

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Emergency Management
 Department contract file name (use effective date): TownofCary_EmergComms_20240503
 Project Code: Click here to enter text.
 Contract type: MOU/MOA
 Contracted Services/Goods: Operational MOU
 Contract Component: Master
 Change Order Number/Addendum Number: Click here to enter text.
 Vendor Name: Town of Cary
 Effective Date: 05/03/2024
 Approved by: County Manager
 Date approved by the BOC: Click here to enter text.
 Ending Date: Click here to enter a date.
 Total Amount: N/A

Please Return Contract to:
 Name: Mike Reitz
 Email: mike.reitz@chathamcountync.gov
 Special Instructions for Clerks
 Office:

2. Department Head or his/her designee has read the contract in its entirety.

By: *MR* (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No

If this box is checked the County Attorney’s Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No

5. Vendor has signed the contract. Yes No

6. A budget amendment is necessary before approval. Yes No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk’s Office Only

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract

Memorandum of Understanding

Mutual Aid for Emergency Response Services

This Memorandum of Understanding (MOU) is entered into as of this 3rd day of May, 2024 by and between the Town of Cary (TOC 911) and Chatham County (CC 911) (hereafter referred to as "Parties").

Purpose

The purpose of this MOU is to establish a framework for mutual aid between TOC 911 and CC 911 in responding to emergency situations. This collaboration aims to ensure a timely and effective response to incidents exceeding the capabilities of one agency or requiring specialized resources from the other.

Mutual Aid Procedures

- **Initiating a Request:**
 - The requesting agency (TOC 911 or CC 911) shall contact the responding agency's designated dispatcher via a pre-established dedicated phone line, designated communication channel or CAD-to-CAD technology.
 - The requesting dispatcher will provide a clear description of the emergency situation, including:
 - Location of the incident
 - Nature of the emergency
 - Specific resources requested (e.g., additional police officers, firetrucks, ambulances)
 - Any known hazards or special considerations
- **Responding Agency Responsibilities:**
 - The responding agency dispatcher will assess the request and determine the availability of requested resources.
 - If resources are available, the dispatcher will dispatch the appropriate personnel and equipment to the scene.
 - The responding agency shall notify the requesting agency of any delays or limitations in fulfilling the request.
- **Communication and Coordination:**
 - Throughout the incident, the dispatchers from both agencies will maintain clear and consistent communication, providing updates on the situation and resource deployment.
 - On-scene commanders from both agencies will be responsible for coordinating the overall response effort, ensuring efficient collaboration.
- **Termination of Mutual Aid:**
 - The requesting agency will notify the responding agency when the emergency situation is resolved and mutual aid is no longer needed.
 - The responding agency will ensure a smooth transition back to the requesting agency's primary response capabilities.

Review and Evaluation

- **Regular Review:**
 - Both agencies will conduct periodic reviews of mutual aid procedures to identify areas for improvement and ensure compliance with evolving standards and regulations.
- **Modification:**
 - Any proposed modifications to this MOU shall be mutually agreed upon by both agencies and documented accordingly.
 - If any provision of this MOU is held to be invalid or unenforceable, such provision shall be struck and the remaining provisions shall remain in full force and effect.

Term and Review

This MOU shall become effective upon signature by authorized representatives from both TOC 911 and CC 911 and shall remain in force until amended by mutual agreement or terminated by either Party.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first written above.

Doug Workman
Town of Cary 911 Center Manager



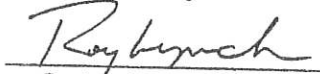
Mike Reitz
Chatham County 911 Center Director

Terry Sult
Town of Cary Chief of Police



Dan LaMontagne
Chatham County, County Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.



Roy Lynch, Finance Officer