



MEMORANDUM OF UNDERSTANDING

between the

VIRGINIA FIRE SERVICES BOARD

and the

VIRGINIA DEPARTMENT OF FIRE PROGRAMS

Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to establish mutually accepted duties, responsibilities, and expectations between the Virginia Department of Fire Programs and the Virginia Fire Services Board. This document supersedes any prior MOU and other relevant materials and correspondence. The MOU is provided to help define activities and expectations with *Code of Virginia* sections 9.1-200, 9.1-201, 9.1-202, 9.1-203, 9.1-204, and 38.2-401.

Agreement

In addition to the above organizations' responsibilities to Virginia's Fire Services, the Virginia Fire Services Board ("Board") and the Virginia Department of Fire Programs ("Department") do hereby establish and maintain the following understanding:

The Board will promulgate policy and regulations as permitted by the *Code of Virginia*, with support from the Department. The Department is responsible for management issues pertaining to the administration of fire services training, general and non-general funds, grants programs, fiscal services, capital assets, procurement, marketing, and employment of personnel.

The Board shall be responsible for the development and adoption of all Rules of Procedure governing the function and process of the Board. The Department shall ensure that current copies of these Rules of Procedure are properly maintained as provided by the Board.

The Board shall be provided a Clerk by the Department to assist the Board in carrying out its responsibilities and duties.

The Board shall establish policies that govern grant funds disbursed from the Fire Programs Fund for State grant or entitlement programs in accordance with the *Code of Virginia* sections 9.1-200, 9.1-201, 9.1-202, 9.1-203, 9.1-204, and 38.2-401. The Department shall notify the Board of the need for the Board to take action with regard to establishing additional criteria not specified in existing program policies.

The Fire Services Grant Program will be used to finance the Virginia Fire Incident Reporting System and to build or repair fire service training facilities as determined by the Board. All grants provided from these funds shall be administered by the Department according to policies established by the Board.

The Board shall study, develop, and recommend alternate means of providing financial support for volunteer fire departments.

The Board, with Department support shall provide technical assistance and advice to local fire departments; provide training and information to localities relative to the Statewide Fire Prevention Code; evaluate state programs that have a bearing on fire prevention, as well as render assistance to local fire departments and volunteer fire companies in training firefighters.

The Board shall develop and implement a statewide plan for analysis and reporting of data relating to fires in the Commonwealth through the Virginia Fire Incident Reporting System (VFIRS), with assistance from the Department.

The Board shall verify the accuracy of minutes and other records of all official Board meetings, which shall be provided to and maintained by the Department.

The Board and the Department shall jointly establish and implement the Virginia Fire Prevention and Control Plan.

The Board and the Department shall jointly establish and implement the Virginia Fire Education and Training Plan.

The Board, with Department support, shall develop personnel training standards for Virginia's Fire Services.

The Department shall conduct training schools for fire and emergency service personnel in various areas of the Commonwealth. These schools will utilize standards approved by the Board.

The Board shall establish and maintain a policy manual consisting of all Board policies for the Board, with assistance from the Clerk to the Board. Likewise, the Department shall establish and maintain a policy manual for the Department.

Official business pertinent to the Board and the Department shall be jointly reviewed by the Board's Chairperson and the Department's Executive Director prior to presentation before the Board.

The Board will receive copies of their financial statements at each Board meeting during the Administration, Policy & Finance Committee meetings. The Chairperson of the Board shall be responsible for assuring the Board's expenditures do not exceed their budget allocation.

The Chairperson of the Board and the Executive Director of the Department shall collaborate on the development of the Board's strategic plan and conduct annual evaluations.

The Board understands the importance of public comment and input, and shall allow such to be presented during committee and Board meetings as appropriate.

The Chairperson of the Board shall develop and implement written performance expectations for all committees. It is understood that any restructuring changes must remain within the realm of the Board's established budget.

The Department will ensure the attendance of appropriate staff or duly appointed liaisons at committee meetings of the Board. The Chairperson of the Board will ensure that requests for information from the Department shall be submitted in advance to allow the Department ample time to address issues.

The Chairperson of the Board and the Executive Director of the Department will work together and agree on standardized reports that will be routinely provided to the Board by the Department.

The Board and the Department will adhere to all Freedom of Information Act (FOIA) requirements and the Department will provide the Board with FOIA training upon request by the Chairperson of the Board. Each Board member will also be responsible for adhering to all State policies related to Conflict of Interest training and economic filings.

The Board shall follow parliamentary procedure according to the latest edition of Robert's Rules of Order. The Department shall provide the most current edition to the Chairperson of the Board and to the Board's parliamentarian. In conjunction with the parliamentarian, The Board

Chair shall be responsible for the Board's adherence to all parliamentary procedures. In the Chair's absence, this responsibility shall be of the Vice Chair and parliamentarian.

The Board shall make recommendations to the Governor and General Assembly concerning legislation affecting Virginia's Fire Services. The Chairperson of the Board will forward Board recommendations to the Executive Director of the Department who in turn will forward them for consideration by the Administration. No Board Member shall testify before the Governor and/or the General Assembly, as a representative of the Board, unless requested by the Administration.

The Department shall ensure that information requested by the Board is forwarded in a timely manner. Requests for such information shall be made by the Chairperson of the Board or committee chairperson(s) to the Clerk of the Board. Requests for information from individual Board members not specific to a committee shall be directed to the Chairperson of the Board.

As stewards of the public trust, the Chairperson of the Board and the Executive Director of the Department will periodically review the practices of the Board and the Department to ensure that expenditures of the Board and the Department are reasonable with respect to the costs for meetings and associated travel.

The Chairperson of the Board and the Executive Director of the Department shall work together to resolve any and all issues or concerns that may arise not otherwise addressed in the Memorandum of Understanding or by any other document or source.

Review and Renewal

This MOU shall be in effect until the Board and the Department agrees to revise or rescind the document. Changes can be made at any period throughout the calendar year upon consent by the Board and Department. All alterations must be in writing. The Chairperson of the Board and the Executive Director of the Department further agree to review and renew this MOU at the first meeting of the Full Board after July 1st of every year.

Signed

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



Executive Director
Virginia Department of Fire Programs

8 October 2010
Date Signed



Chairperson
Virginia Fire Services Board

8 October 2010
Date Signed