



COMMONWEALTH of VIRGINIA

Keith H. Johnson  
VIRGINIA FIRE SERVICES  
BOARD CHAIR

## Virginia Fire Services Board

### Scope of Fire and EMS Study/Review Agreement between the **LOCALITY NAME**, Virginia 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/Review team, and the locality which has requested the Fire and EMS Study/Review from the Virginia Fire Service Board. The agreement is provided to help define activities and expectations between both parties.

#### AGREEMENT

- Study/review results and 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 team and the locality prior to the formal commencement of the study/review. The scope of work should be communicated in writing as a part of the request letter;
- While questions of staffing ratios, response time, capital equipment purchases, etc. are relevant to the study/review process, the locality should not expect detailed recommendations in these areas beyond system-wide recommendations;
- Study/review results will be publicly presented to the elected/appointed governing body, the requesting agency, as well as any additional requesting organization(s);
- The time frame noted for the study/review site visits will be accepted and presented by the locality to all participating agencies;
- All relevant organizational data will be made available to the study/review team including but not limited to:

- Budgets
- Call response data
- Standard Operating Procedures and Guidelines
- Job Descriptions
- Information on any Fire/Rescue Association
- The locality must advertise the public hearing on their website, and through local print media and social media, on behalf of the study/review team.
- The locality must notify all study/review participants of the public hearing and the site visit schedule;
- The locality must provide a list of each department participating and the primary point of contact for that department prior to the commencement of the study/review;
- The 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;
- The Department of Fire Programs will solicit feedback from the locality 9 months after the report is presented to the locality's governing body. It is requested that the locality complete the survey so the Agency and Board can gain valuable insight into the success and areas of improvements for future studies. Your participation in the feedback survey is important to the Agency and Board;
- The locality must provide copies of any fire/EMS related study conducted in the previous 10 years.

### **REVIEW AND TERM**

This agreement shall be in effect until the end of the Fire and EMS Study or 18 months after the approval of the application for a study by the Virginia Fire Services Board. The Virginia Fire Services Board may extend this term in the event of an emergency or situation that would severely impact the outcome of the study.

**SIGNED**

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

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Name: Keith Johnson

Chair, Virginia Fire Services Board

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Name:

Authorized Locality Representative

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Date

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Date