

## MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding ("MOU") is to outline the procedures for implementing an Automatic Assistance response from the Manitou Springs Fire Department, hereinafter referred to as "MSFD" to the Crystal Park Volunteer Fire Department, hereinafter referred to as "CPVFD". This Memorandum is a guide for routine operations and is not intended to replace or adjust the Agreement for Automatic Assistance dated September 11, 2011, which is currently in effect.

### 1) Amount and Type of Assistance

This MOU is for the exchange of fire services in specified response areas. Based on initial incident size-up on first alarm from Manitou Springs Dispatch Center (MSDC), appropriate fire apparatus will respond on first alarm structural fire incidents and non-structural fire incidents in the stipulated response areas. For example, upon tones for a structure fire within Crystal Park, MSFD will respond automatically with Engine 1 and Tender 1. Additional resources required in addition to first alarm assignment must be requested in accordance with standard operating procedures and Incident Command.

### 2) Response Areas:

Includes all areas of the Crystal Park Metropolitan "District" which is the official "Fire District" protected by the CPVFD, areas in the Pike National Forest and El Paso County only accessible from Crystal Park, and Manitou Springs.

### 3) Fire Response:

MSFD will provide the following equipment with operating personnel to CPVFD when available:

- *Engine 1*
- *Tender 1*
- *Brush 1*

CPVFD will provide the following equipment with operating personnel to MSFD when available:

- *Engine 910*
- *Brush 940*
- *Tender 960*

### 4) Limitations/Constraints

CPVFD is an all-volunteer department and as such the CPVFD Station is unmanned. In addition, more than 50% of the CPVFD volunteer force are employed in the local economy and as such, are not always available. MSFD, as a combination department has similar limitations with their volunteer force. Therefore, if the agreed upon response from either department is not available or is temporarily depleted, the assisting department need not respond and the requesting agency will make the request to another available agency. If the response is not available, the other party shall be notified immediately.

5) Training

Joint training exercises are to be conducted as often as possible. Training exercises and events will be coordinated and observed by the respective department training officers, for the purpose of maintaining coordination in firefighting procedures, dispatching and communications. MSFD and CPVFD training events are open to personnel of each department. CPVFD and MSFD personnel will complete jointly established Task Books and/or Colorado State Certifications (e.g. FF1, FF2, HAZMAT Ops, EMS Certifications, etc..)

6) Communications

Communications from MSDC to mobile units will be on 800MHZ frequency and both departments will utilize the Manitou Springs zones, talkgroups and channels to ensure communications interoperability. Communication procedures and documents for verifying response and communicating at incidents will be developed between departments and updated as needed thereafter. Radios necessary for communications will be the responsibility of each department. Maintenance, training and replacement of radios will be the responsibility of the department that owns the radios.

7) Dispatch to Emergencies

Upon receipt of an alarm in any of the designated response areas, the MSDC will dispatch the proper assignment. Should the agreed upon assistance not be available, the requesting department shall be so notified immediately.

8) Incident Command

The officer on the first arriving company from MSFD or CPVFD will take command of the incident until relieved by the appropriate authority. Overall the jurisdictional department upon arrival at the scene will assume command of the incident, unless otherwise agreed on scene.

9) Fire Incident Reporting

Each department will be responsible for obtaining needed information to complete fire and emergency medical service reports for incidents within their respective jurisdictions. Assisting units shall cooperate with jurisdictional units to provide necessary information to ensure NFIRS reporting compliance. CPVFD (FFID: 04120) will be identified as "Station 2" and MSFD (FFID: 01460) will be identified as "Station 1" in the MSFD Emergency Reporting System (ERS)

10) Revisions

This Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chief of the MSFD and the Fire Chief of the CPVFD.

Date: Spt 11 / 2011

KB  
Chief Keith Buckmiller  
Manitou Springs Fire Department

Date: 11 Sep 2011

J. Hennessey  
Chief John Hennessey  
Crystal Park Volunteer Fire Department