



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: 9/1/2015

or Procurement Director Award ☐

**Contractor/Vendor Name (DBA):** U.S. Department of Agriculture-U.S. Forest Service

**Project Title/Description:**

IGA Amendment for FY2015 Annual Operating & Financial Plan between Pima County Sheriff's Department and the U.S. Forest Service.

**Purpose:**

Cooperative Law Enforcement - PCSD to provide Patrol Activities for the U.S. Forest Service.

**Procurement Method:**

N/A

**Program Goals/Predicted Outcomes:**

N/A

**Public Benefit:**

Support Law Enforcement

**Metrics Available to Measure Performance:**

N/A

**Retroactive:**

No.

**Original Information**

Document Type: \_\_\_\_\_ Department Code: SD Contract Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_

☐ Expense Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

Cost to Pima County General Fund: \$ 0.00

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: GTAM Department Code: SD Contract Number (i.e., 15-123): 16\*010

Amendment No.: 2 AMS Version No.: \_\_\_\_\_

Effective Date: Date of Last Signature New Termination Date: 12/31/2015

☐ Expense ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 18,400

Funding Source(s): U.S. Department of Agriculture - U.S. Forest Service

Cost to Pima County General Fund: \$ 0.00

Contact: Yuko Jarvis

Department: Sheriff's Department

Telephone: (520) 351-6958

Department Director Signature/Date:

*Julia Riley*

8/19/2015

Deputy County Administrator Signature/Date:

*John Zinke*

8-19-15

County Administrator Signature/Date:

*Col Schubert*

8/24/15

(Required for Board Agenda/Addendum Items)

FS Agreement No. 12-LE-11030518-003  
Cooperator Agreement No. \_\_\_\_\_**EXHIBIT A****COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &  
FINANCIAL PLAN****Between The  
PIMA COUNTY SHERIFF'S DEPARTMENT  
And the  
USDA, FOREST SERVICE  
CORONADO 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 Pima County Sheriff's Department, hereinafter referred to as "the Sheriff's Department," and the USDA, Forest Service, Coronado National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #12-LE-11030518-003 executed on December 6, 2011. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning date of last signature and ending December 31, 2015.

**FY15 Total Annual Operating Plan:      \$18,400.00****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.

**Principle Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Chris Nanos, Sheriff Pima County Sheriff's Department 1750 E. Benson Highway Tucson, AZ 85714 Telephone: 520/351-4600 FAX: 520/351-4622 Email: <a href="mailto:caroline.vargas@sheriff.pima.gov">caroline.vargas@sheriff.pima.gov</a>	Christopher Radtke, Bureau Chief Pima County Sheriff's Department 1750 E. Benson Highway Tucson, AZ 85714 Telephone: 520/351-4957 FAX: 520/351-4622 Email: <a href="mailto:Christopher.Radtke@sheriff.pima.gov">Christopher.Radtke@sheriff.pima.gov</a>

**Principle U.S. Forest Service Contacts:**



U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Aaron Dobson, Patrol Captain Coronado and Apache National Forests, PO Box 640 Springerville, AZ 85938 Telephone: (928) 333-6327 FAX: Email: <a href="mailto:adobson@fs.fed.us">adobson@fs.fed.us</a>	Sonia Thomas, Grants Management Spclst Coronado National Forest 300 W. Congress Street Tucson, AZ 85701 Telephone: (520) 388-8310 FAX: Email: <a href="mailto:soniathomas@fs.fed.us">soniathomas@fs.fed.us</a>

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

Mileage will be reimbursed at the prevailing rate depending on vehicle(s) used for patrols\*.

Wages (salaries + fringe benefits) will be reimbursed at the prevailing rates based on current Cooperator pay plan.

\*The Cooperator shall submit a current fleet/mileage rate and a salary rate table; any changes to the rate(s) shall require written notice to the U.S. Forest Service within 30 days of official change in rate(s).

## II. PATROL ACTIVITIES:

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator 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.

1. Patrol on following U.S. Forest Service roads:

Please see attachment A

2. Patrol in the following campgrounds, developed sites, or dispersed areas:

Please see attachment A

Total reimbursement for this category shall not exceed the amount of: **\$18,400.00.**

Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: **\$18,400.00.**

## III. TRAINING:

*See Cooperative Law Enforcement Agreement Provision IV-K for additional information.*



Total reimbursement for this category shall not exceed the amount of: \$0.00

#### **IV. EQUIPMENT:**

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

Total reimbursement for this category shall not exceed the amount of: \$0.00

#### **V. 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 Cooperator 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 and fire severity 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 at the rate specified in Section I-B; the U.S. 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 assigned to an incident where meals are provided will be entitled to such meals.

**All requests to provide additional law enforcement support on National Forest System lands during extreme fire conditions will become effective and reimbursable only when the Forest Service specifically requests assistance through the Forest Dispatch or Expanded Dispatch Office, a Resource Order Number is provided, and the County Dispatch Office is notified of the request.**



**Initial attack responses without a Resource Order by the Forest Service are not reimbursable.**

Upon request and concurrence by the Sheriff's Department,  
The Sheriff's Department shall:

- a. Provide to the Forest Service, fully equipped Sheriff's Deputies who meet the standards of training as listed in the Cooperative Law Enforcement Agreement, Provisions II-B, including appropriate vehicles(s), in numbers requested by the Forest Service to provide law enforcement for fire severity or fire suppression situations. These duties are above and beyond the customary duties that are routinely provided by the Sheriff's Office and will be covered under Special Enforcement Situations. The Sheriff's Deputies will continue to work under the direction of the Sheriff's Department. The Sheriff's Deputies will coordinate their patrol activities with the U.S. Forest Service Patrol Captain, or their designee, while assigned to each specific fire severity or fire suppression patrol area, and coordinate their activities with the Incident Commander while assigned to each specific wildland fire severity or fire suppression situation. All Deputies assigned to a wildland fire severity or fire suppression situation are required to follow Check-in and Demobilization procedures.
- b. Assign Sheriff's Deputies requested by the Forest Service for fire severity or fire suppression situation patrols and law enforcement.
- c. Furnish itemized statements of expenditures to the Forest Service for the fire severity or fire suppression situation services requested by the Forest Service, at the address below:
  - a. Aaron Dobson, Patrol Captain (local unit, as per the Cooperative LE Agreement)  
Coronado, and Apache National Forests  
PO Box 640  
Springerville, AZ 85938

The Patrol Captain will review and approve the invoice, and forward the invoice and support documentation to Incident Finance for payment.

Billing requests will include the following information:

Cooperator Name, address, phone number and agency financial contact  
Invoice or Bill number;  
Resource Order number(s);  
Appropriate incident number (State code or Forest Service P-code and override);



Cooperative Law Enforcement Agreement number;  
Dates of the incident covered by the billing; and  
Location and jurisdictional unit of the incident.

Summary cost data for the amount being billed:

Use incident-generated cost reports generated by the Agency to support the billing whenever possible. Summary cost data may include, but not limited to, a list of personnel expenses including base, overtime and travel and a listing by vendor name and amount spent for supplies and services procured.

The Forest Service shall:

- a. Relay requests to the Sheriff's Department to provide fully equipped Sheriff's Deputies, including vehicles, through Forest Service Dispatch or Expanded Dispatch Office to the County Dispatch Office, including specific information on numbers of Deputies needed, tour, location, expected length of duty, authorization for overtime expenditures, and fire severity (S-code) or fire suppression (P-code) for billing. A resource order number must be issued by the Forest Service to support each request. The resource order number will be provided to the Sheriff's Office by the Forest Dispatcher.
  - b. Post each Deputy's time and vehicle mileage to a Fire Time Report (Optional Form 288) to provide documentation to support payment of each itemized statement of expenditures provided by the Sheriff's Department.
  - c. Reimburse the Sheriff's Department for requested fire severity or fire suppression special enforcement situation services that are provided and covered under this Section, at the prevailing rates as per Section I, Paragraph B above.
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.

**VI. BILLING FREQUENCY:**

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*



- A. Billing frequency for sections II, III, and IV shall be quarterly, not to exceed \$18,400.00
- B. 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	\$18,400.00	N/A
Training	\$0.00	N/A
Equipment	\$0.00	N/A
Special Enforcement Situations	\$0.00	N/A
<b>Total</b>	<b>18,400.00</b>	<b>N/A</b>

- C. 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 de-obligated 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.

CHRIS NANOS, Sheriff  
Pima County Sheriff's Department

8.18.15

Date

JAMIE KINGSBURY, Acting Forest Supervisor  
U.S. Forest Service, Coronado National Forest

Date

SHARON BRONSON, Chair  
Pima County Board of Supervisors

Date

ATTEST:

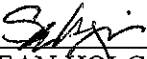




ROBIN BRIGODE, Clerk  
Pima County Board of Supervisors

Date

APPROVED AS TO FORM:

  
SEAN HOLGUIN, Deputy County Attorney  
Pima County

  
Date

ROBIN L. POAGUE  
Special Agent in Charge, Southwestern Region

Date

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

CARMEN MELENDEZ  
U.S. Forest Service Grants Manager

Date

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, audiotape, 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.