2016
ANNUAL OPERATING PLAN
BETWEEN
THE SOUTH DAKOTA DIVISION OF WILDLAND FIRE
And
BUREAU OF LAND MANAGEMENT – EASTERN MONTANA/DAKOTAS DISTRICT
SOUTH DAKOTA FIELD OFFICE
(For The Period of May 1, 2016 through April 30, 2017)

(For Interagency Cooperative Fire Management Agreement)
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Plan Approvals:

USDI – Bureau of Land Management

Date 3/29/16

By _____
District Manager
Eastern Montana/Dakotas District Office

State of South Dakota

Date 4-15-16

By _____
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Purpose

The purpose of this operating plan is to provide clear and consistent direction for the South Dakota Division of Wildland Fire and the Montana/Dakotas BLM, Eastern Montana/Dakotas District, South Dakota Field Office (SDFO) in the cooperative effort of fire management.

Authority

This Annual Operating Plan is entered into in accordance with the Interagency Cooperative Fire Management Agreement between the State of South Dakota and the United States Department of Interior; Bureau of Land Management executed February 23, 2007.

Jurisdictions

State of South Dakota

1. South Dakota Department of Agriculture, Division of Wildland Fire (SDDWF) will have Jurisdictional responsibility for all state and private forested lands within South Dakota, including Harding County. "Forested lands" means any land which is at least ten percent stocked with trees and is outside the limits of any incorporated municipality.
2. SDDWF will protect forested Bureau of Land Management lands in western South Dakota, within the Black Hills Fire Protection District directly, and non-forested BLM lands in cooperation with local rural fire departments and counties, in Lawrence, Meade, Pennington, Custer, Fall River, Butte, Perkins, Jackson, Brule, Haakon, and Stanley counties.
3. During a declared state of emergency by the Governor of South Dakota, SDDWF is given jurisdictional authority under state law to manage wildfires in the prairie areas outside of the Black Hills Fire Protection District on private land.

Bureau of Land Management

1. Bureau of Land Management (BLM) will have Jurisdictional responsibility for all lands identified as BLM ownership on BLM Edition Surface Management Status Maps.
2. The Eastern Montana/Dakotas BLM provides direct suppression protection only on those federal lands (BLM and Forest Service) within the boundaries of Harding County, SD, through a protection exchange agreement with the Custer National Forest. Harding County, SD is within the boundary of the Northern Rockies Geographic Area. The remainder of SD is within the Rocky Mountain Geographic Area boundary.

Both agencies shall be identified as follows with regards to roles and responsibilities in management activities:

Protecting Agency

The agency responsible for providing direct wildland fire protection to a given area pursuant to this plan.

Supporting Agency

The agency providing suppression or other support and resources to a protecting agency.

Jurisdictional Agency
The agency that has overall land and resource management responsibility as provided by federal or state law is considered the jurisdictional agency. The jurisdictional agency is also defined as the agency responsible for paying the bills for protection of lands under its jurisdiction.

Maps
The map on Appendix A shows jurisdictional boundaries of dispatch centers and counties. The map on Appendix C shows sage grouse priority and general habitat management areas within Butte and Harding counties.

Resources
SDDWF agrees to provide pending availability:

- 1 mobile supply cache
- 2 Type 2 IA handcrews
- 4 federally certified Type I Blackhawk helicopters with bucket (SD National Guard)
- 2 AMD inspected Single Engine Air Tankers
- 2 AMD certified KA90 Air Attack Platforms
- Type 3 and 4 Engines
- Type 6 engines
- Dozer
- Department of Corrections Crews (DOC) and overhead.

Reimbursement costs will be for delivery, return, and labor costs to refurbish and replace damaged or lost equipment. Upon written request, the SDDWF may share facilities when determined mutually beneficial to both agencies.

The organization of state crews, fire equipment, air resources, air attack facilities, equipment, and facilities which are available for cooperative use, subject to state regulations and procedures, are shown in the South Dakota Division of Wildland Fire 2016 Fire Action Plan and the GPC 2016 Mobilization Guide.

The organization of BLM crews, fire equipment, air resources, and facilities which are available for cooperative use, subject to BLM regulations, procedures, and availability are shown in the Miles City Dispatch Center (MCC) Annual Operating Plan.

Fire Readiness
1. Wildfire Training Needs and Coordination
The GPC Board of Directors and the Great Plains Zone training representative are responsible for coordinating fire training for agencies within the Great Plains Zone. All 100 and 200 level course offerings are coordinated by local agencies and all upper level 300 and 400 level course offerings are coordinated through the Rocky Mountain Area Training Committee, a subcommittee of the Rocky Mountain Area Coordinating Group (RMCG). The Eastern Montana/Dakotas District Training Coordinator is responsible for training coordination and qualifications of BLM personnel in the SDFO. Training schedules will be shared and when beneficial, opportunities to combine training will be pursued.

2. Physical Fitness Standards and Qualifications
Federal and SDDWF firefighters as well as firefighters whose department has signed an agreement with the SDDWF must meet the physical fitness standard and qualifications for the position assigned as identified by the National Wildfire Coordinating Group, Wildland Fire Qualification System Guide, PMS 310-1 (current version). On BLM fires, during Initial Action only, the BLM will honor local fitness standards of those departments who have not signed an agreement with the SDDWF.

3. Training Standards
All training classes offered by the respective agencies will be conducted according to standards set forth in the current edition of the NWCG Field Managers Course Guide and PMS-310-1.

Wildfire Suppression Procedures
Both agencies support and use the Incident Command System (ICS).

The protection of human life is the single, overriding priority. Setting priorities among protecting human communities and community infrastructure, other property and improvements, and natural and cultural resources will be based on the values to be protected, human health and safety, and the costs of protection. Once people have been committed to an incident, these human resources become the highest value to be protected.

If a wildfire crosses or threatens jurisdictional boundaries and becomes a multi-jurisdictional incident, the protecting or jurisdictional agency may request a unified command structure for any wildland fire situation. Where such unified command is not implemented, the jurisdictional agency may reserve the right to designate an agency liaison capable of evaluating operational tactics and local resource availability. All fires within the GPC Zone are coordinated through GPC.

The BLM's primary responsibility and objective for structure protection is to suppress the wildfire before it reaches structures. The BLM may assist state, county, and local fire departments in exterior structure fire protection when requested. Structural fire suppression, which includes exterior and interior actions on burning structures, is the responsibility of tribal, county, or local fire departments. Exterior structure protection measures may include actions such as foam or water application to exterior surfaces of buildings and surrounding fuels; fuel removal; and burning out around buildings.

Detection
Each agency will advise the other agency when it plans to make detection flights. When one agency is requested to fly the other agency's lands, reimbursement will be made by the benefiting agency for the actual aircraft costs and observer's salary of time spent flying the other agency's land.

Reporting Fires
The responsible jurisdiction will be notified by GPC or MCC of fires on or threatening their jurisdictional lands as soon as possible after the arrival of initial attack forces. Contacts within GPC Mob Guide and MCC Annual Operating Plan will be used for notifications.

Initial Attack Dispatch Levels
Initial attack dispatch levels will be determined by the GPC SOP's as approved by the GPC Board of Directors (BOD) for all Response Zones in the Black Hills Forest Fire Protection District. Run Cards have been developed for all response areas and will be validated annually by the GPC Operations Committee of which both BLM and SDDWF are members. Initial attack response levels on Federal lands within Harding County are determined by the Eastern Montana/Dakotas District Fire Program.

Dispatch
The primary Dispatch Center for the SDDWF is located at the Great Plains Interagency Dispatch Center in Rapid City, South Dakota. This Dispatch Center is the Zone Dispatch Center for the area covered in this agreement, except for lands in Harding County, SD.

The primary dispatch center for lands within Harding County and all BLM personnel and resources, as well as local Fire Departments within Harding County is the Miles City Dispatch Center (MCC) located in Miles City, MT, and is a zone dispatch center under the Northern Rockies Dispatch Center in Missoula, MT.

Dispatching and Resource Order Process
Dispatching and resource order process will be determined by GPC SOP's in both agencies jurisdictional areas for initial attack except for those federal lands within Harding County, SD. For extended attack in both agencies jurisdictional areas, dispatching and resource order process will be determined by SOP's established by GPC, except for those federal lands within Harding County, SD, which will be determined by MCC SOP's.

Assistance from Rural Fire Departments will be requested through the local County Dispatch Offices and/or GPC. Local fire departments in Harding County are dispatched through MCC.

Request for SDDWF assistance including wildland fire suppression resources covered by this agreement will be made through the GPC on call dispatcher who in turn will notify the SDDWF Duty Officer.

Per South Dakota state law, requests from South Dakota counties for state fire resources on large prairie wildfires will only be made by those authorized and designated by the county commissioners. All resource orders for federal wildland fire suppression resources requested by the county through the SDDWF will be routed through GPC.

Unified Command
Unified Command is highly recommended for all multi-jurisdictional fires. Proper mix of participants in a unified command organization will depend on location, kind of incident, and availability of resources.

Boundary Fires
Each agency can, at no cost to the other agency, dispatch resources to a "Boundary Fire" when a threat is perceived to their respective jurisdiction.

Initial Attack
Each agency is responsible for advising the other when initial attack commitments adversely

affect the others ability to meet additional initial attack needs or the ability to meet interagency commitments.

Fire Cause and Determination
Initial attack resources shall determine probable fire cause, whether human or natural. Once a probable fire cause has been determined to be "human," the Incident Commander will have dispatch request the appropriate jurisdictional investigators and Law Enforcement Officers. The Incident Commander is also responsible for protecting the origin without compromising firefighter and public safety.

Fire Investigation
Cause determination must begin as soon as possible due to the delicate nature of fire indicators and appropriate collection of evidence. If the probable fire cause appears to be "human," every effort will be made to protect the origin, regardless of jurisdictional responsibility. Additionally, if fire cause is unknown or human caused, the appropriate jurisdictional fire investigator and Law Enforcement Officer (LEO) will be requested. The investigation report will be sent to the jurisdictional agency or cooperator.

In the case of a human caused wildfire that originates on BLM managed lands within the SDFO, a fully qualified INVF (Cause and Determination Specialist) and BLM Law Enforcement Officer will be requested. For human caused wildfires ignited on adjacent land ownership and severely affecting BLM lands, an INVF and federal LEO will coordinate with local investigators and law enforcement officers.

INVF trainees will work with a fully qualified INVF until full qualifications have been accomplished.

Specific agency references to use for guidance in cases of trespass fire on BLM lands in the SDFO are found in the Wildfire Cause and Determination Handbook, PMS 412-1 and the BLM Fire Trespass Handbook H-9238-1.

Resource Advisors
In an initial attack, extended attack, or escaped fire situation, the protecting agency will contact the jurisdictional agency and assess the need to assign a Resource Advisor. Under unified command, agencies involved will jointly assess the need to assign a Resource Advisor and make recommendations or act on behalf of the agency administrator for decisions.

Wildfire Suppression Damage
Immediate rehabilitation actions to prevent further land degradation, resource loss, or to ensure safety may be carried out as part of the incident. Post-incident rehabilitation actions will be specified in a rehabilitation plan approved by the affected agencies.

Burned area rehabilitation will be the responsibility of the jurisdictional agency. Requests for "Burned Area Emergency Rehabilitation" (BAER) assessments will be initiated by the jurisdictional agency and be funded according to the requesting agency policy.

Interagency Sharing of Communications Systems and Frequencies
Both agencies signing this AOP agree to share the use of their interagency fire suppression radio frequencies or talk groups per a memorandum of understanding (MOU). MOU's authorizing use of frequencies or talk groups will be kept on file at both agencies.

Decision Document / Delegation of Authority
The jurisdictional federal agency will assume the lead for development and implementation of the Wildland Fire Decision Support System (WFDSS). The jurisdictional federal agency will assume the lead for the development of the Delegation of Authority as produced and documented by WFDSS. The BLM agrees to update WFDSS as appropriate when used as an incident management tool. For multi-jurisdictional incidents that require a decision document, one document will be agreed upon and used by all affected agencies for that particular incident.

Special Management Considerations
Areas of Critical Environmental Concern, sage-grouse habitat, wetlands, archaeological sites, botanical areas, roadless areas, and other areas identified in land management planning documents, urban interface areas, and areas otherwise requiring special fire management procedures are to be considered. These will be identified by the local agency representatives responding to the incident. BLM Areas of Critical Environmental Concern (ACEC) include:

- Fort Meade Recreation Area ACEC in Meade County, SD
- Fossil Cycad ACEC in Fall River County, SD.

Guidance for suppression strategies and tactics in sage-grouse habitat is included in Appendix B. Appendix C includes a map of sage grouse priority and general habitat management areas.

Aviation Procedures

Hazards
Updated Aviation Hazard Maps are located at GPC. For Harding County, Aviation Hazard Maps are located at MCC or at MCC website under Aviation.
(http://www.blm.gov/mt/st/en/fo/miles_city_field_office/fire/aviation.html)

Detection Routes
Detection flights will follow flight paths and check in locations as identified on the GPC flight following map and MCC flight following map for Harding County, SD. Direction/sequence of flight path will be determined by the requesting jurisdiction.

Flight Following/Frequency Management
Aircraft operating within the GPC area will be coordinated by GPC. Aircraft operating within Harding County, SD will be coordinated with MCC. Border fires or transfers will be coordinated between dispatch centers on a case by case basis.

Single Engine Air Tankers

BLM Responsibilities
If the BLM requests a State of SD Contract SEAT, the request will be made through GPC. When SDDWF Contract SEAT's are requested by the BLM, the SEAT's will be operated under the terms and conditions of the 2016 National on Call Contract. These aircraft must be on the

DOI SEAT On-Call contract.

An OAS-91 (http://oas.doi.gov/apmd/index.htm) is required for SEAT aircraft on the On-Call Contract. Do not delay response of an aircraft to an incident to complete and submit an OAS-91. Aircraft services must be documented on an OAS-23E (http://oas.doi.gov/apmd/cwn/cwnSEAT.htm) and submitted by the vendor to OAS via AMS for payment. The contract number and DOI suppression order number must be on the OAS-23E.

If located at a State of SD Seat Base and the SEAT aircraft are in standby status, and if an order is placed by the BLM before 12 p.m. (noon) Mountain Time, the BLM will be responsible for a full day of aircraft availability cost. Normal initial attack response flight time will be prorated out following the Measurement and Payment Schedule in the National On-Call Seat Contract.

When a BLM incident is located more than a 60 mile radius from a State of SD SEAT Base, the BLM will be responsible for the costs of providing water, foam concentrates, and retardants to the SEAT contractor as stated in the National on Call SEAT Contract.

It will be the responsibility of the Incident Commander of the incident to release the SEAT's back to its home base once the aircraft is no longer needed on the incident.

SDDWF Responsibilities

SDDWF will ensure that the SD SEAT's that are available for wildland fire assignments will be in compliance with the 2016 National On-Call SEAT Contract and that the pilot and aircraft are carded by the DOI, Office Aviation Services (OAS).

SDDWF will provide a base of operation at a State of SD SEAT Base as long as the incident or wildland fire is within a 60 mile radius. When the incident is outside the 60 mile radius, SDDWF will operate a temporary SEAT Base at predetermined airports. Costs to be responsibility of the BLM or when the incident is a multi-jurisdictional incident, the costs will be agreed upon in the incident cost share agreement.

A 10% finance charge of the total amount to be billed to the BLM will be assessed by the SDDWF Finance Department.

Single Engine Air Tanker Bases

SDDWF manages Single Engine Air Tanker bases at Rapid City, Lemmon, Hot Springs, Pierre, and Buffalo. Remote bases for SEAT re-loading are designated in the GPC Aviation Plan. All Single Engine Air Tanker operators contracting with the SDDWF must maintain a support/service vehicle capable of transporting and supporting fuel and loading operations. Flight following is a shared responsibility of GPC, MCC, and the ordering agency.
Single Engine Air Tanker Bases managed by SDDWF are staffed with a qualified SEAT manager during operational hours. When using Single Engine Air Tankers at small airports across South Dakota, a qualified SEAT manager must be present or ordered/enroute to the airport. Local fire departments are used to support the Single Engine Air Tanker operation with water and foam. Single Engine Air Tanker operations at small airports are coordinated through GPC.

Leadplane/Air Attack Activation
Requests for leadplanes/air attack are coordinated through GPC. Aircraft requests within Harding County, SD will be coordinated with MCC.

Aviation Requests and Operations

1. Initial Attack
Requests for aviation resources are placed with and managed by GPC for both SDDWF and BLM within GPC Zone.

2. Boundary Fires
All fires within the GPC Zone are coordinated through GPC. Zone boundary fires are coordinated based on agreed to procedures at the time of the incident by the two Zone Centers and respective jurisdictions.

3. Air Space Restrictions
Requests for TFR's will be placed with the GPC for both SDDWF and the BLM for all SD counties except Harding County where TFR's will be placed with MCC.

Inspection Schedules
Through USFS Region 2, SDDWF will coordinate annual inspections of state contracted Single Engine Air Tankers and air attack platform by the DOI OAS. SDDWF will coordinate annual inspections of the South Dakota National Guard Black Hawk helicopters with the United States Forest Service, Regional Helicopter Coordinator. A copy of the inspection approvals will be kept on file at GPC, MCC, and by each agency.

Fire Prevention

SDDWF Fire Management Officers (FMO) and the BLM will be jointly responsible for coordinating annual fire prevention activities within their areas of responsibilities. Coordination and cooperation will be channeled through the Prevention and Education Committee within the GPC Board of Directors according to the GPC and Eastern Montana Fire Zone Fire Danger Operating Plans.

1. Fire Danger Information
Agency RAWS Locations

Name	Station ID	Latitude	Longitude	Agency
Indian Butte	INBS2	45.1394	-103.9128	BLM
Custer State Park	CSPS2	43.7286	-103.3542	SDDWF
Rapid City West	RWES2	44.0693	-103.3116	SDDWF

2. Joint Agency Press Releases
News releases are issued through the jurisdictional public affairs offices of each agency. Coordination of news releases is encouraged for multi-jurisdictional incidents.

3. Open Burning and Campfire Permits
Burning permits are required for all open burning in the Black Hills Forest Fire Protection District as provided for in South Dakota State Law. The website for issuing burning permits may be found at www.sd.gov/burnpermits.

Burning permits for debris/slash pile burning on private lands are issued by GPC or the local SDDWF FMO. Burning permits for campfires on state or private lands are issued by the local SDDWF FMO.

Broadcast burning, pile burning, and campfire permitting on BLM administered lands both within and outside the Black Hills Forest Fire Protection District is under authority of the BLM South Dakota Field Manager.

4. Restrictions and Closures
Restrictions and closures will be coordinated with individual counties and through the GPC Board of Directors. Restrictions and closures on BLM administered lands will be initiated by the SDFO Manager.

Fuels Management and Prescribed Fire

Both agencies agree to cooperate in the development and implementation of prescribed fire and fuels management activities in which the primary interest is to reduce hazardous fuels. This support may be in the form of personnel and/or equipment. Assistance Agreement # L15AC00005 allows the BLM to reimburse SDDWF for assistance on specific BLM projects.

Both agencies shall agree upon rates, amounts and billing and payment or other reimbursement procedures. The cooperating agency will bill the receiving agency for all costs associated with providing assistance, exclusive of normal administrative and dispatch support (occurring during normal work hours). This includes; vehicle costs (mileage or hourly), regular hourly wages (operations personnel), and over-time wages (operations personnel), as documented on a Crew Time Report (CTR).

SDDWF will represent all other South Dakota agencies that may be involved in a cooperative prescribed fire or fuels management project. This representation includes coordination, dispatching, processing bills and making payments.

Each prescribed fire project undertaken under the terms of this agreement will require an approved Prescribed Fire Burn Plan. The Prescribed Fire Burn Plan, signed by authorized representatives of each agency cooperating on the project, shall briefly summarize the nature of and the reasons for the cooperative project and shall display the project costs (including administrative costs), project benefits, suppression costs responsibility if an escape be declared a wildfire, and the amounts of each to be assumed by the cooperators.

Whenever possible, prescribed burn projects should be planned and responsibilities, costs, and benefits, other than suppression cost responsibility, apportioned so that the project can be conducted with a minimum monetary exchange.

The Prescribed Fire Burn Plan will include all standards and specifications for project execution. Each agency will determine and certify the qualifications of its own personnel and equipment for prescribed fire positions using jointly agreed upon interagency prescribed fire qualification standards. Burn plan requirements of each agency will be incorporated in a joint burn plan.

Cost Reimbursements

1. Appropriated Fund Limitations

Nothing herein shall be interpreted as obligating the BLM or the SDDWF to expend funds, or as involving the United States or the State of South Dakota in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and administratively allocated for the work contemplated in this Agreement.

2. SDDWF Reimbursable Fires

BLM lands protected by the SDDWF in which the BLM will reimburse the SDDWF for costs incurred in suppressing wildfire on these lands.

3. Prescribed Fires and Project Work

Reimbursement procedures will be consistent with the Interagency Cooperative Fire Management Agreement. Rates for contracted resources through the SDDWF will be consistent with those established in the State of South Dakota Fire Suppression Agreement, Appendix A, Work and Payment Plan for fire Suppression Forces. Exception, if a cooperator desires to provide resources to a requesting agency at no cost or reduced cost to the requesting agency, the sending agency must provide the requesting agency a letter of intent stating the limit of resources provided, the rate of reimbursement expected, and the reason for the deviation from the established rates. Reasons may be non-monetary benefits to the sending agency in the form of training, experience, public relations, etc. The letter of intent must be received and acknowledged by the requesting agency prior to the burn.

4. Reimbursable Assistance (Assistance by Hire)

Reimbursable Assistance refers to those fire suppression resources that are to be paid for by the Protecting Agency. Reimbursable assistance must be requested by the Protecting Agency or supplied through automatic or mutual aid systems. Assistance must be recorded by a resource order within the dispatching systems of both the Protecting and Supporting Agencies or documented by the incident commander in a fire report. Resources not documented in this manner are not reimbursable. Except as otherwise provided herein, all costs incurred as the result of an incident and documented as stated above are generally reimbursable, such as but not limited to:

- Costs incurred for suppression and move-up and cover resources.
- Transportation, salary, benefits, and per-diem of individuals assigned to an incident.
- Additional support dispatching services requested through a resource order.
- Cost of equipment in support of the incident. Included in equipment costs are contract equipment costs and operating cost for agency equipment.
- Operating supplies for equipment assigned to the incident, such as fuel, oil, and equipment repairs.
- Aircraft, airport fees, foam, and retardant costs.
- Agency-owned equipment and supplies lost or damaged, or expended by the Supporting

Agency.

- Cost of reasonable and prudent supplies in support of an incident.
- Charges from the SDDWF for state controlled resources, such as resources from other state agencies, inmate crews, National Guard helicopters, etc.

5. Wildfire Suppression

SDDWF will represent all SD Fire Departments when there is a signed agreement between both parties. The terms of use on wildfires will be in accordance with the current State of South Dakota Fire Suppression Agreement in effect between the SDDWF and the Fire Department. The BLM will reimburse the SDDWF for rural fire department resources used for initial attack on BLM lands in accordance with the established rates set forth in the South Dakota Department of Agriculture Forest Fire Suppression Agreement.

6. Aviation

The BLM will reimburse the SDDWF for state aviation resources ordered through GPC when requested by BLM. Costs incurred for ground support personnel, SEAT base managers, and other personnel required in the State of South Dakota Single Engine Air Tanker contract to support the SEAT operation will be included in the cost for state aviation resources.

7. Cost Share Plan

A cost share agreement will be prepared by the responsible unit administrator(s) or their authorized representative when there is (1) a multi-jurisdictional incident or (2) an incident which threatens or burns across direct protection boundaries of the SDDWF and BLM.

The agencies agree that all reasonable and necessary costs incurred to meet the protection responsibilities within each agency's direct protection area will be the responsibility of that agency. Typically, suppression actions and their associated costs are driven by perceived threats to values at risk. Values at risk may, in turn, require more intensive suppression efforts and therefore, higher suppression costs in one agency's direct protection area than in another. These situations will be considered when determining each agency's share of costs for an incident.

For temporary support level functions or facilities established during periods of extraordinary fire activity, similar cost sharing procedures may be used by the involved agencies.

Procurement: SDDWF receives its procurement authority from state laws, and is therefore not subject to federal procurement laws. Whenever SDDWF is responsible for the management of an incident, including an incident within the direct protection area of the BLM, SDDWF will comply with state laws and regulations covering procurement. Procurement costs by one agency in support of another that are reasonable and prudent may be charged to the protecting agency.

Loaned Equipment: Equipment loaned by one party to another shall be ordered through normal dispatching channels. Loaned equipment becomes the responsibility of the borrower, and shall be returned in the same condition as when received, normal wear accepted. The borrower will repair damages in excess of normal wear and will replace items lost or destroyed.

Billing Procedures

Fire Numbers

Agencies will share their respective individual fire numbers for cross-referencing purposes.

BLM Billings

BLM will submit separate bills, for each incident, to SDDWF whenever South Dakota is the jurisdictional agency.

SDDWF Billings

SDDWF will submit separate bills, for each incident, to the BLM whenever the BLM is the jurisdictional agency.

Services rendered by rural fire departments to suppress wildland fires within the boundaries of the BLM lands will be billed to the Fire Business Accountant at SDDWF. Each rural fire department will itemize department members on a Fire Suppression Cost Statement as the payment document for reimbursement.

SDDWF will send a Fire Suppression Cost Statement to the Eastern Montana/Dakotas District Office (EMDDO) for reimbursement of costs. The EMDDO will certify that the billing is correct within 10 days and return the bill to the SDDWF for payment. Payment to the rural fire department will be made by the SDDWF and a final itemized bill will be developed by the SDDWF and submitted to the BLM, Montana/Dakotas State Office along with a copy of the draft itemized bill approved by the EMDDO. State rates for personnel and equipment will be used for determining reimbursement costs.

Payments to rural departments will be in accordance with the current South Dakota Department of Agriculture Forest Fire Suppression Agreement between SDDWF and rural fire departments. The rate of pay will be at the approved SDDWF rate.

State Employees

The salary and expenses of personnel who remain on the state payroll shall be the actual cost to sending agency for work time from departure until return to official station, including overtime if it is earned under the laws and rules governing the employees of the sending agency.

Any state employee assigned to fire management duties outside this state under this agreement shall be considered to be working within this state for purposes of compensation and other employee benefits under SDCL Chapter 62-4.

Firefighter's unqualified or not meeting physical fitness standards for the position they are filling will not be compensated for costs incurred or services provided.

Billing Estimates / Time Frames

On fires where costs are incurred pursuant to the terms of this agreement, the billing agency shall submit a bill or estimate for reimbursement as soon as possible, but not later than 60 working days after a fire is controlled. If the total cost is not known at the time of initial billing, a partial bill, so identified, may be submitted. A final bill, so identified, will be issued within 6 months,

120 working days, after control of a fire.

Billing deadlines set forth herein are intended merely to encourage prompt billing, and failure to meet billing deadlines shall not be construed as a release or waiver of claims for reimbursement against the other party.

Unpaid Obligations Report
The BLM will submit a report to the SDDWF summarizing unpaid obligations for the previous state fiscal year by June 30 of each year. The SDDWF will submit a report summarizing unpaid obligations to BLM for the previous federal fiscal year by September 30 of each year.

Billing Content
A separate bill will be submitted for each fire by the BLM and SDDWF, depending on jurisdictional responsibility. Bills will be identified by fire name, location, jurisdictional unit, and appropriate order number. Documentation in support of the billing will include, but is not limited to:

- Bill for collection.
- Fire Report. (DI-1202 for all BLM wildland fires).
- Investigation report, if human caused.
- Narrative cover letter.
- Fire suppression cost summaries.
- Copies of resource orders or other supporting documentation, if requested.
- Copies of applicable cost share agreements.
- Additional documentation may be required for fires with a FEMA declaration.

Disputed Billings
Written notice that a bill is contested will be mailed to the billing agency within 45 days of issuance of the final bill, and will fully explain the area of dispute. Contested items will be resolved no later than 45 days following receipt of written notice. The uncontested portion of the bill will be paid and a new bill will be issued for the contested amount.

Payments
Payments will refer to the bill number and will be sent to the appropriate billing address.

Late Payment Charges
Late payment charges may be waived by the billing agency unless late payment charges are mandated or required by law. An agency may subtract unpaid obligations from bills received by agencies with delinquent payments.

Billing for Other Fire Activities
Agencies may bill one another for pre-suppression, prevention, prescribed fire and other fire management activities and administrative charges may be applied. Provisions described above pertaining to suppression billing procedures, addresses, payment due dates, obligation information, and payments also apply to these billings. Billings will be itemized and a copy of the appropriate annual operating plans will be attached or referenced. Agreement # L15AC00005 will be used to reimburse the SDDWF for the above activities.

Billing for Escaped Prescribed Fires
Wildfires resulting from escaped prescribed fires ignited by a party to this agreement on lands it manages shall be the responsibility of that party. The party responsible for the prescribed fire will reimburse other parties to this agreement for all suppression costs of supporting agencies. If the agencies conduct a cooperative prescribed fire, the responsibility for suppression costs, should an escape occur, shall be agreed upon and documented in the project plan.

Administrative Charges
SDDWF may charge the BLM an administrative charge for all fire suppression activities. This rate will be set by the indirect rate negotiated by the South Dakota Department of Agriculture for federal grants and contracts. If SDDWF charges an administrative fee for a fire, the BLM may charge an appropriate administrative fee. Administrative charges will not exceed 20 percent. All allowable agency expenses may be billed without invoking an administrative fee. These charges must be verifiable and supporting documentation must be included with the bill.

Billing Addresses
All bills for services provided to SDDWF will be mailed to the following address for payment:

South Dakota Dept of Agriculture
Wildland Fire Division
Attn: Fire Business Staff
3305 West South Street
Rapid City, SD 57702

All bills for services provided by SDDWF to the BLM under this agreement will be mailed to the following address:

Eastern Montana/Dakotas District Office
Division of Fire Management
111 Garryowen Rd
Miles City, MT 59301

General Procedures

1. Annual Updating of Plans
This Annual Operating Plan will be updated prior to March 31st of each year. The effective date will be May 1st of each year.

2. Changes During Year (due to budget cuts or supplemental funding)
That nothing herein shall be construed as obligating the BLM or SDDWF to expend, or as involving the United States or the State of South Dakota in any contract to other obligation for future payment of money in excess of appropriations authorized by law.

Authorized Representatives

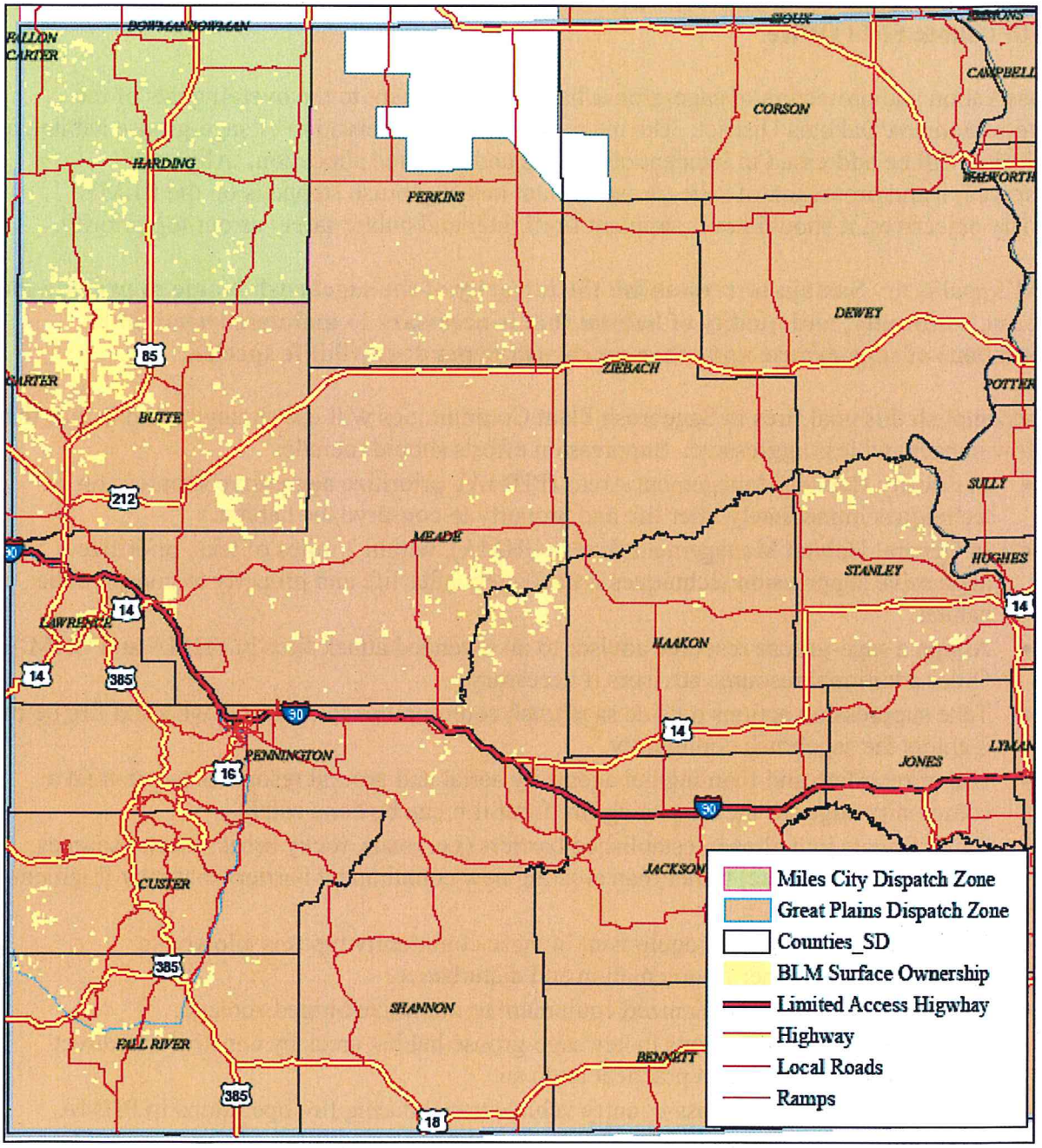
Bureau of Land Management

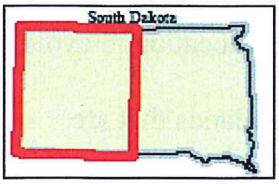
The designated representative for the BLM will be the South Dakota Field Office Manager.

South Dakota Department of Agriculture, Division of Wildland Fire

The designated representative for the SDDWF will be the Director of the Division of Wildland Fire.

APPENDIX A
JURISDICTIONAL BOUNDARY MAP





0 25 50 Miles

Map generated by the South Dakota Field Office in February 2011
Montana Custom Albers (NAD 1983) Projection

This map is intended for display purposes. No warranty is made by the Bureau of Land Management as to the accuracy, reliability, or completeness of these data for individual or aggregate use with other data, or for purposes not intended by BLM. This map may not meet National Map Accuracy Standards. This product was developed through digital means and information may be updated without notification.

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Jurisdictional Boundary Map
U.S. DEPARTMENT OF THE INTERIOR
Bureau of Land Management

NATIONAL SYSTEM OF PUBLIC LANDS

South Dakota Field Office

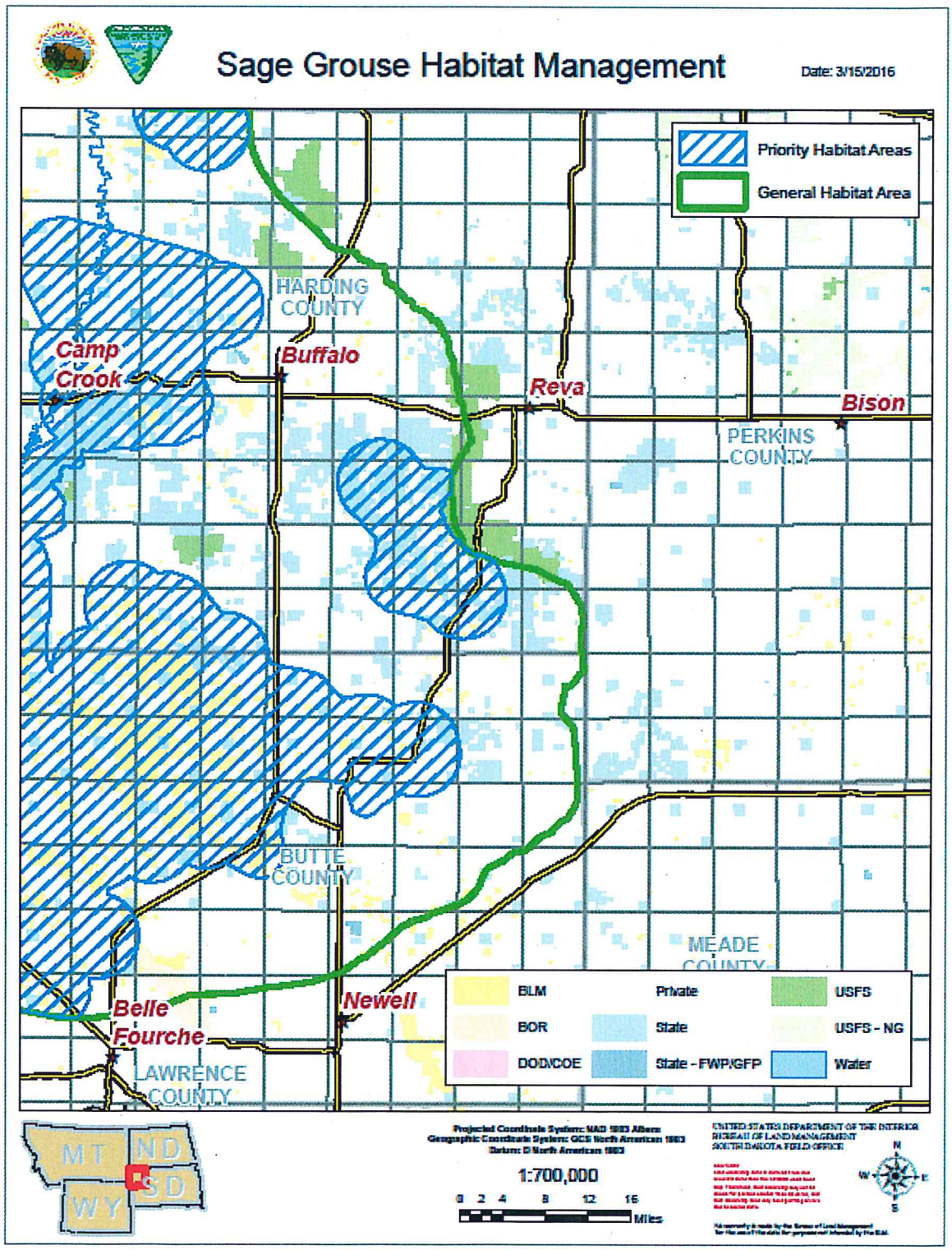
APPENDIX B
BLM FIRE MANAGEMENT ADDENDUM

Guidance for suppression strategies and tactics in sage-grouse habitat on BLM lands in the South Dakota Field Office.

Conservation and protection of sage-grouse habitat is important to the overall goals of the Eastern Montana/Dakotas District. The management and conservation of sage-grouse habitat, as a priority, will be addressed in incident objectives and resource allocation. Although conservation and protection of sage-grouse habitat and sagebrush steppe is on the BLM's primary objectives, it should never supplant firefighter and public safety as our top priority.

BLM's goal is to: **Sustain or reestablish the integrity of the sagebrush biome to provide the amount, continuity, and quality of habitat that is necessary to maintain sustainable populations of sage-grouse and other sagebrush-dependent wildlife species.**

To accomplish this goal fires in Sagebrush Plant Communities will use strategies and tactics that are low impact and less aggressive. Suppression efforts should include:

- In Priority Habitat Management Areas (PHMA), prioritize aggressive suppression techniques immediately after life and property to conserve the habitat.
- In General Habitat Management Areas (GHMA), within 3 miles of leks, prioritize aggressive suppression techniques immediately after life and property to conserve the habitat.
- Assign a sage-grouse resource advisor to all extended attack fires in PHMA and GHMA. Order additional resource advisors if necessary.
- Take suppression actions outside sagebrush communities to contain a wildland fire before it enters the sagebrush community.
- Use of retardant and foaming/gel agents by aerial and ground resources to pre-treat a community edge for the advancing fire front if it can be done safely.
- Tying fingers into already established barriers (i.e. roads, rocky breaks, water sources, agricultural fields, etc) rather than creating new containment barriers that may fragment the community.
- Use of heavy mechanized equipment in these community types is allowed to protect/prevent further fragmentation and disturbance.
- Utilize retardant and mechanized equipment to minimize burned acreage.
- Minimize burnout operations in key sage-grouse habitat areas by constructing direct fireline whenever safe and practical to do so.
- Minimize unnecessary cross-country vehicle travel during fire operations in PHMA.
- As safety allows, conduct mop-up where the black adjoins unburned islands, dog legs, or other habitat features to minimize sagebrush loss.
- Wash vehicles and heavy equipment for fires prior to arrival at a new location to avoid introduction of noxious weeds.
- Protect sagebrush along riparian zones, meadows, lakebeds, and farmlands that are adjacent to intact PHMAs.

APPENDIX C
PRIORITY AND GENERAL HABITAT MANGEMENT AREAS