

OPERATIONAL PLAN (Exhibit A)

MUTUAL AID AGREEMENT

ANCHOR POINT FIRE & EMERGENCY MEDICAL SERVICE AREA / KACHEMAK EMERGENCY SERVICE AREA

This Operational Plan of the Kenai Peninsula Borough (KPB) between Anchor Point Fire & Emergency Medical Service Area (APFEMSA) and Kachemak Emergency Service Area (KESA) is for mutual aid response, the exchange of emergency services equipment and personnel.

The purpose of this Plan is to outline the procedures for carrying out a mutual aid response between APFEMSA and KESA. This Plan is a guide for day-to-day operations, and may be revised, amended or altered annually by mutual consent of APFEMSA and KESA, with approval by the KPB Mayor, for the purpose of carrying out the original intent of the mutual aid agreement. In addition, this Plan may be cancelled by the Borough on behalf of either entity after a 30-day notice has been given to the other party involved in the Agreement.

I. AMOUNT AND TYPE OF ASSISTANCE

- a. For fire responses APFEMSA will provide a tanker/engine company with a minimum crew of four for response to an incident scene, or as requested by the KESA On-Scene Incident Commander (OIC). The KESA OIC retains the option to direct the responding agency to any other location as needed within the KESA.
- b. An APFEMSA medic unit may be requested within the KESA jurisdiction. The response will be at least a BLS unit with a minimum of two personnel. Upon dispatch, the KESA OIC may alter the manning level of apparatus to best suit the needs of call.
- c. For fire responses KESA will provide a tanker/engine company with a minimum crew of four for response to an incident scene, or as requested by the APFEMSA On-Scene Incident Commander (OIC). The APFEMSA OIC retains the option to direct the responding agency to any other location as needed within the APFEMSA.
- d. A KESA medic unit may be requested within the APFEMSA jurisdiction. The response will be at least a BLS unit with a minimum of two personnel. Upon dispatch, the APFEMSA OIC may alter the manning level of apparatus to best suit the needs of call.
- e. Upon dispatch, the responding agency will respond to the location provided by requesting agency's OIC unless directed to respond to a different location.

- f. Cancellation may occur per the requesting agency OIC as with small, uncomplicated incidents that may be false alarms, out on arrival, out immediately after arrival, no injuries, etc.

II. TRAINING

Joint training exercises shall be carried out annually under the direction of the Chief or the Chief's Operations or Training Officers in each department. Classroom instruction should be available upon request by each department, and should include ICS and unified command exercises.

III. COMMUNICATIONS

- a. RADIO – Dispatch will tone out the Mutual Aid request as instructed by the requesting agency OIC. Mutual Aid will occur as directed by either department for any incident it may be needed. The responding agency, after notifying dispatch that they are en route, will switch to the requesting agency's dispatch channel and advise the OIC they are en route.
- b. The responding agency will communicate with the OIC unless advised otherwise.
- c. Radio traffic will be kept to a minimum.
- d. Clear text will be used at all times.

IV. INCIDENT REPORTING

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

V. REVISIONS

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

ANCHOR POINT FIRE & EMERGENCY
MEDICAL SERVICE AREA

KACHEMAK EMERGENCY SERVICE
AREA

By: _____
Alford Terry, Chief

By: _____
Robert Ciccarella, Chief

Date: _____

Date: _____

ANCHOR POINT FIRE & EMERGENCY
MEDICAL SERVICE AREA BOARD

By: _____
Chair

Date: _____

KACHEMAK EMERGENCY SERVICE
AREA BOARD

By: _____
Chair

Date: _____

KENAI PENINSULA BOROUGH

By: _____
Mayor

Date: _____

ATTEST:

By: _____
Borough Clerk

APPROVED as to Form and Legal
Sufficiency

By: _____
Assistant Borough Attorney