

# MEMORANDUM OF UNDERSTANDING

Between

Meadows Valley Rural Fire District

and

The City of New Meadows

## I. Purpose

This Memorandum of Understanding (“MOU”) establishes the roles, responsibilities, and cooperative procedures between the Meadows Valley Rural Fire District (“the District”) and the City of New Meadows (“the City”) with respect to fire department plan reviews, inspections, and approvals for new construction and development projects located within the City limits of New Meadows, Idaho.

## II. Background

The City of New Meadows is responsible for permitting and regulating construction within City limits. The Meadows Valley Rural Fire District provides fire protection, emergency response, and fire code enforcement within its service area, which includes the City of New Meadows. Coordination between the City and the District is essential to ensure compliance with adopted fire and life safety codes, and to safeguard the health, safety, and welfare of residents, businesses, and visitors.

## III. Scope

This MOU applies to all new construction, major remodels, and development projects within the City of New Meadows that require fire department review, inspection, or approval.

## IV. Roles and Responsibilities

### A. Meadows Valley Rural Fire District shall:

1. Review building and site plans for compliance with adopted fire and life safety codes, including fire access, hydrant placement, water supply, and fire protection systems.

2. Conduct fire-related inspections as required during construction, including rough-in and final inspections of fire suppression, fire alarm, and related systems.
3. Provide written documentation of inspection results and approvals to the City's permitting authority.
4. Serve as the authority having jurisdiction (AHJ) for fire and life safety codes as adopted by the State of Idaho and/or local ordinance.
5. Provide consultation and technical guidance to City officials, developers, and contractors regarding fire and life safety requirements.

B. The City of New Meadows shall:

1. Require applicants for building permits to submit plans for fire department review prior to permit approval.
2. Forward building and development plans to the District in a timely manner for review and comment.
3. Ensure that required fire department inspections are scheduled and approved prior to issuing certificates of occupancy.
4. Support the District in enforcement of applicable fire codes and conditions of approval.
5. Incorporate fire department requirements into the City's permitting and inspection process.

V. Communication and Coordination

- A. The City and the District agree to maintain open communication and share relevant information regarding commercial and residential construction and inspection activities, to be reviewed annually.
- B. Both parties shall designate a point of contact to coordinate plan reviews, inspections, and related matters.
- C. Meetings may be scheduled as needed to resolve issues or review significant development proposals.

VI. Duration and Amendment

- A. This MOU shall become effective upon signature by both parties and remain in effect unless modified or terminated by written notice by either party with 90 days written notice, to be reviewed annually.
- B. Amendments may be made at any time with 90 days written notice agreed upon by both parties.
- C. This is a living document and may be amended or changed and agreed upon by both parties with 90 days written notice.

VII. Costs (to be determined)

VIII. This document shall be reviewed annually and agreed upon by both parties from the date of signing.

IX. Signatures

***For Meadows Valley Rural Fire District***

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Meadows Valley Rural Fire Department  
Fire Chief*

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Meadows Valley Rural Fire Department  
Fire Commissioner*

Date: \_\_\_\_\_

***For City of New Meadows***

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_