

Inter-County Mutual Aid Agreement Summary

Personnel

Lender Considerations

- Service begins at a time mutually-agreed to by Borrower and Lender
- First 12 hours are without cost to the Borrower
- After 12 hours, Borrower pays Lender's full costs which include
 - ✓ Employee salary or hourly wage
 - ✓ Call back or overtime costs
 - ✓ Benefits
 - ✓ Overhead
- Lender may make stipulations on scope and duties of loaned supervisory personnel
- Lender may request release of loaned personnel at any time with expectation of return within 24 hours
- Provide pre- and post-deployment briefings to loaned personnel
- Reimbursement is on a net 60 basis

Borrower Responsibilities

- Employee safety
- Housing or other living arrangements
- Meals
- Transportation
- Immediate return of loaned personnel on an oral or written request of Lender
- Notify Lender of personnel release
- Ensure documentation is adequate to qualify for federal reimbursement

Inter-County Mutual Aid Agreement Summary

Equipment

Lender Considerations

- Service begins at a time mutually-agreed to by Borrower and Lender
- First 12 hours are without cost to the Borrower
- After 12 hours, Borrower pays Lender's actual costs or costs based on current equipment rates
- If no written rates, costs will be based on hourly operating costs set in an industry standard publication, or as mutually agreed upon
- Conduct pre-deployment inspection; All equipment is provided in "as is" condition
- Equipment request may include operator (see Lending Personnel)
- Lender may request release of loaned equipment at any time by either oral or written request with expectation of return within 24 hours
- Conduct post-return inspection of equipment for loss or damage; coordinate repair/replacement with Borrower
- Reimbursement is on a net 60 basis

Borrower Responsibilities

- Supply fuel, lubrication and necessary maintenance at own expense
- Ensure proper operation, storage and maintenance of Lender's equipment
- Immediate return of loaned equipment upon receipt of an oral or written request from Lender
- Return loaned equipment within 24 hours of request
- Notify Lender when equipment is released
- Pay Lender's costs related to transportation, handling and loading/unloading of equipment
- Coordinate repair/replacement for lost or damaged Lender equipment
- Ensure documentation is adequate to qualify for federal reimbursement

Inter-County Mutual Aid Agreement Summary

Materials and Supplies

Reimbursement

- Partially consumed or non-returnable: In-kind or at Lender's actual replacement cost plus handling charges as mutually agreed
- Reusable or unused in clean, damage-free condition: no charge
- Lender determines whether items returned are "clean and damage-free"
- Damaged materials or supplies: In-kind or at Lender's actual replacement cost plus handling charges as mutually agreed
- Reimbursement is on a net 60 basis

Record Keeping

Lender Responsibility

- Lender/loaned employees must record the following on a shift-by-shift basis:
 - ✓ Time sheets
 - ✓ Daily logs showing hours worked and equipment
 - ✓ Supplies and materials used or provided by Lender
 - ✓ Shipping records for materials, supplies and equipment