



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
FORT SILL, OKLAHOMA 73503-1899

REPLY TO
ATTENTION OF:

**MEMORANDUM OF AGREEMENT
BETWEEN
UNITED STATES ARMY GARRISON (USAG) FORT SILL
AND
CITY OF LAWTON**

SUBJECT: Dispatch service for emergency purposes.

1. References:

- a. DoD 4000.19-I, Interservice and Intragovernmental Support, 9 August 1995.
- b. AR 190-24 Ch 3, Armed Forces Disciplinary Control Boards & Off Installation Liaison & Operations.
- c. USAAFACFS Memo 1998 #25-10, Permissible use of Federal Government Communications Resources.

2. Purpose. The City of Lawton and Ft. Sill desire to pool their public safety resources so that the City can operate a joint dispatch service for emergency purposes.

3. Scope. This agreement applies to 911 services for Lawton and Fort Sill.

4. Problem. The many different emergency agencies must have a central command point to place the proper support at the needed place at the quickest time.

5. Responsibilities of the United States Army Garrison Fort Sill (GARRISON)

a. Fort Sill will assign six (6) personnel to work in the City's Communications Center under the direction of the Emergency Communications Supervisor (9-1-1 Director). All personnel assigned to the center must be approved by the Emergency Communications Supervisor.

SUBJECT: Dispatch service for emergency purposes

b. Fort Sill personnel must meet all center standards. Current center standards include APCO Public Safety Telecommunicator training, OLETS and NCIC certification, First Aid and CPR certification, and Emergency Medical Dispatch Certification through the National Academy of Emergency Medical Dispatch. Center standards are subject to change. In the event of a formal change the Emergency Communications Supervisor will notify Fort Sill through the Fort Sill liaison.

c. Be responsible for the disciplining of Fort Sill personnel working in the City's communication center based on allegations of misconduct reported to Fort Sill's point of contact by the Director.

d. Lease the government-furnished equipment identified in attachment A to the City for a period of one hundred and seventy nine (179) days for use by Fort Sill dispatchers.

e. Be responsible for travel and fees associated with OLETS certification, Emergency Medical Dispatch certification, Basic Telecommunicator certification, and continuing education training. The Communications Center will provide in-house training to Fort Sill at a cost of third party materials and certification fees. Fort Sill will provide training to improve communications understanding and ability to provide call taking and dispatching services for Fort Sill at the cost of third party materials and certification fees. Fort Sill has several trainers who will provide on the job and classroom training at no charge to the City of Lawton.

f. Fort Sill personnel will be placed on the Fort Sill Page 2 of OLETS. They will also be listed on the Emergency Communications Page 2 of OLETS as having access to OLETS and NLETS through the Emergency Communications Terminal. Fort Sill communications personnel will run queries through OLETS and NCIC for authorized law enforcement personnel in accordance with all rules and regulations governing OLETS and NCIC.

g. Be responsible for providing updates to street maps, building maps, and other Graphic Information System (GIS) layers that may help the Communications Center assist responders and the citizens of Fort Sill as soon as possible.

h. Will provide a single point of contact, individual or office, for questions on the Fort Sill Master Service Address Guide (MSAG). The Emergency Communications Supervisor or designee will be the City of Lawton contact on all matters involving the MSAG. Fort Sill is responsible for maintaining their own MSAG data with AT&T.

SUBJECT: Dispatch service for emergency purposes

i. Fort Sill is responsible for providing all changes to their MSAG to the City of Lawton Emergency Communications Division. The City of Lawton will take the data provided and update their records.

j. Will provide the Communications Center with primary and secondary contacts for Police, Fire, EMS, and Emergency Management. Each agency is responsible for providing the Communications Center with current policies and contact information. Fort Sill also needs to provide copies of all policy letters and changes that relate to how calls are handled by the organization.

k. Agrees to pursue option of increasing personnel to nine or to establish contract services.

l. Be responsible for the maintenance of Fort Sill Fire Status Monitor and 400 mhz Radios.

6. Responsibilities of the City of Lawton

a. Be responsible for supervision of the Communications Center.

(1) The Emergency Communications Shift Supervisor:

(a) Determines work procedures, prepares work schedules, and expedites workflow.

(b) Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

(c) Studies and standardizes procedures to improve efficiency of subordinates.

(d) Corrects or oversees the correction of errors and takes and investigates complaints.

(e) Issues written and oral instructions.

(f) Maintains harmony among workers and resolves grievances.

(g) Supervises the training new employees.

(h) Performs or assists subordinates in performing duties.

SUBJECT: Dispatch service for emergency purposes

(i) Maintains supporting documentation and prepares composite reports on employee performance.

(2) The shift supervisor has the authority and responsibility to meet the above listed duties. The shift supervisor will be called on from time to time to deal with issues that arise outside of these enumerated responsibilities.

b. The Communications Center has several certified instructors who will provide on the job and classroom training at no charge to Fort Sill.

c. Assume responsibility for the maintenance, repair, upgrade, and replacement of the equipment. Return any original equipment to Fort Sill when it has been replaced. Retain ownership of the new equipment (excluding the Fire Status Monitor and 400 mhz radios).

d. All dispatching policies are approved by the Emergency Communications Supervisor. The Emergency Communications Supervisor will review the policy, evaluate the affect the change has on the Center's ability to meet the change. The Emergency Communications Supervisor will suggest changes if applicable and provide reasons why the policy is not in the best interest of the center and its response agencies if not approved.

e. The Communications Center will assist Fort Sill Police, Fire, EMS, and Base Security by providing a telephone interface for emergency response personnel. The Communications Center will follow established procedures and protocol for the various agencies they support.

f. The City of Lawton is responsible for basic IT and GIS support for street maps, building maps and other GIS layers that may help the Communications Center assist responders.

7. Agreements and Understandings of All Parties.

a. This document survives the departure or position change of any of the signatories.

b. It remains in effect until canceled by mutual agreement or until canceled by 180 days advance written notice to the other party.

c. It shall be reviewed when deemed necessary and may be amended upon mutual consent of all parties.

d. Each party shall provide sufficient advance notice in writing to the other prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.

SUBJECT: Dispatch service for emergency purposes

e. Each party shall waive all claims against the other for compensation of any loss, damage, injury, or death occurring as a consequence of the performance of this agreement.

f. No provision of this agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

8. Points of Contact (POCs).

a. GARRISON.

(1) MOA POCs. Ms. Winona Morris, garrison support agreements manager (SAM), and Mr. Joe Ragsdale, 6607 NW Fort Sill Boulevard, Building 467R, Fort Sill, OK 73503-1899, (580) 442-3560/5803, e-mail: winona.morris or joe.ragsdale@us.army.mil.

(2) Technical POC. Mr. Christopher Alverson, Civil Liaison, bldg 1649, Ft Sill, OK 73503 (580) 442-2682, chris.alverson@us.army.mil.

b. City of Lawton.

(1) Larry Mitchell, (580) 581-3201, 103 SW 4th Street, Lawton, OK 73501, e-mail lmitchell@cityof.lawton.ok.us.

(2) Ronnie Smith, (580) 581-3200, 10 SW 4th Street, Lawton, OK 73501, e-mail rsmith@cityof.lawton.ok.us.

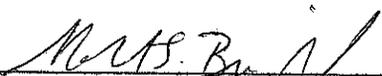
(3) Mr. Derrell Morgan, (580) 581-3492, 103 SW 4th Street, Lawton, OK 73501, (580) 581-3492, e-mail dmorgan@cityof.lawton.ok.us.

SUBJECT: Dispatch service for emergency purposes.

9. Effective Date. Date of the last signature below.



JOHN P. PURCELL, JR.
Mayor



ROBERT S. BRIDGFORD
Colonel, FA
Garrison Commander

November 4, 2008
(Date)

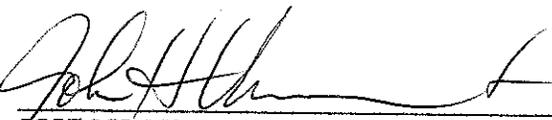
11-4-08
(Date)

ATTEST:



TRACI HUSHBECK
City Clerk

November 4, 2008
(Date)



JOHN H. VINCENT
City Attorney

Nov 4, 2008
(Date)

SUBJECT: Dispatch service for emergency purposes

Attachment A

Fort Sill Equipment at Communications Center

- 4 400 mhz Radios**
- 1 Fire Station Monitor**
- 1 Dispatch console**