

EXHIBIT

to

FS Agreement No. 19-FI-11420000-046
Operating Plan No. 19-FO-11420000-311

FY 2023 MNICS/MIFC FINANCIAL/OPERATING PLAN

Under the authority of the Minnesota Master Agreement, #19-FI-1142000-046 and Operating Plan, #19-FO-11420000-311, the MNICS/MIFC Financial/ Operating Plan serves as the instrument to detail the finances of the Minnesota Interagency Fire Center (MIFC) and to support fire management activities of the MNICS partners.

Annual Operating Costs

Expenses will be incurred operating the NE Interagency Cache and the Minnesota Interagency Fire Center. Operating costs for the cache will be split between the USDA Forest Service and the State of Minnesota, Department of Natural Resources, Division of Forestry. Operating costs for MIFC will be shared among the participating members of the Minnesota Incident Command System (MNICS). The State of Minnesota fiscal year runs from July 1 through June 30. The Federal fiscal year runs from October 1 through September 30. As approved by the MNICS Board of Directors, December 2, 2001, the Common Services charges to the partners will automatically increase by 3% annually, unless further action is taken by the Board. No MNICS agency shall charge an overhead charge to any other partner agency.

Common Services

Services used in common by all MNICS partners include electricity, water and sewer, heat, cable, basic phone service, trash removal, janitorial, building maintenance, snow removal, lawn care, and miscellaneous supplies associated with projects approved by the Task Force.

Quarterly operating cost for these services is approximately \$52,792.00 for minimum basic operations and maintenance. These costs will be paid by the State of Minnesota, and partners will share and be billed in the following amounts:

Agency	Contribution	Billing Date(s)	% of Total
MNDNR	\$152,042.00	After July 1	72%
USFS	\$31,676.00	After Dec. 31	15%
BIA	\$8,447.00	After Dec. 31	4%
USFWS	\$6,335.00	After Dec. 31	3%
NPS	\$6,335.00	After Dec. 31	3%
HSEM	\$6,335.00	To be arranged	3%
TOTAL	\$211,170.00		100%

Overall costs will be reviewed and may be adjusted annually. Funds can only be used for items listed above or for special projects that benefit all partners and are approved at a Task Force meeting and reflected in the meeting notes.

MNCC Center Manager

As been agreed on by the MNICS Task Force and Board of Directors, the Minnesota Department of Natural Resources, Division of Forestry OR USDA Forest Service will employ the MNCC Center Manager position and shall bill the other MNICS agencies for actual salary costs, based on the MIFC split (percentages used on previous page) according to the following estimated costs, under this reimbursable agreement:

Approximate Salary Split		
Agency	Contribution	% of Total
MNDNR	\$91,425.00	75%*
FS (WFSE01)	\$18,285.00	15%
BIA	\$4,876.00	4%
USFWS	\$3,657.00	3%
NPS	\$3,657.00	3%
TOTAL	\$121,900.00	100%

* State of MN - Division of Forestry pays 75%, which includes HSEM’s share of the center manager’s salary.

Whenever possible and applicable, the MNCC Center Manager’s salary shall be charged to a project or incident management code. Any travel expenses and salary costs, benefiting only one agency, shall be paid by the agency assigning the MNCC Center Manager to those duties. (Examples: mandatory hosting agency employee training will be paid by the agency hosting the position, or if the Center Manager representing an agency at an agency meeting, that agency will pay those costs). It is the duty of the agency hosting the position to bill each agency for actual costs at least annually, or on a schedule mutually agreed upon.

MNCC Logistics Dispatcher Position

One of the MNICS agencies shall employ a Support Dispatcher at the Minnesota Interagency Fire Center (MIFC). This will be a permanent, full time position being paid by the following agencies as such:

MN Department of Natural Resources 18 pay periods at \$2,748/ PP
 U.S. Fish and Wildlife Service 8 pay periods at \$2,748/ PP

The anticipated cost associated with this agreement is as follows:

MN Department of Natural Resources	\$51,362.00
U.S. Fish and Wildlife Service	\$22,012.00
TOTAL	\$73,374.00

This agreement will be revisited on an annual basis.

Department of Natural Resources, Division of Forestry Receptionist Position

The Receptionist position duties are covered by a DNR employee as primary duties in a shared position with the MNDNR NE Region Forestry office. The USFS provides backup and support to this position via employees assigned administrative support duties when the DNR employee is unavailable. Receptionist support will be approximately 16 weeks during a calendar year.

Department of Natural Resources, Division of Forestry Fire Intelligence Officer

As agreed, the Minnesota Department of Natural Resources, Division of Forestry will employ a Fire Intelligence Officer. The U.S. Fish & Wildlife Service agrees to fund \$5,000 worth of time of this position. The DNR will submit an invoice to the U.S. Fish & Wildlife Service on a schedule agreed to by both agencies.

Agency Specific Services

Some costs of operations are specific to a particular agency and will be borne by that agency alone. Federal Telecommunication Service (FTS) lines are billed directly to the Forest Service. Costs will not be shared with other agencies.

Centrex service is provided to State of Minnesota employees and likewise will be the sole cost to the State. Long distance phone charges made on commercial telephone lines will be billed to the State of Minnesota. The State will bill other partner agencies for the specific calls made.

There are specific costs that are not shared by all partners in MNICS. In the case of projects that do not require financial commitment from all parties, only those parties making the financial commitment shall have to sign the amendment(s) to this Operating plan

The following common expenses have been agreed to by the USDA Forest Service and the State of Minnesota, Department of Natural Resources, and each agency agrees to reimburse for their share:

Item	Approximate Amount	Payer
Long distance phone calls	\$6,000	USFS
Fire Cache Activities:		
Fire Cache Support (Cache, salaries & pre-suppression)	\$5,000	USFS
National Symbols Cache Support	\$20,000	USFS
Shipping (UPS, Fed Ex)	\$12,000	DNR
DNR Cache Use	\$650,000	DNR

Maintenance and Repairs

The building is owned by the Forest Service. Major projects or improvements may be shared by partner agencies.

Fire Management Activities:

As is the intent of this and other interagency agreements, the MNICS partners shall provide support not only for MIFC operations and fire suppression, but also for fire pre-suppression, fire management activities and all risk response. Fire management activities include, but are not limited to; fire training, prescribed burning, fire aircraft inspection, preparedness staffing, etc. Agency providing assistance or services shall be reimbursed under this and other appropriate agreements for work rendered to a partner agency.

If support is required for additional fire management activities, a modification to this financial/Operating plan will be prepared and can be approved by the taskforce members affected by the modification.

Method of Payments

a) Reimburse the State of Minnesota for actual expenses as shown in the MIFC Financial/Operating Plan. The Forest Service will make payment for its share of operating costs upon receipt of an invoice that is supported by an itemized listing of actual expenses to date. The invoice should be forwarded for approval of payment to the USDA Forest Service, Supervisory Fire Management Officer, MIFC, 402 SE 11th Street, Grand Rapids, MN 55744. Payment will be paid through FMMI (Financial Management Modernization Initiative).

b) The Forest Service will issue a Bill for Collection to the State of Minnesota for actual expenses as shown in the MIFC Financial Plan. Payment should be made by check, payable to the Forest Service-USDA. Mail payment, along with a copy of the Bill for Collection, to:

USDA Forest Service
P.O. Box 6200-09
Portland, OR 97228-6200
Or pay online at www.fs.fed.us/billpay

c) When the Forest Service is requesting a service from another Federal agency, which is a participant in this agreement, and we will be incurring the obligation with that agency, we will complete an Interagency Agreement (IAA, Form 7600A/7600B), prior to the activity taking place. (Both requesting and performing agency approvals must be on the form prior to start of the activity.)

Billing will be prepared thru IPAC (Intergovernmental Payment and Collection).

d) When another Federal agency, which is a participant in this agreement, is requesting a service from the Forest Service and will incur an obligation with the Forest Service, an interagency type form, similar to the IAA (Form 7600A/7600B) needs to be completed by the agency requesting the service, prior to the activity taking place. (Both requesting and performing agency approvals must be on the form prior to start of the activity.) Billing will be prepared thru IPAC (Intergovernmental Payment and Collection).

e) The Forest Service will bill USDA Forest Service agencies as shown in the MIFC Financial Plan through an accounting adjustment. The Forest Service will complete and

process the accounting adjustment and forward a copy to the agency billed along with supporting documentation. The following information will be obtained from the agency billed:

Job Code: _____
 Override Code: _____

The following is a list of tentative projects that have been identified, but not yet approved by the Task Force for FY2023. Once approved, project funds will be encumbered from the State’s MIFC Cooperative account or by a willing agency as determined and approved by the MNICS Task Force. No agency is obligated beyond available appropriated funds for any projects that are approved after this agreement has been signed.

Tentative Project	Estimated Cost	Agency Contribution	Approval Date
Roof Replacement	\$750,000		
Security System Upgrade			
Parking lot expansion and paving	\$55,000		
Radio Shop deck repair	\$2,000		
Storage building	\$198,000		

Special Projects

Expansion and improvements of the MIFC facilities are discussed and addressed in the Facility Management Plan. Partners in MNICS will contribute to various projects as their budgets permit.

Additional Projects

Additional projects may be approved by the MNICS Task Force during the year and shall become part of this Financial/Operating Plan.

Project	Estimated Cost	Agency Contribution	Approval Date

