



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



**In Reply Refer to:**

9210 (OR-934) P

November 22, 2005

EMS TRANSMISSION 11/23/2005

Instruction Memorandum No. OR-2006-012

Expires: 9/30/2007

To: All District Managers

From: State Director, Oregon/Washington

Subject: Fire Trespass and State Assist Fire Reporting

DD: 12/16/2005

**Program Area:** Fire Trespass

**Purpose:** This Instruction Memorandum (IM) contains guidance regarding fire trespass and reimbursable state assist fire collections. It also sets District Office reporting dates for the 2004 Fire Trespass and State Assist Fire Reports.

**Policy/Action:** On November 3, 2005, Instruction Memorandum FA IM-2006-002 was electronically forwarded to State Directors from the Office of Fire and Aviation (OF&A). The purpose of that IM was to provide guidance in fire trespass and reimbursable state assist fire collections, and to set the reporting date for the calendar year 2004 trespass and assist data.

This IM asks the Districts to send their information on fire trespass and reimbursable state assist fires for 2004 to the State Office to meet the OF&A due date.

Field offices are encouraged to review all pending state assist fire cases to determine if further action is needed to proceed with collecting reimbursements.

Field offices are also encouraged to review all open fire trespass cases to determine if they meet the negligence or intent standard. If they do not meet that standard, these cases should be closed and recorded. If evidence of negligence or intent is found, the cases should remain open and the trespass process should continue.

It is important that you update your automated fire reports (DI-1202 and sub-form) to be consistent with the fire trespass case resolution. Not only is this important for annual reporting,

it helps with periodic update and oversight at the State Office level and is used in the reallocation of collected funds to the Districts.

Although the Trespass Handbook (H-9238-1) is undergoing significant revisions at this time, it should continue to be used for guidance until such time as the revisions are complete. Anticipate adjustments to case handling and process, at a minimum. Office of Fire and Aviation and State Office training is anticipated for all District Trespass Coordinators in 2006.

**Timeframe:** Districts are to report their reimbursable state assist fire and fire trespass collections for calendar year 2004 to the Branch of Fire and Aviation Management at the Oregon State Office. Please make these to the attention of: Dewey Tate, Fire Trespass Coordinator. The due date is December 16, 2005.

Please find attached one Trespass Excel spreadsheet document containing the state data that was submitted for the 2003 report. This is for your convenience and use in building your 2004 database. Please adjust your data and separate trespass and assist data into separate Excel spreadsheets tabs that represent your unit. Please use the Excel spreadsheet cell "note" function to add any clarifying information to the "Fire Number" column. The spreadsheet format should not be altered in your response to the State Office.

**Budget Impact:** There is minimal budget impact from this IM.

**Background:** In July of 1998, an audit report by the U. S. Department of the Interior Office of the Inspector General recommended that a periodic report on the number of reimbursable fires be prepared for management review and oversight. That report is to document the amount of reimbursable firefighting costs incurred, billed, recovered and written-off, and the reasons for any amount not billed or written off. A similar report is used for tracking fire trespass costs and collections.

This IM replaces all previous correspondence and guidance addressing fire trespass and state assist fire reporting.

**Coordination:** This IM was coordinated with the Budget and Evaluation group at the Office of Fire and Aviation.

**Contact:** If you have questions regarding this IM, please contact Dewey Tate, State Office Fire Trespass Coordinator, at 503-808-2368 or [dtate@fs.fed.us](mailto:dtate@fs.fed.us).

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
James G. Kenna  
Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

1 Attachment(s)

1 – [Trespass Excel spreadsheet for use as template](#) (2 pp)

Distribution

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