



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject: Volunteer Funding

Reference Number: SAP-DEP-007

Effective Date: 1 December 2003

Last Revision Date: 25 June 2008

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

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

Background:

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

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.).

Policy:

1. Basic Operating Costs
 - 1.1. Annual funding of basic operating costs will be provided as a quarterly contribution to each volunteer station.
 - 1.2. The funding will be based on an annual review by ACFRAB and the County of Albemarle.
 - 1.3. An annual audited report will be provided to the County as part of the annual budget process.
 - 1.4. The annual Profit and Loss statements will be submitted per the annual schedule and in a standard format
 - 1.5. Future adjustments of budgeted operating costs will be based on an audited history of the previous years.
2. One-Time Costs
 - 2.1. 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: 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
 - 4.1. ACFRAB 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.
 - 4.2. Items to be considered for consolidation include the following:

4.2.1. Long Distance Telephone Service	4.2.6. Radio/Pager Repair
4.2.2. Fuel Oil	4.2.7. Small Tools & Equipment
4.2.3. Fuel for Apparatus	4.2.8. EMS Supplies
4.2.4. Trash Disposal	4.2.9. Vehicle Repairs Outside the County
4.2.5. Linen Service	Vehicle Maintenance Facility

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- 4.2.10. Uniforms
 - 4.3. Foam is provided to stations by the County; thus, no additional funds will be provided for such.
 - 4.4. Self-contained breathing apparatus (SCBA) maintenance is funded by the County; thus, no additional funds will be provided for such.
5. Loan Payments
- 5.1. Outside loan payments obtained before 2003 are considered a basic operating cost. Outside loans after 2003 will not be considered a basic operating cost.
6. Capital Expenses
- 6.1. The County will fund the purchase of emergency vehicle replacement based on an adopted specification.
 - 6.2. A Capital Improvement Program (CIP) for emergency vehicle replacement that identifies vehicle replacement needs will be developed and recommended by ACFRAB according to the regular schedule established by the County.
 - 6.3. Any variation from the adopted specification will be a cost born by the volunteer station.
 - 6.4. A vehicle fleet size will be established for each volunteer station and will be the basis for replacement of emergency vehicles.
 - 6.5. A vehicle replacement schedule will be established based on consideration of vehicle mileage, age, and mechanical condition.
 - 6.6. Vehicles will be co-titled in the County and volunteer station's name.
 - 6.7. 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.
 - 6.8. The County will consider participating in the construction or improvement of volunteer stations on a case-by-case basis.
7. This policy shall be reviewed every other year for changes and updates.

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)
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)
	3g Other
Operations (Fire Suppression & EMS)	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
Training	7g Other
	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 (includes the cost for any station-provided duty uniforms and dress uniforms) for two chief officers at the established cost according to the OMB worksheet.
Loans	Building
	Apparatus

Reference:

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