Exhibit S - (Local Reimbursable Fire Guidelines)

This exhibit provides the current (7/31/06) guidelines for reimbursement to local fire agencies/ departments for wildfire suppression on certain Special Management Areas (those lands owned by: Jefferson County Open Space; Denver Mountain Parks; and Denver Water Board). All reimbursement requests for these Special Management Areas will be submitted to the local office of the Colorado State Forest Service (CSFS) for review and interpretation, per the appropriate county Annual Operating Plan (AOP).

The intent of this voluntary reimbursement program to local fire agencies/departments is to encourage timely wildfire suppression on these Special Management Areas in order to minimize resource damage to these undeveloped properties and reduce risk to adjacent lands. This program provides some reimbursement to the local fire agencies/department for the costs associated with wildfire suppression occurring on lands that have been removed from the local tax base.

Interpretation of reimbursement requests by CSFS is done to determine if appropriate tactics and suppression resources were utilized for each wildfire, given the site specific fuels and the daily fire danger ratings/Manning Class recommendations – therefore, the Fire Duty Officer for the local CSFS office must be notified at the time of each wildfire, in case CSFS needs to send a representative to the incident. *The CSFS Fire Duty Officer will provide the responding agency (s) with a fire number/charge code that is specific to that incident – this fire code verifies that CSFS has been notified and will be used to identify which department reimbursement requests are valid.*

The following items will be considered **reimbursable** to local fire agencies for wildfire suppression on the Special Management Areas:

1. For wildfires **originating** on the listed Special Management Areas: Initial Attack costs for Equipment and Personnel for the Jurisdictional Agency where the incident is occurring, and any Mutual Aid Departments/Agencies – to meet the initial attack guidelines within the AOP. Costs will be reimbursed at the rates documented on current Cooperative Resource Rate Forms (CRRFs); or by default at the current AD rates for personnel, and Contractor rates for equipment, listed in the Interagency Incident Business Management Handbook.

2. For wildfires **originating** on the listed Special Management Areas: Overhead personnel needed to manage the initial attack suppression resources, per current NWCG guidelines (as shown in the NWCG Fireline Handbook, and/or the Interagency "Red Book").

3. For wildfires **occurring** on the listed Special Management Areas: Extended attack costs for Equipment, Personnel, and Overhead needed for the continued wildfire suppression efforts on the Special Management Areas. These costs will be for wildfires located solely on these properties, or that portion of the wildfire occurring on the Special Management Area properties. All resources to be reimbursed for extended attack purposes must be documented by one or more of the following reports: ICS 201; Incident Size-Up Report (per USFS examples); Incident Action Plans; etc.

4. For wildfires **originating or occurring** on the listed Special Management Areas: Damages or losses to Equipment or for Personnel, **directly** caused by the fire suppression needs of the wildfire. All claims for damages or losses must be documented on appropriate form (Utilize OF-95 [Optional Form], Claim for Damage or Losses; or equivalent), along with supporting information that indicates how the damage or loss was required by the wildfire suppression efforts

The following items will **not** be considered reimbursable to local fire agencies for wildfire suppression on the Special Management Areas:

1. For wildfires **originating or occurring** on the listed Special Management Areas: Structural Protection costs - for Equipment and Personnel from the Jurisdictional Agency where the incident is occurring, and any Mutual Aid Departments/Agencies – for areas not part of the Special Management Areas (ex: adjacent private properties).

2. For wildfires **originating or occurring** on the listed Special Management Areas: Meals for initial attack and extended attack suppression resources.

3. For wildfires **originating or occurring** on the listed Special Management Areas: "Administrative Costs" (as a % of the total costs) for initial attack and extended attack suppression resources. Instead, departments must document the appropriate amount of staff time actually needed to submit the reimbursement request.

4. For wildfires **originating or occurring** on the listed Special Management Areas: Damages or losses to Equipment or for Personnel, **not directly** caused by the fire suppression needs of the wildfire. All claims for damages or losses must be documented on appropriate form (Utilize OF-95 [Optional Form], Claim for Damage or Losses; or equivalent), along with supporting information that indicates how the damage or loss was required by the wildfire suppression efforts.

5. For wildfires **originating or occurring** on the listed Special Management Areas: Backfill costs for personnel from the Jurisdictional Agency where the incident is occurring, and any Mutual Aid Departments/Agencies.

6. For wildfires **originating or occurring** on the listed Special Management Areas: Costs for Equipment, Personnel, and Overhead covered by Memorandums of Understanding (MOUs) or similar agreements between local fire agencies/departments and Jefferson County Open Space, Denver Mountain Parks, and Denver Water Board.

Examples of such MOUs include:

LOCAL FIRE AGENCY/DEPARTMENT	LAND AGENCY	AGREEMENT TERMS
Evergreen FPD	Denver Mountain Parks	No costs to DMP for Evergreen FPD fire suppression services, in exchange for use of DMP lands for radio tower site.
North Fork FPD	Denver Water Board	No costs to DWB for NFFPD structural protection services, in exchange for DWB financial support in the form of funds, infrastructure, etc.

ADDITIONAL NOTES:

1. Jefferson County Open Space lands provided to local recreation districts and jurisdictions are not considered reimbursable under the AOP, per the terms of the lease agreements to these entities. Fire protection and other services to these properties are the responsibility of the local recreation districts or jurisdictions.

This means that most Jefferson County Open Space properties located below 5600' elevation will not be reimbursable. Examples of non-reimbursable park areas include: Clement Park, within Littleton Fire Rescue boundaries; Ridge/Meadows park, within West Metro FPD; and West Blade park, within Pleasant View Metropolitan District (Fire Department).

The following parks below 5600' elevation are wholly operated by Jefferson County Open Space, and wildfire responses would be considered reimbursable: Welchester Tree Grant park, within West Metro FPD; Crown Hill park, within Wheat Ridge FPD; and Van Bibber park, within Arvada FPD.

2. For wildfires **originating or occurring** on the listed Special Management Areas located within "No-Man's Lands" (areas not falling within the jurisdictional boundaries of local fire agencies/departments), the following rules will apply to interpreting reimbursement requests: The jurisdictional agency will be considered the first agency/department dispatched to the wildfire by the county sheriff's dispatch center; or for multiple agencies/departments responding simultaneously, the agency/department closest in the incident by normal road travel.

3. Aerial resources (aircraft, helitack modules, etc) for wildfire suppression on Special Management Areas will be ordered and used according to the provisions of the county AOP. Reimbursement of aircraft costs is not part of these guidelines, but is handled in the processes listed in the AOP and for the Wildland Emergency Response Fund (WERF). *CSFS must be notified by the county or local fire department of any aircraft resource orders at the time of their use on a wildfire, and must be notified if the use of the aerial resource will be under the provisions of the WERF.*

DOCUMENTATION REQUIREMENTS:

The following documentation must be submitted to the local office of CSFS within 30 days of the reimbursable incident.

1. **Reimbursement Request on Agency/Department Letterhead.** This request must include the following information:
   a) Name and ownership of Special Management Area property where the fire occurred.

   b) Legal description of where the fire occurred on Special Management Area properties.

   c) Latitude/Longitude of fire location (if known – optional information)

   d) Dates and times of the fire response by the agency/department

   e) Role played by the agency/department in the fire suppression effort (ex: Initial Attack – jurisdictional agency; Mutual Aid – initial attack; Extended Attack – mutual aid)

   f) Fire numbers: CSFS-assigned fire number/charge codes; any fire numbers assigned to the incident by Pueblo Interagency Dispatch Center or the local county Sheriff's Office dispatch center.

2. **Size Up Report/Incident Documentation,** that shows/includes the following information:
   a) Incident Commander's report or ICS 201. This report needs to show: fire size-up; response times; suppression actions taken; and resources (equipment, overhead, and

non-equipment personnel) assigned to the incident. This report is required from the Initial Attack – jurisdictional agency.

b) Unit Logs, showing response times, resources, and assignments on the incidents. This is especially useful from the mutual aid and extended attack resources for the incident.

c) Incident Action Plans, especially for extended attack incidents. These IAPs need to show what resources are assigned to the incident, the planned work periods for the resources in the IAP, and especially what resources were assigned to portions of the wildfire occurring on Special Management Area properties.

d) Agency/Department fire report/ "call sheet" – as needed to provide necessary information not available on above forms of documentation.

3. **Original Equipment Use Invoices, with Equipment Shift Tickets**. Needed for all equipment utilized at the incident that reimbursement is being requested for. Equipment Shift Tickets must be signed by the Incident Commander; or by the overhead personnel directly supervising the operational resource shown on the ticket.

4. **Original Emergency Firefighter Time Reports, with Crew Time Reports** (or similar agency/ department documentation of personnel costs). Crew Time Reports must be signed by the Incident Commander; or by the overhead personnel directly supervising the operational resource shown on the ticket.

5. **Overtime Cost Documentation**, if appropriate and must meet CRRF guidelines for documentation format.

6. **Damage/Loss Documentation**. Must be for damages or losses directly attributable to the wildfire suppression needs. Utilize OF-95 (Optional Form) or equivalent. Must be completed at the time of the fire and witnessed/signed by the Incident Commander, Operations personnel, or local IMT supervising the incident.

7. **Administrative Time**. Staff time needed to produce the reimbursement request may be submitted, with supporting documentation to show this time/cost.