

Memorandum of Understanding with Stillman Fire Protection District

Introduction

This executive summary presents a Memorandum of Understanding (MOU) between the Meridian CUSD #223 and the Stillman Fire Protection District, formalizing a long-standing collaborative relationship. This MOU outlines reciprocal support, with the Fire District providing facility access to the School District and, in return, the School District offering IT support services to the Fire District.

Background:

Historically, an informal agreement has existed where the Fire District has generously allowed the School District to utilize its facilities for various educational purposes, such as teacher meetings, student testing, and work groups. In exchange, Meridian District IT staff have provided informal assistance with IT-related needs at the fire station, particularly for systems common to both entities, including general troubleshooting and audio-visual support. Given changes in personnel over time and the increasing use of Fire District facilities by school staff, formalizing this arrangement is deemed beneficial for both parties to ensure clear guidelines and continuity of support.

Key Provisions of the MOU:

- **Use of Facilities (Fire District to School District):** The Fire District agrees to provide access to its onsite facilities, including meeting rooms and amenities, for School District use as mutually agreed upon.
- **Support Services (School District to Fire District):** In exchange for facility use, the School District will provide IT support services to the Fire District (within reason). These services include computer assistance and audio-visual needs, provided during School District staff working hours and only to the extent that it does not interfere with the School District's own IT needs. It is acknowledged that the School District does not guarantee the ability to address all of the Fire District's IT needs, and the Fire District will maintain its own external IT support for security, HIPAA, and confidentiality reasons.
- **Liability and Indemnification:** The Fire District agrees to hold the School District harmless from any claims, damages, or liabilities arising from the Fire District's use of the School District's IT support services. The Fire District is solely responsible for providing any necessary equipment or resources to mitigate IT or audio-visual issues.
- **Priority of Use:** The School District's IT support needs will take precedence over the Fire District's IT requirements. Conversely, the Fire District's need for access to its own facilities will take precedence over the School District's IT requirements.
- **Responsibilities:** The Fire District will maintain its facilities in a clean and operational condition. The School District will provide timely and effective IT support as requested, subject to the MOU's conditions.

- **Duration:** The agreement commences upon signing and remains in effect until terminated by either party with 30 days' written notice.

Recommendation:

This MOU formalizes a valuable, long-standing reciprocal relationship that benefits both the School District and the Stillman Fire Protection District. It provides clarity regarding responsibilities, scope of services, and liability, ensuring a smooth and continued partnership. Given the immediate need for facility use by school staff as the new school year begins, and the benefit of formalized guidelines, it is recommended that the Board of Education consider approval of this Memorandum of Understanding.