

Collaborative Agreement
Integration of Upper Providence Township Career Firefighters,
Public Works Volunteer Firefighters
And
Black Rock Volunteer Fire Company Volunteer Firefighters

1. Purpose of the Agreement: Upper Providence Township (UPT) and the Black Rock Volunteer Fire Company (BRVFC) have agreed to work together to integrate the UPT staff and the BRVFC staff into one cohesive organization. This agreement describes their understandings and commitments to this collaborative effort.

2. Scope and Duration: UPT and BRVFC will work together to outline a procedure for the potential integration of the Upper Providence Township career firefighters (Station 93) with the volunteers of the Black Rock Volunteer Fire Company (Station 99) into one cohesive organization with career firefighter staffing supplemented by volunteer firefighters during the daytime hours and volunteer firefighter staffing in the evening and on weekends. It is understood through discussions with the Chair of the Board of UPT Supervisors and the UPT Township Manager and Assistant Manager that BRVFC will be the primary fire service organization within the Township. This agreement will guide the collaboration for the period beginning April 25, 2018. The scope and duration of the collaboration may be amended and/or extended through the joint agreement of UPT and BRVFC.

3. Decision-making structure & authority: All significant decisions regarding the collaboration will require agreement by the collaborative partners. Significant decisions will include decisions regarding the services provided through collaboration, the nature of the services to be provided, and decisions regarding seeking and using funding to carry out collaboration activities.

UPT and BRVFC will each identify two senior management representatives within their own organization to serve on the Leadership Committee for the collaboration. Each member of the Leadership Committee will be authorized to represent their organization in joint collaborative decision-making. Each organization will be responsible for ensuring that the person granted authority to represent their organization is kept informed regarding the operation of the collaboration and the identification of issues for joint discussion. Each participating organization will make all parties to the collaboration aware of any limits in the authority of their representative to bind their organization to collaborative decisions and will establish a clear process for their representative to use to become fully capable of committing the organization.

The Leadership Committee will agree upon an effective structure for operational management of collaborative activities and efforts. Each member of the Leadership Committee will keep their organization informed of collaborative progress and actively seek feedback regarding the collaboration from within their organization. Leadership Committee members will regularly discuss the progress of the collaborative effort and regularly share feedback from their respective

organizations in order to ensure clear communication, issue identification, and problem resolution.

4. Legal & financial structure: UPT and BRVFC will assign employees of their respective organizations to carry out the work of the collaboration. Each employee assigned to work with the collaboration will continue to function as an employee of the organization making the assignment. While UPT and BRVFC will retain authority for hiring, performance review, and termination for each of their employees, each organization agrees to seek feedback from the other participating organizations regarding the selection and evaluation of staff assigned to collaborative activities. UPT and BRVFC will provide effective supervision for both staff and volunteers which they assign to collaborative activities.

UPT and BRVFC will each retain responsibility and liability for the actions of their staff and volunteers. Property owned by UPT or BRVFC will be retained by the partner that purchased the items and shall not be transferred within the partnership without approval by the UPT Board of supervisors and/or the BRVFC Membership.

5. Resource Commitment to the Collaboration: Each participating organization has agreed to commit resources to the collaboration. All participating organizations will contribute:

- a. The time and effort required for consistent representation of and participation by the organization on the Leadership Committee;
- b. Careful attention to risk assessment and risk mitigation including maintaining appropriate insurance coverage and ensuring appropriate supervision for staff, and volunteers, and use of facilities and equipment contributed to the collaboration.
- c. The resources of their organization required to ensure fulfillment of specific commitments described below;

Specifically, each organization agrees to provide the resources described below:

UPT OWNED APPARATUS:

UPT Station 93, all equipment and appliances are owned by UPT

- a. Engine 93: 2008 Pierce Quantum – 1500 GPM Pump w/750 Gallon Tank and seating for 6 firefighters
- b. 20XX Chevrolet Tahoe (Chief of DFES & Chief Fire Marshal)
- c. 20XX Ford Expedition (Emergency Management Coordinator)
- d. 20XX Dodge 2500 Pickup

BRVFC Station 99, UPT owns the chassis but the equipment/appliances on each piece of apparatus is either owned by BRVFC or the BRVFC Fireman's Relief Association.

- a. Engine 99 and 99-1; 2006 Pierce Enforcer Pumpers - 1500 GPM Pump w/750 Gallon Tank and seating for 5 firefighters.
- b. Tower 99; 2012 Pierce PUC 100' Aerial Platform – 1500 GPM Pump w/400 Gallons of Water and seating for 6 firefighters.

BFVFC or BRVFC FIREFIGHTERS RELIEF ASSN. OWNED APPARATUS:

- e. Squad 99: 2014 Pierce Velocity Mega PUC Rescue Engine -1500 GPM Pump w/779 Gallons of water and seating for 6 firefighters.
- f. TAC 99: 2014 HME Mini EVO – 1500 GPM Pump w/400 Gallons of water and seating for 4 firefighters.
- g. 2017 Ford Explorer – Fire Chief’s Vehicle
- h. 2017 Ford Expedition – Deputy Chief’s Vehicle/Command Vehicle
- i. 2008 Ford Expedition – Duty Chief’s Vehicle
- j. 2006 Ford P/U – Fire Police Vehicle
- k. 2006 Ford P/U – Fire Police Vehicle

6. Risk management strategies: UPT and BRVFC agree that the Leadership Committee will complete an initial risk assessment for the work to be carried out through the collaboration, and will regularly update the assessment as the collaboration is expanded or changed, and review both the analysis and the risk mitigation strategies at least annually.

Each participating organization will consult with its insurance carriers to determine the extent to which the organization’s insurance coverage will provide adequate protection for potential damages which may arise through participation in the collaboration. Each participating organization will seek additional insurance coverage if needed to mitigate its own risks and to protect the other organizations participating in the collaborative.

The collaborative risk assessment will include, at a minimum, consideration of risks relating to serving program participants, facilities and equipment, employment, volunteers, financial management, and compliance with funder requirements and applicable law and regulation.

7. Accountability process and problem solving: The Leadership Committee will meet regularly to jointly evaluate the collaborative, including its progress toward meeting collaborative goals. UPT and BRVFC are committed to open communication with each other with regard to strengths and limitations in the collaboration. The Leadership Committee will work together to address weaknesses and to improve outcomes.

8. Addition of new participating organizations: The Leadership Committee may from time to time recommend the addition of other organizations or governmental bodies to the collaboration. Upon the agreement of UPT and BRVFC, additional organizations or governmental entities may be invited to participate in the collaboration. If the invited organizations/entities decide to participate, UPT and BRVFC will amend this collaboration agreement to include all participating organizations, with all participating organizations sharing equally in the rights and responsibilities described in this agreement. The addition of additional participating organizations must be agreed upon by both parties and no one party can add or delete a participating organization without the approval of the other party.

9. Termination of this agreement: Each participating organization retains the right to withdraw from the collaboration upon giving the other participating organizations at least 30 days’ notice of its decision to withdraw. The withdrawal of any participating organization from the

collaboration shall result in termination of this collaboration agreement. The remaining organizations, if any, may choose to enter into a new agreement to guide their continuing work together.

10. Extension or amendment of this agreement: This agreement may be extended or amended only through unanimous agreement by UPT and BRVFC. The decision to amend or extend the agreement, and language describing the agreed upon changes, shall be documented in writing, including the date of the amendment/extension, and the signatures of the chief operating officers of each participating organization.

This agreement was unanimously adopted by designated representatives of UPT and BRVFC on _____ (date). The signature of the chief executive officer of each participating organization

Chair, Board of Supervisors
Upper Providence Township

President
Black Rock Volunteer Fire Company