

LCMS Disaster Response Training  
MEMORANDUM OF UNDERSTANDING - LERT Basic and Chainsaw Trainers

I. PURPOSE

LCMS Disaster Response Training (LCMS-DRT) has broad responsibility for the coordination of LERT training resources within the LCMS including the management of volunteers and the oversight of training and training instructors of LCMS Districts. LCMS-DRT believes that to provide the highest level of safety and productivity, all resources utilized for Disaster Response training within the LCMS must meet or exceed all training standards established by the LCMS.

The purpose of this MOU is to provide a framework for cooperation and coordination between LCMS-DRT and LCMS LERT Trainers regarding all LERT training (basic and specialized training, i.e. chainsaw).

WHEREAS, LCMS-DRT will only recognize Disaster Response courses that have covered all course objectives, include all the prescribed course material, and have been presented by a trainer who meets trainer qualifications established by LCMS-DRT for badging, qualification, and inclusion in the LERT program (basic and/or specialized).

WHEREAS, LERT Trainers are individuals who meet or exceed the LCMS-DRT Trainer qualifications (basic and/or specialized)

THEREFORE, LCMS-DRT will recognize and accept the training provided by a LERT Trainer when all the provisions of this agreement are met.

II. RESPONSIBILITIES

A. LCMS-DRT agrees to:

1. Publish and provide training materials used in the LCMS Disaster Response LERT program. This includes manuals, PowerPoint presentations, shirts, vests, and other material deemed necessary for the Basic LERT training and the specialized Chainsaw training programs.
2. Provide trainer qualification requirements for all Basic LERT training courses and all Basic Chainsaw training courses, respectively.
3. Identify to LERT Trainers the source for obtaining respective training materials and other supporting materials necessary to meet the provisions of this MOU.
4. Provide Certificates of Course Completion and ID cards to students who successfully complete courses presented under this MOU.
5. Monitor the quality of the training provided and records maintained by LERT Trainers to verify that the training and records are in compliance with the established standards.
6. Recognize LERT Trainers who have been authorized in accordance with LCMS-DRT standards and this MOU.

B. LERT Trainers agree to:

1. Provide only the specific type of training that they have been authorized to lead – Basic LERT and/or specialized. All trainings will meet LCMS-DRT standards for course content and objectives. Course materials may be augmented with appropriate related materials and/or information but required course material shall not be substituted with non-approved materials or information. Appropriate LCMS DRT materials must be utilized and distributed at all training sessions.

2. Register LERT students with the approved LCMS-DRT registration method, accessible at LCMS-LERT.org. Trainer agrees to use and promote the LCMS-DRT registration system for all LCMS-DRT training and work events. When a course is completed, student rosters will be transmitted and verified with LCMS-DRT before Course Completion Certificates are issued.

3. Provide LCMS-DRT written notification of course dates, time schedule, location, and Lead Trainer for all courses. Such notification shall be provided at least sixty (60) calendar days in advance of the course starting date. When courses must be scheduled to meet emergency training needs, the LCMS-DRT MOU representative may waive this sixty (60) day notification. Requests for waiver may be made by phone call or email.

4. Trainers must meet LCMS-DRT instructor standards. Interpreters (e.g. bilingual interpreters), if used, will either meet instructor standards or will be paired with a qualified instructor. "Paired with" means that a qualified instructor shall always be present in the classroom or field exercise when instruction is presented by an interpreter who is not instructor certified:

5. Evaluate tasks in the student's LERT manual that are eligible for evaluation in a classroom or field exercise setting.

(Not applicable to basic LERT class. Chainsaw and other specialized training may be applicable)

6. Trainers must teach one (1) class per year in each area of qualification to maintain qualification as a LERT instructor. Refresher training will be required for Trainers who do not meet this requirement. Exceptions are to be requested in writing to LCMS-DRT staff for special consideration.

IV. DESIGNATED REPRESENTATIVES

The LCMS-DRT representative to contact for questions or issues arising out of this MOU is:

The Rev. Michael Meyer, Director  
LCMS Disaster Response Training  
1333 S. Kirkwood Rd  
St. Louis, MO 63122  
314-996-1638

VIII. EFFECTIVE DATE

In WITNESS WHEREAS, the parties hereto have executed this MOU as of the date listed below.

Trainer Name: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Contact information:

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Your LCMS District: \_\_\_\_\_

Date: \_\_\_\_\_

Representing LCMS Disaster Response:

Name: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please save and email this MOU to Rev. Michael Meyer when complete:  
[Michael.Meyer@lcms.org](mailto:Michael.Meyer@lcms.org)**