

# **Mutual Aid Agreement**

## **PURPOSE**

This document is implemented to provide the necessary basis for coordination of operations. This document will serve as both operational and administrative guidelines.

## **ORIGIN**

From a request received from Northampton County Department of EMS for a mutual aid agreement between the three volunteer EMS Agencies of Northampton County (Community Fire Company, Inc., Northampton Fire & Rescue, Inc. and Cape Charles Rescue Service, Inc.) and Northampton County Department of EMS. In order to reduce the impact of such responses in Northampton County, the Northampton County Department of EMS has been requested to provide medical care on scene and enroute to the hospital.

## **Responsibilities of the Northampton County Department of EMS:**

1. The Northampton County Department of EMS agrees to participate in the “Local (Northampton County) EMS Response Plan” as set forth.
2. The Northampton County Department of EMS may provide personnel to supplement available volunteers during times requested, as funding and personnel are available.
3. If the volunteer EMS agency’s unit is not equipped with a full crew, Northampton County Department of EMS personnel may provide patient care on-scene and enroute to the appropriate medical facility.
4. Northampton County Department of EMS personnel may provide both Basic and Advanced Life Support utilizing the equipment on board the volunteer EMS agency’s unit.
5. Northampton County Department of EMS personnel shall provide appropriate medical care for the patient(s) within the scope of their training, agency licensure and availability of equipment.
6. Northampton County Department of EMS personnel shall utilize the Medical Protocols adopted by the Eastern Shore EMS Council, for the provision of providing Basic and Advanced Life Support care.

7. The Northampton County Department of EMS shall provide accurate documentation for:
  1. Patient care procedures performed;
  2. Equipment utilized;
  3. Extenuating circumstances associated with the incident (if any).
8. Northampton County Department for EMS personnel, when serving as the attendant-in-charge (AIC), may inspect the volunteer EMS agency's unit to ensure a full complement of supplies and equipment are on board the unit when it is marked back in service. Any major deficiencies will be noted on an NCEMS Ambulance Inventory Report, and verbal and/or written notice will be made to the Station Liaison or Rescue Captain of the volunteer EMS agency, as soon as possible. The Northampton County Department of EMS shall not bear any financial responsibility for supplies or equipment on the volunteer EMS agency's unit.
9. Northampton County Department of EMS personnel may serve as drivers for the volunteer EMS agency's units, provided the employee has completed *Driver Orientation* as set forth by the Standard Operating Procedures of the Northampton County Department of EMS.
10. Northampton County Department of EMS personnel, while serving in the capacity as driver, shall be responsible for the safe and prudent operation of the vehicle under all conditions.
11. Northampton County Department of EMS personnel shall provide verbal contact and written documentation to the Station Liaison and/or Rescue Captain regarding any incidents causing injury or property damage, as soon as possible.
12. Northampton County Department of EMS personnel shall perform, at a minimum, the daily duties as outlined in the NCEMS Standard Operating Procedures, provided supplies are made available by the volunteer EMS agency.
13. The Northampton County Department of EMS shall forward to the volunteer EMS agencies any Standard Operating Procedures adopted, potentially affecting daily operations in said station, for consideration, comment and/or adoption.

**Responsibilities of the volunteer EMS agency of Northampton County:**

- 1) The volunteer EMS agency agrees to participate in the "Local (Northampton County) EMS Response Plan" as set forth.
- 2) The volunteer EMS agency shall maintain current licensure as a "Ground Ambulance – ALS by the Commonwealth of Virginia, Department of Health, Office of EMS. All provisions of this licensure must be maintained at all times (i.e. vehicle insurance, FCC license, vehicle maintenance records, etc.)

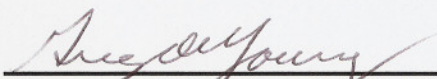
- 3) The volunteer EMS agency agrees to appoint a “Station Liaison.” This individual must be appointed by the membership and agree to serve in this position. He/she will have the following responsibilities:
  - a. The liaison agrees to be available to the NCEMS staff and volunteers.
  - b. The liaison is a “go-between” for the NCEMS staff and volunteers.
  - c. The liaison is granted the decision making responsibility of bringing issues, such as, compliments, concerns, complaints, etc. to the NCEMS staff on behalf of the volunteers and vice versa, to the NCEMS Director or to decide that such issue(s) do not need to go to the staff, volunteers, or the Director.
  - d. The liaison agrees to attend meetings set by the NCEMS Director. Meetings shall be scheduled when agenda items exist or a liaison requests a group meeting.
- 4) The volunteer EMS agency shall be responsible for maintenance and repairs of their licensed EMS transport vehicles.
- 5) The volunteer EMS agency shall be responsible for maintaining all equipment and disposable supplies needed to meet Virginia agency licensure as an Advanced Life Support Transport Agency and those additional supplies needed to meet the Tidewater/Eastern Shore Protocols.
- 6) The volunteer EMS agency shall make available the required ALS and BLS equipment and medications if the Northampton County Department of EMS personnel are so trained.
- 7) The volunteer EMS agency shall be responsible for the billing and collection of any fees for service. All billing and collections shall be done in accordance with State and Federal Law.
- 8) The volunteer EMS agency shall provide at a minimum to the Northampton County Department of EMS personnel, a safe working environment (both station and ambulance), phone and fax access (local calls only) and high speed Internet access. Usage shall be in accordance with the Northampton County Personnel Policies & Procedures.
- 9) The volunteer EMS agency shall forward to the Northampton County Department of EMS any Standard Operating Procedures adopted, potentially affecting our daily operations in said station, for our consideration, comment and/or adoption.
- 10) The volunteer EMS agency will provide supplies needed to perform daily duties as assigned in the Northampton County Department of EMS Standard Operating Procedures.

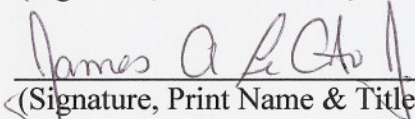
**PREHOSPITAL PATIENT CARE REPORTS**


1. Per the Office of EMS Rules and Regulations, the EMS agency providing the Attendant-in-Charge, shall be considered the Primary EMS Response Agency and be responsible for storage of the original Pre-Hospital Patient Care Report (PPCR) or EMS Chart. Storage shall be in accordance with the rules and regulations of the Virginia Office of EMS and any other State or Federal regulations, which may apply.
2. Any EMS Agency providing either additional personnel or a transport ambulance shall be considered the Secondary EMS Response Agency. The Primary EMS Response Agency shall provide to the Secondary EMS Response Agency a copy of any PPCR or EMS Chart documenting mutual aid provided. Security of these copies shall also be maintained in accordance with the rules and regulations of the Virginia Office of EMS and any other State or Federal regulations, which may apply.
3. The Primary EMS Response Agency shall be responsible for the release of a PPCR or EMS Chart. This procedure shall meet the rules and regulations as set forth by the Virginia Office of EMS and any other State or Federal regulations, which may apply.
4. Submission of PPDR information to the Virginia Office of EMS shall be the responsibility of each individual agency.

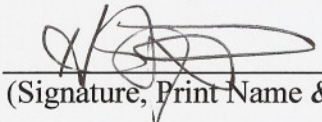
**TERMINATION OR ALTERATIONS**

This agreement may be altered or terminated by either volunteer EMS agency (Community Fire Company, Northampton Fire & Rescue and Cape Charles Rescue Service) or the Northampton County Department of EMS pursuant to written notice. It shall remain in effect indefinitely, unless altered or terminated as noted above.

  
Greg De Young, Fire Chief  
(Signature, Print Name & Title) Community Fire Company, Inc.

  
PRESIDENT JAMES A. LECATO JR.  
(Signature, Print Name & Title) Northampton Fire & Rescue, Inc.

  
Captain Catherine L. Ulrich  
(Signature, Print Name & Title) Cape Charles Rescue Service, Inc.

  
Holly B. Carpenter, EMS Director/Chief  
(Signature, Print Name & Title) Northampton County Department of EMS