

LETTER OF AGREEMENT

September 10, 2016

SUBJ: JACKSONVILLE EXECUTIVE AT CRAIG AIRPORT EMERGENCY PROCEDURES

1. **PURPOSE:** This agreement between Craig Air Traffic Control Tower (herein called "Tower"), Jacksonville Executive at Craig Airport (JAXEX), and Jacksonville Fire and Rescue (JFRD) prescribes procedures to be utilized in the event of an accident, emergency, or potential emergency on or in the vicinity of Jacksonville Executive at Craig Airport.
2. **SCOPE:** The procedures outlined herein are for expediting the response of rescue vehicles to the scene of a potential or actual aircraft accident during the hours when the Craig Tower is operational (Mon-Fri 0600-2300, Sat & Sun 0700-2200).
3. **RESPONSIBILITIES:** The respective parties of this agreement shall ensure their personnel comply with the contents of this agreement. JFRD provides overall fire protection for the Jacksonville Executive at Craig Airport.
4. **ALERT CONDITIONS:**
 - a. **ALERT I:** A potential emergency of a minor mechanical problem exists. This ALERT is to notify the JFRD Communications Center of a potential emergency and to be prepared for dispatch at a later time. It is not intended that dispatch to standby positions on JAXEX movement area begin until the ALERT is upgraded to a higher level.
 - b. **ALERT II:** A potential emergency exists. Immediately dispatch rescue vehicles to the designated standby location (Tower Gate) on the airport.
 - c. **ALERT III:** Requires the immediate dispatch of equipment for an accident/emergency to the accident site in order to commence fire fighting and/or rescue operations. Upon declaration of an Alert III, the airport is automatically closed to all aircraft and non-emergency operations until reopened by the On-Scene Commander or Director of Aviation/designee.
5. **PROCEDURES:**
 - a. Tower will:
 - (1) Notify JFRD via the Tower Crash Fire Recue (CFR) direct line for all potential or actual aircraft emergencies with the information listed in attachment I.
 - (2) Notify JAXEX.
 - (3) Monitor the JFRD FM Radio upon initiating an Alert condition.
 - (4) Clear rescue vehicles via the FM radio as appropriate.
 - (5) Allow an on-scene commander into the Control Tower to direct fire equipment into position.

Craig FC Tower, Jacksonville Executive at Craig Airport, and Jacksonville Fire Rescue Department

(6) Provide updates to JAXEX who in turn updates Jacksonville International Airport Control Center (JIACC).

b. JFRD will:

- (1) Send an on-scene commander to the Tower to oversee operations of fire/rescue equipment.
- (2) Coordinate with the Tower Supervisor where to place emergency equipment.
- (3) Preposition JFRD fire/rescue equipment at the base of the tower near apron gate.
- (4) When directed by tower through on-scene commander, proceed to the aircraft.
- (5) Report when all vehicles are clear of the runway.

c. The runways will be considered open and operational unless JAXEX coordinates with tower and closes the airport or the Tower initiates an Alert III.

d. Should additional equipment be required, the responding equipment shall not enter the movement area (runways/taxiways) without an Aviation Authority approved escort and Tower authorization unless the airport movement areas remain closed. The intent here is to avoid situations where vehicles enter an area that could possibly interfere with other aircraft operations.

e. *Alert Termination.* Upon notification of an Alert Termination, JAXEX will inform JIACC. *Note: JAXEX, TOWER, JFRD, or Aircraft Operator/Pilot in Command may terminate an alert condition.*

6. BOMB THREAT AGAINST AIRCRAFT: Should a bomb threat be made against an aircraft, the Tower will notify JFRD via CFR direct line. The Tower will direct target aircraft to the approach end run-up area of Runway 5. The pilot in command will have the final say as to where the aircraft will be parked. If the pilot attempts to park anywhere other than the approach end run-up area of Runway 5, update JAXEX immediately. JAXEX will notify JIACC.

7. MISCELLANEOUS: Communications failure. In the event of communications failure, all vehicles shall exit the runway immediately if they see the runway lights flashing.

8. DEVIATIONS: Deviations to this agreement will only be approved by the respective parties of this agreement after clear communication has been effected stating the nature of exception and clearly defining responsibilities.

9. ATTACHMENTS:

- a. Alert Checklist
- b. Airport Diagram

Craig FC Tower, Jacksonville Executive at Craig Airport, and Jacksonville Fire Rescue Department



GREGORY S POOLE
Manager, Craig FC Tower



~~TIFANY GILLEN~~ Rolf Riechmann
~~Jacksonville Executive at Craig Airport Manager~~

Director, General Aviation



Chief Kurtis Wilson
Director of Fire and Rescue
515 Julia Street North
Jacksonville, Florida 32202

Pursuant Resolution 97-473-A

Craig FC Tower, Jacksonville Executive at Craig Airport, and Jacksonville Fire Rescue Department

ALERT CHECKLIST

1. **ALERT I.** A potential emergency of a minor mechanical problem exists. This ALERT is to notify the JFRD Communications Center (911) of a potential emergency and to be prepared for dispatch at a later time. It is not intended that dispatch to standby positions on the airport movement area begin until the ALERT is upgraded to a higher level.

2. **ALERT II.** A potential emergency exists. Immediately dispatch rescue vehicles to the designated standby location on the airport (Base of the Tower Parking Lot).

3. **ALERT III.** Requires the immediate dispatch of equipment for an accident/emergency to the accident in order to commence fire fighting and/or rescue operations.

4. Whenever deemed necessary, Tower controllers will initiate an Alert Condition via the phone 911 with the following information:
 - a. Alert Condition: _____
 - b. Aircraft Call Sign: _____
 - c. Type Aircraft: _____
 - d. Nature of Emergency: _____
 - e. Number of People on Board: _____
 - f. Fuel Status: _____
 - g. Pilots Intentions: _____
 - h. Estimated Time of Arrival: _____
 - i. Wind: _____

5. Update the Daily Events Log as necessary.

Riska, Steven

From: McCain, James
Sent: Tuesday, June 20, 2017 11:53 AM
To: Riska, Steven
Cc: Dwyer-Frazee, Ivy
Subject: RE: Craig Airport Agreement

Yes, Steve. You sent me this. He can sign with "Pursuant to Resolution 97-473-A, *Ordinance Code*" printed under his signature block.

Jim

From: Riska, Steven
Sent: Tuesday, June 20, 2017 9:20 AM
To: McCain, James
Subject: Craig Airport Agreement

Jim,
I am not sure what I sent you before. Here is the agreement for Craig Airport and also the legal request. Chief Wilson would also like to and the following information under his signature.

Pursuant to resolution 97-473-A

Please let me know what else is needed.

Respectfully,

Steven Riska
Assistant Chief of Operations
Jacksonville Fire Rescue Department
515 North Julia Street
Jacksonville, Florida 32202
sriska@coj.net
work (904)630-5210
cell (904)576-8938

REQUEST FOR LEGAL SERVICES

TO: The Office of General Counsel
117 West Duval Street, Suite 480, Jacksonville, FL 32202
Telephone 904-630-1700
FAX 904-630-1731

CLIENT: Name Jacksonville Fire Rescue
Title Assistant Chief of Operations
Dept Fire
Division Administration

A. The Office of General Counsel is requested to provide legal assistance as detailed in this request and supporting documents. Give brief description: _____

B. Is a specific attorney already involved? No Yes Name Jim McCain

C. Date submitted: 6/15/17 Completion is requested by (date): ASAP

D. For more information or discussion, contact:
Name Steve Riska
Title Assistant Chief Of Operations
Telephone 630-5210 FAX _____ Email sriska@coj.net

E. Bill to agency (name, address) Jacksonville Fire/Rescue Department
Bill to account number (index code) FROD011

(For use by Office of General Counsel only)

CLIENT ID _____ MATTER NO. _____
CLIENT _____

WORK DESCRIPTION: 50 spaces available for adversary party (attach first page of complaint)

NOTES AND/OR COURT CASE NO: _____

CATEGORY CODE _____ ATTORNEY(S) Primary _____
FORUM _____ Secondary _____
ADVERSARY ATTY: _____ Dept. Head _____

OUTCOME _____

INDEX CODE: _____ DATE OPENED: _____
DATE CLOSED: _____ CLOSING BOX NO. _____