

Recorder's Office Cover Sheet

Recording Requested By:

Name: Keri Scheetz

Department: Sheriff



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KAREN ELLISON, RECORDER

Type of Document: (please select one)

- Agreement**
- Contract**
- Grant**
- Change Order**
- Easement**
- Other**

specify: _____



FS Agreement No. 21-LE-11041700-001

Cooperator Agreement No. _____

EXHIBIT A – MODIFICATION 001

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &
FINANCIAL PLAN**

**Between The
COUNTY OF DOUGLAS**

**And the
USDA, FOREST SERVICE**

HUMBOLDT-TOIYABE NATIONAL FOREST

FY22 ANNUAL OPERATING AND FINANCIAL PLAN

FILED

NO. 2021.212

12-23-2021

DATE

DOUGLAS COUNTY CLERK
MINDEN, NV

DEPUTY

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the County of Douglas, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Humboldt-Toiyabe National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #21-LE-11041700-001 executed on December 18, 2020. This Modification corrects the Cooperator's legal name from Douglas County Sheriff's Department to County of Douglas. This Annual Operating Plan is made and agreed to for the estimated period beginning on 10/1/2021 and ending December 31, 2024.

Balance Available 11/22/2021: \$5,000.00 *Previously Obligated*

Current Fiscal Year Obligation: \$5,000.00

FY22 Total Annual Operating Plan: \$10,000.00

I. GENERAL:

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Dan Coverley Sheriff Douglas County Sheriff PO BOX 218 Minden, NV 89423 (775) 782-9900 dcoverley@douglasnv.us	Keri Scheetz Management Analyst Douglas County Sheriff P.O. BOX 218 Minden, NV 89423 (775) 782-9904 kscheetz@mdouglasnv.us



Principal U.S. Forest Service Contacts:

<p align="center">U.S. Forest Service Program Manager Contact</p>	<p align="center">U.S. Forest Service Administrative Contact</p>
<p>Donald Harris Law Enforcement Patrol Captain Humboldt-Toiyabe National Forest 1200 Franklin Way Sparks, NV 89431 T: 775-355-5327 donald.e.harris@usda.gov</p>	<p>Ragan Hall R4 LE&I Administrative Assistant Intermountain Region 324 25th Street Ogden, UT 84401 T: 801-625-5780 ragan.hall@usda.gov</p>
<p align="center">U.S. Forest Service Grants and Agreements Contact</p>	
<p>Teresa Stein Grants Management Specialist 1249 S. Vinnell Way, Suite 200 Boise, ID 83709 teresa.stein@usda.gov</p>	

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

- Patrol wages not to exceed \$35.00 per hour plus fringe benefits
- Mileage reimbursement not to exceed \$.56/mile.

II. PATROL ACTIVITIES:

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads, campgrounds, developed sites, or dispersed areas:

- a) Rhuenstroth Power Dam Road, from the ridge construction site, south to the end of the road.
- b) Mud Lake Road, south of the ranchos, between the west water tank and the main.
- c) River Road, the west water tank is located approximately ¼ mile southwest of the intersection of Tillman and Mud Lake Road (Dresserville Pit Area).
- d) Foothill Road at the Fay/Luther Trailhead.
- e) Carson Street (Genoa), west to the water tank.
- f) Jacks Valley; perimeter check of the area east of Jacks Valley and west of Indian Hills.



g) Spooner Rest Area, south of U.S. Highway 50, at Spooner Summit.

Total reimbursement for this category shall not exceed the amount of: **\$5,000.00.**

III. TRAINING:

See Cooperative Law Enforcement Agreement Provision IV-K for additional information.

Total reimbursement for this category shall not exceed the amount of: **\$0.00**

IV. EQUIPMENT:

See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.

Total reimbursement for this category shall not exceed the amount of: **\$0.00**

V. SPECIAL ENFORCEMENT SITUATIONS:

A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.

B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

1. Drug Enforcement: This will be handled on a case-by-case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
2. Fire Emergency: During emergency fire suppression situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.



Addendum A provides the specific information on the procedures and requirements for requesting Fire Reimbursements from the U.S. Forest Service. Any questions or clarifications necessary concerning incident/fire emergencies should be directed to the contact listed on the Addendum.

- 3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

VI. BILLING FREQUENCY:

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

- A. The Cooperator shall bill the U.S. Forest Service on a quarterly basis.
- B. Each statement shall display the Cooperator’s actual expenditures to date of the invoice, for each separate cost element as documented in the Operating Plan. The invoice should be forwarded as follows:

Submit original invoice(s) to:

USDA, Forest Service Albuquerque
Service Center Payments – Grants &
Agreements 101B Sun Avenue NE
Albuquerque, NM 87109
F: 877-687-4894
sm.fs.asc_ga@usda.gov

Send copy to:

Jon Knudson
U.S. Forest Service
Humboldt-Toiyabe National Forest
1536 S Carson St.
Carson City, NV 89701
Phone: (775) 884-81 13
E-Mail: jon.knudson@usda.gov

Invoices should be short in length (i.e., 2 pages at most), but contain the following information in order to reduce the possibility of payment delays: your signature, your name, invoice date, invoice number, agreement number, period of performance, description of goods provided or services performed, dates of service, and amount of payment request.

- C. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.



Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$5,000.00	\$5,000.00
Training	\$0	\$0
Equipment	\$0	\$0
Special Enforcement Situations	\$0	\$0
Total	\$5,000.00	\$5,000.00

D. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*

E. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement.

V. DISPATCHING:

Provide frequency access and dispatch services for U.S. Forest Service Agents and Law Enforcement Officer for the period of performance.



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

DAN COVERLY, Sheriff
County of Douglas, Nevada, Douglas County Sheriff

12/16/21

Date

WILLIAM DUNKELBERGER Digitally signed by WILLIAM DUNKELBERGER
Date: 2021.12.17 12:01:05 -08'00'

WILLIAM A. DUNKELBERGER, Forest Supervisor
U.S. Forest Service, Humbolt-Toiyabe National Forest

Date

SCOTT HARRIS Digitally signed by SCOTT HARRIS
Date: 2021.12.20 14:02:09 -07'00'

SCOTT HARRIS, Special Agent in Charge,
U.S. Forest Service, Region 4

Date

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

DEBORAH CHORLTON Digitally signed by DEBORAH CHORLTON
Date: 2021.11.22 15:09:36 -07'00'

DEBORAH CHORLTON
U.S. Forest Service Grants Management Specialist

Date



Addendum A

U.S. Forest Service Fire Emergency Language & Billing Protocol Coop Law Enforcement Agreements / Annual Operating Plan

Fire Emergencies:

During fire emergencies, the Forest Service will reimburse the County for actual costs incurred while the County is providing assistance requested by either the Agency Administrator or Incident Commander.

Reimbursement for personnel wages and services are based upon the information in the resource order and must identify the number of road blocks, number of personnel required, hours and time frame required and must be ordered by the Incident Commander or Agency Administrator. A copy of the resource order generated for the request for assistance will be provided by FS dispatch to the County. It is critically important that the Incident Management Team, Agency Administrator, and the Sheriff/County Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a County designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via an incident resource order. The Liaison(s) primary duties, on behalf of the County Sheriff, will be to attend public meetings, planning and Incident Command meetings. Eligible costs for reimbursement will include personnel time.

If meals and lodging are required for county officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit. Cooperator personnel directly assigned to the incident by a resource order will be entitled to meals that are provided on the incident.

Administrative support (e.g. posting incident time, delivering meals, bill preparation, etc.) will be reimbursed on an actual cost basis. The County will prepare and submit an itemized accounting of actual cost as part of the reimbursement request.

What is not eligible for reimbursement?

1. Law enforcement duties that are within the normal jurisdictional responsibilities such as enforcement, patrols, evacuation. 2. Automotive repairs, tires, and services are covered in the prevailing wage rate as identified in the AOP Provision I. B.

Billing Protocol:

Documentation required to be submitted by the County to the FS for payment processing:

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC or Agency Administrator.
- Copy of Law Enforcement Agreement and Annual Operating Plan.
- DUNS/UEI number.



- Active status in System for Award Management (SAM).
- Tax ID number.
- Breakout of actual costs:
 - Salary – Daily Crew Time Reports, Payroll summary by hours per day or timesheets of personnel.
 - Supplies – Copies of receipts with date and description of items purchased and FS authorization (S# or FS Signature) for purchase.
 - Mileage – Summary by day by vehicle and personnel using the vehicle (already included in hourly salary rate in Provision I. B. in Annual Operating Plan).

For questions concerning incident/fire emergencies, please contact:

Gwen Sanchez, Forest Fire Management Officer
 Humboldt-Toiyabe National Forest
 1200 Franklin Way
 Sparks, NV 89431
 Telephone: 775-355-5315
 Email: gwen.sanchez@usda.gov

BILLINGS FOR FIRE ARE NOT TO BE SUBMITTED TO THE SM.FS.ASC_GA@USDA.GOV UNDER THE OBLIGATION ESTABLISHED THROUGH THE COOPERATIVE LAW ENFORCEMENT AGREEMENT.

Please coordinate remittance of billings to the Albuquerque Service Center, Incident Finance Branch through the local Fire Business Manager, **Irene Burkholder, Humboldt-Toiyabe National Forest, 370 American Avenue, 1200 Franklin Way Sparks, NV 89431, (775) 355-5364, irene.burkholder@usda.gov**. Invoices must include the information identified above in the Billing Protocol section in order to be processed in a timely manner.

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Douglas County

State of Nevada

CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

23rd day of DECEMBER, 20 21

By Emmy I. [Signature] Deputy