

Memorandum of Understanding

between

Arkansas Association of Resource Conservation and Development Councils, Inc.
(AARCD)

and the

_____ Fire Department
(FD)

PURPOSE

The purpose of this Memorandum of Understanding is to develop cooperation between AARCD and FD to implement a fire department membership dues billing program pursuant to Act 1326 of 2003 as administered by AARCD. Additional agreements between AARCD and companies providing mailing services may be developed to perform the specific task of mailing fire department membership dues notices.

OBJECTIVES

1. Coordination, promotion, and implementation of the fire department membership dues program to benefit the FD and therefore the citizens of the state.
2. Exchange of information and data among the parties of this Memorandum of Understanding to benefit the FD.
3. Provide assistance to the FD with the time consuming tasks and expense of mailing fire department membership dues notices.
4. Increase the amount of funds collected through membership dues for the FD.

ROLES OF THE PARTIES

AARCD

1. Enter into agreements with a reputable company to provide mailing services.
2. Educate FD as needed on methods of collecting, storing, and updating subscription mailing lists.
3. Provide billing invoices containing language to encourage public support of the FD.
4. Provide the billing invoice, outgoing and return envelopes, and the postage.
5. Billing invoice will include a return payment stub showing the FD as the recipient of the funds.
6. A second notice will be mailed within three months to those that have not paid.

7. The mailing list will only be used to promote the FD and to provide the public with fire prevention and educational materials. ***The list will not be sold or distributed for any other purpose.***
8. All matters concerning mailing lists, funding amounts, collections rates, etc. will be kept in confidence. The information will only be shared in aggregate form with parties involved in the program.

FD

1. Provide an accurate mailing list of the homeowners and businesses (recipients) to which fire department services are being provided.
2. Provide the actual amount to be billed for each recipient.
3. Provide the normal billing cycle.
4. 60 days after the first mailing, provide a list of recipients that have not paid.
5. 120 days after the first mailing, provide a report of the total funding received and the number of recipients paying.
6. Provide other documentation as requested to support the mailing services.

PERIOD OF AGREEMENT/ TERMINATION

This Memorandum of Understanding will become effective when signed by all parties and shall remain in effect for the period of one year. The agreement will automatically renew unless one or both parties desire to amend or terminate the agreement. Renewal of this agreement is subject to the availability of funds. Either party may terminate this Memorandum of Understanding by providing written notice to the other party within 30 days of the termination date.

This Memorandum of Understanding is signed below by parties, duly authorized to act on behalf of their organizations, on this _____ day of _____, 200_____

_____ **Fire Department**

Name (printed)

Signed

Arkansas Assoc. of RC&D Councils

Charles Gangluff, Program Manager

Signed