

GENESEE COUNTY



FIRE/EMS MUTUAL AID PLAN

Adopted by the Genesee County Legislature: 3/28/2012

Updated: 10/14/2011

GENESEE COUNTY



FIRE MUTUAL AID PLAN

Adopted by the Genesee County Legislature
Updated: 10/14/2011

REVISED

GENESEE COUNTY MUTUAL AID PLAN

RECOMMENDED FOR ADOPTION BY THE GENESEE COUNTY FIRE ADVISORY BOARD

Date February 16, 2012

SUBMITTED BY THE GENESEE COUNTY FIRE COORDINATOR

Date March 19, 2012

ADOPTED BY THE GENESEE COUNTY LEGISLATURE

Date March 28, 2012

**ADMITTED TO THE NEW YORK STATE FIRE MOBILIZATION AND MUTUAL AID PLAN BY
THE STATE DIVISION OF FIRE PREVENTION AND CONTROL**

Date _____

TABLE OF CONTENTS

OBJECTIVES	1
DEFINITION OF MUTUAL AID.....	1
COUNTY MUTUAL AID PLAN	1
AMENDMENTS	1
ANNUAL REVIEW	1
PARTICIPATION	2
WITHDRAWAL FROM THE PLAN	5
LIABILITY DURING MUTUAL AID SERVICES	5
FIRE ADVISORY BOARD	5
DUTIES OF THE FIRE COORDINATOR.....	8
DUTIES OF DEPUTY FIRE COORDINATOR.....	9
LINE OF AUTHORITY.....	10
STATUS OF LOCAL FIRE DEPARTMENT	11
MUTUAL AID RULES AND REGULATIONS	12
COMMUNICATIONS	13
INVENTORY	14
EMERGENCY OR ALTERNATE COUNTY FIRE CONTROL CENTERS	15
PARTICIPATION IN THE STATE FIRE MOBILIZATION AND MUTUAL AID PLAN.....	15
TRAINING	15
GENESEE COUNTY FIRE TRAINING CENTER GROUND RULES.....	15
GENESEE COUNTY MUTUAL AID FIRE ADVISORY BOARD BY-LAWS	17

Section 1
OBJECTIVES

I) DEFINITION OF MUTUAL AID

Mutual aid is organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and physical facilities of all participating fire departments, regardless of type or size, are utilized for fire or other emergencies in which the services of fire personnel would be used throughout the County of Genesee and adjacent areas.

II) COUNTY MUTUAL AID PLAN:

A plan established through the cooperative efforts of fire groups, fire personnel of authority within the county and county fire officers, and adopted by the Genesee County Legislature. Individual fire officers and association officers join to create, develop and support this plan. This plan is authorized under Sections 209 and 209j, General Municipal Law, and under Section 225A, County Law. This plan is administered by the County Fire Coordinator.

III) AMENDMENTS

Amendments to this plan may be made periodically and will follow this procedure:

- 1) Prepared by the County Fire Coordinator and the Fire Advisory Board.
- 2) Recommended by the County Fire Advisory Board.
- 3) Submitted by the County Fire Coordinator.
- 4) Adopted by the Genesee County Legislature.
- 5) Submitted for admittance in the New York State Fire Mobilization and Mutual Aid Plan.

IV) ANNUAL REVIEW

Each year this plan shall be reviewed by the County Fire Coordinator and corrections and changes processed. All new amendments shall be approved by the individual fire departments and their governing bodies prior to being presented to the Genesee County Legislature for their approval and adoption.

Section 2
PARTICIPATION

- I) Extent and Limit of Participation by fire departments. All cities, towns, villages and fire districts in Genesee County may fully participate in this plan. These departments are:
- | | |
|--------------|---------------|
| Alabama | East Pembroke |
| Alexander | Elba |
| City Batavia | LeRoy |
| Town Batavia | Oakfield |
| Bergen | Pavilion |
| Bethany | Pembroke |
| Byron | South Byron |
| Corfu | Stafford |
| Darien | Indian Falls |
- II) Extent and Limit of Participation with adjacent counties. Mutual aid is provided to and received from Orleans, Livingston, Niagara, Monroe, Wyoming and Erie through their respective County Fire Control Centers under direction of their County Fire Coordinators or legally appointed deputies. All requests for assistance to Genesee County fire departments will be routed through the Genesee County Emergency Dispatch Center.
- III) Entering and Participating in the Plan. Any duly established fire company or fire department may participate in this plan by filing a copy of a resolution (Enclosure A) adopted by the Fire Company or fire department in the office of the County Fire Coordinator. Such resolution shall state that such Fire Company or fire department elects to participate in the Genesee County Fire Mutual Aid Plan and will comply with the provisions of such plan. The resolution shall state that the fire company or fire department shall recognize a call for assistance from another fire company or fire department through the Genesee County Emergency Dispatch Center.
- IV) There shall also be filed with the County Fire Coordinator, a copy of a resolution (Enclosure B) adopted by the legislative body of each participating City and Village or by the Town Board or other governing board having jurisdiction over the fire department, the Board of Fire Commissioners of each participating fire district or the Town Board of each Town in relation to participating fire companies serving territories outside of Cities, Villages and fire districts or in relation to a town fire department.

If the outside service activities of a participating Fire Company or Fire Department are restricted pursuant to Section 209 of the General Municipal Law, notice of any restriction shall be given promptly to the Genesee County Fire Coordinator.

Any such restriction imposed by the legislative body of a City, Village or Town or by the Board of Fire Commissioners shall take effect in accordance with resolution imposing the restriction.

VILLAGES

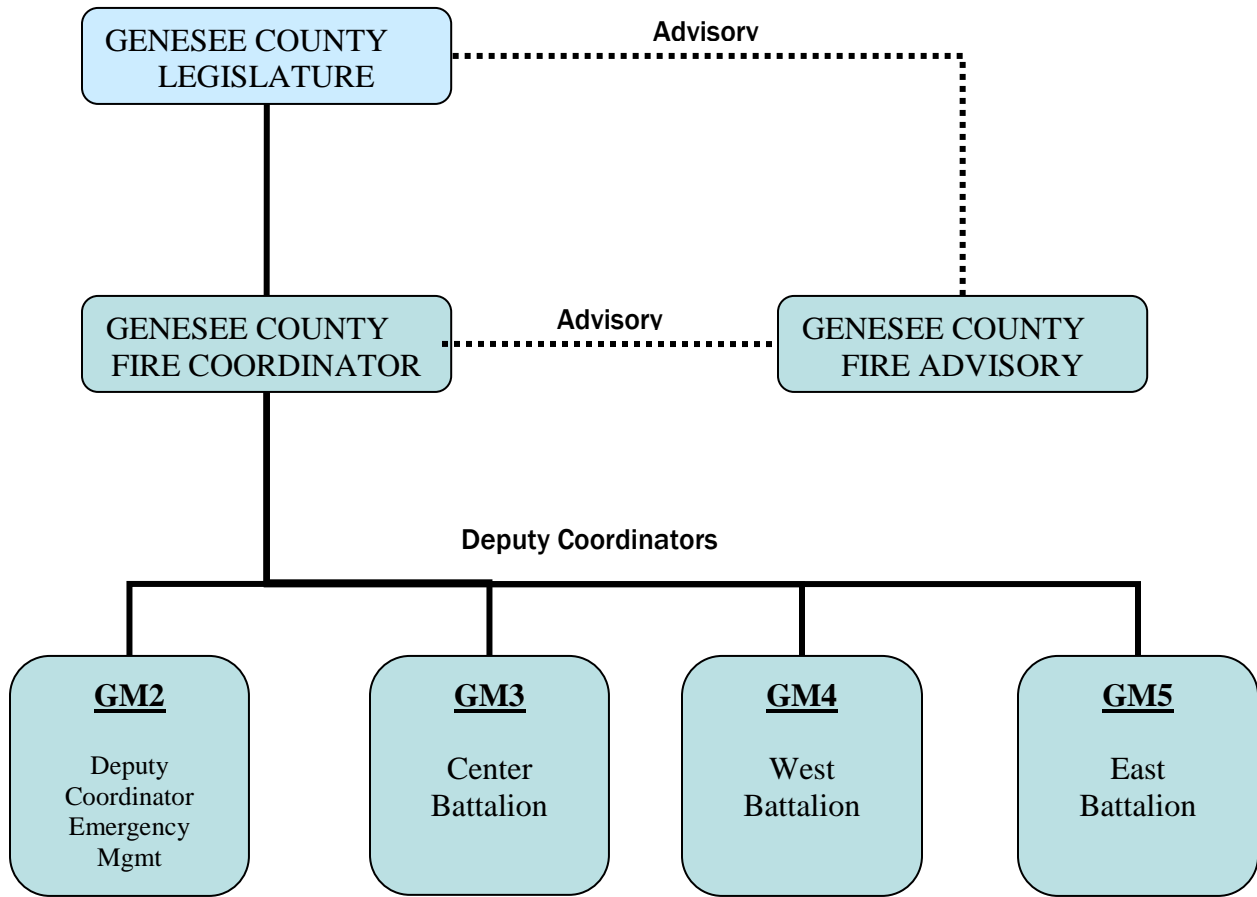
Resolution to be adopted by the Board of Fire Commissioners, if any, if not, by the Village Board (Enclosure B)

FIRE DISTRICTS

Resolution to be adopted by the Board of Fire Commissioners.

TOWNS

Resolution to be adopted by the Town Board of Towns in relation to fire companies serving territory outside Cities, Villages and fire districts, or in relation to Town fire departments. Such fire companies are those which have their headquarters outside cities, villages and fire districts or are located in fire protection or fire alarm districts.



Section 3
WITHDRAWAL FROM THE PLAN

- I Any fire company or fire department may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective thirty (30) days after filing of such notice with the Genesee County Fire Coordinator.
- II Any fire company or fire department withdrawing from this plan upon the effective date, shall surrender and return to the Genesee County Fire Coordinator all county owned radio equipment. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 of the General Municipal Law.
- III Withdrawal from this plan will result in the suspension of mutual aid pursuant to this plan to the Fire Company or fire department taking such action. All radio identifiers and call signs issued to such Fire Company or fire department are canceled on the effective date of withdrawal.
- IV Any fire company or fire department withdrawing from this plan shall not be allowed the use of any radio frequency licensed by the County of Genesee.

Section 4
LIABILITY DURING MUTUAL AID SERVICES

- I Pursuant to General Municipal Law Section 209 (2) the municipal entity in control of the fire department receiving mutual aid (city, town, village, fire district) is liable for any loss or damage to equipment or apparatus from any responding fire department.
- II The host municipality is also liable for any expense incurred in the operation of the apparatus or other equipment in answering a call for assistance from outside territory; and the cost of any materials used in connection with such call.
- III The host municipality is not required to reimburse the state for state-owned equipment, apparatus, materials or supplies (General Municipal Law Section 209-g(1)).

Section 5
FIRE ADVISORY BOARD

- I COUNTY LAW #225A (2)
A County Fire Advisory Board shall consist of not less than five nor more than twenty-one members, each of whom shall be appointed by the Genesee County Legislature for a term of not to exceed one year, two years or three years. Such terms of office need not be the same for all members. It shall be the duty of such board to cooperate with the Office of Fire Prevention and Control in effectuating the purposes for which the Office was established in relation to such programs for fire training and mutual aid; to act as an advisory body to the Genesee County

Legislature and to the County Fire Coordinator, if any, in connection with the participation in such programs for fire training and mutual aid and in connection with the county establishment and maintenance of a County fire training school and mutual aid programs in cases of fire and other emergencies in which the services of fire personnel would be used; to perform such duties as the Genesee County Legislature may prescribe in relation to fire training and mutual aid would be used. The members of such board shall be

A. Under authority of the Laws of the State of New York, the Genesee County Board of Supervisors, by resolution dated March 13, 1952, established a board known as the “Genesee County Fire Advisory Board.”

B. The objective of the Board being as follows:

1. Advise the Genesee County Legislature and the Genesee County Fire Coordinator in matters pertaining to the fire service and public safety in the County of Genesee
2. Promote more efficient fire and emergency service within the County of Genesee through means of mutual assistance agreements, training, communications, fire prevention and fire extinguishment

C. Successful operations of the Fire Advisory Board, in executing its objectives, require certain rules and regulations, which are hereby stated and as adopted by the Genesee County Legislature.

1. Membership:

- a. The Board shall consist of not less than five (5) nor more than twenty-one (21) members appointed by the Genesee County Legislature.
- b. Members so appointed shall be County officers serving without compensation and shall be appointed for the term of one (1) year, beginning January 1 and ending December 31 of each year.
- c. Members appointed to the Genesee County Fire Advisory Board should be representative of the fire service throughout the County of Genesee, namely:

Alabama Fire Dept.One (1) member
Alexander Fire Dept.One (1) member
City of Batavia Fire Dept.One (1) member
Town of Batavia Fire Dept.One (1) member
Bergen Fire Dept.One (1) member
Bethany Fire Dept.One (1) member
Byron Fire Dept.	.	.	.	One (1) member
Corfu Fire Dept.One (1) member
Darien Fire Dept.One (1) member
East Pembroke Fire Dept.One (1) member
Elba Fire Dept.One (1) member
LeRoy Fire Dept.One (1) member
Oakfield Fire Dept.One (1) member
Pavilion Fire Dept.One (1) member
Pembroke Fire Dept.One (1) member
South Byron Fire Dept.One (1) member

- | | | |
|----------------------------------|-------|-----------------|
| Stafford Fire Dept. | . . . | .One (1) member |
| Indian Falls Fire Dept. | . . . | .One (1) member |
| Chairman of the Board | . . . | .One (1) member |
| Vice Chairman of the Board | . . . | One (1) member |
| Secretary/Treasurer of the Board | . . . | .One (1) member |
- d. Appointees should, wherever possible, be active members of a fire department.
 - e. The County Coordinator and the Deputy County Fire Coordinators shall be appointed non-voting ex-officio members of the Board.
 - f. The Genesee County Legislature may appoint a non-voting ex-officio member.

2. Meetings:

- a. Regular meetings of the Fire Advisory Board shall be held on the third Thursday of February, April, June, August October and December at 7:30 pm. On the third Thursday of the months of January, March, May, July, September and November each battalion shall conduct a battalion meeting at an announced location and time. Battalion meetings will be facilitated by Battalion Coordinators assigned by the Fire Coordinator. (Note: Battalion meetings are not official meetings of the Fire Advisory Board.)
- b. The December meeting shall be designated as the annual and organizational meeting for the election of officers.
- c. Special meetings shall be called when deemed necessary by the Chairman, or upon the request by means of written communications of five (5) or more members.
- d. At all meetings, a majority of members of this Board shall constitute a quorum for the transaction of official business of the Board.

3. Officers:

- a. Each year, at the annual meeting, the Board shall elect a Chairman, Vice Chairman, and Secretary/Treasurer.

4. Duties of Officers:

- a. Chairperson:
The Chairperson shall preside over all meetings of the Board. S/he shall appoint such committees as are necessary and with the approval of the Board. S/he shall be an ex-officio member of all Committees.
- b. Vice Chairperson:
The Vice Chairperson shall assist the Chairperson in the discharge of his/her duties and perform all duties of the Chairperson in his/her absence or disability.
- c. Secretary/Treasurer:
The Secretary/Treasurer shall maintain a record of all proceedings of the Board. S/he shall send notices of meetings to all members of the Fire Advisory Board, the Fire Coordinator, Deputy Fire Coordinators and the Field Representative of the State Office of Fire Prevention and Control and shall maintain a record of attendance at all meetings. S/he shall furnish the Genesee County Legislators each year no later than April 15th, a list of the members and officers of the Mutual Aid Fire Advisory Board. S/he shall request that the Genesee County Legislators approve this list and so notify him/her in writing. S/he shall furnish the Office of Fire Prevention and Control a list of members.

5. Committees:

a. It shall be the duty of the members of the Fire Advisory Board to:

- (1) Attend all meetings of the Board or be duly excused from the same.
- (2) Receive and consider all proper matters relating to the fire and emergency service in the County of Genesee and their recommendation to the Genesee County Legislature or the County Fire Coordinator.
- (3) Promote more efficient fire and emergency service in the County of Genesee through education and training of all concerned.
- (4) Assist or advise the Fire Coordinator in the discharge of his/her duties for the promotion and welfare of the Mutual Aid Plan.
- (5) Cooperate with the New York State Office of Fire Prevention and Control in relation to programs for arson control, fire prevention, fire training and mutual aid

Section 6

DUTIES OF THE FIRE COORDINATOR

I COUNTY LAW Section #225A (3) and COUNTY LAW 150 a(2)

“It shall be his duty to administer the county programs for the fire training and mutual aid in cases of fire and other emergencies in which the services of firemen would be used; to act as a liaison officer between the Genesee County Legislature and the County Fire Advisory Board and the firefighting forces in the county and the officers and governing boards or bodies thereof; and to perform such other duties as the Genesee County Legislature shall prescribe. The county fire coordinator shall be a county officer and the amount of his compensation, if any, shall be fixed by the Genesee County Legislature.”

- A. Supervise the State Fire Training Program, the State Graduate Fire Training Program and any and all training programs developed by the State or by his/her office throughout the county.
- B. Selects and establishes locations for courses.
- C. Publicizes courses with area fire departments and encourages enrollment.
- D. Supervises this County Fire Mutual Aid Plan and is responsible for the efficient operation of the plan for intra and inter county purposes at fires or where the services of firefighters are used.
- E. Supervises the Genesee County Fire Radio System under the authorization of the Federal Communications Commission.
- F. Acts as liaison officer between the Fire Service of Genesee County and the State Office of Fire Prevention and Control.
- G. May appoint and remove the Deputy County Fire coordinators in accordance with Section 401 of the County Law.

- H. Supervise instruction by the State and County Fire instructors.
- I. Maintains records indicating manpower in the county including the type and extent of training in each department.
- J. Establish inventory and send changes to Office of Fire Prevention and Control
- K. State and County radio identifiers can only be issued by Fire Coordinator.
- L. Serve as Regional Fire Administrator when State Fire Mobilization and Mutual Aid Plan has been activated, and as such:
 - 1. Dispatch manpower and equipment
 - 2. Coordinate response and assignment of manpower and equipment such as being under command of Fire Chief requesting assistance

When acting as Regional Fire Administrator, submit a written report within five (5) days to Office of Fire Prevention and Control, setting forth;

- a. Times, dates, messages and orders involved in alerting or dispatching mutual aid
- b. Evaluation, including recommendations, of entire incident.

(Regional Fire Administrator: A State officer appointed by the Director of the Division of Fire Prevention and Control to function when the State Fire Mobilization and Mutual Aid Plan is activated.)

Section 7 DUTIES OF DEPUTY FIRE COORDINATOR

- I Deputy Coordinator of Emergency Management Services (GM-2)
 - A. Assumes responsibility for emergency management services in the absence of the Coordinator.
 - B. Assists in planning, organizing and implementing the County's Emergency Management Program.
 - C. Assists with the coordination of emergency management services during time of disaster emergencies
 - D. Assists the Coordinator with the preparation and transmittal of required operating plans, reports and correspondence necessary to carry out the implementation and continuance of the emergency management services program.
 - E. Coordinates with police and fire agencies while conducting investigations into the cause and origin of fires.

- F. Prepares reports on emergency management activities and fire investigations.
- G. Monitors reports from various emergency services organizations such as police and fire departments, first aid squads, ambulance companies, etc.
- H. Assists in the promotion of public relations activities relating to emergency management programs, arson investigations and fire prevention.
- I. Does other duties as required.

II Deputy Fire Coordinator GM 3 (Center Battalion), GM4 (West Battalion), GM5 (East Battalion)

- A. Assumes the duties of the Coordinator or Deputy Coordinator in the absence of either/or at a fire or other incidents requiring the services of firefighters.
- B. Acts as advisor to the Fire Chief or Officer-in-Charge when responding to fires or other emergencies..
- C. Assists the Fire Chief or Officer-in Charge at a fire or emergency scene by securing additional equipment as needed, ascertain if stand-by equipment is needed, and acts as liaison officer to outside agencies while at the fire scene.
- D. Assists in the investigation of fires to determine cause and origin.
- E. Assists in preparing reports on fire investigations and maintains records of investigations.
- F. May determine the need for firefighting and fire prevention courses, and assist with the development of new courses.
- G. Assists with logistics of training courses in such areas as location of courses and publicity.
- H. Maintains an inventory of all fire-fighting equipment and apparatus within the county.
- I. Informs the Coordinator of special functions, problems, or complaints of the fire departments.
- J. Attends Mutual-aid meetings and facilitates Battalion meetings. Also may present reports as needed.
- K. Does other duties as required.

Section 8
LINE OF AUTHORITY

- I Absence of the County Fire Coordinator - The County Fire Coordinator shall file in the office of the County Clerk and the Clerk of the Genesee County Legislature, the order in which Deputy County Fire Coordinators are to possess the powers and perform the duties of County Fire Coordinator during his/her absence or inability to act, pursuant to Section 401 of the County Law.
- II Vacancy in position of County Fire Coordinator - The Genesee County Legislature shall designate the Deputy County Fire Coordinator who shall possess the powers and perform the duties of County Fire Coordinator until a successor is appointed by the Genesee County Legislature and has qualified, pursuant to Section 401 of the County Law.

Section 9
STATUS OF LOCAL FIRE DEPARTMENT

- I Maintenance of Autonomy: Each fire department participating in the plan shall retain its internal command and individuality.
- II Authority of “Requesting” fire chief or officer in charge.
 - A. A “requesting” fire chief or officer in charge is one who requests mutual aid for his/her department in accordance with this plan.
 - B. The line of “command” at a fire or other emergency in which the services of fire personnel would be used for firefighters and officers entering the area under Mutual Aid remains with the fire department requesting the mutual aid.
 - C. The fire officer in command will work with chiefs, senior officers and company officers of the departments providing mutual aid. The fire personnel in the assisting departments will be supervised by their own Officers who are, in turn, commanded by officers of the department requesting mutual aid.
 - D. The chief requesting mutual aid will establish a command post that will be operated by himself or any officer he may designate to avoid confusion in communications and the dispatching of equipment.
 - E. When summoned for service under the Mutual Aid Plan, officers in charge of companies shall report to and be guided by the officer in command of the area affected and while at the fire, they shall direct their respective companies accordingly.
 - F. In accordance with Section 204-d of the General Municipal Law, the fire chief in addition to other duties assigned to him by law, shall to the extent reasonably possible determine or cause to be determined the cause of each fire the department has been called to suppress. He shall file with the Office of Fire Prevention and Control a report containing such determination and any additional information required by such office regarding the fire or explosion.
 - G. Company officers shall keep a complete record of mutual aid fire activities.

H. When in need of radio repairs or IT support, a company officer shall submit Radio/Information Technology Support request in accordance with the Genesee County Emergency Dispatch Standard Operating Guidelines.

Section 10
MUTUAL AID RULES AND REGULATIONS

1. Under the Genesee County Mutual Aid Plan, any call for assistance from a fire department or fire official affiliated with this plan, which involves the movement of fire equipment or personnel connected directly or indirectly with such call, shall be considered a call for service for those companies specifically summoned in accordance with this agreement.
2. County fire companies will respond to requests for assistance when ordered by the Chief of the department or his/her alternates or when requested by the County Coordinator or his/her deputies.
3. When on a mutual aid call, fire companies shall respond with necessary equipment to perform the assignment. Companies shall inform the Emergency Dispatch Center when responding and when the assignment has been completed, and when the company is back and ready for service.
4. A city to County response must come from the Chief or his/her alternate to the Emergency Dispatch Center specifying what type of equipment is needed.
5. Areas left unprotected shall be covered by adjacent fire companies, supplemented by City companies, if necessary. Companies covering shall respond with a rated piece of equipment.
6. All companies responding to calls must provide an initial radio report describing the location and type of fire or incident, extent of the emergency conditions and if assistance is needed, specify the quantity and type of resources needed.
7. A company requesting a fill-in shall designate one fire person to remain at its fire hall to assist the company coming in to cover.
8. If a company received a call that is outside its area, it may answer the call if within reasonable distance to the fire, and then request the Emergency Dispatch Center to dispatch the company that protects the area.
9. All companies responding to mutual aid calls for fill-in assignments, will observe all speed and traffic regulations (non-emergency mode) when traveling to and from assigned locations ..
10. Personnel in charge of equipment being sent to cover, will notify the Emergency Dispatch Center upon arrival, and when it has returned to service.
11. In the absence of local authority, the officer in charge of the first company arriving shall assume command until relieved by a local officer.

12. All departments shall submit a monthly Basic Field Incident Report of every alarm or request for assistance involving fire personnel or equipment they responded to during that month. The report shall be submitted to the Office of Fire Prevention and Control through any acceptable method.
13. There shall be no testing of radios or monitors between the hours of 10:00 pm and 8:00 am except in the event of an emergency.

Section 11 COMMUNICATIONS

1. Genesee County owns and maintains licensing of the 800 MHz fire radio system for the fire service in and around Genesee County.
2. The Emergency Dispatch Center is operated by the Genesee County Sheriff's Department under the authority of the Genesee County Legislature and is responsible for the integrity, development and maintenance of the fire communications system.
3. The Genesee County Emergency Dispatch Center is located at 165 Park Road, Batavia, New York and the alternate/backup site is located at 14 West main Street, Batavia, New York.
4. Genesee County reserves the right to determine authorized users of the 800 MHz radio system and remove any radio equipment from users that violate Federal Communications Commission and/or Genesee County rules and regulations regarding said system.
5. In accordance with County Law Section 225-a(3), fire service communications falls under the administrative responsibility of the Genesee County Fire Coordinator. Complaints concerning the Emergency Dispatch Center or other feedback shall be submitted to the Genesee County Fire Coordinator via the Genesee County Communications Feedback Report. Complaints resolution will be processed in accordance with Genesee County Emergency Dispatch Standard Operating Guidelines. No fire radio may operate on the fire frequency as part of the County fire network unless specifically authorized by the County Fire Coordinator and in accordance with regulations of the Federal Communication s Commission.
6. Dispatching will be done by accredited dispatchers.
7. On any incident of unusual nature or required mutual aid assistance, the Fire Coordinator's office shall be notified.
8. All Deputy Fire Coordinators are authorized to assist as necessary in the Emergency Dispatch Center.
9. Radio communications with County Fire Control Centers throughout New York State by using Inter-county frequency 45:88 MHz.
10. Telephone communications with County Fire Coordinators of adjacent counties shall be listed. Such

listing shall be posted at the County Fire Control Center and all alternate County Fire Control Centers.

11. Radio log and repair record sheets: The County Fire Coordinator shall have or arrange to have prepared a suitable radio log meeting minimum standards of the Federal Communications Commission and the New York State Division of Fire Prevention and Control as described in the Guide to Fire Mobilization and Mutual Aid Plans in the State of New York (PP 90-91). Such log is to be utilized at the county Fire Control Center and all alternate County Fire Control Centers.
12. Upon application to the County Fire Coordinator and upon issuance of a Mobile radio Identifier, a fire department may install and operate a mobile unit on the fire frequency. If the identifier is canceled, the mobile unit cannot be used for transmissions. Operation without identifier authorized by the licensee is a violation of The Rules of the Federal Communications Commission
13. All mobile and portable units will have mandatory and optional talkgroups as assigned by the license holder.
14. The Fire Coordinator will determine to what extent the use of mobile and portable radio units will be approved. Mobile units and portable units will be approved for use in motor vehicles of elected or appointed fire officers, Fire Coordinator and Deputy Fire Coordinators unless changed on a county-wide basis by the Fire Coordinator. If repeated violations of the radio use policy are noted, equipment may be ordered removed from service by the Fire Coordinator.
15. Approval of the Fire Coordinator is required on all requests for units to transmit on our frequencies by departments outside Genesee County.
16. The training program in the fire service includes radio procedure techniques and it is required that operators utilize proper procedures at all times and keep transmissions to a minimum.
17. Radio repairs will be handled in accordance with the Genesee County Emergency Dispatch Standard Operating Guidelines.
18. The purpose and intent of fire radio communications is for emergencies involving fire departments in our county. Our communication system should not be utilized on matters that can be determined by FCC monitors to be in violation of our license. Landline or cellular phone service should be the preferred method of contact not involving definite firematic problems or emergencies.

Section 12 INVENTORY

1. Each fire department participating in this plan shall maintain an inventory of apparatus and equipment. Deputy (Battalion) Coordinators will assist fire chiefs in entering this information in

the Office of Fire Prevention and Control Fire Resource Inventory System (FRIS).

Section 13
EMERGENCY OR ALTERNATE COUNTY FIRE CONTROL CENTERS

1. In the event the Emergency Dispatch Center is unable to continue operation due to mechanical failure or natural or man-made emergency situation, the alternate Emergency Dispatch Center located at 14 West Main Street, Batavia, NY shall be activated immediately. This shall be done in accordance with the Genesee County Emergency Dispatch Standard Operating Guidelines..

Section 14
PARTICIPATION IN THE STATE FIRE MOBILIZATION AND MUTUAL AID PLAN

1. Procedure to obtain activation of plan: The County Fire Coordinator or a Deputy in the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance from the counties of Niagara, Orleans, Wyoming, Monroe, Livingston and Erie, may call the New York State Division of Fire Prevention and Control to obtain activation of the State Fire and mobilization and Mutual Aid Plan.
2. Authority and responsibility of the Regional Fire Administrator: The authority and responsibility of the Regional Fire Administrator under the activated State Fire Mobilization and Mutual Aid Plan is established by the New York State Division of Fire Prevention and Control.
3. Retirement provision relating to the position of Regional Fire Administrator: Should the county Fire Coordinator be separated from his/her office for any reason, S/he is automatically retired as administrator, if S/he also holds the position of Regional Fire Administrator. The Director of the New York State Division of Fire Prevention and Control is authorized by law to appoint to this position.
4. Prescribed message form for written message: The County Fire Coordinator shall prepare a standard written message form for use by the County Fire Control Center, alternate County Fire Control Centers and Base Stations and Mobile Units in the radio network.
5. County number issued under the state Fire Mobilization and Mutual Aid Plan: The County Fire Coordinator shall utilize County Number 19 assigned to Genesee County by the State Fire Mobilization and Mutual Aid Plan.

Section 15
TRAINING

Type and Extent of Training: The New York State Fire Training curriculum and Fire Training Program are adopted as standard throughout the County of Genesee.

GENESEE COUNTY FIRE TRAINING CENTER GROUND RULES

All departments or other organizations using these facilities for training sessions must adhere to the Genesee County Live Burn Training Facility Standard Operating Guidelines:

1. Schedules shall be kept showing all use of grounds and the building classrooms. The schedules shall be recorded on a calendar located in the main office.
2. Any request for use of the fire training grounds or classrooms must be made in writing in accordance with the Live Burn Training Facility Standard Operating Guidelines. .
3. Accidents and/or injuries occurring on the training grounds must be reported to the instructor in charge as soon as possible. The instructor will immediately notify the Fire Coordinator. It is the responsibility of the fire chief of the injured person to notify and file the appropriate documentation with the Genesee County Workers Compensation.

GENESEE COUNTY FIRE ADVISORY BOARD

CHAIRMAN

GENESEE COUNTY FIRE COORDINATOR

GENESEE COUNTY MUTUAL AID FIRE ADVISORY BOARD BY-LAWS

ARTICLE I

The name of this board shall be the Genesee County Mutual Aid Fire Advisory Board, County of Genesee, and the State of New York. This body shall operate according to Robert's Rules of Order.

ARTICLE II - FUNCTION

The Advisory Board is designed to function as an advisory committee which through the organizational chart of Genesee County Government may provide an effective means of communication relative to concerns of the fire and emergency services of Genesee County. The council is established by law to advise the county Emergency Management Coordinator and County Legislature. Advise does not imply authority. Advise implies constructive suggestions and guidance

ARTICLE III - DUTIES OF THE FIRE ADVISORY BOARD

- A. Cooperate with the New York State Office of Fire Prevention and Control and the New York State Office of Emergency Management Services in effectuating the purposes for which the division was established in relation to programs for fire training and mutual aid.
- B. Act as an advisory body to the County Legislature, various fire departments or companies and the county fire coordinator.
- C. Make provision for the election of:
 1. Chairman
 2. Vice-chairman
 3. Secretary-Treasurer
- D. The Fire Advisory Board makes recommendation to the county Legislature for the appointment of the Emergency Management Coordinator at the annual meeting or at any other time a vacancy exists.
- E. Consider problems or suggestions that may be presented by any group or individual operating under this plan.
- F. To develop and adopt necessary rules and regulations for the operation of the Genesee County Mutual Aid Fire and Emergency Response Plan for Genesee County. (Subject to the approval of the County Legislature and adopted by the State Bureau of Fire Mobilization and Control).
- G. To foster and develop programs promoting mutual understanding, harmony and enthusiasm in activities. Make provisions for public relations activities to inform the general public of the mutual aid fire system in Genesee County.

ARTICLE IV - MEMBERSHIP

The Fire Advisory Board shall consist of not less than five (5) and not more than twenty-one (21) members. Each fire department in Genesee County shall submit to the Fire Advisory Board, the name of their delegate along with an alternate's name. The delegate represents one (1) vote per organization. However, in the event the delegate is absent, the alternate may cast one (1) vote representing the same

organization.

ARTICLE V - MEMBERS

- A. The term of office of the members of this advisory board shall be for one term (year), to run from January 1st through December 31st. All members are required to take the Oath of Office to be administered by the County Clerk or the Clerk of the County Legislature of Genesee County at the January meeting.
- B. Officers elected must be (or have been) members of the Advisory Board.
- C. Members of this Board are as follows: Chairman, Vice-chairman, Secretary-Treasurer along with a delegate and alternate from each of the following departments:

Alabama	Alexander	City of Batavia	Town of Batavia
Bergen	Bethany	Byron	Corfu
Darien	E. Pembroke	Elba	LeRoy
Oakfield	Pavilion	Pembroke	S. Byron
Stafford	Indian Falls		

ARTICLE VI - TERM OF OFFICERS

The term of board officers; Chairman, Vice-chairman and Secretary/Treasurer, shall be for one (1) year. The term of office to is to run from January 1st through December 31st, a term of office of Chairman not to exceed four (4) years, consecutively. The list of officers and members of this Advisory Board shall be submitted to the County Legislature for its approval at the meeting in January of each year.

ARTICLE VII - MEETINGS

Meetings of this board shall be held monthly on the third (3rd) Thursday of each month, at the Genesee County Fire Training Center, 7690 State Street Road, Batavia, New York, unless adjusted by the board at the previous meeting for some special purpose. The Chairman may call such special meetings as may be necessary for the efficient operation of this advisory board. The annual meeting for election of officers shall be the regular meeting in December of each year. A nominating committee will be appointed in October, make report in November with election in December. All regular meetings of this board will convene at 7:30 pm.

ARTICLE VIII - DUTIES OF OFFICERS

- A. The Chairman shall preside at meetings and shall name and appoint such committees as are authorized by the board. The Chairman shall call such special meetings as may be necessary for the efficient operation of this board.

- B. The Vice-chairman shall preside over and call to order meetings, in the absence of the Chairman. In the absence of the Chairman, the Vice-chairman shall be delegated to perform the same functions as the Chairman.
- C. The Secretary-Treasurer shall record all minutes of all meetings. In conjunction with the duties, the Secretary-Treasurer will also advise members of monthly correspondence which is received pertaining to the Fire Advisory Board. The Secretary-Treasurer shall keep and account for any budgetary accounts pertaining to the operation of this board.

Secretary-Treasurer shall furnish the Genesee County Legislature, each year in January, a list of the members and officers of the Mutual Aid Fire Advisory Board. The Secretary-Treasurer shall request that the Genesee County Legislature approve this list and so make notification, in writing, to the Secretary-Treasurer.

- D. The Emergency Management Services Coordinator shall serve as chief fire officer at the county level for the fire service. In conjunction with being chief fire officer, Coordinator shall also serve as Director of Emergency Services for Genesee County and will perform the following duties:
 - 1. Administer the state Fire Training Program, the state Graduate Fire Training Program and any other training programs developed by the state or by the coordinator's office throughout Genesee County.
 - 2. Administer the county Fire Mutual Aid Plan and is responsible for efficient operation of the plan for intra and inter-County purposes at fires or where the services of fire personnel are used.
 - 3. Serves as the representative to the Genesee County Emergency Communication Center which is under the direction of the Genesee County Sheriff's Office and the Federal Communications Commission.
 - 4. Acts as liaison officer between the fire service of Genesee County and the Bureau of Fire Mobilization and Control of the State Division of Safety.
 - 5. May appoint and remove Deputy Fire Coordinators in accordance with Section 401 of County Law, Section 3 of the Public Officer's Law and Civil Service Law.
 - 6. Submit an oral report by appearing before the county Legislature at least once a year pertaining to operation of the Mutual Aid Program in this county along with additional programs and activities associated with the Emergency Management Services Office.
 - 7. Serve as Regional Fire Administrator for Genesee County under Section 209E of the General Municipal Law, appointed by the state of New York.
 - 8. Serves as Director of the Emergency Management Office which is responsible for the overall coordination of local emergency services involving fire, medical personnel and equipment which respond to a variety of calls relative to the public safety of the residents of our County

including property and the environment.

9. Coordinates specialized teams which include the following: HAZ-MAT, TECHNICAL RESCUE and FIRE INVESTIGATION.

10. Serves as Course Administrator for Emergency Medical Services

11. Serves as the Disaster Preparedness/Mitigation Coordinator representing the New York State Emergency Management Office at the local level.

12. Shall take a proactive approach in providing Public Awareness Programs associated with the local Fire and Emergency Medical Service agencies of Genesee County.

13. Serves as representative on Local Emergency Planning Committee.

14. Serves as a delegate to both the local Emergency Medical Council and Big Lakes Regional Emergency Medical Services Council. Also represents Genesee County as an Executive Board member of Big Lakes along with serving as a board member with Western Regional Emergency Medical Services.

A. Deputy Emergency Management Coordinator (GM2) shall be appointed by the county Emergency Management Coordinator under Section 401 of County Law and shall be responsible for the following:

1. Deputy Emergency Management Coordinator shall be responsible for all of the duties described in Section D of the Fire Advisory Board By-Laws.

2. Shall be responsible for Local Emergency Planning pertaining to SARA Title III reporting along with functions associated with the Local Emergency Planning Committee.

B. Deputy County Fire Coordinator (GM3) shall be responsible for the scheduling of all training programs; both State and County.

1. Shall conduct organized meetings/agendas for the instructors to address, department training requests, scheduling of programs, safety issues along with a well-maintained set of training records associated with the function of the office.

2. Supervises the training and operation of the Technical Rescue and Fire Investigation Teams.

3. Acts as advisor to the Fire Chief or designee pertaining to types of mutual aid equipment and manpower available along with other functions associated with the Emergency Management Services Office.

C. Deputy County Fire Coordinator (GM4)

1. Works with local fire departments, school agencies and other organizations in preparing and coordinating fire prevention programs [Public Awareness].

2. Will assist in developing and maintaining a juvenile firesetter program.

3. Acts as advisor to the Fire Chief or designee pertaining to types of mutual aid equipment and manpower available along with other functions associated with the Emergency Management Services Office.

D. Deputy County Fire Coordinator (GM5)

1. Serves as an Emergency Medical Deputy Coordinator to assist the local Fire Chief or Designee in the event additional resources are needed.
2. Maintains the Genesee County Mass Casualty Incident Plan (MCI) making any changes or additions on an annual basis.
3. Serves as a delegate to both the local and Big Lakes Emergency Medical Services Regional Council as a representative from the Emergency Management Services Office.
4. Acts as advisor to the Fire Chief or designee pertaining to types of mutual aid equipment and manpower available along with other functions associated with the Emergency Management Services Office.

ARTICLE IX - BY-LAW CHANGES

These by-laws can be amended at any regular meeting of the assembly, by a two-thirds vote, provided the amendment was submitted in writing at the previous regular meeting. No amendment shall be permitted, without at least equal notice and a two-thirds vote.

ARTICLE X - VACANCY/ REPLACEMENT

In case of resignation, death or any other untimely event that makes it impossible for the Fire Coordinator to fulfill the duties of this position, the Fire Advisory Board shall immediately notify the Genesee County Legislature. In the event the replacement process is required, the Fire Advisory Board, in conjunction with the county Legislature, shall refer to Section 401 of County Law.

ARTICLE XI - ORDERS OF BUSINESS

Roll Call
Minutes of previous meeting
Bills
Reports of Officers
Communications
Reports of Standing committees
Reports of Special committees
Unfinished Business
New Business
Nomination and Election of Officers
Adjournment