



Memorandum of Understanding

between

Jefferson County Emergency Service Agency (JCESA)

and

Eackles Spencer Norton Funeral Home (ES&N)

Date TBD

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the JCESA and the ES&N to provide temporary storage of and access to the JCESA owned and maintained refrigerated body containment unit currently in service at ES&N.

Background

Due to the limited storage for deceased bodies at Jefferson Medical Center, transportation to and storage of patients determined to be death in the field by either JCESA EMS units or Jefferson County Volunteer Fire Department EMS units was terminated by Jefferson Medical Center administration. Jefferson County has no other local morgue facility available to receive and temporarily store deceased bodies that were either unattended by a family member, guardian or health care professional; or where the cause of death was determined to be a Medical Examiner case in need of a formal autopsy; the JCESA after receiving conditional approval from ES&N to temporarily house a portable refrigerated body containment unit, purchased said unit and began a three year verbal arrangement of transporting those decedents to ES&N for temporary storage until such time as the deceased was either removed to the State Medical Examiners Office for autopsy or designated funeral home for final disposition.

Memorandum of Understanding

between

Jefferson County Emergency Service Agency (JCESA)

and

Eackles Spencer Norton Funeral Home (ES&N)

Purpose

This MOU is intended to solidify the current verbal understanding between Jefferson County ESA, Jefferson County VFD EMS and ES&N and to provide clarity to the roles and responsibility of each party and provide a mutually agreed period for extending and discontinuing this MOU

Terms

While the refrigerated body containment unit is temporarily stored at ES&N, ES&N will provide the minimum required electrical power to and allow access to the unit 24 hours a day, 365 days a year by Jefferson County ESA, EMS personnel and the County Medical Examiner for the direct purpose of delivering, processing and temporarily storing deceased bodies at no charge to Jefferson County or JCEAS. Access for removal of the decedents from ES&N, by M.E. transport or another mortuary, may be assisted by ES&N staff from 9 a.m. – 5 p.m. Monday – Friday, phone calls being necessary when staff is not present. If ES&N discovers the unit malfunctions or fails to maintain the minimum required operating temperature, ES&N will notify JCESA as soon as possible. JCESA will make arrangements for repairs and cover all associated costs.

Memorandum of Understanding

between

Jefferson County Emergency Service Agency (JCESA)

and

Eackles Spencer Norton Funeral Home (ES&N)

To ensure the accountability for the deceased bodies transported to ES&N; the legal chain of custody of Medical Examiner cases and the business integrity of ES&N; Jefferson County ESA and EMS personnel will strive to interact with ES&N staff in a professional and considerate manner that minimizes the disruption of normal business activities of ES&N while maintaining the respect and dignity of the deceased. JCESA personnel and/or Jefferson County VFD EMS personnel transporting deceased bodies to ES&N at the request of the ME or as a last resort, will make every effort to:

1. Provide adequate notification to ES&N upon identifying the need to transport deceased remains to ES&N for temporary storage.
2. Package the deceased remains within a body bag, sealed and identified with the persons last name on the exterior head-end of the bag. Family members or next of kin inquiring to the transportation destination, will be instructed to call ES&N during normal business hours to make final arrangements or designate another mortuary for identifying the remains.
3. Remains transported to ES&N will not be packaged with prescription medication, controlled and dangerous substances or weapons. Where EMS personnel encounter prohibited items, law enforcement shall take custody of them.

Memorandum of Understanding

between

Jefferson County Emergency Service Agency (JCESA)

and

Eackles Spencer Norton Funeral Home (ES&N)

4. Upon arriving at ES&N, JCESA personnel and/or Jefferson County VFD EMS personnel will place deceased remains inside the refrigerated unit and complete the Accountability Log that will include: the deceased remains last name, date and time of delivery, body bag seal number, EMS unit identification number and temperature of refrigerated unit. Accountability log will also contain fields to record Medical Examiners name, replacement seal number (where original is broken by ME), date and time of removal, destination and transporting firm.
5. On a monthly basis JCESA personnel should remove and replace accountability log, obtain a copy and leave the original copy with ES&N.

Reporting

The above goals identified within the Terms, will be accomplished by undertaking the following activities:

1. JCESA and ES&N should meet monthly to review and discuss the status of remains transport to ES&N and issues or concerns that may have arisen.
2. ES&N will immediately notify JCESA if EMS personnel fail to comply with this MOU.

Memorandum of Understanding

between

Jefferson County Emergency Service Agency (JCESA)

and

Eackles Spencer Norton Funeral Home (ES&N)

3. Where either the JCESA or ES&N identifies a change in procedures that could enhance or improve service, each party shall agree to the change in writing prior to implementation.

Funding

This MOU is based on fulfilling a joint service to the community without compensation to either party where transportation and temporary storage by the State or County ME's office is not available or as a last resort where no acceptable option is available.

Duration

This MOU is at-will and may be modified by mutual consent as outlined within the Reporting procedures. This MOU shall become effective upon signature by the authorized officials from the JCESA and ES&N and will remain in effect until modified or terminated in writing with 30 days notice by either JCESA or ES&N. In the absence of mutual agreement to extend or continue this MOU, this MOU shall end six months after the effective date.

Acceptance

Jefferson County Emergency Services Agency
TBD
Chairman
419 16th Avenue, Ranson, WV 25438
(304) 728-3287

Eackles Spencer and Norton
Alan Norton
Co-Owner
256 Halltown Rd, Harpers Ferry, WV
(304) 724-6500

Memorandum of Understanding

between

Jefferson County Emergency Service Agency (JCESA)

and

Eackles Spencer Norton Funeral Home (ES&N)

Email - TBD

Email

(Authorized Signature) (Date)
(Partner name, organization, position)

(Authorized Signature) (Date)
(Partner name, organization, position)

DRAFT