

Northeastern Interagency Coordination Center- 2016 Annual Operating Plan			
FS-WMNF Agree. No.	15-FI-11092200-002	FWS Agree. No.	
FS-GMFL Agree. No.	15-FI-11092000-002	BIA Agree. No.	A15AC00028
FS-NA Agree. No.	15-FI-11420004-023	NPS Agree. No.	

**NORTHEASTERN INTERAGENCY  
COORDINATION CENTER (NECC)**

**COOPERATIVE FIRE PROTECTION AGREEMENT**



**2016 ANNUAL OPERATING PLAN**

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## I. Purpose

This Annual Financial and Operating Plan (Annual Operating Plan, or AOP) is based on, and is part of, the Master Cooperative Fire Protection Agreement for the Northeastern Interagency Coordination Center (NECC). This plan supplements but does not replace existing, local agreements. The purpose of this Operating Plan is to describe the services provided to the partners through NECC.

## II. Partners

Partners in this AOP are:

- Northeastern Forest Fire Protection Compact
- USDA Forest Service-White National Forest
- USDA Forest Service Green Mountain/Finger Lakes National Forests
- USDA Forest Service Northeastern Area State & Private Forestry
- USDI Fish & Wildlife Service-Northeast Region
- USDI Bureau of Indian Affairs-Eastern Region
- USDI National Park Service- Northeast Region.

The mission of the Northeastern Interagency Coordination Center (NECC) is to provide interagency support in the mobilization of incident resources for its member agencies.

## III. Guidance

The Northeastern Interagency Coordination Center operates under the general guidance and oversight of a Board of Directors. The current Board is comprised of the following individuals:

USDA-FS:WMNF	<i>Chase Marshall</i>	NFFPC	<i>Tom Parent*</i>
USDA-FS: GMFL	<i>Kevin Boness</i>	USDI BIA	<i>Reese Kerbow</i>
State of Maine	<i>Bill Hamilton</i>	USDI NPS USDI FWS	<i>Tony Davis**</i>
State of New Hampshire	<i>John Dodge</i>	USDA-FS:NA	<i>Tom Brady***</i>
Province of Quebec	<i>Luc Dugas</i>		

\*Chair \*\*Vice Chair\*\*\*Past Chair

NECC recognizes the differences in policies and legal requirements under which each agency operates within the Cooperative Agreement established by the participating agencies.

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**IV. Services**

NECC will conduct, but is not limited to, the following activities:

Develop and implement a system for maintaining cost effective and timely coordination of interagency emergency response for wildland fire and all hazard incidents. This will be accomplished through planning, situation monitoring, and expediting resource orders between the interagency wildland fire management members within NECC; and between NECC and the Eastern Area Coordination Center (EACC).

NECC will establish standard procedures, which guide the operations of multi-agency logistical support activity in the NECC area. These procedures will be described in a local mobilization guide or dispatch operating plan prepared and updated annually by NECC and approved by the NECC Board. This guide is intended to facilitate the interagency mobilization and coordination of resources, ensuring that the most timely and cost effective incident support services are provided. It is designed to accommodate amendments as required, and will be retained as current until amended.

The mobilization guide or dispatch operating plan will include minimum elements and procedures to guide the operations of the center as described in [Appendix P of the Interagency Standards for Fire and Fire Aviation Operations](#). These elements include:

1. Organization	10. Briefings
2. Dispatch Operations	11. Preparedness Levels
3. Daily Duties	12. Aviation
4. Initial Attack/Response Plan Elements	13. Expanded Dispatch Plan
5. Emergency Operations (Fire/Non-fire)	14. Service and Supply Plan
6. Local Agreements	15. Administrative Items
7. Communications	16. Medical Plan
8. Weather	17. Media Plan
9. Fire Danger	

All federal and state wildland fire management members in the Eastern Area will:

1. Provide NECC with accurate status of agency resources in the Resource Ordering and Status System (ROSS) during the period from February 1 through November 1, or as otherwise dictated by local, Area and National Preparedness Levels.
2. Advise NECC if restrictions must be placed on member resources due to local agency policy.
3. Provide appropriate funding codes for all requested resources.

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4. Provide NECC with annual agency wildfire and prescribe burn statistical reports by calendar year no later than the end of the first full week of January.

## V. Supervision/ Administration

NECC daily operations are under the overall direction and responsibility of the NECC Center Manager. Day to day supervision of NECC staff will be delegated to the Center Manager from the agency with the supervisor of record.

The supervisor of record for agency employees remains with the respective agency sponsoring or holding the respective position.

The Center Manager will:

- Initiate Performance Evaluations/Appraisals, Individual Development Plans, and Travel/ Training Plans of NECC employees and forward documents to the respective agencies for review and approvals.
- Meet bi-annually for Performance Evaluations/Appraisals with the official supervisor of record and their employee.
- Additional meetings may be called by any party to this Agreement after consultation with other parties, at such time and place as agreed upon to discuss any problems arising under this Agreement.

An “acting” or “duty officer” shall be designated when the center manager will not be readily available.

## VI. Financial Plan

The current fiscal year budget and the proportionate agency costs are outlined in this Financial Plan.

It is understood that all funding from partner Agencies is subject to budget appropriations for the applicable fiscal year.

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Agencies agree to provide or support the following:

White Mountain National Forest	<ul style="list-style-type: none"> <li>• appropriate office and operating facilities, including utilities, equipment, administrative support and supplies, as deemed necessary</li> <li>• host (hold the FTE) a permanent, full time, GS-9/11 Center Manager position</li> <li>• provide funding to support one-third the cost of the center manager position (collectively funded by the WMNF, GMFL and NFFPC)</li> </ul>
Green Mountain/ Finger Lakes National Forest	<ul style="list-style-type: none"> <li>• provide funding to the WMNF in support of one-third the cost of the Center Manager position (collectively funded by the WMNF , GMFL and NFFPC)</li> </ul>
US Forest Service, Northeast Area State & Private Forestry (NA)	<ul style="list-style-type: none"> <li>• provide funding opportunities, through grant Requests for Proposals (RFPs) and/or other means, and technical assistance, to support center operations</li> </ul>
USDI National Park Service	<ul style="list-style-type: none"> <li>• host (hold the FTE) a permanent , dispatcher position (subject to furlough)</li> <li>• provide funding to support 100% the cost of the permanent (subject to furlough) dispatcher position</li> </ul>
USDI Fish & Wildlife Service	<ul style="list-style-type: none"> <li>• provide the NFFPC, as funding allows, \$2,500, for NECC administrative support</li> </ul>
USDI Bureau of Indian Affairs	<ul style="list-style-type: none"> <li>• provide the NFFPC, as funding allows, in the amount of \$3,500, for NECC's administrative support</li> </ul>
NFFPC	<ul style="list-style-type: none"> <li>• provide funding to the State of New Hampshire for a NECC seasonal dispatcher position</li> <li>• serve as a point of collection for receiving/ distribution of funds received in support of NECC operations from Federal Agencies, States, Provinces and other partners with which NECC provides services.</li> </ul>
New Hampshire Division of Forests and Lands	<ul style="list-style-type: none"> <li>• host a seasonal, dispatcher position</li> </ul>
NFFPC Agencies	<ul style="list-style-type: none"> <li>• provide funding, as available, to support a portion of the cost of the Center Manager, seasonal dispatcher position and/or NECC operational costs</li> </ul>

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**Estimated Operating Costs and Contributions (Mar 1- Sep 30, 2016)**

Agency	Position	Salary Amount	Training/ Travel	Facility Operations	Total
USFS-WMNF	Center Manager	\$31,000	\$5,000	\$252,000	\$288,000
USFS-GMFL	Center Manager	\$31,000	\$1,500	0	\$32,500
USFS-NA		0	0	0	0
NPS	Logistics Dispatcher	\$41,000	included	0	\$41,000
FWS	Logistics Dispatcher	\$0	0	\$2,500	\$2,500
BIA	Logistics Dispatcher	\$0	0	\$3,500	\$3,500
State of NH	Seasonal Dispatcher	\$10,000	included	0	\$10,000
State of ME	Seasonal Dispatcher	\$10,000	included	0	\$10,000
State of MA	Seasonal Dispatcher	\$5,000	included	0	\$5,000
SOPFEU	Seasonal Dispatcher	\$10,000		0	\$10,000

Detailers are used when incident activity warrants, incurring additional expenses that are charged to a pre-assigned incident support code.

The NECC Center Manager or representative thereof will meet annually with the NECC Board to review and ascertain NECC expenditures. Adjustments for additional funds or reimbursement for individual agencies will be negotiated.

Financial obligations of each member are payable at the beginning of the current federal fiscal year (October 1- September 30) or current state fiscal year (July 1-June 30) and are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

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## VII. Procedures

### Resource Orders

Resource orders will be processed by NECC in compliance with established channels. Standard Incident Command System (ICS) forms and the Resource Ordering and Status System (ROSS) will be used. Resource orders will be coordinated by NECC in conjunction with individual area agencies and appropriate mobilization channels such as NECC. These channels are detailed in the following guides:

- NECC mobilization guide / dispatch operating plan
- [Northeastern Compact Operations Manual](#)
- [Eastern Area Mobilization Guide](#)
- [National Interagency Mobilization Guide](#)
- [Interagency Standards for Fire and Aviation Operations](#) (Red Book)

If an agency has confirmed that it cannot fill a resource order within one hour, NECC will determine the appropriate action to be taken at the time.

### Resources

NECC will decide from which agency to fill an order based on posted available resources and the need to provide a fair and equitable distribution of orders. NECC dispatchers make routine daily decisions on the mobilization of resources. The NECC Center Manager / Acting Center Manager / lead dispatcher has the responsibility for final decisions on the filling of resource orders.

### Shopping Lists

NECC will make every reasonable effort to find resources that are needed in response to incidents including the assembly of interagency crews.

### Resource mobilization

Procedures described within the most recent version of the [Interagency Incident Business Management Handbook](#)-(National Wildfire Coordinating Group Handbook 2) apply for use of Federal resources.

Requests for Federal resources for Canadian incidents, within or outside the NE Compact area, will be coordinated through NECC, EACC, National Interagency Coordination Center (NICC), and the [Canadian Interagency Forest Fire Center \(CIFFC\)](#). NICC will assign a fire-code to charge against and will coordinate reimbursement through CIFFC.

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Coordinate all requests for Federal resources on non-Federal incidents (State & Private lands) within the US Compact area through NECC with applicable reimbursement from the receiving agency.

NECC will assign an incident code for resource reimbursement on state incidents using the federal mobilization system, as authorized. Authorization will generally be through the Agency Fire Supervisor.

Coordinate all requests for State resources on Federal incidents within the US Compact area through NECC with applicable reimbursement from the receiving agency.

National ([NWCG](#)) qualification standards apply for extended attack resources on Federal incidents since they fall under Federal jurisdiction, unless local agreements specify otherwise. NWCG recognizes the ability of cooperating agencies at the local level to jointly define and accept each other's qualifications for initial attack, extended attack, large fire operations, and prescribed fire. Aircraft used on Federal incidents must be pre-approved for such use (carded) by Regional Forest Service aviation inspectors or the DOI Aviation Management Directorate (AMD).

For fire incidents on Federal lands within the NECC area, requests for Canadian resources will be dispatched in accordance with the [National Interagency Mob Guide, Chapter 40](#). Requests from NECC will be forwarded to EACC who will inform NICC, which will coordinate the request with (CIFFC).

State and Provincial resources will be mobilized in accordance with Compact mobilization plans within the NE Compact. (See the NFFPC Administration & Operations Plan; section C. Operations, Resource Sharing Guide).

Resources within the NE Compact area may be mobilized for all-hazard incidents. If the incident is a Presidentially-declared disaster managed by the [Federal Emergency Management Agency \(FEMA\)](#), the authority for mobilization and re-imbursement of State and federal resources is based on the [Stafford Act](#). If the all-hazard incident is not a Presidentially - declared disaster, any mobilization and subsequent re-imbursement must be done under a different authority, such as a cooperative agreement appropriate for such activities. The NECC Master Agreement as well as other Master Cooperative Fire agreements, with the proper wording and clauses, may be appropriate.

The mobilization matrix below summarizes the processes, qualification standards and reimbursement method for the different combinations of resources for sending and receiving agencies within the Compact area. A second table depicts the processes for FEMA incidents within the US.



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Mobilization Matrix (NE Compact Area Agencies)

Sending Agency	Receiving Agency	Mobilization Process	Qualification Standards	Reimbursement
State	State	Compact, EMAC	Compact	Direct or via Compact
State	Province	Compact	Compact	Direct; via Compact
State	Federal	EA MOB GUIDE <sup>1</sup>	NWCG <sup>5</sup>	Federal Fire code
Province	Province	CIFFC <sup>2</sup>	Province	Direct
Province	State	Compact	Compact	Direct; via Compact
Province	Federal	EA MOB GUIDE-NECC <sup>3</sup> -NICC <sup>4</sup> -CIFFC	Province	Federal Fire code
Federal	Federal	EA MOB GUIDE	Federal	Federal Fire code
Federal	State	EA MOB GUIDE, Coop Fire Agreement	Federal	Direct
Federal	Province	EA MOB GUIDE-NECC-NICC-CIFFC	Federal	Direct

<sup>1</sup> Eastern Area Mobilization Guide; <sup>2</sup> Canadian Interagency Forest Fire Center; <sup>3</sup> Eastern Area Coordination Center, <sup>4</sup> National Interagency Coordination Center; <sup>5</sup> National Wildfire Coordinating Group

Mobilization Matrix (FEMA<sup>1</sup> incidents under the Authority of the Stafford Act only)

Sending Agency	Mobilization Process		Reimbursement
	Fire	All-risk	
State except NYS	Coop Fire Agreement	Coop Fire Agreement	Mission Assignment Code
State	EMAC <sup>2</sup>	EMAC	EMAC Agreement
Province	EA MOB GUIDE-NECC-NICC-CIFFC	None	Mission Assignment Code
Federal	EA MOB GUIDE	EA MOB GUIDE	Mission Assignment Code

**Exception:** the NPS Eastern Interagency Coordination Center (Shenandoah National Park in Virginia (EICC) is the "all-hazards" deployment point (for NPS personnel) for any National Response Framework (NRF) Emergency Support Function(ESF) other than ESF #4 Firefighting (this ESF uses the wildland fire dispatch hierarchy). That includes any order from FEMA for other than that single ESF, as well as, any "all-hazard" event that is using NPS personnel regardless of agency or department. This is policy per DO 55. The EICC also deploys FEMA Type III teams as requested by FEMA.

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<sup>1</sup> Federal Emergency Management Agency

<sup>2</sup> Emergency Management Assistance Compact

### Manchester Mobilization Center (MHT)

After consultation with the EACC, NECC will notify the State of New Hampshire to activate the Manchester Mobilization Center when dispatching/demobilization is necessary that requires its use. Communications with NECC and MHT will be maintained while the MHT is activated. The current Manchester Mobilization Guide can be referenced on the [NFFPC](#) website.

### Transportation and Lodging

NECC may arrange, through the resource ordering process, transportation, lodging and feeding for detailers to the coordination center. The NECC Center Manager will ensure that purchase authority is available to provide MHT with fiscal support during mobilizations, and when resources are returning. Appropriate resource orders will be generated and sent to the respective resources or to support logistical arrangements.

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**VIII. 2016 Contact Information**

<b>NORTHEASTERN INTERAGENCY COORDINATION CENTER (NECC)</b>	<b>FIRE TELEPHONE NUMBER: 603-536-6208</b>
71 White Mountain Drive Campton, NH 03223	<b>NIGHT OR 24 HOUR TELEPHONE NUMBER: 603-536-6208</b>
FAX: 603-536-3709	<b>ELECTRONIC ADDRESSES: necc.dispatch@gmail.com</b>

...IF NO ANSWER ON ABOVE NUMBERS, CALL IN ORDER LISTED BELOW...

<b>NAME/TITLE</b>	<b>OFFICE/ CELL/ HOME</b>	<b>E-Mail</b>
<b>CAMPBELL, Molly Center Manager USFS</b>	<b>603-536-6208</b>	<a href="mailto:macampbell@fs.fed.us">macampbell@fs.fed.us</a>
<b>CARELLO-BIGNER, Mari Logistics Dispatcher NPS</b>	<b>603-536-6208 207-512-0646</b>	<a href="mailto:mari_carellobigner@nps.gov">mari_carellobigner@nps.gov</a>
<b>Vacant Seasonal Dispatcher NH Div of Forests &amp; Lands</b>	<b>603-xxx-xxxx</b>	
<b>MARSHALL, Chase WMNF Forest Fire Management Officer</b>	<b>603-536-6262 603-398-2736</b>	<a href="mailto:cmarshall@fs.fed.us">cmarshall@fs.fed.us</a>
<b>PARENT, Tom NFFPC Executive Director</b>	<b>207-968-2755 207-512-0645</b>	<a href="mailto:necomact@fairpoint.net">necomact@fairpoint.net</a>

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**Authorized Representatives.** 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 award/agreement.

**IX. Approvals:**

**IN WITNESS WHEREOF, the Agencies** hereto have executed this Cooperative Wildland Fire Management Agreement as of the last date written below:

The authority and format of this instrument have been reviewed and approved for signature
JANEAL A. HEDMAN, USFS Grant Management Specialist- NEAT
Date:

DRAFT

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THOMAS G. PARENT Executive Director Northeastern Forest Fire Protection Commission	Date	Vice GLEN STRATTON Regional Fire Coordinator USDI Fish and Wildlife Service Northeast Region	Date
BERNIE TOYEKOYAH Grants Management Specialist USDI Bureau of Indian Affairs Eastern/Southern Plains Region	Date	MARK MUSITANO Regional Fire Management Officer USDI National Park Service Northeast Region	Date
JOHN SINCLAIR Forest Supervisor Green Mountain / Finger Lakes National Forest	Date	THOMAS G. WAGNER Forest Supervisor White Mountain National Forest	Date
FRANÇOIS LEFEBVRE, ing.f., M.Sc Directeur général/Director General SOPFEU	Date	OWEN C. MARTIN Director, Fire and Aviation Management U.S. Forest Service Northeastern Area	Date
BRAD W. SIMPKINS Director New Hampshire Division of Forests and Lands	Date	DOUGLAS DENICO Director Maine Forest Service	Date
FDNY ☺		PETER CHURCH Director of Forest Stewardship Massachusetts Department of Conservation and Recreation	Date