

MEMORANDUM OF UNDERSTANDING
Between
INFO LINE OF LOS ANGELES
and
INFO LINE OF SAN DIEGO

Purpose

The purpose of this Memorandum of Understanding is to allow for reliable and rapid provision of mutual aid between the two organizations in time of an emergency impacting either of them.

Terms

The "Requesting Agency" is the agency in the impacted area that needs mutual aid to carry out its responsibilities. The "Providing Agency" is the agency outside the impacted area that furnishes mutual aid resources.

Activation

When (1) INFO LINE of Los Angeles or INFO LINE of San Diego is called upon to respond to a local state of emergency and (2) the necessary response exceeds the local agency's staffing capacity, the impacted agency should immediately notify the other agency that it needs mutual aid. If the providing agency is unable to provide aid for any reason it should immediately notify the impacted agency, otherwise the following terms will apply.

Points of Contact

The mutual aid point of contact for INFO LINE of Los Angeles is the Executive Director or, in his/her absence, the Program Service Director. The point of contact for INFO LINE of San Diego is the Executive Director or, in his/her absence, the Assistant Director.

Mutual Aid Minimums

The providing agency will send a minimum of two trained staff persons, unless only one is requested. They will be on site at the requesting agency in no more than 72 hours after the request. They will be committed to the requesting agency for no less than 2 weeks, unless they are needed for a shorter time.

Employment for mutual aid employees is "at will" and can be terminated or extended at any time through mutual agreement of the executive directors of the two agencies.

Finances

Unless other arrangements are mutually agreed to at the time of the request for mutual aid, the mutual aid staff will be hired as temporary employees of the requesting agency at their regular salary. The requesting agency will be responsible for their Workers' Compensation and State Disability insurance costs, travel costs to the area of service

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and, if applicable, for local mileage, meals, and lodging costs. Mutual aid employees will be paid for overtime in accordance with Wage and Hour laws, rather than earning compensatory time off. The providing agency will be responsible for maintaining their usual level of benefits. If an individual staff member remains at the requesting agency for more than three weeks, the requesting agency will pay mileage for the staff person to return home for unpaid time off two days in every three week period.

Pre-event training

Each agency will send at least two information and referral line staff to the other agency for pre-event training at least once each year. All costs relating to pre-event training will be covered by the staff persons' home agency.

Termination

This Memorandum of Understanding can be terminated at any time by either of the executive directors of the two agencies.

For INFO LINE of Los Angeles:

Frank P. Stahl
Name

Executive Director
Title

5/16/94
Date

For INFO LINE of San Diego:

Sara Hatten
Name

Director
Title

5/18/94
Date