
	<b><i>FIRE RESCUE</i></b> ALBEMARLE COUNTY <b>STANDARD ADMINISTRATIVE POLICY</b>	
	<b>Subject:</b>	Volunteer Funding
	<b>Reference Number:</b>	SAP-DEP-007
	<b>Effective Date:</b>	1 December 2003
	<b>Last Revision Date:</b>	<del>12 July 2017</del> <u>5 July 2018</u>
	<b>Signature of Approval:</b>	 J. Dan Eggleston, Chief

**Purpose:**

The purpose of this policy is to outline the funding policies for volunteer fire departments and rescue squads.

**Background:**

This policy was adopted by the Albemarle County Fire Rescue Advisory Board (FEMS) at the November 2003 meeting, approved by the Board of Supervisors on 23 February 2006, and revised September 2010.

**Definitions:**

Basic Operating Costs: Basic operating costs include building utility costs, buildings & grounds maintenance, communications, fire suppression, emergency medical & rescue services, vehicle expenses, administrative expenses, training, and uniforms.

One-Time Costs: One-time costs include major vehicle repair, hoses, nozzles, ladders, self-contained breathing apparatus, personal protective equipment & gear, radio purchases, pager purchases, defibrillators, cascade equipment & compressors, kitchen appliances, rescue equipment, building repairs & improvements (paving, HVAC, etc.).

Annual Operating Maintenance (AOM): – annual one-time operating donation intended for the use of ongoing maintenance items which is included in the volunteer department’s annual budget request. The suggested donation which will be based on a fixed percent (no less than 1.5 nor greater than 3%) of the Complete Replacement Value of the facility. This donation is intended to address station needs outlined in the Annual Preventative Maintenance Plan as well as station level discretionary maintenance. FES will recommend a percentage to OMB for inclusion in the annual budget process.

Capital Maintenance (CM) – more significant capital maintenance items that are part of the volunteer department’s building or complex (ex - roof, HVAC systems, parking lots, etc.), These items must have both a 5 year life cycle and cost \$20,000 or more.

Capital Building Replacement/Renovation/Expansion (CBRRE) - a capital project designed to completely replace or substantially renovate or expand a volunteer building.

Facilities Maintenance Assessment (FMA) – a contracted quadrennial process whereby buildings and systems are evaluated to determine what maintenance projects are required to properly preserve the building and complex - both annual operating maintenance and capital maintenance items are evaluated.

Annual Preventative Maintenance Plan (APMP) – A list created by FES for each station, informed by the FMA and volunteer leadership at each station. The list will identify cyclical and preventative items outlined in the FMA.

**Policy:**

1. Basic Operating Costs
  - a. Annual funding of basic operating costs will be provided as a quarterly contribution to each volunteer station.
  - b. The funding will be based on an annual review by the FEMS Board and the County of Albemarle.
  - c. An annual audited report will be provided to the County as part of the annual budget process.
  - d. The annual Profit and Loss statements will be submitted per the annual schedule and in a standard format
  - e. Future adjustments of budgeted operating costs will be based on an audited history of the previous years.
2. One-Time Costs
  - a. One-time costs should be identified separately from operating costs and will be considered for funding separately from the annual operating contribution. These may be submitted at any time during the year and will be considered on a case-by-case basis.
3. Fundraising Costs
  - a. The following costs associated with fundraising are not included as a basic operating cost: painting & repairs to space, expendable items for space, janitorial items for space, office supplies, postage, printing, professional services, and/or licenses.
4. Consolidated Purchase of Goods & Services
  - a. FEMS will strive to consolidate the purchase of goods and services to achieve better pricing. As consolidation occurs, the line items associated with consolidated goods and services will be eliminated or will reflect the revised price structure.
  - b. Items to be considered for consolidation include the following:

i. Long Distance Telephone Service	vii. Small Tools & Equipment
ii. Fuel Oil	viii. EMS Supplies
iii. Fuel for Apparatus	ix. Vehicle Repairs Outside the County
iv. Trash Disposal	Vehicle Maintenance Facility
v. Linen Service	
vi. Radio/Pager Repair	
5. Uniforms
  - a. Foam is provided to stations by the County; thus, no additional funds will be provided for such.
  - b. Self-contained breathing apparatus (SCBA) maintenance is funded by the County; thus, no additional funds will be provided for such.
6. Annual Operating Maintenance (AOM) Costs:
  - a. All volunteer stations, regardless of whether or not they participate in a request for AOM costs, will be required to participate in a contracted four-year Facilities Condition Assessment (FCA) managed by ACFR. The FCA will evaluate buildings and systems to determine what maintenance projects are required to preserve the building. The FCA will also determine the Plant Replacement Value (PRV) for the facility.
  - b. The County Department of Facilities and Environmental Services (FES) will use information from the FCA, as well as consultation with volunteer leadership, to develop an Annual Preventative Maintenance Plan (AMPM) for each volunteer organization.
  - c. OMB will use the PRV to determine the recommended one-time operating expense budget line item and subsequent annual contribution for each volunteer station. Each year OMB will recommend (with FES input) the standard rate of 1.5-3% of PRV into the program for BOS consideration.
  - d. The AOM donation will be used for APMP and discretionary maintenance items in each station. Station leadership will sign documentation to the County that the AOM funds were used for implementation of the APMP.
7. Loan Payments
  - a. Outside loan payments obtained before 2003 are considered a basic operating cost. Outside loans after 2003 will not be considered a basic operating cost.
8. Capital Expenses
  - a. Buildings --

i. Capital Maintenance (CM):

1. The County will provide funding for significant items that are part of the volunteer department's building or complex (i.e., replacing the roof or HVAC system). These projects are for replacement of existing capital. Any desire by the local volunteer agency to increase the scope or quality of material shall place the project into the CBRRE category.
2. The FMA process will help develop and revise a 10-year capital maintenance needs assessment. The FMA will be used to develop annual Volunteer CM proposals for consideration in the annual county CIP process. ACFR will work with the FEMS Board on the prioritization of projects.
3. The County Department of Facilities and Environmental Services will manage all capital maintenance projects, and ACFR will serve as the fiscal agent for these projects.
4. Volunteer participation in the CM program will be voluntary.

ii. Capital Building Replacement/Renovation/Expansion

1. The County will consider participating in the construction or improvement of volunteer stations on a case-by-case basis.
- 1-2. Inclusion of volunteer matching funds in these requests will have a positive impact on scoring in the County CIP process.

b. Vehicles and Apparatus

- i. The FEMS Apparatus Fleet Plan establishes the basis for replacement of emergency vehicles.
- ii. A Capital Improvement Program (CIP) for emergency vehicle replacement will be developed and recommended by FEMS according to the regular schedule established by the County.
- iii. The vehicle replacement schedule will be based upon consideration of vehicle age, mileage and mechanical condition.
- iv. The County will fund replacement of emergency vehicles (including chassis replacement and/or refurbishment) based on FEMS adopted standard specifications or alternatives specifically approved by the County operations chief.
- v. Any variation from, or addition to, the adopted specifications will be a cost directly born by the volunteer department.
- vi. Vehicles that are funded by the County, in part or in whole, must be procured under the direction of the County Purchasing Office. All vehicle purchases must comply with the Virginia Procurement Act, and County Purchasing Policies which require one of the following:
  - a. Competitive bid or proposal process
  - b. Use of an applicable governmental contract through cooperative procurement
  - c. A qualified sole source procurement (in cases where a unique vendor is required and compelling circumstances are documented).
- vii. Vehicles purchased with County funds shall be co-titled to the volunteer department and the County of Albemarle
- viii. When a volunteer department is ready to initiate a vehicle purchase (or refurbishment), the department chief or designee shall contact the County Fire Rescue operations chief and request initiation of a procurement process.
- ix. The operations chief shall verify that adequate CIP budget funds have been appropriated and consult County Purchasing about the appropriate purchasing method. When the best method has been determined, and all related requirements for that method have been met, the operations chief will submit a purchase requisition to County Purchasing for action.
- x. Supplemental equipment procurement using County funds must also comply with County purchasing requirements.

- xi. During production of fire and rescue vehicles, the volunteer department chief or designee will typically coordinate any pre-construction, post-paint and/or final acceptance visits with the manufacturer.
- xii. Production change orders must be reviewed and approved by the County operations chief. Failure to do so will result in the volunteer department being responsible for all associated costs.
- xiii. Once a new or refurbished vehicle has been accepted by the volunteer department, the volunteer chief shall notify the County operations chief of final acceptance and approval for payment. Prior to delivery of the vehicle, the volunteer department and County operations chief must communicate about any issues that might prevent acceptance and cooperate to resolve any such issues in advance of delivery. When the vendor invoice has been received and approved by the County operations chief, the operations chief will forward authorization for payment to County Finance. If the invoice is received in advance of final acceptance, a check for the payment may be prepared and held by the operations chief, pending final acceptance notification from the volunteer department chief.
- xiv. Upon notification of final acceptance, the County operations chief shall notify the County's volunteer department vehicle insurance policy agent of the addition to initiate proper insurance coverage.
- xv. Upon receipt of payment, the vendor shall provide the County operations chief with notice of payment received and provide the vehicle Manufacturer's Statement of Origin (MSO). The MSO shall list the volunteer department and the "County of Albemarle" as co-owners.
- xvi. After delivery of a new vehicle, the volunteer department chief or designee typically coordinates supplemental equipment mounting and installation, including communications equipment. It may be appropriate to include some or all of these costs in the vehicle's replacement budget, as funding is available. This activity must be reviewed by the County operations chief in advance for funding consideration and any necessary procurement action(s).
- xvii. When a new vehicle is ready for DMV registration and titling, the volunteer chief or designee should notify the County operations chief, who will provide a packet with:
  - 1. A DMV title application with County (co-owner) information
  - 2. A copy of the vendor invoice
  - 3. The vehicle Manufacturer's Statement of Origin.

The volunteer chief or designee can then take this material to the DMV for processing. "Volunteer Emergency Vehicle" license plates should be utilized.
- xviii. A copy of the DMV title shall be returned to the County operations chief.
- xix. Requests for reimbursement involving vehicle purchases, refurbishment or supplemental equipment "after the fact" are not allowable.
- xx. Once a County-purchased apparatus is sold at the end of its useful life, the proceeds after the sale will go back to the individual volunteer department. If the volunteer department originally upgraded the apparatus being sold, the volunteer department will receive the percentage of the proceeds used for the upgrade to use at their discretion. The remainder of the proceeds will go back to the volunteer department and must be used to upgrade the new apparatus.

Example: Apparatus cost at time of purchase is \$200,000. The volunteer department added \$20,000 in upgrades (10% of the total price). The apparatus is sold at the end of its useful life for \$5,000. The volunteer department will receive the upgraded percentage (10% or \$500) to use at their discretion. The remainder (\$4,500) must be used to upgrade the cost of the new apparatus.

**Master Chart of Basic Operating Costs:**

Building Utility Costs	1a Electricity
	1b Fuel Oil or Gas (for heat, cooking, etc.)
	1c Water & Sewer
	1d Cable TV/DSS: Basic level of cable or DSS at the established cost according to the Office of Management & Budget (OMB) worksheet. May also include internet costs.
	1e Trash Disposal
	1f Other
Buildings & Grounds Maintenance	2a Building Maintenance (routine HVAC, plumbing, generator repairs, painting, cleaning supplies, paper products, oil trap service, water and septic system maintenance, etc.)
	2c Building Supplies (cleaning supplies, paper products, light bulbs, etc.)
	2d Linen Service (only provided for stations with duty crews)
	2e) Janitorial Services provided to stations based on formula developed by ACFR, OMB, and FES. This formula will be based on square footage of building and will exclude bay space as well as space used for fundraising.
	2f) Grounds Maintenance provided to stations based on formula developed by ACFR, OMB, and FES.
Communications	3a Telephone (land-based) including land-line costs. May also include internet costs.
	3b Mobile Telephone (expense for each front-line apparatus & two chief officers at the established cost according to the OMB worksheet.
	3c Alphanumeric Pagers (expense for each front-line apparatus and two chief officers) at the established cost according to the OMB worksheet.
	Front line apparatus includes engines, tankers, brush trucks, and a first due EMS response vehicle. Although not further defined by the committee, the volunteer funding policy implies that ambulances, squads/special rescue, and first due EMS response vehicles are included for rescue squads.
	3d Radio and Pager Repairs & Replacement (Includes County 800 MHz system as well as mobile and portable radios on other systems necessary to support mutual aid operations )
Operations (Fire Suppression & EMS)	3g Other
	4a General Supplies (stay-dry, fire-line tape, supplies for the Haz Mat unit @ St-4 & the Haz Mat trailer @ St-7, etc.)
	4b Small Tools (generally, tools and equipment less than \$500)
	4c Maintenance (maintenance and service of portable pumps, equipment, extrication equipment, hydraulic pumps, cascade systems, etc.)
	4d Meals for Duty Crews (allowance for duty crew meals only provided for stations with duty crews at the established cost according to the OMB worksheet.)

	One meal per 8 hour shift is to be used as a budget figure. Although most evening crews are 12 hours, it usually includes only one meal. Requested departures from this will be considered on a case-by-case basis. Include specific request information in Explanation/Justification column on budget spreadsheet. 4f Other
Emergency Medical & Rescue Services	5a General Supplies (generally, cost of disposable supplies)
	5b Small Equipment (generally, tools and equipment less than \$500)
	5c Maintenance (maintenance and service of defibrillators, etc.)
	5d Other
Vehicle Expenses	6a Fuel (includes gas & diesel)
	6b Preventative Maintenance (includes funds that were reimbursed by the County.)
	6c Repairs (Stations shall deduct insurance reimbursements from repairs to vehicles before declaring repair costs.)
	6d Other
Administrative Expenses	7a Office Supplies
	7b Postage
	7c Printing
	7d Dues
	7e Professional Services (accounting, etc.) Audit services only.
	7f Licenses
	7g Other
Training	7h Recruitment
	8a Training (includes tuition, books, instructor expenses, etc.) at the established cost according to the OMB worksheet.
	8b Subscriptions
	8c Travel (includes lodging, meals, and mileage costs associated with out-of-town training) at the established cost according to the OMB worksheet.
Uniforms	8d Other
	9a Uniforms (Funding for duty uniforms for all members and Class A uniforms for two members at the established cost according to the OMB worksheet.
Loans	Building
	Apparatus

**Reference:**

- [FEMS Annual Budget Timeline, Deadline, & Expectations](#)
- OMB Volunteer Operating Costs Worksheet