

MEMORANDUM OF UNDERSTANDING
BETWEEN
MASON COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT
AND
MASON TRANSIT AUTHORITY
Entered into this 16 day of February 2016

A. PURPOSE

Effective emergency response does not happen by accident. It is the result of planning, training, exercising, and intra/interagency cooperation. This Memorandum of Understanding (MOU) is intended to document the intention of the Mason Transit Authority (MTA) and Mason County Department of Emergency Management (DEM) to work together, on a continuing and lasting basis, toward maximum cooperation and mutual assistance in the areas of emergency preparedness and disaster response. To the maximum extent possible, the parties will develop joint programs for coordination, communication, planning, training, conducting exercises, and responding to disasters impacting MTA and/or Mason County DEM or the community served by both agencies.

B. MUTUAL AGREEMENT

1. COORDINATION

All parties agree that MTA and Mason County DEM will regularly participate in/on the Mason County Planning Team in order to:

- Define and delineate MTA's role as a first-responder resource on community disaster incidents.
- Identify and train specific employees within both agencies to act as liaisons between each.
- Familiarize local police, fire and emergency medical services (EMS) personnel with MTA facilities and equipment.
- Identify opportunities for training of MTA staff in Incident Command, the National Incident Management System (NIMS), and local disaster preparedness issues.
- Establish regular and after-hours contact information for each agency.

2. COMMUNICATION

Both parties agree to foster strong reliable relationships between MTA and Mason County DEM to disseminate, share, and evaluate information. Each party agrees to meet at least annually to discuss:

- Lines of communication (Personnel phone tree, phone #, cell #, Email addresses)
- Specific information that emergency dispatcher(s) must obtain from transit bus operator/driver(s) to ensure that 911 receives good information if/when something occurs requiring their help.
- Specific information that transit bus operator/driver(s) must obtain from emergency dispatcher(s) to ensure that transit dispatch receives good information if/when something occurs requiring their help.
- Regular and after-hours contact information for transit incident response point people.
- MTA issues that Mason County DEM needs to understand.
- Mason County DEM issues that MTA needs to understand.
- Special tools/equipment first responders might need to address transit emergencies, particularly items that they would not normally possess.
- Common interoperable frequencies for radio, audio, or video transmissions.
- Appropriate first responder unit jurisdictions.
- Transfer of Command procedures at any transit disaster.
- Identification of staff to interface with on a local disaster incident (e.g. who is in charge of ESF-1[Transportation]).
- Opportunities for basic awareness training on local safety and security issues.

3. JOINT EXERCISES

Both parties agree to the development of joint exercises that require the expertise of both entities in responding to disasters, emergencies, and threats to life and property. MTA and Mason County DEM will:

- Define the type of exercise, develop an exercise scenario, and ensure active participation by MTA and Mason County DEM response organizations.
- Identify a list of key entities that will have responsibility for developing, controlling, and participating in the exercise.
- Identify resources for developing and conducting the exercise.
- Establish a timeline for keeping such an approach on track.
- Conduct the exercise, review the lessons learned from the exercise, and incorporate them into future response and exercise plans.

4. COORDINATED RESPONSE

Both parties agree to the development of a coordinated response in event of emergency evacuation situations within the MTA, or community served by the Mason County DEM and in accordance with the Homeland Security Domestic Preparedness Program and the National Incident Management System (NIMS). Specifically, the Mason County DEM will:

- Coordinate with the MTA on its plans for responding to emergency situation planning and operations.
- Encourage transit first responders to participate in training offered by the Mason County DEM.
- Invite MTA to participate in the development and conduct of any response/recovery training, tabletop exercises, or other related exercises.
- Provide support resources to MTA in the event of an incident on an agency vehicle or in an agency facility.

C. AGREEMENT MODIFICATION PROCESS

Modifications to this agreement may be presented at anytime and shall be mutually agreed upon in writing after joint discussions involving both parties.

This Agreement shall become effective when executed by both parties and shall remain in effect for a period of five (5) years, and shall automatically be renewed for successive five (5) years periods unless terminated by either party upon sixty (60) days prior written notice.

D. PRINCIPAL CONTACTS


The principal contacts for this agreement are:

Mason Transit Authority Primary Contact	Mason County DEM - Manager
Name: Mike Ringgenberg	Name: G. Ross McDowell
Phone: (360) 432-5733	Phone: (360) 427-9670 ext. 806
Fax: (360) 426-0899	Fax: (360) 427-7756
Email: mringgenberg@masontransit.org	Email: rmcdowell@co.mason.wa.us
Mason Transit Authority Secondary Contact	Mason County DEM – Planner
Name: Marshall Krier	Name: Tammi Wright
Phone: (360) 432-5732	Phone: (360) 427-9670 ext. 800
Fax: (360) 426-0899	Fax: (360) 427-7756
Email: mkrier@masontransit.org	Email: tammiw@co.mason.wa.us

E. AUTHORIZED REPRESENTATIVES

By signature below, the parties certify that the individuals listed in this agreement as representatives of the parties are authorized to act in their respective areas for matters related to this agreement.

THE PARTIES HERETO have executed this agreement.



 Mason County Division of Emergency Management
 Signature, Title

02/22/16

 Date



 Mason Transit Authority
 Signature, Title *Acting General Manager*

2/16/16

 Date