

## **AUTOMATIC AID AND MUTUAL AID AGREEMENT**

### **EXHIBIT A – AUTOMATIC AID DISPATCH PROCEDURES**

**Purpose:** To establish an agreed upon policy and procedure for dispatching Littleton Fire and South Metro Fire units for automatic aid incidents within the agreed upon boundaries for Auto Aid.

**Policy:** The implementation of CAD Consolidation (JACC) requires modifications in dispatch procedures so that South Metro Fire dispatch (MetCom) and Littleton Fire (LFR) dispatch personnel can manage automatic aid incidents. This policy and procedure will ensure that parties are in compliance with automatic and mutual aid agreements.

#### **Procedure:**

##### **Requests by Littleton for SMFRA units to respond:**

1. The LFR dispatcher will assign the requested SMFRA unit(s) to the call as part of their initial assignment. The CAD will automatically alert the crew(s) of the call through station alerting, MDT and system page.
2. The LFR dispatcher will contact MetCom via phone or MetroNet to verbally verify the request for SMFRA's resource(s).
3. The requested SMFRA unit(s) will code-up with LFR on Control 1 and the call will be managed by LFR's dispatch.

##### **Request by SMFRA for Littleton Fire & Medic units to respond:**

1. When Littleton unit(s) are recommended for an SMFRA response, the MetCom dispatcher must manually remove the recommended LFR unit(s) and "drag/drop" them to the trashcan prior to initial assignment of the call.
2. MetCom will alert LFR Communications via MetroNet which units are being requested and the call location. LFR Communications will be responsible for adding the requested LFR unit(s) to the existing call in CAD. This will allow LFR Communications to properly assign and dispatch their unit(s) and include the appropriate station alerting.
3. In the event that Littleton are the only unit(s) recommended for the call in SMFRA's district, then MetCom will need to add a BOG unit to the initial assignment in order to ensure that the call will not be closed out.
4. The requested LFR unit(s) will code-up with MetCom on MetCom2 and the call will be managed by MetCom.