



NC DEPARTMENT OF
INSURANCE
OFFICE OF STATE FIRE MARSHAL

CHIEF 101

This class consists of several programs that together will satisfy the 9S inspection criteria as specified by the North Carolina Administrative Code. The primary objective of the course is to inform current and future chief officers of the various aspects and complexities surrounding the operations and organization of North Carolina fire departments.

Objectives

- Purpose
- Gateway
- Fire Chief requirements
- Firefighter requirements
- FAQs

What Was Gateway

- Annual meeting of various fire and emergency service associations and agencies sponsored by the NC State Firefighters' Association.
 - Discussed various areas of concern and developed methods to address concerns that all the associations agree upon.
 - This was a group of *fire services peers* that represented different fire service organizations from across the state.

Who Attended Gateway?



NC Community Colleges
Hope • Opportunity • Jobs



North Carolina State Firemen's Association

Serving Since 1887



NC Fire Chief Requirements

- Completion of the Chief 101 class within one year of appointment as defined in [11 NCAC 05A .0907 TRAINING \(c\)](#)
- 36 hours of training as defined in [NCGS 58-86-2](#) (13)

NC Firefighter Requirements

- 36 hours of training has to be met to count towards a departments membership for the 9S rating and if you want to participate in the NC Fire and Rescue Squad Pension Fund.
- A member does not have to be certified as a firefighter by the Fire and Rescue Commission to be counted on your roster or to participate in the North Carolina Fire and Rescue Pension Fund.
- The NC Fire & Rescue Commission, or State Fire Marshal does not certify to or have a certificate for a NFPA 1403. The pre-requisite classes listed in the 1403 standard are only for live fire training participation. They have nothing to do with the State of NC Certification system and should not be considered a minimum level of training to engage in interior structural fire ground operations.

FAQ's

I've already had Chief 101, do I have to take this course every five years?

Yes, it is in the 9S requirements for Fire Chief's.

Will our NCRRS rating be revoked if "the chief" doesn't take this course?

No, but before getting your next inspection, "the chief" will have to complete the course and until they do your department will be in non-compliance and can move to probationary status if not completed.

I prefer to delegate these responsibilities to others in the department, is that acceptable?

Great idea, but "the chief" is still responsible.

Does NC recognize NFPA 1403 as firefighter certification?

The NC Fire & Rescue Commission, or State Fire Marshal does not certify to or have a certificate for a NFPA 1403. The pre-requisite classes listed in the 1403 standard are only for live fire training participation. They have nothing to do with the State of NC Certification system and should not be considered a minimum level of training to engage in interior structural fire ground operations.

Questions?

Line of Duty Death Benefits Assistance Program

Objectives

- Purpose
- On-duty fatality defined
- Types of assistance
- Phase One
 - Your role
 - OSFM's role
 - NCFFA's role
 - NC FF Memorial
 - Considerations
- Phase two
 - Required information
 - Considerations
 - What we do not do
- Contact information

Purpose

The purpose of assistance programs is to assist fire departments and rescue squads in assuring that all state and federal benefits are pursued for the surviving spouse and/or family and provide other services, as requested by the department, squad or family.

On-duty Fatality Defined

- On-duty fatalities include any injury or illness sustained while on-duty that proves fatal
- The term 'on-duty' refers to being involved in operations at the scene of an emergency, whether it is a fire or non-fire incident; responding to or returning from an incident; performing other official duties such as training, maintenance, public education, inspection, and investigations
- LODD recognized cancers as defined in [G.S. 143-166.2\(c\)](#). (Requires proof, and is not eligible for federal benefits)
- Cancers covered include mesothelioma, intestinal, testicular, and esophageal.

Types of Assistance

- Aid in filing paperwork for benefits
- Honor Guard Protocols (Drum and Pipes)
- Funeral Protocols / Reception
- FD / Rescue Staff Assignments
- Eulogy Guidelines
- Chaplain List

Phase I

- From the time of death until after the funeral/memorial services

Phase I - Your Role

- Call for assistance
- Start an information log
- Communicate to the family the need for an autopsy to be performed and blood samples to be taken.
 - *Why?* A cause of death must be determined in order to avoid a delay in receiving federal benefits.
- Secure all PPE and anything that could be a contributing factor to the death.
- Appoint someone to handle the press/media.
- Have a press release prepared.

Phase I - OSFM's Role

- OSFM will notify appropriate Associations and Agencies
 - NC Industrial Commission (Worker's Comp)
 - NC Pension Fund
 - NC Department of Labor
 - NC Firefighters Association
 - NC Fallen Firefighters
 - NC Association of Rescue and EMS
 - VFIS
 - USFA
 - National Fire Academy
 - NFPA
 - NIOSH
 - Volunteer SWCF Board
 - PSOB

Phase I - NCFFA's Role

- If requested by the family, the NC Fallen Firefighters (NCFFF) will assist in planning the funeral and memorial services.
- Chaplaincy services in conjunction with:
 - N.C. State Firefighters' Association.
 - N.C. Association of Fire Chiefs.
 - N.C. Office of State Fire Marshal.
- Family transport van provided by Hendrick Autogroup
- OSFM will arrive on site to assist the department and NCFFF if needed.



Phase I - Considerations

- **The Dignity Memorial Public Servants Program** offers dignified and honorable tributes at no cost for career and volunteer firefighters, law enforcement officers, and emergency services personnel who fall in the line of duty. The Dignity Memorial Bereavement Program includes various discounts and other benefits. For more information call 919-828-4311 or go to www.ncpublicservants.com.
- **The Wilbert Burial Vault** offers a vault at no charge to the family, for career and volunteer firefighters who fall in the line of duty.

Phase II

- After the funeral/memorial services until all benefits are submitted
- OSFM will schedule a time for an initial benefits meeting with the family and department (typically the week after the funeral).
- A list of all the necessary documentation and forms to be completed will be discussed and a timeline set to determine when the various items will be obtained and by whom.
- Final meeting to review all paperwork, forms, and documentation to ensure all items are ready to be submitted to the various associations and agencies.

Phase II – Required Documentation

Documentation for the deceased:

- Driver's license
- Social security card
- Beneficiary card
- Training records
- Marriage license
- Divorce documents (if applicable)
- Birth certificate/ Adoption papers
- Original Death Certificate

Documentation for the spouse and/or dependent(s):

- Full name(s)
- Address(s)
- Social security number(s)
- Date(s) of birth(s)
- Copies of birth certificate(s)

Reports needed (all with original signature):

- Law Enforcement
- Toxicology
- Hospital
- Ambulance/1st Responder
- Fire Incident Reports
- Casualty Reports
- Autopsy Reports
- Press release and news articles

Statements needed from:

- The chief
- All involved personnel
- Any witnesses

Phase II - Considerations

Possible Benefits

- Federal Public Safety Officers Death Benefits \$370,376.00 (Federal Fiscal Year {10/01/2020 – 09/30/2021}) + “COLA”
 - <https://www.everycrsreport.com/reports/RL34413.html>
- State Line-of-Duty Death Benefit
 - *Senate Bill 99 2015 Changes* (Section 9 – The payment of the death benefit to the beneficiary is a lump sum payment of \$100,000)
- North Carolina State Firefighters' Association Line of Duty Death \$50,000.00 and AD & D \$25,000
- N.C. Society of Fire & Rescue Service Instructors \$10,000.00

Phase II - Considerations

Possible Benefits

- Local Relief Fund
- Pension Fund Reimbursement (Monies paid into fund)
- Any department benefits, such as VFIS, Brotherhood Term Life, etc.
- If a member of NVFC:
 - \$10,000 AD&D (it is doubled to \$20,000 if it is emergency response related).
- Each year the chief should review all benefits the department has with its members.

Phase II - Considerations

Tuition

- Senate Bill 37 and House Bill 19 during the 2015 legislative session extended tuition reimbursement to those dependents whose legal guardians were killed in the line of duty.
- § 115B-2. Tuition waiver authorized. (a) The constituent institutions of The University of North Carolina and the community colleges as defined in G.S. 115D-2(2) shall permit the following persons to attend classes for credit or noncredit purposes without the required payment of tuition:
 - (2) Any person who is the survivor of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed as a direct result of a traumatic injury sustained in the line of duty.

Phase II - Considerations

N. C. State Firefighters' Association

- In addition, a seat belt benefit of \$10,000 will be paid.
- Full scholarships for college education provided for any dependent child. These scholarships essentially cover all expenses except spending money.
- Fraternal Insurance available for members under 55 years of age at a cost of \$40 per year, per member:

35 and under	\$ 40,000.00
36 – 40	\$ 30,000.00
41 – 45	\$ 20,000.00
46 – 50	\$ 10,000.00
51 – 55	\$ 3,000.00
56 – 60	\$ 2,500.00
61 and over	\$ 2,000.00

Phase II - Considerations

Worker's Compensation

- Workers Compensation \$287,350 – \$431,000
- This benefit is calculated at a specific rate equaling 2/3 of his/her weekly wages for 500 weeks.
- Presently the maximum rate is \$862 for career emergency personnel and a minimum rate of \$574.70 (2/3 of the maximum) for volunteer emergency personnel.
- Benefits for minor age beneficiaries are also figured for 500 weeks or until age of 18, whichever is longer.
- Part-time emergency personnel rate would be based on the salary paid for those part-time hours worked for the previous 12 months.

Phase II - Considerations

State Death Benefit

- Heart attack, stroke, and cancer as defined in [NC General Statute 143-166.2](#).
- This benefit pays a total of \$100,000.00 in a lump sum payment.
- No “remarriage” penalty.

Phase II - Considerations

NCAREMS

- Upon approval by the Industrial Commission, this benefit will make an initial payment of \$20,000, and \$20,000 annually until claim is paid in full (up to \$100,000)
- The Industrial Commission does not notify the NCAREMS or the Department about the payment of the benefit.
 - The family receives the information and needs to forward the decision to the department so they can send it to the NCAREMS.
- Dismemberment and/or Accidental Death (coverage is 24 hours a day) \$20,000
- Natural deaths pay \$1,000
- BENEVOLENT BROTHERHOOD – *Must be a member.*
 - Death benefit is \$5,500 which is payable upon death of a member in the fund. (Benefit increases \$1,000 with each increase in membership of 1,000.)
- A spouse and/or dependent(s) of a line of duty death are eligible to receive scholarships and have choice of:
 - Two year scholarship of \$2,000
 - Four year scholarship of \$15,000

Phase II - Considerations Pension Fund

- 2016 Legislative session changed the N.C. Fire and Rescue Squad Pension Fund disbursement in the event of a member death.
 - If a member is killed in the line of duty their beneficiary will receive their retirement benefit starting at age 55.

Phase II - Considerations

Public Safety Officer Benefit (PSOB)

- This benefit is paid as follows:
 - Surviving spouse with no dependents receives full payment
 - Surviving spouse with surviving minor dependents: The spouse receives half of full amount and the remaining half is divided equally among the dependents
 - No surviving spouse or dependent, the payment will be made to the surviving parents of the deceased
- Benefit is not paid to the estate
- Application is now 100% online and OSFM staff will help the family and department apply
- Includes educational assistance through the PSO's Educational Assistance (PSOEA) to defray relevant expenses:
 - Tuition & Fees
 - Room & Board
 - Books
 - Supplies
 - Other education-related costs
- Maximum award for a full-time student is \$1,224 per month and proportionately less for part-time students. This benefit also applies to spouse of PSO.

Phase II - Considerations

Federal Legislation

- Hometown Heroes Survivors Benefits Act of 2003:
 - Congressman Bob Etheridge introduced HR 5334 in 2002.
 - President signed into law December 15, 2003.
- This bill is to ensure that a public safety officer who suffers a fatal heart attack or stroke while on duty shall be presumed to have died in the line of duty.

Phase II – Considerations

National Fallen Firefighter Memorial

- Memorial at National Fire Academy – Emmitsburg, MD
- First weekend in October
- All LODDs approved for PSOB honored
- Any state LODD recognized for cancer after 1/1/2018

Phase II - Considerations

State Fallen Firefighter Memorial

- Memorial at Nash Square – Raleigh
- First weekend in May
- All NC LODDs approved by General Statute 143

Phase II – Considerations

Other Considerations

- Depending on the circumstances on the death of the Firefighter, there may be investigations by local law enforcement, NIOSH, and OSHA.
 - These investigations can be complex and require additional interviews, depositions, and other statements. You need to keep good records and be consistent in your responses.
 - These additional investigations can take several months and require diligent follow up and it may require the department to seek legal counsel.

What We Will Not Do

- We will not come if we have not been requested to come.
- We will not disseminate information unless cleared by the chief and family.
- We will not give out inaccurate information.

Contact Information

OSFM

Monday-Friday 8am-5pm
1-800-634-7854

After Hours:

Brian Taylor (919) 218-1511
Kim Williams (984) 960-7610
Brian Wade (919) 609-3802
Mike Williams (919) 368-0643

NCFFF

N.C. Fallen Firefighter
Foundation
P.O Box 68
Bahama, NC 27503
919-697-5350
www.ncfff.org

Questions?

N.C. Peer Support

Objectives

- What is peer support
- Common requests
- What you can do
- What works
- What it is not

Peer Support Defined

- NCPS: Peer Support is defined as assistance provided by a trained individual or group of trained firefighters and emergency responders who answer the call to their brothers and sisters in need, regardless of the need.
- Trained Peer Supporters are members of the fire service who seek out and talk to other peers about behavioral health concerns and connect members with helpful services. (IAFF Definition)
- Peer Support must be voluntary
- Only provided to individuals and groups of firefighters who request it
- This makes NCPS different from other services that can be mandated through the chain-of-command

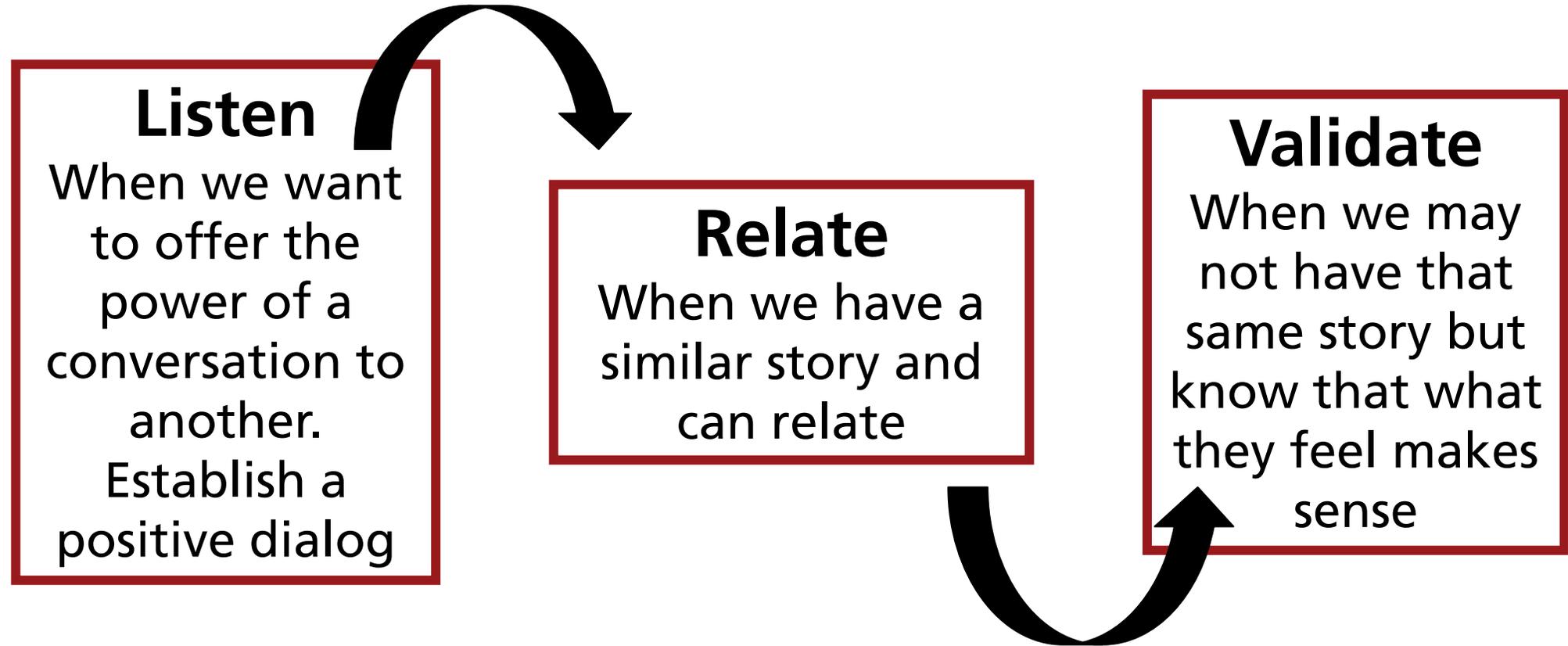
Peer Supporters On the Continuum of Behavioral Health

- CISM
- Chaplain
- EAP
- Clinician
- Supervisor
- Bridge to other resources?

Common Peer Support Requests

- “I have been dealing with a lot on my own for a while.”
- “my spouse left me?”
- Divorce
- Drinking
- Financial
- Loss of connection with family
- Grief and loss both at home and through work
- Acute traumatic incidents at work

What You Can Do



What works

- Making it SAFE!
- Power of a Conversation
- No one understands a firefighter like a firefighter
- Brothers and Sisters helping one another
- Coffee table conversation - You are already doing this
- "It is ok to not be ok for today"

What Peer Support Is Not

- Peer supporters are not therapist
- Peer supporters are not trained counselors
- Peer supporters do not offer advice on how to resolve an issue, they offer an open ear and a bridge to resources
- Peer support does not take the place of EAP, CISM, or other organizational resources
- We are not supposed to “fix”
- Peer Support will not work as a mandated service

Urgent Resources

National Hotlines

- Safe Call Now- 24/7 hotline (206) 458-3020, www.safecallnow.org
- National Suicide Prevention Lifeline- 24/7 hotline (800) 273-8255
- Crisis Text line- text "START" to 741741
- www.suicide.org

911

- Call 911 or go to the nearest hospital and let them know you need to see the psychiatrist on call

Critical Incident Stress Debrief Team

- North Carolina Law Enforcement Assistance Program (NC LEAP) - www.nc-leap.org

Nonurgent Resources

North Carolina Firefighter Peer Support

- 24/7 hotline (855) 7NC-PEER or www.ncffps.org
- Someone will always answer the phone and get you to the person that can best help you.
- Team members are made up of local NC firefighters who have gone through special peer support training.

First Responder Assistance Program

- (855) 207-1747 or www.BDAEAP.com,
- Resources and referrals to first responders and their families, organization is PROVIDENT and NCSFA.

Share The Load- 1-888-731-3473

- National Volunteer Fire Council: A support program for Fire and EMS.
- **NCDOI/ OSFM Behavioral Health Portal** <https://www.ncosfm.gov/fire-rescue/behavioral-health-crisis-portal>

If you at any time have serious concerns about the physical or emotional welfare of an individual please contact a Mental Health Professional or take appropriate precautions (i.e. hospitalization, etc.) to ensure their safety.

**Suicide Is Preventable.
With Help Comes Hope!**

Questions?

Gross Premium Assessment

Program Objectives

- GPA
 - Elements of the Gross Premium Assessment
 - Fund allocation
 - Disbursements of the GPA
 - Programs associated with each disbursement
- Relief fund
 - Background information
 - Eligibility
 - Board structure
 - Fund management
 - Allowable uses of the funds
 - Reporting requirements
 - FAQs

Gross Premium Assessment (GPA) Formula

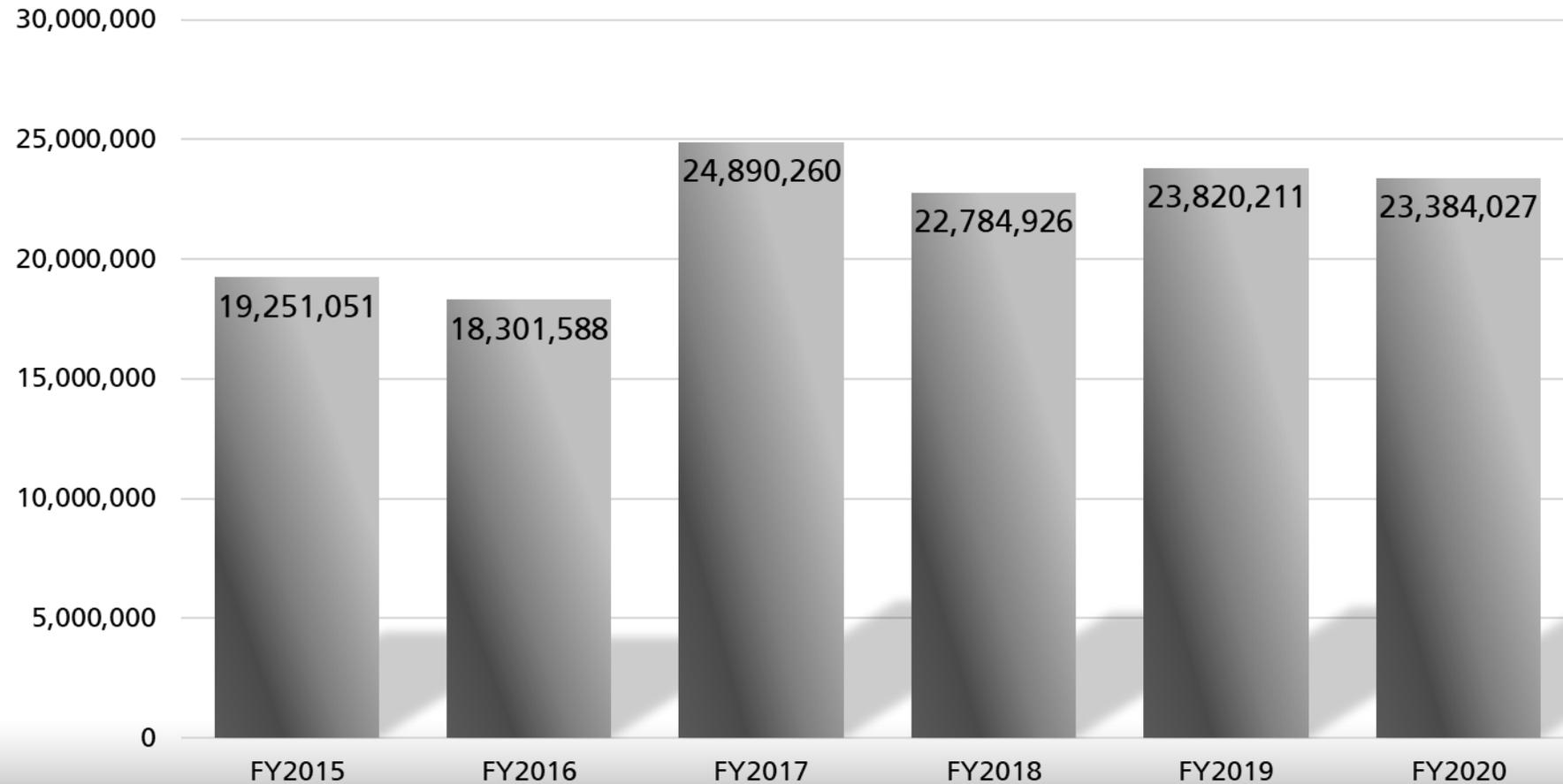
$$\text{GPA} = (.074 \times 100)$$

74 cents per \$100 from any NC insurance policy containing fire coverage
(i.e. homeowners, rental, etc.)

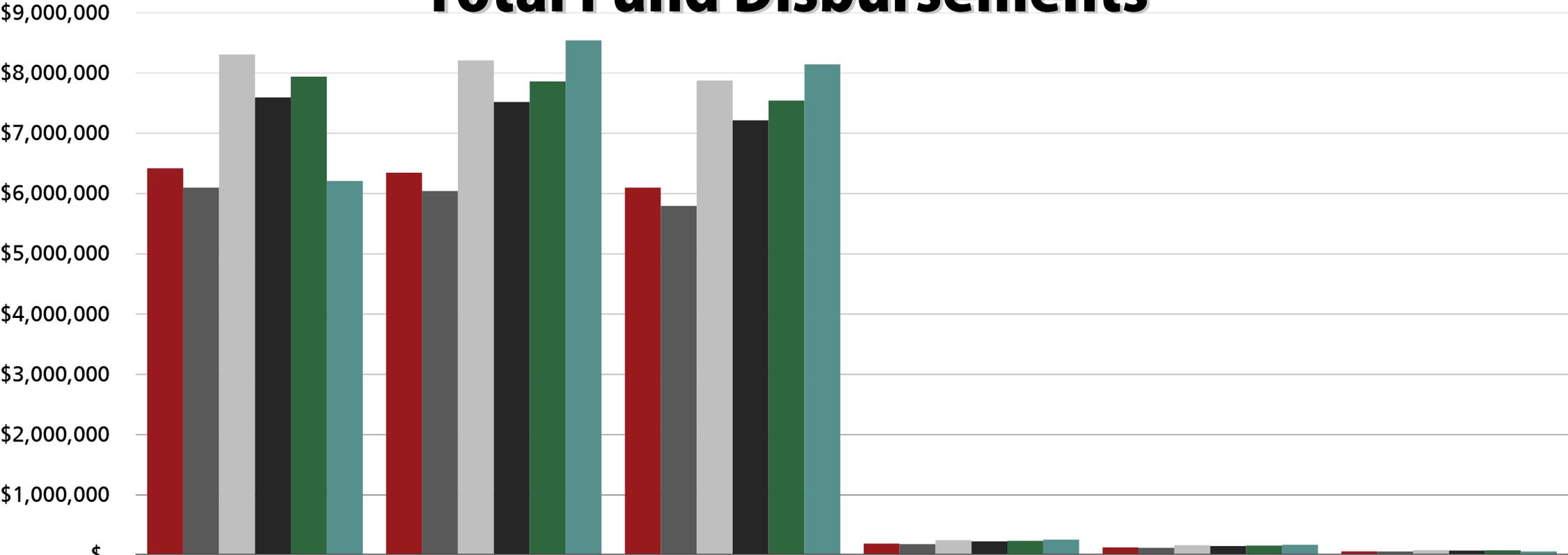
GPA Distribution

- FD Relief Funds 20%
- Volunteer Safety Workers Comp Fund 20%
- Fire Department Grants 20%
- General Fund Redistributed to Fire and Rescue Squad Pension Fund 40%
- NCSFA Relief Fund Administration 3%
- DOI FD Grant Administration is (1%) and Relief Fund Administration is (2%)

Gross Premium Tax Collections (Total Funds Generated)



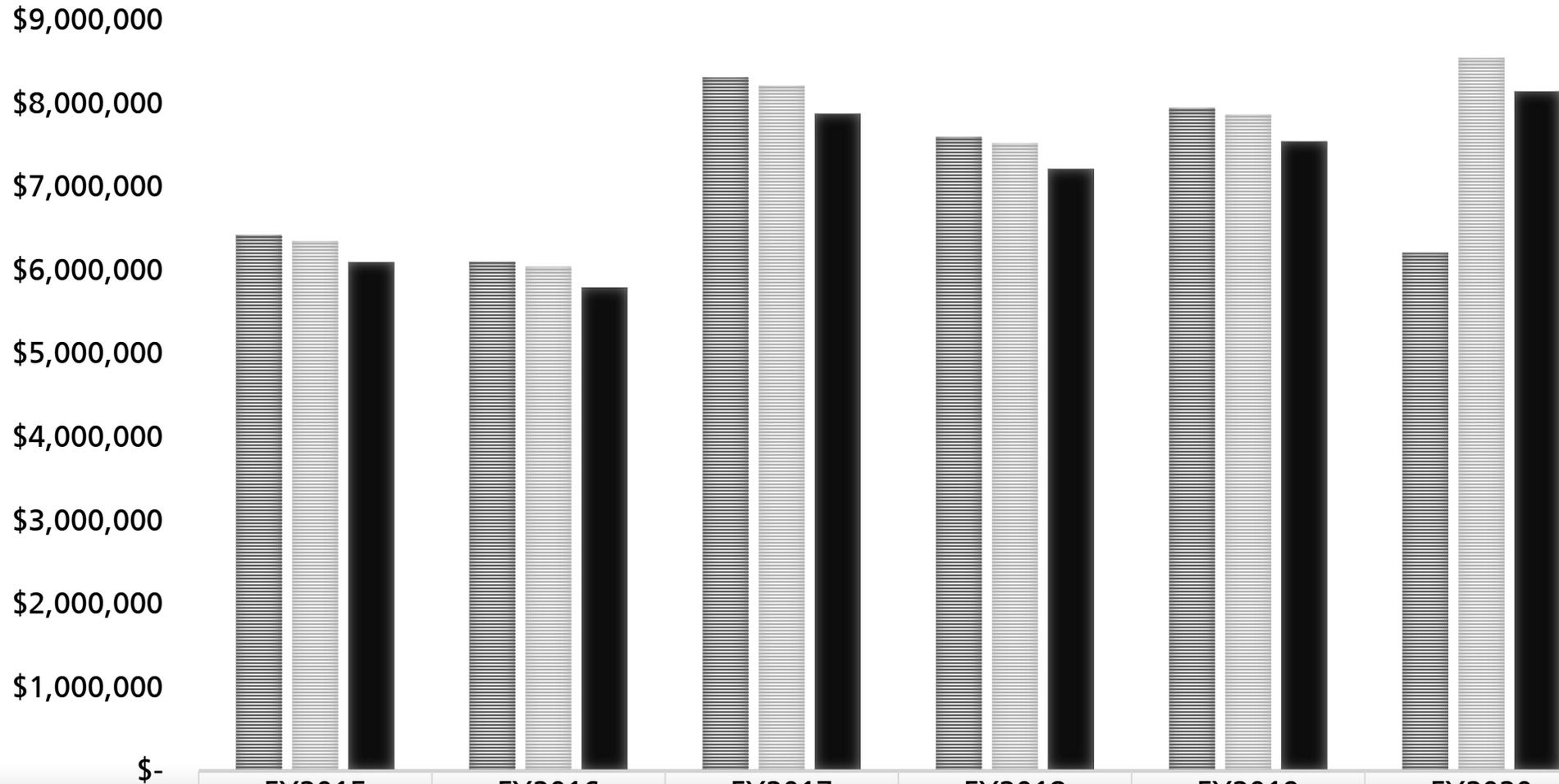
Total Fund Disbursements



	Vol. Worker's Comp Fund	Fire Department Grants	Relief Fund	Relief Fund NCSFA Admin	DOI Relief Fund Admin	DOI Fire Grant Admin
FY2015	\$6,419,799	\$6,347,359	\$6,098,790	\$192,593	\$128,396	\$64,115
FY2016	\$6,099,485	\$6,041,592	\$5,794,511	\$182,985	\$121,990	\$61,026
FY2017	\$8,307,698	\$8,208,944	\$7,876,164	\$248,721	\$165,814	\$82,919
FY2018	\$7,594,975	\$7,519,026	\$7,215,227	\$227,849	\$151,900	\$75,950
FY2019	\$7,940,085	\$7,860,640	\$7,543,081	\$238,203	\$158,802	\$79,400
FY2020	\$6,208,884	\$8,541,491	\$8,142,989	\$257,147	\$171,431	\$62,085

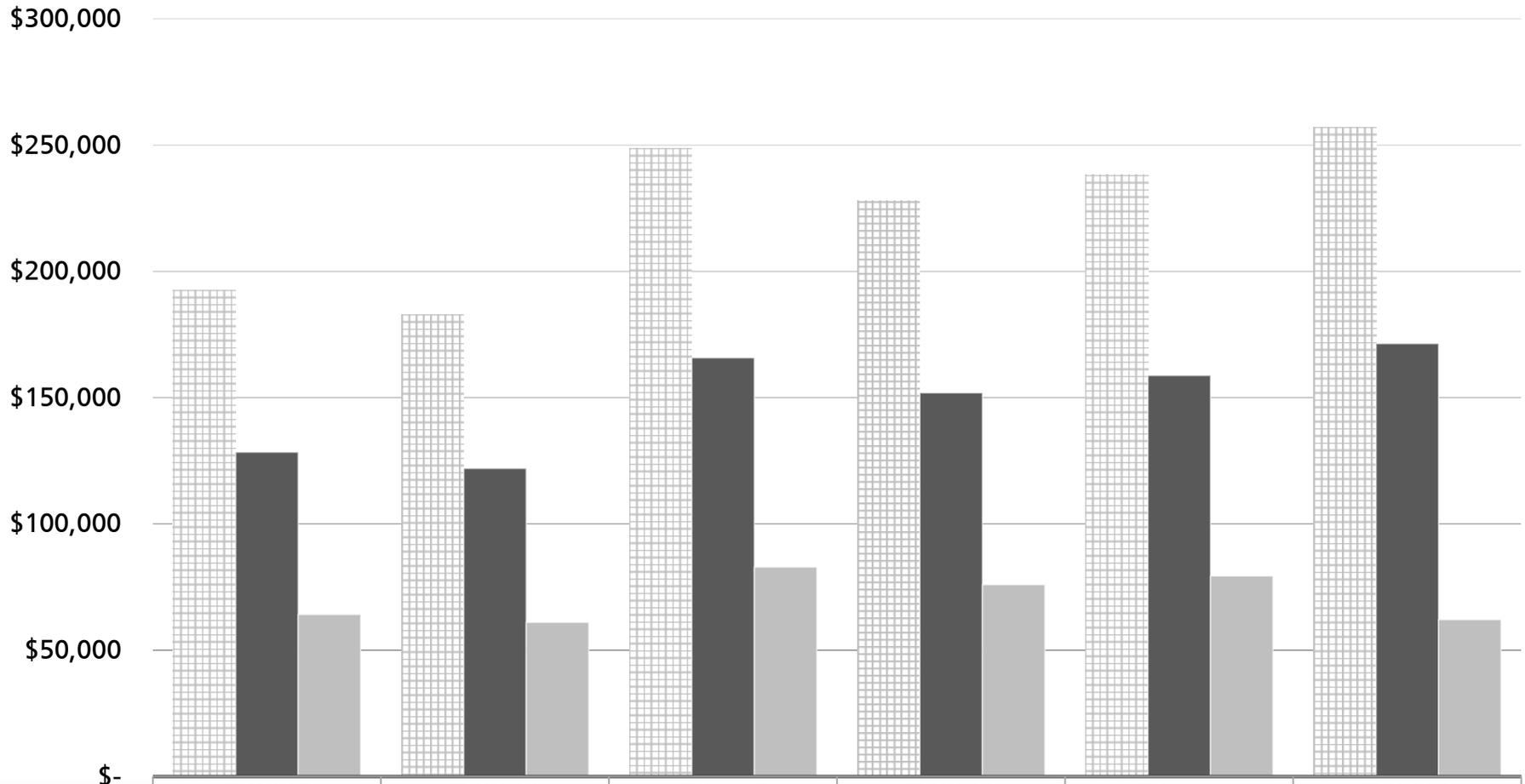


Total Funding To Major Programs



	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Vol. Worker Comp Fund	\$6,419,799	\$6,099,485	\$8,307,698	\$7,594,975	\$7,940,085	\$6,208,884
Fire Dept Grants	\$6,347,359	\$6,041,592	\$8,208,944	\$7,519,026	\$7,860,640	\$8,541,491
Relief Funds to FD's	\$6,098,790	\$5,794,511	\$7,876,164	\$7,215,227	\$7,543,081	\$8,142,989

Total Funding To Administration



	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Relief Fund NCSFA Admin	\$192,593	\$182,985	\$248,721	\$227,849	\$238,203	\$257,147
Relief Fund Admin	\$128,396	\$121,990	\$165,814	\$151,900	\$158,802	\$171,431
Fire Department Grant Admin	\$64,115	\$61,026	\$82,919	\$75,950	\$79,400	\$62,085

Relief Fund

Relief Fund

- Originally established in 1907
- Created to provide financial assistance to Destitute Firefighters' in cities and towns
- Statutes have been amended over the years to allow additional benefits and include all rated fire departments
- Local Relief Fund Laws are contained in Chapter 58, Article 84 of the General Statutes
- Funding is Provided by proceeds from the Gross Premium Tax on Fire Insurance
- It is distributed based on County Population and percentage of property protected in a County to each eligible Fire Department

Relief Fund - Eligibility

- To be eligible to receive funds for a LFRF, the fire department must follow several guidelines.
 - **(1)** It first **must** be a rated department
 - **(2)** It **must be** a member of the NC State Firefighters' Association
 - **(3)** Next, it must appoint a **Local Relief Fund Board (LRFB)** consisting of five members
- **Firefighter:** Any person who **(a)** is a volunteer, employee, contractor or member of a rated and certified fire department, **(b)** performs work or training connected with fire protection, fire prevention, fire control, fire education, fire inspection, fire investigation, rescue, emergency medical services, special operations or performs the statutory duties and responsibilities of the fire chief as set forth in N.C.G.S. 160A-292, and **(c)** is included on the certified roster submitted to the N.C. State Firemen's Association pursuant to N.C.G.S. 58-86-25.

Relief Fund – Board Structure

- The Local Relief Fund Board Consists of Five (5) Members
 - (2) elected by the fire department membership who serve at the pleasure of the department. Members elected for these positions shall be either residents of the fire district or active or retired members of the fire department.
 - (2) elected or appointed by the Mayor, Board of Alderman, or City Council if it is a municipal department, or two appointed by the County Commissioners if it is a County Fire Department, to serve at the pleasure of the Board. In departments who serve a city and county, one may be elected/appointed by each Board. These two positions must reside in the fire district.
 - (1) appointed by the Commissioner of Insurance. The member appointed in this position shall be either a resident of the fire district or an active or retired member of the fire department. Often referred to as the "5th Position". *If the local fire chief is not one of the members appointed, they shall serve as ex-officio members of the local Board.*
- The Local Relief Fund Board (LRFB), consisting of these five (5) members shall then elect a Chairperson, Treasurer, and Secretary.
- The Commissioner's appointee (position 5) does not have to be the Treasurer.
- The Secretary and Treasurer may be the same person, but the Treasurer and Chairman cannot be the same since both have to sign for any disbursement, which requires two signatures.

Relief Fund – Fund Management

- Funds shall be maintained by the Treasurer in a separate and distinct fund, the balance and use of which shall be reported annually to the NC State Firefighters' Association
 - All funds received and any investments earned on these funds, regardless of where they are held, must be reported
- The LRFB shall manage the local funds as prudent trustees of the fund as listed in **Chapter 36E** of the NC General Statutes
 - In managing and investing the fund, the LRFB shall consider the purposes of the fund and the uses allowed by law.
 - Each person responsible for managing and investing the fund shall manage and invest the fund in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances
- **GS 58-84-60** also provides immunity to members serving on the LRFB individually from civil liability for monetary damages as long as they are acting within the scope of their responsibility in good faith, have not acted with gross negligence or wanton misconduct, and not derived any improper personal financial benefit

Relief Fund – Finance Reporting

- The LRFB must keep a correct and accurate account of all monies received and dispersed by them, including annual distributions, interest, and holdings, and report same to the NCSFA annually. (GS 58-84-40)
- This accounting shall include all monies received and disbursed, all interest earned, and include all monies allocated to the fund for any use. The report must also include a listing of disbursements and the amount disbursed in each allowable expenditure, and the number of firefighters impacted by each disbursement.
- This must be reported online to the State Firefighters' Association by the Treasurer, in a format prescribed by them, by October 31st of each year. Failure to do so will forfeit the payment the LRFB will receive the following year.

NCSFA 2016 Relief Fund Submission Confirmation		
Thank you for your 2016 Relief Fund submission. Please keep this confirmation page for your records.		
NCSFA 325 West Jones St #401 Raleigh, NC 27603 ed@ncsfa.com		
1. Beginning Cash Balance (last year's ending balance)		\$0.00
Receipts Placed in Relief Fund		
2. Received from the Department of Insurance	\$0.00	
3. Investment Income (Savings interest, Certificates of Deposit, Investments)	\$0.00	
4. Other Income (Interest on Savings, Pensions, etc.)	\$0.00	
5. Total Receipts (sum of lines 2 thru 4)	\$0.00	
6. Total Relief Fund Balance and Receipts (sum of lines 1 and 5)	\$0.00	
Disbursements From Relief Fund # Members Affected		
7. Member Line of Duty Death or Injury Payment	\$0.00	
8. Member Destitution Payment	\$0.00	
9. Approved Supplemental Retirement Payments	\$0.00	
10. Non-Disability Essential Pension and Payments	\$0.00	
11. Supplemental Insurance Premiums	\$0.00	
12. Worker's Compensation Insurance Premiums	\$0.00	
13. Association Dues (NFA, IAFF, IAFC)	\$0.00	
14. Firefighter Physicals (OSHA or NFPA)	\$0.00	
15. Supplemental Education Benefits and Scholarships	\$0.00	
16. Bank Fees	\$0.00	
17. Administrative Costs	\$0.00	
18. Investment Costs/Losses	\$0.00	
19. Total Disbursements (sum of lines 7 thru 18)	\$0.00	
20. Ending Relief Fund Balance as of June 30th	\$0.00	
Total Assets - Areas Where Relief Fund Monies are Held		
Checking Account	\$0.00	
Savings Account	\$0.00	
Money Market Account(s)	\$0.00	
Certificate of Deposit Account(s)	\$0.00	
Other Investment Account(s)	\$0.00	
Total Assets (This total must match Line 22)		\$0.00
Net Reportable Relief Fund Balance to NCDOT (Subtract Line 20 from Line 21)		\$0.00
Current Relief Fund Board		
Chairman: A	Trustee #1: B	
Trustee #2: C	Trustee #3: D	

Relief Fund – Board of Trustees Report

- Board of Trustees Report – Completed on-line by the fire chief during roster reporting
 - On or before January 15th of each year, the fire chief of each city or county that has a local board of trustees under G.S. 58-84-30 shall file a certificate of eligibility called a Board of Trustees Report (BTR) with the North Carolina State Firefighters' Association on a form prescribed by the Association.
 - If the certificate is not filed with the Association on or before January 15 the Local Firefighters' Relief Fund for that fire department shall forfeit the payment next due to be paid to the Fund's board of trustees, if the fire chief fails to file the certificate required by this section.

Current Relief Fund Board of Trustees Print/Save

The Relief Fund Board of Trustees needs to have one designated chair and one designate treasurer. All of the data fields must be complete, for each trustee.

Board Trustees elected by Fire Department

First & middle names: Edit

Last name: Replace

Address: Use the Replace button to clear the data when a new Trustee is added.

City:

State: Zip:

Email: Member ▾

Phone:

First & middle names: Edit

Last name: Replace

Address: Use the Replace button to clear the data when a new Trustee is added.

City:

State: Zip:

Email: Member ▾

Phone:

First & middle names: Edit

Last name: Replace

Address: Use the Replace button to clear the data when a new Trustee is added.

City:

State: Zip:

Email: Member ▾

Phone:

First & middle names: Edit

Last name: Replace

Address: Use the Replace button to clear the data when a new Trustee is added.

City:

State: Zip:

Email: Member ▾

Phone:

Board Member appointed by Insurance Commissioner

The NCSFA maintains all data for this entry, except the Department can edit the position (Chair, Treasurer, Member).

First & middle names: Edit

Last name: Replace

Address: You can edit the position (Chair, Member, Treasurer). For any other edits, contact the NCSFA.

City:

State: Zip:

Relief Fund - Allowable Uses

- Allowable after the LRFB has approved them **without further approval**:
 - To assist financially any firefighter in active service for a sickness or injury contracted in the line of duty. The amount is dependent on need and availability of funds as determined by the LRFB upon review and the annual earning capability of the individual.
 - To provide reasonable support to family or dependents of a firefighter who may lose their life in the line of duty by accident or sickness. The amount is dependent on need and availability of funds as determined by the LRFB upon review and the annual earning capability of the individual.
 - To pay premiums in the Fraternal Insurance Fund of NC if the firefighter is a member and the LRFB has determined the firefighter cannot pay for reasons of disability.

Relief Fund - Allowable Uses

- Allowable after the LRFB has approved them, and a request is made and approval given by the Executive Director of the NC State Firefighters' Association to insure the fund is “financially sound” or stable, and the use will not reduce the funds to an extent where they would not be available for the previous uses.
 - The request for approval must be submitted in writing (email, letter, fax), must be approved by the LRFB first, and the LRFB must provide any detail needed by the Executive Director to make the decision. Examples of information needed for submittal include, but may not be limited to:
 - Type of Proposed Use and if the Use is Repetitive
 - Amount to be used (once or annually)
 - Name of Individual firefighter(s) affected (if years of service eligibility need to be verified)
 - Dates of LRFB Approval and Dates of Implementation
 - Projections on future needs for the same use (i.e. scholarships)

Relief Fund - Allowable Uses

- If a firefighter becomes financially destitute. Destitution must be through no fault of the firefighter (i.e. gambling, poor investments, reckless spending, unwillingness to work, etc., would not be considered), and is defined as the inability to provide basic provisions to themselves or their families. Such basic provisions include but are not limited to, assistance with housing, vehicle or commuting expenses, food, clothing, utilities, medical care, and funeral expenses. The amount is dependent on need and availability of funds as determined by the LRFB upon review and approval of the Executive Director
- Payment of monthly assessments in the NC Firefighters' and Rescue Workers Pension Fund
- The payment of workers compensation premiums, including those to the NC Volunteer Safety Workers Compensation Fund
- Educational benefits to firefighters and their dependents. These are generally in the form of scholarships that allow application and a fair access to all members and dependents

Relief Fund - Allowable Uses

- Payment of premiums for other types of insurance and pension protection for firefighters. For example, dues to the NC State Firefighters' Association or the NC Association of Fire Chiefs are allowed since these two associations provide LODD, A&D, and scholarship programs for firefighters otherwise eligible for relief fund benefits
- Annual physicals that are required for firefighter positions by the Department of Labor, or recommended by the National Fire Protection Association. While not intended to supplement fire department operational costs, this is intended to help ensure that firefighter safety is paramount and that necessary physicals may be given in the absence of available fire department funding
- The use of relief fund monies for a supplemental retirement fund. This requires significant planning and future projections, a stable fund balance, and other controls requiring more detailed review. It is addressed in more detail in the following discussion **“Establishing and Maintaining a Supplemental Retirement Program within Your Local Relief Fund”**

Relief Fund - Financially Sound Balance

- The Minimum and Maximum Balances of the LRFB established by law are as follows:
 - The Minimum (or financially sound) amount before funds can be used = \$500 per member on the roster or \$20,000, whichever is greater.
 - The Maximum amount before loss of additional funding = \$2,500 per member.
- One exception to the Maximum is the establishment of a Supplemental Retirement Account. Contact the Executive Director at NCSFA if you are interested in establishing one.
 - A board of trustees of a local Firefighters' Relief Fund may, with the authorization of and under guidelines provided by the North Carolina State Firemen's Association, dedicate a portion of the local Firefighters' Relief Fund towards providing supplemental retirement. If this SRA approved by NCSFA is used solely for supplemental retirement within the guidelines provided by the North Carolina State Firemen's Association, then such dedicated amounts shall not count towards the maximum allowable balance under subsection (a) of this section.

Relief Fund – Financially Unsound Balance

- Financially Unsound: local funding unable to sustain a requested expenditure or unable to make similar payments for five years without the local fund's balance falling below (1) the number of eligible firefighters in the local department multiplied by \$500 or (2) \$20,000, whichever is greater.

Relief Fund

- Increased Reporting Requirements starting:
 - Details on the disbursements from local relief funds, including how much was disbursed for each allowable purpose and how many members received disbursements for those purposes.
 - No legislative restriction on amount of spending.
 - A local board of trustees shall not be restricted to making disbursements solely from the interest.

FAQs

Who has control of the relief fund money?

The Local Relief Fund Board of Trustees.

My department is owned and operated by municipal government. Do they control the relief fund?

No. The Local Relief Fund Board of Trustees controls the funds.

Can equipment or other purchases be made with relief fund money?

No. N.C.G.S. 58-84-35 defines how the fund can be used.

Who appoints the Relief Fund Board of Trustees?

The fire department elects two representatives, the City and/or County appoints two representatives, and the N.C. Insurance Commissioner selects one representative. One of the five board members will be elected to serve as the Relief Fund treasurer.

Do the Relief Fund Board Members have to be residents of the fire district?

The two fire department appointees & one N.C. Insurance Commissioner appointee shall be residents of the fire district, active members, or retired members of the fire department. The two City/County Commissioner appointees shall be residents of the fire district.

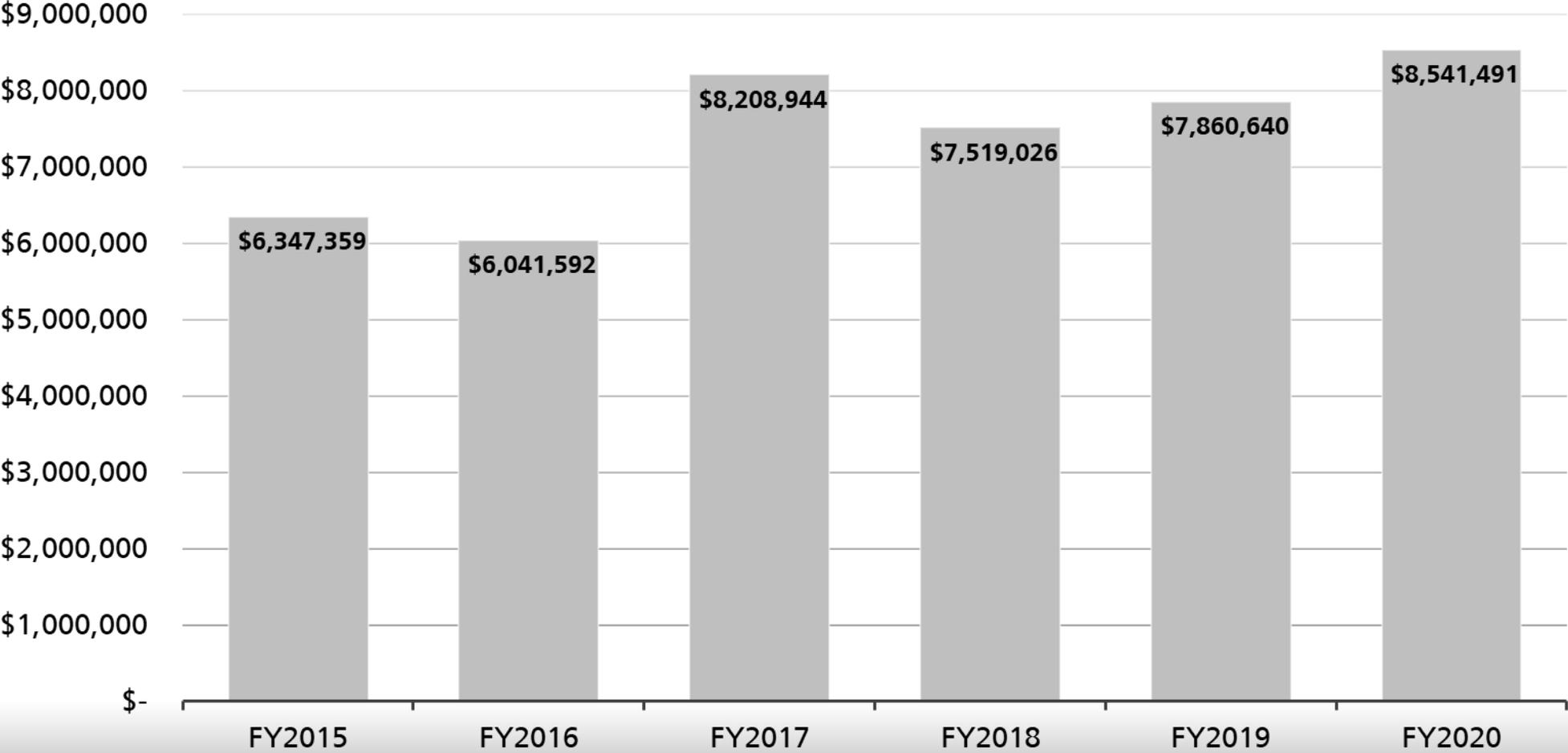
Program Objectives

- Fire Grant
 - Funding
 - Eligibility
 - Application process and timeline
 - Recipient selection
 - Case Studies
 - FAQs
- Rescue Grant
 - Explain Volunteer Rescue Fund Programs.
 - List requirements for participation.
 - Describe process and timeline for application.
 - Answer frequently asked questions.

Fire Grant

- Volunteer Fire Department Fund is a dollar-for-dollar, or 50/50, matching grant up to \$30,000 for the purpose of
 - Assist fire departments in the most need.
 - Purchase equipment.
 - Make capital improvements.
 - Help departments improve insurance class.
- Fire departments that receive less than \$50,000 of funding from the City or County each year, the matching grant changes from 50/50 to 25/75, or \$3 for every \$1 matching.
- Property acquired from the Department of Defense through the Firefighter Property (FFP) and Federal Excess Property Programs (FEPP) is now eligible for grants.
- All N.C. licensed insurance companies pay to the N.C. Department of Revenue a portion of the Fire & Lightning coverage of all property insurance at a rate of .074 basis points.

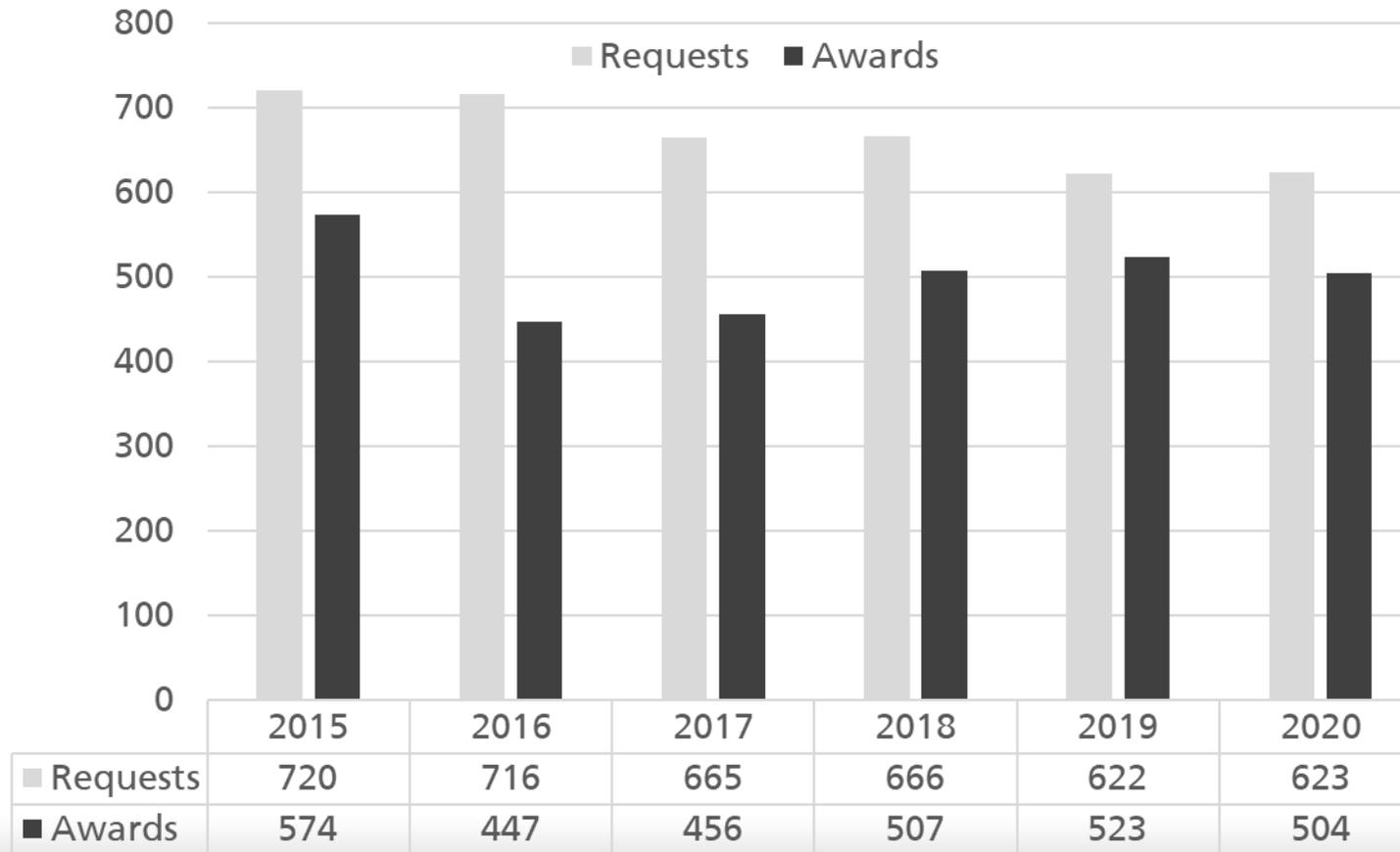
Fire Department Grant Funds



Fire Grant Requests vs. Awards

Total Fire Grants
Requested: 4012

Total Fire Grants
Awarded: 3011



Fire Grant - Eligibility

- Fire departments must
 - Be rated or actively working with the NCDOT Fire Ratings & Inspections section.
 - Serve a population of 12,000 or less.
 - Be primarily volunteer with no more than 6 paid positions.

Fire Grant- Application Timeline

- January 2: Fire chiefs are notified that the application is available.
- March 1: Deadline to submit application.
- May 15: Grant recipients announced.
- September 30: Invoices and forms must be submitted to N.C. Department of Insurance to receive payment.

Fire Grant - Recipient Selection

- Applications are computer scored by point system.
- Funding from N.C. Department of Revenue entered into database.
- Computer selects applications with the lowest score (greatest need) until the available funding is exhausted.

Fire Grant – Fraudulent Activity

- Entering falsified budget information. All income must be reported on the grant application. This includes the total agency budget to include salary for all paid staffing including benefits
- Applying for items and then purchasing other items without getting approval from DOI
- Providing falsified information for payment
 - EX. using software to change the word quote to invoice and never receiving equipment.
- Returning grant funded equipment and requesting a refund or trading out equipment for different items. All equipment must be accounted for Auto group up to five years after the grant

Case Studies

- **May 2019-** A concern was filed that some fire departments in Eastern N.C. had falsified their grant application by not reporting the proper amounts. The county finance director was contacted and provided all the income for each department. It was verified that indeed the amounts were falsified. Three departments had to forfeit their grant awards for the year totaling almost \$90,000. The Chiefs of these three departments could possibly be charged with Insurance Fraud.
- **July 2019-** A concern was filed that a fire department had requested a pick up truck to make a service truck but instead ordered a SUV. SUV's were taken off the approved grant funding list due to realigning the grant funds to help fund more grants for items that would directly assist departments in lowering or maintaining their insurance rating. It was discovered after an audit that the department had in fact not ordered the correct vehicle. All funds were withheld from the department and not reimbursed. This Chief could also be held for Insurance Fraud.

Case Studies

- **February 2019-** A concern was filed by an equipment vendor that a department in the western part of the state had requested to return all the items they received on the state grant. They further explained that they did not need it any longer since they applied for the grant. They wanted the vendor to “swap out” the equipment for items they would send to them in an e mail. The vendor explained to the department the concern they had about doing that and also that it was passed the 45 day return policy. Once again, as a department you have to maintain all the equipment that you requested and were granted for five years. If this vendor had allowed this return, the department and its Chief would be responsible for refunding the Grant program.

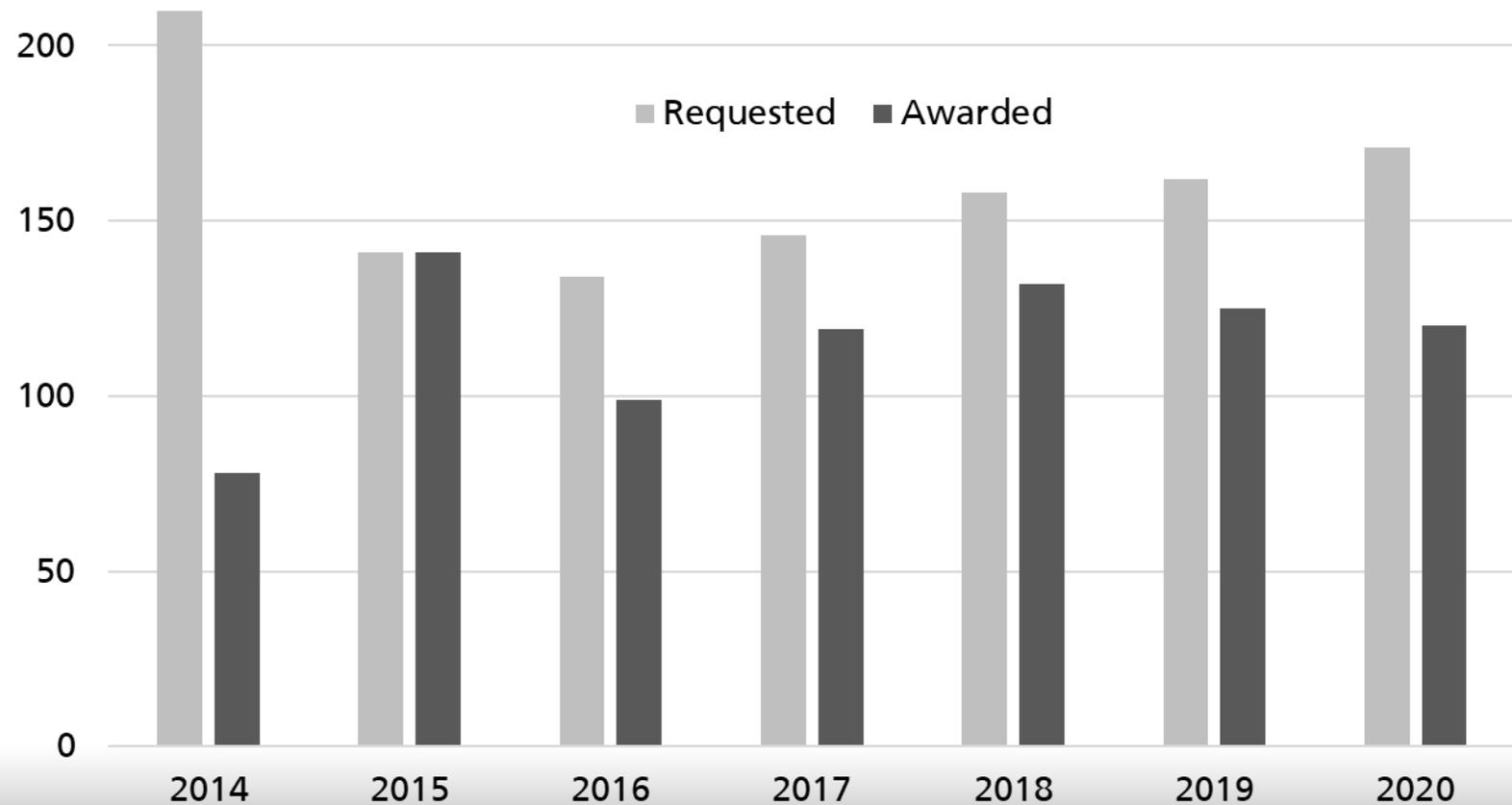
Rescue Grants

- Rescue Grant Fund is a dollar-for-dollar matching grant up to \$25,000 used to
 - Assist fire departments and rescue squads in the most need.
 - Purchase equipment.
 - Make capital improvements.
 - Help departments and squads improve rescue and EMS services.

Rescue Grant Requests vs. Awards

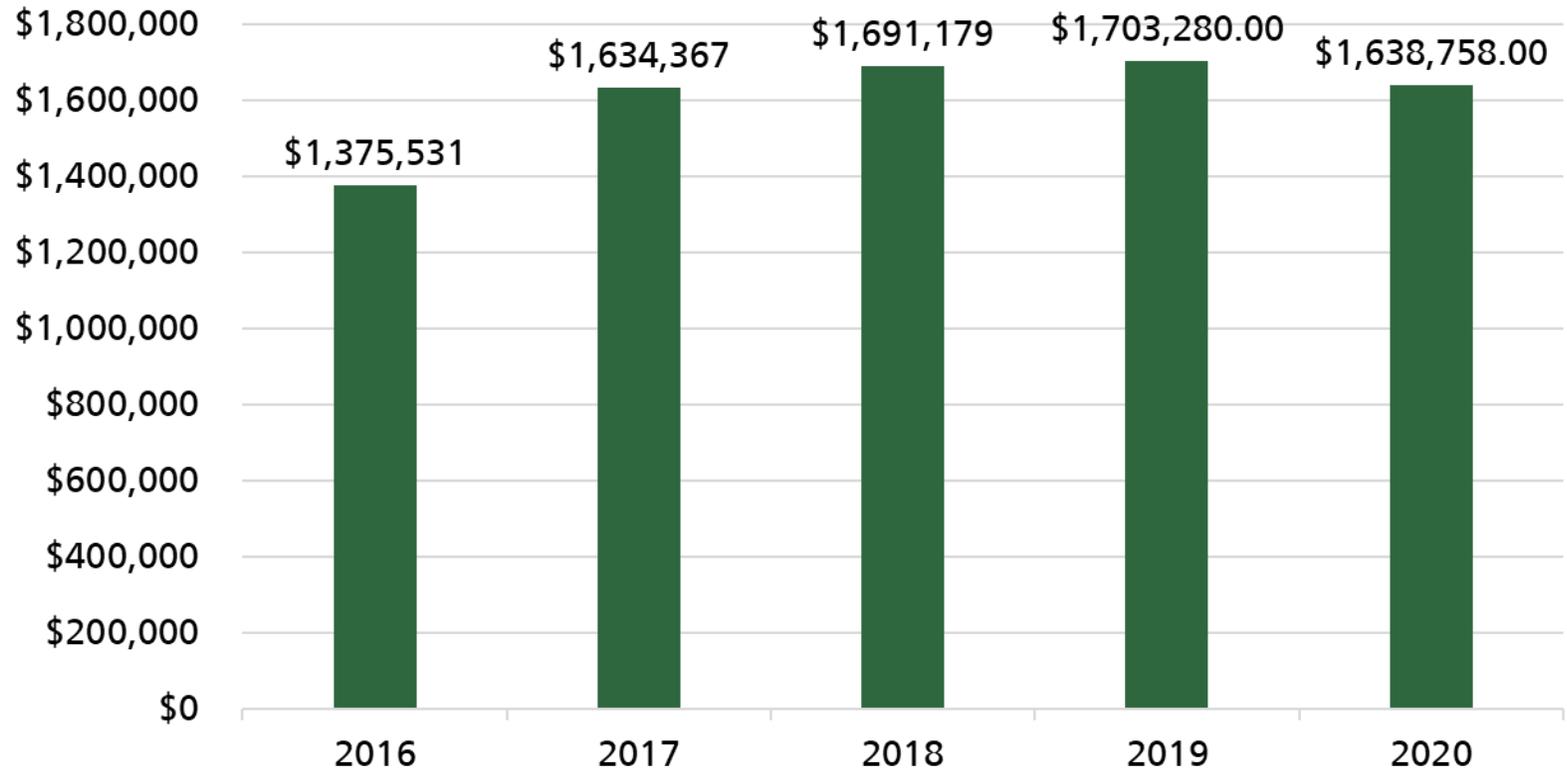
Total Rescue Grants
Requested: 1122

Total Rescue Grants
Awarded: 814



Rescue Grant - Funding Per Year

The Volunteer Rescue/EMS fund is funded by 18 cents of each vehicle inspection sticker.



Rescue Grant – Fund Priorities

- Grants are subject to the following priority order: (i) rescue units, (ii) rescue/EMS units, (iii) EMS units that are licensed as EMS providers under G.S 131E-155.1, and, finally, (iv) EMS units that are volunteer fire departments that are a part of a county's EMS system plan.
- For the grant, "EMS unit" means either (i) an EMS provider licensed under G.S 131E-155.1 or (ii) a volunteer fire or fire/rescue department that is part of its county's EMS system plan. The unit or squad must comply with existing State statutes and with eligibility criteria established by the North Carolina Association of Rescue and Emergency Medical Services, Inc.

Rescue Grant - Eligibility

- Rescue/EMS organizations must:
 - Meet the criteria of N.C. Association of Rescue & EMS. You do not have to be a member of the NCAREMS to be eligible to apply.
 - Be primarily volunteer with no more than 10 paid positions.

Rescue Grant - Application Timeline

- Aug. 1: Fire/Rescue/EMS chiefs are notified that the application is available.
- Oct. 1: Deadline to submit application.
- Dec. 15: Grant recipients announced.
- April 30: Invoices and forms must be submitted to N.C. Department of Insurance to receive payment.

Rescue Grant - Recipient Selection

- Applications are computer scored on a points system.
- Funding from DMV entered into database.
- Computer selects applications with the lowest score (greatest need) until the available funding is exhausted.

Contact Information

- Grants & Relief Funds Contacts
 - Grants Administrator, Kim Robertson 919-647-0082 Kimberly.Robertson@ncdoi.gov
 - Grants/Relief Fund Assistant Administrator, Shirley Lofton 919-647-0091
Shirley.Lofton@ncdoi.gov
 - Grants/Relief Fund Assistant, Sharon Daley 919-647-0083 Sharon.Daley@ncdoi.gov
 - Grants/Relief Fund Assistant, Michael White 919-647-0078 Michael.White@ncdoi.gov

Application Process

- Applications are submitted online
 - From Grants Home page <https://www.ncosfm.gov/fire-rescue/fire-rescue-grants-and-relief-funds> , then choose the specific grant/relief fund, scroll down to OSFM 24 Portal Link.
 - From the home page, <https://www.ncosfm.gov/> , then scroll down to the second row of picture cards, select the second card "Fire & Rescue Grants and Relief Fund".
 - OSFM 24 Portal direct link: <https://apps.ncdoi.net/f?p=301>

Reimbursement & Transfer of Funds

- Reimbursement of Funds
 - If equipment purchased with grant funds is disposed of within five years of the date of the grant award funding its purchase, then the grant recipient shall reimburse the appropriate fund the amount of matching funds used for the purchase of the equipment, less depreciation.
- Transfer of Purchased Equipment
 - If a grant recipient shall cease to exist within five years of the date of award of the grant, it shall transfer, subject to the approval of the N.C. Department of Insurance, any and all equipment purchased with such grant funds to whichever department shall assume responsibility for providing service to the grant recipient's area of service or to another appropriate department that may effectively use the equipment.

FAQs

What type of equipment can we apply for?

Personal Protective equipment, vehicles (no SUVs), buildings, computers, or other miscellaneous equipment used to help department lower rating.

What items are not typically approved through the Fire Grant?

Training aids, physicals, physical fitness equipment, furniture, uniforms. If in doubt, call NCDOT.

- Rescue equipment through fire grant

Is backordered equipment allowed?

No. Backordered equipment received/invoiced after April 30th will not be paid.

Does the rescue/EMS provider have to wait until September 30 to submit the invoices?

No. Upon delivery of all of the approved equipment, you may submit the invoices. Check requests are made to the controller's office each Friday.

Are extensions allowed?

No. The Rescue Grant application must be submitted no later than October 1, and invoices must be submitted no later than April 30. Exceptions on invoices include 30 days for delivery of turnout gear, and 5 months for vehicles or buildings.

FAQ's

My fire department/rescue squad is owned and operated by a municipality. Can we apply?

Yes. The department must serve a population of 12,000 or less.

My department provides fire protection and rescue services. Do we provide only information regarding the fire service?

No. Information for the entire entity must be provided.

Does the fire department/rescue squad have to request the full amount?

No. We will match dollar-for-dollar up to the maximum amount.

Can the fire department/rescue squad order the equipment prior to the grant's announcement date?

No. Equipment ordered prior to the first day the grant opens will not be honored.

Can the fire department/rescue squad purchase used/refurbished/reconditioned equipment?

No. Equipment purchases must be new. Exception: Used vehicles with one year service/maintenance records.

Do I have to be at the light rescue level to be eligible for the grant?

No. The administrative code does not specify being at the light level, only that you meet the criteria set forth by the Association of Rescue and EMS.



Questions?

Resources & Associations

OSFM State Emergency Response Team

- In the event of a large-scale emergency in North Carolina, the N.C. Fire Service Emergency Response Plan is available to provide for the systematic mobilization, deployment, organization and management of fire-based resources.
- The primary source for determination of available resources will be the State Emergency Response Team (SERT) inventory Emergency Rostering database above. This periodic Emergency Rostering database is only available during a SERT activation. OSFM does offer a second method for the individual fire department to update their information 24/7 via the OSFM portal. This method is not be a primary source during a statewide activation. The OSFM portal SERT inventory does serves as a resource for Fire Marshals to view equipment in their county, at any time.
- The chief of the department makes the final decision as to what resources are available for deployment to any request for the department.

OSFM State Emergency Response Team

- Changes are to be made by the fire department chief or 24 Hour SERT contact.
- You will need to have your department's username and password. This information is emailed/mailed to the fire chief or SERT contact and should be retained by the fire chief and not shared with other members.
- It is important that if there are any changes in the chief, the new address, email, or phone number that those are sent to the Grants & Governmental Services division as soon as possible.
- Should you have any questions regarding the SERT equipment updates, please contact Devin Cockrell via email: devin.cockrell@ncodi.gov.

OSFM State Emergency Response Team

- Data entry required:
 - A copy of the NIMS Typing Guide For Apparatus.
 - Equipment specifications: make, model, pump size, tank size, etc.
 - Other helpful information: NCAFC Emergency Response Plan.
 - NCAFC Field Guide for the Emergency Response Plan.

Questions?

OSFM Training Programs

Training Requests

Fire & Rescue Training and Certification

In order to facilitate Fire Rescue training requests, OSFM has developed an easy-to-use request system.

- If on OSFM Training website:
<https://www.ncosfm.gov/fire-rescue/fire-rescue-training-and-certification> choose “Training Course Request”
- Direct link to training request form
<https://apps.ncdoi.net/f?p=305:5>



Training Programs



Certifications



Qualifications



Live Fire



National Fire Academy (NFA)



Pocket Tools (Coming Soon)

Schedule, Course Request, Class Search, Alternative Online



- Training Schedule 
- Training Course Request 
- Certification Class Search 
- OSFM Online Training Options 

Classification of Training Courses

- Direct Delivery
 - All National Fire Academy courses.
 - Specialized training developed by OSFM, such as Live Fire Instructor Program, Rapid Intervention Training, NC OSFM Instructor III, Fire Investigation Technician, Hazmat Tech, and Fire Officer III & IV certifications.
- Qualification
 - Qualification School
 - Field delivered qualifications, such as: Chief 101, Technical Rescuer Specialties, Live Fire Instructor, Rapid Intervention Crew, NFA, and many others.
- Ratings and Inspections
 - Preparing for a Ratings Inspection, NCRRS Ratings Class

NC Associations

State Associations



**NORTH CAROLINA
FIRE MARSHAL'S ASSOCIATION**

N.C. Fire Marshal's Association www.ncfma.com



N.C. State Firefighters' Association
www.ncsfa.com



N.C. Association of Rescue and EMS
www.ncarems.org



N.C. Association of Fire Chiefs
www.ncafc.com



NCSFRI.ORG
Tools For Teaching

N.C. Society of Fire/Rescue Instructors www.ncsfri.org



Regional Associations

- N.C. Eastern Carolina Firefighters Association
 - www.encfa.org
- N.C. Piedmont Firefighters Association:
 - www.pncfa.org
- Western N.C. Association of Firefighters:
 - www.wncaff.com

Questions?

**North Carolina
Chief 101-20
Concludes Here**

Safety, OSHA & NFPA

Program Objectives

- Identify the requirements set forth by OSHA that pertain to volunteer, career and combination fire departments.
- Identify the requirements set forth by NFPA that pertain to volunteer, career and combination fire departments.

OSHA

- The N.C. OSHA program is administered by the N.C. Department of Labor, not the N.C. Department of Insurance or the N.C. Office of State Fire Marshal.
- Contained in N.C. General Statutes G. S. 95-131
- N.C. OSHA Regulations must meet or exceed Federal OSHA Regulations.

OSHA Duty Clause

SEC. 5 (a) Each employer:

- 1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause, death or serious physical harm to his employee;
- 2) shall comply with occupational safety and health standards promulgated under this Act.

SEC. 5 (b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

National Fire Protection Association

- Non-Profit Corporation.
- Develops consensus standards through an intricate committee process.
- Standards are not laws, but can carry the weight of laws if adopted by enforcement agencies such as OSHA.

Parallel Standards



Standard of Care

- Defined as the level of competency anticipated or mandated during the performance of a service or duty
- The last 50 years have taught us:
 - Potential impacts are limitless
 - There are options in operational approaches
 - Initial responders need competency
 - Development of a Standard of Care has occurred

Standard of Care

- Influenced by:
 - Laws
 - Regulations
 - Standards
 - Guidance
 - Knowledge
 - Experience

Negligence

- Defined as “performance outside of the accepted Standard of Care.”
 - If elements of the Standard of Care are not followed, it could be considered negligence.
 - Negligence can be by the individual, an officer, the organization, or the employer.

Gross Negligence

- Defined as “willful failure to meet the Standard of Care.”
 - Can be applied to individuals or organizations.
 - Remember that ignorance of the law (Standard of Care) is no excuse.
 - Example: Personnel not required to wear appropriate PPE.
 - Example: Failure to train.

Standard of Care & Liability

- Remember that by operating within the Standard of Care we, as responders, will not need to worry about legal implications.

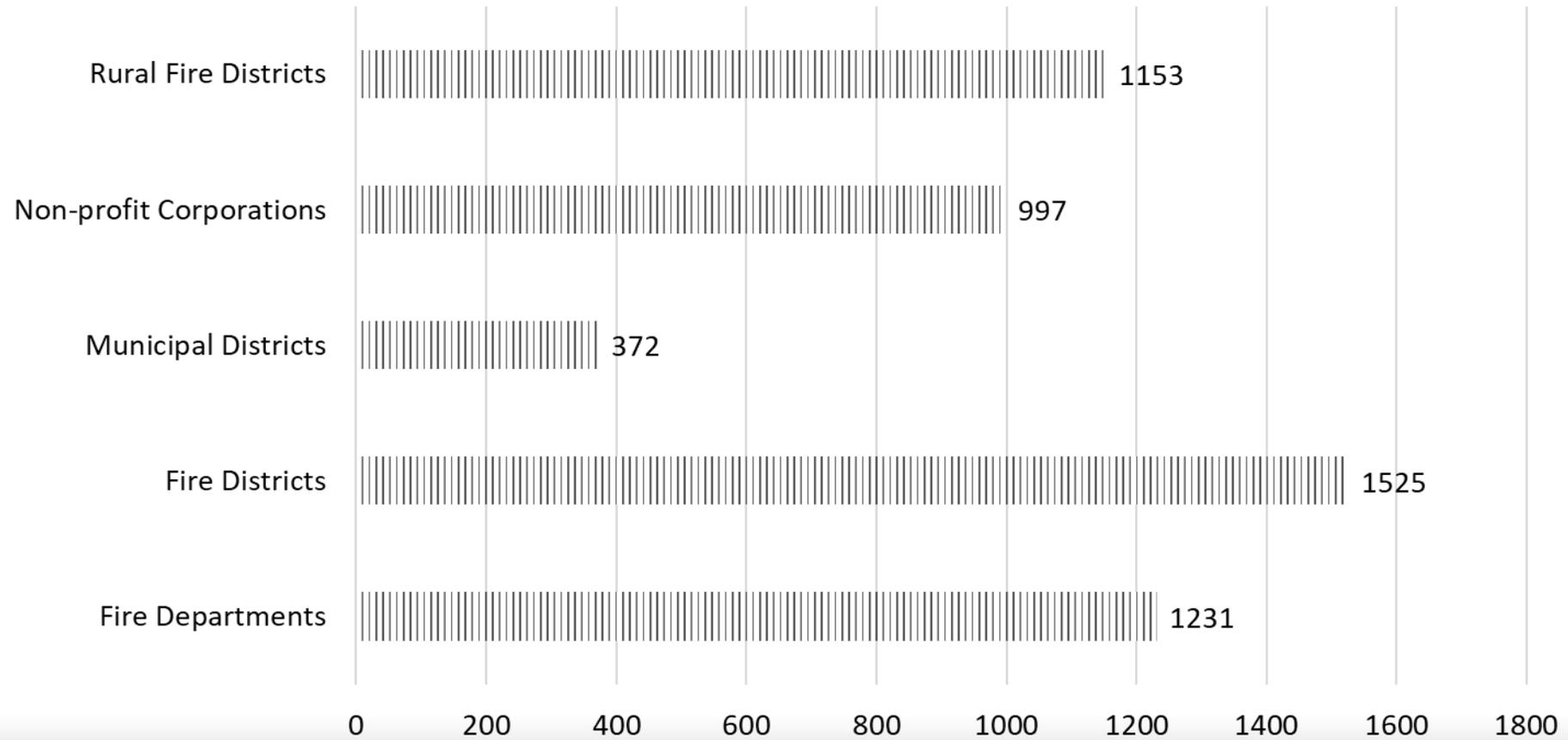
Questions?

North Carolina Response Rating System

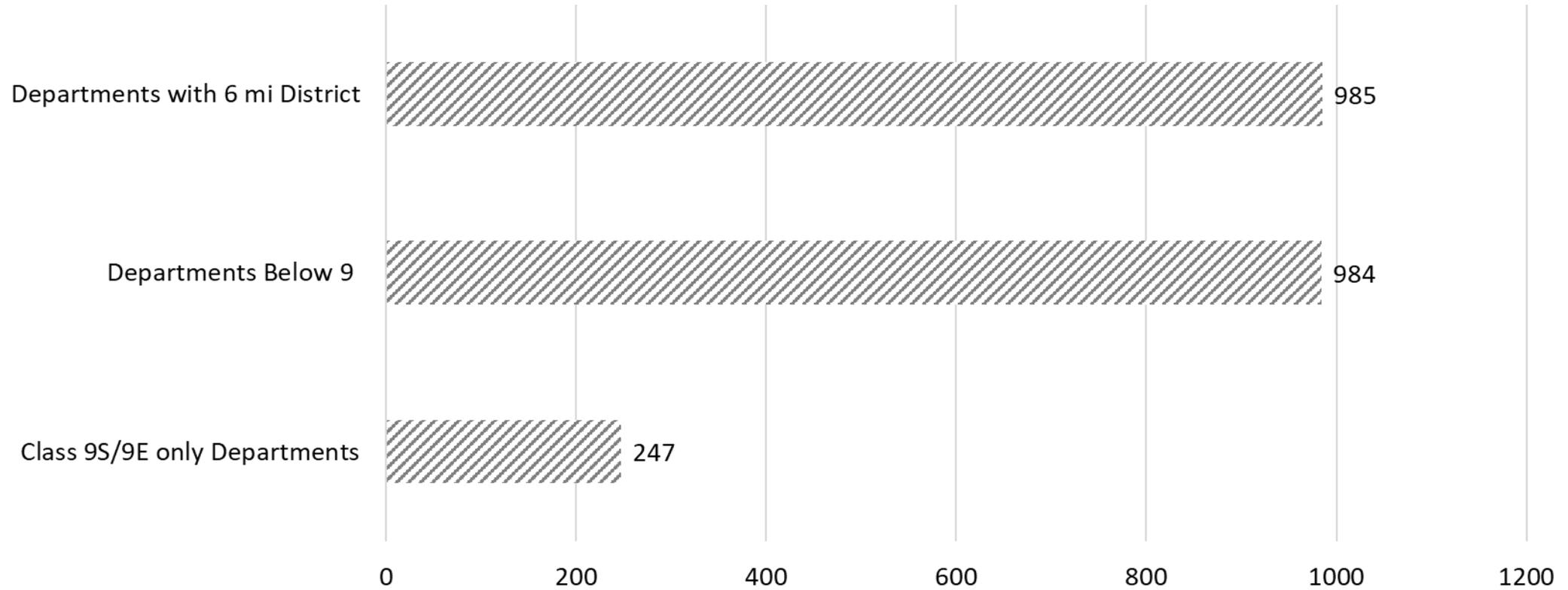
Definitions

- *Fire Insurance District* (G.S. 153A-233) - An area outside corporate limits with boundaries approved by the County Board of Commissioners for fire insurance purposes. It is NOT supported by either a referendum type fire tax (G.S. 69.25) or a special service district tax (G.S. 153A-300).
- *Rural Fire Protection District* (G.S. 69-25) - An area outside corporate limits with boundaries designated by petition of 35% of the resident free-holders, in which a fire tax not to exceed \$ 0.15 per \$ 100.00 valuation, has been authorized by the resident qualified voters within the district.
- *Fire Service District* (G.S. 153A-300) - An area outside corporate limits, with boundaries approved by the County Board of Commissioners, in which a fire tax is levied without referendum for fire protection services. Such district or districts may include territory within corporate limits if approved by resolution of the municipal governing body.

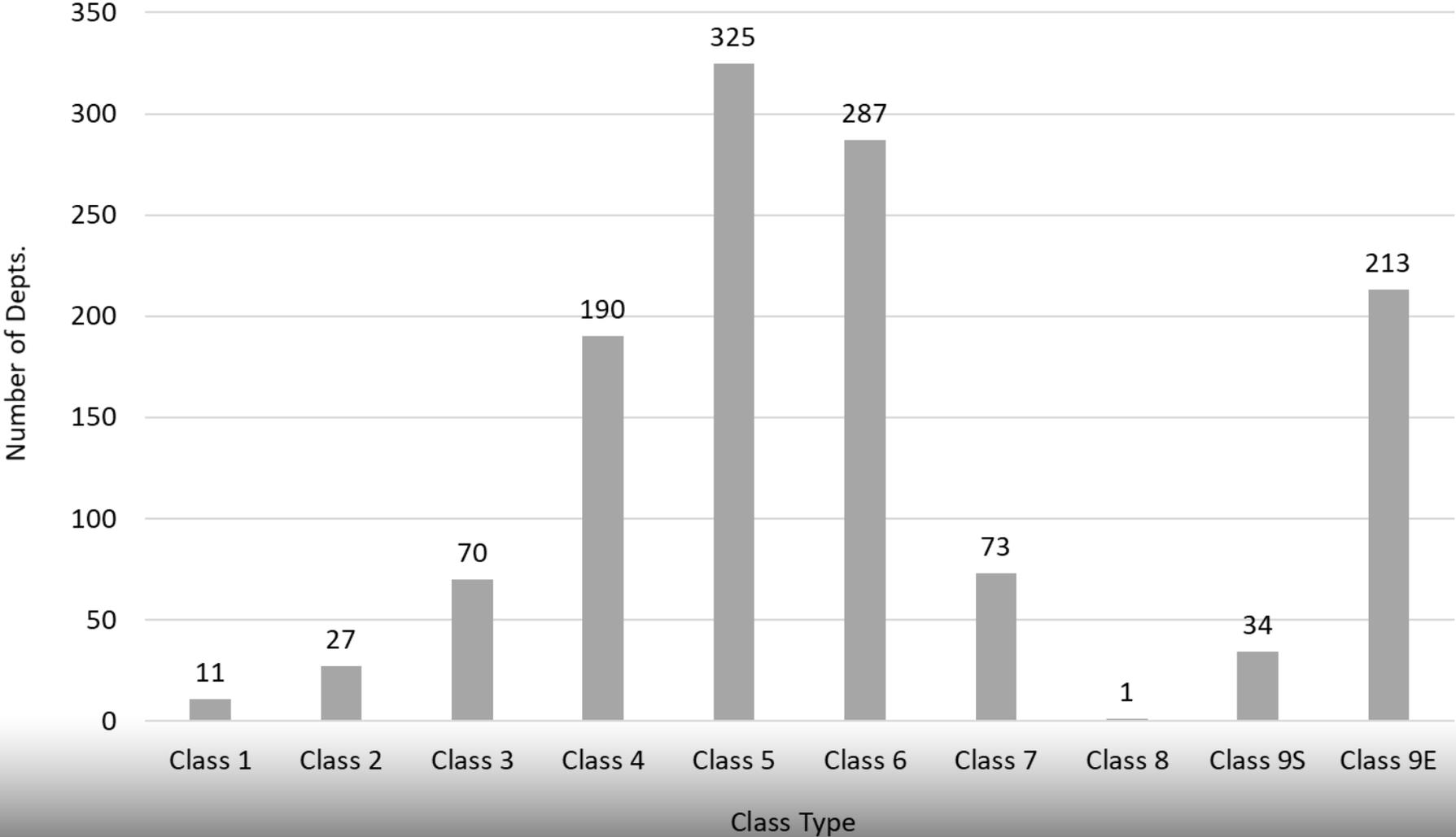
NC Fire Districts By Type (2019)



Fire Department Status in NC (2019)



Fire Department Ratings



Certification of Fire Districts

- The Administrative Rules are contained in the following chapter for 9S requirements:
 - [SECTION .0900 – PUBLIC PROTECTION CLASSIFICATIONS FOR FIRE DISTRICTS](#)
 - To Meet the 9S / 9E Requirements for Fire Departments in North Carolina the following slides will cover the requirements for 9S ratings.

Charter and Amendments

- The inspector will need to scan the Charter and any Amendments
- The Inspector will need to scan a copy of the departments FEIN.

State of North Carolina
 Department of the Secretary of State

To all whom these presents shall come, Greetings:
 I, Thad Eure, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached (3 sheets to be a true copy of

ARTICLES OF AMENDMENT
 OF
 CASTALIA COMMUNITY VOLUNTEER FIRE DEPARTMENT, INC.
 (Which changed its name to: Castalia volunteer Fire Department, Inc.)

and the probates thereon, the original of which was filed in this office on the 18th day of September 19 86 , after having been found to conform to law.

In Witness Whereof, I have hereunto set my hand and affixed my official seal.

18th day
 86 .
 Secretary of State

Employer Identification Number (EIN) OMB No. 1545-0257
 56-2250740 142100 3 6

TABERNACLE VOLUNTEER FIRE DEPT 29
 8136 US HWY 64 W
 TRINITY NC 27370-7200

INTERNAL REVENUE SERVICE CENTER
 OGDEN, UT 84201

Send FTD Address Change and correspondence to the IRS address above.



Current Contracts

- The inspector will need to scan all current county and/or municipality Contracts (must be properly signed and dated).

- The inspector will need to scan the most current County Commissioner approval of Insurance District Map

*Taken from the minutes of the _____
County
Board of Commissioners on _____,

The _____ presented a written description
map of the _____ Fire District
are set out in full in the minutes.

indicated that the Commissioners needed to
approve the description and map
prior to certification and map had been approved
by the NC Department of
Insurance. Commissioner _____ made
the motion to approve
the map and description of the _____
Fire District which was
seconded by Commissioner _____ and
passed by unanimous vote.

County Clerk to the Board

(Affix County Seal Here)*

Appendix A

Form 1
CONTRACT TO PROVIDE COUNTY FIRE SERVICE

NORTH CAROLINA
_____ COUNTY

This contract, made and entered into this _____ day of _____,
19____, by and between the City of _____, a municipal corporation,
hereinafter called the city, and the County of _____, hereinafter called
the County;

WITNESSETH:

That for and in consideration of the mutual covenants hereinafter contained, and
pursuant to authority granted by G.S. 160A-11, do hereby covenant and agree as follows:

1. The City agrees to furnish and provide continuing fire protection service to
all property within the County lying outside the boundaries of the City, by dispatch-
ing upon call of any resident or property owner within the County, equipment consist-
ing of _____
and adequate personnel to operate the same.
2. The County agrees to make payment to the City in the amount of \$ _____
(quarterly) (annually) (other).
3. This contract may be terminated by either party at the end of the fiscal year
by giving 180 days written notice of its intent to so terminate to the other party by
registered or certified mail.

In witness whereof the City of _____ has caused these presents to be
signed in its name by its Mayor and attested by its Clerk, and the County of
_____ has caused these presents to be signed in its name by the Chair-
man and attested by the Clerk of its Board of Commissioners.

This the _____ day of _____, 19____.

Attest: _____ City of _____
Clerk _____ Mayor

Attest: _____ County of _____
Clerk _____ Chairman—Board of Commissioners



Verification

- Verification by City/Town, that the department is part of the municipality can be verified by
 - Resolution
 - Letter from the city or town Mayor, Town Administrator or City or Town Manger
 - Established City or Town Charter

- GIS Map of your district to include all station locations with proper road base.

WHEREAS, The Volunteer Fire Department of the Town of _____ is a part of the town's municipal government and serves as an agency of the town; and

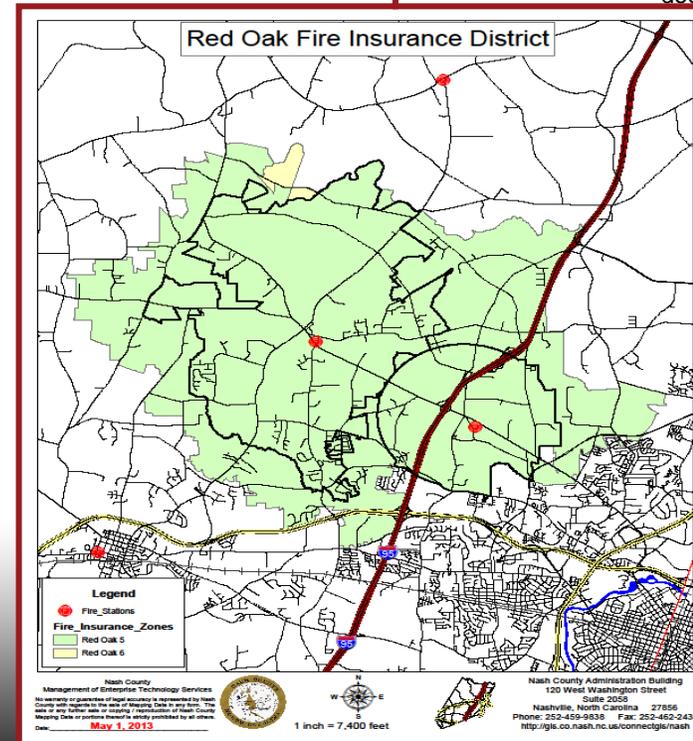
WHEREAS, The Volunteer Fire Department of the Town of _____ has requested confirmation of this Agency relationship; and

WHEREAS, This Agency's relationship is longstanding and generally acknowledged.

NOW THEREFORE, Be it resolved, that the Town of _____ does hereby

_____ relationship and does verify by _____ relationship.

of _____, 19____.



Boundary Extensions

- A rural fire district may extend its boundaries to more than 5 road miles but no more than 6 road miles from the primary fire department's Insurance District Lines **(An established automatic aid agreement for at least one piece of apparatus carrying a minimum of 1000 gallons of water is required to extend the district).**

Department Rosters

- The inspector will verify the Current Fire Department Roster of Members to include the Names and Date of Birth for all “Eligible Firefighters” as defined in G. S. 58-86-2 (5).
- The roster submitted to the NCSFA pursuant to G.S. 58-86-25 may be used for this section.
- Each fire department shall provide workers compensation insurance for all eligible firefighters.

Personnel Requirements

- All creditable personnel must be 18 years of age
- 15 “Eligible Firefighters” needed for a single station department
- For each additional station, 4 more “Eligible Firefighters” are required
- The department shall provide each “Eligible Firefighter” the following equipment:
 - Pants
 - Coat
 - Helmet
 - Boots
 - Hood
 - Gloves



Personnel Communications Requirements

If the department does not use a siren, then each firefighter shall be equipped with a pager, or a some type of radio that has paging capabilities, to notify the firefighters of a call.



Engine Requirements

Engine Requirements

- A signed and dated pump test conducted in the last 12 months
- 750 GPM UL approved fire pump
- 300 gallon water tank (minimum)
- Monthly maintenance check-off sheets
- Monthly inventory of equipment check-off lists

Tanker Requirements

- Minimum 1,000 Gallon Water Capacity
- Adequate Hose for Filling & Dumping
- Properly Baffled per NFPA 1901
- 1 – Traffic Vest for each riding position
- Monthly Inventory & Maintenance Check off sheets

**NORTH CAROLINA HYDRO SERVICE
NFPA 1911 FIRE APPARATUS SERVICE TEST**

Department: Address: City: State:
 Identification: Station: Year of Manufacture: Department #:
 Make & Model: Configuration: Pump: Tank:
 Equipment: Hose: Ladder: Jaws:
 Fire: Air: Foam: Other:
 Date: Time: Tester: Station:

Tank	Capacity	2.5" x 3.5" x 30"		2.5" x 3.5" x 30"		2.5" x 3.5" x 30"		PSI	GPM	Flow	Pressure	Notes
		PSI	GPM	PSI	GPM	PSI	GPM					
TANK 1	300	100	100	100	100	100	100	100	100	100	100	
TOTAL	300	100	100	100	100	100	100	100	100	100	100	

All Test Are Accurate And Correct



Engine Equipment Requirements

- (1) Pick Head Axe
- (1) Flat Head Axe
- (1) Forcible Entry Tool
- (1) 6' Pike Pole or Plaster Hook
- (2) Hand Light (rechargeable)
- (2) Class BC Portable Extinguishers @ 20 lb. minimum
- (1) 2.5 Gallon Water Extinguisher
- (1) First Aid Kit
- (1) Bolt Cutter (min 14" handles)
- (1) Portable Radio
- (1) Traffic Vest for each riding position
- (1) 100' Utility Rope at least ½" in diameter
- (2) 200' 1 1/2" or 1 3/4" pre-connected attack line with nozzle attached
- (2) 10' sections of 'suction' hose or 15' of soft suction hose at least 4" in diameter
- (4) SCBAs & (4) spare cylinders
- (1) Roof Ladder at least 12'
- (1) Extension Ladder at least 24'
- (1) Folding Ladder

Fire Station Requirements

- The Fire Station building shall provide suitable heating, as well as all weather protection, of the department's response equipment.
- Before the inspection of a *new* fire station can be conducted, the fire department must provide the following:
 - Proof of Certificate of Occupancy
 - New maps with insurance district lines and county resolution.
- A fire department that has multiple fire stations, each fire station cannot be more than 10 road miles from another fire station within the fire district.

Training

- Fire departments shall provide at least 4 hours of training per month, for a total of 48 hours per year.
- All “Eligible Firefighter” of fire departments shall comply with the training requirements of G.S. 58-86-2 as a minimum.(effective 12/01/2013).
- The fire departments shall provide training records to verify that the “Eligible Firefighters” obtained the required 36 hours of training. No more than 12 hours of Medical training may be counted toward the 36 hours.
- The Fire Chief shall have attended the Chief 101 class within 12 months of becoming chief.

National Fire Incident Reporting System (NFIRS)

- When a fire department responds to a fire, a chief of that fire department shall complete or cause to be completed a fire incident report on the current electronic version of the NFIRS in accordance with G.S 58-79-45
- A fire department shall keep records on dates, times, and locations of all fires.
- All reports shall be submitted to OSFM within 120 days of the occurrence.
- When a fire department responds to a fire involving fatalities, an initial report shall be filed by the district fire chief or fire marshal within 48 hours of the incident to the N.C. Office of State Fire Marshal.
- The Report Civilian Fire Causality Form is located on OSFM 24.

Response to Structure Fires

- Each fire department shall ensure the response of four “Eligible Firefighters” and one engine to all structure fires and fire alarms in structures where there is fire damage.
- The fire department responding to a structure fire shall have a plan to provide a minimum flow of 200 GPM for 20 minutes within 5 minutes of the first arriving engine.

Electronic Records

- The department must have a policy in place ensuring documentation cannot be tampered with or edited by unauthorized personnel
- The department must have a policy describing the method in which they back up the documentation



Non-Compliance Factors

- Insurance Premiums
- Potential Residential Development
- Potential Commercial Development
- Local Funding Tied To Property Development
- Pension Fund
- Fireman's Relief Fund
- Fireman's Death Benefit - N.C.
- Grants

Non Compliance Procedure

- The department must submit a corrective action plan within 30 days of the day of the inspection
- Upon receipt of the corrective action plan the department will have 6 months to become compliant
- If, after 6 months and the department is still in non-compliance OSFM will consult with the governing body of the fire department and place the fire department on probation for a period not to exceed 6 months
- Upon completion of the probation period OSFM will re-inspect the fire department for compliance
- If a fire department remains non-compliant, OSFM shall designate the department a PPC 10 (non-certified)

Certification of Fire Districts

Helpful Documents for departments can be found on NC OSFM Ratings Inspections webpage

- 9S Rating Requirements, 9S Inspection package, Pre-survey Worksheets, and more can be found at:

<https://www.ncosfm.gov/fire-rescue/ratings-inspections/ratings-and-inspections/ratings>

Ratings & Inspection Documents

Forms

30 Day 9S Inspection Package (9S Only Inspections)
NCRRS Form A - Pre Survey Worksheet
NCRRS - Exhibit 1 Fire Station List
NCRRS Form B - Exhibit 2 Apparatus Sheets
NCRRS Form C - Exhibit 3 Training Form
NCRRS Form D - Exhibit 4 Automatic Aid Information
NCRRS Form E - Exhibit 5 Static Water Point Form
NCRRS Form F - Exhibit 6 Water Supply Information
NCRRS Pre Survey Package - Communications
NCRRS Pre Survey Package - Water Supply

Ratings and Inspections

[GIS Mapping Requests](#)

Ratings & Inspection Documents

Office of State Fire Marshal

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