



FS Agreement No. 16-LE-11041000-004
Cooperator Agreement No. _____

EXHIBIT A

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

**Between The
SAN JUAN COUNTY SHERIFF'S OFFICE
And the
USDA, FOREST SERVICE
MANTI-LA SAL NATIONAL FOREST**

2020 ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between San Juan County Sheriff's Office, hereinafter referred to as "the Cooperator," and the USDA, Forest Service, Manti-La Sal National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #16-LE-11041000-004 executed on February 22, 2016. This Annual Operating Plan is made and agreed to as of the last date signed below and is in effect through September 30, 2020.

Previous Year Carry-over Amount: \$5,000 (This amount has not been billed for 2019 authorized activities)

Current 2020 Year Obligation: \$5,000.00

Total Amount Available as of 12/6/2019: \$10,000.00

Modification: 004

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:

San Juan County Sheriff's Office Program Contact	San Juan County Sheriff's Office Administrative Contact
Jason Torgerson (Sheriff) 117 South Main Street Monticello, UT 84535 Telephone: (435) 587-2237 FAX: (435)587-2013 Email: jtorgerson@sanjuancounty.org	Joe Harris (Deputy) 117 South Main Street Monticello, UT 84535 Telephone: (435) 587-2237 FAX: (435) 587-2013 Email: jharris@sanjuancounty.org



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Scott Watson Law Enforcement Officer U.S. Forest Service Manti-La Sal National Forest 540 N. Main St. Ephraim, UT 84627 Telephone: (435) 260-2738 FAX: (435) 283-5616 Email: scott.watson@usda.gov	Gina Jolley Grants Management Specialist U.S. Forest Service Utah Acquisition Support Center 1749 West 500 South Salt Lake City, UT 84104 Telephone: (801) 908-1925 FAX: (801) 908-1930 Email: gina.jolley@usda.gov

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

Wages at the prevailing rate of \$25.00/hour plus fringe benefits for the individual officer at the rate of \$25.00/hour.

II. PATROL ACTIVITIES:

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both the 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:

- A. Elk Ridge Road #088 and spur roads leading from the Elk Ridge Road
- B. Mountain Road #079 on national Forest lands between Monticello and Blanding
- C. Causeway Road #095 between Mountain Road # 079 and Elk Ridge Road #088 and spur roads
- D. Roads on National Forest Land in the Blue Mountain Ranch-Bulldog area
- E. South Cottonwood Road #106 and spur roads on National Forest land
- F. Roads on National Forest in the Peters Point-Harts Draw area
- G. La Sal Pass Road #073 and spur roads on National Forest land
- H. Geyser Pass Road #071 and spur roads on National Forest land



2. Patrol in the following campgrounds, developed sites, or dispersed areas:

- A. Dalton Springs Campground
- B. Buckboard Campground
- C. Devil’s Canyon Campground
- D. Nizhoni Campground
- E. Pack Creek Picnic ground

Total reimbursement for this category shall not exceed the amount of: \$2,500.00

III. EQUIPMENT:

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

Specific items/equipment for purchase will be determined between the parties of this agreement.

Total reimbursement for this category shall not exceed the amount of: \$2,500.00

IV. 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 Forest Service. Any questions or clarifications necessary concerning incident/fire emergencies should be directed to the Grants and Agreements Specialist listed under the FS Administrative Contacts (see I. A.).

- 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.

This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

V. BILLING FREQUENCY:

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

- A. The Sheriff’s Office shall furnish the Forest Service itemized statements for all non-fire related activities, not less than quarterly and patrol logs for the expenditures involving forest patrol and controlled substance law violations. Submit Public Voucher for Service (SF 1034). The statement will contain sufficient detail to allow the Forest Service to tie the expenditures back to the reimbursable expenses and rates contained in this Operating and Financial Plan. The final invoice must be received no later than 90 days from the expiration date of 9/30/2020.
- B. 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	\$2,500.00	N/A
Training	\$0.00	N/A
Equipment	\$2,500.00	N/A
Special Enforcement Situations	\$0.00	N/A
Total	\$5,000.00	N/A



C. Any funds not spent at the end of the 5 years (9/30/2020). See Cooperative Law Enforcement Agreement Provision IV-C.

D. 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.

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



JASON TORGERSON, Sheriff
San Juan County Sheriff's Office 

Date



RYAN NEHL, Forest Service
U.S. Forest Service, Manti


Date



KENNETH MARYBOY, County Commissioner
San Juan County

Date



SCOTT HARRIS, Special Agent in Charge
Intermountain Region 

Date



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



TRINITY BUGGER 
U.S. Forest Service Grants Management Specialist

Date

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.

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 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.
- Incident Action Plans – copies of plans that document assignment to that incident.
- Map of roadblock locations.

BILLINGS FOR FIRE ARE NOT TO BE SUBMITTED TO THE ASC_GA@FS.FED.US 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, Jaylynn Pell, Manti-La Sal National Forest, 599 West Price Drive, Price, UT 84501, Phone: (435) 636-3534, Email: jaylynn.pell@usda.gov. Invoices must include the information identified above in the Billing Protocol section in order to be processed in a timely manner.