

Rescue Response Protocol Policy Memorandum of Understanding (MOU) Between Municipality of Princeton Fire Department and Princeton First Aid & Rescue Squad

May 12, 2025

Purpose

This Memorandum of Understanding establishes a cooperative framework between the Municipality of Princeton Fire Department ("PFD"), Office of Emergency Management ("OEM"), and Princeton First Aid & Rescue Squad ("PFARS") for emergency operations and response within the Municipality of Princeton. The purpose is to effectively utilize the combined resources of both agencies, as well as those of the Office of Emergency Management, to train for and manage emergency scenes, ensuring optimal response and safety for the community.

Authority Having Jurisdiction

The Municipality of Princeton has overall responsibility for the community's emergency services. The Authority Having Jurisdiction (AHJ) on any given incident is delineated to the lead agency for those specific incidents listed below.

Princeton First Aid & Rescue Squad (PFARS) leads in:

1. Emergency Medical Services, Trauma Care, and Ambulance Requests
2. Multiple Casualty Incidents (MCI), *unless a Haz Mat or fire incident, then this is PFD*
3. Rescue Task Force rapid response

Princeton Fire Department (PFD) leads in:

1. Fire-related incidents (structure, vehicle, fire alarms, etc.)
2. Gas leaks or gas alarm activations
3. Hazardous Materials Incidents

Joint Responsibilities* include:

*"*Joint responsibilities" mean the staffing, funding and training needed for these disciplines are such that both agencies need to train staff in these disciplines. OEM will be the primary funding source for them. On a yearly basis, the committee of the PFD and PFARS Chiefs and OEM Director decide how to address the policy, procedures and training requirements outlined below, which equipment to purchase and what training to provide. While these are joint responsibilities, the operational lead will be determined per the SOP's/SOG's.*

Technician Level:

1. Confined Space Rescue
2. Rope Rescue (High & Low Angle)
3. Vehicle Rescue
4. Water and Ice Rescue

Operations Level:

5. Structural Collapse
6. Trench rescue

Other:

7. Machinery Rescue
8. Elevator Rescue

Policy, Procedures, and Training

1. The two Chiefs will be responsible for writing, updating and maintaining policies and procedures to current standards. The policies and procedures are required to be updated and reviewed by the Chiefs of PFD & PFARS and the Princeton Director of OEM on an annual basis. After review, they should be distributed to the partner agency as well as sent to the Municipal Administrator for review and final approval.
2. The two Chiefs will also be responsible for completing and updating mutual aid response plans and agreements for their respective disciplines.
3. Training records and member certifications from both agencies are required to be reviewed annually by the Chiefs of PFD & PFARS and the Municipality of Princeton Director of OEM.

4. Training between the two agencies will be coordinated. Either a joint training schedule will be developed each year; or each agency will advise the other of training opportunities it is offering each year. This will allow members of both agencies to maintain certifications and levels of proficiency.

Quarterly Leadership Meetings

Leadership from PFD and PFARS will meet quarterly to discuss policy alignment, training, certifications, and joint response evaluations. These meetings ensure both ongoing operational readiness and effective inter-agency cooperation.

Annual Review Meeting

A comprehensive annual meeting involving the leadership from both PFD and PFARS, along with the Municipality of Princeton OEM Director and other Municipal representatives responsible for public safety will review the year's responses, policy & procedures updates/changes, training records & effectiveness, member certifications, and mutual aid agreements.

Incident Response and Command

Incidents will be responded to according to predetermined plans. At joint response scenes, command will be established by the first arriving unit and transitioned as necessary based on the expertise required by the incident's demands. Mutual aid will be dispatched according to documented response plans if needed.

Decision-Making at Incident Scenes:

1. **For Agency-Specific Incidents:** The lead agency will determine the necessary resources and equipment. The Incident Commander (IC) from the lead agency will make decisions based on the incident's needs.
2. **For Joint Response Incidents:** The first arriving unit establishes initial command and assesses resources. The IC makes initial equipment decisions. If needed, command may transition to a qualified individual from the other agency.

Resolution of Disagreements

Should disagreements arise within the scope of this MOU, the Chiefs of PFD and PFARS, along with the Director of OEM, will strive for consensus. Unresolved issues will be referred to the Municipal Administrator for a decision.

MUNICIPALITY OF PRINCETON FIRE DEPARTMENT ("PFD"):

Adam Kooker, Chief

Date

MUNICIPALITY OF PRINCETON OFFICE OF EMERGENCY MANAGEMENT ("OEM"):

Michael Yeh, Director

Date

PRINCETON FIRE AND RESCUE SQUAD ("PFARS"):

Matthew Stiff, Chief

Date