

**OPERATIONAL PLAN TO  
AUTOMATIC AID AGREEMENT BETWEEN  
THE CITY OF KENAI FIRE DEPARTMENT AND THE  
KENAI PENINSULA BOROUGH, CENTRAL EMERGENCY SERVICE AREA AND  
NIKISKI FIRE SERVICE AREA**

This Operational Plan between the City of Kenai on behalf of the Kenai Fire Department and the Kenai Peninsula Borough on behalf of the Central Emergency Service Area and Nikiski Fire Service Area supplements the automatic aid agreement between the parties and provides guidance for response to first alarm fire incidences.

The purpose of this operational plan is to outline the procedures for carrying out an automatic aid response between the City of Kenai Fire Department (“KFD”), Central Emergency Service Area (“CES”) and, Nikiski Fire Service Area (NFSA). This plan is a guide for day-to-day operations and may be revised, amended or altered annually by mutual written consent of the City of Kenai and the Kenai Peninsula Borough.

**I. AMOUNT AND TYPE OF ASSISTANCE**

Upon dispatch, each responder will respond to the requesting agency’s fire incident unless requested otherwise.

**City of Kenai and CES:**

KFD will provide a tanker/pumper and two personnel, on a first alarm response to the incident scene.

KFD’s reciprocal response area is defined as: East and West Poppy Lane to the intersection of Kalifornsky Beach Road and the Sterling Highway (Mile 0 Kalifornsky Beach Rd), and from Strawberry Road to Spruce and Frontier Drive and all roads connected thereto.

CES will provide a tanker/pumper and two personnel, on a first alarm response to the incident scene.

CES’s reciprocal response area will be District’s 3 and 4 of KFD’s service area.

**City of Kenai and Nikiski:**

KFD will provide a tanker/pumper and a minimum of two personnel on a first alarm fire response. The response will be to the scene.

KFD’s reciprocal response will be to all of NFSA service area.

NFSA will provide a ladder/pumper and a minimum of two personnel on a first alarm fire response. The response will be to the scene.

NFSA’s reciprocal response will be to District’s 1 and 2 of KFD’s response area.

**II. TRAINING**

Joint training exercises shall be carried out annually under the direction of the Fire Chief's Operation/Training Officers in each department. Class instruction should be available upon request by each department.

**III. COMMUNICATIONS**

- A. RADIO – Pre-programming shall be entered into Station Alerting for Automatic Aid per department and district. The requesting agency dispatch will call the responding agency dispatch center to confirm they are aware Automatic Aid is needed. After initial automatic tone-out, the dispatcher for each agency shall announce on the radio that an Automatic Aid is needed at the address of the structure fire, in District 1, 2, 3, or 4. For the purposes of this plan, District 1 is the Area off of the Kenai Spur Highway (KSH) from the intersection of KSH and Sunset/Borgen Ave. to the intersection of KSH and Spruce St. and all roads connected thereto. District 2 is the Area from the intersection of KSH and Spruce St. to the intersection of KSH and McCollum/Tinker including Bridge Access Rd. to the intersection of Beaver Loop Rd. and all roads connected thereto. District 3 is the Area from mile 3.4 KSH to the intersection of KSH and McCollum/Tinker including Beaver Loop Rd. (BLR) to the midpoint on East side of BLR and all roads connected thereto. District 4's Area includes all of VIP subdivision and Bridge Access Rd. (BAR) from the intersection of Kalifornsky Beach Rd. and BAR to the intersection of BAR and BLR and BLR to the midpoint on the West side of BLR and all roads connected thereto.
- B. The responding agency, after notifying their dispatch center that they are en route, will switch to the requesting agency's dispatch channel, and advise they are en route.
- C. In all cases, the incoming party will communicate with Command unless advised otherwise. Radio traffic will be kept to a minimum. Clear text will be used when possible.

**IV. FIRE INCIDENT REPORTING**

Each agency shall be responsible for reporting the incident in accordance with their department's policy and procedures.

**V. REVISIONS**

The Annual Operations Plan shall be cooperatively developed, reviewed annually, and become part of the Automatic Aid Agreement upon consent of the agencies and execution by the City Manager and Borough Mayor.

**CENTRAL EMERGENCY SERVICE AREA**

**KENAI FIRE DEPARTMENT**

\_\_\_\_\_  
Roy Browning, Chief  
Date: \_\_\_\_\_

\_\_\_\_\_  
Tony Prior, Chief  
Date: \_\_\_\_\_

**NIKISKI FIRE SERVICE AREA**

\_\_\_\_\_  
Bryan Crisp, Chief  
Date: \_\_\_\_\_

**KENAI PENINSULA BOROUGH**

\_\_\_\_\_  
Charlie Pierce, Mayor  
Date: \_\_\_\_\_

**CITY OF KENAI**

\_\_\_\_\_  
Paul Ostrander, City Manager  
Date: \_\_\_\_\_

**CENTRAL EMERGENCY SERVICE AREA**

\_\_\_\_\_  
Ryann S. Kapp, Chair  
Date: \_\_\_\_\_

**NIKISKI FIRE SERVICE AREA**

\_\_\_\_\_  
Mark Cialek, Chair  
Date: \_\_\_\_\_

**APPROVED AS TO FORM**

\_\_\_\_\_  
Patty Burley, KPB Deputy Borough Attorney  
Date: \_\_\_\_\_

**APPROVED AS TO FORM**

\_\_\_\_\_  
Scott Bloom, Kenai City Attorney  
Date: \_\_\_\_\_