

# CHAUTAUQUA COUNTY FIRE AND EMERGENCY MEDICAL MUTUAL AID PLAN

2019



Adopted July 2019

TABLE OF CONTENTS

Chautauqua County..... 3  
Fire and Emergency Medical Plan..... 3  
Mutual Aid Plan..... 3  
Section I: Objective..... 3  
Section II: Amendments and Review..... 3  
Section III: Definition..... 3  
Section IV: Participation..... 4  
Section V: Designation of Personnel..... 7  
Section VI: Line of Authority..... 7  
Section VII: Status of the Incident Commander..... 8  
Section VIII: The County Dispatch Center..... 10  
Section IX: Participation in the State Fire Mobilization and Mutual Aid Plan... 11  
Section X: Participation in the Statewide EMS Mobilization Plan..... 11  
Section XI: Coordinating with other Emergency Services..... 11  
Section XII: Training..... 12  
Section XIII: Chautauqua County Special Teams..... 12  
Appendix A..... 12  
Approvals ..... 13  
Special Team Participation Authorization..... 14

Chautauqua County  
Fire and Emergency Medical Plan  
Mutual Aid Plan

Section I: Objective

Mutual aid, as defined in this plan, as the cooperative sharing of resources, whether in an emergency or non emergency situation, amongst Fire Departments and member agencies participating in this plan.

The purpose of this plan is to outline the means by which mutual aid is organized, supervised, and coordinated; to direct the cooperative and reciprocal assistance of all participating fire departments and agencies at fires, emergency medical calls, and other emergencies requiring the services of firefighters, emergency medical technicians and or equipment throughout Chautauqua County and adjacent counties.

Nothing withstanding in this agreement diminishes any state, federal or local law.

Section II: Amendments and Review

- A. Amendments: Amendments to this plan may be made periodically and shall follow this procedure:
  - 1. Recommended by the County Fire Advisory Board & EMS Council
  - 2. Submitted by the Fire Coordinator to the County Executive
  - 3. Submitted to the State of New York, Dept of State, Office of Fire Prevention and Control for admission into the State Mobilization and Mutual Aid Plan
  - 4. Submitted to the Regional EMS Council
- B. Review: Each year in January this plan shall be reviewed by the County Fire FAB Mutual Aid Committee and changes or corrections recommended to the Fire Advisory Board for processing. This plan shall be updated every five years.
- C. Revision approved by Fire Advisory Board and EMS Council. Judicial and Public Safety Committee shall be advised.

Section III: Definition

As used in this plan the term “fire company” and “fire department” shall include all companies, rescue units, ambulances, fire police units, squads or other units of fire departments, fire districts, or fire companies, whether incorporated or not, and shall mean and include any firefighting unit as the same may be defined or described in Section 209(1) of the General Municipal Law.

Adopted July 2019

## Section IV: Participation

### A. Membership into the Plan

1. Minimum requirements for Fire Companies or Fire Departments Entering the Chautauqua County Fire and Emergency Medical Mutual Aid Plan:
  - a. There shall be a legally organized fire company or fire department with personnel available for response to a day or night fire or emergency at any time of the year. The organization and operation of such fire department shall be with the specific approval of the governing body or board having jurisdiction over the area where such department's equipment is housed.
  - b. A responding Fire Department or EMS agency vehicle which one consists of a motorized machine properly designed for the requested service, with basic equipment as listed in Appendix A.
  - c. The apparatus shall be staffed by a number no larger than the apparatus was legally constructed for. The suitability and fitness of each responder for the job intended is left to his/her own department's criteria. Responding personal should meet or exceed their own department's minimum standards for the tasks likely to be encountered.
  - d. If, at anytime, a participant finds it does not have sufficient personnel to be effective, they shall notify the requesting incident commander & County Fire Dispatch immediately of its situation.
  - e. There shall be an efficient method for notifying members and giving the location of a fire or other emergency. All facilities shall participate in the County's weekly test.

### B. Application for Membership

Application of Fire Company or Fire Department, EMS Agency, to Enter Plan:  
Any duly established fire company or fire department or EMS agency may 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 company or department elects to participate in the Chautauqua County Fire and Emergency Medical Mutual Aid Plan and will comply with the provisions of such Plan. The resolution shall state that the participant will recognize a call for assistance from another participant through the Chautauqua County Dispatch Center.

- C. There shall also be filed with the County Fire Coordinator, a copy of a resolution adopted by the legislative body of each participating village or the Board of Fire Commissioners, or other governing body having jurisdiction over the participant. Such resolution shall state that no restrictions exist against "outside service" by the

Adopted July 2019

participant of a municipality or a district within the meaning of Section 209(1) of the General Municipal Law which would affect the power of such participant to participate in the Chautauqua County Fire and Emergency Medical Mutual Aid Plan.

D. Withdrawal from the Plan.

Any participant may elect to withdraw from this Plan by the adoption of resolutions of both the participant and the governing body. Such withdrawal shall become effective thirty (30) days after filing of both resolutions in the office of the Chautauqua County Fire Coordinator.

E. Governing Body Withdrawal.

If the outside service activities of a participating agency are restricted pursuant to Section 209 (1) of the General Municipal Law, notice shall be given promptly to the Chautauqua County Fire Coordinator. Such restriction imposed by a governing body shall constitute a withdrawal from the Plan effective thirty (30) days after such decision by a governing body of a participant.

F. Withdrawal Restrictions

Any participant withdrawing from this Plan, upon the effective date, shall surrender and return to the County of Chautauqua all county owned equipment.

Withdrawal from this plan will result in suspension of mutual aid, pursuant to this Plan, to the participant taking such action. Such suspension shall remain in effect until reinstated under Section IV-A of this Plan.

All radio identifiers and call signs issued to such company or department will be cancelled on the effective date of withdrawal. County Dispatch service shall also be discontinued.

G. Extent and Limit of Participation by Chautauqua County Fire Departments, Fire Protection Districts and EMS Agencies

All county, city, town, village, fire districts, and fire protection districts and EMS agencies in Chautauqua County may participate in this Plan.

These departments include:

First Battalion: South Dayton, Cassadaga, Dunkirk, East Dunkirk, West Dunkirk, Forestville, Fredonia, Hanover Center, Irving, Lily Dale, Sheridan, Silver Creek, Stockton, Sunset Bay.

Second Battalion: Brocton, Chautauqua, Dewittville, Findley Lake, Hartfield, Mayville, Portland, Ripley, South Ripley, Sherman, Westfield.

Adopted July 2019

Third Battalion: Ashville, Busti, Celoron, Clymer, Frewsburg, Jamestown, Kiantone, Lakewood, Panama.

Fourth Battalion: Bemus Point, Cherry Creek, Ellery Center, Ellington, Falconer, Fluvanna, Gerry, Kennedy, Maple Springs, Sinclairville.

H. Extent and limit of participating with the counties of Warren and Erie, Pennsylvania. There is no formal agreement with these counties except as follows:

1. Fire departments or fire companies or EMS Agencies of Warren and Erie Counties, Pennsylvania may elect to participate in this Plan by filing in each case a copy of a resolution as described in Subdivision A of this section. Such participation shall become effective upon approval of the action of each fire company by the Chautauqua County Fire Advisory Board and EMS Council. These departments include Third Battalion, Sugar Grove.
2. Any other local reciprocal assistance shall be in accordance with Section 209 (1) of the General Municipal as amended. All requests for assistance will be routed through the Chautauqua County Dispatch Center.
3. There are no formal agreements with other counties outside of New York State. Hence, NYS units responding outside of New York State do not have the receiving fire department mutual aid coverage/law available for equipment damage. Each responding NYS mutual aid fire department is responsible for their own equipment and should ensure that proper insurance coverage is in place for both equipment and personnel. PA units coming into New York State are not eligible for NYS Mutual Aid coverage; hence their own policy is primary. This is in accordance with Section 209 of the General Municipal Law.

I. Extent and Limit of Participation with Adjacent Counties.

Mutual aid is provided and received from Cattaraugus and Erie Counties, New York through their respective County Dispatch Centers and under the direction of their County Fire Coordinators, Commissioner of Emergency Services, or legally appointed deputies.

J. Coordination and formal or informal agreements may exist with other agencies which may have a function in certain emergency situations. Such agencies include the special teams of Chautauqua County including HazMat, Technical Rescue, WET team, Fire Investigation, Fire Police, CAST, CCEMS and RACES. Other non county agencies may include, but not limited to: law enforcement, commercial ambulances, utilities, Red Cross, Salvation Army, construction companies, etc.

Adopted July 2019

## Section V: Designation of Personnel

- A. County Fire Coordinator as Chief Fire Officer at the county level for the fire service:
    - a. Administers this County Fire and Emergency Medical Mutual Aid Plan and is responsible for the efficient operation of the plan for intra- and inter-county purposes at fires or where the services of participants are used.
    - b. Responds to mutual aid alarms and drills to observe and aid, if needed.
    - c. Shall be notified whenever there is a fire fatality or serious fire injury.
  
  - B. Deputy County Coordinators:
    - a. Shall assume the duties of the Fire Coordinator in his absence.
    - b. Shall respond to an emergency:
      - 1. Where five departments or more are at the scene or on standby for any given emergency.
      - 2. At the request of the Battalion Coordinator or Incident Commander.
    - c. Responds to Mutual aid alarms and drills to observe and aid if needed
- Deputy Fire Coordinators - Battalion:
- c. Represents the County Fire Coordinator at the fire or other incident requiring the services of firefighters.
  - d. Responds when
    - 1. Three or more agencies are activated for any given emergency
    - 2. Requested to do so by local incident commander
  - e. Shall be notified whenever a department responds out of Chautauqua County.
  - f. Acts as liaison to other responding agencies and resources
- 
- C. Deputy County Coordinator for Emergency Medical Service:
  - a. Coordinates activities of Emergency Medical Services
  - b. Responds to incidents involving rescue and ambulance units.
  - c. Will serve as the county point of contact for the State Bureau of EMS for mobilization of County EMS resources
  - d. Responds to mutual aid alarms and drills to observe and aid if needed
  - e. Ensures adequate EMS coverage during large scale incidents

Adopted July 2019

## Section VI: Line of Authority

### A. Absence of the County Fire Coordinator

The County Fire Coordinator shall designate a Deputy Fire Coordinator to possess the power 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 the position of county Fire Coordinator

The County Executive shall designate a Deputy County Fire Coordinator, who shall possess the power and perform the duties of County Fire Coordinator until the County Executive, pursuant to Section 401 of the County Law, appoints a successor.

## Section VII: Status of the Incident Commander

### A. Command Structure

1. The Chain of command at the fire or other emergency in which the services of fire fighters and emergency medical technicians would be used under this mutual aid plan remains with the department requesting such aid.
2. Scene Management: The Governor's executive Order Number 26 issued March 5, 1996 established the Incident Command System (ICS). It states that ICS shall be used in New York State, "as the standard command and control system during emergency operations."

In Chautauqua County, emergency operations under this plan will be conducted using the ICS within the framework of the National Incident Management System (NIMS). See the Chautauqua County ICS Manual.

### B. Authority of Incident Commander

An Incident Commander requests mutual aid in accordance with this Plan. This request shall designate the type of equipment or personnel desired at the emergency scene or for stand-by basis. The requests shall normally follow the predetermined run cards.

### C. All requests for mutual aid shall be routed through the County Dispatch Center

### D. The requesting department, the requested department and County Dispatch Center shall treat all requests for mutual aid the same as any call for assistance from the public. Each

Adopted July 2019



participating department shall respond to any call for assistance from another department with appropriately trained personnel and equipment made pursuant to the provisions of this plan. Should any department refuse to respond to a call for assistance from a participating department the chief of that department and one or more members of the governing body shall, upon notification from the County Fire Coordinator, appear before the Fire Advisory Board. Notice of the time and place of the hearing shall be given by the County Fire Coordinator or by registered mail, not less than 10 days nor more than 15 days prior to the hearing.

Such notice shall specify the details of the alleged failure to respond. The Fire Advisory Board must forward to the County Fire Coordinator, in writing, its findings and recommendations. The County Fire Coordinator, upon receipt of such recommendations, must take appropriate action, if any, affecting the department that did not respond. The County Fire Coordinator does not possess the power to take disciplinary action against the fire company officer. Refusal to respond could result in suspension or ejection from the plan. The County Fire Coordinator will notify the fire department insurance carriers and ISO risk services of such suspension.

Once a fire department responds on mutual aid, that department's equipment and personnel are committed to the requesting department until released by the officer in charge of the requesting department.

- E. Each participant, as in State law Section 209, shall be responsible for their own members in regards to fitness and suitability for the requested duty. Each participant shall also be responsible for its own members' injuries and liabilities. Also, as in State Law Section 209, the requesting participant is responsible for the equipment and vehicles so requested, from the time they leave their own station/property until they return to said station/property after being released from duty.
- F. Automatic mutual aid of EMT's will be consistent with the automatic Mutual Aid of EMT's policy as adopted by the Chautauqua County Fire Advisory Board and EMS Council.
- G. Mass Casualty Incidents will be managed consistent with the Chautauqua County Mass Casualty Plan
- H. Responding departments will respond with only the equipment and manpower requested. (When only manpower is requested, the department vehicle used for transport/and support of that manpower is automatically included in the request.)
- I. All apparatus and equipment covered by this plan shall be equipped with standard hose threads as defined by National Bureau of Standards or adaptors to national standard threads shall be made available. Quarter turn couplings may be utilized if adaptors to threaded couplings are available if needed.

Adopted July 2019

J. Other agencies and resources shall be responsible for their own personnel and equipment.

K. Chautauqua County Response Teams shall respond as teams of the Office of Emergency Services. ) Included are;

- Fire Coordinator Staff
- Technical Rescue Team
- Critical Incident Stress Management Team
- Water Emergency Team
- Sheriff Fire Investigative Team
- Hazardous Materials Team
- Chautauqua County Fire Police Response Team
- CAST

L. Advisory Board and Committees

- Chautauqua County Fire Advisory Board
- Emergency Medical Services Council

The fire service of today responds to many more complicated public safety incidents that may require working within the command structure of other agencies under a unified command system. Some of the incidents may span over multiple districts and jurisdictions. These other agencies could be the military, law enforcement at all levels, public health and public works to name a few. In some instances the request for your personnel may come from these agencies and not from a fire chief.

The department chiefs that have personnel on special teams or that have a certain qualification/training (ex. Haz Mat, Tech Rescue, Fire Police) should remember that their people will be requested for incidents without their home department responding. The NYS Volunteer Firemen's Benefit Law coverage for that person for injury will remain with that person's home department regardless of the incident location. These mutual aid requests should be funneled through County Dispatch and/or the County Emergency Management/County Fire Coordinator Staff.

## VIII: The County Dispatch Center

A. Location:

Chautauqua County Dispatch Center

B. Supervision and Dispatching Services

- a. The County Fire Coordinator is authorized to dispatch.

Adopted July 2019

- b. The County Fire Coordinator and all Deputy Fire Coordinators are authorized to assist dispatch in accordance with this Plan.
- c. The Fire Coordinator and/or County Sheriff shall jointly approve dispatchers.
- d. Restrictions: No person may operate radio equipment at the County Dispatch Center who is not specifically authorized in Sections a, b, and c above.
- e. All radio procedures shall conform to those prescribed in the current version "Chautauqua County Radio Procedure" manual.

C. Radio Identifiers.

All radio identifiers must be approved by the FAB and assigned by the County Fire Coordinator in accordance with accepted equipment radio designators. These assigned identifiers shall be used at all times on mutual aid calls. Operation with out identifier authorized by the licensee is a violation of the rules of the Federal Communications Commission.

D. Communications with County Fire Control Centers of adjacent Counties

Radio and Telephone communication with County Fire Control Centers of adjacent counties shall be listed. The list shall be posted at the Chautauqua County Dispatch Center and all alternate County Dispatch centers for use with this Plan. County Dispatch shall follow the protocols and procedures for mutual aid dispatch as approved by the Fire Advisory Board.

Section IX: Participation in the State Fire Mobilization and Mutual Aid Plan

A. Procedure to obtain Activation of the Plan

The County Fire Coordinator or Deputy in line of authority pursuant to Section 401 of County Law, after utilizing all available assistance from adjacent counties, may call for activation of the State Plan.

The procedure shall conform to that specified by the State of New York, Department of State, Office of Fire Prevention and Control.

B. Authority and Responsibility of the Regional Fire Administrator

The State of New York, Department of State, Office of Fire Prevention and Control establish the authority and responsibility of the Regional Fire Administrator under the State Fire Mobilization and Mutual Aid Plan.

C. Retirement of the Regional Fire Administrator

Should the County Fire Coordinator be separated from his office for any reason he is automatically retired as Regional Fire Administrator if he holds such position. The State Fire Administrator of the Office of Fire Prevention and Control is authorized to appoint this position

Adopted July 2019

- D. County number issued by the State  
The County Fire Coordinator shall utilize the number “7” assigned to Chautauqua County.

#### Section X. Participation in the Statewide EMS Mobilization Plan

Participation in the statewide EMS Mobilization Plan will be described in the Statewide EMS Mobilization Plan Memorandum issued by NYDOH.

#### Section XI: Coordinating with Other Emergency Services

Informal agreements exist, and contact numbers are listed at the County Dispatch Center and alternate centers for coordination with police, emergency management and civil defense, highways, utilities and other agencies.

#### Section XII: Training

The program of training developed by the Office of Fire Prevention and Control and/or the NYSDOH BEMS shall be the standard throughout the County of Chautauqua. In addition the County may provide other courses as they are developed. All departments involved in this Mutual Aid agreement shall participate in a minimum of two mutual aid drills per year. It shall be the responding participant’s responsibility to ensure the apparatus and the personnel are suitable for the requested task.

#### Section XIII: Chautauqua County Special Teams

The County Fire Coordinator shall supervise the organization and operation of Specialized Emergency Response Teams including but not limited to Hazardous Materials Response Team, Water Emergency Team, Technical Rescue Team, Fire Investigation, CAST and Critical Incident Stress Management Team (CISM). These teams’ functions shall be to assist local departments with incidents that require specialized training and/or knowledge. These teams will work closely with other response and regulatory agencies to resolve emergencies. These teams shall be considered as available resources to participating members of this mutual aid plan.

#### Appendix A

Each vehicle shall be a fire department unit and shall fit the description and carry the equipment as such units are required to conform to the classification outlined in the CAD system in the Chautauqua County Dispatch Center. (This typing system was developed

Adopted July 2019

utilizing the NIMS criteria for uniformity). All apparatus shall respond utilizing the county issued identifier for that unit. (See the list published by the Fire Coordinator) In the event that response is required outside of Chautauqua County, the identifier shall be prefaced with “Chautauqua County 07”

Approval of updated or revised plan by the Chautauqua County Fire Advisory Board, Chautauqua County EMS Council, and Public Safety and Judicial Committee.

- A. Approved by the Chautauqua County Fire Advisory Board at its regular meeting on September 18, 2008.
- B. Approved by the Chautauqua County EMS Council at its regular meeting on November 12, 2008.
- C. Advised the Chautauqua County Public Safety and Judicial Committee on September 2008.
- D. Updated and approved by the Chautauqua Co. Fire Advisory Board 5-17-12
- E. Updated and approved by the Chautauqua Co. Fire Advisory Board \_5-8-14
- F. Updated and approved by the Chautauqua Co. Fire Advisory Board 8-16-17
- G. Updated and approved by the Chautauqua Co. Fire Advisory Board 7-18-2019

Adopted July 2019

Chautauqua County  
Fire and Emergency Medical Mutual Aid Plan  
Special Team Participation Authorization

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The Participant named below is a qualified member of the Agency listed below and is authorized by the Chief of such agency and its supervising municipality\* to act as an active Participant in the \_\_\_\_\_.  
*(Insert name of specialized county team)*

This authorization may be withdrawn at any time in writing by the Chief and the Supervising Municipality. Should the team Participant be dismissed from the team, the Fire Chief shall be notified.

Pursuant to the Chautauqua County Mutual Aid Plan, the Participant's Agency/Supervising Municipality acknowledge and certify that the Participant shall be covered by the Agency/Supervising Municipalities VFBL or WCB insurance coverage for all Special Team activities.

**Participant's Name:** \_\_\_\_\_

Adopted July 2019

**Participant's Address:** \_\_\_\_\_

\_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Chief's Authorization:** \_\_\_\_\_

**Supervising Municipality's  
Authorization:** \_\_\_\_\_

**Office of Emergency Services:** \_\_\_\_\_

**Team Leader:** \_\_\_\_\_

\_\_\_\_\_ DATE APPROVED \_\_\_\_\_ DATE SEPARATED

\*The town, village, city, or fire district in which the agency is situated.