

**This Information Packet is a tool, as promised by ACCOG, to help in the process of providing more equitable funding for our Volunteer Fire Departments as recommended in the county wide Fire Funding Report.**

### Contents of Information Packet

**1. Accountability Process: (Attachment #1)**

- After the Fire Funding Study came out, an ad hoc committee was formed to discuss possible procedures moving forward for accountability and to better define operational expenses.
- The goal was to encumber the municipal offices and Fire Departments as little as possible while accomplishing our goal of forming a better working relationship between the parties.

**2. Budget Submittal Form: (Attachment #2)**

- Each department is different in how they do their budgets. A relatively simple budget form will allow the Departments and Municipalities to view the same Reference numbers and Operational Descriptions.
- The Budget Reporting can be done biannually or quarterly, which will be agreed upon by the parties involved.

**3. Operational Definitions: (Attachment #3)**

- Gives Reference numbers, Terms, and Definitions of the allowable Operational Expenses. All municipal money must be for Operational Expenses only.

**4. Accounts Payable Voucher: (Attachment #4)**

- To be used when a Fire Department brings in original receipts. The department will indicate what Operational Expense Reference number each receipt correlates with.
- Comes in a full page or half pages depending on need.

**5. 3 Memos of Understanding (MOU's): (Attachment #5)**

- These are SAMPLES only. The municipal solicitor will amend these according to the desires and needs of each municipality.
- Also the Fire Department and Municipality will need to agree to the terms set forth in the MOU.

Funding Our Volunteers Ad Hoc Committee is comprised of Fire Department Personnel and Treasurers, Municipal elected officials and office personnel. Members are as follows:

<b><u>Robin Crushong</u></b> Office Manager of Straban Twp.	<b><u>John Lawver</u></b> Prior Chief of Gettysburg Fire Dept. Prior Manager of Gettysburg Borough	<b><u>Kevin Moul</u></b> Treasurer of United Hook & Ladder Fire Dept.
<b><u>Bob Gordon</u></b> Supervisor Hamiltonban Twp. President of ACCOG	<b><u>Gayle Marthers</u></b> Treasurer of Fairfield Fire Dept. Secretary of Carroll Valley Borough	<b><u>Jim Orner</u></b> Treasurer of Arendsville Fire Dept
<b><u>Sharon Hamm</u></b> Supervisor of Straban Twp. Chair of Fire Funding Committee	<b><u>Dave Martin</u></b> Chief of Fountaindale Fire Dept Business Manager of Fairfield Fire Dept.	<b><u>Barbara Underwood</u></b> Supervisor of Cumberland Twp Prior President of ACCOG
<b><u>Roger Heyser</u></b> Treasurer of Gettysburg Fire Dept.		

## ACCOUNTABILITY PROCESS FOR FUNDS DISTRIBUTED FOR FIRE DEPARTMENT OPERATIONAL EXPENSES

1. **There should be a Memo of Understanding or Contract of Expectation between the Municipality and Fire Department.**
2. There should be an understanding between the Municipality and Fire Department about what information is expected in order to have the Municipal Funds distributed to them.
  - a. A **Budget Submittal Form** (Attachment #2) should be completed by the Fire Department and submitted to the municipality.  
Remember: Operational expenses do not include expenses for the social hall or expenses for fundraising.
  - b. **Operational Definitions** (Attachment #3) Clarification defining Income and Operational Expenses with Reference #'s
3. Details of the Municipal anticipated allocation to each Fire Department.
  - a. The municipality will set up a separate chart of account for each of the primary due FD's which will contain the funds collected. The method to obtain the .25 mil of assessed taxable property is a municipal decision.
    - i. Possible methods may be: fire tax, general tax, or any other means the municipality chooses but should total the .25 mil of assessed taxable property within that municipality as recommended by the Fire Study.
    - ii. Tax revenue typically starts to enter the municipal offices in April & tapers off in October.
    - iii. The Fire Tax is collected on the same tax bill as the county and municipal property tax. It is shown as a separate line item so taxpayers will know exactly what they are paying in a Fire Tax.
4. There will be a timeline set up that is agreeable to all parties indicating:
  - a. When the **Budget Submittal Form** is to be submitted to the municipality.
  - b. When payment is due to the Fire Department:
    - i. Based on when municipal taxes come into the municipality the dates suggested for payment are: **July 15 and November 15**. (Any funds collected after the last yearly allocation will rollover into the next fiscal year and be included in the first payment of that fiscal year.)
    - ii. The Municipality may require original operational expense receipts prior to distribution of funds.
    - iii. Use of an **Account Payable Voucher** (Attachment #4) form will be submitted with the original receipts and use the reference numbers (Ref #) on the **Budget Submittal Form**.
5. Procedure of distribution for the Fire Department(s) to obtain the operational funds from the municipality. (This may be specified in an **MOU/Resolution**, see Attachment #5)
  - a. Only the funds within the specific account for each fire department will be available.
    - i. The funds to be distributed are put into separate accounts based on the percent of taxable assessed property within each primary due territory.
  - b. The original receipts will be stamped by the paying municipality, copied, and then returned to the department along with the Account Payable Voucher.
  - c. This will provide the audit trail necessary for both the departments and municipalities.
  - d. A Fire Department may request from the municipal office what funds are available in their account at any time.

# Budget Submittal Form

FIRE COMPANY NAME: \_\_\_\_\_  
2014

REF #	<u>Annual Budget:</u>	<u>1st Qtr:</u>	<u>2nd Qtr:</u>	<u>3rd Qtr:</u>	<u>4th Qtr:</u>	<u>End of Year:</u>
<b>Income:</b>						
1	Solicitations:					
2	Donation/Memorials:					
3	Municipal Donations:					
4	Municipal Tax Allocation:					
5	Membership Dues:					
6	Ambulance Club Membership:					
7	Ambulance Transport Fees:					
8	Interest Income:					
9	Grant Income:					
10	Fundraising Proceeds:					
	<b>Total Income:</b>					
<b>EXPENSES:</b>						
<b>Administrative Expenses for Operation of Company:</b>						
11	Legal/Accounting:					
12	Office Supplies:					
13	Insurance:					
14	Utilities:					
15	Computer/Internet/IT Expenses:					
16	Community Education/Awareness:					
17	Building Maint./Janitorial:					
18	Building Loans/Interest:					
19	Apparatus Loans/Interest:					
	<b>Total Administrative Expenses:</b>					
<b>Personnel Expenses for Operation of Company:</b>						
20	Salaries/Taxes/Benefits:					
21	Training:					
22	Retention Programs:					
23	Clothing/Gear/Personal Safety:					
	<b>Total Personnel Expenses:</b>					
<b>Direct Expenses for Operation of Company:</b>						
24	Fuel:					
25	Fire Apparatus Repair/Maint.:					
26	Fire Apparatus Supplies:					
27	Portable Fire Equipment:					
28	Radios/Pagers/Minitors:					
29	Ambulance Repair/Maint.:					
30	Ambulance Supplies:					
	<b>Total Operational Expenses:</b>					
<b>Capital Purchases for Operation of Company:</b>						
31 - 1	Equipment:					
31 - 2	Vehicles:					
31 - 3	Building/Grounds:					
31 - 4	Clothing/Gear:					
	<b>Total Capital Purchase Expenses:</b>					
	<b>Total Expenses:</b>					
	<b>Income/Deficit:</b>					

**Ref # Terms:****Definitions:**

-	Company:	Refers to the Fire Company/EMS Provider for which the Paperwork is being completed. Any activity that pertains to act or acts thereof in emergency operations including but not limited to firefighting, haz-mat, EMS, multiple types of rescue operations and/or the education of volunteers, professional staff or the community-at-large in any area of fire or EMS Safety.
-	Operations of the Company:	The amount of money remaining when Expenses for a Fundraising Project are deducted from the money collected from the Fundraising Project.
-	Net Proceeds:	
1	Solicitations:	Any "proceed" from Donations collected as a direct result of Company Soliciting.
2	Donations/Memorials:	Any Donation received unsolicited or in memoriam to the Company or a Deceased Member
3	Municipal Donations:	Any Donation received from a Municipal Entity.
4	Municipal Tax Allocation:	The amount of money received through a dedicated Tax enacted, collected and disbursed by a Municipality.
5	Membership Dues:	Any Dues collected for the purpose of belonging to or gain privilege to the Company. Any Dues collected for the purpose of belonging to or gain privilege to the Services Provided by the Company.
6	Ambulance Club Membership:	
7	Ambulance Transport Fees:	Any Income collected for Providing a Service to a Patient/Customer by the Company.
8	Interest/Dividend Income:	Any income collected as a result of financial investments.
9	Grant Income:	Any income collected as a result of a grant award.
10	Fundraising Proceeds:	Any "proceed" from Company Fundraising.
11	Legal/Accounting Expenses:	Any expense to Solicitors, Attorneys, Lawyers, Accountants or Auditors. Any expenses for non-operational consumables; including but not limited to: paper, ink, stationary, envelopes, etc.
12	Office Supplies:	
13	Insurance:	Refers to policies covering the Building, Grounds, Liability of Members, Errors & Omissions, Vehicles, Mal Practice used primarily for housing or staffing of the Operations of the Company
14	Utilities:	Any expenses for electric, natural gas, heating oil, propane, water/sewer, trash collection, telephones, cellular phones, etc. used primarily for housing the Operations of the Company. Any expense for computer hardware, software, maintenance agreements, internet fees, training costs, the networking of or technical support for desktop, laptop, tablet or network units used to fulfill the Services of the Operations of the Company.
15	Computer/Internet/IT Expenses:	
16	Community Education/Awareness:	Any activity where Volunteers or Professional Staff are disseminating information to Peers, Community Members, Families or other Public or Private group for the purpose of training, educating or invoking knowledge of Fire Safety, Health/Wellness or First Responder Services.
17	Building Maintenance/Janitorial:	Any expenses for the routine maintenance and cleaning of the Buildings and Grounds used primarily for housing the Operations of the Company.
18	Building Loans/Interest:	Any expenses for the loans and interest on those loans for the Buildings or Land used primarily for housing the Operations of the Company.
19	Apparatus Loans/Interest:	Any expenses for the loans and interest on those loans for vehicles or equipment used for the Operations of the Company.
20	Salaries/Taxes/Benefits:	Any expenses for payroll, payroll taxes, medical benefits, workers compensation etc for Professional Staffing used to fulfill the Services of the Operations of the Company. (*Note* Boroughs may only dedicate 1/2 of the Taxes Collected for this expense per PA ST 53 P.S. § 46302(i) and Townships may appropriate up to 1/2, but not to exceed one mill, of the Taxes Collected for this expense per Second Class Township Code, Article XXXII, § 3205)
21	Training:	Any expenses for Training of Professional or Volunteer Staff to fulfill the Services of the Operations of the Company.
22	Retention Programs:	Any expenses for the Initiation, Continuation or Payment of Benefits used for the Retention of Professional or Volunteer Staff to fulfill the Services of the Operations of the Company.
23	Clothing/Gear/Personal Safety:	Any expense used to provide clothing, tools or gear for the expressed purpose of fulfilling the Services of the Operations of the Company.
24	Fuel:	Diesel, gasoline or any other fuel product used in Vehicles or Equipment to fulfill the Services of the Operations of the Company.
25	Fire Apparatus Repair/Maint.	Any expense incurred to repair or maintain the Vehicles or Equipment used to fulfill the Services of the Operations of the Company.
26	Fire Apparatus Supplies:	Any expense for operational consumables; including but not limited to: batteries, chain, etc used to fulfill the Services of the Operations of the Company.
27	Portable Fire Equipment:	Any expense for the purchase of equipment found On-Board Fire Apparatus used to fulfill the Services of the Operations of the Company.
28	Radios/Pagers/Minitors:	Any expense for the purchase, repair or maintenance of Portable Radios, Mobile Radios, Base Radios, Minitors or Pagers used to fulfill the Services of the Operations of the Company.
29	Ambulance Repair/Maint.	Any expense incurred to repair or maintain the Ambulances or Equipment used to fulfill the Services of the Operations of the Company.
30	Ambulance Supplies:	Any expense for the operational consumables for the Ambulance including but not limited to: batteries, oxygen, gauze, gloves, anti-bacterial cleaning supplies, etc used to fulfill the Services of the Operations of the Company.
31	Capital Purchases:	Any expenditure for any single item or group of related items purchased as a single unit with a cost over \$5000 or any single item or group of related items purchased as a single unit with a life expectancy of 5 years or more used to fulfill the Services or House the Operations of the Company.

\*\*\*If an item is NOT listed on this document please consider it EXCLUDED. Exceptions by Memorandum of Understanding (MOU) Only \*\*\*



# ACCOUNTS PAYABLE VOUCHER

Municipality: \_\_\_\_\_

Fire Department: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Please provide the Vendor Name, Expense Reference (Ref) #, and amount for each invoice being submitted for payment:

<u>Vendor Name:</u>	<u>REF #</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Voucher Total: \_\_\_\_\_

<u>Municipal Use Only:</u>	
Accounting Review: _____	Date Received: _____
Management Review: _____	Due Date: _____

# ACCOUNTS PAYABLE VOUCHER

Municipality: \_\_\_\_\_

Fire Department: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Please provide the Vendor Name, Expense Reference (Ref) #, and amount for each invoice being submitted for payment:

<u>Vendor Name:</u>	<u>REF #</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Voucher Total: \_\_\_\_\_

<u>Municipal Use Only:</u>	
Accounting Review: _____	Date Received: _____
Management Review: _____	Due Date: _____

**FIRE SERVICE AGREEMENT**

**THIS AGREEMENT, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**

**between the Municipality of \_\_\_\_\_ (the "MUNICIPALITY")**

**and \_\_\_\_\_ (the "PROVIDER"). In consideration of the mutual covenants herein, and intending to be legally bound hereby, the parties agree as follows:**

1. The Provider is a volunteer fire company which is organized under and governed by the laws of the Commonwealth of Pennsylvania.
2. The Municipality is a political subdivision of the Commonwealth of Pennsylvania.
3. This Agreement is entered into pursuant to Section 150(e)(2) of the Internal Revenue Code of 1986 (the "Code"). Upon entering into this Agreement, the Provider is a "qualified volunteer fire department."
4. As of the date of this Agreement, in order to establish the Provider as a "Qualified Volunteer Fire Company" under provisions of the Code, the Provider shall be the primary provider of firefighting and emergency medical services for the Municipality's service area as presented by the box assignments to be approved by the Municipality. Nothing in this Agreement shall be construed neither to deny the Municipality adequate firefighting and emergency medical service within the Municipality as needed, nor prohibit the Provider from utilizing mutual aid services from outside the Municipality as needed.
5. So long as the Provider satisfactorily provides the firefighting and emergency medical services required by this Agreement, the Municipality shall not contract, for purposes of the Code, with any other entity for primary firefighting and emergency medical service within the agreed upon service area as defined by the Box Alarm Assignments during the term of this Agreement.
6. The term of this Agreement is 1 year, commencing January 1, \_\_\_\_\_
7. This Agreement is not valid and binding upon either party until accepted by the governing bodies of both parties by resolution adopted at a regularly or specially scheduled meeting.

Duly executed the day and year written below

but effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Attest: Municipality of: \_\_\_\_\_

\_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Chairman of the Board or Council President

Executed: \_\_\_\_\_

Attest: Provider: \_\_\_\_\_

\_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
President

Executed: \_\_\_\_\_

Please be advised – this sample is for the purpose of discussion only. Each Fire Department and Municipality (with their solicitor) will need to come to an agreement with what works best for them.

\_\_\_\_\_ TOWNSHIP  
ADAMS COUNTY, COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. 20 \_\_\_\_\_ - \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF \_\_\_\_\_ TOWNSHIP,  
ADAMS COUNTY, PENNSYLVANIA, ESTABLISHING A FUND DISTRIBUTION AND  
BILLING POLICY FOR THE FIRE SERVICE TAX.**

**WHEREAS**, the Board of Supervisors of \_\_\_\_\_ Township is desirous of establishing a policy to assure that \_\_\_\_\_ Township and the \_\_\_\_\_ Fire Company are being financially responsible stewards to the residents of \_\_\_\_\_ Township with respect to the distribution of the Fire Service Tax Fund; and,

**WHEREAS**, this Resolution and objections leading to its enactment authorized by the “Second Class Township Code” Act of May 1, 1933, P.L. 103, no. 69, reenacted and amended July 10, 1947, P.L. 1481, and further reenacted amended November 9, 1995, P.L. 350, No. 60 (53 P.S. Section 65101, et. seq.)

**NOW, THEREFORE**, be it resolved by the Board of Supervisors of \_\_\_\_\_ Township, Adams County, Pennsylvania, as follows:

1. The \_\_\_\_\_ Fire Company (hereinafter, the “Fire Company”) will provide the Board of Supervisors of \_\_\_\_\_ Township (hereinafter, the “Board”) with its proposed annual budget by \_\_\_\_\_ of each calendar year. The proposed budget will include: \_\_\_\_\_
2. The Board will authorize the \_\_\_\_\_ Township Treasurer to distribute the Fire Service tax funds collected to-date to the Fire Company on the following schedule: \_\_\_\_\_ . Prior to the distribution of funds, original receipts/bills of operational costs will be required at the time of payment to the Fire Company. The receipts/bills will be stamped by the Township and returned to the Fire Company for their records.
3. The Fire Company will electronically submit to the Board a quarterly expense and income report. The Form to be used will be provided by the Board.
4. The within Resolution is adopted to ensure that the Board and the Fire Company are being financially responsible stewards to the residents of the \_\_\_\_\_ Township. The Board, in consultation with the leadership of the Fire Company, reserves the right to amend, modify and change this Resolution.

RESOLVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Attest:

TOWNSHIP OF: \_\_\_\_\_

\_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Member

**RESOLUTION 20\_\_\_\_ - \_\_\_\_\_**

**A RESOLUTION OF \_\_\_\_\_ BOROUGH, ADAMS COUNTY, PENNSYLVANIA,  
RECOGNIZING VOLUNTEER FIRE COMPANY AND AUTHORIZING ACTIVITIES.**

**BE IT RESOLVED** by the Borough of \_\_\_\_\_, Adams County, Pennsylvania, hereinafter “The Borough” and it is hereby Resolved by the authority of the same as follows:

**SECTION 1:** The \_\_\_\_\_ (Fire Company), hereinafter “The Fire Company” is hereby designated as the officially recognized fire company for the Borough.

**SECTION 2: AUTHORIZED ACTIVITIES OF THE FIRE COMPANY.**

- a. The fire company recognized by the Borough is hereby authorized to provide such services to the citizens of the Borough as may be necessary for the protection of the property and persons situated therein, which included, by way of example and not of limitation, the extinguishment and prevention of loss of life and property from fire, automobile accidents, medical emergencies, hazardous material incidents, and other dangerous situations.
- b. The Fire Company may also provide non-emergency and public service functions, such as again by way of example and not of limitation, removing water from property after storms, assisting in the removal, abatement and prevention of damage or injury to person or property, whether through natural causes or man-made situations.
- c. The Fire Company may also conduct and participate in training activities and drills, either within or outside of the Borough, as may be deemed necessary by the officer of the Fire Company to maintain proficiency in providing service.
- d. The Fire Company may also respond to calls for assistance or to provide mutual-aid outside of the Borough.

**SECTION 3: AUTHORIZED ACTIVITIES OF MEMBERS OF THE FIRE COMPANY.**

- a. In addition to actually participating in the activities of the Fire Company as authorized above, or in going to or returning from any activity the members of the Fire Company recognized by the Borough are also authorized to do the following:
  - 1. Engage in any type of drill, training, ceremony, practice, test or parade when duly called for or authorized by an officer or officers of the Fire Company.
  - 2. Engage in fundraising activities for the Fire Company when authorized by an officer or officers of the Fire Company.
  - 3. Engage in the performance of any other duty or activity authorized by any officer of the recognized Fire Company.

**SECTION 4: PURPOSE.**

The purpose of this resolution is to recognize that the Fire Company’s acts, which are classified as public firefighting duties are done on behalf of the Borough.

**SECTION 5: EFFECTIVE DATE.**

The provisions of this Resolution shall be effective immediately upon enactment. In addition, this Resolution will act as a Memorandum of Understanding between the Borough and the Fire Company.

RESOLVED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the Borough Council of \_\_\_\_\_

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Attest: \_\_\_\_\_ BOROUGH OF: \_\_\_\_\_

\_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Council President

Please be advised – this sample is for the purpose of discussion only. Each Fire Department and Municipality (with their solicitor) will need to come to an agreement with what works best for them.