August 17, 2020

TO:      Board of Fire Commissioners
FROM:    Ralph M. Terrazas, Fire Chief

SUBJECT: AUTOMATIC AID AGREEMENT BETWEEN THE LOS ANGELES FIRE DEPARTMENT AND THE CULVER CITY FIRE DEPARTMENT

FINAL ACTION: _____ Approved  _____ Approved w/Corrections  _____ Withdrawn
               _____ Denied  _____ Received & Filed  _____ Other

SUMMARY
The Los Angeles Fire Department (LAFD) maintains thirteen automatic aid agreements with neighboring fire agencies. These agreements exist to enhance emergency service in those areas that are not easily accessed by existing fire stations within the affected jurisdiction. When an emergency arises, the neighboring city may have response resources closer to the incident than the city in which the incident occurs. To maintain a high level of service to the citizens within these areas, the LAFD enters into automatic aid agreements which allow the city with the closest resources to respond first and handle the situation until the jurisdictional agency’s resources arrive and assume command. Per the agreement, the response by a neighboring agency is without cost to the jurisdictional agency.

This is the agreement by and between the Culver City Fire Department and the Los Angeles Fire Department. This agreement was previously renewed in January 1997. Since then, there have been changes to each jurisdiction’s population distribution and resource deployment. The areas providing and receiving augmented services are in the areas surrounding Baldwin Hills.

The City Attorney reviewed and approved the Agreement as to legal form.

RECOMMENDATIONS
That the Board:
1. Approve the Automatic Aid Agreement between the LAFD and the Culver City Fire Department for a period of three (3) years, beginning July 1, 2020, and ending June 30, 2023.
2. Authorize the Fire Chief to execute the attached Automatic Aid Agreement with the Culver City Fire Department.

3. Authorize the Fire Chief sole discretion to execute amendments during the three (3) year term of the Automatic Aid Agreement.

FISCAL IMPACT
There is no fiscal impact.

Board report prepared by Rick Crawford, Captain II.

Attachments
<table>
<thead>
<tr>
<th>RESOURCES FROM CUL TO LFD</th>
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<tbody>
<tr>
<td><strong>STRUCTURE FIRE</strong>&lt;br&gt;MAP#1A</td>
<td><strong>STRUCTURE FIRE (SFAA)</strong>&lt;br&gt;MAP#1</td>
</tr>
</tbody>
</table>
| - Initial Dispatch:  
  - 1 Truck  
  - 3 Engines  
  - 1 Battalion Chief  
  - 1 Rescue Ambulance | - Initial Dispatch:  
  - 1 Task Force  
  - 1 Battalion Chief |
|  | - Additional Request: Up to the remaining balance of a Category “B” Assignment.  
  - 1 Task Force  
  - 1 Engine  
  - 1 Battalion Chief |
|  | - Area “A” Request: If the resource request exceeds a Category “B” Assignment.  
  - 1 Rapid Intervention Co. |
|  | - High Rise  
  - 2 Task Forces  
  - 1 Engine  
  - 2 RA’s  
  - 2 Battalion Chiefs  
  - 1 Assistant Chief (Agency Representative) |
|  | Additional resources may be authorized by the Fire Chief or Deputy Department Commander (DDC) |
# CULVER CITY FIRE DEPARTMENT

## RESOURCES FROM CUL TO LFD

### EMS

**MAP#3A**

- Initial Dispatch:
  - 1 Paramedic Rescue
  - 1 Engine

### VEGETATION FIRES

**MAP#4A**

- Baldwin Hills Mutual Threat Zone
  - **West**
    - 1 Truck
    - 3 Engines
    - 2 Rescue Ambulances
    - 1 Battalion Chief
  - **East**
    - 2 Engines
    - 1 Rescue Ambulances
    - 1 Battalion Chief

### FREEWAY INCIDENTS: Fire, EMS & MCI

**MAP#5A**

- Initial Dispatch
  - 2 Engines
  - 1 Rescue Ambulance

## RESOURCES FROM LFD TO CUL

### EMS

**MAP#3**

- Initial Dispatch:
  - 1 Paramedic Rescue

- Area “A” Request: LFD serves as the back-up for Culver City.
  - Up to 2 Paramedic Rescues

### VEGETATION FIRES (BRUSHAA)

**MAP#4**

- Baldwin Hills Mutual Threat Zone
  - 1 Light Force
  - 6 Engines
  - 2 Battalion Chiefs
  - 2 Helicopters
  - 1 Assistant Chief (Agency Representative)

### FREEWAY INCIDENTS: Fire, EMS & MCI

**MAP#5**

- Initial Dispatch
  - 2 Engines
  - 1 Rescue Ambulance

  **Additional Resources**
  - 1 Light Force
  - 1 Heavy Rescue
  - 1 Battalion Chief
  - 2 Rescue Ambulances

Additional resources may be authorized by the Fire Chief or Deputy Department Commander (DDC)
### CULVER CITY FIRE DEPARTMENT

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<tr>
<td><strong>SWIFTWATER</strong></td>
<td><strong>SWIFTWATER (RIVERAA)</strong></td>
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<tr>
<td>Map#6A</td>
<td>Map#6</td>
</tr>
<tr>
<td>- 1 Truck</td>
<td>- 2 Task Forces</td>
</tr>
<tr>
<td>- 2 Engines</td>
<td>- 3 Engines</td>
</tr>
<tr>
<td>- 1 Paramedic Ambulance</td>
<td>- 1 Paramedic Rescue</td>
</tr>
<tr>
<td>- 1 Battalion Chief</td>
<td>- 2 Helicopters</td>
</tr>
<tr>
<td></td>
<td>- 2 Swift Water Rescue Teams (if deployed and available)</td>
</tr>
<tr>
<td></td>
<td>- 1 Battalion Chief</td>
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<td></td>
<td>- 1 Assistant Chief</td>
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<thead>
<tr>
<th><strong>HAZARDOUS MATERIALS</strong></th>
<th><strong>HAZARDOUS MATERIALS (HAZMATAA)</strong></th>
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<tbody>
<tr>
<td>Map#7</td>
<td>Map#8</td>
</tr>
<tr>
<td>- NO RESOURCES PROVIDED</td>
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<th><strong>SPECIALIZED &amp; TECHNICAL RESOURCES</strong></th>
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<tr>
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Additional resources may be authorized by the Fire Chief or LFD Deputy Department Commander (DDC)

Additional resources may be authorized by the Fire Chief or CUL Duty Chief
CULVER CITY FIRE DEPARTMENT  
AREA “A”

<table>
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<tr>
<th>Move-up Requests</th>
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<tr>
<td><strong>Maps#9 &amp; 10</strong></td>
<td><strong>Map#8</strong></td>
</tr>
<tr>
<td>BHL will provide move-up coverage to the other Area “A” cities when requested by LFD as the Area “A” Coordinator.</td>
<td>BHL will notify LFD of the requests for emergency Move-up coverage. LFD, as the Area “A” Coordinator will provide move-ups to BHL and may fill with Area “A” move-up requests with any of the Area “A” cities.</td>
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AUTOMATIC AID AGREEMENT FOR EXCHANGE OF FIRE PROTECTION, SPECIALIZED, RESCUE AND EMERGENCY MEDICAL SERVICES BETWEEN THE CITY OF LOS ANGELES AND THE CITY OF CULVER CITY
AUTOMATIC AID AGREEMENT FOR EXCHANGE OF FIRE PROTECTION, SPECIALIZED, RESCUE AND EMERGENCY MEDICAL SERVICES BETWEEN THE CITY OF LOS ANGELES AND THE CITY OF CULVER CITY

WITNESSETH

WHEREAS, the parties to this Agreement provide fire protection, emergency medical services, specialized and rescue services within their respective jurisdictional limits; and

WHEREAS, fire and rescue resources for the City of Culver City are dispatched through a central dispatch center known as South Bay Regional Communications Center (RCC); and

WHEREAS, fire and rescue resources for the City of Los Angeles are dispatched through a central dispatch center known as Metropolitan Fire Communications (MFC); and

WHEREAS, each of the City of Los Angeles and the City of Culver City are within Area “A,” an Operational Area within the state’s fire and rescue organization, as provided in the California Fire Service and Rescue Emergency Mutual Aid Plan; and

WHEREAS, it is in the best interest of Culver City and Los Angeles to provide the most expeditious response to suppress fires and to render other emergency assistance; and

WHEREAS, each party is desirous of providing to the other a reasonable and reciprocal exchange of emergency services on a day-to-day basis;

NOW, THEREFORE, in consideration of these mutual covenants, the parties hereto agree as follows:

1. Revisions

This Automatic Aid Agreement may be revised or amended at any time by mutual agreement of the Fire Chief of the Culver City Fire Department (CUL) and the Fire Chief of the Los Angeles Fire Department (LFD). All amendments to this Agreement shall be in writing and signed by the Fire Chiefs or their duly designated Acting Fire Chiefs.

It is agreed that substantial reductions or modifications of services by any of the agencies shall be cause for reconsideration of the Agreement.
2. **Term**

This Agreement shall commence, once executed by all parties hereto, on July 1, 2020 and shall remain operative and effective through June 30, 2023. Parties shall meet on or about October 1, 2022 to begin revision meetings. Any of the parties may terminate the Agreement at any time by giving written notice to the other party at least thirty (30) days prior to the date of withdrawal.

3. **Mutual Benefits**

The parties intend that this Agreement will provide mutual benefits to both parties. The parties will meet annually at the first scheduled Area “A” Operations meeting of the calendar year to ensure that the intent of mutual benefit is being met. Should the exchange of assistance not be equally distributed, this Agreement may be amended in accordance with Section 1 above.

4. **Incident Command**

In those instances where resources from the assisting department arrive before those of the jurisdictional department, the highest-ranking member from the first arriving resource will establish incident command and take the necessary action dictated by the situation. Command of the incident will be assumed by the jurisdictional department upon its arrival at the scene. The highest-ranking officer of the assisting department will become the Agency Representative (AREP). The resources of the assisting department will be released from the scene as soon as practical by the jurisdictional department.

When it is deemed appropriate, the AREP may enter into Unified Command with the jurisdictional department’s Incident Commander. It is understood that such a decision may require approval from an Agency Administrator of the assisting and/or jurisdictional department.

5. **Commitment of Resources**

This agreement does not relieve either party from the necessity and obligation of using its own resources for furnishing fire and rescue services within any part of its own jurisdiction. The assisting agency’s response to a request for aid will be dependent upon the existing emergency conditions within its own jurisdiction and the status of its resources.

6. **Method of Requesting Aid**

All requests for aid shall be via the respective dispatch center. Persons assigned to the dispatch center for each department are authorized to send and receive such requests as per their respective operational procedures.
7. **Timeliness of Request**

Upon receiving a request from either agency, the respective dispatcher who determines the need for automatic aid, shall make the request as soon as possible to minimize the delay in call processing and response times.

If either party has limited resources due to drawdown or degraded dispatching, a notification shall be made to the respective dispatch center's Duty Officer as soon as possible.

8. **Intent of Agreement**

The intent of this Agreement is to provide the jurisdictional agency with a more efficient and/or effective initial response to an emergency incident. The agreed upon resources should only be utilized until the requesting agency is able to relieve the assisting agency with its own resources and/or obtain the appropriate emergency resources, not to exceed a 4-hour period of time. If the agreed upon resources are not available from the assisting agency at the time of the request from the jurisdictional agency, the assisting agency need not respond.

LFD, as the Area “A” Coordinator, may fill Area “A” requests with resources from any of the Area “A” cities. On structure fire incidents, LFD will add a Rapid Intervention Company or assignment with an AREP to the resource order on all Area “A” requests.

9. **Fire Incident Reporting**

Each agency shall be responsible for obtaining needed information to complete fire reports for incidents within their respective jurisdiction. Assisting units shall contact jurisdictional units to provide appropriate information for completion of fire reports.

10. **Training**

Joint training exercises will be conducted periodically upon agreement by the parties (minimum of one per year). These training exercises shall be coordinated with LFD and CUL Battalion Commanders.

11. **Services by Los Angeles Fire Department**

Upon request by CUL, LFD agrees to provide the designated resources described in Section 15.A. below, to those designated areas located within the jurisdiction of Culver City as defined on the attached maps.
12. **Dispatch by Los Angeles Fire Department**

Upon receipt by LFD of an alarm within the designated areas of the jurisdiction of Los Angeles, as designated on the attached maps, LFD will dispatch its resources to that alarm in accordance with the dispatch algorithms then in effect and notify RCC which will dispatch the agreed-upon CUL response.

13. **Services by Culver City Fire Department**

Upon request by LFD, CUL agrees to provide the designated resources described in Section 15.B. below, to those designated areas located within the jurisdiction of Los Angeles as defined on the attached maps.

14. **Dispatch by Culver City Fire Department**

Upon receipt by RCC of an alarm within the jurisdiction of Culver City, as designated on the attached maps, RCC will dispatch its resources to that alarm in accordance with the dispatch algorithms then in effect and notify MFC which will dispatch the agreed-upon LFD response.

15. **Amount and Type of Assistance**

The maximum number and type of assistance available under this Agreement is listed in Sections 15.A. and 15.B., below. In the event that either party requests more resources than this agreement provides, the additional resources will not be filled under this Agreement, but may be filled as an Area “A” request.

Resources supplied to the requesting agency under this Agreement shall be without charge for four (4) hours from the time the assisting agency’s resources are dispatched, after which time the assisting agency’s resources shall be billed to the requesting agency as “Assistance by Hire.” The assisting agency may choose to waive the charge for additional resources or additional time, at the sole discretion of the Fire Chief of the assisting agency, or that Fire Chief’s designee. The waiver of charges shall not extend beyond twelve (12) hours from the time the initial resources were dispatched.
A. LFD to CUL

1) Structure Fires (SFAA), other than in a High Rise: (Map #1)
   a) Initial Dispatch:
      • One Task Force (may be a Light Force and an Engine Company)
      • One Battalion Chief
   b) Additional resources:
      • One Task Force (may be a Light Force and an Engine Company)
      • One Engine Company
      • One Battalion Chief
      • One Paramedic Ambulance

2) Structure Fires (SFAA) in a High Rise: (Map #2)
   • Two Task Forces
   • One Engine
   • Two Paramedic Ambulances
   • Two Battalion Chiefs
   • One Assistant Chief (Agency Representative)

3) EMS Incidents: (Map #3)
   • One ALS ambulance

NOTE: LFD serves as the back-up for Culver City and CUL may request up to 3 RA’s into CUL. Resources may be declined by LFD if in the opinion of the LFD Floor Captain, LFD resources are limited or in degraded mode.

4) Vegetation Fires (BRUSHAA): (Map #4)
   • Six Engines
   • One Light Force
   • Two Helicopters (Type II)
   • Two Battalion Chiefs
   • One Assistant Chief (Agency Representative)

5) Freeway Incidents: Fire, EMS, and Technical Rescue: (Map #5)
   a) Initial Dispatch
      • Two Engine Companies
      • One Rescue Ambulance
b) Additional resources:
  - One Light Force
  - Heavy Rescue
  - One Battalion Chief
  - Two Rescue Ambulances

6) Swift-water (RIVERAA): Map#6
  - Two Task Forces
  - Three Engines
  - One Paramedic Rescue
  - Two Helicopters
  - Two Swift Water Rescue Teams
  - One Battalion Chief
  - One Assistant Chief (Agency Representative)

7) Hazardous Materials Incidents (HAZMATAA): (Map #7)
  - One Hazardous Materials Task Force
  - One Hazardous Materials Squad
  - One Engine
  - One Paramedic Rescue
  - One Battalion Chief

8) Specialized and Technical Rescue Incidents:

   Any request by CUL for specialized and technical resources (e.g. USAR, Heavy Rescue etc.) shall be subject to approval by the LFD Deputy Department Commander

9) Move-up coverage: (Map #8)

   As the Area “A” Coordinator, LFD will provide move-ups to CUL and may fill Area “A” move-up requests with resources from any of the Area “A” cities.

B. CUL to LFD

1) Structure Fires: (Map #1A)
   - One Truck
   - Two Engines
   - One Battalion Chief
   - One Rescue Ambulance
2) Other Fires: (Map #2A)
   - One Engine
   - Rescue Ambulance

3) EMS Incidents: (Map #3A)
   - One Engine
   - One Rescue Ambulance

4) Vegetation Fires: (Map #4A)
   a) Incidents West of La Cienega Blvd.
      - One Truck
      - Three Engines
      - Two Rescue Ambulances
      - One Battalion Chief

5) Incidents East of La Cienega Blvd.
   - Two Engines
   - One Rescue Ambulance
   - One Battalion Chief

6) Freeway Incidents: Fire, EMS, and Technical Rescue: (Map #5A)
   - Two Engines
   - One Rescue Ambulance

7) Swift Water: (Map #6A)
   - One Truck
   - Two Engines
   - One Paramedic Ambulance
   - One Battalion Chief

16. Annual Operating Plans

The Parties will develop Annual Operating Plans for the following incident types and target hazards to ensure operational readiness and efficiency. The development of such plans shall not have an effect on the implementation date of this agreement.

A. Vegetation Fires (Baldwin Hills Mutual Threat Zone)
B. Swift water
C. Ivy Station
17. **Communications**

A. **Radio Communications Plan**

The Parties will share the use of communication systems, radios and radio frequencies for the execution of this Agreement. The requesting dispatch center shall develop and provide an incident radio communications plan to the assisting agency dispatch center at the time the request is made. The incident radio communications plan shall include, but not be limited to, one channel for communications between field units and the requesting dispatch center, and one channel for tactical communications. If the resource request includes a Chief Officer, a common command channel of the requesting agency shall be included in the incident radio communications plan.

If the assisting agency adds radio channels for its resources, those additional channels shall be made known to the requesting dispatch center and approved by the Incident Commander. No agency’s resources shall communicate on radio frequencies that are not included in the incident radio communications plan.

The incident radio communications plan may be documented informally on a dispatch log and/or a field-generated tactical worksheet. If the incident radio communications plan is formalized, it shall be documented on a regionally-accepted ICS Form 205.

In the absence of a common communications plan, assisting and jurisdictional units shall communicate face to face.

B. **Command Center Interface:**

Communications between RCC and MFC shall be by radio communications, direct phone line, MDC or other more efficient means.

It is the intent of both agencies that their command centers shall maintain a successful working relationship so that each other’s processes and protocols are understood and communication between the centers is efficient.

Public service telephones, MDC, or state recognized VHF channels shall be used to transmit requests for assistance between LFD Metro and Beverly Hills Dispatch. Each dispatch center will provide the other dispatch center with the appropriate telephone numbers.
C. Size-Up Required:

Assisting units arriving on scene of the emergency prior to the jurisdictional agency shall provide a size-up on the jurisdictional dispatch frequency and maintain communication with their respective home dispatch center. Upon arrival at emergency incidents, resources shall communicate with each other on the established communication plan.

18. No Third-Party Benefit

This Agreement shall not be construed as, or deemed to be, an Agreement for the benefit of anyone not a party hereto, and anyone who is not a party hereto shall not have a right of action hereunder for any cause whatsoever.

19. Consideration

No party furnishing aid pursuant to this Agreement shall be entitled to compensation for services rendered to the requesting agency, it being understood that the respective covenants contained in this Agreement shall constitute the sole consideration for such services.

20. Hold Harmless

The party requesting assistance is not required to indemnify the party furnishing assistance as to liability or damage imposed by law upon the assisting party for any act or omission of the assisting party or its employees occurring in the performance of the services.

21. No Effect on Master Mutual Aid Agreement

This Agreement will in no way affect or have a bearing on the existing California Master Mutual Aid Agreement.

22. Previous Agreements Canceled

This agreement supersedes and cancels any previous Automatic Aid Agreement between the parties.

(Signature Page Follows)
IN WITNESS WHEREOF, this Agreement has been executed on the ________ day of ______________________, 2020 and is effective and operative as to each of the parties as herein provided.

CITY OF LOS ANGELES

By __________________________________________
RALPH M. TERRAZAS
Fire Chief

Approved as to form and legality:

MICHAEL N. FEUER
City Attorney

By __________________________________________
SAMUEL PETTY
Deputy City Attorney

CITY OF CULVER CITY

By __________________________________________
KENNETH POWELL
Fire Chief

Approved as to form:

By _________________________________
CAROL SCHWAB
City Attorney

Approved as to content:

By _________________________________
JOHN NACHBAR
City Manager