

**Memorandum of Understanding**  
**Between**  
**The Minnesota State Fire Chiefs Association**  
**And**  
**Saint Paul Fire Department**  
**For**  
**Fair Plan Grant Funding**

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Minnesota State Fire Chiefs Association and the (Fire Department) to participate in the Fair Plan Grant Funding program.

**Background**

The Minnesota State Fire Chiefs Association continues to enjoy a strong relationship with the Minnesota FAIR Plan. In the past the FAIR Plan has provided donation/grant money to purchase all of our demonstration trailers as well as fund the Kitchen Fire Safety Kits and Early Childhood Kits that have been distributed to members who attended our conference or requested one.

The FAIR Plan has now provided funding for a Home Safety Survey Program. The funds will be used to purchase Stove Top Extinguishers which will be given as an incentive to homeowners who agree to undertake this “free” survey of home safety hazards.

**Purpose**

This MOU will use data to compare results in fire frequency before and then after the grant period. Simply put, we want to measure to see if there is any impact.

The above goals will be accomplished by undertaking the following activities:  
You must agree to the following:

- Conduct a minimum number of home safety surveys based on the number of Stove Top Fire Stop units received.

**Reporting**

- Collect risk factor information for each home visited and submit that data quarterly, as specified, to MSFCA Executive Director (April-Q1 data / July-Q2 data / Oct-Q3 data / Jan-Q4 data).
  - Combustibles too close
  - Storage in oven
  - Children under 5 yo / Adults over 65 yo
  - Smoke alarms not working (over 10 years old, no batteries)
  - Cooking with oils 3+times a week (frying, butter, etc.)
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### **Funding**

A predetermined number of Stove Top Fire Stop units will be provided along with one of the options below

- \$750 in additional funds to cover administrative/material costs, or
- an additional 25 units (number based on price at time of purchase)

### **Duration**

The initial program will run from January 1 and December 31, 2017.

### **Contact Information**

Saint Paul Fire Department  
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### **Saint Paul Fire Department**

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 Fire Chief

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 City Attorney

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 Director of Financial Services

### **Minnesota State Fire Chiefs**

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### Grant Allocation & Notes

Dept	# of units	Administrative Expenses *	Comments
Bloomington	120	\$750*	As requested
Cloquet	120	\$750*	As requested
Eden Prairie	70	\$750*	Number of surveys unspecified
Hallack	70	\$750*	Missing data collection, investigations, etc.
Excelsior	50	750	As requested
Hopkins	75	\$750*	As requested
Lakeville	100	\$750*	As requested
Long Lake	105	\$750*	As requested
Maple Grove	70	\$750*	Number of surveys unspecified, no person identified
Maplewood	200	\$750*	As requested
Moorhead	50	750	Number of surveys unspecified
New Brighton	70	\$750*	As requested
SBM	70	\$750*	Minimum requested
Shakopee	50-70	\$750*	As requested
St. Paul	350	\$750*	As requested
WBL	70	\$750*	Number of surveys unspecified
<b>TOTALS</b>	<b>1540-60</b> (\$45,600)	<b>\$11,250</b>	<i>*A program expense summary must be supplied to account for the \$750 administrative costs OR you can elect to receive 20 additional units instead of the administration fee.</i>