



## MEMORANDUM

TO: Mayor and Council

FROM: Joel G. Baker, *Fire Chief*

DATE: August 25, 2021

SUBJECT: Automatic Aid Agreement Renewal (August 26, 2021, Agenda Item # 10)

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The Austin Fire Department (AFD) currently has an Automatic Aid Agreement (Auto Aid) with all the Emergency Services Districts (ESDs) in Travis County and several Williamson County fire departments. Over the last year, challenges were identified in the current agreement that prohibited our ability to advance a common vision for the standard operating guidelines and response procedures in and around the City of Austin. In order to remedy the challenges, a new agreement has been drafted to replace the current agreement that will not be renewed. The new agreement has similar language, but it includes procedures to clarify and resolve objections from ESDs and it contains the agreed upon regional standard operating guidelines.

AFD strongly believes Auto Aid provides value to the City of Austin and the region by allowing us to:

- dispatch the available unit that is geographically closest to the call, regardless of jurisdiction;
- avoid purchasing apparatus and equipment that is duplicated at nearby departments in the region, thereby saving the taxpayers' money;
- provide coverage that assists with ISO ratings that can lower insurance costs for our residents; and
- facilitate regional training and preparation for large-scale critical incidents that require the resources of multiple departments.

Travis and Williamson County fire departments agreed to Auto Aid over a year ago because software was purchased and the technology is being implemented to show AFD dispatchers where all units are located region wide, in real time, for all agencies.

Fire Departments interested in participating in this agreement include:

- Travis County agencies: Austin Fire Department (FD), ESD1 – North Lake Travis FD, ESD2 – Pflugerville FD, ESD3 – Oakhill FD, ESD5 – Manchaca FD, ESD6 – Lake Travis FD, ESD8 – Pedernales FD, ESD9 – Westlake FD, ESD10 – CE-Bar FD, ESD11 – Travis County Fire Rescue, ESD12 – Manor FD, and ESD14- Volente FD
- Williamson County agencies: Cedar Park FD, Round Rock FD, Leander FD, Georgetown FD, Hutto FD, Sam Bass FD, and Jollyville FD

As part of this agreement, the parties, by and through the consent of each of their respective fire chiefs, have also established Auto Aid Operational Guidelines that address strategy, tactics, and performance during an emergency event. These guidelines are included as Exhibit A of the attached Agreement.

In summary, the purpose of the attached agreement is to provide fire department assistance to all residents, businesses and visitors in the participating communities and Emergency Services Districts, within both Travis and Williamson Counties. Regardless of jurisdictional boundaries, the closest fire department unit will automatically respond to calls for help.

cc: Spencer Cronk, City Manager  
Rey Arellano, Assistant City Manager

Attachments:

Attachment A - Automatic Aid Agreement Between Emergency Service Districts of Travis and Williamson Counties and the Cities of Austin, Leander, Cedar Park and Round Rock

Attachment B - Operational Guidelines for Travis-Williamson County 2021 Proposed

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## RECITALS

## TERMS

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generally described in part 5 of the “Responsibilities” section of this Agreement, and request inclusion in this Agreement. Additional parties may join this Agreement as set forth in part 9 of the “General” section of this Agreement.

The parties, by and through their respective fire chiefs, have established Auto-Aid Operational Guidelines that address strategy, tactics, and performance during an emergency situation. The Auto-Aid Operational Guidelines agreed and in effect at the commencement of this Agreement are attached hereto as **Exhibit A**. The Auto-Aid Operational Guidelines will be reviewed and may be revised annually by the Fire Chiefs of participating parties and agreed amendments shall be initialed and dated on behalf of each party and appended to this Agreement. At least 75% of the Fire Chiefs of all participating parties must agree to any changes for them to be placed into effect. In addition, for any change to Sections IV.A.1, IV.A.2, IV.A.3, IV.A.7, IV.A.10, or IV.A.11, written notice of the change must be sent to the appropriate authority of each signatory party. Any change to Sections IV.A.1, IV.A.2, IV.A.3, IV.A.7, IV.A.10, or IV.A.11 will take effect if, and only if, 45 days have passed from the date on which written notice of the change was sent to the appropriate authority of each signatory party, and no written objections have been received from the appropriate authority of any signatory party.

If one or more appropriate authorities submit objections during this 45 day window (“Objecting Parties”), the Fire Chiefs of all participating parties will have an additional 30 days from receipt of the last written objections to resolve all objections. If 100% of the Fire Chiefs of all participating parties whose appropriate authority did not file written objections (“Non-objecting Parties”) agree to edits to the original proposed changes in order to resolve all of the objections, the proposed changes, to include such edits, will take effect. If 100% of the Fire Chiefs of Non-objecting Parties do not agree to edits to the original proposed changes offered to resolve all of the objections, each Objecting Party shall either: 1) terminate its participation in the agreement as described in paragraph three of the Term and Termination section of this Agreement, or 2) withdraw its written objections. If one or more of the Parties does not agree to the resolution of an objection, that party’s appropriate authority does not have a right to re-submit written objections or to submit new written objections in response to the initial written notice of change to the Auto-Aid Operational Guidelines.

The appropriate authority for the City of Austin is the Austin City Council; for all other parties, the appropriate authority is the party’s fire chief. In performing its obligations pursuant to this Agreement, each of the parties shall be bound to comply with the then current Auto-Aid Operational Guidelines.

### Definitions

- “Automatic Aid” is an agreement between jurisdictions to respond the nearest available unit(s) to mitigate an emergency situation.
- “Emergency Situation” is a fire, rescue, medical emergency, or other emergency in which lives or property are threatened, specifically excluding hazardous materials incidents.
- “Service Areas” are shown on the maps in Attachment A.
- “Mutual Aid” is an agreement between jurisdictions to respond to any emergency situation when requested. Resources are dispatched after an official of the requesting agency asks for assistance from an official of the responding agency, and the responding agency official acknowledges the request, determines available resources to be sent to the requestor, and accepts the request, whether under written agreement between the affected

- parties or other applicable law.
- “Nearest Available Unit” shall mean that unit of any party that meets the requirements of that type of emergency situation and is capable of responding most quickly to call. A party shall respond only to the extent that a unit is readily available.

### Term and Termination

1. The initial term of this Agreement begins on February 1, 2020 (“**Effective Date**”) and terminates on September 30, 2020. The Agreement will automatically renew for a one-year period (subject to other termination provisions of this Agreement) on October 1st of each successive year (a “**Renewal Date**”) as to each party that does not provide written notice to all other parties of an intention not to renew not later than thirty (30) days prior to the applicable Renewal Date.
2. If a party chooses not to renew this Agreement, that decision has no effect on the validity and continuing applicability of this Agreement on the remaining parties. Should a party choose not to renew this Agreement, its legal responsibilities to and obligations under this Agreement shall cease on the day before the applicable Renewal Date, except for any financial obligations incurred hereunder prior to non-renewal.
3. A party may terminate its participation in this Agreement, with or without cause, upon not less than one hundred twenty (120) days written notice to the other parties. A party’s decision to terminate its participation in this Agreement has no bearing on the validity and continuing applicability of this Agreement to the remaining parties. Should a party exercise its right to terminate for convenience with notice not less than one hundred twenty (120) days prior to such termination as provided in this Agreement, its legal responsibilities to and obligations under this Agreement shall cease as of the properly noticed termination date, except for any financial obligations incurred hereunder prior to termination.

### Responsibilities

1. The parties agree to automatically dispatch the nearest available unit(s) to the scene of an emergency situation within the automatic aid agreement service area.
2. Parties have the right to dispatch the nearest available unit(s) based on current, complicated, or exceptional conditions (e.g., widespread tornado damage, wildfires, explosions).
3. Time on Scene – As soon as possible after the emergency situation is stabilized, all outside jurisdictions are to be released. An automatic aid response is considered the first operational period of twelve (12) hours, and after twelve (12) hours, any response hereunder will be considered a mutual aid response and subject to reimbursement, as provided by law or written agreement. Nothing in this Agreement shall precluded any party from seeking reimbursement of expenses from third parties, or other appropriate entities, including, but not limited to, local, state or federal government agencies, as appropriate. Nothing in the Agreement obliges a party responding to an emergency situation hereunder to remain on scene for more than the first operational period.
4. The response of one party into another party’s jurisdiction is based on the Operational Guidelines found in **Exhibit A**. Among other things, these guidelines may cover the

following:

- Response.
- Staffing.
- Training.
- Certifications of Personnel.
- Reimbursement.
- Equipment and Apparatus.
- Dispatch Protocols
- Funding for Training and Certifications.

### General

1. Each party shall be responsible for injuries or death to its employees and volunteers while performing services under this Agreement. A party shall not be liable for benefits or any other compensation for injuries to or death of any other party's employees or volunteers while performing services under this Agreement. An employee or volunteer shall be deemed to be performing services under this Agreement when en route to, en route from, or at the scene of a call or emergency situation.
2. Specifically citing Texas Government Code Section 791.006(a-1), the parties agree that, for purpose of determining civil liability for non-party claims, the act of any person or persons while fighting fires, providing rescue services, providing first response EMS services, traveling to or from any type of emergency call or emergency scene, or in any manner furnishing services in accordance with this Agreement, shall be the act of the party performing such act. The payment of any and all civil or other liability, including liability on the basis of negligence, resulting from the furnishing of services under this Agreement is the responsibility of the individual party performing such acts. This shall specifically include, but not be limited to, the payment of court costs, expenses, and attorney's fees resulting from any such claim or lawsuit. The parties agree that the assignment of liability described by this Section is intended to be different than liability otherwise assigned under Section 791.006(a) of the Texas Government Code.
3. It is expressly understood and agreed that the entering into and execution of this Agreement does not waive, modify or alter, nor shall be deemed to waive, modify, or alter, any immunity or defense that would otherwise be available to a party against third- party claims arising from activities performed under this Agreement.
4. The parties agree to comply with all applicable state, local and federal laws and regulations in providing services under this Agreement. The parties agree to cooperate in executing such further or subsidiary agreements as may be required.
5. Calls outside the service area for automatic aid shall be considered requests for mutual aid and responses may be undertaken at the sole direction of the assisting party.
6. This Agreement supersedes any previous automatic aid agreement between the parties. Any previous statement or understanding regarding automatic aid not included in this Agreement shall be of no force or effect until executed as an amendment to this Agreement.

7. On an annual basis, each party will report to the Capital Area Fire Chief's Association ("CAFCA") on its status regarding any failures to achieve the goals of this Agreement or the attached Auto-Aid Operational Guidelines, along with a plan to reach compliance.
8. Should a party fail to comply with the terms and conditions of this Agreement or the attached Auto-Aid Operational Guidelines, as amended from time-to-time, after ten (10) days written notice from CAFCA to the defaulting party, that party's participation in this Agreement will immediately be terminated upon majority vote of the remaining parties.
9. Upon written request by a non-party ESD or municipality, a majority of current parties, by and through their respective fire chiefs, may agree to accept the requesting ESD or municipality as a party to this Agreement, subject to approval by the requesting ESD or municipality's governing body or city council. Approval of the city councils and the governing bodies of the current parties to the Agreement is not required for acceptance of any requesting ESD or municipality to be an additional party to this Agreement. An ESD or municipality that did not execute this Agreement by 11:59 p.m. on January 31, 2020 is a non-party ESD or municipality until accepted as a party by a majority of current parties.

#### Notice

Notice shall be provided by certified mail, return receipt requested, at the following addresses:

#### **Cities Addresses**

City of Austin  
City Attorney  
City Hall  
301 West 2<sup>nd</sup> Street, 4<sup>th</sup> Floor  
Austin, TX 78701

Chief, Austin Fire Department  
City of Austin  
4201 Ed Bluestein Blvd.  
Austin, TX 78721

City of Round Rock  
City Attorney, City Hall  
221 East Main Street  
Round Rock, TX 78664

Chief, Round Rock Fire Department  
City of Round Rock  
203 Commerce Blvd.  
Round Rock, TX 78664

City of Leander  
City Attorney, City Hall  
P.O. Box 319  
Leander, TX 78646

Chief, Leander Fire Department  
City of Leander  
101 East Sonny Drive  
Leander, TX 78641

City of Cedar Park  
City Attorney, City Hall  
450 Cypress Creek Road  
Cedar Park, TX 78613

Chief, Cedar Park Fire Department  
City of Cedar Park  
450 Cypress Creek Rd., Building 6  
Cedar Park, TX 78613

City of Georgetown  
City Attorney, City Hall  
808 Martin Luther King Jr. St.

Chief, City of Georgetown Fire Department  
City of Georgetown  
3500 DB Wood Rd.

Georgetown, TX 78626

Georgetown, TX 78628

**Travis County ESD Addresses**

<b>ESD #</b>	<b>Board President Address</b>	<b>Fire Chief Address</b>
1	20624 FM 1431 Suite 5 Lago Vista, TX 78645	20624 FM 1431 Suite 5 Lago Vista, TX 78645
2.	203 E. Pecan St. Pflugerville, TX 78660	203 E. Pecan St. Pflugerville, TX 78660
3	4111 Barton Creek Blvd. Austin, TX 78735	4111 Barton Creek Blvd. Austin, TX 78735
5	P.O. Box 1239 Manchaca, TX 78652	P.O. Box 1239 Manchaca, TX 78652
6	15304 Pheasant Ln. #100 Austin, TX 78734	15304 Pheasant Ln. #100 Austin, TX 78734
8	801 Bee Creek Rd. Spicewood, TX 78669	801 Bee Creek Rd. Spicewood, TX 78669
9	P.O. Box 162170 Austin, TX 78716	P.O. Box 162170 Austin, TX 78716
10	353 S. Commons Ford Austin, TX 78716	353 S. Commons Ford Austin, TX 78716
11	P.O. Box 1043 Del Valle, TX 78617	P.O. Box 1043 Del Valle, TX 78617
12	P.O. Box 846 Manor, TX 78653	P.O. Box 846 Manor, TX 78653
14	15406 FM 2769	15406 FM 2769



**ESD #      Board President Address**  
Volente, TX 78641

**Fire Chief Address**  
Volente, TX 78641

**Williamson County ESD/ Fire Department Addresses**

**ESD #      Fire Department Address**  
1      9218 Anderson Mill Road  
Austin, TX 78729  
  
3      P.O. Box 175  
Hutto, TX 78634  
  
Sam Bass Fire Department  
16248 Great Oaks Dr.  
Round Rock, TX 78681

11. Each of the parties agrees that in the event of a dispute arising out of this Agreement with another party, the parties shall first attempt resolution through mediation by a mediator mutually agreed among the disputing parties.
12. This Agreement supersedes the 2013 Automatic Aid Agreement, which shall no longer be in effect as of the Effective Date of this Agreement.

**Signature Lines**

<b>Jurisdiction</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>
City of Austin			
City of Round Rock			
City of Leander			
City of Cedar Park			
City of Georgetown			
Travis County ESD 1			
Travis County ESD 2			
Travis County ESD 3			
Travis County ESD 5			
Travis County ESD 6			
Travis County ESD 8			

<b>Jurisdiction</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>
Travis County ESD 9			
Travis County ESD 10			
Travis County ESD 11			
Travis County ESD 12			
Travis County ESD 14			
Williamson County ESD 1			
Williamson County ESD 3			
Sam Bass Fire Department			

# **Automatic Aid Agreement**

## **Travis and Williamson County Agencies**

### **Operational Guidelines**

#### **I. PURPOSE**

To establish operational guidelines that will address the basic provision of emergency service response into the designated service areas identified within the Travis and Williamson County Automatic Aid Agreement(s).

#### **II. BACKGROUND**

Each agency participating in an Automatic Aid Agreement agrees that automatic aid provides for the most efficient and effective delivery of emergency response services to the citizens of our respective jurisdictions.

However, all agencies must operate under an Incident Command System (ICS) that is National Incident Management System (NIMS) compliant as promulgated by the U.S. Department of Homeland Security. In order for there to be a core standard when it comes to an ICS, all agencies participating in this agreement agree to utilize the “Blue Card” certification system or the Texas Commission on Fire Protection (TCFP) certification for Incident Command qualifications.

These guidelines shall be reviewed at least annually by the participating agencies. Any revisions shall require prior notification, review, and approval from all participating agencies.

#### **III. DEFINITIONS**

- “Automatic Aid” is an agreement between jurisdictions to respond the nearest available unit(s) to mitigate an emergency situation.
- “Certified Personnel” are certified as Structure Fire Protection – Basic (or higher) through the Texas Commission on Fire Protection (TCFP).
- “Staffing of Units” involves TCFP commissioned Firefighters. Cadets do not count towards staffing, nor should they be riding in apparatus in any other role other than as an observer (non-participant).

## IV. PROCEDURE

### A. Response

1. AHJs residing in Travis County shall utilize the agreed upon regional policies and incorporate these policies into their departmental policies and procedures:
  - a. Central Texas Regional Procedure #1 – Incident Management System
  - b. Central Texas Regional Procedure #2 – Radio Communications
  - c. Central Texas Regional Procedure #3 – Structure Fire Incidents SOG
  - d. Central Texas Regional Procedure #4 – RIC/Mayday Operations SOG

Until additional common Standard Operating Guidelines (SOGs) can be established that incorporate all of the safety elements found within the current SOGs of all AHJs that ensure use of common terminology, standard definitions, common strategies and tactics, and standardized procedures and incident management, AHJs residing within Travis County agree to continue adhering to the following previously agreed upon Standard Operating Procedures/Guidelines:

- a. B104 - Lost Firefighter Strategies
- b. A110 - Light Box Alarms
- c. A201 - High Rise Fires
- d. A202 - Mid-Rise Fires
- e. A708 - Response to Alarm Activations
- f. A610 - Active Attack Incidents
- g. A401 - Wildland Fire Response

Additionally, Travis County AHJs that share a border with the City of Austin will have the same response plan as the City of Austin for structure fire incidents unless mutually agreeing upon any differences. These AHJs will also use the options listed for tactical and IMS assignments listed in the Central Texas Regional Procedure #3 – Structure Fire Incidents SOG as the order of preference.

2. AHJs residing in Williamson County shall utilize the agreed upon regional policies and incorporate these policies into their departmental policies and procedures:
  - a. Central Texas Regional Procedure #1 – Incident Management System
  - b. Central Texas Regional Procedure #2 – Radio Communications
  - c. Central Texas Regional Procedure #3 – Structure Fire Incidents SOG
  - d. Central Texas Regional Procedure #4 – RIC/Mayday Operations SOG

Until additional common Standard Operating Guidelines (SOGs) can be established that incorporate all of the safety elements found within the current SOGs of all AHJs that ensure use of common terminology, standard definitions, common strategies and tactics, and standardized procedures and incident management, AHJs residing within Williamson County agree to continue adhering to the following previously agree upon Standard Operating Procedures/Guidelines:

- a. Regional Procedure #1 - County Resource Coordination Guidelines
- b. Regional Procedure #2 – Fire Investigation Team
- c. Regional Procedure #5 – Firefighter Accountability

Additionally, Williamson County AHJs that share a border with the City of Austin will have the same response plan as the City of Austin for structure fire incidents unless mutually agreeing upon any differences. These AHJs will also use the options listed for tactical and IMS assignments listed in the Central Texas Regional Procedure #3 – Structure Fire Incidents SOG as the order of preference.

- 3. AHJs located within Travis or Williamson County may opt to use either county's SOGs listed in sections 1 and 2 above, but must declare this with all other participating agencies.
- 4. Each Authority Having Jurisdiction (AHJ) shall determine the appropriate response plans for the alarm types within their jurisdiction except as described in sections 1 and 2 above. Per the Automatic Aid Agreement, these response plans shall be rostered with the geographically closest and most resource appropriate unit(s) based upon resource typing within the Computer Aided Dispatch (CAD) system, regardless of jurisdiction.
- 5. The first arriving unit at an incident, regardless of type or jurisdiction shall assume Incident Command and follow the applicable Central Texas Regional Procedures. All later arriving units shall also follow the applicable Central Texas Regional policies or follow directions from Incident Command.
- 6. Regardless of jurisdiction, Incident Command shall have the authority to reduce/upgrade the response level (Code 1 or Code 3) of all incoming units and may cancel/upgrade the response of units based upon conditions found on scene. However, the AHJ in which the incident is located may continue the response of a unit(s) if required by the AHJ's SOGs.

7. In addition to the command elements assigned to an incident, any AHJ may respond a command element on a response into another jurisdiction when that department has units assigned to an incident. Upon arrival, they shall report to the Command Post upon arrival and will confer with Command regarding the current Incident Action Plan (IAP) for the incident. The Auto Aid department's command element shall then be assigned to an IMS role that best affords the management and supervision of the assisting jurisdiction's units. Examples of possible assignments include: Unified Command, Operations, Safety Officer, Branch Director, Division/Group Supervisor, or a Single Resource Unit Leader. If the Auto Aid command element does not concur with the IAP due to unsafe acts, orders or conditions he/she has the authority to remove that jurisdiction's units from an IDLH atmosphere or other unsafe assignment.
8. Any firefighter, company officer, or chief officer on the emergency scene, regardless of assignment, has a duty to immediately stop an unsafe act or, to communicate an unsafe condition to Command. The firefighter, company officer, or chief officer who stops the unsafe act, including the removal of firefighters from an IDLH atmosphere, must immediately communicate their actions to Command.
9. When appropriate, the AHJ may assume Incident Command for all multi-unit responses. The arrival of the AHJ on the incident scene does not mean that Command should be automatically transferred to the AHJ. Command should only be transferred when the AHJ is completely aware of the position and function of crews operating at the scene and has an understanding of the overall Incident Action Plan (IAP).
10. Any Auto Aid department may limit resources in their response plan which respond into other jurisdictions to ensure the maintenance of coverage in their home jurisdiction. Alternatively, AHJs may request "move ups" from other AHJs to provide coverage.
11. A Post-Incident Review (PIR) will normally be conducted on any working structure fire where automatic aid units were utilized on the fire ground. The PIR will include units and command elements from all assisting jurisdictions. The CAFCA auto aid sub-committee will utilize a regional policy committee as a standing committee for annual review of all regional policies. This sub-committee will use PIR information to evaluate the Operational Guidelines and regional policies in order to make recommendations for possible revisions.

12. In jurisdictions where medical emergencies are not prioritized, responses shall be handled by the geographically closest available unit. In jurisdictions where medical emergencies are prioritized, the geographically closest available unit shall only respond to priority 1 through 3 call types. Priority 4 and 5 call types shall be handled by the AHJ.

13. This automatic aid agreement shall cover only the first twelve (12) hours of an event. After twelve (12) hours the involved agencies may request reimbursement as outlined within section III E of this document.

#### B. Staffing

Although preferred staffing for Engine and Ladder/Quint Companies is four (4) personnel, each agency shall determine the appropriate personnel staffing numbers for their respective units. However, in order for units to be available to be resourced into the response plans of another agency's jurisdiction, the following criteria must be met:

1. Engine Companies shall be staffed with a minimum of three (3) certified personnel per the certification requirements listed within section III D of this document.
2. Ladder/Quint Companies (aerial devices) shall be staffed with a minimum of three (3) certified personnel per the certification requirements listed within section III D of this document.
3. Units with less than three certified personnel assigned may not be resourced as an Engine or Ladder/Quint company within another agency's response plans.
4. Squad response vehicles shall be staffed with a minimum of two (2) personnel and are resourced as medical capable response vehicles.

#### C. Training

Neighboring AHJs should train together as often as possible (recommended quarterly), to assure comfort and conformity with the SOGs of the other agency(s). The goal of this training is to provide consistent, efficient, effective, and safe operations on the emergency scene.

1. Agencies shall cooperatively develop and deliver continuing education (CE) appropriate to their jurisdiction
2. Participate in both formal and impromptu cross-agency multi-company drills
3. Maintain both agency and state required CEs

#### D. Certifications of Personnel

*(AHJ shall have a clearance process for members operating in a higher class role. The credentialing of positions below is for those promoted to the specified rank.)*

1. Firefighter Rank:
  - a. Texas Commission on Fire Protection (TCFP) Structure Fire Protection – Basic or higher-level certification
  - b. EMT-Basic or higher-level certification
  - c. NIMS 100, 200, 700, and 800 certifications
  - d. Preferred qualifications:
    - i. National Wildfire Coordinating Group (NWCG) Wildland Firefighter Type II
2. Driver/Apparatus Operator
  - a. All lower-rank certifications and;
  - b. Minimum of one (1) year experience as a full-time paid firefighter
  - c. State of Texas Class A, B, or B Exempt driver's license
  - d. TCFP Driver/Operator certification
  - e. Preferred qualifications:
    - i. Blue Card or TCFP Incident Commander certification
    - ii. NWCG Wildland Firefighter Type I
    - iii. NWCG Engine Operator
3. Lieutenant
  - a. All lower-rank certifications and;
  - b. Minimum of two (2) years' experience as a Driver/ Apparatus Operator
  - c. TCFP Fire Officer I certification
  - d. NIMS 300,400, and 703 certifications
  - e. Preferred qualifications:
    - i. Blue Card or TCFP Incident Commander certification
    - ii. NWCG Engine/Crew Boss certification
4. Captain
  - a. All lower-rank certifications and;
  - b. Minimum of two (2) years' experience as a Lieutenant
  - c. TCFP Fire Officer II certification
  - d. Preferred qualifications:
    - i. Blue Card or TCFP Incident Commander certification
    - ii. TCFP Structure Fire Protection – Intermediate or higher-level certification
    - iii. NWCG Strike Team/Taskforce Leader certification



5. Battalion Chief
  - a. All lower-rank certifications and;
  - b. Minimum of two (2) years' experience as a company officer (Lieutenant or Captain)
  - c. Blue Card or TCFP Incident Commander certification
  - d. Incident Safety Officer certification (TCFP, NFA, IFSAC, etc.)
  - e. Preferred qualifications:
    - i. TCFP Structure Fire Protection – Advanced or higher-level certification
    - ii. Associates or Bachelor's degree (fire service-related field)
    - iii. NWCG Strike Team/Taskforce Leader certification
6. Incident Safety Officer
  - a. Minimum rank of Lieutenant and,
  - b. All Lieutenant rank requirements listed above
  - c. Incident Safety Officer certification (TCFP, NFA, IFSAC, etc.)
  - d. Preferred qualifications:
    - i. Blue Card or TCFP Incident Commander certification
    - ii. NWCG Engine/Crew Boss certification

#### E. Reimbursement

1. Agencies may bill each other for extended operations (beyond twelve (12) hours) on automatic aid events. The billing documentation must follow the same guidelines used for FEMA reimbursements and may include:
  - a. Labor cost for time actually assigned to the incident
  - b. Overtime calculations per FLSA
  - c. Fringe benefit costs
  - d. Apparatus and equipment usage
  - e. Costs for any materials used during the emergency event
2. Supporting documentation shall be required and standardized FEMA usage rates shall apply.

#### F. Equipment and Apparatus

1. Each AHJ shall standardize equipment as much as possible and should communicate any major equipment compatibility issues to their neighboring agency(s) and the Travis-Williamson County Automatic Aid Subcommittee.

#### G. Dispatch Protocols

1. Dispatching protocols shall be coordinated through each AHJ and their respective PSAPs. Response plans from each AHJ shall be distributed to the participating automatic aid agencies as well as to the Travis-Williamson County Automatic Aid Subcommittee.

#### H. Funding for Training and Certifications

1. AHJs may be eligible to receive funding for required training and certifications through CAFCA.