

**TOWN OF KENT
TOWN BOARD MEETING
Tuesday, July 18, 2017**

Executive Session – 6:30 p.m.

Discuss the medical, financial, credit or employment history of a particular person or corporation

Workshop – 7:00 p.m.

1. Pledge of Allegiance
2. Highway Department – No Parking Sign request for portion of Waccabuc Road
3. Planning Board –Town Code change regarding surety bonds; release of bonds and review fund TM# 12-1-69
4. Lake Carmel Park District – Request to construct a seasonal floating dock; takedown of dock on Teatown Court
5. Lake Tibet Park District – Appoint Lisa Tekula and Brian Lewis to the board
6. Police Department – Equipment purchases; adding a canine police officer
7. Putnam County application for a Community Development Block Grant
8. Putnam County Fire & EMS Mutual Aid Plan
9. Fireworks thank you
10. Announcements
11. Public Comment

Meeting

1. Roll Call
2. Vote on the following:
 - a) No Parking sign on Waccabuc Road
 - b) Release of bonds and review fund TM# 12-1-69
 - c) Appointment of new members to Lake Tibet Board
 - d) Kent Police Department equipment purchases
 - e) Kent Police Department canine officer
 - f) Putnam County Fire & EMS Mutual Aid Plan
3. Vouchers and claims
4. Correspondence
5. Public comment

Ronald J Rella
Elizabeth J Stine
21 Waccabuc Rd
Lake Carmel, NY 10512

June 7, 2017

Maureen Fleming
Town of Kent

Dear Maureen,

I am writing to you to request a no parking sign for Waccabuc Rd, a Dead End street coming off Worthington Drive West in Lake Carmel. We live at 21 Waccabuc, the last house on the left. The streets in Lake Carmel, especially the dead ends, are extremely narrow and very difficult to pass when any vehicle is parked on them. Our street is virtually 12 feet wide, so when a six foot car parks, leaving some room on the curb side, the car basically ends up in the middle of the road. We have lived here for 30+ years and it has been an ongoing problem for us having to try and drive around vehicles that park in the way. I just had an incident the other day, which was by no means the first time, when a Fed Ex delivery could not get past and had to park and walk the parcel to our location. He actually vocalized his concern to me.

I know this is a concern for emergency vehicles and for plowing in the winter. There have been times when the plow cannot pass and therefore does not come all the way up. I am not requesting a sign to encompass the entire length of Waccabuc, just from Tilly Foster (a side dead end road) up to our house, really only a stretch of 300 feet. We have property on the right, and the Highway Dept is welcome to put the sign there if they choose.

I would appreciate you taking this under consideration. My number is and can be reached most days. Thank you so much for your time, I look forward to hearing from you,

Liz Stine

Subject: RE: No parking on Waccabuc Rd

Date: Thursday, July 13, 2017 at 8:10:01 AM Eastern Daylight Time

From: Rich Othmer

To: Maureen Fleming, Lana Cappelli, Jaime McGlasson, jasmine ramos, Scott Chin, Bill Huestis, Bill Huestis, Nancy Tagliaferro, Nancy Tagliaferro, Paul Denbaum, Paul Denbaum, Alex Divernieri

Category: Department Heads

To All;

I investigated the situation at Waccabuc Road. It is very tight and it would be hard for delivery & emergency vehicles to make their way around cars parked in the street. I have no problem installing a sign as the resident requested from Tilly Foster Court upward. I do need a formal resolution from the Board before I could do so and log it into our master inventory book. The resident does have a 2 car driveway that they can use. However if they have company they will have to park on the road at times & the Police Department should extend these occasional; courtesies for quality of life. I would recommend that you all take a personal look for yourself & invite the two residents to the board meeting so everything is transparent. I will await further instructions from the board.

Maureen the letter is not attached to this e-mail so you might want to forward it to everyone.

Thanks;

Rich Othmer

From: Rich Othmer

Sent: Wednesday, July 12, 2017 10:41 AM

To: Maureen Fleming

Subject: RE: No parking on Waccabuc Rd

Will investigate & send a report to the board.

From: Maureen Fleming

Sent: Wednesday, July 12, 2017 9:41 AM

To: Rich Othmer

Cc: Highway Kent; Liz Stine; jasmine ramos

Subject: FW: No parking on Waccabuc Rd

From: Liz Stine <stinesculpture@yahoo.com>

Reply-To: Liz Stine <stinesculpture@yahoo.com>

Date: Wednesday, July 12, 2017 at 9:30 AM

To: Maureen Fleming <mfleming@townofkentny.gov>

Subject: Fw: No parking on Waccabuc Rd

Liz Stine

Stine Sculpture

stinesculpture@yahoo.com

www.simplydivinebjd.com

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

RESOLUTION #15
2017

Date: July 13, 2017

From: The Kent Planning Board

To: The Kent Town Board
Maureen Fleming, Supervisor. Bill Huestis, Deputy Supervisor
Scott Chin Jaime McGlasson
Paul Denbaum

CC: W. Walters, Building Inspector . J. Ramos – w/Att.
L. Cappelli, Town Clerk. Finance Dept. – w/Att

Re: James Staley Company
5 Bowen Court
Kent, NY 10512
TM: 12-1-69

Resolved: On July 13, 2017 the Town of Kent Planning Board discussed a request from Insite Engineering and Mr. Staley asking that the following bonds be released:


11/03/97 - An Erosion Control Bond (Ck. 62084) in the amount of \$1,050.00
12/01/98 - An Erosion Control Bond (Ck. 62478) in the amount of \$1,400.00

The property has been inspected and it was suggested that the Planning Board ask the Town Board to release these bonds and the review fund, which is \$1,063.10. The motion was made by Stephen Wilhelm and seconded by Gary Lam. The votes were as follows:

Michael McDermott, Chairman	-	<u>Aye</u>
Mr. Dennis Lowes, Vice Chairman	-	<u>Aye</u>
Mr. Gary Lam	-	<u>Aye</u>
Mr. Charles Sisto	-	<u>Aye</u>
Mr. Phillip Tolmach	-	<u>Aye</u>
Mr. Stephen Wilhelm	-	<u>Aye</u>

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on July 13, 2017.

Dated: July 13, 2017


Vera Patterson
Planning Board Secretary



June 13, 2017

Received
mo/date/year

JUN 15 2017

Planning Department
Town of Kent

Town of Kent Planning Board
Kent Town Centre
25 Sybil's Crossing
Kent Lakes, New York 10512

RE: James A. Staley Company
5 Bowen Court
Kent, New York
Tax Map No. 12-1-69

Dear Chairman McDermott and Members of the Board:


All site work and the proposed building addition have been completed in their entirety. It is our understanding that no further site inspections are required by the Planning Board or its consultants and therefore we respectfully request for the Amended Site Plan to be closed and the remaining monies in the client's escrow fund be reimbursed in the amount of \$1,063.10

Should you have any questions or comments regarding this information, please feel free to contact our office.

Very truly yours,

INSITE ENGINEERING, SURVEYING & LANDSCAPE ARCHITECTURE, P.C.

By:


John M. Watson, PE
Senior Principal Engineer

JMW/sjc

Enclosures:

cc: James A. Staley Co.

Insite File No. 15104.100

3 Garrett Place, Carmel, New York 10512 (845) 225-9690 Fax (845) 225-9717
www.insite-eng.com

Z:\E\15104100\Correspondence\Admin\2017\061317kpb.doc

POLICE DEPARTMENT

Town of Kent

40 SYBIL'S CROSSING, CARMEL, NEW YORK 10512

Address All Communications

To: Chief of Police

Alexander W. DiVernieri Jr.

Emergency: (845) 225-4600

Office: (845) 225-5646

Fax: (845) 306-5288

kentpolice@townofkentny.gov

July 14, 2017

Supervisor Maureen Fleming & Kent Town Board
Town of Kent Administrative Offices
25 Sybil's Crossing
Carmel, New York 10512

Dear Supervisor Fleming & Kent Town Board:

The Town of Kent Police Department received a \$10,000.00 grant from Senator Sue Serino's office to purchase various equipment. The following is the equipment the Police Department would like to purchase along with the cost estimates:

- Taser - \$1,048.94
- Desktop Computer - \$1,035.00
- Rifle - \$2,753.92
- Toughbook - \$3,600.00
- Radar Unit - \$1,515.00
- TOTAL - \$9,952.86**

I would respectfully request the Town Board to authorize the purchase of the above equipment at the next Town Board meeting. Once the equipment is received, I will submit the paperwork for 100% reimbursement. I would like to take this opportunity to thank the Board in advance.

Respectfully,


Chief Alexander W. DiVernieri Jr.

Serving Our Community 24 Hours A Day



Division of Criminal Justice Services

MEMORANDUM

TO: Award Recipients

FROM: Michael C. Green
Executive Deputy Commissioner, NYS Division of Criminal Justice Services
(DCJS)

DATE: August 4, 2016

SUBJECT: Legislative Grant via Purchase Order

I am pleased to advise you that the enacted 2016-17 New York State Budget includes an appropriation of funds to support the program noted on the attached Grant Information Sheet.

To streamline grant administration, New York State has begun utilizing a purchase order process for grants of \$10,000 or less, which employs a "Letter of Agreement" (LOA) regarding terms and conditions of the grant. It is expected that this streamlined process will improve grant processing time and reduce some reporting and documentation requirements for grantees. As your grant is less than \$10,000, it will be processed as a purchase order.

The Office of Program Development and Funding (OPDF) has assigned a Criminal Justice Program Representative to assist you with the processing of this grant. For details about your grant, please see the enclosed ***Grant Award Information Sheet***. Should you have any questions, please have a member of your staff contact Jodi Clark at (518) 485-0913 or by email at Jodi.clark@dcjs.ny.gov.

Our staff will work with you to complete an application and it will be submitted on your behalf through the Grants Management System (GMS). Once a budget and work plan have been agreed upon, DCJS will issue a LOA/Purchase Order authorizing the expenditure of money in relation to the grant.

Congratulations on your grant award. DCJS looks forward to working with your organization to administer this grant.

Attachment

POLICE DEPARTMENT

Town of Kent

40 SYBIL'S CROSSING, CARMEL, NEW YORK 10512

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July 14, 2017

Supervisor Maureen Fleming & Kent Town Board
Town of Kent Administrative Offices
25 Sybil's Crossing
Carmel, New York 10512

Dear Supervisor Fleming & Kent Town Board:

The Town of Kent Police Department along with the Town of Carmel Police Department and the Putnam County Sheriff's Department applied for a countywide grant to equip all marked police vehicles with Active Shooter kits that consist of heavy duty ballistic vests, helmets and other protective equipment. Putnam County was awarded \$50,000.00 for the program which would allow us to equip 9 patrol cars. As with other grants, the Town of Kent would have to purchase the equipment first and submit paperwork to the state for the reimbursement.

Attached is the paperwork from DCJS announcing the award. Also attached is the cost estimate for each vehicle to be equipped. The total cost would be \$8,722.80. I respectfully request the Town Board approve the purchase of this equipment at the next Town Board meeting. Once the equipment is received, I will submit the paperwork for the 100% reimbursement. I would like to take this opportunity to thank the Board in advance.

Respectfully,


Chief Alexander W. DiVernieri Jr.

Serving Our Community 24 Hours A Day



**Division of Criminal
Justice Services**

ANDREW M. CUOMO
Governor

MICHAEL C. GREEN
Executive Deputy Commissioner

January 11, 2017

The Honorable Maryellen Odell
Putnam County Executive
40 Gleneida Ave
Carmel, NY 10512

Dear County Executive Odell:

I am pleased to advise you that the NYS Division of Criminal Justice Services (DCJS) has awarded your county a Police Protective Equipment Program (PPEP) total award of \$50,000 for the contract period 1/1/2017 to 12/31/2017. As stipulated in the Request for Applications (RFA), these funds are to be used by your partnership to equip local police agencies with protective equipment and DCJS approved patrol rifles to provide the greatest level of protection and effectiveness in your efforts to combat active shooter incidents, terrorist attacks, and other criminal events.

The attached spreadsheet represents your county's entire budget request for PPEP and the amount of funding approved by DCJS for each individual request. Separate contracts will be developed with each listed participating agency. Participating agencies are expected to use the approved budget amount provided in the "Awarded Budget" column, on the attached, when developing their PPEP contract.

A DCJS Office of Program Development and Funding (OPDF) Program Representative assigned to this project, will contact each participating agency to assist in the development of their contract. Please see the attached *Instruction Sheet* which provides additional important information.

Should you have any questions, please contact Joann Tierney-Daniels with the DCJS Office of Program Development and Funding at (518) 457-8404 or e-mail at Joann.Tierney-Daniels@dcjs.ny.gov.

Very truly yours

Michael C. Green
Executive Deputy Commissioner

MCG:JTD:neb
Attachments (2):

- Contract Instruction Sheet
- 2016-17 Police Protective Equipment Program Awardees

cc: 2016-17 Police Protective Equipment Program Awardees
Joann Tierney-Daniels, DCJS

Putnam County
2016-17 Police Protective Equipment Program (PPEP) Award

Implementing Agency		Award
1	Kent Town Police Department	PP16-1248-D00 \$9,375
2	Putnam County Sheriffs Office	PP16-1249-D00 \$30,208
3	Carmel Town Police Department	PP16-1250-D00 \$10,417
Total:		\$50,000

POLICE DEPARTMENT

Town of Kent

40 SYBIL'S CROSSING, CARMEL, NEW YORK 10512

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July 14, 2017

Supervisor Maureen Fleming & Kent Town Board
Town of Kent Administrative Offices
25 Sybil's Crossing
Carmel, New York 10512

Dear Supervisor Fleming & Kent Town Board:

During the 2017 budget process, the Town of Kent Police Department proposed adding a second canine to the department. The Town Board graciously put the funding in the budget when the 2017 budget was approved. The Police Department is interested in beginning the process of acquiring the canine and is seeking Town Board approval to do so. We have selected Officer Corey Ashe to be the proposed new canine officer.

A canine school is scheduled to begin sometime in September. The process in selecting the right canine is lengthy. We have a Kent resident who is gracious enough to purchase the dog, a cost that is between \$7,000 to \$9,000. We have a vehicle in fleet that is already equipped for a canine. Food for the dog will be provided by a local business. Handler compensation will be the same as the other handler and is currently in the 2017 budget.

Canines are tremendous tools for the police department that are used on a regular basis to locate missing children/persons, locate illicit drugs, locate lost property, and perform other tasks such as building searches and tracking suspects who may have just committed a crime.

Therefor I would respectfully request the Town Board allow the Police Department to move forward with selecting a second canine.

Respectfully,


Chief Alexander W. DiVernieri Jr.

CC: Lt. Owens

Sgt. VanderWoude

P/O Ashe

Serving Our Community 24 Hours A Day

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Ginny Nacerino *Chairwoman*
Joseph Castellano *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Barbara Scuccimarra	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Carl L. Albano	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Dini LoBue	Dist. 8
Neal L. Sullivan	Dist. 9

July 14, 2017

Honorable Maureen Fleming (sent via email only: mfleming@townofkentny.gov)

Town of Kent Supervisor
Kent Town Hall
25 Sybil's Crossing
Kent Lakes, NY 10512

Dear Supervisor Fleming,

Recently, I approached my colleagues to support me in pursing funds through an application to the New York State Community Development Block Grant (CDBG). If awarded, the funds would be used to assist in the cost of renovating the property located at 387 Route 52 to a Town of Kent Senior Center.

As you are aware a project such as this, has many components to be considered, addressed and approved. With that said, I am well aware that this proposed project is far from a reality. However, I believe that the CDBG is a great fit for this proposed project and worth applying for. At the July 5, 2017 Full Legislature meeting the request for the County to apply for the CDBG was approved by the majority of the Legislators. Now that I have received the approval to move forward, I am contacting you to invite you to pledge your support of the application for the CDBG, on behalf of your constituents. For you reference, I have attached a copy of the resolution passed by the Legislature. Please be advised, if you will be sending a letter of support please address it to "Dear Madame/Sir:" and email it to me at toni.addonizio@putnamcountyny.gov no later than Thursday, July 20, 2017.

Thank you.

Regards,

Toni E. Addonizio
Putnam County Legislator
District #3

Attachment

PUTNAM COUNTY LEGISLATURE

Resolution #160

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on July 5, 2017.

page 1

APPROVAL/AUTHORIZATION/APPLY FOR NEW YORK STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

WHEREAS, the Town of Kent has a growing senior population that is underserved by the current existing facilities serving this special population; and

WHEREAS, the Town of Kent's senior population currently must go to one of the three senior centers outside of their community, which are often overcrowded and not equipped to service said senior population; and

WHEREAS, in order for the Office of Senior Resources to provide the appropriate and necessary level of services to said senior population, a new and expanded senior center is desperately needed in the Town of Kent; and

WHEREAS, the Lakeview Community Church of the Christian and Missionary Alliance is the owner of certain real property in the Town of Kent, which is located at 387 Route 52, and which contains an approximately 8,000 square foot building (hereinafter the "Premises"); and

WHEREAS, the County is considering a lease of the Premises for the purpose of locating and operating a new senior center in the Town of Kent; and

WHEREAS, the New York State Community Development Block Grant (CDBG) provides funding to approved projects that focus on community development needs such as addressing local public facilities issues, including but not limited to, structures to house or serve special needs populations; senior services; child care centers; removal of architectural barriers for the disabled; sidewalks; and multi-purpose buildings housing several qualifying activities where benefits are provided principally to low and moderate income persons; and

WHEREAS, the County would utilize funds received from the CDBG to assist with the cost of renovating and turning the Premises into a modern, technologically advanced facility that would accommodate the Town of Kent senior population and improve their quality of life by offering a broad mix of program, services and amenities that promote independence, wellness, health and social engagement; and

WHEREAS, Section 5-1(D) of the Putnam County Code requires Legislature to approval of all grant applications prior to submission; and

WHEREAS, there is no County match required for this grant; now therefore be it

RESOLVED, that the Putnam County Legislature authorizes the submission of the grant application under the New York State Community Development Block Grant for \$300,000 to assist with the construction of a Kent Senior Center; and be it further

RESOLVED, that this Resolution shall take effect immediately.

BY ROLL CALL VOTE: SEVEN AYES. ONE NAY – LEGISLATOR LOBUE. LEGISLATOR SULLIVAN WAS ABSENT. MOTION CARRIES.

Vote:

State Of New York

ss:

County of Putnam



I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 5, 2017.

Dated: July 7, 2017

Signed:

Diane Schonfeld

Diane Schonfeld
Clerk Of The Legislature Of Putnam County

2017 Fireworks Contributors

Anthony Jewelers

Judith O'Malley and Julia Feher

UMAC

A&S Ignition

Martha and Peter Collins

Sandra Riccio

Roemer Wallens Gold & Mineaux

Teamsters Local No. 456

Adelaide and Bruce Farrell

Friends of Kent Library

O'Connor Davies LLP

Molos Restaurant

Traffic Lane Closures

Insite Engineering

Cemco

Carmel-Kent Chamber of Commerce

Spain Agency

Boyd Artesian Well Co

Gappy's

Hogan & Rossi

Annmarie and Bob Baisley

Camarda Realty

SVK Gino's Deli

Angela and Fred Verity

Ice Cream Studio 105

THE PUTNAM COUNTY FIRE & EMS MUTUAL AID PLAN

Purpose:

The purpose of the Putnam County Fire & EMS Mutual Aid Plan (the "Plan") is to define the structure, policy and procedure to facilitate the organized, supervised, coordinated, cooperative and reciprocal assistance. This assistance includes the Fire & EMS personnel, equipment and physical facilities of participating Fire & EMS Agencies utilized to supply aid and protection to other participating Fire and EMS Agencies, for the benefit of the residents & municipalities in Putnam County and adjacent areas. This assistance includes Fire and EMS response and assistance during disasters and other emergencies. It is the objective of this Plan to foster cooperation and coordination of all firefighting and EMS resources throughout the County of Putnam.

A. Definition of Mutual Aid:

"Mutual Aid" or "Fire Mutual Aid" shall refer to the organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and the physical facilities of participating Fire and EMS Agencies, regardless of type or size, are utilized for fire and other emergencies in the County of Putnam.

B. Administration:

The Commissioner of Putnam County Bureau of Emergency Services (PCBES) or his/her designee, hereinafter referred to as Commissioner shall be responsible for the administration and execution of the plan pursuant to the New York State County Law §225-a, and as authorized pursuant to the County Code / Charter of Putnam County.

C. Fire Advisory Board:

As per Putnam County Legislature Resolution #31 -2015, the County Fire Advisory Board ("FAB") "shall cooperate with the Bureau of Emergency Services in supporting the New York State Office of Fire Prevention and Control in training and mutual aid programs; act in an advisory capacity to the Putnam County Legislature; assist the Commissioner of the Putnam County Bureau of Emergency Services in all projects" The Putnam County Fire Advisory Board shall conduct an annual review of the Mutual Aid Plan and make recommendations to the Commissioner and forward possible updates as they deem necessary.

D. Adoption of Plan:

A draft Mutual Aid Plan shall be developed by the Bureau of Emergency Services.

The draft will be forwarded to and reviewed and approved by the Fire Advisory Board within 90 days of receipt of the Plan.

The Draft will also be reviewed by the County Attorney's Office. Any suggested changes shall be forwarded to the Commissioner.

The Draft shall also be reviewed by the NYS Office of Fire Prevention & Control (OFPC). Any suggested changes shall be forwarded to the Commissioner. The final draft will then be forwarded to Plan Participants hereinafter defined, and local municipalities for review and adoption.

Once an adopted resolution is received from each participant and municipality, the proposed final draft shall be forwarded to the County Legislature for adoption.

Once adopted a controlled copy of the plan shall be distributed as outlined in Attachment "A".

E. Amending the Plan:

Amendments to this Plan may be made from time to time at the sole discretion of the Commissioner.

The Plan amendment procedure is as follows:

Proposed amendments may be submitted in writing to the Commissioner by Plan Participants for review and possible inclusion in a future amendment/revision to the Plan. The proposed amendments shall be reviewed by the Commissioner and forwarded to the FAB for review and comment.

After consultation with the FAB, the Commissioner may then submit the proposed amendments to the OFPC for review and submission. Once approved by OFPC, the Commissioner shall notify FAB. Plan participants shall be notified through their Chiefs of any amendments to the Plan. Should the Commissioner deem the changes to be substantial, he may, at his discretion conduct an entire review and acceptance procedure requiring a new resolution by each participating agency and jurisdiction.

F. Plan Participation-Membership:

Any duly established Fire or EMS Agency shall become a Plan Participant by filing a written request with the Commissioner. The filing must include a resolution, local law or ordinance, as jurisdictionally appropriate (i.e. by the Board of Fire Commissioners in a taxing Fire District with publically elected Commissioners or by the local Town (municipal) Board). A sample resolution form is attached hereto as Attachment "B" for Fire Agencies, Attachment "C" for EMS agencies and Attachment "D" for State/Federal Agencies.

The resolution shall at a minimum provide the following:

- (i) affirm the Fire or EMS Agency's intent to participate in the Plan and to comply with its provisions;
- (ii) attest that there are no resolutions in effect that would restrict the Fire or EMS Agency from providing outside response, service, and training;
- (iii) attest there are currently no limitations, conditions or restrictions on the Fire or EMS Agency from providing prompt assistance, and the Commissioner of Emergency Services shall be notified in writing if any such limitations are imposed subsequent to the adoption of the Resolution;
- (iv) attest that the Fire or EMS Agency shall respond to all calls for assistance from another Fire or EMS Agency through Putnam 911;
- (v) affirm that the Fire or EMS Agency's governing body acknowledges and accepts financial responsibility pursuant to applicable law(s).

If, subsequent to becoming a Plan Participant, the outside service activities of a participating Fire Department or Ambulance Corps are restricted, notice of any restriction shall be given promptly to the Commissioner pursuant to Section 209 (1) of the General Municipal Law. Any such restriction imposed by the insurance carrier, legislative body of a village or town or by the Board of Fire Commissioners/Directors or EMS Agency Directors shall take effect in accordance with resolution imposing the restriction.

G. Withdrawal from the Plan:

Any duly established Fire or EMS Agency that has become a Plan Participant by filing an authorizing resolution with the Commissioner, shall remain a Plan Participant until it elects to withdraw from this plan by submitting a resolution of the Legislative Body of the municipality or the elected Board of Fire Commissioners or the Board of Directors of an Ambulance Corps, or the CEO of the commercial provider or Advanced Life Support agency (hereinafter "ALS") with the office of the Commissioner. Such withdrawal shall become effective 30 days after the filing of such notice with the Commissioner.

Any Fire Department, Ambulance Corps, or ALS provider that elects not to participate or subsequently withdraws from this plan, shall immediately surrender and return to the Putnam County Bureau of Emergency Services, all Putnam County owned equipment, including radios, (portable and mobile) etc.. Such withdrawal shall remain in effect until reinstated by resolution as defined above. Withdrawal from this plan will result in the suspension of that agency's ability to supply and receive Mutual Aid pursuant to this plan. All radio identifiers and call signs issued to such Fire Department or Ambulance Corps or ALS Agency on county frequencies shall be canceled effective the date of withdrawal.

H. Incident Command System / National Incident Management System

All operations conducted under the State Fire Mobilization plan and this Mutual Aid Plan will be in compliance with the National Incident Management System (NIMS). All fire or EMS personnel responding pursuant to this Plan shall be trained to the appropriate Incident Command System (ICS) levels associated with their individual position in the command structure.

More information can be found at

http://www.dhSES.ny.gov/training/NIMS/documents/NIMS_training_guidance.pdf

I. Extent and Limit of Participation by Fire Departments and/or Ambulance Corps.

Each Fire and/or Ambulance Agency participating in this Plan shall make a good faith effort to respond to each call for assistance received from the Putnam County Bureau of Emergency Services Communication Center – "Putnam 911" (hereinafter referred to as the "911 Center"). All requests for Mutual Aid must be coordinated through the 911 Center. Unless there are extenuating circumstances, requests for Mutual Aid shall *not* be made directly from one fire or EMS agency to another. In those extenuating situations, the 911 Center shall be notified as soon as possible of such a request and it shall be provided with all the information in the same manner as if it were a request placed directly to the 911 Center. Regardless of the origin of the mutual aid request, all units responding shall notify the 911 Center by radio when responding, arriving, relocating and clearing a scene.

A Plan Participant providing Mutual Aid to a requesting Fire or EMS Agency shall commit its equipment and manpower to the requesting Agency until released by the Incident Commander. Further, it is agreed and understood that during Mutual Aid events:

- The Incident Commander of the requesting Agency retains command of all resources assigned to the event until such time as command is transferred or terminated.
- It is the obligation of the Incident Commander to release Fire & EMS Agencies providing Mutual Aid as promptly as possible.
- Requests for Mutual Aid should be in the format of nearest available resource of the nature requested. It is not appropriate to “skip over” Departments with apparatus / personnel to fill the request to select another Department at a further distance.
- Exceptions to the nearest available resource may be made if there is a particular piece of apparatus or equipment that only the Department at a greater distance can fill; or if committing closer resources deprives coverage over a great geographical area.
- It is the responsibility of the Plan Participants to fill the request for Mutual Aid exactly as it placed. For example, if the request is for an engine, it is not acceptable to send a ladder or tanker instead.
- If the Plan Participant cannot dispatch the requested resource within ten (10) minutes, the 911 Center will dispatch the next closest resource in its efforts to fulfill the request.
- It is the responsibility of the Fire Plan Participants to insure that it staff mutual aid apparatus with a minimum of the following:
 - One pump operator and three interior firefighters on each engine
 - One ladder operator and three interior firefighters on each ladder
 - One driver and additional crew member on a tanker
 - One pump operator and three interior firefighters on each tanker / pumper
 - One operator and additional crew on each brush truck
- It is the responsibility of the Plan Participants to insure that all responding personnel are not impaired and fit for duty.
- Any complaints related to the request or provision of mutual aid shall be addressed in writing to the Commissioner. The Commissioner shall review the complaint, investigate as necessary and make a decision as to whether further action should be taken. Said action may include referring the matter to the FAB for discussion.

J. Counties or Commercial Services other than Putnam County.

It is recognized that there may be routine local reciprocal assistance across the County & State borders with neighboring agencies. Such routine assistance must be conducted in accordance with Section 209 of the General Municipal Law. Any Mutual Aid provided to or from other Counties in New York State shall be authorized by the Fire Coordinator of that County. All requests for assistance to or from other Counties shall be coordinated through that County's Dispatch Center to the Putnam County 911 Center. The requesting agency will be responsible for insurance and indemnification when no agreement exists between the requesting agency and the agency providing assistance. Agencies are strongly advised to execute written agreements with "out of State" agencies they regularly use for mutual aid. Agreements should also be in place for any commercial agencies they may use. *A copy of all "agreements" with outside agencies shall be provided to the Commissioner or his designee at the County Bureau of Emergency Service.*

K. Automatic Mutual Aid

"Automatic Mutual Aid" shall mean the pre-arranged assignment of specific apparatus from one or more jurisdictions to individual locations or alarms of a certain nature in the requesting jurisdiction.

It should be noted that "Automatic Mutual Aid" shall not be used to supplement the requesting Fire Agency's inadequate staffing or equipment inventory shortfalls, unless otherwise agreed to by the parties involved.

Any pre-planned and/or Automatic Mutual Aid responses to a particular structure, area, scenario or district shall be submitted in writing to the 911 Center. Plan Participants with Mutual Aid pre-plans and/or Automatic Mutual Aid responses are required to immediately notify the 911 Center in writing when changes are made to those response protocols.

L. Liability; Responsibility; and Reimbursement

Insurance- It shall be the responsibility of any agency participating in this plan and responding outside of their primary response area to confirm the existence and maintenance of appropriate insurance coverage (type and limits) as required by law. Each agency is advised to insure their personnel and vehicle(s) regardless of the use or location of call.

Hold Harmless- New York State General Municipal Law Section §209 addresses "Outside Service by local fire departments, companies, ambulance districts, airport crash-fire-rescue units". All participating agencies shall be held harmless in accordance with said provision, specifically; members of a department providing mutual aid are covered by their department and the equipment and apparatus is covered by the department requesting/receiving the mutual aid.

M. Entering and Participation in the Plan for specialized team members:

Any duly established New York State Fire Department, Ambulance Corps or ALS provider may authorize personnel to participate on a specialized team in this plan by filing a copy of a resolution adopted by the Legislative Body in the municipality or the Board of Fire Commissioners or Board of Directors of an Ambulance Corps, or the CEO of the commercial ALS provider with the office of the Commissioner. The resolution form is attached hereto as Attachment "E".

There shall also be filed with the Commissioner a copy of a resolution adopted by the legislative body of each participating Town and/or Village, or by the Board of Fire Commissioners or other governing Board having jurisdiction over the Fire Department or Ambulance Corps, the Board of Fire Commissioners of each participating Fire District, or the Town Board of each Town in relation to participating Fire Department or Ambulance Corps serving territories outside of Villages, and Fire Districts or in relation to a town fire department.

In addition to Fire & EMS Agencies, participation in mutual aid will be permitted with other agencies which may mutually benefit from existing resources. (i.e., NYS DEC, NYC DEP and Metro North / MTA Railroad.)

N. Extent of Radio Equipment Furnished by the County of Putnam

All Fire Department or Ambulance Corps and future Fire Departments or Ambulance Corps organized pursuant to law and participating in the County Mutual Aid Plan, (including State Institutions and privately-operated organizations authorized to operate in Putnam County) shall use mobile two-way radio units, as designated by the Commissioner. Historically Putnam County supplied (leased) low band radio equipment to agencies. In April 2009 ownership / responsibility for a portion of that radio equipment was transferred by the County to the individual Fire Departments and Ambulance Corps. Since April 2009 individual agencies have been responsible for all maintenance, repair and replacement of that transferred communications gear in its possession. All radio equipment regardless of ownership (County or Agency) shall continue to be operated in accordance with procedures outlined in the Putnam County Communications Plan. The list of Putnam Fire Departments- VAC's and radio base stations are listed as Attachment "F". The Putnam County Communications Plan can be accessed at; <http://www.putnamcountyny.com/wordpress/wp-content/uploads/2012/08/Radio-SOP-Aug-2012.pdf>

O. Fire Reporting

The Commissioner requires the Chief or designated officer of each Fire Department participating in this plan, to file a copy of a Fire / Incident Report, in accordance with the National Fire Incident Reporting System (NFIRS) 5.0 standards on a monthly basis to the New York State Office of Fire Prevention and Control (OFPC), via the (NFIRS)-1 Form found at fire@DHSES.NY.GOV. There are three ways to file fire incidents in the NYS Fire Incident Reporting System.

- (1) **On-Line System** — On-line data entry system is open to all fire departments and County Fire Coordinators in New York State. This system provides fire departments the ability to report incidents on line to OFPC. In turn, a fire department can immediately view incidents reported and print the incident report data for official use. Users will also have access to a growing list of selected reports.

New York State's Fire Incident Reporting System is a secure system and requires all users to obtain an account from OFPC. Please be sure to review the user requirements before requesting an account. To obtain an account, download the Information Management System Application and submit it to OFPC for approval.

OFPC provides phone assistance, a CD tutorial, and on-site training for the On-Line System. For further information contact the Fire Reporting Unit at (518) 474-6746 or fire@dhSES.ny.gov.

- (2) **Electronic Format** - Fire departments may use a NFIRS 5.0 compliant vendor software package to report fire incidents. Incidents are entered into the system by the fire department and the data is electronically transmitted to OFPC. The fire incident data may be on CD, floppy disk, or a file attached to an e-mail.

The Putnam County Bureau of Emergency Services currently provides and pays for the basic Alpine Red Alert NMX Incident Reporting system software for each fire department in the county. The NMX System is a highly customized records management application that includes several modules. It can be configured to meet any department's specifications.

The County and OFPC are not responsible for the compliance of third party reporting systems. If you have any problems with your software, please contact the vendor for help.

- (3) **Paper Forms** - Fire departments may continue to report incidents on paper forms, currently available from OFPC. These forms will be entered by OFPC staff and the data captured into the New York State database.

P. Incident Injury Reporting

The Commissioner requires that each Chief or designated officer of a Fire Department participating in this plan must file a copy of a Civilian Causality and Fire Service Casualty Report, according to the National Fire Incident Reporting System (NFIRS) 5.0 standards; on a monthly basis to the New York State Office of Fire Prevention and Control via the (NFIRS-2/3 Form(s)) for all incidents.

The NFIRS-2 Civilian Casualty Form is used to report any civilian injury or deaths associated with incidents responded to by the Fire Department. Only one form needs to be completed for each incident, multiple casualties can be listed on same form.

*** Note: The NFIRS-2 is for Civilian and non-fire service emergency personnel.*

The NFIRS-3 Fire Service Causality Form is only used to report Firefighter injuries or deaths associated with incidents responded to by the Fire Department

*** Note: The NFIRS-3 form is for Fire Service Emergency Personnel—it is not to be used for Civilian or non-fire service injuries or deaths.*

Q. Incident Injury Reporting for County Team Members / Coordinators / Training Center

In addition to the State Forms required above, a copy of Bureau of Emergency Services General Incident / Injury Report form must be filed under the following conditions with the Commissioner as soon as practical:

1. Injuries occurring to a Special Team member or Emergency Services Coordinator while performing official duties. In addition a BES Incident/Injury Report must be completed for **all injuries that occur on Putnam County property.**

R. EMS Reporting

All Putnam County Fire Departments and Volunteer Ambulance Corps shall conduct operations and produce documentation in accordance with New York State Department of Health-Bureau of Emergency Medical Service rules, guidelines and regulations as outlined in New York State Public Health Law Article 30 and EMS Rules and Regulations, 10 NYCRR Parts 18, 80, and 800.

Article 30, section 3053 of the Public Health Law requires all certified EMS agencies to submit PCR/ePCRs to the Department. The completion of a PCR is a requirement for all certified EMS providers in accordance with Title 10 NYCRR Part 800.15. This also includes all of the electronic PCR (ePCR) programs. While Basic Life Support – First Response (BLS-FR) agencies are not specifically required to submit PCR/ePCR data, their participation in the EMS system, quality assurance and data collection are critical to system management and patient care. All BLS-FR agencies are encouraged to submit EMS data through the Regional Program Agencies. The documentation included on the PCR/e-PCR provides vital information, which is necessary for continued care at the hospital. As part of transferring the patient to the Emergency Department Staff the agency must provide an appropriate medical record that includes the

demographic, event/incident, assessment findings and treatment details upon delivery of the patient.

PCR/ePCR Use:

A PCR/ePCR should be completed each time the EMS agency is dispatched for any type response. This includes (but is not limited to):

Patients transported to any location,

Patients who refuse care and/or transport,

Patients treated by one agency and transported by another,

Calls where no patient contact is made, such as

Calls cancelled before reaching the scene

Calls where no patient is located

When dispatched for a stand by Events

If an agency is dispatched to a stand-by and while there they treat a patient, two PCRs should be completed. One as a record of the event and one for the patient care provided.

S. Line of Authority / Succession- See Attachment "G".

T. Battalions / Deputy Coordinators (Formerly County Cars)

The Commissioner shall appoint and supervise Battalions, a/k/a Deputy Fire Coordinators to response areas and / or groups of Fire & EMS agencies. Battalions shall serve at the pleasure of the Commissioner for terms of three (3) years. They may be removed by the Commissioner at any time. Battalions may be reappointed by the Commissioner in the month of December of the third year of a term. Compliments/Complaints about a Battalion shall be addressed to the Commissioner.

Current List of Battalions, their duties, areas and terms are listed in Attachment "H".

**U. Operation of the Putnam County 911 Public Safety Answering Point (PSAP)
Putnam County Communications Center (911 Center)**

1. Location: Emergency Training and Operations (TOPS) Facility
Putnam 911 112 Old Route 6, Carmel, New York 10512
2. The County Emergency Services Commissioner is responsible for all activities of the County Communications Center and shall set policy.
 - a. Additional Dispatching Service: The Commissioner and the Battalions are authorized to request a dispatch. Fire Department and EMS base stations may request through the 911 center supervisor or member in charge to dispatch their own agency when necessary to do so. Personnel requesting such dispatches shall be identified at end of all radio transmissions.
 - b. The Backup PSAP is located at The Putnam County Sheriff's Office.

4. Radio and Telephone Communication Regulations:

- a. Procedure: The radio and telephone procedure shall conform completely as prescribed in the "GUIDE TO FIRE MOBILIZATION AND MUTUAL AID PLANS IN THE STATE OF NEW YORK", by the Office of Fire Prevention and Control.
 - b. Authorization to Operate: No person may operate radio equipment on the County Frequencies unless permitted by the Commissioner.
 - c. Authorization to Use Non-County Owned Transmitters and Receivers: No Fire/EMS radio equipment (repeater, tone generators, pagers, etc.) may operate on the County frequencies as part of the County network unless specifically authorized by Commissioner of Bureau of Emergency Services and in accordance with the regulations set forth by the New York Mutual Aid Plan and the Federal Communications Commission. Only upon application to the Commissioner and approval of same, shall such radio equipment be permitted to operate within the County radio network. Operation without permission by the licensee (Commissioner) is a violation of rules of the Federal Communications Commission.
5. Should a Fire/EMS Agency respond to an incident and determine the location is actually outside of its jurisdiction, that Fire/EMS Agency shall notify the 911 Center and ask that the location of the incident be corrected and that the proper agency be notified that they are operating in their response area. The on scene Department should continue to operate as if it were their area. The home jurisdiction can decide if/how it will respond to the incident.

V. State Fire Mobilization & Mutual Aid Plan

In accordance with General Municipal Law Section 209-e and NYCRR Part 205, the New York State Fire Mobilization and Mutual Aid Plan provides for the mobilization of personnel and equipment of fire departments whenever:

- (i) the Governor determines that the public interest so requires;
- (ii) a municipality determines assistance is required;
- (iii) a regional fire administrator determines that assistance is required in excess of the local fire mutual aid plan,

The Commissioner shall commit County resources to other counties throughout New York State when requested by the State Fire Administrator.

The Commissioner under General Municipal Law Section 209-e may, after utilizing all available assistance from within the County, request that the State Fire coordinator activate the State Plan. Liability for outside aid provided pursuant to activation of the State Plan is governed by Section 209-e and 209-g of the General Municipal Law.

More information about The New York State Fire Mobilization and Mutual Aid Plan can be accessed at www.dhSES.ny.gov/ofpc/

W. EMS Mobilization

Mobilization of County EMS resources in response to a request from another area of the State and requests for additional EMS resources for Putnam County shall be made to the NYS Director of Emergency Medical Services, in the Bureau of EMS in the NYS Department of Health.

The requests shall be placed by the Putnam County Director of EMS in consultation with the Commissioner of the Bureau of Emergency Services.

More information about the NYS DOH Bureau of EMS can be found at
<https://www.health.ny.gov/professionals/ems/>

X. Training

The Putnam County Bureau of Emergency Services and the Fire Advisory Board recommends that Plan Participants comply with the standards set forth by the National Fire Protection Association (NFPA); The Occupational Safety and Health Administration (OSHA); The NYS Public Employees Safety and Health (PESH). The Bureau strives to align County Training Standards with that of the NYS Division of Homeland Security and Emergency Services; The Office of Fire Prevention and Control; The NYS Department of Health Bureau of Emergency Medical Services; The New York State Fire Chiefs Association; The Firemen's Association of the State of New York; The County Fire Coordinators' Association and The Fire Districts Association of the State of New York. Collectively they have developed recommended minimum training standards based on firefighter and Incident Commander/Fire Officer tasks or positions to provide guidance and promote best practices for firefighter training and education in the State of New York.

These Best Practices are applicable to all firefighters / EMS and other First Responders assigned to the tasks or positions listed above, including probationary firefighters appointed pursuant to section 58-a of the Civil Service Law who have not yet completed a certified basic fire training program, of which meets the requirements of 19 NYCRR Part 426. These best practices shall not limit the Authority Having Jurisdiction (AHJ) from establishing training requirements which exceed the recommended minimum standards. These best practices shall also include recommendations for the medical qualification of firefighters, annual in-service training, and additional training for fire officers beyond the company officer or first-line supervisory level. Guidance regarding the applicable OSHA-PESH standard requirements for firefighters is included and cross referenced where appropriate.

1. Type and Extent of Training:

- a. The State Fire Training Program or County Fire Training Program shall be the standard in Putnam County. The more restrictive standards shall take precedence as determined by the Commissioner and the Putnam County Fire Advisory Board.
- b. The Bureau of Emergency Services is currently registered as a Program Sponsor and is approved to offer Basic Life Support courses from the New York State Department of Health as follows:
 - Certified First Responder (CFR) Original
 - Certified First Responder (CFR) refresher
 - Emergency Medical Technician original
 - Emergency Medical Technician Refresher

It is recommended that the chosen training program be composed of both the educational content as well as competency verification for the expected firefighter assigned duties as suggested in the best practices document.

Exterior Firefighter: Establishes the minimum requirements consistent with the basic exterior functions for those firefighters assigned to tasks outside an Immediately Dangerous to Life or Health (IDLH) atmosphere.

*Completion of the following NYS DHSES OFPC courses will meet these recommended minimums: NYS Basic Exterior Firefighter Operations course or equivalent, NYS Hazardous Materials First Responder Operations course, National Incident Management System (NIMS) I-700 and I-100 courses, and basic first aid/CPR.

Interior Structural Firefighter: Establishes the minimum recommended training consistent with NFPA 1001 Firefighter I level for those firefighters assigned to interior structural firefighting tasks. *Completion of the following NYS DHSES OFPC courses will meet the recommended minimums: NYS Firefighter I course or equivalent, National Incident Management System (NIMS) I-700 and I-100 courses, and basic first aid/CPR.

Apparatus Operator: Establishes the minimum recommended training for operators of any fire department vehicle. These minimums are consistent with the general requirements of Chapter 4 of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications and can be met with completion of the NYS Apparatus Operator: Emergency Vehicle Operation course or equivalent and local training specific to the apparatus or vehicle to be operated. It is recommended that Apparatus Operators also complete the training indicated for Exterior Firefighter, i.e. NYS Hazardous Materials First Responder Operations course, National Incident Management System (NIMS) I-700 and I-100 courses, and basic first aid/CPR.

Fire Officer/Incident Commander: Establishes the requirements of NFPA 1021 Standard for Fire Officer Professional Qualifications, Chapter 4 Fire Officer I, sections 4.2 through 4.7, as the minimum recommended training for any fire officer. Completion of the NYS Fire Officer I (NFPA 1021 2009) course or equivalent meets these recommended minimums. It is recommended, where practical, that fire officers comply with the requirements of NFPA 1021 Fire Officer I, including achieving a minimum of ICS 300 certification.

Annual Refresher Training: For compliance with pertinent OSHA Standards as required in the NYS Public Employee Safety and Health Act please refer to the NYS PESH document Firefighter Annual Refresher Training Guidance. The intent of this document is to define the pertinent OSHA/PESH requirements which require annual refresher training designed to maintain proficient firefighter knowledge, skills and abilities in accordance with 29 CFR 1910.156(c)(2) and increase overall firefighter safety in accordance with other applicable OSHA/PESH standards.

Fire Police Officer: To be designated as a Fire Police Officer, members must be appointed as a Fire Police Officer by home department and have successfully completed The NYS Fire Police Course; The NYS Hazardous Materials First Response Operations Course; The National Incident Management Systems (NIMS) I-700 and I-100 Course(s); as well as completion of a recognized Basic First Aid/CPR Training.

These best practices are available here:

www.dhSES.ny.gov/ofpc/training/documents/training-best-practices.pdf

The Firefighter Annual Refresher Training Guidance is available here:

www.dhSES.ny.gov/ofpc/training/documents/fire-dept-annual-refresher.pdf

A. EMS Summary

The minimum level of training for an EMS agency officer—shall be successful completion of the NYS EMT Basic Course as well as NYS Hazardous Materials First Responder Operations course, National Incident Management System Certification at least to the level of ICS-200.

It is the County recommendation that a Chief Officer or Ambulance Corps Captain (Command Officer or individual Ambulance Corps equivalent title), must successfully complete NIMS/ICS at least to the level of ICS-300.

Y. Countywide Accountability System

The following Accountability Procedures shall be implemented when personnel are operating at any large or complex emergency scenes or events in Putnam County. For the purposes of this plan the following scene exposure designation shall be utilized.

SIDE A
(Front) – Address Side
SIDE B
(Left side when standing facing front)
SIDE C
(Rear)
SIDE D
(Right side when standing facing front)

1. Scene - ID Accountability Cards:

Putnam County Emergency Services Personnel (Fire & EMS & Special Teams) will each be issued two (2) identification/accountability cards by the Bureau of Emergency Services upon submission of appropriate information on Designated Form(s) signed by the Fire Chief, Ambulance Captain or Special Team Leader. Each card will have the individuals department name, picture, name, number and rank printed on the front. The Chief /Captain/Team Leader is responsible for the accuracy of the information submitted to the Bureau for the production of the accountability tags.

Cards shall be color coded in the following fashion.

INTERIOR TRAINED PERSONNEL cards will be YELLOW

EXTERIOR PERSONNEL cards will be WHITE

NYS EMT'S cards will have a BLUE stripe on the BOTTOM

NYS CFR's and those members with CPR will have a GREEN stripe on the BOTTOM.

2. Arrival On Scene:

All arriving apparatus officers, and officers on mutual aid apparatus are to check in with the IC /or Staging Officer (if one has been designated) and leave ONE (1) ID card for each of their members with the IC/ or Staging Officer. Individuals arriving in privately owned vehicles (POV) should report to their apparatus/officer and give him/her one of their ID card to give to the IC/Staging Officer*. The 2nd card should remain with the individual firefighter/Team Member or EMS personnel at all times for accountability purposes.

*it is **NOT** recommended that personnel respond to mutual aid requests in a privately owned vehicle. Rather, it is recommended that personnel report to their firehouse and respond on their apparatus.

Z. County Special Teams & Department Unique Resources:

A. The Bureau of Emergency Services staffs, equips, trains, and administers the following special teams:

1. Fire Investigation Team (FIT)
2. Hazmat Response Team (HMRT)
3. Fire Police Response Team (FPRT)
4. Command & Communications Team
5. Technical Rescue Team (Presently being developed)

A Special Team response may be requested through Putnam 911 by the Incident Commander or appropriate Fire or EMS Department official. Police agencies requesting a Team shall contact the corresponding Fire Department through the Putnam County 911 Center. Notification will be made to all Emergency Services Coordinators of any request for Special Team activation.

B. Individual Putnam Fire Departments staff, equip and train specialized response teams.

1. Mahopac Falls Fire – Dive Team
2. Putnam Valley Fire – FAST Team

ZZ. Firefighter Assist Search Team (FAST) Rapid Intervention Team (RIT)-Entry Team

A. Background/Mission:

Recognizing that the first responsibility of any Incident Commander is the safety of the firefighting forces and based on the provisions outlined in NFPA 1500 and NFPA 1561, the following is recommended for Chief Officers or IC's in Putnam County.

Many times, a true FAST team cannot be assembled to respond, or it may have a delayed response due to distance traveled. These facts however, do not diminish the Chief or IC's responsibility to assure that a resource is on scene to mobilize in the event there is an injured or trapped firefighter needing rescue.

Accordingly, the Chief or IC should, **at the earliest possible point in an alarm identify, stage, and dedicate a group of equipped interior firefighters whose sole purpose is to rapidly enter and assist injured or trapped firefighters.** Ideally, this team of firefighters is in place prior to launching an interior attack.

Equipment: A FAST, RIT, or entry team of firefighters should be equipped with the following tools to serve as an effective entry team to rescue injured or trapped firefighters.

- Halligan Hook
- Pike Pole
- Forcible Entry Tools, (Rabbit Tool / Axe / Halligan)
- Life Rope (Personal Escape Rope Pak)
- Search Rope
- 4 Hand Lights
- Two Safety Belts (Harness)
- SCBA with PASS
- Full PPE
- Portable Multi- Frequency Radios
- Thermal Imaging Camera

Upon assignment to this role by a Chief or IC, the group will gather as much information as possible about the structure all the time being aware that it is necessary to remain at the CP and **Intact** as a unit. The Chief or IC must be aware of the EMS Units on scene and may request additional EMS resources.

The Chief or IC shall not assign the FAST, RIT or entry team to any other duties unless absolutely essential. If the Chief or IC deems it necessary to use the group for other duties, he /she or the on scene Battalion shall contact Putnam 911 and request that another group be assigned to the incident to assume those roles and responsibilities.

Anytime a FAST, RIT or entry team is used at the scene; all firefighting operations should be assigned to supporting that operation.

2. LOST OR TRAPPED FIREFIGHTER ACTION PLAN:

A. Firefighter declared lost/trapped:

When a firefighter(s) is discovered to be unaccounted for or trapped, notification shall be made to the IC. The IC shall activate the FAST or in the absence of a FAST, assign other fire-fighting resources to commence search and rescue. The IC or on scene Battalion shall contact Putnam 911 to alert them that a firefighter(s) is unaccounted for or trapped. Putnam 911 shall sound the "alert tone" followed by a transmission that a MAYDAY has been declared for an unaccounted for or trapped firefighter(s). All transmissions on fire ground operations channel will cease, with the exception of the Incident Commander or Battalion and FAST.

The IC shall be notified as soon as the missing or trapped firefighter(s) has been located and rescued. Once confirmed, the IC or on scene Battalion shall radio Putnam 911 to alert them that the missing or trapped firefighter(s) has been located and rescued. Putnam 911 shall sound the alert tone and broadcast that the missing or trapped firefighter(s) have been located and rescued.

B. Communications Terminology:

Use of the terms "MAYDAY" and "URGENT" shall ONLY be used in immediate life/safety situations. Whenever the terms "MAYDAY" or "URGENT" are transmitted, all other radio traffic shall cease except the communications between the person initiating the emergency transmission and the Incident Commander or FAST.

Whenever a structure or area is evacuated and/or whenever a FAST is assigned a rescue task and/or whenever a "MAYDAY" transmission has been broadcast, the IC shall order an immediate role call/accountability review to assure all personnel are accounted for. The IC or on scene Battalion shall report that status to Putnam 911. "MAYDAY" transmissions shall have priority over "Urgent" messages.

MAYDAY shall be used only for;

1. Imminent collapse feared

Any member becoming aware of imminent collapse shall report that condition to the incident commander in the following format:

"Command this is 23-21 Officer with a MAYDAY." Upon acknowledgment from Command, 2321 Officer, reports "Collapse Imminent". Reporting member shall give the specific location as best as possible and the Chief/IC shall order all members from the structure. The Chief/IC shall order an immediate role call/accountability review to assure all personnel are accounted for.

2. Structural Collapse* has occurred. Any member may report the collapse and give the specific location as best as possible.

3. Missing Member. If an Officer has lost contact with a member under his supervision or any crew has lost contact with one of its members a "MAYDAY Member missing!" transmission shall be broadcast to the IC. The reporting member should include the last known location of the missing member(s) in the transmission.

4. Member is unconscious or severely injured. If a firefighter(s) is discovered to be unconscious or severely injured a "MAYDAY Member injured!" transmission shall be broadcast to the Chief/IC. The reporting member should include the location of the injured member(s) in the transmission.

* The term "Collapse" shall only be used to indicate a building collapse. It shall not be used to report the collapse of a member or civilian.

URGENT shall be used only for;

1. "Urgent" shall be used only when a member needs to gain control of the communication network. Example: "Command, this is 2321, Urgent". After acknowledgment by Command- 2321 reports fire conditions deteriorating rapidly
- or
2. trapped occupants or a member down. (Not life threatening)"Urgent" may also be used to have members back out of a structure or area to initiate outside attacks only.

Note:

The recognized method to notify all fire scene personnel of an order to evacuate the fire building shall be THREE LONG BLASTS OF AN AIR HORN on a piece of apparatus in close proximity to the fire building.

It is imperative that in all cases when a "MAYDAY" and/or "URGENT" transmission is broadcast that the IC orders that an accurate personnel accountability (Roll Call of members on scene) be conducted to insure that all personnel are accounted for.

Attachment "A"

Inventory/Distribution of Plan (Controlled Copies)

Location and numbering of Controlled Copies* the Putnam County Mutual Aid Plan:

Location/Person	Plan Number(#)
County Communications Center (Putnam 911)	
Commissioner	
Each Deputy Commissioner	
Each Emergency Services Coordinator	
Clerk, Putnam County Board of Legislators	
Putnam County Attorney	
NYS State Office of Fire Prevention and Control	
Each County Fire Department/Ambulance Corps	Uncontrolled Copies

*copies shall be distributed via compact disc

Attachment "B"

Resolution by Municipality or Fire District Having Jurisdiction Adopting Mutual Aid Plan

_____ offered the following resolution and moved for its adoption:

RESOLVED, that _____ approves participation
(Agency Having Jurisdiction)
by the _____ in the
(Name of Fire Agency)

Putnam County Mutual Aid Plan ("Plan"), as amended from time to time, and further certifies to Putnam County, through its Commissioner of Emergency Services, that it shall comply with the provisions of the Plan; and be it further

RESOLVED, that there are no resolutions in effect that restrict outside service and training by named Fire Agency; and be it further

RESOLVED that there are currently no limitations, conditions or restrictions on the Fire Agency from providing prompt assistance, and the Commissioner of Emergency Services shall be notified in writing if any such limitations are imposed subsequent to the adoption of this Resolution; and be it further

RESOLVED, that the named Fire Agency shall respond to all calls for assistance from another Fire Agency through the Putnam County 911 center; and be it further

RESOLVED, that the _____ hereby
acknowledges and _____ (Agency Having Jurisdiction)
accepts its financial responsibility pursuant to applicable law; and be it further

RESOLVED, that a copy of this resolution shall be filed with the Putnam County Commissioner of Emergency Services.
Associated Laws and Legislation

Attachment "C"

**Resolution Adopting the Mutual Aid Plan by the Municipality or Body Having EMS
Jurisdiction within the Community**

Mr./Mrs./Ms. _____ offered the following resolution and moved its adoption.

RESOLVED that _____ (name of Municipality or Body having jurisdiction for EMS within the community) elects to participate in the Putnam County Mutual Aid Plan, and will agree to recognize a call for assistance through the Putnam 911 Center and will comply with the provisions of such plan as now in force and as amended from time to time, and certified by the Putnam County EMS Council through the County EMS and Emergency Service Coordinators and that no restrictions exists against "outside service" by such EMS agency/provider named herein within the meaning of section 209 of the General Municipal Law which would affect the power of such EMS agency/provider to participate in such plan.

And be it further resolved that a copy of this resolution be filed with the Commissioner of the Bureau of Emergency Services.

Mr./Mrs./Miss _____ seconded the resolution.

Voted: In Favor _____ Opposed _____ Not Voting _____

Carried: Yes _____ No _____ Date: _____

This resolution supersedes all previous resolutions Effective Date: _____

Attachment "D"

Resolution by State or Federal Agency

The _____ agrees to
participate
In the Putnam County Mutual Aid Plan, as amended from time to time, and as allowed by
Section _____ of the

_____ Law (indicate law authorizing such participation). This named entity/institution will cooperate
with
The development and operation of plans for Mutual Aid in cases of fire or other emergencies
and furnish
Aid to jurisdictions and geographical areas surrounding the facility as may be practical.

(Date)

(Authorized Signature)

(Title)

Attachment "E"

Resolution for Specialized Teams;

_____ offered the following resolution and moved for its adoption:

RESOLVED, that _____ approves participation
(Agency Having Jurisdiction)
by the

(Name of Fire Agency)
for

(Name of Emergency Service personnel)
to participate on a Putnam County Specialized Team.

By resolution, after a public hearing the governing body of each county, city and town is authorized, respectively, to establish, maintain and supervise municipal-wide and inter-municipal specialized teams.
and be it further

RESOLVED, that there are no resolutions in effect that restrict outside service and training by named Emergency Service personnel; and be it further

RESOLVED that there are currently no limitations, conditions or restrictions on the Emergency Service Personnel from providing prompt assistance, and the Commissioner of Emergency Services shall be notified in writing if any such limitations are imposed subsequent to the adoption of this Resolution; and be it further

RESOLVED, that the named Emergency Service Personnel shall respond to all calls for assistance from another Fire Agency through the Putnam County 911 center; and be it further

RESOLVED, that Municipalities and organizations that insure volunteer firefighters, volunteer ambulance workers or municipal employees, as the term "employee" is defined under section eighteen of the public officer's law, may extend such insurance coverage to members of a specialized team by resolution; and be it further

RESOLVED, that a copy of this resolution shall be filed with the Putnam County Commissioner of Emergency Services.

Attachment "F"

Putnam County Fire Departments.

40001	Brewster	40007	Mahopac
40002	Carmel	40008	Mahopac Falls
40003	Cold Spring	40012	Putnam Valley
40004	Continental Village	40013	North Highlands
40005	Garrison	40010	Patterson
40014	Kent	40011	Putnam Lake
40006	Lake Carmel		

Putnam County Ambulance Corps: (NYSDOH Provider Numbers)

Carmel Ambulance Corps	3912
Garrison Ambulance Corps	3919
Putnam Valley Ambulance Corps	3918
Philipstown Ambulance Corps	3916
Town of Patterson EMS	6261
EMStar	5965

The following entities may also receive aid and support under this plan:

Putnam Hospital Center
Putnam County Correctional Facility
MTA/Metro-North Railroad

Department Base Stations:

Bureau of Emergency Services	PUTNAM 911	KED 862
Brewster	Brewster Base	KDJ 401
Carmel	Carmel Base	KUI 644
Cold Spring	Cold Spring Base	WYC 502
Continental Village	Cont. Village Base	KLI 363
Garrison	Garrison Base	KWJ 229
Kent	Kent Base	WSB 916
Lake Carmel	Lake Carmel Base	KUG 794
Mahopac	Mahopac Base	KLM 606
Mahopac Falls	Mahopac Falls Base	KJN 785
North Highlands	North Highlands Base	KTH 691
Patterson	Patterson Base	KTR 605
Putnam Lake	Putnam Lake	KVZ 474
Putnam Valley	Putnam Valley	KCP 618 (Sta. 1)
Putnam Valley Ambulance		WPWP237
Carmel Vol Ambulance		WQOM638
Philipstown Vol Ambulance	High Band	WQDF518
	Low Band	WQPZ477
Garrison Volunteer Ambulance	High Band	WNPA788
Garrison Volunteer Ambulance	Low Band	WPYH595

Attachment "G"

Line of Authority-Succession-Absence of the Commissioner

In accordance with the authority designated by the County Legislature, the following line of authority is designated, in the following order, to possess the Commissioner's powers and duties:

- | | | |
|----|----------------------|-------------------------|
| 1. | Anthony Sutton | 845-808-4000 ext. 41102 |
| 2. | Robert Lipton | 845-808-4000 ext. 41101 |
| 3. | Kenneth W. Clair Jr. | 845-808-4000 ext. 41107 |
| 4. | Robert Cuomo | 845-808-4000 ext. 41104 |

Attachment "H"

Putnam County Battalions

<u>Battalion</u>	<u>Name /Expiration</u>	<u>Departments</u>
Battalion 12	Ron Davies 12/19	Brewster FD Putnam Lake FD Patterson FD
Battalion 13	James Gagliardo 12/19	East Side Back-Up
Battalion 14	Vacant	
Battalion 15	Doug Casey 12/19	Kent FD Lake Carmel FD Carmel FD Carmel VAC
Battalion 16	George Wahlers 12/19	Mahopac FD Mahopac Falls FD
Battalion 17	Lou Luongo 12/19	Putnam Valley FD Putnam Valley VAC
Battalion 18	Shawn Keeler 12/19	West Side Back-Up
Battalion 19	Ralph Falloon	Cold Spring FD North Highland FD Continental Village FD Garrison FD Garrison VAC Philipstown VAC

Duties of Battalions include, but are not limited to:

- Meet with the Chief of each Fire/EMS Agency in their assigned areas.
- Represent the Commissioner/Fire Coordinator at fire scenes and other emergencies.
- Attend monthly Coordinator meetings with the Commissioner or his designee.
- Serve as the Bureau's liaison with Departments, Agencies and local representatives in their areas of operation.
- Support scene communications with the 911 Center.
- Coordinate with the Incident Commander on Mutual Aid, i.e. the requesting, staging, assignment of mutual aid resources.
- Upon arrival at a scene/incident the Battalion shall immediately report to the Incident Commander.
- The Battalion is not to operate independently or ever assume command of an incident.
- Assist & coordinate with their Fire/EMS Agencies with group training and drills.
- Represent the Commissioner and the Bureau at functions.
- Provide monthly written reports to the Commissioner or designee at the monthly meeting.
- Promptly reports all incidents, accidents, damage to equipment, or injuries to personnel In their area of operations.
- Assist in the annual update of inventory lists.
- Assist the Commissioner on projects.

Attachment "I"

New York State Fire Mobilization Plan