

MEMORANDUM OF UNDERSTANDING (MOU) Between:
4 Paws 2 Freedom and the City of Grass Valley

- I. This is an agreement between the 4 Paws 2 Freedom, hereinafter called 4P2F, and the City of Grass Valley.

a. PURPOSE & SCOPE:

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the Peer Support Dog training program for the City of Grass Valley. This program is intended to assist First Responders reduce stress after difficult calls with the goal of healthier outcomes and longevity of First Responders. To support this goal, 4P2F, and the City of Grass Valley will each develop criteria for their individual responsibilities to make this program successful. All parties should ensure that program activities are conducted in compliance with all applicable Federal, State, County, and City laws, rules, and regulations.

b. BACKGROUND:

This Partnership came into existence to meet the goals of the parties to provide free Peer Support Dog training to First Responders in the City of Grass Valley. The program focuses on teaching the Primary Handler to train the dog through weekly classes and on-the-job practice to be a certified Peer Support Dog over the course of a one-year period.

Each party brings a set of skills and experience to create a successful program.

c. THIS MOU IS INTENDED TO:

- i. Increase awareness of the need for Peer Support Dogs in high stress working environments.
- ii. Enhance 4P2F's involvement as a dedicated community partner.
- iii. Provide Public Safety Agencies Peer Support Dog training opportunities at little or no cost to them.
- iv. Establish long-term, mutually beneficial relationships that work with First Responders.

d. GOALS AND OBJECTIVES:

- i. The goals and objectives of the parties are to provide the First Responders in the City of Grass Valley the following:
 1. Provide evaluation of suitability for both the prospective Handlers and dog;

2. Provide initial training (and certification when the team graduates) to the Primary Handler selected for the program;
3. Make available continuing education for graduates of the program.

e. PARTIES/ORGANIZATIONS:

- i. Lead Trainer for 4P2F: Steven Barnett
- ii. Lead Administrator for the City of Grass Valley: Mark Buttron
- iii. Primary Handler: Tim Kiser
- iv. Secondary Handler: Taylor Day

II. 4P2F RESPONSIBILITIES UNDER THIS MOU:

a. 4P2F shall undertake the following activities:

- i. Along with the help of the Lead Administrator listed above, develop the parameters of the Peer Support Dog Program for the selected Dogs and Handlers.
- ii. Along with the input of the City of Grass Valley, evaluate the effectiveness of the program on a regular basis.
- iii. Make a written application process available for Primary and Secondary Handlers.
- iv. Personally interview every applicant who wishes to become a Handler.
- v. Require a health record for each puppy or dog accepted into the program.
- vi. Evaluate every proposed dog, whether puppy, existing pet, or rescue animal, for service aptitude.
- vii. Periodic Station or Department visits.
- viii. Weekly Training Classes for dog and Primary Handler.
- ix. Facility Dog Certification when dog and Handler have passed all the Benchmarks and Public Access Testing based on Industry Standards.
- x. Require a written agreement between each Handler and 4P2F.
- xi. Require all students and volunteers to sign and follow a written Code of Ethics.
- xii. Maintain records for all dogs in training and post-graduation.
- xiii. 4P2F will support the City of Grass Valley's marketing efforts in various forms of media and events.
- xiv. There is no guarantee either written or implied that dogs and/or Handlers who participate in this program will be certified as Peer Support or Facility Dogs or teams.

III. City of Grass Valley RESPONSIBILITIES UNDER THIS MOU:

- a. The City of Grass Valley will undertake the following activities:
 - i. Promote the use of Facility Dogs in all Safety Departments (Police, Fire, etc.);
 - ii. Recruit potential handlers for future Facility Dogs;
 - iii. Conduct a preliminary evaluation of any potential program participants to determine whether the Handler and/or dog should proceed with an evaluation by the 4P2F trainers.

IV. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY BOTH PARTIES THAT:

- a. This agreement will become effective upon the date of signature of the following parties and will remain in effect for 1 year.
- b. The Agreement can be terminated by any party upon 30-day written notice; termination will be immediate if it is for cause and agreed upon by remaining parties.
- c. No direct compensation will be given to any party by another party.

V. **INSURANCE: *EXAMPLE ONLY***

- a. During the entire term of this Agreement, the City of Grass Valley and 4P2F shall, at its own expense, maintain, and shall require all subcontractors to maintain insurance as set forth below.
 - i. Minimum Scope of Insurance: Coverage shall be:
 - 1. Commercial General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage; and a \$3,000,000 aggregate. Any combination of General Liability, and Excess Coverage amounting to a minimum of \$3,000,000 in coverage will be acceptable. The Commercial General Liability additional insured endorsement shall be as broad as the Insurance Services Inc.'s (ISO) additional insured, Form B CG 20101001.
 - 2. Automobile Liability. "Any Auto" with \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - 3. Workers' Compensation. If applicable, and as required by the Labor Code of the State of California, and Employers' Liability Insurance; with limits as required by the Labor Code of the State of California and Employers' Liability limits of

\$1,000,000 per accident. This provision shall not apply if the party has no employees performing work under this Agreement.

4. Other Provisions: If the above insurance is written on a claims-made form, it shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement and continue for at least three full years following the completion of services/work under this Agreement. Any deductibles, self-insured retentions, or changes in these items must be declared to and approved by both parties. Each insurance policy shall include the standard Severability of Interest, or Separation of Insured (General Liability Form CG 00 01 12 04) clause in the policy and when applicable the cross-liability insurance coverage provision which specifies the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured. Each insurance policy required by this Agreement shall be endorsed to state that coverages shall not be canceled except after 30 days prior written notice has been given to both parties.

VI. RECORD RETENTION:

- a. All records must be retained for three years from fiscal closure. This requirement applies to fiscal records, reports, and client information. Supporting documentation may be kept at the subcontractor level but must be available for review for three years.

VII. EFFECTIVE DATE AND SIGNATURE

- a. This MOU shall be effective upon the signature of the City of Grass Valley's and 4P2F's authorized officials. The Parties indicate agreement with this MOU by their signatures. This MOU is not a legal undertaking. The signatories will abide by the terms to reach the objective stated in the MOU by striving to do their best.
- b. All amendments to this Agreement must be in writing and signed by an authorized representative of both Parties. No Party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempt or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

contact@4paws2freedom.org

Signature

Date