



North Carolina Workforce Solutions

Memorandum of Understanding (MOU)

This MOU is between the North Carolina Association of Fire Chiefs (NCAFC) and _____.

The Workforce Solutions (WS) program team will assist your department/county associations with recruitment and retention efforts by providing you with a GIS recruitment and retention toolkit that identifies your target audience and includes recruitment strategy ideas. You will also be given customized marketing materials to use for your recruitment campaign. The WS program will provide opportunities for you to network with others and attend leadership and recruitment trainings. In addition, you will be given access to an online recruitment and retention data collection system as well as other tools and templates to use for recruitment and retention purposes.

As a department/county association, you fully understand and are committed to actively participating in the WS program and will work together with the WS program team to improve your department's recruitment and retention efforts.

You understand and are committed to fulfilling the participant obligations as listed below:

- Participate in the WS program for two years.
- Identify a program leader or volunteer coordinator within the county group of departments who will manage and oversee the responsibilities associated with the WS program. You may also select coordinators at the department/company level, if applicable.
- Key staff must attend and fully participate in the Workforce Solutions orientation webinar and kick-off meeting. Key staff includes fire chief(s), chief officers, program leader, volunteer coordinator, and ideally, at least one representative from the elected governing body, board chair, and/or the county/city/town administrator's office. The NC WS program team will determine the dates/times for the orientation webinar and kick-off meeting.
- Provide images/logos and contact information for marketing materials.
- Create and submit a list and timeline/12-month plan of recruitment/retention activities that will be carried out during the program.
- Monitor, track, evaluate, and provide data related to the results of the recruitment campaign to the WS program team.
- Submit monthly tracking forms and fill out all required information, including recruitment and retention data.
- Respond to email, phone, and written inquiries from the WS program team in a prompt manner.
- Attend and participate in meetings and/or phone calls with the WS program team.
- Stakeholders on all levels (county/city/town managers/mayor, county/city/town/department fire chiefs/board chair, etc., must agree and adhere to the terms outlined in this MOU.

The NCAFC and WS have the right to terminate the MOU if a department or a county association does not comply with the abovementioned responsibilities.



Department Name & Chief's Signature: _____ Date: _____

Printed Name: _____ Email: _____

**** All city/county departments in the county group that will be involved must have a Chief, Board Chairman, or designated representative sign this MOU. Additional signatures can be provided by attaching another sheet or simply signing on the back of this MOU.****

City Name & Manager/Mayor Signature: _____ Date: _____

Printed Name: _____ Email: _____

**** All city departments participating must have either their Board Chair, City Manager, or Mayor sign this MOU. Additional signatures can be provided by attaching another sheet or signing on the back of this MOU ****

County Mayor Signature: _____ Date: _____

Printed Name: _____ Email: _____

To be completed by NCAFC/WS Staff:

Signature: _____ Date: _____ Email: _____

Chief Tracy Mosley, NCAFC WS Program Coordinator

Please sign and return to Shakir Mohammed at smohammed@iafc.org

If you have any specific questions about this MOU, please do not hesitate to contact Chief Tracy Mosley directly at tmosley@ncafc.com or at 252-205-1289.