks will be provided and worn on a voluntary basis during normal job duties and required during food and supply distribution, where physical distancing cannot be accommodated. Resources can also provide their own masks.
- *Personal PPE* – traditional PPE such as closed-toed shoes, full length pants, etc. are expected.

Communications:

- Design Communication section to limit exposure to COML/COMT (consider: providing plexiglass physical barriers, establishing a waiting area away from work area, cloning by division).
- Provide a separate location for radio/equipment sanitizing station, keep sanitized/unsanitized radios/equipment marked as such.
- Only issue batteries at the Cache Supply area.
- Plan for RADO’s and INCM’s to be isolated at the ICP or Firecamp but with limited contact with incident personnel.
- If feasible, RADO’s should email or call line orders to Supply/RCDM.

Facilities:

- **Incident Command Post (ICP)**

The establishment and layout of ICP and supporting units is one of the most critical decisions in the COVID-19 environment. The mass closing of businesses and schools resulting from a pandemic and shelter-in-place environment actually provides more options for locating an ICP than during a typical mobilization. We recommend that a hotel (preferably a large one nearest to the incident) be used as ICP and a school nearest to the incident be used for supply, direct medical support and ground support. ICP functions requiring frequent visitor contact such as status check-in, timekeeping, and demobilization should be distanced from the other ICP functions or moved off-site if possible.

o Location Options

- Hotels – Hotels are a good option to set up an ICP if they are reasonably close to the incident or the incident Base Camp. During pandemics, such as COVID-19, hotels are typically near vacant and may be closed to the public but are available for emergency response. Hotels provide a variety of positive amenities in a partial-virtual and social distancing team setting as long as they are close enough to the incident.

➤ Pros:

- Wireless Internet and “hard” internet connecting options.
- Internal phone system for calling room-to-room.
- Designated bathrooms for individuals preventing cross contamination.
- Multiple room and room size options to maximize social distancing while maximizing productivity.
- Hotel provided cleaning and laundry options. Additional cleaning and sanitizing would likely have to be secured.
- Outdoor space to provide small group meetings while maintaining social distancing.
- Some positions can use their room as their office, further reducing travel and possibilities of coming into contact with others.
- Less vehicle needs as many IMT members can be self-sustained within a hotel setting.

➤ Cons:

- Hotels may be located inconveniently far from the actual incident.
- Small parking lots to accommodate supply, medical and ground support. Alternative parking lots would likely have to be secured.
- Many Hotel meeting spaces would be inadequately sized for larger meetings such as Planning and Cooperator.

- Schools - Schools are a viable option to set up an ICP. Most schools are closed. A deep/disinfecting cleaning will need to be provided for the facility upon demobilization of the team.

➤ Pros:

- Wireless Internet and “hard” internet connecting options.
- Internal phone system for calling room-to-room.
- Multiple room and room size options to maximize social distancing while maximizing productivity.

- Large rooms such as cafeterias, gymnasiums and theatres would accommodate small to medium size group meetings while maximizing social distancing.
- Outdoor space to provide small group meetings while maintaining social distancing.
- Securing a school facility closer to an incident is more likely than a hotel but could still be challenging.
- Large parking lots and grounds associated with most schools would accommodate supply, medical and ground support while maximizing social distancing.
- Shower facilities maybe available.
- School janitorial staff maybe available to hire for daily cleaning.
- Cons:
 - Community bathroom facilities require multiple cleaning/disinfecting per day and increase opportunities for cross-contamination.
 - No cleaning or laundry services provided. Would have to be contracted out.
 - Travel to and from lodging for IMT members creating more opportunity for contact with others and the need for more vehicles.

- Other Location Options

- *Traditional ICP* – More challenging with COVID-19 concerns to set up to provide social distancing with work stations 6 feet or more apart and the additional sanitization requirements. Due to social distancing guidelines the size of field needed for a camp layout in 2020 could be double what it was in 2019. With the anticipated increased need for telecommunications and internet data for virtual operations remote camps could be highly dependent on cell phone coverage.
- *State or Federal Offices* - Possible option as many may be closed due to pandemic executive orders but available for emergency management. Would provide many of the same pros and cons as the use of a school facility. May have less use restrictions, less cost and provide on-site government services and supplies.
- *Large Commercial Offices and Businesses* – Possible option as many may be closed due to pandemic executive orders but available for emergency management. Would provide many of the same pros and cons as the use of a school facility but likely more cost and less flexibility.

- **ICP Layout**

The layout of ICP would depend much upon what facility was secured. Regardless, social distancing of rooms and staff would be maximized (within available space).

- Hotel

- Higher foot traffic units such as Check-In, Time, Logistics (including Comms) & Liaison Officers located on the bottom floor. Medical would have a designated area on the ground floor away from the other areas.
- Operations and Finance located on middle floors.

- C&G staff and Planning located on top floors.
 - Supply and Ground Support would be located remotely either on hotel grounds (if social distancing can be met) or at a facility closer to the incident. Some medical support would also be located closer to the incident.
 - School
 - Higher foot traffic units such as Check-In, Time, Logistics (including Comms) & Liaison Officers located near entrance.
 - Operations, Finance & Planning centrally in large spaces or multiple connected rooms to maximize social distancing.
 - C&G staff located furthest from the front entrance to minimize exposure.
 - Supply and Ground Support located on school grounds separated significantly by one another.
 - Medical located in the school nurse's office and adjacent offices.
- **Security:**
 - Would be ordered if needed and would report to the Facilities Unit Leader.
- **Visitor Traffic Control**
 - Visitors to and from the ICP would be strictly limited to critical members of local emergency management or government as invited and approved by C&G staff. This will be accomplished by controlling entrance point(s) with a staffed checkpoint. Virtual meetings will be highly encouraged to minimize or completely stop any visitation from non-IMT members.
 - CDC postings will be placed on all doors preventing entrance from anyone, including IMT members, who are suffering symptoms.
- **Team Personnel Traffic Control**
 - Within ICP, team members will be required to maintain social distancing guidelines at all times.
 - Unnecessary travel to other locations will be highly discouraged.
 - Meetings should be conducted virtually, when possible, even when members are in the same building.
- **Lodging**
 - Team Lodging
 - Recommended that main IMT members reside at the hotel that is used for an Incident Command Post (if a hotel is used). This would greatly reduce the need for travel that would increase chances of exposure. If a field or building other than a hotel is used for an ICP then a separate location in the field or on the school grounds for overhead sleeping will be established.
 - Recommended that IMT members deemed to work "remotely" and team members associated with supply, medical and ground support reside at an adjacent hotel or a hotel near the alternative staging area.
 - Virtual team members would simply work from their homes or home units.

- Crew Lodging
 - Recommended that responding personnel and crews be housed in a field or on school grounds as close to the incident as possible.
 - If hotels are used for lodging it is recommended that IMT members and crew members should not be housed at the same hotel.
 - Line resources may be grouped by division if staying in a firecamp.
- Hotel Cleaning & Disinfecting
 - Major hotel chains have pandemic cleaning protocols established by their corporate offices that follow recommended CDC guidelines. These include but are not limited to:
 - Deep/disinfecting cleaning of rooms only once per week. No room service or hotel personnel entering rooms through the week. This keeps only one person, the occupant, from being in a single room thus minimizing chances of cross-contamination.
 - Disinfecting cleaning services provided by hotel staff to all public areas and public restrooms on a daily routine basis.
 - Recommended that additional cleaning services be contracted for the hotel that will be serving as the ICP.
- Physical Distancing
 - One person per room unless the group is traveling together and is considered a “Module as one” such as an engine company of two.
 - Congregating in public areas in the mornings and evenings will be prohibited.
 - Returning personnel should report directly to their rooms and conduct any after-hours business via phone or virtual technology.
- **Laundry**
 - Laundry services are going to be essential to providing the best hygienic environment as possible. All team members and crews will be encouraged to wear a fresh set of clothes daily. Consistent laundry service will need to be provided. (RECOMMENDED Hotel Provided Laundry Service)
 - Hotel Provided Laundry Service – Many hotels provide laundry service to guests at an additional cost. This laundry service could be negotiated in a contract with the hotel for the duration of the mobilization.
 - Contracted Laundry Service – Contracted laundry services would work on the traditional tag, drop-off and pick-up method of most incidents. However, it is recommended that if this option is used, that the service would pick-up at each hotel location thus eliminating the need to transport dirty laundry to the staging area.
 - Personal Laundry Service – Most hotels have an internal laundromat. Private business laundromats are also considered “essential” service and would be available. Disadvantages to this option include time availability of personnel to do their own laundry and the encouragement of congregating in laundromats while waiting. Cross-contamination is also a noted disadvantage.

Food:

Securing meals for both IMT and responding personnel is predicted to be challenging. This will depend on where in the State the incident is located, how many resources are being supported and how many local amenities are available. Where possible, have lunches ready to disseminate with breakfast to avoid additional coordination for getting meals to resources.

- Potential options for meal service may include:
 - Using local restaurants - Many restaurants during a pandemic situation may be closed to the public but are still providing delivery and carry-out services. Restaurants have seen their business reduced considerably and may be eager to provide food options for an incident. All meals would have to meet incident standards for nutrition.
 - National Contract Catering Unit – Contract specifications will need to be adjusted for 2020 to account for and accommodate COVID-19 mitigation measures. This might include:
 - No open communal serving of food (i.e. salad bar)
 - Single serve beverage station rather than bulk use
 - Boxed meals that are given out in a way so as to avoid lines and close eating areas. May require additional logistical staff to disseminate?
 - Small/Local Catering Unit – These entities may be able to make meals for smaller fire camp quantities. They may also be used to focus on providing only 1-2 of 3 daily meals. Dispersing meals would need to be similar as national caterer.
 - Grocery store – Possible option for making sack lunches. Use logistics staff to pick up for dissemination with breakfast.
 - School cafeteria – Possible use of local school kitchen staff to prepare boxed meals for fire personnel. The quantity able to be produced may vary from place to place. Dispersing meals would need to be similar as national caterer.
 - Hotel restaurant – Similar to school cafeteria. Availability and ability to make number of meals needed varies. Dissemination is similar to other options.
 - MRE's – This may need to be the go-to option to bridge the gap for other options and/or be 1 of 3 daily meals served.
 - Plan to order individually packaged supplemental food items that can be given out with MRE's.
 - MREs will be ordered from the cache and staged in the event that there is an issue with receiving a meal order from a vendor. Pandemics can cause unpredictable situations such as the immediate closure of a restaurant facility due to a staff member testing positive.
 - Other packaged meal options might be available but further research and procurement coordination is needed. These items may have other challenges to support (i.e. need for heating implement such as a JetBoil).
 - Self-sufficient – Utilize local resources or order them 'self-sufficient' so they are responsible for feeding themselves.
 - Tracking these folks might be difficult if we have mixed resource types (non-local, staying in camp vs. local who go home at night).
 - Coffee service may be difficult to provide under the circumstances.

Ground Support:

- Large area for ground support, such as a large shop or warehouse, to be able to spread out for unit needs.
 - Keep Functions separate as much as possible; i.e. separate spaces for Runners/Drivers, for EQPM & GSUL, and for mechanic.
 - Allow for customer physical distancing of 6 feet.
- Large parking area due to anticipated increase in number of vehicles needed to adhere to physical distancing needs.
- Limit the number of personnel allowed to ride together in a vehicle. In most circumstances, Runners/Drivers should each use their own vehicle.
- Sharing of vehicles is discouraged due to cross-contamination. Disinfecting cleaning will be required if a vehicle is reassigned to a new driver.
- Consider requiring Runners/Drivers to camp at fire camp. Discourage visits home and require that no visitors be allowed into camp.
- Make certain that Runners/Drivers understand physical distancing, PPE and sanitation protocols and that they agree to abide by them.
- Transportation Plan – consider road barricades to limit access and reduce the need for road block security personnel.

IT:

- Only IT personnel will be allowed in the IT trailer.
- If possible, close proximity to GIS (unless GIS is self-sufficient in network access) and Communications (to potentially coordinate/plan network related capabilities)

Supply:

- Identify processes and procedures in IAP for placing orders and receiving supplies
 - Coordinate with Operations for less points of contact between resources and Cache staff (i.e. more deliveries out to the line, TFLD/DIVS personnel picking up orders).
 - Require fire personnel to use their own pens when filling out cache forms.
- Establish a large enough area for the supply cache to be located.
 - Additional space will be needed to sort and keep ‘unsanitized’ items separate from clean/sanitized items.
 - Additional space needed for cache personnel to work while maintaining physical distancing separation.
- Consider Utilizing email (or similar such as iPhone Notes app, Android equivalent), for receiving supply orders, if IT support is in place.
- Consider establishing work shifts that limit exposure but still gets supply orders filled.

Supplies for COVID-19

- Traditional supplies for a typical incident as provided by the cache, along with:
 - Individual Infectious Disease Barrier Kit (NFES 1660)
 - Multi-Person Infectious Disease Barrier Kit (NFES 1675)
- Additional supplies in relation to mobilizing in a pandemic environment:
 - Nitrile Gloves
 - Basic masks and/or cloth masks
 - Personal hand-sanitizers (if available) or alternate “home-made” versions as recommended by the CDC.

- Larger quantities of cleaning supplies for cleaning crew and overhead use for cleaning personal space.

4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.

All Logistics:

- Consider incorporating a Safety Officer into the Logistics Section for ongoing coordination related to implementing safety related protocol.
- Resources ability to understand electronic processes could be limited.
- Internet access may be limited for some logistical areas on the incident (i.e. Ground Support, Supply). Will have to rely on traditional paper documentation in these cases.

Communications:

- Physical distancing and sanitization measures taken in the Communication Unit during cloning of radios may slow resources in getting to the fire line. Strongly discourage Resources from doing their own radio cloning because of high probability of corrupting radio programming.
- Agency has limited people trained as COML's, COMT's, INCM's.
- Training/protocols need to be developed for individual RADO's in utilizing various communication tools.
- Internet service is often limited.
- Line orders placed by email or voicemail could get corrupted, missed or dropped.

Facilities:

- Obstacles to success will include lack of enough portable toilets, handwashing stations, and shower units.
- The amount of time necessary to clean showers could produce longer wait times.
- A lack of outside resources to perform daily camp sanitation.
- A lack of adequate numbers of camp help or other staffing.
- Ability to police long lines and the ability to implement social distancing.
- Failure of individuals to following sanitary and social distancing guidelines.
- Day Sleeping accommodations may be more difficult to provide for. This may need to be an Operational consideration as the availability to provide appropriate accommodations for night shift resources could be strained depending on where the incident is located.

Food:

- In general, the process for food/meal delivery is going to be drastically different than in years past. How meals are packaged and served will require additional coordination and capacity to manage. Resources that have food sensitivities could be affected.
- Note that if restaurants are open to the public, they may not be willing/able to accommodate meal requests.
- Meal quantities could be a limiting factor for certain restaurants, requiring the need for procuring meals at multiple restaurants, creating additional logistical workload and coordination.

Ground Support:

- Need assistance in developing electronic forms.
- The number of I-pads needed for incidents to help reduce handling of paperwork.
- Internet service is always limited in Ground Support locations.

IT:

- Obstacles for IT to be successful will include lack of access to adequate high speed internet and/or cell phone signals.
- Lack of additional electronic devices such as computers, tablets, and smart phones.
- Too many virtual sites outside of the ICP or even camp and ICP being in separate locations will stretch IT's ability to service multiple areas with electronic devices and printers.
- Dedicated transportation if there is a need for IT to travel to multiple sites for support.

Supply:

- Anticipate delays in needed items that are non-standard cache items.
- Potential lag time sorting through influx of email and dissemination of information between Ordering and Expanded Dispatch if ORDM is working Virtual.
- Frequent product handling:
 - Overhead bring full kits to reduce the amount of incidentals needed to order.
 - Recommend no exchange of Nomex. Encourage laundry at hotel or through other on site professional laundry service vendor for non local resources.
- Limit replacing Cache items on incident. Issue S# for incident replacement that is approved through appropriate process.
- Have a separate hand wash station inside supply yard to wash hands

Appendix A – Best Management Practices Outline**Cleaning Plan**

- ICP Cleaning. Regardless of ICP being located at a hotel, school or other facility it is recommended that a professional cleaning company be contracted to provide daily cleaning and trash gathering. Contracted cleaning companies would be required to follow all CDC guidelines for cleaning practices in a pandemic environment, provide proper PPE to all staff, provide commercial grade approved disinfectant cleaning products. Some cleaning and facility requirements would include:
 - Disinfection of all doorknobs, door facings, light switches, exterior door exit bars, and handles three times per day.
 - Disinfectant cleaning of all community restroom facilities twice per day.
 - Disinfectant mopping of all hard-surface floors once per day.
 - Disinfectant cleaning of all work surfaces including telephones, computer mice and keyboards once per day.
 - Gather and dispose of trash once per day along with sanitizing trash containers. All of the above cleaning requirements apply to the staging area as well.
- ICP at Hotel Specific:
 - Additional cleaning as described above in combination with hotel provided cleaning.
 - Locking and preventing access to public restrooms, pool and fitness facilities.

- Removing public coffee and water dispensing.
- Lodging Cleaning - For hotels not serving as ICP but as a lodging location for crew members, the hotel cleaning service as directed by their corporate offices to meet CDC guidelines should be sufficient. Additional cleaning services that should be required should include:
 - Daily sanitizing of all doorknobs, door facings, light switches, exterior door exit bars and handles.
 - Locking and preventing access to public restrooms, pool and fitness facilities.
 - Removing public coffee and water dispensing.
 - strict restrictions for entrance from members of the general public.

Safety Section

1. Those rostered IMT positions suggested for deployment to an incident physically on-site and those that can achieve duties virtually.

Safety Officers assigned to an incident cannot perform their vital role within the organization virtually. A few of the tasks they perform can be done virtually but the safety oversight they provide on the incident requires that they mobilize with the team and be located at the incident. Historically, Safety Officers have used the philosophy of engaging the line resources resulting in the opportunity for line resources to have ownership in the safety effort. This has resulted in an excellent incident safety record and we don't want to lose this connection. We need to identify a mechanism/process to reduce the exposure to the lowest level so we can continue to provide the opportunity for the on-line resources to communicate the hazards/risks that they encounter on the incident.

2. The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.

| Name | Position | Support Needed | Tech Needs |
|---|-----------------------|----------------|---------------------------|
| Lead Safety | SOF1 | PPE – go bag | One I laptop for section. |
| Team Safety | SOF1 | PPE – go bag | |
| Safety Trainee if position is available | Trainee or Apprentice | PPE – go bag | |

3. The mitigation measures, beyond Appendix A & B, that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.

Safety is a small section and the individuals within it are self-sufficient and flexible in performing our tasks. We will need sufficient space to allow for recommended distance between individual work locations. The Safety Officers assigned to a Division (s) would be able to follow operations module-of-one concept to reduce the number of resources closely interaction with one another.

4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.

The inputs for the IAP, Risk Assessment, Accidents, and other necessary tasks require input/review from other sections. These can be done without close personal contact by sending them electronically to the appropriate assigned individual. This may slow the completion process which, in turn, may have a ripple effect on other sections.

Plans Section

Resources/Check-in/DMOB

1. Those rostered IMT positions suggested for deployment to an incident physically on-site and those that can achieve duties virtually.

On site

Accurately recorded and entered check-in data are essential to multiple sections. The following strategy has been identified as a way to gather, record, and share this information between sections.

Two RESLs will manage operations at the ICP and will implement the full suites of duties, will serve as the liaison within the resource unit and the plans section, and will coordinate with virtual RESLs. This RESL will also be the liaison between other team sections, with emphasis on operations, finance, and logistics. The on-site RESLs will also help troubleshoot at check-in and DMOB.

One SCKN will manage operations at ICP and will execute the full suite of check-in duties, will coordinate with the virtual SCKNs, and will help troubleshoot any check-in problems on-site, input resources into e-Isuite, and will help with virtual DMOB Unit and documentation when possible.

Virtual

One RESL will be virtual and will complete support functions including: 1) virtual tracking of resources via e-Isuite or alternative database; 2) IAP development based on inputs from on-site section resources (operations, finance, logistics, safety, information and command). Virtual inputs will also be attained through video conferencing via an approved platform. Firenet – Office 365 Teams will be the primary communication channel. Other means will include Phone, email, and text. All IAP products can be produced virtually, but the on-site RESL is essential to managing inputs from operations to produce the division assignment lists (204s).

Three to four (3-4) SCKNs will be virtual. This is higher than is required on-site, but necessary to overcome the expected challenges with IROC not yet able to populate e-Isuite with basic resource order data and the slow speed of the internet e-Isuite Enterprise platform. These factors quadruple the workload for SCKNs because they have to manually enter data for each asset into e-Isuite, be that overhead, crew, engine, aircraft, and/or equipment (e.g.: absent IROC populating e-Isuite, checking in a crew will require entering each name for all 20 crew members); also, internet e-Isuite Enterprise runs so slowly relative to the site version that it takes approximately four times longer to enter data. Hence the larger number of SCKNs.

One DMOB Unit Leader will function in a virtual capacity aided by the onsite resources (SCKN and RESL).

2. The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.

On Site

To operate under this proposed structure, on site personnel will require electricity, internet access, cell phone and/or landline telephone coverage to accomplish their duties on a Type 1 or Type 2 incident that is supported virtually in the COVID-19 environment.

To maximize efficiency:

- The on-site RESL needs a laptop computer, one additional monitor, a printer/copier/scanner, a projector to facilitate pre-planning meeting, a plotter to generate necessary large format documents such as 204's or a printer with 11X17 capability.
- The on-site SCKN needs a laptop computer, at least one additional monitor, telephone, and a printer/photocopier/scanner.

The additional monitors are necessary to increase efficiency and accuracy in producing necessary IAP sections and transferring check-in data from electronic check-in forms into e-Isuite.

A virtual DMOB station would be on site in the same tent/room as SCKN (and possibly RESL) that would include a phone or tablet at the ICP DMOB worksite with signs providing instructions on how to contact virtual DMOB and how to check off the electronic DEMOB check-out sheet (ICS 221), which is a fillable ICS 221 for each resource in PDF format, maintained on the incident's 365 site, that can be reviewed and approved by each section/unit in the digital environment.

Virtual

RESL – Will need a laptop or computer work station, additional monitor, and cell phone, access to e-Isuite enterprise platform or alternative shared database, and communication tools.

SCKN – Will need a laptop or computer work station with additional monitor, e-Isuite enterprise platform or alternative shared database, and cell phone or landline phone.

DMOB - will need a laptop or computer work station with additional monitor, e-Isuite enterprise platform or alternative shared database, and cell phone or landline phone.

As with the on-site positions, the additional monitors are necessary to increase efficiency and accuracy in transferring check-in data from electronic check-in forms and DEMOB data into e-Isuite.

The above may need to be reimbursed for personal data plans.

Virtual tasks will include e-Isuite data entry, IAP development and production, and communications (via text, phone, email) to maintain communications and hold meetings within and between the resource unit, the plans section and other sections within the incident. The larger the incident, the more lines of communications should be utilized to ensure good communications among all sections. If lines of communications cannot be met, virtual communication breakdown will result in failure of mission objectives and more folks will need to be positioned in close proximity to maintain communications.

How will tasks be completed?

- Check-in:
 - Electronic, self-service form tied to the Team 365 environment.

- Form populates an Excel spreadsheet that is then manually entered into e-Isuite because at present Excel data cannot be automatically uploaded into e-Isuite.
- The Excel spreadsheet will be housed on the incident's Team 365 environment where it can be accessed by the TIME and DEMOB units.
- Tracking resources via e-Isuite or alternative database or spreadsheet tracking mechanism that could be developed. Data reports as requested will be developed from whatever database is employed.
- Tracking Resources:
 - We envision no substantial change to the overall approach to coordinating with Planning Operations.
 - Accomplishing the pre-planning meeting with a mix of on-site, remote, and virtual individuals will require additional audio-visual technology, such as a projector, large monitor, or both.
- IAP:
 - As with tracking resources, we may not be able to utilize e-Isuite to develop much of the IAP.
 - We will likely shift to MS Word forms.
 - These will be completed, edited, and shared on the incident's Teams 365 environment.
 - Sections will submit their IAP parts by uploading them to the incident's Teams 365 environment.
 - Draft IAP will be compiled and shared with the PSC and IC in a manner most conducive to timeliness and accuracy.,
 - IAP will be distributed in a mix of electronic and hard copy versions as determined appropriate by C&G.
- DEMOB
 - Reports would be generated by the DMOB (DMOB).
 - Reports would be distributed and/or published no differently than current policy.
 - When a resource comes to DMOB, they would be told which units they need to visit to complete check out.
 - This may be the only piece of paper a resource receives-so they know which units to obtain signatures.
 - Upon completion of check out, they provide the DMOB with their travel itinerary or if traveling by air, their flight information.
 - When the above DMOB process is complete, the DMOB enters itinerary into e-Isuite; generates required report and sends to Expanded Dispatch.
- Documentation
 - All files will be deposited in DOCL digital folders established for the incident in the incident drive.

3. The mitigation measures, beyond Appendix A & B, that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.

- Planning area (tent, yurt, or building) is equipped with physical barriers for enforced "Social Distancing". Examples: shields to separate resources during business activities, windows with extended barriers to conduct business and/or table extensions.
- Limit number of crew and equipment members to check in or check out. Primary only.
- Social distance parameters are ingrained in the IMT and reminders are posted.

- Sanitation stations are throughout facilities, not just bottles of sanitizer.
- Maintain contingency plans in the event of technology failure.
- Conduct Check-In and Demobilization by electronic device, otherwise, limit exposure by maintaining social distancing and have decontamination protocols in place.
- Encourage electronic documentation to avoid person to person contact whenever possible.
- Incident personnel should document travel and exposure to high risk environments on electronic unit logs (ICS 214).
- Coordinate with MEDL to assure appropriate procedures are enacted as a standard part of the Demobilization process.

4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.

A critical component is the ability to communicate clearly with: resources in the field, section team members and outside partners and contractors. If the video conference is only half heard—it's really not heard at all.

Virtual Check in through Google/365 Virtual Form – Resource Input Data Quality - Using only virtual methods (smart phone or online form), there is a high likelihood that incoming resources (firefighters in the field) will make mistakes, typos, or not know the required information for check-in. High reliance on resource entering correct data and contact information. This is magnified without access to IROC/Resource Orders.

Proposed Solution - SCKN may need to be an EDRC with access to IROC or require an extra ORDM or other to access IROC to assist SCKN.

Virtual Check in through Google/365 Virtual Form – Ability to size up incoming resources - Using only virtual methods (smart phone or online form), an important job of SCKN is to “size-up” incoming resources and alert operations to potential issues, such as resources coming in after traveling all night; resources appearing unwell or unfit for duty; language barriers; etc.

Proposed solution – None at this time. This is a risk.

IROC and e-Isuite Compatibility – At present, IROC does not have the features to be used to auto populate e-Isuite at this time. Until this is resolved (timing unknown to SA Blue Team Plans), all data entry will be manual. This is a labor and timing issue likely affecting all sections.

Proposed solution – more than usual number of SCKNs for data entry.

Without IROC auto populating, additional issue is ensuring Resource Order Numbers are correct.

Ability to receive Resource Orders/Manifests from Ordering/Dispatch or Resource

Proposed Solution Options – One SCKN may need to be an EDRC with access to IROC or require an extra ORDM or other to access IROC to assist SCKN. Make tablet/computer and scanner available to incoming resource at Check-In tent, to allow resource to share resource order with SCKN

electronically (via email). Work with GACC and have all Centers email resource order to SCKN (this doesn't seem realistic).

E-Isuite in the Enterprise Environment AND Connectivity –

A work around for e-Isuite enterprise is needed. This is critical to the mission for all sections to complete their work. This is a labor and timing issue likely affecting all sections. Reliable internet is required.

Proposed solution – more than usual number of SCKNs for data entry. Hotspots/Plum cases. Work with ITSS to establish on-site e-Isuite that can then be utilized by both on-site, remote and virtual personnel.

Coordination of data entry among multiple SCKNS and sharing of data with other sections using multiple platforms/technologies –

Reviewing data input for accuracy (both virtual check in form, it's output and what is input into Eisuite) will be required. Coordinating multiple SCKNS entering data from a "live" database will be required. Ensuring most recent and accurate output is readily available virtually to other sections will be required. How will SCKN interface with SITL, Planning Ops, others and ensure data are transferred in a timely and accurate manner?

Proposed Solution – "working on this / still in development"

Documentation

a. THOSE ROSTERED IMT POSITIONS SUGGESTED FOR DEPLOYMENT TO AN INCIDENT PHYSICALLY ON-SITE AND THOSE THAT CAN ACHIEVE DUTIES VIRTUALLY.

DOCL functional requirements may be met virtually at a remote location outside of ICP in concert with an on-site position.

Incident documentation can be generated, acquired, compiled via technological means of communication. Duplication services and distribution of IAP products require on-site delivery. Digital formats for IAP may be delivered to devices (QR scan codes perhaps) with the caveat of vulnerabilities of technological malfunction and diminished ease of use due to the size of the document. Hard copy IAP provision for line personnel are first and foremost a safety issue facilitating timely access to vital information contained within the handouts should a critical need arise, freeing up device use and power for other functions. On-site position accommodates the need for collection and management of documentation generated at location. Collection of hand corrected IAPs which are a part of the Incident Documentation Package can be accomplished by DOCL or perhaps scanned by other parties to Virtual DOCL.

b. THE IMMEDIATE AND ANTICIPATED LOGISTICAL AND TECHNICAL SUPPORT NEEDS FOR EACH ON-SITE AND VIRTUAL RESOURCE IN ORDER TO SUCCESSFULLY ACCOMPLISH TASKS.

On-site documentation needs are the physical documentation and office supply materials from Cache in addition to the technology devices and associated accoutrement. (Physical KIT components should be accompanying DOCL in transit to incident) Duplication services for IAP production would perhaps be provided by local resources or at least two remote capable

printers for exclusive use of the DOCL to minimize contamination of surfaces and/or exposure to Covid-19. Special consideration for types of disinfection solutions for equipment be made for adequate microbe removal and retaining of function with the devices External battery devices may be necessary to supplement operation of devices should power disruptions occur. Troubleshooting and restoration of duplication equipment may only at times be successful on-site, necessitating in person action.

Virtual documentation needs as above sans the Cache materials and the duplication equipment with the capability to acquire any and all on-site generated documentation with exclusive edit function for Doc Box contents.

c. THE MITIGATION MEASURES, BEYOND APPENDICES A&B, THAT WILL BE TAKEN TO PROTECT RESOURCES FROM EXPOSURE TO COVID-19 THAT ARE UNIQUE TO THE SECTION OR IMT POSITION.

Detailed recording of on-site DOCL contacts with persons on ICS-214 mitigation measure for the purpose of Contact Tracing for possible subsequent exposure to Covid-19 of said DOCL. Limiting access to duplication equipment to the least number of people and ensuring fastidious on-going cleaning of such.

d. THE OBSTACLES (PROCESS, TECHNOLOGY AND OTHER LIMITATIONS) THAT ARE UNIQUE TO EACH SECTION AND/OR IMT POSITION AND THAT MAY PREVENT SUCCESSFUL COMPLETION OF DUTIES

The sheer size and numbers of component documents contained in each IAP create increased potential with duplication equipment and when malfunctions occur it may prevent the successful completion of the duty of IAP production, duplication and dissemination.

Situation Unit

1. Those rostered IMT positions suggested for deployment to an incident physically on-site and those that can achieve duties virtually.

| Position | Virtual | Remote | On-site | Comments |
|-----------------------|---------|--------|---------|----------|
| Situation Unit Leader | | 1 | 1 | |
| GISS | 2 | 1 | | |
| FBAN | | 1 | | |
| IMET | 1 | | | |
| FOBS | | | 1 | |

2. The immediate and anticipated logistical and technical support needs of each on-site, remote and virtual resource in order to successfully accomplish their task.

- Each Situation Unit member will need laptop with internet connection through landline or wifi. All Unit members will need to have a NIFC AGOL organizational account as well as FireNet365.
- Each on-site and remote team member will need to be equipped with a tablet that is operational and functional for the AGOL environment.
- Each Remote and on-site members will need individual vehicles, GOV or rental
- Rental plotters and printers provided to remote facility

3. **The mitigation measures, beyond Appendix A & B, that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.**
 - Preference would be to move away from all paper map products
 - Create virtual tutorials on creating user accounts and basic functions of AGOL products.
4. **The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position and that may prevent successful completion of duties.**

There will be high demand on using mobile mapping products (AGOL, Collector, Survey123) and a corresponding lack of technological skill among all incident responders.

FINANCE SECTION

The Finance Section discussed the following models for finance operations in order to determine the most realistic and efficient model for ODF incidents:

- **On-Site** – all section personnel are located at ICP
- **Remote** – Finance Section personnel are located off-site from ICP but together in a conference room, motel, or other office-type location
- **Virtual** – Finance Section personnel are located off-site, separated from each other or working from home. There is little to no interaction with resources at ICP. **This option would not be for all finance positions but there are some that may be able to be accomplished in this fashion.**

Although the most efficient model would be to have all personnel located at ICP (“business as usual”), the Remote model was selected as the most realistic and effective option with the least risk to personnel members.

1. **Those rostered IMT positions suggested for deployment to an incident physically on-site and those that can achieve duties remotely or virtually.**

Please see Section 4, below for specific position information.
2. **The immediate and anticipated logistical and technical support needs of each on-site and virtual resource in order to successfully accomplish their task.**

TECHNOLOGY NEEDS:

The success of the Finance Section will depend heavily on technology and its availability. Some immediate investments into IT equipment (printers, cell phones, etc.) will also be necessary for success. It will also be dependent on the availability of IT Support personnel to ensure that the setup and maintenance of the database as well as internet connectivity and communications tools are up and running. There is also a critical tie between Finance and Plans so the two units could co-locate for database purposes as well as efficiency of IT support.

On-Site: The standard technical support needs and equipment (the IT Trailer) would apply with a few changes:

- Laptops with audio and video capability will be required; if the IT trailer laptops do not have video capability, cell phones with video capability will be needed.

- Each IMT member (FSC, Assistant, COST, PROC, and TIME) will need access to their own phone and phone number; ideally this would be a cell phone. If cell phones are not an option, landlines will be needed.
- A minimum of 2 scanners (high speed with high volume capability) will be needed to transfer documents back and forth from ICP to Finance. One would be located at ICP and the other would with the Finance Section at their location.
- A minimum of 1 all-in-one printer/copier will be needed to facilitate the management of documentation at ICP. Best practices would be to have at least 2; one at ICP and one located with Finance.

Remote: Most of the technology would be established at the off-site/remote location as it would normally be if the section was located at ICP. Section members at ICP each day would need to be able to communicate with the other section member via methods such as phone, video conferencing (Skype, Zoom, MS Teams), email, instant messaging, or other collaborative platform.

Paperwork that has an immediate need for transmission would need to be scanned, photographed, or any other method of electronic transmission and sent to the remote location. Other paperwork could be picked up at the ICP daily and hand carried back to Finance for input. Ideally, the remote location would be able to print to the ICP so some documents would not need to be scanned or emailed.

The additional equipment listed under the On-Site section, above, will also be needed in the remote model.

E-Isuite Needs: With a steady internet connection, E-Isuite Enterprise may be a viable alternative to the Site version, however it has not been successfully used on large scale incidents in a remote environment. If E-Isuite Enterprise is to be used, all Finance, Plans, and Check-In personnel will be required to have NAP user credentials to access the online system.

If E-Isuite Enterprise is used, additional IT Support personnel will be needed to manage each location to ensure there aren't connectivity or other issues that arise.

Document Management Solution: A document management system such as Google Docs or Dropbox will be needed to manage documentation from multiple locations. The Finance Section Chief will establish the site and disseminate the access information to personnel.

Group Email: The Finance Section Chief will initiate the establishment of an email distribution group in order for Finance personnel to transmit shared information and documentation. Dissemination of the contact information would be done through posting in camp, putting it in the IAP, and other public locations as needed.

Telecommunications/Video Conferencing: To work in the remote model, the Finance Section will require constant communication with ICP to ensure good situational awareness. A dedicated phone line or cell phone will need to be available to Finance Section personnel, as outlined above, to ensure they are easy to contact at their assigned location.

Access to video conferencing equipment and software (such as Zoom, Skype, or MS Teams) will be needed for daily meetings, briefings, assisting resources, etc. This may be done on laptops that have video capabilities or on cell phones.

Logistical Needs:

On-Site Needs: Finance could function at ICP with proper mitigating measures, however, this is the highest risk option. It may be difficult to support logistically with yurt set up, social distancing needs, and managing contact with resources. Proper PPE would need to be provided to all Finance personnel including 3 masks per person (in case laundry is not available on site) and rubber gloves to handle paperwork (as needed).

Establishment of separate finance work areas will be needed. For example, personnel work areas are located in a clean (“cold zone”) that has restricted access. There would need to be a resource meeting area (“warm zone”) that is separate from the personnel work area and would allow a space to resolve issues that cannot be done by phone or email. A document drop off area in the “warm zone” would also be needed for resources to drop off their paperwork. A resource waiting area will be need in the "warm zone" for resources to audit time, complete paperwork, etc. Appropriate barriers will be established where regular in-person interaction is required.

Extra sanitizing products will be needed to ensure shared supplies and equipment can be cleaned. A supply of wipes, hand sanitizer, etc. will need to be available. There is an option to sanitize paperwork with ozone lights or other appropriate methods.

Remote Needs: Finance could operate remotely at a local rented facility within a reasonable proximity to ICP; this would minimize unnecessary exposure at camp. Personnel could work on per diem if necessary (and feasible). Personnel could work in conference rooms, classrooms, or other facilities that allowed for appropriate social distancing. If a common workspace is not available, personnel could work in hotel rooms. This would require coordination with Plans, however, because if they are working from ICP, an even higher level of IT Support would be required to make E-Isuite Site functional if the Enterprise version is not viable.

A Finance Liaison at ICP would be recommended to ensure in-camp resources are able to access the functions they need in an efficient manner. This could be accomplished by having personnel in camp around during “office hours” and/or around briefing times to collect shift tickets and answer questions, and facilitate the flow of communication between locations.

3. The mitigation measures, beyond Appendix A & B that will be taken to protect resources from exposure to COVID-19 that are unique to the section or IMT position.

The Finance Section will follow agency guidance as well as the most recent advice from health and safety authorities. Appropriate social distancing within the section will be used for all Finance personnel; this includes not sharing desk space, office supplies, electronics, etc.).

4. The obstacles (process, technology or other limitations) that are unique to each section and/or IMT position that may prevent successful completion of duties.

All positions will need to have the technical support and equipment outlined above. How E-Isuite is networked will drive the specifics of each function to be successful. Individual Finance personnel will need to address the following items:

Finance Section Chief/ Finance Section Assistant: Both of these positions will be best served by sharing the coordination needs between the locations. At the discretion of the Finance Section Chief, one of the positions could be in camp managing workflow while the other is in the remote location with the Finance personnel answering questions and assisting with processing of documentation. The FSC will identify how the finance documentation “boxes” will be assembled (electronic or hard copy) and make sure to troubleshoot documentation flow for electronic documents.

Cost: This position’s success will be tied to the E-Isuite database and the data being entered by the other functions. Duties can be done either on-site, remotely or virtually but will need constant access to the database.

Time Unit Leader: The success of this function will be based on proximity to timekeeping personnel and access to the E-Isuite database for data entry. This position can function efficiently on-site or remotely, however, it is important that this position plan to address the following:

- Establish a process for the collection of paper and electronic CTR’s and transmitting them to timekeeping to ensure timely receipt of documentation for completion of OF-288’s obtaining signatures, etc.
- Review the current audit process and determine if changes are needed to ensure accuracy of accounting
- Establish a process to collect of signatures on documents
- Establish a process with Check-in and Demob to ensure an efficient process with the least amount of contact with resources as possible.

Timekeepers: The success of both the PTRC and EQTR functions will be based on having constant access to the E-Isuite database. When possible timekeepers should be housed in the same location on-site or remotely but are positions that can easily be virtual if the need arises.

Procurement Unit Leader: The success of this function will depend on good communication with contractors, a clear process in place with Logistics to ensure contractors are performing as per their contract specifications, etc.

Land Use Agreements could be completed remotely if Logistics completes the agreement documentation when they do their walk through of the facility prior to occupancy. Signed agreements and photographs could be delivered to Procurement for their records and tracking. A good communication process will need to be established with Ordering and Logistics to manage resource needs and contract administration. Land Use Agreements for facilities that regularly house occupants (schools, conference centers, office space, etc.) may require services (such as sanitizing) above and beyond the typical standards. Procurement should also consider if sanitizing will be needed prior to occupancy.

Incident Resource Agreements should be reviewed and executed at the local district and copies of approved IRA's shall be given to Procurement. If copies of IRA's are not available upon arrival, Procurement will establish a process with the local district to ensure IRA contractors are approved to work.

In the absence of a Procurement Unit Leader, utilizing the local district to help facilitate Land Use Agreements, local purchases, etc. that may be needed.

To reduce the amount of exposure for the Procurement Unit Leader, the preferred method of hiring will be VIPR resources. Although we recognize there are circumstances that require the use of local agreements, they are difficult for Procurement to manage and support because they require a higher level of contract administration. VIPR resource hiring requires little administration for Procurement so this option reduces the amount of in person contact needed to support the incident.

Depending on the incident complexity, location, and availability of resources, there may be the option to set up a virtual Buying Team who would be able to manage all orders and purchases for single or multiple incidents.

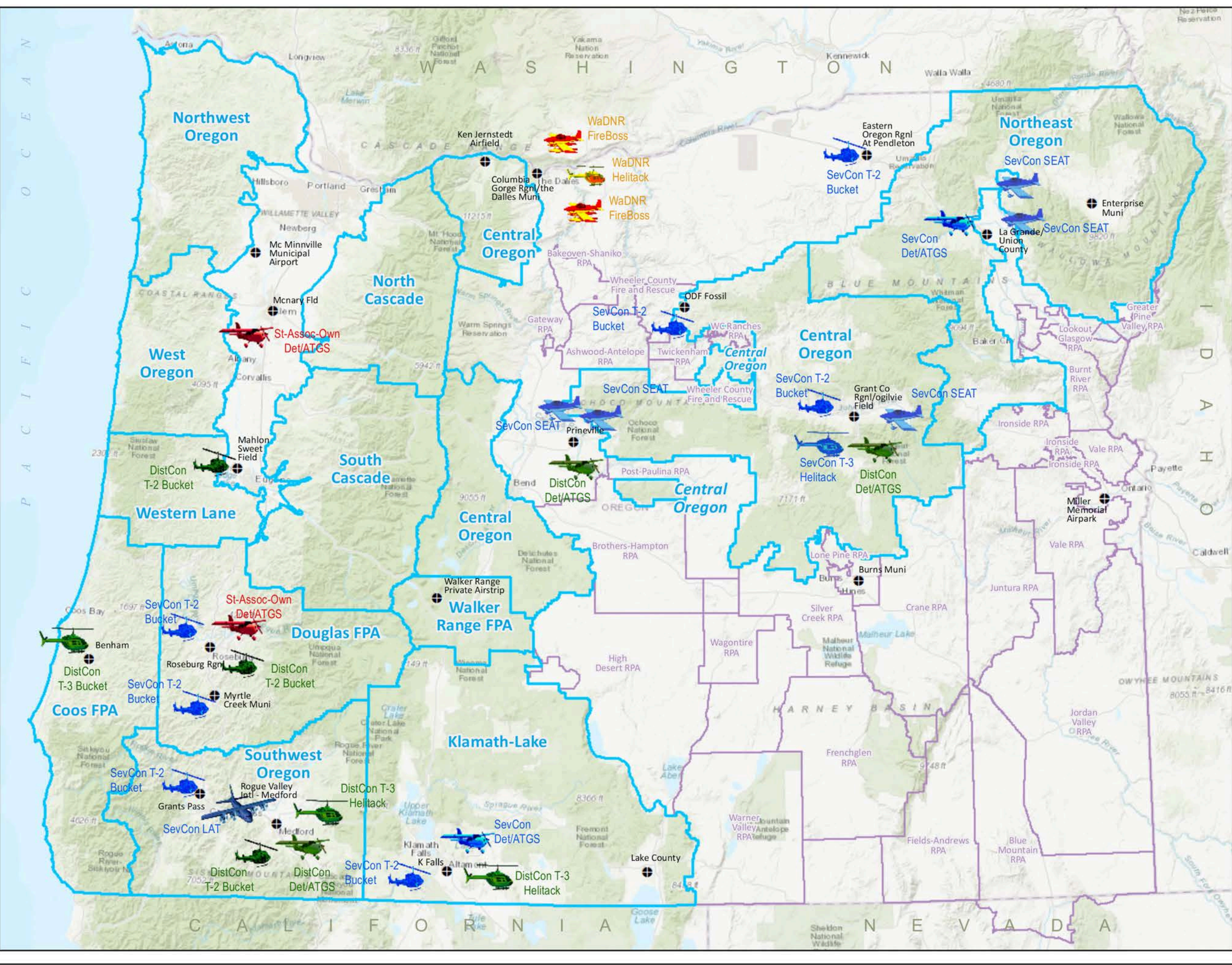
Comp/Claims: This position would most safely be utilized by having Comp/Claims be managed from the remote location with daily visits or on-call only visits to ICP to manage paperwork, provide assistance, guidance, and clarity for completion of documents. It may be possible to work with the Safety Officers and Medical Unit Leaders to have them initiate the paperwork rather than having a Comp/Claims person also have the risk of exposure. Electronic delivery of forms to the hospital and other required entities is the preferred communication method; Comp/Claims should avoid going to the hospital to deliver the forms or check on the patient.

Incident Contract Project Inspector: This function will have to interact with contracted resources to inspect equipment as per contract specifications. An additional resource (person) may be needed to manage the resources being inspected and ensure proper social distancing is being observed. The following mitigating measures will be used:

- Have appropriate PPE available for ICPI.
- Limit ICPI/Resource contact by having a Single Point of Contact designated for each resource CRWB/ENGB/WTOP etc.
- Identify an ICPI work station away from resource assembly area, with table.
- Prior to beginning inspection process ask resource to have all of their equipment all lined out with safe space from the personnel. CRWB/ENGB to provide personnel and equipment manifest for review, and have crew line up in manifest order while maintaining appropriate distancing.
- For the personnel portion of inspection, have each person report individually, (in manifest order) and bring their PPE to be inspected (could have CRWB or Language help report with firefighter).
- As PPE inspection is complete each person can stow their packs as required and have sawyer be ready with saws (Serial numbers accessible) Radios also prepped and ready for documentation.



ODF Aviation Resources



State & Association

Detection/ATGS
150 miles/60 mins

District Contracted

Detection/ATGS

T2 Bucket
60 miles/30 mins

T3 Bucket & T3 Helitack
50 miles/30 mins

Severity Contracted

Detection/ATGS

T2 Bucket

SEAT
75 miles/20 mins

T3 HeliTack

LAT
250 miles/60 mins

WA DNR



Fireboss



Helitack

Airports ODF Use

ODF Fire Protection Districts

Rangeland Protection Associations





Severity Program Aircraft

Fire Season 2020 Updates

Overview All Severity Program exclusive use contract renewals are executed for the upcoming fire season.

Details **Severity Aircraft Updates & Contract Costs:**

- The compliment of Severity Program aircraft will be the same with one exception in 2020; there will not be a Type 2 restricted helicopter based in Salem, OR (see map of resources on pg. 2).
- For EFCC awareness: 2020 will be the final fire season for the current large air tanker contract (DC-7 Medford).

Exclusive Use Contracted - Aviation

| Item | Location | Resource | Contracted Obligation |
|---------------------------|---------------|-------------------|-----------------------|
| 1 | Medford | Air Tanker - T-62 | \$1,185,000 |
| 2 | La Grande | Detection - 018 | \$ 67,050 |
| 3 | Klamath Falls | Detection - 6ZC | \$ 48,825 |
| 4 | Pendleton | Type 2 Helo - 3NP | \$ 358,080 |
| 5 | Klamath Falls | Type 2 Helo - 8AH | \$ 404,040 |
| 6 | John Day | Type 2 Helo - 8CC | \$ 416,400 |
| 7 | Grants Pass | Type 2 Helo - 4MM | \$ 387,000 |
| 8 | Myrtle Creek | Type 2 Helo - 480 | \$ 363,480 |
| 9 | Fossil | Type 2 Helo - 9KB | \$ 440,400 |
| 10 | Roseburg | Type 2 Helo - 30G | \$ 419,040 |
| 11 | John Day | Type 3 Helo - 4AS | \$ 275,400 |
| 12 | Prineville | SEAT - T-827 | \$ 235,950 |
| 13 | Prineville | SEAT - T-804 | \$ 198,600 |
| 14 | John Day | SEAT - T-860 | \$ 215,175 |
| 15 | La Grande | SEAT - T-869 | \$ 218,325 |
| 16 | La Grande | SEAT - T-870 | \$ 194,325 |
| Total Obligation : | | | \$ 5,427,090 |

Contact Neal Laugle, Manager
State Aviation Manager
Office: 503.945.7508
neal.d.laugle@oregon.gov

Project Status Report

Overall Status: **On Track**

Project Name: P-68 Partenavia IR & Mapping

May 19, 2020

Status Code Legend

- On Track
- High Risk
- At Risk
- Off Track

| | |
|---|---|
| The project is ON TRACK the week of 5/18/2020 - 5/22/2020, due to the following: | See the WBS (p. 2) for specific activities completed. ● Execution phase underway. |
| Issues: | Covid-19 has caused companies to cancel in-person training, so they are working to develop virtual training to meet customer needs. |
| Milestones accomplished the week of 5/18/2020 - 5/22/2020: | No milestones completed. Next milestone is the aircraft being available for detection and mapping. |
| Milestones planned this week, but not achieved with variance: | No milestones planned this week. |
| Update on Progress and work planned: | <ul style="list-style-type: none"> Camera and Churchill Navigation install complete. Pilot training underway. Planned Work: <ul style="list-style-type: none"> IR camera/sensor training with FLIR Corp Camera systems operating training with Churchill |

Project Budget

| Project Name: IR & Mapping System Install (Partenavia P-68) | | | |
|---|--------------------------------------|----------------------|--|
| EFCC Funds Budget: \$692,344 | | | |
| Total Combined Cost (committed and estimated): | | \$665,133.86 | |
| EFCC Funds Remaining | | \$27,210.14 | |
| WBS Number | Description | Committed | *Estimated Cost (subject to change) |
| 1.3.3 | Night Vision Goggle Cockpit Retrofit | \$ 42,688.00 | \$ - |
| 1.3.4 | Night Vision Goggles | \$ - | \$ 45,000.00 |
| 1.3.5 | Mapping system/ Install | \$ 78,300.00 | \$ - |
| 1.3.6 | Sensor Mount/Avionics/Install | \$ 58,159.86 | \$ - |
| 1.3.7 | IR Sensor /Install | \$ 440,986.00 | \$ - |
| Subtotals | | \$ 620,133.86 | \$ 45,000.00 |

Project Work Breakdown Structure (WBS)

| Level | WBS Number | Work Description |
|-------|------------|--|
| 1 | 1.0 | IR & Mapping System Install (Partenavia P-68) |
| 2 | 1.1 | <u>Initiating</u> |
| 3 | 1.1.1 | Develop Project Charter |
| 3 | 1.1.2 | Submit Charter for approval |
| 3 | 1.1.3 | Sponsor Review of Charter |
| 3 | 1.1.4 | Milestone #1: Project Charter signed/approved by Sponsor |
| 2 | 1.2 | <u>Planning</u> |
| 3 | 1.2.1 | Develop Scope Statement |
| 3 | 1.2.2 | Determine Project Team |
| 3 | 1.2.3 | Kick Off Meeting with Team |
| 3 | 1.2.4 | Develop Project Plan |
| 3 | 1.2.5 | Submit Project Plan |
| 3 | 1.2.6 | Milestone #2: Project Plan approved |
| 2 | 1.3 | <u>Execution (current phase)</u> |
| 3 | 1.3.1 | Project Kick Off |
| 3 | 1.3.2 | Procurement |
| 4 | 1.3.2.1 | NVG Retrofit (informal/bid) |
| 4 | 1.3.2.2 | IR Sensor (sole source FLIR Corp) |
| 4 | 1.3.2.3 | Mapping System (sole source Churchill Navigation) |
| 4 | 1.3.2.4 | Mount Engineering (informal/bid) |
| 4 | 1.3.2.5 | Night Vision Goggles |
| 3 | 1.3.3 | Night Vision Goggle Cockpit Retrofit |
| 3 | 1.3.4 | Night Vision Goggle Familiarization |
| 3 | 1.3.5 | Mapping system install (completed since last update) |
| 3 | 1.3.6 | Mount Install (completed since last update) |
| 3 | 1.3.7 | IR Sensor install (completed since last update) |
| 3 | 1.3.8 | System testing |
| 3 | 1.3.9 | IR and mapping system training |
| 3 | 1.3.10 | Milestone # 3: Aircraft available for services |
| 2 | 1.4 | <u>Monitoring and controlling</u> |
| 3 | 1.4.1 | Project management |
| 3 | 1.4.2 | Weekly status and sync meetings |
| 3 | 1.4.3 | Risk management |
| 3 | 1.4.4 | Update project plan (as needed/necessary) |
| 2 | 1.5 | <u>Closing</u> |
| 3 | 1.5.1 | Document lessons learned |
| 3 | 1.5.2 | Update files and documents for final archive |
| 3 | 1.5.3 | Milestone # 4: Gain formal project acceptance |
| 3 | 1.5.4 | Milestone # 5: Project close out and file archive |

2017 Strategic Investment Project Expenditures

| Strategic Investment Fund Starting Balance (OFLPF transfer on 6/27/17) | | | | 1,500,000.00 |
|---|-----------|-----------------------|------------------------|----------------------|
| Approved Full Funded Projects | Project # | SI Funds Approved | Expenditures to Date | Project Balance |
| 1) SWO Detection Cameras | 441002-18 | \$ 121,000.00 | \$ 111,406.00 | |
| | | \$ (9,594.00) | | \$ - |
| 2) EOA Guard Stations | | | | |
| a. Troy (Wallowa) | 441003-18 | \$ 119,875.00 | \$ 119,875.00 | \$ - |
| b. COD (Lapine) | 441004-18 | \$ 115,375.00 | \$ - | \$ 115,375.00 |
| 3) Bandwidth Increase for Detection Cameras | 441005-18 | \$ 16,000.00 | \$ 16,000.00 | \$ - |
| 4) Highway 30 Electronic Sign | 441006-18 | \$ 75,000.00 | \$ - | \$ 75,000.00 |
| | | \$ (75,000.00) | | \$ (75,000.00) |
| 5) EOA Detection Cameras | | | | |
| a. NEO District | 441007-18 | \$ 120,000.00 | \$ 69,570.18 | \$ 50,429.82 |
| b. COD District | 441008-18 | \$ 120,000.00 | \$ 120,000.00 | \$ - |
| c. KL District | 441009-18 | \$ 120,000.00 | \$ 41,791.57 | \$ 78,208.43 |
| d. WR FPA | 441010-18 | \$ 60,000.00 | \$ - | \$ 60,000.00 |
| 6) Aerial IR Technology | 441012-18 | \$692,344.00 | \$652,658.00 | \$39,686.00 |
| TOTAL | | \$1,475,000.00 | \$1,131,300.75 | \$343,699.25 |
| Approved 20% Challenge Projects | Project # | SI Funds Approved | Expenditures to Date | Project Balance |
| 1) WO Radio Communications | N/A | \$ 30,000.00 | \$ - | \$ 30,000.00 |
| | | \$ (30,000.00) | \$ - | \$ (30,000.00) |
| 2) South Cascade Fire Communications | 441011-18 | \$ 25,000.00 | \$ 8,956.98 | \$ 16,043.02 |
| TOTAL | | \$25,000.00 | \$ 8,956.98 | \$ 16,043.02 |
| PROJECT TOTALS (based on expenditures) | | \$1,500,000.00 | \$ 1,140,257.73 | \$ 359,742.27 |
| FUND TOTAL (based on expenditures, 1.5 M minus project expenditures) | | | \$ 359,742.27 | |
| UNENCUMBERED FUND TOTAL (1.5 M minus approved, active allocations) | | | \$ - | |

updated 4/30/20

**OREGON DEPARTMENT OF FORESTRY/EMERGENCY FIRE COST COMMITTEE
STRATEGIC INVESTMENT PROPOSAL FORM**

| | | | |
|-------------------------------------|-----------------------------|-----------------------------------|---------------------------|
| PROJECT NAME: | EOA Type 3 Incident Support | DATE: | 05/01/2020 |
| NAME OF PROJECT COORDINATOR: | Jamie L. Paul | PHONE: | 541-233-7691 |
| | | EMAIL: | jamie.l.paul@oregon.gov |
| | | DISTRICT/UNIT: AREA: | Eastern Oregon Area |
| AMOUNT REQUESTED: | \$441,675 | PROPOSED PROJECT DURATION: | 1 Year build then ongoing |
| TOTAL PROJECT COST: | \$458,889 | | |
| OFLPF FUNDS REQUESTED: | \$441,675 | | |

PROJECT NARRATIVE: In a two-page limit, describe the investment proposal, including the following; a) how the investment will enhance prevention, detection or suppression activities; b) the scope of the benefits (district specific versus broader impact); c) how the investment will reduce risks or costs for the OFLPF, or reduce resource loss or environmental damage; d) how the district or program will provide for long-term maintenance and support; e) the extent to which the investment involves applying new technologies; f) the likelihood of success in implementing the project based on measurable outcomes such as "key performance measures", and; g) how you propose to measure the success/performance in meeting the intended outcomes across the lifespan of the project. Describe whether, and the extent to which the project is scalable (how will the project be impacted if it is only partially funded?)

Proposal: Three communications trailers and four fire cache/administration trailers to be utilized to provide short-term overhead and equipment support to fires that grow beyond initial attack, with the intention using this enhanced support to keep these incidents with high potential from growing into high risk/high cost project fires. In short: 1) four trailers stocked with caches of equipment and administrative supplies 2) three stand-alone communications trailers. Comm trailers will be strategically located in Central Oregon, Northeast Oregon and Klamath-Lake Districts; Cache trailers will be in all three ODF Districts + Walker Range.

These items will add capacity to enhance local district/unit ability to support fires that progress beyond beyond Type 4/5 IA and become Type 3 incidents. This type of incident extends to multi-operational periods (day and night shifts, multi-day) and require enhanced support in logistics, finance, planning and operations. By adding intermediate support through extended operational periods for short-term but high-need incidents significantly reduces the chance of small IA fires becoming Type 2 or Type 1.

The deployment of these cache and communications trailers on multi-operational period fires provides intermediate support. They can function as pre-positioned caches, can provide data services via satellite in remote locations and serve as short-term command centers. They can be placed ahead of incoming weather events, or moved into incident sites quickly. This kind of incident support allows IA resources to re-engage more fully and effectively back on initial attack. Providing additional fire support capacity at this level would enhance the local district's ability to prepare for and support challenging longer-term fire situations while releasing pressure for this type of support on over-extended initial attack resources and capacity.

Local fire managers will initiate the process to determine when/where additional capacity in the form of support trailers is needed, to affect the greatest benefit. With enhanced support at the Type 3 incident level, the probability increases of successfully suppressing fires at the local extended attack stage. This saves costs, reduces the likelihood of needing Incident Management Team support and ultimately reduces resource loss, environmental damage and risk and cost to the OFLPF.

The Districts will provide long term support of the trailers through normal district budgeting processes by covering required licensing, annual data access/usage fees, inventory re-stock, repair and equipment maintenance and vehicles to tow the trailers. The investment will involve new technology via the three Communications Trailers. These use one-touch technology to deliver satellite-based internet and cell phone service. This technology is intuitive and requires no special training for use. In conjunction with the Comm trailers, the cache/admin trailers will be used as on-site command centers with desk space, and dedicated IT and communications equipment.

Success of the investment will be based on those criteria identified on the agency's key performance measures (98% of all fires suppressed at 10 acres or less). These measures will be applied to Type 3, multi-operational period fires with successes in these instances tracked and reported by number of fires/acres burned. It would be difficult to quantify full large fire potential of any given fire, but success could be measured by reporting 'good saves' on Type 3 fires that had significant potential, but were stopped, aided by these support tools. The project is scalable, as the exact tool and equipment specifics will vary based on local district needs and conditions.

| | | Total Project Expense | | | |
|---|---|------------------------------|----------------|-----------------|------------------|
| Budget Detail (Provide additional information in Budget Narrative Block) | \$ Amount Requested from OFLPF | Matching Funds | | | TOTAL |
| | | Source | Dollars | In-Kind | |
| Personnel / Labor: | | Agency | | ~ \$4,000 | \$4000 |
| Travel: | | | | ~ \$1,500 | \$1,500 |
| Equipment: | \$216,675 | OFLPF | | | \$216,675 |
| Supplies: | \$225,000 | OFLPF | | | \$225,000 |
| Contractual: | | Agency | ~ \$2,214 | | \$2,214 |
| Construction: | | | | | |
| Other: | | Agency | | ~ \$9,500 | \$9,500 |
| TOTAL: | \$441,675 | | \$2,214 | \$15,000 | \$458,889 |

Budget Narrative (max 1 page):

3 Satellite Communications Trailers - Provides a high-speed internet and 5 mile cell coverage through a satellite connection. Serves as an access point for wireless devices (cell phones, laptops, tablets and printers). On board battery provides power, which can be supplemented by generator. No special licensing or certification required to operate. The system can deploy and lock on satellite in under 4 minutes with one-button technology, requiring no special training. Designed for extreme emergency use in remote locations, with shock resistant electronics and built-in HVAC to keep electronics functioning. Month-to-month high-speed internet service and satellite cell plans (paid by ODF districts as in-kind) can be activated at any time and canceled with 30 day notice, offering short term flexibility to only use the service when/where needed.

Trailers and associated equipment: ~ 47,225.00 each = ~ \$141,675 total

In-Kind: 12 month service and modem fee + contract: \$738.00 each (\$2,214.00 annually)

* (OFLPF request) Equipment \$141,675.00

* (District Funds) Data fees + regular repair & maintenance \$2,214.00 annually

Fire Cache/Mobile Command Trailers (8.5' x 20' Cargo Trailer, Bend Trailers pricing): To be used for Type 3 incident support cache modules as well as an on-site command support module with short-term C&G staffing. With side man-door, rear H/D ramp, window/vent package, interior/exterior lighting, A/C, recessed tie downs floor/wall, tongue mount generator, 12" additional height, matched locks, 12V inverter package, bench seating, counter top, etc. - ~ \$25,591 each .

Associated Type 3 incident support equipment, appliances and supplies + administrative, IT, plans and logistics support equipment and supplies: ~ \$75,711 ea (approx. per NFES pricing)

See attached inventory list as an example (similar to the BMIDC Type 3 incident support cache) - districts would build to specific needs.

* (OFLPF request) Equipment \$75,000 - Supplies \$225,000 - Total \$300,000

* (District In-Kind) Staff time for procurement, towing vehicles, ongoing repair & maintenance, licensing, restock and replacement estimated at \$10,000 to \$20,000 annually, as needed (reflected as \$15,000 for this exercise).

* 4 trailers strategically located in ODF Districts + Walker Range. 3 Satellite trailers located in ODF Districts.

Mahogany Mountain Detection Camera Draft Proposal-

La Grande Unit, NEO District, Oregon Department of Forestry.

Mahogany Mountain sits W, N/W of La Grande approximately 3 miles and overlooks approximately 100,000 acres of ODF protected acres in the La Grande Unit of the Northeast Oregon District. Due to the lack of quality vantage points and staffed lookouts in the area, fires in the view shed from Mahogany Mountain have historically been tough to spot. Aerial detection, to-date, has been the most effective method to spot fires before they develop large smoke columns, but aerial detection has its flaws including but not limited to: a snapshot in time during the flight over a specific area, costs, limited flight hours, competing demands for the aircraft during lightning busts, etc.

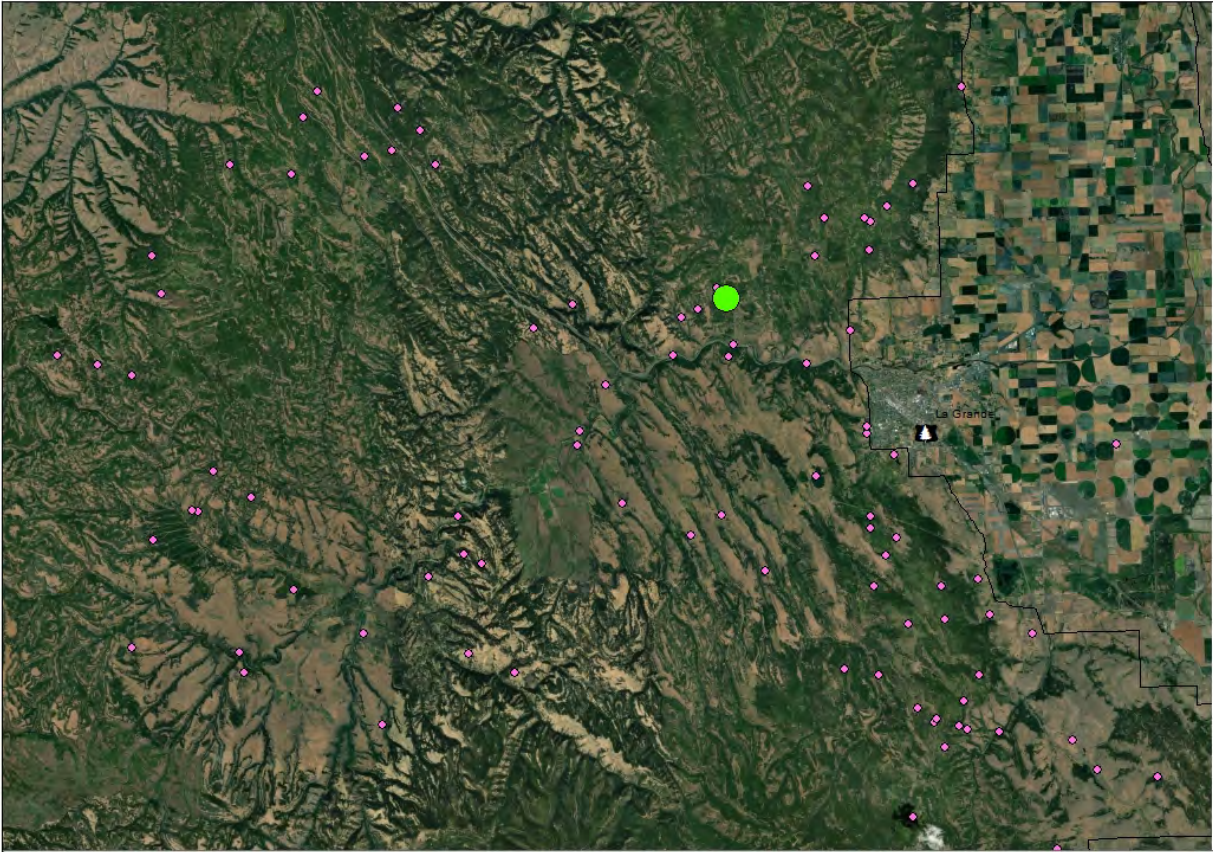
The area in the Mahogany Mountain view shed has a history full of lightning fires. A map with all ODF stat fires, over the past 10 years is shown below as is a terrain vicinity map and aerial photos of the site.

Currently there is a willing landowner who welcomes the idea of ODF locating a detection camera on this site and there are two towers that exist on the site. The larger Cell tower would be ideal and the owners of the tower have been reached out to. The shorter aircraft beacon tower, which is vacated and owned by the landowner, appears serviceable and does rise above the surrounding terrain and vegetation.

There is a direct line of site to towers where microwave can be shot to and returned to the La Grande ODF compound where a microwave dish can receive the transmission which is a bonus.

This camera would fit well into NEO's fledgling detection camera buildout plan and is currently the #1 priority in the NEO District.

We have a verbal acknowledgement from the detection camera contractor stating that they have time in their schedule to install a camera on this site prior to August 2020 as long as unknown hurdles didn't arise.

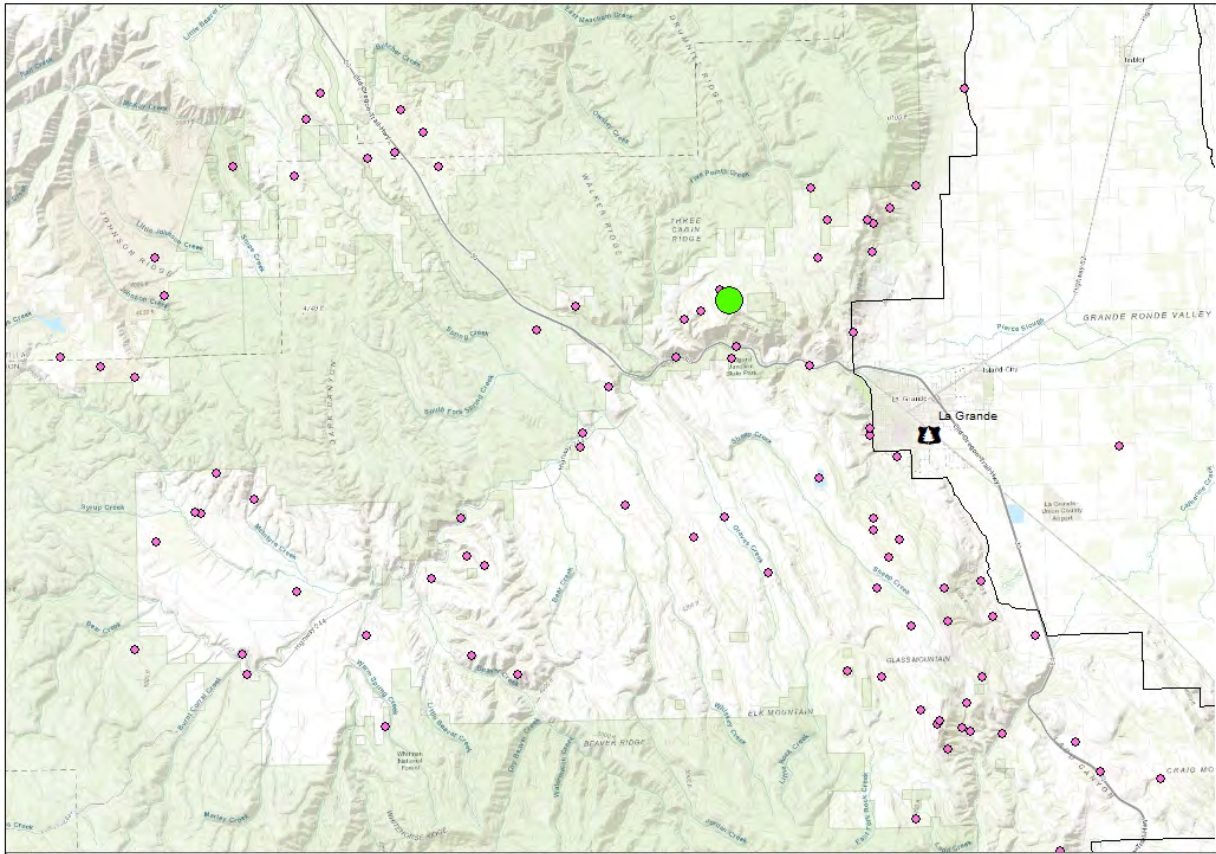


Legend

◊ Proposed Camera Site Fires 2009-2019

Mahogany Mountain Proposed Camera Site



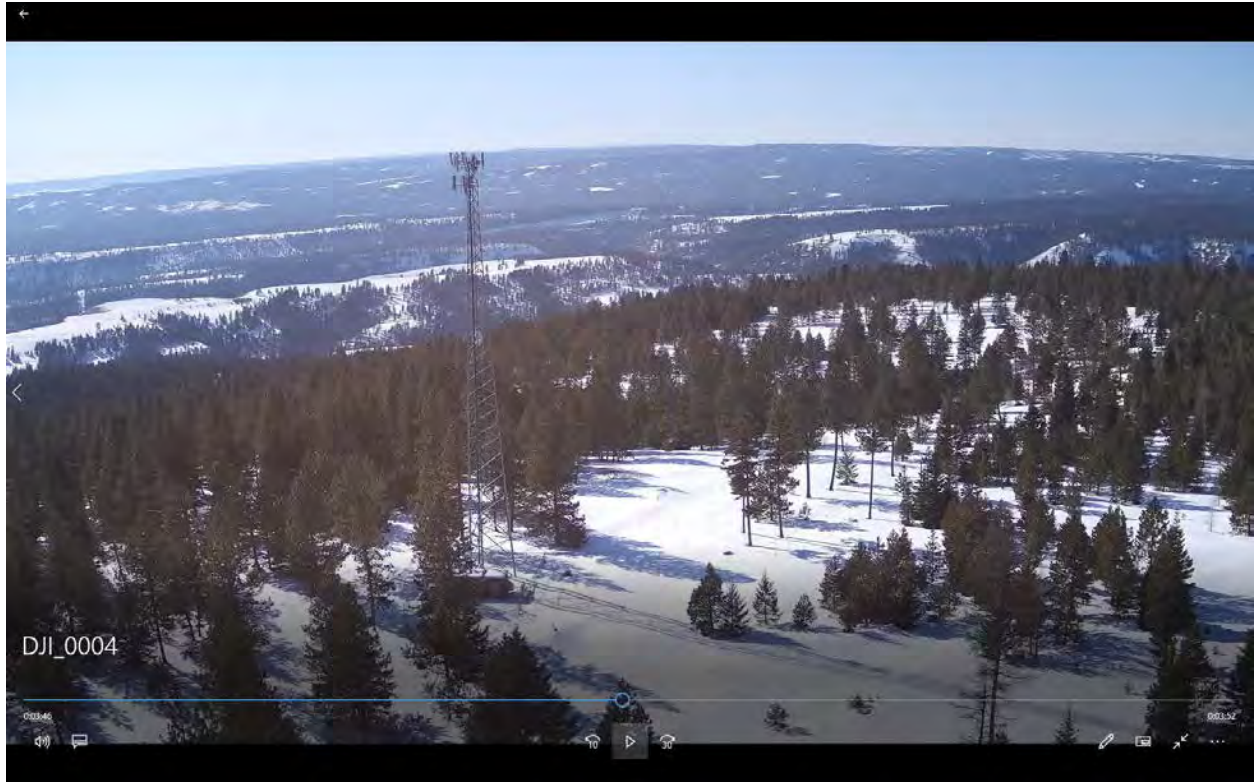


Legend

◆ Proposed Camera Site Fires 2009-2019

Mahogany Mountain Proposed Camera Site

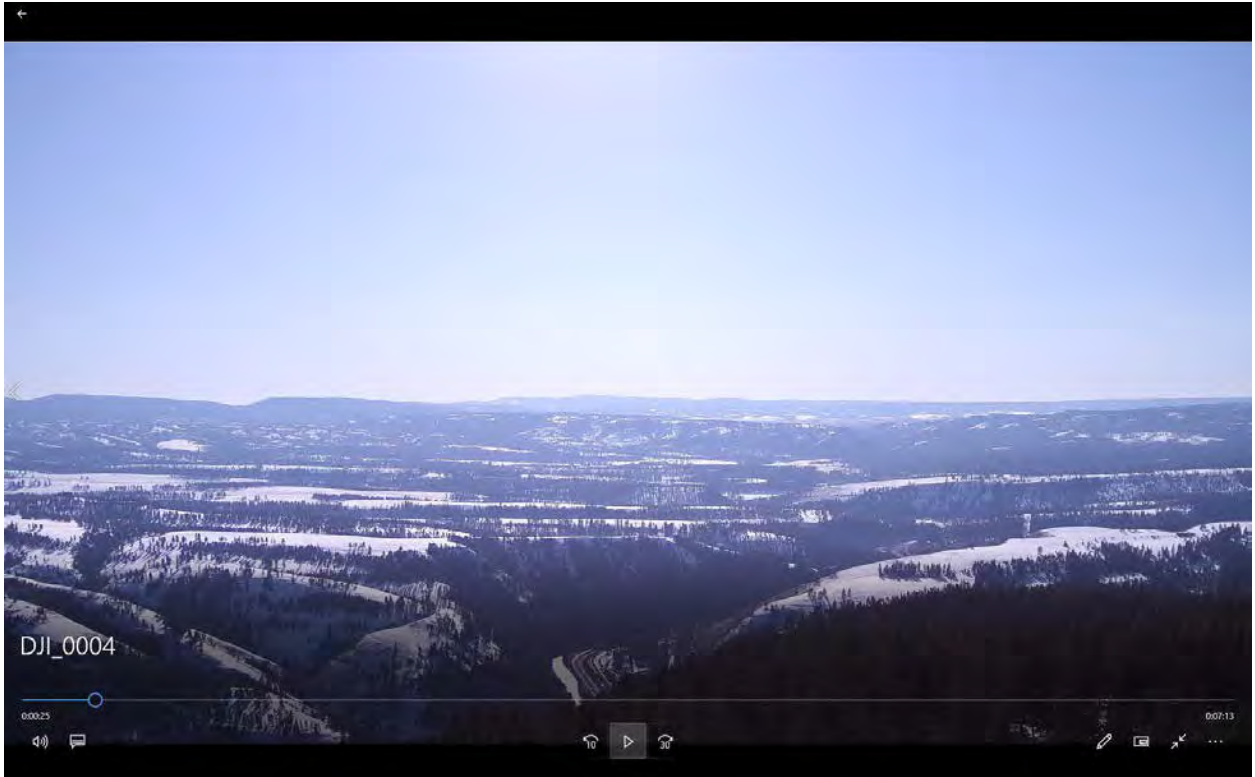


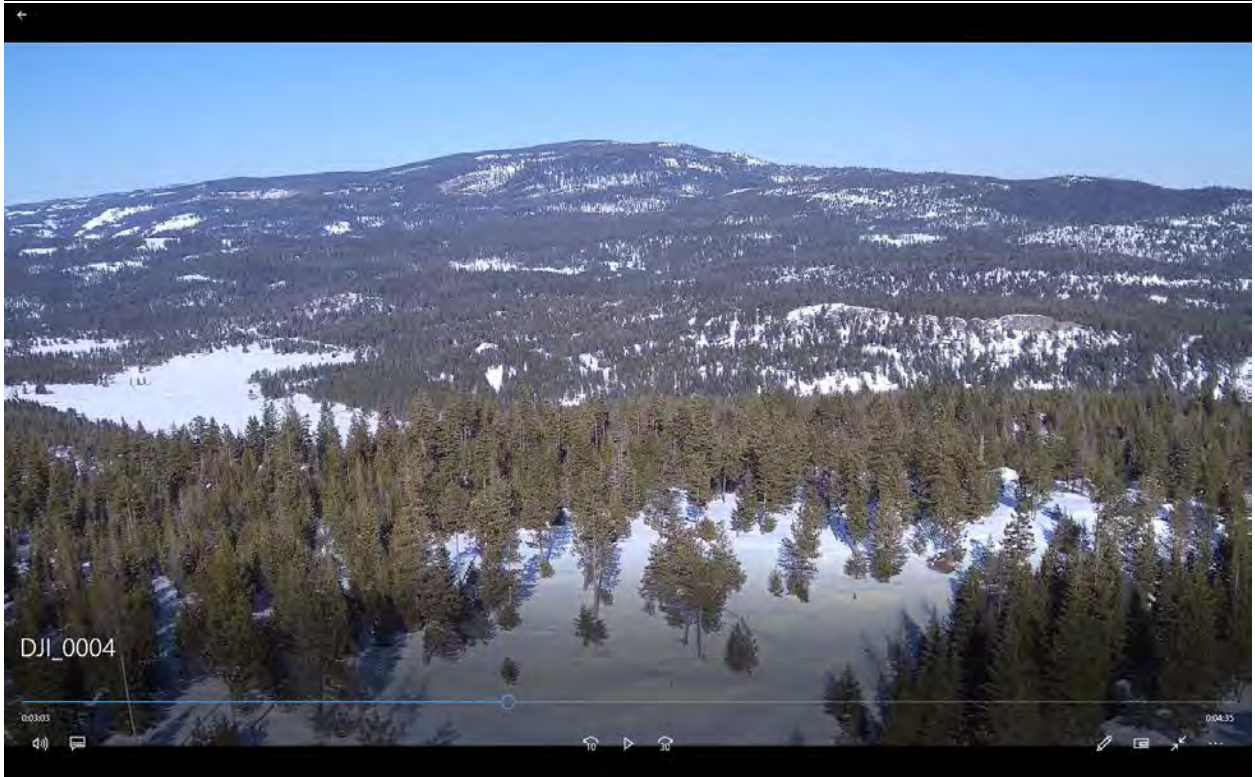
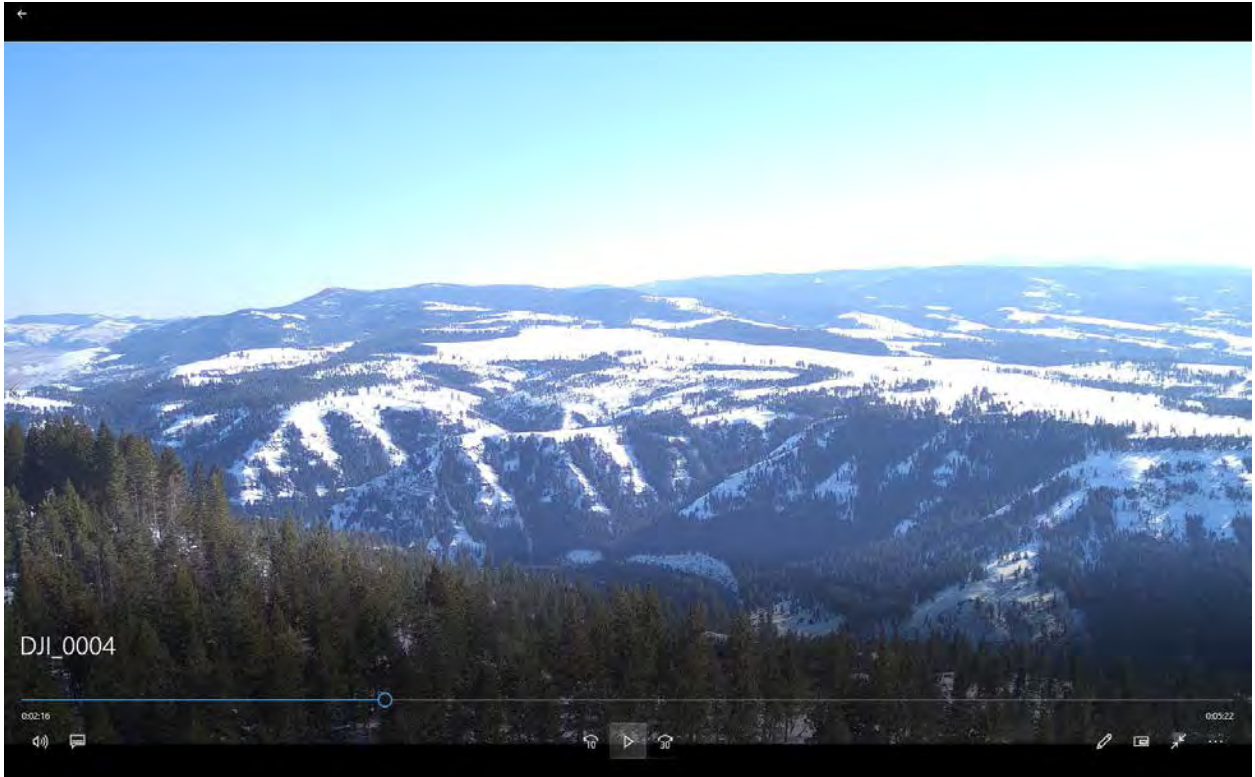


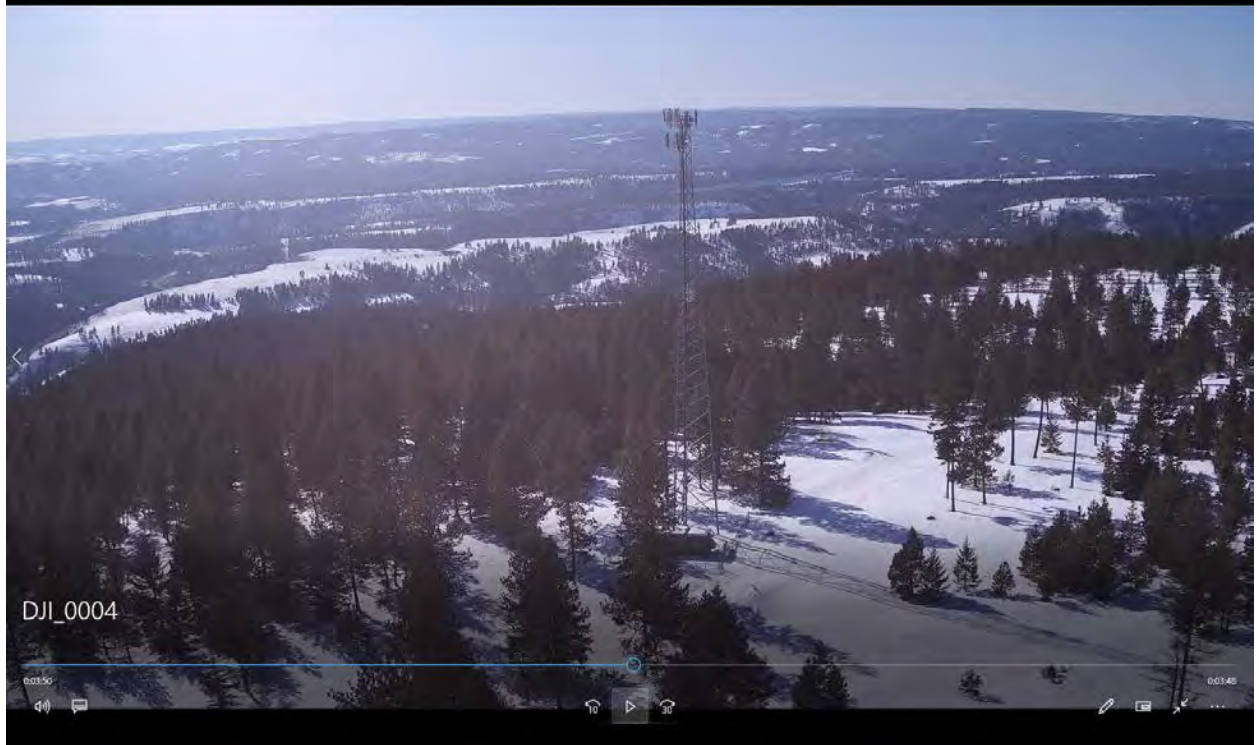
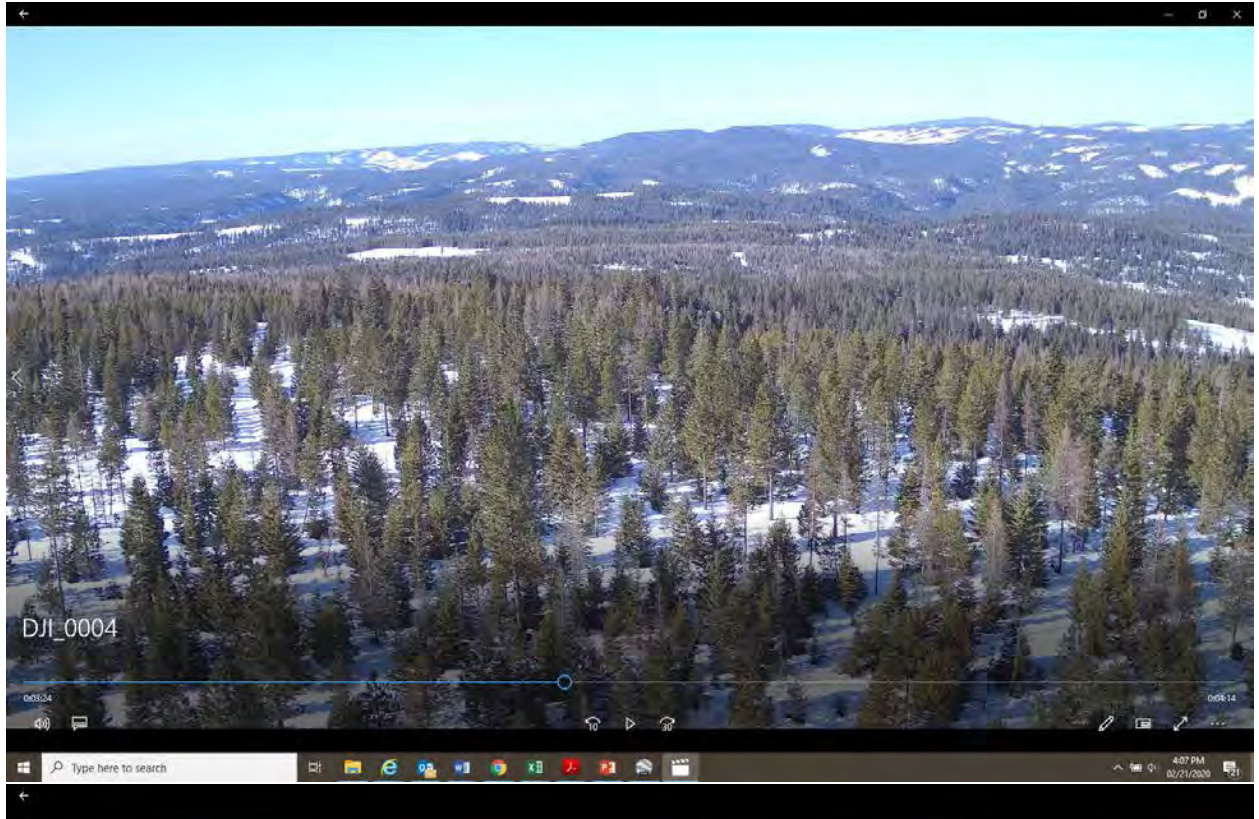
DJI_0004

00:46

00:52











Confederated Tribes of Siletz Indians

P.O. Box 549

Siletz, Oregon 97380

(541) 444-2532 • 1-800-922-1399

FAX: (541) 444-2307

April 17, 2020

Oregon Department of Forestry
Emergency Fire Cost Committee

RE: Strategic Investment Proposal Form, Lincoln County ODF/ODOT Co-Location Facility

Dear Selection Committee:

The Confederated Tribes of Siletz Indians (Tribe) supports the West Oregon District – Toledo Unit's Oregon Forest Land Protection Fund Strategic Investment Proposal for \$250,000 to assist with the construction of the Oregon Department of Forestry - Toledo Unit/Oregon Department of Transportation Co-Location Facility in Lincoln County.

The Tribe has both Reservation (federal trust) forest lands and Tribal forest lands (fee lands) which have fire protection provided through agreements with the Bureau of Indian Affairs (federal trust lands) and membership in the West Oregon Forest Protective Association (fee lands). The West Oregon District and the Toledo Unit have provided seamless fire protection for those lands for four decades. Their actions have kept lightning caused fires and human caused fires to a fraction of an acre on Tribal lands during that time.

The Toledo Unit's current office and facilities, as outlined in the application, are well beyond useful life. The Tribe fully supports the Toledo Unit ODF/ODOT Co-location project in terms of increased response efficiency and resiliency for both agencies.

On behalf of the Tribe, I want to sincerely thank the Oregon Department of Forestry for the superb level of fire protection that you have provided to our forest lands.

Sincerely,

Delores Pigsley
Tribal Chairman

East Oregon Forest Protection Association

1604 27th Street

La Grande, OR 97850

May 18th, 2020

Ken Cummings, Chair EFCC
Oregon Department of Forestry
2600 State Street
Salem, Oregon 97310

Dear Ken,

East Oregon Forest Protective Association (EOFPA) is in full support of the proposal to use Strategic Investment funds to install detection cameras in Eastern Oregon. These funds would add two more cameras in both Central Oregon District and Northeast Oregon District.

Using the Oregon Forest Land Protection Fund for increased detection coverage in remote areas of Eastern Oregon meets the objective of Strategic Investment. Our association is confident these cameras will add significantly to early detection of fires. As you know early detection and rapid response is critical in keeping fires small.

The EOFPA wants to thank you and all its members of the Emergency Fire Cost Committee for the work you do protecting Oregon's Forests.

Sincerely,

Jered Schwabauer

Digitally signed by Jered Schwabauer
DN: cn=Jered Schwabauer, o=East
Oregon Forest Protective Association,
ou=President,
email=jschwabauer@hnrg.com, c=US
Date: 2020.05.19 15:57:17 -07'00'

Jered Schwabauer

President, EOFPA

East Oregon Forest Protection Association
1604 27th Street
La Grande, OR 97850

May 18th, 2020

Ken Cummings, Chair EFCC
Oregon Department of Forestry
2600 State Street
Salem, Oregon 97310

Dear Ken,

East Oregon Forest Protective Association (EOFPA) is in full support of the proposal to use Strategic Investment funds to purchase communication and fire cache trailers in Eastern Oregon. These funds would enhance logistical capability to both Central Oregon and Northeast Oregon Districts to keep fires small and managed at the local type 3 level.

Using the Oregon Forest Land Protection Fund to increase logistical capacity and functionality in remote areas of Eastern Oregon meets the objective of Strategic Investments. Providing internet capability increases communication and efficiencies allowing local Districts to retain fires at the lower level while providing deliverables on time and accurate. Providing both communication and cache trailers provides the opportunity to be self-reliant and utilize key personnel with skilled qualifications to support fires remotely. Due to COVID-19, keeping fires local and increasing the opportunity to work remotely for skilled qualifications will assist local type 3 fire teams maintain social distancing and keep fire fighters healthy and productive out on the fire line.

The EOFPA wants to thank you and all its members of the Emergency Fire Cost Committee for the work you do protecting Oregon's Forests.

Sincerely,

Jered
Schwabauer
Jered Schwabauer
President, EOFPA

Digitally signed by Jered Schwabauer
DN: cn=Jered Schwabauer, o=East Oregon Forest Protective Association,
ou=President, email=jered@eofpa.org, c=US
Date: 2020.05.18 15:54:22-0700

Klamath Forest Protective Association

PRINCIPAL PLACE OF BUSINESS

KLAMATH FALLS, OREGON

ORGANIZED TO PROMOTE COOPERATIVE FOREST PROTECTION

Ken Cummings – Chair, Emergency Fire Cost Committee

Ken,

The Klamath Forest Protective Association (KFPA) is in full support of the proposals to utilizing the strategic investment funds of the Oregon Forest Land Protection Fund (OFLPF) for the continued build-out of local fire detection camera systems and for communications/cache trailers to support initial and extended attack fires.

The Klamath-Lake District protects nearly 1.6 million acres of private and public lands in South-Central Oregon. Our District is in an area of historically large fire occurrences which are typically started from lightning storms and is in an area of high-risk wildland-urban interface regions as well as high value private timberlands.

KFPA started investing in the build-out of a detection camera system two years ago on the Klamath-Lake District. With local landowner commitment as well as investments from the OFLPF, we have established 4 detection cameras on the district. These cameras have proven themselves extremely useful in detection and monitoring over the last two seasons. Further build out is necessary in order to cover areas that aren't readily seen from established lookouts or cameras. We strongly believe that continued investment in detection cameras will enable earlier detection resulting in an increased opportunity to keep fires small.

Communication and cache trailers will allow the District to be self-reliant and work more remotely while staying directly connected to the home units. This may even be more important this year as we face the COVID-19 pandemic, which may limit outside assistance. This equipment will greatly enhance the ability to work more remotely and as a stand-alone unit during Type 3 fire incidents.

KFPA believes that an investment from the OFLPF will be an appropriate use of the strategic investment fund, benefit the fund in the future, and contribute to the greater good of the State of Oregon as a whole, for years to come.

If you have any questions, please don't hesitate to contact me at any time.

Respectfully,



Brandon Wood

KFPA President

541-891-3079



West Oregon Forest Protective Association
c/o Oregon Department of Forestry
24533 Alsea Hwy
Philomath, OR 97370

April 22, 2020

Oregon Department of Forestry
Emergency Fire Cost Committee

RE: Strategic Investment Proposal Form, Lincoln County ODF/ODOT Co-Location Facility

Dear Strategic Investment Committee,

The West Oregon Forest Protective Association (WOFPA), representing its landowner members, fully supports the West Oregon District's Toledo Unit proposal for a Strategic Investment of \$250,000 toward the construction of a new unit office in Lincoln County. Landowners in the area agree with district staff that the current unit office in Toledo and its associated buildings are outdated, beyond reasonable renovation condition, and inadequate for current and future fire protection needs. Furthermore, the lot that the current facility is located on has an inadequate driveway for ingress/egress of fire trucks and has slope stability issues that preclude any potential to demolish and reconstruct the shop buildings.

WOFPA members owning land in the Toledo Unit pay roughly \$250,000 into the OFLFP annually and believe that amount—6.5% of the total project budget—is a reasonable and strategic contribution from the OFLFP. WOFPA is committed to keeping fires small to protect district forestlands. Having a facility in Lincoln County that meets current codes, is earthquake-resilient and co-located with ODOT will greatly enhance our ability to provide the adequate level of protection required to protect our forest resources and the communities they surround for decades into the future. The Toledo Unit has been the scene of several larger fires in recent years, highlighting the need for continued investment into our firefighting resources.

On behalf of the members of WOFPA, we would like to commend this project for the Committee's consideration and thank the Department for their partnership in protecting our forestlands.

Sincerely,



Digitally signed by Jeff DeRoss
DN: cn=Jeff DeRoss, o=Hancock
Forest Management, ou,
email=jdeross@hnrq.com, c=US
Date: 2020.04.22 15:34:42 -07'00'

Jeff DeRoss,
President WOFPA



Dale Claassen,
Vice-President WOFPA

Keith Little
President

Theresa Cliff
Vice President

Chris Johnson
Treasurer

R.D. Buell
Secretary
District Manager

Walker Range Forest Protective Association

BOARD OF DIRECTORS

Ron Sommerfeldt – Member at Large
Darren Frank – Member at Large
EcoTrust – Darin Stringer
John Pellissier – ODF Klamath
Bill Scally - Member at large
Kerry Lackey - Member at large
Steve Tallman – Interfor USA



HEADQUARTERS

Physical Address
135393 Highway 97 N
Crescent, Oregon 97733

Mail
P.O. Box 665
Gilchrist, Oregon 97737
O: 541.433.2451
F: 541.433.2215
walkerrange.org

Celebrating 93 Years

Excellence Service Pride

May 8, 2020

Ken Cummins
Chair, EFC Committee

RE: Walker Range Fire Cache Trailer

Ken,

Walker Range Forest Protective Association is in full support of the attached proposal for utilizing strategic investment funds of the Oregon Forestland Protection Fund for building a fire cache trailer to support District protection system.

Walker Range Forest Protective Association land owners and Board of Directors are in full agreement with this request.

If you have any question, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Keith Little".

Keith Little
Board President

**OREGON DEPARTMENT OF FORESTRY/EMERGENCY FIRE COST COMMITTEE
STRATEGIC INVESTMENT PROPOSAL FORM**

| | | | |
|-------------------------------------|---|-----------------------------------|-------------------------|
| PROJECT NAME: | EOA Detection Cameras | DATE: | 05/01/2020 |
| NAME OF PROJECT COORDINATOR: | Jamie Paul | PHONE: | 541-447-5658 |
| | | EMAIL: | jamie.l.paul@oregon.gov |
| | | DISTRICT/UNIT: AREA: | Eastern Oregon Area |
| AMOUNT REQUESTED: | \$450,000 | PROPOSED PROJECT DURATION: | 1 time purchase |
| TOTAL PROJECT COST: | \$ TBD with determination of final cost share/partnerships, estimated \$528,000 | | |
| OFLPF FUNDS REQUESTED: | \$450,000 | | |

PROJECT NARRATIVE: In a two-page limit, describe the investment proposal, including the following; a) how the investment will enhance prevention, detection or suppression activities; b) the scope of the benefits (district specific versus broader impact); c) how the investment will reduce risks or costs for the OFLPP, or reduce resource loss or environmental damage; d) how the district or program will provide for long-term maintenance and support; e) the extent to which the investment involves applying new technologies; f) the likelihood of success in implementing the project based on measurable outcomes such as "key performance measures", and; g) how you propose to measure the success/performance in meeting the intended outcomes across the lifespan of the project. Describe whether, and the extent to which the project is scalable (how will the project be impacted if it is only partially funded?)

For 2020 EOA submits a new proposal to continue the build out of the overarching Eastern Oregon Area Detection Camera Plan. This plan continues growth of camera installation in remote sites in the Area, showing 22 proposed site installations into the future (8 each in Northeast and in Central Oregon Districts and six in Klamath-Lake District). This 2020 proposal requests strategic investment funding for an additional six detection camera package to be distributed in Northeast, Central and Klamath-Lake Districts. Estimated at an average cost of \$75,000 each, the total EOA request is for \$450,000 to equip cameras for the 2021/2022 fire seasons. This will provide an enhanced early detection system, providing fire managers and supervisors the ability to see mores fires in early stages, prioritize fires in multiple start situations and take decisive tactical action. Note: The EOA Detection Camera plan map has been attached to this proposal

Early detection of fires is of the utmost importance. Currently, there are 16 operational detection cameras in Eastern Oregon Area. One of these is in Northeast Oregon District, 10 are in Central Oregon District, 4 are in Klamath-Lake District and 1 is in Walker Range. One additional camera is expected to be online by August of 2020. Six of these camera installations were funded through the use of a Strategic Investment award. These cameras have proven themselves to be highly efficient tools for use in tactically located, critical areas to enhance existing coverage corridors of our early detection system, to complete vital connections in data transfer and to augment initial attack response. EOA camera sites are chosen specifically to be in areas of historically large fire occurrences, high probability lighting corridors and/or high-risk wildland-urban interface locations and many have sight-lines over multiple jurisdictions.

EOA fire managers continue dialogue with Federal fire managers and private landowners, seeking to identify any potential operational cost-share and/or in-kind opportunities at these sites that would be mutually advantageous. These partnerships demonstrate the explicit value of working together with partners as part of the complete and coordinated fire protection system. Reciprocal benefits, such as early detection of fires on nearby federally jurisdictions, resulting in which quick suppression could potentially reduce the probability of large, costly fires on ODF protected forests which could impact the OFLPP.

The Area is asking for one-time funding. Each District would continue annual maintenance, site fees, upgrades, etc. Cost requested per installation is averaged on an estimate of \$75K as the sites moving forward pose more challenges than previous ones. The new cameras are more remote and require logistical, technological and/or facility upgrades for success to be had.

If not able to be awarded in whole, this project is scalable.

| | Total Project Expense | | | | |
|---|---|-----------------------|----------------|-----------------|------------------|
| Budget Detail (Provide additional information in Budget Narrative Block) | \$ Amount Requested from OFLPF | Matching Funds | | | TOTAL |
| | | Source | Dollars | In-Kind | |
| Personnel / Labor: | | Districts | | \$48,000 | \$48,000 |
| Travel: | | Districts | | \$12,000 | \$12,000 |
| Equipment: | \$210,000 | OFLPF | | | \$210,000 |
| Supplies: | \$60,000 | OFLPF/Districts | | \$3,000 | \$63,000 |
| Contractual: | \$30,000 | OFLPF | | | \$30,000 |
| Construction: | \$150,000 | OFLPF/Districts | | \$15,000 | \$165,000 |
| Other: | | | | | |
| TOTAL: | \$450,000 | | | \$78,000 | \$528,000 |

Budget Narrative (max 1 page):

2020 Strategic Investment Proposal: Equipment costs, supplies, contracted services and site improvements are estimated at \$450,000 (\$75,000 for six sites). This includes equipment and supplies such as cameras, power sources, microwave links as well as any contracted services such as telecommunications vendors or initial licensing fees and materials/equipment needed to make site improvements.

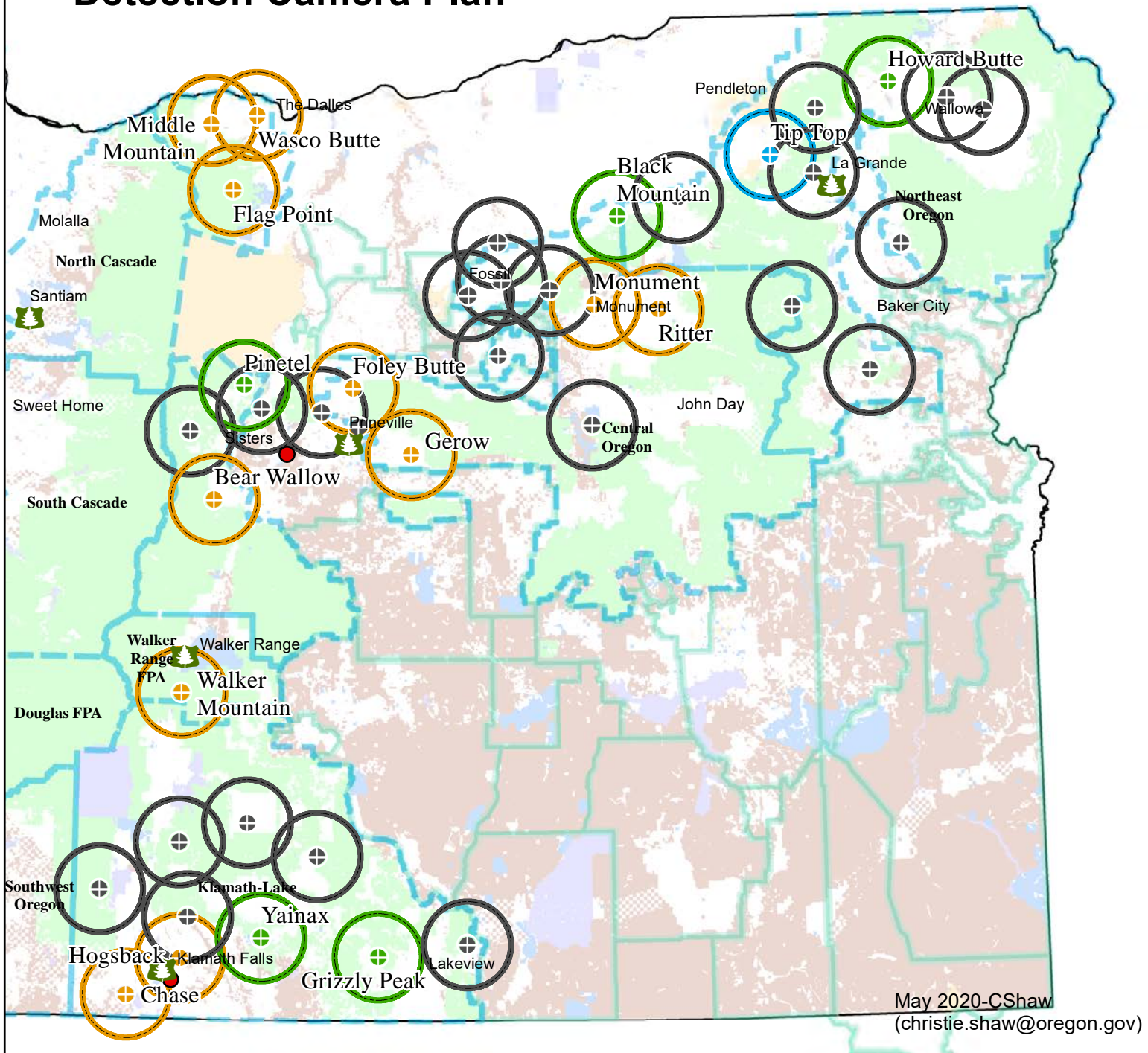
Agency Costs: All personnel costs will be funded by the Agency, and will include research and development, preparation of ORPIN materials, installation, networking into service provider, camera detection center build-outs or upgrades, site preparation, travel and contracting. Agency in-kind personnel costs are estimated at \$8,000 (\$48,000), travel at \$2,000 (\$12,000) for each site, detection center build out is expected to be approx. \$3,000 and use of Agency heavy equipment for facility improvements is estimated at approx. \$15,000 (Total \$78,000 approx.).

After installation, Districts will assume maintenance of cameras, associated technology upgrades and site infrastructure for it's life span. Costs for any additional detection center staffing will be at the cost of the Districts.

Efficiencies will be pursued at every step. Microwave capability to dovetail or internet link into the existing detection camera system, installations that including solar power and use of District-owned heavy equipment for site prep and construction will be utilized whenever possible. Cost-shares, site co-location and mutually beneficial agreements will be pursued with local partners, i.e., electric companies, Counties, Forest Protective Associations, other state and federal agencies and/or private landowners. Most new installations proposed in 2020 would require facility/site improvements. If existing infrastructure can be utilized at any new site, all efforts will be made to do so.

If not able to be awarded in whole, this project is scalable.

Eastern Oregon Area Smoke Detection Camera Plan



Legend

- ODF District Headquarters
- Detection Center

Camera View-12Mile

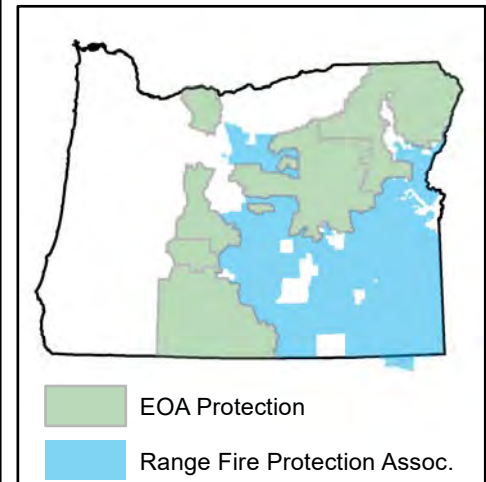
- In-Progress (SI Funded)
- Operational
- Operational (SI Funded)
- Proposed

- ODF Forest Protection Districts

- Range Fire Protection Associations

Land Manager

- State of Oregon
- Misc. Federal Ownership
- BLM
- USFS
- BIA/Tribal



May 2020-CShaw
(christie.shaw@oregon.gov)

(Rename and Upload your completed Proposal as: "Strategic Investments Proposal Form - (Project Name)")

**OREGON DEPARTMENT OF FORESTRY/EMERGENCY FIRE COST COMMITTEE
STRATEGIC INVESTMENT PROPOSAL FORM**

| | | | |
|-------------------------------------|--|-----------------------------------|---|
| PROJECT NAME: | Lincoln County ODF/ODOT Co-location Facility | DATE: | 03/26/2020 |
| NAME OF PROJECT COORDINATOR: | Matt Thomas - Toledo Unit Forester | PHONE: | 541-336-2273 |
| | | EMAIL: | matt.thomas@oregon.gov |
| | | DISTRICT/UNIT: AREA: | West Oregon District - Toledo Unit NWOA |
| AMOUNT REQUESTED: | | PROPOSED PROJECT DURATION: | 3 Years |
| TOTAL PROJECT COST: | \$ 3,800,000 | | |
| OFLPF FUNDS REQUESTED: | \$ \$250,000 (6.5% of Project) | | |

PROJECT NARRATIVE: In a two-page limit, describe the investment proposal, including the following; a) how the investment will enhance prevention, detection or suppression activities; b) the scope of the benefits (district specific versus broader impact); c) how the investment will reduce risks or costs for the OFLPF, or reduce resource loss or environmental damage; d) how the district or program will provide for long-term maintenance and support; e) the extent to which the investment involves applying new technologies; f) the likelihood of success in implementing the project based on measurable outcomes such as "key performance measures", and; g) how you propose to measure the success/performance in meeting the intended outcomes across the lifespan of the project. Describe whether, and the extent to which the project is scalable (how will the project be impacted if it is only partially funded?)

A) The West Oregon District's - Toledo Unit protects over 400,000 acres of State, BLM, Tribal, Industrial and Small Woodland ground in Lincoln and Southern Tillamook Counties. Our current facility, built in the first half of last century, has surpassed its useful service life, and provides many programming challenges, including:

- Buildings and structures that are undersized and not able to meet existing and projected future programming needs;
- Inefficient ingress/egress access approach into the compound due to a steep and undersized driveway;
- Unstable sloping ground on and adjacent to the existing property;

The new facility will be moved from the current location to address these challenges, as well as to have more direct highway access and improved response times.

The District has been engaged in a 4-year partnership with the Oregon Department of Transportation (ODOT) to scope the feasibility of co-locating at a facility in the greater Newport-Toledo area. Being co-located with ODOT will bring a host of advantages, including access to equipment and extra personnel in the event of a large fire. ODOT's planned facility will also be designated and designed as a resiliency facility that must be functional and mission ready after a Cascadia seismic event; providing ODF with a viable partner and neighbor, and thus ensuring that the site will provide the business continuity needed during such an event.

B) The scope of benefits will directly impact the District in terms of having a modern, more efficient, and resilient facility for decades to come. The other major benefit that will develop over time is the working relationship with our ODOT partners. Myself and the District 4 Manager have already been brainstorming ways where we can help each other in order to maximize the resources that each of us have. I see this as a relationship that will continue to develop over time, and have multiple benefits long term.

C) By providing a resilient co-located facility, we will be able to continue to deliver the highly efficient and effective Initial Attack (IA) with an improved response time. Quick and effective IA is paramount to keeping fires small, as well as keeping the cost down, and the OFLPF protected. Historically, the Toledo Unit has done a fantastic job in keeping fires small and manageable in the IA stage, subsequently leading to a limited request of OFLPF funds over time; in comparison to the money provided to the fund from local landowners, minimum lots, and improvement surcharges.

In the case of a fire that goes beyond IA, the new facility will provide much more space and ability to stage/camp equipment, crews, and engines, as well as function as an Emergency Operations Center (EOC)/Incident Command Post (ICP). By having a built in EOC/ICP, we would work with our local partners and cooperators, including ODOT, to help staff those functions and keep as much of the overhead local. ODF's new facility will continue to have living quarters for the seasonal fire crew to ensure a fast and effective response 24/7 during fire season. By keeping operations local, we reduce the need for extensive travel, complex fire camps, and extra logistical supplies needed to support our area personnel – in short, this makes us more nimble and efficient. By reducing these needs, we directly minimize the impact to the OFLPF.

D) The District will maintain this facility using a long-term strategic planning model. This includes all operating and recurring and non-recurring maintenance needs that are managed through the annual District Protection Budget. As an added benefit, the building will be designed to be energy efficient, durable, and easy to maintain.

E) Working with an architecture and engineering firm, the design for the new facility will utilize the latest in technology in regards to earthquake resiliency and information technology. This new facility will also employ the latest in technology for HVAC systems, lighting, and other building systems. Also, another benefit of co-locating with ODOT is the ability to share resources when the need arises. An example of this could be partnering with ODOT with respect to their microwave radio system, which would improve the ODF communications network. Very few times have two state agencies embarked on a plan to purchase property and construct facilities and improvements in partnership. This project has received praise as being an example of how agencies can strive to think outside the box, work together, and establish a long-term partnership.

F) The success of implementing this project is extremely high. This project is fully supported by the West Oregon Forest Protective Association, ODF Exec Team, the City of Newport, Central Lincoln Public Utilities District, Lincoln County Sheriff's Office (County Emergency Management) and leadership at ODOT. Currently, the project has been approved to sell capital construction bonds in the 19-21 biennium. With the cost share requested here, the EFCC can demonstrate their commitment of partnership with the landowner community in Lincoln County, that has long supported the OFLPF. The dollar amount requested represents the annual total that is paid into the OFLPF from the stakeholders in Lincoln and Southern Tillamook Counties through minimum lots, improvement surcharges, and per acre assessments. By entering into this cost share partnership, it would decrease the amount of debt service burden that the landowners will pay through the per acre rate assessment.

G) The success of this project will be measured over time. Very few times have two state agencies co-located their operations facilities together. This project will be in the spotlight as a prime example of striving to think outside the box, as well as working to better streamline state government.

The West Oregon District sees this project as a great opportunity to partner with the EFCC/OFLPF. Currently, the district has funds committed from the General Fund (from the Protection Program and Private Forest Program), Landowner Assessment, Harvest Tax assessments, and funds from the sale of District owned land near Peavy Arboretum. Also, once operations are moved into the new facility, the current Toledo facility will be sold as well; with proceeds from the sale to be applied to the financing debt service.

In Conclusion: The primary objective of the District is to provide a safe and efficient facility to the stakeholders in Lincoln and Southern Tillamook Counties, and with minimal impact to the rate payers. We see the EFCC/OFLPF as an exceptional partner in helping us achieve this objective.

| | | Total Project Expense | | | |
|---|---|--|--------------------|----------------|--------------------|
| Budget Detail (Provide additional information in Budget Narrative Block) | \$ Amount Requested from OFLPF | Matching Funds | | | TOTAL |
| | | Source | Dollars | In-Kind | |
| Personnel / Labor: | | | | | |
| Travel: | | | | | |
| Equipment: | | | | | |
| Supplies: | | | | | |
| Contractual: | | | | | |
| Construction: | \$250,000 | Capital Construction Bonds | \$2,813,500 | | \$3,063,500 |
| Other: | | Peavy Arboretum Transaction (Landowner \$\$) | \$736,500 | | \$736,500 |
| TOTAL: | \$250,000 | | \$3,550,000 | | \$3,800,000 |

Budget Narrative (max 1 page):

Project Budget (Est)

Land Acquisition - \$750,000

A&E - \$500,000

Total Construction Costs (Including Site Work, Labor, Materials and Contingencies) - \$1,900,000

Contractor Fees - \$250,000

Permits and Fees - \$250,000

Other Soft Costs - \$150,000

5/18/20 FEMA Update

What's new:

- MP97 cost share payment of \$5.2 m has been received. Processing will start once the audit is finished at the end of May.

FEMA \$ Recently Received:

- Milli prepo - \$234,428
- South Valley prepo – 355,403

Claims Finished:

- Canyon Creek in process of submitting – \$3m
- Cornet Windy in process - \$1.8m
- Gold Canyon FS invoice submittal - \$36K
- South Valley FS invoice submittal - \$681k
- MP 97 Prepo in process of submittal - \$308k

Awaiting Pmts:

- Garner - \$15m
- South Valley - \$3m
- Akawana - \$2.3m
- Graham - \$1m
- Gold Canyon - \$500k
- Stouts
- Grizzly

**Agenda Item 9 – EFCC
Administrator Report
Placeholder**

Agenda Item 10 – Public Comment Good of the Order