



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

Requested Board Meeting Date: 8/2/2016

or Procurement Director Award ☐

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

**Project Title/Description:**

IGA amendment for Cooperative Law Enforcement Agreement 12-LE-11030518-003 and for FY2016 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-Grant

**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: \_\_\_\_\_ 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: \_\_\_\_\_

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): 17\*01

Amendment No.: 5 AMS Version No.: 1

Effective Date: Date of Last Signature New Termination Date: 12/31/2016

☐ Expense ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 19,000

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 7/7/16

Deputy County Administrator Signature/Date:

County Administrator Signature/Date: C. R. Mulberry 7/11/16  
(Required for Board Agenda/Addendum Items)

**MODIFICATION OF GRANT OR AGREEMENT**

PAGE OF PAGES

1

12

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER:  
12-LE-11030518-0032. RECIPIENT/COOPERATOR GRANT or  
AGREEMENT NUMBER, IF ANY:3. MODIFICATION NUMBER:  
0054. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING  
GRANT/AGREEMENT (unit name, street, city, state, and zip + 4):Coronado National Forest  
c/o Cheri Bowen, Patrol Captain  
300 W Congress St., Tucson, AZ 857015. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING  
PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4):6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip +  
4, county):Pima County Sheriff's Department  
c/o Chris Nanos, Sheriff  
1750 E. Benson Highway, Tucson, AZ 857147. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS  
payment use only):**8. PURPOSE OF MODIFICATION**CHECK ALL  
THAT APPLY:This modification is issued pursuant to the modification provision in the grant/agreement  
referenced in item no. 1, above.

CHANGE IN PERFORMANCE PERIOD: Period of performance January 1, 2016 to December 31, 2016



CHANGE IN FUNDING: Increase funding in the amount of \$19,000 for patrols on NFS lands (Exhibit A).



ADMINISTRATIVE CHANGES: Update Program Principal Contacts for both parties as shown in the 2016 AOP.

OTHER (Specify type of modification): Extend expiration date of Cooperative Law Enforcement (CLE) agreement  
from September 30, 2016 to December 31, 2017.**Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full  
force and effect.**

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

Extend expiration date of CLE agreement; establish 2016 Operating Plan and increase funding for 2016 patrols on NFS lands.

**10. ATTACHED DOCUMENTATION (Check all that apply):**

Revised Scope of Work



Revised Financial Plan



Other: 2016 Annual Operating and Financial Plan - Exhibit A

**11. SIGNATURES****AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF  
THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED  
GRANT/AGREEMENT.

11.A. PIMA COUNTY SIGNATURE

11.B. DATE  
SIGNED

11.C. U.S. FOREST SERVICE SIGNATURE

11.D. DATE  
SIGNED

(Signature of Signatory Official)

(Signature of Signatory Official)

11.E. NAME (type or print): **SEE ATTACHED SIGNATURE PAGE**11.F. NAME (type or print): **SEE ATTACHED SIGNATURE PAGE**

11.G. TITLE (type or print):

11.H. TITLE (type or print):

(Signature of Signatory Official)

(Signature of Signatory Official)

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:

12.B. DATE  
SIGNED  
CARMEN MELENDEZ

U.S. Forest Service Grants Management Specialist

5/22/16

**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**

**2016 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, 2016.

**FY16 Total Annual Operating Plan:        \$19,000.00**

**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:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Cheri Bowen, Patrol Captain Coronado National Forest 300 W. Congress St. Tucson, AZ 85701 Telephone: (520) 388-8430 FAX: 520-388-8431 Email: <a href="mailto:cbowen@fs.fed.us">cbowen@fs.fed.us</a>	Sonia Thomas, Grants Specialist Coronado National Forest 300 W. Congress Street Tucson, AZ 85701 Telephone: (520) 388-8310 FAX: (520) 388-5331 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: **\$19,000.00.**

Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: **\$19,000.00.**

### 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. Cherie Bowen, Patrol Captain (local unit, as per the Cooperative LE Agreement)  
Coronado National Forest  
300 W. Congress St.  
Tucson, AZ 85701

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.*

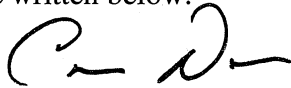


- A. Billing frequency for sections II, III, and IV shall be quarterly, not to exceed \$19,000.00
- B. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$19,000.00	N/A
Training	\$0.00	N/A
Equipment	\$0.00	N/A
Special Enforcement Situations	\$0.00	N/A
<b>Total</b>	<b>\$19,000.00</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

JUNE 30, 2016

Date

KERWIN S. DEWBERRY, Forest Supervisor  
U.S. Forest Service, Coronado National Forest

Date

SHARON BRONSON, Chair  
Pima County Board of Supervisors

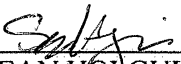
Date

ATTEST:

ROBIN BRIGODE, Clerk  
Pima County Board of Supervisors

Date

APPROVED AS TO FORM:

  
SEAN HOUGUIN, Deputy County Attorney  
Pima County

6/29/16  
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

5/22/2016  
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.

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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 focal relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

# Attachment A Coronado NF and PCSO Coop 2016 Agreement

## SCRD Forest Roads and Reference Areas

- FSR 6 Sutherland Wash
- FSR 643 Cargodera Canyon 4WD
- FSR 642 Baby Jesus Ridge 4WD
- Sabino Canyon Road
- FSR 5 / Catalina Highway
- FSR 38 Geesaman Wash / Summerhaven 4WD
- FSR 447 Donovan Tank 4WD
- FSR 4406 Happy Valley 4WD
- FSR 4408 Turkey Creek 4WD
- FSR 4409 Mesquite Canyon 4WD
- FSR 35 Ash Creek 4WD
- FSR 371 Tanque Verde Road
- FSR 4405 Aliso Canyon 4WD
- FSR 4426 Joaquin Canyon 4WD
- FSR 4417 4WD
- FSR 4441, 4442, 4443, Canyon del Salto 4WD
- FSR 4436 Rinconado Spring 4WD
- FSR 4435 Race Track Tank 4WD
- FSR 36 Bellota Ranch
- FSR 371 White Tank
- FSR 4431 Alamo Spring 4WD
- FSR 4429 Trail Tank 4WD

## SCRD Developed Recreation Sites

- Sabino Canyon Recreation Area / Visitor Center / Trail Head Parking
- Catalina Hwy:
  1. Babad Do'ag Vista
  2. Molina Canyon Vista
  3. Bear Canyon Picnic
  4. Windy Point Vista
  5. Geology Vista
  6. General Hitchcock CG
  7. Ross Canyon CG, Picnic
  8. San Pedro Parking Area TH, Vista
  9. Boy Scout Camp TH, Parking, Vista
  10. Showers Point CG
  11. Whitetail CG

# Attachment A Coronado NF and PCSO Coop 2016 Agreement

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12. Spencer Canyon CG
13. Bear Wallow Parking, Vista
14. Aspen Vista
15. Box Elder Picnic
16. Marshall Gulch Picnic
17. Sykes Knob Picnic
18. Inspiration Rock Picnic
19. Alder Picnic
20. Loma Linda Picnic
21. Mt. Lemmon Ski Valley / Summerhaven

## **NRD Forest Roads and Reference Areas**

1. FSR 4851 Breach Tank 4WD
2. FSR 4050 Fig Tree Spring 4WD
3. FSR 4051 McCleary Canyon 4WD
4. FSR 231 Rosemont Junction
5. FSR 4064 Barrel Tank 4WD
6. FSR 4058 Deering Spring 4WD
7. FSR 4072 Oak Tree Canyon 4WD (locked gate FS/BP lock accessible)
8. FSR 62 Box Canyon
9. FSR 229 Greaterville
10. FSR 4043 Eisenberg Canyon 4WD
11. FSR 4060 Ophir Gulch 4WD
12. FSR 162 Louisiana Gulch 4WD
13. FSR 4068 Los Posos Gulch 4WD
14. FSR 163, Kentucky Camp
15. FSR 4039, Fish Canyon 4WD
16. FSR 165, Cedar Flat 4WD
17. FSR 4037, Sawmill Canyon 4WD
18. FSR 70, Madera Canyon
19. FSR 4119, Placerito Canyon 4WD
20. FSR 4118, Brouse Well 4WD
21. FSR 4877, Encinas Tank 4WD
22. FSR 601, Coches Well 4WD
23. FSR 4867, Fresno Dam 4WD
24. FSR 4153, Slick Rock Tank 4WD
25. FSR 4115, Castle Rock Tank 4WD

# Attachment A Coronado NF and PCSO Coop | 2016 Agreement

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## **NRD Developed Recreation Sites**

- Madera Canyon
  1. Proctor Parking
  2. Madera Picnic
  3. Bog Springs CG