

Detailed Facility Checklist

A complete detailed description of the facility, including specific location and boundaries.

What is the acceptable method of tracking use of facility (shift ticket, sign-in sheet, etc.)?

- a. ☐ Number of rooms? (What's the condition of room?)
- b. ☐ Gym (What's the condition of the floor, do we have to provide a floor covering?)
- c. ☐ Custodial Services (Who provides, IMT or vendor?) General clean-up (trash removal, final janitorial services, floor waxing, etc.)
- d. ☐ Use of showers (Included in rental charge or separate?)
- e. ☐ Government furnished supplies vs. Contractor furnishes supplies.
- f. ☐ Phones /internet Access (Ability to install more lines and who installs?)
- g. ☐ Copiers /fax machines (Are we allowed to use, how will reimbursement be made, can supplies be used, what about final maintenance?)
- h. ☐ Kitchen (Can we use or will it be restricted?)
- i. ☐ Keys, Access (Door locked/unlocked? Who will control the keys?)
- j. ☐ Security (Will someone be available 24 hours a day, who is responsible to provide the security?)
- k. ☐ Sleeping Areas (How will they be tracked?)
- l. ☐ Period of Availability (Will there be any events that will preclude the use of the facility?)
- m. ☐ AC/Heater (Operational or available?)
- n. ☐ Sprinkler System/ smoke alarm
- o. ☐ Reduce/increase cost when camp changes (i.e., from Type 1-2-3 teams) reduce number of rooms needed, area needed, buildings needed, etc.
- p. ☐ Terminate agreement and initiate new agreement when transferring from Type 1-2-3 teams.
- q. ☐ Adjacent land (i.e., parking, ball field, etc)
- r. ☐ Pumping of septic systems (feasible to use system, or rely solely on port-a-potties)

Land Use Agreement Negotiated Rate Suggestions

Category	Forest Service	ODF	DNR	Comments	Restoration
Bare Land Staging Drop Point Overflow Parking	\$50- \$100/day	\$50/day ODF rates include any anticipated rehab restoration costs	\$50/day - \$100.00	<ul style="list-style-type: none"> • Ask about the taxes on the land/USFS only • Don't pay more than what the taxes are for a year (generally)/USFS only • Try to put a cap; not to exceed X per month or X per incident 	<ul style="list-style-type: none"> • Tilling about \$100 per Ac • Seed \$50-70 per Ac <p>ODF - Damages occurring during an incident are dealt with through State Risk Management. Contact the Local ODF District</p>
					<p style="text-align: center;">Watch outs</p> <ul style="list-style-type: none"> • Septic Systems • Gates • Sprinklers • Ownership
Gray Water Disposal	Usually fixed/commercial city rate \$.12/1,000 gallons \$.50/1,000 gallons	\$.15/gallon Usually fixed/commercial rate per gallon. Equipment Often will include grey water dump costs	Contractor is responsible for disposal, if a cost is associated the Contractor shall provide an invoice verifying date, time, amount of grey water disposed	<ul style="list-style-type: none"> • Usually a fixed rate that is established to dispose of grey water • Some places will allow you to use grey water for dust abatement • Most places will make you dispose at a city/county site • Mostly governed by other city/county/government agency • Easier to have grey water equipment dispose & provide us with an invoice • Many require an account to 	N/A
					<p style="text-align: center;">Watch outs</p> <ul style="list-style-type: none"> • Is this truck supporting other incidents • Do the drivers know where they are dumping • Who is keeping track of the gallons dumped • How will dumping fees be paid • Taxing older systems, set a max dumping estimate

Land Use Agreement Negotiated Rate Suggestions

				be set up	
Non Potable Water (Tactical Water Needs)	\$.01/gallon \$2 or \$3 per 1,000 gallons	Commercial rate for Tender usually a daily rate		<ul style="list-style-type: none"> •Can be hard to measure •Can measure by tender load/load counts •Daily rate is easier for payment tracking unless there is a meter 	N/A
					Watch outs
					<ul style="list-style-type: none"> • Gates • Use Restrictions
					<ul style="list-style-type: none"> • Ownership
Potable/City Water	Usually fixed/com mercial rate \$.01 per gallon or \$30 per load \$.75/1,000 gallons \$20.00/1,000 gal	Usually fixed rate est. by city/county Often metered	Negotiate water rates at time of hire. If purchased commercially market rate will be used, receipts are required to reimburse	<ul style="list-style-type: none"> •Easier to track, can look at market rates •City can put a meter on to track water usage •Just one or two loads, keep track on log and measure •ODF - usage log may be required to support cost (shift ticket) 	N/A
					Watch outs
					<ul style="list-style-type: none"> • Which meter is yours • Good initial/ final meter reading • Making sure the backflow is returned • Keeping Tactical Trucks out
Ponds/Dipping Sites	\$50 to \$450/day	Streams, ponds,	Depending on ownership of	<ul style="list-style-type: none"> •Not recommended to keep load counts for payment 	N/A
					Watch outs

Land Use Agreement Negotiated Rate Suggestions

	Can use 1 cent per gallon for non potable water to estimate daily rate for pond use	lakes are considered "Waters of the State" therefore ODF does not pay for water. However we can pay for access, power for generator to run pump, personnel to provide access etc. we can replenish the water w/tenders	property, State, Federal or private	(cumbersome work) but ok for estimate <ul style="list-style-type: none"> •We don't pay for flowing water; flowing water is not considered to be "owned" by anyone •We can pay for catching water/pump/equipment/access and replacing water •Heli dipping little to no impact, minimal cost or just replace water 	<ul style="list-style-type: none"> •If Helitack are on site what types of support do they need, add to agreement •Ask how quickly pond replenishes itself naturally •Double check on water ownership/easement/special uses permit • Do not overuse pump
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Land Use Agreement Negotiated Rate Suggestions

Schools/ Fairgrounds	\$1000 to \$2,000/day (Type 1 & 2 assignments)	Depends on how much of the facility is available for use: rooms, showers, fields, etc. also what impact we will have & pop. of facility ODF rates are to include minimal wear & tear (restoration). Items we can compensate for: Janitorial staff (usually try to add to daily rate)	\$500.00 to \$1,000.00/day Type 1 & 2 assignments	<ul style="list-style-type: none"> • Lump sum per day not to exceed X per month or X per incident • I've seen a cap not to exceed \$7K or \$8K per month, some as high as \$15K • Consider renegotiate as the number of people in camp decreases • Impact is greatest on the first couple days • Places where property is high, price goes up • Try to include rehab in daily cost if possible • Minimize or discourage gym access whenever possible: gym floor resurfacing is \$\$\$!!! • Avoid rate/per person/per day • It's good to get landowner to sign, even \$50/day in case of restoration costs or do LUA for "no cost" and put into action for liability or restoration as necessary 	<ul style="list-style-type: none"> • Lawns and fields around schools are usually high traffic so fertilizer and water will bring them back to life. Typical \$20 to \$40 per acre for fertilizer • Physical damage ask them to find contractors and provide quotes, pay off that estimate • ODF/Restoration is not a separate item. • Additional charges as Internet <div style="background-color: #d3d3d3; text-align: center; padding: 5px;">Watch outs</div> <ul style="list-style-type: none"> • Additional Room Rates • Restrict Access where you want to keep people out • Janitor or Maintenance fees • Pre inspect everything and document words and pictures • Know the date you have to leave • Try not to use athletic fields if at all possible • Make sure areas that are excluded are clearly marked and communicated
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Land Use Agreement Negotiated Rate Suggestions

		Power, water, gas, phones, etc. if used			
Bare Ground/Helibase	\$100 to \$500/day	No Charge to \$1,000 per day consider number / type of aircraft that will be there (i.e. Type 1 Helo/\$100, Type 2 Helo/\$50) Consider in rate: loss of crops, reseeding etc.	\$150 to \$200/day \$2,000.00/M	<ul style="list-style-type: none"> • Try to include rehab within daily cost if possible/ODF must include this in the rate • Look at available water source at Helibase site; if water available daily rate may increase • Tenders for dust abatement can be \$1000 to \$1500/day 	<ul style="list-style-type: none"> • Tilling about \$100 per Ac • Seed \$50-70 per Ac • Loss of feed \$100 to \$200 per Ac dependent on crop • Possible hazardous material brought on site.
	As high as \$1,100 / day with varying types of restoration (and availability of water, use of tenders etc)				
	Organic alpha field \$500/day for 3 acres *\$400/day				<p style="text-align: center;">Watch outs</p> <ul style="list-style-type: none"> • If Helitack are on site what types of support do they need, add to agreement • Work with air ops and landowner if it will turn into a small city • Hidden treasures like old water lines, sprinkler heads, risers

Land Use Agreement Negotiated Rate Suggestions

	for 40 acres of bare land				
Helibase - City Municipal	Two or less ships and/or shorter duration: \$100-\$275/day	\$360/day		<ul style="list-style-type: none"> • Consider wrapping fuel/landing & tie down fees into daily rate • Sometimes commercial rental rates already established 	<ul style="list-style-type: none"> • Physical damage ask them to find contractors and provide quotes, pay off that estimate • ODF - All claims go through State Risk Management
	Three or more ships and/or longer duration: \$200-\$400/day	Consider relationships w/local municipal. & impact to business when coming up w/rate. Use of facilities (i.e. bathrooms, power etc.)			Watch outs
					<ul style="list-style-type: none"> • Como trailers and where they can park • Dust abatement and right sizing tenders on thin asphalt
State/PUD/ County Park for ICP	No cost to camping reimbursement only	\$200-\$650/day (high for Holiday)	\$200.00 - \$500.00/day	<ul style="list-style-type: none"> • Consider lost revenue on camping/full closure • Boat launch access • Security if park not fully 	<ul style="list-style-type: none"> • Negotiate off of historical use for same period for loss revenue
					Watch outs

Land Use Agreement Negotiated Rate Suggestions

	State/Coun ty Park: \$500 - \$1200/day			closed/partial public access •Consider number of personnel per site	<ul style="list-style-type: none"> • Make sure other agreements are not already in place • No dual use with public unless barriers exist • Hidden treasures like old water lines, sprinkler heads, risers • If the vault toilets are not part of the deal lock them • Where people are locating/sleeping areas
Private Land ICP (Usually field)	No Cost to \$800/day 60+ Acres \$1,000/day	No cost to \$1,000/day Consider # of people and incorp. rehab/rest	\$200.00 - \$500.00/day	<ul style="list-style-type: none"> •Usually heavy restoration (compaction, seeding, lost crop, wood chips etc) •ODF can renegotiate land use agreements as needed 	<ul style="list-style-type: none"> • Tilling about \$100 per Ac • Seed \$50-70 per Ac • Loss of feed \$100 to \$200 per Ac dependent on crop
					<p style="text-align: center;">Watch outs</p> <ul style="list-style-type: none"> • Make sure you are dealing with the owner • Clear any improvements before you do them with the owner
Day Sleeping (Gym, Community Center, Church, Park)	\$100 to \$250/Day	\$125/day, \$350- \$400/day	\$100.00 to \$300.00/day	<ul style="list-style-type: none"> •Access/ Security •Minimize boots on gym floor •Bathroom/Shower access 	<ul style="list-style-type: none"> • Physical damage ask them to find contractors and provide quotes, pay off that estimate
					<p style="text-align: center;">Watch outs</p> <ul style="list-style-type: none"> • Additional Room Rates • Restrict Access where you

Land Use Agreement Negotiated Rate Suggestions

					<p>want to keep people out</p> <ul style="list-style-type: none">• Janitor or Maintenance fees• Pre inspect everything and document words and pictures• Know the date you have to leave
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Land Use Agreements Checklists And General Guidance

Schools, Fairgrounds or Other Related Facility Checklist

- Number of Classrooms
- Gym
- Cleaning/Janitorial/Custodial Services
- Use of Showers
- Government furnished supplies vs. Contractor furnished
- Supplies
- Phones
- Computers
- Kitchen
- Keys, Access
- Security
- Sleeping Areas
- Noxious Weeds
- AC/Heater operational or available
- Sprinkler System
- Reduce/increase costs when camp changes (i.e. from Type I – II – III) (reduce number of classrooms needed, area needed, buildings needed, etc.)
- Other prescheduled/concurrent uses of the facility by owner
- Parking
- Athletic Field

DIPPING SITES/PONDS CHECKLIST

- Fish
- Noxious Weeds
- Water (usage and/or replenishment)
- Water Rights (who owns the water)
- Fences
- Access
- Flight Path
- Livestock/Wildlife
- Loss of Foliage/Crop/Pasture
- Use of pumps or wells
- Impact – amount of drawdown, site disturbance, etc.

Land Use Agreements Checklists And General Guidance

IC CAMP/HELIBASE CHECKLIST

- Access – roads, gates
- Noxious Weeds
- Fences / cattle guards / gates
- Livestock
- Flight Path
- Irrigation/Sprinkler System
- Spillage/Hazmat
- Hours of Operation
- Property Impact
- Re-seeding / de-compaction requirements
- Abandonment of improvements
- Specific clean-up requirements (bark, mulch, sawdust, gravel, carpet, etc.)

AIRPORTS CHECKLIST

Facilities Usage (except for federally funded runways, towers) Check other FAA restrictions.

- Landing Fee
- Fuel Fee (if Contractor provided)
- Security
- Flight Path
- Hazmat/Spillage
- Parking
- Availability
- Water/Electricity/Phones
- Portable Retardant Plant
- Hours of Operation
- Access
- Check with Air Ops for further concerns

LAND/FACILITY RESTORATION CONSIDERATIONS

- Loss of crop/pasture – how many seasons
- Reseeding / de-compaction requirements
- Noxious Weeds Abatement and Survey
- General clean-up (trash removal, final janitorial service, floor waxing, etc.)
- Re-sod of athletic fields
- Reconditioning floors (of gyms, carpet replacement, etc.)
- Pumping of septic systems (feasible to use systems, or rely solely on port-a-potties?)
- Mending fences damaged during incident

Land Use Agreements Checklists And General Guidance

CONSIDERATIONS FOR DETERMINING RATE

BEFORE NEGOTIATING RATE:

- Determine ownership of land / facilities o Confirm owner's agent if applicable
- Resources available to confirm ownership
- City or Borough Tax Assessor's Office
- Courthouse
- Private Campgrounds – what are average receipts/revenues for similar time period
- Historical record of rates for use in local area – local rangers may be good source
- Facilities – if facility is abandoned from normal use, consider revenue lost for the activities
- Fairgrounds – were there any events cancelled or rescheduled to make them available?
- Cost of relocating and feeding of stock
- Are there vacant facilities held by other by other agencies that may be available?
- Consider a “not to exceed” rate commensurate with property value
- Sources of market research:
 - Banks
 - Real estate offices
 - Local employees
 - Local assessor offices
 - Local agency lands offices
 - Newspapers
 - Feed store bulletin boards
 - Documentation at local offices from previous incidents