

**Durham Fire Department**  
**Chapel Hill Fire Department**  
**Memorandum of Understanding**

**June 28, 2007**

The Durham Fire Department (DFD) and the Chapel Hill Fire Department (CHFD) have agreed to provide automatic aid into their respective fire districts. This automatic aid agreement is based off the mutual aid agreement signed by both Authorities Having Jurisdiction (AHJ) on (insert date). Both the Durham Fire Department and the Chapel Hill Fire Department are requesting an automatic response of one Engine Company, or Ladder Company on structural fires, fire alarms, and motor vehicle accidents with persons injured and vehicle fires. The areas request for a response can be found in the following appendixes:

- Appendix A Chapel Hill Engine Company 32 response into Durham
- Appendix B Chapel Hill Ladder Company 73 response into Durham
- Appendix C Durham Engine Company 11 response into Chapel Hill
- Appendix D Durham Engine Company 16 response into Chapel Hill

Both the DFD and CHFD have agreed that the following operational procedures will be followed upon receiving a call for service:

- Upon dispatch both the DFD and CHFD have agreed that the automatic aid department responding apparatus shall switch to the assigned mutual-aid radio channel and will use said channel for all communications with both the Emergency Communications Center (ECC) and other responding apparatus.
- Upon arrival on the emergency scene both the DFD and CHFD have agreed that the first arriving unit will announce via radio an initial scene size up on the assigned mutual aid channel
- Both the DFD and CHFD have agreed that upon completion of a scene size up and radio report, the first arriving unit shall give a response continuation recommendation. For example "All DFD units continue your emergency or non-emergency response." Both the DFD and CHFD have agreed that no units will be canceled when responding inside their district.
- Both the DFD and CHFD have agreed that during times of inclement weather that both departments may suspend the automatic mutual-aid agreement through notification to the appropriate ECC, and notification be given to the respective fire department on duty shift commander.

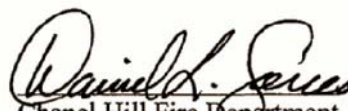
- Additional resource request, beyond the initial engine company, will be on an as need basis. Such request will be at the discretion of the on-scene incident commander.
- Both the DFD and CHFD have agreed that when a mutual-aid apparatus will be out of service for an extended period of time (24 hours or more), the out of service apparatus or on duty shift commander will notify the other respective department of the occurrence and how long it can be expected that the mutual-aid apparatus will be out of service.
- Both the DFD and CHFD have agreed that upon completion of an emergency incident, that a "NFIRS" incident report will be faxed to the Authority Having Jurisdiction.

Both the DFD and CHFD have agreed to the following administrative, training, and jurisdictional responsibilities for their respective departments.

- Both the DFD and CHFD have agreed that all code enforcement and fire investigations will be conducted by the respective Authority Having Jurisdiction.
- Both the DFD and CHFD have agreed that a minimum of two joint training sessions will be held annually and that both the DFD and CHFD will be responsible for conducting said training sessions.
- Both the DFD and CHFD shall be responsible for adding the appropriate responding units into their respective ECC computer aided dispatch.
- Both the DFD and CHFD shall exchange appropriate maintenance records for their responding apparatus and ensure that the shared records are kept up to date. This is to satisfy requirements of Accreditation.
- Both the DFD and CHFD have agreed that in the occurrence of a firefighter injury the on scene commander will be responsible for ensuring that injured firefighter shall be treated at the appropriate medical facility in accordance with the injured firefighter's individual departmental policy. All shift commanders shall be issued a copy of the department's policy that addresses this matter. In the occurrence that the firefighter injury is life-threatening the injured firefighter shall be transported to the closest medical facility.

The DFD and CHFD having reached this agreement shall, annually review this Memorandum of Understanding to identify the agreements strengths and weaknesses. Should any problems occur as it pertains to this agreement the concern shall be handled by the respective department's Operations Chief. Either department can nullify this agreement if deemed necessary by the Fire Chief. The respective Fire Chief wishing to nullify this agreement can suspend response thirty days after sending a certified letter and notification that the said letter has been received.

  
 Durham Fire Department  
 Bruce T. Pagan  
 Fire Chief

  
 Chapel Hill Fire Department  
 Daniel Jones  
 Fire Chief