



# City of Highland

Penny Lilburn, Mayor  
District 3

Larry McCallon, Mayor Pro Tem  
District 5

Gregory Hogan, Councilmember  
District 1

Jimmy Saldana, Councilmember  
District 2

John P. Timmer, Councilmember  
District 4

## **City Council Special Meeting Agenda**

November 20, 2025 at 5:45 PM (or soon thereafter)

City Hall Donahue Council Chambers  
27215 Base Line, Highland CA 92346

### **Staff**

Carlos Zamano, City Manager  
Lawrence Mainez, Community Development Director  
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer  
Octavio Duran Jr., Public Works Director/City Engineer  
Maricela Marroquin, City Attorney  
Alondra Muñoz, City Clerk

### **Mission Statement**

*Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.*

In compliance with the Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at [www.cityofhighland.org](http://www.cityofhighland.org).

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodations, including interpreters.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$500 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

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## Call to Order

## Roll Call

## Report From Closed Session

## Public Comment (Limited to Items on this Agenda Only)

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the City Council from acting on any item not on the agenda. Individual speakers are limited to three (3) minutes each. For those wishing to make public comments by email, please submit your comments by 4:45 p.m. on November 20, 2025, to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org).

## City Council Legislative

### 1. Cooperative Fire Protection Agreement Extension

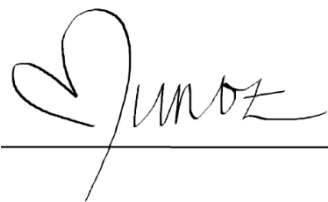
Authorize the City Manager to execute an extension to the Cooperative Fire Protection Agreement between the City of Highland and U.S. Forest Service.

## Adjourn

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## Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas: Highland Branch Library (7863 Central Avenue), Fire Station No. 1 (26974 Base Line), and City Hall (27215 Base Line) at least twenty-four(24) hours prior to the meeting per Government Code Section 54956.



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# Staff Report

## to the City Council

Agenda  
Item  
No.1.

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**Date:** November 20, 2025  
**From:** Carlos Zamano, City Manager  
**Reviewed By:** Liz Brown, Battalion Chief - CalFire  
Maricela Marroquin, City Attorney  
**Prepared By:** Carlos Zamano, City Manager  
**Subject:** Cooperative Fire Protection Agreement Extension

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**Recommendation:**

Authorize the City Manager to execute an extension to the Cooperative Fire Protection Agreement between the City of Highland and U.S. Forest Service.

**Fiscal Impact:**

None at this time.

**Public Notice:**

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

**Background:**

On June 13, 2023, the City Council approved a cooperative agreement to provide mutual aid between the City of Highland (City) and the U.S. Forest Service, see attachment 1. Under the agreement, each agency agrees to provide a designated fire or rescue response to any area in the jurisdiction of either agency based upon an operating plan as outlined in the agreement. The response would be dependent upon the existing emergency conditions within each jurisdiction and the status of resources. This agreement was important during the Line Fire incident of September 5, 2024, because it provided a mechanism for the U.S. Forest Service to cover all costs associated with the incident to protect Highland residents.

The original agreement had an expiration date of December 31, 2024, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials. The principal contacts listed on the agreement for the City included Fire Chief Ron Janssen and City Manager Joseph Hughes. On December 12, 2024, Fire Chief Ron Janssen executed a modification of the agreement to extend the period of performance to November 30, 2025, see attachment 2.

To preserve the cooperative agreement, it is necessary to once again extend the performance period. Staff is recommending approval of the following per attachment 3:

1. Extend the expiration date to July 2, 2028.
2. Replace the City principal contacts for Fire Chief from Ron Janssen to Liz Brown and City Manager from Joseph Hughes to Carlos Zamano.

**Attachments:**

1. USFS Cooperative Fire Protection Agreement
2. 23-FI-11051200-009 MOD 001 (Extension #1)
3. 23-FI-11051200-009 MOD 002 (Extension #2)

# Attachment 1



U.S. Forest Service

OMB 0596-0217  
FS-1500-7FS Agreement No. 23-FI-11051200-009

**LOCAL  
COOPERATIVE FIRE PROTECTION AGREEMENT  
Between The  
CITY OF HIGHLAND  
And The  
U.S., FOREST SERVICE  
SAN BERNARDINO NATIONAL FOREST**

This LOCAL COOPERATIVE FIRE PROTECTION AGREEMENT is hereby entered into by and between the City of Highland, hereinafter referred to as "Highland" and the U.S., Forest Service, San Bernardino National Forest, hereinafter referred to as the "U.S. Forest Service," under the Reciprocal Fire Protection Act of May 27, 1955 (42 USC 1856a), as amended. Highland and the U.S. Forest Service shall be referred to collectively as "the Parties".

**I. PURPOSE:**

The purpose of this agreement is to provide for reciprocal fire protection, including mutual aid, reimbursable assistance, and coordination for the prevention, detection, management, and suppression of wildland fires on property within the protection areas or jurisdiction of the parties that are signatory to this agreement.

**II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:**

The U.S. Forest Service has the responsibility for fire protection, which includes prevention, detection, management, and suppression of wildland fires on **THE SAN BERNARDINO NATIONAL FOREST** administered lands and has an interest in protection and suppression of wildland fires on adjacent or intermingled State and private forested land.

The U.S. Forest Service does not respond to structure fires, vehicle fires or traffic accidents. However, the U.S. Forest Service may, as available, respond to such incidents for wildland fire suppression activity when adjacent lands or property covered under this agreement are threatened by fire from such incidents.

Highland is a fire organization that has the responsibility of maintaining fire protection facilities in the vicinity of **THE SAN BERNARDINO NATIONAL FOREST** administered lands, for mutual aid in furnishing fire protection for such property and for other property for which such organization normally provides fire protection.

Therefore, it is mutually advantageous, in their mutual interest, and in the public interest, for the parties to coordinate their efforts in the prevention, detection, management, and suppression of



wildland fires in and adjacent to their areas of responsibility to limit duplication and improve efficiency and effectiveness.

In consideration of the mutual commitments and conditions herein made, the parties agree as follows:

### III. TERMINOLOGY, EXHIBITS, AND SUPPLEMENTS

- Words and phrases used herein may have different meanings or interpretations for different readers. To establish a common understanding, some words and phrases as used herein are defined in the text of this agreement. Where there are inconsistencies, the hierarchy of terminology will be those defined by statute, those defined by regulation, those defined in policy, those defined in this agreement, those defined in the National Wildfire Coordinating Group (NWCG) Glossary of Wildland Fire Terminology, and then all other agency and interagency documentation.
- The following exhibits are incorporated into this agreement:
  - Exhibit A – Map of Protection Areas and Boundaries
  - Exhibit B – Protection (Operating) Plan
  - Exhibit C – Fire Supplemental Project Agreement (template)
  - Exhibit D – Cost Share Agreement (template)
- Exhibit A must be completed and attached to this agreement prior to execution. The exhibit must illustrate the protection areas of the signatory parties, along with the scope of initial attack and associated mutual aid zones.
- Exhibit B must be completed and attached to this agreement prior to execution. The exhibit must include a narrative description and/or a list of resources that document protection planning for operational efficiencies. Refer to VI-A-Protection (Operating) Plan for additional consideration.
- Exhibits C and D are provided for standardized format and are intended to supplement this agreement. Completion and execution of Exhibit C or D does not require formal modification to this agreement. However, nothing in Exhibits C and D should conflict with the authority and provisions of this agreement.
- The parties may attach other exhibits or operational information for reference so long as the additional exhibits and information do not conflict with the authority and provisions of this agreement.

### IV. RECIPROCAL FIRE PROTECTION

- The responsibilities of the parties to this agreement shall be distinguished as follows:
  - **Jurisdictional Party**—Entity having land and resource management responsibility for a specific geographical or functional area as provided by



- federal, state or local law. Under no circumstances may a Jurisdictional Party abdicate legal responsibilities as provided by federal state, or local law.
- **Protecting Party**—Entity responsible for providing direct incident management within a specific geographical area pursuant to its jurisdictional responsibility or as specified and provided by contract or authorized agreement.
  - **Supporting Party**—Entity providing suppression resources to assist a Protecting Party or a Jurisdictional Party.
- **RECIPROCAL (MUTUAL AID) FIRE PROTECTION.** The parties shall establish a map depicting reciprocal initial attack zones and mutual aid fire protection for lands of intermingled or adjoining protection responsibility. The map must be attached to this agreement. Within such zones, a Supporting Party will, upon request or voluntarily, take initial attack action in support of the Protecting Party. Except as otherwise set forth below, the Protecting Party will not be required to reimburse the Supporting Party for costs incurred following the initial attack dispatch of any resource to the fire for the duration of the mutual aid period.
- If the duration of the response exceeds 12 hours the Supporting Party will be reimbursed beginning at the time of initial dispatch.
- Aircraft will be billed for the whole period from initial dispatch unless covered by the CALFIRE Wildlife Protection Agreement (WPA). Aircraft (fixed and rotary-winged, including pilot(s)) shall always be Assistance by Hire.
- **REIMBURSABLE FIRE ASSISTANCE.** The Protecting Party may request suppression resources from the Supporting Party beyond initial attack or mutual aid period within the protection area or jurisdiction of the parties that are signatory to this agreement. Such suppression resources when dispatched to, and assigned a resource order number for, the incident shall be reimbursed by the Protecting Party.
  - **WAIVER OF CLAIMS.** Pursuant to 42 U.S.C. 1856a et seq., each party to this agreement hereby waives any claim against any other party for loss or damage of its property and/or personal injury or death of its employees or agents occurring as a consequence of the performance of this agreement; provided, this provision shall not relieve any party from responsibility for claims from third parties for losses for which the party is otherwise legally liable. This provision pertains to the parties that are signatory to this agreement and does not pertain to claims advanced by third parties.

Claims requesting compensation for property loss or damage, personal injury, or death resulting from the negligence or other wrongful acts of employees performing under this agreement will be received by the Jurisdictional Party and forwarded to the hiring, or home agency of the allegedly negligent employee for processing. Nothing in this paragraph requires or implies any one is liable for any specific claim. Any liability for any claim will be based on this agreement and applicable law.



Employee claims for loss of or damage to personal property must be submitted to the Jurisdictional Party and then forwarded to the hiring, or home agency of the employee for processing in accordance with the hiring organization or agency's administrative procedures.

- **LOANED (OR SHARED) EQUIPMENT AND SUPPLIES.** The parties recognize that wildland fire suppression will often involve the use of equipment, supplies and cache items. Equipment, supplies and cache items checked out (such as pumps, hoses, nozzles, etc.) or loaned by one party and received by another party, shall become the responsibility of the receiving party. Equipment, supplies, and cache items shall be returned in the same condition as when received, reasonable wear and tear excepted. Notwithstanding the general Waiver of Claims provision, the parties agree that the receiving party shall reimburse the loaning party for cost of any items expended, lost, or destroyed.

Equipment owned and operated by a party shall be the responsibility of that party. However, notwithstanding the general Waiver of Claims provision, the parties agree that when providing support for another party, the party providing support may be reimbursed for damage or repair costs to their owned and operated equipment if the damage is directly attributed to the incident and in excess of reasonable wear and tear. These costs must be authorized using a unique request and resource order number (for example a S#). When applicable, insurance claims shall be pursued prior to requesting reimbursement.

## **V. COOPERATION, STANDARDS, AND QUALIFICATIONS:**

- **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).** The parties to this agreement will operate under the concepts in the Department of Homeland Security's (DHS) National Incident Management System (NIMS). In implementing these concepts, the parties to this agreement will be expected to follow the National Wildfire Coordinating Group's (NWCG) minimum standards as defined in the Wildland Fire Qualifications Systems Guide (PMS-310) and must arrive on incident with valid qualification documentation. For initial attack action taken within the period specified as mutual aid, all agencies (federal, state, local, and Tribal) accept each other's standards.
- **STANDARDS.** The parties to this agreement desire to achieve common standards within the parties' best interest, recognizing differing agency missions and mandates. Each party to this agreement recognizes that other parties' standards are reasonable, prudent, and acceptable. Each party shall ensure that its own standards are followed. This provision does not affect a Jurisdictional Party's land management standards.
- **TRAINING.** The parties to this agreement will cooperate to assure that training needs are met through provided courses or sessions that will produce safe and effective fire management. The intent is to champion high-quality training, to



minimize training costs by sharing resources, and to standardize training. Each party will advise the other of applicable cross training opportunities for personnel.

- COMMUNICATION SYSTEMS AND FACILITY ACCESS. The parties to this agreement may mutually agree to allow one another the use of communications systems such as radio frequencies, computer system access, data transmission lines, and communication sites when there is a mutual benefit to the parties to this agreement. Such arrangement shall be approved only by authorized personnel and in accordance with agency laws, regulations and policies governing security of systems and facilities.
- INTERAGENCY MOBILIZATION AND INCIDENT BUSINESS. The parties to this agreement will adhere to guidance provided in the local Dispatch Operating Guide for ordering and mobilization of resources; and the Standards for Interagency Incident Business Management published by the National Wildfire Coordinating Group (NWCG).
- TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. Highland, its employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- PERSONNEL POLICY. Employees or volunteers of the parties to this agreement shall be subject to the personnel rules, laws and regulations of their respective agency or organization. Each party is responsible to ensure their employees and volunteers meet and maintain appropriate training and physical fitness qualifications and are equipped with personal protective equipment (PPE) to enable response to wildland fire activities.

## **VI. PREPAREDNESS, PREVENTION, AND PRESCRIBED FIRE:**

- PROTECTION (OPERATING) PLAN. The parties to this agreement shall determine and document operational efficiencies for mutual aid and reimbursable fire assistance. This may include identifying firefighting resources, placement of crews, engines, water tenders, air tankers, helicopters, fixed and aerial detection, regulated use, closures, radio frequencies, dispatch procedures, and other joint fire control efforts.
- FIRE SUPPLEMENTAL PROJECT AGREEMENTS. The parties to this agreement may plan and jointly conduct cooperative projects within the scope and purpose of this agreement. These projects may involve such activities as prescribed fire/fuels management, preparedness, fire analysis/planning, post-fire rehabilitation, training,





prevention, public affairs, and other beneficial efforts in support of fire management. Nothing in this agreement obligates the parties to offer, accept, or fund any project proposals under this agreement. Any cooperative projects entered into under this agreement must be by mutual consent of the parties and documented through execution of a Fire Supplemental Project Agreement.

- **FIRE PREVENTION.** The parties agree to cooperate in the development and implementation of wildland fire prevention programs. The parties agree to share responsibilities and materials for fire prevention activities. Materials may include posters for display in public buildings, businesses and the like. The parties will share responsibility for wildland fire protection and rural fire safety presentations and demonstrations.
- **FIRE RESTRICTIONS AND CLOSURES.** The parties will coordinate wildland fire restrictions and closures.
- **PRESCRIBED FIRE AND HAZARDOUS FUELS MANAGEMENT.** The parties to this agreement agree to communicate for planned ignitions, prescribed fire and hazardous fuels management projects.
- **SMOKE MANAGEMENT.** Within their authorities, the parties to this agreement agree to cooperate in smoke management efforts for wildland fires and prescribed fires.

## **VII. OPERATIONS:**

- **CLOSEST FORCES CONCEPT.** The guiding principle for dispatch of initial attack suppression resources is to use the closest available and appropriate resource regardless of which party owns or controls the resources, and regardless of which party has protection responsibility or jurisdiction.
- **FIRE NOTIFICATIONS.** When responding to a wildland fire, the Supporting Party will, as soon as possible, notify the Protecting Party detailing what equipment and personnel have been dispatched to the incident location. If either party takes action on a wildland fire independently, the Supporting Party will furnish the Protecting Party a preliminary report (oral) within 24 hours of the action taken and a written incident report within ten (10) days.
- **BOUNDARY LINE FIRES.** A boundary-line fire will be the initial attack responsibility of the Protecting Parties on either side of the boundary. Neither party will assume the other is aware of the fire or is taking action. Each party will make every reasonable effort to communicate with the other concerning the fire. When both parties have arrived at the site of the fire, the parties will mutually agree to the designation of an incident command organization.
- **INDEPENDENT ACTION.** Unless otherwise stated as a special land management consideration, nothing herein shall prohibit either party, on its own initiative, from



going upon lands known to be protected by the other party to this agreement to engage in suppression of wildland fires, when such fires are a threat to lands under that party's management or protection responsibility. In such instances, the party taking action will promptly notify the Protecting Party. Such actions will be commensurate with the land management considerations of the Jurisdictional Party, and subject to the laws and regulations of the Jurisdictional Party.

**Special Land Management Consideration (if applicable). N/A**

- **ESCAPED PRESCRIBED FIRES.** Wildland fires resulting from escaped prescribed fires that were ignited by, managed at the direction of, or under the supervision of one of the parties to this agreement shall be the responsibility of the Jurisdictional Party. If the parties to this agreement jointly conduct or manage a prescribed fire, the responsibility for suppression costs, should it escape, shall be agreed upon and documented. Unless otherwise agreed and documented in writing, all suppression costs and associated damages are the responsibility of the Jurisdictional Party. The parties to this agreement shall not hold each other responsible under this provision for escaped prescribed fires originating on private land, or on State or Federal lands not protected by one of the parties to this agreement.
- **PRESERVATION OF EVIDENCE.** As initial action is taken on a fire, the initial attack forces will preserve information and evidence pertaining to the origin and cause of the fire.
- **ACCIDENT INVESTIGATIONS.** When an accident occurs involving the equipment or personnel of a Supporting Party, the Protecting Party shall immediately notify the Jurisdictional Party. As soon as practical, the Protecting Party shall initiate an investigation of the accident. The investigation shall be conducted by a team made up of representatives from affected parties, as appropriate.

**VIII. REIMBURSEMENT AND USE OF COOPERATIVE FIRE RESOURCES:**

- **LEGAL AUTHORITY – COOPERATIVE FIRE.** The parties shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the work described, which includes funds sufficient to reimburse for costs, when applicable.
- **APPROPRIATED FUND LIMITATION.** Nothing in this agreement shall require the parties to this agreement to obligate, to expend funds, or to enter into any contract or other obligation for the future payment of money in excess of or in advance of appropriated funds available for payment to meet the commitments of this agreement and modifications thereto, except as specifically authorized by law.
- **COST-SHARE AGREEMENT.** On multi-jurisdictional incidents and incidents which threaten or burn across protection boundaries, the parties will jointly develop and execute a written cost share agreement which describes a fair distribution of financial responsibilities. Cost shares should be reconciled, settled, and billed within



180 days from the end date of the cost share period. Only one invoice should be created by billing party for the net difference in the cost share. Once the invoice is paid, the cost share agreement is considered closed and no more settlements, invoices, or payments between the parties should occur. Any delays beyond the 180 days must be documented in writing and presented to the other party(s).

- **ELIGIBLE FIRE COSTS.** All costs incurred by the Supporting Party as reimbursable fire assistance must be adequately documented as an actual expense. The parties agree that to the extent applicable the parties will follow the cost principles and other requirements set forth in Part 200 of Title 2 of the Code of Federal Regulations. All costs must be reasonable, allowable, and allocable. Costs must be consistently treated as either direct costs or indirect costs. Consistent treatment of costs is a basic cost accounting principle and is specifically required to assure that the same types of costs are not charged as both direct costs and indirect costs. Every effort should be made to classify costs incurred for the same purpose, in like circumstances, consistently as either direct or indirect costs.
  - (1) Direct costs are those items of expense specifically identified with the delivery or completion of a project or program. General examples include, but are not limited to, personnel costs (salary and fringe benefits), equipment costs, travel, materials, supplies, and contracts.
  - (2) Indirect costs are those items of expense incurred as part of general management and administrative support of an organization. These costs are not attributable to a specific project, program or output, but are distributed among many benefiting activities. Often, they are proposed as a percentage of direct project costs and are referred to as administrative costs, overhead, or burden. Examples may include office space, computer equipment, postage, utilities, salaries for administrative activities such as procurement, personnel, accounting, and so forth.
- **INDIRECT COST RATES - COOPERATIVE FIRE.** When indirect cost rates are applied to Federal reimbursements, the parties agree to the following:
  1. If the payment recipient (City) has never received or does not currently have a negotiated indirect cost rate, they are eligible for a de minimis indirect cost rate up to 10% of Modified Total Direct Costs (MTDC). MTDC is defined as all salaries and wages, fringe benefits, materials and supplies, services, travel, and contracts up to the first \$25,000 of each contract.
  2. For rates greater than 10%, the payment recipient (City) shall provide either an applicable negotiated indirect cost rate agreement (NICRA) from a cognizant Federal agency, or an indirect cost rate summary in a format that clearly defines the indirect cost rate and MTDC.



3. The payment recipient (City) must maintain adequate documentation to support the methodology and computation of the indirect cost rate. Documentation must be made available to the Federal agency upon request.

4. Failure to provide adequate documentation supporting the indirect cost rate may result in disallowed costs and repayment to the Federal agency.

- **FIRE PERSONNEL COSTS/RATES.**

- 1) Personnel rates for salary, including overtime, shift premiums (if applicable), and fringe benefits must be consistent with each party's employment policy and regulations. All personnel time must be documented.
- 2) Reimbursement of personnel costs by the Protecting Party for employees of the Supporting Party is limited to actual time worked (beyond the mutual aid period), unless the Supporting Party is obligated via written labor agreement to pay for 24-hour shifts with periods of rest.
- 3) Standby personnel time is not reimbursable unless resource ordered.
- 4) Backfill costs are defined as the additional costs of replacement personnel (one level) to provide coverage for employees that have been mobilized to an incident. Unless otherwise documented as an additional net cost to the Supporting Party, regular time for the backfill employee is not reimbursable, only overtime costs are reimbursable.
- 5) Volunteers, by definition, are not employees and do not have a specified employment rate for hours worked. If, however, Highland maintains written policy that provides for their volunteers to be mobilized to an incident for reimbursable assistance within the authority, scope, and terms of this agreement, Highland agrees:
  - a. To compensate the individuals for hours worked based on current standardized published rates for emergency firefighters in the State of **CALIFORNIA**, or at hourly rates equal to, or less than, the current Federal administratively determined (AD) pay plan.
  - b. Unless exempt from Fair Labor Standards Act, these individuals will receive overtime pay for hours worked over 40 in a workweek at a rate equal to time and one half of the (base) hourly rate.
  - c. Base hourly and overtime costs are reimbursable; shift premiums, fringe benefits, and backfill costs are not reimbursable.
  - d. The rates will only apply to incident response under the terms of this agreement and will not apply to project activities carried out supplemental to this agreement.
  - e. These individuals will be considered City personnel under the terms of this agreement.



- **TRAVEL COSTS.** Federal Travel Regulations (FTR) and/or agency-specific travel regulations will be utilized for all travel policies and processes. Authorized travel costs, including transportation, lodging, meals, and per diem consistent with these policies and processes are reimbursable.
- **FIRE EQUIPMENT COSTS/RATES.**
  - 1) Costs incurred for agency- or City-owned equipment, including aircraft, when assigned to an incident or project may include operating expenses (such as fuel, oil, repairs, retardant) and/or a rate consistent with each party's written policy and regulations for use of the equipment.
  - 2) Standby equipment time is not reimbursable unless resource ordered.
  - 3) Personnel costs for operator(s) shall be applied separate from the equipment costs/rates.
  - 4) In the absence of a pre-determined and documented rate for use of City-owned equipment, reimbursement will be limited to the current Federal Emergency Management Administration (FEMA) Schedule of Equipment Rates for like equipment, published online at: <https://www.fema.gov/schedule-equipment-rates>.
  - 5) Any City equipment mobilized for reimbursable fire assistance shall be documented on an OF-297 (Emergency Equipment Shift Ticket).
- **FEDERAL EXCESS PROPERTY PROGRAM.** Federal Excess Property Program (FEPP) rates apply when federal property is loaned to the State Forester, who may place it with a local fire organization/department to improve local fire programs. If this loaned federal property is used on a federal incident or project, Highland may only charge for operating costs that include maintenance, fuel, oil, etc. Costs may not include amortization, depreciation, replacement costs, modification, start-up costs, or related charges. FEPP equipment costs shall be listed separately on any invoice submitted for reimbursement.
- **CONTRACT REQUIREMENTS – COOPERATIVE FIRE.** The Federal Acquisition Regulations (48 CFR) apply to all contracts awarded by a federal agency, unless otherwise exempt. Any contract awarded by Highland under this agreement, where federal funding may be provided, must be awarded following Highland's established procurement procedures, to ensure free and open competition, and avoid any conflict of interest (or appearance of a conflict). Highland must maintain cost and price analysis documentation for potential U.S. Forest Service review. Highland is encouraged to utilize small businesses, minority-owned firms, women's business enterprises and veteran owned businesses.
- **FIRE BILLING CONTENT, INFORMATION, AND FINANCIAL CONTACTS.**

The following items will be included with each invoice:

  - Billing party's legal name, address, telephone number, and billing party's financial contact information.
  - Proper reference to this U.S. Forest Service agreement number.
  - Invoice date.



U.S. Forest Service

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- Invoice number, if applicable.
- Incident name and incident number.
- Dates of the incident covered by the billing.
- Appropriate Fire code or charge code (if known).
- Summary cost data for the amount being billed.
- Cost-share agreement (if applicable).

Summary cost data should include a list of personnel, travel, and equipment expenses; and a listing by contractor/vendor name and amount spent for services and supplies procured.

Generally, cost source documents, including but not limited to, resource orders, OF-288 Emergency Firefighter Time Reports, and OF-297 Emergency Equipment Shift Tickets, will not be required with the billing content unless summary cost data is disputed.

| Financial Information<br>and Contacts:                                              | U.S. Forest Service                                                                                                                                                                                                      | City                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submit bills to:                                                                    | Albuquerque Service Center<br>Incident Finance<br>5141 Masthead<br>Albuquerque, NM 87109<br><br>FAX: 866-816-9532<br><br>Preferred method: EMAIL<br><a href="mailto:sm.fs.asc_coop@usda.gov">sm.fs.asc coop@usda.gov</a> | City of Highland<br>Attn: Finance Department<br>27215 Base Line<br>Highland, CA 92346<br><br><br><br><br><br><br><br><br><br><a href="mailto:Ap@cityofhighland.org">Ap@cityofhighland.org</a> |
| Financial Contact:<br>(Name, phone, and<br>email address)                           | ASC Incident Finance<br>Cooperative Agreements<br>877-272-7248<br><a href="mailto:sm.fs.asc_coop@usda.gov">sm.fs.asc coop@usda.gov</a>                                                                                   | Chuck Dantuono<br>(909) 864-6861 Ext: 224<br><br><a href="mailto:cdantuono@cityofhighland.org">cdantuono@cityofhighland.org</a>                                                               |
| Local Financial or<br>Incident Business<br>Contact: (Name, phone,<br>email address) | Heidi Chambers<br><br>916-640-1057<br><a href="mailto:heidi.chambers@usda.goc">heidi.chambers@usda.goc</a>                                                                                                               | Chuck Dantuono<br><br>(909) 864-6861 Ext: 224<br><a href="mailto:cdantuono@cityofhighland.org">cdantuono@cityofhighland.org</a>                                                               |
| Unique Entity ID (UEI)                                                              | G2EGL5TJE6N3                                                                                                                                                                                                             | EDJVNAU35G76                                                                                                                                                                                  |
| Indirect Cost Rate                                                                  | 13%*                                                                                                                                                                                                                     | 14.94%                                                                                                                                                                                        |

\*Forest Service indirect cost rate applied in accordance with FSH 1909.13 Chapter 40.

- **FIRE BILLING TIMEFRAMES.** Except for cost-share agreement billings, the parties to this agreement will submit invoices within 60 days of the demobilization from the incident. Extensions beyond the 60 days for invoice submittal must be presented in writing to the reimbursing party. All bills will have a payment due date within 30 days after date of issuance.





- **STANDARDS FOR FINANCIAL MANAGEMENT – COOPERATIVE FIRE.**

- 1. Financial Reporting**

The Parties shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

- 2. Accounting Records**

The Parties must maintain records for each incident or project which adequately identify the source and use of funds. These records must contain information pertaining to expenses related to each incident, unobligated balances, assets, liabilities, outlays or expenditures, and income. Such documents must be made available to the Federal Agency, Office of Inspector General, the Government Accounting Office, and Highland upon request.

- 3. Internal Controls**

Effective control and accountability must be maintained for all Federal funds, real and personal property, and other assets. Highland must keep written internal controls to ensure that all Federal funds received are separately and properly allocated to each incident and used solely for authorized purposes.

- 4. Source Documentation**

Accounting records for each incident or project must be supported by source documentation such as cancelled checks, paid bills, payrolls, time and attendance records, equipment use and cost records, contract or subaward documents, etc. Such documents must be made available to the Federal agency or Highland upon request.

- **SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM).** Highland shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, *System for Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).
- **OVERPAYMENT.** Any funds paid to Highland in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by Highland to the U.S. Forest Service:
  - Any interest or other investment income earned on advances of agreement funds; or



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- Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned;

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the U.S. Forest Service may reduce the debt by:

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to Highland.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

#### IX. GENERAL PROVISIONS:

- PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

|                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City Program Contact</b><br>Chief Ron Janssen<br>26974 Base Line<br>Highland, CA 92346<br>Telephone: (909) 253-8114<br>Email: <a href="mailto:ron.janssen@calfire.ca.gov">ron.janssen@calfire.ca.gov</a>                                                                    | <b>City Administrative Contact</b><br>Joseph Hughes<br>27215 Base Line Street<br>Highland, CA 92346<br>Telephone: (909) 864-6861 Ext.221<br>Email: <a href="mailto:jhughes@cityofhighland.org">jhughes@cityofhighland.org</a>             |
| <b>U.S. Forest Service Fire Program Contact</b><br>Michael Nobles<br>Forest Fire Management Officer<br>Telephone: (909) 382-2629<br>Email: <a href="mailto:michael.nobles@usda.gov">michael.nobles@usda.gov</a>                                                                | <b>U.S. Forest Service Program - Incident Business - Contact</b><br>Heidi Chambers<br>3237 Peacekeeper Way<br>McClellan, CA 95652<br>Telephone: 916-540-1057<br>Email: <a href="mailto:heidi.chamber@usda.gov">heidi.chamber@usda.gov</a> |
| <b>U.S. Forest Service Administrative Contact</b><br>Planning Chief – Stephanie Childs<br>602 S. Tippecanoe Ave<br>San Bernardino, CA 92408<br>Telephone: 909-382-2631<br>FAX: 909-383-5770<br>Email: <a href="mailto:stephanie.childs@usda.gov">stephanie.childs@usda.gov</a> |                                                                                                                                                                                                                                           |

- PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS. All nonfederal government entities working on this agreement will adhere to the below





provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:

- a. The recipient (Highland) may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
  - b. The recipient (Highland) must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.
  - c. The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
  - d. If the Government determines that the recipient is not in compliance with this award provision, it:
    - (1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
    - (2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.
- USE OF U.S. FOREST SERVICE INSIGNIA. In order for Highland to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications (Washington Office). A written request will be submitted by the U.S. Forest Service to the Office of Communications Assistant Director, Visual Information and Publishing Services, prior to use of the insignia. The U.S. Forest Service will notify Highland when permission is granted.
  - FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA. Highland shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.
  - NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. Highland shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.



***"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)"***

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800)877-8339, or voice relay (866) 377-8642. USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

***"This institution is an equal opportunity provider."***

- **NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or Highland are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Contact, at the address specified in this agreement.

To Highland Program Contact, at the address shown in this agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- **AVAILABILITY FOR CONSULTATION.** Both parties agree to be available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.
- **PARTICIPATION IN SIMILAR ACTIVITIES.** This agreement in no way restricts the U.S. Forest Service or Highland from participating in similar activities with other public or private agencies, organizations, and individuals.
- **REMEDIES FOR COMPLIANCE RELATED ISSUES – COOPERATIVE FIRE.** If either party materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, either party may wholly or partly suspend or terminate the current agreement.
- **ENDORSEMENT.** Any of Highland's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of Highland's products or activities and does not by direct reference or implication convey Highland's endorsement of the U.S. Forest Service's activities.



- MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- NONDISCRIMINATION. 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 a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, and so forth) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.
- ELIGIBLE WORKERS. Highland shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). Highland shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.
- AGREEMENT CLOSEOUT – COOPERATIVE FIRE. Within 90 days after expiration date or notice of termination, the parties shall reconcile for final billing/payments and close the agreement.
- PROGRAM MONITORING – COOPERATIVE FIRE. The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved. The parties to this agreement will meet annually to review matters of mutual concern. Program performance reports are not required for emergency response activities.
- RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. Highland shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records include books, documents, accounting procedures and practice, and other data, regardless of the type or format. Highland shall provide access and the right to examine all records related to this agreement to the Forest Service, Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.



Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

- FREEDOM OF INFORMATION ACT (FOIA). Public access to award or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- TERMINATION – COOPERATIVE FIRE. Either party shall have the right to terminate their participation under this agreement in whole, or in part, at any time before the date of expiration by providing 90 days written notice to the other party. If the agreement is terminated, the parties shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded or pending actions. If a party incurs costs due to the other party's failure to give the requisite notice of its intent to terminate the agreement, the Protecting party shall pay any actual costs incurred by the Supporting Party as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.
- ALTERNATE DISPUTE RESOLUTION. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- DEBARMENT AND SUSPENSION. Highland shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should Highland or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- MODIFICATIONS – COOPERATIVE FIRE. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. No party is obligated to fund any changes not properly approved in advance.
- COMMENCEMENT/EXPIRATION DATE – COOPERATIVE FIRE. This agreement is executed as of the date of the last signature and is effective through



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**12/31/2024** at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

If this agreement expires during an incident, the terms of this agreement will apply until the end of the incident. The parties must execute a written modification within 30 days following the incident to properly document the time extension. No other changes shall be retroactively applied for this time extension.

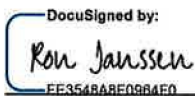
All Fire Supplemental Project Agreements must be completed within the timeframe of this agreement. However, if this agreement is replaced or superseded by a new agreement, current Fire Supplemental Project Agreements may remain in effect to the extent they do not conflict with the provisions of the new agreement, but only until such time that the Fire Supplemental Project Agreements can be completed or modified to be incorporated under the terms of the new agreement.

- **AUTHORIZED REPRESENTATIVES.** By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement.

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

  
LARRY MCCALLON, Mayor  
City of Highland

June 13, 2023  
Date

DocuSigned by:  
  
FE3548A8E0984E0

RON JANSSEN, Fire Chief City of  
Highland FD

5/10/2023

Date

  
DANELLE HARRISON, Forest Supervisor  
U.S. Forest Service, San Bernardino National Forest

7/3/2023  
Date

|                                                                                   |                     |                            |
|-----------------------------------------------------------------------------------|---------------------|----------------------------|
|  | U.S. Forest Service | OMB 0596-0217<br>FS-1500-7 |
|-----------------------------------------------------------------------------------|---------------------|----------------------------|

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

LOUISE  
EWEN

Digitally signed by LOUISE  
EWEN  
Date: 2023.02.15 18:59:12  
-08'00'

Louise M Ewen  
Grants & Agreements Specialist  
U.S. Forest Service, Pacific Southwest Region

Date



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## 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 4 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.

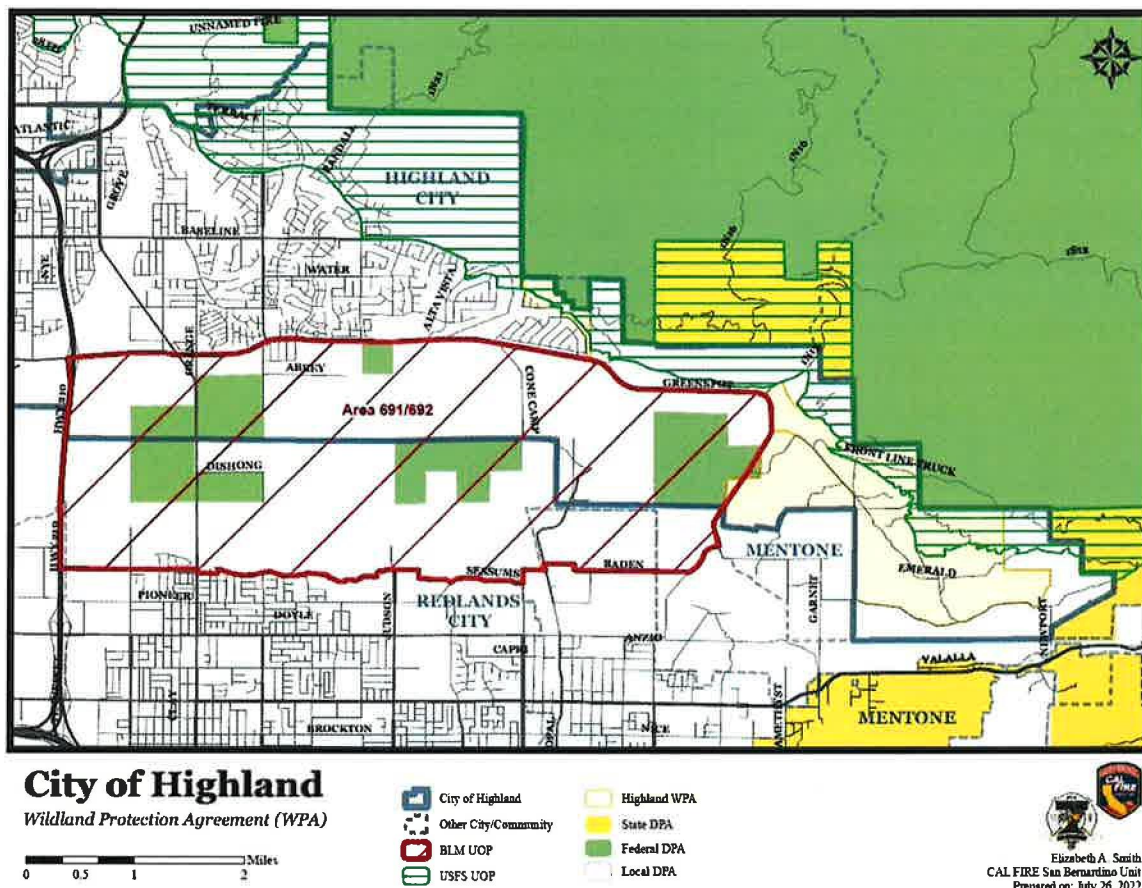
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political 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.





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OMB 0596-0217  
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**EXHIBIT B – Protection (Operating) Plan**

**Attached**

**Exhibit C – Fire Supplemental Project Agreement**

**Attached**

**Exhibit D – Cost Share Agreement**

**Attached**

FS Agreement No. 23-FI-11051200-009\_\_\_\_

Cooperator Agreement No. \_\_\_\_\_

**Exhibit B**  
**OPERATING PLAN**  
**FOR COOPERATIVE FIRE PROTECTION AGREEMENT**  
**Between**  
**The CITY OF HIGHLAND**  
**(City of Highland FD)**  
**and**  
**U.S. FOREST SERVICE**  
**SAN BERNARDINO NATIONAL FOREST**

**OPERATING PLAN**

The Parties will meet annually, prior to the initiation of fire season to review and update, if necessary, the Operating Plan (OP). This annual review will be documented by signing and dating the review block on the signature page of this OP. This OP will include protection area maps for all Parties, rates for use of City of Highland Fire Department (City of Highland FD) equipment and personnel, lists of principal personnel, dispatching procedures, and any other items identified in this Agreement as necessary for efficient implementation. This OP shall become attached to and be a part of the Cooperative Fire Protection Agreement (CFPA). This OP takes effect as of the date of the last signature and will remain in effect until superseded by a new OP or upon expiration of the agreement.

**MUTUAL AID RESPONSE PROCEDURES**

Mutual aid is the initial attack response by both The CITY OF HIGHLAND FD and U.S. Forest Service suppression resources that are identified in each Party's Emergency Command Center's run cards or computerized automated dispatch system (CAD). The Protecting Party will not be required to reimburse the Supporting Party for initial attack actions taking place in these areas within the first 12 hours (as identified in the Agreement) following initial dispatch of suppression resources. **If the duration of the response exceeds 12 hours the cooperator will be reimbursed beginning at the time of initial dispatch.**

The U. S. Forest Service agrees to send the following resources initial attack response (minimum):

| <b>High Response Level</b>        | <b>Moderate Response Level</b>    | <b>Low Response Level</b>         |
|-----------------------------------|-----------------------------------|-----------------------------------|
| 5 – Type 3 Engines                | 3 – Type 3 Engines                | 1 – Type 3 Engine                 |
| 2 – Handcrews (when available)    | 1 – Fire Prevention / Patrol Unit | Or                                |
| 1 – Fire Prevention / Patrol Unit | 1 – Chief Officer                 | 1 – Fire Prevention / Patrol Unit |
| 1 – Chief Officer                 |                                   |                                   |

Any resources beyond this will be negotiated as reimbursable fire assistance. When the U. S. Forest Service is at draw down, resources dispatched will be modified.

The City of Highland FD agrees to send the following resources to the U.S. Forest Service as Automatic Aid to areas within the defined Mutual Aid Zone (MAZ).

**City of Highland FD**

| <b>High Response Level</b> | <b>Moderate Response Level</b> | <b>Low Response Level</b> |
|----------------------------|--------------------------------|---------------------------|
| 2- Type 1 Engines          | 1- Type 1 Engine               | 1 – Type 1 Engine         |
| 1- Chief Officer           | 1- Chief Officer               |                           |
|                            |                                |                           |
|                            |                                |                           |

When the City of Highland is at draw down, resources dispatched may be modified.

Aircraft (fixed and rotary-winged) including pilot(s) shall always reimbursable fire assistance, EXCEPT when the response is under a unified command and the fire threatens both local and federal jurisdictions. Fiscal responsibility for all aircraft will be determined by the ordering process, utilization and cost share agreements.

NOTE: The CITY OF HIGHLAND FD / U.S. Forest Service may request additional resources above the 1st Alarm Brush Assignment within the MAZ and/or request resources for incidents outside the MAZ under Mutual Aid which will be considered reimbursable fire assistance from time of dispatch.

**DESCRIPTION OF U.S. FOREST SERVICE DIRECT PROTECTION AREA (DPA)**

The U.S. Forest Service has the responsibility for prevention, protection and suppression of Wildland fires on National Forest administered lands, and on adjacent or intermingled State and private forested lands as identified through the current CFMA.

**APPENDIX A**

**DPA MAPS**

**(<https://nifc.maps.arcgis.com/apps/webappviewer/index.html?id=f62c0156e48047f59791293aa794b0f3>)**

**DESCRIPTION OF THE RVS's DIRECT PROTECTION AREA (DPA)**

The CITY OF HIGHLAND FD has the responsibility for prevention, protection and suppression of structure and other non-Wildland fires within the established fire district. These structures and lands protected by the CITY OF HIGHLAND FD are intermingled or adjacent to lands protected by the U.S. Forest Service.

## **APPENDIX B**

### **SEE CURRENT LRA DPA MAP**

#### **CLOSEST FORCES**

The CITY OF HIGHLAND FD and the U.S. Forest Service agree to adopt the "Closest Forces" concept for initial attack. This philosophy dictates that the closest available appropriate resource regardless of ownership shall be utilized initially. The emphasis to get the closest appropriate resources to respond to initial attack fires is in the best interest of both Parties. This concept of "Closest Forces" will also be applied to ongoing incidents whenever there is a critical and immediate need for the protection of life and property. Beyond initial attack, the "Closest Forces" concept is modified and the Protecting Party will request the most appropriate resource to aid in the suppression of a wildfire.

#### **MOVE-UP AND COVER**

"Move-up and Cover" is the reallocation of fire suppression resources from their established location to a temporary location. For this agreement, "Move-up and Cover" is limited to moving Supporting Party engine companies and dozers (if applicable) to Protecting Party facilities which have been temporarily vacated because of emergency activity. The Protecting Party may decide to provide subsistence and lodging at no cost to the Supporting Party for support or agency specific mission only. Mutual Aid (if applicable) "Move-up and Cover" will be at no cost to the Protecting Party for the initial Mutual Aid period agreed to in this CFPA. While in the Mutual Aid period (if applicable), if the Supporting Party's resources are dispatched by the Protecting Party to a fire, reimbursable fire assistance will apply unless the fire is in an area of predetermined aid as agreed to in this CFPA.

#### **SINGLE POINT RESOURCE ORDERING**

All requests for emergency assistance and incident support must be clear and precise and shall be processed and recorded through a single dispatching center identified by the Incident Commanders of both Parties (Unified Command) and supported by order and request numbers. Any resources ordered outside of the Unified Ordering Point (UOP) will be considered voluntary contribution to the incident and will not seek reimbursement.

When ordering resources, it should be identified on the resource order, under "special considerations," when ordering for a specific agency mission need, even if/when going through another agency ordering point.

#### **COMMUNICATIONS AND FREQUENCY MANAGEMENT**

The Parties agree to utilize the frequencies assigned by the Emergency Command Centers for the

management of an incident. This includes the assigned Command and Tactical Frequencies. In the case where the Parties' administrative frequencies have not been assigned for those purposes, the use of those frequencies must be temporarily suspended. While away from the home geographic area and traveling to and from an incident, the Parties agree to suspend the use of their respective pre-assigned frequencies. These frequencies are licensed through the Federal Communications Commission for specific geographic areas and are not to be used outside those areas. Family recreational "walkie-talkie" type radios are prohibited from use while traveling to and from an incident or while on any federal incident.

### **SHARING FREQUENCIES**

The CITY OF HIGHLAND FD /U.S. Forest Service agrees to authorization of use of the following frequencies. These frequencies will be used for fire/emergency only within or adjacent to the CITY OF HIGHLAND FD responsibility area.

#### **APPENDIX C**

These frequencies will be used for fire/emergency only within or adjacent to the CITY OF HIGHLAND FD /U.S. Forest Service's responsibility area.

#### **APPENDIX D**

SAN BERNARDINO NATIONAL FOREST FREQUENCY ASSIGNMENTS

#### **APPENDIX E**

CITY OF HIGHLAND FD DUTY OFFICER CONTACT

#### **APPENDIX F**

U.S. FOREST SERVICE DUTY & LINE OFFICER CONTACT

### **ICS QUALIFIED LIST**

The list of qualified personnel is maintained by the CITY OF HIGHLAND FD Command /Dispatch Center. The resources may be available on a reimbursable fire assistance basis depending on Party's drawdown and commitments.

### **THE USE OF TRAINEES**

Both Parties agree to the use of trainees when practical; however, the automatic dispatch of or use of trainees will not occur without prior approval of the hosting unit or Incident Commander.

All CITY OF HIGHLAND FD trainees will be the cost responsibility of the sending unit.

### **STRUCTURE DEFENSE**

When the local agency's resources are exhausted and need to be augmented for structure defense, as determined and negotiated by the unified incident commanders in consultation with Agency Representative and Agency Administrator, the Federal Agency having DPA responsibility may bear the cost of the augmentation.

### **REIMBURSEMENT Personnel & Equipment - Outlined in agreement under:**

### **VIII REIMBURSEMENT AND USE OF COOPERATIVE FIRE RESOURCES:**

For Reimbursement under the terms of this CFPA all resource orders must be dispatched and processed by the SAN BERNARDINO NATIONAL FOREST, Communication Center, when not in Unified Command. Any request not dispatched or processed by this ECC will not be reimbursed under this local agreement.

### **U.S. Forest Service Personnel and Equipment:**

Reimbursable U.S. Forest Service costs will include actual costs associated with the direct fire operations and incident support ordered by or for the incident (except as otherwise described as reciprocal initial attack as identified herein, and independent action situations). The CITY OF HIGHLAND FD will be billed for support to incidents that are the jurisdictional responsibility of the CITY OF HIGHLAND FD. The Administrative Rate for the U.S. Forest Service is published in the agency's Annual Program Direction.

### **REIMBURSEMENT RATES AND METHODOLOGY (Aviation)**

### **Federal Excess Property Program (FEPP) Equipment**

Under the FEPP program, FEPP rates apply when federal property is loaned to the State Forester, who may place it with local fire departments to improve local fire programs. If this loaned federal property is used on a U.S. Forest Service incident, the CITY OF HIGHLAND FD will only charge the U.S. Forest Service operating costs that include maintenance, fuel, oil, etc. Charges may not include amortization, depreciation, replacement costs, modification start-up costs, or related charges.



**Aircraft**

Aircraft utilization will always be reimbursable fire assistance upon request from the U.S. Forest Service. Reimbursable fire assistance will be negotiated for aircraft utilization for mutual threat incidents. Flight and stand-by rates for aircraft will be developed, agreed to in advance, and published annually herein, utilizing the rates and/or methodology utilized by the California Department of Forestry and Fire Protection (CAL FIRE). Reimbursable fire assistance rates and reimbursements for aircraft will be based on the following guidelines:

**1. Fixed Wing**

Reimbursements will be based on aircraft rate which includes pilot costs. The Air Tactical Group Supervisor ("ATGS") will be itemized separately. ATGS Stand-by rates will be determined based on personnel costs.

**2. Helicopter**

Reimbursement will be based on CAL FIRE Type 2 helicopter rate (same CAL FIRE UH-1H Super-Huey specification and cost basis) which includes pilot costs. Helitack crew with Helitender, Fuel Truck and chase vehicle (e.g. 1-Ton Pickup) will be itemized separately. Flight Crew and Crew Carrying Vehicle (CCV) will also be itemized separately.

**WHERE TO SEND REIMBURSEMENT INVOICES**

Invoices for services under this agreement must be sent electronically to the following addresses as appropriate. This address supersedes any invoice mailing address which may be reflected in the existing cooperative agreement.

| <b>U.S. Forest Service</b>                                                                                                                                                                                         | <b>City of Highland FD</b>                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name: Planning Chief - Stephanie Childs<br>Address: 602 S. Tippecanoe Ave.<br>City, State, Zip: San Bernardino, CA 92408<br>Telephone: 909-382-2631<br>Fax: 909-383-5770<br>Email: stephanie.childs@usda.gov Name: | Name: Chief Ron Janssen<br>Address: 26974 Base Line<br>City, State, Zip: Highland, CA 92346<br>Telephone: 909-253-8114<br>Email: <a href="mailto:ron.janssen@calfire.ca.gov">ron.janssen@calfire.ca.gov</a> |

**ITEMS NOT REIMBURSABLE**

The following items are not reimbursable in the execution of this Agreement and are considered standard personal support supply/equipment.

- Laptop Computers
- Incident position support kits

- Calculators
- Printers
- GPS units
- Cell phones (except as provided below)
- Personal telephone charges
- Support items normally available in Supply Unit, e.g. tents, sleeping bags, pads, water coolers, etc.

### **DURATION OF ASSIGNMENTS**

Consideration must be given to the health and safety of personnel when assigned to fires of long duration. It is agreed that duration of assignments is dictated by each Party's policy. Extension of assignments beyond the Supporting Party's policy may be requested. It is the responsibility of the Protecting Party to request relief personnel in advance of the Supporting Party's policy time limit. The Protecting Party is further responsible for the transportation costs of moving personnel to the fire and returning those relieved personnel back to their home stations. In all cases, the CITY OF HIGHLAND FD and U.S. Forest Service agree that their Incident Commanders will release suppression resources to their primary mission responsibilities as soon as priorities allow. For incidents within the state, there is a required 7-day minimum commitment. Both Parties agree to honor the minimum length of assignments guidelines.

### **REST AND RECUPERATION**

The National Wildfire Coordinating Group (NWCG) establishes Rest and Recuperation (R & R) guidelines that govern R & R on all Federal incidents. These guidelines may change throughout the year depending on fire activity and physical condition of fire resources. CITY OF HIGHLAND FD personnel assigned to a U.S. Forest Service incident may be given R & R during the incident in which case the R & R is in pay status and charged against the incident. However, if the CITY OF HIGHLAND FD wishes to grant their personnel R & R upon their return to home, the R & R is not compensable under the terms of this agreement.

### **AIR BOTTLE SUPPORT**

The CITY OF HIGHLAND FD agrees to refill breathing apparatus bottles when requested by the U.S. Forest Service subject to compliance with all laws and policies pertaining to breathing apparatus.

### **NON-WILDFIRE INCIDENTS**

The CITY OF HIGHLAND FD has jurisdictional responsibility for all non-wildfire emergencies within its protection area even when these areas include U.S. Forest Service DPA. The only exceptions are for those emergency incidents under the jurisdiction of the California Highway Patrol, County Sheriff, California Department of Fish & Game and the U.S. Coast Guard.

**FIRE PREVENTION**

**JOINT PRESS RELEASES** Develop joint press releases on cooperative fire protection issues to ensure that the interests of both Parties are adequately addressed.

**SMOKEY BEAR PROGRAM** The Parties will cooperate in the delivery of Smokey Bear programs.

**LOCAL EDUCATION PROGRAMS** The Parties agree to cooperatively conduct local school and other fire prevention education programs.

**FIRE PREVENTION SIGNS** Coordination and placement of fire prevention signs should be coordinated by both Parties in order to prevent duplication of effort and sending mixed messages. This is especially important for fire danger rating signs.

**LOCAL EVENTS** The Parties agree to cooperative conduct fire prevention programs at local community events.

**BURNING AND CAMPFIRE PERMITS**

In accordance with current instructions, permits for campfire (CDF form LE-63), dooryard premises burning (CDF form LE-62), and other burning (CDF form LE-5) (except vegetation management program and brushland conversion burning (CDF form LE-7) on State Responsibility lands in Federal Agency DPAs will be issued by the Federal Agency or local fire protection district personnel authorized to do so by the Director of CDF. If both parties' personnel are authorized to issue campfire and burning permits by CDF, both Parties agree to issue burning and campfire permits for each other's DPAs. Both Parties agree to notify one another when burn permits are issued. Fire Restrictions, Red Flag or other situations that may affect the safe execution of campfire and/or burn permits will be shared by each Party.

**NON-FIRE PROJECT USE OF RESOURCES**

Each of the Parties may jointly conduct appropriate mutual interest projects. These projects may include but not limited to hazardous fuels reduction (i.e.: prescribed fire burn and prep., thinning, etc.) and facility/compound maintenance. Any shared cost or reimbursement will be governed in accordance with a Supplemental Project Agreement signed by each Party prior to the start of the project.

**WILDLAND FIRE DECISION SUPPORT SYSTEM (WFDSS)**

U.S. Forest Service policy requires the use of "Wildland Fire Decision Support System" (WFDSS) for all fires on or threatening U.S. Forest Service administered lands that have escaped initial attack. In Unified Command situations the U.S. Forest Service will include the CITY OF HIGHLAND FD's input into the development of control objectives, strategy and priorities.

**REPAIR OF SUPPRESSION ACTIVITY DAMAGE**

Repair of suppression related activity damage (e.g., spreading of dozer berms, installations of water bars, minor road repairs, minor fence repair, etc.) will normally be done by the Party with direct protection responsibility for the fire as an integral part of overhaul/mop-up. Any rehabilitation beyond this level may be the responsibility of the landowner.

**MAPS TO SUPPORT ANNUAL OPERATING PLAN**

On an as needed basis, maps needed to support this OP will become attachments to the OP. These may include the DPA boundary, fire protection facilities by Party and location, pre-planned "Mutual Aid" initial attack response areas, "Mutual Aid Move-up and Cover" facilities or special management consideration areas.

**POSSESSION OF AGREEMENT AND OP ON INCIDENTS**

On incidents, the Supporting Party shall furnish the Protecting Party, upon demand, a signed copy of the CFPA and current OP. This operating plan will be reviewed annually by JUNE 1 and revised as needed. This Operating Plan is executed as of the date of the last signature and remains in effect through FIVE YEARS unless modified or superseded.

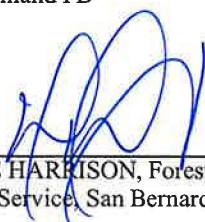
**APPROVAL:**

IN WITNESS WHEREOF, the Parties have executed this Operating Plan as of the last date written below:

DocuSigned by:  
  
FE3548A8F0984F6...  
Ron Janssen, Fire Chief  
City of Highland FD

6/5/2023

Date

  
DANIELLE HARRISON, Forest Supervisor  
U.S. Forest Service, San Bernardino National Forest

7/3/2023  
Date

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

**LOUISE  
EWEN**

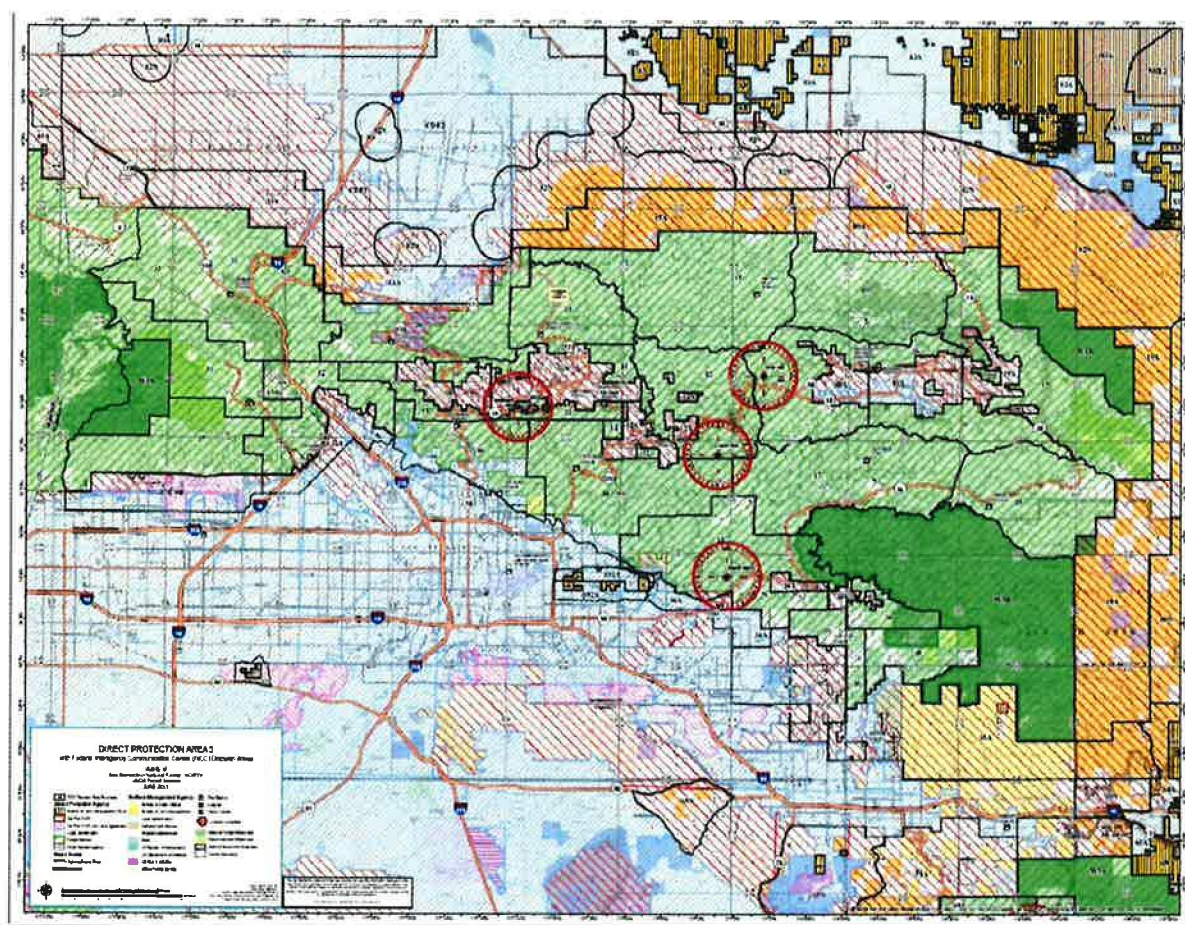
Digitally signed by  
LOUISE EWEN  
Date: 2023.02.16  
07:38:56 -08'00'

Louise Ewen  
U.S. Forest Service Grants Management Specialist

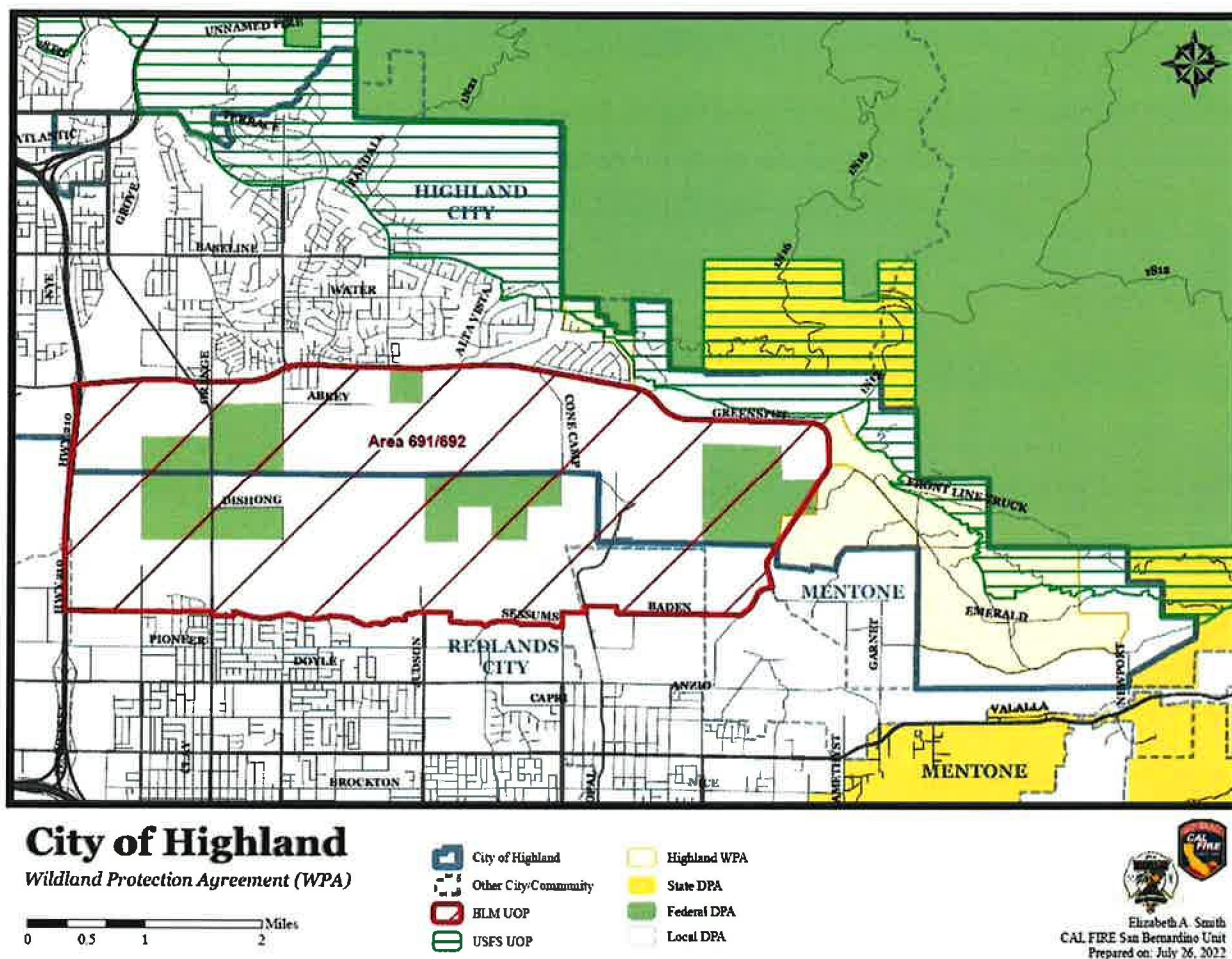
Date



## San Bernardino National Forest DPA MAP



**APPENDIX B**  
**LRA DPA MAP**



**APPENDIX C****CAL FIRE / CITY OF HIGHLAND FD  
FREQUENCY ASSIGNMENTS**

The CITY OF HIGHLAND FD agrees to authorize use by the Forest Service of the following frequencies:

| <b>Command Nets:</b>  | <b>FMN/Analog</b>   | <b>FMN/Analog</b>   | <b>Tone / Location</b> |
|-----------------------|---------------------|---------------------|------------------------|
|                       | <b>RX 151.44500</b> | <b>TX 159.39000</b> | Local 1                |
|                       | <b>RX 151.35500</b> | <b>TX 159.30000</b> | CDF C1                 |
|                       | <b>RX 151.26500</b> | <b>TX 159.33000</b> | CDF C2                 |
|                       | <b>RX 151.34000</b> | <b>TX 159.34500</b> | CDF C3                 |
| <b>Tactical Nets:</b> | <b>TX 151.2575</b>  |                     | CDFTAC 1               |

**APPENDIX D****SAN BERNARDINO NATIONAL FOREST FREQUENCY ASSIGNMENTS**

The Forest Service agrees to authorize use by the CITY OF HIGHLAND FD of the following frequencies:

| <b>Command Nets:</b>  | <b>RX 171.4750</b><br><b>RX 171.4750</b><br><b>RX 172.2250</b>                                             | <b>TX 171.4750</b><br><b>TX 168.1500</b><br><b>TX 164.1375</b> | Forest Net Direct<br>Forest Net Repeat<br>Admin Net                                |
|-----------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Tactical Nets:</b> | <b>TX 168.2000</b><br><b>TX 166.5500</b><br><b>TX 167.1125</b><br><b>TX 169.1125</b><br><b>TX 168.4875</b> |                                                                | NIFC Tac 2<br>R5 Tac 4<br>R5 Tac 5<br>R5 IA Air to Grnd 59<br>R5 IA Air to Grnd 53 |

These frequencies will be used for fire/emergency only within or adjacent to the Forest Service's responsibility area.



**APPENDIX E****FD Chiefs & Contacts****CITY OF HIGHLAND- CAL FIRE - SAN BERNARDINO UNIT**BDU Command Center **Emergency # 1-800-992-4494** / Business 909-881-6916 or 909-883-1112**DUTY CHIEF LINE (909) 881-6919****Position Name Radio ID Office Cell Phone**

|                                                                                    |                   |              |               |
|------------------------------------------------------------------------------------|-------------------|--------------|---------------|
| <u><b>Unit Chief Shane Littlefield C3500</b></u>                                   | 909-881-6999      | 951-314-0402 |               |
| <u><b>Deputy Chief / Ron Janssen C3501</b></u>                                     | 909-881-6959      | 909-253-8114 |               |
| <u><b>Division Chief / HQ Administrative Officer John Toon D3502</b></u>           | 909-881-6902      |              | 9 09-677-9435 |
| <u><b>Division Chief / Prado Camp / W. Vly Div. Travis Thogmartin D3503</b></u>    | 909-597-2911      |              | 909-677-9436  |
| <u><b>Division Chief / Pilot Rock / Mtn. Division Tony Jones D3504</b></u>         | 909-338-2812      |              | 909-915-4797  |
| <u><b>Division Chief / Owens Valley Camp / OV Div. Vacant D3505</b></u>            |                   |              |               |
| <u><b>Division Chief / Fenner Canyon / Desert Div. Duran Gaddy D3506</b></u>       | 661-944-5086      |              | 909-991-2399  |
| <u><b>Forester I / HQ / Chief of the Pre-Fire Management David Haas F3507</b></u>  | 909-881-6955      |              | 909-253-6632  |
| <u><b>Battalion Chief / Training Bureau Brandon Lanning B3508</b></u>              | 909-522-1883      |              | 442-800-3528  |
| <u><b>Battalion Chief / Communications - ECC Chief Vacant B3509</b></u>            |                   |              |               |
| <u><b>Battalion Chief / Batt. 1 Highland Sean Landavazo B3511</b></u>              | 909-862-3031      |              | 909-680-9526  |
| <u><b>Battalion Chief / Batt. 2 Desert Travis Lemm B3512</b></u>                   | 760-868-3555      |              |               |
| <u><b>Battalion Chief / Batt. 3 Yucaipa/Yucca Valley Alison Hesterly B3513</b></u> | 760-442-2594      |              |               |
| <u><b>Battalion Chief / Batt. 3 Yucaipa Grant Malinowski B3513A</b></u>            | 909-795-3048 x222 |              | 909-677-9578  |
| <u><b>Battalion Chief / Batt. 4 Owens Valley Matt Edmiston B3514A</b></u>          | 760-387-2565      |              | 760-937-4325  |
| <u><b>Battalion Chief / Batt. 4 Owens Valley Arnold Ramirez B3514B</b></u>         | 760-387-2565      |              | 661-618-4611  |
| <u><b>Battalion Chief / CIW / Batt. 5 / Helitack Vacant</b></u>                    |                   |              |               |
| <u><b>Battalion Chief / Mtn Top Battalion 6 Brett Taylor B3516</b></u>             | 909-336-1626      |              | 909-531-3087  |
| <u><b>Battalion Chief / Mtn Top Battalion 6 Relief Vacant B3516A</b></u>           |                   |              |               |
| <u><b>Battalion Chief / Admin. / Batt. 5 Relief BC Pat Aguada B3517</b></u>        | 909-881-6941      |              | 909-531-2733  |
| <u><b>Battalion Chief / Batt. 6 / Pilot Rock Camp Vacant B3518</b></u>             |                   |              |               |
| <u><b>Battalion Chief / Batt. 2 Desert Rusty McCulley B3519*</b></u>               | 760-365-4411      |              | 909-531-1110  |
| <u><b>Battalion Chief / Fire Prevention Bureau Joe Pidgeon B3520*</b></u>          | 909-881-6920      |              | 951-314-0413  |

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**APPENDIX F****SAN BERNARDINO NATIONAL FOREST Chief & Line Officer Contacts**

|                                           |                     |                                     |                     |                                   |                             |
|-------------------------------------------|---------------------|-------------------------------------|---------------------|-----------------------------------|-----------------------------|
| <b>Supervisor's Office<br/>Fire Staff</b> | <b>909.382.2600</b> | <b>San Bernardino ATB</b>           | <b>909.382.2989</b> |                                   |                             |
|                                           |                     | <b>FICC Dispatch</b>                | <b>909.383.5654</b> | <b>Emergency<br/>909.383.5651</b> |                             |
| <b>NAME</b>                               | <b>CALL SIGN</b>    | <b>POSITION</b>                     | <b>WORK</b>         | <b>MOBILE</b>                     | <b>EMAIL ADDRESS</b>        |
| Mike Nobles                               | Chief 1             | Forest Fire Chief                   | 909.382.2629        | 951.204.0165                      | micahel.nobles@usda.gov     |
| Scott Howes                               | Chief 2             | Deputy Forest Fire Chief            | 909.382.2879        | 909.269.2927                      | scott.howes@usda.gov        |
| Jason Megowan                             | Division 6          | FICC Center Manager                 | 909.383.5651        | 909.771.4811                      | Jason.megowan@usda.gov      |
| Doug Ross                                 | Division 7          | Aviation Officer                    | 909.382.2994        | 951.288.5372                      | doug.ross@usda.gov          |
| VACANT                                    | Battalion 71        | Air Tanker Base Manager             | 909.382.2989        |                                   |                             |
| VACANT                                    | Battalion 72        | Air Attack Officer                  | 909.382.2745        |                                   |                             |
| Lauren Blake                              | Division 8          | Fuels/Fire Protection<br>Specialist | 909.382.2632        | 951.573.6065                      | lauren.blake@usda.gov       |
| Stephanie Childs                          | Division 9          | Fire Mgmt. Planning<br>Specialist   | 909.382.2631        | 626.482.6680                      | stephanie.childs@usda.gov   |
| VACANT                                    | Safety 1            | Safety Officer                      |                     |                                   |                             |
| <b>Mountaintop Division</b>               |                     | <b>West (Sky Forest Office)</b>     | <b>909.382.2758</b> |                                   |                             |
|                                           |                     | <b>East (Fawnskin Office)</b>       | <b>909.382.2790</b> |                                   |                             |
| Matt Ahearn                               | Division 1          | Division Chief                      | 909.382.2772        | 951.315.5856                      | matt.ahearn@usda.gov        |
| David Duran                               | Battalion 11        | West Battalion                      | 909.382.2769        | 909.486.1703                      | david.duran@usda.gov        |
| Brian Grant                               | Battalion 12        | Prevention/Fuels Battalion          | 909.382.2802        | 909.806.0385                      | brian.grant3@usda.gov       |
| Mike Koontz                               | Battalion 13        | East Battalion                      | 909.382.2790        | 951.315.5849                      | michael.koontz@usda.gov     |
| <b>Front Country Division</b>             |                     | <b>West (Lytle Creek Office)</b>    | <b>909.382.2850</b> |                                   |                             |
|                                           |                     | <b>East (Mill Creek Office)</b>     | <b>909.382.2881</b> |                                   |                             |
| Josh Boehm                                | Division 3          | Division Chief                      | 909.382.2892        | 909.454.5348                      | joshua.boehm@usda.gov       |
| Nathan Leatherman                         | Battalion 31        | West Battalion                      | 909.382.2877        | 909.486.1716                      | Nathan.leatherman@usda.gov  |
| Michael Page                              | Battalion 32        | Protection/Fuels Battalion          | 909.382.2893        | 909.486.1718                      | michael.j.page@usda.gov     |
| Reno Renteria                             | Battalion 33        | East Battalion                      | 909.382.2892        | 909.486.1709                      | reno.renteria@usda.gov      |
| <b>San Jacinto Division</b>               |                     | <b>Idyllwild Office</b>             | <b>909.382.2922</b> |                                   |                             |
| Sal Reyes                                 | Division 5          | Division Chief                      | 909.382.2943        | 951.236.1925                      | salvador.reyes@usda.gov     |
| Matt Boss                                 | Battalion 51        | Suppression Battalion               | 909.659.2377        | 951.314.1427                      | matthew.boss@usda.gov       |
| Jim Snow                                  | Battalion 52        | Prevention/Fuels Battalion          | 909.659.5130        | 951.240.1219                      | jim.snow@usda.gov           |
| Chris Fogle                               | Battalion 53        | Suppression Battalion               | 909.659.3926        | 909.238.2107                      | chris.fogle@usda.gov        |
| <b>Forest Service Line Officers</b>       |                     |                                     |                     |                                   |                             |
| <b>Name</b>                               |                     | <b>Position</b>                     | <b>Work</b>         | <b>Mobile</b>                     |                             |
| Danelle Harrison                          | Supervisor 1        | Forest Supervisor                   | 909.382.2600        |                                   | Danielle.harrison@usda.gov  |
| Kay Wiand                                 | Supervisor 2        | Deputy Forest Supervisor            | 909.382.2603        |                                   | kay.wiand@usda.gov          |
| VACANT                                    | Ranger 1            | District Ranger                     | 909.382.2728        |                                   |                             |
| Joe Rechsteiner                           | Ranger 3            | District Ranger                     | 909.382.2850        | 951.453.5494                      | joseph.rechsteiner@usda.gov |
| Marc Stamer                               | Ranger 5            | District Ranger                     | 909.382.2922        | 909.486.1724                      | marc.stamer@usda.gov        |

**Exhibit C – Fire Supplemental Project Agreement**

Forest Service Supplemental Project Agreement No. (a) \_\_\_\_\_

Cooperator Project Agreement No. (b) \_\_\_\_\_

**FIRE  
SUPPLEMENTAL PROJECT AGREEMENT  
Between  
(c)  
And  
(d)**

This Fire Supplemental Project Agreement (SPA) is hereby made and entered into by and between (e) \_\_\_\_\_, hereinafter referred to as “the Cooperator,” and (f) \_\_\_\_\_, hereinafter referred to as the U.S. Forest Service under the Reciprocal Fire Protection Act of May 27, 1955, (42 U.S.C. 1856a) and under the provisions of the Local Cooperative Fire Protection Agreement No. (g) \_\_\_\_\_, executed between the Parties.

Project Title: (h) \_\_\_\_\_

**I. BACKGROUND:**

As referenced above, the Parties entered into a Local Cooperative Fire Protection Agreement. The Agreement allows the parties to cooperatively conduct projects or share resources for fire protection and prevention, which includes such activities as prescribed fire/fuels management, preparedness, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts in support of fire management.

**II. PURPOSE:**

The purpose of this SPA is to document the Parties’ contributions and cooperation regarding (i) \_\_\_\_\_. This project is further described in the hereby incorporated Financial and Project Plans, attached as Exhibits (j) \_\_\_\_\_.

**III. THE COOPERATOR SHALL:**

- A. Perform in accordance with the terms of this SPA and with the Financial and Project Plans, Exhibits (j) \_\_\_\_\_.
- B. Bill the U.S. Forest Service for actual costs incurred, not to exceed (k)\$ \_\_\_\_\_, as agreed to in the attached Financial Plan.
- C. Upon presentation of a Bill for Collection, reimburse the U.S. Forest Service for actual costs incurred, not to exceed (l)\$ \_\_\_\_\_, as agreed to in the attached Financial Plan.

**IV. THE U.S. FOREST SERVICE SHALL:**

- A. Perform in accordance with the terms of this SPA and with the attached Financial and Project Plans, Exhibits (j) \_\_\_\_\_.

- B. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the Cooperator for the U.S. Forest Service's share of actual expenses incurred, not to exceed (k)\$ , as shown in the attached Financial Plan. The U.S. Forest Service shall make payment upon receipt of the Cooperator's (m) invoice. Each invoice from the Cooperator must display the total project costs for the billing period, including the Cooperator's share (when applicable). Cooperator in-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Cooperator's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the SPA expiration date.

Each invoice must include, at a minimum:

- 1) Cooperator's complete legal name, address, and telephone number
- 2) U.S. Forest Service Supplemental Project Agreement number
- 3) Invoice date
- 4) Invoice number, if applicable
- 5) Performance dates of the work completed (start & end)
- 6) Total invoice amount for the billing period

The invoice must be forwarded to:

USDA Forest Service  
Albuquerque Service Center  
Payments – Grants & Agreements  
101B Sun Ave NE  
Albuquerque, NM 87109

FAX: 877-687-4894

Send a copy to: (n)

- C. REIMBURSABLE BILLING. The U.S. Forest Service shall bill the Cooperator (m) for funds sufficient to cover the costs for the specific payment period, not to exceed (l)\$ as shown in the attached Financial Plan. All reimbursement billings must be completed within the same fiscal year as U.S. Forest Service expenditures. Overhead is assessed at the rate of (o) percent.

Billings must be sent to: (p)

The U.S. Forest Service is required to issue bills for expenditures incurred under reimbursable agreements at the end of or prior to the end of each federal fiscal year. Therefore, an out-of-cycle bill may be received by the Cooperator.

If payment is not received to the satisfaction of the U.S. Forest Service by the date specified on the bill, the U.S. Forest Service shall exercise its rights regarding the collection of debts owed to the United States.

- D. (q) SPECIAL BILLING REQUIREMENTS – FINANCIAL DOCUMENTATION. Reimbursable billings shall be issued at the prescribed frequency based on expenditures recorded in the U.S. Forest Service accounting system for work performed. Bills for Collection reflect an aggregate

amount for the billing period. U.S. Forest Service Transaction Register listing itemized expenses will be provided upon request at the end of a project or annually for long-term agreements. Provision of the Transaction Register or other supporting documentation accompanying individual bills will be limited to agreements over \$2,500, and only when cooperator requirements are clearly defined within this clause.

The special billing requirements are: (r)

- E. (s)SPECIAL BILLING REQUIREMENTS – PROGRAM DOCUMENTATION. The U.S. Forest Service Program Manager shall provide the Cooperator with a written report that meets the Cooperator's specific documentation requirements.

**V. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

- A. (t)PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this SPA.

**(u)Principal Cooperator Contacts:**

| <b>Cooperator Program Contact</b>                                      | <b>Cooperator Administrative Contact</b>                               |
|------------------------------------------------------------------------|------------------------------------------------------------------------|
| Name:<br>Address:<br>City, State, Zip:<br>Telephone:<br>FAX:<br>Email: | Name:<br>Address:<br>City, State, Zip:<br>Telephone:<br>FAX:<br>Email: |

**(v)Principal U.S. Forest Service Contacts:**

| <b>U.S. Forest Service Program Manager Contact</b>                     | <b>U.S. Forest Service Administrative Contact</b>                      |
|------------------------------------------------------------------------|------------------------------------------------------------------------|
| Name:<br>Address:<br>City, State, Zip:<br>Telephone:<br>FAX:<br>Email: | Name:<br>Address:<br>City, State, Zip:<br>Telephone:<br>FAX:<br>Email: |

- B. LIABILITY. As set forth under the provisions of the referenced Cooperative Fire Protection Agreement.
- C. (w)Mutually agree to the Burn Plan relevant to this SPA, and to any agreed upon revision thereof. Revisions to the Burn Plan that do not materially affect the purpose and/or terms of the SPA, but rather only revises the implementation of the project, do not require a modification to this SPA. The Burn Plan, and any revision thereof, is incorporated by reference into this SPA and will be

maintained by and provided to the Program Contacts listed above.

D. In the event of a conflict between the provisions of this SPA and the referenced Cooperative Fire Protection Agreement, the Cooperative Fire Protection Agreement shall take precedence.

E. (x) PROGRAM PERFORMANCE REPORTS. The Cooperator shall monitor the performance of the agreement activities to ensure that performance goals are being achieved. Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output may be required if that information is useful.
- Reason(s) for delay if established goals were not met.

Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

The Cooperator shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 90 days after the reporting period. The final performance report must be submitted either with the Cooperator's final payment request, or separately, but not later than 90 days from the expiration date of the agreement.

F. (y) PURCHASE OF ASSETS. Any assets (such as equipment, property, or improvements) purchased by the U.S. Forest Service with the Cooperator's contributions shall become the property of the U.S. Forest Service, unless otherwise documented via separate authority and instrument.

G. (z) PROPERTY IMPROVEMENTS. Improvements placed on federal land at the direction, or with the approval of, the U.S. Forest Service, becomes property of the United States. These improvements are subject to the same regulations and administration of the U.S. Forest Service as would other agency improvements. No part of this SPA entitles the Cooperator to any interest in the improvements, other than the right to use them under applicable U.S. Forest Service Regulations.

H. PARTICIPATION IN SIMILAR ACTIVITIES. This SPA in no way restricts the Parties from participating in similar activities with other public or private agencies, organizations, and individuals.

I. ENDORSEMENT. Either Party's contributions made under this SPA do not by direct reference or implication convey endorsement of each other's products or activities.

J. ALTERNATE DISPUTE RESOLUTION. In the event of any issue of controversy under this SPA, the Parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to, conciliation, facilitation, mediation, and fact finding.

K. MODIFICATION – COOPERATIVE FIRE. Modifications within the scope of this SPA must be made by mutual consent of the Parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least (aa)            days prior to implementation of the requested change. No Party is obligated to fund any changes not properly approved in advance.



L. TERMINATION – FIRE SUPPLEMENTAL PROJECT AGREEMENT. Either Party, in writing, may terminate this SPA in whole, or in part, at any time before the date of expiration. Neither Party shall incur any new obligations for the terminated portion of this SPA after the effective date and shall cancel as many obligations as possible. Full credit shall be allowed for each Party's expenses and all non-cancelable obligations properly incurred up to the effective date of termination.

M. COMMENCEMENT/EXPIRATION DATE – FIRE SUPPLEMENTAL PROJECT AGREEMENT. This SPA is executed as of the date of last signature and is effective through (bb) \_\_\_\_\_ at which time it will expire unless extended.

If the referenced Cooperative Fire Protection Agreement is superseded by a new Cooperative Fire Protection Agreement, this SPA may remain in effect to the extent that it does not conflict with the provisions of the new Cooperative Fire Protection Agreement, but only until such time that the project can be completed or modified to be incorporated within the terms of the new Cooperative Fire Protection Agreement.

N. AUTHORIZED REPRESENTATIVES. By signature below, the Parties certify that the individuals listed in this document as representatives of each Party are authorized to act in their respective areas for matters related to this SPA.

\_\_\_\_\_  
(dd) \_\_\_\_\_, (ee) \_\_\_\_\_  
(ff) \_\_\_\_\_ Date (cc)

\_\_\_\_\_  
(hh) \_\_\_\_\_, (ii) \_\_\_\_\_  
(jj) \_\_\_\_\_ Date (gg)

The authority and format of this SPA have been reviewed and approved for signature.  
(kk)

\_\_\_\_\_  
(ll) \_\_\_\_\_, Grants & Agreements Specialist Date  
U.S. Forest Service

**INSTRUCTIONS for Exhibit C - Fire Supplemental Project Agreement**

All provisions in this instrument are mandatory, unless otherwise excepted. Depending on the type of project, there may be additional provisions necessary for compliance with U.S. Forest Service directives or regulations (for example, occupancy/improvements for shared space or joint publications).

- (a) U.S. Forest Service Project Agreement No. For example: FY-FP-11RRUUSS-XXX.
- (b) Cooperator Project Agreement No. Insert Cooperator project agreement number, if applicable.
- (c) Insert name of Cooperator.
- (d) Insert name of U.S. Forest Service Unit.
- (e) Insert Cooperator name as cited above.
- (f) Insert U.S. Forest Service name as cited above.
- (g) Insert corresponding U.S. Forest Service Agreement # as identified on Cooperative Fire Protection Agreement.
- (h) Insert project title.
- (i) Enter brief project description.
- (j) Insert alpha or numeric reference to the Exhibit added that provides a Financial and Project Plan. Note: The Project Plan may include tasks/projects defined in the Operating Plan (as referenced in the Background section), or it may be a Burn Plan, if applicable.
- (k) Insert amount. If the U.S. Forest Service is not obligating funds for reimbursement to the Cooperator, then delete this provision.
- (l) Insert amount. If the U.S. Forest Service is not collecting funds from the Cooperator, then delete this provision.
- (m) Select and insert the appropriate billing cycle: monthly, quarterly, semi-annual, or annual. Note: quarterly dates (December 31, March 31, June 30, and September 30), semi-annually (March 31, and September 30) or annually (September 30 or earlier).
- (n) Insert other contact name and address, if applicable, otherwise delete.
- (o) Insert the U.S. Forest Service burden/overhead rate. Enter 'shall not be assessed' if burden is not applicable.
- (p) Enter Cooperator's name, name of point of contact, and mailing address to which billing documents should be sent.
- (q) If the U.S. Forest Service is not collecting funds, delete this provision. When U.S. Forest Service is collecting funds, the provision is optional if the Cooperator requires financial documentation. This provision alerts ASC-RACA that the U.S. Forest Service shall provide transaction registers with any billing to the Cooperator under this Agreement.
- (r) Insert special billing requirements here, such as whether the billing requirements are either with each bill, upon project completion, or annually.

U.S. Forest Service

OMB 0596-0217  
FS-1500-7

(s) If the U.S. Forest Service is not collecting funds from the Cooperator, delete this provision. When U.S. Forest Service is collecting funds, the provision is optional if the Cooperator requires an accomplishment or program report with each BFC. This provision alerts ASC-RACA that the U.S. Forest Service must coordinate BFCs with the PM for submission to the Cooperator.

(t) May be changed to accommodate additional contacts.

(u) Insert ALL of the requested information below. If information is unavailable, then make a good-faith effort to obtain.

(v) Insert ALL of the requested information below. If information is unavailable, then make a good-faith effort to obtain.

(w) If a Burn Plan is not attached, remove this provision.

(x) Mandatory provision if U.S. Forest Service is reimbursing the Cooperator.

(y) If the U.S. Forest Service is not collecting funds from Cooperator, delete this provision.

(z) Mandatory provision if property improvements result from a project on federal lands.

Do not use this provision if improvements are owned by the Cooperator and covered under another instrument such as a Special Use Permit or license.

(aa) Insert a notification period that is no less than 30 days.

(bb) Insert the expiration date not greater than the expiration date of the Cooperative Fire Protection Agreement.

(cc) Insert date of signature.

(dd) Insert name of signatory official for Cooperator.

(ee) Insert Cooperator signatory official's positional title.

(ff) Insert Cooperator's organizational name.

(gg) Insert date of signature.

(hh) Insert name of U.S. Forest Service Signatory Official.

(ii) Insert U.S. Forest Service signatory official's positional title.

(jj) Insert U.S. Forest Service Region, Office, or Unit.

(kk) Insert date of signature.

(ll) Insert G&A Specialist's name.

U.S. Forest Service

OMB 0596-0217  
FS-1508-7

## Attachment 2



## MODIFICATION OF GRANT OR AGREEMENT

PAGE OF  
PAGES

1 3

1. U.S. FOREST SERVICE GRANT/AGREEMENT  
NUMBER:

23-FI-11051200-009

2. RECIPIENT/COOPERATOR GRANT or  
AGREEMENT NUMBER, IF ANY:

3. MODIFICATION NUMBER:  
001

4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING  
GRANT/AGREEMENT (unit name, street, city, state, and zip + 4):

Pacific Southwest Region  
1323 Club Drive  
Vallejo, CA 94592

5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING  
PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4):

San Bernardino National Forest  
Supervisor's Office  
602 S. Tippecanoe Ave.  
San Bernardino, CA 92408

6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip  
+ 4, county):

City of Highland  
27215 Baseline ST  
Highland, CA 92346-3113

7. 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: Extend Period of Performance to 11/30/2025



CHANGE IN FUNDING:



ADMINISTRATIVE CHANGES:



OTHER (Specify type of modification):

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):

This modification extends the expiration date to 11/30/2025

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



Revised Scope of Work



Revised Financial Plan



Other:

### 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. City of Highland FD SIGNATURE

Signed by:

Ron Janssen

(Signature of Signatory Official)

11.B. DATE  
SIGNED

12/12/2024

11.C. U.S. FOREST SERVICE SIGNATURE

DANELLE  
HARRISON

Digitally signed by DANELLE  
HARRISON  
Date: 2024.12.18 08:54:45 -08'00'

(Signature of Signatory Official)

11.D. DATE  
SIGNED

11.E. NAME (type or print): RON JANSSEN

11.F. NAME (type or print): DANELLE HARRISON

11.G. TITLE (type or print): Fire Chief

11.H. TITLE (type or print): Forest Supervisor

### 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

LOUISE EWEN

U.S. Forest Service Grants & Agreements Specialist

LOUISE EWEN

Digitally signed by LOUISE  
EWEN

Date: 2024.12.10 12:30:33 -08'00'





#### Paperwork Reduction Act 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. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0596-0217. Response to this collection of information is mandatory. The authority to collect the information Section 7 of the Granger-Thye Act (16 U.S.C. 580d) and Title IV of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1751-1753). The time required to complete this information collection is estimated to average 30 minutes 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Clearance Officer, OIRM, 1400 Independence Avenue, SW, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB# 0596-0217), 725 17th Street NW, Washington, D.C. 20503.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

The Privacy Act of 1974, 5 U.S.C. 552a and the Freedom of Information Act, 5 U.S.C. 552 govern the confidentiality to be provided for information received by the Forest Service.

# Attachment 3



## MODIFICATION OF GRANT OR AGREEMENT

PAGE OF  
PAGES

1

2

1. U.S. FOREST SERVICE GRANT/AGREEMENT  
NUMBER:  
23-FI-11051200-009

2. RECIPIENT/COOPERATOR GRANT or  
AGREEMENT NUMBER, IF ANY:

3. MODIFICATION NUMBER:  
002

4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING  
GRANT/AGREEMENT (unit name, street, city, state, and zip + 4):

US Forest Service  
Pacific Southwest Region  
1323 Club Drive  
Vallejo, CA 94592-1110

5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING  
PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4):

US Forest Service  
San Bernardino National Forest  
602 S. Tippecanoe Ave.  
San Bernardino, CA 92408-2607

6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip  
+ 4, county):

City of Highland  
27215 Baseline Street  
Highland, CA 92346-3113 (San Bernardino)

7. 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: Extend Period of Performance to 07/02/2028.



CHANGE IN FUNDING:



ADMINISTRATIVE CHANGES: Update Clauses (See Box 9)



OTHER (Specify type of modification): Replace City Principal Contacts.

**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):

This modification extends the expiration date to 07/02/2028.

Replace City Principal Contact for Fire Chief from Ron Janssen, to Liz Brown and City Manager Joseph Hughes to Carlos Zamano.

**NONDISCRIMINATION STATEMENT.** The recipient/cooperator of this award must comply with all applicable Federal anti-discrimination laws and regulations. For more information about USDA Civil Rights requirements, please visit <https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights>.

**PAID SICK LEAVE REQUIREMENTS.** Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, and its implementing regulations, including the federal contractor paid sick leave clause at 29 CFR Part 13, Appendix A, apply to the Cooperator and any subcontractors under this agreement. These regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement.

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



Revised Scope of Work



Revised Financial Plan



Other:

### 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. CITY OF HIGHLAND 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): CARLOS ZAMANO |                   | 11.F. NAME (type or print): DANELLE D. HARRISON |                   |
| 11.G. TITLE (type or print): City Manager |                   | 11.H. TITLE (type or print): Forest Supervisor  |                   |

## 12. G&A REVIEW

|                                                                                                                                                                                                 |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 12.A. The authority and format of this modification have been reviewed and approved for signature by:<br><br>_____<br><b>DARIUS PARKS</b><br>U.S. Forest Service Grants & Agreements Specialist | 12.B. DATE SIGNED |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|

### Paperwork Reduction Act 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. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0596-0217. Response to this collection of information is mandatory. The authority to collect the information Section 7 of the Granger-Thye Act (16 U.S.C. 580d) and Title IV of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1751-1753). The time required to complete this information collection is estimated to average 30 minutes 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Clearance Officer, OIRM, 1400 Independence Avenue, SW, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB# 0596-0217), 725 17th Street NW, Washington, D.C. 20503.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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