

## Exhibit A

# TO THE AUTOMATIC AID AGREEMENT FOR EXCHANGE OF FIRE, RESCUE, AND EMERGENCY MEDICAL SERVICES BETWEEN THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT AND THE CITY OF RICHMOND

## OPERATIONAL PLAN

This Operational Plan is authorized by the Automatic Aid Agreement for Exchange of Fire, Rescue, and Emergency Medical Services between the Contra Costa County Fire Protection District and the City of Richmond, dated July 1, 2015 (the “Agreement”), and is subject to the terms and conditions set forth in the Agreement.

The purpose of this Operational Plan is to specify the procedures for implementing the Agreement between the Contra Costa County Fire Protection District (the “Fire District”) and the City of Richmond (the “City”). The identified fire agency resources will respond to emergencies as set forth below. Additional resources not described in this Operational Plan may be requested by the Incident Commander or appropriate dispatch center through normal mutual aid channels as outlined in the existing Disaster and Civil Defense Master Mutual Aid Agreement.

1. Definitions. For the purposes of this Operational Plan, the following definitions apply:

“Battalion Chief” means a fire officer capable of and responsible for commanding incident resources and overall scene management.

“CAD” means computer-aided dispatch.

“CCRFCC” means the Contra Costa Regional Fire Communications Center.

“EMD” means emergency medical dispatch.

“Engine” means a fire agency resource meeting the equipment standards of a FIREScope ICS Type 1 Engine with a minimum staffing of three personnel.

“MDT” means mobile data terminal.

“NFIRS” means National Fire Incident Reporting System.

“Paramedic” means a fire agency resource providing advance life support services.

“RCC” means the Richmond Communications Center.

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“Truck” means a fire agency resource capable of providing a minimum elevated stream and rescue capability of not less than 50 feet and minimum staffing of three personnel.

2. Amount, Type, and Areas of Response.

- A. In accordance with the dispatch procedures described in Section 5, the Fire District will automatically provide up to two Engines and one Battalion Chief to all areas within the City’s jurisdiction when Fire District resources are available.
- B. In accordance with the dispatch procedures described in Section 5, the City will automatically provide up to three Engines, one Truck, and one Battalion Chief from all stations within the City to all areas within the Fire District’s West County jurisdiction, as shown on the West County Fire Jurisdiction map attached hereto as Figure 1, when City resources are available. The Fire District’s West County jurisdiction includes, but is not limited to, the City of San Pablo and the unincorporated areas of El Sobrante, East Richmond Heights, North Richmond, Rollingwood, Tara Hills, and Montalvin Manor.

3. Operational Command. The first officer who arrives at an incident will assume command until he or she transfers command or is relieved by a ranking chief officer. The highest-ranking officer from the authority having jurisdiction will have the ultimate authority to assume command. All operations will be conducted in a coordinated and organized manner.

4. Incident Reports. If units from both agencies respond to an incident, the unit of the agency having jurisdictional responsibility will prepare the NFIRS and other incident reports as necessary. If no units from the jurisdictional agency respond to an incident, units from the responding agency shall prepare the NFIRS and other incident reports as necessary. The responding agency shall provide copies of all incident reports to the jurisdictional agency upon request.

5. Dispatch and Communications. When a call for service occurs in the Fire District, the CCRFCC CAD automatically determines the closest available unit or units and the appropriate type and number of units to respond. One or more units are then dispatched by the CCRFCC. When a call for service occurs in the City, the RCC CAD only recognizes response areas such that the closest unit or units for the geographical area are determined manually based on the CAD station sequence list. One or more units are then dispatched by the RCC.

- A. General Guidelines. Responses to calls for service will follow the general guidelines specified below:
  - i. When a call for service occurs in the Fire District and the CCRFCC CAD determines that the closest appropriate available unit or units are City

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resources, the CCRFCC will directly dispatch City resources as an automatic aid response in the Fire District. When a call for service occurs in the City and the RCC determines that the closest available unit or units are Fire District resources, the RCC will directly dispatch Fire District resources as an automatic aid response in the City.

- ii. The CCRFCC and RCC will immediately answer each other's phone calls to ensure timely notifications of an automatic aid response.
- iii. All necessary information including address, type of emergency, tactical radio frequency, and related information that is available will be relayed to the responding units and updated as appropriate.
- iv. If the requested unit is not available, or is located so as to result in an extended response time, or encounters delays resulting from seasonal, traffic, or other restrictions so as to result in an extended response time, the requesting agency's dispatch center will be immediately advised of the delay.

B. Specific Procedures. The following specific procedures will apply to calls for service:

- i. Automatic Aid to the City. Upon dispatch by the RCC, Fire District resources will switch to the RMD dispatch channel or incident talk group as directed for all incident communications after changing their status to "responding" via voice or MDT with CCRFCC. Status changes via the MDT shall occur in conjunction with verbal status changes with the RCC. All requests for additional resources will be made through the RCC.
- ii. Automatic Aid to the Fire District. Upon dispatch by the CCRFCC, City resources will switch to the CON WEST dispatch channel or incident talk group as directed for all incident communications. All requests for additional resources will be made through the CCRFCC. Routine status changes (e.g., responding, at scene, available) shall be made primarily via the MDT when possible.

6. Costs.

- A. On an annual basis, the Fire District will determine the total number of automatic aid responses made during the prior fiscal year by the Fire District into the City's jurisdiction, and the City will determine the total number of automatic aid responses made during the prior fiscal year by the City into the Fire District's jurisdiction (each, the respective agency's "Response Load"). The agency with the higher Response Load will be reimbursed by the other agency in the amount

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of the first agency's total hourly cost, as specified below, multiplied by the difference in Response Loads between the two agencies.

Cost Per Hour	<b>Fire District</b>		<b>City</b>	
	Personnel	\$ 108.14	Personnel	\$ 132.19
	Apparatus	\$ 91.00	Apparatus	\$ 91.00
	Overhead	\$ 19.91	Overhead	\$ 22.32
<b>Total Hourly Cost</b>		<b>\$ 219.05</b>		<b>\$ 245.51</b>

Personnel cost is based on three firefighters: a Fire Captain, a Fire Engineer, and a Firefighter. For the District, one of the three crew members will be a paramedic. The City does not staff units with paramedics. Apparatus cost is based on a 1500 gallon per minute pumper, reimbursed at the California Office of Emergency Services rate under the California Fire Assistance Agreement. Overhead costs are equal to 10% of the total cost for personnel and apparatus.

- B. At a maximum, automatic aid will include companies necessary for a first alarm assignment. If additional units are required for a greater alarm incident, or a disaster-type situation, they will constitute mutual aid units and there will be no charge for such units.
  - C. The agency with the higher Response Load will invoice the other agency for the prior fiscal year within 60 days of the conclusion of the fiscal year. The invoice will be paid within 30 days of receipt.
7. Training. Periodic interagency training will be conducted for the purpose of improving professional working relationships and operational coordination between the Fire District and City units. This training will be coordinated through the District Battalion Chiefs or senior Chief Officers and the City Battalion Chiefs or senior Chief Officers.
  8. Complaints. The Fire District and the City will utilize a complaint process for operational issues to ensure that operations are conducted safely, expeditiously, and professionally. To assist in resolving issues, City Battalion Chiefs will direct all routine operational concerns to the Fire District Battalion Chief (BC-7) by email. The Fire District BC-7 or senior Chief Officer will investigate and reply in a timely manner. Any urgent operational concerns shall be directed to the on-duty Fire District BC-7. Conversely, Fire District Battalion Chiefs will notify the on-duty City Battalion Chief (BC-64) of any operational concerns by email. The City BC-64 or senior Chief Officer will investigate and reply in a timely manner.

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9. Response Maps and Preplans. Upon execution of this Operational Plan, each agency will provide the other with current standard response maps and will provide updated versions as changes occur.
10. Evaluation. The effectiveness of the procedures contained in this Operational Plan will be evaluated annually, or as significant changes occur, by the Fire District Fire Chief or his or her designee and the City Fire Chief or his or her designee.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

By: \_\_\_\_\_  
Fire Chief

Date: \_\_\_\_\_

CITY OF RICHMOND

By: \_\_\_\_\_  
Fire Chief

Date: \_\_\_\_\_