

**Project Name:** \_\_\_\_\_  
**Date(s):** \_\_\_\_\_

### **AGREEMENT FOR NON-EMERGENCY INCIDENT USE OF BFK**

The agreement is required for all Non-Emergency Incident use of the Billings Fire Cache (MT-BFK). Cooperating Fire organizations may utilize some of the MT-BFK inventory in support of non-active incident fire activities, such as fire rookie school training and prescribed fire without this agreement. Approved "All Risk" incidents are also exempt from this agreement. The Cache is financed by fire suppression funding which generally prohibits all non-fire/non-emergency use of fire cache resources. Therefore all use for non-emergency incident purposes requires one of the contributing agency FMO's approval and all costs must be paid by the user through reimbursable accounts on BLM cost codes.

The Accountable property and durable items will be issued on a temporary loan basis. Consumable items should be ordered through normal procurement channels (A vendor source list can be provided.) **The ordering unit will pay for all restocking and refurbishing costs.** Stocking levels will be maintained to support fire suppression activities. Non-emergency incident use will be limited during fire season, May 15 through October 15. Outside of the fire season, the personnel availability at the cache is limited, so ample time needs to be allowed when placing orders. Assistance in the form of personnel and/or dollars from the ordering unit may also be required for refurbishing items to return to stock.

Ordering Units will Provide:

- Consumable items
- Transportation Needs (vehicles and personnel)
- Funding for all costs incurred (ie. labor, salary, replacement, refurbishment).
- Personnel to perform refurbishment needs (outside the fire season)

Billings Fire Cache will Provide (check all that apply):

- Accountable Property and Durable items as a temporary loan
- Cache Shipping List, including complete list of provided items, cost (of items if not returned, destroyed, or damaged) volume, weight, and property numbers.
- Transportation Needs (vehicles and personnel)

*I have read and understand the above conditions and agree to abide by these conditions.*

**User Agency Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Agency Name/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number:(\_\_\_\_) \_\_\_\_\_ Fax Number:(\_\_\_\_) \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ BLM Management Code: \_\_\_\_\_

**AGENCY Fire Management Officer Authorization"**

FMO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read and understand the above conditions and agree to abide by these conditions.*

**BFK Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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