

Annual Mutual Aid Fire Control Plan – 2016-2019

This Mutual Aid Fire Control Plan is entered into by the Department of Agriculture and Forestry, hereinafter called the Division, and St Paul County, hereinafter called the Municipality, under the Mutual Aid Fire Control Agreement between the Division and the Municipality dated January 30, 2002.

A. ADMINISTRATION

1. PURPOSE:

The purpose of this Annual Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

COUNTY OF ST. PAUL:

Name: **County of St. Paul No. 19**
Address: **5015-49 Avenue, St. Paul, AB T0A 3A4**
Phone: **780-645-3301**
Fax: **780-645-3104**

DIVISION:

Name: Agriculture and Forestry
Address: Box 450, Lac La Biche, Alberta T0A 2C0
Phone: (780) 623-5388
Fax: (780) 623-2570

2. MUTUAL AID ZONES:

The attached map, Appendix A, which forms part of the Annual Mutual Aid Fire Control Plan, outlines the areas where mutual aid fire control may be requested.

Wildfire suppression on all lands within the Municipality's boundaries is the responsibility of the Municipality. The Division will provide mutual aid assistance based on available resources and priorities within their sphere of interest at the time of the request for mutual aid assistance.

3. CONTACTS:

Names, addresses, and phone numbers of contact personnel for the Division and Municipality are included in Appendix B – MOBILIZATION DIRECTORY.

4. MUTUAL AID REQUEST PROCEDURE:

Requests for mutual aid assistance may be made by the following personnel:

Agriculture and Forestry

Forest Area Manager – Wes Nimco
Wildfire Operations Officer – Brian Stanton
Wildfire Prevention Officer– Mike Tucker
Wildfire Technologist – Derek Gough
Wildfire Technologist – Clifton McKay
Wildfire Technologist – Billy Tchir
Wildfire Technologist – Ashley Tronson
Wildfire Technologist – Marvin Pearce
Lac La Biche FA Duty Officer

County of St Paul

Chief Administrative Officer – Sheila Kitz
Fire Guardian – Dennis Bergheim
Superintendent of Public Works – Leo DeMoissac
Assistant Superintendent of Public Works – Steven Jeffrey

The request shall be made in writing on the Mutual Aid Request form (Appendix C) and will be evaluated by the party to whom the request is made (the “Receiving Agency”) based on available resources and ongoing priorities within the Receiving Agency’s sphere of interest. Requests shall be acknowledged in writing on the Mutual Aid Request form.

5. COST RECOVERY AND INVOICING:

All costs associated with mutual aid will be borne directly by the party who receives aid (the “Requesting Agency”) or will be billed from the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this Plan shall be in accordance with the Forest and Prairie Protection Act, Forest Protection Branch policy, and the terms of the following:

1. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Municipality.

2. Reimbursement to the Municipality shall be at the rates and terms established in the current printing of Forest Protection Branch Equipment Rates Schedule 2 Remuneration for Equipment or at the rates included in Appendix D for specialized Municipal equipment.
3. Reimbursement to the Division shall be at the rates and terms established in the current printing of Forest Protection Branch Equipment Rates Schedule 2 Remuneration for Equipment or at the rates included in Appendix D for specialized equipment.

6. MEETINGS:

The Division and the Municipality agree to participate in annual organizational meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Annual Mutual Aid Fire Control Plan are current and to discuss matters pertaining to administration, prevention and detection, presuppression, wildfire operations, and training.

B. PREVENTION AND DETECTION

1. FIRE PERMIT ISSUANCE:

The Municipality is responsible for issuing fire permits on all lands within the Municipality.

The Division will assist in fire permit training for Municipality fire guardians.

2. FIRE CONTROL ORDERS:

The Municipality will initiate fire control orders within the Municipality. The Municipal Fire Chief will be responsible for requesting a fire control order on behalf of the Municipality. The Municipality will take the lead role in advertisement and enforcement of the fire control order on lands within the Municipality.

The Minister of Agriculture and Forestry may impose a fire control order on lands within the Municipality, as per the Forest and Prairie Protection Act, if the fire hazard is severe enough to warrant a Provincial fire ban. In this case, the Division will inform the Municipal Fire Chief of the decision.

3. COOPERATIVE PREVENTION OPPORTUNITIES:

The Municipality will develop a fire prevention advertisement to be run in the spring municipal newsletter on an annual basis. The Division will provide technical advice and

available public education resources to the Municipality as required. The Municipality will be responsible for printing and distribution of the newsletter.

4. PRESCRIBED BURNING:

The Municipality will be the lead agency for all prescribed burning on lands within the Municipality.

The Division can assist through the provision of manpower and expertise, specialized equipment, and technical manuals at the request of the Municipality.

5. WILDLAND/URBAN INTERFACE:

The Municipality agrees to address wildland/urban interface issues within the Municipality through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist the Municipality with wildland/urban interface issues through provision of resource materials and training on the wildland/urban interface disciplines and options to minimize hazards within the Municipality.

C. PRESUPPRESSION

1. COOPERATIVE PRESUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to the Municipality on a short-term loan basis during periods of high or extreme hazard within the Municipality. The amount of equipment provided will be based on the request from the Municipality and the degree of hazard within the Forest Area at the time of the request. The Municipality agrees to return the equipment within 24 hours of notice from the Division.

The Division will provide a list of Wildfire Contract crew contact names and numbers to the Municipality upon request. The Division will also assist the Municipality in obtaining Wildfire crews for wildfire suppression in the Municipality.

2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Municipality, upon request, from April 1 to October 31.

- ☐ Fire Weather Indices
- ☐ Weather forecast
- ☐ Pre-suppression resources

The information provided will be for the Forest Protection Area therefore, the Municipality must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at <http://wildfire.alberta.ca/fire-weather/default.aspx>

The Municipality will provide the following information to the Division upon request.

- ☐ Pre-suppression resources available

D. WILDFIRE OPERATIONS

1. PROVISION OF MANPOWER AND EQUIPMENT FOR MUTUAL AID:

The Division and the Municipality will provide mutual aid equipment and manpower as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies during a wildfire, prescribed fire, or structural fire.

- a) When one agency requests assistance from another, the sending agency shall dispatch only personnel who meet or exceed the minimum requirements for qualification and certification by that agency.
- b) At the time of the request for assistance during a wildfire, the assisting agency shall endeavor to dispatch the nearest available resources to the incident.
- c) At the time of the request, each party shall assign a task force leader that supervises the activities of his/her agencies resources.
- d) It shall be policy for the requesting agency to release the assisting agency from emergency duties as soon as practicable and mutually desired.
- e) The Municipality will be in command of all wildland fires within the Municipality. The Division will assist the Municipality in an advisory role upon arrival.

- f) The provision of firefighting services contemplated herein and provided by the Municipality and the Division as the case may be are solely and absolutely in the discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
- ☐ That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
 - ☐ That there be dispatched in response to the call, resources as the respective agency may request; or
 - ☐ That there be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
- g) Upon request the Division will provide a contact list of private manpower and equipment providers to the Municipality by April 1 of each year.
- h) If initial attack is done by an agency outside their area of jurisdiction, that agency will immediately attempt to gather and preserve evidence pertaining to the fire cause.
- i) The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
- j) The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

2. COMMUNICATIONS:

The mutual-aid response radio frequency will be as follows for each fire department within the County of St. Paul:

	<u>Rx</u>	<u>Tx</u>	<u>Tone</u>
Elk Point Fire Department	169.8000	165.5850	
Ashmont Fire Department	154.0850	159.3150	123.0
Mallaig Fire Department	153.8000	158.8050	123.0
St. Paul Fire Department	159.4200	161.9250	

- a) **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
- b) **COMPUTERS:** By the terms of this Agreement, each party agrees to permit the others to utilize computer systems.
- c) **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Mobilization Directory.

3. ESTABLISHED PROTOCOL FOR “TURN-OVER” OF RESPONSIBILITY:

As per the responsibilities outlined in Sections A.2 and D.1.d, the Municipality and Division agree to complete the “turn-over” of responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at a fire, the commander for the responsible agency will meet with the present commander to obtain a briefing on present suppression tactics and to discuss a schedule for “turn-over” of responsibility. It is agreed that resources from the assisting agency will be released as soon as possible, based on fire suppression success.

4. ESTABLISHED PROTOCOL FOR “FORMATION” OF JOINT COMMAND

As per the responsibilities outlined in Sections A.2 and D.1.e, the County and Division agree to form joint incident command in accordance within the provisions of Incident Command System.

E. TRAINING

The Division and the Municipality agree to exchange training opportunities, including trainers, trainees, and materials. All local training that is multi-agency in nature and sponsored by one of the parties will be coordinated and made available to the other party.

Formalized training may be sponsored by the Division upon review by the Forestry Manager.

1. CERTIFICATION TRAINING OPPORTUNITIES.

A complete schedule of wildfire training courses offered at the Hinton Training Centre is available at:

<https://extranet.gov.ab.ca/srd/HTC/Programs/CategoryGroupOutline.aspx?groupId=25>

2. INFORMAL TRAINING OPPORTUNITIES.

The Division and Municipality will provide informal training to their staff as opportunities allow.

3. JOINT MOCK-DISASTER EXERCISES.

The Division may assist the Municipality develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present agreements, to act as a cross-training exercise for Municipal and wildland firefighters, and to act as a public education tool for residents, Municipal and Provincial government administration, and elected officials.

4. ON THE JOB TRAINING OPPORTUNITIES.

The Municipality and the Division agree to provide training assistance as necessary while working on mutual-aid fire suppression.

The Division agrees to provide fire permit field training to all new Municipal Fire Guardians.

F. EFFECTIVE DATES

This Annual Mutual Aid Fire Control Plan is in effect from March 1, 2016 to February 28, 2019

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

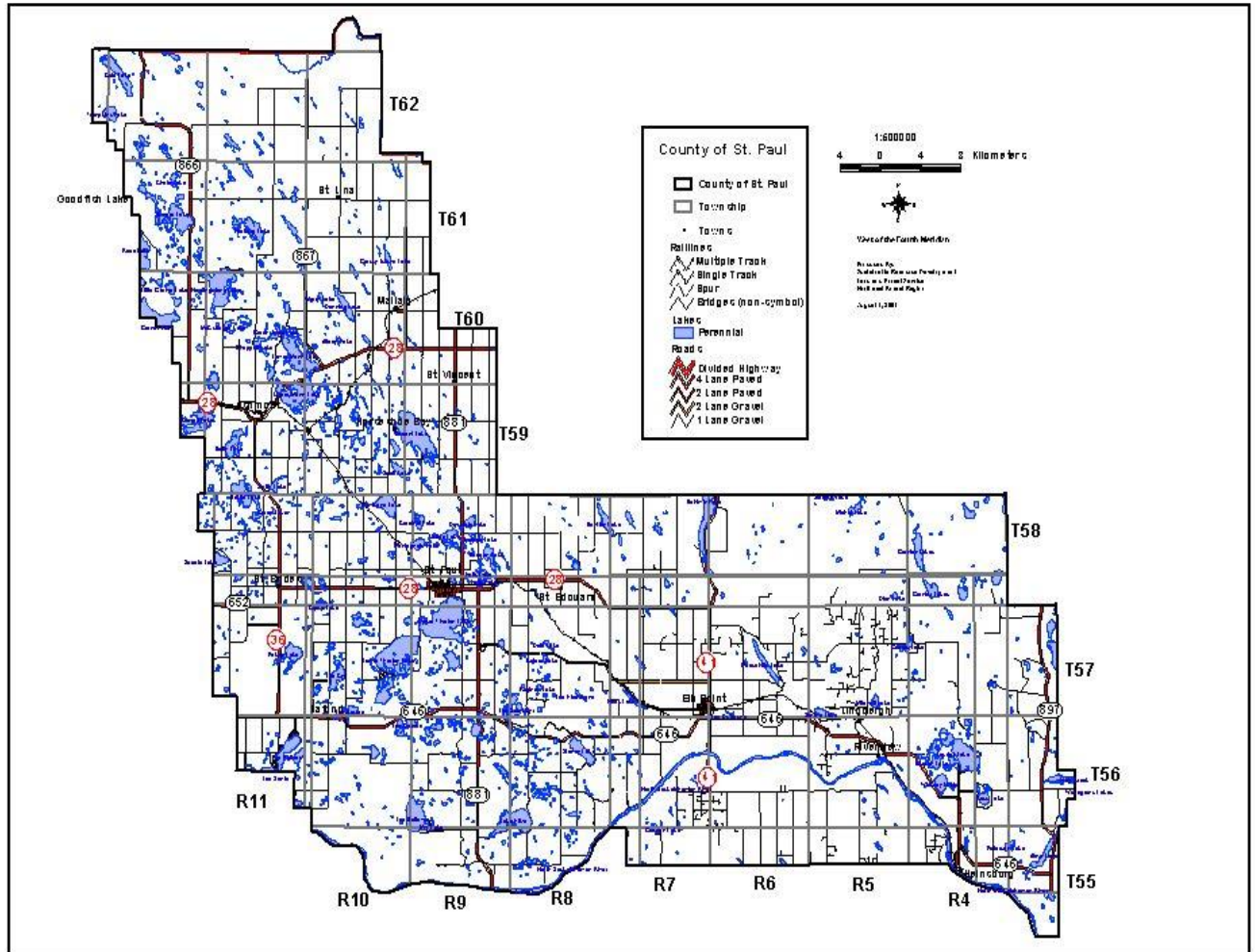
Forestry Area Manager

Date

Chief Administrative Officer

Date

APPENDIX A – MUTUAL ASSISTANCE ZONE MAPS



APPENDIX B – MOBILIZATION DIRECTORY

Agriculture and Forestry:

Division:

Lac La Biche Fire Centre Duty Officer
Address Box 450
Lac La Biche, AB T0A 2C0
Phone (780) 623-5245
Fax (780) 623-2570
Email labiche.wfops@gov.ab.ca

Manager, Wildfire: Wes Nimco
Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5300
Fax (780) 623-2570
Cell (780) 689-9073
Email Wes.Nimco@gov.ab.ca

Wildfire Prevention Officer: Mike Tucker
Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5314
Fax (780) 623-2570
Cell (780) 623-8654
Email Mike.Tucker@gov.ab.ca

Wildfire Technologist: Billy Tchir
Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5410
Fax (780) 623-2570
Cell (780) 689-6389
Email Billy.Tchir@gov.ab.ca

Wildfire Technologist: Derek Gough
Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 675-8221
Fax (780) 623-2570
Cell (780) 404-4942
Email derek.gough@gov.ab.ca

Wildfire Technologist: Marvin Pearce
Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 675-8166
Fax (780) 623-2570
Cell (780) 689-1327
Email Marvin.Pearce@gov.ab.ca

Wildfire Technologist: Clifton McKay
Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5272
Fax (780) 623-2570
Cell (780) 689-6420
Email Clifton.McKay@gov.ab.ca

Wildfire Technologist: Ashley Tronson
Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623 5277
Fax (780) 623-2570
Cell (780) 404-5419
Email Ashley.tronson@gov.ab.ca

County of St Paul:

County Office: 5015-49 Avenue
St Paul, AB
T0A 3A4
Ph: 780-645-3301
Fax: 780-645-3104

Chief Administrative Officer: Sheila Kitz
Ph: 780-645-3301 Ext. 208
Fax: 780- 645-3104
Cell: 780-614-5814
Email: skitz@county.stpaul.ab.ca

Fire Guardian: Dennis Bergheim
Ph: 780-645-3301 Ext. 207
Fax: 780- 645-3104
Cell: 780-210-0739
Email: dbergheim@county.stpaul.ab.ca

Superintendent of Public Works Leo deMoissac
Ph: 780-645-3006
Fax: 780-645-1800
Cell: 780-210-0759
Email: ldemoissac@county.stpaul.ab.ca

Assistant Superintendent of Public Works Ken Warholik
Ph: 780-645-3006
Fax: 780-645-1800
Cell: 780-210-5645
Email: kwarholik@county.stpaul.ab.ca

Public Works Supervisor Bryan Bepalko
Cell: 780-210-9557
Email: bbespalko@county.stpaul.ab.ca

Public Works Supervisor Steven Jeffery
Ph: 780-645-3006
Fax: 780- 645-1800
Cell: 780-614-7946
Email: sjeffery@county.stpaul.ab.ca

St. Paul Fire Department: Emergency Phone: **780-464-8465(dispatcher)**
Fax: 780-645-2942

Fire Chief: Trevor Kotowich
Ph: 780-645-2643 (h) 780- 645-4100 (Wk.)
Cell: 780- 210-4200
Email: tkotowich@town.stpaul.ab.ca

Deputy: Glenn Andersen
Ph: 780-645-3149 (h)
Cell: 780-614-0260

Assistant Chief: Henry Thomson
Ph: 780-645-4839 (h)
Cell: 780-646-2340

Ashmont Fire Department:	Emergency Phone:	780-826-7446(dispatcher)
	Fax:	780-726-3187
Fire Chief:	James Preston	
	Cell:	780- 210-5161
Mallaig Fire Department:	Emergency Phone:	780-826-7446(dispatcher)
	Fax:	780- 635-2219
Fire Chief:	Raymond Brousseau	
	Cell:	780-614-0772
Elk Point Fire Department:	Emergency Phone:	780-826-7446(dispatcher)
	Fax:	780-724-3651
Fire Chief:	Ken Palamarek	
	Ph:	780-724-3508 (h)
	Fax:	780-724-3408
	Cell:	780- 645-0049

AFTER HOURS CONTACT PROCEDURES

Fire Guardian:	Dennis Bergheim
	Cell: 780-210-0739
	Ph: 780-645-5520 (h)
Fire Chief:	Trevor Kotowich
	Cell: 780-210-4200
	Ph: 780-646-6026 (h)
Ashmont Fire Chief:	James Preston
	Cell: 780-210-5161
Mallaig Fire Chief:	Raymond Brousseau
	Cell: 780-614-0772
Elk Point Fire Chief:	Ken Palamarek
	Cell: 780-645-0049
	Ph. 780-724-3508 (h)

APPENDIX C – MUTUAL AID REQUEST FORM

FROM: Name
 Municipality or Forest Area
 Phone
 Fax

TO: Name
 Municipality or Forest Area
 Phone
 Fax

SUBJECT: MUTUAL AID REQUEST _____
 LOCATION _____

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower: _____

Airtankers: _____

Helicopters: _____

Equipment: _____

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request by **time and date**.

Signature _____

Position _____

Your request for mutual aid assistance is approved/not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

Signature _____

Position _____

Date and Time _____

APPENDIX D – ESTIMATED REIMBURSEMENT RATES 2014

Wildfire Management:

<i>Resource</i>	<i>Rate</i>
Airtanker Group: (includes AAO and aircraft)	
CV580	\$1,984.00 per hour plus fuel and retardant
CL215 T with 201-204	\$1,951.00 per hour plus fuel and retardant
Air Tractors (AT802)	\$1,6490.00 per hour plus fuel and retardant
L188	\$3,950.00 per hour plus fuel and retardant
Birddog Aircraft	
Turbo Commander 690	\$1,166.00 per hour fuel included
Cessna Caravan C208	\$931.00 per hour fuel included
Helicopters:	
Contract Rappel	\$1,337.00 per hour plus fuel
Casual	Government rate plus fuel
Contract Intermediate	\$1,360.00 to \$1,416.00 per hour fuel included
Contract Medium	\$2,310.00 to \$2,600.00 per hour fuel included
Manpower:*	
RAP Crew (7 man)	Cost Estimate \$20.22-\$24.88/hour/person
HAC Crew (4 or 8 man)	Cost Estimate \$20.22-\$24.88/hour/person
Emergency Firefighters	Cost Estimate \$14.90 -\$19.62/hour/person
Firetack 1 Crew (8 man)	Cost Estimate \$26.38/hour/person
Air Attack Officer (contract)	Actual Cost Estimate \$900.00/day/person
Specialized Equipment:	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

*Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.

County of St Paul:

<i>Resource</i>	<i>Rate</i>
Manpower:	\$ 25.00 per hour per man or part hour plus meals & accommodation
Specialized Equipment:	
Tanker	\$400.00 per hour plus consumables
Rescue Unit	\$400.00 per hour plus consumables
Municipal Fire Truck	\$400.00 per hour plus consumables
Command Vehicle	\$100.00 per hour plus consumables
D-7 Dozer	\$182.00 per hour plus consumables
Low bed truck with trailer	\$295.00 per hour plus consumables
Light Truck(s) 4x4	\$ 40.00 per hour plus consumables