

**City of Carson City  
Agenda Report**

**Date Submitted:** January 24, 2012      **Agenda Date Requested:** February 2, 2012  
**Time Requested:** Consent Agenda

**To:** Mayor and Supervisors

**From:** Carson City Sheriff's Office

**Subject Title:** For Possible Action: To approve the 2012 Cooperative Law Enforcement Annual Operating Plan and Financial Plan for Patrol Services between the United States Forest Service, Lake Tahoe Basin Management Unit and the Carson City Sheriff's Office in the amount of \$11,000 – Agreement number 11-LE-11051360-232 (Mod 02). (Ken Furlong)

**Staff Summary:** This is a continuation of previous Operating Plans and provides for the reimbursement of costs relative to law enforcement activities while performing work for the United States Forest Service. Patrol areas include Lake Tahoe National Forest beaches, forests and parking areas including but not limited to Chimney Beach and Secret Harbor/Secret Cove.

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion       Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to accept the 2012 Cooperative Law Enforcement Annual Operating Plan and Financial Plan for Patrol Services between the United States Forest Service, Lake Tahoe Basin Management Unit and the Carson City Sheriff's Office in the amount of \$11,000 – Agreement number 11-LE-11051360-232 (Mod 02).

**Explanation for Recommended Board Action:** The emphasis of the patrols is to discourage and take action on vandalism of government property, lewd and obscene behaviors, illegal camping, illegal campfires, littering, fighting, illegal parking in Forest Service parking lots, underage drinking, drug use and other applicable Nevada State laws.

**Applicable Statute, Code, Policy, Rule or Regulation:** N/A

**Fiscal Impact:** There is no financial impact to the city as this is a no-match agreement and includes the costs of all associated expenditures.

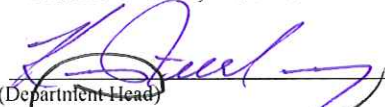


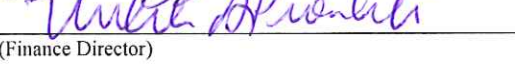
**Explanation of Impact:**

**Funding Source:** No fiscal impact - \$11,000 reimbursement allocation

**Alternatives:** No participation in the program.

**Supporting Material:** Operating Plan

**Prepared By:** Kathie Heath, Business Manager

**Reviewed By:**  \_\_\_\_\_ Date: 1/24/12  
(Department Head)  
 \_\_\_\_\_ Date: 1/24/12  
(City Manager)  
 \_\_\_\_\_ Date: 1/24/12  
(District Attorney)  
 \_\_\_\_\_ Date: 1/24/12  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



FS Agreement No. 11-LE-11051360-232  
Modification No. Mod 02  
Cooperator Agreement No. \_\_\_\_\_

**EXHIBIT A**

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

**Between The  
CARSON CITY SHERIFF'S DEPARTMENT**

**And the  
USDA, FOREST SERVICE, LAKE TAHOE BASIN MANAGEMENT UNIT**

**2012 PATROL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Operating Plan), is hereby made and entered into by and between the Casron City Sheriff's Department, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Lake Tahoe Basin Management Unit, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #11-LE-11051360-232 executed on November 17,2010 . This Operating Plan is made and agreed to as of the last date signed below and is for the period beginning October 1, 2011 and ending September 30, 2012. Unspent funds may be carried forward to the succeeding fiscal year.

Total funding for FY2012: \$11,000.

**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>
Bob White Tom Crawford Carson City Sheriff's Department 901 East Musser Street Carson City, NV 89701 Telephone: 775-887-2020 ext 1404	Kathie Heath 901 E Musser St Carson City, NV 89701 Telephone: 775-877-2500 FAX: 775-877-2026 Email: <a href="mailto:kheath@carson.org">kheath@carson.org</a>



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

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Gary Barnett, Patrol Captain 9646 Donner Pass Road Truckee, CA 96161-2949 Telephone: 530-587-3558 x237 FAX: 530-587-4857 Email: <a href="mailto:gbarnett@fs.fed.us">gbarnett@fs.fed.us</a>	Melissa Ewing 631 Coyote Street Nevada City, CA 95959 Telephone: 530-478-6166 FAX: 530-478-6179 Email: <a href="mailto:melissaewing@fs.fed.us">melissaewing@fs.fed.us</a>
Laura Clarke Law Enforcement Officer Lake Tahoe Basin Management Unit 35 College Drive South Lake Tahoe, CA 96150 Telephone: 530-642-5130 Email: <a href="mailto:lclarke@fs.fed.us">lclarke@fs.fed.us</a>	Suwannee Milburn, G&A Specialist 1323 Club Drive Vallejo, CA 94592-1110 Telephone: 707-562-8782 FAX: 707-562-9144 Email: <a href="mailto:semilburn@fs.fed.us">semilburn@fs.fed.us</a>

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise. The following rates include wages, fringe benefits, and mileage:

Regular Deputies	\$28 per hour (salary and mileage)
Reserve Deputies	\$20 per hour (salary and 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 visitors aware that law enforcement officers are in the vicinity.

The emphasis of the patrols is to discourage and take action on vandalism of government property, lewd and obscene behaviors, illegal camping, illegal campfires, littering, fighting, illegal parking in Forest Service Parking lots, underage drinking, drug use and other applicable Nevada State laws. Behaviors of concern in the area are: sex and sexual activities in public, sexual assaults, people walking naked on trails, fighting, underage drinking, drug use, illegal camping and campfires, and vandalism.

- B. Patrol Areas: Lake Tahoe National Forest beaches, forests, and parking areas including but not limited to:
- Chimney Beach parking area, trail to beach, and Chimney beaches, forest surrounding beaches and trail and shoreline area connecting to Secret Harbor/ Secret Cove parking lot trails.



- Secret Harbor/Secret Cove Parking area, trail and road system leaving parking lot, all beaches and rocky shoreline accessed by parking lot. Emphasis in patrols and presence in the Secret Cove area and forest surrounding cove.
1. Cooperator will provide foot and vehicle patrols at National Forest beaches, forests, and parking areas.
    - a. Patrols are to be made in a marked Sheriff's vehicle as well as on foot during the day and after dark. The assigned Deputies will possess a radio capable of operating on Forest Service frequencies or other jointly available frequencies and will maintain communications with the Forest Service LEOs.
    - b. For each Patrol Shift, the assigned personnel will complete and turn in an Officer's Daily Field Activity Report (FS 5300-26). These logs shall accompany the request for reimbursement.
  2. Cooperator will provide special boat patrols along National Forest shorelines and beaches to detect, enforce, and report violations of laws and regulations as they pertain to resource and property protection and public and employee safety.
    - a. Patrols are to be made in a marked Sheriff's vessel as well as on foot during the day and after dark. The assigned Deputies will possess a radio capable of operating on Forest Service frequencies or other jointly available frequencies and will maintain communications with the Forest Service LEOs.
    - b. For each Patrol Shift, the assigned personnel will complete and turn in an Officer's Daily Field Activity Report (FS 5300-26). These logs shall accompany the request for reimbursement.
  3. Cooperator will go in and out of service via radio or telephone with Camino Emergency Command Center 530.642.5170 and notify the Center of all known injury/fatality incidents that occur on National Forest System lands as soon as possible.

**Funding is allocated as follows:**

**Total allocation for Patrol Activities shall not exceed: .....\$11,000.**

**III. EQUIPMENT AND SUPPLIES:**

The Forest Service will loan those surplus items that will further the cooperative effort. These items are property, but in most cases will be expendable. The items will be tracked and accounted for by the Patrol Captain.

The Cooperator will account for and track these items, and will return them to the Forest Service when no longer needed and will report the damage or destruction of such property when applicable or no longer serviceable.



If the equipment is abused or neglected, as determined by the Forest Service, the Cooperator may be billed for the repairs or replacement of the equipment.

#### 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 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.

**V. BILLING FREQUENCY:**

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

A. For services requested in item II, reimbursement will be based upon itemized bills furnished monthly, along with certification that the services have been performed. Final billings for reimbursement must be received by the Forest Service before December 31, 2012.

**a. Mail copies of itemized billing statements to:**

Melissa Ewing  
Law Enforcement & Investigations  
631 Coyote St  
Nevada City, CA 95959

b. The Albuquerque Service Center is the payment center for all payments. Do not send back up documents to the ASC. Send only the hard copy invoice & Law Enforcement Billing Summary to the ASC via any of the following 3 options:

1. US Forest Service  
Albuquerque Service Center  
Payments – Grants & Agreements  
101 B Sun Ave NE  
Albuquerque, NM 87109
2. Or fax to: (877) 687-4894
3. Or e-mail scanned invoice to: [ASC\\_GA@fs.fed.us](mailto:ASC_GA@fs.fed.us)

**Annually update the CCR registration of the County Sheriff's DUNS# on the Central Contractors Registration (CCR) website at [www.ccr.gov](http://www.ccr.gov) for the verification of the EFT (Electronic Funds Transfer) banking information.**

B. 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	\$11,000.00	N/A
Dispatch Services		
Equipment and Supplies	0.00	
Special Enforcement Situations	0.00	
<b>Total</b>	<b>\$11,000.00</b>	<b>N/A</b>



C. 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.*

In witness whereof, the parties hereto have executed this Operating Plan as the last date written below.

  
\_\_\_\_\_  
KENNETH FURLONG, Sheriff  
Carson City  
11/12/12  
Date

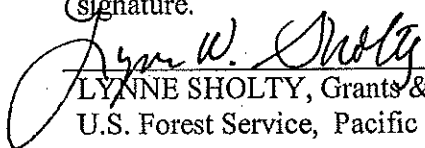
\_\_\_\_\_  
County Council  
Date

\_\_\_\_\_  
ROBERT CROWELL, Mayor  
Carson City  
Date

\_\_\_\_\_  
NANCY J. GIBSON, Forest Supervisor  
US Forest Service, Lake Tahoe Basin Mgt. Unit  
Date

\_\_\_\_\_  
SCOTT HARRIS, Special Agent in Charge  
U.S. Forest Service, Pacific Southwest Region  
Date

The authority and format of this Operating Plan has been reviewed and approved for signature.

  
\_\_\_\_\_  
LYNNE SHOLTY, Grants & Agreements Specialist  
U.S. Forest Service, Pacific Southwest Region  
11/4/11  
Date





## 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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