

THE DUTCHESS COUNTY OFFICE OF EMERGENCY RESPONSE
FIRE ~ RESCUE ~ EMS
MUTUAL AID PLAN FOR THE COUNTY OF DUTCHESS
RECOMMENDED FOR ADOPTION BY:
DUTCHESS COUNTY FIRE AND SAFETY ADVISORY BOARD



ORIGINAL DATED JANUARY 15, 1955

Revised: August 15, 1977

Revised: January 16, 1984

Revised: January 22, 1990

Revised: January 2004

Revised: April 2010

Submitted By Dutchess County Emergency Response Coordinator John Murphy

Date: _____

Adopted by Dutchess County Legislature

Date: _____

Resolution no. _____ Dutchess County Mutual Aid Plan

The _____ committee offers the following resolution and move for its adoption as the Dutchess County Mutual Aid Plan. A copy of the resolution is attached to and included in this document.

Approved by Dutchess County Executive – William R. Steinhaus

Date: _____

Submitted to the New York State Fire Mobilization Plan by the New York State Office of Fire Prevention and Control

Date: _____

SUBMITTED TO THE

New York State Department of Health Bureau of Emergency Medical Services

Filing Date _____

SUBMITTED TO THE

Hudson Valley Regional Emergency Medical Services Council

Filing Date _____

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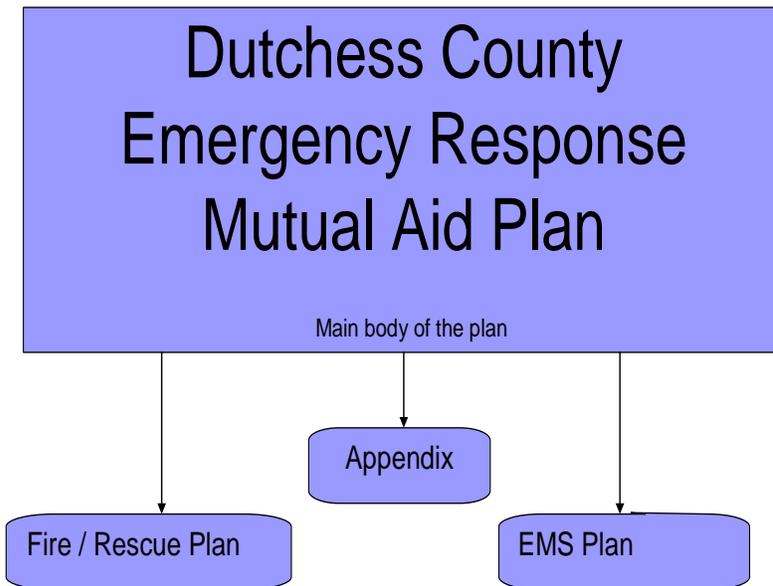
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1. MUTUAL AID PLAN OUTLINE

DUTCHESS COUNTY EMERGENCY RESPONSE FIRE ~ RESCUE ~ EMS MUTUAL AID PLAN COMPONENT OUTLINE



2. PURPOSE

The purpose of this plan is to provide assistance and protection for all Dutchess County communities in the case of fire or other emergency.

Local mutual aid plans operating exclusive of the Dutchess County Mutual Aid Plan other than those required by New York State Law, are not permitted

3. DEFINITION OF FIRE DEPARTMENTS, FIRE DISTRICTS, EMS AGENCIES

For the purpose of definition - the term participating agencies shall be used throughout this document.

The terminology Participating Agencies as used in this plan shall include all ambulance and rescue squads, fire police, and other units of fire companies and fire departments, whether incorporated or not, and shall mean and include any firefighting unit as may be defined or described in section 209 of the NYS General Municipal Law.

New York State and Federal Agencies may participate in the plan as federal and state laws allow.

4. EXTENT AND LIMIT OF PARTICIPATION WITH OTHER THE COUNTIES

There is no formal agreement with the surrounding Counties of Dutchess. Local reciprocal assistance is in accordance with section 209 of the NYS General Municipal law. All requests for assistance will be routed through the Dutchess County 9-1-1 Communications Center.

Extent and limit of participation with adjacent counties mutual aid is provided and received from adjacent counties through their respective county fire control centers under the direction of their County Fire Coordinators or legally appointed Deputies. All requests for assistance shall be routed through the Dutchess County 9-1-1 Communications Center.

5. AUTHORIZATION

A. Mutual aid plans are authorized under the laws of the State of New York. All present and future participating agencies in Dutchess County organized pursuant to law may elect to participate in this plan.

B. Participating Agencies with the possibility for the need for mutual aid assistance in the time of fire or other emergency where the services of equipment and/or personnel would be required, the cities, villages, districts, fire companies, and fire departments have pledged their equipment and personnel agree, and recognize their contractual obligation to comply with this plan.

6. ADMINISTRATION

The administration of the Dutchess County Mutual Aid Plan shall be the duty of the Dutchess County Emergency Response Coordinator or his designee.

7. OBJECTIVE

Definition of mutual aid is the organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment, and physical facilities of all participating agencies regardless of type or size, are utilized for fire or other emergency throughout the County of Dutchess and adjacent areas where reciprocal agreements exist.

8. STANDARIZATION OF EMERGENCY SERVICES

When coordinating and implementing a multi-jurisdictional, multi-dimensional plan such as this, there are standard assumptions made such as:

- Each geographic area, (City, Town, Village, District, etc.), shall have sufficient emergency service assets to respond to routine calls.
- Each agency should use a similar formula to assess their needs; the following information should be considered: population, call volume and type, geography, traffic, hazards, and weather.

The Dutchess County Department of Emergency Response is continually working toward a standardized emergency service asset allocation provided by each authority having jurisdiction. This standard approach will allow all agencies regardless of type, commercial, municipal, or volunteer, to provide day-to-day emergency service to its coverage areas and mutual aid coverage to its neighbors.

9. AMENDMENTS

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

1. The amendment is to be prepared by the Emergency Response Coordinator and members of his staff,
2. The amendment is then presented to the Dutchess County Fire and Safety Advisory Board for review and comment,
3. The amendment is then presented by the Emergency Response Coordinator to the following agencies or committees:
 - a. The corresponding governing bodies for the participating agencies,
 - b. Any appropriate New York State and Federal agencies,
 - c. New York State Office of Fire Prevention and Control,
4. Forwarded to Dutchess County Attorney and Executive's Offices for review,
5. Approved by resolution from the participating agency's governing board,
6. Adopted by Dutchess County Legislature,
7. Approved by Dutchess County Executive,
8. Admitted into the NYS Fire Mobilization and Mutual Aid Plan of the State of New York Office of Fire Prevention and Control,
9. Submitted to the Hudson Valley Regional Emergency Medical Services Council, and
10. Submitted to the NYS Department of Health's Bureau of Emergency Medical Services.

10. ANNUAL REVIEW

A. Each year this plan shall be reviewed by the Emergency Response Coordinator and the Dutchess County Fire and Safety Advisory Board. Any additions, deletions and or corrections can be made by following the above approval process for the articles affected.

B. The mutual aid plan is to be reviewed for updates in its entire form on a five year cycle.

11. ENTERING AND PARTICIPATING IN THE PLAN

A. There shall also be filed with the Emergency Response Coordinator a copy of a resolution adopted by the governing body of each participating agency (city, village or by the Board of Fire Commissioners or other governing boards having jurisdiction over the Fire Department). The resolution shall indicate if any restrictions exist against "outside service" by the participating agency within the meaning of section 209 of the NYS General Municipal Law. This would also affect the power of such agency to participate in the plan and the governing board recognizes and accept their financial responsibility pursuant to section 209 subdivisions 2,3 and 4 of the NYS General Municipal Law.

- B. Any participating agency may restrict participation in the plan if a participating agency is restricted by section 209 of NYS General Municipal Law from providing mutual aid. The governing body shall adopt a resolution that outlines the restrictions in detail. A copy of the resolution shall be provided to the to the Emergency Response Coordinator.
- C. Extent and Limit of Participation with neighboring State's, Counties, or local governments
 At present there is no formal agreement with this County and Emergency Services from the neighboring States of Connecticut or Massachusetts. Local reciprocal assistance, if any, must be arranged between the local agencies / municipalities. A copy of such agreements must be filed with the Dutchess County Emergency Response Coordinator. All requests for assistance are to be routed through the Dutchess County 9-1-1 Communications Center
- D It is understood that some departments within Dutchess County operate certain functions of fire department operations exclusive of the Dutchess County Department of Emergency Response. Examples are, but not limited to: radio systems and dispatching, fire investigation, hazardous materials response, and training. It is not the intent of this document to replace systems that are in place and serve these departments well. However, if the fire departments operating the above described functions find the need to operate within the parameters of this plan then those departments are required to conform to the rules, regulations, and procedures established by the Dutchess County Mutual Aid Plan.

12. REQUESTS FOR MUTUAL AID

- A. Each participating agency may request assistance from another agency pursuant to the provisions of this plan. Requests are to be routed through the Dutchess County 9-1-1 Communications Center.
- B. The request by the incident commander in charge of any fire or other emergency.
- C. The pre-defined response to any building, area, and or district by planned first alarm assignment, greater alarm assignment, or preplanned replacement of apparatus.
- D. A request by the Dutchess County 9-1-1 Communications Center (Emergency Response Coordinator or his designee) to respond to or stand by for any situation that results in a shortage of apparatus and/or equipment in a geographical area.

Note: the 9-1-1 Communications Center (Emergency Response Coordinator or his designee) will generally not dispatch mutual aid without first contacting an authorized representative (IC) of the host department.

13. LIABILITY RESPONSIBILITY AND REIMBURSEMENT

Insurance

It shall be the responsibility of any participating agency responding outside of their primary response area to maintain appropriate insurance coverage as required by law. Each agency should insure their personnel and vehicle(s) regardless of their location, or location of the call.

Hold Harmless

New York State General Municipal Law 209 entitled Outside Service by local fire departments, companies, ambulance districts, airport crash-fire-rescue units, states the following :

- A. Members of participating agencies have the same immunities and privileges on a mutual aid call that they have on a call within their own jurisdiction.
- B. Participating agencies are liable for the negligence of their personnel on a mutual aid call.
- C. Participating agencies may make a claim to the agency that requested the call for assistance “for any loss or damage to, or expense incurred in the operation of fire apparatus or other equipment answering a call for assistance and the cost of any materials used in connection with such call, shall be a charge against and paid by the agency..... which issued the call for assistance”.

14. INCIDENT COMMAND AND MANAGEMENT OF INCIDENTS

The Dutchess County Emergency Response staff will operate via the recognized incident command system. Use of the Incident Command System is required to ensure the safety and welfare of all personnel involved and promotes control of potentially dangerous operations.

15. PARTICIPATING AGENCY COMPLIANCE

Each participating agency shall make every effort to respond to any call for assistance from another participating agency pursuant to the provisions of this plan. There shall be a hearing with the Dutchess County Emergency Response Coordinator in the event a participating agency refuses to respond to a call for assistance. The governing board of and the Chief of the participating agency that failed to respond to the call will receive a notice from the Dutchess County Department of Emergency Response stating the time and date of the hearing before the Emergency Response Coordinator. The notice will be sent certified mail, return receipt requested. When possible, the governing board and the Chief will be given a minimum of ten (10) business days advance notice of the hearing date and time. Representatives of the participating agency and other interested parties will have the opportunity to advise the Emergency Response Coordinator of their position. The Emergency Response Coordinator shall render a decision in writing within a reasonable period of time after the hearing. The governing board of the participating agency shall have the right to appeal the Emergency Response Coordinator's decision to the Mutual Aid Plan Review Board within ten (10) business days of receipt of the Coordinator's decision.

The Emergency Response Coordinator has the discretion to temporarily suspend a participating agency from the Mutual Aid Plan pending a hearing.

16. MUTUAL AID PLAN REVIEW BOARD

A. The Dutchess County Mutual Aid Review Board shall consist of seven (7) members. Two members shall be from the Dutchess County Fire and Safety Advisory Board, with one acting as Chairman of the Review Board, two from the Dutchess County EMS Council, and two from the Association of Fire Districts, and one from the Dutchess County Chief's Council. Each member shall be appointed by their respective organizations for a term of one year. Appointments shall be made in December for the following year with each term limited to January 1 through December 31. The names of the review board members shall be provided to the Dutchess County Emergency Response Coordinator in January of each year or as often as necessary or required.

17. PARTICIPATING AGENCY WITHDRAWAL FROM THE PLAN

A. Any participating agency may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective 45 calendar days after the filing of such notice with the Dutchess County Emergency Response Coordinator. The Emergency Response Coordinator shall notify the Dutchess County Fire and Safety Advisory Board, the Dutchess County Executive, and all participating agencies of the agency withdrawal from this plan.

B. Such withdrawal from this plan will result in the suspension of mutual aid. Such withdrawal shall remain in effect until reinstated by resolution as defined by section 209 of the NYS General Municipal Law.

18. LINE OF AUTHORITY

The Emergency Response Coordinator shall have a list of those persons who can act in his stead on file with the Department of Emergency Response administrative office in the event he is unable to fulfill his responsibilities that are outlined in this plan due to absence or illness.

19. FIRE-RESCUE BATTALION COORDINATORS, EMS COORDINATORS, AND DEPUTY COORDINATORS

Battalion Coordinators, Deputy Coordinators and Deputy EMS Coordinators are directly responsible to the Dutchess County Emergency Response Coordinator. Additional details of the areas of responsibility, and chain of command are determined by the County Emergency Response Coordinator and are found in the appendix section organization chart of this document.

- Battalion Coordinator
- Deputy Coordinator – Haz Mat
- Deputy Coordinator - EMS
- Deputy Coordinator - FID
- Deputy Coordinator - Training

20. STATUS OF PARTICIPATING AGENCIES

A. Maintenance of individuality. Each agency in this plan shall retain its internal command and individuality.

B. Authority of requesting Incident Commander

1. A requesting Incident Commander is one who requests mutual aid for his/her agency in accordance with this plan.
2. The chain of command at a fire or other emergency remains with the agency requesting mutual aid.

C. If any state or federal institution, private fire brigade, or ambulance service requires aid for fire or other emergency, the fire department in whose jurisdiction the institution or agency lies shall be notified through the Dutchess County 9-1-1 Communications Center. The local fire department will respond with at least one piece of equipment so to be officially on the scene. Any and all mutual aid will be the responsibility of the local Fire Department. Incident Command of the incident will lie with the local fire department's officer or individual in charge who in turn will coordinate with the personnel from the institution or agency.

D. Federal agencies are allowed, under federal regulations to have reciprocal agreements with other participating agencies. Mutual aid assistance losses or damages are recoverable under the Federal Fire Prevention and Control Act of 1974. (15USC2210)

21. MULTIPLE CASUALTY INCIDENT (MCI)

Refer to the Dutchess County Department of Emergency Response Multiple Casualty Incident guideline. This attachment provides details of the responsibility of the incident commander declaring an MCI. In addition, it details the actions taken and resources available through the Dutchess County Department of Emergency Response

22. INVENTORY OF PARTICIPATING AGENCIES

Inventory records of apparatus and equipment for all participating agencies shall be located at the Dutchess County 911 Communications Center and a copy provided to the Battalion Coordinators.

23. COORDINATION WITH OTHER SERVICES FOR EMERGENCY RELATED EVENTS

Inter-service coordination other services: the Dutchess County Emergency Response Coordinator shall develop and establish agreements, formal or informal, with the appropriate emergency, public service organizations, and private industry where necessary. Information including emergency and business contact numbers, equipment inventories, personnel listings, and other pertinent information shall be maintained at the Dutchess County 9-1-1 Communications Center. Normal procedure is to handle requests for these services through the Dutchess County 9-1-1 Communications Center.

24. TRAINING DIVISION

A. Fire – Rescue

The courses of the New York State Field Training Program and the State Graduate Fire Training Program are adopted as standard throughout the County of Dutchess. The Emergency Response Coordinator or his designee (Deputy Coordinator – Training Division) shall:

1. Select locations and dates for courses based on demands and requests of participating agencies
2. Supervise instruction by the County Fire Instructors
3. Solicit and determine needs for existing or new courses and schedule them accordingly
4. Interface with the New York State Office of Fire Prevention and Control
5. Maintain open communications regarding issues and concerns on a timely basis with all related agencies.

B. EMS

The Department of Emergency Response is not a sponsoring agency for Certified EMS Education programs for the New York State Department of Health Bureau of Emergency Medical Services(NYSDOHBEMS). The EMS Division of the Dutchess County Department of Emergency Response shall:

1. Coordinate Certification programs with sponsoring agencies
2. Provide mandatory training programs as directed by NYSDOHBEMS.
3. Solicit and determine needs for existing or new programs and schedule them accordingly
4. Interface with the NYSDOHBEMS

25. CRITICAL INCIDENT RESPONSE TEAM (CIRT)

A. The Dutchess County Critical Incident Response Team is designed for emergency responders who have taken part or worked in a critical incident. This service is not meant for the general public or as a replacement for professional counseling. The Critical Incident Response Team is comprised of specially trained firefighters, EMT's, paramedics, law enforcement officers, dispatchers and mental hygiene professionals.

B. The Dutchess County Emergency Response Coordinator shall appoint a director to oversee the operations of the team.

26. DUTCHESS COUNTY FIRE POLICE RESPONSE TEAM

The County's Fire Police Response Team consists of volunteer Fire Police officers who are trained to assist local participating agencies. The Fire Police Response Team may be called upon to respond and assist at natural or man-made disasters. The team is lead by a Team Leader, and two Assistant Team Leaders.

The Team can only be activated upon approval of the Dutchess County Emergency Response Coordinator or his designee.

27. COMPLIANCE WITH THE DUTCHESS COUNTY RADIO PLAN

A. All participating agencies must be compliant at all times with the Dutchess County Radio Plan (Appendix A-3).

B. All participating agencies will be subject to reviews to determine their compliance status. Reviewed will be performed by the Dutchess County Department of Emergency Response Coordinator or his designee.

C. Failure to comply with the Dutchess County Radio Plan Standards and Operational Guidelines, will result in temporary removal from participation and will be subject to a review and a hearing with the Dutchess County Emergency Response Coordinator.

28 . DUTCHESS COUNTY DEPARTMENT OF EMEGENCY RESPONSE ADMINISTRATIVE COMMUNICATION POLICY

The Dutchess County Department of Emergency Response method of communication for non emergency correspondence is via electronic mail (email). All participating agencies are required to provide an email address(s) for the purpose of distributing non emergency correspondence.