

## **OPERATIONAL PLAN**

### **ATTACHMENT TO AUTOMATIC AID AGREEMENT**

#### **ANCHOR POINT FIRE & EMERGENCY MEDICAL SERVICE AREA / HOMER VOLUNTEER FIRE DEPARTMENT**

This Operational Plan (Plan) between Kenai Peninsula Borough on behalf of Anchor Point Fire & Emergency Medical Service Area (APFEMSA) and Homer Volunteer Fire Department (HVFD) is for automatic aid response of fire apparatus and personnel.

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

#### **I. AUTOMATIC AID RESPONSE AREAS AND AMOUNT AND TYPE OF ASSISTANCE**

- a. APFEMSA will automatically respond to the city limits of Homer, and will provide a tanker/pumper and four personnel on a first alarm response. Unless re-directed by the On-Scene Incident Commander (OIC), the response will be to the fire scene. If the tanker/pumper responding can only safely carry two personnel, the additional responders will accompany the tanker/pumper in a utility vehicle or other vehicle suitable for emergency response.
- b. HVFD will automatically respond to the Anchor Point Fire and Emergency Medical Service Area, and will provide a tanker/pumper and four personnel on a first alarm response. Unless re-directed by the On-Scene Incident Commander, the response will be to the fire scene. If the tanker/pumper responding can only safely carry two personnel, the additional responders will accompany the tanker/pumper in a utility vehicle or other vehicle suitable for emergency response.
- c. Cancellation may occur in small, uncomplicated incidents that may be false alarms, out on arrival, out immediately after arrival, etc.

**II. TRAINING**

Joint training exercises shall be carried out at least 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 shall announce by radio that Automatic Aid is needed. This will occur without direction by either department for fire incidents. 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. FIRE INCIDENT REPORTING**

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

**V. REVISIONS**

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

ANCHOR POINT FIRE & EMERGENCY  
MEDICAL SERVICE AREA

HOMER VOLUNTEER FIRE  
DEPARTMENT

By: \_\_\_\_\_  
Jon Marsh, Acting Chief  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Kirko, Chief  
Date: \_\_\_\_\_

ANCHOR POINT FIRE & EMERGENCY  
MEDICAL SERVICE AREA BOARD

CITY OF HOMER

By: \_\_\_\_\_  
Robert Craig, Chair  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Katie Koester, City Manager  
Date: \_\_\_\_\_

KENAI PENINSULA BOROUGH

By: \_\_\_\_\_

Charlie Pierce, Mayor

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

ATTEST:

APPROVED as to Form and Legal  
Sufficiency

By: \_\_\_\_\_

Johni Blankenship, Borough Clerk

By: \_\_\_\_\_

Patty Burley, Deputy Borough Attorney