

**MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT
RESPONSE AGREEMENT**

Federal Agency Project Agreement No. 17-FI-11020300-021

**SUPPLEMENTAL FIRE PROJECT AGREEMENT
Between**

(c) UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT – MONTANA-DAKOTAS STATE OFFICE
BUREAU OF LAND MANAGEMENT – WYOMING STATE OFFICE
BUREAU OF INDIAN AFFAIRS – GREAT PLAINS REGION
NATIONAL PARK SERVICE – MIDWEST REGION
FISH AND WILDLIFE SERVICE – MOUNTAIN PRAIRIE REGION

STATE OF SOUTH DAKOTA
DEPARTMENT OF AGRICULTURE
DIVISION OF WILDLAND FIRE

STATE OF NEBRASKA
NEBRASKA FOREST SERVICE

NEBRASKA
EMERGENCY MANAGEMENT AGENCY

STATE OF WYOMING
WYOMING STATE FORESTRY DIVISION

USDA, FOREST SERVICE
NEBRASKA NATIONAL FOREST & GRASSLANDS

And The
USDA, FOREST SERVICE
BLACK HILLS NATIONAL FOREST

This Supplemental Fire Project Agreement (agreement) is hereby made and entered into by and between USDOl Bureau of Land Management, USDOl Bureau of Indian Affairs, USDOl National Park Service, USDOl Fish and Wildlife Service, State of South Dakota Department of Agriculture Division of Wildland Fire, State of Nebraska Forest Service, Nebraska Emergency Management Agency, State of Wyoming Forestry Division, USDA Forest Service Nebraska National Forest & Grasslands, hereinafter referred to as "the Cooperators," and USDA Forest Service Black Hills National Forest, hereinafter referred to as the Federal Agency under the Reciprocal Fire Protection Act of May 27, 1955, (69 Stat. 66; 42 U.S.C. 1856a) and under the provisions of the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement No. 16-FI-11020000-054, executed between the parties.



Project Title: Great Plains Interagency Dispatch Center Operations

I. BACKGROUND:

As referenced above, the parties (directly or through their respective agencies) entered into a Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (Master Agreement). The Master Agreement allows for the parties to cooperatively conduct projects or share resources for fire protection and prevention, which includes such activities as prescribed fire/fuels management, preparedness, fire analysis/planning, rehabilitation, training, public affairs, and other beneficial efforts in support of interagency fire management.

II. PURPOSE:

The purpose of this agreement is to document the parties' contributions and cooperation regarding guidelines for the effective operation of the Great Plains Interagency Dispatch Center (GPC) and to outline the responsibilities of each party. This project is further described in the hereby incorporated Exhibits A, B, and C.

III. STATEMENT OF MUTUAL BENEFITS AND INTERESTS

It is desirable to provide more effective cooperative fire control and emergency service actions on lands under the individual protection responsibility of the individual parties to this Agreement during the periods of time when wildland fire poses a threat to resources and to agree that a centralized and cooperative fire dispatching and emergency service facility would be the most economical and effective means of using the fire protection and public service organizations. It is the intent of this agreement to create a fully integrated Great Plains Interagency Dispatch Center facility to meet the resource protection and emergency service needs of the parties of this agreement.

IV. THE COOPERATOR SHALL:

- A. Perform in accordance with the terms of this agreement and with the attached Exhibits A, B, and C.

V. THE FEDERAL AGENCY SHALL:

- A. Perform in accordance with the terms of this agreement and with the attached Exhibits A, B, and C.
- B. Be responsible for the payment of all bills associated with operation of the GPC.

VI. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:



- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

South Dakota Division of Wildland Fire Program Contact	Nebraska National Forest Program Contact
Jay Esperance State Wildland Fire Coordinator 3305 West South Street Rapid City, SD 57702 Telephone: (605) 393-8111 FAX: (605) 393-8044 Email: jay.esperance@state.sd.us	Vacant Fire Management Officer 125 N. Main Street Chadron, NE 69337 Telephone: (308) 432-0355 FAX: (308) 432-0309 Email:

Bureau of Indian Affairs Program Manager Contact	U.S. Fish & Wildlife Service Program Contact
Ray Hart Regional Fire Management Officer 114 Fourth Avenue S.E. Aberdeen, SD 57401 Telephone: (605) 226-7621 FAX: (605) 226-7358 Email: raymond.hart@bia.gov	Colby Crawford Great Plains Zone FMO 39650 Sand Lake Drive Columbia, SD 57433 Telephone: (605) 885-6273 FAX: (605) 855-6333 Email: colby_crawford@fws.gov

National Park Service Program Manager Contact	Bureau of Land Management Montana-Dakotas Program Contact
Eric Allen Fire Management Officer 26611 US Highway 385 Hot Springs, SD 57747-9430 (605) 745-1156 FAX: (605) 745-1162 Email: eric_allen@nps.gov	Travis Lipp Fire Management Specialist 309 Bonanza Street Belle Fourche, SD 57717-1698 Telephone: (605) 892-7013 FAX: (605) 892-7015 Email: tlipp@blm.gov

Bureau of Land Management Wyoming Field Office Program Contact	State of Wyoming, District #1 Office Program Contact
Kirk Storm Fire Management Officer 29787 Prospect Dr. Casper, WY 82604 (307) 261-7690 FAX: (307) 775-6317 Email: kstrom@blm.gov	Dick Terry District Forester PO Box 639 Newcastle, WY 82701 Telephone: (307) 746-4261 FAX: 307-746-3411 Email: dick.terry@wyo.gov



State of Nebraska, ULN Nebraska Forest Service Program Contact	Nebraska Emergency Management Agency Program Contact
Vacant Program Leader – Rural Fire Protection 103 AB ENTO Building East Campus 0815 Lincoln, NE 68583-0815 Telephone: (402) 472-6629 FAX: (402) 472-2964 Email:	Earl Imler Operations Section Manager 2433 NW 24 th Street Lincoln, NE 68524 Telephone: (402) 471-7181 FAX (402) 471-7433 Email: earl.imler@nebraska.gov

Black Hills National Forest Contacts:

Program Manager Contact	Administrative Contact
Todd Pechota Fire Management Officer 1019 N. 5 th Street Custer, SD 57730 Telephone: (605) 673-9280 FAX: (605) 673-9350 Email: tpechota@fs.fed.us	Dave Graham Grants & Agreements Specialist 8221 Mt. Rushmore Road Rapid City, SD 57702 Telephone: (605) 716-2119 FAX: (605) 343-7134 Email: dgraham@fs.fed.us

Great Plains Dispatch Center Contact	Great Plains Dispatch Center Contact
Sheri Fox Dispatch Center Manger 8123 Mt. Rushmore Rd Rapid City, SD 57702 Telephone: (605) 399-3199 FAX: (800) 275-4955 Email: cjfox@fs.fed.us	Angie Hinker Assistant Dispatch Center Manager 8123 Mt. Rushmore Rd Rapid City, SD 57702 Telephone: (605) 399-3175 FAX: (800) 275-4955 Email: ahinker@fs.fed.us

B. In the event of a conflict between the provisions of this agreement and the Master Agreement, the Master Agreement shall take precedence.

C. SERVICES

1. The agencies agree to participate in the Great Plains Interagency Dispatch Center located at 8123 Mt. Rushmore Rd, Rapid City, South Dakota as the focal point for national and geographical area intelligence gathering, coordination and prioritization of resources for wildland fire emergencies.
2. Organization and Supervision: The attached organization chart (01/2017) represents the staffing for the Dispatch Center. This chart will be reviewed



annually by the Board of Directors in consultation with the Center Manager. The Center Manager will be a Forest Service employee and operate under broad direction of the Board of Directors. The Center Manager is delegated full responsibility to adjust work schedules, approve leave and perform as the daily supervisor of all assigned cooperator employees, except for agency specific personnel rules and regulations that will be handled by the respective agency. Cooperators agree that all employees of the Center will be expected to adhere to the strictest code of work "conduct and ethics" embodied collectively by the respective agencies.

3. Annual Operating Plan: Cooperators agree that all daily Center supervision and operations will be directed by the Center Manager supported by the annual program of work approved by the full voting membership of the Board of Directors. This program of work including standard operating procedures will be outlined and documented in the "GPC Mob Guide" to be drafted by the Center Manager by April 15th of each year.

In the absence of an approved Annual Operating Plan the following standard operating procedures will be used. Only costs directly related to the operation of the dispatch center will be reimbursed. Employee overtime will be charged to a Project or Fire Code (not reimbursed) unless it is approved by the Board of Directors. Equipment purchases of less than \$500 will be approved by the Center Manager. Purchases of equipment greater than \$500 will be approved by the Board of Directors

4. Facility Management: The U.S. Forest Service will provide space for the Dispatch Center in a Federal government built and Federal government owned facility. The Dispatch Center is approximately 6,000 square feet. The U.S. Forest Service will provide utilities, custodial services, and maintenance for the facility.
5. The Forest Service will provide user profiles for any Non-Forest Service employees working in the Great Plains Interagency Dispatch Center. Should the Forest Service security policy change, the Forest Service reserves the right to implement the new policy after notifying the Non-Forest Service employees. The following terms and conditions will apply to the access of this equipment.
 - a) All Non-Forest Service personnel under this instrument who in their scope of work will need access to FS information resources will have their individual employee data entered into the Person Model.
 - b) The Center Manager will be responsible for entering the Non-Forest Service employee data into Person Model.
 - c) Computer equipment will be used for official purposes only.
 - d) Only authorized personnel will have access to and use of equipment.
 - e) Forest Service is responsible for instructing Non-Forest Service personnel on routine and special record keeping requirements.



- f) The Forest Service will immediately revoke the Non-Forest Service personnel access to the Forest Service computer system if there is a breach of security by the Non-Forest Service personnel.
- g) Provide maintenance and repairs.

Non-Forest Service personnel shall:

- a) Follow the attached guidelines (Exhibit A) for use and security of government equipment.
 - b) Review and sign the 2nd page of the Forest Service User Profile Request Form. Employee's signature indicates that the employee has read and understands the information regarding access, security and appropriate use, file and storage backups, viruses and hoaxes.
 - c) Reimburse the FS for damages to computer equipment caused by Non-Forest Service personnel.
6. Recording devices: All requests for radio and phone recordings shall be requested through the Dispatch Centers management in order for the Center Manager or their acting to make proper notification to the Board Chair and Union representative as needed.

D. FINANCIAL DISCLOSURES:

1. Workload Analysis and Cost Sharing: Each agency shall contribute their share of the total operating costs based on the percent identified on the Workload Analysis. Estimated percentages of contributions are preliminary based on past workload analyses, but will be revised in an Annual Operating Plan. This contribution may consist of one or a combination of the following: a cash payment or through work contribution of respective agency employees.

The Forest Service will be responsible for the payment of all bills associated with operation of the Center. Agencies contributing cash will transfer appropriate dollars based on the Agency Administrators agreed rates from May 11, 2011 to the Forest Service for documented costs based on bona fide Center operational activities.

Agencies with in-kind contributions that exceed their Workload Percentage will only count their in-kind contributions up to the amount which would be contributed based on the Workload Percentage. Contributions in excess of the Workload Percentage will be considered goodwill and not counted toward the reimbursable cost of the Dispatch Center. Only cash contributions for maintenance and utilities will be reimbursed by the other agencies.

E. BILLING PROCEDURES:

1. Transfer of Federal funds from the Bureau of Land Management, National Park Service, and the US Fish & Wildlife Service to the US Forest Service will be done



by a separate Interagency Agreement/Intergovernmental Order initiated by the Cooperator that is transferring the funds to the US Forest Service.

2. Collection of funds from the State of Wyoming by the US Forest Service will be done through a separate collection agreement initiated by the US Forest Service.
3. Collection of funds from the Nebraska Emergency Management Agency by the US Forest Service will be done through a separate collection agreement initiated by the US Forest Service.
4. Funding from the Nebraska National Forest & Grasslands to the Black Hills National Forest will be done by transfer of funds between the two parties.
5. This agreement is a non-fund obligating document for the Bureau of Indian Affairs. The BIA meets their percentage based on their In-kind Contributions.
6. This agreement is a non-fund obligating document for the South Dakota Wildland Fire Suppression Division, pending availability of State appropriated funds. The SDWF meets their percentage based on their In-kind Contributions.

F. LIABILITY. As set forth under the provisions of the Master Agreement.

G. USE OF GOVERNMENT OWNED VEHICLE. U.S. Forest Service vehicles may be used for official U.S. Forest Service business only in accordance with FSH 7109.19, ch. 60, the requirements established by the region in which performance of this agreement takes place, and the terms of this agreement. South Dakota State Vehicles will be used for official business in accordance the SD State Laws.

H. BUILDING AND COMPUTER ACCESS BY NON-FOREST SERVICE PERSONNEL. Cooperators may be granted access to U.S. Forest Service facilities and/or computer systems to accomplish work described in the Operating Plan or Statement of Work. All non-government employees with unescorted access to U.S. Forest Service facilities and computer systems must have background checks following the procedures established by USDA Directives 3500 series. Those granted computer access must fulfill all U.S. Forest Service requirements for mandatory security awareness and role-based advance security training, and sign all applicable U.S. Forest Service statements of responsibilities.

I. PURCHASE OF ASSETS. Any assets (such as equipment, property, or improvements) purchased by the Federal Agency with the Cooperator's contributions shall become the property of the Federal Agency, unless otherwise documented via separate authority and instrument.

J. PROPERTY IMPROVEMENTS. Improvements placed on federal land at the direction, or with the approval of, the Federal Agency becomes property of the United

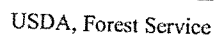


States. These improvements are subject to the same regulations and administration of the Federal Agency as would other agency improvements. No part of this agreement entitles the Cooperator to any interest in the improvements, other than the right to use them under applicable Federal Agency Regulations.

- K. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the parties from participating in similar activities with other public or private agencies, organizations, and individuals.
- L. ENDORSEMENT. Either party's contributions made under this agreement do not by direct reference or implication convey endorsement of each other's products or activities.
- M. ALTERNATE DISPUTE RESOLUTION. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to, conciliation, facilitation, mediation, and fact finding.
- N. MODIFICATION. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. Neither party is obligated to fund any changes not properly approved in advance.
- O. TERMINATION. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. Neither party shall incur any new obligations for the terminated portion of this agreement after the effective date and shall cancel as many obligations as possible. Full credit shall be allowed for each party's expenses and all non-cancelable obligations properly incurred up to the effective date of termination.
- P. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of last signature and is effective through May 1, 2022 at which time it will expire unless extended.

If the referenced Master Agreement is superseded by a new Master Agreement, this project agreement may remain in effect to the extent that it does not conflict with the provisions of the new Master Agreement, but only until such time that the project can be completed or modified to be incorporated within the terms of the new Master Agreement.

- Q. AUTHORIZED REPRESENTATIVES. By signature below, the parties certify that the individuals listed in this document as representatives of each party are authorized to act in their respective areas for matters related to this agreement.



OMB 0596-0217
FS-1500-7

**STATE OF SOUTH DAKOTA
DEPARTMENT OF AGRICULTURE
WILDLAND FIRE SUPPRESSION DIVISION**

**USDA FOREST SERVICE
REGION 2
BLACK HILLS NATIONAL FOREST**

MIKE JASPERS
Secretary, Department of Agriculture

DATE

MARK E. VAN EVERY DATE
Forest Supervisor

USDI-BUREAU OF LAND MANAGEMENT
MONTANA DAKOTAS STATE OFFICE

USDI-BUREAU OF INDIAN AFFAIRS,
GREAT PLAINS REGION

JON RABY
Acting State Director

DATE

TIMOTHY L. LAPOINTE DATE
Regional Director

NEBRASKA FOREST SERVICE

**USDI-NATIONAL PARK SERVICE
MIDWEST REGION**

SCOTT JOSIAH _____ DATE _____
Nebraska State Forester/Director

CAMERON H. SHOLLY DATE
Regional Director

**USDA FOREST SERVICE, REGION 2
NEBRASKA NATIONAL FOREST**

**USDI-FISH & WILDLIFE SERVICE
MOUNTAIN PRAIRIE REGION**

KEVIN ATCHLEY
Forest Supervisor

DATE

WILL MEEKS
ARD Region 6 Refuges

USDI-BUREAU OF LAND MANAGEMENT
WYOMING STATE OFFICE

**STATE OF WYOMING
FORESTRY DIVISION**

MARY JO RUGWELL
State Director

DATE

BILL CRAPSER
State Forester

DATE

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

**NEBRASKA EMERGENCY MANAGEMENT
AGENCY**

DAVID GRAHAM
Grants & Agreements Specialist

DARYL L. BOHAC
Adjutant General

**STATE OF SOUTH DAKOTA
DEPARTMENT OF AGRICULTURE
WILDLAND FIRE SUPPRESSION DIVISION****USDA FOREST SERVICE
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BLACK HILLS NATIONAL FOREST**

MIKE JASPERS DATE
Secretary, Department of Agriculture

MARK E. VAN EVERY DATE
Forest Supervisor**USDI-BUREAU OF LAND MANAGEMENT
MONTANA DAKOTAS STATE OFFICE****USDI-BUREAU OF INDIAN AFFAIRS,
GREAT PLAINS REGION**

JON RABY DATE
Acting State Director

TIMOTHY L. LAPOINT DATE
Regional Director**NEBRASKA FOREST SERVICE****USDI-NATIONAL PARK SERVICE
MIDWEST REGION**

SCOTT JOSIAH DATE
Nebraska State Forester/Director

CAMERON H. SHOLLY DATE
Regional Director**USDA FOREST SERVICE, REGION 2
NEBRASKA NATIONAL FOREST****USDI-FISH & WILDLIFE SERVICE
MOUNTAIN PRAIRIE REGION**

KEVIN ATCHLEY DATE
Forest Supervisor

WILL MEEKS DATE
ARD Region 6 Refuges**USDI-BUREAU OF LAND MANAGEMENT
WYOMING STATE OFFICE****STATE OF WYOMING
FORESTRY DIVISION**


MARY JO RUGWELL DATE
State Director

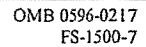
BILL CRAPSER DATE
State Forester

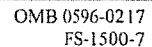
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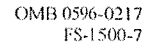
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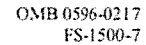
DAVID GRAHAM DATE
Grants & Agreements Specialist

 **4/12/2017**
DARYLE L. BOHAC DATE
Adjutant General










**STATE OF SOUTH DAKOTA
DEPARTMENT OF AGRICULTURE
WILDLAND FIRE SUPPRESSION DIVISION**



MIKE JASPERS 4-6-2017 DATE
Secretary, Department of Agriculture

**USDA FOREST SERVICE
REGION 2
BLACK HILLS NATIONAL FOREST**

MARK E. VAN EVERY DATE
Forest Supervisor

**USDI-BUREAU OF LAND MANAGEMENT
MONTANA DAKOTAS STATE OFFICE**

JON RABY DATE
Acting State Director

**USDI-BUREAU OF INDIAN AFFAIRS,
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TIMOTHY L. LAPOINT DATE
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Nebraska State Forester/Director

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CAMERON H. SHOLLY DATE
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NEBRASKA NATIONAL FOREST**

KEVIN ATCHLEY DATE
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MOUNTAIN PRAIRIE REGION**

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WYOMING STATE OFFICE**

MARY JO RUGWELL DATE
State Director

**STATE OF WYOMING
FORESTRY DIVISION**

BILL CRAPSER DATE
State Forester

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**NEBRASKA EMERGENCY MANAGEMENT
AGENCY**

DAVID GRAHAM DATE
Grants & Agreements Specialist

DARYL L. BOHAC DATE
Brigadier General, Adjutant General

**STATE OF SOUTH DAKOTA
DEPARTMENT OF AGRICULTURE
WILDLAND FIRE SUPPRESSION DIVISION****USDA FOREST SERVICE
REGION 2
BLACK HILLS NATIONAL FOREST**


MIKE JASPERS **DATE**
Secretary, Department of Agriculture

MARK E. VAN EVERY **DATE**
Forest Supervisor**USDOI-BUREAU OF LAND
MANAGEMENT MONTANA DAKOTAS
STATE OFFICE****USDOI-BUREAU OF INDIAN
AFFAIRS, GREAT PLAINS REGION**

JON RABY **DATE**
Acting State Director

TIMOTHY L. LAPOINT **DATE**
Regional Director**NEBRASKA FOREST SERVICE****USDOI-NATIONAL PARK
SERVICE MIDWEST REGION**

SCOTT JOSIAH **DATE**
Nebraska State Forester/Director

 **4-26-2017**
CAMERON H. SHOLLY **DATE**
Regional Director**USDA FOREST SERVICE, REGION 2
NEBRASKA NATIONAL FOREST****USDOI-FISH & WILDLIFE
SERVICE MOUNTAIN PRAIRIE
REGION**

KEVIN ATCHLEY **DATE**
Forest Supervisor

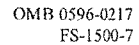
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MANAGEMENT WYOMING STATE
OFFICE****STATE OF WYOMING
FORESTRY DIVISION**

MARY JO RUGWELL **DATE**
State Director

BILL CRAPSER **DATE**
State Forester**The authority and format of this instrument have
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DARYL L. BOHAC **DATE**
Adjutant General



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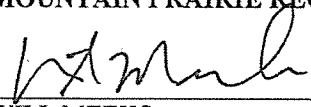
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KEVIN ATCHLEY **DATE**
Forest Supervisor

 **4/3/2017**
WILL MEEKS **DATE**
ARD Region 6 Refuges**USDI-BUREAU OF LAND MANAGEMENT
WYOMING STATE OFFICE****STATE OF WYOMING
FORESTRY DIVISION**

MARY JO RUGWELL **DATE**
State Director

BILL CRAPSER **DATE**
State Forester

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**NEBRASKA EMERGENCY MANAGEMENT
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DAVID GRAHAM **DATE**
Grants & Agreements Specialist

DARYL L. BOHAC **DATE**
Brigadier General, Adjutant General

STATE OF SOUTH DAKOTA
DEPARTMENT OF AGRICULTURE
WILDLAND FIRE SUPPRESSION DIVISION

MIKE JASPERS DATE _____
Secretary, Department of Agriculture

USDA FOREST SERVICE
REGION 2
BLACK HILLS NATIONAL FOREST

Mark E. Van Every 5/23/17
MARK E. VAN EVERY DATE
Forest Supervisor

USDI-BUREAU OF LAND MANAGEMENT
MONTANA DAKOTAS STATE OFFICE

USDI-BUREAU OF INDIAN AFFAIRS,
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WYOMING STATE OFFICE

STATE OF WYOMING
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MARY JO RUGWELL	DATE
State Director	

BILL CRAPSER
State Forester

DATE

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NEBRASKA EMERGENCY MANAGEMENT
AGENCY

DAVID GRAHAM 3-29-17
Grants & Agreements Specialist DATE

DARYL L. BOHAC
Adjutant General



Exhibit A

USE AND SECURITY OF GOVERNMENT COMPUTERS

Computer security and proper use of government computers are part of this agreement. Individuals may be held personally liable for problems that arise if security policies and other sound security practices are not followed.

The following guidelines shall be adhered to:

If Something Goes Wrong:

- Promptly report all security incidents to the *technical contact* for this agreement. (For example: unauthorized disclosure of information; computer viruses; theft of equipment, software, or information; deliberate alteration or destruction of data or equipment.)

Physical Security:

- Protect computer equipment from hazards such as liquids, food, smoke, staples, and paper clips.
- Protect computer equipment from theft. Laptops and notebooks are particularly vulnerable; do not leave them unattended unless they are locked down or otherwise secured.
- Do not move or exchange computer equipment without authorization from the Information Resources Staff.
- Maintain computers in a locked and secure space.

Passwords:

- Do not share passwords. You are accountable for what is done using them.
- Do not record passwords where they are visible to others.

File Storage and Backups:

- Store data and documents within the corporate filing system, where they will be backed up routinely. The contents of your PC or laptop are not backed up and could be lost easily.

Access Control:

- Sign off or activate a locking screensaver any time you leave your computer.
- Pick up hardcopy printouts promptly, especially if they contain any sensitive material.
- Do not disclose FS information to unauthorized individuals. This includes giving them direct access or e-mailing them materials.



- Do not disclose information about FS computer systems or procedures to unauthorized individuals. This includes telephone numbers or procedures that permit system access from a remote location.
- Identify to your supervisor or the technical contact all sensitive applications or data that you have on the computer, so that appropriate security measures can be implemented.

Appropriate Use:

- Direct questions about appropriate use to the principal contact for this agreement.
- Government equipment (such as hardware, software, and network connections) is to be used for government work only.
- Follow all copyright, licensing, and acquisition laws and regulations for anything placed on the computer.
- Do not install or use personal software.
- Get authorization for any software you install or use.
- Do not poke around in stuff not required to do your job, or try to "hack" the system.
- Do not access files related to celebrities or to people or matters in which you have a personal or financial interest.
- If you are asked to access sensitive, private, or normally unauthorized information, verify that the request is authorized by a manager or by the person whose information it is.
- Use your assigned user IDs for the purpose for which they are intended, which is based on what you do in your job.

Viruses and Hoaxes:

- Always follow safe computing guidelines.
- Check out virus alerts with the principal contact for this agreement. Many such alerts are hoaxes or require additional instructions related to our corporate set-up. Do not forward the alerts to fellow employees; the local security personnel will do that if the alert is real.



Exhibit B

**Great Plains Interagency Dispatch Center
Organization Chart
January 23, 2017**

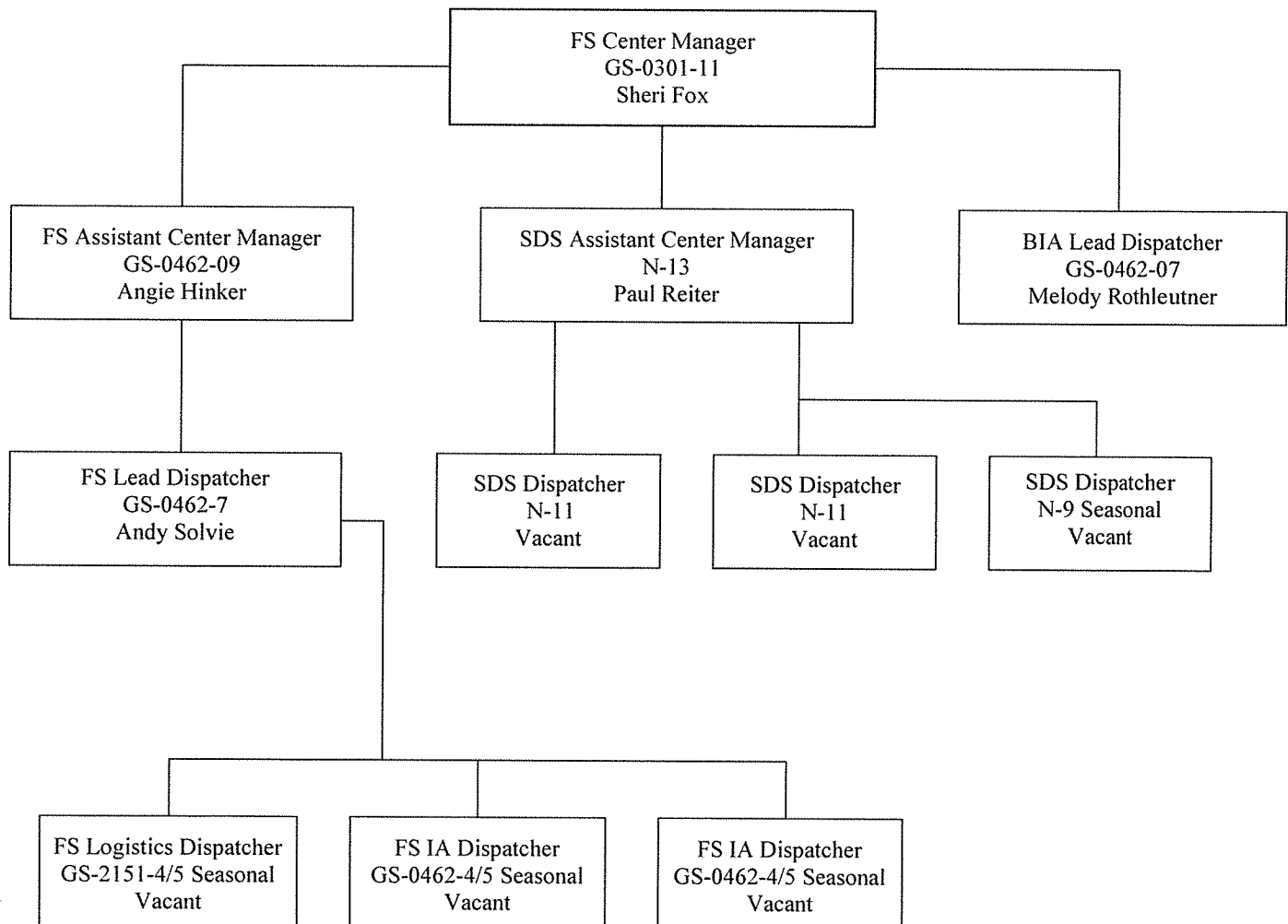




Exhibit C

**Delegation of Authority
Great Plains Interagency Dispatch Center
Center Manager**

The Agency Administrators within the Great Plains Zone have delegated the authority and responsibility to manage dispatch center operations to the individual agency representatives on the Great Plains Interagency Dispatch Center Board of Directors. This Delegation of Authority provides the Great Plains Interagency Center Manager with direction from the Great Plains Zone Board of Directors to manage and operate the Great Plains Interagency Dispatch Center according to the following authorities:

1. Provide supervision, leadership direction, priority setting and oversight to manage and supervise Interagency Dispatch Center personnel in all dispatch functions to include: Initial Attack, Extended Attack, Logistics support, Aviation coordination and Expanded Dispatch.
2. Ensure agency coordinators/dispatch supervisors provide appropriate supervision/guidance to the dispatch function and are available and professionally communicating with dispatch personnel as necessary to provide efficient operations.
3. Maintain a safe and professional workplace environment that follows the strictest code of work ethics and conduct embodied collectively by the respective agencies. These conducts and ethics will be anchored to the leadership values of duty, respect and integrity. In addition, an environment of mutual respect and positive work environment will be expected of all center employees. Provides a workplace free of discrimination and harassment based on gender, age, race or national origin.
4. Implement policies to ensure operations are conducted according to agency specific standards and guidelines; contradictions or incompatibilities in policy will be brought to the attention of the Zone Board of Directors agency representatives.
5. Ensure interagency fire and aviation dispatch policies are understood, followed and coordinated within the center.
6. Ensure dispatch operations are managed to support the mission of center as an interagency service organization that:
 - Provides support to incident management for fire and non-fire activities
 - Provides dispatching services or safe, efficient and effective initial attack, extended attack, logistics support, and aviation coordination to the cooperating agencies

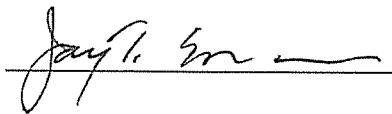


- Exemplifies the highest standards of professionalism and provides excellent customer service.
7. Implement actions and provides direction to ensure effective communication processes, working relationships, and teamwork among all dispatch personnel. Attempts to establish positive and objective relationships with all units and agencies served by the interagency dispatch center.
 8. Evaluate interagency employees and consult with Agency "supervisors of record" for periodic performance evaluations as required.
 9. New and unusual issues, problems or activities involving the interagency Dispatch Center will be communicated with the Zone Board of Directors for discussion, help, problem resolution and decisions.
 10. Recommend employee development plans and training for personnel employed within the Interagency Dispatch Center.
 11. The Interagency Center Manager shall ensure that in his/her absence that the acting Interagency Center Manager(s) are aware and follows the principles, authorities, and direction in this DOA.
 12. This delegation shall be reviewed annually by the Zone Board of Directors and Interagency Center Manager, amended as necessary, and re-signed annually.
 13. The signature of the Zone Board of Directors chair will occur after consultation with the Zone Board of Directors and indicates the approval of the entire Zone Board.

Signatures

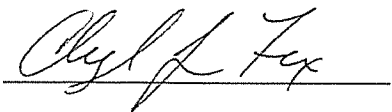
GPC Board of Directors Chair

Date

5-23-17

Interagency Center Manager

Date

5/9/17