



<http://www.tnfirechiefs.com/>

### ***Memorandum of Understanding (MOU)***

This MOU is between the Tennessee Fire Chiefs Association (TFCA) and \_\_\_\_\_.

The Tennessee Fire Chiefs Association Program Team will assist your fire department or county group of departments 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 TFCA Program will provide opportunities for you to network with others and attend leadership and recruitment trainings. In addition, you will be given access to an online recruitment and retention data collection system as well as other tools and templates to use for recruitment and retention purposes.

As a department or county group, you fully understand and are committed to actively participating in the program and will work together with the Tennessee Fire Chiefs Association 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 TFCA Program for two years.
- Identify a program leader or volunteer coordinator within the department or county group of departments who will manage and oversee the responsibilities associated with the TFCA program. You may also select coordinators at the department/company level, if applicable.
- Key staff must attend and fully participate in the Tennessee Fire Chiefs Association Orientation Webinar and Kick-Off meetings. Key staff includes: fire chief(s), chief officers, program leader, and volunteer coordinator. The Orientation Webinar will be August 24 and the Kick-Off in-person meeting will be September 28.
- 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/logos and contact information for marketing materials.
- Create and submit a list and timeline/12-month plan of recruitment/retention activities that will be carried out during the program.
- Monitor, track, evaluate and provide data related to the results of the recruitment campaign to the TFCA 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 TFCA Program Team in a prompt manner.
- Attend and participate in meetings and/or phone calls with the TFCA Program Team.

- Stakeholders on all levels (county/city/town managers/mayor, and county/city/town/department fire chiefs/board chairmen, etc., must agree and adhere to the terms outlined in this MOU.

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Department Name & Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**\*\* All city/county departments in the county group that will be involved must have a Chief, Board Chairman, 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 Name & Manager/Mayor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**\*\* All city departments participating must have either their City Manager or Mayor sign this MOU. Additional signatures can be provided by attaching another sheet or signing on back of this MOU \*\***

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County Mayor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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Please sign and return to [tnsafergrant@gmail.com](mailto:tnsafergrant@gmail.com)

**If you have any specific questions about this MOU, please do not hesitate to contact Chief Eddie Phillips directly at [ephillips801@gmail.com](mailto:ephillips801@gmail.com) or at 423-802-7794, Chief James Fountain at [jamesf@cityofmilan.com](mailto:jamesf@cityofmilan.com) or at 731-414-8870, or Tori Pritchett at [tnsafergrant@gmail.com](mailto:tnsafergrant@gmail.com) or at 931-244-5206.**