MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into between the International Association of Fire Chiefs (IAFC), a non-profit, IRS 501(c)(3), tax-exempt corporation with offices at 4795 Meadow Wood Lane Chantilly, VA 20151, and ______________ Department, located at ____________. The IAFC and ______________ Department may be referred to in this document either singly or in plural as “the Parties.”

Now, therefore, in consideration of the premises and the mutual agreements contained herein and the mutual benefits to be derived from this MOU, the Parties agree to work together over a two-year period to execute the Fiscal Year 2019 Staffing for Adequate Fire and Emergency Services (SAFER) grant deliverables related to the climate survey and site visit. The Parties will work in partnership with the IAFC’s Volunteer Workforce Solution program, the IAFC’s Volunteer and Combination Officers Section and the Council for Future Volunteer Firefighters to receive training and technical assistance in support of these deliverables.

The Volunteer Workforce Solutions (VWS) program team will assist your volunteer/combination department with creating a diverse and inclusive environment. You will participate in a cultural climate survey that will assess the current practices and internal culture of your department. Following the survey, the VWS team will visit your department to give you the survey data and discuss the survey findings with you. In addition, you will be given access to an interactive, scenario-based online training focused on interpersonal dynamics that may arise as departments become more diverse. You will also have access to a National Guide for Creating a More Inclusive and Diverse Department, as well as other resources and guides related to diversity and inclusion. As a participant in this program, you will be given priority scholarship opportunities to attend select IAFC conferences. Expenses incurred as a result of selection and activity in this pilot program will be reimbursed in accordance with the approved grant expenses, its established deliverables, and within the financial limits set.

As a department, you fully understand and are committed to actively participating in the VWS program and will work together with the VWS team to improve your department’s recruitment and retention efforts through diversity and inclusion.

You understand and are committed to fulfilling the following obligations:

- Participate in the VWS program for two years through December 2020.
- Identify a program liaison who will manage and oversee the responsibilities associated with the VWS program.
- In addition to the program liaison, your department will determine a group of key staff to show buy-in from the department and the community. At a minimum, key staff should include the fire chief and recruitment and retention personnel.
- Key staff must attend and fully participate in any meetings related to the survey and site visit.
- Complete a Cultural Climate Survey to assess current practices and internal culture within the department.
- Respond to email, phone, and written inquiries from the VWS program team in a timely manner.
- Participate and assist in planning of a site visit by the VWS Team.
Chief of Department’s Signature: ___________________________ Date: ____________________

Printed Name: ___________________________ Email: ___________________________

** If multiple departments are involved in your effort, the Fire Chief of each department must sign. Please print an additional signature page, per each additional Chief**

In witness whereof, the parties hereto have set their hands.

__________________________________________ Date: ________________
Mark W. Light, CAE
Chief Executive Officer and Executive Director
International Association of Fire Chiefs

Please sign and return to Kaitlin Lutz at: klutz@iafc.org.