



HISTORIC
FRANKLIN
TENNESSEE

ITEM #12
WRKS 05/10/2011

MEMORANDUM

May 2, 2011

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator *Eric*
Rocky Garzarek, Fire Chief

SUBJECT: Automatic Aid Agreement with the City of Brentwood Fire Department

Purpose

The purpose of memorandum is to provide the Board of Mayor and Aldermen (BOMA) with information to consider an automatic aid agreement with the City of Brentwood for the provision of fire and emergency medical services in specific areas within each city.

Background

In June of 2009, an agreement was entered into by the City of Franklin and the City of Brentwood for automatic aid in a specific defined region for reported structure fires. The proposed revision to this agreement will enlarge the area within the City of Franklin for which Brentwood Fire Department would provide additional assistance. This agreement has been valuable to both communities by enhancing capabilities and forming a more collaborative effort in high and moderate risk areas in both retail and commercial districts. This agreement would prove highly beneficial to both entities without increasing staff.

Financial Impact

There would be no financial impact to either city due to reciprocating service.

Recommendation

The recommendation is for approval of this agreement effective July 1, 2011 with a joint resolution with the City of Brentwood, per the recommendation of the City of Franklin Legal Department.

COF#: 2011-0072

FIRE SERVICE AUTOMATIC AID AGREEMENT

BETWEEN
THE CITY OF BRENTWOOD
AND
THE CITY OF FRANKLIN



OPERATIONAL GUIDELINES AND PROCEDURES

PURPOSE

The purpose of this agreement is to establish enhanced automatic response guidelines determined by the City of Brentwood Fire Department and City of Franklin Fire Department to be in the best interest of public safety and to the mutual benefit of both communities. The *Automatic Aid* districts outlined in this document identify perceived target hazards in each jurisdiction for which the benefits of an enhanced initial response have been identified. This agreement provides for the simultaneous dispatch of both agencies, resulting in the delivery of a greater initial response force to these target hazards within a shorter period of time. This agreement does not preclude the use of *Mutual Aid* between these two communities nor does it supersede or supplant either statewide (*i.e. Mutual Aid and Emergency and Disaster Assistance Agreement Act*) or local contracts such as the Emergency Assistance Policies and Procedures adopted by the Cities of Brentwood, Franklin, and various other Williamson County entities in 1999.

COMMUNICATIONS

- When a structure fire call is received by either jurisdiction that falls within the automatic aid boundaries, the receiving jurisdiction will cause notification to occur for both departments through a mutually agreeable mechanism so as not to delay a response.
- When an automatic aid response is dispatched, all responding units will utilize the radio frequency and channel(s) pre-defined for automatic aid response for all radio traffic.
- All communications for the incident will be controlled by the dispatch center for the AHJ. The exception to this rule occurs when an “emergency activation” is generated from a Franklin Fire radio. In this instance, Franklin’s communication Center will initiate established protocols for this event and ensure that the Incident Commander is aware of the situation.
- The dispatch center for the department providing aid will monitor all radio traffic and appropriately time stamp critical traffic such as apparatus response times, under control declaration, loss stopped, etc.

DISPATCHING GUIDELINES

- **Reported Structure Fire in the Automatic Aid Response District of Brentwood:**
 - Dispatch the Brentwood full company assignment and any additional resources necessary from Brentwood. Additionally, dispatch one Franklin Engine with a minimum crew of 3, one Franklin Ladder with a minimum crew of 3, and 1 Chief Officer.

- **Reported Structure Fire in the Automatic Aid Response District of Franklin:**
 - Dispatch a Franklin full company assignment and any additional resources necessary from Franklin. Additionally, dispatch a Brentwood Engine with a crew of 3 and the on-duty Shift Commander.

 - Additional Brentwood units may be dispatched at the request of the Incident Commander.

- If either agency, due to commitments within their own jurisdiction, is unable to provide the requested aid, that information shall be relayed to the communication center of the AHJ immediately upon receiving the request.

- The automatic aid agreement is for reported structure fires only. No automatic alarms, odor investigations, etc. will be dispatched under this agreement unless actual reports of fire or smoke are received.

INCIDENT COMMAND

- The first arriving company will establish incident command utilizing the National Incident Management System (NIMS).

- If the first arriving company is *not* from the AHJ, Command shall be transferred upon arrival of the first unit from the AHJ. It is preferred that Command be transferred via face-to-face communication. However, rescue or other situations may make this impractical and radio-to-radio communication may be used to accomplish this transfer.

- The department providing aid shall supply a chief officer, shift commander, or other ranking officer to the Command Post to assist the Incident Commander with communications, accountability, or other tasks as needed. This individual may be designated as Deputy Incident Commander, may be part of a Unified Command, or may simply act as an aid to the Incident Commander.

- The incident commander is authorized to utilize all available resources as needed to achieve the tactical objectives and mitigate the incident.

FIREFIGHTER SAFETY

- Scene accountability is vitally important on the fireground. A Personnel Accountability Reporting (PAR) system will be utilized by both agencies to ensure accurate tracking of personnel at all times.
- Each organization currently utilizes a RIT team concept using the same basic guidelines. Regardless of which jurisdiction is being aided, the RIT team shall;
 - Consist of no fewer than three (3) crew members as designated by the Incident Commander.
 - Have a RIT Leader, most commonly the company officer, designated by the Incident Commander.
 - Be equipped with full PPE including SCBA and radios.
 - Maintain the Leader in radio contact with the Command Post ready for immediate deployment.
 - Stage appropriate tools near the incident scene.
 - Conduct a scene survey to identify structural conditions and access/egress points for potential rescue.
 - Be identified using functional or geographical titles if more than one RIT team is established.
- Both jurisdictions will follow two-in/two-out procedures in accordance with OSHA 1910.134.
- A Mayday procedure will be established and utilized on the fireground by both Brentwood and Franklin companies.
- When in doubt, **always err on the side of citizen and firefighter safety!**

OPERATIONAL QUESTIONS / CONCERNS

- Concerns or issues which may arise between departments during the exercising of this agreement should be addressed to an on-duty Brentwood Shift Commander or City of Franklin Deputy Fire Chief.
- Employees shall follow their department's established policies and guidelines at all times.
- This agreement will be reviewed on an as needed basis, as well as annually.

- This agreement can be terminated by either jurisdiction upon written notice to the other party with a 30-day notice.

GEOGRAPHICAL DESCRIPTION OF A/A RESPONSE DISTRICTS

- The boundaries established by the City of Franklin Fire Department for Brentwood response include;
 - The northern most boundary of the City of Franklin, north of a line from Mack Hatcher Parkway and Cool Springs Blvd., east along McEwen Drive to Wilson Pike.
- The boundaries established by the City of Brentwood Fire Department for Franklin response include;
 - The southwestern portion of the City of Brentwood from the intersection of Franklin Road and Moores Lane, north past Old Moores Lane to a line east to Old Brooks Road to include Mooreland Estates. North on Old Brooks Road to include the "Flag Pole Farm" industrial area then east to Interstate 65. South on the west side of Interstate 65 to the northern border of Westgate Circle. Turning SE of Westgate Circle and then south to Moores Lane. East on Moores Lane to the Crockett Hills subdivision then south and west to the Franklin city limits to include Crockett Hills and the Nashville Golf and Athletic Club.
 - North and east of the intersection of Wilson Pike and Split Log Road to include Ravenwood High School and Kenrose Elementary School.
 - North of Concord Road between Wilson Pike and Interstate 65 to include Heritage Way and The Heritage of Brentwood retirement community.
- A map depicting the afore-described boundaries is attached hereto as "Exhibit A" and made a part of this Agreement by reference.

The foregoing Fire Service Automatic Aid Agreement is hereby executed by the Mayors of the City of Brentwood and the City of Franklin, having been authorized by the governing bodies of the City of Brentwood and the City of Franklin, and shall take effect on July 1, 2011.

CITY OF BRENTWOOD, TENNESSEE

Betsy S. Crossley
Betsy S. Crossley, Mayor
Pursuant to Resolution 2011- 20

Attest:

Deborah Hedgepath
City Recorder

CITY OF FRANKLIN, TENNESSEE

Ken Moore, Mayor
Pursuant to Resolution 2011- _____

Attest:

City Recorder

APPROVED AS TO FORM
by City Attorney's Office
By: Shauna R. Belinger
Date: 4.28.11

