

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

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Meeting Date: June 5, 2007



Consent  
Workshop



Regular  
Public Hearing

Department

Submitted For: FIRE RESCUE

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**I. EXECUTIVE BRIEF**

**Motion and Title:**

**Staff recommends motion to approve:** an Emergency Services Agreement for Mutual Assistance, Automatic Aid, and Dispatch Services with the Village of Palm Springs (Village).

**Summary:**

In an effort to enhance the provision of fire-rescue services, the Board of County Commissioners authorized the Fire Rescue Department to provide countywide communications services effective June 1, 2005. This Agreement provides for the contractual commitment for dispatch services to the Village as part of the Countywide Common Dispatch program for a ten-year period. This agreement further authorizes the parties' respective Fire Chiefs to enter into Letter(s) of Understanding to develop automatic aid/closest unit response plans and procedures. This agreement terminates the Special Assistance Agreement for Fire Rescue Services with the Village dated August 24, 1989 (Contract No. R89-1782D). Upon approval of this Agreement, Palm Beach County Fire Rescue will be providing dispatch services to twenty-four municipalities, along with the unincorporated portion of Palm Beach County.  
District 3 (SB)

**Background and Justification:**


The County currently has agreements for automatic aid and mutual assistance with qualified municipalities for the provision of emergency services throughout Palm Beach County. Mutual Assistance/Automatic Aid agreements provide an improved level of emergency services to all residents of Palm Beach County regardless of jurisdiction. The Board of County Commissioners approved the use of countywide ad valorem tax revenue to fund countywide common fire-rescue dispatch services to be offered and provided by Palm Beach County Fire-Rescue to any fire-rescue provider in Palm Beach County that desires said services from the County. The Countywide Common Dispatch program provides a real and substantial benefit to all residents and property throughout Palm Beach County.

**Attachments:**

1. Agreement with the Village of Palm Springs

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Recommended By:  5-17-07  
Deputy Chief Date

Approved By:   5-18-07  
Fire-Rescue Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures					
Operating Costs	<u>\$65,936</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>\$65,936</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____

Is Item Included in Current Budget?      Yes \_\_\_\_\_ No \_\_\_\_\_

Budget Account No.:      Fund 1300 Dept 440 Unit 4219 Object VARIOUS  
    Fund 1300 Dept 440 Unit 4221 Object VARIOUS

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Countywide Fire Rescue Dispatch will be appropriated in the Fire Rescue MSTU fund with a transfer from the General Fund as the funding source.

C. Departmental Fiscal Review: *John M. [Signature]*

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

Beginning FY2008 and each year thereafter, the fiscal impact will be EMS Training Reimbursement which requires the County to reimburse the Village up to \$7,500 of actual cost for tuition and books.

*John [Signature]* 5/29/07  
 OFMB      CIN 5/21/07

*John J. [Signature]* 5/29/07  
 Contract Dev. and Control  
 5/29/07

**B. Legal Sufficiency:**

This Contract complies with our contract review requirements.

*Sham Burous* 5-30-07  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.**

**EMERGENCY SERVICES AGREEMENT  
FOR MUTUAL ASSISTANCE, AUTOMATIC AID, AND DISPATCH SERVICES  
BETWEEN PALM BEACH COUNTY AND THE VILLAGE OF PALM SPRINGS**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between PALM BEACH COUNTY, FLORIDA, a political subdivision of the State of Florida (hereinafter the "County"), by and through its Board of County Commissioners and the Village of Palm Springs, a Florida municipal corporation located in Palm Beach County, Florida (hereinafter the "Village").

**WHEREAS**, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969," authorizes local governments to make the most efficient use of their power by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities.

**WHEREAS**, each of the parties to this Agreement presently maintains a fire-rescue department with fire rescue equipment, fire fighting personnel, emergency medical equipment, emergency medical personnel, and other emergency capabilities; and

**WHEREAS**, it is deemed mutually advantageous to enter into this Agreement providing for mutual assistance/automatic aid in times of emergency where the need created may be too great for either party to deal with unassisted or where a closest unit response is agreeable and in the public interest; and

**WHEREAS**, the County has approved funding from countywide ad valorem tax revenues for countywide common fire-rescue dispatch services (hereinafter "Countywide Common Dispatch" or "Common Dispatch") to be offered and provided by Palm Beach County Fire-Rescue to any fire-rescue providers in Palm Beach County that desire said services from the County, including the Village; and

**WHEREAS**, the Countywide Common Dispatch program will provide a real and substantial benefit to the residents and property throughout Palm Beach County, including the residents and property within the Village. This real and substantial benefit includes, but is not limited to, the ability to implement a closest unit response system; a more efficient deployment of mutual aid resources; enhanced emergency and disaster coordination between service providers; a more consistent recording and tracking of response time elements; and the ability to avoid confusion in dispatching calls received from mixed service areas with complex jurisdictional boundaries.

**WHEREAS**, the Village and County desire to enter into this Agreement as a means to further enhance the fire-rescue services that they currently provide within their respective jurisdictions.

**NOW, THEREFORE,** in consideration of the terms and conditions set forth herein and the benefits following from each to the other, the County and the Village do hereby agree as follows:

**ARTICLE I: MUTUAL ASSISTANCE AND AUTOMATIC AID**

**Section 1. Request for Aid/Assistance:** The County and the Village agree to provide assistance to each other for Fire Suppression, Emergency Medical Services, and Technical Rescue, within the terms and conditions set forth by this Agreement, and to formulate automatic aid plans and procedures under Section 2 of this Article. The assistance/automatic aid provided for by this Agreement shall extend to areas served by the parties through service agreements. Emergency mutual assistance/automatic aid will be given when properly requested unless the party from whom assistance is requested determines in accordance with Section 4 of this Article that it is unable to respond. The party requesting aid and/or assistance shall provide the following information at the time the request is made:

- a. The type and quantity of equipment and/or personnel needed; and
- b. The name and rank of the person making the request.

All requests shall be directed through the County's emergency communications center. The following officials of the participating parties are authorized to request aid and assistance under this Agreement: the respective Fire Chiefs, Assistant or Deputy Fire Chiefs, or Incident Commanders.

**Section 2. Command Authority:** In the event of an emergency which requires additional assistance, the Fire Chief of the jurisdiction in which the incident is located, or in his absence, the Assistant or Deputy Fire Chief or the Incident Commander, will direct the activities at the scene where the emergency exists, but personnel responding to the call will remain under the command of their own officers at all times. Each party shall retain control over its personnel and the rendition of services, standards of performance, discipline of officers and employees, and other matters incidental to the performance of services. Each party authorizes its Fire Chief or his designee to meet with the other party's Fire Chief or his designee and develop automatic aid/closest unit response plans and procedures, including but not limited to details regarding areas to be serviced and type and/or level of response, when the Fire Chiefs have determined that improved response times or other forms of efficiency within their respective jurisdictions and/or service areas may be achieved. The Fire Chiefs are authorized to promulgate necessary administrative regulations and orders to implement and administer these plans and procedures.

**Section 3. Remuneration:** All costs associated with providing mutual assistance/automatic aid services under this Agreement shall be the responsibility of the agency rendering aid/assistance.

The parties further agree that the agency rendering aid/assistance may request reimbursement for any expenditure of goods or services directly from the persons, parties, or company involved in, causing, or responsible for, the incident at the sole discretion of the agency rendering aid or assistance. The agency rendering aid/assistance for emergency medical services that requires transport service may request reimbursement for the transport service from the patient. The agency rendering service will handle insurance claims and collection in accordance with their policies and procedures and shall be in accordance with the latest Federal Medicare guidelines, if applicable.

If the rendering agency invoices the responsible party for the incident for reimbursement of the goods and services provided, a copy of such invoice shall be forwarded to the requesting agency as a matter of courtesy, provided however that the parties will not be required to provide copies of transport fee invoices to the other party and shall not otherwise use or disclose Protected Health Information ("PHI") or Electronic Protected Health Information ("e-PHI") except as permitted by the Health Insurance Portability and Accountability Act ("HIPAA"), the regulations promulgated thereunder, and any other applicable laws and regulations, all as may be amended from time to time.

**Section 4. Ability to Respond:** Each party may refuse to respond to a request for aid/assistance in the event it does not have the required equipment or manpower available or if, in its sole judgment, compliance with the request would jeopardize the protection of its own jurisdiction or personnel. Notwithstanding anything herein that may be construed to the contrary, the parties understand and agree that it is not the intention of the parties to subsidize the normal day-to-day operations or shortages in staffing or equipment of the other party and that the mutual assistance/automatic aid provided hereunder is intended to be mutual in nature.

## **ARTICLE II: COMMON DISPATCH**

**Section 1. Common Dispatch:** The Village shall be included within the Countywide Common Dispatch program implemented by the County. The County (through its Fire-Rescue Department) will provide the necessary equipment and services to implement and provide Common Dispatch and related communication services for the Village as detailed herein and in Addendum # 1 to this Agreement. Each party hereby authorizes its Fire Chief or his designee to meet with the other party's Fire Chief or his designee to develop Common Dispatch plans and procedures, including but not limited to a list of necessary equipment, geographical response boundaries, and other operational details. These plans and procedures shall be set forth in Addendum # 1, which may be amended or supplemented by the parties' Fire Chiefs for operational efficiency consistent with this Agreement and policies and procedures, if any, of the respective parties. The Fire Chiefs are also authorized to promulgate necessary administrative regulations and orders to implement and administer these plans and

procedures. Addendum #1 shall specifically identify the Village's level of participation in the Countywide Common Dispatch program, and the equipment that will be provided by the County to the Village for its use in implementing the dispatch services provided by the County hereunder (hereinafter the "Equipment"). The County shall maintain ownership of all said Equipment.

**Section 2: Village Responsibilities:**

The Village agrees:

- A. To maintain Common Dispatch plans and procedures between the parties.
- B. To adopt dispatch protocols mutually agreed upon as set out in Addendum #2 to this Agreement.
- C. To review response protocols every twelve (12) months.
- D. To transfer to County all 911 calls received by the Village's Public Service Answering Point (PSAP) as soon as the need for fire-rescue services is identified.
- E. To use the Equipment provided by the County to implement the dispatch services provided by the County hereunder.
- F. To notify the County in writing if any Equipment is lost, stolen or destroyed beyond repair.
- G. To reimburse the County for any Equipment that is lost, stolen or destroyed beyond repair.
- H. To notify the County and provide the County access to all Equipment requiring maintenance or repair.
- I. To promptly return all Equipment provided by County upon expiration or earlier termination of this Agreement.
- J. To certify the accuracy of the Village's street addressing included in County database and on a continuing basis promptly notify the County of any necessary changes/updates to the street addressing database.
- K. To assist the County in the annual fixed asset inventory identification process.

**Section 3: County Responsibilities:**

The County agrees:

- A. To receive and dispatch in a timely manner all emergency calls for fire-rescue services received from the Village's PSAP.
- B. To document unit times (e.g. response time, arrival at scene) in accordance with the standards adopted and established by the Countywide Level of Service Committee.
- C. To provide communication support for all emergency fire-rescue incidents.
- D. To provide for Village's use the Equipment necessary to implement Common Dispatch services to the Village.

- E. To provide maintenance and repair to dispatch related Equipment provided to the Village by the County.
- F. To replace any Equipment that is lost, stolen or destroyed beyond repair.
- G. The commencement date for each of the County's responsibilities, as set forth in paragraphs A-F of this Section, shall be identified in the time-line developed by the parties' Fire Chiefs on or before October 1, 2007 and approved by the Village Council.

**ARTICLE III: GENERAL CONTRACT TERMS**

**Section 1. Preambles:** The facts set forth in the preambles to this Agreement are true and correct and are hereby reaffirmed by the parties.

**Section 2. Representative and Contract Monitor:** The County representative and contract monitor during the performance of this Agreement shall be the Deputy Chief of Operations, whose telephone number is (561) 616-7008. The Village representative and contract monitor during the performance of this Agreement shall be the Village Manager, whose telephone number is (561) 965-4011.

**Section 3. Employee Functions:** No employee of either party to this Agreement shall perform any function, or service which is not within the employee's scope of duties as defined or determined by the employee's employer.

**Section 4. Employee Claims, Benefits, etc.:** No employee, officer, or agent of either party shall, in connection with this Agreement or the performance of services and functions hereunder, have a right to or claim any pension, workers' compensation, unemployment compensation, civil service, or other employee rights, privileges, or benefits granted by operation of law or otherwise except through and against the entity by whom they are employed. No employee of either party shall be deemed the employee of the other, for any purpose, during the performance of services hereunder.

**Section 5. No Assumption of Liability:** Neither party to this Agreement nor their respective officers or employees shall be deemed to have assumed any liability for the negligent or wrongful acts or omissions of the other. Further, nothing herein shall be construed as a waiver of sovereign immunity.

**Section 6. Liability for Injury:** All the privileges and immunities from liability, exemptions from law, ordinance and rules, and all pensions and relief, disability, workers' compensation and other benefits which apply to the activity of the officers or employees of either party when performing their respective functions, within the territorial limits for their respective agencies, shall apply to the same degree and extent to the performance of such functions and duties extraterritorially. Liability for injury to personnel, and for loss or damage of equipment, shall be borne by the party

employing such personnel, and owning or possessing such equipment.

**Section 7. Indemnification:** Each party shall be liable for its own actions and negligence and, to the extent permitted by law, County shall indemnify, defend and hold harmless the Village against any actions, claims or damages arising out of County's negligence in connection with this Agreement and the Village shall indemnify, defend and hold harmless the County against any actions, claims or damages arising out of the Village's negligence in connection with this Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28, nor shall the same be construed to constitute agreement by either party to indemnify the other party for such other party's negligent, willful or intentional acts or omissions.

**Section 8. Effective Date and Term:** This Agreement shall take effect upon approval by all parties and continue for a term of ten years, unless sooner terminated as provided herein.

**Section 9. Notice of Termination:** Either party to this Agreement may, upon ninety (90) days prior written notice to the other, terminate this Agreement for any reason or for no reason at all.

**Section 10. Capital Improvement Plans:** Both parties to this Agreement, on an annual basis, shall exchange Capital Improvement Plans indicating projected location(s) and anticipated time frames for construction of future fire stations within their respective jurisdictions and/or service areas. It is understood that these plans may be modified subsequent to submission and said plans are subject to subsequent funding allocations and approvals.

**Section 11. Assignment of Rights:** Neither party shall assign, transfer or convey, in whole or in part, its rights, duties, or obligations without the prior written consent of the other.

**Section 12. Modification and Amendment:** No modification, amendment, or alteration in the terms or conditions of this Agreement shall be effective unless contained in a written document executed with the same formality and equality of dignity herewith.

**Section 13. Entirety of Agreement:** This Agreement represents the entire understanding of the parties and supersedes all other negotiations, representations, or agreements, either written or oral, relating to this Agreement.

**Section 14. Equal Opportunity:** Each party represents and warrants that it will not discriminate in the performance of services hereunder and that its employees and members of the general public benefiting from services hereunder will be treated equally and without regard to race, sex, sexual orientation, color, religion, disability, age, marital status, national origin or ancestry.

**Section 15. Annual Appropriations:** Each party's performance and obligation under this



Agreement is contingent upon an annual budgetary appropriation by its respective governing body for the purposes hereunder.

**Section 16. Remedies:** This Agreement shall be construed by and governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

**Section 17. Records:** Each party shall maintain all records pertaining to the services delivered under this Agreement for a period of at least three (3) years. Each party shall maintain records associated with this Agreement, including, but not limited to, all accounts, financial and technical records, research or reports, in accordance with Florida law.

**Section 18. Joint Preparation:** The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely or as a matter of judicial constraint, be construed more severely against one of the parties than the other.

**Section 19. Notice of Suits:** Each party agrees to notify the other of any claim, or the initiation of any legal proceeding against it, which relates in any manner to the services provided by the other party. Each party will cooperate with the other in the defense of any suit or action arising out of, or related to, the services rendered under this Agreement.

**Section 20. Notices:** All written notices required under this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

Palm Beach County Fire Rescue  
Fire Rescue Administrator  
50 S. Military Trail, Suite 101  
West Palm Beach, FL 33415

and if sent to the Village shall be mailed to:

Village of Palm Springs  
Village Manager  
226 Cypress Lane  
Palm Springs, FL 33461-1699

Each party may change its address upon notice to the other.

**Section 21. Captions:** The captions and section designations herein set forth are for convenience only and shall have no substantive meaning.

**Section 22. Filing:** A copy of this Agreement shall be filed with the Clerk of the Circuit Court in and for Palm Beach County.

**Section 23. Enforcement Costs:** Any costs or expenses (including reasonable attorney's fees) associated with the enforcement of the terms and conditions of this Agreement shall be borne by the respective parties; provided, however, that this clause pertains only to the parties to this agreement.

**Section 24. Delegation of Duty:** Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of state, county, or Village officers.

**Section 25. HIPAA Compliance:** Both parties acknowledge and agree that their respective fire-rescue departments are covered entities under the Health Insurance Portability and Accountability Act ("HIPAA") and therefore are bound by the provisions of HIPAA and the regulations promulgated thereunder (including the privacy and security rules), all as may be amended from time to time. Should any provision of this Agreement be determined to be inconsistent with the requirements of HIPAA and/or the regulations promulgated thereunder, then the parties shall promptly amend such provision as necessary to comply with HIPAA and its regulations.

**Section 26. Severability:** In the event that any section, paragraph, sentence, clause, or provision hereof is held invalid by account of competent jurisdiction, such holding shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.

**Section 27. Survivability:**

Any provision of this Agreement that is of a continuing nature, or which by its language or nature imposes an obligation or right that extends beyond the term of this Agreement, shall survive the expiration or earlier termination of this Agreement.

**Section 28. Termination of Existing Agreements:** The Special Assistance Agreement for Fire Rescue Services between the parties effective August 24, 1989 (Contract No. R89-1782D) is hereby terminated as of the effective date of this Agreement.

**Section 29: Conflict Resolution:** Any dispute or conflict between the parties that arises from the provision of services under this Agreement shall be presented in writing to the respective Contract Monitors. The Contract Monitors shall then meet to discuss the disputed issues and attempt in good faith to resolve the dispute or conflict prior to either party initiating the intergovernmental conflict resolution process provided for by Chapter 164, Florida Statutes.

**Section 30: No Third Party Beneficiaries:** None of the provisions of this Agreement shall be construed to create any third-party beneficiary or to otherwise give any enforceable rights or benefits to any one other than the parties to this Agreement.

**Section 31: Apparatus Repair and Maintenance:** If requested by the Village, the County

shall perform maintenance and repairs for the Village's fire rescue emergency response apparatus. The County shall invoice the Village for these services for the cost of labor, parts and supplies as follows:

- Labor Rate shall be the County's annual Warranty Rate as referenced in Palm Beach County Fire Rescue Operational Procedure #VIII-1.
- Parts and supplies charges shall be the County's actual cost plus 5%

The County recommends emergency vehicles receive preventative maintenance based upon the County's established use, mileage, time and/or hour criteria and should include one of the following inspections:

- A - Inspections - Out of Service Repairs: Shall be performed on an as needed basis.
- B - Inspections - B inspections shall be completed every 6000 miles, or 6 months which ever occurs first. Annual aerial ladder re-certification shall be completed as part of the B Inspection process.

All inspections and maintenance shall be in accordance with National Fire Protection Association Standard 1915.

Each fiscal year, the County shall not charge the Village for the first "B Inspection" per fire rescue emergency response vehicle. The cost of necessary repairs identified during an inspection shall be charged to the Village based on the rates established in this section.

The County shall invoice the Village upon completion of each inspection and/or repair work order. All payments shall be considered delinquent if not received by the County within forty-five (45) days of the invoice date.

**Section 32. EMS Training Reimbursement:** On December 1, 2007 and each year thereafter for the term of this agreement, the County shall reimburse the Village up to \$7,500 of actual cost for tuition and books to provide EMS related training to its certified fire and police employees. The Village shall invoice the County 15 days prior to the above dates, and shall include documentation for all expenses.

**[ The remainder of this page left blank intentionally ]**

IN WITNESS WHEREOF, the undersigned parties have caused these presents to be signed by their duly authorized officers on the day and year first written above.

**ATTEST:**  
**SHARON R. BOCK,**  
Clerk & Comptroller

**PALM BEACH COUNTY, FLORIDA BY ITS**  
**BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Addie L. Greene, Chairperson

**APPROVED AS TO FORM AND**  
**LEGAL SUFFICIENCY**

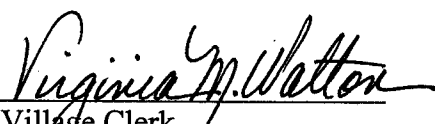
**APPROVED AS TO TERMS AND**  
**CONDITIONS**

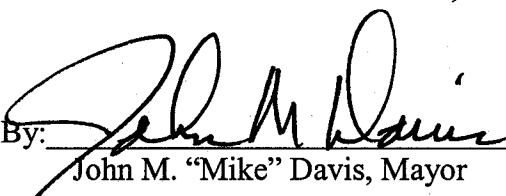
By: \_\_\_\_\_  
County Attorney

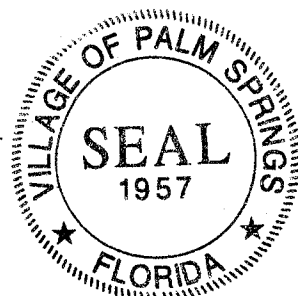
By:   
Fire-Rescue

**ATTEST:**

**VILLAGE OF PALM SPRINGS, FLORIDA**


By:   
Village Clerk

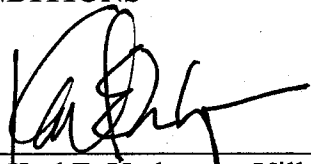
By:   
John M. "Mike" Davis, Mayor



**APPROVED AS TO FORM AND**  
**LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS AND**  
**CONDITIONS**

By:   
Village Attorney

By:   
Karl E. Umberger, Villager Manager

**Addendum # 1 between The Village of Palm Springs  
and Palm Beach County Fire Rescue  
Dispatch Protocols, Level of Service, List of Equipment**

This Addendum is for the purpose of establishing dispatch protocols, level of dispatch participation, listing of the equipment to be provided by the County, and a time line for implementation of common communications and dispatch services.

**Response Protocols:**

For the duration of this agreement both parties agree to utilize the County's dispatch protocols, as set out in Addendum # 2, which may be amended from time to time. Village agrees to respond outside of the corporate limits based upon the dispatch protocols and within the boundaries of the attached map set out in Addendum # 3. At a minimum, the Village shall, on a daily basis, staff an engine with no less than three (3) personnel and an ALS rescue with no less than two (2) personnel.

**Notification of calls:**

Call notification will be in accordance to existing Palm Beach County Fire Rescue protocols utilizing the latest upgraded notification equipment purchased by Palm Beach County.

**Equipment List:**

County agrees to provide the Village with use of the following equipment:

- 7 Alpha/numeric pagers
- 6 800 Mhz mobile radios
- 8 800 Mhz portable radios with chargers/batteries/etc.
- 1 Station Alerting System
- 1 Station printer
- 1 Station PC
- 1 UHF Backup Station Alerting Radio
- 5 AVL w/wireless modems
- 3 Mobile Data Computer
- 1 PA System

Additionally, other dispatch related equipment, which may be utilized by the County, may be extended to the Village based on the extent of participation in the closest unit response agreement.

**DISPATCH PROTOCOLS**

The Dispatch Protocols are intended to be a guide for the type and quantities of apparatus and personnel to be dispatched to specific types of calls.

The Fire Operations Officer, Dispatch Supervisor, or responding Station Officers and Chief Officers may alter the unit assignments contained herein based upon information obtained regarding specific calls. i.e. multiple calls on the same incident, weather conditions, current status and availability of resources, target hazards, etc.

**MEDICAL CALLS**

**Note: For medical incidents the Rescue Quint is considered equivalent to a Rescue Engine.**

**1-Rescue or Rescue Pumper or Rescue Engine**

All Other Medical Calls including, but not limited to, codes:

121, 141, 150, 160, 170, 173, 174, 179, 201, 210, 300, 310, 330, 334,  
350, 600, 601, 605, 640, 641, 643, 660, 810, 820, 900, 901, 910, 930

**1-(3-person) Rescue or Rescue Pumper or Rescue Engine**

**OR**

**1-(2-person) Rescue and 1-Engine (or Rescue Engine)**

Chest Pain (110)

Seizures/Convulsions (133)

Stabbing (620)

Stroke/CVA (134)

Electrocution (340)

Respiratory/Difficulty Breathing (125)

Neck Injury (602)

Scuba Diving Accident (770)

Unconscious/unresponsive (136)

**1-Rescue or Rescue Pumper**

**AND**

**1-Engine or Rescue Engine**

Auto Accident Pedestrian (460)

\*\*Industrial Accident (520)

\*\* Auto Accident - Sig. 4 (400)

Boating Accident (470)

\* Toxic Fumes (128)

\* 1-District Chief (atmospheric monitor)

\*\* Reports of extrication, multiple victims, or additional units dispatched based on caller:

1 - Rescue Capt. + 1 - District Chief

**1-Rescue or Rescue Pumper  
1-Engine or Rescue Engine  
1-Rescue Captain**

Cardiac Arrest (115)  
Drowning/Ocean-Lake (710)  
\*Construction Accident (510)  
Shooting (610)

Drowning/Pool (700)  
\*Jet Ski/Water Accident (760)  
\*Diving/Jumping Accident (730)

\* If upon receipt of call a water related incident or construction accident involves an entrapped victim:  
1-Special Operations Unit + 1-Special Operations Rescue + 1-Special Operations Engine +  
1-Special Operations District Chief + 1-District Chief + 1-Rescue Captain.

**1-Rescue or Rescue Pumper  
1-Engine or Rescue Engine  
1-Rescue Captain  
1-District Chief**

Car In Canal (494) - Unwitnessed

**1-Rescue or Rescue Pumper  
1-Engine or Rescue Engine  
2-Rescue Captains  
1-District Chief  
1-Special Operations Unit  
1-Special Operations Rescue  
1-Special Operations Engine  
1-Special Operations District Chief**

Car In Canal (494W) - Incidents involving a vehicle that is witnessed entering the water.

Medevac from scene (960).

**1- Trauma Hawk**

**MCI Note: If the call is not initially paged out as an MCI, then the units listed below are to be sent in addition to the first alarm units already on scene. However, the unit requirement listed is a total for each level and is not to be a cumulative count.**

**999-1 Mass Casualty Incident  
Level 1 5-10 Patients**

2-Rescues or Rescue Pumper  
2-Engines or Rescue Engines  
1-Rescue Captain  
1-District Chief  
1-Battalion Chief  
2-Ambulances

**999-2 Mass Casualty Incident  
Level 2 10-20 Patients**

3-Rescues or Rescue Pumper  
2-Engines or Rescue Engines  
2-Rescue Captains  
2-District Chiefs  
1-Battalion Chief  
1-Division Chief  
3-Ambulances

**999-3 Mass Casualty Incident  
Level 3 Over 20 Patients**

4-Rescues or Rescue Pumper  
3-Engines  
3-Rescue Captains  
3-District Chiefs  
1-Battalion Chief  
1-Division Chief  
4-Ambulances  
1-Tactical Command Unit

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**FIRES AND MISC. EMERGENCY CALLS**

**Note: Except when an aerial apparatus is required, the Rescue Quint is considered equivalent to a Rescue Engine.**

**11R-Residential Structure Fires:**

2-Engines  
1-Rescue or Rescue Pumper  
1-District Chief  
1-Rescue Captain

**To Fill the Alarm (Confirmed Fire - Can be initiated by the Alarm Office Supervisor or the F.O.O. based on multiple calls, or by responding units when a working fire is verified.):**

1-Engine  
1-Rescue or Rescue Pumper  
1-Rescue Captain  
1-District Chief  
1-Battalion Chief  
1-Light/Air Unit  
1-Aerial



**11C-Commercial Structure Fire**

- 3-Engines
- 1-Rescue or Rescue Pumper
- 1-District Chief
- 1-Rescue Captain

**\*To Fill the Alarm (confirmed fire):**

- 1-Engine
- 1-Rescue or Rescue Pumper
- 1-Aerial
- 1-District Chief
- 1-Rescue Captain
- 1-Battalion Chief
- 1-Light/Air Unit

**11H-High-Rise Structure Fire:  
(3<sup>rd</sup> floor or above)**

- 3-Engines
- 2-Rescues or Rescue Pumpers
- 2-District Chiefs
- 1-Rescue Captain
- 1-Aerial

**\*To Fill the Alarm (confirmed fire):**

- 2-Engines
- 3-Rescue or Rescue Pumper
- 1-Aerial
- 1-District Chief
- 2-Rescue Captains
- 2-Battalion Chiefs
- 1-Light/Air Unit
- 1-Tactical Command Unit

\*Can be initiated by the Alarm Office Supervisor or the F.O.O. based on multiple calls, or by responding units when a working fire is verified.

**11M-Miscellaneous Structure Fires**

This call type is to be used for smell of smoke inside structure without visible smoke; appliance related calls; or any similar fire call where there is no visible smoke or flame.

- 1-Engine or Rescue Pumper

**Any upgrade would be to a first alarm structure response.**

**76-Fire Alarms (Residential/Commercial/High-rise/Target Hazard)  
(All Alarms without report of Fire, Smoke. Excluding Carbon Monoxide)**

- 1-Engine or Rescue Pumper

**77-Carbon Monoxide Alarms-without Injury  
(if injury go to Inhalation of Toxic Fumes 128)**

- 1-Engine or Rescue Pumper
- 1-District Chief (atmospheric monitor)

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**Additional Alarms:**

(For ALL Types of Confirmed Structure Fires)

- 2-Engines
  - 1-Rescue or Rescue Pumper
  - 1-Rescue Captain
  - 1 - Investigator
  - 1 - Tactical Command Unit
  - 1 - Apparatus Technician
- Notify Volunteer Battalion, Support and Rehab 930
- 

**Mutual Aid:**

Requests for mutual aid for "routine" emergencies, such as single unit responses to medical calls, shall result in the notification of the affected District Chief and EMS Captain.

Requests for Palm Beach Gardens units for mutual aid to the Village of North Palm Beach shall result in the notification of District 6 and EMS 6.

Requests for mutual aid for significant emergencies such as structure fires, brush fires and MCI's, shall result in the response of the District Chief and/or EMS Captain, and notification of the Battalion Chief in accordance with dispatch protocols. These supervisory units should report to the Incident Commander to assist with communications and accountability for Palm Beach County Fire-Rescue/ Palm Beach Gardens units operating on the scene.

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**Notifications:**

The following personnel shall be advised of all "Fill the Alarm" or greater fires including brush fires; Level 2 or greater MCI incidents; and all Level 3 Hazardous Material incidents.

- Deputy Chief of Operations (Chief 2)
- Division Chief, Operations (OPS 1)
- Division Chief, Rescue (OPS 2)
- Public Information Officer (PIO)
- Battalion Chief

Safety Officer pages shall be treated as a notification. On-call Incident Safety Officers shall monitor calls and respond when warranted based on the magnitude of the call, or when requested by the Incident Commander.

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**13-Vehicle or Boat Fire:**

- 1-Engine
- 1-Rescue or Rescue Pumper

\*For boat fires in the water, 1-District Chief

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(Brush trucks are to respond with engine from brush truck station)

**14-Brush Fires (Normal):**

1-Brush Truck & Engine (Task Force)

**14D-Brush Fires (Dry Season):**

2-Brush Truck & Engine (Task Force)

1-District Chief

1-Rescue or Rescue Pumper

1-Tender

\*To Fill the Alarm (Dry brush only)

1-Brush Truck & Engine (Task Force)

1-Rescue or Rescue Pumper

1-Tender

1-Rescue Captain

1-District Chief

1-Battalion Chief

Notify Division of Forestry

Notify Volunteer Battalion, SAR930

Consider Volunteer Battalion, B940

Consider PBSO Helicopter

Consider Tactical Command Unit

**Additional Alarms (for Brush Fires):**

2-Brush Trucks & Engines (Task Force)

1-Rescue or Rescue Pumper

1-District Chief or Rescue Captain

Consider Volunteer Battalion, SAR930

Consider Volunteer Battalion, B940

Consider Tactical Command Unit

Consider Apparatus Technician

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**59-Public Assist**

1 Engine or Rescue Pumper

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**57-SWAT/ERT Stand-By**

1 Rescue or Rescue Pumper

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**12-Shed Fire\***  
**15-Dumpster/Trash**  
**44-Powerlines Down**  
**44D-Powerlines Down with Life Threat\*\***  
**54-Child locked in Vehicle\*\*\***

**55-Police Assist**  
**56-Illegal Burn**  
**58-Wash Down**  
**61-Investigation**

(All other fires, investigations, wires down, exterior smell of smoke with no visible fire and good intent calls.)

1 Engine or Rescue Pumper

\*if Rescue Pumper responding, send an additional engine

\*\* Any electrical emergency which involves trapped persons, injuries, or the potential for requesting a power grid to be shut down, add 1-District Chief, 1-Rescue Captain, 1-Battalion Chief.

\*\*\* or closest unit plus transport

**16-Explosion\***  
**19-Residential Propane/LP/Natural Gas Leak with or without fire**

**41-Small Fuel Leak**  
**42-Bomb Scare (includes Acid bombs)**

1-Engine or Rescue Pumper  
1-Rescue or Rescue Pumper  
1-District Chief

\*Rescue Pumper only as a Rescue replacement for this call type.

**17-Flammable Liquid Spill/Leak with fire**  
**18-Commercial Propane/LP/Natural gas leak**

**47-Chemical Emergency\* (See note below)**  
**49-Hazardous condition/non classified\* (To include high angle/confined space rescue)**

1-Engine  
1-Rescue or Rescue Pumper  
1-District Chief  
1-Rescue Captain  
1-Special Operations Engine  
1-Special Operations Rescue  
1-Special Operations Unit  
1-Special Operations District Chief

Consider Tactical Command Unit

\*Rescue Pumper only as a Rescue replacement for this call type

Note – Response to Chemical Emergencies in PBCFR’s jurisdiction by WPB or BR/DB HazMat teams, as part of the Regional Hazardous Materials Response Plan, shall include the Special Operations District Chief, and notification of the Special Operations Division Chief.

**69-EOD Assist:**

1-Engine\*  
1-Rescue\*

1-Special Operations Engine  
1-Special Operations Rescue  
1-Special Operations Unit  
1-Special Operations District Chief  
1-District Chief  
1-Rescue Captain  
Consider Tactical Command Unit

\* These units are sent only to EOD assists in Palm Beach County F/R & Palm Beach Gardens' zones.

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### **Special Call:**

Special calls for specific units or individuals shall be requested by the Incident Commander as needed. Typical special calls include Special Operations Units, Aerial Devices, Tenders, Light/Air Unit, Tactical Command Unit and single resources such as 1 additional engine, rescue, brush, PIO etc. The Incident Commander shall exercise their prerogative to request additional resources as appropriate for the type and severity of incident. However, special calls for engines and rescues equivalent to those of a "filled" alarm or greater shall result in the automatic dispatch of the balance of the staff and support units normally included in those alarms.

In addition to the incident listed in the Dispatch Protocols, deployment of the Tactical Command Unit and Apparatus Technicians should be considered for incidents involving significant numbers of apparatus, long duration, or unified command with other agencies.

Deployment of the Tactical Command Unit should result in the assignment of at least one Dispatcher to the unit for the duration of the deployment.

Volunteer Battalion – The Volunteer Battalion provides supplementary apparatus and personnel which should be dispatched or given consideration for dispatch as outlined in these protocols. These units can be utilized on long term calls to release other units to available status, extensive overhaul, brush fire mop-up and fire watch, etc.

Units assigned to the Volunteer Battalion include;  
Engine 910 - Class A Pumper  
Engine 920 – Class A Pumper  
SAR 930 - Support and Rehab Truck  
Brush 940 – Brush Unit  
Investigations 950 – Arson and Bomb Task Force Support Unit

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### **480 General Aviation Alert III /Aircraft Incidents:**

Off PBIA property or at Lantana Airpark, North County Airport and Pahokee Airport.

1-Engine  
1-Rescue or Rescue Pumper  
1-Brush Truck  
1-Rescue Captain  
1-District Chief  
1-Battalion Chief  
1-Aviation Battalion Chief (will be notified by PBIA Comm. Center)

1-Light/Air Unit  
1-Tender  
1 -Volunteer Battalion, SAR930

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**50-Index Level Alert II, PBIA:**

2-Engines  
1-Rescue or Rescue Pumper  
1-Aviation Staff Captain  
1-Aviation Battalion Chief  
ARFF Units

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**51-G General Aviation Alert III on PBIA (up to 5 passengers)**

1- Engine  
1- Rescue or Rescue Pumper  
1- Ambulance  
1- Aviation Battalion Chief  
1- Aviation Staff Captain  
ARFF Units

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**51-H General Aviation Alert III on PBIA (6 to 10 passengers)**

2- Engines  
2- Rescues or Rescue Pumps  
2- Ambulances  
1- Rescue Captain  
1- District Chief  
1- Aviation Battalion Chief  
1- Aviation Staff Captain  
1 -Volunteer Battalion, SAR930  
ARFF Units

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**51-I General Aviation Alert III on PBIA (11 to 20 passengers)**

2- Engines  
3- Rescues or Rescue Pumps  
3- Ambulances  
2- Rescue Captains  
2- District Chief  
1- Battalion Chief  
1- Tender  
1- Aviation Battalion Chief  
1- Aviation Staff Captain  
ARFF Units  
1 -Volunteer Battalion, SAR930

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**51-J General Aviation Alert III on PBIA (21 to 30 passengers)**

- 3- Engines
- 4- Rescues or Rescue Pumpers
- 4- Ambulances
- 3- Rescue Captains
- 3- District Chief
- 2- Battalion Chief
- 1- Tender
- 1- Aviation Battalion Chief
- 1- Aviation Staff Captain
- ARFF Units
- 1 -Volunteer Battalion, SAR930

**51-Index Level Alert III - includes  
General Aviation with 30+ passengers  
(Actual Crash-ON PBIA):**

- 4-Engines
- 10-Rescues or Rescue Pumper
- 4-Rescue Captains
- 2-Tenders
- 1-Aerial
- 1-Special Operations Engine
- 1-Special Operations Rescue
- 1-Special Operations Unit
- 1-Special Operations District Chief
- 3-District Chiefs
- 3-Battalion Chiefs
- 1-Apparatus Technician
- 1-Division Chief
- 1-Deputy Chief of Operations
- 1-Fire Rescue Administrator
- 10-Ambulances
- 1-Light/Air Unit

- ARFF Units
- 1-Aviation Staff Captain
- 1-Aviation Battalion Chief
- 1-Support 81
- 1-Tactical Command Unit
- 1 -Volunteer Battalion, SAR930
- 51-Index Level Alert III - includes  
General Aviation with 30+ passengers  
(Actual Crash-OFF PBIA):**

- 4-Engines
- 10-Rescues or Rescue Pumper
- 4-Rescue Captains
- 2-Tenders
- 3-Brush Trucks
- 1-Aerial
- 1-Special Operations Engine
- 1-Special Operations Rescue
- 1-Special Operations Unit
- 1-Special Operations District Chief
- 3-District Chiefs
- 3-Battalion Chiefs
- 1-Apparatus Technician
- 1-Division Chief
- 1-Deputy Chief of Operations
- 1-Fire Rescue Administrator
- 1-Light/Air Unit
- 10-Ambulances
- ARFF Units
- 1-Aviation Staff Captain
- 1-Aviation Battalion Chief
- 1-Support 81
- 1-Tactical Command Unit
- 1 -Volunteer Battalion, SAR930

**52-PBIA Bomb Threat:**

2-Engines

1-Rescue or Rescue Pumper

1-Aviation Staff Captain

1-Aviation Battalion Chief



