



**FEDERAL USE OF OREGON STATE AGENCY/STATE CONTRACTOR
RESOURCES ON INCIDENT
AGENCY ADMINISTRATOR DECISION CHECKLIST/APPROVAL FORM**



Does not apply to the Western Oregon Operating Plan (WOOP). That agreement outlines resource use on BLM lands within the WOOP.

Decisions should consider federal contracting regulatory and compliance requirements. Federal incidents have an obligation to prioritize established federal contracting systems to the extent that critical on-the-ground objectives can be met. Additionally, the primary purpose of state and contractor resources is to ensure robust initial attack capabilities across the state.

Referenced Pacific Northwest Master Agreement #: 21-FO-11062752 (019,020,021,022)/ *AOP 23-FI-11062752 (054,059,060,061)

**Page 7, V. Operations, 3. Independent Action on Lands Protected by Another Agency: All fire suppression actions conducted on lands of other agencies shall be consistent with the jurisdictional agency's land management policy. Any participating agency may, upon its own initiative, at the risk of its own expense, and with appropriate notification and coordination, respond to wildland fires on lands that are under the direct protection of another agency. Parties to this Operating Plan (AOP) shall not perform any fire suppression action that is contrary to limitations.*

Incident Name: _____ **Incident #:** _____

Job Code: _____

Name and Title of Individual(s) Involved in Decision: _____

DECISION ELEMENTS

***Types of Resources Ordered (Crews, Equipment, Overhead etc):**

**Only 1 AA Decision Checklist needs to be completed per Incident*

INCIDENT TYPE (Federal Paying Agency)	OREGON STATE AGENCY** (Select all that apply)	STATE CONTRACTOR (Select all that apply)
<input type="checkbox"/> Federal Only Incident	<input type="checkbox"/> Initial Attack	<input type="checkbox"/> Initial Attack
<input type="checkbox"/> Multi-Jurisdictional Incident	<input type="checkbox"/> Federal Resources (VIPR/Agency) are unavailable or in short supply	<input type="checkbox"/> Federal Resources (VIPR/Agency) are unavailable or in short supply
	<input type="checkbox"/> Federal Resources (VIPR/Agency) cannot meet response times	<input type="checkbox"/> Federal Resources (VIPR/Agency) cannot meet response times
	**Does not apply for ODF/FPA/OSFM	

Other factors involved in the decision: _____

Agency Administrator Approval for Use of Oregon State Agency/State Contractor Resources

Federal Representative

NAME: _____

TITLE: _____

SIGNATURE: _____ **DATE:** _____

Once completed and signed by a Federal Representative, use the submit button to the right to send this document to agency financial leads. They will forward on to the appropriate agency representatives.

SUBMIT



FEDERAL USE OF OREGON STATE AGENCY/STATE CONTRACTOR RESOURCES ON INCIDENT STANDARD OPERATING PROCEDURES



The Standard Operating Procedures (SOP) herein apply when Oregon state resources are ordered for federal and multi-jurisdictional incidents. This includes Oregon state agency resources* and Oregon state contractors on Incident Resource Agreements (IRA).

***These SOPs DO NOT APPLY to:**

- Incidents on BLM lands within the Western Oregon Operating Plan (WOOP)
- Oregon Department of Forestry (ODF) or Forest Protective Association (FPA) personnel ordered for initial attack or extended attack
- Cost Share incidents, where ODF participate in resource planning meetings/ordering decisions

PURPOSE

ODF utilizes the **AGENCY ADMINISTRATOR DECISION CHECKLIST/APPROVAL FORM** to inform finance personnel/resource host districts of pending initial resource payments to ensure available cash flow.

USFS utilizes the form for documentation of resource ordering decisions made outside of normal DPL ordering procedures.

INCIDENT AGENCY ADMINISTRATOR (AA) INSTRUCTIONS

1. Review and understand the subsequent **FEDERAL USE OF OREGON STATE AGENCY/STATE CONTRACTOR RESOURCE ON INCIDENT DECISIONS CONSIDERATION** documents prior to proceeding with resource ordering decisions:

- DECISION CONSIDERATIONS**
- GUIDING PRINCIPLES**
- PROCESS GUIDE**
- LEADER'S INTENT**

2. Complete **AGENCY ADMINISTRATOR DECISION CHECKLIST/APPROVAL FORM** (fillable PDF). Only one form needs to be completed per incident and should list a summary of each type and the estimated number of Oregon state resources being ordered.
3. Sign and submit the Form to USFS and ODF Agency Financial Leads by clicking on the Submit Button at the bottom of the form.

AGENCY FINANCE LEADS will retain completed copies of AA Decision Checklists/Approval Forms.

For ODF, completed forms will be uploaded to [ODF TEAMS](#) for access by ODF/FPA ordering personnel, district business managers, and finance personnel.

DISPATCH/ORDERING PERSONNEL

Federal dispatchers/ordering personnel will place orders for Oregon state resources with ODF/FPA host dispatch centers in accordance with the [NWCC Northwest Mobilization Guide](#) procedures.

ODF/FPA dispatchers will access [ODF TEAMS](#) to confirm receipt of completed AA Decision Checklist/Approval Forms for each incident requesting resources prior to placing orders for the requested resources. **In the absence of a completed AA Decision Checklist/Approval Form listed on ODF TEAMS, dispatchers will _____, then proceed with ordering.**

Incident Finance Representatives will submit invoice packages in accordance with the ODF Resource Payment Process outlined in the **FEDERAL USE OF OREGON STATE AGENCY/STATE CONTRACTOR RESOURCE ON INCIDENT PROCESS GUIDE**.



FEDERAL USE OF OREGON STATE AGENCY/STATE CONTRACTOR RESOURCES ON INCIDENT DECISION CONSIDERATIONS



Intent

To provide Agency Administrators and Incident Business Personnel with tools to make informed decisions when considering deviating from Federal Agency Business Processes on Federal Jurisdiction Fires and the Dispatch Priority List to order contract resources hired by the states. The actions should be deliberate, have a justification, and be coordinated with the state partners, incident business, and dispatch.

Scenarios

- Local resources – faster response (i.e., initial attack)
- VIPR resources not available or cannot fulfill required response times
- Utilization of local resources/community relations
- Specialized resources that may not exist on VIPR agreements or federal agency resources
- Blending federal and state resources as a collaborative effort toward the complete and coordinated fire protection system in the region

Considerations

- State cash flow issues as ODF/FPAs pay IRA contractors directly prior to reimbursement from federal agencies
- Diminishing of pool of VIPR resources over time if IRA ordering becomes more prevalent vs ordering from VIPR DPL
- Reduction in available IRA resources for ODF incidents if already deployed on federal incidents
- Claims made by VIPR vendors regarding bypassing the DPL. (AA Decision Checklist documentation could assist with mitigation of claims)
- Business practices for IRA resources are different than VIPR and need to be understood by incident business personnel managing IRAs.

Examples



FEDERAL USE OF OREGON STATE AGENCY/STATE CONTRACTOR RESOURCES ON INCIDENT GUIDING PRINCIPLES



Guiding Principles

When a Federal agency is the paying agency for an incident, whether it is a Federal only jurisdictional incident or a multi-jurisdictional incident, the following will apply:

- During initial attack and when Federal resources (VIPR or agency) are in short supply or response times cannot be met by Federal resources, ODF can supply agency or contracted resources. **On a Federal-only incident, requests for resources will be placed with the ODF host dispatch unit.** On a multi-jurisdictional incident, ODF can supply resources in coordination with the other Federal agency.
- Resources that have already signed up on an ODF Incident Resource Agreement (IRA) and are already committed to the incident during initial attack should remain on an IRA. IRA resources do not need an Emergency Equipment Rental Agreement (EERA) to continue working on the incident. IRA resources are not limited to working on private lands and can be used to meet incident objectives on Federal lands but may be replaced by VIPR resources depending on evolving incident objectives and availability. The IRA resource is to remain on incident until a VIPR resource arrives on incident.
- IRA resources that are ordered for the incident will operate under management control of the local Federal unit or an Incident Management Team. The IRA resource should be reflected on the Incident Action Plan (IAP) and **dispatched through a separate ordering block.** This ensures complete coordination of all resources on incident for safety and financial payments. IRA resources are paid by ODF and are either billable to the Federal incident or the costs will be reconciled through a cost share on multi-jurisdictional incidents.
- Resources without a current agreement, either Federal or State, will require a Federal agreement if being used on a Federal paying incident. This could be accomplished either through a Land Use Agreement, Commercial Agreement, or an Emergency Equipment Rental Agreement which must be negotiated and signed by a Federal contracting officer. These resources are paid through the Federal agency and costs can be brought into the reconciliation through a cost share on multi-jurisdictional incidents.
- Federal ordering line supervisors and incident personnel must be familiar with [ODF IRA](#) terms and conditions if these resources are mobilized. If clarification or guidance is needed, please contact the ODF [Protection Contract Services Unit \(PCSU\)](#). PCSU staff is available for support Monday-Sunday during fire season.



FEDERAL USE OF OREGON STATE AGENCY/STATE CONTRACTOR RESOURCES ON INCIDENT PROCESS GUIDE



ODF Resource Ordering Process

All orders for resources will be placed through the Paying Agency’s host dispatch center, whether it is a Federal only incident or a multi-jurisdictional incident. It does not matter who the agency responsible for the resource is, the order still runs through the Paying Agency’s dispatch.

Other agencies will not create a duplicate or “shadow incident” as all resources for all agencies are ordered to the single Paying Agency incident. *One Fire-One Record*. Not following this process may result in resources ordered deemed as independent action, with the outcome being the cost of those resources would not be shared between agencies.

ODF resources assigned to a Federal only jurisdictional incident or a multi-jurisdictional incident, need to be ordered utilizing a separate block number. Coordinate with the Center Manager or delegated Center Leadership with direction from Incident Business and Agency Administrators for necessary separations of ordering authorities.

ODF Resource Tracking

In order to provide ODF with the tracking of IRA resources on incident, the Federal IMT or local Federal field office should provide daily the iSuite report called *Cost Category Total Report by Accounting Code*. This will show a financial accrual of those resources ODF will be receiving a final payment packet for (outlined in the next section). This report requires that the payment agency is set correctly for each resource within iSuite. The report should be sent to the local ODF finance contact or to odf.otheragencyprojects@odf.oregon.gov.

ODF Resource Payment Process

The Paying Agency is the agency that is financially responsible for all costs on incident. Even when an incident is multi-jurisdictional, one agency is “in-charge” of the finances. All invoices for ODF resources must be submitted to ODF for payment. Each invoice package must be submitted by the Federal agency and include the following documentation:

- Resource Order
- Shift Tickets
- OF-288 Incident Time Report or OF-286 Emergency Equipment User Invoice (showing ODF’s name and address)
- IRA Resource Information & Rate Sheet
- Other documentation related to expenses for the resource.

Please submit all ODF resource documentation packages to odf.otheragencyprojects@odf.oregon.gov.

The ODF Protection Finance Unit Manager and USFS Incident Business Specialist will work together to expedite payments, billings, and cost share reconciliations. If you have any questions regarding payments, please direct them to:

<p>Tracy Wrolson ODF Protection Finance Unit Manager Tracy.Wrolson@odf.oregon.gov 541-419-2064</p>	<p>Savanha Bechdolt USFS Incident Business Specialist Savanha.Bechdolt@usda.gov 541-480-1740</p>
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FEDERAL USE OF OREGON STATE AGENCY/STATE CONTRACTOR RESOURCES ON INCIDENT LEADER'S INTENT



SUBJECT: Federal Use of ODF Agreement Resources on Federal and Multi-Jurisdictional Incidents

TO: Region 6 USFS and ODF Agency Administrators and Fire Management Leadership

FROM: Alex Robertson, USFS Director of Fire & Aviation, Regions 6 & 10
Michael Shaw, ODF Fire Protection Division Chief

CC: Fireline Leadership, Dispatch Centers, Incident Business Personnel, ODF Protection Districts, Associations

Purpose

This Leader's Intent is to provide lessons learned from past fire seasons and clarify existing policy direction and expectations moving forward. This document should be distributed broadly to help ensure a shared understanding of our commitment to continuous improvement and collaboration.

In 2021, the Oregon Department of Forestry and the United States Forest Service established a shared understanding for cross utilization of ground resources that outlines when ODF state and contractor resources can be used on multi- jurisdictional, federal, or other regional incidents.

Context

Our current world is a complex firefighting environment. Intermingled land ownerships, multiple protection agencies, and continually more extreme firefighting conditions are only some of the challenges which reinforce the need to maintain cooperation and work together in a coordinated wildfire protection system.

The complete and coordinated fire protection system works – even during challenging fire seasons. Working closely with landowners and our partners is critical and has a proven history. The value of our collaboration and partnership with landowners continues to be at the foundation of our complete and coordinated fire protection system and will continue to be essential as we face increasingly more complex fire conditions in Oregon.

The blending of nationally mobilized resources and state provided resources has become critical to the success of keeping fires small through safe and aggressive initial attack, but also supporting extended attack and long-duration fires. The intent of this communication is to clarify how this can be achieved under existing policy and procedures.

Reference the attached Incident Process Guiding Principles, Agency Administrator Decision Checklist and the Interagency Resource Ordering Capability (IROC) Block Resource Request Number Guidance for the agreed upon process to achieve a collaborative effort when blending our resources.

US Forest Service Vision and Mission for Fire Management

The Forest Service's Fire and Aviation Management Program is to extinguish fire safely and effectively, when needed; use fire where allowable; manage our natural resources; and as a Nation, live with wildland fire. A cooperative relationship between the Forest Service and other agencies is essential.

The Forest Service is committed to honor its part of the joint responsibility to develop and maintain effective working relationships with its intergovernmental cooperators.

ODF Fire Protection Division Policy

The State of Oregon's policy involves protecting and preserving forest resources through the prevention and suppression of forest fires, utilizing a complete and coordinated system. ODF's primary mission includes protecting forest resources, second only to saving lives. Operationally, this translates into aggressive, safe initial attack to keep fires at the smallest possible size. The system rests on our century-long partnership with landowners and cooperators.

Thank You

Your dedication and commitment is impressive, humbling and admired. Your personal commitment to Oregon's complete and coordinated wildfire protection system is recognized. We extend sincere thanks for your past and future work. Thank you for all that you do, be safe, and we wish each of you the best as we embark on another fire season together.

Sincerely,

**ALEX
ROBERTSON**

Alex Robertson

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USFS Director of Fire & Aviation, Regions 6 & 10

**Michael H.
Shaw**

Michael H. Shaw

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Michael H. Shaw
Date: 2023.07.26
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ODF Fire Protection Division Chief