

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

25-842

SAP Number

San Bernardino County Fire Protection District

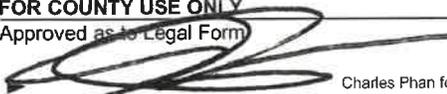
Department Contract Representative	Dan Munsey
Telephone Number	909-387-5779
Contractor	International Association of Fire Chiefs
Contractor Representative	Jeff Dulin
Telephone Number	
Contract Term	October 21, 2025 - June 30, 2028
Original Contract Amount	Non-Financial
Amendment Amount	
Total Contract Amount	
Cost Center	
Grant Number (if applicable)	

Briefly describe the general nature of the contract:

This is to approve a non-financial Memorandum of Understanding with International Association of Fire Chiefs for the provision of practical training and work experience with the San Bernardino County Fire Protection District, effective October 21, 2025, through June 30, 2028.

FOR COUNTY USE ONLY

Approved as to Legal Form


Charles Phan for
Rick Luczak, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

▶ _____

Date _____

Reviewed/Approved by Department

▶ _____

Date _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into between the International Association of Fire Chiefs (IAFC), a non-profit, IRS 501(c)(3), tax-exempt corporation with offices at 8251 Greensboro Drive, Suite 650, McLean, VA 22102, and the San Bernardino County Fire Protection District (SBCFPD) located at 598 S. Tippecanoe Ave., 2nd Floor, San Bernardino, CA 92415. The IAFC and SBCFPD may be referred to in this document either singly or in plural as "the Parties." The IAFC is representing its partnership with Saudi Aramco, Aramco Americas and Aramco Training Services Company (ATSC), and not any requirements placed on Saudi Aramco as far as liabilities or insurance coverages.

The IAFC has entered into a Professional Training Program Agreement (PTPA) with ATSC. ATSC facilitates on-the-job training for selected employees of the Saudi Arabian Oil Company ("Saudi Aramco"), an ATSC affiliate. As part of this training, selected Saudi Aramco employees are placed in other companies to receive practical training and to broaden their experiences. Saudi Aramco, Aramco Americas and ATSC are fully responsible for all personnel requirements, insurance related or coverage requirements. ATSC has confirmed that they meet or exceed all requirements stated in this agreement, as required by the United States J-1 Visa Process requirements for this type of program.

The purpose of this MOU is to set out a mutual understanding between the IAFC (hereinafter referred to as the "HOST") and SBCFPD (hereinafter referred to as the "HOST DEPARTMENT"), regarding Saudi Aramco, Aramco Americas, ATSC as "SPONSORING AGENCY placement of eight (8) (May be subject to change 30 days out) Saudi Aramco employees (hereinafter collectively referred to as "TRAINEE" with the HOST DEPARTMENT for the purpose of practical training or work experience (hereinafter referred to as "TRAINING" and as described in Schedule "A" to this MOU)) with HOST DEPARTMENT. TRAINEE's assignment shall be for a term of approximately six (6) months. TRAINEE shall receive practical training and work experience within the HOST DEPARTMENT and will be under the HOST DEPARTMENT's management, direction, and control during the term of TRAINEE's assignment with HOST DEPARTMENT. HOST DEPARTMENT shall endeavor to assign TRAINEE to meaningful, substantive and rewarding work, not exclusively routine staff work. The HOST serves as the facilitator between the SPONSORING AGENCY and the HOST DEPARTMENT for the delivery of the Training Program.

Training and Consideration:

HOST DEPARTMENT shall provide each TRAINEE with the TRAINING as described in Schedule "A" to this MOU.

HOST DEPARTMENT shall not be responsible for the salary, living expenses, and travel expenses pertaining to TRAINEE during TRAINEE's assignment with HOST.

In consideration for receiving the benefit of the services of TRAINEE, HOST DEPARTMENT shall provide TRAINEE with office space, routine daily work assignments and normal supervision. Work performed by TRAINEE during the TRAINEE's assignment with HOST DEPARTMENT shall be deemed to be work performed by TRAINEE on behalf of HOST DEPARTMENT and any remuneration or compensation HOST DEPARTMENT receives for the work product and results of TRAINEE's services during the assignment with HOST DEPARTMENT shall be for HOST

DEPARTMENT's benefit.

If a TRAINEE is unable to continue in the program (for any unforeseen and acceptable reason) prior to the completion of 6 months, ATSC shall have the option of replacing that TRAINEE for the remainder of TRAINEE's term.

HOST DEPARTMENT shall coordinate all media requests and or in-person interaction with any TRAINEE through the IAFC and ATSC to protect the TRAINEES from any conflicts.

HOST DEPARTMENT may incur expenses that will require reimbursement from the HOST. All sums that become due under this MOU shall be paid by the HOST promptly after submission of an itemized invoice as follows:

HOST DEPARTMENT invoices shall be addressed to:

International Association of Fire Chiefs, Inc.
8251 Greensboro Drive Ste 650
McLean, VA 22102
Ref: Agreement No. A-0087-2020/01

HOST DEPARTMENT shall submit invoices in digital format as an Adobe PDF file attachment to an email sent to jmorris@iafc.org, with the word "invoice" somewhere in the subject line of the email. Complete remittance instructions should be included on the invoice. After certification of each invoice by HOST, HOST shall promptly pay HOST DEPARTMENT the amount due. Payments to HOST DEPARTMENT shall be made in accordance with HOST DEPARTMENT's remittance instructions.

Authorization to Work:

ATSC is solely responsible for obtaining for each TRAINEE a J-1 Visa (Exchange Visitor Visa) which authorizes TRAINEE to undertake the practical training and work experience contemplated by this MOU. TRAINEE's original U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification (I-9) form, together with a copy of TRAINEE's visa and immigration documents, shall be maintained at ATSC's offices. Upon request, HOST and HOST DEPARTMENT shall be entitled to receive a copy of such forms and documents on or prior to deployment of each TRAINEE at HOST DEPARTMENT.

Indemnification:

The HOST agrees to indemnify, defend (with counsel reasonably approved by HOST DEPARTMENT) and hold harmless HOST DEPARTMENT and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this MOU from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the HOST DEPARTMENT on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The HOST's indemnification obligation applies to the HOST DEPARTMENT's "active" as well as "passive" negligence but

does not apply to the HOST DEPARTMENT's "sole negligence" or "willful misconduct" within the meaning of California Code of Civil Procedure section 2782.

A.1 Insurance

SPONSORING AGENCY is responsible for procuring all required insurance policies pursuant to this MOU and provide a copy of the additional insured endorsement or other required insurance documents. In the event SPONSORING AGENCY does not, or is unable to, procure the required insurance, the HOST will provide the required insurance. In the event neither SPONSORING AGENCY nor HOST is able to procure the requisite insurance required by this MOU within ten (10) days after a request, HOST Department may immediately terminate the MOU.

A.2 Additional Insured

All policies, except for Worker's Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the HOST DEPARTMENT and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the HOST DEPARTMENT to vicarious liability but shall allow coverage for the HOST DEPARTMENT to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

A.3 Waiver of Subrogation Rights

The SPONSORING AGENCY shall require the carriers of required coverages to waive all rights of subrogation against the HOST DEPARTMENT, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the SPONSORING AGENCY'S employees or agents from waiving the right of subrogation prior to a loss or claim. The SPONSORING AGENCY hereby waives all rights of subrogation against the HOST DEPARTMENT.

A.4 Policies Primary and Non-Contributory

All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the HOST DEPARTMENT.

A.5 Severability of Interests

The SPONSORING AGENCY agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross-liability exclusions that preclude coverage for suits between the HOST and the HOST DEPARTMENT or between the HOST DEPARTMENT and any other insured or additional insured under the policy.

A.6 Proof of Coverage

The SPONSORING AGENCY shall furnish Certificates of Insurance to the HOST DEPARTMENT administering the MOU evidencing the insurance coverage at the time the MOU is executed, additional endorsements, as required shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the HOST DEPARTMENT, and SPONSORING AGENCY shall maintain such insurance from the time SPONSORING AGENCY

executes the MOU hereunder until completion. Within fifteen (15) days of the commencement of the MOU, the SPONSORING AGENCY shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

A.7 Acceptability of Insurance Carrier

Unless otherwise approved by HOST DEPARTMENT's Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

A.8 Deductibles and Self-Insured Retention

Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

A.9 Failure to Procure Coverage

In the event that any policy of insurance required under the MOU does not comply with the requirements, is not procured, or is canceled and not replaced, the HOST DEPARTMENT has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the HOST DEPARTMENT will be promptly reimbursed by the HOST.

A.10 Insurance Review

Insurance requirements are subject to periodic review by the HOST DEPARTMENT. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the HOST DEPARTMENT. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the HOST DEPARTMENT, inflation, or any other item reasonably related to the

HOST DEPARTMENT's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to the MOU. SPONSORING AGENCY agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the HOST DEPARTMENT to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the HOST DEPARTMENT.

A.11 The SPONSORING AGENCY agrees to provide insurance set forth in accordance with the requirements herein. If the SPONSORING AGENCY uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the SPONSORING AGENCY agrees to amend, supplement or endorse the existing coverage to do so. Without in anyway affecting the indemnity herein provided and in addition thereto, the SPONSORING AGENCY shall secure and maintain throughout the contract term the following

types of insurance with limits as shown:

A.11.1 Workers' Compensation/Employer's Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the SPONSORING AGENCY and all risks to such persons under the MOU.

If SPONSORING AGENCY has no employees, it may certify or warrant to the HOST DEPARTMENT that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the HOST DEPARTMENT's Director of Risk Management.

With respect to contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

A.11.2 Commercial/General Liability Insurance – The SPONSORING AGENCY shall carry General Liability Insurance covering all operations performed by or on behalf of the SPONSORING AGENCY providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- a. Premises operations and mobile equipment.
- b. Products and completed operations.
- c. Broad form property damage (including completed operations).
- d. Explosion, collapse and underground hazards.
- e. Personal injury.
- f. Contractual liability.
- g. \$2,000,000 general aggregate limit.

A.11.3 Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the SPONSORING AGENCY is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the SPONSORING AGENCY owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

A.11.4 Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any

liability not covered by the primary policy. The coverage shall also apply to automobile liability.

A.11.5 Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance – Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the state of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

A.11.6 Cyber Liability Insurance - Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion, and network security. The policy shall protect the involved HOST DEPARTMENT entities and cover breach response cost as well as regulatory fines and penalties.

Applicable Law:

The parties agree to comply with all applicable regulations governing Exchange Visitor Programs contained in the Code of Federal Regulations (22 C.F.R. Part 62, et seq.). ATSC shall ensure that each TRAINEE has the insurance coverage required by such regulations (22 CFR 62.14). A summary of the health insurance coverage provided to each TRAINEE will be provided by ATSC to HOST and will be made available to HOST DEPARTMENT upon request.

This MOU shall be governed by and construed according to the laws of the State of California.

Employment Status:

TRAINEE shall at all times remain an employee of Saudi Aramco whose services are being lent to HOST DEPARTMENT. TRAINEE shall not be eligible for any employee benefits provided by HOST DEPARTMENT to its employees.

Equal Employment Opportunity:

The HOST DEPARTMENT shall abide by the requirements of 41 CFR, part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Term and Termination:

This MOU shall be valid upon full execution by the parties hereto and shall terminate on June 30, 2028.

SPONSORING AGENCY may terminate this MOU, or the assignment of any TRAINEE under this MOU, at any time by giving prior written notice of such termination to the HOST and the HOST DEPARTMENT, twenty (20) days prior to the date of such termination.

HOST may terminate this MOU, or the assignment of any TRAINEE under this MOU, at any time by giving prior written notice of such termination to SPONSORING AGENCY and the HOST DEPARTMENT, twenty (20) days prior to the date of such termination.

HOST DEPARTMENT may terminate this MOU by giving prior written notice of such termination to HOST and the SPONSORING AGENCY twenty (20) days prior to the date of such termination.

Should the SPONSORING AGENCY or HOST commit a material breach of this MOU, HOST DEPARTMENT may terminate the training assignment of one or more TRAINEES or may terminate this MOU by giving SPONSORING AGENCY and HOST fifteen (15) days written notice to that effect. If a TRAINEE's assignment is terminated, all TRAINEE's lesson plans and resources will be made available to HOST who must share with ATSC and its Affiliates through the IAFC Academy, the IAFC's web-based learning platform.

The obligations under the Confidentiality, Intellectual Property, Settlement of Disputes, and Liability provisions set forth herein shall survive the termination of TRAINEE's assignment or the termination of this MOU.

Notices:

All notices, authorizations and approvals pertaining to this MOU shall be in writing. All notices between the parties shall be sufficient when delivered in person or sent by email or facsimile, or by certified or registered mail, to the appropriate address listed in this MOU.

HOST DEPARTMENT:
SBCFPD
598 S. Tippecanoe Avenue, 2nd Floor
San Bernardino, CA 92415

HOST:
IAFC
8251 Greensboro Drive, Ste 650
McLean, VA 22102

Settlement of Disputes:

Any controversy or claim arising out of or relating to this MOU or the breach thereof shall, if not finally settled by mutual agreement of the parties hereto, be properly settled in San Bernardino County, California.

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorney fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney fees directly arising from a third-party legal action against a party hereto and payable under Indemnification and Insurance Requirements

Remedies:

All remedies available to either party for one or more breaches by the other party are and shall be deemed cumulative and may be exercised separately or concurrently without waiver of any other remedies. The failure of either party to act in the event of a breach of this MOU by the other party shall not be deemed a waiver of such breach or a waiver of future breaches unless such waiver shall be in writing and signed by the party against whom enforcement is sought.

Conflict of Interest:

Except for customary promotional material and occasional business entertainment limited in value in any instance to the reasonable cost of a business meal, and except as specifically authorized under the terms of this MOU, neither party shall give, offer, or accept and warrants that it has not given, offered or accepted, directly or indirectly, any money, personal services, credit or other thing of value, to or from the other party, its affiliated or related companies, or any of their agents, independent contractors or subcontractors or the employees of any of the foregoing, in order to influence the award of this MOU or any other contract that has been or may be awarded by a party, or their terms, performance, administration, extension or termination.

Further, each party shall avoid situations in which any personal interest could conflict with the interests of the other party or any of its affiliated or related companies. Each party shall inform the other party at once in writing should a party become aware that any such conflict of interest has arisen. Any violation of this provision shall constitute a substantial breach of this MOU which, without prejudice to the non-breaching party's right to enforce any other remedy provided by law, shall empower the non-breaching party to terminate this MOU for default and claim damages, including but not limited to, any increased costs incurred by the non-breaching party as a result of such breach.

Confidentiality:

Both parties acknowledge that the provision of the training provided under this Agreement may require the exchange of each party's trade secrets, confidential and proprietary information ("Confidential Information"). Each party will use all reasonable safeguards to protect the other party's Confidential Information and use the same care and discretion to avoid disclosure, publication or dissemination of Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate. Neither party will disclose the other party's Confidential Information to any third party without the prior written consent of the other party, except as is necessary to provide the training hereunder.

Export Controls:

Materials, technology and/or technical data supplied under this MOU may be subject to U.S. Export Control Law and regulations. To the extent U.S. Export Control Law or regulations may be applicable, HOST DEPARTMENT agrees to comply fully with such law and regulations. Upon ATSC's request, HOST / HOST DEPARTMENT shall provide ATSC with written certification that HOST / HOST DEPARTMENT has complied with such law and regulations.

Intellectual Property:

For the purposes of this MOU, Intellectual Property is any intellectual creation that either party rightfully owns prior to the execution of the MOU or creates during the performance of this MOU and wishes to protect. Protection may come in the form of patents, copyrights, trade secrets, trademarks, trade names, and other mechanisms to prevent unauthorized access to the property.

- A. All rights, title, and interest in the intellectual property, data, or materials legally owned by either party prior to the execution of the original MOU, whether or not utilized in the performance of this MOU, shall remain exclusive property of the original owner.

Relationship of the Parties:

- A. This MOU shall not constitute a joint venture, partnership, consortium, or any other form of business arrangement or organization, other than the mutual understanding and the rights and obligations of the parties as expressly set forth herein.
- B. Neither party shall have the authority to bind the other party or make any commitments of any kind for or on behalf of the other party nor act as an agent or partner of the other for any purpose whatsoever.

Debarment and Suspension (Executive Orders 12549 and 12689):

No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.

General Provisions:

HOST DEPARTMENT shall not subcontract any part of the work or services under this MOU without HOST's prior written consent.

If HOST approves a proposed subcontractor, the following provisions shall apply:

- a) HOST DEPARTMENT shall remain primarily responsible for (i) all services and work performed by any subcontractor and (ii) all goods, materials or equipment provided by any subcontractor.
- b) HOST DEPARTMENT shall be fully responsible for the acts and omissions of all of its subcontractors, at whatever tier.
- c) HOST DEPARTMENT shall schedule, coordinate and manage the services and work performed by any subcontractor and ensure that all services and work performed by any subcontractor complies with the terms of this MOU, including any schedule deadlines.
- d) HOST DEPARTMENT shall ensure that all subcontracts contain provisions that obligate said subcontractors to fully comply with all of the terms and conditions of this MOU.

This MOU shall be binding upon and inure to the benefit of the successors and assigns of the parties to this MOU; however, this MOU may neither be assigned nor transferred either in whole or in part, by either party without first obtaining the written consent of the other party.

Failure of either party to exercise any of its rights under this MOU shall in no way constitute a waiver of those rights, nor shall such failure excuse the other party from any of its obligations under this MOU. No benefit or right accruing to either party under this MOU shall be waived unless the waiver is reduced to writing and signed by both parties to this MOU. The waiver, in one instance of any act, condition or requirement stipulated in this MOU shall not constitute a continuing waiver or a waiver of any other act, condition or requirement or a waiver of the same act, condition or requirement in other instances, unless specifically so stated.

This MOU shall not give any person not a party to this MOU any right to enforce its provisions. The laws of the Commonwealth of Virginia shall govern this MOU without regard to conflicts of laws principles. If any provision(s) of this MOU are invalid or inoperative under law, the remaining provisions of this MOU shall continue in full force and effect. This MOU may be executed in any number of counterparts, and each and all counterparts together shall constitute one and only one agreement. This MOU contains the entire agreement of the parties and supersedes all previous agreements they may have made with regard to the subject matter of this MOU, whether orally or in writing.

This MOU may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same MOU. The parties shall be entitled to sign and transmit an electronic signature of this MOU (whether by

facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed MOU upon request.

IN WITNESS WHEREOF, the parties hereto have set their hands.

FOR International Association of Fire Chiefs, Inc.

By: 
Tom Murphy
Acting CEO/ Executive Director

Date: 10/16/25

FOR San Bernardino County Fire Protection District

By: 
Dawn Rowe
Chair

Date: OCT 21 2025

SIGNED AND CERTIFIED THAT A COPY OF
THIS DOCUMENT HAS BEEN DELIVERED
TO THE CHAIRMAN OF THE BOARD
LYNNA BOMELL
Secretary

By: 
Deputy



SCHEDULE A

SCOPE OF WORK

The International Association of Fire Chiefs (IAFC) is partnering with the San Bernardino County Fire Protection District (SBCFPD) to develop an International Fellowship Program, an immersion-based training program with the U.S. fire service for Saudi Aramco Firefighters (“TRAINEES”). Through the program, TRAINEES will internalize the traditions and best practices of the U.S. fire service and will develop a framework to apply what they’ve learned at Saudi Aramco’s Fire Protection Department.

General overview:

- Eight (OR NUMBER AGREED UPON) TRAINEES will begin their program and conclude six months later.
- TRAINEE’s work schedule shall be a minimum of 40 hours a week or as deemed necessary by IAFC. The TRAINEE is responsible for reporting all hours worked to the IAFC.
- SBCFPD shall evaluate TRAINEE on the same basis that it evaluates its own employees. In addition to normal supervision, SBCFPD shall provide the IAFC with a monthly performance evaluation of the TRAINEE’s assignment.
- The IAFC with SBCFPD will conduct an Officer Development Program for TRAINEES and will also be open to as many SBCFPD personnel as the class curriculum is designed for.

Proposed Plan of action:

- The TRAINEES will begin with a two to four-week orientation program. The IAFC and SBCFPD will collaboratively develop the orientation program and ensure that the TRAINEES are issued uniforms/PPE and an administrative and operational orientation to SBCFPD. During this period, SBCFPD will assess each TRAINEES ability to perform SBCFPD’s standard. The IAFC and SBCFPD will assess the TRAINEES fitness for the program before embedding them at SBCFPD’s stations.
- TRAINEES will be embedded at SBCFPD’s fire stations for approximately five months. At the mid-point of their “station-time,” the IAFC and SBCFPD will meet with TRAINEES to discuss their experience to date and provide feedback.
- IAFC and SBCFPD will collaborate on developing an agenda for TRAINEES last week and graduation ceremony.

End of Schedule A