

# CONTRACT APPROVAL FORM

(Contract Management Use only)

**CONTRACT TRACKING NO.**  
**CM2241-R**

## CONTRACTOR INFORMATION

Name: Commanding Offcr, Naval Submarine Base Kings Bay

Address: 1063 USS Tennessee Ave. Kings Bay GA 31558  
City State Zip

Contractor's Administrator Name: Nichele Murray Title: \_\_\_\_\_

Tel#: (912) 573-2114 Fax: \_\_\_\_\_ Email: nichele.murray@navy.mil

## CONTRACT INFORMATION

Contract Name: Mutual Aid Agreement Contract Value: N/A

Brief Description: Triennially Review of Mutual Aid Agreement; Per Naval operations, Mutual Aid Agreements must be reviewed every three years.

Contract Dates : From: 7/27/15 to: No Term Status: \_\_\_ New  Renew \_\_\_ Amend# \_\_\_ WA/Task Order

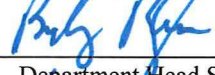
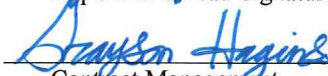


How Procured: \_\_\_ Sole Source \_\_\_ Single Source \_\_\_ ITB \_\_\_ RFP \_\_\_ RFQ \_\_\_ Coop. \_\_\_ Other Mutual Aid

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- |    |                                                                                     |                |                       |
|----|-------------------------------------------------------------------------------------|----------------|-----------------------|
| 1. |  | <u>5-31-18</u> | <u>Fire Rescue</u>    |
|    | Department Head Signature                                                           | Date           | Submitting Department |
| 2. |  | <u>6-1-18</u>  | <u>N/A</u>            |
|    | Contract Management                                                                 | Date           | Funding Source/Acct # |
| 3. |  | <u>6/5/18</u>  |                       |
|    | Office of Management & Budget                                                       | Date           |                       |
| 4. |   | <u>4/6/18</u>  |                       |
|    | County Attorney (approved as to form only)                                          | Date           |                       |

Comments: \_\_\_\_\_

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

 \_\_\_\_\_ 6-22-18  
 Shanea D. Jones Date

### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department  
 Office of Management & Budget  
 Contract Management  
 Clerk Finance

CS-17-244



**FIRE AND EMERGENCY SERVICES DEPARTMENT (N30)**  
870 Hunley Ave. Bldg. 2014  
Kings Bay, GA 31547

May 7, 2018

Nassau County Board of Commissioners  
Attn: Brady Rigdon, Fire Chief  
96160 Nassau Place  
Yulee, FL 32097

Subj: Mutual Aid Agreement 3 Year Review

Dear Chief Rigdon,

Your assistance is requested with completing the triennially review of the Mutual Aid Agreement between Naval Submarine Base Kings Bay Fire & Emergency Service and Nassau County Board of Commissioners. In accordance with Naval Operations Instruction 11320.23G Navy Fire & Emergency Services Program, Mutual Aid Agreements is reviewed every 3 years by each party to evaluate its effectiveness to determine if modifications are necessary.

Please find the attached Mutual Aid Agreement for your convenience. Upon completion of your review, please sign and date in the space provided below and return as soon as possible. Please feel free to contact Nichele Murray at (912) 573-2114 or [nichele.murray@navy.mil](mailto:nichele.murray@navy.mil) for any questions or concerns.

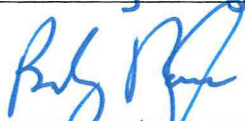
Respectfully,


Freddie Thompson Jr.  
Fire Chief N30  
Naval SUBASE Kings Bay  
Fire & Emergency Services

Encl: Acknowledgment of Review

# ACKNOWLEDGEMENT of REVIEW

By signing this document, you are acknowledging that the **Mutual Aid Agreement** made the 1<sup>st</sup> day of **June, 2015** between **Commanding Officer, Naval Submarine Base, 1063 USS Tennessee Ave., Kings Bay, GA 31547** and **Nassau County Board of Commissioners, Yulee, Florida**, for the provision of **Fire Fighting Assistance** has been reviewed with no changes or modifications at this time.

<b>Date</b>	5-31-18
<b>Title</b>	Fire Chief, Nassau County Board of Commissioners
<b>Printed Name</b>	Brady Rigdon
<b>Signature</b>	

<b>Date</b>	6-22-18
<b>Title</b>	County Manager, Nassau County Board of Commissioners
<b>Printed Name</b>	Shanea Jones
<b>Signature</b>	

**MUTUAL AID AGREEMENT  
BETWEEN  
COMMANDING OFFICER, NAVAL SUBMARINE BASE KINGS BAY, 1063 USS  
TENNESSEE AVE,  
KINGS BAY, GEORGIA 31558-7272  
AND  
NASSAU COUNTY BOARD OF COMMISSIONERS  
NASSAU COUNTY, FLORIDA  
FOR THE PROVISION OF FIRE FIGHTING ASSISTANCE**

THIS MUTUAL AID AGREEMENT (hereinafter, the "Agreement") is made and entered into this 27<sup>th</sup> day of July 2015 by and between Commanding Officer, Naval Submarine Base Kings Bay, Kings Bay Georgia (hereinafter, "Navy"), and the Local Nassau County Board of Commissioners, Yulee, Florida, for firefighting assistance (hereinafter, "Nassau County").

**WITNESSETH:**

WHEREAS, each of the Parties hereto maintains equipment and personnel for the suppression of fires and response to hazardous materials incidents occurring within areas under their respective jurisdictions, and

WHEREAS, each of the Parties hereto maintains equipment and personnel for the protection of life and property from fire to include basic medical support, and advanced life support, special rescue events involving vehicular mishaps; building, and confined space extractions and,

WHEREAS, the Parties hereto desire to augment the fire protection and hazardous material response capabilities available in their respective jurisdictions by entering into this Agreement, and

WHEREAS, the lands or districts comprising the respective jurisdictions of the Parties are adjacent or contiguous to one another such that the rendering of mutual assistance between the Parties in response to a fire or hazardous material incident is feasible, and

WHEREAS, it is the policy of the Department of the Navy and the Commanding Officer, Naval Submarine Base Kings Bay, Kings Bay, Georgia, to enter into Mutual Aid Agreements (MAA) with non-Federal Fire Departments located in the vicinity of a Naval installation, whenever practicable, and

WHEREAS, the Parties have mutually concluded that it is desirable, practicable, and beneficial for the Parties to enter into this Agreement to memorialize their willingness and ability to render assistance to one another, in order to enhance the safety and security of the civilian community and of the Naval Submarine Base Kings Bay, Kings Bay, Georgia and outlying installations and facilities.

**NOW, THEREFORE, BE IT AGREED THAT:**

1. Pursuant to 42 U.S.C. §1856a, DODI 6055.06, and OPNAVINST 11320.23G, the Parties enter into

a Mutual Aid Agreement (MAA) to provide personnel and equipment required for fire prevention; the protection of life and property from fire; fire fighting and suppression to include emergency services, including basic medical support, and advanced life support; hazardous material containment and confinement; and special rescue events involving vehicular mishaps; building, and confined space extractions.

2. The senior officer of a Fire Department belonging to a Party to this Agreement, or the senior officer of such Fire Department actually present at a fire or hazardous material incident, may request fire fighting assistance under the terms of this Agreement from the other Party's Fire Department, whenever he/she deems it necessary to make such a request.
3. The requesting and rendering of assistance from one Party to the other under the terms of this Agreement shall be accomplished in accordance with detailed operational plans and procedures, which shall be developed by each of the Parties. The technical heads of each Party's Fire Departments shall work together to implement such plans and procedures in a manner compatible with the operational authorities of each. In the absence of more specific procedures, the Parties will generally proceed as follows:
  - a. The senior officer on duty of the Fire Department receiving a request for assistance shall take the following actions:
    - i. Immediately determine if the requested apparatus and personnel are available to respond to the call for assistance.
    - ii. In accordance with the terms of this Agreement, forthwith dispatch such apparatus and personnel, along with instructions as to their mission, use and deployment, in quantities and amounts as in the judgment of the senior officer receiving the call can be provided to the requesting Fire Department without jeopardizing the mission of the Fire Department providing such resources.
  - b. The senior officer of the Fire Department requesting assistance shall normally assume full charge of the operations at the scene of the fire or other emergency. However, under procedures agreed to by the technical heads of the Fire Departments involved, a senior officer of the Fire Department furnishing the assistance may assume responsibility for the coordination of the overall operations at the scene of the fire or other emergency.
4. The rendering of assistance under the terms of this Agreement shall not be mandatory.
  - a. The Party receiving a request for assistance shall endeavor to immediately inform the requesting Party if the requested assistance cannot be provided and, if assistance can be provided, the quantity of such resources as may be dispatched in response to such request.
  - b. Neither Party shall hold the other Party liable or at fault for failing to respond to any request for assistance or for failing to respond to such a request in a timely manner or with less than optimum equipment and or personnel, it being the understanding of the Parties that each is primarily and ultimately responsible for the provision of fire

suppression and hazardous material incident response needed within their own jurisdictions.

5. The officers and personnel of the Fire Departments of the Parties to this Agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization tours (consistent with local security requirements) and, as feasible, to jointly conduct pre-fire planning inspections, drills and training.
6. Each Party hereby agrees that the general intent with respect to the rendering of assistance under this Agreement is not to seek reimbursement from the Party requesting such assistance. Exceptions to this understanding would apply in the event of lost or damaged equipment, substantial amounts of supplies expended that directly related to support provided under this MAA, or other significant costs incurred that exceed originally available funding as demonstrated by documentary proof of unprogrammed/unbudgeted/unforecasted outlays and expenditures that were directly related to support provided under this MAA.
  - a. Under the authority of 15 U.S.C. § 2210 and 44 C.F.R § 151, Nassau County is permitted to seek reimbursement for direct expenses and losses (defined as additional fire fighting costs over normal operational costs) incurred in fighting fires on property under the jurisdiction of the United States.
  - b. Under the authority of 42 U.S.C. § 1856a, either Party may seek reimbursement from the other for the costs incurred by it in providing services to the other Party in response to a request for assistance.
7. As required by Federal law as a condition precedent to entering into this Agreement, the Parties hereby waive all claims against the other Party for compensation of any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement.
8. Independent of, and in addition to, any provisions of this Agreement, Naval Submarine Base Kings Bay, Kings Bay Georgia is authorized and has the discretion to render disaster relief or emergency assistance to preserve life and property in the vicinity of a DOD installation, when in the opinion of the installation commander, the assistance is in the best interest of the United States. 42 U.S.C. §§ 5121-5206; DOD 3025.1-M.

**TRAINING:**

1. Whenever either Party hosts fire protection training for its own Fire Department ("Host Department") it may, to the maximum extent practicable and subject to its sole discretion, offer to provide the same training to members of the other Party ("Guest Department").
2. The Host Department will not charge the Guest Department for any training provided under the terms of this Agreement, unless it is a cost that cannot be covered by the Host Department such as, cost per student or cost of a certificate. Further, any such training will be provided on a space available basis only.
3. The Guest Department and/or its members will be solely responsible for the payment of any and all

costs necessary for the Guest Department personnel to attend any training provided by the Host Department including, but not limited to, lodging, meals and travel.

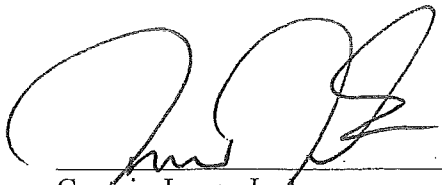
- 4. This Agreement is entered into voluntarily by both Parties with no obligation on the part of either to provide such training to the other or, if such training is offered to the other Party, to participate in such training.
- 5. The Guest Department is responsible for ensuring that its members observe all rules, regulations, and guidelines established by the Host Department for training provided by the Host Department, as such rules, regulations and guidelines are made known to the Guest Department. Neither Party shall hold the other Party liable or at fault for damage or injury incurred during joint training activities.
- 6. The Host Department reserves the right to deny training to any member of the Guest Department who does not meet the prerequisites necessary to attend the training which is offered by the Host Department under the terms of this Agreement.

**Execution of this Agreement:**

This Agreement shall become effective upon the date annotated above, and shall remain in full force and effect until cancelled by mutual agreement of the Parties, or upon the provision of at least sixty (60) days advance written notice from the Party desiring to terminate this Agreement to the other Party. Upon becoming effective, this Agreement shall supersede all previous agreements between the Parties concerning the rendering of assistance from one to the other for the purposes stated in this Agreement.

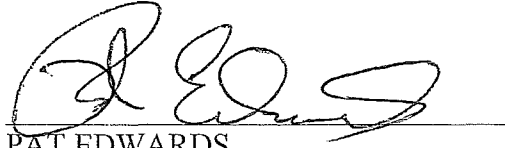
**IN WITNESS WHEREOF**, the parties hereto have made and executed this to the agreement on the respective dates under each signature. Nassau County Fire Rescue Department, Yulee Florida through its County Commission signing by and through its Chairman of Board of Commissioners authorized to execute same by County Board of Commissioners action on the \_\_\_\_\_ day of July, 2015, and the Department of Navy signing by and through the Commanding Officer, Naval Submarine Base Kings Bay, Kings Bay, Georgia duly authorized to execute same on the \_\_\_\_\_ day of July, 2015.

**SIGNATURES**

  
 \_\_\_\_\_  
 Captain James Jerks  
 Commanding Officer  
 Naval Submarine Base  
 Kings Bay, Georgia

30 Oct 2015  
 Date

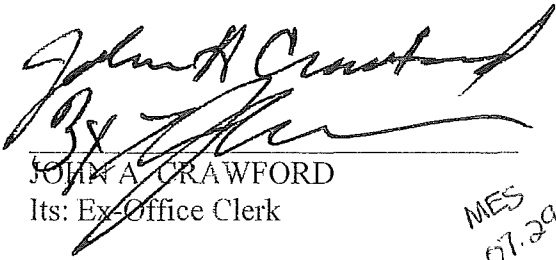
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA



PAT EDWARDS

Its: Chairman

ATTEST AS TO CHAIRMAN'S  
SIGNATURE:

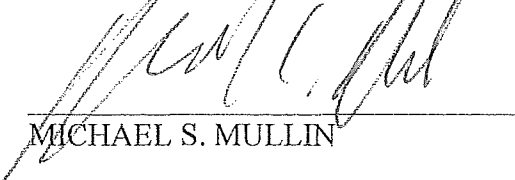


JOHN A. CRAWFORD

Its: Ex-Office Clerk

MES  
07.29.15

APPROVED AS TO FORM BY THE  
NASSAU COUNTY ATTORNEY:



MICHAEL S. MULLIN