

OPERATIONAL PLAN (Exhibit A)
MUTUAL AID AGREEMENT
BETWEEN THE WESTERN EMERGENCY SERVICE AREA AND THE KACHEMAK
EMERGENCY SERVICE AREA

This Operational Plan (Plan) between Kenai Peninsula Borough on behalf of the Western Emergency Service Area (WESA) and the Kachemak Emergency Service Area (KESA) is for mutual aid response (the "Plan") and the temporary 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 WESA and KESA. This Plan is a guide for day-to-day operations, and may be revised, amended or altered by written consent of the parties, with concurrence by the KPB Mayor. Major revisions require concurrence by the KPB Assembly. In addition, this Plan may be terminated by either party upon termination of the Mutual Aid Agreement.

I. AMOUNT AND TYPE OF ASSISTANCE

- a. For fire responses, WESA will provide a tanker/engine company with a minimum crew of four (4) 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 department to any other location as needed within the KESA jurisdiction.
- b. A WESA medic unit may be requested within the KESA jurisdiction. The response will be at least a BLS unit with a minimum of two (2) 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 (4) for response to an incident scene, or as requested by the WESA OIC. The WESA OIC retains the option to direct the responding department to any other location as needed within the WESA jurisdiction.

- d. A KESA medic unit may be requested within the WESA jurisdiction. The response will be at least a BLS unit with a minimum of two (2) personnel. Upon dispatch, the WESA OIC may alter the manning level of apparatus to best suit the needs of call.
- e. Upon dispatch, the responding department will respond to the location provided by requesting department's OIC unless directed to respond to a different location.
- f. Cancellation may occur per the requesting department's 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 at least annually under the direction of the Fire Chiefs or their Operations or Training Officers. 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 department's OIC. Mutual Aid will occur as directed by either department for any incident it may be needed. The responding department, after notifying dispatch that they are en route, will switch to the requesting department's dispatch channel and advise the OIC they are en route.
- b. The responding department 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 department shall be responsible for reporting the incident in accordance with their department policy and procedures, including Borough policy and procedures.

V. REVISIONS

The Annual Operations Plan shall be cooperatively developed, reviewed regularly and shall become part of the Mutual Aid Agreement.

**WESTERN EMERGENCY SERVICE
AREA (WESA)**

Jon Marsh, Fire Chief

Date: _____

**KACHEMAK EMERGENCY SERVICE
AREA (KESA)**

Bob Cicciarella, Fire Chief

Date: _____

**WESTERN EMERGENCY SERVICE
AREA BOARD**

Dawson Slaughter, Chair

Date: _____

**KACHEMAK EMERGENCY SERVICE
AREA BOARD**

Matthew Schneyer, Chair

Date: _____

KENAI PENINSULA BOROUGH

Charlie Pierce, Mayor

Date: _____

ATTEST:

Johni Blankenship, Borough Clerk

**APPROVED as to form and legal
sufficiency**

Patty Burley, Deputy Borough Attorney