

## Summary – Draft Access and Use Agreement

*NOTE: This section-by-section summary is provided for the benefit of PRS membership only and is not a substitute for the actual document.*

This Access and Use Agreement is between the Township of Plainsboro/PTEMS and the Plainsboro Rescue Squad and covers facilities, vehicles, equipment and supplies owned by PRS.

1. Grant of Access and Right to Use.
  - a. PRS grants the Township permission for PTEMS Staff to use the building, vehicles, equipment, and consumable supplies. PRS may also permit use of the Building, Vehicles and Equipment by the Township and/or PTEMS Staff for other purposes (e.g., training, etc) upon reasonable prior request.
  - b. PRS determines which vehicle(s) are to be used at which times. Absent further direction, PTEMS may use the next available vehicle posted on the board until able to reach the Chief or Chief Driver for direction.
  - c. PRS will provide access codes for PTEMS staff to use.
2. Responsibilities of the Parties. **Exhibit A** identifies individual and shared duties. Separating the responsibilities from the body of the document into Exhibit A allows us to make periodic changes as situation warrants.
3. Provision of Fuel. The Township will supply or reimburse the cost of fuel for all PRS vehicles.
4. Supplies. Cost for supplies listed in **Exhibit B** shall be split between PRS and PTEMS. Other consumable supplies will be supplied by PRS. Again, Exhibit B can be modified as needed over time.
5. Computers. Use of all computers and networks at PRS are governed by PRS policies.
6. Funding. The Township agrees to provide the maximum amount of funding to PRS allowable by state law (currently \$70,000). Also, the Township agrees to budget at least \$7,000 towards the purchase of non-consumable equipment for PRS use each calendar year, similar to the annual Fire District purchase request.
7. PTEMS Conduct of Emergency Services. The Township and their staff are required to follow applicable laws and regulations, and exercise reasonable care and due regard when using PRS assets. PTEMS must maintain facilities and equipment they use in a clean, secure, and safe condition.
8. Township's Assumption of Risk; Release. This section seeks to protect the PRS's interests from any liability arising from the use of their equipment or building by PTEMS. Also makes it clear that squad building is being offered as-is for PTEMS use.

9. Indemnification. Appropriate legal language intended to protect and indemnify PRS from PTEMS's failure to comply with the provisions of the Agreement unless liability was negligently or intentionally caused by PRS or their representatives
10. Insurance. Appropriate legal language requiring Township to meet or exceed PRS insurance coverages, and provide documentation to PRS of same.
11. Term and Termination. Agreement is valid for 5 years and automatically renews annually thereafter. 4 month notice required prior to either party withdrawing from the agreement. Sections 8, 9, 11, 12, and 13 carry forward even if the agreement is withdrawn, to protect PRS assets.
12. Governing Law; Dispute Resolution. Legal language stating that any disputes will be resolved through arbitration and consistent with Plainsboro and New Jersey laws and regulations.
13. Miscellaneous. Legal language covering requirements including confidentiality, procedures to change the agreement, limitations of the agreement, and severability of any segments found to be invalid or unenforceable.

**Exhibit A – Responsibilities**

<b>Responsibilities / Tasks</b>	<b>PRS</b>	<b>PTEMS Staff</b>	<b>Township</b>
<b>Vehicles</b>			
Provide three (3) Basic Life Support (BLS) ambulances licensed by the State of New Jersey for BLS emergency medical care and transport.	X		
Provide any Customary Maintenance for the Vehicles. “ <b>Customary Maintenance</b> ” consists of oil changes, replacement of oil filter, tire pressure monitoring, installation/decommissioning of snow chains, tire rotations, and tire changes (excluding cost of tires) through the use of existing facilities, personnel and equipment, which shall include the same customary maintenance activities that the Township performs on vehicles owned or controlled by the Township.			X
Provide any maintenance that is not Customary Maintenance for the Vehicles.	X		
Upon request by the PTEMS Supervisor, provide copies of all material maintenance records for the Vehicles for maintenance completed within the last six (6) months.	X		
Clean inside and outside of each Vehicle assigned for use by PTEMS at least one (1) time per week (or more if the Vehicle is unsightly).		X	
Fill onboard oxygen tanks when below 1000 psi (or sooner).		X	
Ensure that all PTEMS Staff have a valid driver’s license.			X
Obtain and review driving abstracts for each PTEMS Staff.			X
Provide copies of such driving abstracts for each PTEMS Staff to the PRS chief.			X
Report, via e-mail, any (a) Vehicle and Equipment related problem(s) to the PRS chief and line officers, and (b) Building related problem(s) to the PRS trustees, in each case, with the PTEMS supervisor copied.		X	
<b>Equipment</b>			
Fill oxygen cascade using oxygen concentrator.		X	
Fill D size tanks from cascade when depleted.		X	
<b>Building</b>			
Maintain Building rooms in a neat and orderly fashion (eg, vacuum and clean surfaces in room regularly used), unless overtime is required for these tasks.	X	X	
Remove trash and place in dumpster when filled during PTEMS operations.		X	
Operate Building utilities in a reasonable fashion (eg, turn off lights, limit use of HVAC, etc.)		X	
Receive packages addressed to PRS building on behalf of PRS.		X	
Provide grounds maintenance around the PRS building, including snow removal.			X

## **Exhibit B – Shared Cost Supplies**

1. AED
  - a. Electrodes (adult and pediatric)
  - b. Spare & Replacement Batteries
2. Medications
  - a. Albuterol (if and when PTEMS starts using Albuterol)
  - b. Narcan
  - c. Epinephrine Injectors (adult and pediatric)
3. Airway adjuncts
  - a. BVM – Adult & Pediatric
  - b. NRB – Adult & Pediatric
  - c. Adult NC
  - d. Medium/Large CPAP
  - e. Nebulizer Masks (if and when PTEMS starts using Nebulizer Masks)
  - f. Oropharangeal Airways (OPA)/Nasopharyngeal Airways (OPA)
  - g. Suction Canister, Tubing & Catheters
4. PPE
  - a. Gloves (All sizes)
5. Stretcher Battery – Spare and Replacement
6. Lucas Supplies - (suction cups, spare/replacement battery, if and when PTEMS starts using PRS LUCAS device)