



CORTLAND COUNTY

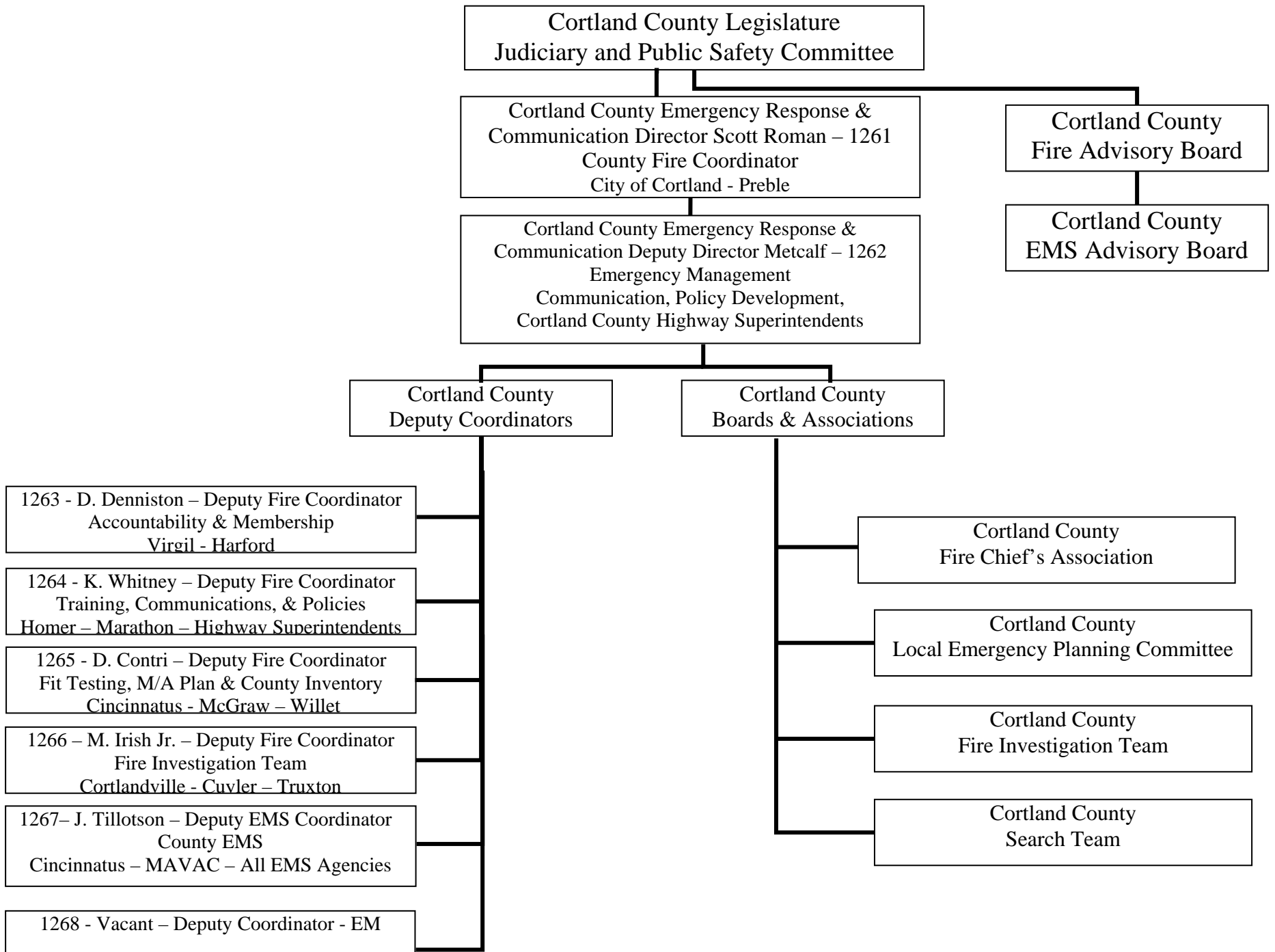
DEPARTMENT OF EMERGENCY  
RESPONSE & COMMUNICATIONS

FIRE SERVICE

MUTUAL AID PLAN

## Table of Contents

ORGANIZATIONAL CHART	3
OBJECTIVE	
Purpose	4
Definition	4
Amendments and Recommended Updates	4
Annual Review	4
PARTICIPATION	
Cortland County Fire Departments	5
7 Contiguous Counties	5
Obligation to Respond	6
Participation Requirements	6
Activation of Plan	8
Responsibilities of assisted or assisting agencies	8
Restriction of Service	9
Withdrawal from Plan	9
EXTENT AND LIMIT OF AUTHORITY OF COUNTY OFFICIALS	
County Fire Coordinator	10
Deputy Fire Coordinator	11
LINE OF AUTHORITY	
Absence of County Fire Coordinator	14
Vacancy of County Fire Coordinator	15
STATUS OF THE LOCAL FIRE DEPARTMENT	
Maintenance of Individuality	15
Authority of “Requesting” Fire Chief or Officer in Charge	15
OPERATION OF THE COUNTY 911 CENTER	
Location	15
Supervision and Dispatching Service	15
Radio Communication Regulations	16
PARTICIPATION IN THE STATE FIRE MOBILIZATION / M/A PLAN	
Procedure to obtain activation of the plan	16
Authority and responsibility of the Regional Fire Administrator	16
Retirement provision to the position of Regional Fire Administrator	17
County Number	17
INTERAGENCY COORDINATION	17
RESOLUTION TO PARTICIPATE IN THE COUNTY MUTUAL AID PLAN	18
APPENDIX A – Cortland County Mutual Aid Plan Affiliated Policies	19
APPENDIX B – Annual Participation Checklists/Firefighter Certification Rosters	36



## PURPOSE:

The purpose of this document is to establish a framework and guidelines by which the resources of the participating fire departments are utilized for fire protection and other emergency incidents which require a fire service response within the County of Cortland.

## DEFINITION:

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

## AMENDMENTS AND RECOMMENDED UPDATES:

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

1. Any and all amendments or recommendations shall be presented in writing to the Cortland County Fire Coordinator with an explanation and supporting documentation for the proposed amendment or update prior to September 30<sup>th</sup>
2. Prepared by the Cortland County Fire Coordinator and presented to the Cortland County Fire Chiefs Association, Cortland County Fire Advisory Board and Cortland County 911 Center (if involving operational procedures of the 911 center personnel) for review.
3. Adopted by the Cortland County Fire Chiefs Association and the Cortland County Fire Advisory Board.
4. Submitted by the Fire Coordinator to the Cortland County Legislature for adoption.
5. Admitted into the State Fire Mobilization and Mutual Aid Plan.

## ANNUAL REVIEW:

1. Each year this plan shall be reviewed by the Fire Coordinator, Cortland County Fire Chief's Association and the Cortland County Fire Advisory Board with corrections or changes processed at their November Meeting.

PARTICIPATION:

Any duly established fire department or fire company existing in the County of Cortland may participate in the Cortland County Fire Service Mutual Aid Plan, (hereafter, the Plan), by filing a resolution with the Cortland County Department of Emergency Response and Communications. Such resolution shall state that the fire department or Fire Company elects to participate in the Plan and will comply with the provisions of the Plan. The resolution shall also state that the fire department or fire company shall recognize a call for assistance from another fire department through the Cortland County Communications Center under the direction of the Cortland County Fire Coordinator.

The current listing of Fire Departments in Cortland County which may participate in the plan, along with their assigned identification numbers are:

Cincinnatus	12001	Cortland	12002	Cuyler	12003
Harford	12004	Homer	12005	Marathon	12006
Mc Graw	12007	Preble	12008	Truxton	12009
Virgil	12010	Willet	12011	Cortlandville	12013

Participation in the Plan, which is filed as a portion of the NYS Fire Service Mobilization and Mutual Aid Plan, allows the fire departments or fire companies within Cortland County immediate access to the fire service resources of the seven contiguous counties:

Broome          Cayuga          Chenango  
Tioga          Tompkins          Madison  
Onondaga

Mutual aid is received from these counties through their respective County Communications Centers and under the direction of their County Fire Coordinators or legally appointed deputies. Participation in the Plan also obligates fire departments or fire companies in the County of Cortland to render reciprocal mutual aid as requested within the seven contiguous counties.

## OBLIGATION TO RESPOND:

Each participating fire department or fire company must respond forthwith to any call for assistance from another fire department or fire company made pursuant to the provisions of this plan.

## ADDITIONAL PARTICIPATION REQUIREMENTS:

1. Annual National Fire Protection Association (NFPA) Service Tests are to be conducted by the participants and a copy of the certified results filed with Cortland County Department of Emergency Response and Communications no later than **January 31<sup>st</sup>** of the following year. These tests shall include but not be limited to the following:
  - a. Pump testing per NFPA 1911 and service
  - b. 3<sup>rd</sup> Party SCBA testing and service per NFPA 1404, 1500 & 1582 (Sections 7.2.1 Inspection Frequency, 7.5 Testing, and Table 7.5.2 Performance Test Requirements) as well as Occupational Safety and Health Administration (OSHA) 29 CFR part 1910.134
  - c. 3<sup>rd</sup> Party Breathing Air Compressor testing and service per NFPA 1989
  - d. Ground Ladder Testing per NFPA 1932
  - e. Hose Testing per NFPA 1962
  - f. “Respiratory Protection Plan” 100 – 007 adopted May 26<sup>th</sup>, 2010 by the Cortland County Fire Chief’s Association which is a result of OSHA CFR part 1910.134 shall be signed annually and on file with the County Fire Coordinator’s Office. This policy serves as a minimum standard that all fire departments shall meet. If departments have a standard that is more stringent and accepted by OSHA, that department’s plan shall supercede this plan found in Appendix A.
  - g. All Fire Departments, Fire Districts, Fire Companies and Municipalities shall have in place and on file with the County Fire Coordinator’s Office the Annual Participation Requirements Checklist and the Annual Firefighter Certification list as per County Policy 100 - 003 found in Appendix’s A and B.

This list must be updated annually and submitted by **January 31<sup>st</sup>** of every year. This information is essential to ensuring that Cortland County can properly comply with New York State Fire Resource Inventory System (FRIS) and the National Incident Management System (NIMS) typing and credentialing requirements.

- h. All County Fire Departments will adhere to the most current version of the Cortland County Fire Chief's Association "Firefighter Accountability System" policy which is found in Appendix A.
- i. All County Fire Departments on December 21<sup>st</sup>, 2011 approved the implementation of Cortland County Fire Chief's Association "No Acknowledgement Response Policy" 200 - 010 which is found in Appendix A.
- j. All County Firefighters shall have the following NIMS certification as required by Homeland Security Presidential Directive # 5 and New York State Executive Order # 26:

I – 100 / Introduction to Incident Command

I – 700 / An Introduction to National Incident Management System

- k. All Line Officers shall have the following NIMS certification as required by Homeland Security Presidential Directive # 5 and New York State Executive Order # 26:

I – 200 / ICS for Single Resources and Initial Action Incidents

- l. All Chief Officers, Deputy Fire Coordinators, and Emergency Management Staff shall have the following NIMS certification as required by Homeland Security Presidential Directive # 5 and New York State Executive Order # 26:

I – 300 / ICS Intermediate

Any department choosing not to meet this requirement shall notify the Fire Coordinator in writing advising that they are taking exception to this clause. This is the only clause a department may choose to take exception to.

- m. Director / Fire Coordinator and Deputy Director of Emergency Response and Communications shall have the following NIMS certification as required by Homeland Security Presidential Directive # 5 and New York State Executive Order # 26:

I – 400 / ICS Advanced

Supporting documentation for the above required NIMS Certifications can be found at

[http://www.semo.state.ny.us/uploads/NYS\\_NIMS\\_Training\\_Guide\\_lines\\_2009.pdf](http://www.semo.state.ny.us/uploads/NYS_NIMS_Training_Guide_lines_2009.pdf)

2. Participants using large diameter hose shall standardize to the Storz ¼ turn style of couplings and manifolds.
3. All apparatus are to be adaptable to the 1 ½” National Standard Thread and 2 ½” National Standard Thread for fire hose and equipment as defined by the National Bureau of Standards.
4. Mutual Aid Insurance certification shall be forwarded to the County Fire Coordinator by each participating fire department or Fire Company annually.
5. Each Fire Chief shall at least annually submit a report of inventory change of their department to the Cortland County Fire Coordinator who is responsible for maintaining and updating the County’s Emergency Services Inventory.
6. The County Fire Coordinator will ensure on an annual basis that the County’s Emergency Services Inventory is up to date and accurate and will submit any and all changes to the New York State Division of Homeland Security - Emergency Services.
7. Each Fire Chief utilizing the National Fire Incident Reporting Form shall report all incidents for their Fire Departments to the New York State Division of Homeland Security - Emergency Services no later than April 30<sup>th</sup> of the following year.
8. Said agreement will be signed annually acknowledging that each fire department and Authority having Jurisdiction is aware of all Cortland County Department of Emergency Response and Communication Policies.

#### ACTIVATION OF THE CORTLAND COUNTY FIRE SERVICE MUTUAL AID PLAN:

1. The Cortland County Fire Service Mutual Aid Plan may be activated by anyone aware of the need for additional assistance as indicated in Section 209 of the General Municipal Law.
2. Said request shall be filled to the fullest extent possible by the department(s) requested to answer the call for assistance.

#### RESPONSIBILITIES OF ASSISTED AND ASSISTING AGENCIES:

1. The jurisdiction receiving mutual aid assistance is responsible for “any loss or damage to, or expense incurred in the operation of, fire apparatus and other equipment...” (SS 209, General Municipal Law)



2. Only that apparatus or equipment requested or authorized will be covered under this Plan.
3. The jurisdiction rendering the mutual aid is responsible for both the conduct of, and insurance coverage of its responding personnel.

#### RESTRICTION OF SERVICE:

1. Pursuant to Section 209 of the General Municipal Law, the legislative board or board holding overall governing authority for any of the participants may restrict the mutual aid activities of said fire department or company as it deems necessary.
2. A copy of the resolution, local law, or ordinance restricting the outside service of any participant shall be promptly filed with the Cortland County Department of Emergency Response and Communications.

#### WITHDRAWAL:

1. Any participating fire district, fire department, fire company or municipality may elect to withdraw from the Plan by adopting a resolution to such effect.
2. Such withdrawal shall become effective thirty (30) days after the filing of the resolution with the County Fire Coordinator. The withdrawal shall remain in effect until reinstated by appropriate resolution pursuant to Section 209 of the General Municipal Law.
3. Withdrawal from the Plan will result in the **SUSPENSION OF ALL MUTUAL AID PRIVILEGES** rendered to or by the withdrawing party which includes the services of the Cortland County Department of Emergency Response and Communications, the Cortland County Fire Investigation Team, the Cortland County Search Team, and the Cortland County Haz Mat Team. Any and all access to the Cortland County Interoperable Radio System will be prohibited.
4. Any participant withdrawing from the Plan shall, upon the effective date, surrender and return upon request of the County Fire Coordinator, to the County of Cortland at Cortland, New York, all county owned equipment.

EXTENT AND LIMIT OF AUTHORITY OF FIRE COORDINATOR AND DEPUTIES:

1. COUNTY FIRE COORDINATOR - 1261 (DIRECTOR of EMERGENCY RESPONSE AND COMMUNICATIONS) – as chief fire officer at the county level for the fire service will have the following duties and responsibilities:
  - a. Administers the County Fire Mutual Aid Plan for intra-county and inter-county operations.
  - b. Serves as Aide to the Incident Commander, in case of mutual aid, alarms of fire, or other incidents requiring the services of the Fire Coordinator.
  - c. Administers, supervises, controls and maintains the Cortland County Interoperable Communications System under the authority of the Federal Communications Commission.
  - d. Maintains the county inventory of manpower and equipment.
  - e. Administers the state fire training program and any and all training programs developed by the State of New York or by the Office of County Fire Coordinator, throughout the County of Cortland.
  - f. Selects and establishes the location for training courses.
  - g. Supervises instruction by the state and county fire instructors assigned to Cortland County.
  - h. Determines the need for existing and new courses.
  - i. Maintains records indicating manpower in the county, including the type and extent of training in each department.
  - j. Acts a liaison officer between the fire service of Cortland County and the State of New York, the Cortland County Legislature, Cortland County Fire Chiefs Association, Cortland County Fire Advisory Board and the Judiciary and Public Safety Committee of the legislature.
  - k. May appoint and remove Deputy Fire Coordinators in accordance with Section 401 of County Law and Section 3 of the Public Officers Law.
  - l. Plans and estimates the need for additional or unique equipment for the County.

- m. Chief media officer for the County Fire Service.
  - n. Arranges for speaking engagements and programs to promote better public relations.
  - o. Oversees the functioning of the New York State Fire Reporting System and Burn Incident Reporting conducted by the New York State Division of Homeland Security - Emergency Services.
  - p. Is notified as established in Cortland County Department of Emergency Response and Communication Policy 200 – 003 “Coordinator Staff Notifications” and may automatically respond at his discretion.
2. DEPUTY FIRE COORDINATOR - 1262 (DEPUTY DIRECTOR OF EMERGENCY RESPONSE AND COMMUNICATIONS) –
- a. Perform any of the duties or functions of the County Fire Coordinator when so directed or authorized by the County Fire Coordinator.
  - b. 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 inability to act, in accordance with the provision of the chain of command elsewhere set forth in this plan, and pursuant to Section 401 of County Law.
  - c. When responding to emergency incidents, reports to the Officer in Charge securing additional equipment when needed and assist Command as requested.
  - d. See that radio communications are carried out properly in their respective areas.
  - e. Attend meetings of the Fire Advisory Board /County Fire Chief’s Association and of Fire Departments.
  - f. Serve as the New York State Department of Homeland Security Intelligence Liaison Officer.
  - g. Tracks all NIMS Certifications for the County.
  - h. Maintain an inventory of all fire department personnel.
  - i. Maintain the radio inventory and fleet mapping for the Cortland County Interoperable Radio System
  - j. Track and record the annual participation requirements.

- k. Activates the Emergency Operations Center.
  - l. Serves as the Director of the Emergency Operations Center.
  - m. Serve as the liaison with Cortland County Highway Superintendent's Group
  - n. Assign, monitor and record the County Fire Instructor's work.
3. DEPUTY FIRE COORDINATOR – directly responsible to the County Fire Coordinator with the following responsibilities:
- a. Perform any of the duties or functions of the County Fire Coordinator when so directed or authorized by the County Fire Coordinator.
  - b. 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 inability to act, in accordance with the provision of the chain of command elsewhere set forth in this plan, and pursuant to Section 401 of County Law.
  - c. When responding to emergency incidents, reports to the Officer in Charge securing additional equipment when needed and assist Command as requested.
  - d. See that radio communications are carried out properly in their respective areas.
  - e. Assist in maintaining up to date records in training and inventory, both manpower and equipment by reporting changes to the Fire Coordinator.
  - f. Meet with fire officers in their respective areas when requested and report such meetings to the Fire Coordinator.
  - g. Attend meetings of the Fire Departments in their respective areas and Fire Advisory Board / County Fire Chiefs Association.
  - h. Deputy Fire Coordinator – 1263 (Accountability)
    - 1. Oversee the County's Firefighter Accountability system
    - 2. Oversees the printing and distribution of all tags.

- i. Deputy Fire Coordinator – 1264 (Training)
  - 1. Determine the need for existing courses and new courses and make recommendations to the County Fire Coordinator for consideration.
  - 2. Encourage enrollment of firefighters to attend training courses
  - 3. Responsible for the scheduling of all New York State Division of Homeland Security - Emergency Services training courses
  - 4. Oversees the New York State Division of Homeland Security - Emergency Services Fire Instructors assigned to Cortland County
  - 5. Responsible for the operation of the Cortland County Regional Training Center
  - 6. Responsible for all events scheduled at the Cortland County Regional Training Center
- j. Deputy Fire Coordinator – 1265 (Mutual Aid Plan)
  - 1. Assists with compiling and maintaining Mutual Aid Plan Requirements
  - 2. Assist in maintaining County Inventory
  - 3. Manages Fit Testing Machine Use and Maintenance
- k. Deputy Fire Coordinator – 1266 (Fire Investigation Team)
  - 1. Assist in the administration of the Fire Investigation Team.
  - 2. Attend regular monthly meetings of the Fire Investigation Team and make a report of such meetings to the County Fire Coordinator.
  - 3. Assist in determining the need of training programs and equipment for the Fire Investigation Team.

1. Deputy Fire Coordinator – 1267 (EMS)
  1. Administers and coordinates training programs for Cortland County Emergency Medical Services and such other personnel as may be regularly included in these programs.
  2. Coordinates services and assist Command Officers in any way requested at the scene of accidents, disasters and other incidents involving mutual aid response of emergency squads.
  3. Assist the Fire Coordinator in providing liaison services between all EMS Associations and attend all EMS meetings to enhance the flow of information.
  4. Assume coordination of ambulance rescue services in a civil or natural disaster emergency from the Emergency Ops Center or Field Location.
  5. With the cooperation of all EMS agencies, provide, prepare, administrate and update as needed a mutual aid plan designed to efficiently utilize all available resources which will provide continuous and adequate EMS protection for the County of Cortland.
  
- m. Deputy Coordinator – Emergency Management – 1268
  1. Assist with tracking of all NIMS Certifications for the County.
  2. Serves as the Deputy Director of the Emergency Operations Center.
  3. Assists with tracking all fire department personnel.
  4. Assists Deputy Director of Emergency Response and Communications as needed.

LINE OF AUTHORITY:

1. ABSENCE of County Fire Coordinator - 1261 (Director of Emergency Response and Communications) – The County Fire Coordinator has designated Deputy Fire Coordinator – 1262 (Deputy Director of Emergency Response and Communications) in writing and filed in the office of the County Clerk and in the office of the Clerk of the County Legislature the

order in which Deputy Fire Coordinators are to possess the powers and perform the duties of the County Fire Coordinator during his / her absence or inability to act, pursuant to Section 401 of County Law.

2. VACANCY in position of County Fire Coordinator – The County Fire Coordinator -1261 (Director of Emergency Response and Communications) has designated the Deputy Fire Coordinator – 1262 (Deputy Director of Emergency Response and Communications) who shall possess the powers and perform the duties of the County Fire Coordinator until a successor is appointed by the Cortland County Legislature.

#### STATUS OF THE LOCAL FIRE DEPARTMENT:

1. Maintenance of Individuality:
  - a. Each fire department or fire company participating in this plan shall retain its internal command and individuality.
2. Authority of “Requesting” Fire Chief or Officer in charge:
  - a. A “requesting” Fire Chief or officer in charge is one who requests the mutual aid for his department in accordance with this plan
  - b. The “Chain of Command” at a fire, hazmat incident or other emergency in which mutual aid is requested remains with the “requesting” department.
  - c. The Fire Officer in command of the fire or emergency will work with the Chief or Officer of the department or company providing mutual aid. The Firefighters of assisting departments or companies will be supervised by their own Officers who in turn are commanded by the Officer of the requesting department.
3. All Automatic Mutual Aid Plans shall be in writing, updated yearly, and submitted to the County Fire Coordinator.

#### OPERATION OF THE COUNTY 911 CENTER:

1. Location: 54 Greenbush Street, Cortland, NY 13045
2. Supervision and Dispatching Service:
  - a. The Director of Emergency Response and Communication is responsible for all activities of the County 911 Center including the dispatching of fire and EMS incidents

3. Cortland County operates an APCO P25 compliant digital trunked land mobile radio network (LMRN) in the UHF radio spectrum.
4. If the County 911 Center loses transmitting or receiving abilities, the alternate site for emergency operations will be moved to the back up 911 center currently located in the Cortland County Regional Training Center.
5. Radio Communication Regulations:
  - a. Policies relating to the dispatching of fire and emergency medical agencies can be found in Section 200 of the Cortland County Fire and Emergency Management Policy Manual.
  - b. Radios may not operate on the Cortland County LMRN Radio System unless specifically authorized by the Director of Emergency Response and Communications and must operate in accordance with the regulations of Cortland County and the Federal Communications Commission. Radios may not be added to the Cortland County Interoperable Radio System without permission being granted by the Cortland County Director of Emergency Response and Communications.
  - c. The Cortland County 911 Center shall provide and maintain a status system as a means for rapidly determining the status of apparatus.

#### PARTICIPATION IN THE STATE FIRE MOBILIZATION AND MUTUAL PLAN:

1. Procedure to obtain activation of the plan:
  - a. The County Fire Coordinator or a Deputy Fire Coordinator is the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance from the Counties of Broome, Cayuga, Chenango, Madison, Onondaga, Tioga and Tompkins, to call the New York State Division of Homeland Security - Emergency Services to obtain activation of the State Fire Mobilization and Mutual Aid Plan.
  - b. The procedure shall conform with that specified in the “Guide to Fire Mobilization and Mutual Aid Plan in the State of New York”.
2. Authority and Responsibility of the Regional Fire Administrator:



- a. The authority and responsibility of the Regional Fire Administrator under the activated State Fire Mobilization and Mutual Aid Plan is established in the Executive Department of the State of New York.
3. Retirement provision to the position of Regional Fire Administrator:
    - a. Should the County Fire Coordinator also hold the position of Regional Fire Administrator, and should he / she be separated from the Office of County Fire Coordinator, he / she shall be automatically retired as Regional Fire Administrator. The State of New York is authorized by law to appoint to this position.
  4. County number issued under the State Fire Mobilization and Mutual Aid Plan:
    - a. The County of Cortland shall utilize the County Number twelve (12) assigned to Cortland County by the State Fire Mobilization and Mutual Aid Plan.

#### INTERAGENCY COORDINATION:

1. The Cortland County Department of Emergency Response and Communications maintains close working relationships with all fire, ems, law, highway, and health agencies through its involvement and participation in the following organizations:
  - a. Cortland County Fire Chiefs Association
  - b. Cortland County Fire Advisory Board
  - c. Cortland County EMS Advisory Board
  - d. Cortland County Local Emergency Planning Committee
  - e. Cortland County Department of Emergency Response Policy and Oversight Committee
  - f. New York State Department of Transportation Route 81 Highway Safety Advisory Group
  - g. Member of the Central New York Regional EMS Council

RESOLUTION BY THE AUTHORITY HAVING JURISDICTION AUTHORIZING PARTICIPATION IN THE CORTLAND COUNTY FIRE MUTUAL AID PLAN:

\_\_\_\_\_ offered the following resolution and moved its adoption for the \_\_\_\_\_ Fire Department to participate in the Cortland County Mutual Aid Plan as now in force and as amended from time to time and certifies to the Cortland County Legislature through the Cortland County Fire Coordinator that no restriction exists against "outside service" by such fire department or fire company within the meaning of Section 200 of the General Municipal Law which would affect the power of such fire department or fire company to participate in such plan.

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

\_\_\_\_\_ seconded the resolution.

Voted: In favor \_\_\_\_\_ Opposed \_\_\_\_\_

AUTHORITY HAVING JURISDICTION:

Signed: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

FIRE CHIEF:

Signed: \_\_\_\_\_

By: \_\_\_\_\_

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

Note:

Villages: The Board of Fire Commissioners, if any should adopt the resolution; if there is not a Board of Fire Commissioners, and then the resolution should be adopted by the full Village Board.

Towns: The Town Board should adopt the resolution when the fire department has their headquarters outside villages and or Fire Districts are located in Fire Protection or Fire Alarm Districts.

Fire Districts: The Board of Fire Commissioners should adopt the resolution.

# Appendix A

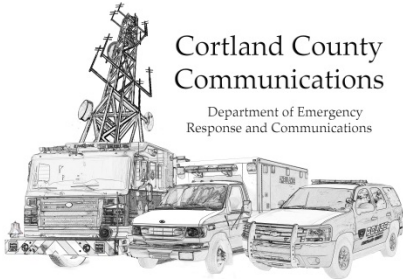
## Cortland County Policies:

Firefighter Certification  
System 100 – 003

Respiratory Protection  
Program 100 - 007

No Acknowledgement  
Response Policy 200 – 010

Firefighter Accountability  
System 300 – 001



Department of Emergency Response  
And Communications  
Cortland County 911  
Public Safety Building; Suite 201  
54 Greenbush Street  
Cortland, New York 13045

<b>100-003</b>	<b>Title- FIREFIGHTER CERTIFICATION SYSTEM</b>	
Effective Date – March 26 <sup>th</sup> , 2008	References – March 26 <sup>th</sup> , 2008 – Original Inception March 21 <sup>st</sup> , 2011 – Amended to include FF Survival January 22 <sup>nd</sup> , 2012 – Amended requirements to be inclusive of Firefighter Boot Camp. January 27 <sup>th</sup> , 2016 – Amended to not make FF Survival an Interior Requirement until March 21 <sup>st</sup> , 2011. Also should be noted at this time Firefighter Boot Camp’s program name has been changed to Firefighter Training Series.	
Next Scheduled Review		
Modified Date – January 27 <sup>th</sup> , 2016	<b>CLASSIFICATION – POLICY STATEMENT</b>	Approved By -

**PREFACE:** This policy was originally adopted by the Cortland County Fire Chiefs Association on March 26, 2008. This policy was amended and adopted by the Cortland County Fire Chiefs Association on September 21<sup>st</sup>, 2011, January 22<sup>nd</sup>, 2012 and on January 27<sup>th</sup>, 2016. This policy is to be adhered to by all fire departments operating in Cortland County.

**PURPOSE:** This policy establishes the parameters for Cortland County’s Firefighting Certification process and the qualifications required to meet the levels listed below. It also provides a valuable tool to Incident Commanders in that the certification process guarantees firefighters have been trained to a predetermined level as listed on their tag allowing the IC to utilize them in a manner not above and beyond their abilities.

- POLICY:**
1. Firefighters will be issued accountability tags in accordance with detailed certification process listed below:
    - a. RECRUIT – Probationary, untrained and / or enrolled in Scene Support Operations, Basic Exterior Firefighter Operations, the Cortland County Firefighter Boot Camp Program or the Cortland County Firefighter Training Series.

- b. SUPPORT- training requirements vary and will be defined by the Authority Having Jurisdiction. Support members shall be limited to Fire Police, Drivers, and EMS personnel. Firefighters who operate on the fireground, throwing ladders, stretching hose, operate extrication equipment, etc. shall be classified as EXTERIOR as a minimum.
- c. EXTERIOR – New York State Office of Fire Prevention and Control Scene Support, Basic Exterior Firefighter Operations or equivalent, NIMS 100 and 700.
- d. INTERIOR – January 1<sup>st</sup>, 1970 – December 31<sup>st</sup>, 2010 Qualifications - New York State Office of Fire Prevention and Control Essentials of Firemanship, Essentials of Firefighting, Basic FF 2000, Firefighter 1 or equivalent, Physical, Fit Test, OSHA Training and NIMS 100 and 700.

INTERIOR – January 1<sup>st</sup>, 2011 – December 31<sup>st</sup>, 2011 Qualifications - New York State Office of Fire Prevention and Control Essentials of Firemanship, Essentials of Firefighting, Basic FF 2000, Firefighter 1 or equivalent, New York State Office of Fire Prevention and Control Firefighter Survival, Physical, Fit Test, OSHA Training and NIMS 100 and 700.

INTERIOR – As of January 1<sup>st</sup>, 2012 must have completed the Cortland County Firefighter Boot Camp or Cortland County Firefighter Training Series which is the same as the Firefighter Boot Camp, only the name of the program was changed. This program consists of New State Office of Fire Prevention and Control Firefighter 1, SCBA Confidence, Calling the May Day, Truck Company Operations, Firefighter Survival, Courage to be Safe and CPR – AED. Alternatively, to this entire program, these courses may be taken individually to meet the qualification of Interior Firefighter.

- e. FAST – January 1<sup>st</sup>, 1970 – December 31<sup>st</sup>, 2011 Qualifications - Meets all the requirements for Interior, plus must have completed New York State Office of Fire Prevention and Control Truck Company Operations, New York State Office of Fire Prevention and Control FAST Course and be a certified CPR – D valid card holder

FAST – Meets all the as of January 1<sup>st</sup>, 2012 requirements for Interior as well as completing the New York State Office of Fire Prevention and Control FAST course.

- f. DRIVER – At a minimum, New York State Office of Fire Prevention and Control Scene Support Operations Course or Basic Exterior Firefighter Operations Course and Emergency Vehicle Operations Course
- g. FIRE POLICE - New York State Office of Fire Prevention and Control Fire Police Course
- h. EMT- At a minimum, New York State Basic EMT

ISSUED BY COUNTY CHIEFS PRESIDENT

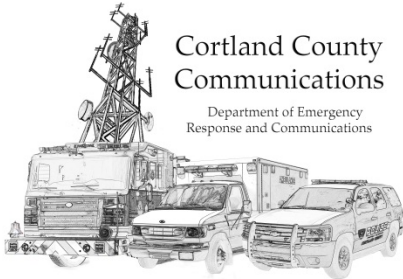
ISSUED BY FIRE COORDINATOR

---

---

Rich Roberts

Scott Roman



Department of Emergency Response  
And Communications  
Cortland County 911  
Public Safety Building; Suite 201  
54 Greenbush Street  
Cortland, New York 13045

<b>100-007</b>	<b>Title- RESPIRATORY PROTECTION PROGRAM</b>	
Effective Date – March 26 <sup>th</sup> , 2010	References – Policy was amended to reflect more descriptive language regarding firefighter physical policy in accordance with NFPA 1582.	
Next Scheduled Review		
Modified Date – February 25 <sup>th</sup> , 2015	<b>CLASSIFICATION – POLICY STATEMENT</b>	Approved By -

**PREFACE:** This policy was adopted February 25, 2015 by the Cortland County Fire Chiefs Association to serve as a minimum standard that is to be maintained and adhered to by all fire departments operating in Cortland County.

**PURPOSE:** The elements described in this program are designed to ensure the safe and effective usage of respiratory protection for firefighters. OSHA standard 1910.134 section (a) (1) requires firefighters to establish and maintain a respiratory protection program whenever respirators are necessary to protect the health of firefighters.

The fire department will also comply with OSHA standard 29CFR 1910.134 (g) (3) which requires the fire department to coordinate the use and maintenance of respiratory protection and equipment, which is used to reduce employee exposure to air contaminants.

**POLICY:**

1. All wearers of a SCBA shall have a physical annually or at an appropriate interval recommended in the NFPA 1582 medical standard (see chart A) prior to any use. Physician approval is required before a respirator shall be worn.
2. All wearers of a SCBA unit shall be evaluated after the consumption of a second cylinder of air. This evaluation is to be performed to assure that said firefighter is operating within his or her own body's capacity.
3. All wearers of a SCBA shall operate in teams of at least two (2) firefighters with no exceptions. No exception to this guideline will be permitted. Firefighter safety is of utmost importance.

4. The two firefighters inside the structure must stay together, communicating and maintaining contact through voice, sight or touch so that if one individual undergoes some difficulty, the other is there to assist.
5. This mutually supporting team of at least two firefighters must have some means of communications with an individual outside the IDLH atmosphere who will monitor their safety and have at least two appropriately trained firefighters, in the appropriate respiratory and personal protective equipment, available to make an immediate response to assist those inside the structure.
6. Any and all teams shall comply with the OSHA standard 1910.134 while operating in an Immediate Life Hazardous Environment (IDLH). There shall be an additional team positioned near the interior teams' entry point, but not in the exposure area of the IDLH ready and equipped to affect the rescue of any interior firefighter should the need arise.

The Firefighter Assistance Team (FAST) shall be FAST certified as described in Cortland County Fire / EMS Policy 100 – 003 Firefighter Certification System and equipped with the tools and equipment described in Cortland County Fire / EMS Policy 300 – 005 Firefighter Assist and Search Team Policy. This safety team shall monitor the time, progress and safety of the interior team by means of radio. If at any time the FAST team is paced into operation to affect a rescue, a replacement team shall be assembled as soon as possible.

7. The only exception to complying with OSHA standard 1910.134 are if immediate entry, without having a two out team present, into an IDLH environment will prevent potential injury or loss of life.

The Chief of Department or his / her designee will be responsible for the following:

- A. IDENTIFICATION AND LOCATION OF AIR CONTAMINATE EXPOSURES:
  1. EMT's responding to incidents with potential air borne contaminants
  2. Confined Space Rescue situations
  3. Firefighters performing interior structural firefighting
  4. Firefighters responding to a hazardous materials incident where a possible inhalation hazard exists
  5. Any other situation determined by the Incident Commander to require the use of a respirator
- B. RESPIRATOR SELECTION:



1. Firefighters will wear Self Contained Breathing Apparatus (SCBA) of the positive pressure type
2. Respirators will provide a minimum 30 minutes of service
3. Respirators selected for EMS Operations will meet the appropriate standards
4. The department will list the number and style of air packs used on their Annual Participation Requirement Checklist

C. MEDICAL EVALUATION FOR USERS OF RESPIRATORS:

1. All wearers of a SCBA shall have a physical annually or at an appropriate interval recommended in the NFPA 1582 medical standard (see chart A) prior to any use. Physician approval is required before a respirator may be worn.

D. FIREFIGHTER TRAINING, EDUCATION AND FIT TESTING

Training in the use and limitations of respirators will be provided to all respirator users. The department will conduct initial training along with refresher training. During training, firefighters will be advised of the potential hazards associated with excessive exposure of inhalation of hazardous substances.

The department will perform quantitative fit testing annually. Note – facial hair, corrective glasses, goggles or other personal protective equipment cannot interfere with the face seal.

The department will maintain a record of all fit tests on an annual basis.

The following items will serve as a guide for the training:

1. The user will be instructed in the nature of the hazards for which the respiratory protection is being provided and informed of possible consequences, which may occur if exposed to such hazards without adequate protection.
2. Instruction will include a discussion of the respirator's capabilities and limitations and discussion of the parts of the device and the function and possible malfunction of each part.
3. A detailed discussion of the user's responsibility for inspection of equipment prior to use and the appropriate points of inspection will be included. Each user shall have access to a SCBA during this part of training.

4. Instruction and training will include guidance on proper storage, cleaning, maintenance and methods to assure adequate fit and function each time the SCBA is used.
5. Each user will wear a SCBA, practice fitting and adjusting equipment in an atmosphere of normal air
6. The Quantitative Fit Testing procedure will be explained.
7. A record of firefighter names, dates, type of initial training and subsequent refresher training will be maintained

E. RESPIRATOR CLEANING, MAINTENANCE AND STORAGE:

Cleaning and maintenance of respirators will be the responsibility of the members of the department. Procedures for cleaning, maintenance and storage are to be performed in accordance with the manufacturer's recommendations at least monthly and after every use.

F. RESPIRATOR PROGRAM EVALUATION:

The Chief or his / her designee on a periodic basis will conduct an overall evaluation of the respirator program. This evaluation will include inspection of all records of the program, observation of user proficiency, and random inspection of respirators for cleanliness, deterioration and proper storage.

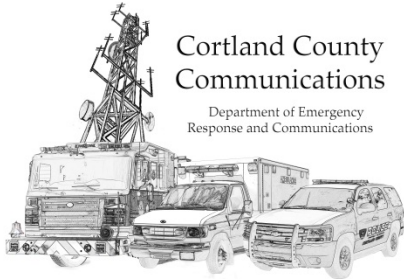
Chart A:

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Ages 29 and under – every 3 years</li><li>2. Ages 30-39 – every 2 years</li><li>3. Ages 40 and above – every year</li><li>4. Every year if physician considers it necessary</li></ol> |
|--|

ISSUED BY FIRE COORDINATOR

---

SCOTT ROMAN



Department of Emergency  
Response  
And Communications  
Cortland County 911  
Public Safety Building; Suite  
201  
54 Greenbush Street  
Cortland, New York 13045

<b>200-010</b>	<b>Title- NO FIRE DEPARTMENT ACKNOWLEDGEMENT RESPONSE</b>	
Effective Date December 21 <sup>st</sup> , 2011	References –	
Next Scheduled Review		
Modified Date	<b>CLASSIFICATION – STANDARD OPERATING GUIDELINE</b>	Approved By -

**PREFACE:** This policy was adopted December 21<sup>st</sup>, 2011 by the Cortland County Fire Chiefs Association. This policy is to be adhered to by all fire departments operating in Cortland County and is a part of the Cortland County Department of Fire and Emergency Management Fire Service Mutual Aid Plan pursuant to section 209 of the General Municipal Law.

**OBJECTIVE:** Available personnel shortages on occasion are affecting Cortland County Fire Departments abilities to respond to requests for assistance. This policy is intended to insure that no alarms for response from any fire department go unanswered. This policy is intended to insure assistance is started from a secondary fire department approximately 10 minutes from time of alarm which is also the common 3<sup>rd</sup> Activation Time Stamp for reactivation.

**POLICY:**

- The following sequence for activation of a fire department shall be used for all calls in Cortland County except for EMS calls—explained in clause 2 or where a run card is already in place for said alarm being dispatched:

<b>RESPONSE</b>	<b>STEP</b>	<b>TIME</b>	<b>PROCEDURE</b>
Not applicable – Initial Alarm	Activation of Host Department	Time of Alarm	Host Department, Tones and Message
No Apparatus Enroute or Department Acknowledgement	Reactivation	5 Minutes after time of alarm	2 <sup>nd</sup> Activation Host Department, Tones and Message
No Apparatus Enroute or Department Acknowledgement	Reactivation and activate mutual aid	10 minutes after time of alarm	3 <sup>rd</sup> Activation Host Department as well as closest available mutual aid department as chosen by the DOERC

2. The following sequence for activation of a fire department shall be used for any EMS calls **except for the City of Cortland Fire Department**:

<b>RESPONSE</b>	<b>STEP</b>	<b>TIME</b>	<b>PROCEDURE</b>
Not applicable – Initial Alarm	Activation of Host Department	Time of Alarm	Host Department, Tones and Message
No Apparatus Enroute or Department Acknowledgement	Reactivation	5 Minutes after time of alarm	2 <sup>nd</sup> Activation Host Department, Tones and Message
No Apparatus Enroute or Department Acknowledgement	Prior to reactivation, the County 911 dispatcher will ask the TLC EMS dispatcher or the respective ambulance (such as Smith, Dryden, Tully, etc..) to poll the on scene ambulance to see if a department response is required or not	No emergency response required from host department	Host Department Tones and Message that department can stand down
No Apparatus Enroute or Department Acknowledgement	Prior to reactivation, the County 911 dispatcher will ask the TLC EMS dispatcher or the respective ambulance (such as Smith, Dryden, Tully, etc..) to poll the on scene ambulance to see if a department response is required or not	10 minutes after time of alarm – emergency response required	3 <sup>rd</sup> Activation Host Department as well as closest available mutual aid department, <b>except for the City of Cortland Fire Department</b> as chosen by the Cortland County 911 Center, Tones and Message. <b>The City of Cortland Fire Department will not be activated to respond mutual aid to departments that are going to a 3<sup>rd</sup> Activation.</b>

3. It is acknowledged by all 12 fire departments in Cortland County that this is the acceptable means for providing assistance to their departments in times when absolutely no response is generated by its inclusion in the Cortland County Department of Fire and Emergency Management Fire Service Mutual Aid Plan.
4. It is also acknowledged by all 12 fire departments in Cortland County that the insurance will be picked up by the host department that fails to respond just as in any mutual aid instance as defined in section 209 of the General Municipal Law.
5. It is also acknowledged by all 12 fire departments in Cortland County that the mutual aid department that responds on the 3<sup>rd</sup> Activation will be afforded all powers and responsibilities to request any assistance they need to mitigate the situation.
- 6. It should be noted that when any member or unit of the host department contacts the Cortland County 911 Center, ownership of that incident rests with said individual who makes contact with the 911 Center. At that point the parameters of this policy cease. Any and all additional requests need to come from individual / host department taking ownership of said incident.**

ISSUED BY COUNTY CHIEFS PRESIDENT

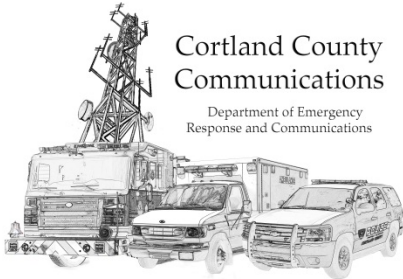
ISSUED BY FIRE COORDINATOR

\_\_\_\_\_

RICH ROBERTS

\_\_\_\_\_

SCOTT ROMAN



Department of Emergency Response  
And Communications  
Cortland County 911  
Public Safety Building; Suite 201  
54 Greenbush Street  
Cortland, New York 13045

<b>300-001</b>	<b>Title- FIREFIGHTER ACCOUNTABILITY SYSTEM</b>	
Effective Date February 23 <sup>rd</sup> , 2000	References – September 21 <sup>st</sup> , 2011 – modified due to new color scheme and tag system October 23 <sup>rd</sup> , 2013 – revised to recognize helmet sticker addition	
Next Scheduled Review		
Modified Date October 23 <sup>rd</sup> , 2013	<b>CLASSIFICATION – STANDARD OPERATING GUIDELINE</b>	Approved By -

**PREFACE:** The Cortland County Fire Chiefs Association adopted this policy on February 23<sup>rd</sup>, 2000. This policy was amended and adopted on September 21<sup>st</sup>, 2011, January 22<sup>nd</sup>, 2013 and October 23<sup>rd</sup>, 2013. This policy is to be adhered to by all Cortland County Fire Departments.

**PURPOSE:** In order to improve fire ground safety for all members of the Cortland County Fire Service, it is necessary to be able to account for all personnel assigned to or working at the scene of a fire or rescue emergency. Additionally, 29 CFR 1910.134(b)(8)(OSHA) requires that appropriate surveillance of employee work area conditions and degree of employee exposures or stress to be maintained when SCBA is in use.

In order to simply and readily identify the certification level of firefighters on fire and emergency incidents, all members of the Cortland County Fire Service shall display a colored reflective sticker indicating their certification on his / her helmet.

**REFERENCES:** 29 CFR 1910.134(b)(8)  
12NYCRR Section 800.7 - Emergency Escape and Self Rescue Ropes and System Components for Firefighters

SPECIAL NOTES:

The Cortland County Department of Emergency Response and Communications will issue tags in accordance with Policy Number 100 – 003 “Firefighter Certification System”. These are the only tags that are permitted for use by all 12 Cortland County Fire Departments.

It also needs to be noted and explicitly identified that the following departments have Emergency Escape Systems that contain descending type devices to control their descent from elevations greater than ground level:

Cortland, Cortlandville, Homer, Marathon, McGraw, Preble, Truxton, and Virgil

POLICY:

1. TAG COLOR CODES

- a. White - Support
- b. Orange - Recruit
- c. Red - Exterior
- d. Green - Interior
- e. Blue - FAST

2. In addition to accountability tags, firefighters shall display two (2) reflective stickers, clearly visible on both left and right sides of his/her helmet to signify their certification level. The color of the reflective sticker shall coincide with the accountability tag color coding system.

Note – on traditional ribbed helmets, the sticker shall be in the space forward of the center rib area on each side of the helmet.

Note – the reflective sticker will be purchased by the Cortland County Fire Chiefs Association and shall be the only stickers that meet this policy.

- a. No Sticker - Support
- b. Orange - Recruit
- c. Red - Exterior
- d. Green - Interior
- e. Blue - FAST

3. DEFINITIONS

- a. Firefighter Assistance Search Team (FAST) – a team of interior firefighters who are designated for the single purpose of conducting search and rescue of downed, trapped or lost firefighters. Assigned by the Incident Commander, these firefighters must be fully equipped and prepared to react immediately upon orders from the IC. Once designated, they

may not be assigned any other task, unless the IC first arranges for substitutes.

- b. Hazardous Environment – a hazardous environment is any environment that poses, or has the potential of posing an unreasonable risk to human health and life. Examples of said hazardous situations, but not limited to are:

Contaminated Atmospheres or Oxygen Deficient Atmospheres

Vicinity of Potential Explosions

Vicinity of Haz Mat Leak or Spill

Anywhere a person could fall from elevations greater than 20 feet

Areas around a body of water where a person could fall and drown

- c. Entry Officer – the entry officer will control the entry point by collecting the Task Accountability Tag from Firefighters prior to entering the structure. The Entry Officer must retrieve the tags left at the door.

The Entry Officer will remind each firefighter to arm their pass alarm device.

- d. Entry Board – is a special board for maintaining firefighter accountability for firefighters entering a hazardous environment. The board is arranged with rings. Tags should be attached to the board by team and assignment with the team leader's tag clipped to the leader's tag.

- e. Accountability Tags – ID tags used to account for firefighters presence on Emergency Incidents. Two tags are issued to each member with one being a scene tag and the second being a task tag.

- f. Manpower Sector Officer – individual responsible for sending a runner to collect all of the accountability tags. The Manpower Sector Officer will also rotate personnel through the sector so that there is always relief crews prepared to be assigned.



## METHOD:

1. Every firefighter and officer will be issued two accountability tags which are to be attached to the outside of their turnout coat. The accountability tags will have the following information listed on them:
  - a. Front of Tag – Department Name, Name, ID#, Picture, Certification Level
  - b. Back of Tag – Qualifications (Driver, Fire Police, EMS), agency and member ID
2. All brand new firefighters that are probationary, untrained and / or are enrolled in the New York State Division of Homeland Security – Emergency Services Scene Support Course, Basic Exterior Firefighting Operations Course, SCBA/Interior Firefighting Operations Course or the Cortland County Firefighter Training Series shall be issued tags that say Recruit with an Orange Stripe on them. One of the two tags will be used as the scene accountability tag. The other tag will be used as an on scene identification tag to indicate firefighters not qualified for interior structural firefighting.
3. Firefighters who have received Scene Support or higher but may no longer operate on the fireground may receive plain white SUPPORT tags. These members would be those who only drive, operate as fire police and or ems personnel. Firefighters who throw ladders, operate hose lines, operate extrication equipment should be trained to and receive the Exterior Level.
4. Firefighters not qualified for interior structural firefighting but possess at a minimum the New York State Division of Homeland Security – Emergency Services Scene Support Course may be issued ID tags that say Exterior with a Red Stripe on them. One of the two tags will be used as the scene accountability tag. The other tag will be used as an on scene identification tag to indicate firefighters not qualified for interior structural firefighting.
5. Firefighters qualified for interior structural firefighting and SCBA use may be issued ID Tags that say Interior with a Green Stripe on them. One of the two ID tags will be used as the interior accountability tag.
6. Firefighters qualified for FAST Operations may be issued tags that say FAST with a Blue Stripe on them. One of the two ID tags will be used as the interior accountability tag.
7. Firefighters whose training requirements vary and don't necessarily fit into any of the listed certifications will be issued tags that say Support and will be all white. The designation will be defined by the Authority Having Jurisdiction. Support Members shall be limited to Fire Police, Drivers and EMS personnel. Firefighters who operate on the fireground throwing ladders, stretching hose,

operating extrication equipment, etc... shall be classified as Exterior as a minimum.

8. When arriving on a fire truck, one of the firefighter's accountability tags will be placed on the ring on the driver's side mirror.
9. Firefighters arriving at the scene of an incident during the "set up" stage will tag in on the nearest fire truck and assist anywhere they are needed (hooking hydrants, ventilation, rescue, initial attack, etc...).
10. Firefighters arriving on the scene after the operations have begun will report immediately to the manpower staging area assigned to that incident and tag in.
11. Firefighters will immediately don full protective equipment and those who are Interior or FAST will also don an airpack.
12. Just prior to entering a Hazardous Environment or beginning interior structural firefighting, the firefighter's task tag will be given to the Incident Commander or Entry Officer if one has been assigned.
13. If the Incident Commander is not available or an Entry Officer has not been assigned, the firefighters will hook their tags to the team leaders tag and attach it to the entry board if available. If no entry board is available, the firefighters will hook their tags together. The entry board or firefighter accountability tags will be left at the hinged side of the door before entering the structure.
14. Once an Entry Officer is assigned, the tags will be collected.
15. Roof Sector Personnel must tag in –
  - a. With the Entry Officer if one has been assigned
  - b. On the ring located at the pump panel of the aerial
  - c. With the Incident Commander when climbing ground ladders
16. When you are given an assignment you will proceed to do the task in which you were given. After completing that assignment or upon exiting the structure or other Hazardous Environment, you will retrieve your Accountability Task Tag and return to the manpower staging area and await further assignments. At the end of each assignment you will always return to the manpower sector.

## RESPONSIBILITIES

1. Incident Commander
  - a. It is the responsibility of the Incident Commander to account for all personnel involved in mitigating a fire, hazardous materials or rescue emergency.
  - b. A FAST Team must be designated as soon as possible on all working structure fires and other confined space or hazardous environment incidents. The Incident Commander should keep the FAST Team with the Command Post at all times.
2. Firefighters
  - a. Upon exiting the structure or other hazardous environments, firefighters must retrieve their Accountability Task Tags.
  - b. In the interest of firefighter safety, the Accountability System is intended to be the means for accounting of firefighters. It is the responsibility of all firefighters to participate in the program fully.

ISSUED BY COUNTY CHIEFS PRESIDENT

ISSUED BY FIRE COORDINATOR

---

Michael Biviano

---

Scott Roman

# Appendix B

## Annual Participation Requirement Checklist

Annual Participation Requirements Checklist for: \_\_\_\_\_  
 (Department)

Checklist to be filed with Cortland County Department of Emergency Response and Communications by **January 31<sup>st</sup>** of each year.

Date Submitted: \_\_\_\_\_ Submitted by: \_\_\_\_\_

- **Please note by signing this checklist, you are attesting to meeting the conditions indicated in full compliance.**

Participation Requirements	Completed On – List Date	Officer Signature
Pump Testing per NFPA Standard 1911		
3 <sup>rd</sup> Party SCBA Testing per NFPA Standards 1404, 1500, and 1582		
3 <sup>rd</sup> Party Breathing Air Compressor Test per NFPA Standard 1989		
Ground Ladder Testing per NFPA Standard 1932		
Aerial Ladder Testing per NFPA Standard 1914		
Hose Testing per NFPA Standard 1962		
All incidents shall be reported to and on file with the NYS OFPC		
Reviewed the Cortland County Fire / EMS Policy Manual		
<b>Filing Requirements</b>	<b>Date Completed or Filed with DOERC – List Date</b>	<b>Officer Signature</b>
Firefighter Certification System 100 – 003 conditions met		
Respiratory Protection Program 100 – 006 conditions met		
Firefighter Accountability System 300 – 002 conditions met		
Firefighter Certification Rosters Complete in accordance with Firefighter Certification System Policy 100-003		
<b>Mutual Aid Insurance Certificate</b>		
Any and all Inventory Changes		
Style and number of air packs being used		
<b>I-300 Exception for Chief Officer</b>		