



**Greene County Emergency Services
25 Volunteer Drive
Cairo, NY 12143**

GREENE COUNTY FIRE MUTUAL AID PLAN
Revised on 2012

GREENE COUNTY
FIRE MUTUAL AID PLAN

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Purpose

The purpose of the plan is to provide assistance and protection for all Greene County communities in the case of fire and other emergencies in which the services of equipment and firefighters would be used and to cooperate and act in accordance with the State and local laws.

Administration

The administration and execution of the Greene County Fire Mutual Aid Plan shall be the duty the County Fire Coordinator as defined by Section 225-a of the County Law.

Mutual Aid

Mutual Aid is now a regular part of the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control program and it is agreed that all present and future fire departments organized pursuant to law may become part of the plan.

With the possibility of the need of mutual assistance in time of fire or other emergencies where service of equipment and/or firefighters would be used, the Villages, Fire Districts, and Fire Protection Districts of the County have pledged their firefighting equipment. Emergency equipment and personnel and recognize they have a contractual obligation to comply with the plan, as now in force and as amended in the public interest from time to time.

Objective

A. Definition of Mutual Aid

Mutual Aid is defined as organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and facilities of all participating fire companies or fire departments, regardless of type or size, are utilized for fire and other emergencies in which the service of firefighters would be used throughout the County of Greene and adjacent areas.

B. Amendments

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

1. Prepared by Greene County Fire Coordinator.
2. Revised for comments by mutual aid participating fire departments and/or fire companies and by corresponding governing boards or State agencies.
3. Reviewed and recommended by the Greene County Fire Advisory Board.
4. Submitted by the Greene County Fire Coordinator to the Greene County Board of Legislators.
5. Adopted by the Greene County Board of Legislators.
6. Approved by resolution by mutual aid participating fire departments and/or companies and by corresponding governing boards or state agencies for continued plan participation.
7. Admitted into, the State Mobilization and Mutual Aid Plan of the New York State

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Division of Homeland Security and Emergency Services Office of Fire Prevention and Control.

C. Annual Review

Each year this plan shall be reviewed by the County Fire Coordinator.

D. Definitions

- "fire companies" and "fire departments" as used in this plan shall include all companies, ambulance and rescue squads, fire police, or other units of fire companies, fire departments, or fire districts whether incorporated or not, and shall mean and include any fire fighting unit as may be defined or described in Section 209-1 of the General Municipal Law.
- Greene County Emergency Control Center will also be known as "GREENE 911".
- Fire Coordinator as used in this plan shall be known as the:
 - Director of Emergency Services
 - Regional Fire Administrator

Participation

A. Extent and Limit of Participation by Fire Departments

All villages and fire districts in Greene County may fully participate in this plan.

These departments presently are:

Ashland	Greenville	Medway-Grapeville
Athens	Haines Falls	New Baltimore
Catskill	Hensonville	Oakhill Durham
Cairo	Hunter	Palenville
Coxsackie	Jewett	Prattsville
Earlton	Kiskatom	Round Top
East Durham	Lanesville	Tannersville
East Jewett	Leeds	Windham
Freehold	Lexington	West Athens

B. Extent and Limit of Participation with Adjacent Counties

1. Mutual aid maybe provided and received from Albany, Columbia, Delaware, Ulster and Schoharie Counties through their respective County Fire Control Centers under direction of their County Fire Coordinators. All requests for assistance shall be routed through the Greene County Emergency Control Center.

C. Entering and Participating in the Plan

1. Any duly established fire company or fire department 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 fire company or fire department elects to participate in the

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Greene County Fire Mutual Aid Plan and will comply with the provisions of such plan. The resolution shall state that the fire company or fire department will respond to all calls for assistance from another fire company or fire department through the Greene County Emergency Control Center.

2. 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 by the board of fire commissioners or other governing boards having jurisdiction over the fire company or fire department, the board of fire commissioners of each participating fire district, or the town board of each town in relation to participating fire companies or fire department serving territories outside of villages, and fire districts or in relation to a 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 Greene County Mutual Aid Plan, and that the legislative body or governing board recognize and accept their financial responsibility pursuant to Section 209-2, 3 and 4 of the General Municipal Law. (See Notice of Claim in Appendix.)
3. If 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 Greene County Fire Coordinator. Any such restriction imposed by the legislative body of a village, or by the board of fire commissioners shall take effect in accordance with resolution imposing the restriction.

D. Obligation to Respond

1. Each participating fire company or fire department must forthwith respond to any call for assistance from another fire department or fire company made pursuant to the provisions of this plan. Should any fire company or fire department refuse to respond to a call for assistance from a participating fire company or fire department, the Chief of that fire company or fire department and one or more members of the governing body must, upon notification from the County Fire Coordinator, appear before the County Mutual Aid Review Committee. Notice of the time and place of the hearing shall be given by the County Fire Coordinator personally or by registered mail, not less than 10 days or no more than 15 days prior to the day of the hearing, such notice must specify the details of the alleged failure to respond. The above Review Committee, appointed as hereinafter described, must forward to the County Fire Coordinator, in writing its findings and recommendations. The County Fire Coordinator, upon receipt of such findings and recommendations must take appropriate action, if any, affecting the fire company or fire department which did not respond. The County Fire Coordinator does not possess the power to take disciplinary action against a fire company/department.
2. The County Mutual Aid Review Committee shall be composed of 5 members appointed by the Greene County Fire Advisory Board and serve for a term of one (1) year, the term commencing January 1 and ending December 31 of the same year.

E. Withdrawal from the plan

1. 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

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thirty (30) days after filing of such notice with the Greene County Fire Coordinator.

2. Withdrawal from this plan will result in the 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 canceled on the effective date of withdrawal. All radio transmissions by such fire department or fire company, licensed under Greene County, shall cease on the effective date of the withdrawal. Any fire company or department withdrawing from this plan, upon the effective date, shall surrender to the County Greene all county-owned equipment. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 of the General Municipal Law.

Line of Authority

A. Extent and Limit of Authority of the County Fire Coordinator and Staff

1. The County Fire Coordinator - As chief fire officer at the County level will have the following duties and responsibilities.
 - Administers and supervises the State Fire Training Program and any and all training programs developed by the State or by his office for the benefit of the Greene County Fire Service.
 - Selects and establishes locations for courses.
 - Supervises instructions by the New York State Fire instructors and other special instructors.
 - Determines need for existing courses and also new courses
 - Maintains records indicating manpower in the county including the type and extent of training in each department.
 - Administers this County Fire Mutual Aid Plan and is responsible for the efficient operation of the plan for intra-and inter-County purposes at fires or other emergencies where the services of firefighters are used.
 - Administers, supervises, controls and maintains repairs of the Greene County Fire Radio System and the Emergency Medical Services Radio under authorization of and in accordance with the Federal Communication Commission.
 - Administers, supervises, controls the Greene County Emergency Control Center, and maintains the County, inventories of manpower and equipment.
 - Acts as liaison officer between the fire service of Greene County and the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control; the County Board of Legislators and the County Fire Advisory Board and the Emergency Medical Services Council.
 - Appoint and remove Deputy Fire Coordinators in accordance with Section 401 of the County Law, Section 3 of the Public Officers Law and the Civil Service Law.
 - Plans and estimates the need for additional or unique equipment for the County and recommends the purchase of such equipment.
 - Acts as aid to fire chiefs in cases of mutual aid alarms of fire or other incidents requiring the service of firefighters, and orders the Greene

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County Emergency Control Center to dispatch aid at the request of the fire chief or officer in charge.

- Plans County Fire Prevention programs and cooperates with all other agencies in establishing Fire Prevention Programs.
 - Arranges speaking engagements and programs to present the fire service in a positive and enlightening position.
2. The Fire Coordinator or Deputy Fire Coordinator shall be dispatched to any incident involving these specific circumstance:
- Confirmed structure fire that requires mutual aid to the scene.
 - An incident involving more than (1) one fire company or fire department. (Except **automatic** mutual aid calls.)
 - **ALL** fatal fires
 - Serious injuries to a firefighter
 - Whenever a special County team is activated:
 - County Fire Investigation Team
 - County Hazmat Team
 - County Command Vehicle
 - County Accountability System
 - When a fire company or fire department contacts OFPC for assistance at an incident.
 - Upon request by the incident commander.
3. Deputy County Fire Coordinator - Directly responsible to the County Fire Coordinator.
- Performs any of the duties or functions of the County Fire Coordinator when directed or authorized by the County Fire Coordinator.
 - Shall possess the power of and perform the duties and functions of the County Fire Coordinator during the absence of the County Fire Coordinator or during his inability to act, in accordance with the provisions of the chain of command elsewhere set forth in this plan, and pursuant to Section 401 of the County Municipal Law.
4. Dispatchers – Directly responsible to the County Fire Coordinator or his Designee.
5. Absence of the 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 Greene County Board of Legislators the order in which Deputy County Fire Coordinators are to possess the powers and perform the duties of County Fire Coordinator during the absence or inability to act, pursuant to Section 401 of the County Municipal Law.

6. Vacancy in Position of County Fire Coordinator

The Greene County Fire Coordinator shall designate the Deputy County Fire Coordinator who shall possess the powers and perform the duties of County Fire Coordinator until a successor is appointed by the County Board of Legislators and is qualified, pursuant to Section 401 of the County Law.

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Status Of The Local Fire Company or 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 chain of "command" at a fire or other emergency in which the services of firefighters would be used for firefighters and officers entering the area under mutual aid remains with the fire department requesting the mutual aid.
3. 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(s) will be supervised by their own officers who are, in turn, commanded by officers of the department requesting mutual aid.

C. Local Mutual Aid Plans Operating Exclusive of the County Mutual Aid Plan

None

1. If any state institution or privately-owned fire brigade requires aid to combat a fire or emergency, the fire department in whose jurisdiction the institution or privately owned brigade lies shall be notified through the Greene County Emergency Control Center. The local department will respond with whatever apparatus or equipment is needed to be officially on the scene. Any additional Mutual Aid will be the responsibility of the local department and the command of the operations to lie with the local fire company or fire department to eliminate confusion with institutional brigade.

Operation of the County Emergency Control Center

A. Location

Greene County Emergency Control Center
25 Volunteer Drive
Cairo, NY 12143

B. Supervision and Dispatching service

1. The County Fire Coordinator is responsible for all activities of the County Emergency Control Center.
2. Dispatching Service - Such service is provided by the County Fire Coordinator who shall designate dispatchers and assign identification numbers to them. The County Fire Coordinator shall designate as dispatchers such personnel as may be necessary to insure the continuing and efficient operation of the Emergency Control Center.
3. Additional Services - The County Fire Coordinator and all Deputy Fire Coordinators maybe authorized to assist in dispatching.

C. Radio & Telephone Communication Regulations

1. Procedures - The radio and telephone procedure shall conform completely with that prescribed by the Federal Communication Commission and the County Fire Coordinator.

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2. Authorization to Operate – No officer or firefighter may use a two-way transmitter unless he completes the course “Standard Communications Procedures, Greene County Mutual Aid Plan.”
3. No fire radio may operate on the fire frequency as part of the County fire network unless specifically authorized by the County Fire Coordinator and in accordance with the Federal Communication Commission in this plan.
4. Two-Way Mobile Radios are allowed in the following emergency vehicles:
 - All fire company or fire department emergency vehicles
 - Maximum wattage – 60 watt
 - Chiefs and Asst. Chiefs Vehicles
 - Maximum wattage – 60 watt
 - Maximum – Chief and 4 Asst. Chiefs
 - Coordinators Vehicles.
 - No radios are to be installed or used in Fire Police private vehicles.
 - All vehicles are to use the assigned County Identifier.
5. Portable Radios are allowed as follows:
 - All fire companies or fire departments owned emergency vehicles.
 - Maximum wattage – 5 watt
 - Chiefs and Asst. Chiefs Vehicles
 - Maximum wattage – 5 watt
 - All portables are to use the assigned County Identifier.
6. Two-way Base Station
 - Transmissions will be for emergencies, test and permitted announcements only. Announcements will be authorized by the Chiefs, Asst. Chiefs, or senior officers present in the fire company or fire department. He or she shall be responsible to control the announcements for the department.
 - Permission must be obtained from Greene County Emergency Control Center before any announcement is made. No announcement will be allowed when any county unit is out of service on an emergency
 - Permitted announcements:
 - Emergency nature
 - SPECIAL meetings, drills, or classes
 - Cancellations or changes of meetings, drills, or classes
 - Funerals notices
 - Non –Permitted announcements:
 - Social events
 - Sporting events
 - Fund drives
 - Company/department regular meetings
 - Commissioners/board of director’s regular meetings
 - Officers regular elections
 - Raffle drawings
 - Ladies auxiliary regular activities
 - The radio must not be used for personal or “sensitive” messages. Use the phone.
 - No additional stations will be approved for the county fire frequencies. The goal is to clear up the fire ground frequency.
 - Any future dispatching via home alert units should be from the Greene County Emergency Control Center. (Ground Rules in Appendix)
 - All base stations are to use their Federal Communications Commission assigned call letters and numbers in each transmission.
 - Tests should be held once a week. Permission must be obtained from the Greene County Emergency Control Center before any tests are conducted.

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No test will be allowed when any County unit is out of service on an emergency.

- Base stations must be protected against unauthorized use.

D. Test from Greene County Emergency Control Center

1. Will be conducted at the request of the local department.
2. Every County fire company or fire department must test their alarm system from the County Emergency Control Center during the quarterly all call test.
3. No test will be allowed when any County unit is out of service on an emergency.

E. Purchasing new or replacement of old radio equipment

1. A written request must be sent to the County Fire Coordinator before any transmitting equipment is ordered or purchased by any fire company or fire department.
2. A written reply will be sent out to the requesting fire company or fire department.
3. If approved, only then should the equipment be ordered.
4. A complete radio inventory will be kept in the County Emergency Control Center.

F. Frequency

1. All County radios will operate on 46.14, 46.26, 46.30 or 46.00 MHZ or EMS frequencies authorized by Federal Communication Commission.

G. Method of Determining Status of Equipment & Apparatus

1. The County Fire Coordinator shall have prepared a map, status board, or similar visual device, for rapidly determining the status of equipment, apparatus and manpower, such device to be located at the County Emergency Control Center.
2. Repair sheets.
3. The County Fire Coordinator shall meet the minimum standards of the Federal Communications Commission, and the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control as described in the guide of Fire Mobilization and Mutual Aid Plan in the State of New York.
4. The Radio system shall be operated and Maintained in a manner to provide the most efficient coverage for the entire County.

Staff of the County Emergency Control Center

A. Authority and Responsibility

1. Normal Dispatching shall be provided by the dispatchers on duty.
2. The County Fire Coordinator and all Deputy Fire Coordinators maybe authorized to dispatch.

Inventory

- A. Location of County Inventory consisting of apparatus and equipment of participating fire companies or fire departments. The inventory records shall be located at the Greene County Emergency Control Center and all Mutual Aid Zone Deputy Coordinators possession.
- B. The County Fire Coordinator or his designee is responsible for maintaining the inventory.
- C. The County Fire Coordinator or his designee shall contact each Fire Chief annually regarding the inventory and it shall be the responsibility of each fire chief to notify the office

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of the County Fire Coordinator immediately of any additions or deletions, of his fire department/company resources.

- D. The inventory shall be completely reviewed at the time this plan is reviewed in the annual review by the County Fire Coordinator.
- E. A current list of each fire companies or fire departments officers, their address and telephone number shall be on file in the Emergency Control Center. It is the responsibility of each fire department/companies to notify the County Fire Coordinator of any change in the list.

Standard Thread

- A. All apparatus and its associated equipment participating in this plan shall be equipped with N. H. Standard threads as defined by the National Bureau of Standards, or provide sufficient adapters to permit inter-connection with NST.
- B. Considerations should be given to obtaining Quick-Connecting Adapters for large diameter hose.

Participation of the State Fire Mobilization and Mutual Aid Plan

A. Procedure to Obtain Activation of Plan

- 1. County Fire Coordinator or Deputy Fire Coordinator may call the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control to obtain activation of the State Fire Mobilization and Mutual Aid Plan.
- 2. The procedure shall conform to that specific with the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control.

B. Authority & Responsibility of the Regional Fire Administrator

The authority and responsibility of the Regional Fire Administrator under the activated State Fire Mobilization and Mutual Aid Plan is established by the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control.

C. Retirement Provision Relating to Position of Regional Fire Administrator

Should the County Fire Coordinator be separated from his office for any reason, he is automatically retired as Administrator if he also holds the position of Regional Fire Administrator. The Secretary of State and the State Fire Administrator of the New York Division of Homeland Security and Emergency Services State Office of Fire Prevention and Control are authorized by law to appoint to this position.

D. County Number Issued under the State Fire Mobilization and Mutual Aid Plan

The County Fire Coordinator shall utilize County number 20 assigned to Greene County by the State Fire Mobilization and Mutual Aid Plan.

Coordination with other Emergency Services

A. Extent & Limit of Inter-service Coordination

- 1. Greene County Emergency Services:
 - County Fire Investigation Team
 - County Hazmat Team
 - County Command Vehicle
 - County Accountability System

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County Wide Fire Reporting

A. Collecting and Analyzing Reports on Fires

1. Fire Chief or Designated Officer of each Fire Company or Department participating in this plan must participate in the New York State Fire Incident Reporting System and the New York State Burn Injury Reporting System on a monthly basis.
2. General Municipal Law Section 204-d relates to The fire chief of any fire department or company shall, in addition to any other duties assigned to him by law or contract, to the extent reasonably possible determine or cause to be determined the cause of each fire or explosion which the fire department or company has been called to suppress. He shall file with the office of fire prevention and control a report containing such determination and any additional information required by such office regarding the fire or explosion. The report shall be in the form designated by such office. He shall contact or cause to be contacted the appropriate investigatory authority if he has reason to believe the fire or explosion is of incendiary or suspicious origin. For all fires that are suspected to have been ignited by a cigarette, within fourteen days after completing the investigation into such fire, the fire chief shall forward to the office of fire prevention and control information detailing, to the extent possible: (a) the specific brand and style of the cigarette suspected of having ignited such fire; (b) whether the cigarette package was marked as required by subdivision six of section one hundred fifty-six-c of the executive law; and (c) the location and manner in which such cigarette was purchased.
3. The County Fire Coordinator will oversee the mandated participation of all county fire department/companies.

Training

- A. The State Fire Training Program consisting of basic, intermediate and advanced courses and the State Graduates Fire Training Program are adopted as standard throughout the County of Greene.

County Fire Investigation Team

A. Determination of Cause & Origin - Responsibility

1. Under Section 204D of General Municipal Law, the State Legislature has mandated that it is the responsibility of the Fire Chief to determine the cause and origin of all fires. The law also mandates that each County have an Arson Task Force.
2. Realizing that the Fire Chief or Officer-in-Charge may not have the expertise and equipment within his fire department to adequately determine the cause and origin of fires, the County Legislature has established a County wide fire investigation team. The County further provides the team with equipment necessary for them to determine the cause and origin of fires.
3. The fire chief or officer-in-charge may request the assistance of the Fire Investigation Team through the Greene County Emergency Control Center.

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County Hazmat Team

A. Determination of Hazmat – Responsibility

1. Realizing that the Fire Chief or Officer-in-Charge may not have the expertise and equipment within his fire company or fire department to adequately determine the hazardous condition, the County Legislature has established a County wide Hazmat team. The County further provides the team with equipment necessary for them to determine the hazardous condition.
2. The fire chief or officer-in-charge may request the assistance of the Hazmat Team through the Greene County Emergency Control Center.

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Resolution by the Municipality or Fire District having jurisdiction over the Fire Company or Department

I _____ offered the following resolution and moved its adoption.

RESOLVED that this board encourages the participating by the _____ in the Greene County Fire Mutual Aid Plan as now in force and as amended from time to time and certifies to the Greene County Legislators through its County Fire Coordinator that no restrictions exists against "outside service" by such fire company or fire department named herein Within the meaning of Section 209 of the General Municipal Law which would affect the power of such fire company of fire department to participate in such plan.

And be it further resolved that a copy of this resolution be filed with the County Fire Coordinator.

I _____ seconded the resolution.

Voted; In favor _____ Opposed _____ Not voting _____

Carried

Date

By

Title

This resolution supersedes all previous resolutions.

Effective date:

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Resolution by Fire Company or Fire Department electing to participate in the County Fire Mutual Aid Plan

I _____ offered the following resolution and moved its adoption.

RESOLVED that _____ elects to participate in the
(name of fire company or department)
Greene County Fire Mutual Aid Plan will agree to recognize a call for assistance through the County Control Center and will comply with the provisions of such plan as now in force and as amended from time to time.

And be it further resolved that a copy of this resolution be filed with the County Fire Coordinator.

I _____ seconded the resolution.

Voted; In favor _____ Opposed _____ Not voting _____

Carried

Date

By

Title

This resolution supersedes all previous resolutions.

Effective date:

County owned equipment listed below:

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RADIO PERMIT

Radio Permit

Station Keg 324

Date: _____

No. _____

Permission is hereby granted to: _____

Pursuant to regulation c. (3) a and b, Radio Telephone Communications Regulations of the Greene County Fire Mutual Aid Plan to purchase and install the following radio equipment for use under the license issued to the County.

Make: _____ Type: _____

Remarks

County Fire Coordinator

This permit covers the above listed equipment only.

Effective date: