



National Wildfire Coordinating Group

National Interagency Fire Center
3833 S Development Avenue
Boise, Idaho 83705-5354

MEMORANDUM

Reference: NWCG#020-2012

To: Steve Gage, Assistant Director of Operations – USDA Forest Service
John Segar, Fire Director – U.S. Fish and Wildlife Service
John Gould, Aviation Chief – Bureau of Land Management
Lyle Carlile, Fire Director – Bureau of Indian Affairs
Bill Kaage, Wildland Fire Branch Chief – National Park Service
Dan Smith, Fire Director – National Association of State Foresters
Aitor Bidaburu, Fire Program Specialist – U.S. Fire Administration
Jim Erickson, Fire Technical Specialist – Intertribal Timber Council

From: NWCG Chair *Aitor Bidaburu*

Date: December 10, 2012

Subject: Single Point Interstate Billing

Effective Date: January 1, 2013

The purpose of this memorandum is to provide updated invoice processing direction for State agencies that respond to federal jurisdictional fires outside of their own states.

The current Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (Master Agreement) provides guidance for the billing of federal jurisdictional agencies. In many cases, State resources dispatched out of state, regardless of jurisdiction, have been submitting their billing package to the Forest Service's Albuquerque Service Center Incident Finance (ASC-IF) for payment.

Because of the recent changes to the Federal Master Cooperative Agreement, States responding to a federal jurisdictional fire outside of their own state shall submit their billing package to the jurisdictional agency.

In order to further clarify these changes:

- When an *established process* for billing is in place between the state and the jurisdictional agency, then the State's billing package will be forwarded to the jurisdictional agency.

- In the *absence* of an established process or agreement, all state billing packages will be sent to the jurisdictional Incident Business Lead at the National Interagency Fire Center (NIFC). For example:

National Park Service (specify agency as appropriate)
Incident Business Lead
National Interagency Fire Center
3833 South Development Avenue
Boise, ID 83705

- Example of an *established process*:
 - The state of Utah has an agreement with the Fish and Wildlife Service (FWS) that allows them to respond to a wildfire out of their state on FWS lands. The state of Utah will prepare and submit their billing package to the FWS office that holds the agreement.
- Example of *absent process*:
 - If a state does not have a Cooperative Fire Protection Agreement with the jurisdictional agency but does have an agreement with another DOI agency, the billing package will be sent to the jurisdictional DOI Business Lead at the National Interagency Fire Center (NIFC)
 - Scenario: The State of South Dakota responds to a FWS fire in Minnesota. FWS and the State of South Dakota do **not** have a Cooperative Fire Protection Agreement, **but** the National Park Service (NPS) has an agreement with the State of South Dakota. The State of South Dakota would then submit their billing package to the NIFC–FWS Business Lead. The NIFC-FWS Business Lead will then facilitate with the NPS the processing for payment.
- Example of *reassignment*:
 - If a state resource responds to a Forest Service fire and is reassigned to a DOI fire, the state will submit a separate bill package to each of the appropriate jurisdictional agencies.

If a State agency does not have a Cooperative Fire Protection Agreement with any of the DOI agencies, then the billing package will continue to be sent to the Forest Service ASC-IF.

Questions can be directed to AnnMarie Carlson, Chair of the Incident Business Committee (IBC) at (916) 978-4446 or acarlson@blm.gov.

cc: Roy Johnson, OWF Deputy Director
Rod Bloms, OWF Program Analyst
Geographic Area Coordinating Group (GACG) Chairs
National IC/AC Council Chair
AnnMarie Carlson, IBC Chair