

**MEMORANDUM OF UNDERSTANDING**

**for**

**VEHICLE INCLUSION**

**in the**

**VIRGINIA BEACH EMERGENCY RESPONSE SYSTEM**

The parties listed below agree to abide by this Memorandum Of Understanding (“MOU”) and the provisions it sets forth. By signing below, the Virginia Beach Department of EMS (“Department”) and the \_\_\_\_\_ Volunteer Rescue Squad (“Squad”) agree to the following:

The Squad wants to own a specific and individual vehicular asset (“Vehicle”) and to integrate the Vehicle into the Virginia Beach Emergency Response System and/or fleet (“ERS/Fleet”) under the auspices of the Department. The Department wants to include the vehicle in the ERS/Fleet and is willing to provide valuable support to the Squad.

Therefore:

1. This MOU is being established before the Squad has applied for a grant to fund the Vehicle, placed an order to buy the Vehicle, and/or applied for a loan associated with the Vehicle.
2. The Vehicle’s intended use is that of a(n):
  - Ambulance
  - Off-road vehicle (circle as appropriate: {ATV | UTV ambulance | UTV SxS})
  - Boat
  - Trailer (circle as appropriate: {heavy | light} {boat | cargo | special | utility})
  - Utility (circle as appropriate: {car | pickup truck | other: \_\_\_\_\_})
  - Other: \_\_\_\_\_

and it:

- WILL
- will NOT

be outfitted and intended for emergency-mode responses on public roads.

3. The basic attributes of the Vehicle will be:

Chassis MAKE (ex: Ford): \_\_\_\_\_

Chassis MODEL (ex: E450): \_\_\_\_\_

Fuel:  Gasoline  Diesel  none  Other: \_\_\_\_\_

Custom MAKE (ex: Wheeled Coach): \_\_\_\_\_  N/A

4. The Squad will submit a written request to the Department, and will get the Department's written approval, prior to revising the Vehicle's intended use or any of the Vehicle's basic attributes as shown above.
5. The Squad shall submit all Squad-generated and vendor-generated design and build specifications and drawings associated with the Vehicle to the Department, and will get the Department's written approval, prior to executing any contract to purchase the Vehicle. The Squad will likewise submit, and receive approval for, all subsequent change orders associated with the Vehicle's procurement.
6. The Squad will not enter into any contract that is not in compliance with the Department's *New Vehicle Contract Checklist* or *Technical Asset Systems Integration Requirements* (TASIR) documents as published on the date of this agreement.
7. The Squad will arrange to take delivery of the Vehicle at the City Garage, and the Department will arrange for the Vehicle to receive delivery inspection, fuel access, insurance enrollment, any outstanding Public Safety Communications and Mobile Data configuration services, and any other check-in services from Fleet Management without undue delay.
8. The Department will provide the following items for the Vehicle for the duration of its inclusion in the ERS/Fleet, to the extent that these items are considered normal equipment on other ERS/Fleet vehicles having the same intended use. The Squad understands that if the Vehicle is intended to replace another vehicle, these items will be taken from the vehicle being replaced:
- a. Fuel access (token, card, etc)
  - b. Public Safety Communications and Mobile Data Mobile gear
  - c. Maintenance and repair services
  - d. Insurance coverage
  - e. Cardiac monitor/defibrillator
  - f. Regional IV and Drug box (one each)
  - g. Emergency Medical Records computer

- h. Intraosseous drill with initial set of needles
  - i. Replacement linen access (token, card, etc)
  - j. Secure city & hospital facility access (remotes, tokens, cards, etc)
9. This MOU will remain in effect until either party aborts the attempt to integrate the Vehicle into the ERS/Fleet or until the Vehicle is decommissioned from the ERS/Fleet. While this MOU is in effect, the Department will endorse the Squad's efforts to attain such a grant and/or loan, and will provide administrative support towards those ends.
10. If any element of this MOU is violated, the entire MOU will be considered null and void, and the Department will have no obligation, expressed or implied, to provide financial, material, operational, logistical, administrative, or other support for the Vehicle, or to integrate the Vehicle into the ERS/Fleet.

**For the Department:**

\_\_\_\_\_  
Edward Brazle, EMS Chief                      Date

**For the Squad:**

\_\_\_\_\_  
President                                      Date      \_\_\_\_\_  
Squad Commander                                      Date