



## Virginia Fire Chiefs Association, Inc.

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(757) 233-9678

(757) 373-4561

Web Site: [www.vfca.us](http://www.vfca.us)

**\*\*If you are selected to participant in the VWS program, you will be asked to have this MOU signed by all parties listed below within 2 weeks. Please review this in advance of submitting your application to assure you can meet the MOU terms and acquire all signatures. This is just an example and a customized MOU will be created if you are selected.\*\***

### *Memorandum of Understanding (MOU)*

This MOU is between the Virginia Fire Chiefs Association (VFCA) and \_\_\_\_\_

The Volunteer Workforce Solutions (VWS) Program Team will assist your department with recruitment and retention efforts by providing you with a GIS Tapestry Report that identifies your target audience and includes recruitment strategy ideas. You will also be given customized marketing materials to use for your recruitment campaign. The VWS Program will provide opportunities for you to network with others and attend leadership and recruitment type workshops.

As a department, you fully understand and are committed to actively participating in the VWS Program and will work together with the VWS Program Team to improve your department's recruitment and retention efforts.

You understand and are committed to fulfilling the participant obligations as listed below:

- Participate in the VWS Program for two years.
- Identify a program leader or volunteer coordinator within the county/city/town/department who will manage and oversee the responsibilities associated with the VWS program. You may also select coordinators at the company level, if applicable.
- Key staff must attend and fully participate in the Volunteer Workforce Solutions Orientation and Kick-Off meetings. Key staff includes: fire chief(s), chief officers, program leader, volunteer coordinator AND at least one representative each from the elected governing body and the city/county/town administrator's office. Target dates are March/April for the Orientation meeting and June/July for the Kick-Off meeting.

- Key staff (fire chief, chief officers, program leader, volunteer coordinators, departmental leadership, company officers, volunteers, etc.) must attend a fire service leadership workshop. Several opportunities will be offered throughout Virginia free of charge.
- Submit home addresses of all members (career and volunteer if combination department) in order to produce a customized GIS Tapestry Report. Names are not needed and all addresses will remain confidential and proprietary information.
- Provide images and contact information for marketing materials.
- Create and submit a list and timeline of recruitment/retention activities that will be carried out based on the GIS Tapestry Report outlining your specific target areas/groups.
- Monitor, track, evaluate and provide data related to the results of the recruitment campaign to the VWS Program Team.
- Submit monthly tracking forms and fill out all required information, including recruitment AND retention data.
- Respond to email, phone and written inquiries from the VWS Program Team in a prompt manner.
- Attend and participate in meetings and/or phone calls with the VWS Program Team.
- Stakeholders on all levels (city/county/town manager, city/county/town/department fire chief, company level chiefs/officers, and an elected official) must agree and adhere to the terms outlined in this MOU.

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City/County/Town/Department Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

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Volunteer Department Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\* All Volunteer Departments that will be involved must have a Chief or designated representative sign this MOU. Additional signatures can be provided by attaching another sheet or simply signing on the back of this MOU.\*\***

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City/County/Town Administrator/Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

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Elected Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

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To be completed by VWS Staff:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

*Nick Caputo, VFCA Vice President at Large; VWS Program Manager*

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Please sign and return to Kelly Ameen at [kameen@iafc.org](mailto:kameen@iafc.org) or FAX (703) 273-0920  
**DUE by March 15, 2013**

**If you have any specific questions about this MOU, please do not hesitate to contact Nick Caputo directly at [njcaputo@aol.com](mailto:njcaputo@aol.com) or at 814.404.3282.**