

**ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN APPROVED BY
FIRE ADVISORY BOARD – AUGUST 20, 2015**

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

I. 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 public emergency in which the services of firefighters would be used throughout the County of St. Lawrence and adjacent areas.

B. Amendments:

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

1. Prepared by the St. Lawrence County Emergency Services Director
2. Recommended by the County Fire Advisory Board
3. Submitted by the St. Lawrence County Emergency Services Director
4. Adopted by the County Board of Legislators
5. Admitted into the State Fire Mobilization and Mutual Aid Plan by the Bureau of Fire Mobilization and Control of the Department of Homeland Security and Emergency Services and Office of Fire Prevention and Control

C. Annual Review:

Each year this plan shall be reviewed by the St. Lawrence County Emergency Services Director and corrections or changes processed.

II. PARTICIPATION

A. Extend and Limit of Participation by Fire Departments

All cities, towns, villages and fire districts in St. Lawrence County may fully participate in this plan as may industries and for other entities with the ability to contribute to mutual aid fire protection.

These departments presently are:

Alcoa	Heuvelton	Ogdensburg (City)
Brasher Winthrop	Hopkinton-Ft. Jackson	Parishville
Brier Hill	Lawrenceville	Piercefield
Canton	Lisbon	Pierrepoint
Colton	Louisville	Potsdam
Cranberry Lake	Madrid	Pyrites
Degrasse	Massena	Rensselaer Falls
DeKalb Junction	Morley	Richville
Edwards	Morristown	Russell
Fine	Nicholville	Star Lake
Gouverneur	Norfolk	Waddington
Hammond	North Lawrence	West Potsdam
Hannawa Falls	Norwood	West Stockholm
Helena		
Hermon		

B. Extent and Limit of Participation with Adjacent Counties

Mutual Aid is provided to and received from Jefferson, Lewis and Franklin through their respective County Dispatch Centers under direction of their County Coordinators or legally appointed deputies.

C. Entering and Participating in the Plan

Any duly established fire company, fire department or other fire fighting entity 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 St. Lawrence County Emergency Services Director. Such resolution shall state that such fire company or fire departments elects to participate in the St. Lawrence County Fire Mutual Aid Plan and will comply with the provisions of such plan. The resolution shall state that the fire company, fire department or other fire protection entity shall recognize a call for assistance from another fire company or fire department through the St. Lawrence County Central Dispatch Center.

There shall also be filed with the St. Lawrence County Emergency Services Director 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. 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, fire department or other fire protection entity to participate in the St. Lawrence County Fire Mutual Aid Plan.

D. Withdrawal from the Plan

Any fire company, fire department or other entity may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective 30 days after filing of such notice with the St. Lawrence County Emergency Services Director.

If the outside activities of a participating fire company, fire department or other entity are restricted pursuant to Section 209 of the General Municipal Law, or any other law or regulation, notice of any restriction shall be given promptly to the St. Lawrence County Emergency Services Director. Any such restriction imposed by the Legislative Body of the City, Village or Town or by the Board of Fire Commissioners shall take effect in accordance with resolution imposing the restriction.

Any fire company, fire department or other entity withdrawing from this plan, upon the effective date, shall surrender and return to the County of St. Lawrence at Canton, New York all county-owned equipment. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 of 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 cancelled on the effective date of withdrawal.

E. There is no formal mutual agreement for mutual aid with Canadian authorities of the Counties of Stormont, Greenville, Dundas and Leeds, but mutual aid to and from these Counties is dispatched upon request for aid, when requested by the proper authorities.

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

- F. Requirements for a fire department to be admitted to the St. Lawrence County Fire Mutual Aid Plan adopted by the County Fire Advisory Board.

Any fire fighting entity wishing to join the St. Lawrence County Fire Mutual Aid Plan after the 1st of January 1995 shall have to meet the following requirements. Fire brigades or other fire fighting entities shall be exempt from any requirement that is not applicable. These are minimums required in all cases except as noted in number 9 below.

1. The department must have territory to cover, allotted to it by the proper legal authority. This territory may be a village, a fire district or a fire protection district but must be allotted legally.
2. The department to be accepted must be formed legally and approved by Village or Town Boards, whichever shall have jurisdiction.
3. The department shall have sufficient members who shall be available to immediately respond upon alarms, day or night. Regular monthly meetings shall be held and frequent drills, in the use of their fire apparatus and equipment, held.
4. Department shall have at least one engine apparatus which shall meet the requirements for Underwriter's Certification and meet any and all NFPA requirements.

NOTE: No combination of two or more pieces of apparatus will replace the above requirements of one piece.

5. Apparatus shall be housed in a heated building used for fire department or community purposes only.
6. Fire alarm and paging devices shall have capability of being activated by Central Dispatching Center.
7. In the case of industrial fire brigades and other groups wishing to join the Mutual Aid Plan, the firefighting resources and capabilities they have may be substituted for the above requirements, if recommended by the Fire Advisory Board and approved by the St. Lawrence County Emergency Services Director.

III. DESIGNATION OF PERSONNEL

- A. Extent and Limit of Authority of County Officials

1. The St. Lawrence County Emergency Services Director is the Senior Fire Officer on the County level.

As Director of the St. Lawrence County Emergency Services he or she:

- a. Mobilizes County, State and Federal resources according to law and existing plans for the benefit of any local fire department requesting such assistance or whenever such assistance is called for by the plan or other agreements.

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

- b. Administers the State Fire Training Program, the State Graduate Fire Training Program and any and all training programs developed by the State or by his or her office throughout the County.
 - c. Administers the 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.
 - d. Administers the St. Lawrence County Fire Radio System under authorization of the Federal Communications Commission.
 - e. Administers the St. Lawrence County Central Dispatch Center.
 - f. Acts as liaison officer, between the fire service of St. Lawrence County and the Department of Homeland Security and Emergency Services and Office of Fire Prevention and Control.
 - g. Acts as liaison between the County Fire Advisory Board and the County Legislation.
 - h. May appoint and remove Deputy County Fire Coordinators in accordance with Section 401 of the County Law, Section 3 of the Public Officers Law and the Civil Service Law.
2. Deputy Coordinators are appointed by the St. Lawrence County Emergency Services Director in accordance with Section 401 County Law and are directly responsible to the St. Lawrence County Emergency Services Director. They are designated to act for the Coordinator in his absence according to a succession order by the Coordinator. The St. Lawrence County Emergency Services Director may appoint other deputies or officials as authorized by law for specific purposes. Deputy Coordinators and other officials are assigned to specific duties as follows:
- a. District Deputy Fire Coordinators (Mutual Aid Operations)
 - Coordinates Mutual Aid Plans in a district composed of several fire and EMS units as assigned by the St. Lawrence County Emergency Services Director.
 - Coordinates and conducts district meetings, drills and exercises for the purpose of promoting mutual aid.
 - Represents the St. Lawrence County Emergency Services Director at the fire or other incident requiring the service of firefighters.
 - Orders the County Central Dispatch Center to dispatch mutual aid at request of the fire chief or Incident Command.
 - Acts as the advisor to the fire chief regarding kinds of fire mutual aid available to him or her.
 - Obtains equipment and/or other assistance from outside the fire service or from other counties as requested by the Incident Command.

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

- Acts as a liaison between the Office of Emergency Services and the fire and EMS units in the district.
- b. Communications and Control Officer is directly responsible to the St. Lawrence County Emergency Services Director
 - Supervises the County Central Dispatch Center
 - Maintains logs and records
 - Supervises and maintains the communication system, including repair service
 - Supervises dispatch of fire apparatus and personnel
 - Maintains the county inventory
- c. County Fire Instructors
 - Supervise courses in the State Training Program, the State Graduate Fire Training Program and any and all training programs developed by the state or county
 - Select and establishes locations for courses
 - Determine need for existing courses and new courses
- d. County Fire Investigators are directly responsible to the St. Lawrence County Emergency Services Director and:
 - Assist the fire chief in determining the cause and origin of a given fire
 - Issue cause and origin reports each time an investigation is made to the Chief, the St. Lawrence County Emergency Services Director and any other individuals named by the St. Lawrence County Emergency Services Director.
 - Call the appropriate law enforcement agency whenever arson or related crimes are detected
 - Advise the Fire Advisory Board and the St. Lawrence County Arson Task Force as to the extent of arson on St. Lawrence County.
 - Perform other duties as directed by the St. Lawrence County Emergency Services Director.
- 3. Absence of the St. Lawrence County Emergency Services Director: The St. Lawrence County Emergency Services Director shall designate in writing and file in the Office of the County Clerk and of the Clerk of the St. Lawrence County Board of Legislators the order which Deputy County Fire Coordinators are to possess the powers and perform the duties of the St. Lawrence County Emergency Services Director during his absence or inability to act, pursuant to Section 401 of the County Law.

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

4. Vacancy in position of the St. Lawrence County Emergency Services Director: The St. Lawrence County Emergency Services Director shall designate the Deputy County Fire Coordinator who shall possess the powers and perform the duties of St. Lawrence County Emergency Services Director during his absence until a successor is appointed by the County Board of Legislators and has qualified, pursuant to Section 401 of the County Law.

IV. STATUS OF THE LOCAL FIRE DEPARTMENT

A. Maintenance of the Individuality

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

B. Authority of “Requesting” Fire Chief or Incident Command

1. A “requesting” fire chief or incident command is one who requests mutual aid for his or her department in accordance with this plan.
2. Mutual aid shall always be requested through St. Lawrence County Central Dispatch Center which will keep records of the status of all units and will provide for standby units as requested.
3. The line of “command” at a fire or other emergency in which services of firefighters would be used for personnel entering the area under mutual aid remain with the department requesting the mutual aid.
4. The incident command will work with the chiefs or incident command of departments providing mutual aid. The firefighters assisting the department will be supervised by their own incident command who are, in turn, commanded by incident command of the department requesting mutual aid.
5. Until the incident command is established at the scene whenever human life is threatened mutual aid may be dispatched by the Central Dispatch Center at the request of any person aware of the peril. This includes but is not limited to possible drowning’s, chemical incidents and structure fires where rescue is imperative. However any unit responding outside its own territory shall notify the Central Dispatch Center of this and request notification of the proper territorial unit.
6. Once present at the scene the incident command of the requesting department is responsible for all mutual aid called but may delegate the actual calling to another officer or deputy coordinator however, any person calling for mutual aid shall identify themselves on the air.

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

1. None

D. Disaster Situations

1. In the event of a natural or man-made disaster which is so declared pursuant to Article 2B of the Executive Law, the fire service may be placed under command of the St. Lawrence County Emergency Services Director or appropriate Deputy County Fire Coordinator who shall be

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

directly responsible to the Chief Executive. If this is done it shall be by order of the Chief Executive acting under Article 2B of the Executive Law.

V. OPERATION OF THE COUNTY CENTRAL DISPATCH CENTER & EMERGENCY RADIO NETWORKS

A. Location

1. St. Lawrence County – EOC
48 Court Street
Canton, New York 13617

B. Supervisor and Dispatching Service

1. The St. Lawrence County Emergency Services Director is responsible for all activities of the County Central Dispatch Center and is authorized to dispatch.
2. Dispatching service is provided by the St. Lawrence County Emergency Services Director who shall designate all dispatchers.
3. Additional dispatching service. The St. Lawrence County Emergency Services Director and all Deputy County Fire Coordinators are authorized to dispatch.
4. Restriction. No person may operate any radio equipment at the County Central Dispatch Center who is not specifically authorized in B-1, 2 and 3 above.

C. Radio and Telephone Communication Regulations

1. **AUTHORIZATION TO USE NON-COUNTY OWNED TRANSMITTERS AND RECEIVERS:** No fire radio may operate on the fire frequency as part of the county fire network unless specifically authorized by the St. Lawrence County Emergency Services Director and in accordance with regulations of the Federal Communications Commission. Upon application to the St. Lawrence County Emergency Services Director and upon issuance of a mobile station identifier, a fire chief of a fire department may install and operate a mobile unit in his or her personal car. At the expiration of his or her term in office the identifier is cancelled and the mobile unit cannot be used for transmissions. Operation without identifier authorized by the licensee is a violation of rules of the Federal Communications Commission.
2. Deputy Fire Coordinators may transmit on the fire frequencies as authorized by the St. Lawrence County Emergency Services Director and Assistant Fire Chiefs may transmit under the authority of the Chief of the department no other persons may install mobile radios on the fire frequencies in personal vehicles.
3. No fire officer or firefighter shall transmit on any frequency licensed by the St. Lawrence County Office of Emergency Services without utilizing correct and legal radio protocols as published by the St. Lawrence County Emergency Services Director.
4. Communications with Central Dispatch Centers of Jefferson, Lewis and Franklin Counties: (Hamilton and Herkimer). Contact with Jefferson County Control may be by radio on the intercounty frequency (45.88).

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

Telephone communications with Emergency Services Directors of adjacent counties shall be listed, such listing to be posted at Central Dispatch Centers of the County and all alternate Central Dispatch Centers.

5. The St. Lawrence County Emergency Services Director may issue rules and regulations governing the use of emergency frequencies licensed by the county. See appendix B & C.

D. Method of Determining Status of Equipment, Apparatus and Manpower

1. The St. Lawrence County Emergency Services Director shall have prepared a map or similar visual device for rapidly determining the status of equipment, apparatus and manpower, such device to be located at the Central Dispatch Center.
2. Radio log and repair records sheets. The St. Lawrence County Emergency Services Director shall prepare a suitable radio log, meeting minimum standards of the Federal Communications Commission and the Office of Fire Prevention and Control as described in the guide to the fire mobilization and mutual aid plans in the State of New York, pp. 90-91. Such log is utilized at the County Central Dispatch Center and all alternate Central Dispatch Centers.
3. The St. Lawrence County Emergency Services Director shall provide the following facilities for emergency power.
4. Both the Central Dispatch Center, Kimball Hill and White Hill Tower have auto start generators installed.

VI. STAFF OF THE COUNTY CENTRAL DISPATCH CENTER

A. Authority and responsibility of persons assigned to the County Central Dispatch Center

The St. Lawrence County Emergency Services Director and all Deputy Fire Coordinators are not assigned to the County Central Dispatch Center but may station themselves there.

Normal dispatching authority shall be delegated to the dispatcher on duty.

VII. INVENTORY

A. Location of County Inventory. The county inventory records shall be located as follows and all participating fire departments.

First Set: St. Lawrence County Office of Emergency Services
48 Court Street
Canton, New York 13617

Second Set: Potsdam Fire Station
Main Street
Potsdam, New York 13676

Other Sets: Deputy Fire Coordinators for Mutual Aid Operations

B. Officer Responsible for Maintaining Inventory

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

The officer responsible for maintaining the county inventory is the Deputy Fire Coordinator (Control and Communications)

C. Method Used in Maintain Inventory

Each Deputy Fire Coordinator (Mutual Aid Operations) in Districts 1 through 8, inclusive shall submit changes immediately to the officer named in B above.

The officer responsible for maintaining the inventory shall correct all sets of inventory within 30 days of receipt of such change.

D. Review of Inventory

The inventory shall be completely reviewed at the time this plan is reviewed in the annual review by the St. Lawrence County Emergency Services Director.

VIII. EMERGENCY OR ALTERNATE COUNTY CENTRAL DISPATCH CENTER

A. Transfer of Control

Control shall be transferred immediately by radio should the County Central Dispatch Center suspend its control function. Transfer shall be to an alternate Dispatching Center or divided among several Centers by the St. Lawrence County Emergency Services Director or Deputy for Communication and Control.

IX. PARTICIPATION IN THE STATE FIRE MOBILIZATION AND MUTUAL AID PLAN

A. Procedure to Obtain Activation of Plan

The St. Lawrence County Emergency Services Director or a Deputy in the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance from Jefferson, Lewis and Franklin Counties, may call the Office of Fire Prevention and Control to obtain activation of the State Fire Mobilization and Mutual Aid Plan.

The procedure shall conform to that specified in the guide to Fire Mobilization and Mutual Aid Plans in the State of New York pp. 20-30, by the Department of Homeland Security and Emergency Services and Office of Fire Prevention and Control.

B. Authority and Responsibility of the Regional Fire Administrator

The St. Lawrence County Emergency Services Director is designated Regional Fire Administrator by the Department of Homeland Security and Emergency Services and Office of Fire Prevention and Control. The authority and responsibility of the Regional Fire Administrator under the activated State Fire Mobilization and Mutual Aid Plan is established by the Department of Homeland Security and Emergency Services and Office of Fire Prevention and Control for the purpose set forth in the State Mutual Aid Plan.

C. Retirement Provisions Relating to the Position of Regional Fire Administrator

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

Should the St. Lawrence County Emergency Services Director be separated from his office for any reason, he is automatically retired as Regional Fire Administrator.

D. Prescribed Message Form for Written Messages

The St. Lawrence County Emergency Services Director shall prepare a standard written message for use by the Central Dispatch Center, alternate County Central Dispatch Center, and Base Stations and Mobile Units in the radio network.

E. County Number Issued Under the State Fire Mobilization and Mutual Aid Plan

The St. Lawrence County Emergency Services Director shall utilize the number 45 assigned to St. Lawrence County by the State Fire Mobilization and Mutual Aid Plan.

X. COORDINATION WITH OTHER COUNTY AND STATE EMERGENCY SERVICES

A. Extent and Limit of Inter-Service Coordination

1. All law enforcement agencies and EMS units shall have radio communications with the Central Dispatch Center.
2. Other services, informal agreements exist and telephone numbers are listed at the County Central Dispatch Center. The responsibility of maintaining such numbers remains with the Deputy Coordinator (Control and Communications).

XI. COUNTY WIDE FIRE REPORTING

A. Collecting and Analyzing Reports on Fires

Each fire chief or designated officer of a fire company or fire department participating in this plan shall regularly report fires on the standard BFIR as soon as possible but no later than March 1st of the following year. By emailing the BFIR's to the Department of Homeland Security and Emergency Services and New York State Office of Fire Prevention and Control or by entering them directly to the Department of Homeland Security and Emergency Services and Office of Fire Prevention and Control on their website. Departments who do not report by March 1st of the following year can be dropped from the St. Lawrence County Mutual Aid Agreement on the decision of the St. Lawrence County Fire Coordinator and the St. Lawrence County Fire Advisory Board.

XII. TRAINING

A. Type and Extent of Training

The State Fire Training Program consisting of basic, intermediate and advanced courses and the State Graduate Fire Training Program are adopted as standard throughout the County of St. Lawrence.

Other training will be developed according to manifest needs and offered by the St. Lawrence County Emergency Services Director whenever needed.

Inter-departmental and departmental training is strongly encouraged and the establishing of a departmental fire training office is recommended.

ST. LAWRENCE COUNTY FIRE MUTUAL AID PLAN

XIII. STANDING MUTUAL AID AGREEMENTS FOR SPECIAL PURPOSES

- A. From time to time changes in fire suppression tactics and for response to special situations such as water rescue or hazmat incidents call for a special plan or standard operating procedure to meet a specific need.
- B. Any standing mutual aid agreement between or among 2 or more St. Lawrence County Fire Departments will be considered a part of this plan and will be honored by all officials of the St. Lawrence County Office of Emergency Services and Central Dispatch Center provided:
 - 1. That they are not inconsistent with law or with other provisions of this plan.
 - 2. That they have been approved by the St. Lawrence County Emergency Services Director.