



Ulster County Fire Mutual Aid Plan

**COUNTY OF ULSTER - BUREAU OF FIRE
ULSTER COUNTY FIRE MUTUAL AID PLAN**

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**COUNTY OF ULSTER - BUREAU OF FIRE
ULSTER COUNTY FIRE MUTUAL AID PLAN**

1. PURPOSE

The purpose of the plan shall be to provide assistance and protection for all city and county communities in the cases of fire and other emergencies in which the services of equipment and firemen would be used and to cooperate and act in accordance with the State and local laws.

2. ADMINISTRATION

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

3. MUTUAL AID

Mutual Aid is now a regular part of the State and County Fire 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 emergency where the services of equipment and/or firemen would be used, the cities, villages, districts and fire departments of the County have pledged their firefighting equipment and personnel and will comply with the provisions of the plan as now in force and as amended in the public interest from time to time.

4. OBJECTIVE

A. Definition of Mutual Aid

Mutual aid is organized, supervised, coordinated, cooperative, 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 emergency in which the services of firefighters would be used throughout the County of Ulster and adjacent areas.

As used in this plan, the terms “fire companies” and fire districts shall include all companies, fire ambulances, 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 firefighting unit as may be defined or described in Section 209 of the General Municipal Law.

B. Amendments

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

- 1) Prepared by the County Fire Coordinator or come from County Association.
- 2) Recommended by the County Fire Advisory Board.
- 3) Submitted by the County Fire Coordinator.
- 4) Adopted by the County Legislature.
- 5) Admitted into the State Fire Mobilization and Mutual Aid Plan by the New York State Office of Fire Prevention and Control.

C. Annual Review

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

5. PARTICIPATION

A. Extent & Limit of Participation by Fire Departments

All communities, fire districts, correctional facilities and fire protection districts in Ulster County may fully participate in this plan.

The Fire Departments of Ulster County presently are:

Accord	Ellenville	Lomontville	Phoenicia	Saxton
Big Indian	Esopus	Malden-W Camp	Pine Hill	Shawangunk Vly
Bloomington	Gardiner	Marbletown	Plattekill	Stone Ridge
Centerville	Glasco	Marlboro	Port Ewen	Spring Lake
Claryville	High Falls	Milton	Rifton	Tillson
Clintondale	Highland	Modena	Rosendale	Ulster
Connelly	Hurley	Mt Marion	Ruby	Vly-Atwood
Cottkill	Kerhonkson	Napanoch	St. Remy	Walker Vly
Cragsmoor	Kingston	New Paltz	Saugerties	Walkkill
E Kingston	Kripplebush	Olive	Sawkill	W Hurley
				Woodstock

Fire Brigades operated at new York State facilities in Ulster County, namely, Eastern Correctional, Wallkill Correctional, Shawangunk Correctional and Ulster Correctional Facilities participate in this plan as State and Federal laws allow, by agreement and providing they furnish financial responsibility for their personnel.

State Extraordinary firefighting cost or equipment losses may be reimbursable under the New York State Finance Law.

Federal Mutual Aid assistance, losses or damages are recoverable under the Federal Fire Prevention and Control Act of 1974 (15USC2210).

County Participation

The County Legislature will provide the resources to maintain and operate the Ulster County Fire Coordinator’s office. The County also agrees to offer the services of various County departments to assist the Officer-in-Charge of the emergency. These services will include, but not be limited to, the Emergency Management Office, the Highway Department, the Safety Office and the Arson Task Force.

B. Extent & Limit of Participation with Adjacent Counties

Mutual aid is provided to and received from Orange, Dutchess, Greene, Delaware and Sullivan Counties through their respective County Emergency Communications Centers under the direction of their County Fire Coordinators or legally appointed deputies. All requests for assistance shall be routed through the Ulster County Emergency Communications Center.

C. Entering & Participating in the Plan

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, Board of Fire Commissioners, in the office of the County Fire Coordinator. Such resolution shall state that such fire company or fire department or Board of Fire Commissioners elects to participate in the Ulster 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 shall recognize a call for assistance from another fire company or fire department through the Ulster County Emergency Communications Center.

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 Ulster County Fire Coordinator. Any such restriction imposed by the Legislative Body of a City, Village, or Town, or by the Board of Fire commissioners, shall take effect in accordance with the resolution imposing the restriction.

There shall also be filed with the County Fire Coordinator a copy of a resolution adopted by the legislative body of each participating city and village, or by the board of fire commissioners or other governing board having jurisdiction over the 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 service territories outside of cities, 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 Ulster County Fire Mutual Aid Plan.

Any institution in the New York State Department of Correction may participate in this plan by filing, in the Office of the County Fire Coordinator, a written statement by the Superintendent of said institution to furnish aid to such territory surrounding the institution as may be practical, in cases of fire and such emergencies, in due regard for the safety of the inmates and property of the institution, and to engage in practice and training programs in connection with the development and operation of such Mutual Aid Program. There shall also be filed with such statement a further written statement from the Commissioner of Corrections, approving the foregoing authorization, as described in Section 25 of Correction Law.

Any privately-operated fire brigade within the County of Ulster may apply for participation in the Fire Mutual Aid plan of Ulster County.

D. Request for Mutual Aid

Each participating fire department or fire company may request the assistance from another fire company or fire department pursuant to the provisions of the plan.

Requests may take, but are not limited to, the following forms:

- The request of a fire chief or officer-in-charge of any fire or other emergency.
- The pre-planned and/or automatic pre-planned response to any building, area or district filed at the Ulster County Emergency Communications Center.

- Whenever a fire department responds to an incident and determines it to be out of their district, they shall take the following action:
 - Notify the Emergency Communications Center to dispatch the proper department and,
 - Take appropriate action to control the incident until relieved.

Note: All requests are to be routed through the Ulster County Emergency Communications Center. In all cases, the fire company or fire department receiving the mutual aid would be the requestor of record.

- Local Mutual Aid Plans operating exclusive of the County Mutual Aid Plan are *not* permitted. Any standing agreements between fire departments or other agencies must be filed in writing, and approved by the County Fire Coordinator. Temporary agreements of less than thirty (30) days need *not* be in writing.

E. Obligation to Respond

- i. Each participating fire company or fire department must forthwith respond to any call for assistance from another fire company or fire department 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 shall, and one or more members of the governing body may, 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 personally or by registered mail, not less than ten (10) days nor more than fifteen (15) days, prior to the date of the hearing. Such notice must 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 findings and recommendations, must take appropriate action, if any, affecting the fire company or fire department that did not respond. The County Fire Coordinator does not possess the sole power to take disciplinary action against a fire company or its officers. Failure to respond could result in suspension or ejection from the plan; however, *no* area of Ulster County should be left unprotected.
- ii. The Fire Advisory Board shall be composed of a representative from each town in the county and two representatives from the Ulster County Legislature. A quorum of the Ulster County Fire Advisory Board is required for any determination.

- iii. Section E-1 does not include unavoidable circumstances, such as maintenance problems, shortage of manpower, or already involved in an emergency, as refusing to respond.

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 Ulster 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 Ulster County Fire Coordinator. Any such restriction imposed by the legislative body of a city, village or town by the board of fire commissioners shall take effect in accordance with resolution imposing the restriction.

Any fire company or fire department withdrawing from this plan, upon the effective date, shall surrender to the County of Ulster 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 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.

The use of County-licensed radio frequency is not authorized upon the effective date of withdrawal, and all radio permits are revoked.

6. EXTENT AND LIMIT OF AUTHORITY OF COUNTY OFFICIALS

A. The County Fire Coordinator

As chief fire officer at the County level for the fire service,

- 1 administers and supervises the State Fire Training Program, the State Graduate Fire Training Program and any and all training programs developed by the State or by his office throughout the County;
 - selects and establishes locations for courses;
 - supervises instruction by the State Fire instructors, &
 - determines need for existing courses and new courses;

- 2 maintains records to include equipment inventory, manpower and the type and extent of training in each department;
- 3 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 where the services of firemen are used;
- 4 acts as liaison officer between the fire service of Ulster County and the New York State Office of Fire Prevention and Control; the County Legislature and the County Fire Advisory Board;
- 5 may 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;
- 6 plans and estimates the need for additional or unique equipment for the County and recommends the purchase of such equipment;
- 7 acts as aid to fire chiefs in cases of mutual aid alarms of fire or other incidents requiring the service of firemen, and orders the Ulster County Emergency Communications Center to dispatch aid at the request of the fire chief;
- 8 supervises the N.Y.S. Fire Reporting System (BFIR); maintains participation reports received from Office of Fire Prevention & Control. Schedules fire reporting workshops as required.

B. Deputy County Fire Coordinator

Directly responsible to the County Fire Coordinator. Their normal assignments are determined by the Fire Coordinator, and include Training, EMS, Communications, Hazardous Materials and Fire Prevention.

7. LINE OF AUTHORITY

A. 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 Ulster County Legislature the order in which Deputy County Fire Coordinators are to possess the powers and perform the duties of County Fire Coordinator during the absence of inability to act, pursuant to Section 401 of the County law.

B. Vacancy in Position of County Fire Coordinator

The Ulster 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 Legislature and has qualified, pursuant to Section 401 of the County Law.

1. 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 this department in accordance with this plan.
- 2 The line 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.
- 4 Requesting chief shall not at any time command an answering department or company to place their apparatus in jeopardy or command the answering company to pump from areas that could be injurious to pump.
- 5 It is the obligation of the calling chief to promptly release Mutual Aid Departments as soon as possible.

C. State Institutions or Privately-Owned Departments

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 Ulster County Emergency Communications 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 department to eliminate confusion with institutional brigade.

D. Local Mutual Aid Plans

Local Mutual Aid Plans presently operating exclusive of the County Fire Mutual Aid Plan are not permitted.

9. OPERATION OF THE EMERGENCY COMMUNICATIONS CENTER

Location:

Ulster County Emergency Communications Center
238 Golden Hill Lane
Kingston, New York 12401-6440

Alternate location: New York State Police Barracks
No. 212, Route 299
Highland, New York 12528

A. Supervision & Dispatching Service

- i. The Office of Emergency Communications/Emergency Management is responsible for all activities of the Ulster County Emergency Communications Center.
- ii. Dispatching Service: Such service is provided by the Director of Emergency Management, who shall designate a Deputy Director and dispatchers and assign identification numbers to them.
- iii. Restriction: Operation by unauthorized persons shall be reported and may result in penalties and/or imprisonment by the Federal Government.

B. Radio & Telephone Communication Regulations

- i. Procedure: The radio and telephone procedure shall conform completely with that prescribed in "GUIDE TO FIRE MOBILIZATION & MUTUAL AID PLANS IN THE STATE OF NEW YORK," pp. 69-104, by the New York State Office of Fire Prevention and Control.
- ii. Authorization to Operate: Every user of a radio or portable radio shall have been instructed as to its use by his fire department or by taking a course set up by the Coordinator's office.
- iii. Authorization to use non-County-owned transmitters & receivers:

1. 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 Communications Commission Rules Governing Public Safety Radio Service. Application to the County Fire Coordinator and upon issuance of a mobile station identifier, such radio equipment shall be permitted to operate.
2. A fire chief, deputy chiefs and assistant chiefs of a fire department may install and operate a mobile unit in his personal car, providing authorization has been given as stated in above paragraph. At the expiration of his term in office, the identifier is canceled.
3. Operation of a transmitter without identifier authorized by the licensee is a violation of the rules of the Federal Communications Commission.

C. Communications

There is radio and telephone communications with the County Fire Control Centers of Orange, Sullivan, Delaware, Greene, Dutchess and all alternate Regional Communication Centers.

D. Method of Determining Status of Equipment & Apparatus

Emergency Communications Center monitors status of all equipment and apparatus by way of computer-aided dispatch (CAD).

E. Provision for Emergency Power

Emergency Communications Center back-up center and all tower sites have provision for emergency power.

F. The Radio System Shall Operate in the Following Manner

KEH-912 base station shall receive on a frequency of 46.34 and shall transmit on 46.46 MHZ.

10. INVENTORY

A. Location of County Inventory Records

County inventory records consisting of apparatus and equipment of participating fire departments shall be located as follows:

- One set: County Fire Coordinator; Deputy Coordinators.
- One set: County Emergency Communications Center.
- One set: Chief Officers of County Fire Departments.

B. Maintenance of Inventory

Officer responsible for maintaining the inventory shall be the County Fire Coordinator or his designee and the Emergency Communications Center.

C. Method Used in Maintaining Inventory

The County Fire Coordinator or his designee shall contact each Fire Chief from time-to-time regarding the inventory, and it shall be the responsibility of each fire chief to notify the office of the County Fire Coordinator of any additions or deletions to this equipment.

D. Review of Inventory

The inventory shall be completely reviewed at the time this plan is reviewed in the annual review by the County Fire Coordinator.

Complete inventory should be sent to New York State Office of Fire Prevention and Control.

11. STANDARD THREAD

All apparatus and its associated equipment participating in this plan shall be equipped with standard threads as defined by the national Bureau of Standards, or provide sufficient adapters to permit inter-connections with NST and large diameter connections.

12. EMERGENCY COMMUNICATIONS CENTER

A. Transfer of Control

Control shall be transferred immediately by radio should the Ulster County Emergency Communications Center suspend its control function.

B. Alternate Emergency Communications Center

First: N.Y.S.P., Highland, NY
Second: Mobile identifier 56 vehicle used by the County Fire Coordinator, his deputies and the command post vehicle will act as a second alternate center.

13. PARTICIPATION IN THE STATE FIRE MOBILIZATION & MUTUAL AID PLAN

A. Procedure to Obtain Activation of Plan

County Fire Coordinator or deputy in the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance from Greene, Sullivan, Delaware, Dutchess and Orange Counties, may call the New York State Office of Fire Prevention and Control to obtain activation of the State Fire Mobilization and Mutual Aid Plan. The procedure shall conform with that specific with the New York State 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 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 State Fire Administrator of the New York State Office of Fire Prevention and Control and Secretary of State are authorized by law to appoint this position.

D. County No. 56 Issued Under State Fire Mobilization & Mutual Aid Plan

The County Fire Coordinator shall utilize County No. 56 assigned to Ulster County by the State Fire Mobilization and Mutual Aid Plan as the identifier for the Coordinator.

14. ARSON TASK FORCE

A. Determination of Cause & Origin - Responsibility

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.

B. Fire Investigators

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 the position of Fire Investigator within the Arson Task Force Board. The County provides that said Fire Investigators meet minimum training standards. The County further provides them with equipment necessary for them to determine the cause and origin of fires.

C. Radio Identifiers

The Fire Coordinator will assign radio identifiers and call signs to the Arson Task Force to be used by the Arson Coordinator, his Deputies and the Fire Investigators in the performance of their respective duties.

D. Requesting the Ulster County Fire Investigation Unit

The fire chief or officer-in-charge may request the assistance of the Fire Investigators through the Fire Coordinator and Ulster County Emergency Communications Center.

E. Recommendation for Use

It is highly recommended that the fire chief request the assistance of the Ulster County Fire Investigation Unit where their assistance is needed.

15. COORDINATION WITH OTHER EMERGENCY SERVICES

1. Extent & Limit of Inter-service Coordination

- i. Other Services - The Fire Coordinator shall develop and establish agreements, formal, or informal, with appropriate emergency and public service organizations. Resource information on EMS, police, gas, electric and telephone companies, State and Federal agencies, shall be maintained at the Emergency Communications Center and the Fire Coordinator's office and alternate communications center.
- ii. Normal procedure is to handle all requests for these services through the County Emergency Communications Center.
- iii. The County Fire Coordinator shall be Chief of Fire Service under the Ulster County comprehensive emergency plan.

16. NEW YORK STATE FIRE REPORTING SYSTEM (BFIR)

1. Incident Reporting

- Each chief or designated officer of a fire department participating in this plan shall file a BFIR and Casualty Report if appropriate. This report shall be sent to the New York State Office of Fire Prevention and Control on a monthly basis to meet each fire department's obligation under Section 204D of the New York State General Municipal Law which mandates such reporting.
- If no emergencies occur during the reporting month, a copy of the Incident Report shall be filed with OFPC as mentioned in above paragraph, indicating no response.

17. TRAINING

Type & Extent of Training

- 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 Ulster.
- The County Fire Coordinator or his designee shall:
 - 1) Select locations and dates for courses.
 - 2) Manage course delivery by New York State fire instructors employed by the Office of Fire Prevention and Control.
 - 3) Determine need for existing courses and new courses.
 - 4) Maintain records indicating manpower in the County including the type and extent of training in each department.

**ULSTER COUNTY FIRE MUTUAL AID PLAN
FORM A**

RESOLUTION BY THE MUNICIPALITY OR FIRE DISTRICT BODY HAVING JURISDICTION
OVER THE FIRE COMPANY OR DEPARTMENT

_____ offered by the following resolution and moved its adoption.

RESOLVED, that this Board authorizes the participation by the _____

_____ in the Ulster County Fire Mutual Aid Plan (plan attached) and certifies to the Ulster County Legislators through its County Fire Coordinator that no restrictions exist against "outside service" by such fire company or fire department named herein within the meaning of Section 209 or the General Municipal Law which would affect the power of such fire company or fire department to participate in such plan, and

FURTHER RESOLVED, that a copy of this resolution be filed with the County Fire Coordinator,

Resolution seconded by: _____

Vote: Ayes _____
 Noes _____
 Not Voting _____

Carried

_____, 2002

Officer

This resolution supersedes all previous resolutions.

Effective date:

**ULSTER COUNTY FIRE MUTUAL AID PLAN
FORM 1A**

RESOLUTION BY THE STATE OR FEDERAL FACILITY OF CORRECTIONS

The _____
agrees to participate in the Ulster County Mutual Aid Plan as revised and effective
_____ as allowed by Section _____ of the law.

This facility will cooperate with the development and operation of plans for mutual aid in cases of fire and other emergencies and furnish aid to territories surrounding the facility as may be practical in cases of fire and such emergencies having due regard to the safety of inmates and/or patients and property of the facility and to engage in practice and training programs in connection with the development and operation of such Mutual Aid Plans.

Date

Officer

Title

Effective date

**ULSTER COUNTY FIRE MUTUAL AID PLAN
FORM B**

RESOLUTION BY FIRE COMPANY OR FIRE DEPARTMENT ELECTING TO PARTICIPATE IN THE COUNTY FIRE MUTUAL AID PLAN

_____ offered the following resolution and moved its adoption.

RESOLVED, that _____ Fire Company or Department, elects to participate in the Ulster County Fire Mutual Aid Plan. Revised and effective _____, will agree to recognize all calls for assistance through the Ulster County Emergency Communications Center and will comply with the provisions of such plan (plan attached), and

FURTHER RESOLVED, that a copy of this resolution be filed with the Ulster County Fire Coordinator.

Resolution seconded by: _____

Vote: Ayes _____
 Noes _____
 Not Voting _____

Carried

_____, 2002

Officer

This resolution supersedes all previous resolutions.

Effective date:

**ULSTER COUNTY FIRE MUTUAL AID PLAN
RADIO PERMIT
COUNTY OF ULSTER - BUREAU OF FIRE**

Radio Permit - Station KEH-912

Date: _____ **Number:** _____

Permission is hereby granted to: _____

Pursuant to regulation _____
Radio Telephone Communications Regulations of the Ulster County Fire Mutual Aid Plan to purchase and install the following radio equipment for use under the license issued to the County.

<i>MAKE</i>	<i>TYPE</i>

Remarks:

County Fire Coordinator

This permit covers the above-listed equipment only.

Effective date: _____