

## MEMORANDUM OF AGREEMENT

This memorandum of Agreement (“MOA”) is made by and between The North Country Public Health Region (PHR), North Country Health Consortium, and the municipalities and other applicable units of government located within the geographical boundaries of the North Country Public Health Region (Northern Grafton and Coos counties). This written MOA has been developed with the guidance of the New Hampshire Department of Health and Human Services, Division of Public Health Services for the purpose of identifying those agencies that agree in principal to house or otherwise store, insure, register, operate and tow a twenty foot logistical- supply trailer.

WHEREAS, the attending members of the Regional Coordinating Council has approved and subsequently received a Federal grant administered by the New Hampshire Department of Health and Human Services for the express purpose of purchasing a logistical support asset; and

WHEREAS, the intended use of this asset is to store supplies and equipment needed to support the operation of a regional Acute Care Center and regional Point of Dispensing as outlined in the Public Health Emergency Preparedness and Response Plan; and

WHEREAS, the use of this asset is intended for all communities and associated partners representing North Country Public Health Region in a time of Public Health or other related All Health Hazard emergency; and

NOW THEREFORE, the parties agree in principal as follows:

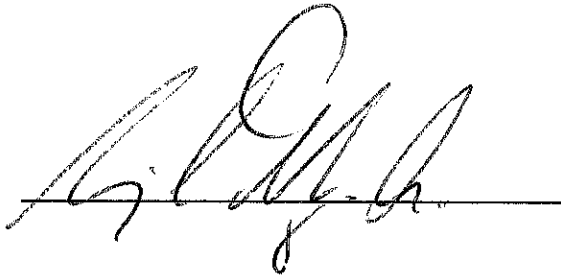
1. The term of the MOA shall be from its signing until a signatory requests a modification of this document.
2. North Country Health Consortium agrees to purchase the asset and transfer the title of ownership to the Town of Errol, NH
3. The Town of Errol, New Hampshire agrees to house the logistical support asset at their fire station located at 127 Main St., space permitting.
4. The Town of Errol, New Hampshire agrees to register, take title, and insure the asset using an appropriate funding mechanism.
5. The parties agree that they will provide a vehicle of sufficient size as well as the necessary certified operator of that vehicle to tow the logistical support asset to the scene upon request of a signing member.

North Country Public Health Region – Public Health Emergency Response Supply Trailer MOA

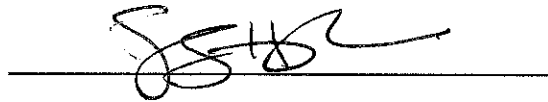
6. The North Country PHR Regional Coordinating Committee (RCC) agrees in principal to solicit council members to form a committee for the purpose of reviewing proposed standard operating guidelines (SOG) for the operation of the logistical support asset.
7. The signatories agree to enter in mutual aid agreements with other NH Public Health Regions for the purpose of supporting a regional request if the logistical support asset is not needed in the North Country Public Health Region.
8. Effective date of this agreement shall be March 21, 2011.

**Regional Coordinating Committee**

**Community/State of New  
Hampshire Representative/  
North Country Public Health  
Region Representative**




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## North Country Public Health Region

New Hampshire Department of Public Health Services

Proudly Serving: Berlin, Carroll, Clarksville, Colebrook, Columbia, Dalton, Dixville, Dummer, Errol, Gorham, Jefferson, Lancaster, Milan, Millsfield, Northumberland (Groveton), Odell, Pittsburg, Randolph, Shelburne, Stark, Stewartstown, Stratford, Wentworth's location, Whitefield, Bath, Benton, Bethlehem, Easton, Franconia, Haverhill, Landaff, Lisbon, Littleton, Lyman, Monroe, Sugar Hill

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<b>S.O.G. TITLE:</b>	<b>Logistics Trailer ~ Errol, NH</b>	
<b>POLICY NUMBER:</b>	<b>NC PHR #001</b>	<b>Effective Date: March 21, 2011</b>
<b>PURPOSE:</b>	The following operating guidance provides the following policies: <b>Policy (1):</b> Assistance for communities and other potential users of the North Country Public Health Region Logistics-Command trailer, hereinafter referred to as the "Trailer" and	
	<b>Policy (2):</b> For a process to use and replace equipment in the Regional Public Health Logistical Support Asset	

### Policy (1)

It shall be the policy of the North Country Public Health Region (PHR) to provide the communities of the Region a mechanism for utilizing the regional logistical support trailer for emergencies impacting those communities.

### Operating Guidance

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**The North Country PHR Regional Logistics Asset (trailer) is a 20 foot dual axle trailer that is located in the fire station in the Town of Errol, NH. Access to the trailer is through Chief Carlton Eames of the Errol Fire Department. Contact via Colebrook Dispatch at 237-4487.**

**Mobilization:** Upon receipt of a request to mobilize the trailer personnel should be prepared to respond to the Town of Errol in a vehicle equipped to tow a 20 foot trailer. The tow vehicle should be capable of towing a 10,000 lb. GVW trailer. The trailer is equipped with surge brakes. The tow vehicle must have a 2 5/16 inch ball on at least a type three hitch. Upon arrival on scene the operator(s) shall:

1. With the assistance of a spotter, position the trailer in an appropriate location
2. Place wheel chocks around trailer wheels to prevent trailer movement
3. Raise jack stand in front of the trailer to disconnect trailer from vehicle hitch
4. Remove safety chains and electrical connections

5. Move tow vehicle away from trailer if appropriate

#### **De-Mobilization:**

1. Complete the inventory form indicating the number of items used (form is located inside the trailer)
2. Remove wheel chocks and stow them in trailer
3. Close, secure and lock all trailer doors
4. Connect trailer, safety chains and trailer electrical cord to tow vehicle
5. Lower jack stand in front of trailer
6. Requesting agency is responsible for notifying the Public Health Network Coordinator of re-stocking items needed (when used during a declared public health emergency) and returning trailer to the Town of Errol.

#### **Policy (2)**

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It shall be the policy of the North Country Public Health Region (PHR) to provide the communities of the Region a mechanism for utilizing equipment located within the regional logistical support trailer for emergencies impacting those communities.

#### **Operating Guidance**

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1. **The North Country PHR Regional Logistics Asset (trailer) is a 20 foot dual axle trailer that is located in the firehouse on 127 Main Street in the Town of Errol, NH. Access to the trailer is through Chief Carlton Eames of the Errol Fire Department. Contact via Colebrook Dispatch at 237-4487.**
2. **Located inside the trailer by rear door is a master inventory sheet that identifies the resource type and quantity. These are both expendable and non-expendable supplies.**
3. **At the time of delivery, the host community should complete a supply trailer inventory. If it's found that the contents of the trailer do not match the inventory sheet, the Public Health Network Coordinator would be contacted immediately at 603-259-3700 x228.**
4. **It is the responsibility of the Emergency Management Director or his or her designee of the community requesting the supplies to "sign out "the quantity, type, and date and time taken as well as the time and date returned on the inventory sheet.**

5. **Any inventory used for a declared public health emergency must be documented and submitted to the Public Health Network Coordinator. The Public Health Network is responsible for restocking inventory. Appropriate cost recovery is at the discretion of the North Country Public Health Region.**
6. **As soon as time permits the Emergency Management Director or his/her designee should contact the Public Health Network Coordinator at 603-259-3700 x228 to notify him/her of the usage of equipment from the trailer.**