

Automatic Aid / Mutual Aid / Standby

15.0400 Scope:

This policy will provide the Department guidelines to follow for the response and staffing of stations in the event of an automatic aid or mutual aid request from one or both stations. For the purpose of this policy, the following terminology will be used:

- a. Mutual Aid is initiated by a department under a prearranged agreement. It is intended to supplement a community's fire protection when that community has committed all of its fire resources to one or more fires and requires additional fire suppression personnel and equipment to handle that incident(s).
- b. Automatic aid agreement is set in place to automatically dispatch (without requesting) pre-established resources into a designated response area for certain types of emergency responses. Our current agreement is with the Town of Grand Chute Fire Department.

15.0401 Requesting Mutual Aid:

The Town of Menasha has written mutual aid agreements with all our surrounding communities. This agreement should not be abused, but anytime fire department personnel see a need for mutual aid, they should IMMEDIATELY request it. Tell the Communication Center to Dispatch what specific type of unit(s) you need and from what community. It is preferred that the "closest unit" be requested! Some examples of when Mutual Aid may be needed are: (additional staff is needed, size or hazard of the emergency, water supply need, specialized unit (Ladder Truck or RIT Team), etc. If an Officer is available, it is preferred the Officer make the request but if not readily available, an experienced firefighter should not hesitate to make the request! DO NOT DELAY or hesitate in seeking additional assistance.

15.0402 Station 41 - Mutual Aid:

If Appleton, Neenah/Menasha Fire Rescue (City of Menasha area) or Harrison Fire Departments request mutual aid, Station 41 shall respond to that request. Pumper 41 shall respond for the mutual aid request, Engine 41 shall be staffed to respond in Station 41's area. Should another engine be requested, Engine 41 will respond. Pumper 40 will then be transferred from Station 40 to Station 41 and staffed by Station 41 or Station 40 personnel depending on available personnel at each station.

15.0403 Station 40 - Mutual Aid:

If Neenah/Menasha Fire Rescue (City of Neenah area), Towns of Neenah, Clayton-Winchester, Greenville, Grand Chute or other Winnebago County Fire Departments request mutual aid, Station 40 shall respond to that request. Pumper 40 shall respond for the mutual aid request, Engine 40 shall be staffed to respond in Station 40's area. Should another engine be requested, Engine 40 will respond. Pumper 41 will then be transferred from Station 41 to Station 40 and staffed by Station 41 or Station 40 personnel depending on available personnel at each station.

15.0404 Mutual Aid - Rescue 41:

If Rescue 41 is requested, it shall respond to any and all requests within a 25-mile radius of the Town of Menasha. If Rescue 41 is requested, personnel shall respond to both stations. Emergency response is likely not necessary for mutual aid air support. Check with the requesting agency if the response should be emergency or non-emergency. Staffing levels shall be as required per section 15.0420.

15.0405 Mutual Aid – Ladder 40:

If Ladder 40 is requested, it shall respond to any and all requests for assistance. If Ladder 40 is requested, personnel shall respond to both stations. Staffing levels shall be as required per section 15.0420.

15.0406 On-Scene Operations:

Upon arrival at the incident scene, the OIC (Officer in Charge) of the apparatus shall report to the Incident Commander for assignment and provide them the accountability ring. The OIC shall then assign duties to the apparatus crew as necessary.

15.0407 Automatic Aid:

The Town of Menasha has a written automatic aid agreement with the Town of Grand Chute. This agreement is to automatically dispatch a pumper or engine company for instances of structure fires, vehicle extrications and vehicle fires in certain designated areas within both communities. The dispatch functions should be handled by the respective communication centers without fire department personnel requesting those designated resources. Should the agreed upon assistance not be available, the requesting department will be so notified.

15.0408 Automatic Aid Responses and Coverage Areas:

- a. Structure Fire Response:
 - i. Grand Chute will provide the following to the Town of Menasha:

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1. One Engine staffed with a minimum of three qualified firefighters – Area of Prospect (CTH BB) south to State Hwy 10, from Clayton Avenue east to Little Lake Butte Des Morts.
- ii. Town of Menasha will provide the following to Grand Chute:
 1. One Engine or Pumper staffed with a minimum of three qualified firefighters – Area of Prospect Avenue (CTH BB) north to Wisconsin Ave (STH 96), from Mayflower Drive (CTH CB) east to the town border.
- b. Vehicle Fire Response Hwy 41:
 - i. Grand Chute will provide the following to the Town of Menasha:
 1. One Engine staffed with a minimum of three qualified firefighters – South bound Hwy 41 from Prospect Avenue (CTH BB) south to State Hwy 10.
 - ii. Town of Menasha will provide the following to Grand Chute:
 1. One Engine or Pumper staffed with a minimum of three qualified firefighters – North bound Hwy 41 from Prospect (CTH BB) north to Wisconsin Avenue (STH 96).
- c. Vehicle Extrication/Vehicle Accident Response Hwy 41:
 - i. Grand Chute will provide the following to the Town of Menasha:
 1. One Engine with Jaws equipment staffed with a minimum of three qualified firefighters – South bound Hwy 41 from Prospect Avenue (CTH BB) south to State Hwy 10.
 - ii. Town of Menasha will provide the following to Grand Chute:
 1. One Engine with Jaws equipment staffed with a minimum of three qualified firefighters – north bound Hwy 41 from Prospect Avenue (CTH BB) north to Wisconsin Avenue (STH 96).

15.0409 Station 40 - Automatic Aid:

Upon the initiation of automatic aid into Grand Chute, Station 40 shall respond with Pumper 40 for structure and vehicle fire calls and Engine 40 shall respond for vehicle extrication/vehicle accident calls. Whichever unit remains at Station 40 shall be staffed to respond in Station 40's area. Staffing levels shall be as required per section 15.0420. Should any other equipment be requested it shall fall under the mutual aid response guidelines per section 15.0401.

15.0410 Station 41- Automatic Aid:

Upon the initiation of automatic aid into Grand Chute the following staffing/vehicle guidelines shall be adhered to:

- a. Structure fires – standby
- b. Vehicle fires – standby

- c. Vehicle accidents – R41 shall respond non-emergency and stage in the area of HWY 41 and Prospect Ave. and await further instructions. Staffing levels shall be as required per section 15.0420.

15.0411 Automatic Aid Limitations:

If the agreed upon response from either department is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station that is part of this Agreement, that company will respond. If the response is not available, the other party will be notified immediately.

15.0412 Automatic Aid Communications:

Communications between dispatch centers will be via the Outagamie County and Winnebago County Communication Centers and each respective department's for the initial dispatch of incidents. Communications from the respective Communication Centers to mobile units and fire ground personnel utilizing portable radios will be on the radio frequencies utilized by the Department in whose jurisdiction in which the emergency incident occurs.

When responding to Grand Chute for an Automatic Aid call switch over the apparatus radio to Outagamie County Dispatch frequency (Brown) and inform them that your unit is enroute. Upon arrival inform Outagamie County Dispatch your unit is onscene and then switch to the radio frequency being utilized for the incident.

15.0413 Automatic Aid Incident Command:

The officer on the first arriving company will establish command of the incident until relieved by the appropriate authority. The fire department, in the Town at which the incident occurs, shall upon arrival at the scene, communicate with the initial Incident Commander for a situational update, and then assume Command of the incident thereafter.

STAND BY

Standby is initiated by a community under the mutual aid agreement and is used when the requesting community has committed all of its fire resources. The requesting community places another community on "standby" to respond should another alarm for fire be received in the effected community. In the event, another community has a working emergency and requests

Town of Menasha Fire Department to be on standby, Station 40 or Station 41 shall be staffed as outlined below:

15.0414 Standby Station 41:

Any of the surrounding communities can request the department to be placed on standby. Station 41 personnel shall report to Station 41 and staff Engine 41, Pumper 41, and Rescue 41 for the duration of the standby. The ranking officer or senior firefighter may adjust staffing levels as necessary.

15.0415 Standby Station 40:

Any of the surrounding communities can request the department to be placed on standby. Station 40 personnel shall staff Engine 40, Pumper 40 and Ladder 40 for the duration of the standby. The ranking officer or senior firefighter may adjust staffing levels as necessary.

Should mutual aid be implemented, all personnel are to be guided by the policy listed above for mutual aid requests. Station personnel will be compensated while on standby.

MOVE UP/FILL-IN

Move up/fill-in is initiated by a community under the mutual aid agreement and is used when the requesting community has committed all of its fire resources. The requesting community requests an apparatus normally an engine company to “move up or fill-in” at their fire station to respond should another alarm be received in the effected community. In the event, another community has a working emergency and requests Town of Menasha Fire Department to move up or fill-in, Station 40 or Station 41 shall be staffed as outlined below:

15.0416 Move up/fill-in Station 41:

If Appleton, Neenah/Menasha Fire Rescue (City of Menasha area) or Harrison Fire Departments request a move-up or fill-in, Station 41 shall respond to that request. Pumper 41 shall respond for this request and Engine 41 shall be staffed to respond in Station 41's area. Should another engine be requested, Engine 41 will respond. Pumper 40 will then be transferred from Station 40 to Station 41 and staffed by Station 41 or Station 40 personnel depending on available personnel at each station. The ranking officer or senior firefighter may adjust staffing levels as necessary.

15.0417 Move up/fill-in Station 40:

f Neenah/Menasha Fire Rescue (City of Neenah area), Towns of Neenah, Clayton-Winchester, Greenville, Grand Chute or other Winnebago County Fire Departments request a move up or fill-in, Station 40 shall respond to that request. Engine 40 shall respond for this request and Pumper 40 shall be staffed to respond in Station 40's area. Should another engine be requested, Pumper 40 will respond. Pumper 41 will then be transferred from Station 41 to Station 40 and staffed by Station 41 or Station 40 personnel depending on available personnel at each station. The ranking officer or senior firefighter may adjust staffing levels as necessary.

15.0418 Protection of the Town:

At no time should there be less than two engine or pumper companies in the Town unless the situation is a disaster of significant proportion. If during mutual aid, the Town receives an alarm of fire, the remaining engines and/or ladder shall respond. If additional engines, ladders, or personnel are required, mutual aid should be requested. Town of Menasha personnel and equipment should not be recalled from other communities, unless they are no longer required.

15.0419 Responsibility:

It shall be the duty of the Senior Station Officer, or most senior fire fighter to ensure that staffing levels are adequate at their stations. If this may present a problem, contact shall be made with the other station and arrangements made to secure adequate staffing levels.

15.0420 Staffing Levels:

Companies responding to requests for mutual aid shall have no more than five members and no less than three on each piece of apparatus, one of which should be an Officer if possible. Staffing levels for the Town of Menasha shall be limited to the seating capacity of that particular piece of apparatus. All firefighters except the driver must be hot-zone eligible unless authorized by the officer.

If the Town of Menasha Fire Department is filling a request for a move up/fill-in there must be a minimum of two personnel that are Certified First Responders staffing the unit being utilized for the move up/fill-in. This is required to respond to EMS-First Responder incidents within the community we are assisting.

The officer in charge, or most senior fire fighter, shall assign duties (such as acting officers, drivers, etc.) and riding positions to all firefighters at the station(s).

15.0421 Special Response Requests:

Any request for specialty items such as foam, oil dry, etc., R41 shall respond. It will be the Officer's discretion to also respond in a squad.

15.0422 Coverage Alert:

On occasion a neighboring community may notify the Town of Menasha Fire Department for special coverage based on out-of-service units or special circumstances. Although the term "stand-by" may be used by some personnel, this situation does not constitute the procedures set forth in stand-by procedures. Example - The Town of Grand Chute may have a ladder truck out of service for 3 days due to repair. The Town of Menasha Fire Department may be requested for a ladder response during the three days but the stations are not staffed during this "coverage alert."

