

Memorandum of Understanding

WHEREAS, The City of Parma (Ohio) Fire Department, The City of Parma Heights (Ohio) Fire Department, The City of Brooklyn (Ohio) Fire Department and The City of Brook Park (Ohio) Fire Department (collectively referred to herein and hence forth as "*regional partner agencies*"), in conjunction with the Parma Regional Dispatch Center have enjoined, and agreed to collaborate, in making an application for the Assistance to Firefighters Grant administered through the Department of Homeland Security; and

WHEREAS, the partners listed herein have agreed to enter into a collaborative agreement in which The City of Parma (Ohio) Fire Department will act in the capacity as the lead agency, named applicant and host city with the other agencies listed herein as partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative and in conjunction with the Parma Regional Dispatch Center; and

WHEREAS, the application prepared and approved by the collaborative through its *regional partner agencies* is to be submitted to the Department of Homeland Security on or before the application due date listed herein;

I) Description of Partner Agencies

Parma, Parma Heights, Brooklyn and Brook Park fire departments comprise and operate in a suburban demographic located in the southwest portion of Cuyahoga County, Ohio and are classified as "inner ring" suburbs. The fire departments of each of the respective communities are the primary fire and emergency medical service providers to an estimated one hundred and thirty-three thousand one hundred and seventeen (133,117) citizens in an approximate geographical area in excess of thirty six (36.71 actual) square miles (per 2010 Federal Census). The combined staff of one hundred and ninety two (192) uniformed firefighters responded to approximately nineteen thousand seven hundred and forty three (19,743) emergency calls in the 2015 calendar year. The *Regional Partner Agencies* actively provide and participate in reciprocal regional aid programs with communities outside the partnership offering mutual aid, as well as auto aid, to an approximate five hundred thousand (500,000) additional permanent residents throughout surrounding communities.

II) History of Relationship

- In an effort to share resources, increase effectiveness and efficiency, prevent the duplication of efforts, decrease response times and improve communications on behalf of the *regional partner agencies* and more effectively serve their respective communities the partners undertook the task of combining PSAP and dispatch facilities under the collective umbrella organization, the Parma Regional Dispatch Center.
- Through partnership and collaboration the communities of Parma, Parma Heights and Brooklyn initiated the aforementioned project and established the basis of a regional program to define and establish goals and objectives for the project.
- The project came to fruition and culmination as the center went online during the last quarter of 2015.
- The City of Brook Park, and their respective leaders, became additional partners and will be instrumental in the further continuation of the "regional" plan throughout the 2016 calendar year.
 - It is the intent of the *regional partner agencies* to design, purchase, implement and maintain a reliable and functional fire station alerting system for all nine (9) active fire stations served by the Parma Regional Dispatch Center in compliance with NFPA directive 1221, *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*. Additionally the aforementioned alerting system would provide compliance with NFPA directive 1500, *Standard on Fire Department Occupational Safety and Health Program* and NFPA directive 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*

EXHIBIT A

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III) Development of Application

- The genesis of this application was the identifiable need for an effective, efficient and reliable fire station alerting system that would allow the partner agencies to;
 - Ensure quality radio communications during an emergency
 - Ensure accurate and immediate call processing times from the PSAP through unit response and on scene times.
 - Reduce response times and ensure accuracy of adequate and efficient unit response.
 - Aid in voluntary compliance with NFPA Standards and Directives 1221, 1500 and 1710.
 - Deliver automatic dispatch alerts simultaneously to one or multiple stations and multiple jurisdictions
 - Offers a redundant system to communicate alerts if the computer-aided dispatch (CAD) system fails
 - Increases situational awareness and mental preparedness through the use of clear, consistent station alerting ramp tones and alerting vocals.
- Throughout the initial stages of this collaboration it became increasingly apparent that the *regional partner agencies* were unable to effectively serve their respective communities through the various alerting systems that were employed independently, many of which were proprietary in nature and operation.
- Each member of the partner agencies, listed herein, have agreed to provide technical, financial and material support to insure the design, implementation, training and any and all ongoing and necessary for the continuation of the systems successful operation.

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- Each of the *regional partner agencies* shall agree to provide any necessary support to ensure the successful design, implementation, training and maintenance of the alerting system throughout its life cycle.
- Each of the *regional partner agencies* shall agree to provide material support, necessary financial support, designated project staff support, training personnel and "in-kind" contributions as provided by other *regional partner agencies* within the collaborative.
- Each of the *regional partner agencies* shall appoint and provide one (1) member from their respective department and/or service to the "planning and development team" that will collaborate equally regarding the design, selection, development, implementation and training phases of the project.
- Each of the *regional partner agencies*, through the authority of the signatory listed below, shall commit to and insure that all of the stated goals and objectives listed throughout this document and identified throughout the design and implementation phase of the entire project will be met and achieved.
- Each of the *regional partner agencies* shall provide any and all necessary "matching funds" as outlined within the Department of Homeland Security grant application and based upon the agencies individual needs.
- Each of the *regional partner agencies* shall provide any necessary financial or material support to insure the continuation of the program after all grant funds have been exhausted and throughout the life cycle of the program.

V) Timeline

The roles and responsibilities described above are contingent on the City of Parma Fire Department receiving funds requested for the project described in the Department of Homeland Security grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be MM/DD/YYYY through MM/DD/YYYY.

VI) Commitment to Partnership

- 1) The collaboration service area includes any and all current and potential participants in the Parma Regional Dispatch including the *regional partner agencies* listed here including, but not limited to, The City of Parma Fire Department, The City of Parma Heights Fire Department, the City of Brooklyn Fire Department and the City of Brook Park Fire Department.
- 2) The partners agree to collaborate and provide any and all necessary financial and material support necessary for the coordination of this program outlined herein pursuant to the program narrative of the grant application attached to this agreement.
- 3) The partners agree to budget for and provide financial support in the aforementioned project of ten percent (10%) of the total cost as outlined within the grant provisions. This amount shall not exceed fourteen thousand dollars (\$14,000) for each station within their respective jurisdiction in which the system shall be installed.
- 4) We, the undersigned have read and agree with this Memorandum of Understanding. Further, we have reviewed the proposed project, approve and endorse the intent of and concept of the endeavor. Through affixation of a signature by the undersigned we signify the intent of the community we represent to agree and support this submission of the grant proposal and completion of the project outlined herein.

By _____
Mayor Timothy DeGeeter,
City of Parma

Date _____

By _____
Mayor Michael P. Byrne,
City of Parma Heights

Date _____

By _____
Mayor Katie Gallagher,
City of Brooklyn

Date _____

By _____
Mayor Thomas J. Coyne,
City of Brook Park

Date _____