

MEMORANDUM OF UNDERSTANDING Public Health Emergency Preparedness Services

Between

Marinette County Public Health and Oconto County Public Health

Purpose

The purpose of the Memorandum of Understanding (MOU) is to define a cooperative working relationship between Marinette and Oconto Counties for the provision of technical assistance and the strengthening of Marinette's local capacity for planning and responding to public health incidents and events, infectious disease outbreaks, and other public health threats. The scope of services that Oconto County Preparedness personnel will provide is outlined below.

Scope of Services

The focus of services provided will be on public health emergency preparedness.

Oconto County Public Health personnel will possess skills in areas such as surveillance, epidemiology, preparedness planning, performance management, and information technology.

Oconto County Preparedness personnel will provide assistance to Marinette County Public Health staff to meet core functions of emergency preparedness planning and strengthening local capacity. Technical assistance services will include:

- Maintaining Public Health Emergency Plan and providing templates and tools available for revisions.
- Identification of gaps within the Public Health Emergency Plan and assisting to establish a remediation plan for local implementation.
- Assessing agency capabilities and assisting the development of an improvement plan to close gaps for local implementation.
- Assessing staff competencies, supporting the establishment and implementation of staff training plans
- Providing technical assistance for exercise development, implementation and evaluation:
 - Assist with pre-training as needed
 - Assist with selecting exercise objectives
 - Assist with logistic issues
 - Assist with timelines
 - Meet all HSEEP requirements
 - Assist with exercise implementation if needed (evaluator/observer)

- Assist with exercise hotwash Write AAR/IP
 - Exercise assumptions: Oconto and Marinette County table top exercise, functional, full scale exercises not to coincide dates/times
- Guiding local staff on the actions and timeframes which will meet contract objectives, providing templates and tools as available
 - Assuring that Marinette County Public Health Division remains current on federal and state Public Health Emergency Preparedness communications / information
 - Does not include on-site assistance during a real event or incident.

Roles and Responsibilities

- Oconto County Public Health reserves the right to staff in a manner that will assure technical assistance is provided for capacity development of local skills and competencies as detailed above.
- Personnel are under the direct supervision of the Oconto County Health Officer with input from the Marinette County Health Officer. The Marinette County Health Officer will prioritize work tasks if appropriate.

Payment

- Marinette County Public Health is responsible for financial obligations of the Oconto County Preparedness personnel including salaries, travel, supplies and administrative costs based upon the actual amount of service provided.
- Below are the agreed upon rates
 - Personnel time: \$ 35.00 per hour
 - Travel: \$0.54/mile
(to/from Oconto)
 - Supplies: Actual cost
- Oconto County Public Health will send Marinette County Public Health an invoice monthly for services rendered. Marinette County agrees to remit payment within 30 days of receipt of the invoice.
- The total cost of the MOU shall not exceed \$12,000 per calendar year. Maximum reimbursement for this agreement period November 1, 2014 – June 30, 2016 will be \$19,000.

Coordination with other Local Response Groups

Oconto County Public Health Emergency Preparedness personnel will provide technical assistance including templates and tools for Marinette County Public Health staff to coordinate and collaborate with local hospitals, clinics, emergency medical response services, hazardous materials teams, emergency government, and other appropriate groups in Marinette County.

Regional Coordination

Public Health Preparedness staff will share information and guide follow-through for local coordination and collaboration with other regional groups involved with public

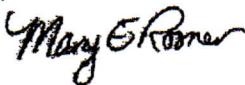
health incidents and events and other emergency preparedness and response, such as regional trauma area consortia and regional hazardous materials teams, as appropriate.

Term of Agreement

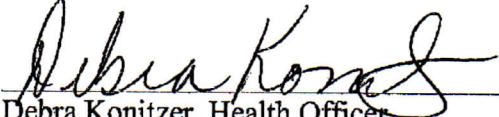
This agreement becomes effective November 1, 2014. It shall be effective from November 1, 2014 through June 30, 2016. Any member agency may terminate its participation in this agreement by providing a 30-day notice in writing to all other parties.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on the day and year above first written.

Marinette County Public Health

BY:  Date: 8-8-2014
Mary E. Rosner, Health Officer

Oconto County Public Health

BY:  Date: 8/13/14
Debra Konitzer, Health Officer