

	<b>Montgomery County Volunteer Fire-Rescue Association</b> <b>POLICIES AND PROCEDURES</b>	Number: <b>200</b>
		Effective Date: <b>January 18, 2013</b>
	<b>Procedures for LFRD Requests for Emergency Medical Services Transport Insurance Reimbursement Program Revenue</b>	Page 1 of 6

**SUMMARY:** This policy describes the procedure facilitating the Emergency Medical Services Transport Insurance Reimbursement Program revenue provided to the Local Fire and Rescue Departments (LFRDs) of Montgomery County, Maryland through the Montgomery County Volunteer Fire-Rescue Association to ensure properly meeting the County Council's requirements.

Sec. 1. **Purpose:** To establish a procedure for facilitating the application, approval, allocation, and reporting process, as authorized by the Montgomery County Council to provide Montgomery County's LFRDs with funding from the Emergency Medical Services Transport Insurance Reimbursement Program through the MCVFRA.

Sec. 2. **Applicability:** This policy applies to the volunteer fire and rescue departments (LFRDs) of the Montgomery County Fire and Rescue Service and the MCVFRA in the financial matters related to the Emergency Medical Services Transport Insurance Reimbursement Program revenue, which are the sole recipients of this fund. To be eligible, an LFRD must be in good standing and an active member of the MCVFRA.

Sec. 3. **Requirements:** Montgomery County Council's criteria to receive, or distribute monies, and provide reports regarding the use of the EMST Fund must be adhered to in order to receive funding under the agreement between Montgomery County and the MCVFRA as well as County Code Chapter 21, Fire and Rescue Service Section 21-23A Emergency Medical Services Transport Reimbursement Program.

Sec. 4. **Definitions.**

a. **Emergency Medical Services Transport Reimbursement Program Funds.** (EMST Fund). The funds collected by Montgomery County, as authorized under Bill 17-12, County Code Chapter 21-23A, which are a reimbursement to recover costs generated by providing emergency medical services transports as part of an established Montgomery County EMS Reimbursement program beginning in January 2013. These non- tax funds are distributed through the MCVFRA following this procedure as agreed upon between the County Executive, the Fire Chief and the MCVFRA.

- b. **Montgomery County Volunteer Fire-Rescue Association Board of Directors (“Board”).** The Board of Directors of the Montgomery County Volunteer Fire Rescue Association (MCVFRA), along with the President, is the authorized representatives to which all Local Fire and Rescue Departments (LFRDs) submit their requests for receipt of EMST Funds. The President and Board are authorized to receive, review and approve EMST Funds for the LFRDs, in accordance with this procedure, Chapter 21, and the Memorandum of Understanding between Montgomery County and the MCVFRA.
- c. **Montgomery County Volunteer Fire-Rescue Association President (“President”).** The President of the Montgomery County Volunteer Fire Rescue Association (MCVFRA), along with the Board, is the authorized representatives to which all Local Fire and Rescue Departments (LFRDs) submit their requests for receipt of EMST Funds. The President and Board are authorized to receive, review and approve EMST Funds for the LFRDs, in accordance with this procedure, Chapter 21, and the Memorandum of Understanding between Montgomery County and the MCVFRA.
- d. **Fire Chief.** The MCFRS Fire Chief who is appointed by the County Executive under Section 21-3 of the County Code, and serves as the Director of the Montgomery County Fire and Rescue Service.
- e. **Local Fire and Rescue Department.** An individual fire or rescue squad corporation authorized by Section 21-5 of the County Code to provide fire and rescue services who is an active member in good standing of the MCVFRA.
- f. **Montgomery County Volunteer Fire Rescue Association, Inc. (MCVFRA).** An organization that represents the fire and rescue volunteers of Montgomery County and the 19 Local Fire and Rescue Departments (LFRDs). The Association is recognized by the County as the agency responsible for EMST Fund submission, review and approval to the Fire Chief of Montgomery County.
- g. **Memorandum of Understanding.** Agreement between the County Executive of Montgomery County and the Montgomery County Volunteer Fire-Rescue Association (MCVFRA) signed August 13, 2012.

Sec. 5. **Procedure.**

- a. The MCVFRA application shall be used by an LFRD requesting funds from the Emergency Medical Services Transport Insurance Reimbursement Program collected by Montgomery County. All funds collected by the County for MCVFRA and LFRD use must receive MCVFRA President and Board approval along with the MCFRS Fire Chief.
- b. The application must be filled out completely and signed by the LFRD department head. Failure to complete the entire form will result in the application package being returned to the LFRD department head without MCVFRA or Fire Chief review or approval of funding. EACH request MUST include **a complete scope of work to be done and an estimate of cost.** A formal bid is not required at the time of application.

- c. If an LFRD is requesting funds for apparatus replacement or augmentation, the LFRD must submit with the application a staffing plan for the piece of apparatus unless a staffing plan already exists for the piece of apparatus being requested for funding.
- d. The MCVFRA form will be submitted by 5p, **February 6, 2013** to the President either electronically, hand delivered to the MCVFRA office or via US Mail to the MCVFRA office at:

**Montgomery County Volunteer Fire Rescue Association  
230 North Washington Street, Suite 400  
Rockville, MD 20850**

- e. The MCVFRA shall establish EMST fund priorities. The overall MCVFRA Priorities are (not listed in priority order):
  - Volunteer owned and purchased fire, rescue and EMS heavy apparatus purchase
  - Volunteer owned facility infrastructure improvements and replacement
  - Training for volunteers
  - Administrative staff support
  - Volunteer recruitment and retention
  - Personal Protective Equipment (PPE) for volunteers
  - Fire, rescue and EMS equipment
  - Volunteer stand-by support
  - Command, support and canteen vehicles
- f. **Funding Priority Formula for Fund Distribution.**

The President and Board of Directors of the MCVFRA will receive, review and approve all applications from the LFRDs for funding from the EMST fund. The requests will be judged on the overall priorities of the service and the need of the item and NOT be based solely on the priorities and wants of each individual LFRD. Each of the following factors will be considered in the listed priority for fund appropriation by the President and Board of the MCVFRA:

1. Number of active IECS volunteer members
2. Number of LOSAP active members
3. Percentage of staffing by volunteer members
4. Number of stations and facilities owned by the LFRD
5. Financial contributions of the LFRD to the service
6. Financial need of the LFRD at the time of the request
7. Amount of heavy apparatus owned by the LFRD
8. Amount of command, staff and support vehicles owned and operated by the LFRD
9. Number and participation of certified chief officers from the LFRD
10. Conformance to approved standby program
11. Number of paid administrative staff

12. Percentage of increase in minimum staffing IECS certified volunteers (FF2 & EMSP1) from previous year(s)
  13. Increase in number of recruits and candidates on the IECS from previous year(s)
  14. Previous year(s) funding from EMST fund
  15. Previous year(s) EMST funding remaining unspent by LFRD
  16. Funding from Senator Amoss 508
  17. Previous performance in spending EMST funds
- g. The President and Board will weigh all priority factors along with the overall strategic priorities set when reviewing and approving applications for funding.
- h. There is no expectation that each LFRD will receive an equal amount of funding:
1. As other LFRDs may have received
  2. As the LFRD had received in prior years
  3. Equal to any percentage of available funds
  4. That is not in accordance with the set funding priority formula and overall MCVFRA priorities
- i. An LFRD not in good standing and active with the MCVFRA will not be eligible to receive any funding.
- j. Funds MUST be spent or encumbered in the fiscal year they are received unless:
1. The LFRD has received prior approval by the President of the MCVFRA and Fire Chief
  2. The funding is for an on-going project or apparatus purchase approved by the President and Board of the MCVFRA and the Fire Chief
  3. Failure to spend or encumber funds in the fiscal year received will result in reversion of the funds back to the MCVFRA unless one of the factors above applies
- k. The President and Board of the MCVFRA will provide notification to the LFRDs regarding timeframes and application instructions for requesting funds. The LFRDs' applications to the Board must include justification for the items requested, as well as a status report of expenditures for the previous years' allocation and an explanation for any unspent EMST Funds from prior years, and any other documentation that may be requested by the Board.
- l. The LFRDs will prepare a list of resource requests by priority for submission to the MCVFRA. These submissions will be made according to the directions and deadlines set by the MCVFRA. There may be only one (1) of EACH priority per request.
- m. The President and Board of Directors of MCVFRA will receive and review the LFRD requests for EMST-funded projects for compliance with County laws and MCVFRA policies and procedures. The President and Board will make all approvals for allocation of requested funds submitted by the LFRDs. After

MCVFRA Board approval, the President will then notify the LFRDs, in writing, of their approved allocations that will be submitted to the Fire Chief. The LFRDs may appeal the amount of recommended allocated funds to its projects to the MCVFRA's President and Board of Directors within 15 days after notification. The Board will consider any appeal(s) at the next regularly scheduled board meeting. At the conclusion of the appeal process, the Board of Directors may make any adjustments and will then forward their approval to the Fire Chief. The President of the MCVFRA will confer directly with the Fire Chief on any questions or concerns regarding the EMST Fund requests.

- n. The LFRDs may submit, or may be required to submit additional information to the MCVFRA President and Board and/or Fire Chief to support their EMST Funds requests.
- o. The Fire Chief will receive and respond to the MCVFRA President's approval on the EMST Funds in a timely manner. Any differences between the MCVFRA's EMST Fund requests and that of the Fire Chief will be settled by the MCVFRA President and the Fire Chief. Once agreement is reached between the President and Fire Chief the awards become final and may not be appealed further.
- p. The EMST Funds must be used to supplement, and must not supplant, Fiscal Year 2013 expenditures appropriated in the annual operating budget resolution for emergency medical services or other related fire and rescue services provided by the Fire and Rescue Service.
- q. According to County Code Chapter 21, Fire and Rescue Service Section 21-23A Emergency Medical Services Transport Reimbursement Program, Emergency Medical Services Transport Insurance Reimbursement Program revenue may only be used for the benefit of local fire and rescue departments for:
  - 1. Replacement or augmentation of apparatus owned by local fire and rescue departments
  - 2. Facilities owned by a local fire and rescue department
  - 3. Training for volunteers
  - 4. Gear and equipment for volunteers
  - 5. Administrative staff to support a local fire and rescue department
  - 6. Volunteer recruitment and retention
  - 7. Volunteer stand-by support
- r. According to County Code Chapter 21, Fire and Rescue Service Section 21-23A Emergency Medical Services Transport Reimbursement Program, Emergency Medical Services Transport Insurance Reimbursement Program revenue may NOT be used for any other purpose including but not limited to fundraising, political activity or lobbying activity.
- s. Within fifteen workdays of receiving the MCVFRA and Fire Chief's approval of the EMST Funds, the Fire Chief will prepare and transmit grant agreements to the LFRDs and MCVFRA.

- t. The MCVFRA intends that the EMST Funds approved by the MCVFRA and Fire Chief and distributed to the LFRDs are to be expended within 12 months of distribution to the LFRD, unless the distribution is related to a defined long term project, or an extension or amendment is requested by the LFRD and approved by the MCVFRA President, Board of Directors and Fire Chief as outlined in (i) above.
- u. Any items purchased with EMST Funds become the sole property of the LFRD.
- v. All items purchased with EMST Funds will be titled to the LFRD.
- w. All MCFRS policies and procedures must be followed when purchasing apparatus, vehicles and equipment.
- x. Reallocations – there will be no reallocations except in extraordinary circumstances, supported by justification and documentation then approved by the President, Board and Fire Chief.

Sec. 6. Responsibilities.

- a. The LFRDs must provide complete and accurate information to the MCVFRA President, Board, and Fire Chief along with any other information they request to facilitate the appropriate distribution of funds. EACH project or funding area requested MUST be accompanied but a complete scope of work and estimate of cost at the time of application. If approved, a formal bid will be required and dependent on the cost of the project 3 bids may be required.
- b. The Fire Chief must ensure the timely distribution of funds.
- c. The LFRD and MCVFRA must deposit all EMTS Funds into separate bank accounts. Funds may not be commingled with LFRD private funds, other County tax funds, Senator Amoss 508 funds, or any other funds received by the LFRD or MCVFRA.

Sec. 7. Enforcement.

The MCVFRA President and Board must verify that the disposition of EMST Funds to the LFRDs complies with the requirements established by the County Council and this procedure.

Sec. 8. Effective Date.

This policy is effective on January 18, 2013

Attest:

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Marcine D. Goodloe, President

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Date