



FS Agreement No. 23-LE-11015600-017
Modification #2

Cooperator Agreement No. _____

EXHIBIT A

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &
FINANCIAL PLAN**

Between

County of Kootenai

And the

USDA, FOREST SERVICE

Idaho Panhandle National Forest

2025 ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between County of Kootenai, hereinafter referred to as “the Kootenai County Sheriff’s Office,” and the USDA, Forest Service, Idaho Panhandle National Forest, hereinafter referred to as the “U.S. Forest Service,” under the provisions of Cooperative Law Enforcement Agreement #23-LE-11015600-017. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning upon execution and ending December 31, 2025.

2025 Total Annual Operating Plan: \$10,434.51 This will bring the total amount available in 2025 to \$12,100.00

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.

Designated Representatives Principal Contacts:

County

Lt. Erik Hedlund
Kootenai County Sheriff’s Office
5500 N. Government Way
Coeur d’Alene, ID 83815
Phone: (208) 446-1300
Email: ehedlund@kcgov.us

Forest Service

Steve Bryant, Patrol Captain
Northwest Zone Law Enforcement
Idaho Panhandle National Forest
3232 West Nursery Road
Coeur d’Alene, ID 83815
Phone: (208) 756-7289
Email: stephen.m.bryant@usda.gov



Alternative Representatives:

County

Capt. Kevin Smart
Kootenai County Sheriff's Office
5500 N. Government Way
Coeur d'Alene, ID 83815
Phone: (208) 446-1300
Email: ksmart@kcgov.us

Forest Service

Dan Schneider, Law Enforcement
Officer
Idaho Panhandle National Forest
3232 West Nursery Road
Coeur d'Alene, ID 83815
Phone: (208) 660-5502
Email: daniel.schneider@usda.gov

Lori DeFord
U.S. Forest Service, LE&I
502 Lowry Street
Kooskia, ID 83539
Phone: (208) 451-4661
Email: lori.deford@usda.gov

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

\$0.655/mile patrolled

Wages at the prevailing rate of **\$55.30/hour**.

Per diem rate is \$0/day

II. PATROL ACTIVITIES:

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

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

- FS road 268 Fernan Grade
- FS road 438 Beauty Creek
- FS road 439 Coeur d'Alene Mountain
- FS road 206 Hayden Creek
- FS road 437 Hayden Creek
- FS road 209 Coeur d'Alene river
- FS road 406 Five Fingers Saddle
- FS road 332 Bunco



- FS road 385 Independence Saddle/Crooked Ridge
- FS road 258 Cascade Saddle

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

AREAS OF INTEREST:

- Beauty Creek Campground
- 4th of July Recreation Area
- Marie Creek Trail head and parking area
- Coeur D’Alene Mountain overlook
- Coeur D’Alene river drainage disperse sites
- Honeysuckle Campground
- Horse Haven
- Canfield Parking Lot
- Fernan Saddle
- Nettleton Gulch
- Windy Ridge
- Five Fingers Saddle
- Bunco Parking Lot/Trail Head
- Lone Mountain Tree Farm
- English Point
- Mokins Bay Campground
- Rainy Hill Boat Launch
- Coeur d’Alene Nursery
- Hudlow Meadows
- Lookout Ridge
- Crooked Ridge
- Skitwish Ridge

Total reimbursement for this category shall not exceed the amount of: **\$12,100.00.**

III. EQUIPMENT:

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

All equipment purchases need to be submitted for review and approval by the Patrol Captain prior to the purchase.

Total reimbursement for this category shall not exceed the amount of: **49% of the total.**

IV. 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 Kootenai County Sheriff's Office 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 U.S. Forest Service pursuant to an incident resource order, the Kootenai County Sheriff's Office agrees to provide special services beyond those provided under Section II-A, within the Kootenai County Sheriff's Office resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. This agreement cannot be used to reimburse the Kootenai County Sheriff's Office for expenses related to their legal/jurisdictional responsibilities such as evacuations, public safety, and enforcement/patrols within their jurisdictional area of responsibility. The Kootenai County Sheriff's Office will be compensated as outlined in Addendum A; the U.S. Forest Service will specify times and schedules.

Addendum A (attached) provides the specific information on the procedures and requirements for billing and requesting fire reimbursements from the U.S. Forest Service. Any questions or clarifications necessary concerning incident/fire emergencies should be directed to Heather Good, Regional Incident Business Coordinator at (986) 200-9323, heather.good@usda.gov

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 U.S. 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.

V. BILLING FREQUENCY:

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

- A. The Kootenai County Sheriff's Office will furnish **Quarterly** to the U.S. Forest Service, an itemized billing for reimbursement and a completed Cooperative Law Enforcement Activity Report (FS 5300-5). The billing shall include the U.S. Forest Service Agreement number, the section of the Annual Operating Plan the reimbursement is being requested under, and include such items as the number of trips, total mileage, Resource Order number if applicable, etc., and shall be in sufficient detail to allow the U.S. Forest Service to tie the expenditures back to the reimbursable expenses. For expenditures pursuant to conditions described in provision V-B-2 (Incident/Fire Emergencies), Addendum A. The Kootenai County Sheriff's Office should certify the billings as being current and proper.
- B. **All invoices for 2025 activities must be submitted no later than February 1, 2026 to be considered for reimbursement. This does not apply to special enforcement situation invoices.**
- C. The Kootenai County Sheriff's Office will also furnish **Quarterly** to the U.S. Forest Service, a patrol log by each officer performing patrols pursuant to this Annual Operating Plan. This patrol log shall show the name of the deputy performing the patrol, dates the patrols were performed, and the reference to the Annual Operating Plan section for the patrol. Other items of format shall be mutually agreed upon.

The invoice and patrol logs should be forwarded as follows:

Submit original invoice(s) for payment to:
 U.S. Forest Service
 Albuquerque Service Center
 Payments – Grants & Agreements
 101B Sun Avenue NE
 Albuquerque, NM 87109 **OR:**
PREFERRED METHOD:
 Email: SM.FS.ASC_GA@USDA.GOV

Submit copies of invoice(s) and patrol logs to:
 Steve Bryant, Patrol Captain
 Northwest Zone Law Enforcement
 U.S. Forest Service
 Idaho Panhandle National Forest
 3232 West Nursery Road
 Coeur d'Alene, ID 83815
 Email: stephen.m.bryant@usda.gov



**Radio Frequencies
Idaho Panhandle National Forest
Coeur d'Alene River RD/Kootenai LE**

GROUP 59 - KOOTENAI LE					2021	
Ch	Rec Freq	Rec CG	Tx Freq	Tx CG	Label	Band
1	167.25	123	162.2625	167.9	LE Mica	N
2	167.25	123	162.2625	131.8	LE Monument	N
3	167.25	123	162.2625	123	LE Faset	N
4	167.25	123	162.2625	136.5	LE Wardner	N
5	167.25	123	162.2625	156.7	LE Ltl Guard	N
6	167.25	123	162.2625	103.5	LE Dunn	N
7	167.25	123	167.25	123	LE C-C	N
8	169.1750	123.0	169.9250	167.9	Mica	N
9	169.1750	123.0	169.9250	131.8	Monument	N
10	158.805	072N	155.07	026N	SCS Silver	N
11	151.0925	192.8	155.07	141.3	SCS Baldy	N
12	155.07	0	155.07	0	SCS C-C	N
13	154.875	162.2	159.0675	162.2	BCS Little Blk	N
14	151.115	162.2	159.0675	162.2	BCS Hodo	N
15	168.025	0	168.025	0	FS LAW	N
16	155.28	0	155.28	156.7	EMS 2	N

GROUP 60 - FERNAN/CDA RIVER FS					2021	
Ch	Rec Freq	Rec CG	Tx Freq	Tx CG	Label	Band
1	169.1750	123.0	169.9250	167.9	Mica	N
2	169.1750	123.0	169.9250	131.8	Monument	N
3	169.1750	123.0	169.9250	123.0	Faset	N
4	169.1750	123.0	169.9250	136.5	Wardner	N
5	169.1750	123.0	169.9250	156.7	Ltl Guard	N
6	168.7250	123.0	168.1250	167.9	ST Joe Baldy	N
7	168.7250	123.0	168.1250	103.5	Dunn Pk	N
8	168.7250	123.0	168.1250	131.8	Mid Sister	N
9	168.7250	123.0	168.1250	123.0	Marks Butte	N
10	168.7250	123.0	168.1250	156.7	Huckleberry	N
11	168.775	123	168.175	110.9	Spt Baldy	N
12	168.775	123	168.175	167.9	Lightning Mt	N
13	168.775	123	168.175	100	Ltl Blacktail	N
14	168.775	123	168.175	136.5	Lunch PK	N
15	168.025	0	168.025	0	FS LAW	N
16	155.28	0	155.28	156.7	EMS 2	N



Kootenai CSO 700/800 Digital Trunking System

Approved Radio Channels:

Zone Name	51 KC 700 1
Top Display Zone	Z51
Zone Announcement	<None>

▼ Channels				
	Default	1		
Position	Channel Name	Top Display Chan	Channel Type	
▶ 1	1K-SD-1	1K-SD-1	Trk	
2	1K-SD-2	1K-SD-2	Trk	
3	1K-SD-3	1K-SD-3	Trk	
4	1K-CPD-1	1K-CPD-1	Trk	
5	1K-PFPD-1	1K-PFPD1	Trk	
6	1K-SLPD-1	1K-SLPD1	Trk	
7	1K-TRIBE-1	1KTRIBE1	Trk	
8	ISP-PTRL-1	ISPPTRL1	Trk	
9	1K-SWAT-1	1K-SWAT	Trk	
10	1K-FED-1	1K-FED-1	Trk	
11	1K-EVENT-1	1K-EVT-1	Trk	
12	1K-EVENT-2	1K-EVT-2	Trk	
13	1K-EVENT-3	1K-EVT-3	Trk	
14	1K-EVENT-4	1K-EVT-4	Trk	
15	1K-REG	1K-REG	Trk	



Zone Name

Top Display Zone

Zone Announcement

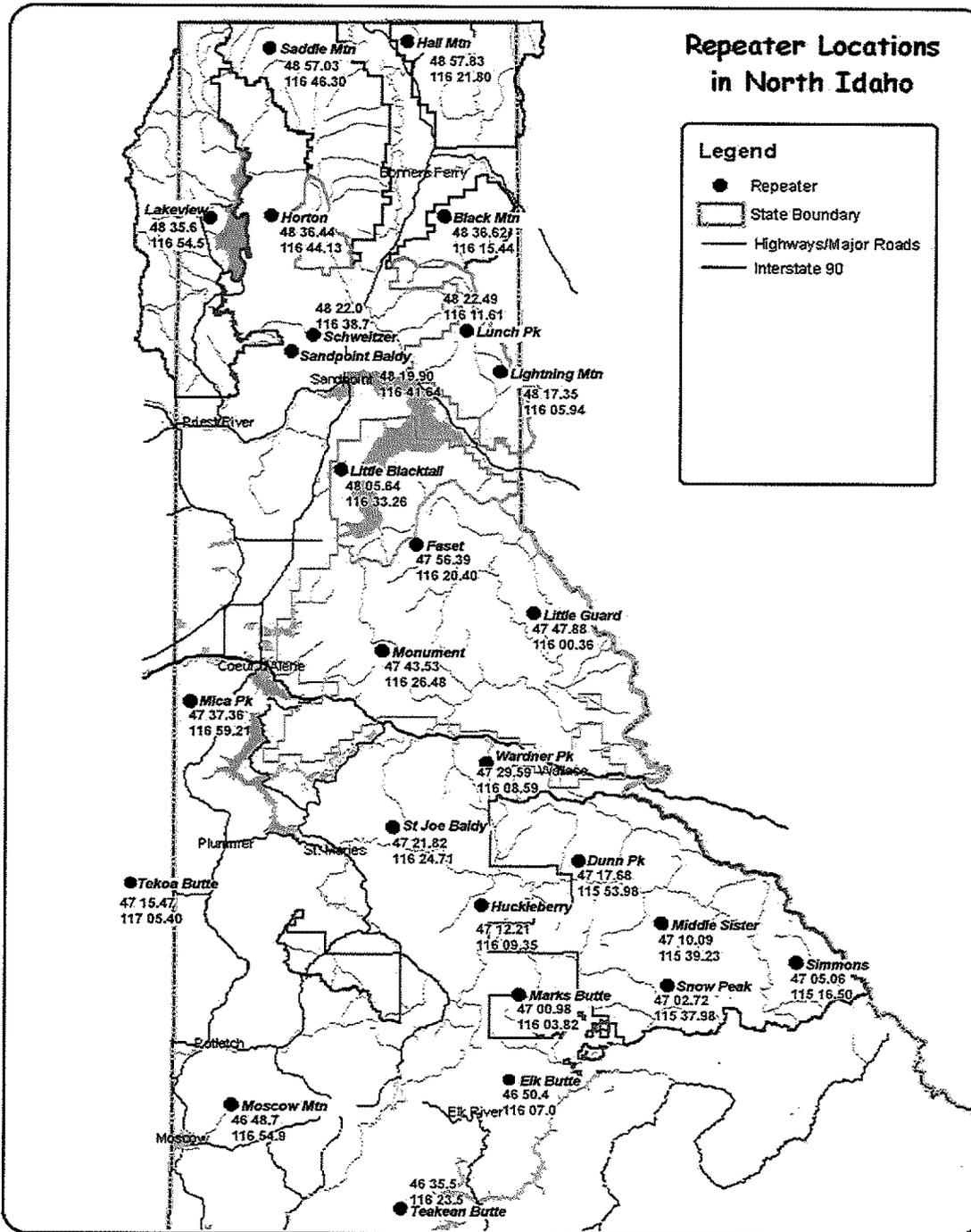
▼ Channels

Position	Channel Name	Top Display Chain	Channel Type
1	1K-SD-1	1K-SD-1	Trk
2	1K-CENT	1K-CENT	Trk
3	1K-FOPS-1	1K-FOPS1	Trk
4	1K-FOPS-2	1K-FOPS2	Trk
5	1K-FOPS-3	1K-FOPS3	Trk
6	1K-FOPS-4	1K-FOPS4	Trk
7	1K-FOPS-5	1K-FOPS5	Trk
8	1K-SAR	1K-SAR	Trk
9	AIR-1	AIR-1	Trk
10	AIR-2	AIR-2	Trk
11	AIR-3	AIR-3	Trk
12	1K-SD1-1 MICA	SD MICA	Trk
13	1K-CDAPD-1 CAN	CDA CAN	Trk
14	1K-KOOTEN-H	1K-KC H	Trk
15	1K-EMER	1K-EMER	Trk
16	1K-REG	1K-REG	Trk

Note: The frequency data contained in this Exhibit is Controlled Unclassified Information (CUI) and is not releasable under the Freedom of Information Act.



Repeater Site Locations:





Addendum A

Region One Fire Emergency Language & Billing Protocol Coop Law Enforcement Agreements / Annual Operating Plan

Fire Emergencies:

During fire emergencies, the U.S. Forest Service will reimburse the County for ACTUAL COSTS incurred for providing assistance requested by either the Agency Administrator or Incident Commander with Agency Administrator concurrence.

Reimbursement for personnel wages and services are based upon the information in the resource order. The order request from the Incident Commander with concurrence of the Agency Administrator will be sent to Dispatch to fill with this USFS Coop Law Enforcement Agreement. The order request must identify how the County Law Enforcement personnel will be utilized (i.e. road blocks, camp security, additional patrols directly requested for Firefighter Safety by the IMT and not falling within the County's jurisdictional/legal responsibility), number of personnel required, hours of work, and time frame required. This information must be identified on the resource order to ensure proper reimbursement. A copy of the resource order generated for the request for assistance will be provided by U.S. Forest Service dispatch to the County. It is critically important that the IMT, Agency Administrator, and the Sheriff /County Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a County designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via a separate incident resource order from the request for County Law Enforcement support. The Liaison(s) primary duties, on behalf of the County Sheriff, will be to attend public meetings, planning and IC meetings as it pertains to the resources ordered to provide support for the requested incident support as described above. The Liaison position cannot be reimbursed for duties which fall within County law Enforcements jurisdictional/legal responsibilities. Eligible costs for reimbursement will include personnel time and mileage when fulfilling the liaison duties.

Daily Crew Time Reports or County Law Enforcement timesheets showing hours worked and miles driven must be completed by the resource and signed, as approved, by the Incident Management Team.

Upon concurrence from the Incident Management Team, County Law Enforcement personnel directly assigned to the incident where meals are provided, such as a caterer and hydration (water/sports drinks), are entitled to such meals and hydration. If County Law Enforcement personnel choose not to eat the meals provided by the incident, no meal reimbursement will be allowed. When meals are not provided by the incident and a meal is required to be provided per County Sheriff's Office policy, a reimbursement may be requested at the current GSA meals and incidental expenses (M&IE) rate for the incident location.



County Law Enforcement vehicles will be reimbursed for mileage at the rate identified in I. General, B. Reimbursement section at a per mile reimbursement. This rate includes all operating expenses including, fuel, oil, tire replacement normal wear and tear, etc.

Supply requests should be rare as most supplies are provided by the IMT/Host Unit. In the event supplies are needed a request will be placed through the IMT's supply request process for procurement by the host unit purchasing group or buying team. In the event the purchasing group is unable to procure the item, the resource order S# will be provided to the County Law Enforcement personnel who may then purchase the item and request reimbursement through this agreement using the approved S#. Supply items which are the jurisdictional responsibility of the County Law Enforcement cannot be reimbursed, such as the printing of evacuation orders.

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

What is not eligible for reimbursement?

1. Law enforcement duties that are within the county's normal jurisdictional responsibilities, such as enforcement, patrols, evacuations. 2. Supply purchases not approved through the appropriate S# process, nor materials that are considered the county's jurisdictional responsibilities such as the printing of evacuation orders 3. Automotive repairs, tires, fuel, oil, and services are covered in the mileage rate.

Billing Protocol:

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

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC and concurred by the Agency Administrator.
- Copy of Law Enforcement Agreement and Annual Operating Plan.
- Unique Employee Identifier (UEI): Breakout of actual costs:
 - Salary – Daily Crew Time Reports or timesheets of personnel signed by an Incident Management Team official, and Payroll Summary Report by hours and rate of pay per person per day. All salary reimbursements are based on actual expenses as indicated on the Payroll Summary Report.
 - Supplies – Copies of receipts with date and description of items purchased and the FS approved resource order (S#).
 - Mileage – Summary by day by vehicle and personnel using the vehicle.

For questions concerning incident/fire emergencies and to submit reimbursement requests, please contact Heather Good, Regional Incident Business Coordinator at (986) 200-9323 or email: heather.good@usda.gov.



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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