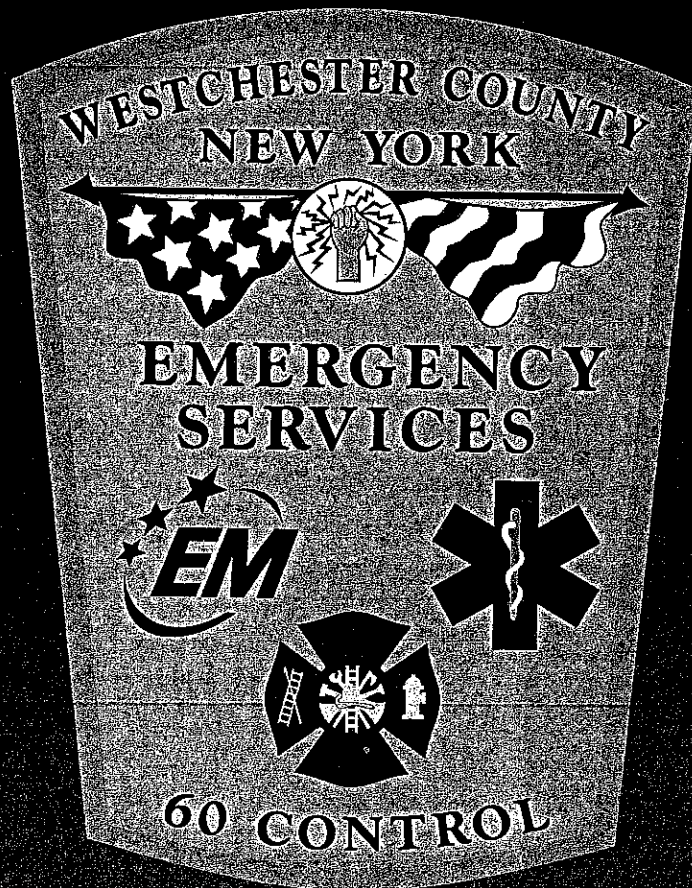


# Westchester County Fire Mutual Aid Plan



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## ***Westchester County Fire Mutual Aid Plan***

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## ***Westchester County Fire Mutual Aid Plan***

### **I. Purpose**

The purpose of the Westchester County Fire Mutual Aid Plan (the "Plan") is to define the format, structure, policy and procedure to facilitate organized, supervised, coordinated, cooperative and reciprocal assistance in which fire personnel, equipment and the physical facilities of participating Fire Agencies are utilized to supply aid and protection to other participating Fire Agencies, for the benefit of the municipalities located in Westchester County, in cases of fire or other emergencies. It is the objective of this Plan to foster cooperation and coordination of firefighting resources throughout the County of Westchester.

This Plan shall amend and restate any previous Westchester County Fire Mutual Aid Plans in their entirety.

It is expected that Plan participants shall first expend and exhaust all of their own resources prior to placing a Mutual Aid request. Mutual Aid is intended to be reserved for extreme circumstances. It is not intended to be routine, nor should it become abusive or an unreasonable burden to the Fire Agencies providing assistance.

### **II. Administration**

The Commissioner of the Westchester County Department of Emergency Services ("WCDES") or his designee (the "Commissioner"), as the Chief Administrative Fire Officer, shall be responsible for the administration and execution of the Plan pursuant to New York State County Law §225-a, and as authorized pursuant to §193.02 of the Laws of Westchester County.

### **III. Fire Advisory Board**

The Westchester County Fire Advisory Board ("FAB") members are appointed by the County Executive and sworn in as public officers by the Westchester County Clerk. The FAB is tasked with advising and making recommendations to the County Executive through the Westchester County Department of Emergency Services on fire matters and issues, including those related to the administration of this Plan. Membership configuration of the FAB is set forth in the Section 193.03 of the Laws of Westchester County. The Commissioner may confer with the FAB to resolve issues associated with the administration of the Plan.

### **IV. National Incident Management System**

Operations conducted by Fire Agencies associated with response under this Plan shall be conducted in compliance with the National Incident Management System ("NIMS"). All fire personnel responding pursuant to this Plan shall be trained to the appropriate Incident Command System (ICS) levels appropriate for their position as recommended by the United States Department of Homeland Security. See sample forms attached in Appendices VI and VII.



## ***Westchester County Fire Mutual Aid Plan***

### **V. Definitions**

"Battalion" shall refer to ten geographical areas designated by WCDES. Each Battalion shall contain approximately four to eight fire departments. One Deputy Fire Coordinator is assigned to each Battalion by the WCDES Commissioner. Each Deputy Fire Coordinator shall respond to events and fires requiring Mutual Aid assistance in the departments within their assigned Battalion. In addition, they may be called to another Battalion to provide assistance or coverage for a Deputy Fire Coordinator who is not available to respond. The Deputy Fire Coordinators serve as the WCDES liaison to the local fire department. At the request of the on-scene fire chief, or Incident Commander, the Deputy Fire Coordinator shall secure and coordinate additional resources from assisting agencies to successfully manage the fire or other emergency situation.

"Fire Agencies" shall, for the purposes of this Plan, include Fire Departments, Fire Companies, Fire Districts (incorporated and unincorporated), and shall also include any firefighting unit as may be defined or described in Section 209 of the New York State General Municipal Law ("General Municipal Law").

"Mutual Aid" or "Fire Mutual Aid" shall refer to the organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and the physical facilities of participating Fire Agencies, regardless of type or size, are utilized for fire and other emergencies in the County of Westchester.

"Chief" or "Fire Commissioner" shall refer to the individual in charge of the operations of a particular Fire Agency.

"Incident Commander" shall refer to the individual responsible for incident activities, including the development of strategies and tactics as well as the requesting and release of Mutual Aid resources. The Incident Commander has overall authority and responsibility for incident operations.

### **VI. Fire Agencies In Westchester County**

All Fire Agencies in Westchester County are eligible to fully participate in this Plan.

The following is a list of the County's Fire Agencies:



## ***Westchester County Fire Mutual Aid Plan***

Archville	Montrose
Ardsley	Mount Kisco
Armonk	Mount Vernon
Banksville	New Rochelle
Bedford Hills	North White Plains
Bedford Village	Ossining
Briarcliff Manor	Peekskill
Buchanan	Pelham
Continental Village	Pelham Manor
Chappaqua	Pleasantville
Croton Falls	Pocantico Hills
Croton on Hudson	Port Chester
Dobbs Ferry	Pound Ridge
Eastchester	Purchase
Elmsford	Scarsdale
Fairview	Sleepy Hollow
Goldens Bridge	Somers
Greenville	South Salem
Harrison	Rye
Hartsdale	Rye Brook
Hastings	Tarrytown
Hawthorne	Thornwood
Irvington	Valhalla
Katonah	Verplanck
Larchmont	Vista
Mamaroneck Town	West Harrison
Mamaroneck Village	White Plains
Millwood	Yonkers
Mohegan	Yorktown Heights

The following entities may also receive aid and support under this Plan:

- ❖ Sing-Sing Correctional Facility
- ❖ Bedford Hills Correctional Facility
- ❖ MTA/Metro-North Railroad
- ❖ Indian Point Energy Center
- ❖ Grasslands Fire Brigade
- ❖ Westchester County Airport Aircraft Firefighting Units

Other entities in Westchester, including state and federal institutions, are eligible to participate in this Plan to the extent allowed by law by filing a resolution in the form attached hereto as Appendix



## **Westchester County Fire Mutual Aid Plan**

IV. (For instance, the Franklin D. Roosevelt Veterans Administration Hospital in Montrose, is a federal agency).

### **VII. Participation**

Each Fire Agency participating in this Plan ("Participants") shall make a good faith effort to respond to each call for assistance received from The Westchester County Emergency Communications Center a/k/a "60 Control" ("60 Control").

All requests for Mutual Aid must be coordinated through the County's 60 Control.

Unless there are extenuating circumstances, requests for Mutual Aid should not be made directly from one Fire Agency to another. It is recognized, however, that circumstances may require a Fire Agency to make a Mutual Aid request directly to another Fire Agency. In those situations 60 Control shall be notified as soon as possible of such a request and provide all information to 60 Control required as if it were a request placed with 60 Control for Mutual Aid.

A Fire Agency may decline to respond to a request based on unit unavailability.

A Plan Participant may deem certain apparatus unavailable for Mutual Aid response. In such instances, prior written notification of that restriction must be made to 60 Control when becoming a Plan Participant. *(For example, a Fire Agency may have special equipment that is restricted to the jurisdiction, e.g. aerial ladder, heavy rescue equipment or equipment that has highway clearance, weight or distance limitations, etc.)*

A Plan Participant providing Mutual Aid to a requesting Fire Agency shall commit its equipment and manpower to the requesting Fire Agency until released by the Incident Commander.

Further, it is agreed and understood that during Mutual Aid events:

- The Incident Commander of the requesting Fire Agency retains command of all fire resources assigned to the event until such time as command is transferred or terminated.
- A Fire Agency requesting Mutual Aid to stand by in its headquarters/stations shall provide at least one firefighter at each station to facilitate station access and to serve as a guide for subsequent alarms in a requesting department's jurisdiction.
- It is the obligation of the Incident Commander to release Fire Agencies providing Mutual Aid as promptly as possible.



## **Westchester County Fire Mutual Aid Plan**

- Mutual Aid responders shall refer all media requests for information to the Incident Commander, without comment.

*Note: Should a Fire Agency respond to an incident and determine the location of the incident is actually outside of its jurisdiction that Fire Agency shall:*

- Notify 60 Control of the actual or correct incident location and direct 60 Control to notify the Fire Agency having authority for the correct location.
- Take appropriate action to control the incident.

### **VIII. Automatic Aid**

"Automatic Aid" shall mean the pre-arranged assignment of specific apparatus from one or more jurisdictions to individual locations or alarms of a certain nature in the requesting jurisdiction.

Automatic Aid shall not be used to supplement a requesting Fire Agency's inadequate staffing or equipment inventory shortfalls, unless otherwise agreed to by the parties involved.

Where a Participant is responding to a call for assistance pursuant to Automatic Aid, then Participant must notify 60 Control of its status.

Any pre-planned and/or Automatic Aid responses to a particular structure, area, scenario or district shall be submitted in writing to 60 Control. Plan Participants with Mutual Aid pre-plans and/or Automatic Aid responses are required to immediately notify 60 Control in writing when changes are made to those response protocols.

### **IX. A. Plan Participation-Membership**

Any duly established Fire Agency may become a Plan Participant by filing with the Commissioner; a resolution, local law or ordinance, as jurisdictionally appropriate, which has been duly adopted by its governing body. The resolution form is attached hereto as Appendix V. The resolution shall provide the following:

- (i) affirm the Fire Agency's intent to participate in the Plan and to comply with its provisions;
- (ii) state that there are no resolutions in effect that would restrict the Fire Agency from providing outside service and training;





## ***Westchester County Fire Mutual Aid Plan***

- (iii) state there are currently no limitations, conditions or restrictions on the Fire Agency from providing prompt assistance, and the Commissioner of Emergency Services shall be notified in writing if any such limitations are imposed subsequent to the adoption of the Resolution;
- (iv) state that the Fire Agency shall respond to all calls for assistance from another Fire Agency through 60 Control;
- (v) affirm that the Fire Agency's governing body acknowledges and accepts financial responsibility pursuant to applicable law.

### **B. Withdrawal From Plan**

Should a participating Fire Agency's ability to provide assistance outside its service area pursuant to Section 209 of the General Municipal Law be restricted, written notice of such restriction(s) shall be filed with the Commissioner within five (5) days of the adoption of the resolution restricting outside assistance. Withdrawal from the Plan shall become effective on the date noted in the resolution. Withdrawal from the Plan may result in the suspension of Mutual Aid privileges to that Fire Agency. A Participant withdrawing from the Plan, upon the effective withdrawal date, shall surrender and return to WCDES all County-owned equipment.

Pursuant to the New York State Fire Mobilization and Mutual Aid Plan ("State Plan"), any signatory to a county fire mutual aid plan submitted to the New York State Office for Fire Prevention and Control ("OFPC") for inclusion in the State Plan is automatically a signatory to the State Plan. WCDES will notify the OFPC of the withdrawal of a Plan Participant.

Withdrawal from the Plan shall continue in effect until amended or repealed by the adoption of a subsequent resolution, local law or ordinance as set forth in Section 209 of the General Municipal Law.

### **X. Complaints**

Mutual Aid complaints of any nature, including abuse of the Mutual Aid Plan, should be addressed in writing to the Commissioner for review, investigation and possible referral to the Westchester County Fire Advisory Board.

### **XI. Mutual Aid Coordinators**

The Commissioner of WCDES shall appoint and supervise Mutual Aid Coordinators, a/k/a Deputy Fire Coordinators, and assign them to a Battalion or other assignment, to assist with the implementation of the Plan. Mutual Aid Coordinators shall serve at the pleasure of the Commissioner for a term of three (3) years and may be removed at any time. Mutual Aid



## ***Westchester County Fire Mutual Aid Plan***

Coordinators may be reappointed by the Commissioner in the month of December of the third year of a term. Concerns about a Mutual Aid Coordinator's performance shall be addressed to the Commissioner at the request of the majority of the highest ranking active Chiefs within a designated Battalion. Such request must be made in writing and signed by each of the Chiefs requesting the review.

Duties of Mutual Aid Coordinators include, but are not limited to:

- Represent the Commissioner at fire scenes and other emergencies. Attend monthly Coordinator meetings with the Commissioner or his designee.
- Meet with the Chief of each Fire Agency in their assigned Battalion at least quarterly in order to develop and improve interdepartmental relationships.
- Inform the Incident Commander of available Mutual Aid resources. Assist in the coordination, e.g. requesting, assignment, etc., of Mutual Aid for the Chief in charge of the incident.
- Mutual Aid Coordinators upon arrival at a scene/incident shall immediately report to the Incident Commander. At no time shall the Mutual Aid Coordinator initiate or assume command of an incident.
- Assist their Battalion Fire Agencies with arranging training, drills and other activities when requested.
- Promote enthusiasm and assist in the development of programs with, and for the Fire Agencies in their Battalion.
- Maintain awareness of and report all proposed drills, programs and associated activities amongst the Fire Agencies within their Battalion to the Commissioner and other Chiefs.
- Work with the WCDES training division to assist Fire Agencies to coordinate training as needed.
- Inform the Commissioner of any situations or problems in their Battalion that might arise in connection with Mutual Aid.
- Maintain records of the Mutual Aid Coordinator's activities in their Battalion and provide a written report to the Commissioner at the monthly meeting.
- Report all accidents, damage to equipment or injuries to personnel within the Battalion occurring during provision of Mutual Aid to the Commissioner as soon as possible.



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- Maintain an updated list of all equipment, special supplies, and Chiefs within their Battalion. This list is to be updated yearly (or more frequently if significant changes occur) and forwarded to the Commissioner to assist 60 Control in updating the master list.
- Assist the Commissioner when the State Plan is activated.
- Coordinate with the Chiefs within the Battalion, Battalion-wide training.

### **XII. State Institutions**

Should a state institution request assistance from a Fire Agency, the Fire Agency's ranking officer shall participate in, or establish, a command that will include the institution's liaison. Additional requests for Mutual Aid shall be the responsibility of the officer in charge. Reimbursement for firefighting costs incurred while fighting such fire are governed by Section 54-e of the New York State Finance Law.

### **XIII. Federal Property**

Fire Agencies that engage in fighting a fire on a property under the jurisdiction of the United States may file a claim for reimbursement for the amount of direct expenses and losses incurred by such fire service under 15 U.S.C. §2210.

### **XIV. Adjacent Counties**

Mutual Aid provided to, or received from Putnam, Rockland, and Orange Counties shall be authorized by their county fire coordinators (or designees) and coordinated through their respective county fire communications centers with 60 Control. Mutual Aid provided to and received from the City of New York shall be requested by/through 60 Control.

Extent and limit of participation with county of Fairfield, Connecticut. There is no formal agreement with Fairfield County. Local reciprocal assistance, if any, must be in accordance with Article 14-G and Section 209 of the General Municipal Law. All requests for assistance must be routed through 60 Control. Those Fire Agencies willing to provide Mutual Aid services across state lines should assure that proper insurance coverage for both personnel and equipment is in place and should indicate their availability to respond in writing to 60 Control.



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### **XV. State Fire Mobilization and Mutual Aid Plan**

In accordance with General Municipal Law Section 209-e and 9 NYCRR Part 205, the New York State Fire Mobilization and Mutual Aid Plan was established to provide for the mobilization of personnel and equipment of fire departments whenever: (i) the Governor determines that the public interest so requires; (ii) a municipality determines assistance is required; and (iii) a regional fire administrator determines that assistance, in addition to that provided for under the local fire mutual aid plan, is required.

The Commissioner shall, upon the State's request under the State Plan, commit County resources to other counties throughout the New York State.

The Commissioner may, after utilizing all available assistance from within the County, pursuant to General Municipal Law Section 209-e, contact the OFPC to request activation of the State Plan.

Liability for outside aid provided pursuant to activation of the State Plan is governed by Section 209-e and 209-g of the General Municipal Law.

### **XVI. Coordination with Other Emergency Services**

The Commissioner shall develop agreements with appropriate emergency and public service organizations. Resource information on Police, EMS, Utilities, Hospitals, Departments of Public Works, local industries and state and federal agencies capabilities and resources shall be maintained at the EOC and/or 60 Control. Requests for these services shall be routed through 60 Control.

### **XVII. Operations**

#### **1. Inventory**

60 Control shall maintain a record of fire equipment, as well as a list of Chiefs or Fire Commissioners, as jurisdictionally appropriate, for each Fire Agency throughout Westchester County.

Fire Agencies in Westchester County, shall, routinely and as often as warranted, update their lists of fire equipment/apparatus, Chiefs or Fire Commissioners, as jurisdictionally appropriate, contacts etc., on forms provided by 60 Control or by providing electronically a list of equipment/apparatus which list must contain all elements of county supplied forms. Such information shall be provided to 60 Control by May 15<sup>th</sup> of each year

Fire Agencies must also submit their mutual aid run cards and "Greater Alarm" Plans, as well as all other forms, to 60 Control.



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### **2. Standard Hose Thread**

All apparatus and equipment of the Fire Agencies participating in the Plan shall be equipped with "standard" hose threads as defined by the National Bureau of Standards or have sufficient adapters to permit interconnection with "National Standard" threads. (See General Municipal Law Section 209-e.)

### **3. Accountability / Credentialing**

Fire Agencies supplying Mutual Aid shall ensure that their assigned personnel are properly credentialed when responding to a request for assistance pursuant to this Plan. Incident Commanders shall maintain accountability for all personnel operating under their command.

### **4. Notification of Presence of Hazardous Materials/Reporting**

General Municipal Law §209-u provides in part that the Fire Chief for each fire department, fire company, etc., that has notice of the presence of Hazardous Materials in their jurisdiction, is required by law to send a copy of the report to the office of the County Fire Coordinator. In addition, General Municipal Law §204-f requires the County to develop a plan for fire service response to hazardous materials incidents and file that plan with the Office of Fire Prevention and Control for approval. As such, Fire Agencies need to send copies of the reports to 60 Control.

### **5. NFPA , OSHA and PESH**

The FAB recommends that Plan Participants comply with the standards set forth by the National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), NYS Public Employees Safety and Health (PESH).

## **XVIII. Special Units – Westchester County**

### **1. Arson Task Force**

The Arson Task Force is a cooperative effort with membership consisting of fire and police agencies, prosecution personnel and staff from the Department of Emergency Services. The Arson Task Force program mission includes: raising public awareness, reviewing and creating programs for training firefighters and police personnel in fire investigation and in matters related to fire cause and origin (C&O) determination. Plan Participants may call for a response by the C&O team anytime they wish to determine the cause and origin of a fire or if it is believed that the fire may be suspicious in nature. Requests for C&O team response should be placed through 60 Control.

### **2. Westchester County Hazardous Materials Response Team**

The WCDES Special Operations Division includes a Hazardous Materials Response Team ("County HAZMAT Team"). This highly trained, well equipped team is available to assist Plan Participants by providing an organized, coordinated response to contain, manage, identify and mitigate incidents involving materials and substances posing potential injury or death to



## ***Westchester County Fire Mutual Aid Plan***

the general public and to public safety responders. The County HAZMAT Team is available to respond to a request for assistance from any Plan Participant, other emergency services entity, or through the State Plan. Any request for a County HAZMAT Team response shall be placed through 60 Control.

### **3. Westchester County Technical Rescue Team**

The WCDES Special Operations Division includes a Technical Rescue Team ("County Technical Rescue Team"). This specialized team is an elite technical rescue team that is available to assist Plan Participants by providing an organized, coordinated response to situations requiring intricate rescues. The County Technical Rescue Team utilizes unique equipment, tools and materials to affect these rescues. Team expertise includes, high, medium and low angle rope rescue, confined space rescue, heavy machinery entrapment, high/medium angle rescue, structural collapses, swift water rescue, trench rescue and wilderness search & rescue capabilities.

The County Technical Rescue Team is available to respond to a request for assistance from any Plan Participant, other emergency services entity, or through the State Plan. Any request for a response from the County Technical Rescue Team shall be placed through 60 Control.

### **XIX. Liability**

It is understood and agreed by each Fire Agency participating in this Plan that liability arising from the provision or receipt of Mutual Aid pursuant to this Plan shall be governed by applicable laws including, but not limited to General Municipal Law Section 209.

### **XX. Amending the Plan**

Amendments to this Plan may be made from time to time at the sole discretion of the Commissioner. The Plan amendment procedure is as follows:

- Proposed amendments may be submitted in writing to the Commissioner by Plan Participants for review and possible inclusion in a future amendment/revision to the Plan.
- Proposed amendments shall be reviewed by the Commissioner and forwarded to the FAB for review and comment.
- After consultation with the FAB, the Commissioner may then submit the proposed amendments to the OFPC for review and submission.
- Once approved by OFPC, the Commissioner shall notify FAB.
- Plan Participants shall be notified through their Chiefs of any amendments to the Plan.



## ***Westchester County Fire Mutual Aid Plan***

### **APPENDIX I**

#### **WCDES Commissioner**

The Commissioner, or his designated County Fire Coordinator, shall have the following duties and responsibilities as it pertains to the Mutual Aid Plan:

- Administer the Westchester County Fire Mutual Aid Plan as outlined in the statutes and the Plan.
- Respond to and/or dispatch Mutual Aid Coordinators, a/k/a Deputy Fire Coordinators, to the scene of a fire or other emergency requiring Mutual Aid, specialized equipment or technical assistance.
- The County Fire Coordinator and/or Mutual Aid Coordinators shall provide scene assistance, liaison with Local, County, State and Federal agencies; fill other functions as requested by the Incident Commander, Chief or officer in charge.
- Administer the New York State Fire Training Program for Westchester County.
- Administer and supervise operation of the Westchester County Fire Training Center and all training programs for the benefit of the County fire services.
- Serve as liaison officer between the fire service of Westchester County and the OFPC, the Executive branch of County Government and the FAB. Administer and participate in the New York State Fire Reporting System.
- Administer the Arson Control Plan for Westchester County and oversee the overall operation of the Westchester County Fire Investigation Unit as approved by the FAB and Westchester County Arson Task Force.
- Administer the Hazardous Material Control Plan for Westchester County and oversee the overall operation of the Westchester County Hazardous Materials Response Team.
- Administer the Westchester County Technical Rescue Team and oversee the overall operation of the Westchester County Technical Rescue Team.
- Develop and administer all-Hazard plans in which the services of firefighters may be utilized.
- Act as liaison between the fire service and other emergency services agencies.



## ***Westchester County Fire Mutual Aid Plan***

- Administer and oversee the Grasslands Fire Brigade.
- Assure the coordination of Fire Agencies during a County or state-declared emergency.

### **Succession of Authority**

- For purposes of this Plan, the Commissioner, acting as Fire Coordinator, shall designate in writing the order in which the Deputy Commissioner or WCDES staff (including Mutual Aid Coordinators/Deputy Fire Coordinators) shall serve in his absence.

### **Vacancy In The Position Of Commissioner:**

The Westchester County Executive shall designate an acting Commissioner to perform the duties of Commissioner until a permanent successor is appointed by the County Executive and approved by the Westchester County Legislature.





## *Westchester County Fire Mutual Aid Plan*

### APPENDIX II

## **Westchester County Department of Emergency Services Battalion Districts**

### **Battalion 10**

#### Coverage Area

Peekskill Fire Department  
Buchanan Fire Department  
Verplanck Fire Department  
Montrose Fire Department  
Franklin D. Roosevelt VA Hospital Fire  
Department  
Croton Fire Department

### **Battalion 11**

#### Coverage Area

Hawthorne Fire Department  
Thornwood Fire Department  
Pleasantville Fire Department  
Valhalla Fire Department  
Grasslands Fire Department

### **Battalion 14**

#### Coverage Area

Tarrytown Fire Department  
Dobbs Ferry Fire Department  
Irvington Fire Department  
Hastings Fire Department  
Ardsley Fire Department  
Fairview Fire Department  
Hartsdale Fire Department  
Elmsford Fire Department

### **Battalion 16**

#### Coverage Area

Mount Kisco Fire Department  
Chappaqua Fire Department  
Banksville Fire Department  
Armonk Fire Department  
Bedford Fire Department  
Bedford Hills Fire Department  
Katonah Fire Department

### **Battalion 12**

#### Coverage Area

Ossining Fire Department  
Briarcliff Fire Department  
Archville Fire Department  
Pocantico Hills Fire Department  
Sleepy Hollow Fire Department

### **Battalion 13**

#### Coverage Area

Somers Fire Department  
Croton Falls Fire Department  
South Salem Fire Department  
Golden's Bridge Fire Department  
Pound Ridge Fire Department  
Vista Fire Department

### **Battalion 15**

#### Coverage Area

Port Chester Fire Department  
Rye Fire Department  
Town of Mamaroneck Fire Department  
Village of Mamaroneck Fire Department  
Larchmont Fire Department  
Harrison Fire Department

### **Battalion 17**

#### Coverage Area

Continental Village Fire Department  
Lake Mohegan Fire Department  
Yorktown Fire Department  
Millwood Fire Department



## ***Westchester County Fire Mutual Aid Plan***

### **Battalion 18**

#### **Coverage Area**

Pelham Manor Fire Department  
Pelham Fire Department  
Greenville Fire Department  
Yonkers Fire Department  
Mt. Vernon Fire Department  
New Rochelle Fire Department  
Eastchester Fire Department

### **Battalion 19**

#### **Coverage Area**

North White Plains Fire Department  
White Plains Fire Department  
Scarsdale Fire Department  
West Harrison Fire Department  
Purchase Fire Department  
Westchester County Airport

### **Car 24 - C&O**

#### **(North Battalion)**

Arson Zone 4  
Arson Zone 5

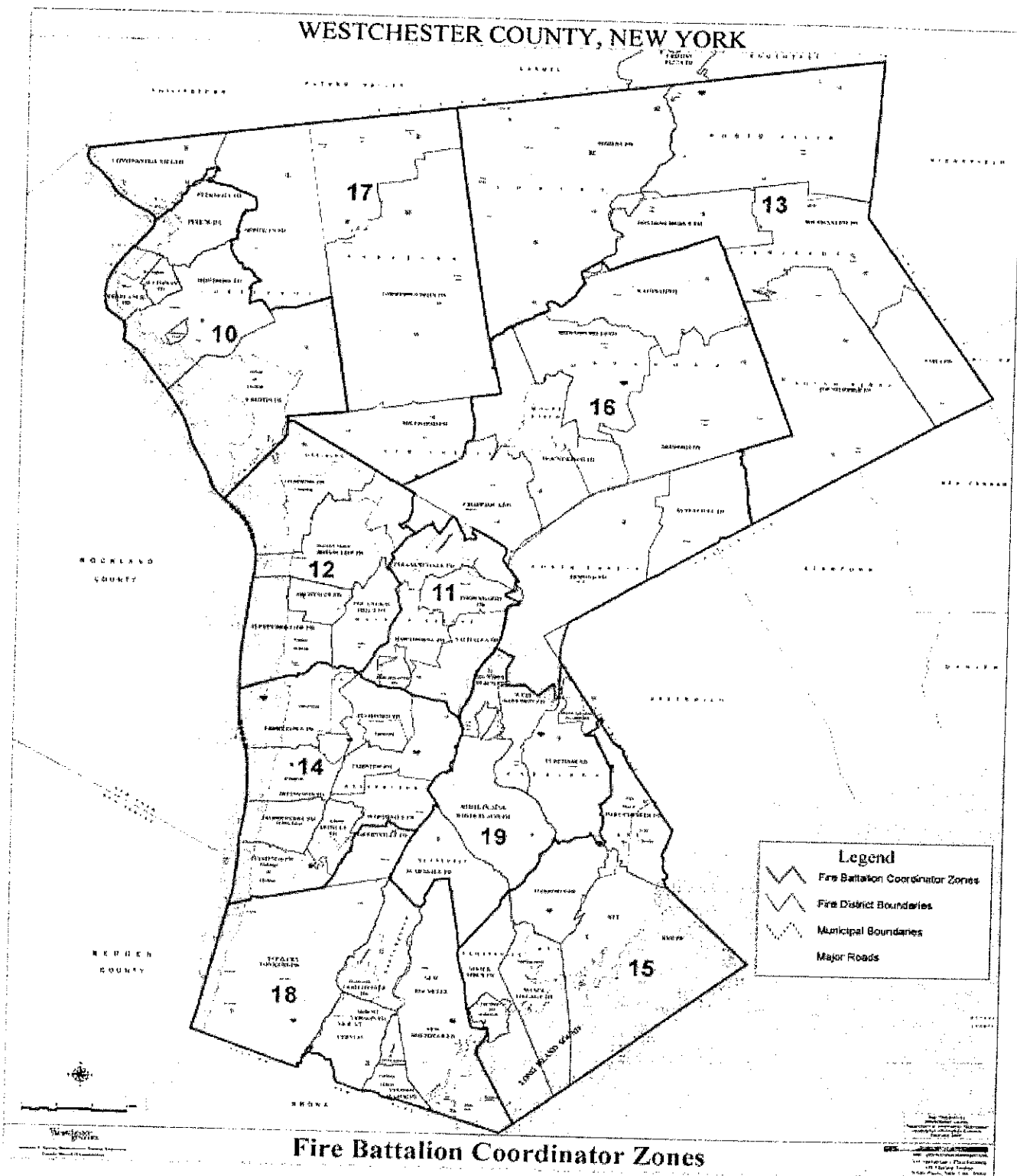
### **Car 25 - C&O**

#### **(South Battalion)**

Arson Zone 1  
Arson Zone 2  
Arson Zone 3



# Westchester County Fire Mutual Aid Plan





## ***Westchester County Fire Mutual Aid Plan***

### **Appendix III**

#### **Communications**

All Mutual Aid requests shall be managed by the WCDES Emergency Communications Center ("ECC" a/k/a "60 Control"). Requests can be placed via landline or radio. 60 Control shall dispatch "mutual aid" based on Computer Aided Dispatch (CAD) recommendations (programmed to reflect a department's mutual aid "run card") at the request of an Incident Commander or Mutual Aid Coordinator.

It shall be the responsibility of each fire agency to assure that 60 Control is supplied with the latest agency information pertaining to ladders, heavy rescue, FAST teams, etc.

To be compliant with NIMS requirements and to avoid confusion, all Mutual Aid radio communications shall utilize "Plain English", e.g., no 10-codes.

#### **UHF Trunk Radio Communications**

Responding Mutual Aid units and apparatus shall use the County's UHF trunk radio system to confirm response with 60 Control on the agency "home channel" assigned talk group. 60 Control will acknowledge the unit response and direct them to the talk group that incident communications are being conducted on. Responding equipment or apparatus shall contact the Incident Commander or designated officer for specific response information related to the incident (staging area, assignment, ground operations channel assignment, etc.).

#### **On-Scene Communications**

On-Scene communications shall be made through the on-scene Incident Commander (IC) or his designee, e.g., Operations Section, Communications Officer, Assistant Chief, Mutual Aid Coordinator, etc.

Scene communications shall be conducted utilizing the County eight (8) UHF, low power (short range) channels for ground operations. Each municipality has been assigned primary and secondary ground operation channels. Should additional channels be required to adequately manage incident scene communications, 60 Control will assign an available channel upon request of the IC. An Incident Commander may assign responding units to a specific channel or frequency for operations.



## Westchester County Fire Mutual Aid Plan

### APPENDIX IV

#### **WESTCHESTER COUNTY FIRE MUTUAL AID PLAN**

##### **Resolution by State or Federal Agency**

The \_\_\_\_\_ agrees to participate in the Westchester County Fire Mutual Aid Plan, as amended from time to time, and as allowed by Section \_\_\_\_\_ of the \_\_\_\_\_ Law (*indicate law authorizing such participation*). This named entity/institution will cooperate with the development and operation of plans for Mutual Aid in cases of fire or other emergencies and furnish aid to jurisdictions and geographical areas surrounding the facility as may be practical.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)



## Westchester County Fire Mutual Aid Plan

### APPENDIX V

#### WESTCHESTER COUNTY FIRE MUTUAL AID PLAN

#### Resolution by Municipality or Fire District Having Jurisdiction

\_\_\_\_\_ offered the following resolution and moved for its adoption:

**RESOLVED**, that \_\_\_\_\_ approves participation  
(Agency Having Jurisdiction)  
by the \_\_\_\_\_ in the  
(Name of Fire Agency)

Westchester County Fire Mutual Aid Plan ("Plan"), as amended from time to time, and further certifies to Westchester County, through its Commissioner of Emergency Services, that it shall comply with the provisions of the Plan; and be it further

**RESOLVED**, that there are no resolutions in effect that restrict outside service and training by the named Fire Agency; and be it further

**RESOLVED** that there are currently no limitations, conditions or restrictions on the Fire Agency from providing prompt assistance, and the Commissioner of Emergency Services shall be notified in writing if any such limitations are imposed subsequent to the adoption of this Resolution; and be it further

**RESOLVED**, that the named Fire Agency shall respond to all calls for assistance from another Fire Agency through the Westchester County Emergency Communications Center a/k/a "60 Control"; and be it further

**RESOLVED**, that the \_\_\_\_\_ hereby acknowledges and  
(Agency Having Jurisdiction)  
accepts it's financial responsibility pursuant to applicable law; and be it further

**RESOLVED**, that a copy of this resolution shall be filed with the Westchester County Commissioner of Emergency Services.



## Westchester County Fire Mutual Aid Plan

RESOLUTION continued

M\_\_\_\_\_seconded this resolution.

Voted: In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Note:

**Villages:** Resolution to be adopted by the Board of Fire Commissioners; if any; if not, then by Local Law or ordinance of the Village Board.

**Fire Districts:** Resolution to be adopted by the Board of Fire Commissioners.

**Towns:** Resolution/Local Law/Ordinance to be adopted by the Town Board when fire department has their headquarters outside villages and/or Fire Districts are located in Fire Protection or Fire Alarm Districts.

**Cities:** Resolution to be adopted by the Board of Fire Commissioners; if any; if not, then by Local Law or ordinance of the City Board.



## ***Westchester County Fire Mutual Aid Plan***

### **APPENDIX VII**

#### **DIVISIONS – BASIC ICS OPERATIONAL GUIDELINES**

Divisions may be used to divide an incident into geographical areas of operation.

Assigned Division Officers would be responsible for all operations within their Division's geographical area. Each Division Officer is responsible for the tactical deployment of the resources at his/her disposal and for communicating needs and progress to the IC. The IC determines strategic objectives and assigns available resources to the Divisions where they are most needed. When effective Divisions have been established, the IC can concentrate on overall strategy and resource allocation.

Safety of fire fighting personnel represents a major reason for establishing Divisions. Each Division Officer must maintain communication with assigned firefighters to control both their positions and function and must be constantly aware of the safety of their operations. Division Officers should work closely with the Safety Officers.

**1. *COMMAND SHOULD BEGIN TO ASSIGN DIVISIONS BASED ON THE FOLLOWING FACTORS.***

- Any situation, which will eventually involve a number of areas, firefighters or functions beyond the capability of the IC to directly control.
- When mutual aid companies are requested.
- When firefighters are involved in dangerous or complex interior or exterior operations.
- When firefighters are operating from tactical positions over which the IC has little or no control.
- Any complex incident involving large numbers of personnel.
- Incidents covering large geographic areas.

**2. *DIVISION GUIDELINES:***

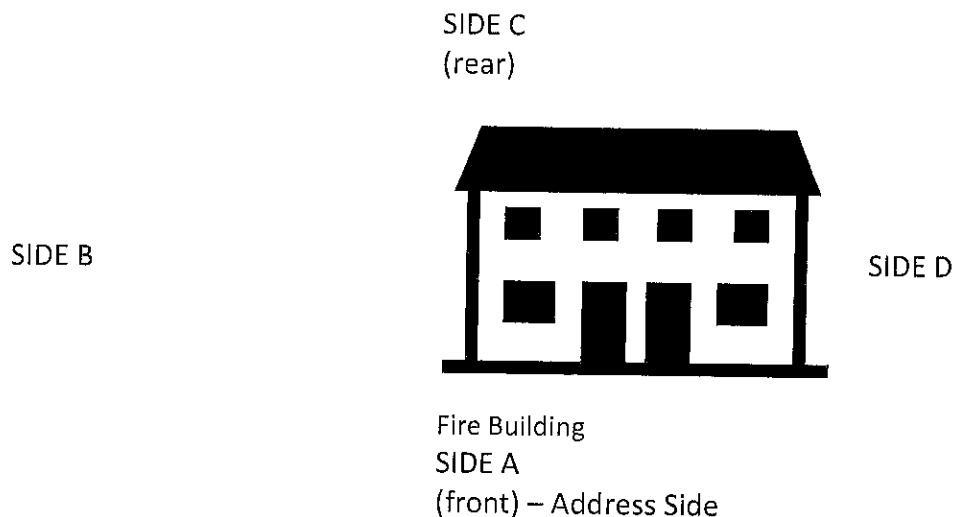
It will be the ongoing responsibility of the Incident Commander to assign Divisions as required for effective control of the incident.





## Westchester County Fire Mutual Aid Plan

Divisions assigned to specific geographic areas outside the building or incident will be designated by letter for the exterior of the building (*Division A, Division B, Division C, Division D, etc.*).

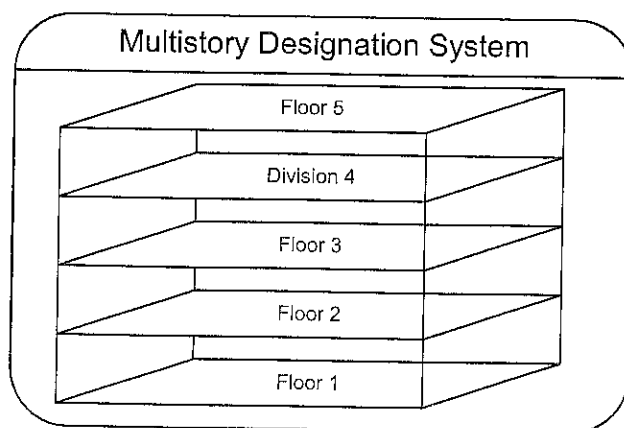


Other Division designations can be used as long as they are consistent with the ongoing operation.

In some cases landmarks may provide better designations for operating Divisions (*ROOF DIVISION, INTERIOR DIVISION, BASEMENT, etc.*).

*DIVISIONS/SIDES can be used with irregular shaped structures. Each side or section will be named alphabetically starting with "A" on the address side of the structure.*

In multi-story occupancies, Divisions will usually be indicated by floor numbers (*Second Floor will be Division 2; Fifth Floor will be Division 5, etc.*).





## ***Westchester County Fire Mutual Aid Plan***

Division Officers and the Command Post will use the Division designations in radio communication to avoid confusion. A Division Officer will receive an explanation of the overall strategy from the Incident Commander along with assigned resources. In some cases a Division Officer will be assigned to an area initially to evaluate and report on conditions and will advise the IC of needed tasks and resources. The assigned person will then proceed to the Division, evaluate conditions and assume overall responsibility for directing operations in that Division according to the overall plan as given to him/her by the IC.

The early establishment of Divisions provides an effective framework on which the operation can be built, eliminating or adding Divisions as the incident requires.

Division Officers will be responsible for and in control of all assigned functions within their Division. This requires each Division Officer to:

1. Monitor safety, accountability, and welfare of Division personnel.
2. Monitor work progress.
3. Redirect activities as necessary.
4. Coordinate with related activities.
5. Request additional resources as needed.
6. Provide status reports to the Incident Commander.

Each Division Officer will keep the Incident Commander and/or Operations Officer informed on the conditions in that Division through regular progress reports. The IC must be advised immediately of significant changes, particularly those involving ability or inability to complete the mission, hazardous conditions, accidents, collapse, etc. The IC allocates overall resources to Divisions and depends upon the Division Officer to advise on the resources required within their Divisions.

**From:** Vincent, Angela [<mailto:AVincent@VHB.com>]  
**Sent:** Thursday, November 14, 2013 5:10 PM  
**To:** Mike Blau  
**Cc:** Hewitt, Kari; Hagerup, Ana  
**Subject:** CSC Custom Service Strategy - Tarrytown

Dear Supervisor Blau,

Thanks again for taking the time to meet with me a couple of weeks ago – the Village is really moving ahead with some great projects, and it was really inspiring to hear how your leadership is crucial to the Village's success!

Per our conversation, I am sending a two-page Climate Smart Communities Custom Service Strategy that outlines how we can assist the Village by developing a guide to right-sizing the municipalities vehicle fleet. This would include assessing the existing fleet, optimizing fleet assignments, and determining how the Village can reduce fleet size through a variety of methods, but still remain operational.

Please see the attached Strategy. If this is something the Village is still amenable to, please identify a contact person and sign the strategy (page 2), and send it back to me (via snail mail, fax or email). We ask that you have it signed and sent back **by December 2<sup>nd</sup>** so we can get working on your project!

Please let me know if you have any questions. Again, thank you for your time and congratulations on the progress you have made to-date with your climate protection efforts!

Talk to you soon!  
Angie

Angela J. Vincent  
Sustainability Project Manager  
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 **VHB Engineering, Surveying and Landscape Architecture, P.C.**  
An Independent Contractor to NYSERDA





**MID-HUDSON**



Climate Smart Communities

## **Custom Service Strategy for Tarrytown November 2013**

**IN-PERSON CONSULTATION DATE:** October 29, 2013

**COMMUNITY MEMBERS IN ATTENDANCE:**

Michael Blau, Village Supervisor

**VHB SUPPORT TEAM MEMBERS:**

Angela Vincent

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### **CLIMATE PROTECTION PRIORITIES IDENTIFIED AT THE IN-PERSON CONSULTATION**

- Adopting the Unified Solar Permit
- Right-sizing the Village's vehicle fleet

### **CLIMATE SMART COMMUNITY STRATEGY RECOMMENDATION**

Research the various methods that have been and can be used to right-size the municipal vehicle fleet.

### **CLIMATE PROTECTION ISSUE TO BE ADDRESSED**

Local governments often have more vehicles than needed in their local government fleets, and larger vehicles are often used for tasks that could be accomplished with smaller, more fuel efficient vehicles. Local governments are encouraged to monitor their vehicle fleet composition and usage, and identify opportunities to reduce fuel usage by matching the right vehicle with the right task and reducing the overall number of vehicles, if possible. Using vehicles appropriate for their task maximizes the fuel efficiency of the overall fleet. Reducing the size of the fleet decreases overall maintenance and insurance costs.

### **PLEDGE ELEMENTS TO BE ADDRESSED**

*Pledge Element 3: Decrease Energy Demand for Local Government Operations*

### **POTENTIAL RESOURCES AVAILABLE AND FINAL DELIVERABLES**

***Resources:***

- Existing Village fleet inventory
- U.S. Department of Energy, Alternative Fuels Data Center, *Rightsizing Your Fleet to Conserve Fuel Guide*
- City of White Plains, Fleet Size Management
- NYSDA, NYDOT, and other appropriate state agencies

***Strategy Deliverable:***

A guide that outlines the suggested methods the Village can use to begin right-sizing the municipal fleet.



**MID-HUDSON**



Climate Smart Communities

## Custom Service Strategy for Tarrytown November 2013

### TIMELINE FOR COMPLETION OF STRATEGY

TASK	WHO	TIME						
		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7
Review existing resources on rightsizing vehicle fleets	VHB							
Obtain an inventory of the Village's fleet	VHB and Village							
Identify municipal stakeholders in the Village and discuss the processes they use to purchase new and retire existing vehicles	VHB and Village							
Create draft strategies and discuss with Village Supervisor	VHB and Village							
Modify and finalize strategies in a final guide for the Village	VHB							
Deliver Final Report	VHB							

### ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of this Climate Smart  
(elected/appointed official)

Communities Custom Service Strategy (Strategy) for the Village of Tarrytown. The Village

is committed to working with VHB to implement this Strategy. We look forward to

furthering our climate protection efforts through the Climate Smart Communities Program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Contact Person for this Project: \_\_\_\_\_

## Street and Sidewalk Opening Permits

### Village of Ossining

#### Inspection:

\$75 per opening + bond

\$2 per foot for trench + bond

#### Obstruction to Street or Sidewalk:

\$75 or 10% deposit, whichever is greater

### Village of Croton

Standard street opening - \$250 (covers a typical utility service connection to property)

All others vary – ranging from \$500 to \$3,500 to cover village costs for main installation or repairs

### City of Peekskill

\$250 per opening, residential

\$500 per opening, commercial

\$600 minimum deposit (refundable) per lane and/or trench (30 day limit)

### Town of Ossining

Simple Curb Cut - \$75

Road opening less than 150 sq. ft. - \$250

Road opening 150 sq ft. and greater - \$500

Deposit for all street openings per sq. ft. - \$350

### Village of Tarrytown – Current

#### **Curb Cut - \$25**

Security Deposit \$15/lineal foot – minimum \$200 security deposit

#### **Street Opening - \$50**

Security Deposit \$6/sq. yard for concrete; \$4 square yard for asphalt – minimum \$500 security deposit

#### **Sidewalk Opening - \$50**

Security Deposit - \$4/square yard for concrete; \$2/square yard for asphalt – minimum \$200 security deposit

### Village of Tarrytown – Proposed

**Curb Cut - \$15/lineal foot; minimum fee - \$100; Security Deposit - \$500**

**Street and Sidewalk Openings - \$3/sq. ft.; minimum fee - \$100; Security Deposit - \$1,000.**