

South Dakota Electric Cooperatives Mutual Aid Plan



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Mutual Aid Plan

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FOREWORD

Occasionally, and usually as the result of the elements, a cooperative may be confronted with destruction of its lines and equipment on a scale that overtaxes its manpower, equipment, and other facilities, resulting in a substantial breakdown of service.

In order to cope with emergencies of this nature, the participating cooperatives agree to a plan that is essentially a pledge and agreement to come to the aid and assistance of a stricken cooperative.

The term “cooperative” as used in this agreement shall include electric utilities owned or operated by an electric cooperative or a subsidiary of an electric cooperative.

This plan may be amended, added to, or deleted from at any time by majority agreement among the South Dakota Rural Electric Managers Association.

The plan pledges each to the other:

1. That during an emergency at any cooperative, the other cooperatives will, if need be, operate their own systems with a reduced force of personnel and equipment, and release upon request all other personnel and equipment to the system in need. The primary objective during such an emergency shall be to restore service, not to rebuild the damaged system. Temporary service restoration may be accomplished through temporary repairs; unless it is quicker to rebuild the system to specification. The restored system must be left in a safe operating condition.
2. That the cooperatives rendering assistance shall do so at net cost as per terms of the agreement.
3. That the cooperative receiving assistance obligates itself to pay all costs as per terms of this agreement.
4. That the cooperative receiving assistance shall release all borrowed personnel immediately after all service is restored, or sooner if it wishes to do so.
5. That the assisting cooperative may recall its personnel if, in its judgment, it is necessary to do so.
6. That each cooperative obligates itself to comply with both the letter and spirit of the understandings reached herein.
7. This Mutual Aid Agreement, along with a review of billing and meal procedures, shall be reviewed annually by the Managers, Line Superintendents, Foremen and Office Managers. Also, each year the Mutual Aid Agreement provisions shall become a part of the loss control training provided by SDREA.
8. Safety is of the utmost importance and all personnel providing assistance are required to follow the current Safety Practices, Rules and Regulations as adopted by their cooperative.

OBTAINING ASSISTANCE COORDINATION WITH SDREA

In the event a cooperative experiences a storm and requires assistance, the procedure listed below is to be followed:

1. Survey the extent of damage and determine the personnel, equipment and materials needed.
2. Advise SDREA of the assistance needed, request equipment of proper size and scope, and personnel;
3. SDREA staff shall contact cooperative systems, private contractors or government agencies having appropriate resources for assistance;
4. Out-of-state assistance shall be coordinated by SDREA;
5. SDREA shall provide liaison between assisting organizations and the cooperative receiving assistance.
6. If the host cooperative requests direct on site assistance from other sources such as SDREA, the host cooperative will reimburse that entity on the same basis as other parties as stated in the Agreement.

Employee Data Sheet

This sheet is to be filled out by each employee prior to leaving to provide assistance to another utility. Upon arrival at the host utility, the employee will give this sheet to the person in charge of the emergency assistance or work activity. This sheet does not eliminate the need for the host cooperative personnel to inform the incoming assistance of all necessary safety regulations and any differences in procedures.

Cooperative Name _____
Cooperative Phone _____
Cooperative Address _____
City _____ State _____ Zip _____

Employee Name _____
Male _____ Female _____ Age _____ Years of Experience _____
Job Classification _____
Home Phone _____
Cell Phone _____

Blood Type _____
Allergies/Special Medical Conditions _____

In an emergency please contact: _____
Address/City/State _____
Relationship _____ Home Phone _____ Work Phone _____
Job Classification _____ SS # _____

Trained to use the following equipment: _____

Trained on live line work (rubber gloving)	Yes _____	No _____
Cover-up materials available	Yes _____	No _____
Holds current first aid card	Yes _____	No _____
Trained in CPR	Yes _____	No _____

Trucks are stocked for	Aluminum _____	Copper _____
PCB tested transformers on truck	Yes _____	No _____

Equipment brought along: _____

Cooperative radio frequency _____

Supervisor _____
Home Phone _____ Cell Phone _____
Manager _____
Home Phone _____ Cell Phone _____

I hereby release and/or authorize _____ and/or authorized
(insert cooperative name requesting assistance)
personnel to release any of the following medical information to health providers and/or medical
personnel in the event of a medical emergency.

(Employee Signature)

RESPONSIBILITIES OF COOPERATIVE RECEIVING ASSISTANCE

1. Plan the organization of all help and integrate all assistance with its own personnel and facilities.
2. Provide each crew with a map of the system, showing the area to which they have been assigned, source of supply, direction of feed, and location of sectionalizing equipment.
3. Allow the assisting cooperative crew to work as a unit. Designate one man from the cooperative receiving assistance to perform necessary liaison for each crew or group of units operating together. If system maps are not available, this designation is required.
4. Provide procedures to properly account for materials used and retired, hours worked by employees, distribution of time charged to maintenance, operation, construction, etc., and transportation or other equipment.
5. Maintain contact with all units. All operations shall be directed by person or persons who are thoroughly acquainted with the system in the affected area.
6. Establish a line of credit on behalf of assisting cooperatives at a service station to assure that fuel is available during periods when such facilities are normally closed.
7. The cooperative requesting assistance shall prescribe the number of hours to be worked; however, it is recommended no more than 16 hours in a 24-hour period. Under a prolonged duration, the crew foreman of the assisting cooperative shall have the prerogative of cutting back hours of work if, in his judgment, it is necessary for the health, safety and welfare of his crew.
8. Set starting time.
9. Set quitting time.
10. Pay through noon hour.
11. Pay travel time if lodging is located at town other than where crew is reporting.
12. Provide accommodations for assisting cooperative personnel and shall pay for all lodging. (Personnel may be required to share a motel room with two double beds.)
13. Shall be prepared to cash personal checks of assisting cooperative personnel when necessary, and the assisting cooperative shall guarantee payment.
14. Shall pay the actual and reasonable cost of meals and necessary incidental expenses included on receipts with legible, identifying information of personnel incurring the charges.
15. Inform SDREA when work is completed, and ask for further directions.

RESPONSIBILITIES OF ASSISTING COOPERATIVE

1. Dispatch properly-trained and equipped personnel and equipment in good working condition.
2. Complete Employee Information Form (Optional) for each assisting Cooperative employee.
3. Inform its own personnel of all aspects of this agreement.
4. Provide workers compensation insurance coverage for injuries sustained by assisting cooperative personnel, wherever such injuries might occur.
5. Ensure that each cooperative employee leaving home to assist another cooperative has sufficient cash.
6. Overtime hours and rates shall be applied in the same manner as if work is being performed at the local system. You may not, because of a storm, charge OT for regular hours if you don't do it at home.
7. If a salaried employee is utilized, the assisting cooperative will convert the Annual salary to an hourly rate by dividing the salary by 2080 to determine a standard hourly rate.
8. There shall be no billing for administrative costs.
9. A fixed percentage of 20% shall be used for all payroll overhead expenses.
10. For all charges billed to the host cooperative, the assisting cooperative's employees shall legibly print the name of their cooperative, the names of the individual or individuals incurring the charges and sign the ticket. This would apply to any charges such as meals, gas, etc. that are being charged directly to the host cooperative.

11. Billing Transportation and Other Equipment

- a. Transportation and other equipment shall be supplied by the assisting cooperative only as requested.
- b. All maintenance and repairs shall be paid by the cooperative owning the vehicle.
- c. In all cases, vehicles should be operated by only an employee of the cooperative owning the vehicle.
- d. Transportation equipment will be billed the same number of hours the employees works.

Example: If an operator works ten hours, the truck will be billed:
 $10 \text{ (hours)} \times \$25.00 = \$250.00.$

RESPONSIBILITIES OF ASSISTING COOPERATIVE (Continued)

Transportation Reimbursement

- Pick-ups, UTVs and 4 wheelers: \$15.00 per man hour (Does not include charges for fuel and oil).
- All other trucks, diggers, buckets and skid steers w/easy spotters: \$35.00 per man hour (Does not include charges for fuel and oil).

Example: If an operator works ten hours, the truck will be billed:
10 (hours) x \$35.00 = \$350.00.

- Specially equipped vehicles or equipment not previously covered in the agreement shall be charged at rates determined by the assisting cooperative. Equipment rates will be faxed or emailed to the host cooperative for their information.
- Pole trailers: no charge.
- Actual cost for fuel and oil for the assisting cooperative's vehicles shall be reimbursed by the host cooperative, including out-of-state cooperatives that are not a party of this in-state agreement.

MATERIALS

Major materials are to be supplied to the assisting cooperative only upon their request. Records on material supplied (both major and minor) are to be kept by the assisting cooperative, and the assisting cooperative may either return the borrowed materials or reimburse the assisted cooperative for its replacement.