





FS Agreement No. 12-LE-11015600-013  
Cooperator Agreement No. MOD 004

**EXHIBIT A**

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

**Between The  
Gallatin County Sheriff's Department  
And the  
USDA, FOREST SERVICE  
Custer Gallatin National Forest**

**2015 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Gallatin County Sheriff's Department, hereinafter referred to as "the County Sheriff's Department," and the USDA, Forest Service, Custer Gallatin National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #12-LE-11015600-013 executed on 01/05/2012. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning upon execution and ending 12/31/2015.

**2015 Total Annual Operating Plan: \$8,800.00**

**I. GENERAL:**

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

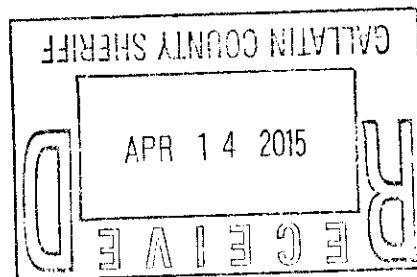
**Designated Representative Principal Contacts:**

**County**

Brian Gootkin, Under Sheriff  
Dan Springer  
Gallatin County  
615 So. 16<sup>th</sup> Ave.  
Bozeman, MT 59715.  
(406) 582-2125

**Forest Service**

Nate Card, Patrol Captain  
Southeast Zone Law Enforcement  
Bozeman District  
3710 Fallon, Suite C  
Bozeman, MT 59715  
(406) 522-2555  
ncard@fs.fed.us



**Alternate Representatives:****County**

Jason Jarrett, Lieutenant  
Gallatin County Sheriff's Office  
615 So. 16<sup>th</sup> Ave.  
Bozeman, MT 59715  
(406) 582-2102

**Forest Service**

Southeast Zone Law Enforcement Officers  
Paige Leddy (Bozeman)

(406) 522-2566 / cell (406) 599-9654

Ryan Linhart (West Yellowstone)  
(406) 823-6979 / cell (406) 640-0408

Ty Bricker (Gardiner)  
(406) 848-7375 / cell (406) 381-5186

Shawn Tripp (Big Timber)  
(406) 932-5155

Brad Bolte (Livingston)  
(406) 823-6072, cell 570-8171

Trudi Olson  
U.S. Forest Service, Northern Region, LE&I  
P.O. Box 7669  
Missoula, MT 59807  
(406) 494-0216  
tolson01@fs.fed.us

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

**\$(current state rate)/mile patrolled**

Per diem rate is \$35.00/day

Wages at the prevailing rate of <sup>1</sup>**\$43.20 - \$58.41/hour**. Wages include fringe benefits.

<sup>1</sup> The applicable wage rate is dependent upon full-time sworn officer position, i.e., Sergeant, Patrolman I, II, III, or Patrolman Prob. (full time).

**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 County Sheriff's Department 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.

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



1. Bozeman Ranger District:
  - a) Gallatin Canyon area along U.S. Highway #191 from the north Forest boundary to the Cinnamon Station turnoff. National Forest campgrounds and unimproved camping spots should be the emphasis of these patrols. Emphasis time for these patrols should be Friday and Saturday, starting June 1 through September 30.
  - b) Perform morning to mid-day patrols on opening day and/or subsequent weekend day of General Rifle Season in October or November on the Hebgen Lake District of Taylor Fork Creek up to Cache Creek.
  - c) Dispersed and side areas off U.S. Highway #191, which would include Squaw Creek, Swan Creek, and Spire Rock Campgrounds, and Cinnamon and Porcupine Guard Stations. Emphasis time for these patrols should be Friday and Saturday, starting June 1 through September 30.
  - d) Bridger Canyon, Brackett Creek, "M", and Battle Ridge Campground areas from about May 1 through September 30. During the period May 1 to June 15, an increase to the "M" patrols is recommended.
  - e) Late afternoon or evening patrols each week, including Saturday and Sunday, are recommended for the Hyalite Road and Bozeman Creek south of Bozeman, from the Forest boundary to the road end at the east and west forks of Hyalite Creek. The dates of the patrols will normally be from about May 1 through September 30, but may vary due to weather and road conditions.
2. Hebgen Lake District
  - a) Patrol the designated day use areas on the district. These areas include Black Sands Madison Arm, South Fork Road, Horse Butte/Rainbow Point Area and high use areas adjacent to West Yellowstone. These patrols are recommended to be in the evening, with one patrol falling on the weekend between the hours of 5:00 p.m. and 12:00 midnight.
  - b) Patrol the West Hebgen Lake Road including Cherry Creek, Rumbaugh Point, and Spring Creek Campgrounds. Patrols are recommended to be in the evening, with one patrol falling on the weekend between the hours of 5:00 p.m. and 12:00 midnight.

Patrols within the District's developed fee campgrounds including Bakers Hole, Rainbow Point, Beaver Creek, Cabin Creek, and Lonesomehurst will be on an as needed basis. These patrols will be scheduled and approved by both the Forest Service and the Sheriff's Office. All patrols scheduled will be logged on appropriate forms.



Total reimbursement for this category shall not exceed the amount of: **\$ 8,800.00**

### III. EQUIPMENT:

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

All equipment purchases need to be submitted for review and approval by the Patrol Captain prior to the purchase.

Total reimbursement for this category shall not exceed the amount of: **49% of total**

### 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 County Sheriff's Department 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 as outlined in Addendum A; 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 directly assigned to an incident where meals are provided will be entitled to such meals.

Addendum A (attached) 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 Tracey Nimlos, Regional Incident Business Coordinator at 46-329-3331, [tnimlos@fs.fed.us](mailto:tnimlos@fs.fed.us).

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 County Sheriff's Department will furnish **Monthly** to the Forest Service, an itemized billing for reimbursement and a completed Cooperative Law Enforcement Activity Report (FS 5300-5). The billing shall include the Forest Service Agreement number, the section of the Annual Operating Plan the reimbursement is being requested under, and include such items as the number of trips, total mileage, Resource Order number if applicable, etc., and shall be in sufficient detail to allow the Forest Service to tie the expenditures back to the reimbursable expenses. For expenditures pursuant to conditions described in provision IV-B-2 (Incident/Fire Emergencies), a copy of the resource order must accompany the billing. The County Sheriff's Department should certify the billings as being current and proper.
- B. The County Sheriff's Department will also furnish **Monthly** to the Forest Service, a patrol log by each officer performing patrols pursuant to this Annual Operating Plan. This patrol log shall show the name of the deputy performing the patrol, dates the patrols were performed, and the reference to the Annual Operating Plan section for the patrol. Other items of format shall be mutually agreed upon.



The invoice and patrol logs should be forwarded as follows:

**Submit original invoice(s) for payment to:**

U.S. Forest Service  
Albuquerque Service Center  
Payments – Grants & Agreements  
101B Sun Avenue NE  
Albuquerque, NM 87109  
FAX: (877) 687-4894  
Email: asc\_ga@fs.fed.us

**Submit copies of invoice(s) and patrol logs to:**

Nate Card, Patrol Captain  
Southeast Zone Law Enforcement  
3710 Fallon, Suite C  
Bozeman, MT 59715  
Phone: (406) 522-2555  
Email: ncard@fs.fed.us

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

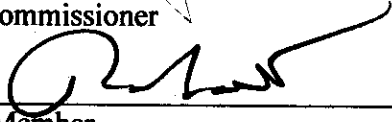
Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$8,800.00	N/A
Equipment		49%
<b>Total</b>	<b>\$8,800.00</b>	

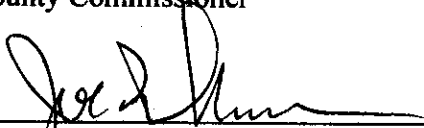
D. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision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




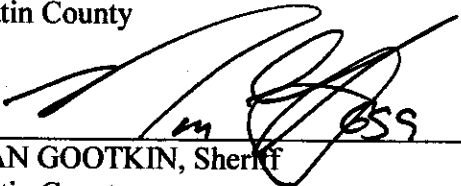
In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

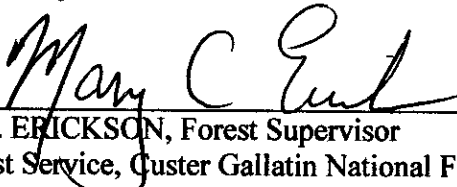
  
 \_\_\_\_\_  
 PIERRE MARTINEAU, Member,  
 Gallatin County Commissioner  
 Date 02/10/2015

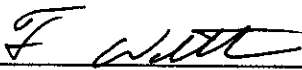
  
 \_\_\_\_\_  
 STEVE WHITE, Member  
 Gallatin County Commissioner  
 Date 02/10/2015

  
 \_\_\_\_\_  
 JOE SKINNER, Member  
 Gallatin County Commissioner  
 Date 02/10/2015

  
 \_\_\_\_\_  
 CHARLOTTE MILLS, Clerk and Recorder  
 Gallatin County  
 Date 2/11/15

  
 \_\_\_\_\_  
 BRIAN GOOTKIN, Sheriff  
 Gallatin County  
 Date 1/28/15

  
 \_\_\_\_\_  
 MARY C. ERICKSON, Forest Supervisor  
 U.S. Forest Service, Custer Gallatin National Forest  
 Date 2/24/15

  
 \_\_\_\_\_  
 TIM WALTHER, Acting Special Agent in Charge  
 U.S. Forest Service, Northern Region  
 Date 3/27/15

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

*/s/ Teresa L. Johnson*   
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 TERESA L. JOHNSON  
 U.S. Forest Service Grants Management Specialist  
 Date 01/15/2015





### Addendum A

#### **Region One 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 for 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 IMT, 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 IC meetings. Eligible costs for reimbursement will include personnel time when fulfilling the liaison duties.

If meals and lodging are required for county officials directly assigned to the incident, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit.

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.

##### **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.
- 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.



For questions concerning incident/fire emergencies, please contact Tracey Nimlos, Regional Incident Business Coordinator at 406-329-3331 ([tnimlos@fs.fed.us](mailto:tnimlos@fs.fed.us)). Bills will be submitted to: Tracey Nimlos, Regional Incident Business Coordinator, USFS, Fire/Aviation/Air, P.O. Box 7669, Missoula, MT 59806.

#### 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, audiotope, 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.