

## Agreement for Pike County Firefighter's Association and Volunteer Fire Departments in Pike County

According to Alabama Act 89-496 Pike County Commission is authorized to enter into service contracts with individual, paid, and volunteer fire departments in consultation with the Pike County Firefighter's Association to provide fire protection to the entire County. The County Commission is authorized to develop certain standards and criteria which shall be met by all paid and volunteer fire departments with which it enters into contract.

In order to qualify for funding through Pike County Tobacco Tax the following requirements must be met:

1. A volunteer fire department must meet Alabama Code Section 9-3-17 and any updates made by the State of Alabama.
2. A volunteer fire department must comply with the Alabama Forestry Commission Administrative Code Chapter 390-X-8 Certification and Decertification of Volunteer Fire Departments. Proof of certification must be provided to the Pike County Commission Office.
3. A volunteer fire department and the Pike County Firefighter's Association must comply with the State of Alabama Department of Examiners of Public Accounts financial and compliance guidelines for volunteer fire departments as prepared in August 2009 and reviewed in December 2014, along with any updates made by the Department of Examiners of Public Accounts in the future.
4. Must have a coverage area that is determined through the Pike County 9-1-1 Office.
  - a. The volunteer fire department may appeal to the Pike County Communications Board if the fire department(s) do not agree with the Pike County 9-1-1 Office.
5. Must have a station within the coverage area determined by the Pike County 9-1-1 Office.
  - a. If there is no station present within the coverage area at the time this agreement is signed, the department will have 12 months to secure a station. If at the end of that 12 months there is no station within the coverage area, the volunteer fire department can request a 12 month extension from the Pike County Commission.
6. Must have a rating by the Insurance Services Office (ISO) and provide proof of rating to the Pike County Commission Office.
7. All funds must be spent on costs associated with services provided to Pike County or through mutual aid agreements.
8. Must meet the reporting requirements set by the Commission:
  - a. Complete a checklist and monthly report, provided by the Commission, of expenditures from the Tobacco Tax revenue. See Attachment A
  - b. Previous monthly report must be filed by the 15<sup>th</sup> of each month with the Commission before a check for the current month is distributed.
  - c. If a department fails to file a report within 3 months the money will be distributed to the other fire departments.

9. Authorized expenditures of Tobacco Tax revenues:
  - a. No payments to volunteers for their response to emergency calls
  - b. No payments for reimbursement for fuel in personal vehicles
  - c. See Financial and Compliance Guidelines for Volunteer Fire Departments published by the State of Alabama Department of Examiners of Public Accounts
  
10. Training/certification requirements:
  - a. Minimum of 25 hours of Continuing Education annually per designated Fire Fighter:
    - a. Structure fire training
    - b. Driver/operator training
    - c. Hazmat training
    - d. Additional training for officers
  - b. Required Certifications and Training Courses for all designated fire fighters
    - a. Alabama Fire College Emergency Vehicle Course if listed as a driver for the volunteer fire department. Each driver will have 24 months from the date this agreement is approved by the Pike County Commission to complete the course.
    - b. Firemanship 2 Certification or greater within 24 months from the date this agreement is approved by the Pike County Commission.
  - c. Additional Training/Certifications for all designated fire fighters
    - a. Emergency Care Provider or greater certification
    - b. Burn Trailer Certification
  - d. NIMS Training courses
    - a. 100
    - b. 200
    - c. 700
    - b. 800

Proof of Training must be provided annually to the Pike County Commission Office.

\*There will be a grace period of one year from the date this agreement is approved by the Pike County Commission for this section of the agreement unless otherwise stated.

11. Department Fire Fighter Roster
  - a. Each department will provide an up to date roster of Fire Fighters who meet the training requirements and attend, at a minimum, the recommended state average for Alabama Volunteer Fire Association's percentage of all fire calls for service, training meetings, and department meetings.
    - a. EMS and other calls for service may be substituted for fire calls for service but are not required.
    - b. Tanker Task force calls will not be required fire calls for service, but can be counted toward the recommended state average for Alabama Volunteer Fire Association's percentage of all fire calls for service, training meetings, and department meetings.
  - b. The department's roster should be only the names listed on the Alabama Forestry Commission Volunteer Firefighter Tag List and the worker's compensation insurance. Each department chief can have an auxiliary listing of volunteer firefighters for the tag list.
  - c. Responders must meet these requirements in order to qualify for FirstNet.

This information must be submitted annually to the Pike County Commission.

12. The Pike County Firefighter's Association is required to meet the Financial Reporting and Guidelines of this Agreement in order to receive funds from Tobacco Tax.

13. Volunteer Fire Department must be in good standing with the Pike County Firefighter's Association.

14. Tobacco Tax Distribution

- a. The Pike County Volunteer Fire Association will be required to provide an annual budget to the Pike County Commission for all expenses to be paid out of Tobacco Tax Funds. The Commission will determine the monthly distribution based on the annual budget needs of the Association and the previous years actual received Tobacco Tax funds. These funds will be distributed first from each months Tobacco Tax revenue.
- b. Once the Association's funds have been distributed, the remaining funds will be divided equally among all other Volunteer Fire Departments in Pike County that have signed this agreement with the Pike County Commission.
- c. Distributions will be made at the end of each month provided the Commission has received the required documentation.

The Pike County Commission reserves the right to verify any of the above requirements at any time while the agreement is in effect.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

Pike County Commission

By: \_\_\_\_\_  
Its: Administrator

By: \_\_\_\_\_  
Its: Chairman

WITNESS:

Fire Department

\_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Attachment A**

**County Volunteer Firefighter Association  
Checklist for Review of Tobacco Tax Funds for the Month**

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

Month: \_\_\_\_\_

		Yes	No
1	Has the department completed the Monthly Accounting Form?		
2	Is a legible copy of the bank statement provided?		
3	Does the bank balance on the form agree to the statement provided?		
4	Does the deposit for the month agree to the prior month distribution?		
5	Were the funds deposited within 7 days of distribution? (Recommended)		
6	Were any other funds deposited?		
	If Yes - note the source of funds and notify the Department that those		
	funds are subject to the same restrictions on use as the Tobacco Tax Funds		
7	Do the receipts provided agree to the listed items as follows?		
	a. Vendor and Amount paid agrees to the invoice provided?		
	b. Adequate explanation as to the purpose of the purchase is evident?		
	c. Item falls under the Allowable Cost Definition as provided in Exhibit A?		
	d. No items are classified as ineligible as provided in Exhibit A?		

REVIEWER NOTES AS TO ANY NO ANSWERS OR ITEMS TO BE ADDRESSED WITH DEPARTMENT:

\_\_\_\_\_

\_\_\_\_\_

Based on my review of the provided information the Department has satisfactorily complied with the provisions of the rules regarding the use of funds and provided adequate accounting for the period and is eligible to receive the next distribution when available.

\_\_\_\_\_  
Signature of Reviewing Official

\_\_\_\_\_  
Date

## Monthly Report of Tobacco Tax Funds

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

Month: \_\_\_\_\_

The purpose of this form is to document and account for the monthly expenditure of Tobacco Tax Funds provided by the County Commission.

Date	Check #/EFT	Vendor	Description and Purpose	Amount
Submitted By: _____			Beginning Balance	
Title: _____			Tobacco Tax Funds Deposited	
Date: _____			Interest Received	
			Expense Total from Above	
			Ending Balance	

**Required Attachments:** Bank statement for the month, copies of all supporting documentation for each item paid for with Tobacco Tax Funds.