

**Northwest Wildland Fire Protection Agreement  
(Northwest Compact)**

**Cooperative Operating Plan**

**2000**

## Table of Contents

- I. Purpose
- II. Authority
- III. Terminology and Command Systems
- IV. General Procedures
  - A. Requests
  - B. Personnel
  - C. Equipment and Supplies
  - D. Aircraft
  - E. Recall
  - F. Billing and Payment
  - G. Review
- V. Appendices
  - A. Glossary
  - B. Authorized Member Agency Officials and/or Duty Officers
  - C. Procedures for Crossing International Borders

## **I. Purpose**

This cooperative operating plan is to facilitate assistance in presuppression and wildland firefighting between the member agencies of the Northwest Wildland Fire Protection Agreement (known as the NW Compact). This plan does not override or supersede any existing cooperative wildland fire fighting arrangements such as federal/state agreements, Mutual Aid Resource Sharing (MARS), or the Canada/US Reciprocal Forest Fire Fighting Agreement.

Agencies part of the NW Compact will be further referred to as member agencies. NW Compact resources exchange will not be part of the U.S. (Federal) national mobilization process, but needs to be coordinated as soon as possible for strategic purposes. All NW Compact resources used on joint US Federal/State fires will be considered agents of the State.

Local, cross jurisdictional (international, Territorial, Provincial, and State) operating plans may also be developed for local geographic areas that incorporate closest forces concept to facilitate initial attack. The local operating plans will be in accordance with the terms and conditions of the NW Compact Cooperative Operating Plan.

## **II. Authority**

The Northwest Wildland Fire Protection Agreement ratified by US Public Law 105-377, 1998, and signed by the member agencies provides for this cooperative operating plan under Article 3.2.

## **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.

The member agencies recognize and accept different on site language and command structures of each agency. Resources may be defined and/or configured differently by each member agency. Refer to the Resource Template located at: <http://142.36.186/nwcompact/nwcompact.htm> provided by each member agency to ensure accurate resource ordering.

## **IV. General Procedures**

### **A. Requests**

1. Requests for assistance will be channeled by the most expeditious means to the appropriate authorized official in accordance with Article V of the NW Compact.
2. Each member agency will be responsible for providing the U.S. and Canadian agencies with the names and phone numbers of the authorized Canadian and U.S. member agency officials and/or duty officers by March 31st of each year.
3. Each member agency's resource order forms are acceptable for resource order requests. Member agency resource order forms are located in the Resource Template. The ordering agency assigns the billing number.

### **B. Personnel**

1. Reimbursement for personnel will be on the following basis: a. All costs submitted for payment by the sending agency will be reimbursed by the ordering agency, in accordance with the salary schedules and/or union contracts in existence with the sending agency unless resource rates are established prior to resource mobilization. b. A sending agency may prefer to set a flat, fee for service, day rate that must be posted in the Resource Template by March 31st of each year.
2. When appropriate, the sending agency or the ordering agency may provide and/or request adequate liaison. The costs of the liaison officer will be reimbursed by the ordering agency.
3. The ordering agency agrees to accept the sending agency's standards for training, fitness, personal protective equipment and workers compensation. Personal protective equipment provided by the sending agency is listed in the Resource Template. If the ordering agency must meet additional safety equipment/supplies standards than the sending agency standards (as described in the resource template), it is the responsibility of the ordering agency to supply the required equipment/supplies.
4. Each agency assigning personnel to a resource order will certify that the personnel assigned meet the requirements of the position ordered.
5. Personnel assigned as part of a resource order will receive an incident briefing by the ordering agency prior to fireline deployment and should be debriefed prior to demobilization. Debriefings and evaluations will be provided to the sending agency. (Refer to Resource Template.)
6. All personnel will carry with them TWO pieces of identification, at least one of which is a photo identification. Agencies will comply with customs clearing procedures as applicable. (See Appendix B Procedures for Crossing International Borders)
7. The sending agency will ensure that their personnel are adequately covered for any hospital and/or medical costs incurred while on assignment.
8. Notwithstanding item number 7, the ordering 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.
9. Any accident or serious incident involving personnel on assignment must be immediately reported to the sending agency's authorized official. The sending agency may request to participate in the investigation. A copy of the ordering agency's investigation or may, at their own expense, and with the assistance of the ordering agency, undertake their own investigation.
10. Commissary for personnel on assignment is the responsibility of the sending agency. The sending agency (liaison officer) must ensure that the ordering agency is not responsible for commissary expenses for sending agency resources.
11. Length of assignment and rest and rotation for personnel shall be identified in the Resource Template. Ordering agencies shall adhere to rest and rotation and length of assignment policies of sending agencies.

## **C. Equipment and Supplies**

1. Expendable supplies and materials shall be considered purchased on delivery, and full replacement costs will be reimbursed by the ordering agency. Items should be considered expendable if they are not reusable.
2. Non-expendable and accountable equipment and supplies will be credited to the ordering agency upon return to the sending agency. The cost of refurbishing is reimbursable by the ordering agency unless the sending agency agrees that the ordering agency will perform the work.
3. In the event that any equipment or supplies are damaged beyond repair or not returned, they will be either replaced by the ordering agency with new equipment or supplies of the same quantity and to the sending agency's standard, or full replacement costs will be reimbursed by the ordering agency. Fiscal reimbursement is the preferred method for replacing lost or damaged equipment when crossing international borders.
4. Providing for communications equipment is the responsibility of the ordering agency, or as otherwise specified in local operating plans.

## **D. Aircraft**

1. Costs for aircraft being obtained through this cooperative operating plan are defined in the Resource Template of the sending agency. These normally include:
  - a. Hourly flight time
  - b. Hourly/daily availability
  - c. Fuel (if purchased by the sending agency)
2. Air crew wages are included in the hourly flight time, unless otherwise specified in the Resource Template. Crew meals, accommodations, and ground transportation are reimbursable if not supplied by the sending agency.
3. Normal, routine maintenance is the responsibility of the aircraft contractor or owner and is not reimbursable.
4. Costs incurred for extra labor or parts transported to facilitate repairs not considered routine are reimbursable.
5. Damage to an aircraft as a direct result of the ordering agency's personnel are the ordering agency's responsibility.
6. Length of assignment and recall conditions will be defined at the time of deployment.

## **E. Recall**

1. Forty-eight hours recall notice for personnel and aircraft will be given from the sending agency wherever possible, and the ordering agency will make every effort to meet or exceed the 48 hour notice.
2. Equipment and supplies will be returned to the sending agency expeditiously as possible unless stipulated in the template or as negotiated.

## **F. Billing and Payment**

1. Estimates shall be submitted annually by December 1, invoiced no later than January 31, and final payment shall occur within 60 days after receipt of billing.
2. All billings will include the ordering agency's resource order number and request number if applicable, and shall be itemized by fire and by sectional provisions of this guideline.
3. Invoices for goods and services provided by Canada to the US will be paid for in Canadian Dollars. Invoices for goods and services provided by the US to Canada will be paid for in US dollars. It is our intent that the sending agency receive full payment of their bill, regardless of the current exchange rate.
4. Member agencies will not bill each other for administrative costs (indirect costs).

## **G. Review**

1. The Cooperative Operating Plan shall be reviewed annually, and updated as appropriate.
2. *Reviewed and updated May 5, 2000 by members of the Northwest Compact.*

## **V. Appendices**

### **A. Glossary**

Authorized Official--Immediate authority to approve dispatch of resources. Specific individuals are identified in Appendix B, Resource Template.

Billing Number--Individual agency's charge code that tracks costs for the incident.

Liaison Officer--Official from the ordering sending agency responsible for the health, safety, welfare and commissary needs of sending agency personnel while on assignment.

Member Agencies--- Agencies signatory to the Northwest Wildland Fire Protection Agreement

Ordering Agency---Any agency requesting and receiving assistance from another agency.

Sending Agency---Any agency providing resources at the request of another agency.

**Appendix B.**

**2000**

**Authorized Member Agency Officials and/or Duty Officers**

**Alberta**

Craig Quintilio  
Phone: 780-422-4415  
Email: [Craig.Quintilio@gov.ab.ca](mailto:Craig.Quintilio@gov.ab.ca)

Don Harrison  
Phone: 780-4227-2545  
Email: [Don.Harrison@gov.ab.ca](mailto:Don.Harrison@gov.ab.ca)

24 hour operations phone: 780-427-6807

**British Columbia**

Rick Clevette  
Phone: 250-387-8716  
Email: [rick.clevette@gems2.gov.bc.ca](mailto:rick.clevette@gems2.gov.bc.ca)

Duty Officer  
Phone: 250- 387-1717 (24 hours)  
Email: [prov.fire@gems4.gov.bc.ca](mailto:prov.fire@gems4.gov.bc.ca)

**Yukon Territory**

**Alaska**

**Idaho**

**Montana**

**Oregon**

**Washington**

(July 99)

PROCEDURES FOR CROSSING INTERNATIONAL BORDERS  
WILDLAND FIRE SUPPRESSION  
NORTHWEST FIRE COMPACT

1) GENERAL INFORMATION:

When traveling across the Canada/U.S. border it is important to remember that you will be dealing with two different customs and immigration agencies with different rules and procedures. It is also important to remember that these agency officials have an important job to do and although they will give due consideration to the emergency nature of your trip, you **MUST** comply, and are subject to, all the relevant rules and regulations.

The border customs and immigration officials have reassured us that they will make every effort to accommodate an expedient crossing provided that we have provided them (in advance if possible) with all the necessary documentation.

**PRIORITIES:**

-before leaving your home base, insure that your inventory of equipment and supplies is accurate and that your personnel manifest is fully complete. Personnel should carry two pieces of identification. **WARNING:** *you are still subject to the laws of each country and contraband of any type is prohibited and personnel with criminal records may be refused entry.*

-when the dispatcher is providing information to the border officials; they can request priority to the head of the line when crossing the border... Be specific about the crossing being used and the time of arrival.

-when returning,, priority crossing will not be considered and all necessary documentation and manifests must be complete. If crews are returning by air, ensure that Customs and Immigration officials are notified in advance and arrangements are made to complete inspections.

-where possible, all. documentation must be on an official customs and immigration issue forms and all accompanying letters and authorizations must be on official fire agency letterhead. Electronic manifests provide a better copy than faxed/copied versions.

-the importation of firearms is strictly prohibited.



## 2. CUSTOMS

*Note: United States Customs Service deals strictly with equipment and materials and Immigration and Naturalization Service deals with personnel. In Canada, at smaller ports of entry, Customs officials also perform most immigration duties. Immigration officials are at Kingsgate, Osoyoos, Huntington, Pacific Highway/ Douglas, Vancouver Airport and Victoria.*

### **U.S. CUSTOMS**

U.S. Fire Agency- should notify the designated border crossing Supervisory Customs Inspector, by fax on agency letterhead, that emergency equipment and material will be arriving from Canada (provide ETA and destination).

Canadian Fire Agency- should fax manifest of equipment (US *Form 7533*) to designated Supervisory Customs Inspector. Crews or trucks arriving, at border must also carry the manifest. Information on the equipment and materials manifest can be of a general nature (number of pumps on engine, amount of foam, numbers of shovels etc)

Airlift of Equipment: Customs officials must be faxed the necessary manifest and equipment and materials will need to be inspected at landing destination.

### **CANADA CUSTOMS**

Canadian Fire Agency- should notify the designated border Customs Inspector, by fax and on agency letterhead, that emergency equipment and Material will be arriving from the U.S. (provide ETA and destination).

U.S. Fire Agency- a manifest of equipment coming into Canada is required, preferably by fax and prior to arrival at the border crossing. Manifest (*Form E29B*) can be of a general nature (number of pumps on the engine, amount of foam, shovels etc.). Form E29B must also be handed in when leaving Canada, indicating what is being left behind (what was consumed). U.S. agencies need to complete and hand in to U.S. Customs *Form 4455* prior to departing the U.S.

Airlift of equipment: Custom officials must be faxed the necessary manifest. Equipment may be inspected at destination at the prerogative of the Customs Inspector.

NOTE: In most cases, any lost, damaged or destroyed equipment should be paid for by the receiving agency, Replacing lost or destroyed equipment causes numerous problems with clearances, taxes and replacement quality.

### 3. IMMIGRATION

*Note: Everyone crossing the border is subject to the laws of the each country and contraband of any type is prohibited and personnel with criminal records may be refused entry, and personnel with outstanding warrants will be detained*

*Note: Two pieces of identification should be carried at all times when crossing the border. Proper ID includes, voter registration card, naturalization certificate, green card, passport, birth certificate, one piece should be a picture ID (drivers license).*

#### **U.S. IMMIGRATION**

U.S. immigration law states that every person entering the United States must be visually inspected. Canadian Fire agencies should ensure that crew manifests are on official agency letterhead. Crewmembers must each fill out a "131 Form". These should be faxed in advance to the Port of Entry to speed processing. Pilots and crews arriving by air must also clear immigration. Note: Manifests may be sent electronically (consult with the Port of Entry official).

*Note: For entry into the U.S., "J Treaty" North American Indians are allowed entry without undergoing immigration formalities.*

#### **CANADIAN IMMIGRATION**

Canadian Immigration Regulation 19(1)(j) allows for entry, without employment authorization, of personnel coming to Canada to assist in an emergency situation. The department is flexible with regard to inspection, especially for air transport. Crew manifests should be faxed or electronically provided in advance. Any medical/physical conditions should be identified on the manifest.

Persons with criminal records (such as drunk driving conviction) may be inadmissible in Canada. If the entry is essential to the success of the emergency, then a discretionary entry or entry under a Ministers Permit may be considered. In either case, payment of a processing fee (C\$200) is required (Visa or Mastercard). Prior notification would help processing.

*Note: Persons registered under the "Indian Act" may enter into Canada freely, even if not Canadian citizens.*

#### **CANADIAN CUSTOMS CONTACT NUMBERS: 24HRS.**

Program Services (Vancouver, BC)	(604) 666-0450
Pacific Highway/Douglas, BC	(604) 538-3635
Osoyoos, BC	(250) 495-6531
Kingsgate, BC	(250) 424-5391
Victoria, BC	(250) 363-3339
Coutts, Alberta	(403) 344-3772
Beaver Creek, Yukon	(867) 862-7230
Telephone Reporting Center (CANPASS) (for small aircraft and boats)	1-888-226-7230

*In case there is some confusion on emergency procedures quote Customs memo "D Memorandum, 8-1-1 paragraph 44 and appendix G"*

UNITED STATES CONTACT NUMBERS: 24 HRS (numbers to be confirmed)

CUSTOMS:

Blaine	Jay Brant	(360) 332-5771	pager (360) 380-3267
Lynden	Jeff Buhr	(360) 354-2183	
Sumas	Ken Peck	(360) 988-6300	pager (360) 380-8244
Oroville	Dick Garner	(509) 476-2955	
Anacortes	John Franklin	(360) 293-2331	
Pt. Angeles	Jerry Slaminski	(360) 457-4311	
Eastport ID	John Standal	(208) 267-3966	
Pt. Alcan AL.	Doug Harmond	(907) 774-2252	or Dan Holland (907) 271-2675

IMMIGRATION SERVICE:

Ron Hayes (206) 553-1332 fax (206) 553-1300

**Northwest Compact  
Key Contacts  
2000**

**Alberta**

Craig Quintilio  
Forest Protection Division  
Alberta Environment  
10th Floor, Great West Life Building  
9920-108 Street  
Edmonton, Alberta T5K 2M4  
780-422-4415  
Fax: 780 427-0292  
Email: [Craig.Quintilio@gov.ab.ca](mailto:Craig.Quintilio@gov.ab.ca)

Don Harrison  
Forest Protection Division  
10th Floor, Great West Life Building  
9920-108 Street  
Edmonton, Alberta T5K 2M4  
780-427-2545  
Fax: 780-427-0292  
Email: [Don.Harrison@gov.ab.ca](mailto:Don.Harrison@gov.ab.ca)

**British Columbia**

Rick Clevette **Chair 2000-2001**  
Ministry of Forests Protection Program  
PO Box 9502 Stn Prov Govt  
Victoria BC V8W 9C1  
250-387-8716  
Fax: 250-387-8716  
Email: [rick.clevette@gems2.gov.bc.ca](mailto:rick.clevette@gems2.gov.bc.ca)

Jeff Berry  
Ministry of Forests Protection Program  
3080 Airport Drive  
Kamloops, BC V2B 7X2  
250-376-6261  
Fax: 250-828-4628  
Email: [jeff.berry@gems3.gov.bc.ca](mailto:jeff.berry@gems3.gov.bc.ca)

**Yukon**

Gordon Dumas  
Forest Resources, DIAND  
345-300 Main Street  
Whitehorse, Yukon Y1A-2B5  
867-667-3318  
Fax: 867-667-3155  
Email: [dumasg@ianc.gc.ca](mailto:dumasg@ianc.gc.ca)

**Alaska**

Joe Stam  
Fire and Aviation  
Alaska Division of Forestry  
550 West 5th Avenue, Suite 1450  
Anchorage, AK 99501  
907-269-8467  
Fax: 907-269-8931  
Email: [joestam@dnr.state.ak.us](mailto:joestam@dnr.state.ak.us)

**Idaho**

Brian Shiplett  
Fire Bureau  
Idaho Department of Lands  
3780 Industrial Avenue  
Coeur d'Alene, ID 83815  
208-769-1522  
Fax: 208-769-1524  
Email: [bshiplett@cdfwh.idl.state.id.us](mailto:bshiplett@cdfwh.idl.state.id.us)

Craig Glazier  
Fire Bureau  
Idaho Department of Lands  
3780 Industrial Avenue  
Coeur d'Alene, ID 83 815  
208-666-8647  
Fax: 208-769-1524  
Email: [cglazier@cdfwh.idl.state.id.us](mailto:cglazier@cdfwh.idl.state.id.us)

**Montana**

Jack Peters  
Fire and Aviation  
Montana Department of Natural  
Resources and Conservation  
2705 Spurgin Road  
Missoula MT 59804-3199  
406-542-4220  
Fax 406-542-4242  
Email: [jpeters@state.mt.us](mailto:jpeters@state.mt.us)

**Oregon**

John Boro  
Forest Protection Division  
2600 State Street  
Salem, Oregon 973 10  
503-945-7434