



FS Agreement No. 21-LE-11051360-011
Modification No.: 001
Cooperator Agreement No. _____

EXHIBIT A**COOPERATIVE LAW ENFORCEMENT ANNUAL PATROL OPERATING PLAN &
FINANCIAL PLAN****Between The
LAKE, COUNTY OF
(Sheriff's Office)
And the
USDA, FOREST SERVICE
MENDOCINO NATIONAL FOREST****2021 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 Of, (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 #21-LE-11051360-011 executed on _____. 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, 2020 and ending September 30, 2021.

Previous Year Carry-over: \$ 0.00

Current Fiscal Year Obligation: \$ 20,000

FY-2021 Total Annual Operating Plan: \$20,000.00

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 Phone: (707) 262-4091 FAX: (707) 262-4220 E-Mail: brian.martin@lakecountyca.gov	Chris Chwialkowski, Captain Lake County Sheriff's Office 1220 Martin Street Lakeport, CA 95453-9708 Phone: (707) 262-4089 FAX: (707) 262-4220 E-Mail: chris.chwialkowski@lakecountyca.gov



Cooperator Alternate Program Contact	Cooperator Finance Contact
Luke Bingham, Lieutenant Lake County Sheriff's Office 1220 Martin Street Lakeport, CA 95453-9708 Phone: (707) 262-4082 FAX: (707) 262-4220 E-Mail: lucas.bingham@lakecountyca.gov	Mary Beth Strong, Finance Manager Lake County Sheriff's Office 1220 Martin Street Lakeport, CA 95453-9708 Phone: (707) 262-4218 FAX: (707) 262-4225 E-Mail: 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 Mendocino National Forest 825 N. Humboldt Ave Willows, CA 95988 Phone: (530) 934-1261 FAX: (530) 934-1128 E-Mail: michael.casey@usda.gov	Michelle Brown, Program Assistant Mendocino National Forest 825 N. Humboldt Ave Willows, CA 95988 Phone: (530) 934-1194 FAX: (530) 934-1128 E-Mail: 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 Pacific Southwests Regional Office 1323 Club Drive Vallejo, CA 94592-1110 Phone: (707) 562-8647 FAX: (707) 562-9031 E-Mail: don.hoang@usda.gov	Karen McWilliams, Grants Management Specialist Angeles National Forest 701 North Santa Anita Ave. Arcadia, CA 91006 Phone: (626) 574-5221 E-Mail: 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 Of 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 is 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 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 System lands.
- h. Deputies operating under this agreement will provide a patrol log identifying services rendered and activities preformed. 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.
- k. 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 lands.
- 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 lands.
- 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 during the prescribed performance period and within allotted funds for services..
- 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 May 1, 2021 through September 30, 2021

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:
\$18,000.00**

Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: \$20,000.00

IV. DISPATCH SERVICES:

See Cooperative Law Enforcement Agreement Provision IV-I 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-I, IV-K, IV-L, and, IV-M 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 **December 31, 2021**



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: sm.fs.asc_ga@usda.gov**

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	\$18,000.00	
Dispatch Services	\$2,000.00	
Total	\$20,000.000	

- 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-C.*



- 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 Of

Date

ANN D. CARLSON, Forest Supervisor
U.S. Forest Service, Mendocino National Forest

Date

County Counsel, Lake, County of

Date

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

Date

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

GERALDINE C. BORDASH
U.S. Forest Service, Grants Management Specialist

Date

Burden Statement

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

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

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

Law Enforcement Billing Summary
Patrol Enforcement

	Agreement #: 21-LE-11051360-011
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USDA Forest Service, NF: MENDOCINO	County: LAKE
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Law Enforcement Billing Summary	Month:	Year:
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Check appropriate block: <input checked="" type="checkbox"/> X <input type="checkbox"/> Coop Patrol <input type="checkbox"/> Controlled Substance Ops

A. Total Labor Hours:	
B. Rate per Hour:	\$
C. Total Salary Reimbursement: (subtotal 1)	\$
D. Other Allowable Reimbursements: (mileage, dispatch, court, clerical, equipment, etc.)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
E. Total of D1 - D4 (subtotal 2)	\$
F. Total Expenditures:	\$
G. Total Invoice Reimbursement per Op Plan:	\$

Certification Statement

County Sheriff		USFS – Captain	
I certify this billing/invoice is accurate and complete.		I certify services have been received as stated.	
Sheriff	Date	US Forest Service	Date

 USDA Forest Service		LAW ENFORCEMENT ACTIVITY REPORT <i>(Ref. FSM 5300)</i>		Agreement Number 21-LE-11051360-011	
		Initial <input type="checkbox"/>		Follow Up <input type="checkbox"/>	

1. Cooperator (Department Name): Lake County Sheriff's Office			2. National Forest: Mendocino National Forest				
3. Record (1)	4. Action Code (2) (FS Use Only) U-Update	5. Unit Identification (3-11)				6. Date (12-5)	
		Region	Forest	State	County	Month	Year
		05	08	CA	33		2020
7. Patrol Units (16-18)		8. Search and Rescue Missions Hours (19-22)		No. (23-24)		9. Property Stolen (25-30) Dollars	
10. Property Recovered (31-36) Dollars				11. Controlled Substances Seized (37-45) Dollars (Street Value)			
12. Record (1)		13. Number of Crimes Occurring on National Forest System Lands					

13a. Item # (16-17)	13b. Type of Crime	13c. Coop Agreement Reimbursed Activity (18-20)	13d. Non-Coop Agreement Activities (21-23)
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PART I - FBI UNIFORM CRIME REPORTING

01	Criminal Homicide		
02	Forcible Rape		
03	Robbery		
04	Aggravated Assault		
05	Burglary - Breaking or Entering		
06	Larceny - Theft (Except Motor Vehicle)		
07	Motor Vehicle - Theft		
08	Arson		

PART II - FBI UNIFORM CRIME REPORTING

09	Other Assaults (simple)		
10	Stolen Property by Buying, Receiving, Possessing		
11	Vandalism		
12	Weapons - Carry, Possessing		
13	Narcotic Drug Law		
14	Driving Under the Influence		
15	Liquor Laws		
16	Drunkenness		
17	Disorderly Conduct		
18	All Other Offenses		

PART III - COOPERATOR ASSISTS

19	Assists to Forest Service Officers		
20	Assists to Public		

Remarks:

NOTE: This document is for OFFICIAL USE ONLY. It and its contents are not to be distributed outside your agency, nor duplicated, without prior approval of the USDA, Forest Service, Law Enforcement and Investigations.