



Certificate of Compliance: Fire Hazard Management Agreement/Notification of Forest Practice

This guidance document is not a new law. This document is an interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

1. Agency Contact

Fire Planning Program Manager

2. Purpose

The purpose of the Certificate of Compliance-Fire Hazard Management Agreement (Agreement) is to inform the Fire Warden of a fire hazard within the Area/District/Association (A/D/A) and to identify the party responsible for treating the hazard and the length of time in which it must be completed.

Additionally, the form number becomes the account number for any bond monies withheld (or funds paid for treatment).

The form is also used to provide notification of a forest practice as required by the Forest Practices Act (FPA), Title 38, Chapter 13, Idaho Code. The Agreement has an account number and is a tracking document for the County Assessor to levy assessments on forest products harvested from private lands.

3. Applicability

Idaho Department of Lands (IDL or Department) and Timber Protective Association (TPA) employees responsible for administering Certificate of Compliance-Fire Hazard Management Agreement/Notification of Forest Practice.

4. Associated Policies

- A. Title 38, Chapter 13, Idaho Code
- B. Title 38, Chapters 1 and 4, Idaho Code
- C. Forest Practices Handbook
- D. Fire Management Handbook, 700 Series
- E. Rules Pertaining to Idaho Forestry Act and Fire Hazard Reduction Laws, IDAPA 20.04.02
- F. Rules Pertaining to the Idaho Forest Practices Act, IDAPA 20.02.01

5. Definitions

Agreement: IDAPA 20.04.02.010 Agreement

01. Agreement. The Certificate of Compliance – Fire Hazard Management Agreement (Department of Lands Form 715) required by Section 38-122, Idaho Code.

Slash District: A Slash District is the Idaho Department of Lands (IDL) or Timber Protective Association (TPA) area where the Fire Warden has responsibility for administration of Title 38, Idaho Code, Idaho Forestry Act Fire Hazard Reduction Law and Rules Pertaining to Forest Fire Protection Fire Hazard Reduction. This is an office that has fire suppression responsibilities (i.e., Forest Protective District (FPD)). The Slash District is usually larger than the area of suppression responsibilities but will have the same name minus the "FPD". The exception to the above is Eastern Idaho, which has a Slash District but no suppression responsibilities. The boundaries of the Slash Districts will be maintained in GIS layers by IDL's Technical Services Bureau.

6. Policy

It is the Department's responsibility to issue Agreements in accordance with the Idaho Forest

Practices Act (FPA) and the Idaho Forestry Act. Statute states the Department will issue a notice (notification/compliance) within fourteen (14) calendar days of formal acceptance. To maintain superior customer service, the Department will issue notification/compliances following the abbreviated timeline described below, unless exceptions are granted by the Area Manager or Private Forestry Specialist.

- If complete information is submitted before 12:00 pm, the notification/compliance will be ready for signatures before end-of-business on the same day.
- If complete information is submitted after 12:00 pm, the notification/compliance will be ready for signatures before 12:00 pm the following business day.

7. Procedures

A. Preparation of the Certificate of Compliance: Fire Hazard Management Agreement/Notification of Forest Practice

Preparation of the **Certificate of Compliance-Fire Hazard Management Agreement/Notification of Forest Practice, DL 715, Attachment 1**, will

be completed using the Regulatory Notification/Compliance Inspection Application (Regulatory Application) be as follows:

1. Legal Description

The Regulatory Application will automatically populate the legal description for the polygon that is drawn when creating a notification. The polygon should cover only the area to be harvested. Care must be taken to avoid drawing a polygon that intersects a neighboring polygon because it will also be included in the legal description. Review the generated legal description, deleting any duplicates and editing as necessary.

2. Name Blocks

Enter the name and complete address of landowner and timber owner. Company names should be standardized and entered the same way each time.

3. Contractor Block

The person who enters into the Agreement and becomes contractor should be the same person who intends to provide for the hazard reduction on the job. The logger cannot commit the landowner to cleanup (or the other way around) unless there is appropriate documentation.

4. Options

The law and existing policy allow for several options by which the contractor may provide financial security to ensure that if the hazard reduction or management work is not completed, the State will have money available to provide offsets as outlined in the rules. The options available are:

Option 1 – No Hazard Created

The contractor attests that the amount of timber cut will not be sufficient to create a fire hazard. The contractor is not asked to post a bond in any form; therefore, purchasers are not required to withhold money for fire hazard reduction. Purchasers are required to report all forest products. The report is generated so the A/D/A can keep track of the amount of material being removed and the county can have a record for tax purposes.

The intent of this option is to allow small private landowners to sell very small volumes of timber without holdback. Some forest management applications may be appropriate such as light salvage operations over a large acreage.

Option 1 operations do not pay the \$0.12/thousand board feet (MBF) to the emergency suppression account which is intended to compensate for the “acceptable” fire hazard allowed in the rules. “No hazard” does not equal “acceptable hazard”. If the operation will remove more than **five**

thousand board feet, the Fire Warden should consider a bonded option.

Contractors will be notified of the presence of a fire hazard by a certified letter which specifies the corrective actions required. If an option change is made, all parties must be sent a notice of change, including the Bureau of Fire Management.

Option 2 – Bond Withholding

The contractor will supply a cash bond to the State by having the purchaser withhold the (minimum) bond rate specified in the rules for each thousand board feet (or comparable measure) for all forest products received by the purchaser. The contractor will notify the State, in writing, upon completion of the fire hazard reduction or management work. The State will inspect the work for adequacy. If the minimum standards of the rules have been met, the State will refund the withheld money, less six percent (three percent allocated to fire suppression and three percent to FPA) and issue a Certificate of Clearance.

Option 3 – Surety Bond

The contractor will use an existing surety bond that is of an amount sufficient to equal the current minimum cash bond for all forest products to be harvested. Purchasers do not withhold money for hazard reduction; however, they are required to report volume on all forest products. The contractor is expected to pay six percent of the current minimum bond rate for all products removed. Payment of the six percent is expected on or before the end of the month for the preceding month's activity. Upon completion of the fire hazard reduction or management work, the contractor will notify the State in writing. The State will inspect the work for compliance. If the minimum standards of the rules have been met, the State will issue a Certificate of Clearance.

Contractors may also post a cash bond for all forest products to be harvested. The cash must be of an amount sufficient to equal the current minimum cash bond for all forest products to be harvested. The A/D/A will complete a Cash Bond Receipt for all cash bonds received. Check Option 3 for the cash bond, and write "cash bond, amount \$xxx.xx" on the form. The hazard management computer system will enter the Agreement as Option 2 to simplify refund. Clearance procedures are the same as for Option 2. This is an unusual circumstance. Contact the Bureau of Fire Management for guidance.

Option 4 – Contract

Idaho Code provides an option whereby forest landowners or operators may enter into an Agreement with the Director to assume all

responsibility for slash management or reduction. Current Department policy gives the Fire Warden the option to accept contract jobs. If the Fire Warden chooses to accept a contract job, it may be under an existing Contract for Management of Fire Hazard Created by the Harvesting of Timber Within the state of Idaho or a one-time contract. On the one-time contract the Fire Warden should establish a slash rate which will ensure the minimum standards are met. Once the harvesting has been completed and the contractor has paid the full amount of money for the contract area, the Fire Warden will issue a Certificate of Clearance. The Fire Warden is obligated to meet the minimum standards of the slash rules on the job.

Option 5 – State-Owned Property

The State will be the Certificate Holder. Purchaser(s) need not withhold slash monies but are required to report all products purchased to Idaho Department of Lands. The State will manage the fire hazard to the specification in the "Slash Rules".

5. Slash Withholding Rate

Enter an amount only if it is different than the current minimum bond rate as established by rule. This is an unusual circumstance. Contact the Bureau of Fire Management for guidance.

6. Expiration Date

The rules specify that no single Agreement will exceed twenty-four months unless the Fire Warden and contractor mutually agree on a plan for the timely abatement of the hazard for the period that exceeds twenty-four months. It is current policy to have all Agreements expire on a given day after the burning season is normally over (usually in the fall). The contractor must understand the expiration date means all activity on the Agreement is complete, not just harvesting and road building, but fire hazard abatement as well. This includes burning if material has been piled and must be burned to meet the standards.

If the operation will exceed twenty-four months, the Fire Warden should insist the mutually agreed upon plan is written and signed by both parties before the Agreement is issued.

7. Select appropriate Slash District

This will display the Slash District and the phone number for reference.

B. Notification of Forest Practices

1. Authority: IDAPA 20.02.01.020.05

- a. Before commencing a forest practice or a conversion of forest lands the department shall be notified as required in Paragraph 020.05.b. The notice shall be given by the operator. However, the timber owner or landowner satisfies the responsibility of the operator under the Subsection. When more than one forest practice is to be conducted in relation to harvesting of forest tree species, one notice including each forest practice to be conducted shall be filed with the department.
- b. The notification required by Paragraph 020.05.a. shall be on forms prescribed and provided by the department and shall include the name and address of the operator, timber owner, and landowner; the legal description of the area in which the forest practice is to be conducted; whether the forest practice borders an outstanding resource water and other information the department considers necessary for the administration of the rules adopted by the board under Section 38-1304, Idaho Code. All notifications must be formally accepted by the department before any forest practice may begin. Notifications/compliances will be issued in a timely manner following the policy set in Section 3. The Department shall ensure a copy of the notification/compliance is provided to the landowner, contractor, and operator. The A/D/A is encouraged to forward a copy of the notification/compliance to purchasers, as requested by the contractor/operator/landowner. The department shall make available to the operator, timber owner, and landowner a copy of the rules.

2. Responsibility

Prior to commencing any forest practice, the operator must file with the Department of Lands a Notification of Forest Practice. The Notification is a legal document which assigns the responsibility of compliance with the Forest Practices Act and Forest Practices Rules, and any associated legal liability. The operator, as listed on the Notification, is ultimately responsible for all forest practice activities described on the Notification during the time period specified. The operator is legally liable for any mitigation, fines, or legal action resulting from the forest practice, if the operation is found to be in violation of the Forest Practices Rules. It is essential that the person whose name appears as the operator be aware of the responsibilities accepted, therefore, a signature from the operator must be obtained on the Notification, even when the operator and the contractor are the same person.

A timber owner, as specified in the Forest Practices Act, "is a person, partnership, or corporation or association of whatever nature other than the

landowner that holds an ownership interest in forest tree species on forest land". The Idaho Forest Practices Act

Administrative Rules amendments, effective July, 1980, removed some sections referring to timber owner responsibility.

Depending on the level of involvement, a landowner may have compliance responsibility. A landowner may also be the operator or may be directly involved in forest practice conduct by specifically directing the logger. In this case, the landowner has a legal obligation to meet FPA standards (e.g., reforestation liability). Administrative rule 050.06.b. assigns responsibility for reforestation to the landowner at the time of harvest.

Landowners do not have legal responsibility for tree removal forest practices on a property under the regulatory authority of the FPA. Landowners are encouraged to know the standards of the FPA and Forest Practices Rules and should ensure that operators meet those standards to protect the forest, soil and water resources of their property. Prior to

selecting an operator, landowners should seek references, look at operators' previous jobs,

and secure a contract to protect their interests.

Some landowners, log buyers, foresters, or loggers are primarily interested in short-term revenue rather than long-term forest stewardship. Landowners may also be aware of their lack of liability which can make FPA compliance difficult for the operator. In these cases, the operator needs to understand their obligation to comply with the Forest Practices Rules and FPA, as well as meeting landowner objectives. Contracts specifically addressing compliance with the FPA go a long way toward resolving any conflicts experienced by the operator or the landowner.

Subcontractors are often employed on a forest practice, and they work contractually under the principal logging contractor, who has the primary logging contract with the landowner. In most cases, the principal logging contractor is in charge of the logging operation and should be the operator. If it is unclear who the operator is, all involved parties and their respective roles should be noted on an Agreement and an attempt made to determine who is responsible prior to starting operation. The person or company taking responsibility as the operator, agreeing to comply with all provisions and requirements of the FPA and Forest Practices Rules, is required to sign on the operator's signatory line and assume all associated responsibilities. When signing on behalf of a company the signatory must be duly authorized.

3. Filing of the Notification

The following guidelines will be used for the preparation and filing of the Notification portion of the Agreement. Notifications will be created using

the Regulatory Application. A detailed guide can be found on the application page.

a. Notification Block:

Fill in appropriate name of Landowner, Timber Owner, or Operator.

b. Operator Block:

Enter the name and complete address of the operator. The format should be the same as the landowner block (last name, first name, middle initial). The person who accepts responsibility as the operator should be the same person who intends to take full responsibility for the forest practice operation and any resource damage resulting from that operation. By signing the Notification the operator accepts responsibility for full compliance with the FPA and the Forest Practices Rules. The primary logging contractor cannot commit a subcontracted logger to take responsibility as the operator. However, any person or company performing a forest practice that wishes to assume the responsibility of operator can sign the Notification as the operator, and this person or company will be held responsible for statute and rule compliance.

c. Forest Practices:

All forest practices to be conducted should be specified on the Agreement/Notification form. The seven forest practices listed on the Agreement/ Notification are:

- 1) Harvesting of Forest Tree Species (Including On-Site Road Construction and Reconstruction):** This includes felling, bucking, yarding, decking, loading, hauling and the associated road or skid trail construction and reconstruction. It also includes installation or improvement of bridges, culverts, or structures which convey stream flows within the boundaries of the operational area.
- 2) Road Construction Associated with Harvesting of Forest Tree Species (Outside of the Operation Boundaries):** This is the road construction, reconstruction, or maintenance of access roads outside the operational area boundary and includes installation or replacement of bridges, culverts, or structures which convey stream flows. Road reconstruction and/or construction within the operational boundary is expected and is therefore not required to be indicated on the notification/compliance.
- 3) Reforestation (Greater Than Ten Contiguous Acres):** This is the planting or seeding of forest tree species for wood fiber production. Christmas tree plantations, windbreaks, and horticulture and ornamental plantings do not require a Notification.
- 4) Reforestation met by:**

- **Leaving Adequate Residual Stocking:** By checking this box the operator is stating that they will leave the minimum required stocking of appropriate trees as required by the Forest Practices Rules. If this box is checked and an operator harvests below minimum stocking required by rule then the operator may be required to provide artificial reforestation to return the stand to minimum stocking. A Supplemental Notification form may be required to determine the responsibility for reforestation.
- **Planting:** This is the planting or seeding of forest tree species for wood fiber production. If this box is checked it is understood that the operator or landowner will be establishing a new timber stand using artificial reforestation.
- **Exempt:** There are exemptions to reforestation rules in the FPA. Reforestation is not required for: noncommercial forest land (land not capable of growing 20 cubic feet of wood per acre per year), land converted to another use, and forest practices which will result in ten (10) acres or less below minimum stocking levels.

5) Management of Slashings or Use of Prescribed Fire Resulting from Harvest, Management or Improvement of the Forest Tree Species: This includes slashing and prescribed burning management from commercial and noncommercial (e.g., Precommercial Thinning (PCT)) harvest operations.

6) Use of Chemicals or Fertilizers for the Purpose of Growing or Managing Forest Tree Species: This includes the application of any pesticides, chemicals, or fertilizers for the purpose of growing or managing forest tree species or retarding the growth of competing vegetation.

7) Conversion in Use to Agriculture/Grazing, Development, or Other Uses: The clearing of forest land where commercial harvest occurs, for conversion to any non-forest use, also requires that a Notification be filed. This usually involves subdivision or industrial development, field clearing, etc. The only rule exemption for conversion-in-use is reforestation, all other rules apply to the forest practice. Mark the applicable forest practice, usually slashing management and timber harvest, which is involved in the conversion operation.

- **Agriculture/Grazing:** Select this option to indicate the landowner's intent to convert forest land to agricultural management. Appropriate ground cover must be established within one year.

- **Development:** Select this option to indicate the landowner's intent to convert forest land to development. This could include housing, commercial development or other permanent conversion.
- **Other:** Select this option to indicate the landowner's intent to convert forest land to another use, which could include mining or other uses.

8) Forest Practice Occurring on State Administered Land:

Choose this option in addition to all others that apply when the Agreement/Notification is in relation to a practice occurring on lands administered by IDL.

d . Water Quality and Erosion Impact Potential:

Complete the water quality and erosion section completely and accurately. The Department should solicit, record, and verify this information. Click next to the particular forest practice as follows:

- 1) Class I Stream:** Indicate whether the operational area borders or encompasses a Class I stream. Each A/D/A should have a map showing Class I streams. When drawing the polygon in the regulatory application, if a stream is intersected it will be automatically indicated on the notification. Conversely, if a stream, river, or lake is present and borders an operational area and the polygon does not intersect it, manually enter to indicate its presence. Streams of unknown class which flow into Class I streams are likely to have fish up to a natural or artificial barrier, this is known as the end-of-fish point (EOF). If no known EOF point exists, FPA rules state to determine the Class I / Class II break based on drainage acres and IDL has this information input to the stream layer. If the stream supports fish (i.e., is fish bearing) then the stream must be classified as a Class I stream. Note: Even intermittent streams that only flow part of the year can be classified as Class I streams. Any discrepancies with stream classification or EOF points will be directed to the local Private Forestry Specialist.

Public water supply watersheds, as defined by the Idaho Department of Environmental Quality, require a pre-operational inspection per direction from the Forest Practices Advisory Committee (FPAC).

- 2) Class II Stream:** Indicate whether or not the operational area includes or borders a Class II stream. Class II streams are usually headwater streams, or minor drainages that are not fish-bearing. When drawing the polygon in the regulatory application, if a stream is intersected it will be automatically indicated on the notification. Conversely, if a stream, river, or lake is present and borders an

operational area and the polygon does not intersect it, manually enter to indicate its presence.

- 3) Stream Crossing Installation:** Indicate if a culvert installation, culvert removal, bridge construction or ford installation will be occurring on any of the roads associated with the forest practice.
- 4) Perennial Stream Crossing:** If a stream crossing is indicated, determine if the stream is perennial or not. If yes, and the stream-crossing project falls within the limitations described in the Idaho Department of Lands (IDL)-Idaho Department of Water Resources (IDWR) Memorandum of Understanding (MOU), have the operator fill out and submit a Supplemental Notification form which will act as a Stream Channel Alteration Permit. Ensure that accurate and thorough descriptions are included. Inform the operator that this form must be reviewed by the local Private Forestry Specialist and approved before the installation commences. If the stream-crossing project falls outside of the limitations set forth in the IDL-IDWR MOU, direct the operator to an IDWR office to file a Stream Channel Alteration Permit. Refer to the Private Forestry Specialist for any questions.
- 5) Site-Specific BMPs:** Indicate whether the operational area includes or borders a stream segment which has been assigned site-specific BMPs developed from Stream Segments of Concern, Cumulative Watershed Effects (CWE) implementation, Total Maximum Daily Load (TMDL) Implementation Plans, or some other process. Private Forestry Specialists should maintain watershed boundary maps showing where remnant Stream Segment of Concern site-specific BMPs exist or CWE Management Prescriptions have been developed. Operators should be provided a copy of any applicable site-specific BMPs at the time of notification.
- 6) Lake:** Indicate if there is a lake that is wholly or partially located within the boundaries of the operational area. Special practices may apply. See rule 030.07.a and the associated guidance.
- 7) Steep Slopes:** The Regulatory Application will indicate if slopes over 45 percent are present on the area impacted by the forest practice.
- 8) Unstable/Erodible Soils:** The Regulatory Application will indicate if unstable or highly erodible soils are present within the operational polygon. These are soils which have experienced erosion problems in the past such as batholiths, decomposed granite or glacial tills as contrasted to the more stable metamorphic or basaltic soils. Refer any questions to the Private Forestry Specialist.

- 9) Map:** Operators may supply a map; indicate whether or not there is a map available and on file that clearly shows the operational area. Districts should require a map if water quality within the legal location is a concern.

e. Practices Not Requiring Notification:

There are several types of operations which do not require the filing of a Notification of Forest Practice:

- 1) Routine road maintenance, recreational uses, grazing by domestic livestock, cone picking, culture and harvest of Christmas trees on land used solely for the production of Christmas trees, or harvesting of other minor forest products,
- 2) Noncommercial cutting and removal of forest tree species by a person for their own personal use,
- 3) Clearing forest land for conversion to surface mining or dredge and placer mining operations under a reclamation plan or dredge mining permit.

f. Notification Expiration Date:

The operator should report any changes in the Notification information to the Department within 30 days of the change. Adding or deleting a forest practice or modifying a legal description should follow the amendment procedure described below.

Any forest practice occurring within the forest practice boundary after the expiration date is in violation of the Forest Practices Act. If the practice is to continue beyond the expiration date, the contractor and operator should notify the Department in writing within 30 days prior to the expiration date and request to extend the Notification. The Fire Warden or Private Forestry Specialist can grant an extension of the Agreement/Notification by granting a renewal of the Notification as outlined in the **Authorization for Extension of Certificate of Compliance-Fire Hazard Management Agreement/Notification of Forest Practice, Attachment 3**. Extension requests should be attached to Agreements and maintained in the A/D/A file with applicable correspondence and uploaded to the agency cloud storage. The D/A will mark the compliance/notification as extended in the Regulatory Application with the new expiration date. Distribution of the extension should be sent to all applicable parties (distribution is the same as for the Agreement/Notification). An extended (renewed) Agreement/Notification, with current valid contractor and operator

listings and signatures, must be obtained if the practice is to be continued.

The Notification is valid for the same period as the Agreement; an Agreement extension automatically extends the Notification. Any needed reforestation automatically extends the Notification, even if the Agreement expires. When a Certificate of Clearance is issued to relieve slash holdback liability the Notification of Forest Practice does not expire.

g . Operator/Contractor Change:

If the operator and/or contractor changes during a forest practice, a Transfer of Fire Hazard and/or Forest Practices Responsibility and Liability, Attachment 2, must be filled out and signed by all applicable parties. If the contractor changes, the top two blocks of the form must be filled out and the new contractor and former contractor must sign in the applicable signatory blocks. If the operator changes, the new operator must fill out and sign the lower block of the form; the person signing as the new operator should be aware of the responsibility they are assuming.

This form can be found on the IDL Intranet under Fire Management as well as the Forest Practices Program. The completed and signed Transfer of Fire Hazard and/or Forest Practices Responsibility and Liability form should be attached to the Notification and the change of contractor and/or operator should be documented in a letter sent to all involved parties, including the former operator, the landowner and the timber owner as directed by the FPA. Upload the completed Transfer of Fire Hazard and/or Forest Practices Responsibility and Liability form to the agency cloud storage system. Update the operator and/or contractor fields in the regulatory application and indicate an amendment has been made.

h . Practices for Which No Fire Hazard Management Agreement is Needed:

For those forest practices in which no hazard agreement is needed such as reforestation, use of chemicals, or pre-commercial thinnings, the Agreement/Notification form is still to be used. Complete all portions of the form as would normally be done with the exception of the hazard management options. Cross out the hazard management option portion of the form. Complete the remainder of the form as appropriate.

i . Antidegradation:

As a result of the 1989 antidegradation legislation, there are numerous changes in the way forest practices are conducted along designated stream segments of concern. The landowner has some responsibility for ensuring the practices will be conducted in a manner consistent to protect

water quality. Under changes in the Forest Practices Act, as a result of antidegradation, the Department must now formally accept all notifications of forest practices prior to commencement of an operation. Formal acceptance by the Department is acknowledged in the signature block of the form.

If a forest practice borders on a stream segment of concern, this indicates that special attention needs to be paid to this Notification. Each office should have a list of segments of concern where site-specific BMPs are required. If site-specific BMPs are required, a landowner Agreement must be secured. If site-specific BMPs are not required, the regular FPA rules apply and no Agreement is needed. If a signed Agreement does not exist between the landowner and the Department on operations bordering stream segments of concern that requires site-specific BMPs, the Department will reject the Notification. An Agreement/Notification will not be issued until such time as the landowner signs the Agreement or emergency rules are enacted.

Due to the complexity and liability associated with stream segments of concern, all Notifications shall be forwarded to the Private Forestry Specialist for review and acceptance or rejection.

All site-specific BMPs associated with stream segments of concern will sunset as soon as the Cumulative Watershed Effects (CWE) processes and implementation have been completed, at which time the CWE site-specific BMPs will be mandatory.

j. Existing Approved Management Plan:

In accordance with the FPA, forest practices conducted under an approved woodlot management plan (e.g., a Landowner Forest Stewardship Plan or NRCS Conservation Plan) constitutes a Notification provided it contains all applicable information as required in the Notification. However, Agreement/Notification must still be obtained if any forest products are to be sold from the property. Additionally, following due process in performing inspections, or issuing unsatisfactory condition, or notice-of-violation reports, requires the Department to formally file all Notifications and have signed operator and contractor Agreements (and Agreement/Notification numbers) in place before an operation can begin. As a matter of general policy, when a commercial forest practice is being carried out, the Department will require a Notification to be filed in all cases, regardless of whether a woodlot management plan exists.

4. Required Information Applicable to All Options

Ask the contractor and operator (if different than the contractor) to read the Agreement/Notification before signing; make sure they are aware of

additional information and binding terms and conditions printed on the back of the document.

5. Contractor's Signature

The contractor (or duly Authorized Agent for a company) must sign and date, even if the contractor and operator are the same person or company. Include the position title for which the Authorized Agent is representing (e.g., landowner, company president, company owner, forester, etc.).

6. Operator's Signature

The operator (or duly Authorized Agent for a company) must sign and date, even if the operator and the contractor are the same person or company. Include the position title for which the Authorized Agent is representing (e.g., landowner, company president, company owner, forester, etc.).

7. Director's Signature

The Fire Warden, or duly Authorized Agent, should sign on the Director signatory line.

8. Area

Regulatory Application will auto populate the Area, change if necessary.

9. Distribution

Distribution of copies is listed on the bottom. Keep current in the distribution of copies. The original will be mailed to the Financial Technician - CDA, and photocopies will be sent to all other parties. Because of the required signatures, this form must be a two-sided document. Any Agreement/Notification not two-sided will be returned to be done again.

10. Electronic Copy

To obtain the electronic version of the Certificate of Compliance-Fire Hazard Management Agreement/Notification of Forest Practice, contact the Bureau of Fire Management. The form, including a block of sequential numbers, will be emailed to the A/D/A. **Do not alter the original form.** Changes must be approved and dispersed by the Bureau of Fire Management.

C. Off-District Preparation

When preparing Agreement/Notifications for another A/D/A, be sure to contact that A/D/A before completing the form. Verify with the receiving office the legal description, county, option, and expiration date. If no contact can be

made with the receiving office, it may be necessary to take the contractor's information and forward the Agreement to the receiving A/D/A for signature.

D. Extensions

If the contractor requires an extension to complete the terms of the Agreement, the rules require the request be in writing and show good reason other than financial hardship. The Fire Warden is given the discretion to make or deny extensions. Completed Extension Request and Authorization for Extension forms will be uploaded to the Department's cloud storage system. If the Fire Warden denies an extension, the correspondence should be filed with the Agreement and the cloud storage system. The Fire Warden can extend Agreements for whatever time is needed to complete the operation; however, the extensions should not be any longer than necessary. As long as the Agreement is active the State assumes all liability for fires that start on or pass through the contract area (except those involving negligence). It is the duty of the Fire Warden to hold that period to the shortest reasonable time. Approved extensions will use Authorization for Extensions of Certificate of Compliance-Fire Hazard Management Agreement/Notification of Forest Practice, which will be completely filled out and distributed the same as the Agreement. Note: Extensions for burning only do not need to be sent to purchasers or the county.

When an extension is approved, updates to the Regulatory Application must be made to reflect the amendment. Update the expiration date to the new date agreed to, and change amended and extended fields to indicate "Yes". Follow the amendment procedures described below to complete the extension process.

E. Amendments

Any amendment made for a notification/compliance must follow the procedures described to ensure proper reporting can occur and document integrity is maintained. Changes are to be reflected on the signed copy of the notification/compliance with pen and ink changes. Initial and date next to the edit. Reflect that the document has been amended by writing or stamping "AMENDED" at the top of the document and make a specific note of the change that has been made. Upload the amended copy to the Department's cloud storage system as "Amended Compliance/Notification" document type. Redistribute the document to all applicable parties.

For the amendment(s) to be officially recognized, changes must be made in the Regulatory Application. Attributes should be changed using the edit function and the "Amended" attribute changed to "Yes". Save and close the edit window to ensure the edits are processed.

F. Addendum

The rules provide for an addendum to the Agreement when the contractor wants the State to do burning which would complete hazard management work on a contract area. Like the contract option, the Fire Warden has the latitude to accept or reject addendum burning on any given job. Fire Wardens are reminded that while Idaho Code provides the Department a certain amount of protection for damages to resources on lands covered by the Agreement, damages to resources off the contract area are not given preferential treatment. Burning operations for other entities should not be taken lightly.

The addendum is intended to make the contractor aware of the terms and conditions which must be met to receive a refund of a portion of the withheld slash monies and clearance. It is the responsibility of the A/D/A to prepare an acceptable slash management plan (maps are recommended). Copies of the plan must be attached to copies of the addendum for the contractor, A/D/A and Director. The plan should specify amount and standards of work to be done to meet the A/D/As requirements. When the A/D/A agrees, an **Addendum to Certificate of Compliance-Fire Hazard Management Agreement, Attachment 4**, will be completed. Attach copies of the Agreement to the addendum. In the case of a large complex job, or one which will require a very detailed slash plan, the percentage of money to be refunded can be filled in and signed at a later date (after an on-the-ground inspection can be made).

The form requires all information (e.g., names and addresses) be the same as written on the Agreement.

The amount available for refund is 94 percent of the gross slash bond. The three percent in the fire suppression account and the three percent in the FPA account cannot be refunded.

G. Nonresident Operators-FPA Bond

The Forest Practices Act requires nonresident operators who do not own real property in Idaho to post a FPA performance bond in the amount of \$200/acre with a minimum bond of \$5,000 and a maximum of \$15,000. This is a rare occurrence. Contact the Bureau of Forestry Assistance for guidance.

A/D/A personnel are not responsible for collecting bonds; however, they may do the initial screening when issuing a Notification. If an operator is listed with an out-of-state address on the Agreement/Notification, the operator should be asked if they own any real property in Idaho. A/D/A personnel should not accept the Notification if the operator is not an Idaho property owner. The local Private Forestry Specialist should be informed as soon as possible of potential Notifications that list nonresident operators. The PFS will review the Notification, verify residency or real property ownership, collect the bond as required, and authorize the Notification to be accepted.

H. Record of Agreements/Notifications Issued

Each issuing office must maintain a record of all forms issued. The agency's cloud storage system is the official records storage for all documents associated with notifications/compliances.

I. Notice of Logging on Expired Agreements

State law requires forest operators have a valid Agreement/Notification for operations. Should a purchaser report volumes on Agreements that have expired, the Bureau of Fire Management will notify the A/D/A involved. Upon notification, the A/D/A will review records to see if the contractor has secured a valid Agreement and failed to notify the purchaser.

In the event the contractor has a valid Agreement, the A/D/A will notify the purchaser with a copy of the valid Agreement and will notify the Bureau of Fire Management as to the correct number to be used.

Should the A/D/A find the contractor does not have a valid Agreement, they will contact the contractor and instruct them to secure a valid Agreement before continuing the operation.

J. Changes to the Existing Agreement/Notification

Any changes to the existing Agreement/Notification (e.g., extensions, option changes, liability transfers, etc.) should be sent to all parties on the distribution list at the bottom of the form.

K. Informational Document

An informational document has been added as a helpful tool regarding Agreements, clearances, bonds, forfeitures, etc. It is named **Logging and Idaho Law – Know the Facts, Attachment 5**.

8. Exception Authorization

Exceptions to this policy may be granted by the Chief, Bureau of Fire Management and/or Chief, Bureau of Forestry Assistance.

9. Revision History

6/1/2025	Removed Eastern Area exception and 5.A.1 updated legal description to match statute (38-122).
10/1/2025	Changes made by FPA. Updated to ADA compliance and new FMH format.