

APPENDIX R

Sullivan County Mutual Aid Plan

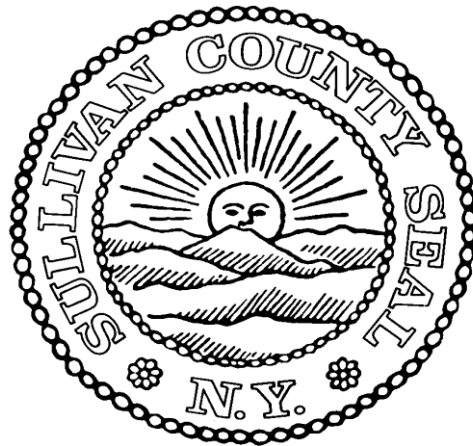


# Sullivan County

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## Fire Mutual Aid Plan

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**Sullivan County Fire Mutual Aid Plan  
Sullivan County, New York**

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# Sullivan County Fire Mutual Aid Plan

## 1. Objective

### A. Definition of Mutual Aid

Mutual aid is organized, supervised, coordinated, cooperative, and reciprocal assistance in which personnel, equipment, and physical facilities of all participating fire departments, regardless of type or size, are utilized for fire or other public emergency in which the services of firefighters would be used throughout the County of Sullivan and adjacent areas.

### B. Amendments

Amendments to this plan may be made periodically and will follow this procedure:

1. Prepared by the County Fire Coordinator
2. Recommended by the County Fire Advisory Board
3. Adopted by the County Public Safety Committee
4. Adopted by the Sullivan County Legislature
5. Admitted into the State Fire Mobilization and Mutual Aid Plan by the NYS Office of Fire Prevention and Control (NYS OFPC)

### C. Annual Review

Each year this plan shall be reviewed by County Fire Coordinator and corrections or changes processed.

## 2. Participation

### A. Extent and limit of participation by the fire companies and fire departments:

All towns, villages, fire districts, and fire companies in Sullivan County may fully participate in this plan.

### B. The fire companies and fire departments of Sullivan County presently members of this plan are:

Beaverkill Valley	Kenoza Lake	Roscoe/Rockland
Bloomington	Lake Huntington	Smallwood/ Mongaup Valley
Callicoon	Lava	Sullivan County Airport
Callicoon Center	Liberty	Summitville
Claryville	Livingston Manor	Swan Lake
Fallsburg	Loch Sheldrake	White Lake
Forestburgh	Long Eddy	White Sulphur Springs
Grahamsville	Lumberland	Westbrookville
Hankins-Fremont	Monticello	Woodbourne
Highland Lake	Mountaindale	Woodridge
Hortonville	Narrowsburg	Wurtsboro
Hurleyville	Neversink	Youngsville
Jeffersonville	North Branch	Yulan
Kauneonga Lake	Rock Hill	

### **C. Extent and limit of participation**

Extent and limit of participation with adjacent counties in New York State mutual aid is provided to and received from Delaware, Orange, and Ulster Counties through their respective County Fire Control Centers under the direction of their County Fire Coordinator or legally appointed Deputy Fire Coordinator.

### **D. Extent and limit of participation with adjacent counties in Pennsylvania.**

There is no formal agreement with Pike and Wayne Counties in the State of Pennsylvania. Local reciprocal assistance, if any, is in accordance with Section 209 - A of the General Municipal Law.

### **E. Entering and participating**

Any duly established Fire Company or fire department might participate in this plan by filing a copy of a resolution adopted by the Fire Company or fire department in the Office of the County Fire Coordinator. Such resolution shall state that such fire company or fire department elects to participate in the Sullivan County Fire Mutual Aid Plan and will comply with the provisions of such plans. The resolution shall state that the fire company or fire department shall recognize a call for assistance from another fire company or fire department through the Sullivan County E-911 Center.

There shall also be filed with the County Fire Coordinator a copy of a resolution adopted by the Legislative body of each participating village, board of fire commissioners, or other governing board having jurisdiction over the fire department, the board of fire commissioners of each town in relation to participating fire companies serving territories outside of villages and fire districts or in relation to a town fire department. Such resolution shall state that no restriction exists against "outside service" by the fire company or fire department of the municipality or district within the meaning of Section 209 of the General Municipal Law, which would affect the power of such fire company, or fire department to participate in the Sullivan County Fire Mutual Aid Plan.

### **F. Withdrawal from the plan**

Any fire company or fire department may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective thirty (30) days after filing of such notice with the County Fire Coordinator. If the outside service activities of a participating fire company or fire department are restricted pursuant to Section 209 of the General Municipal Law, notice of any restriction shall be given promptly to the County Fire Coordinator. Any such restrictions imposed by the legislative body of a village, town or by the board of fire commissioners shall take effect in accordance with the resolution imposing the restriction.

Any fire company or fire department withdrawing from this plan, upon the effective date, shall surrender and return to the County of Sullivan at the E-911 Center, 76 County Road 183A, White Lake, NY, all county-owned equipment. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 of the General Municipal Law.

Withdrawal from the plan will result in suspension of mutual aid pursuant to this plan to the fire company or fire department taking such action. All radio identifiers and call signs issued to such fire company or fire department are cancelled on the effective day of withdrawal.

### 3. Extent and limit of authority of County Officials

#### A. County Fire Coordinator

1. Administers the State Fire Training Program and all training programs developed by the State or by his office throughout the County.
2. Administers this County Fire Mutual Aid Plan and is responsible for the efficient operation of the plan for intra-county and inter-county purpose at fire or any other emergency where the services of firefighters are used.
3. Administers the Sullivan County Fire Radio System under authorization of the Federal Communications Commission.
4. Acts as liaison officer between the fire service of Sullivan County and the NYS OFPC, which is part of the New York State Department of State.
5. May appoint and remove Deputy Fire Coordinators in accordance with Section 401 of the County Law and/or Section 3 of the Public Officers Law of the Civil Service Law.

#### B. Deputy Fire Coordinator - Battalion Operations

1. Area of assignment is determined by the County Fire Coordinator according to the five (5) Battalions within the County. The five (5) Battalions shall be made up of the following fire departments.

<b><u>Battalion # 1</u></b> Callicoon Hankins-Fremont Highland Lake Hortonville Lake Huntington Lava Long Eddy Lumberland Narrowsburg Yulan	<b><u>Battalion # 2</u></b> Beaverkill Valley Callicoon Center Liberty Livingston Manor North Branch Roscoe/Rockland White Sulphur Springs Youngsville	<b><u>Battalion # 3</u></b> Claryville Fallsburg Grahamsville Hurleyville Loch Sheldrake Mountindale Neversink Woodbourne Woodridge	<b><u>Battalion # 4</u></b> Jeffersonville Kauneonga Lake Kenoza Lake Monticello Smallwood/ Mongaup Valley Sullivan County Airport Swan Lake White Lake	<b><u>Battalion # 5</u></b> Forestburgh Bloomingburg Rock Hill Summitville Westbrookville Wurtsboro
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2. Represents the County Fire Coordinator at fire or other emergencies that require the services of firefighters.
3. Orders the E-911 Center to dispatch mutual aid at the request of the fire chief or officer-in-charge.
4. Acts as liaison officer to the fire chief or fire officer-in-charge regarding kinds of fire mutual aid available.
5. Acts as liaison officer between the fire chief and other emergency service agencies.

#### C. Deputy Fire Coordinator – Logistics

1. Maintains NYS Fire Resource Inventory System (FRIS) and Training Information Management System (TIMS).
2. Will coordinate with Operational Deputy Fire Coordinators to gather and maintain a current inventory of equipment & line officers from each department in the county.

**D. Deputy Fire Coordinator - Hazardous Materials & Weapons of Mass Destruction**

1. Responsible to the County Fire Coordinator to act as liaison officer on all hazardous material and weapons of mass destruction incidents.
2. Will assist the County fire service and other agencies with day-to-day operations as required by the Sullivan County Bureau of Fire Hazardous Materials Plan.

**E. Deputy Fire Coordinator - Training**

1. Supervises the scheduling and administration of courses in the State Fire Training Program, and any and all training programs developed by the State or County at the Sullivan County Emergency Services Training Center.
2. Supervises instruction by the State Fire Instructors.
3. Determines need for existing courses and new courses and makes recommendations to the County.
4. Maintains records indicating manpower in the County, including the type and extent of training in each department through the NYS OFPC database printout.

**F. Deputy Fire Coordinator – Underwater Rescue & Recovery**

1. Responsible to the County Fire Coordinator to act as a liaison officer on all water rescue incidents.
2. Will assist the County fire service and other agencies as per the Sullivan County Bureau of Fire Operating Procedure for any underwater rescues and recovery.

**G. Deputy Fire Coordinator – Wildland Search & Rescue**

1. Responsible to the County Fire Coordinator to act as a liaison officer on all wildland search and rescue incidents.
2. Will assist the County fire service and other agencies as per the Sullivan County Bureau of Fire Operating Procedure for any wildland search and rescues.

**H. Deputy Fire Coordinator – Fire Police**

1. Responsible to the County Fire Coordinator to act as a liaison officer to all County fire departments utilizing New York State Certified Fire Police and to administer Fire Police training and deployment on a county level.

**I. Senior Fire Investigator**

1. Appointed by the Fire Coordinator and serves as the Lead Investigator of the Fire Investigative Team.
2. Works with Team as outlined in the Sullivan County Bureau of Fire Investigative Team Policy.

**4. Line of Authority**

**A. Absence of County Fire Coordinator**

The County Fire Coordinator shall designate in writing and file in the Office of the County Clerk and of the Clerk of the Sullivan County Legislature the order in which Deputy County Fire Coordinators are to possess the powers and perform the duties of the County Fire Coordinator during his absence or inability to act pursuant to section 401 of the County Law.

**B. Vacancy in position of County Fire Coordinator**

Sullivan County Fire Coordinator shall designate the Deputy Fire Coordinator, who shall possess the power to perform the duties of County Fire Coordinator until a successor is appointed by the County Legislature and has qualified pursuant to Section 401 of the County Law. With the authority designated by the County Legislature, the above named Deputy Fire Coordinator shall act as temporary County Fire Coordinator until the Legislature shall appoint a new County Fire Coordinator under Section 225-A of the County Law.

**C. Line of Authority and Command**

The line of authority and command in the absence of the County Fire Coordinator will be assigned in the order chosen by the County Fire Coordinator and will be compiled from the list of Operational Deputy Fire Coordinator as follows:

1. Deputy Fire Coordinator
2. Deputy Fire Coordinator
3. Deputy Fire Coordinator
4. Deputy Fire Coordinator
5. Deputy Fire Coordinator

Note: See List of Assigned Personnel in Appendix, Section A

**5. Status of the local Fire Department**

**A. Maintenance of individuality**

Each fire department participating in this plan shall retain its internal command and individuality.

**B. Authority of “requesting” fire chief or officer-in-charge**

1. A “requesting” fire chief or officer-in-charge is one who requests mutual aid for their department in accordance with this plan.
2. The fire officer in command will work with chiefs, senior officers, and company officers of departments providing mutual aid. The firefighters in the assisting department will be supervised by their own officers who in turn will be commanded by the officers of the department requesting mutual aid.

**C. Incident Command System**

1. All fire departments that are members of the Sullivan County Fire Mutual Aid Plan, including the officers and firefighting personnel of these member departments, shall adhere to the guidelines and procedures of the Incident Command System as developed by the National Interagency Management System (NIMS). This system was formally mandated by Presidential Directive to the Secretary of Homeland Security as Homeland Security Directive, (HSPD) 5 and so adopted by the State of New York for emergencies requiring a multi-agency response. First arriving emergency forces should initiate the ICS.
2. Each agency participating in this plan shall retain their internal command and individuality within the proper scope of the ICS and as outlined in section “B” of “Status of Local Fire Departments.”



## **6. Operations of the Sullivan County E-911 Center**

**A. The location of the Sullivan County E-911 Center is at the Sullivan County International Airport, 76 County Road 183A, White Lake, New York.**

**B. No person may operate any radio equipment at the E-911 Center who is not authorized or trained to do so by the E-911 Coordinator.**

**C. Dispatchers – a current list will be maintained at the E- 911 Center.**

### **D. Radio System**

1. Communications with County Fire Control Centers of Adjacent Counties:

The E-911 Center shall maintain radio contact with the adjacent counties of Delaware, Orange, and Ulster through the State fire radio frequency 45.88.

2. Method of determining status of equipment, apparatus and personnel:

The E-911 Center will maintain a status list to immediately determine the status of fire apparatus, as well as quick reference guide to the current availability of equipment and personnel for each fire department in the County.

3. Radio log:

A radio log tape is maintained. The E-911 Center will keep a radio log meeting the standards of the FCC and the NYS OFPC as described in the “Guide to Fire Mobilization and Mutual Aid Plans in the State of New York.” The E-911 Center will maintain a log of all repairs made to the radio system owned and operated by the County as required by the FCC and the NYS OFPC as described in the “Guide to Fire Mobilization and Mutual Aid Plans in the State of New York.”

### **E. Provisions for emergency power of base stations**

Emergency power units shall be provided for each unit in case of power failure.

### **F. Location of Tower Sites**

The County fire radio system has its base and primary tower site at the E-911 Center at White Lake. Tower sites are also located at: Elk Point (Liberty), Thunder Hill (Grahamsville), Tennanah Lake (Roscoe), Wurtsboro, and Eldred.

## **7. Radio and telephone communications regulations for individual departments**

### **A. Procedure**

The radio and telephone procedure shall conform completely with that prescribed in “Guide to Fire Mobilization and Mutual Aid Plans in the State of New York” by the NYS OFPC of the Department of State.

### **B. Authorized to operate**

No fire officer or firefighter may use the fire radio unless they have been properly trained and authorized to use such radio by the fire chief of the respective fire department.

### **C. Authorization to use non-county owned transmitters and receivers.**

1. No radio may operate on the fire frequency as part of the County Fire Radio Network unless specifically authorized by the County Fire Coordinator and in accordance with regulations of the Federal Communications Commission (FCC) in writing. Upon application of mobile station identifier, a fire chief, 1<sup>st</sup> assistant chief, and 2<sup>nd</sup> assistant chief of a fire company or fire department may install and operate a mobile unit in any vehicle utilized in their duties as Chief. At the time of the expiration of the term of office, the identifier is canceled and the mobile unit cannot be used for transmissions. Operation without identifier authorized by the license is a violation of rules of the FCC.
2. Any fire department wishing to operate a communications base station at their respective Fire station must maintain a current FCC license with proper identifiers. A copy of said License must be kept on file in the office of the Fire Coordinator and a new copy provided when such license is renewed.

## **8. Inventory**

### **A. Obtaining and Maintaining Countywide Fire Equipment Inventory**

The primary copy of the fire equipment inventory of all equipment maintained by the respective fire departments or fire companies in the County shall be sent to the Fire Coordinator's Office and made available at the E-911 Center. Additional copies shall be maintained by the Fire Coordinator and copies will be assigned to each of the Battalion Deputy Fire Coordinators as well as located in the County Fire Coordinator's vehicle. The officer responsible to maintain the County inventory is the County Fire Coordinator. All equipment lists must conform to NIMS standards.

The Deputy Fire Coordinator assigned to Communications & Logistics shall be responsible to submit changes in the inventory, as the information is made available from the fire departments or fire companies. The County Fire Coordinator shall update the complete inventory yearly.

## **9. Standard Thread**

All apparatus participating in this plan shall be equipped with National Standard Thread as defined by the National Bureau of Standards. Those fire companies or fire departments that use large diameter hose shall have sufficient adapters available for mutual aid use.

## **10. Participation in the State Fire Mobilization and Mutual Aid Plan**

### **A. Procedure to obtain activation of plan**

The County Fire Coordinator or Deputy Fire Coordinator in the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance from Delaware, Orange, and Ulster Counties, may call the NYS OFPC to obtain activation of the State Fire Mobilization and Mutual Aid Plan.

The procedure shall conform to that specified in the "Guide to Fire Mobilization and Mutual Aid Plans in the State of New York."

### **B. Authority and responsibility of the Regional Fire Administrator**

The NYS OFPC establishes all authority and responsibility of the Regional Fire Administrator under the activated State Fire Mobilization and Mutual Aid Plan.

**C. Retirement provision relating to the position of Regional Fire Administrator**

Should the County Fire Coordinator be separated from his/her office for any reason, he/she then is automatically retired as Regional Fire Administrator. The State Fire Administrator from the NYS OFPC shall appoint a new Regional Fire Administrator.

**D. County number under the State Fire Mobilization and Mutual Aid Plan**

The County Fire Coordinator shall use county number fifty-three (53) assigned to Sullivan County by the State Fire Mobilization and Mutual Aid Plan.

**11. Coordination with other emergency services**

**A. Informal agreements exist and emergency telephone numbers are maintained at the E-911 Center for assistance from:**

Adjacent Fire Control Centers	EMS	NYS ENCON
Area Hospitals	Local Police Dept	New York State Police
Verizon	National Park Service	Orange and Rockland Utilities
Central Hudson	NYC DEP	Sullivan County Sheriff's Office
Frontier Telecom	NYSEG	State Officials

**12. Duties of the Fire Chief - General Municipal Law 204D**

The fire chief of any fire company or department shall, in addition to any other duties assigned to him/her by law or contract to the extent reasonably possible determine or cause to be determined the cause of each fire or explosion which the company or department has been called to suppress. He/She shall contact or cause to be contacted the appropriate investigative authority if they have reason to believe the fire or explosion is of incendiary or suspicious origin.

Activation of the Sullivan County Fire Mutual Aid Plan by a requesting chief shall require all responding units to work under the Incident Command System (NIMS) with the requesting chief of jurisdiction to act as the Incident Commander.

**13. County wide fire reporting**

Each fire chief or his designee is responsible to make a report to the State, which complies with the National Fire Incident Reporting System (NFIRS). The report shall be completed and submitted to the NYS OFPC as soon as administratively possible.

## 14. Personnel

County Fire Coordinator  
Sullivan County Car # 53-1

Deputy Fire Coordinator-Battalion # 1  
Sullivan County Car # BC-1

Deputy Fire Coordinator-Battalion # 2  
Sullivan County Car # BC-2

Deputy Fire Coordinator-Battalion # 3  
Sullivan County Car # BC-3

Deputy Fire Coordinator-Battalion # 4  
Sullivan County Car # BC-4

Deputy Fire Coordinator-Battalion # 5  
Sullivan County Car # BC-5

Senior Fire Investigator

Note: See List of Assigned Personnel in Appendix, Section B

## 15. Fire Instructors

Fire Instructors are assigned to Sullivan County in accordance to Office of Fire Prevention and Control (OFPC) standards and in conjunction with the Office of the Sullivan County Fire Coordinator.

Note: See List of Assigned Personnel in Appendix, Section C

## 16. Fire Investigation Team

The Fire Investigation Team is an all-volunteer group, comprised of personnel from the fire service and law enforcement agencies. The Team as formed in 1981, pursuant to General Municipal Law mandate, requiring every county to have a plan to combat arson in the State of New York.

The Team shall consist of Fire Investigators who are supervised by the Fire Coordinator. The Investigators will be available through communication with the 911 Center. The members of the Team will be chosen and appointed by the Fire Coordinator, at his discretion and as needed.

**17. Approval of plan by the County Fire Advisory Board, Sullivan County Public Safety Committee and the Sullivan County Legislature.**

**A. Approved by the Sullivan County Fire Advisory Board at its regular meeting**

on \_\_\_\_\_

Signed: \_\_\_\_\_

**Chairperson**

Dated: \_\_\_\_\_

**B. Approved by the Sullivan County Public Safety Committee at its regular meeting**

on \_\_\_\_\_

Signed: \_\_\_\_\_

**Chairperson**

Dated: \_\_\_\_\_

**C. Approved by the Sullivan County Legislature at its regular meeting**

on \_\_\_\_\_

Signed: \_\_\_\_\_

**Chairperson**

Dated: \_\_\_\_\_