

SERVICE AGREEMENT

This Agreement made and entered into this 2nd day of November, 2000, by and between Nassau County, a political subdivision of the State of Florida, hereinafter referred to as **COUNTY**, and The Town of Hilliard, hereinafter referred to as **HILLIARD**.

WITNESSETH, that in consideration of the sum of **TEN** and **NO/100** dollars (\$10.00), and other good and valuable considerations, as hereinafter enumerated, the parties hereto agree as follows:

HILLIARD shall provide Fire services within the unincorporated areas of Nassau County as set forth in Exhibit "A".

SECTION I

All Fire personnel of **HILLIARD** who operate within the unincorporated area shall function under the auspices and authority of the Emergency Services Director, Nassau County Emergency Services Department as defined by the Nassau County Board of County Commissioners and shall operate under the stipulations contained herein when providing services in the unincorporated areas.

1. It shall be the responsibility of **HILLIARD** to provide Fire Protection services in their assigned area of responsibility within the areas set forth in Exhibit "A". The area set forth in Appendix "A" shall not be changed unless agreed to by **HILLIARD** and the Board of County Commissioners.

2. Fire Protection services shall be provided on a twenty-four (24) hour

basis, seven (7) days a week.

3. **HILLIARD** shall pay all regular maintenance costs, including repairs, gas, oil, and other fluids necessary to maintain all fire protection apparatus and equipment.

4. **HILLIARD'S** fire protection apparatus and equipment shall be housed at the station of the Town of **HILLIARD**.

5. **HILLIARD'S** apparatus, equipment and personnel shall be subject to Mutual Aid established by the Board of County Commissioners for other areas within unincorporated and incorporated areas of Nassau County and in surrounding areas as requested (dispatched) on a recall basis. Mutual aid shall only be for emergency incidents only. Non emergency incidents are subject to approval by the Town of Hilliard. **HILLIARD** shall strive to maintain the required equipment as listed under the Fire Suppression Rating Schedule of the Insurance Service Organization (ISO), as approved by the Nassau County Board of County Commissioners.

6. It shall be the responsibility of **HILLIARD** to ensure that any **DEPARTMENT** personnel that respond to an alarm be properly equipped with the necessary personal protective equipment/clothing according to the type of incident. Prior to initiating tactics involving fire suppression, salvage, and overhaul, or entrance into any toxic or oxygen deficient atmosphere, **HILLIARD** shall ensure that all personnel must be protected by the donning of a full fire protective ensemble, a Positive Pressure Self Contained Breathing Apparatus (P.P.S.C.B.A.), and a Personal Alert Safety System (P.A.S.S.).

7. **HILLIARD** shall provide the **COUNTY** with a current roster of their personnel, and provide a roster with each request for payment. The roster shall include

the following information:

- A. Name
- B. Address
- C. Social Security Number
- D. Date of Birth
- E. Place of Employment
- F. Phone Number - Home
- G. Driver's License Number and Type - i.e. - Class - A, B, C, D.
- H. Any other information requested by the Nassau County Human Resource Department
- I. Personal Radio Call Number
- J. Certifications held by each member of the HILLIARD Department

HILLIARD certifies that it is a Drug Free Workplace and has a Policy in effect requiring all personnel to undergo drug tests. **HILLIARD** further certifies that it has the required insurance coverage and a copy of those policies shall be attached as Exhibit "B" to this agreement.

8. **HILLIARD** shall ensure that each of their personnel has completed **Level I - Hazardous Material Certification** prior to providing any assistance at a hazardous materials incident. The **COUNTY** shall provide **HILLIARD'S DEPARTMENT** with the required training and provide a certificate upon completion. An annual refresher course shall be also provided by the **COUNTY** at the **HILLIARD** station, on their designated training night. The **COUNTY** shall, pursuant to **29 CFR 1910.120 Hazard Communication**, provide **HILLIARD** with all chemical information which they have on file as it relates to chemicals stored or used in the workplace. The Chief or ranking officer of the **HILLIARD DEPARTMENT**

shall notify the Director of Nassau County Emergency Services Department upon confirmation of any hazardous release, pursuant to **Title III of the Superfund Amendment and Re-authorization Act of 1986 (SARA)**. The **HILLIARD DEPARTMENT** shall also adhere to all other requirements set forth in **29 CFR 1910** that are related to fire protection. The **HILLIARD DEPARTMENT** shall also comply with Florida Administrative Code 38 I-20 regarding the requirements for volunteer fire departments.

9. **HILLIARD** shall, after each alarm/response, using the Local Area Computer Network complete the appropriate Fire Program reporting section. **COUNTY** shall provide **HILLIARD** with training for the proper operation of the Local Area Computer Network system. **HILLIARD** shall also file the appropriate form(s) for any injury and/or fatality, which occurs during an alarm/response. These forms shall also be filed with the Florida Fire Incident Reporting System with notification made to the Nassau County Emergency Services Department and Risk Management Department. All forms shall be sent to the State by way of manual reporting if system should be down. The Board of County Commissioners shall ensure that the computer systems are operational.

10. **HILLIARD** shall keep a record (LOG) of each response. All records are to be open for inspection by the **COUNTY** at mutually agreed upon times and are subject to audit through the Clerk under internal audit procedures.

11. It shall be the responsibility of **HILLIARD** to ensure that all personnel who operate standard emergency vehicles possess a valid **Class "D"** license with an **"E"** endorsement, pursuant to Florida Statutes 322.54. Personnel who are expected to operate specialized apparatus/vehicles, i.e., tractor drawn tankers, are to have the appropriate license.

12. The County shall require **HILLIARD** to ensure that all members of the Department will attend the 40 hour Basic Volunteer Firefighting Minimum Standards Course and 40 hour First Responder Course before participating in interior firefighting operations unless they possess proper documentation of firefighting that meets or exceeds the minimum standards. The current volunteer firefighters with three years experience shall not be required to meet the minimum standards. All new personnel may, at their discretion, Ride Along with Nassau County Fire. In all training provided by Nassau County, it shall be the responsibility of the instructor to file all appropriate certifications with the Nassau County Emergency Services Department.

SECTION II

1. First Responder Level Medical Services shall be available on a twenty-four (24) hour basis, seven (7) days a week. The Department shall respond as identified in Attachment "C".

2. It shall be the responsibility of **HILLIARD** to insure that all members of the Department attend a forty (40) hour First Responder Course in emergency medicine.

SECTION III

1. All members of the **HILLIARD DEPARTMENT** while operating in the unincorporated area shall work under an Incident Command System (ICS) at all emergency incidents. Said Incident Command System (ICS) operations standards shall be developed and approved by the Board of County Commissioners in coordination with the Chiefs Association and a copy furnished to the Town of Hilliard.

2. All members of the **HILLIARD DEPARTMENT** shall abide by the FCC Rules & Regulations regarding radio communications and file the correct number of portable and mobile radios operated by the DEPARTMENT with the COUNTY. Any changes in radio or dispatch procedures shall be the responsibility of the Sheriff and 911 Coordinator and coordinated with the **HILLIARD DEPARTMENT**.

3. The Nassau County Emergency Services Department shall, on a monthly basis, transmit to the **HILLIARD DEPARTMENT** any change in Standard Operating Procedures (SOP's) each month in writing. Any changes in SOP's that affect the volunteer fire department will be communicated with the Chief's Association prior to being implemented.

4. The COUNTY shall appropriate to **HILLIARD** the amount of \$44,348.00 for providing efficient and effective **Fire and First Responder Level Emergency Medical** operations as set forth herein. Said annual amount shall be established by the submission of a request, which shall be received by the Clerk of the Court prior to but no later than June 15th. Upon approval of the amount by the Board of County Commissioners, said funds shall be allocated on a quarterly basis with payments to be made by the 15th day of November, February, May and August. The COUNTY shall require **HILLIARD** to account for all funds allocated and maintain proper accounting records which shall be approved by the Clerk of Court or his designated agents. An acceptable accounting of the previous year's funds must be presented to the Nassau County Clerk of Courts within one hundred and twenty days (120) days of the close of **HILLIARD'S** fiscal year. An audit of accounting records may be performed by an independent accounting firm, paid for by **HILLIARD** and may be accepted by the Nassau County Clerk of Courts in lieu of an Official Audit conducted by the Clerk. Failure to maintain appropriate annual records shall cause the COUNTY to cease providing funds.

5. The Clerk's Office reserves the right to audit and inspect any and all

financial records at times mutually agreeable to the Clerk and **HILLIARD**. Any disputes as to expenditures or accounting policies shall be addressed by both parties and must be resolved to the satisfaction of the Clerk's Office.

6. **HILLIARD** shall be responsible for obtaining and maintaining proper insurance on all of their vehicles and equipment and providing proof of insurance to the **COUNTY** and shall be responsible for payment of same from funds allocated by the **COUNTY**. Nassau County shall provide Workers Compensation coverage for each member of the Department, and provide proof of same.

7. Additions or amendments to this Agreement shall be mutually agreed upon in writing by the **COUNTY** and **HILLIARD**.


8. Failure to adhere to any provision of this agreement shall cause the **COUNTY** to cease providing funds pursuant to this agreement.

9. **HILLIARD** shall maintain a minimum of four (4) certified fire personnel at all times.


10. The **COUNTY** and **HILLIARD** shall meet in the month of April 2001, to review this contract.

This agreement shall be in full force and effect for a period of October 1st, 2000 to September 30th, 2001. However, it may be terminated by either party within thirty (30) days after notice having been given by registered mail, one party to the other. Any cancellation by either party shall require the refund of all unexpended Volunteer Fire Department funds appropriated by the **COUNTY**.

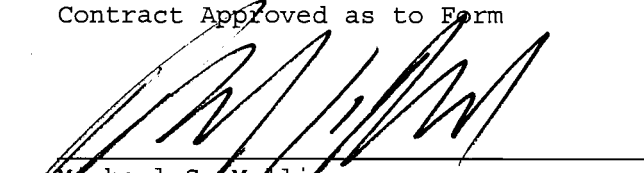
Board of County Commissioners
Nassau County, Florida

By: 
NICK D. DEONAS
Chairman

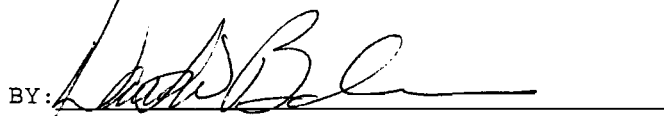
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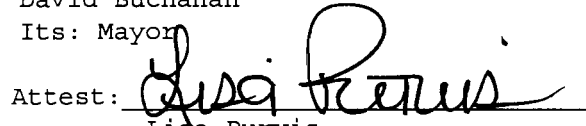

J. M. "Chip" Oxley, Jr.
Its: Ex-Officio Clerk

Contract Approved as to Form


Michael S. Mullin
Nassau County Attorney

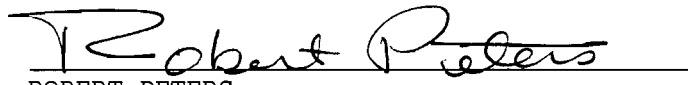
TOWN OF HILLIARD

BY: 
David Buchanan
Its: Mayor

Attest: 
Lisa Purvis
Town Clerk


President, Town Council
Town of Hilliard

Approved as to form by the Town Attorney:


ROBERT PETERS