



FS Agreement No. 21-LE-11041000-006

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

**MODIFICATION #002  
EXHIBIT A  
COOPERATIVE LAW ENFORCEMENT  
ANNUAL OPERATING PLAN & FINANCIAL PLAN  
Between  
SAN JUAN, COUNTY OF  
And the  
USDA, FOREST SERVICE  
MANTI-LA SAL NATIONAL FOREST**

**FY 2022 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between San Juan, County of, hereinafter referred to as “Cooperator,” and the USDA, Forest Service, Manti-La Sal National Forest, hereinafter referred to as the “U.S. Forest Service,” under the provisions of Cooperative Law Enforcement Agreement #21-LE-11041000-006 executed on 11/4/2020. This Annual Operating Plan is made and agreed to as of the last date of signature and is for the estimated period ending September 30, 2025.

Previous Year Carryover: \$18,600.00 (**Unbilled FY 2021 Amount as of 09/29/2021**)

Current Year Obligation: \$5,000.00

**Total Available for Expenditures: \$23,600.00**

**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:**

<b><u>San Juan, County of Program Contact</u></b>	<b><u>County of San Juan Administrative Contact</u></b>
Jason Torgerson Sheriff San Juan County Sheriff’s Office 117 South Main Street Monticello, UT 84535 Telephone: (435) 587-2237 FAX: (435) 587-2013 Email: <a href="mailto:jtorgerson@sanjuancounty.org">jtorgerson@sanjuancounty.org</a>	Joe Harris Deputy San Juan County Sheriff’s Office 117 South Main Street Monticello, UT 84535 Telephone: (435) 587-2237 FAX: (435) 587-2013 Email: <a href="mailto:jharris@sanjuancounty.org">jharris@sanjuancounty.org</a>



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

<b><u>U.S. Forest Service Program Manager Contact</u></b>	<b><u>U.S. Forest Service Administrative Contact</u></b>
John Blakley Law Enforcement Officer U.S. Forest Service Manti-La Sal National Forest 62 East 100 North/P.O. Box 386 Moab, UT 84532 Telephone: (435) 590-1927 FAX: (435) 587-2637 Email: <a href="mailto:john.blakley@usda.gov">john.blakley@usda.gov</a>	Paula Messing Grants Management Specialist R4 G&A South Zone 1405 Hollipark Drive Idaho Falls, ID 83401 Telephone: (208) 557-5831 Email: <a href="mailto:paula.messing@usda.gov">paula.messing@usda.gov</a>

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

- \$0.00/mile patrolled
- Per diem rate is \$0.00/day
- Wages at the prevailing rate of \$25.00/hour that includes fringe benefits for the individual Officer.

**Please send an invoice that displays actual expenditures to date of the invoice, displayed by separate costs elements, with documentation to support the number of hours worked along with patrol logs or other supporting information.**

**II. PATROL ACTIVITIES:**

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

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

- A. Elk Ridge Road #088 and spur roads leading from the Elk Ridge Road
- B. Mountain Road #079 on National Forest lands between Monticello and Blanding
- C. Causeway Road #095 between Mountain Road # 079 and Elk ridge Road #088 and spur roads
- D. Roads on National Forest land in the Blue Mountain Ranch-Bulldog area
- E. South Cottonwood Road #106 and spur roads on National Forest land
- F. Roads on National Forest in the Peters Point-Harts Draw area
- G. La Sal Pass Road #073 and spur roads on National Forest land
- H. Geysers Pass Road #071 and spur roads on National Forest land



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

- A. Dalton Springs Campground
- B. Buckboard Campground
- C. Devil's Canyon Campground
- D. Nizhoni Campground
- E. Pack Creek Picnic ground

**Total reimbursement for this category shall not exceed the amount of: \$2,500.00.**

**III. DISPATCHING:**

Provide frequency access and dispatch services for Forest Service Agents and Law Enforcement Officers for the period of the plan ending September 30, 2025.

**IV. TRAINING:**

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

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

**V. EQUIPMENT:**

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

Specific items/equipment for purchase will be determined between the parties of this agreement.

**Total reimbursement for this category shall not exceed the amount of: \$2,500.00.**

**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 Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

- 1. Drug Enforcement: This will be handled on a case-by-case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will



coordinate all of their activities with the designated officer in charge of the incident.

2. **Fire Emergency:** During emergency fire suppression situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.

**Addendum A** (attached) provides the specific information on the procedures and requirements for requesting Fire Reimbursements from the U.S. Forest Service. Any questions or clarifications necessary concerning incident/fire emergencies should be directed to the nearest fire dispatch center or the LEO listed under the U.S. Forest Service Program Manager Contact (see Section I.A.).

3. **Group Gatherings:** This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

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

## VII. BILLING FREQUENCY:

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

- A. The billing frequency is no more than quarterly and no longer than annually. Cooperator is approved to submit lump sum billing once all expenditures are complete for the annual operating period. The U.S. Forest Service will make payment for project costs upon receipt of an invoice and completed Form FS-5300-5, Cooperative Law Enforcement Activity Report. Each correct invoice shall display Cooperator actual expenditures to date. The invoice should be forwarded as follows, with preference on e-mail:



Send Original Invoice(s) to:  
USDA, Forest Service  
Albuquerque Service Center  
Payments – Grants & Agreements  
Phone: (877) 372-7248  
Fax: (877) 687-4894  
Email: SM.FS.ASC\_GA@USDA.GOV

Send invoice copy and FS-5300-5:  
John Blakley  
Email: john.blakley@usda.gov

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	2,500.00	
Training		
Equipment	2,500.00	
Special Enforcement Situations		
<b>Total</b>	<b>\$5,000.00</b>	

C. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement. Any funds not spent at the end of the five years (9/30/2025) will be de-obligated. *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 **FY 2022 Annual Operating Plan** as of the last date written below.

\_\_\_\_\_  
JASON TORGERSON  
Sheriff  
San Juan County Sheriff's Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
RYAN NEHL  
Forest Supervisor  
U.S. Forest Service  
Manti-La Sal National Forest

\_\_\_\_\_  
Date



WILLIE GRAYEYES  
County Commissioner  
County of San Juan

Date

SCOTT HARRIS  
Special Agent in Charge  
U.S. Forest Service  
Intermountain Region

Date

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

**DARBY  
SEWARD**

Digitally signed by  
DARBY SEWARD  
Date: 2021.10.26  
12:11:15 -06'00'

DARBY SEWARD  
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.

**San Juan, County of**  
**Addendum A**  
**21-LE-11041000-006**

**Intermountain Region, Region Four**  
**Fire Emergency Language & Billing Protocol**  
**Coop Law Enforcement Agreements / Annual Operating Plan**

**Fire Emergencies:**

During fire emergencies, the U.S. Forest Service will reimburse the Cooperator for actual costs incurred for providing assistance requested by either the Agency Administrator or Incident Commander.

Reimbursement for personnel wages and services are based upon the information in the resource order and must identify the number of roadblocks, number of personnel required, hours and time frame required and must be ordered by the Incident Commander or Agency Administrator. A copy of the resource order generated for the request for assistance will be provided by U.S. Forest Service dispatch to the Cooperator. It is critically important that the Incident Management Team, Agency Administrator, and the Sheriff /Cooperator Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a Cooperator designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via an incident resource order. The Liaison(s) primary duties, on behalf of the Cooperator, will be to attend public meetings, planning and Incident Command meetings. Eligible costs for reimbursement will include personnel time and mileage when fulfilling the liaison duties.

If meals and lodging are required for Cooperator officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit

Administrative support (e.g., posting incident time, delivering meals, bill preparation, etc.) will be reimbursed on an actual cost basis. The Cooperator will prepare and submit an itemized accounting of actual cost as part of the reimbursement request.

What is not eligible for reimbursement?

1. Law enforcement duties that are within the normal jurisdictional responsibilities such as enforcement, patrols, evacuation. 2. Automotive repairs, tires, and services are covered in the mileage rate.

**Billing Protocol:**

Documentation required to be submitted by the Cooperator to the U.S. Forest Service for payment processing:

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC or Agency Administrator.
- Copy of Law Enforcement Agreement and Annual Operating Plan.
- DUNS number.
- Tax ID number.
- Breakout of actual costs:
  - Salary – Daily Crew Time Reports, Payroll summary by hours per day or timesheets of personnel.
  - Supplies – Copies of receipts with date and description of items purchased and U.S. Forest Service authorization (S# or U.S. Forest Service Signature) for purchase.
  - Mileage – Summary by day by vehicle and personnel using the vehicle.

- Incident Action Plans – copies of plans that document assignment to that incident.
- Map of roadblock locations.

**For questions concerning incident/fire emergencies, Manti-La Sal National Forest, please contact:**

Jaylynn Pell  
Budget Office  
Manti-La Sal National Forest  
599 West Price River Drive  
Price, UT 84501  
Telephone: (435) 636-3534  
Fax: (435) 637-4940  
Email: [jaylynn.pell@usda.gov](mailto:jaylynn.pell@usda.gov)

**Bills will be submitted to:**

Jaylynn Pell  
Budget Office  
Manti-La Sal National Forest  
599 West Price River Drive  
Price, UT 84501  
Telephone: (435) 636-3534  
Fax: (435) 637-4940  
Email: [jaylynn.pell@usda.gov](mailto:jaylynn.pell@usda.gov)