

**City of Carson City  
Agenda Report**

**Date Submitted:** 4/26/2011

**Agenda Date Requested:** 5/5/11

**Time Requested:** Consent

**To:** Mayor and Supervisors

**From:** Fire Department

**Subject Title:** Action to authorize the mayor to sign the 2011 Annual Operating Plan between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest Carson Ranger District (Agreement number 06-FI-11041701-057) and the Carson City Fire Department. *(Stacey Giomi)*

**Staff Summary:** This document is an update of the annual operating plan between the City and the Forest Service. The document provides for mutual assistance between the agencies for responses to wildland fires as designated in the master agreement. The Annual Operating Plan (AOP) delineates billing fees, district boundaries, and parameters under which assistance will be provided.

**Type of Action Requested:** (check one)  
 Resolution                       Ordinance  
 Formal Action/Motion       Other (Specify)

**Does This Action Require A Business Impact Statement:**       Yes     No

**Recommended Board Action:** I move to authorize the mayor to sign the 2011 Annual Operating Plan between the United States Department of Agriculture - Forest Service, Humboldt-Toiyabe National Forest Carson Ranger District (Agreement number 06-FI-11041701-057) and the Carson City Fire Department.

**Explanation for Recommended Board Action:** By signing this document Carson City strengthens its ability to respond to wildland fires by joining forces with a similar agency to provide reciprocal services. The document also provides a means to recover costs for our department when we respond to fires outside of our area and beyond the mutual aid period.

**Applicable Statute, Code, Policy, Rule or Regulation:**

**Fiscal Impact:** Undetermined – based upon number of fires that we respond to.

**Explanation of Impact:** It is not possible to determine the fiscal impact. The impact will be based upon the number and severity of wildland fires. This agreement will allow the City to both receive and provide fire assistance through the exchange of resources with the Forest Service.

**Funding Source:** N/A

**Supporting Material:** Annual Operating Plan

**Prepared By:** R. Stacey Giomi, Fire Chief

**Reviewed By:** *Rolund S. Giomi*  
(Fire Chief)

Date: 4/26/11

*[Signature]*  
(City Manager)

Date: 4/26/11

*[Signature]*  
(District Attorney)

Date: 4/26/11

*[Signature]*  
(Finance Director)

Date: 4/26/11

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**NOTE: There are two original contracts for signature. One copy for the Clerk Recorder's official file and one copy to be returned and processed by the Fire Department.**

**2011**  
**ANNUAL OPERATING PLAN**  
**FOR COOPERATIVE FIRE PROTECTION AGREEMENT**  
**06-FI-11041701-057**

**Between**  
**U.S. D.A. FOREST SERVICE – HUMBOLDT-TOIYABE NATIONAL FOREST**  
**And**  
**CARSON CITY FIRE DEPARTMENT**

**I. IDENTIFICATION**

This operating plan is between the Humboldt-Toiyabe National Forest, hereinafter called Forest Service, and the Carson City Fire Department, hereinafter called Department.

**II. AUTHORITY**

This Annual Operating Plan (AOP) is required by the Cooperative Fire Protection Agreement #06-FI-11041701-057 (herein after called the Agreement) between the Carson City Fire Department and the Humboldt-Toiyabe National Forest dated August 31, 2006. This plan shall be attached to and become part of the Agreement upon signature of all parties, and shall be reviewed annually not later than March 30. Upon annual review of AOP if Department and Forest Service agree no changes are necessary a letter, signed and dated by both parties, documenting that decision will be issued by Forest Service to Department. In addition a copy of this letter will be placed in the "official" agreement file located at the Forest Supervisor's Office.

**III. PURPOSE**

This operating plan provides the officers and employees of the agencies guidelines and information necessary to properly execute the terms of the Agreement.

**IV. DEFINITIONS AND DESCRIPTIONS**

**A. Protection Units**

The Direct Protection Areas (DPA) of the following units are covered by this plan:

1. Humboldt-Toiyabe National Forest
2. Carson City Fire Department

**B. Direct Protection Areas:**

Each agency assumes the responsibility to directly provide adequate fire protection services to the lands of the other agency.

C. Protection Area:

The agencies agree to exchange maps of the protection districts.

The Department is primarily responsible for suppression of structural fires and wildland type fires occurring to property of residents within the city of Carson City.

The Forest Service is primarily responsible for suppression of wildland fires within the protection boundaries of the Humboldt-Toiyabe National Forests and lands identified as Direct Protection Area (DPA) lands under the California Cooperative Fire Protection Agreement.

The Forest Service will not assume the protection or suppression responsibility for wildland/urban interface lands that are the legal jurisdiction of another entity (State, Tribal, County, local, or property holder) unless the county, or local government entity assumes the lead responsibility for structural protection.

D. Mutual Dispatch Areas (MDAs):

Protection units shall coordinate their initial attack response by identifying the "closest forces" and agreeing which resources will be automatically dispatched.

E. Mutual Aid:

It is understood that the mission and intent of both Parties is to quickly suppress wildland fire regardless of jurisdiction and/or ownership. It is considered mutually beneficial to both Parties to jointly take action as necessary to achieve this mission and intent. All ground resources may be considered mutual aid for up to 24 hours. All assistance beyond the 24 hours may be assistance by hire; a cost share agreement will be completed, and will be billed retroactively for the full period from the time of initial dispatch based on the completed cost share agreement. Mutual aid shall be provided within the limits of local resources. Defined as resources within the local dispatch center's area of responsibility, however, neither party should be required to deplete its own fire protection resources, services and facilities to the detriment of its fire protection responsibilities.

F. Assistance by Hire

1. Hand crews are considered assistance by hire
2. All resources provided by Department for suppression activities on Forest Service jurisdiction fires during the "off season" will be considered assistance by hire. This period is defined as the period of time that the Forest Service does not have its initial attack resources available. Normally between November 20<sup>th</sup> through March 15<sup>th</sup>.
3. All aviation resources are considered assistance by hire.