

OPERATIONAL PLAN (Exhibit A)

MUTUAL AID AGREEMENT

THE BEAR CREEK FIRE SERVICE AREA (BCFSA) AND THE SEWARD FIRE DEPARTMENT (SFD)

This Operational Plan of the Kenai Peninsula Borough (KPB) between the Bear Creek Fire Service Area (BCFSA) and the Seward Fire Department (SFD) 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 BCFSA and SFD. This Plan is a guide for day-to-day operations, and may be revised, amended or altered annually by mutual consent of BCFSA and SFD, with approval by the KPB and City Mayors, for the purpose of carrying out the original intent of the mutual aid agreement. In addition, this Plan may be cancelled by either party 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 BCFSA will provide a tanker/engine company with a minimum crew of four for response to an incident scene, or as requested by the SFD On-Scene Incident Commander (OIC). The SFD OIC retains the option to direct the responding agency to any other location as needed within the SFD.
- b. For fire responses SFD will provide a tanker/engine company with a minimum crew of four for response to an incident scene, or as requested by the BCFSA On-Scene Incident Commander (OIC). The BCFSA OIC retains the option to direct the responding agency to any other location as needed within the BCFSA.
- c. Upon dispatch, the responding agency will respond to the location provided by requesting agency's OIC unless directed to respond to a different location.
- d. 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.

BEAR CREEK FIRE SERVICE AREA

SEWARD FIRE DEPARTMENT

By: _____
Connie Bacon, Chief

By: _____
Ed Athey, Chief

Date: _____

Date: _____

BEAR CREEK FIRE SERVICE AREA BOARD

By: _____
Chair

Date: _____

KENAI PENINSULA BOROUGH

CITY OF SEWARD

By: _____
Mike Navarre, Mayor

By: _____
Jim Hunt, City Manager

Date: _____

Date: _____

ATTEST:

APPROVED as to Form and Legal
Sufficiency

By: _____
Johni Blankenship
Borough Clerk

By: _____
Amy Fenske
Assistant Borough Attorney