PUBLIC SAFETY COMMITTEE

May 3, 2012 – 12:30 p.m.

Committee Members: Cora Edwards, Chair; Gene Benson, Vice-Chair; Kathy LaBuda, Ira Steingart, Alan Sorensen

PRESENTATIONS: None

DISCUSSIONS :

1. **Tow Service Policies**

REPORTS

- Update: Public Safety/Emergency Management — Richard Martinkovic, Commissioner
- Update: 911 — Alex Rau, E-911 Coordinator
- Update: Probation Department — Jeffrey Mulinelli, Director
- Update: District Attorney's Office — Jim Farrell, District Attorney
- Update: Sullivan County Sheriff's Office — Michael A. Schiff, Sheriff

RESOLUTIONS :

1. **To authorize the County Manager to enter into a contract with Vision World for services for the Inmate Population at the Sullivan County Jail.**

2. **To authorize the County Manager to accept a State Homeland Security Program (SHSP) 2012 Grant award from the New York State Division of Homeland Security and Emergency Services (DHSES).**

3. **To approve amendments to several policies & procedures of the Sullivan County Bureau of Fire.**

PUBLIC COMMENT

COUNTY OF SULLIVAN

LEGISLATIVE MEMORANDUM

TO:	Sullivan County Legislature
FROM:	Michael Schiff
TITLE:	Sheriff
DEPARTMENT:	Sheriff's Office

COMMITTEE WITH JURISDICTION

Check all that apply						
	☐	Community Development & Planning	☒	Public Safety	☐	Health & Family Services
	☐	Financial Management	☐	Executive Committee	☐	General Services
	☐	Public Works	☐	Real property	☐	Veterans
	☐	Personnel				

SUBJECT OF RESOLUTION:	To enter into contract with Vision World for services to inmates.
PURPOSE OF RESOLUTION:	Same
DATE OF FIRST SUBMISSION:	5/3/12
BRIEF DESCRIPTION:	Provide optical services to inmates at S.C. Jail at negotiated rates.

Costs to Other County Programs:

☒ Mandated ☒ Budgeted ☐ Budget Revision Necessary

FINAL IMPACT:

Projection:

	Balance of YR1	YR2	YR3	YR4
County Cost	5,000			
State Funds				
Federal Funds				
Other				
Total	5,000			

If NONE, check here: ☐

RESOLUTION NO. ____ INTRODUCED BY THE PUBLIC SAFETY COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO A CONTRACT WITH VISION WORLD FOR SERVICES FOR THE INMATE POPULATION AT THE SULLIVAN COUNTY JAIL.

WHEREAS, Sullivan County is mandated to provide certain services for the inmate population at the Sullivan County Jail, and

WHEREAS, Vision World has agreed to a two-year contract (1/1/2012-12/31/2013) to provide optical services as to be determined by an agreed upon schedule of services.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into a contract with Vision World for optical services at negotiated rates, in such a form as approved by the County Attorney.

Moved by_____,
Seconded by _____,
and adopted on motion _____, 2012.

Fee Schedule

Eye Exam (without dilation) $75.00 –Discounted Rate for County
(Standard Fee for Eye Exam is $150.00)

Frames: Not to Exceed $45.00

Single Vision Lenses (Plastic): Not to Exceed $65.00

Pre-Approval is required from Sullivan County Jail Medical Staff for the following:

Dilation

Bi-Focal Lenses

Polycarbonate Lenses

COUNTY OF SULLIVAN
LEGISLATIVE MEMORANDUM

To: COUNTY LEGISLATURE

From: Richard Martinkovic

Title: Commissioner

Department: Public Safety

COMMITTEE WITH JURISDICTION:

Check all that apply:

[ ] Executive
[ ] Planning, Environmental Management & Real Property
[ ] Personnel
[x] Public Safety
[ ] Management & Budget
[ ] Public Works
[ ] Government Services
[ ] Community & Economic Development
[ ] Health and Family Services
[ ] Veterans

SUBJECT OF RESOLUTION: SHSP12 Grant

PURPOSE OF RESOLUTION: To accept a SHSP12 Grant Award from the NYS Division of Homeland Security

DATE OF FIRST SUBMISSION: May 3, 2012

BRIEF DESCRIPTION: Sullivan County was awarded $132,000 reimbursable grant from the NYS Office of Homeland Security

Costs to Other County Programs:

[ ] Mandated [ ] Budgeted [ ] Budget Revision

FINANCIAL IMPACT:

Projection:	YR1	YR2	YR3	YR4	YR 5
County Cost					
State Funds					
Federal Funds	$132,000				
(Third Party Revenue) Other					
Total	$132,000				

If NONE check here:[ ]

Resolution 114 of 1989 requires this memorandum not exceed **one** page. Attach only the resolution submitted to the Board.

RESOLUTION INTRODUCED BY THE PUBLIC SAFETY COMMITTEE

RESOLUTION TO AUTHORIZE THE COUNTY MANAGER TO ACCEPT A STATE HOMELAND SECURITY PROGRAM (SHSP) 2012 GRANT AWARD FROM THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES)

WHEREAS, funding for this grant is provided by the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), wherein the New York State Division of Homeland Security and Emergency Services will administer the funding on behalf of FEMA; and

WHEREAS, the New York State Division of Homeland Security and Emergency Services provides funds to support efforts of emergency management/homeland security; and

WHEREAS, the New York State Division of Homeland Security and Emergency Services Provides funds for the law enforcement community to support their terrorism prevention and preparedness efforts; and

WHEREAS, contingent upon the State receiving the official grant award from FEMA, Sullivan County has been awarded a $132,000.00 reimbursable, two part grant from the New York State Division of Homeland Security and Emergency Services SHSP 2012; and

WHEREAS, Sullivan County has been awarded $99,000.00 from the State Homeland Security Program for support planning, equipment, training and exercise needs associated with preparedness and prevention activities; and

WHEREAS, Sullivan County has been awarded $33,000.00 from the State Law Enforcement Terrorism Prevention Program (SLETPP) for the law enforcement community to support their terrorism prevention and preparedness efforts; and

WHEREAS, Sullivan County is not required to provide any local cash match.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and is hereby authorized to execute any and all necessary documents to accept the grant award and access the funding, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this grant funding.

Resolution No. _____

RESOLUTION INTRODUCED BY PUBLIC SAFETY COMMITTEE

RESOLUTION TO APPROVE AMENDMENTS TO SEVERAL POLICIES & PROCEDURES OF THE SULLIVAN COUNTY BUREAU OF FIRE

WHEREAS, Richard Martinkovic, Sullivan County Fire Coordinator, annually reviews Bureau of Fire policies and procedures that require amendment, and

WHEREAS, at its regular monthly meeting on March 26, 2012, the Fire Advisory Board approved amendments to the following:

Fire Advisory Board Rules & Regulations
Electrical Utility Company Response Protocols for Fire Service
Mayday Policy & Procedure
Fire Service Policy & Procedures for Use of the Emergency Communication System
Fire Investigation Team Policy, Responsibilities and Qualifications
Wildland Search & Rescue Team Policy & Procedures
Dive Team Policy (approved at special meeting of Fire Advisory Board on April 16, 2012)

WHEREAS, the amendments to the above policies shall take effect upon approval of same by the Public Safety Committee and Sullivan County Legislature.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Bureau of Fire policies and procedures listed above are hereby approved, and

BE IT FURTHER RESOLVED, that copies, as amended, shall be filed with the Clerk of the Sullivan County Legislature and County Manager.

Moved by_____,
Seconded by _____,
and adopted on motion _____, **2012**

Sullivan County

Fire Advisory Board

Rules & Regulations

Sullivan County Fire Advisory Board

Table of Contents

Sullivan County Fire Advisory Board

Article 1: Organization

This organization shall be known as the Sullivan County Fire Advisory Board as established under County Law section 225-a.

Article 2: Membership

a) The membership of this organization shall consist of fifteen members.
b) Fire Service issues will be represented by one member from each of the fifteen Townships in Sullivan County.

Article 3: Appointment Procedure

a) The Appointment procedure to the board will be as follows:
The name of the proposed member may be suggested to, or picked by, the Supervisor of each respective town. The name of the proposed member will then be forwarded by the Town Supervisor to the Legislative representative(s) of each respective town who will in turn forward the proposed members name to the Chairperson of the County Legislature for appointment. All proposed member names should be presented for appointment no later than the Town Board's November meeting for approval no later than their December meeting. The name must then be forwarded to the legislature before the end of the calendar year so that the Chairperson of the County Legislature can make the appointments during the first week of January.

Article 4: Duties

a) It shall be the duty of this board to cooperate with the New York State Office of Fire Prevention and Control carrying out Training and Mutual Aid programs; to act in an advisory capacity to the County Legislature; to assist the County Fire Coordinator and/or Deputies in all their projects; to aid all county fire service organizations; and to promote and project the best possible image of the fire service.
b) Any Member who fails to attend at least 50% of the regular meetings annually shall not be recommended for reappointment by the board. Valid excuses will be considered and will not count against the member's attendance record. The Legislature will be provided with the attendance records of this board.

Article 5: Election of Officers and Terms of Office

a) The officers of the Sullivan County Fire Advisory Board shall consist of a Chairman, Vice Chairman and Secretary, each elected for a term of one year, in the order named, at the annual re-organizational meeting. The term of Chairman and Vice-Chairman will not exceed three (3) consecutive years by annual election.

Article 6: Duties of Officers

a) The Chairman shall preside at all regular and special meetings of this board and at all executive committee meetings. The Chairman shall appoint all committees.
b) The Vice-Chairman shall preside in the Chairman's absence.
c) In the event that the Chairman and Vice Chairman are both absent, the board members present shall elect a chairman pro tem for that meeting.
d) The Secretary shall be responsible for keeping an accurate record of all proceedings at regular and special board meetings and Executive Committee meetings; attend to all correspondence; notify and any specified persons of all meetings, giving date, time and place.

Article 7: Officer and Member Vacancies

a) All officer vacancies shall be filled by 2/3 vote of the board members present at the next regular meeting after the vacancy occurs.
b) Membership vacancies shall be filled by appointment by the County Legislature upon recommendation from the respective Town Supervisor to the board.

Article 8: Meetings

a) Regular meetings shall be held on the LAST Monday every other month as follows:

a. January
b. March
c. May — Meeting to be held on the Monday before the Memorial Day Holiday
d. July
e. September
f. November

b) Meeting will be held at 7:30 PM in the Legislative Chambers.
c) The re-organizational meeting shall be the first meeting after the appointment of board members by the Chair of the County Legislature.
d) A quorum shall consist of eight (8) members of this board
e) Special meetings shall be held at the call of the chairman or at the written request of five (5) or more board members.

Article 9: Committees

a) The first member appointed to a committee shall serve as the committee chairman and will be responsible for a complete report to the board.
b) Committees are charged with researching issues and reporting their findings to the board for consideration and/or further action.

Article 10: Amendment of Rules & Regulations

a) Any amendments to these rules shall be presented in writing and read at a regular meeting. It shall be read at the next regular meeting and voted upon by the members present with a 2/3 vote accepting the proposed amendment.

Article 11: Meeting Agenda/Order of Business a)

The Order of Business will be as follows:

1) Call to Order
2) Pledge of Allegiance
3) Attendance Roll Call
4) Reading of minutes of previous meeting
5) Coordinator's report
6) Communications
7) Committee Reports
8) Unfinished Business
9) New Business
10) Good and Welfare
11) Adjournment

Article 12: Representation

a) Each of the fifteen seats on the board represent the fifteen townships in Sullivan County and a total of forty fire departments that serve their respective towns throughout the County.
b) Represented Fire Departments are listed herein:

Beaverkill Valley
Bloomingburg
Callicoon
Callicoon Center
Claryville
Fallsburg
Forestburg
Grahamsville
Hankins/Fremont
Highland Lake
Hortonville
Hurleyville
Jeffersonville
Kauneonga Lake
Kenoza Lake
Lake Huntington/Cochecton
Lava
Liberty
Livingston Manor
Loch Sheldrake

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North Branch
Rock Hill
Roscoe/Rockland
Smaliwood/Mongaup Valley
Summitville
SwanLake
Westbrookville
White Lake
White Sulphur Springs
Woodbourne
Woodridge
Wurtsboro
Youngsville
Yulan

Sullivan County

ELECTRICAL UTILITY COMPANY RESPONSE PROTOCOLS FOR FIRE SERVICE

Fire Service/Electrical Utility Company Response Protocols

Incident	Utility Problem	Urgency	Desired Utility Action
Motor Vehicle Accident	Broken Pole/Wires Down	Entrapment danger to public	De-Energize lines relieve fire personnel
Working Fire	Ulitility Lines/Poles Involved	High danger to firefighting effort	De-Energize lines
	None	Danger to firefighting effort	Cut service to structure
	None	Danger to public	Cut service or remove them
Storms	Wires down	Danger to public	Relieve fire personnel

Information that can help bring the incident to a close/information for the 911 center

- Physical address of incident
- Physical address of nearest neighbor
- Nearest cross roads
- Meter number
- Home owners name
- Pole number involved or next nearest one
- Which utility company to call
- Is the pole broken/cracked

2/29/12

SULLIVAN COUNTY

Mayday Policy & Procedure
Emergency Evacuation Policy & Procedure

October 2003
Revised January 2009
Revised March 2012

Table of Contents

1) Purpose

A. The purpose of this policy is to provide a uniform countywide procedure for both mayday situations and emergency evacuation situates and to clearly define the differences between both applications.

B. It is required that all firefighters know and understand these procedures and the criteria herein as to fully understand their different applications.

2) Mayday Description

A. A Mayday code is transmitted when a firefighter(s) is in **imminent** danger (life threatening situation). eg: trapped, disorientated, injured, etc. ***Mayday is not an emergency evacuation call! Air horns do not initiate a mayday!*** A mayday is communicated by radio and/or person to person over the radio.

B. It is imperative that all firefighters know and understand the procedure, as it will be the sole method for firefighters who find themselves or others in a life-threatening situation to communicate such an emergency at any incident.

C. The following situations will initiate a mayday call:

- Trapped
- Entanglement
- Cut off by fire
- Cut off by collapse
- Through the floor
- Pinned
- SCBA failure
- Firefighter down
- Lost/Disoriented
- Pass Device Activation

3) **Mayday Procedure**

A. The Mayday procedure for the fire service of Sullivan County will be as follows:

(1) The signal for a **MAYDAY** situation is the verbal transmission of **"MAYDAY, MAYDAY, MAYDAY" (3 times)**

(2) The **"Mayday"** transmission shall continue until acknowledged. It should be reported to the Incident Commander immediately.

(3) The Communications Dispatcher, upon hearing a **"Mayday"** call, shall advise all other radio traffic to stay clear of the channel on which the **"Mayday"** was called.(Radio silence)

(4) Any department personnel that are aware of a missing individual or crew should also declare a **"Mayday"**.

(5) Individuals who declare a **"Mayday"** should, if possible, provide approximate location by floor or last known location to assist with finding them. Also, they should provide as much information as to their circumstances as possible.

(6) Personnel who become trapped or disoriented should execute all necessary self-rescue activities to assist in their own rescue.

(7) Upon receipt of the **"Mayday"**, the incident commander shall immediately consult with the FAST/RIT leader and assign the rescue to that team, if one is available on the scene. In the event a FAST/RIT is not available, all interior firefighters not engaged in other critical assignments will be utilized for the rescue effort.

(8) All fire suppression activities shall continue unless ordered to cease by the incident commander.

(9) All company officers shall provide a Personnel Accountability Roster to the Incident Commander, if available.

4) All **"Mayday"** activities will continue as directed by the Incident Commander utilizing either FAST/RIT Standard Operating Procedures or available personnel, whichever is available.

5) Emergency Evacuation Description

A. An Emergency Evacuation Signal will be initiated when personnel on the scene recognize the eminent collapse of a structure during firefighting operations or any change in conditions during an incident, which will endanger personnel. ***This is not a Mayday alert!***

B. An Emergency Evacuation Signal will be given by blasts of apparatus air horns and the procedure will be outlined in this document.

6) Emergency Evacuation Procedure

A. The Emergency Evacuation Procedure for Sullivan County will be as follows:

(1) All observations of building and/or incident conditions recognized as an imminent threat to personnel will be reported to the Incident Commander for immediate action.

(2) Once the situation has been reported to the Incident Commander, **only** the IC will give the order for apparatus air horns to sound the evacuation signal. This rule must be adhered to so as to eliminate any confusion during an emergency evacuation.

(3) Apparatus air horns will sound for approximately one minute and all firefighting and/or rescue activities will cease and emergency accountability of personnel will begin immediately.

(4) Once the situation has been assessed and ultimately rectified, the Incident Commander can order fireground operations to continue as conditions permit.

Sullivan County

Fire Service Policy & Procedures for use of the Emergency Communications System

Table of Contents

1) Purpose

A. The purpose of this policy and procedure will be to ensure the clear, concise and uniform usage of the Fire Emergency Radio Communications System throughout Sullivan County and in conformance to all NIMS communication requirements.

2) Radio Frequency Designations/ Battalion Frequency Assignments

A. All radios used within the Sullivan County Emergency Communications System will have their radio channels set up as follows:

1) Channel 1:	46.24	Truck to 53 Control
2) Channel 2:	46.12	Operations
3) Channel 3:	45.20	Operations
4) Channel 4:	45.60	Operations
5) Channel 5:	46.30	Operations - Handheld Only
6) Channel 6:	46.10	Dispatch from 53-Control - Receive Only

B. Upon responding to an alarm and when establishing command at an emergency scene all communications will be conducted on the operations frequency assigned to each Battalion as follows:

1) Battalion 1:	45.60 – Channel 4
2) Battalion 2:	45.20 – Channel 3
3) Battalion 3:	45.60 – Channel 4
4) Battalion 4:	46.12 – Channel 2
5) Battalion 5:	45.20 – Channel 3

3) Signal Codes for Dispatch and Requests from the Field

A. All requests and/or dispatches will be made in plain English, as per NIMS protocol. Where practical, a cell phone may be used as an alternative form of communication to 53 Control for sensitive issues

4) Fire Department & Apparatus Radio Identification Numbers

A. Radio Identification Numbers by Department are as follows;

Beaverkill Valley	**Station 61**	**Bloomingburg**	**Station 62**
Callicoon	**Station 63**	**Callicoon Center**	**Station 64**
Claryville	**Station 65**	**Fallsburg**	**Station 31**
Forestburg	**Station 66**	**Grahamsville**	**Station 67**
Hankins	**Station 68**	**Highland Lake**	**Station 69**
Hortonville	**Station 10**	**Hurleyville**	**Station 11**
Jeffersonville	**Station 12**	**Kauneonga Lake**	**Station 13**
Kenoza Lake	**Station 14**	**Lake Huntington**	**Station 15**
Lava	**Station 16**	**Liberty**	**Station 17**
Livingston Manor	**Station 18**	**Loch Sheldrake**	**Station 20**
Long Eddy	**Station 19**	**Lumberland**	**Station 21**
Monticello	**Station 22**	**Mountaindale**	**Station 23**
Narrowsburg	**Station 24**	**Neversink**	**Station 25**
North Branch	**Station 26**	**Rock Hill**	**Station 27**
Roscoe/Rockland	**Station 29**	**Smallwood/Mongaup Valley**	**Station 30**
Summitville	**Station 32**	**Swan Lake**	**Station 33**
Westbrookville	**Station 34**	**White Lake**	**Station 35**
White Sulphur Springs	**Station 36**	**Woodbourne**	**Station 37**
Woodridge	**Station 38**	**Wurtsboro**	**Station 39**
Youngsville	**Station 40**	**Yulan**	**Station 42**

B. Specific Apparatus Identification Numbers are as follows;

11 to 19 = Engine/Pumper
21 to 29 = Tanker
31 to 39 = Pumper/Tanker
41 to 49 = Ladders/Aerials
51 to 59 = Mini-Pumper
61 to 69 = Rescue/Utility
71 to 79 = Fire Department Ambulance

Example: Beaverkill Valley Fire Department, Station 61

Engine/Pumper	61-11
Tanker	61-21
Pumper/Tanker	61-31
Ladders/Aerials	61-41
Mini-Pumper	61-51
Rescue	61-61
Ambulance	61-71

5) Individual Department Officer Radio Identifiers

A. Chief Officer radio identifiers will use the individual Fire Department's County I.D. number followed by their standing in rank.

Example: Beaverkill Valley Fire Department, Station 61

Chief:	61-1
1st Assistant Chief:	61-2
2nd Assistant Chief:	61-3

B. Individual departments may use whatever number of additional radio identifiers for officers in their own internal operating procedures. In order to have these radio identifiers recognized for use in the countywide radio communications system the response protocol outlined in this document must be followed.

C. A list of all Officers and their corresponding radio identifiers by individual department will be kept on record at the E-911 Center (53 Control) and will be updated on a regular basis by the Deputy Fire Coordinator for Logistics.

Response Protocol for all Radio Users

A. When initiating a radio transmission the correct procedure will be to give the call sign of the station you are calling followed by your assigned call sign. An un-alerted operator is more likely to hear their own call sign and become alerted to hear the call sign of the calling unit. **Example:** 34-1 this is 17-1 or 34-1 this is 34-11.

B. Upon dispatch of any emergency, the fire department radio procedure for officers will be as follows; Once Car 1, 2 or 3 calls in to 53 Control that they are responding no other subordinate officers and/or radio identifiers will call in. Cars 4 ,5,6 etc. will not call in until a second dispatch is broadcast and only if Cars 1, 2 or 3 have not responded at that time. Only cars 1, 2 and 3 will sign on after the first dispatch.

C. If Car 1, 2 or 3 happens to be responding from outside their respective district, that information shall be forwarded to 53 Control when calling in as responding.

Example: 53 Control this is 12-1 responding from Woodbourne.

D. When arriving on the scene of any reported incident the first arriving officer or apparatus signing on the scene to 53 Control will do so by identifying themselves and then stating, "establishing command".

E. An exception to Chief Officer sign on protocol would include a subordinate officer and/or radio identifier, i.e.; apparatus, arriving on the scene prior to Cars 1, 2 or 3 signing on the air in order to report conditions found at the scene which require immediate attention or if cars 1. 2 or 3 are responding from outside their district or are out of service.

F. Fire apparatus responding shall call 53 Control in order of their response as they leave the station. Only the first arriving apparatus to any incident shall call on the scene to 53 Control, all others shall call on the scene to the incident commander on their assigned Battalion Operations Frequency.

G. Mutual Aid responses for standby duty shall limit radio sign on's to the first responding unit only.

H. When reporting conditions upon arrival to 53 Control at a reported structure fire the following language is to be employed; After establishing command the first arriving officer or apparatus then can report the conditions found upon arrival as, "nothing showing", "smoke showing" or "fully involved" to describe conditions found at that time. The dispatcher shall then repeat the reported conditions. This gives responding units as well as dispatchers a clear picture of what is unfolding during the first very important minutes of an incident. Conditions at all other incidents, i.e.; MVA's, rescues, Haz-Mat, etc, shall be reported using plain English to 53 Control.

I. Once command has been established on the scene of any emergency a fireground frequency shall be utilized as per Incident Command Protocol and this protocol will be followed thereafter.

J. The Incident Command System Protocol will outline a Mutual Aid Department's response procedure and will be binding as to the proper radio usages therein.

6) Use of Portable Radios

A. Portable Radios although a very practical tool for providing mobility while maintaining a vital communications link on the emergency scene are not recommended nor will be considered acceptable for contacting 53 Control from the field. When at the scene of any emergency it is recommended that the command post work off the most powerful radio available.

7) Calling Back in Service

A. When leaving the scene the last unit to leave shall call into 53 Control "Returning to Quarters".

B. Once apparatus and equipment have been returned to response readiness at the Fire Station a call of back in service should be made.

C. It is recommended that Departments calling back in service and/or calling for times should do so by phone.

D. Partial returns to service will be communicated to 53 Control by the Chief in charge and will be noted accordingly by the dispatcher receiving said message.

SULLIVAN COUNTY BUREAU OF FIRE

FIRE INVESTIGATION TEAM

POLICY, RESPONSIBILITIES AND QUALIFICATIONS

May, 2007
February 1, 2012

SULLIVAN COUNTY FIRE INVESTIGATION TEAM

The Sullivan County Fire Investigation Team is an all-volunteer group, comprised of personnel from the fire service and law enforcement agencies. The Team was formed in 1981, pursuant to General Municipal Law (*section 204-c Plan for arson investigation*) mandate, requiring every county to have a plan to combat arson in the State of New York.

The Team shall consist of Fire Investigators who are supervised by the Fire Coordinator. The Investigators will be available through continuous communication with the 911 Center. The members of the Team will be chosen and appointed by the Fire Coordinator, at his discretion and as needed.

The General Municipal Law (*section 204-d Duties of the fire chief*) requires each Fire Chief "to the extent reasonably possible", to determine or cause to be determined, the cause of each fire or explosion, which the department has been called to suppress. The Fire Investigation Team is available to assist the Chief in determining the cause and origin of any fire.

The Investigators complete a systematic evaluation of physical and testimonial evidence at the fire scene. The observations of the first arriving firefighters and any eyewitnesses are developed into interviews. The Investigator completes an inspection of the fire building, working from the area of least damage to the area of heaviest damage. Burn patterns and other physical evidence are analyzed to help determine the cause of the fire, if possible. Documentation of the scene is an important part of the Investigator's job.

If the cause of the fire is determined to be accidental, the Investigator will provide the Chief with the information necessary for him to complete the required Fire Report. If the cause of the fire is determined to be incendiary, the Investigator will recommend that the Chief notify the appropriate law enforcement agency to follow up with the investigation. The Investigator(s) will continue to assist the law enforcement agency with the processing and documentation of the fire scene.

Each Investigator must receive training for the investigation of fire cause and origin. The initial training class is 36 hours (Fire Behavior & Arson Awareness, Principles of Fire Investigation), and, after completion, a further 30 hours of documented Fire Investigation is required for the Investigator to receive a NYS Level 1 certification. Training for level 1 investigator must be completed within one year of joining the Team. The next training class is 80 hours at the NYS Fire Academy, and after completion and a further 50 hours of documented Fire Investigation, the Investigator receives a NYS Level 2 certification. In addition, each Investigator must complete 6 hours of annual refresher training, or 20 documented hours of Fire Investigation annually to comply with NYS Office of Fire Prevention and Control requirements. It is our goal to bring each Investigator to Level 2 certification as soon as possible after they join the Team.

Senior Fire Investigator

The Sullivan County Fire Investigation Team shall have a Senior Fire Investigator, who will serve as the Lead Investigator. The Senior Fire Investigator will be appointed by the Fire Coordinator and shall serve at the pleasure of the Fire Coordinator.

Responsibilities:

1. Insure that a continuing education program on cause and origin and arson recognition be established within Sullivan County and insure that all persons serving as Fire Investigators attend training on a regular basis.
2. Serve as a liaison between the Investigators, the County Fire Coordinator, the District Attorney's Office and law enforcement agencies.
3. Prepare the required monthly and annual report to the Fire Coordinator detailing the number of responses of each investigator, the fires in each Battalion, and the cause of all fires. Supervise the compilation and assessment of statistics relating to the number of fires investigated and any patterns identified.
4. Monitor follow-up with Fire Chief of jurisdiction concerning the progress and results of any relevant investigations.
5. Prepare any notices necessary to advise the Investigators of monthly activities.
6. Check inventory of necessary supplies and request purchases through the County Fire Coordinator. Equipment inventory will be maintained in the Fire Coordinator's office.

Qualifications:

1. Actively involved in the fire service or be a police officer who has specialized in fire investigation, or be involved in a related profession involving the investigation of fires.
2. Minimum of two (2) years experience as a fire investigator.
3. Have at least five (5) years supervisory experience in the fire service, law enforcement or fire investigation field.
4. Consent to a criminal background check and driver's license check completed by Sullivan County Sheriff's Office.
5. Demonstrate the necessary communication and administrative skills to effectively coordinate the activities of the Sullivan County Fire Investigation Team.
6. Must have prior service as a Fire Investigator with Sullivan County.

Fire Investigator

Duties and Responsibilities:

1. When a Chief requests the Fire Investigation Team to an incident, the 911 Center will poll for available investigators. After advising the Sullivan County 911 Center you are available for assignment you then respond
2. Examine, analyze and investigate the fire scene with the goal of determining the fire's cause and origin (if possible.)
3. Conduct an investigation to determine the cause and origin by:
   a. Personal observation;
   b. Investigating the fire scene area and documenting the scene;
   c. Detailed note taking (retain copy) according to the Sullivan County Bureau of Fire incident field report (NFPA 921);
   d. Photographic documentation of the fire scene, including photo log;
   e. Interviews of witnesses and occupants;
   f. Use of equipment;
   g. Collection of physical evidence, if warranted;
   h. Complete Fire Investigation Reports with in ten (10) days of the incident.
   i. Continue cooperation with appropriate police agencies, if necessary.
4. Deciding Cause and Origin:
   a. If cause and origin is accidental, file the long form report with the Fire Chief.
   b. At any point that the cause and origin of a fire is determined to be incendiary (non-accidental), the Fire Investigator should cause immediate notification to a police agency of jurisdiction. The Fire Investigator should continue investigation along with the police agency. All evidence collection will be done by the police agency.
   c. All notes, paperwork, reports and photographs prepared by an investigator in the course of an investigation shall be maintained and secured in office of the Sullivan County Bureau of Fire. Under no circumstances shall an investigator destroy or modify any document without the approval of the Fire Coordinator.
   d. Maintain accurate records of miles traveled, time spent and expenses for all investigation. Expenses should be filed at a minimum of every three (3) months.
5. Utilize and be accountable for County Equipment.
6. Attend at least one seminar or conference per year pertaining to fire investigation to meet the New York State OFPC annual refresher training requirements.
7. No Fire Investigator will conduct any cause and origin investigation in Sullivan County for a private entity or agency.

Fire Investigator (continued)

Qualifications for Fire Service Members

1. Must be an active member of a fire department in Sullivan County and be in good standing with their home department.
2. Must have completed at least five (5) years as a line officer (chief, assistant chief, captain or lieutenant.)
3. Must have completed training in basic fire fighting, command, fire investigation, leadership and be NIMS (National Incident Management System) compliant.
4. Must have basic computer skills, including use of Internet, electronic mail, calendar, word processing, data base and spreadsheets.
5. Must have good people skills and the ability to work within a chain of command, deal diplomatically with the public, work with fire chiefs and line officers, and be in a physical condition commensurate with the demands of the job.
6. Must have a valid New York State motor vehicle driver's license and a motor vehicle to use as part of the job demands.
7. Must be available for response to emergency assignments both in and out of the county, as necessary.
8. Must be available to attend meetings, drills and training sessions as required.
9. Consent to a criminal background check and pass and driver's license check completed by Sullivan County Sheriff's Office.
10. Having completed items 1 thru 9 candidates for fire Investigator must complete an interview by the Fire Coordinator prior an appointment.
11. All candidates must have permission from the Fire Chief of jurisdiction, that they are a member is good standing, complete an annual physical and fill out the Special Operations application.

Sullivan County

Wildland Search & Rescue Team Policy & Procedures

Table of Contents

1) INTRODUCTION

A) Mission Statement

The Sullivan County Wildland Search & Rescue Team is a specialty operation of the said organization "Sullivan County Bureau of Fire". The intent is to provide emergency search and rescue services for the Sullivan County Community and to provide mutual aid to other organizations needing such services.

B) Purpose

The purpose of the policy & procedure will be to establish The Wildland Search & Rescue Team Organization & Structure and to detail a uniform protocol for Wildland Search & Rescue incidents. Additionally this document provides clear guidelines to assist Fire Officers in establishing an efficient command & control procedure for wildland searches.

2) Team Organization & Structure

A. Overall supervision of this team falls under the authority and direction of the Deputy Fire Coordinator for Special Operations who acts as the highest-ranking officer of the team as per the Sullivan County Fire Coordinator. The following organizational structure is for the internal operations of the team. Maintaining the integrity of this structure is critical for the safety of team members during training and operations. It also provides a vital link in the command structure of this team.

B. The Sullivan County Fire Coordinator will appoint a Captain and Lieutenant

1. Team Captain – duties:
    - a. assist the Deputy in charge of the team
    - b. assist the Incident Commander
    - c. assist in presearch briefing
    - d. assist in post search briefing
    - e. assist in search team deployment
    - f. any other duties assigned by command
    - g. conduct training drills

2. Lieutenant – duties
    - a. act in place of Team Captain if absent
    - b. maintain the appropriate membership list
    - c. maintain personal files, to include training records
    - d. search documentation
    - e. submit an annual report to the Sullivan county Bureau of Fire

C. Team Training and Guidelines will be based on Standard Wildland Search & Rescue techniques practiced by the NYS DEC Forest Ranger Division which follow a recognized National Standard.

3) Personnel Requirements

A. Applicants

1) Anyone wanting to apply to the Sullivan County Wildland Search & Rescue Team must be eighteen (18) years of age, be a member in good standing of a Sullivan County Fire Dept. has permission from their Chief and completes an application for Special Operations.

2) Applicants should be physically fit to meet the demands of the positions within the team structure.

3) All team members must complete an annual Fire Department firefighter OSHA physical.

4) Clothing that meets the demands of the various weather conditions during which any search may be conducted is required.

5) Applicants familiarity with proper radio procedure is required.

C) Definitions

a. Team member – Firefighter having competed the Wildland Search & Rescue course offered by the New York State Forest Rangers.

b. Crew Boss – A team member having :
   1. A minimum of basic first aid
   2. Map read certification
   3. Compass reading certification
   4. A minimum of three (3) searches

c. Search Team - -seven (7) to ten (10) people to consist of:
   1. (1) A Crew Boss
   2. (1) First aid personal
   3. At least one (1) one fire department personal
   4. Team members
   5. An interpreter if deemed necessary

5) Call Out and Response Protocols

1) Individual Team Members will be notified of a call (search) by a special ops tone on their pager. If they are able to respond they must call in using the "**I Am Responding**" phone program. **DO NOT CALL IN TO 53 CRONTROL**

2) At no time shall any personnel from the Wildland Search & Rescue Team respond to an incident without being requested.

2) Upon arrival to the scene ***all*** personnel will report to the Incident Command Post to receive assignments.

6) Organizational Structure

A. The Deputy Fire Coordinator of Special Operations is responsible to assist the Fire Chief of jurisdiction with coordination of mutual aid, staging and all aspects of liaison for all resources and agencies at the incident. In the absence of the Team Captain and Lieutenant the Deputy Fire Coordinator on scene will appoint an acting captain for that incident.

7) General Operation Guidelines

A) The Sullivan County Wildland Search & Rescue Team will operate under the National Information Management System (NIMS) at all times.

Sullivan County

Dive Team Policy

Sullivan County Dive Team

Table of Contents

1) INTRODUCTION

A) Mission Statement

The Sullivan County Dive Team is a specialty operation of the said organization "Sullivan County Bureau of Fire" The intent is to provide emergency dive services for the Sullivan County community and to provide mutual aid to other organizations needing such services.

B) Dive Team conditions

It will be the intent of the Sullivan County Dive Team to follow these general operating guidelines during training and/or any emergency water responses called upon to render aid. These guidelines are to be used by the officers and all members of the team. These are simply guidelines and not step-by-step methods. Under emergency conditions, they may be altered as deemed necessary by the officer in charge. These procedures will not limit the team or its officers to certain methods or task. If any amendment is made during operations immediate notification must be made to the Deputy Fire Coordinator and Incident Commander. It is also to the knowledge of the Sullivan County Dive Team that there are some national, federal and local entities that have regulations, guidelines and standards concerning diving. It is the intent of the team to honor these regulations and guidelines to the best of their ability.

2) Definitions

A) Dive Team

1) Consists of divers certified by a nationally recognized dive agency eg: NAUI (*National Association of Underwater Instructors*), PADI (*Professional Association of Underwater Instructors*) and surface personnel have acquired additional training set forth in this document to perform dive operations.

B) Diver

1) Person working in the water using self-contained underwater breathing apparatus (SCUBA)

C) Team Officers

1) Shall be a qualified member of the team and should attend training regularly, be actively striving towards or hold the highest certification required.

D) Open Water Diver

1) A recognized entry-level certification of scuba diving from any nationally recognized

agency.

E) Advanced Open Water Diver

1) Any upper level diver program above entry-level diver that is offered by a nationally recognized agency.

F) Public Safety Diver

1) A diving certification that reflects NFPA 1670 technical rescue standard technician level program.

G) Support Personnel

Any non dive member who assists the team and/or divers should work at the level of their training.

3) Personnel Requirements for Divers

A) Applicants

1) Anyone wanting to apply to the Sullivan County Dive Team must be eighteen (18) years of age, be a member in good standing of a Sullivan County Fire Dept. and complete an application for Special Operations for the Bureau of Fire.

2) Probation Status: will be a six-month period. During this period they must attend as many team drills as possible.

During this probationary period they must obtain check offs on the basic skills as outlined in this policy.

a) Once on probation, duties can only be performed under supervision of an officer or their designee.
b) No probationary member shall enter the water unless directed by an officer or their designee.
c) No probationary member of the Dive Team can be an officer.

B) All team members will maintain a working knowledge of the diving equipment that is currently in service. They will also be aware of each piece of equipment's purpose and use, so that it may be used safely.

C) In addition to the previous mentioned qualifications all divers must be checked off in the following areas before allowed to dive under these conditions:

1) Underwater Search Patterns
2) Night Diving
3) Black Water Diving
4) Line Tended Diving
5) Current Diving
6) Boat Diving
7) Overhead Environments
8) Crime Scene Preservation and Documentation
9) Recovery Procedures
10) Dry Suit Diving
11) Full Face Mask Diving

D) Additional training that is desired:

1) Natural and Compass Navigation
2) CPR
3) Basic First Aid Procedures (including first aid for diving related injuries and illnesses)
4) Basic Knots and Mechanical Advantage Systems
5) Entanglement Procedures
6) Equipment Maintenance
7) Air Fill Station Methods

E) All divers will complete an annual Fire Department interior firefighter OSHA physical, minus the fit test.

F) All team members must maintain active membership with in a Sullivan County Fire Department.

G) At no time shall a member release any information to the public (including media) about dive team operations without consent from the Incident Commander of jurisdiction.

H) Dismissal Procedures

1) If any member is found to be conducting themselves in a manner that is detrimental to the team, then an evaluation will be made by the Dive Captain. Upon this evaluation a written warning may be placed in said person's personnel file. If repeated measures of detrimental actions continue to occur then the said diver may be dismissed from the Dive Team.

2) If a member is unable to meet the training requirements and is non-proactive in trying to maintain their diving proficiency then, upon review by the Dive Team Captain, they may

be placed in an inactive state or dismissed from the Dive Team. All efforts will be made to encourage any persons in this position to get the required training to maintain their active status.

3) If a member is no longer in good standing in a Sullivan County Fire Department, Chief must notify the Dive Team in writing that that member is not in good standing or has been dismisses from the department.
4) The Sullivan County Dive Team will notify the Chief in writing upon any dismissals

4) Personnel Requirements for Surface Support

A) Applicants for surface support operations will fall under the same guidelines as diving applicants minus the actual diving requirements and an interior OSHA physical.

B) Surface support personnel must attend training exercises to obtain knowledge of diving operations and equipment. Those who train with the team will be given priority over those who do not when an incident occurs and will be asked to accompany the team.

C) Surface support functions include, but are not limited to:
1. Communication operation
2. Line attendants / Rope mechanics
3. Boat operations
4. Rehab/Manpower
5. Equipment transport and preparation
6. Crowd and traffic control
7. Equipment repair

5) Organizational Structure

A. Overall supervision of this team falls under the authority and direction of the Sullivan County Fire Coordinator. The following organizational structure is for the internal operations of the dive team. Maintaining the integrity of this structure is critical for the safety and health of dive team members during training and operations. It also provides a vital link in the command structure of this team.

B. The Deputy Fire Coordinator is responsible to assist the Incident Commander with coordination of mutual aid, staging and all aspects of liaison for all resources and agencies at the incident. In the absence of the Team Captain and or Lieutenant/s the person with the highest qualifications on scene will be appoint as the water operations officer for that incident.

C. Team Captain

1) The Sullivan County Fire Coordinator appoints this position, based on the recommendations of the Dive Team. This person is responsible for Captain's duties within the operations division. Duties in operations division are but not limited too.

   a) Coordination of training activities. All training activities shall be coordinated through the team's Lieutenant for documentation.
   b) Incident operations will be the sole responsibility of the Incident Commander in charge (Fire Chief of Jurisdiction) and /or the Incident Commander of the law enforcement agency of jurisdiction.
   c) The Captain is responsible for coordinating the efforts of the dive team within the command structure of section b (above)
   d) Act as liaison between the Sullivan County Dive Team and the Sullivan County Fire Coordinator.

D. Team Lieutenant /s

1) The Fire Coordinator appoints this position, based on the recommendations of the Dive Team. The Lieutenant is the second level of command of the dive team. The Lieutenant automatically assumes the duties of the team Captain if absent.

2) Assist the Captain in the performance of their duties.

3) Maintain the appropriate membership list, personnel files, training records and call documentation for the **annual** submittal to the Sullivan County Bureau of Fire.

6) Response Guidelines

1) Individual Team Members will be notified of a call (dive) by a special ops tone on their pager. If they are able to respond they must call in using the "**I Am Responding**" phone program. **DO NOT CALL IN TO 53 CRONTROL.**
2) All members must notify their Chief when responding to a call for the Dive Team.

7) General Operation Guidelines

A) The Sullivan County Mutual Aid Plan will be followed
B) The team shall at all times to the best of its ability operate and follow the NFPA 1670 standard.
C) The Sullivan County Dive Team will operate under the National Informational Management System (NIMS) at all times.