

**MONTERERY COUNTY FIRE CHIEFS ASSOCIATION
FIRE OPERATIONS MANUAL
SECTION 2**

In County Mutual Aid Plan

1. Introduction To Mutual Aid

- A. Fire jurisdictions are generally funded and staffed to mitigate routine types of emergency incidents. Larger and complex incidents often require resources beyond the capability of the responsible jurisdiction.
- B. Mutual aid is intended as an effective solution to mitigate those emergencies exceeding the capability of the responsible jurisdiction. It is a plan designed to allow agencies to assist each other. This aid is generally provided using a progressive proximity response system starting with the closest available Mutual Aid resource. This system will minimize delays in obtaining the Appropriate resource(s) necessary to successfully mitigate the emergency.
- C. This plan is consistent with the State of California Fire and Rescue Emergency Plan which establishes the legal and organizational guidelines for disaster operation.
- D. Mutual Aid is defined as the provision of resources (personnel, apparatus and equipment) to a requesting jurisdiction to assist with mitigation of an emergency incident.
- E. It is intended that mutual aid resources provided under this plan be released by the requesting jurisdiction as soon as the scope of the emergency is reduced to within the capabilities of that Agency. Mutual aid forces provided under this plan are not intended for standby or routine work like overhaul or patrol.

2. Scope

- A. To provide organized assistance in the form of mutual aid to a jurisdiction for purposes of mitigating emergency incidents.
- B. To respond to a requesting jurisdiction with appropriate apparatus and personnel.
- C. To adequately supply back-up support to those agencies responding to or involved with a Major emergency incident.

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- D. To unify Monterey County's fire protection agencies under an organized system of mutual Aid.
- E. To adopt the Incident Command System (ICS) of emergency management in Monterey County in order to efficiently interface with the State Fire and Rescue Emergency Plan.

3. Participation

- A. Participation in this plan by Monterey County fire protection agencies is voluntary and will be established by two methods:
 - I. Those agencies that have signed the State of California Master Mutual Aid Agreement are technically authorized to participate in this plan.
 - II. Those agencies unable to achieve jurisdictional agreement to the State Master Mutual Aid Agreement may use a resolution form of agreement (see Appendix A). The State of California Master Mutual Aid Agreement and a sample resolution may be obtained from the Operational Area Fire and Rescue Coordinator.
- B. Participation in the State Master Mutual Aid Agreement is extremely important. Each agency having responsibility for emergency preparedness should make every effort to sign as no one jurisdiction can mitigate all emergency incidents without mutual aid.
- C. Regardless of any agreement to participate, all fire agencies should review and understand this plan.

4. Operational Procedures

- A. Organizational Management
 - I. Local Jurisdiction - authority responsible for the area in which an emergency Incident occurs.
 - II. Operational Area Fire and Rescue Coordinator - a Fire Chief elected by the County Fire Chiefs, responsible to account for and monitor mutual aid assistance as identified in this plan from any fire jurisdiction in Monterey County. This person is the Operational Area Fire and Rescue Coordinator, within the O.E.S. System. The short title for this position is the Area Fire Coordinator.

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- III. Alternate Operational Area Fire and Rescue Coordinator(s) - a chief officer(s) elected by the County Fire Chiefs to act as an alternate for the Area Fire Coordinator when absent during an emergency.

- IV. Incident Commander – an officer representing the local jurisdiction who has delegated authority to make decisions, allocate resources, and expend funds relating to the mitigation of emergency incidents.
 - a) Single jurisdiction incident: Incident command shall be the responsibility of the jurisdictional agency unless otherwise delegated.

 - b) Single jurisdiction incident, multi-agency resources: Incident command shall be the responsibility of the jurisdictional agency unless otherwise delegated. Additional overhead positions may be filled by personnel from other agencies at the option of the Incident Commander.

 - c) Multi-jurisdictional incident, multi-agency resources: Each jurisdiction shall provide a representative with delegated authority to participate in a unified command structure consistent with ICS, SEMS, and NIMS.

5. Mutual Aid Proximity Matrix

- A. This plan shall be implemented within Monterey County and the adjoining operational areas using the mutual aid matrices identified in Chapter 4.

- B. The mutual aid matrix is designed to allow use of the closest available resources first. Each agency is provided access to single resources and/or strike teams of Type I engines, Type III engines, water tenders, aerial apparatus, and overhead positions. In Monterey County Type II engines may respond on a Type I request.

- C. An agency needing assistance may requests mutual aid in the form off single resources or strike teams. Task forces can be assembled at the scene utilizing single resources that were requested.

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- D. Mutual aid is requested by advising the Communications Center off your agency proximity matrix (if you use multiple zones) and the TYPE and AMOUNT of resources requested i.e., two Type III engines or one Type I strike team.
- E. Some agencies are able to commit multiple resources of different types after the initial dispatch is made. For example, North County can commit a Type I or Type III with the initial dispatch and then be able to commit additional resources after their reserve engines are staffed.
- F. Each strike team will consist off five engines and a strike team leader. The agency providing the strike team leader is indicated with an * (asterisk) in the corresponding ST column for the TYPE of strike team.
- G. All requested resources shall acknowledge, accept or deny the dispatch page within (2) minutes or the next available resource will be dispatched by the appropriate Communications Center. For Emergency Incident response, resources should be responding within five (5) minutes, non-emergency response should be as soon as possible.
- H. When an agency has had to deny the original requests and now becomes available, they shall notify Fire Comm off their availability for any secondary assignment or for the primary assignment if closer than another responding unit.
- I. When resources requested exceeds five single resources or one strike team, the Operational Area Fire and Rescue Coordinator will be notified by the appropriate Communications Center, and the Communications Center Liaison Officer activated.

6. Overhead Positions

- A. The responsible Communications Center will contact overhead personnel as requested by the Incident Commander. Normally only one member should be depleted from any one agency.
- B. It should be noted that the responding personnel are from the closest available agencies to the emergency.

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- C. The Communications Center should phone the department and request the overhead person by job assignment (i.e., one Operations Chief or one Information Officer, etc.)
- D. The overhead team member will respond by separate vehicle with appropriate communications capabilities for use as transportation and assigned duties.

7. The Operational Area Fire and Rescue Coordinator

- A. Is elected consistent with California Governors' Office of Emergency Services Policy relating to selection off local Operational Area Fire and Rescue Coordinators.. The alternates are also elected consisted with this policy. These positions shall be members off the Operations Committee which meets monthly. Operational Area Fire and Rescue Coordinator or alternates shall have a standing seat on the Operations Committee.
- B. In cooperation with the Operations Committee,, the Operational Area Fire and Rescue Coordinator will:
 - I. Ensure that Operational Area Fire and Rescue Dispatch Centers are organized, staffed, and equipped in accordance with the principles enumerated in the "California Fire Service and Rescue Emergency Mutual Aid Plan."
 - II. Submit to the Regional Fire and Rescue Coordinator the names of individuals to serve as the alternates at Operational Area Fire and Rescue Dispatch Centers.
 - III. Aid and encourage the development of uniform fire and rescue operational plans within the area.
 - IV. Aid and encourage the development of county wide fire and rescue communication nets operating on the approved fire frequency for the County. The communication net should tie the communication facilities of the County to the Operational Area Fire and Rescue Dispatch Center and alternate dispatch centers.
 - V. Maintain an up-to-date inventory system on fire and rescue apparatus and personnel within the area for use in dispatching. Compile and forward this information to the respective Regional Fire and Rescue Coordinator annually.

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- VI. Develop a dispatching procedure for all state-owned OES fire apparatus, rescue trucks, and communication vehicles assigned within the area.
 - VII. Provide fire and rescue coordination to the OES operational area disaster preparedness official.
 - VIII. Be responsible to aid and assist local,, region and state officials in planning, requesting, and utilizing mobilization centers as needed for staging strike teams and personnel where appropriate.
 - IX. Will conduct an annual Strike Team Leader and Assistant Strike Team Leader refresher training session
- C. During a "State of War Emergency", the Operational Area Fire and Rescue Coordinator shall report to the Operational Area Emergency Operations Center to serve on the staff of the Monterey County Emergency Services Director/Monterey County Operational Area Director, as assigned. An authorized representative may serve on this staff in place of the Operational Area Fire and Rescue Coordinator, if necessary.
- D. During a "State of Emergency" declared by the Governor, or as may be necessary, the Operational Area Fire and Rescue Coordinator shall report to the Operational Area Emergency Operations Center or such other location as directed by the Regional Fire and Rescue Coordinator. If necessary, an authorized representative may assume this duty. He will serve as staff to the Monterey County Emergency Services Director/Monterey County Operational Area Director, as assigned.
- E. The Operational Area Fire and Rescue Coordinator will be responsible for coordinating all OES and/or local fire and rescue resources within the operational area on major mutual aid operations, in accordance with established plans and:
- I. Will keep the Regional Fire and Rescue Coordinator informed of all operations.
 - II. Upon notification of the need for a non-pre-determined resource(s), determines the resource(s) from that operational area which can provide the most timely assistance, and initiates

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appropriate response thereof. Determines if the most timely assistance is from one adjacent operational area and if so, request assistance from the Operational Area Fire and Rescue Coordinator not to exceed five engine companies or individual resources, and notifies the Regional Fire and Rescue Coordinator of this action. When resources are needed from more than one adjacent area, either for timely response or when the need is beyond operational area capability, the request must be made to Region.

- III. Determines approximate time commitment and justification of resources issued to local agency,, and the length of time it will utilize these resources. Periodically evaluate the justification and commitment to the local agency of these resources, and notify the Region.
 - IV. Will advise the requesting jurisdiction of the origin of resources responding to the request for assistance.
 - V. Will notify and advise the Regional Fire and Rescue Coordinator, in a timely manner, of the need to establish mobilization centers and/or staging areas.
- F. The Operational Area Fire and Rescue Coordinator is not responsible for any direct fire or other emergency operations except those which occur within the jurisdiction of their own department, agency, etc. The local official in whose jurisdiction the emergency exists shall remain in full charge of all fire and rescue resources, staffing, and equipment furnished for mutual aid operations.

8. Procedures to Provide Aid

- A. The responding agency is to provide the resources requested with a minimum of three firefighting personnel, one being an officer, who may be in an acting capacity.
- B. The responding agency must obtain the radio frequency for communications, the location to respond to and the person to contact at the incident.

9. Incident Commander Responsibilities

- A. The local Incident Commander responsible for the jurisdiction in which the emergency occurs will command and utilize their

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- equipment and personnel to the greatest extent possible, before requesting mutual aid.
- B. The Incident Commander will identify the following information:
- I. -Agency Requesting Assistance
 - II. -Type of Incident
 - III. -Name of Incident
 - IV. -Location of Command Post
 - V. -Location of Staging Area, including Thomas Guide Coordinates
 - VI. -Command and Tactical Frequencies
 - VII. -Amount and Type of Resources being Requested.
- C. The local Incident Commander shall request resource needs beyond the mutual aid matrix through County Communications who will contact the Area Fire Coordinator.
- D. The requesting Incident Commander will inform County Communications of other types of equipment desired. Section 8 identifies the type of equipment available. These requests would normally be in single increments.
- E. The Incident Commander will release mutual aid units as soon as practical after the emergency is stabilized.

10. Fees and Charges

- A. No fees or charges will be assessed for mutual aid provided under this plan, except:
- I. Mutual Aid provided to the California Department of Forestry and Fire Protection (CDF) within the San Benito-Monterey Unit shall be reimbursed consistent with the current California Fire Assistance Agreement.
 - II. No agency shall be reimbursed by CDF for any services provided within their own jurisdiction.
- B. The responsible jurisdiction shall provide fuel, oil and food as may be needed to support mutual aid resources at the incident scene or staging area.

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- C. The responsible jurisdiction will not be obligated for the cost of any fuel, oil or food not ordered by itself, unless such obligation is provided for in a written agreement outside the scope of this plan.

11. Incident Command System (ICS)

- A. The Incident Command System is a national plan for uniform management of emergency incidents. While it was designed for control of large emergency incidents utilizing multiagency resources, it is adaptable to smaller incidents within a single jurisdiction.
- B. This system will be the required method of management under this plan.

12. Strike Team and Task Force Identifying System

- A. Strike Teams will be identified using the State OES Resource Designation System. The first Strike Team assigned to an incident will use Strike Team 2175 A (Type I engines) or C (Type III engines). Additional Strike Teams will use the identifiers 2176, 2177, etc.
- B. Task Forces can be identified in two ways. Agency Formed Task Forces and Incident Formed Task Forces.
 - I. Agency formed Task Forces are identified using the name of the agency and a sequential numbering of the Task Forces, i.e., North County Task Force 1.
 - II. Incident formed Task Forces are identified using the name of the incident and a sequential numbering of the Task Forces,, i.e., Laureles Task Force 1.
- C. Task Force identifiers are assigned at the incident by RESTAT (Planning) or the Incident Commander.

13. Strike Team Leader/Force Leader Responsibilities

- A. Strike Team and Task Force Leaders will respond in separate vehicles with the appropriate communications capabilities. A 4X4 vehicle is required for Strike Team Leaders of a Type III Engine Strike Team.

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- B. Strike Team and Task Force Leaders will respond to the designated staging area and report to the Staging Area Manager for assignment or when responding directly to the incident, they will report to the Incident Commander.
- C. The Strike Team Leader will remain with the reassigned or assigned Strike Team resources for supervision until released by the Incident Commander.
- D. The Task Force Leader will normally remain with the assigned resources. The Incident Commander does have the option of reassigning the Task Force Leader based on the incident needs.
- E. Strike Team and Task Force Leaders will use the identifier assigned to their respective team, i.e., Strike Team 2175 A and Laureles Task Force 1.

14. Resource Status Information/CDF Dispatch Levels

- A. It is the responsibility of each agency to notify County Communications of any resource status information which affects such agency's ability to fulfill its individual Mutual Aid Matrix commitments.
- B. If an agency cannot fulfill their Mutual Aid Matrix commitment, they will notify the Communications Center by phone. Re contact when you can fulfill your commitment, again by phone.
- C. Examples of information to be provided: Equipment out of service, staffing levels below department standards, planned maintenance of mutual aid equipment which would affect the ability to respond.
- D. In order to assist local government agencies with planning needs and to provide fire weather behavior conditions, CDF dispatch levels will be announced during fire season.
- E. The CAL FIRE Command Center will notify Fire Comm of any high dispatch level. Fire Comm will then announce this dispatch level on Command 6/Command 7 and Command 5.