

PS COMMITTEE #1
November 17, 2011
Briefing

MEMORANDUM

November 15, 2011

TO: Public Safety Committee

FROM: Essie McGuire, Senior Legislative Analyst *EW McGuire*

SUBJECT: **Briefing – Quarterly Report and Policy Discussion for State Senator Amoss Grant Funds**

Today the Public Safety Committee will hold a worksession to discuss policy and process issues related to the State Senator Amoss Fire, Rescue, and Ambulance Grant Funds. The following individuals will be present to discuss these issues with the Committee:

- Fire Chief Richard Bowers
- Dominic Del Pozzo, Budget Manager, MCFRS
- Blaise DeFazio, Office of Management and Budget (OMB)
- Marcine Goodloe, President, Montgomery County Volunteer Fire and Rescue Association (MCVFRA)
- Eric Bernard, Executive Director, MCVFRA

In July, the Council approved a supplemental appropriation of FY10 Amoss Funds to the FY12 MCFRS operating budget. In its review of the appropriation request, the Committee discussed the existing backlog of unexpended and unencumbered funds. The Committee requested quarterly reports on the status of the Amoss funding, and expressed its intent to review key policy issues prior to the FY11 allocation process.

I. BACKGROUND

Senator Amoss Fire, Rescue, and Ambulance Grant Funds, also known as State 508 funds, were established to provide grants to local fire departments to renovate stations or acquire fire and rescue equipment. The State awards these funds annually to counties, who then distribute the funds to local fire and rescue departments who expend the funds. Funds can be used for a wide range of facility and equipment related expenses; a description of what is and is not allowed under the grant program is attached at circle 9.

In Montgomery County, Amoss funds are allocated among Local Fire and Rescue Departments (LFRDs) through a process established in an MCFRS Policy and Procedure (attached on circles 6-11). MCFRS has provided a summary outline of this process on circle 5.

Under this policy, LFRDs generate proposals for use of the funds which are reviewed by the Amoss Fund Committee. The MCVFRA coordinates this process, reviewing the Amoss Fund Committee's recommended allocations and forwarding them to the Fire Chief. The Fire Chief then works with the MCVFRA to address any necessary coordination issues and forwards the recommendations to the Executive and Council for appropriation.

A primary element of the July worksession was a discussion about the State's required two-year timeframe for encumbrance of Amoss funds, and the County's discussions with the State about the relative responsibilities and accountability of counties and LFRDs. Council staff understands that this is a continuing issue and discussion with the State regarding how the two-year timeframe applies.

In Council staff's view, it is in everyone's interest that the resources be applied as efficiently as possible to meet demonstrated fire and rescue service needs. The County's current Amoss fund policy states that "The MCVFRA and the Amoss Fund Committee intend that the Amoss Funds approved by the County Council and distributed to the LFRDs are to be expended within 12 months of distribution to the LFRDs" (circle 10) with legitimate exceptions as necessary. This is clearly in the interest of sound fiscal management and is an important policy goal.

II. QUARTERLY REPORT

The first FY12 quarterly report on Amoss fund spending is attached at circles 1-4. **It shows positive effort by the LFRDs to implement the funding and move forward with Amoss funded projects. The LFRDs have spent a total of \$404,696 in the first quarter of FY12.** The reports show the status of Amoss funds prior to FY09 (circles 2-3); the FY10 allocation (circle 4); and all funds spent in the first quarter by project and funding year (circle 1).

- The previous total of unexpended funds through 2009 was \$803,369. This report shows that the LFRDs spent \$131,631 of these funds, leaving a total of \$600,613 unspent.
- A total of \$245,174 of the funds through 2009 is encumbered; the total of unspent or unencumbered funds through 2009 is \$355,439.
- Of the total \$1.3 million FY10 allocation, the LFRDs have spent \$273,065 and encumbered \$346,469. This leaves a total of \$743,277 in unspent or unencumbered FY10 funds.

Clearly all parties are working together to use these important resources and move through the funding and project backlog. In Council staff's view, however, the following observations raise concerns about the pace of implementation.

- Most of the pre-2010 funds that were spent in this quarter were already encumbered, and it appears that few new encumbrances have been generated in this older funding. This indicates that while the LFRDs have made progress on projects already underway, less progress has been made in moving forward with new projects to clear the older funding.

- The 2010 funds that have been spent and encumbered were generally implemented by the LFRDs who are not carrying a significant backlog of funding.
- In comparing the funding and project spreadsheet provided in July and the one generated in this quarterly report, Council staff identified significant reallocation of funds and projects. Council staff suggests that the amount of fluctuation in project identification complicates the efforts to both track multi-year funding and, more importantly, to implement projects in a timely manner.
- The total unspent or unencumbered funds across all funding years is \$1.1 million. The current FY11 Amoss fund allocation is \$1.3 million. At the current pace of spending and encumbering, this would leave outstanding funds of approximately \$2 million for the LFRDs to work through once the FY11 funds are appropriated.

III. FY11 PROCESS

The initial County FY11 Amoss fund allocation is \$1.3 million. Council staff understands that the MCVFRA has completed its review process with the Amoss Fund Committee and has forwarded the FY11 recommendations to the Fire Chief. Council staff understands that the Fire Chief is in the process of reviewing the recommendations at this time and that they have not been finalized or processed by MCFRS.

Council staff recommends that:

- MCFRS and MCVFRA review the currently proposed FY11 allocations in light of any Committee recommendations today and make any necessary revisions or adjustments.
- This process be completed and ready to submit to Council by February 1. This will give the Council time to complete the appropriation process prior to FY13 budget worksessions.

At its July worksession, the Committee expressed the need for improvements to the existing process. Since then, Council staff has discussed Amoss fund policy and procedures with MCFRS and MCVFRA representatives to better understand the many dynamics and elements of the process. **Council staff offers the two recommendations below as initial steps to increase accountability and to facilitate project implementation.**

1. Annual LFRD allocations

At this juncture, Council staff is concerned about allocating additional FY11 dollars to LFRDs that are working through a significant backlog of previously allocated funds. A tally of *unencumbered* funds per the quarterly report shows that:

- 5 LFRDs have spent or encumbered all funds;
- 5 have less than \$40,000;
- 5 have between \$70,000 and \$100,000;
- 4 have over \$100,000.

MCFRS staff is aware of one LFRD that is saving multi-year funds for a large purchase, but is not aware that any of the other outstanding funds need to be held in this manner. Council staff suggests that the status of any multi-year funding projects be clarified prior to the FY11 allocations.

Council staff recommends that:

- **If an LFRD has more than \$50,000 in outstanding unencumbered funds the LFRD should not receive additional new allocation.** Council staff recommends this \$50,000 threshold for the FY11 process given the number of funding years which LFRDs are working with at this time.
- **Exceptions be made for multi-year projects that can be completed or moved forward with FY11 funding; high priority items or that can be purchased using an existing County contract; or at the discretion of the Fire Chief in consultation with the MCVFRA.**

Presumably this issue should lessen over time; however Council staff also recommends this approach going forward should funding backlogs recur.

2. Strategic Planning

Currently, Amoss fund allocations are reviewed and presented on a yearly basis. Council staff understands that individual LFRDs often have a multi-year plan for Amoss funding, particularly if the project will require multiple allocations, and that the MCVFRA reviews annual funding decisions in the context of previous and upcoming years. It does appear that at this juncture, these plans are fairly informal and rely on institutional memory.

For FY11, the Fire Chief identified PPE and facilities as the two highest priority areas for Amoss fund projects. In the current process, however, the Fire Chief's review of the projects and their relationship to MCFRS activities comes at the end of the lengthy MCVFRA and Amoss Fund Committee process. This requires any adjustments that may be necessary to be made after the fact and within tighter time and funding constraints.

In Council staff's view, a more formal multi-year planning process with the MCVFRA and Fire Chief involved together at the front end would both resolve coordination issues and facilitate project approval and implementation.

Council staff recommends that:

- The Fire Chief and MCVFRA facilitate an annual strategic planning session with LFRDs to generate a 3-year strategic plan for Amoss fund projects.
- The Fire Chief and the MCVFRA work with the LFRDs to develop implementation plans for the outstanding funds and incorporate them into the multi-year strategic plan.

Council staff suggests that this approach would facilitate project implementation by:

- Having a pre-approved starting point for project review each year which would then require only adjustments for the final allocation process;

- Having a pre-approved “Plan B” of additional known projects for fund reallocation if necessary, should a project present unexpected time or other implementation delays; and
- Showing more clearly how major multi-year projects are to be completed. This would allow all parties to agree up front to an implementation plan including: the amount necessary to complete the project; what other funding sources may be necessary to support the project; the specific timeframe and steps anticipated for completion; and how the project funding relates to other allocation requests.

Council staff also recommends that the strategic planning effort address the following coordination issues for major projects:

- **Facilities:** How does a project relate to upcoming CIP projects either programmed or planned? Will this work be affected or eclipsed by future efforts? What is the specific timeframe and plan for completion, especially if the project is multi-year?
- **Apparatus:** How does this purchase fit into the County’s replacement and maintenance cycles? Is there a specialty apparatus need that this apparatus purchase could meet? How does the proposed purchase fit in with operational deployment at this or other stations?

**Expended Amoss Funds by Project during Quarter ending 9/30/11
For All State Grant Years**

LFRD	Funding	Project Description	FY
Bethesda FD	70,250	Station 6 Bunkroom Renovations	2010
	64,474	Chiller System Sta. 6	2004/7
	134,724		
Bethesda-CC RS	375	Equipment for Chief's Car	2004
	375		
Burtonsville VFD	47,099	Partial Funding for Replacement Pumper	2010
	47,099		
Cabin John Park VFD	4,277	River rescue dive equipment	2009
	4,277		
Gaithersburg/WG FD	18,330	Station 28 Outbuilding	2008/9
	1,730	Used Ambulance Purchase/Rehab	2007
	20,060		
Kensington VFD	28,400	Expand Sta. 5 Butler Building	2009
	8,648	Window Replacements Station 5	2010
	37,048		
Laytonsville VFD	10,878	Station Renovation Sta. 17	2009
	10,878		
Silver Spring VFD	16,862	Station 19 Building Refurbishments	2010
	16,862		
Takoma Park VFD	128,254	Station Renovation (basement)	2010
	3,168	Equipment for new Pumper	2007
	131,422		
Wheaton Vol. RS	1,952	PPE Gear	2010
	1,952		

Total Spent: 404,696

**Unexpended Amoss Funds by Project as of 9/30/11
For State Grant Years 2009 and Prior**

LFRD	Funding	Project Description	FY	Encumbered
Bethesda FD	18,000	reinforce attic floor -- station 20	2008	X
	32,225	reinforce attic floor -- station 20	2009	X
	50,225			
Bethesda-CC RS	55,000	roof replacement	2009	X
	55,000			
Burtonsville VFD	-	.		
Cabin John Park VFD	183	Personal Protective Gear	2008	
	1,742	river rescue dive equipment	2009	
	3,235	watch office renovation	2009	X
	4,977			
Chevy Chase FD				
	-			
Damascus VFD	(7,253)	Protective Clothing (over expended)	2001	
	3,620	Replacement of 4-inch Hose	2001	
	350	thermal imager	2005	
	18	AED	2005	
	200	Reseal apron	2006	
	1,935	replacement vehicle	2006	
	71,500	Station 13 renovations	2007	
	573	hose	2007	
	11,006	emergency generator replacement	2008	
	10,000	bunkroom lockers	2008	
	10,000	furniture	2008	
	3,140	Replacement of Heating System	2009	
	31,000	hose	2009	
	136,089			
Gaithersburg/WG FD	3,224	Station 28 outbuilding	2009	X
	1,386	ambulance rehab & painting and lettering	2007	X
	24,000	Kitchen Remodeling - Sta. 8	2009	X
	829	Personal Protective Equipment (PPE)	2009	X
	29,439			
Germantown VFD				
	-			
Glen Echo VFD	31,227	Replacement A/C / Heating Units for Fire Station 11	2009	
		Replace Station 11's front storm door, thermostats, and perform minor electrical upgrades; rehabilitate All Terrain Rescue Vehicle and its trailer		
	1,561		2009	
	32,788			
Hillandale VFD	-			
	-			
Hyattstown VFD	283	remaining from building renovation	2009	
	283			
Kensington VFD	28,575	relocate fuel tank & expand sta. 5 butler building	2009	X
	28,575			

**Unexpended Amoss Funds by Project as of 9/30/11
For State Grant Years 2009 and Prior**

LFRD	Funding	Project Description	FY	Encumbered
Laytonsville VFD	60,180	station renovation	2009	
	60,180			
Rockville VFD	2,772	Station 33 renovation	2007/8	X
	249	Station 3 repairs	2009	
	3,021			
Sandy Spring VFD	71,178	Station 40 renovation	2006/8	X
	71,178			
Silver Spring VFD	-			
	-			
Takoma Park VFD	103	Equipment for new pumper	2007	X
	103			
Upper Montgomery	74,619	Engine bay and kitchen renovation	2008/9	
	4,647	Station Remodel Project (architect fees)	2008	X
	79,266			
Wheaton Vol. RS	49,489	ambulance	2009	
	49,489			

Total Unspent: 600,613

**Unexpended Amoss Funds by Project as of 9/30/11
For State Grant Year 2010 Only**

LFRD	Funding	Project Description	FY	Encumbered
Bethesda FD	0		2010	
	0			
Bethesda-CC RS	74,250	Roof Replacement	2010	X
	74,250			
Burtonsville VFD	23,151	Partial Funding for Replacement Pumper	2010	X
	23,151			
Cabin John Park VFD	52,750	New Pumper Payment	2010	X
	17,500	New Station Bays - Station 30	2010	X
	70,250			
Chevy Chase FD	37,750	Security System Including Cameras - Station 7	2010	
	37,750			
Damascus VFD	55,000	Repair of Exterior Masonry Station 13	2010	
	15,250	PPE Running Gear	2010	
	70,250			
Gaithersburg/WG FD	69,750	Kitchen Renovation Station 8	2010	X
	69,750			
Germantown VFD	47,000	Loan Payment for Crimson Fire Engine	2010	X
	18,000	AED Replacements Qty. 7	2010	
	2,750	PPE Gear	2010	
	67,750			
Glen Echo VFD	45,000	Replacement Vehicle - Sports Utility Vehicle	2010	
	12,750	PPE Running Gear	2010	
	57,750			
Hillandale VFD	47,750	Station 24 Female Locker Room Renovation	2010	
	25,000	Station 24 SCBA Fill Station - Partial Funding	2010	
	72,750			
Hyattstown VFD	72,250	Building Renovation/Repairs Station 9	2010	
	72,250			
Kensington VFD	17,322	Window Replacements Station 5	2010	X
	16,030	Window Replacements Station 5	2010	
	27,750	PPE Gear	2010	X
	61,102			
Laytonsville VFD	42,000	Bunkroom Renovation Station 17	2010	
	23,213	PPE Running Gear	2010	
	65,213			
Rockville VFD	35,000	Stations 23 & 33 Painting	2010	
	20,750	Station 33 Safety Fire Alarm System	2010	
	22,000	Station 23 Bathroom Renovation	2010	
	77,750			
Sandy Spring VFD	29,250	Boat 704 Replacement	2010	
	41,000	Partial Payment - Rescue Squad 704	2010	
	70,250			
Silver Spring VFD	2,784	Station 19 Building Refurbishments	2010	
	32,750	PPE Running Gear	2010	
	35,534			
Takoma Park VFD	16,996	Station Renovation (basement)	2010	X
	16,996			
Upper Montgomery	72,750	Building Renovation	2010	
	72,750			
Wheaton Vol. RS	74,250	Ambulance	2010	
	74,250			

Total Unspent: 1,089,746

Amoss Fund Process

1. The LFRDs apply to the Amoss Fund Committee for Amoss funds that the County will distribute in the upcoming fiscal year
2. The committee reviews the LFRDs' requests and makes recommendations to the MCVFRA's Board of Directors
3. The committee notifies the LFRDs in writing of the board's decisions
4. LFRDs may appeal the board's decisions
5. The MCVFRA board submits final allocation recommendations to the Fire Chief
6. MCFRS personnel review requests that impact their areas of responsibility
7. The Fire Chief and MCVFRA President work through any differences
8. The Fire Chief's recommendations for allocations are transmitted to the County Executive and County Council
9. After County Council appropriates the funds, each LFRD signs an agreement with the county that stipulates how the funding allocated to that LFRD will be used
10. The County transmits the Amoss funds to the LFRDs
11. LFRDs may amend their agreements with the approval of MCFRS and MCVFRA
12. MCFRS tracks the expenditure of Amoss funds and is required to send a detailed report to the state by December 31st each year that shows unexpended funds as of June 30th



POLICY AND PROCEDURE
Montgomery County
Fire and Rescue Service

No. 03-07AM

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PROCEDURES FOR REQUESTS FROM STATE OF
MARYLAND SEN. WILLIAM H. AMOSS FIRE, RESCUE,
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MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

**PROCEDURES FOR REQUESTS FROM STATE OF MARYLAND
SEN. WILLIAM H. AMOSS FIRE, RESCUE, AND AMBULANCE FUND
FOR USE BY THE LOCAL FIRE DEPARTMENTS
AND RESCUE SQUADS**

Issued by: MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Policy No. 03-07AM

Supersedes Policy No. 03-07

Authority: State of Maryland Article 38A, Section 45A-45D.; Montgomery County Code Section 21-2.(d)(2).; Hillandale vs. Montgomery County – Civil Case No. 24222.

Effective Date: May 1, 2006

SUMMARY: This policy amends the procedure facilitating the State of Maryland, Senator William H. Amoss Fund provided to the Local Fire and Rescue Departments (LFRDs) of Montgomery County, Maryland to ensure properly meeting the State's reporting requirements.

Sec. 1. Purpose: To establish a procedure for facilitating the application, allocation, and reporting process, as authorized by the State of Maryland, to provide Montgomery County's LFRDs with funding from the Senator William H. Amoss Fund.

Sec. 2. Applicability: This policy applies to the Montgomery County Fire and Rescue Service in the financial matters related to the Amoss Fund, and to all Montgomery County Local Fire and Rescue Departments that are the sole recipients of this fund.

Sec. 3. Requirements: The State of Maryland's criteria to receive, or distribute monies, and provide reports regarding the use of the Amoss Fund, must be adhered to in order to receive funding under Maryland Code, Public Safety, Title 8, Senator William H. Amoss Fire, Rescue, and Ambulance Fund.

Sec. 4. Definitions.

a. **Amoss Fund.** (Senator William H. Amoss Fire, Rescue and Ambulance Fund). The State of Maryland grants funds as part of an established State aid program for the local fire and rescue departments of the State of Maryland. These non-County tax funds are distributed through a procedure established by the State.



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- b. **Amoss Fund Committee ("Committee")**. The committee established by consent agreement by the Montgomery County Volunteer Fire Rescue Association (MCFVRA) as the authorized body to which all Local Fire and Rescue Departments (LFRDs) submit their requests for receipt of Sen. William H. Amoss Funds. The Amoss Fund Committee is authorized to recommend approval of Amoss Funds for the LFRDs, in accordance with this procedure.
- c. **Fire Chief**. The MCFRS Fire Chief who is appointed by the County Executive under Section 21-3 of the County Code, and serves as the Director of the Montgomery County Fire and Rescue Service.
- d. **Fire and Rescue Commission (FRC)**. The Commission that consists of seven members appointed by the County Executive, under Section 21-2 of the Montgomery County Code.
- e. **Local Fire and Rescue Department**. An individual fire or rescue squad corporation, authorized by Section 21-5 of the Montgomery County Code to provide fire and rescue services.
- f. **Montgomery County Volunteer Fire Rescue Association, Inc. (MCFVRA)**. An organization that represents the fire and rescue volunteers of Montgomery County, and the Local Fire and Rescue Departments.
- g. **Settlement Agreement**. Stipulation of settlement from Hillandale Vol. Fire Department, Inc. et al., vs. Montgomery County, Maryland, et al., Civil Action 24222, Circuit Court for Montgomery County, Maryland.

Sec. 5. Procedure.

- a. The **FRC** may recommend MCFRS system-wide priorities: to improve the efficiency and effectiveness of fire, rescue, and emergency medical services; to enhance the delivery of those services; to implement or demonstrate new or innovative service or delivery concepts; to improve training and operational readiness and capability; and to achieve strategic objectives. These priorities are recommended as guidelines.
- b. The **Amoss Fund Committee** will provide notification to the **LFRDs** regarding timeframes and application instructions for requesting funds. The **LFRDs'** applications to the **Amoss Fund Committee** must include justification for the items requested, as well as a status report of expenditures for the previous years' allocation, an explanation



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for any unspent **Amoss Funds** from prior years, and any other documentation that may be requested by the **Committee**.

- c. The **LFRDs** will prepare a list of resource requests, by priority, for submission to the **MCVFRA**. These submissions will be made according to the directions and deadlines set by the **MCVFRA**.
- d. Under the authority of **MCVFRA's** President and its Board of Directors, the **Amoss Fund Committee** will annually receive and review the **LFRDs'** requests for **Amoss-funded** projects for compliance with State and County laws. The **Committee** will make recommendations for allocation of requested funds submitted by the **LFRDs** to the **MCVFRA** Board of Directors for its final approval. After **MCVFRA** Board approval, the **Committee** will then notify the **LFRDs**, in writing, of **MCVFRA's** Board of Directors recommended allocations to be submitted to the **Fire Chief**. The **LFRDs** may appeal the amount of recommended allocated funds for its projects to the **MCVFRA's** Board of Directors, in accordance with **MCVFRA's** established procedures. At the conclusion of the appeal process, the **Amoss Fund Committee** will submit its final recommendations to the **MCVFRA** Board of Directors, which will then forward the recommendations to the **Fire Chief**. **MCVFRA's** President will work directly with the **Fire Chief** on any questions or concerns regarding the **Amoss Fund** requests.
- e. The **LFRDs** may submit, or may be required to submit, additional information to **MCVFRA's** President or to the **Fire Chief** to support their requests for **Amoss Funds**.
- f. The **Fire Chief** will receive and respond to the **MCVFRA** President's recommendations on the **Amoss Funds** in a timely manner. Any differences between the **MCVFRA's** **Amoss Fund** requests and those of the **Fire Chief** will be settled by the **MCVFRA** President and the **Fire Chief**. The **Fire Chief's** recommendations for the annual **Amoss Fund** allocations, with comments from the **FRC** and the **MCVFRA**, are transmitted to the County Executive and County Council. The County Executive considers the recommendations, and then submits the annual **Amoss Fund** allocation recommendations to the County Council for its approval and appropriation.
- g. **Amoss Funds** will be used by the **LFRDs** as an addition to, and will not be substituted for, money appropriated or required by **MCFRS** for fire and rescue service protection.
- h. According to Maryland Code, Public Safety Title 8, **Amoss Funds** must not be used for:



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1. administrative costs;
2. compensation or fringe benefits for employees or members of the County government, or fire and ambulance companies;
3. expenses for travel or meals;
4. fuel, utility, or routine maintenance costs of facilities or apparatus;
5. acquiring new or replacement fire hydrants, water mains, or emergency alarm systems not installed at a fire, rescue, or ambulance facility;
6. insurance;
7. fundraising activities;
8. refinancing any debt or other obligation incurred before July 1, 1985;
9. replacing or repairing eligible items to the extent that insurance proceeds are available;
10. costs associated with the "911" emergency telephone system;
11. land or interests in land; and
12. any other items determined by the State to be ineligible.

i. According to Maryland Code, Public Safety, Title 8, **Amoss Funds** may be used only for:

1. acquiring or rehabilitating fire or rescue equipment, including ambulances;
2. acquiring or rehabilitating capital equipment used in connection with fire or rescue equipment; and
3. rehabilitating facilities used primarily to house firefighting equipment, ambulances, and rescue vehicles.



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- j. The **Fire Chief** will prepare and transmit grant agreements to the **LFRDs** within forty-five workdays of receiving the County Council's approved appropriation resolution for the **Amoss Funds**.
- k. Upon County certification, any reports required by the State will be provided to **MCVFRA's** President in a timely manner. However, the County will submit all **Amoss Fund** reports to the State of Maryland in the required time frame established by the State.
- l. Official correspondence received or sent by the County, relating to the annual allocations of distribution of State **Amoss Funds**, will be provided to **MCVFRA's** President in a timely manner.
- m. The **MCVFRA** and **Amoss Fund Committee** intend that the **Amoss Funds** approved by the County Council and distributed to the **LFRDs** are to be expended within 12 months of distribution to the **LFRD**, unless the distribution is related to a defined long-term project, or an extension or amendment is requested by the **LFRD**, and recommended by the **MCVFRA** Board of Directors and approved by the **Fire Chief**.
- n. All items purchased with **Amoss Funds** become the sole property of the **LFRD**.
- o. All items purchased with **Amoss Funds** will be titled in accordance with the **settlement agreement**.

Sec. 6. Responsibilities.

- a. The **LFRDs** must provide complete and accurate information to the **Amoss Fund Committee**, along with any other information the **Committee requests**, to facilitate the appropriate distribution of funds.
- b. The **Fire Chief** must ensure the timely distribution of funds.
- c. The **Amoss Fund Committee** must provide the **MCVFRA**, the **Fire Chief**, and the **LFRDs**, with all related information on the **Amoss Fund**.

Sec. 7. Enforcement. The Chief Administrative Officer or designee must verify that the disposition of **Amoss Funds** to the **LFRDs** complies with the requirements established by the State of Maryland and this procedure.



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Sec. 8. **Effective Date.** This policy is effective on May 1, 2006.

Attest:

Signature on Original Document

Thomas W. Carr, Jr., Chief
Montgomery County Fire and Rescue Service

May 1, 2006

Date