



**Responder Training Solutions, LLC**  
**345 Hope Road**  
**Helena, Montana 59602**

March 29, 2007

**Cooperator Annual Operating Plan (AOP)**  
**Memorandum of Understanding**  
**Wildland Fire Personnel Qualifications and Equipment Inspections of**  
**Water Handling Equipment 2007**

**Tentative Equipment Inspection Dates**

Date	Location
April 17-18, 2007	Dillon
April 19-20, 2007	Bozeman
April 23-24, 2007	Helena
April 25-27, 2007	Great Falls
April 30 – May 1, 2007	Lewistown
May 2-3, 2007	Billings
May 4-5, 2007	Miles City/Willingston ND
May 7-10, 2007	Missoula/Hamilton
May 14-17, 2007	Libby/Kalispell
May 21-24, 2007	Idaho – Grangeville and Coeur D’ Alene

**Equipment inspection sites will be scheduled at the local fairgrounds in the respective communities and or a site to be determined as needed.**

<b>Lead Equipment Inspectors</b>	<b>Lead Wildland Fire Personnel Qualification Inspectors</b>
Richard E. Grady Tom R. Thompson	Richard E. Grady, Single Resource Engine Boss
<b>Equipment Inspectors</b>	<b>Wildland Fire Personnel Qualification Inspectors</b>
Richard Grady Tom Thompson Brett Lloyd Kurt Peck Bill Miller	Richard E. Grady Bill Miller Kurt Peck Brett Lloyd

**Procedures for providing Equipment Inspections and verification of Wildland Fire Personnel Qualifications.**

The cooperator will submit an Annual Operating Plan (AOP) as required under the Memorandum of Understanding. The AOP will be made available on both the NRCG web site and the cooperator’s web site. The AOP will contain contact information (names, phone numbers, etc) so the contractors can make arrangements to schedule equipment inspections and verification of Wildland Fire Personnel Qualifications.

The contractor is responsible for contacting the cooperator to schedule a time for equipment and personnel training verification inspections. The cooperator will advise the contractor that they must bring

copies of all documentation required under the 2007 water handling solicitation with them to provide to the cooperator at the time of the scheduled equipment inspection and/or training verification inspection.

The cooperator will complete the equipment and/or training verification inspections as outlined under the MOU and the water handling solicitation for 2007. All original inspection documentation will be maintained by the cooperator. Copies of the inspection forms for equipment and/or personnel training records will be made available to the contractor within 7 working days for submission to the Region 1 contracting officer. Submission of inspection forms is the responsibility of the contractor.

All inspection sites will have a lead equipment inspector and a wildland fire personnel qualifications inspector as required under the MOU. All inspection forms will meet the requirements of the MOU and solicitation.

The cooperator has, or will arrange for the use of, all required and necessary testing equipment.

**Process for verification of Wildland Fire Personnel Qualifications to include validation of new and/or promoted contractor employees after initial annual verification.**

A contractor that contacts the cooperator to verify Wildland Fire Personnel Qualifications for new and/or promoted contractor employees, after initial annual verification, will be able to contact the cooperator through the NRCG web site or the cooperator's web site.

The cooperator will work with the contractor to review the required documentation as outlined under PMS 310-1 for the positions that are identified under the 2007 water handling solicitation. For new employees not listed in EaTIS in 2006, the contractor must provide to the cooperator the names of the individuals that will be listed under EaTIS for 2007 along with all supporting documentation. For newly promoted employees, the contractor must provide to the cooperator the names of those individuals that were listed in EaTIS in 2006 and what newly promoted position they are now under in PMS 310-1.

The contractor needs to provide the cooperator a list of individuals that will be submitted under EaTIS for 2007 along with the required documentation that supports their current incident qualifications and any changes in their incident qualifications that were entered into EaTIS in 2006 and need to be updated for 2007 along with any performance evaluations that are provided by the contractor.

The cooperator will utilize the Individual Employee Training Verification form in accordance with the MOU and in the solicitation for 2007.

The cooperator will provide the contractor copies of all documentation that is needed and required under the MOU and the solicitation within 7 working days of the date of inspection.

Annual Operating Plan Prepared by:  
Responder Training Solutions, LLC

March 29, 2007

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MOU#

An NRCG Representative has reviewed and approved the Cooperator's Annual Operating Plan

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(NRCG Principal Contact)

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(Date)