



COMMONWEALTH of VIRGINIA

Walter Bailey
VIRGINIA FIRE SERVICES
BOARD CHAIR

Virginia Department of Fire Programs

Virginia Fire Services Board

Virginia Fire Services Board
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Scope of Fire and EMS Study Agreement

between the

Locality

and the

Virginia Fire Services Board

PURPOSE AND SCOPE

The purpose of this agreement is to establish mutually accepted duties, responsibilities, and expectations between the Virginia Fire Services Board, its designated Fire and EMS Study Committee and the locality which has requested the Fire and EMS Study/Technical Assistance from the Virginia Fire Service Board. The agreement is provided to help define activities and expectations between both parties.

AGREEMENT

- Study results/recommendations shall be comprehensive in nature and shall be consistent with and organized according to a final revised scope of work as negotiated between the Study Committee and the locality prior to the formal commencement of the Study. *****Refer to Self-Assessment Questionnaire for Scope of Study.***
- While questions of staffing ratios, response time, capital equipment purchases, etc. are relevant to the Study process, the locality should not expect detailed recommendations in these areas beyond system-wide recommendations.
- Study Results will be openly presented to the elected/appointed governing body, the requesting agency as well as any additional requesting organization(s);

- The time frame noted for technical assistance will be accepted;
- All relevant organizational data will be made available to the study committee; and,
- Locality will provide to the Virginia Department of Fire Programs a central point of contact. Please ensure the contact is available Monday – Friday from 9 am to 5 pm, and nighttime and weekends as needed.
- Within 6 to 9 months of the Study completion, the Department of Fire Programs will email the locality a feedback follow-up survey. It is requested that the locality complete the survey so the Agency and Board can gain valuable in-sight into the success and areas of improvements for future studies. Your participation in the feedback survey is important to the Agency and Board.

REVIEW AND TERM

This agreement shall be in effect until the end of the Fire and EMS Study.

SIGNED

We do hereby acknowledge and agree to abide by the provisions of this Memorandum of Understanding.

 Chairman of Virginia Fire Services Board
 Virginia Department of Fire Programs

 Authorized Locality Representative

 Date Signed

 Date Signed