

FS Agreement No. 16-LE-11051360-002
Cooperator Agreement No. Mod-009**EXHIBIT A****COOPERATIVE LAW ENFORCEMENT ANNUAL PATROL OPERATING PLAN &
FINANCIAL PLAN****Between The
LAKE COUNTY SHERIFF'S OFFICE
And the
USDA, FOREST SERVICE
MENDOCINO NATIONAL FOREST****2019 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Lake County Sheriff's Office, hereinafter referred to as "the Cooperator" and the USDA, Forest Service, Mendocino National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #16-LE-11051360-002 executed on December 09, 2015. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 1, 2018 and ending September 30, 2019.

Previous Year Carry-over: \$ 3,021.35

Current Fiscal Year Obligation: \$ 7,978.65

FY 2019 Total Annual Operating Plan: \$11,000.00**I. GENERAL:**

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

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Brian L. Martin, Sheriff Lake County Sheriff's Office 1220 Martin Street Lakeport, CA 95453-9708 Telephone: (707) 262-4091 FAX: (707) 262-4220 Email: brian.martin@lakecountycalifornia.gov	Chris Macedo, Undersheriff Lake County Sheriff's Office 1220 Martin Street Lakeport, CA 95453-9708 Telephone: (707) 262-4200 FAX: (707) 262-4220 Email: chris.macedo@lakecountycalifornia.gov



Cooperator Alternate Program Contact	Cooperator Finance Contact
Chris Chwialkowski, Captain Lake County Sheriff's Office 1220 Martin Street Lakeport, CA 95453-9708 Telephone: (707) 262-4089 FAX: (707) 262-4220 chris.chwialkowski@lakecountyca.gov	Mary Beth Strong, Finance Manager Lake County Sheriff's Office 1220 Martin Street Lakeport, CA 95453-9708 Telephone: (707) 262-4218 FAX: (707) 262-4225 Email: Marybeth.strong@lakecountyca.gov

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Michael E. Casey, Patrol Captain 825 N. Humboldt Ave Willows, CA 95988 Telephone: (530) 934-1261 FAX: (530) 934-1128 Email: michael.casey@usda.gov	Michelle Brown Program Assistant 825 N. Humboldt Ave Willows, CA 95988 Telephone: (530) 934-1194 FAX: (530) 934-1128 Email: michelle.t.brown@usda.gov
U.S. Forest Service Program Coordinator Contact	U.S. Forest Service Grants & Agreement Contact
Don Hoang, Special Agent in Charge 1323 Club Drive Vallejo, CA 94592-1110 Telephone: (707) 562-8647 FAX: (707) 562-9031 Email: don.hoang@usda.gov	Karen McWilliams, G&A Specialist 701 North Santa Anita Ave. Arcadia, CA 91006 Telephone: (626-574-5221 FAX: Email: Karen.mcwilliams@usda.gov

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

Mileage at \$0.41/Mile patrolled

Base Wage at \$52.00/Hour

Overtime Wages at \$62.50/Hour



II. AGREEMENTS:

Subject to available manpower and funding, it is hereby agreed:

1. The Lake County Sheriff's Office Agrees:

- a. Provide protection of persons and their property when they are visiting or using the Mendocino National Forest, and to utilize the opportunity to cooperate with the State and Federal agencies in carrying out their specific responsibilities related to the National Forest System.
- b. Mutually work together with Forest Service Law Enforcement Officers on criminal activities occurring on National Forest system lands.
- c. Work cooperatively and assist the Forest Service employees working with resource management issues within Lake County.
- d. When requested by the Forest Service, the County will dispatch additional sworn deputies, within availability of personnel, to assist with investigations, apprehensions, or detaining individuals suspected of offenses against the National Forest.
- e. Deputies assigned to these patrols will be regular Deputy Sheriffs meeting California Peace Officer Standard for Training. The purpose of these patrols are to provide protection for the public and law enforcement assistance for the Forest Service Law Enforcement Officers.
- f. Advise the Forest Service of all major ongoing incidents, investigations, and/or search and rescue activities, occurring on National Forest Service System Lands when Forest Service employee's safety, public safety, and/or resources that may be at risk.
- g. Complete and provide the forest service with Form: FS5300-5, Cooperative Law Enforcement Activity Report (attached). This form identifies the number and types of crimes occurring on National Forest Service lands.
- h. Deputies operating under this agreement will provide a patrol log identifying services rendered and activities performed. The patrol log will be provided to the Patrol Captain by the county. No payment will be authorized until logs are received.
- i. Provide dispatch services to authorized Forest Service Law Enforcement Officers.
- j. To furnish itemized statements of expenses to the Forest Service for expenditures.



Law Enforcement Billing Summary is attached.

2. The Forest Service Agrees:

- a. Promptly provide the County with information on the incidents involving criminal activity associated with the crimes against persons and/or their property with the National Forest system.
- b. When requested by the County, to dispatch Law Enforcement Officers, within availability on the Forest Service, to incidents within the National Forest system lands, or having a nexus to the National Forest system.
- c. To advise the County of all major ongoing incidents, investigations, and/or operations that may require assistance from the county.
- d. To loan the Lake County Sheriff's Office equipment as needed when mutually agreed upon by both parties.
- e. That any action taken by a Lake County Deputy, acting under this agreement, to protect life, property, and /or resources on National Forest lands will be considered a reimbursable service.
- f. To process claims for reimbursement from Lake County within 30 days of receipt.

III. PATROL ACTIVITIES:

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

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

Lake Pillsbury Basin area: To make vehicle patrols within the Lake Pillsbury Basin, to include campgrounds and public access roads. Time and duration will be agreed upon by the Cooperator and the Forest Service. Primary patrols will be conducted during HIGH visitor use season May1, 2019 through September 30, 2019

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

Mendocino National Forest, general patrol: High visibility patrols during opening weekends of deer season (rifle). This includes all campgrounds



and dispersed campsites within Lake County of the Mendocino National Forest.

Total reimbursement for this category shall not exceed the amount of: **\$2,000.00**

Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: **\$11,000.00**

IV. DISPATCH SERVICES:

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

Total reimbursement for this category shall not exceed the amount of: **\$2,000.00**

V. EQUIPMENT:

See Cooperative Law Enforcement Agreement Provision IV-L, IV-M, and, IV-N for additional information.

No funds are authorized for equipment purchase unless otherwise agreed to in advance of and equipment purchase.

VI. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

VII. BILLING FREQUENCY:

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

- A. For services requested in items III, and, IV reimbursement will be based upon itemized bills furnished either monthly, quarterly, or as a lump sum, along with certification that the services have performed. Final billing for reimbursement must be received by the forest Service before **October 30, 2019**.



1. Mail copies of itemized billing statements & patrol logs to:

Michael Casey, Patrol Captain
U.S. Forest Service
Mendocino National Forest
825 N. Humboldt Ave.
Willows, CA 95988
Phone: (530) 934-1261
E-Mail: michael.casey@usda.gov

2. The Albuquerque Service Center is the payment center for all payments. Do not send back up documents to the ASC. Send only the hard copy invoice & Law Enforcement Billing Summary to the ASC via any of the following 3 options:

1. **US Forest Service**
Albuquerque Service Center
Payments – Grants & Agreements
101 B Sun Ave. NE
Albuquerque, NM 87109
2. **Or fax to : 877.687.4894 – Attn: Payments - Grants & Agreements**
3. **Or E-Mail scanned invoice to: asc_ga@fs.fed.us**

NOTE: Annually update the SAM registration of the County Sheriff's DUNS# on the new System for Award Management, (SAM) website at www.sam.gov for the verification of the EFT (Electronic Funds Transfer) banking information. No longer Central Contract Registration, (CCR) as of the end of July 2012

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

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$9,000.00	
Dispatch Services	\$2,000.00	
Total	\$11,000.000	


- C. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law



Enforcement Agreement, or de-obligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*

- D. 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 Annual Operating Plan as of the last date written below.


BRIAN L. MARTIN, SHERIFF
Lake County Sheriff's Department

3-18-19
Date


ANN D. CARLSON, FOREST SUPERVISOR
U.S. Forest Service, Mendocino National Forest

1/31/19
Date



ANITA GRANT, COUNTY COUNSEL
Lake County

2-27-19
Date

DON HOANG, Special Agent in Charge
U.S. Forest Service, Southwest Region

Date

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


KAREN MCWILLIAMS, U.S. Forest Service Grants
Management Specialist

12-4-18
Date

2019 Annual Pillsbury Patrol Operating
and Financial Plan


IN WITNESS THEREOF, the parties hereto have executed this
Operating Plan:

COOPERATOR:

Chair, Board of Supervisors

Date: _____

Approved:



Sheriff, Lake County

Date: 3-18-19

ATTEST:

Carol J. Huchingson
Clerk of the Board

By: _____
Deputy Clerk

Date: _____

SERVICE:

REVIEWED BY:

Special Agent
Pacific Southwest Region

Date: _____

Forest Supervisor
Regional Special Agent
in Charge

Date: _____

APPROVED AS TO FORM:



Anita Grant
County Counsel

Date: 2-27-19

**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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