

MEMORANDUM OF AGREEMENT

Between

[Montana Department of Natural Resources and Conservation](#)

And the

[Montana Sheriffs and Peace Officers Association](#)

This **MEMORANDUM OF AGREEMENT** (hereinafter “Agreement”) is hereby entered into by and between the Montana Department of Natural Resources and Conservation (hereinafter “DNRC”), and the Montana Sheriffs and Peace Officers Association (hereinafter “MSPOA”).

WHEREAS, DNRC has the statutory duty to ensure the protection of land under state and private ownership and to suppress wildfires on land under state and private ownership and carries out its wildland fire protection and/or suppression responsibilities in conjunction with local government, and state and federal agencies; and,

WHEREAS, Wildland fires occur on intermingled ownerships or adjacent to each ownership and may represent a threat to another ownership; and,

WHEREAS, Sheriffs are the Constitutional and jurisdictional officials responsible for public safety evacuation, security of evacuated areas, traffic control and investigations within a County; and,

WHEREAS, evacuations are primarily carried out by the Sheriffs and their designees on both small- and large-scale incidents, and are primarily carried out at the direction and authority of the Sheriff;

NOW, THEREFORE, the parties agree as follows:

I. Purpose and Intent

Strong cooperation between federal, state, tribal, and local governments is key to successful wildland fire management in the State of Montana. Local Government Forces are recognized as equal partners in wildfire response and as peers to state and federal cooperators. Local Government is represented at the Northern Rockies Coordination Group by delegates from the Montana State Fire Chiefs Association, the Montana County Firewardens Association and the Montana Sheriff and Peace Officers Association.

The purpose and intent of this agreement is to:

- Provide guidance for the safe, rapid, and effective mobilization of additional law enforcement resources to wildfire events that have/or may soon exceeded the capabilities or capacity of local law enforcement resources.
- Serve as an educational tool for law enforcement organizations to familiarize them with the wildland fire mobilization system.
- Set forth the procedures for reimbursement to law enforcement organizations of eligible costs incurred when mobilized under Project STAR.

II. Authority

Authority for policies and procedures contained herein are granted by the [Montana Cooperative Wildland Fire Management and Stafford Act Response Agreement \(2017-2021\)](#) and [Statewide Operating Plan](#). As outlined in those agreements; Montana DNRC is the designated lead agency for hiring, certification, mobilization and payment of Montana local government equipment and personnel for use by Northern Rockies cooperating agencies and the interagency wildland fire system.

Montana law provides for mutual aid and assistance between law enforcement agencies crossing County and jurisdictional lines. This Agreement does not replace mutual aid, or the responsibility of Counties to carry out law enforcement duties or evacuations, nor does it replace the fiscal obligations associated with those duties or mobilizations within their own jurisdiction.

Additionally, related Montana Code Annotated Sections:

- [Title 10, Chapter 3](#) Mutual Aid
- [Title 7, Chapter 32](#) Law Enforcement
- [Title 7, Chapter 33](#) Fire Protection
- [Title 44, Chapter 11](#) Law Enforcement Mutual Assistance
- [Title 76, Chapter 13](#) DNRC Fire Protection

NOTE: Many County Sheriff's offices maintain separate Cooperative Law Enforcement Agreements with federal land management agencies (USFS, BLM, NPS, BIA, USF&W). Those local agreements shall take precedence over this MOA when necessary.

III. Terminology and Command Systems

To establish a "common" understanding, words and phrases as used herein are defined in a Glossary attached as [Appendix A](#) which is incorporated herein by reference.

IV. Law Enforcement and Wildland Fire Overview

During a wildfire event, the close cooperation of firefighters and local law enforcement jurisdictions are key to the successful outcome of the incident. This Agreement is mainly used for the short-term mobilization of law enforcement resources for emergency evacuation incidents. The primary means of getting assistance should always be through normal mutual aid or other existing law enforcement agreements in place with nearby jurisdictions. In most situations mutual aid resources, combined with the other local assets can help meet immediate short-term incident needs.

When an Agency Administrator, IC/IMT and the Sheriff of the local impacted jurisdiction believe that life and property is in imminent danger from a large scale wildland fire; and when the local jurisdiction is not able to effect an evacuation (or other incident needs) through normal law enforcement mutual aid actions due to resource limitations or for other reasons, the local Sheriff may request assistance through a process herein referred to as a Project STAR mobilization. Because the primary responsibility for evacuations lies with the County Sheriff/Peace Officer, IC/IMT's will not mobilize law enforcement through Project STAR without approval and concurrence from the local Sheriff. The assisting/responding resources work for the hosting Sheriff working in conjunction with the IC/IMT.

DNRC is not automatically obligated to fund Project STAR mobilizations. However, under specific conditions, DNRC may reimburse law enforcement jurisdictions for the costs incurred as a result of providing requested assistance on an emergency event. Functions that are a jurisdiction's normal legal responsibility for the protection of life, property and other responder safety (i.e. evacuations, security of evacuated areas, traffic control, investigations) may not be reimbursable expenses. Reimbursement from DNRC requires Agency Administrator approval. Otherwise, reimbursement of incurred expenses is the responsibility of the hosting/ordering jurisdiction.

Federal Wildland Fire Protection agencies may utilize this agreement, and any negotiation to place a resource order will be between that Wildland Fire Protection agency, the Sheriff, and MSPOA.

A. Direct Hiring of Law Enforcement for Incident Support Functions

Wildland fire incidents often require services from law enforcement jurisdictions and this agreement does not replace the standard wildland fire IMT obligations or ability for providing camp security, road guards, etc. through the normal mobilization channels. Reimbursement/hiring of local law enforcement for situations beyond those functions required by law will be negotiated between the host agency, IC/IMT and the Sheriff for each specific incident. This is usually

accomplished through a Cooperative Agreement (i.e. Option 3 Hire) More information can be found in the [Mobilization of Local Government Forces](#) and the NR Chapter 50 Supplement for [SIIBM](#).

V. Project STAR Fire Training

Montana DNRC has developed basic a wildland training course specifically for law enforcement officers who may be called upon to function on a wildland fire incident. This training is made available to organizations across the state by contacting the local DNRC office. Montana POST credits are available for officers completing the course. It is highly encouraged that individuals who may be mobilized under the terms of this agreement, complete the Project STAR training or other wildland fire equivalent.

VI. General Procedures

A. Requesting Assistance

The Montana Sheriff's Mutual Aid Program, Resource Request guide should be referenced when requesting mutual aid or initiating a Project STAR request. The primary means of getting assistance should always be through normal mutual aid or other existing law enforcement agreements in place with nearby jurisdictions. In most situations mutual aid resources, combined with the other local assets can help meet immediate short-term incident needs.

If mutual aid is exhausted/unavailable, requesting jurisdictions should contact the Sheriff's Mutual Aid Program /MSPOA Staff with their request for assistance. Call Jason Jarrett (Program Manager) at 406-580-1838 or Nanette Gilbertson (MSPOA) at 406-459-9892 and be prepared to provide the following information:

- Requesting Jurisdiction Name
- Requestor Name/Role
- Requestor Contact Information
- Situation (Conditions, Actions, Needs)
- Specific Resource Needs (Number, Configuration, Leadership)
- Reporting Location and Time/Date Needed
- Estimated Duration
- Responding Resource logistical/equipment needs
- Incident Contact Information
- Radio Frequencies to be used

MSMAP/MSPOA staff will then begin contacting their County Representatives for resources to mobilize to the jurisdiction in need.

B. Mobilization

After the request for assistance is received, MSMAP/MSPOA staff will contact Regional Lead County Representatives.

- Regional Lead's will attempt to fill the order with resources from their assigned groups and organize the Units into Strike Teams of 4-5 units including a supervisor based on requesting jurisdiction needs.
- Each Strike Team should be mobilized with a designated "leader" who possesses the knowledge skills and abilities to successfully perform in that role on the wildland incident.
- Regional Leads will hand off filled Strike Teams to MSMAP/MSPOA staff for deployment and mobilization coordination with the requesting jurisdiction.
- MSMAP/MSPOA staff will coordinate with the hosting jurisdiction, IC/IMT and Wildland Fire Dispatch Center to get resource orders created and filled for the responding resources (to include technical advisors and/or command staff). See [Appendix B](#) for information.
- Assisting resources/Strike Teams will respond to the incident and check-in as per instructions from the MSMAP/MSPOA staff.

C. Incident Procedures

1. Hosting Law Enforcement Jurisdiction Roles and Responsibilities

The following are standard roles and responsibilities of a jurisdiction requesting assistance (hosting) through this agreement:

- Sheriff, Incident Commander/IMT and Agency Administrator must be in communication and concur to the imminent need for additional law enforcement assistance due to incident needs. IC/IMT's will not mobilize law enforcement without approval from the local Sheriff. Parties should document the terms of mobilization, responsibility for the associated costs and who/what will be reimbursed.
- Sheriff will make the request for assistance to MSMAP/MSPOA Staff (see section A, requesting assistance) and initiate a Project STAR mobilization.
- The Sheriff or their designee will coordinate with MSMAP/MSPOA Staff on the incoming resources and pass along incoming resource information to the IC/IMT for the creation of resource orders through the hosting Wildland Fire Dispatch Center.
- Identify a staging location or rally point for the incoming officers. If possible, designate a local officer to support the assisting/responding agency resources with navigating the area.
- **Consider compiling maps, local evacuation protocols and other information pertinent to the tasks for incoming resources.**
- Establish and maintain communication with fire operational resources.
- The incoming resources will be under the control and direction of the hosting jurisdiction (Sheriff or Sheriff's designee). The hosting jurisdiction is responsible for supervising the assisting/responding resources and ensure efforts are conducted in coordination with the Incident Commander and/or Incident Management Team.
- The Sheriff, in conjunction with the IC/IMT should make considerations to help support incoming resources logistically (food, fuel, lodging) particularly if incident support has not yet been established.
- Provide for the safety, care and support of assisting/responding agency resources.
- Release assisting/responding agency resources back to their home jurisdiction once the need has diminished. Notify the MSMAP/MSPOA of the time/date of demobilization.

2. Assisting/Responding Agency Roles and Responsibilities

The following items are the standard roles and responsibilities of agencies mobilized to assist in a Project STAR deployment:

- Confirm to the Regional Lead within one hour that a request can or cannot be filled. If filled/accepted, communicate travel and ETA's with the Regional Lead. It is preferable that assisting/responding units mobilize within two hours of the initial request.
- Mobilized resources should be:
 - Trained, qualified and experienced for the duties in which they are requested to perform. Each member of a strike team will be a sworn Sheriff's Officer or Reserve Officer certified by the State of Montana.
 - Equipped with necessary Personal Protective Equipment for the assignment. For equipment shortages, the assisting/responding resource should work with the hosting jurisdiction and IC/IMT to ensure they have the appropriate safety equipment.
 - Self-sufficient as possible for 48 hours, including personal items, sleeping bag, tents, and food/water just in case incident support has not yet been established.
- Respond to the incident per instructions and check in upon arrival. Remain in communication with incident personnel for the duration of the deployment.
- Assisting/responding units must contact the hosting jurisdiction or designated Sheriff's official, who will brief the strike-team members on the situation, assignment, and coordinate actions through the Incident Action Plan with an identified chain of command.
- Complete all required timekeeping documentation, vehicle use, and fuel logs while assigned to the incident.

- Upon demobilization and release from the incident, the assisting/responding jurisdiction shall compile all documentation into a package. The documentation package and resource order shall be submitted to MSPOA for reimbursement processing ([see billing and payment protocol section](#))

3. Agency Administrator and IC/IMT Team Roles and Responsibilities

The following are standard roles and responsibilities of the Agency Administrator and IC/IMT requesting working with a hosting law enforcement jurisdiction. The AA and the IC/IMT should help bridge the gap between the two different disciplines (fire and law enforcement) and provide a connection to the wildland fire dispatch center

- The Incident Commander/IMT and Agency Administrator must be in communication with the Sheriff during escalating incident needs. IC/IMT's will not request or mobilize law enforcement without concurrence from the local Sheriff or designee.
- Parties should document and agree to the terms of mobilization, responsibility for the associated costs and who/what will be reimbursed. The hosting Sheriff will make a request for assistance to the MSMAF/MSPOA Staff and initiate a Project STAR mobilization.
- The IC/IMT shall facilitate the resource order for Project STAR mobilization being created at the hosting wildland fire dispatch center. Once assisting/responding resources are known, this information can be sent to the wildland fire dispatch center to "fill" the order (see Appendix B, Interagency Dispatch Center Instructions). It is understood that under emerging or fast escalating events that project STAR may be initiated with verbal agreement of the AA/IC/IMT and the Sheriff or Sheriff's designee without going through the formal ordering process and that will be sufficient to start the process.
- If possible, the IC/IMT should designate a liaison or member of the operations section to ensure communication and actions are conducted in coordination with fire suppression operations. DNRC can provide LGFF technical specialists to assist the IMT with navigating administrative requirements for law enforcement mobilizations.
- Consider compiling maps, local evacuation protocols and other information pertinent to the tasks for incoming resources.
- The incoming resources will be under the control and direction of the hosting jurisdiction (Sheriff). IC/IMT will coordinate efforts with the Sheriff on evacuation, traffic control or road closures needs.
- Provide for the safety, care and logistical support of assisting/responding agency law enforcement resources (same as an incident would for fire resources).
- Coordinate with the Sheriff on the release of assisting/responding agency resources back to their home jurisdiction once the need has diminished.
- May need to provide cache radios for use on incident.

D. Personnel Requirements

Assisting/responding officers shall be Police Officer & Standards for Training (POST) certified law enforcement officers or reserve officers having met the minimum requirements as such under Montana law, with appropriate identification as such, and must arrive in clearly marked law enforcement patrol units. Officer should be familiar with the National Incident Management System (NIMS) and ICS. It is strongly recommended that all officers mobilized for wildland fire operations have completed the DNRC Project STAR training or other wildland fire safety equivalent. Each agency that assigns personnel to a resource order certifies that the personnel assigned meets the requirements of the position ordered.

Mobilized resources should plan to be self-sufficient as possible` for 48 hours, including personal items, sleeping bag, tents, and food/water just in case incident support has not yet been established.

Assisting/responding officers should be equipped with necessary Personal Protective Equipment (PPE) for wildland fire operations. This includes; flame retardant personal protective clothing, helmet, gloves, and fire shelter. The Strike Team Leader or hosting Sheriff should ensure that all resources have the appropriate PPE prior to deployment for an

assignment. Resources are authorized to check out necessary equipment from the IMT Supply Unit if that function has been established.

Resources must arrive at an incident with the ability to employ common communication frequencies and must be able to communicate directly with the local Sheriff and fire forces present at the incident. Use of mutual aid color-coded radio frequencies may be used to accomplish this requirement.

Each agency that assigns personnel to a resource order certifies that the personnel assigned meets the requirements of the position ordered.

Each Strike Team should be mobilized with a designated "leader" who possesses the knowledge skills and abilities to successfully perform in that role on the wildland fire incident. The Strike Team members shall, at the time of arrival on an incident, make contact with the hosting Sheriff's official, who will brief the strike team members on the situation and assignment, and coordinate all actions through the Incident Action Plan with an identified chain of command. If a qualified leader is unavailable, the IC/IMT shall designate a liaison or member of the operations section to ensure communication and actions are conducted in coordination with fire suppression operations. DNRC can provide LGFF technical specialists to assist the IMT with navigating administrative requirements for law enforcement mobilizations.

Length of assignment and rest and rotation for personnel shall be identified by the Assisting/responding agency at the time of request. Any extension of assignment will be by mutual agreement of the hosting and assisting/responding agency. DNRC and wildland fire work and rest policies will be followed by law enforcement resources. Hosting agencies should plan for, and ensure all personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. In situations where this does occur incident management personnel will resume 2:1 work/rest ratio as quickly as possible. For the safety of officers returning to their home jurisdiction, the Strike Team Leader/Hosting Sheriff shall ensure that officers have received an adequate rest period and are not driving in an unsafe condition.

Assisting/responding officers will be covered by their home jurisdictions workers compensations insurance while engaged under this agreement. In the event of an accident or emergency, the hosting agency will ensure that immediate medical services be afforded any member of the personnel on assignment regardless of the nature of the requirement or the type of medical aid required. Any accident or serious incident involving personnel on assignment will be immediately reported to the assisting/responding agency's authorized official.

E. Equipment and Supplies

Responding and hosting agencies are responsible for providing their own fuel and operating supplies under normal conditions where access to those items is reasonably accessible. Fuel/oil operating costs will be reimbursed with proper documentation (e.g. detailed receipt) for time assigned to the incident. Law enforcement vehicles may also be reimbursed normal maintenance expenses (e.g., oil changes, tires etc.) at the discretion of the DNRC Area Office if deemed appropriate, such as if equipment was used excessively on the incident above normal wear and tear. This must be approved by the DNRC office and will be reimbursed on actual costs expended and documented on a detailed receipt.

Resources are authorized to secure necessary equipment from the IMT Supply Unit if that function has been established. All non-consumable items checked out from the supply unit must be returned at the conclusion of the assignment and prior to demobilization.

Replacement or damage of equipment and supplies:

- Standard wildland fire cache equipment/items that are damaged, destroyed, or left on the fireline can be replaced at the incident.
- Non-standard and/or consumable items may be replaced at the incident if the incident has a method of procurement. If no buying team or other method of procurement is available, the Strike Team Leader/Hosting

Sheriff may obtain an S number (supply resource order) to purchase the item when they return to their home jurisdiction. The cost of the replacement item can then be billed back to the incident. All items for replacement are subject to host agency approval and appropriate documentation must accompany any claim for lost, damaged, or destroyed equipment.

F. Recall

The assisting/responding agency will, wherever possible, provide to the hosting agency a 24-hour recall notice for the return of personnel, and the hosting agency will make every effort to meet the 24-hour notice. Equipment, personnel, and supplies will be returned to the sending agency as expeditiously as possible or as separately negotiated and agreed to.

VII. Billing and Payment Protocols

Reimbursement will be based on the “you order, you pay” basis. Costs for resources ordered through mutual aid or independently by hosting jurisdictions, without the concurrence of the Agency Administrator and IC/IMT will be the responsibility of those ordering organizations to cover or negotiate.

This Agreement does not automatically obligate DNRC to facilitate payment for law enforcement duties which would ordinarily be the County’s responsibility. It is intended to augment deployment and support (including reimbursement in some circumstances) in large or prolonged evacuation deployments by Sheriff’s Officers outside of their normal jurisdiction to another jurisdiction which has surpassed its resources or ability to carry out that large scale or prolonged evacuation or control of an area which must be/has been evacuated due to a wildland fire. Pre-existing agreements between the hosting jurisdiction and DNRC or a Federal Wildland Fire Protection Agency covering law enforcement services will be the controlling documents in determining details of the services to be provided and the rates at which they will be provided, particularly in cases in which conflicts exist between this Agreement and the pre-existing agreements.

For approved Project STAR mobilizations, personnel remain employees of their home law enforcement jurisdiction. That home jurisdiction is responsible for all initial payroll, tax withholding and workers compensation costs. Expenses are then submitted to DNRC for reimbursement with a detailed invoice upon completion of the incident. All costs submitted for payment will be reimbursed in accordance with the salary schedules and/or Collective Bargaining Agreements in place unless other resource rates are established prior to mobilization. Timesheets shall clearly identify an officer’s current work schedule for the purposes of delineating and billing at overtime rates. DNRC does not pay portal-to-portal salary expense or rates.

Initial travel and per diem expenses must be paid through the employing agency and can be submitted to DNRC for reimbursement along with the agency invoice. Per diem will be reimbursed at established rates detailed in the respective law enforcement jurisdictions travel policy. In the absence of an established travel policy, reimbursement will be made according to current State of Montana per diem rates.

Vehicles will be billed and reimbursed at rates found in NR Supplement Chapter 20 or 50 SIIBM. Fuel/oil operating costs will be reimbursed with proper documentation (e.g. detailed receipt) for time assigned to the incident. Law enforcement vehicles may also be reimbursed normal maintenance expenses (e.g., oil changes, tires etc.) at the discretion of the DNRC Area Office if deemed appropriate, such as if equipment was used excessively on the incident above normal wear and tear.

A. Reimbursement Process and Requirements

Quality supporting documentation is key to smooth and prompt reimbursement process. Jurisdictions participating in a Project STAR mobilization should compile and submit a complete finance packet with the following to MSPOA:

- A copy of the Project STAR Resource Order from the wildland dispatch center.
- MSPOA Incident Timesheet or similar with supporting documentation to include:

- Hours worked and assignment
- Officers Regular and Overtime Rates and a brief explanation of standard work schedule (for billing at overtime rates) A Sheriff’s letterhead or Cooperative Agreement Personnel Billing Rate Form detailing this information is acceptable.
- Vehicle Use Information (Shift tickets, mileage logs, fuel receipts, or other expenses documentations)
- Meals and or other Per Diem
- Approved replacement equipment costs (S# or other agency approval documentation)

MSPOA will serve as the primary collection point and submitter for supporting payment documentation for Project STAR mobilizations. Law enforcement jurisdictions should submit all documentation to MSPOA who will aggregate the information into a complete financial package and submit to DNRC. All invoices must include the ordering agency’s resource order number and request number if applicable and must be itemized by incident and by reference to the provisions of this Agreement. Invoices must be submitted to the billing addresses listed in Appendix F

DNRC will process the financial package and remit payment directly to the applicable City or County treasurer. Per Montana Code Annotated (MCA 17-8-311(2)(a)), “All payments made by a state agency to any city, town, county, or local government entity must be payable to the Finance Officer of the appropriate city, town, or county.”

MSPOA administrative staff may be reimbursed at an hourly rate plus actual expense agreed upon by the DNRC Fire Finance Officer, Fire Protection Bureau, and MSPOA.

B. FEMA Fire Management Assistance Grant (FMAG) Fires

DNRC may request federal assistance for certain wildfire incidents that rise to the level of “major disasters” (i.e. threatening lives, property and critical infrastructure). If approved, FEMA may provide federal reimbursement of a percentage of state and local costs associated with the wildland fire incident. The supporting documentation standard is very high for reimbursement of FMAG fires. It is critical that resources mobilized under Project STAR thoroughly document their actions and submit complete finance packages to MSPOA for processing.

Local government jurisdictions may also apply as a “sub-grantee” to an approved DNRC FMAG. DNRC fire finance officials are available to help MSPOA member agencies navigate this process.

For more information: <http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/manuals/300manual/app-60-fire-mangement-assist-grant-prog.pdf>

VIII. Appendices

A. Glossary

1. Agency Administrator

Agency officials who have wildland fire jurisdictional responsibilities for lands in Montana. Typically, this role is filled by a: Montana Department of Natural Resources and Conservation, Area Manager; Bureau of Land Management, Field Manager; USDA Forest Service, Forest Supervisor; Bureau of Indian Affairs, Superintendent; National Park Service, Park Superintendent; US Fish and Wildlife Service, Refuge Manager.

2. Assisting/Responding Agency

A law enforcement agency providing support and resource assistance to a hosting jurisdiction requesting assistance.

3. DNRC County Assistance Request

A formal process in which a County Commissioners request fire suppression assistance, per an existing agreement, from Montana DNRC for a wildland fire incident that has exceeded the county’s capabilities.

4. *Hosting Jurisdiction*

A law enforcement jurisdiction where a wildland fire incident is occurring, likely requesting assistance through Mutual Aid or a Project STAR mobilization.

5. *Incident Commander (IC)*

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for managing and conducting incident operations.

6. *Incident Management Team (IMT)*

An Incident Management Team (IMT) provides on-scene incident management support during incidents or events that exceed a jurisdiction's or agency's capability or capacity

7. *National Incident Management System (NIMS)*

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

8. *Resources*

Personnel, equipment, aircraft, services and supplies available for assignment to incidents. Personnel and equipment are described by kind and type, (e.g., ground, water, air, etc.), and may be used in tactical, support or overhead capacities for an incident.

9. *Resource Order*

A form documenting the official request and fill of a responding resource. Resource Orders (occasionally referred to as a resource order number) are typically managed by the Wildland Fire Dispatch Centers. The order number includes the incident number, reporting instructions, financial codes and an alpha character (S = Supplies, E = Equipment, O = Overhead, A = Aircraft, C = Crews) followed by a sequential number. Resource orders are required for any entity that will be seeking reimbursement from DNRC.

10. *Reimbursable Costs*

Costs resulting from fire management activities, which will be paid for by the requesting Agency, per the conditions of this Agreement and the approved Operating Plans.

11. *Shift Ticket*

A form used to document the equipment and personnel work during a given shift (i.e. timecard). See MSPOA Incident Time Sheet or [Montana DNRC Combined Shift Ticket and Crew Time Report](#)

12. *Wildland Urban Interface (WUI)*

The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetation fuels.

B. Interagency Wildland Dispatch Center Mobilization Instructions

http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/agreements/2021_interagency-dispatch-instructions-mt-project-star.pdf

Dispatch will email the filled resources order to: Nanette@smithandmcgowan.com and ccalnan@mt.gov

C. Montana Mobilization of Local Government Fire Forces (Umbrella Document)

<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>

D. Montana Sheriff's Mutual Aid Guide (MSMAP)

<https://www.mspsa.org/>

E. MSPOA Recommended Best Practices for Evacuations

<https://www.readygallatin.com/wp-content/uploads/2019/08/Evacuation-MSPOA-Recommended-Model.pdf>

F. Billing Addresses

Montana DNRC-Forestry Division

Attn: Joanne Marceau
2705 Spurgin Road
Missoula, MT 59804

MSPOA

Attn: Nanette Gilbertson
PO Box 794
Helena, MT 59624

G. General Clauses

1. Right to Know

Any information furnished under this instrument is subject to Montana's right to know provision found at Article 2, Section 9 of the 1972 Montana Constitution, and this provision's implementing legislation found in Title 2, Chapter 6 of the Montana Code Annotated.

2. Modification

Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

3. Participation in Similar Activities

This instrument in no way restricts the DNRC or the Cooperator(s) from participating in similar activities with other public or private agencies, organizations, and individuals.

4. Commencement/Expiration

This operating plan is entered into and agreed upon by the agencies shown as signatories, commencing upon the date of the last signature and valid for a period of five years.

5. Termination

Upon thirty (30) days prior written notice to all other parties to this Agreement, any party may terminate the instrument in whole, or in part, at any time before the date of expiration.

6. Freedom of Information Act

Any information furnished under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).

7. Principal Contacts

The principal contacts for this instrument are:

Agency/Affiliation & Titles	Name	Phone	Email
MSPOA President	Wynn Meehan	406-980-1873	wmeehan@co.broadwater.mt.us
MSPOA Executive Director	Nanette Gilbertson	406-459-9892	nanette@smithandmcgowan.com
MSMAP manager	Jason Jarrett	406-580-1838	Jason.jarrett@gallatin.mt.gov
DNRC Fire Protection, Deputy Chief	John Monzie	406-542-4220	jmonzie@mt.gov
DNRC County Coop Manager	Cory Calnan	406-788-7718	ccalnan@mt.gov
DNRC Fire Finance & Incident Business Supervisor	Joanne Marceau	406-542-4252	Jmarceau@mt.gov

IX. Approval

THE PARTIES HERE TO have executed this instrument

5/19/21

Wynn Meehan, President, Montana Sheriffs and Peace Officers Association

05/25/21

John Monzie, Acting Chief, Montana DNRC Fire Protection Bureau