

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE: 05.10.22</b>	<b>ITEM TIME:</b>

<b>FROM:</b>	Routt County Sheriff's Office/ Kimberly Gittleson
<b>TODAY'S DATE:</b>	05.03.22
<b>AGENDA TITLE:</b>	USFS Contract signing

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input type="checkbox"/> <b>ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>	
	Consideration to approve and authorization for the chair to sign the USFS contract between Routt County Sheriff's Office and USDA, Forest Service Medicine Bow-Routt National Forest Thunder Basin National Grassland for 2022

<b>II. RECOMMENDED ACTION:</b>	
	Sign the USFS Contract

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>	
<b>PROPOSED REVENUE:</b>	
<b>PROPOSED EXPENDITURE:</b>	
<b>FUNDING SOURCE:</b>	

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>	

**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

Each year the Routt County Sheriff's Office and the USDA Forest Service enter into a contract for the deputies of Routt County to be paid to assist with Forest Service patrol while off duty.

**VI. LEGAL ISSUES:**

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

**VIII. SUMMARY AND OTHER OPTIONS:**



**MODIFICATION OF GRANT OR AGREEMENT**

PAGE	OF PAGES
1	08

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 20-LE-11020600-004	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY: N/A	3. MODIFICATION NUMBER: 02
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): R2, Rocky Mountain Region 1617 Cole Blvd Lakewood, CO 80401	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Medicine Bow-Routt National Forests and Thunder Basin National Grassland 2468 Jackson St, Laramie, WY 82070	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Routt, County of 136 6 <sup>th</sup> St, Steamboat Springs, CO 80477	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only): N/A	

**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Add Forest Service funding in the amount of \$4,432.75
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: Updates contacts as shown on attached AOP
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): Add 2022 AOP

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):  
The purpose of this modification No. 02 is to add additional funding in the amount of \$4,432.75, and add the 2022 Annual Operating Plan (AOP), Exhibit A.

**10. ATTACHED DOCUMENTATION (Check all that apply):**

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: 2022 AOP

**11. SIGNATURES**

**AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. SIGNATURE  (Signature of Signatory Official)	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE  (Signature of Signatory Official)	11.D. DATE SIGNED
11.E. NAME (type or print): See Attached AOP for Signature		11.F. NAME (type or print): See Attached AOP for Signature	
11.G. TITLE (type or print):		11.H. TITLE (type or print):	

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:  See Attached AOP for Signature U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED
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USDA Forest Service

OMB 0596-0217  
FS-1500-19

#### 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 30 minutes 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).

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FS Agreement No. 20-LE-11020600-004  
Cooperator Agreement No. \_\_\_\_\_

**EXHIBIT A**

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &  
FINANCIAL PLAN  
Between The  
ROUTT, COUNTY of  
And the  
USDA, FOREST SERVICE  
MEDICINE BOW-ROUTT NATIONAL FORESTS AND  
THUNDER BASIN NATIONAL GRASSLAND**

**2022 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Routt County Sheriff's Office, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Medicine Bow-Routt National Forests and Thunder Basin National Grassland, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #20-LE-11020600-004 executed on January 22, 2020. This Annual Operating Plan is made and agreed to for the period beginning date of final signature and ending December 31, 2022.

Previous Year Carry-over: \$3,867.25  
Current Fiscal Year Obligation: \$4,432.75  
**CY2022 Total Annual Operating Plan: \$8,300.00**

**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>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Garrett Wiggins, Sheriff 2020 Shield Dr Steamboat Springs, CO 80477 Phone: 970-870-5501 Email: gwiggins@co.routt.co.us  Doug Scherar, Undersheriff 2020 Shield Dr Steamboat Springs, CO 80477 Phone: 970-870-5502 Email: dscherar@co.routt.co.us	Kim Gittleson, Administration Manager 2020 Shield Dr Steamboat Springs, CO 80477 Phone: 970-870-5504 Email: kgittleson@co.routt.co.us

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

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Shawn Graef, Patrol Captain Central Zone 2468 Jackson St Laramie, WY, 82070 Phone: 307-745-2451 Email: shawn.graef@usda.gov  <b>Field Contact:</b> Shawn Graef, Patrol Captain Central Zone Hahn Peak/Bears Ear Ranger District 925 Weiss Dr Steamboat Springs, CO 80487 Phone: 307-745-2451 Email: shawn.graef@usda.gov	Mari Lliteras, Grants Management Specialist 1617 Cole Blvd Lakewood, CO 80401 Phone: 303-275-5288 Email: mari.lliteras@usda.gov  <b>Payment Approver (in NRM)</b> Bryan Kent, Program Assistant 2468 Jackson St Laramie, WY, 82070 Phone: 307-745-2329 Email: bryan.kent@usda.gov

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

**Wages at the prevailing rate of \$74.50/hour (includes mileage).**

**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. *Due to carried seasons and activities associated with patrols on National Forest System Lands, the Routt County Sheriff's Office will conduct some patrols while utilizing personally owned equipment: the officer and Routt County Sheriff's office*



*assume all liability to equipment and stock during these patrols. Methods of travel may include but are not limited to: vehicles, OHV's, OSV's, motorcycles, bicycles, horse and mule. The officer(s) will be reimbursed through Routt County when using personally owned equipment and stock, then the County will be reimbursed by the FS per the attached Patrol Comp. Formulas. Majority of patrols should be prioritized for weekends, holidays, and evening hours.*

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

- |                                |                                      |
|--------------------------------|--------------------------------------|
| FDR 270, Lynx Pass             | FDR 285 Bear River                   |
| FDR 206 & 275, Old Highway 134 | FH 60, Buffalo Pass                  |
| FS 129 CR 129 above Hahns Peak | FDR 500, Big Red Park                |
| FDR 400, Seedhouse             | FH 16 (Forest Highway), Dunckly Pass |
| FDR 285, Green Ridge           | FDR 150, California Park             |
| FDR 550, Park                  | FDR 42, Sand Mountain                |

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

- |                             |                                   |
|-----------------------------|-----------------------------------|
| Lynx Pass Campground        | Meadows Campground                |
| Bear Lake Campground        | Ferndale Campground               |
| Stillwater Campground       | Mad Creek Trailhead               |
| Red Dirt Trailhead          | Sheriff's Reservoir Campground    |
| Hinman Campground           | Trout Creek Recreation Campground |
| Seedhouse Campground        | Fish Creek Falls Recreation area  |
| Dry Lake Campground         | Slavonia Trailhead                |
| Hot Springs Recreation Area | Hahns Peak Lake Campground        |
| Walton Creek Campground     | Little Red Park                   |

Total reimbursement for this category shall not exceed the amount of: \$8,300.00.

**III. TRAINING:**

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

None Planned

**IV. EQUIPMENT:**

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

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

**V. 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.

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.
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.

#### VI. BILLING FREQUENCY:

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

- A. The U.S. Forest Service shall reimburse the Cooperator **not less than quarterly** for actual expenses incurred, not to exceed the amount shown in the Annual Operating Plan (AOP). The U.S. Forest Service will make payment for projects costs upon receipt of a





**not less than quarterly invoice.** Each correct invoice shall display the Cooperator’s actual expenditures to date of the invoice, displayed by separate cost elements as documented in the AOP, less previous Forest Service payments. **Please put FS agreement number and performance dates on the invoice.**

B. Billing for services provided under the terms and conditions of this agreement are approved on a **quarterly** basis. All billings and supporting documentation will be forwarded to the designated Forest Service Representative named below. **The FS-5300-5 Law Enforcement Activity Report shall be completed and submitted annually.** A copy of the FS-5300-5 is included in this Operating Plan. The invoice should be forwarded as follows:

<p><b>Submit original invoice(s) for payment to:</b></p> <p>EMAIL: sm.fs.asc_ga@usda.gov</p> <p>FAX: 877-687-4894</p> <p>POSTAL: USDA Forest Service Albuquerque Service Center Payments – Grants &amp; Agreements 101B Sun Ave NE Albuquerque, NM 87109</p>	<p><b>Send copy of invoice, completed patrol logs, and form FS-5300-5 (Cooperative Law Enforcement Activity Report) to:</b></p> <p>Forest Service Shawn Graef, Patrol Captain E-Mail: shawn.graef@usda.gov</p>
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C. 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	\$8,300.00	100
Training	N/A	N/A
Equipment	N/A	N/A
Special Enforcement Situations	N/A	N/A
<b>Total</b>	<b>\$8,300.00</b>	

D. 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 deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*

E. 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.



*Garret Wiggins*  
GARRET WIGGINS, Sheriff  
Routt County Sheriff's Office

*5/3/22*  
Date

RUSSELL M. BACON, Forest Supervisor  
U.S. Forest Service, Medicine Bow-Routt National  
Forests and Thunder Basin National Grassland

Date

BETH MELTON  
Routt County Commissioner

Date

KENNETH PEARSON  
Special Agent in Charge, Rocky Mountain Region

Date

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

**KARLA SWENSON** Digitally signed by KARLA SWENSON  
Date: 2022.04.07 18:22:25 -06'00'

KARLA SWENSON  
U.S. Forest Service Grants Management Specialist

Date

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