



Greene County Emergency Services
25 Volunteer Drive
Cairo, NY 12143

GREENE COUNTY FIRE MUTUAL AID PLAN

Revised on ***DRAFT***

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FIRE MUTUAL AID PLAN

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Purpose

The purpose of the Greene County Fire Mutual Aid Plan (County Plan) is to provide assistance and protection for all Greene County (County) communities in the case of fire and other emergencies, in which the services of equipment and firefighters would be used, and to cooperate and act in accordance with State and local laws.

Administration

The administration and execution of the Plan shall be the duty of the County Fire Coordinator as defined by Section 225-a of the County Law.

Statewide Mutual Aid

Statewide Mutual Aid is coordinated through the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control (OFPC). The New York State Fire Mobilization and Mutual Aid Plan (State Plan) outlines how statewide mutual aid will occur. It is agreed that all present and future fire departments and fire companies, organized pursuant to law, may become part of the State Plan.

With the possibility of the need of mutual assistance in time of fire or other emergency, where service of equipment and/or firefighters would be used, the Villages, Fire Districts, and Fire Protection Districts of the County have pledged their resources, and recognize that they have a contractual obligation to comply with the State Plan, as now in force, and as amended in the public interest, from time to time.

Objective

A. Definition of Mutual Aid

Mutual Aid is defined as organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and facilities of all participating fire companies or fire departments, regardless of type or size, are utilized for fire and other emergencies in which the service of firefighters would be used throughout the County and adjacent areas.

B. Amendments

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

1. Prepared by Greene County Fire Coordinator (Fire Coordinator).
2. Distributed by the Fire Coordinator for comments to signatories of the County Plan, and by corresponding governing boards and State agencies.
3. Reviewed and finalized by the Greene County Fire Advisory Board.
4. Submitted by the Fire Coordinator to OFPC.
Approved by OFPC.
5. Submitted by the Fire Coordinator to the Greene County Board of Legislators.

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6. Adopted by the Greene County Board of Legislators.
7. Approved by resolution by signatories of the County Plan, and by corresponding governing boards or state agencies for continued plan participation.
8. Admitted into the State Plan.

C. Annual Review

Each year this plan shall be reviewed by the County Fire Coordinator.

D. Definitions

- "fire companies" and "fire departments" as used in this plan shall include all companies, ambulance and rescue squads, fire police, or other units of fire companies, fire departments, or fire districts, whether incorporated or not, and shall mean and include any firefighting unit as may be defined or described in Section 209-1 of the General Municipal Law.
- Greene County Emergency Control Center will also be known as "GREENE 911".
- Fire Coordinator as used in this plan shall also be referred to as the:
 - Director of Emergency Services
 - Regional Fire Administrator

Participation

A. Extent and Limit of Participation by Fire Departments

All villages, fire protection districts and fire districts in Greene County may fully participate in this plan.

These departments presently are:

Ashland Fire Dept.	Greenville Vol Fire Co.	Oakhill Durham Vol. Fire Dept.
Athens Vol. Fire Dept.	Haines Falls Vol Fire Co.	Palenville Fire Dept.
Catskill Fire Dept.	Hensonville Hose Co.	Prattsville Hose Co.
Cairo Hose Co.	Hunter Fire Co.	Round Top Vol. Fire Co.
Coxsackie Fire Dept.	Jewett Fire Dept.	Tannersville Fire Dept.
Earlton Fire Dept.	Kiskatom Fire Dept	Windham Hose Co.
H.D. Lane Vol. Fire Co.	Leeds Hose Co.	West Athens Lime Street Fire District
East Durham Vol. Fire Co.	Town of Lexington Fire Co.	
East Jewett Fire Dept	Medway-Grapeville Vol Fire Dept.	
Freehold Vol. Fire Co.	New Baltimore Fire District	

B. Extent and Limit of Participation with Adjacent Counties

1. Mutual aid may be provided and received from Albany, Columbia, Delaware, Ulster and Schoharie Counties through their respective County Fire Control Centers under direction of their County Fire Coordinators. All requests for assistance shall be routed through the Greene County Emergency Control Center.

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C. Entering and Participating in the County Plan

1. Any duly established fire company or fire department may participate in this plan by filing a copy of a resolution adopted by the fire company or fire department with the Office of the County Fire Coordinator. Such resolution shall state that such fire company or fire department elects to participate in the Greene 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 will respond to all calls for assistance from another fire company or fire department through the Greene County Emergency Control Center.
2. There shall also be filed with the Office of the County Fire Coordinator a copy of a resolution adopted by the legislative body of each participating village, or board of fire commissioners, or other governing boards having jurisdiction over the fire company, or 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 or fire departments serving territories outside of villages, and fire districts, or in relation to a fire department. Such resolution shall state that no restriction exists against "outside service" by the fire company or fire department of the municipality or district, within the meaning of Section 209 of the General Municipal Law, which would affect the power of such fire company or fire department to participate in the County Plan, and that the legislative body, or governing board, recognize and accept their financial responsibility pursuant to Section 209-2, 3 and 4 of the General Municipal Law.
3. If 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 Greene County Fire Coordinator. Any such restriction imposed by the legislative body of a village, or board of fire commissioners, shall take effect in accordance with the resolution imposing the restriction.

D. Obligation to Respond

1. Each participating fire company or fire department must forthwith respond to all calls for assistance from another fire department or fire company made pursuant to the provisions of this plan. Should any fire company or fire department refuse to respond to a call for assistance from a participating fire company or fire department without due cause, the Chief of that fire company, or fire department, and one or more members of the governing body must, upon notification from the County Fire Coordinator, appear before the County Mutual Aid Review Committee (Review Committee). Notice of the time and place of the hearing shall be given by the County Fire Coordinator personally or by registered mail, not less than ten (10) days, or no more than fifteen (15) days prior to the day of the hearing. Such notice must specify the details of the alleged failure to respond. The above Review Committee, appointed as hereinafter described, must forward to the County Fire Coordinator, in writing, its findings and recommendations. The County Fire Coordinator, upon receipt of such findings and recommendations, must take appropriate action, if any, affecting the fire company or fire department which did not respond. The County Fire Coordinator does not possess the power to take disciplinary action against a fire company or fire department.

E. Withdrawal from the Plan

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1. 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 Office of the County Fire Coordinator.
2. 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. All radio transmissions by such fire department or fire company, licensed under Greene County, shall cease on the effective date of the withdrawal. Any fire company or department withdrawing from this plan, upon the effective date, shall surrender to the Greene County all county-owned equipment. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 of the General Municipal Law.

County Coordinator Authority

A. Extent and Limit of Authority of the County Fire Coordinator and Staff

1. The County Fire Coordinator is appointed by the County per section 225-a of the County Law. The County Fire Coordinator will have the following duties and responsibilities:
 - Works with the OFPC Fire Protection Specialist assigned to the County to administer the State Fire Training Program and any and all training programs developed by the State for the benefit of the Greene County Fire Service.
 - Determines what State Fire Training courses are needed within the County.
 - Selects and establishes locations for courses.
 - Administers and supervises the County Fire Training Program and any and all training programs developed by the County for the benefit of the Greene County Fire Service.
 - Selects and establishes locations for courses.
 - Determines need for existing courses and new courses.
 - Maintains records indicating manpower in the county. Administers 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 other emergencies where the services of firefighters are used.
 - Administers, supervises, controls, and maintains repairs of the Greene County Fire Radio System and the Emergency Medical Services Radio, under authorization of, and in accordance with, the Federal Communication Commission.
 - Administers, supervises, controls the Greene County Emergency Control Center, and maintains the County inventories of manpower and equipment.
 - Acts as liaison officer between the fire service of Greene County and the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control, the County Board of

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Legislators, the County Fire Advisory Board, and the Emergency Medical Services Council.

- Appoint and remove Deputy Fire Coordinators in accordance with Section 401 of the County Law, Section 3 of the Public Officers Law, and the Civil Service Law.
 - Plans and estimates the need for additional or unique equipment for the County and recommends the purchase of such equipment.
 - Acts as aid to fire chiefs, upon their request, in cases of mutual aid alarms of fire, or other incidents requiring the service of firefighters, and orders the Greene County Emergency Control Center to dispatch aid at the request of the fire chief or officer in charge.
 - Plans County Fire Prevention Programs and cooperates with all other agencies in establishing Fire Prevention Programs.
 - Arranges speaking engagements and programs to educate the Greene County Fire Service.
2. The Fire Coordinator or Deputy Fire Coordinator shall be dispatched to any incident involving these specific circumstances:
- Confirmed structure fire that requires mutual aid to the scene.
 - An incident involving more than (1) one fire company or fire department. (Except **automatic** mutual aid calls.)
 - **ALL** fatal fires.
 - Serious injuries to a firefighter.
 - Whenever a special County team is activated:
 - County Fire Investigation Team
 - County Hazmat Team
 - County Command Vehicle
 - County Accountability System
 - When a fire company or fire department contacts OFPC for assistance at an incident.
 - Upon request by the incident commander.
3. Deputy County Fire Coordinator - Directly responsible to the County Fire Coordinator.
- Performs any of the duties or functions of the County Fire Coordinator when directed or authorized by the County Fire Coordinator.
 - Shall possess the power of, and perform the duties and functions of, the County Fire Coordinator during the absence of the County Fire Coordinator, or during his/her inability to act, in accordance with the provisions of the chain of command elsewhere set forth in this plan, and pursuant to Section 401 of the County Municipal Law.
4. Dispatchers – Directly responsible for the County Fire Coordinator or his/her Designee.
5. Absence of the County Fire Coordinator

The County Fire Coordinator shall designate in writing and file in the Office of the County Clerk and of the Clerk of the Greene County Board of Legislators the order in which Deputy County Fire Coordinators are to possess the powers and perform the duties of County Fire Coordinator during the absence or inability to act, pursuant to Section 401 of the County Municipal Law.

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6. Vacancy in Position of County Fire Coordinator

The Greene County Fire Coordinator 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 County Board of Legislators and is qualified, pursuant to Section 401 of the County Law.

Status of the Local Fire Company or Fire Department

A. Maintenance of Individuality

Each fire department, or fire company, participating in this plan shall retain its internal command and individuality.

B. Authority of “Requesting” Fire Chief or Officer-in-Charge

1. A “Requesting” fire chief, or officer-in-charge, is the one who is responsible for requesting mutual aid for their department in accordance with this plan.
2. The chain of “command” at a fire, or other emergency in which the services of firefighters would be used, for firefighters and officers entering the area under mutual aid remains with the fire department requesting the mutual aid.
3. The fire officer in command will work with chiefs, senior officers, and company officers of departments, providing mutual aid. The firefighters in the assisting department(s) will be supervised by their own officers who are, in turn, commanded by officers of the department requesting mutual aid.

C. Local Mutual Aid Plans Operating Exclusive of the County Mutual Aid Plan

1. If any state institution, or privately-owned fire brigade, requires aid to combat a fire or emergency, the fire department in whose jurisdiction the institution, or privately owned brigade, lies shall be notified through the Greene County Emergency Control Center. The local department will respond with whatever apparatus or equipment is requested to the scene. Any additional Mutual Aid will be the responsibility of the local department. Command of the incident lies with the fire company or fire department having jurisdiction in that area.

Operation of the County Emergency Control Center

A. Location

Greene County Emergency Control Center
25 Volunteer Drive
Cairo, NY 12143

B. Supervision and Dispatching Service

1. The County Fire Coordinator is responsible for all activities of the County Emergency Control Center.
2. Dispatching Service - Such service is provided by the County Fire Coordinator who shall designate dispatchers and assign identification numbers to them. The County Fire Coordinator shall designate as dispatchers such personnel as may be necessary to insure the continuing and efficient operation of the Emergency Control Center.
3. Additional Services - The County Fire Coordinator and all Deputy Fire Coordinators may be authorized to assist in dispatching.

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C. Radio & Telephone Communication Regulations

1. Procedures - The radio and telephone procedure shall conform with that prescribed by the Federal Communication Commission and the County Fire Coordinator. (See Appendix E)
2. Authorization to operate - 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 the Federal Communication Commission in this plan. (See Appendix E)
3. Two-Way Mobile Radios are allowed in the following emergency vehicles:
 - All fire company or fire department emergency vehicles
 - Maximum wattage – 60 watts
 - Chiefs' and Asst. Chiefs' Vehicles
 - Maximum wattage – 60 watts
 - Maximum – Chief and 4 Asst. Chiefs
 - Coordinators Vehicles
 - No radios are to be installed or used in Fire Police private vehicles.
 - All vehicles are to use the assigned County Identifier.
4. Portable Radios are allowed as follows:
 - All fire company or fire department owned emergency vehicles.
 - Maximum wattage – 5 watts
 - Chiefs' and Asst. Chiefs' Vehicles
 - Maximum wattage – 5 watts
 - All portables are to use the assigned County Identifier.
5. Two-way Base Station
 - Transmissions will be for emergencies, test and permitted announcements only. Announcements will be authorized by the Chiefs, Asst. Chiefs, or senior officers present in the fire company or fire department. He or she shall be responsible to control the announcements for the department.
 - Permission must be obtained from Greene County Emergency Control Center before any announcement is made. No announcement will be allowed when any county unit is out of service on an emergency.
 - Permitted announcements:
 - Emergency nature
 - SPECIAL meetings, drills, or classes
 - Cancellations or changes of meetings, drills, or classes
 - Funerals notices
 - Non –Permitted announcements:
 - Social events
 - Sporting events
 - Fund drives
 - Company/department regular meetings
 - Commissioners/board of director's regular meetings
 - Officer's regular elections
 - Raffle drawings
 - Ladies auxiliary regular activities
 - The radio must not be used for personal or "sensitive" messages. Use the phone.
 - Base stations must be protected against unauthorized use.

D. Test from Greene County Emergency Control Center

1. Will be conducted at the request of the local department.

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2. Every County fire company or fire department must test their alarm system from the County Emergency Control Center during the quarterly all call test.
3. No test will be allowed when any County unit is out of service on an emergency.

E. Frequency

1. All radios will be programmed with the approved county channel plan.

Staff of the County Emergency Control Center

A. Authority and Responsibility

1. Normal Dispatching shall be provided by the dispatchers on duty.
2. The County Fire Coordinator, and all Deputy Fire Coordinators, may be authorized to dispatch.

Inventory

- A. Location of County Inventory, consisting of apparatus and equipment of participating fire companies and fire departments, shall be located at the Greene County Emergency Control Center. All Mutual Aid Zone Deputy Coordinators shall have a copy in their possession. (See Appendix C)
- B. The County Fire Coordinator, or his/her designee, is responsible for maintaining the inventory.
- C. The County Fire Coordinator, or his/her designee, shall contact each Fire Chief annually regarding the inventory. It shall be the responsibility of each fire chief to notify the office of the County Fire Coordinator immediately of any additions, or deletions, of his fire department, or fire company, resources.
- D. The inventory shall be completely reviewed during the annual review of the plan by the County Fire Coordinator.
- E. A current list of each fire company's or fire department's officers, their address and telephone number, shall be on file in the Emergency Control Center. It is the responsibility of each fire department, and fire company, to notify the County Fire Coordinator of any change in the list.

Standard Thread

- A. All apparatus, and its associated equipment, participating in this plan shall be equipped with N. H. Standard threads as defined by the National Bureau of Standards, or provide enough adapters to permit inter-connection with National Standard Threads.
- B. **Considerations** should be given to obtaining Quick-Connecting Adapters for large diameter hose.

Participation in the State Fire Mobilization and Mutual Aid Plan

A. Procedure to Obtain Activation of Plan

1. The County Fire Coordinator, or Deputy Fire Coordinator, may contact the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control to request activation of the State Fire Mobilization and Mutual Aid Plan.
2. The procedure shall conform to that outlined in the New York State Division of Homeland Security and Emergency Services Fire Mobilization and Mutual Aid Plan.

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3. Upon activation the County Fire Coordinator traditionally fills the role of the Regional Fire Administrator.
4. The State Fire Administrator is responsible for appointing a Regional Fire Administrator in each county.

B. 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 outlined in the New York State Division of Homeland Security and Emergency Services Fire Mobilization and Mutual Aid Plan.

C. Retirement Provision Relating to Position of Regional Fire Administrator

Should the County Fire Coordinator be separated from his or her office for any reason, he or she is automatically retired as Regional Fire Administrator if he or she also holds the position of Regional Fire Administrator. The State Fire Administrator of the New York Division of Homeland Security and Emergency Services State Office of Fire Prevention and Control shall appoint a new person to fill the position of Regional Fire Administrator.

D. County Number Issued Under the State Fire Mobilization and Mutual Aid Plan

The County Fire Coordinator shall utilize county number 20 which has been assigned to Greene County by the New York Division of Homeland Security and Emergency Services Office of Fire Prevention and Control.

Coordination with Other Emergency Services

A. Extent & Limit of Inter-Service Coordination

1. Greene County Emergency Services:
 - County Fire Investigation Team
 - County Hazmat Team
 - County Command Vehicle
 - County Accountability System

County Wide Fire Reporting

A. Collecting and Analyzing Reports on Fires

1. The fire chief or designated officer, of each fire company or fire department, participating in this plan must participate in the New York State Fire Incident Reporting System and the New York State Burn Injury Reporting System on a monthly basis.
2. General Municipal Law Section 204-d states that the fire chief of any fire department or fire company shall, in addition to any other duties assigned to him by law or contract, to the extent reasonably possible, determine, or cause to be determined, the cause of each fire, or explosion, which the fire department or fire company has been called to suppress. He or she 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. The report shall be in the form designated by such office. He shall contact or cause to be contacted the appropriate investigatory authority if he has reason to believe the fire or explosion is of incendiary or suspicious origin. For all fires that are suspected to have been ignited by a cigarette, within fourteen days after completing the investigation into such fire, the fire chief shall forward to the office of fire prevention and control information detailing, to the extent possible: (a) the specific brand and style of the cigarette

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suspected of having ignited such fire; (b) whether the cigarette package was marked as required by subdivision six of section one hundred fifty-six-c of the executive law; and (c) the location and manner in which such cigarette was purchased.

3. The County Fire Coordinator will oversee the mandated participation of all county fire departments and fire companies.

County Fire Investigation Team

A. Determination of Cause and Origin - Responsibility

1. Under Section 204D of General Municipal Law, the State Legislature has mandated that it is the responsibility of the fire chief to determine the cause and origin of all fires.
2. Under Section 204C of General Municipal Law, the State Legislature has mandated that the county shall have a plan for arson investigation.
3. Realizing that the fire chief, or officer-in-charge, may not have the expertise and equipment within his fire department to adequately determine the cause and origin of fires, the County Legislature has established a County wide fire investigation team. The County further provides the team with equipment necessary for them to determine the cause and origin of fires.
4. The fire chief, or officer-in-charge, may request the assistance of the Fire Investigation Team through the Greene County Emergency Control Center.

County Hazmat Team

A. Determination of Hazmat – Responsibility

1. Realizing that the fire chief, or officer-in-charge, may not have the expertise and equipment within the fire company or fire department to respond to and mitigate a hazardous materials incident, the County Legislature has established a county wide Hazmat team. The County further provides the team with equipment necessary for them to respond to and mitigate hazardous materials incidents.
2. The fire chief, or officer-in-charge, may request the assistance of the Hazmat Team through the Greene County Emergency Control Center.
3. See Appendix F.

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Resolution by the Municipality or Fire District having jurisdiction over the Fire
Company or Fire Department

I _____ offered the following resolution and moved its
adoption. (Name)

RESOLVED that this board directs _____
(Name of fire company or department)

to participate in the Greene County Fire Mutual Aid Plan and is amended from time to time.
Resolved that this certifies to the Greene County Legislator, through its County Fire
Coordinator, that no restrictions exist against "outside service" by such fire company or fire
department named herein, within the meaning of Section 209 of the General Municipal Law
which would affect the power of such fire company, or fire department, to participate in such
plan.

And be it further resolved that a copy of this resolution be filed with the County Fire
Coordinator.

I _____ seconded the resolution.
(Name)

Voted;	In favor	_____
	Opposed	_____
	Not voting	_____

Carried

(Date)

(Name)

(Title)

This resolution supersedes all previous resolutions.

Effective: _____
(Date)

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Resolution by Fire Company or Fire Department electing to participate in the
County Fire Mutual Aid Plan

I _____ offered the following resolution and moved its
adoption. (Name)

RESOLVED that _____ elects to participate in the
(Name of fire company or department)

Greene County Fire Mutual Aid Plan and will agree to recognize a call for assistance through
the County Control Center, and will comply with the provisions of such plan as now in force,
and as amended from time to time.

And be it further resolved that a copy of this resolution be filed with the County Fire
Coordinator.

I _____ seconded the resolution.
(Name)

Voted	In favor	_____
	Opposed	_____
	Not voting	_____

Carried

(Date)

(Name)

(Title)

This resolution supersedes all previous resolutions.

Effective: _____
(Date)