

**BOROUGH OF LONGPORT
COUNTY OF ATLANTIC
STATE OF NEW JERSEY
RESOLUTION 2023-153**

**Shared Services Agreement between the Offices of Emergency Management
for the City of Ventnor, the City of Margate, and the Borough of Longport
for the operation of a mobile command trailer
obtained through a State of New Jersey LEAP Grant.**

WHEREAS the City of Ventnor, City of Margate and Borough of Longport are authorized pursuant to NJSA 40A:65-1, et seq., to share certain services and functions exercised or performed by a local unit pursuant to law and may enter into a “shared service” agreement to jointly provide services which are memorialized by agreement between the participating local units; and

WHEREAS the parties have recognized a need for their respective Offices of Emergency Management to establish and maintain a mobile command post/filed office from which to command emergency incidents or large planned events while maintaining records and communications within proximity of the event; and

WHEREAS the combined Offices of Emergency Management for the parties involved will equip the mobile unit with the necessary elements whereby the mobile command trailer can efficiently operate as a mobile emergency operations center. The parties agree as follow:

a. Specific assignment of responsibility:

Each city has been tasked with providing office fixtures, furniture, paper goods and hardware to pre-stage administrative materials to allow for immediate deployment of the mobile unit. The participating agencies of Ventnor, Margate and Longport OEM offices will provide agency specific IT equipment, documentation caches and mobile communications gear to operate independently. Each agency has mutual aid agreements in place to allow for ability to form task groups for large scale incidents and to run training exercises.

b. "Start-up" and in-kind contributions

Following the awarding of the grant and the purchasing of the trailer unit the coordinators of the agencies involved shall meet to divide up the purchasing of required elements from the existing budgets of each unit.

c. Salaries and employee benefits remain the responsibility of the parent municipality of each staff member under existing individual municipal agreements or union contracts.

d. Discussions on necessary materials needed to equip and staff the mobile unit will be determined on an annual basis at a joint meeting of the participating agencies. This meeting will be hosted by Ventnor OEM as the lead agency in the grant.

e. Office supplies

As stated above.

f. Clerical work (support services)

N/A

g. Capital expenditures.

None currently planned.

h. Cost modification procedures

All modifications to the trailer unit have been completed under the initial purchasing agreement between the participating agencies.

2. Administration

a. Unit(s) responsible for services

Each agency is responsible for replacing logistical items used during training or operations.

b. Control over responsible units

Quarterly and post event inspections will be completed by a team of members assigned from each participating agency.

c. Citizen inquiries and complaint resolution

Shall be addressed to the OEM Coordinators

- d. Addition of new participants
None currently planned but the group is open to requests from interested municipal emergency agencies.
- e. Liability issues and responsibility
The unit will be insured by the City of Ventnor through the Atlantic County Joint Insurance Fund.

3. Maintenance will be addressed on an as needed basis with all participating agencies responsible for 1/3 the cost of necessary or agreed upon maintenance / upgrades.

4. Staffing and Personnel: Each agency shall be responsible for staffing incidents in their jurisdiction.

- a. Utilization of personnel
 - i. All use of personnel will follow the principles of ICS and the NIMS concepts.
- b. All employees shall at all times remain employees of their respective agency and subject to the Policies and Procedures of same.

5. Property Arrangements

The storing of the unit will be determined on an as needed basis w/ Ventnor City Fire Station #2 being the current location of the trailer.

6. Monitoring and Evaluation

The unit will be inspected quarterly and after each use.

7. Duration

- a. Length of service agreement
This agreement is for the life of the unit or the dissolution of the Office of Emergency Management agreement between the partner cities.
- b. Amendment
Proposed amendments shall be subject to approval by the parties Governing Bodies.
- c. Dispute Resolution
Disputes shall be decided by a majority vote.
- d. Termination

Any of the parties may withdraw from the agreement by notifying the other parties in writing within 90 days of the end of the calendar year.

This agreement is effective as of the date of the Mayor's signature.

ATTEST:

CITY OF VENTNOR CITY

Lisa Hand, City Clerk

Lance B. Landgraf, Jr. - Mayor

DATE: _____

ATTEST:

CITY OF MARGATE CITY

, City Clerk

- Mayor

DATE: _____

ATTEST:

BOROUGH OF LONGPORT

Monica A. Kyle, City Clerk

Nicholas M. Russo, Mayor

DATE: _____

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	AB	MOT.	SEC.
RUSSO	X				X	
LEEDS	X					X
LAWLER				X		
X-Indicates Vote NV-Not Voting AB-Absent MOT-Motion SEC-Second						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF ADOPTION: 12/6/2023

/s/ Monica A. Kyle, RMC