

PS COMMITTEE #2
November 21, 2013
Update

MEMORANDUM

November 19, 2013

TO: Public Safety Committee

FROM: Essie McGuire, Senior Legislative Analyst 

SUBJECT: **Update – Emergency Medical Services Reimbursement Program Implementation**

Today the Public Safety Committee will receive an update on the implementation of the Emergency Medical Services (EMS) Reimbursement Program. The following individuals will be present to discuss this issue with the Committee:

- Fire Chief Steve Lohr
- Dominic Del Pozzo, Budget Manager, MCFRS
- Amy Wilson, Office of Management and Budget (OMB)
- Shaun Carew, Patient Advocate, Office of Consumer Protection
- Marcine Goodloe, President, Montgomery County Volunteer Fire and Rescue Association (MCVFRA)
- Eric Bernard, Executive Director, MCVFRA

The County began collecting revenue under the EMS Reimbursement Program in the spring of this year. Also in the spring, the Council approved Bill 7-13, *Emergency Medical Transportation – Use of Revenue – Amendment*, which established that 15 percent of the net EMST revenue must be allocated for the benefit of LFRDs. The Public Safety Committee's most recent worksession on the EMS Reimbursement Program implementation was held over the summer. Today is the first program update with significant billing and revenue experience, and also the first distribution of funds to the LFRDs.

I. REPORTING

MCFRS is required to provide a number of reports on the EMS Reimbursement Program.

The **County Code** requires the Fire Chief to report on January and July 1 of each year the number and type of calls for emergency medical services during the previous six months.

- Circle 1 is the Chief's report for January 1-June 30, 2013. It states that during the period there were a total of 41,396 calls for emergency medical services, a slightly higher number than the same period in 2012. Of these calls, 15,326 were dispatched as Advanced Life Support (ALS) calls and 16,649 as Basic Life Support (BLS) calls.

The **operating budget resolution** requires two reports (relevant budget provisions on circles 2-3).

- On January 1, 2014, the Fire Chief must submit a report of emergency medical services including certain mortality rates and the number of patients entering emergency rooms not through an ambulance, in addition to billing and revenue information.
- By October 15 and April 15 of this fiscal year, the Chief must report information relating to the distribution of EMS funds to the Local Fire and Rescue Departments (LFRDs). On October 11, 2013, the Chief forwarded this information to the County Council as required. The specific information is addressed later in this packet.

Given that this is the first reporting period with significant billing experience, the comparative information requested in the budget resolution is not yet available. MCFRS also reports that two hardship waiver requests have been received, that both were recent and are expected to be approved.

The **Patient Advocate** in the Office of Consumer Protection tracks phone calls and interactions with constituents and communicates with MCFRS about EMS program issues. Mr. Carew will be present at the worksession to discuss information about EMS billing issues to date.

II. REVENUES AND EXPENDITURES FY13

The total revenue received under the EMS Reimbursement Program for FY13 was **\$3,431,187**. As stated on circle 1, the first claims were filed in March 2013, and a total of 15,300 claims were filed as of June 30, 2013. MCFRS reports the following expenditures and encumbrances for the FY13 EMS revenue.

Expenditures	Amount
FY13 EMS revenue distribution to LFRDs	\$451,602
MCFRS EMS program implementation costs	\$345,506
Overtime for recruit school instructors	\$254,035
Personal protective gear and uniforms	\$249,550
Equipment for fire apparatus	\$210,627
Payment to MCVFRA	\$75,000
Encumbrances	Amount
Two replacement engines	\$1,210,314
Equipment for apparatus	\$178,445
Total	\$2,975,079

The unexpended and unencumbered FY13 revenue (\$456,108) will remain in the restricted EMS revenue account and will be available for appropriation for eligible expenditures in the future (as specified in the operating budget resolution, circle 3). A total of \$8.6 million was projected and budgeted for EMS revenue in FY13.

FY14

The FY14 budget assumed a total of \$17.6 million in EMS revenue. MCFRS reports that FY14 expenditures are being held below the budgeted level at this time to ensure that expenditures do not exceed revenue. Council staff concurs with this approach. At this time, MCFRS anticipates the following non-program expenditures:

Expenditures	Amount
FY14 EMS revenue distribution to LFRDs	\$1,700,000
Apparatus replacement	\$5,388,908
Travilah station staffing	\$2,090,000
Recruit class	\$1,400,000
Fourth person on 3 engines	\$1,050,000
Facility maintenance improvements	\$500,000
Five EMS supervisors	\$610,000
SAFER grant match	\$96,520
Background investigators	\$70,000
Senior Citizen fire/life safety educators	\$50,000
Total	\$12,955,428

The EMS revenue expenditures that were proposed during the FY14 budget discussions are attached on circle 4. The proposed reductions at this time include less funding for facility maintenance, and no EMS funding for PPE, SCBA and AEDs, or training. The Committee will discuss updated FY14 revenue and expenditure projections during budget discussions in the spring.

III. LFRD DISTRIBUTION

This spring the Council approved Bill 7-13, *Emergency Medical Transportation – Use of Revenue – Amendment*, which established that 15 percent of the net EMST revenue must be allocated for the benefit of LFRDs. The bill also required that the funds be allocated under a procedure specified in the annual budget resolution. The FY14 operating budget resolution provision regarding EMS funding for LFRDs is on circles 2-3.

The Council expressed its intent that the EMS funds be distributed through a process similar to the one used for State Senator Amoss grant funds. In the spring, the Committee expressed its intent that MCVFRA and the Fire Chief should develop a formal policy for the EMST revenue. Accordingly, MCVFRA has established a policy and procedure for EMS reimbursement revenue, attached on circles 6-11. The associated application is attached on circles 12-17.

Key highlights of the policy include:

- Formal application process;
- Priority criteria for use in consideration of applications and projects;
- Coordination with Amoss and other funding resources;
- No expectation of equal funding amounts each year among the LFRDs; and
- An expected one year timeframe for expenditure, unless related to an approved long term project.

The budget resolution specifies distributions of EMS funds to the LFRDs in October and April for the previous six month period. The distribution this October is the first distribution, and is a relatively small amount since it reflects only FY13 revenues.

The total amount for the October distribution is \$451,602. The table on circle 5 shows the proposed amounts by LFRD and by project. Since the first distribution is smaller than previously anticipated, MCVFRA and MCFRS have agreed to distribute a percent of funds to each LFRD even though that will not in most cases address the full cost of approved projects. Going forward, MCVFRA expects to fund projects according to the priorities as detailed in the policy. Council staff concurs with this temporary approach under the circumstances.

Council staff notes the following about the proposed project distribution:

- Seven LFRDs (plus the MCVFRA) have projects related to vehicle purchase or maintenance, both apparatus and command or utility vehicles.
- Six LFRDs have projects related to facility issues.
- Eleven LFRDs (plus the MCVFRA) propose to use the funds for administrative staff support.
- Fifteen LFRDs plan to allocate funds to standby food and support.

MCFRS transmitted the identified LFRD total amount and proposed project allocations on October 11, as required in the budget resolution. Council staff understands that the County and MCVFRA are currently finalizing the agreements that need to be in place to distribute the funds to each LFRD.

Emergency Medical Services Transport Insurance Reimbursement Program

Executive Report for the period January 1, to June 30, 2013

The Emergency Medical Services Insurance Reimbursement law passed by Montgomery County Council became effective on January 1, 2013. The law authorized the Montgomery County Fire and Rescue Service to impose and collect a reimbursement to recover costs generated by providing emergency medical services transports.

This law also provides that County residents will not pay any out-of-pocket expenses for emergency medical services transport and prohibits Fire and Rescue personnel who respond to a request for an emergency medical services transport from asking for any information relating to individual's insurance coverage.

Applications were filed in the final days of 2012 with Medicare and Medicaid to enroll as a provider seeking reimbursement for ambulance services. Medicare enrollment approval was received on March 13, 2013. The approval for Medicaid was received on June 24, 2013, and we are still awaiting the approval for Railroad Medicare. The county is authorized to seek reimbursement retroactively to the date of application.

The Montgomery County Fire and Rescue Service engaged the services of a third party billing company to handle the billing for the program. The Contract with MED3000 was signed on February 15, 2013. The Department also reached out to hospitals to partner with the program in providing insurance data for transported patients since providers are prohibited from obtaining such information at the time of transport.

The first claims were filed on March 28, 2013. A total of 15,300 claims with a gross value of \$7,500,627.85 have been filed with insurance companies as of June 30, 2013. As of June 30, 2013, the total payment received for claims filed was \$1,698,286.28. Additional revenue received through July 30 for transports that occurred in FY13 will be accrued to FY13.

During the reporting period, there were a total of 41,396 calls for emergency medical services compared to 40,418 calls during the same period in 2012. There were 31,998 emergency medical services responses between January 1 and June 30, 2013; 31,975 of those resulted in transport. The breakdown of the type of emergency medical services was: 15,326 were dispatched as ALS level calls and 16,649 were BLS level calls.

The program is still in the growth phase and we expect the claim filing to have stabilized by the next reporting period.

July 1, 2013

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From Resolution 17-762, FY14 County Government Operating Budget Appropriation

39. The Fire Chief must submit a report to the Council not later than January 1, 2014 that includes for the period June 1 through November 30, 2013, and a second report not later than June 30, 2014 that includes for the period December 1, 2013 through May 30, 2014, the following data collected in collaboration with area hospitals.
- (a) The number of 911 calls for emergency medical services during the reporting period and a comparison to the number in this reporting period for the prior year;
 - (b) The number and type of emergency medical services provided during the reporting period;
 - (c) The mortality rates for County hospital for STEMI incidents, and a comparison to the rates in this reporting period for the prior year;
 - (d) The number of patients arriving in hospital emergency rooms complaining of heart attack or stroke symptoms who did not arrive by ambulance and a comparison to the number in this reporting period for the prior year.
 - (e) The number of invoices issued to collect revenue under this program and the average amount charged.
 - (f) The number of EMS transports of out-of-County residents;
 - (g) The number of hardship waivers requested and the number granted; and
 - (h) The number and type of calls received by the Patient Advocate.
40. As required by County Code §21-23A(h)(3)(A), the County Fire and Rescue Service (MCFRS) must use the following procedure to allocate for the benefit of local fire and rescue departments (LFRD's) 15% of the net Emergency Medical Services Transport (EMST) Insurance Reimbursement Program revenue (after deducting costs of implementing the Reimbursement Program) appropriated in this resolution for the purposes authorized in §21-23A(h)(3)(A):
- (a) Each LFRD may apply for funds under an application process conducted by the Montgomery County Volunteer Fire and Rescue Association (MCVFRA). MCVFRA must forward the results of that process to the Fire Chief by a date set by the Fire Chief. In any disagreement between the MCVFRA and the Fire Chief about LFRD allocations and projects, both the MCVFRA President and the Fire Chief must take reasonable steps to resolve their disagreements before funds are distributed. The Fire Chief must approve the final allocation for each LFRD and project.
 - (b) By October 15, 2013, MCFRS must distribute to LFRD's 15% of the actual amount of revenue received in the restricted EMST Reimbursement account attributable to FY 2013 (after deducting EMST Reimbursement Program implementation costs), as calculated by the Department of Finance.
 - (c) By April 15, 2014, MCFRS must distribute 15% of the actual amount of revenue received in the restricted EMST Reimbursement account attributable to FY 2014 from July 1, 2013 to December 31, 2013 (after deducting EMST

Reimbursement Program implementation costs), as calculated by the Department of Finance after a mid-year reconciliation of the funds in the account.

(d) Any funds distributed under this procedure must be spent or encumbered by each LFRD to which funds are assigned no later than one calendar year after the last date funds are distributed (respectively, October 15, 2014 or April 15, 2015). Any funds that an LFRD does not encumber or spend by these dates automatically revert to MCFRS on October 15, 2014 or April 15, 2015 respectively. The Fire Chief must reallocate any funds reverted under this provision, consistent with this provision, §21-23A, and other applicable State and County laws, regulations, policies, and guidelines.

The Fire Chief must report to the Council not later than October 15, 2013 and April 15, 2014; the total amount of funds in the restricted account; the total amount to be distributed to the LFRD's; each project and LFRD allocation; and the amounts distributed to and spent or encumbered by each LFRD to date, by project and fiscal year.

Any EMST Reimbursement Revenue attributable to FY 2014 that is not spent or encumbered by MCFRS by June 30, 2014, must remain in the restricted account and must not be spent unless re-appropriated for a use allowed under County Code §21-23A.

MCFRS table of proposed FY14 EMS expenditures, April 2013

Expenditures Supported by EMS Revenues	Expenditure	Personnel
Apparatus Replacement	5,388,907	
15% required payment to LFRDs	2,462,723	
Travilah Staffing	2,090,000	1,870,000
Second Recruit Class (Career and Volunteer)	1,400,000	1,142,000
Four person staffing for 3 paramedic engines (OT)	1,050,000	1,050,000
Facility Maintenance Improvements	1,000,000	
PPE replacements for career and volunteer (450 sets)	900,000	
SCBA Master Lease and AEDs	900,000	
EMS Supervisors (5 Cpts.)	610,000	610,000
SAFER Grant Match to cover cost of Staffing a Truck	96,520	96,520
EMS Equipment	200,000	
Training: Career and Volunteer (OT)	177,000	177,000
Background Investigators	70,000	
Senior Citizen Fire/Life Safety Educator	50,000	
Training: Career and Volunteer (Operating)	23,000	
Total	16,418,150	4,945,520
EMS Implementation Costs	Expenditure	Personnel
EMS Reimbursement Program 3 rd Party Billing	836,936	
Manager III	103,480	103,480
Accountant/Auditor	81,340	81,340
Administrative Specialist	99,790	99,790
Patient Advocate	55,000	55,000
Community Outreach	25,000	
Total	1,201,546	339,610
Total EMS Expenditures	17,619,696	5,285,130

**October 2013 distribution
of EMS Revenue
by LFRD and Project**

Bethesda	\$5,734	Admin staff
BCC	\$0	N/A
Burtonsville	\$22,556	Admin staff
		Hydraulic Rescue Tools
		Standby food
Cabin John	\$28,672	Replace Command Vehicle
		Admin staff
		Standby food
Chevy Chase	\$4,970	Admin staff
		Replace window shades
Damascus	\$12,807	Build out for storage space
		Surveillance camera
		Garmin for apparatus
		Admin staff
		Standby food
Gaithersburg	\$28,672	Replace Ambulance
		Standby food
Germantown	\$21,026	Replace staff vehicle
		Standby food
Glen Echo	\$21,409	Recruiting materials
		Vehicle equipment
		Vehicle operating costs
		Station renovations
Hillandale	\$6,881	Admin staff
		Standby food
Hyattstown	\$2,294	Admin staff
		Standby food
Kensington	\$59,014	Payments for command vehicles
		Replace pick-up truck
		Admin staff
		Standby food
Laytonsville	\$41,288	Station renovation/addition
		Standby support
Rockville	\$66,000	Command vehicle replacement
		Training props
		New roof for Station 33
		10 AEDs
		Admin staff
		Standby food
Sandy Spring	\$3,823	Standby food
Silver Spring	\$16,362	Paint Station 16 engine bay
		Replace kitchen cabinets
		Standby food
Takoma Park	\$3,277	Lighting for Chief's vehicle
		Standby food
Upper Montgomery	\$14,298	Regrade parking lot
		Installation of safety railing
		Admin staff
		Standby food
Wheaton	\$47,787	Command vehicle replacement
		Utility vehicle replacement
		Admin staff
		Standby food
MCVFRA	\$44,729	Tuition Assistance Program
		VBOC
		Administrative Support
		Rent for recruiting center
		Recruiter vehicle
Total	\$451,599	



**Montgomery County Volunteer Fire-Rescue Association
POLICIES AND PROCEDURES**

Number:
200
Effective Date:
**January 18,
2013**

**Procedures for LFRD Requests for Emergency
Medical Services Transport Insurance
Reimbursement Program Revenue**

Page 1 of 6

SUMMARY: This policy describes the procedure facilitating the Emergency Medical Services Transport Insurance Reimbursement Program revenue provided to the Local Fire and Rescue Departments (LFRDs) of Montgomery County, Maryland through the Montgomery County Volunteer Fire-Rescue Association to ensure properly meeting the County Council's requirements.

Sec. 1. Purpose: To establish a procedure for facilitating the application, approval, allocation, and reporting process, as authorized by the Montgomery County Council to provide Montgomery County's LFRDs with funding from the Emergency Medical Services Transport Insurance Reimbursement Program through the MCVFRA.

Sec. 2. Applicability: This policy applies to the volunteer fire and rescue departments (LFRDs) of the Montgomery County Fire and Rescue Service and the MCVFRA in the financial matters related to the Emergency Medical Services Transport Insurance Reimbursement Program revenue, which are the sole recipients of this fund. To be eligible, an LFRD must be in good standing and an active member of the MCVFRA.

Sec. 3. Requirements: Montgomery County Council's criteria to receive, or distribute monies, and provide reports regarding the use of the EMST Fund must be adhered to in order to receive funding under the agreement between Montgomery County and the MCVFRA as well as County Code Chapter 21, Fire and Rescue Service Section 21-23A Emergency Medical Services Transport Reimbursement Program.

Sec. 4. Definitions.

a. Emergency Medical Services Transport Reimbursement Program Funds. (EMST Fund). The funds collected by Montgomery County, as authorized under Bill 17-12, County Code Chapter 21-23A, which are a reimbursement to recover costs generated by providing emergency medical services transports as part of an established Montgomery County EMS Reimbursement program beginning in January 2013. These non- tax funds are distributed through the MCVFRA following this procedure as agreed upon between the County Executive, the Fire Chief and the MCVFRA.

- b. **Montgomery County Volunteer Fire-Rescue Association Board of Directors (“Board”)**. The Board of Directors of the Montgomery County Volunteer Fire Rescue Association (MCVFRA), along with the President, is the authorized representatives to which all Local Fire and Rescue Departments (LFRDs) submit their requests for receipt of EMST Funds. The President and Board are authorized to receive, review and approve EMST Funds for the LFRDs, in accordance with this procedure, Chapter 21, and the Memorandum of Understanding between Montgomery County and the MCVFRA.
- c. **Montgomery County Volunteer Fire-Rescue Association President (“President”)**. The President of the Montgomery County Volunteer Fire Rescue Association (MCVFRA), along with the Board, is the authorized representatives to which all Local Fire and Rescue Departments (LFRDs) submit their requests for receipt of EMST Funds. The President and Board are authorized to receive, review and approve EMST Funds for the LFRDs, in accordance with this procedure, Chapter 21, and the Memorandum of Understanding between Montgomery County and the MCVFRA.
- d. **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.
- e. **Local Fire and Rescue Department**. An individual fire or rescue squad corporation authorized by Section 21-5 of the County Code to provide fire and rescue services who is an active member in good standing of the MCVFRA.
- f. **Montgomery County Volunteer Fire Rescue Association, Inc. (MCVFRA)**. An organization that represents the fire and rescue volunteers of Montgomery County and the 19 Local Fire and Rescue Departments (LFRDs). The Association is recognized by the County as the agency responsible for EMST Fund submission, review and approval to the Fire Chief of Montgomery County.
- g. **Memorandum of Understanding**. Agreement between the County Executive of Montgomery County and the Montgomery County Volunteer Fire-Rescue Association (MCVFRA) signed August 13, 2012.

Sec. 5. Procedure.

- a. The MCVFRA application shall be used by an LFRD requesting funds from the Emergency Medical Services Transport Insurance Reimbursement Program collected by Montgomery County. All funds collected by the County for MCVFRA and LFRD use must receive MCVFRA President and Board approval along with the MCFRS Fire Chief.
- b. The application must be filled out completely and signed by the LFRD department head. Failure to complete the entire form will result in the application package being returned to the LFRD department head without MCVFRA or Fire Chief review or approval of funding. EACH request MUST include **a complete scope of work to be done and an estimate of cost**. A formal bid is not required at the time of application.

- c. If an LFRD is requesting funds for apparatus replacement or augmentation, the LFRD must submit with the application a staffing plan for the piece of apparatus unless a staffing plan already exists for the piece of apparatus being requested for funding.
- d. The MCVFRA form will be submitted by 5p, **February 6, 2013** to the President either electronically, hand delivered to the MCVFRA office or via US Mail to the MCVFRA office at:

**Montgomery County Volunteer Fire Rescue Association
230 North Washington Street, Suite 400
Rockville, MD 20850**

- e. The MCVFRA shall establish EMST fund priorities. The overall MCVFRA Priorities are (not listed in priority order):
 - Volunteer owned and purchased fire, rescue and EMS heavy apparatus purchase
 - Volunteer owned facility infrastructure improvements and replacement
 - Training for volunteers
 - Administrative staff support
 - Volunteer recruitment and retention
 - Personal Protective Equipment (PPE) for volunteers
 - Fire, rescue and EMS equipment
 - Volunteer stand-by support
 - Command, support and canteen vehicles

f. **Funding Priority Formula for Fund Distribution.**

The President and Board of Directors of the MCVFRA will receive, review and approve all applications from the LFRDs for funding from the EMST fund. The requests will be judged on the overall priorities of the service and the need of the item and NOT be based solely on the priorities and wants of each individual LFRD. Each of the following factors will be considered in the listed priority for fund appropriation by the President and Board of the MCVFRA:

1. Number of active IECS volunteer members
2. Number of LOSAP active members
3. Percentage of staffing by volunteer members
4. Number of stations and facilities owned by the LFRD
5. Financial contributions of the LFRD to the service
6. Financial need of the LFRD at the time of the request
7. Amount of heavy apparatus owned by the LFRD
8. Amount of command, staff and support vehicles owned and operated by the LFRD
9. Number and participation of certified chief officers from the LFRD
10. Conformance to approved standby program
11. Number of paid administrative staff

12. Percentage of increase in minimum staffing IECS certified volunteers (FF2 & EMSP1) from previous year(s)
 13. Increase in number of recruits and candidates on the IECS from previous year(s)
 14. Previous year(s) funding from EMST fund
 15. Previous year(s) EMST funding remaining unspent by LFRD
 16. Funding from Senator Amoss 508
 17. Previous performance in spending EMST funds
- g. The President and Board will weigh all priority factors along with the overall strategic priorities set when reviewing and approving applications for funding.
- h. There is no expectation that each LFRD will receive an equal amount of funding:
1. As other LFRDs may have received
 2. As the LFRD had received in prior years
 3. Equal to any percentage of available funds
 4. That is not in accordance with the set funding priority formula and overall MCVFRA priorities
- i. An LFRD not in good standing and active with the MCVFRA will not be eligible to receive any funding.
- j. Funds MUST be spent or encumbered in the fiscal year they are received unless:
1. The LFRD has received prior approval by the President of the MCVFRA and Fire Chief
 2. The funding is for an on-going project or apparatus purchase approved by the President and Board of the MCVFRA and the Fire Chief
 3. Failure to spend or encumber funds in the fiscal year received will result in reversion of the funds back to the MCVFRA unless one of the factors above applies
- k. The President and Board of the MCVFRA will provide notification to the LFRDs regarding timeframes and application instructions for requesting funds. The LFRDs' applications to the Board must include justification for the items requested, as well as a status report of expenditures for the previous years' allocation and an explanation for any unspent EMST Funds from prior years, and any other documentation that may be requested by the Board.
- l. 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. There may be only one (1) of EACH priority per request.
- m. The President and Board of Directors of MCVFRA will receive and review the LFRD requests for EMST-funded projects for compliance with County laws and MCVFRA policies and procedures. The President and Board will make all approvals for allocation of requested funds submitted by the LFRDs. After

MCVFRA Board approval, the President will then notify the LFRDs, in writing, of their approved allocations that will be submitted to the Fire Chief. The LFRDs may appeal the amount of recommended allocated funds to its projects to the MCVFRA's President and Board of Directors within 15 days after notification. The Board will consider any appeal(s) at the next regularly scheduled board meeting. At the conclusion of the appeal process, the Board of Directors may make any adjustments and will then forward their approval to the Fire Chief. The President of the MCVFRA will confer directly with the Fire Chief on any questions or concerns regarding the EMST Fund requests.

- n. The LFRDs may submit, or may be required to submit additional information to the MCVFRA President and Board and/or Fire Chief to support their EMST Funds requests.
- o. The Fire Chief will receive and respond to the MCVFRA President's approval on the EMST Funds in a timely manner. Any differences between the MCVFRA's EMST Fund requests and that of the Fire Chief will be settled by the MCVFRA President and the Fire Chief. Once agreement is reached between the President and Fire Chief the awards become final and may not be appealed further.
- p. The EMST Funds must be used to supplement, and must not supplant, Fiscal Year 2013 expenditures appropriated in the annual operating budget resolution for emergency medical services or other related fire and rescue services provided by the Fire and Rescue Service.
- q. According to County Code Chapter 21, Fire and Rescue Service Section 21-23A Emergency Medical Services Transport Reimbursement Program, Emergency Medical Services Transport Insurance Reimbursement Program revenue may only be used for the benefit of local fire and rescue departments for:
 - 1. Replacement or augmentation of apparatus owned by local fire and rescue departments
 - 2. Facilities owned by a local fire and rescue department
 - 3. Training for volunteers
 - 4. Gear and equipment for volunteers
 - 5. Administrative staff to support a local fire and rescue department
 - 6. Volunteer recruitment and retention
 - 7. Volunteer stand-by support
- r. According to County Code Chapter 21, Fire and Rescue Service Section 21-23A Emergency Medical Services Transport Reimbursement Program, Emergency Medical Services Transport Insurance Reimbursement Program revenue may NOT be used for any other purpose including but not limited to fundraising, political activity or lobbying activity.
- s. Within fifteen workdays of receiving the MCVFRA and Fire Chief's approval of the EMST Funds, the Fire Chief will prepare and transmit grant agreements to the LFRDs and MCVFRA.

- t. The MCVFRA intends that the EMST Funds approved by the MCVFRA and Fire Chief 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 approved by the MCVFRA President, Board of Directors and Fire Chief as outlined in (i) above.
- u. Any items purchased with EMST Funds become the sole property of the LFRD.
- v. All items purchased with EMST Funds will be titled to the LFRD.
- w. All MCFRS policies and procedures must be followed when purchasing apparatus, vehicles and equipment.
- x. Reallocations – there will be no reallocations except in extraordinary circumstances, supported by justification and documentation then approved by the President, Board and Fire Chief.

Sec. 6. Responsibilities.

- a. The LFRDs must provide complete and accurate information to the MCVFRA President, Board, and Fire Chief along with any other information they request to facilitate the appropriate distribution of funds. EACH project or funding area requested MUST be accompanied but a complete scope of work and estimate of cost at the time of application. If approved, a formal bid will be required and dependent on the cost of the project 3 bids may be required.
- b. The Fire Chief must ensure the timely distribution of funds.
- c. The LFRD and MCVFRA must deposit all EMTS Funds into separate bank accounts. Funds may not be commingled with LFRD private funds, other County tax funds, Senator Amoss 508 funds, or any other funds received by the LFRD or MCVFRA.

Sec. 7. Enforcement.

The MCVFRA President and Board must verify that the disposition of EMST Funds to the LFRDs complies with the requirements established by the County Council and this procedure.

Sec. 8. Effective Date.

This policy is effective on January 18, 2013

Attest:

Marcine D. Goodloe, President

Date



Emergency Medical Service Transport (EMST) Insurance Reimbursement Fund Application for Funds 2013

Instructions

This application shall be used by an LFRD requesting funds from the Emergency Medical Services Transport Insurance Reimbursement Program collected by Montgomery County. All funds collected by the county for LFRD use must receive MCVFRA President and Board approval along with the MCFRS Fire Chief.

Please review MCVFRA Policy and Procedure Number 200 for complete instructions and requirements.

The application must be filled out completely and signed by the LFRD department head. Failure to complete the entire form will result in the application package being returned to the LFRD department head without MCVFRA or Fire Chief review or approval of funding. An LFRD not in good standing and active with the MCVFRA will not be eligible to receive any funding.

If an LFRD is requesting funding for apparatus replacement or augmentation, the LFRD must submit with the application a staffing plan for the piece of apparatus unless a staffing plan already exists for the piece of apparatus being requested for funding.

This form will be submitted by 5pm, **February 6, 2013** to the MCVFRA President either electronically, hand delivered to the MCVFRA office or via US Mail to the MCVFRA office at:

**Montgomery County Volunteer Fire Rescue Association
230 North Washington Street, Suite 400
Rockville, MD 20850**

Use of Funding

Emergency Medical Services Transport Insurance Reimbursement Program revenue may only be used for the benefit of local fire and rescue departments for:

1. replacement or augmentation of apparatus owned by local fire and rescue departments
2. facilities owned by a local fire and rescue department
3. training for volunteers
4. gear and equipment for volunteers
5. administrative staff to support a local fire and rescue department
6. volunteer recruitment and retention
7. volunteer stand-by support

Funds may not be used for any other purpose including but not limited to fundraising, political activity or lobbying activity.

Funding Priority Formula for Fund Distribution

The President and Board of Directors of the MCVFRA will receive, review and approve all applications from the LFRDs for funding from the EMST fund. The requests will be judged on the overall priorities of the service and the need of the item and NOT be based solely on the priorities and wants of each individual LFRD. Each of the following factors will be considered in the listed priority for fund appropriation:



**Emergency Medical Service Transport (EMST)
Insurance Reimbursement Fund
Application for Funds
2013**

1. Number of active IECS volunteer members
2. Number of LOSAP active members
3. Percentage of staffing by volunteer members
4. Number of stations and facilities owned by the LFRD
5. Financial contributions of the LFRD to the service
6. Financial need of the LFRD at the time of the request
7. Amount of heavy apparatus owned by the LFRD
8. Amount of command, staff and support vehicles owned and operated by the LFRD
9. Number and participation of certified chief officers from the LFRD
10. Conformance to approved standby program
11. Number of paid administrative staff
12. Percentage of increase in minimum staffing IECS certified volunteers (FF2 & EMSP1) from previous year(s)
13. Increase in number of recruits and candidates on the IECS from previous year(s)
14. Previous year(s) funding from EMST fund
15. Previous year(s) EMST funding remaining unspent by LFRD
16. Funding from Senator Amoss 508
17. Previous performance in spending EMST funds

The President and Board will weigh all priority factors along with the overall strategic priorities set when reviewing applications for funding.

There is no expectation that each LFRD will receive an equal amount of funding:

1. As other LFRDs may have received
2. As the LFRD had received in prior years
3. Equal to any percentage of available funds
4. That is not in accordance with the set funding priority formula and overall MCVFRA priorities

Funds **MUST** be spent or encumbered in the fiscal year they are received unless:

1. The LFRD has received prior approval by the President of the MCVFRA and Fire Chief
2. The funding is for an on-going project or apparatus purchase approved by the President and Board of the MCVFRA and the Fire Chief
3. Failure to spend or encumber funds in the fiscal year received will result in reversion of the funds back to the MCVFRA unless one of the factors above applies

Overall MCVFRA Priorities

- Volunteer owned and purchased fire, rescue and EMS heavy apparatus purchase
- Volunteer owned facility infrastructure improvements and replacement
- Training for volunteers
- Administrative staff support
- Volunteer recruitment and retention
- Personal Protective Equipment (PPE) for volunteers
- Fire, rescue and EMS equipment
- Volunteer stand-by support
- Command, support and canteen vehicles



**Emergency Medical Service Transport (EMST)
Insurance Reimbursement Fund
Application for Funds
2013**

The application deadline is 5pm, February 6, 2013

LFRD Name:

LFRD EMST Fund Representative:

Representative Contact Information: (h) _____ (C) _____

A. LFRD Membership Information

1. IECS Members(total): ____ Candidates/Recruits: ____
2. Administrative (total): ____ Auxiliary (total): ____
3. Prior year LOSAP Active members (total): ____

B. Station Information

1. Station(s) owned and age(s) of each: _____

C. Unspent EMST Funds – Please list all remaining EMST funds by fiscal year and status of why funds have not been spent or encumbered. These funds may be considered when reviewing new requests. (N/A in first year)

D. New Requests – Please provide a short description of each request along with the requested priority. **ALL items must be given a priority and there may be only one (1) of each numbered priority. Failure to prioritize or to duplicate priority ranking will result in return of the application without action.**

E. Each request must have a complete scope of work along with an estimate of cost and NOT a formal bid. Once a project or purchase is approved formal bids will be required.

F. All requests must conform to all existing MCFRS policies and procedures.



**Emergency Medical Service Transport (EMST)
Insurance Reimbursement Fund
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2013**

1. **Request 1** Priority: _____ Request Amount: _____

Description:

2. **Request 2** Priority: _____ Request Amount: _____

Description:

3. **Request 3** Priority: _____ Request Amount: _____

Description:

4. **Request 4** Priority: _____ Request Amount: _____

Description:

5. **Request 5** Priority: _____ Request Amount: _____

Description:

6. **Request 6** Priority: _____ Request Amount: _____

Description:

If additional space is required complete on separate form and attach to application.



**Emergency Medical Service Transport (EMST)
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- G. List any request you are making this year that were previously requested in the last three (3) years, approved, but for which the funds were then reallocated for another purpose. Explain why they were reallocated and why they are now needed. **(N/A in first year)**

- H. If you are making payments on apparatus or other approved EMST Items please provide information on the annual payments required and remaining payments to be made.

- I. If you are not currently making payments but accumulating funds for an approved item, please name the item and the funds accumulated to date and the final cost of the item.

- J. If any of your requests is for the purchase of apparatus or support vehicles (less than 10,000 lbs.) please state the estimated cost of the vehicle and its proposed use. Please include copy of quote with application.

- K. For new facilities rehabilitation requests of LFRD owned stations, please provide description of work to be completed and estimated detailed cost. Include copy of a complete scope of work and cost estimate.



**Emergency Medical Service Transport (EMST)
Insurance Reimbursement Fund
Application for Funds
2013**

-
- L. If you are requesting PPE please state sets of LFRD owned PPE issued and in stock. Please state if request is to replace PPE due to age or condition, or to have on stock to issue.

- M. Have you applied to the Emergency Assistance Trust Fund of the Maryland State Firemen's Association? **Y or N**

- N. Have you applied for funds for equipment or facility rehabilitation through the County budgetary process?
Y or N

- O. Have you requested funds from the Senator Amoss/508 fund for any of the items requested in this application for EMST fund? **Y or N**

- P. If the above is answered yes, please list all items that have been requested .

Remember this form must be submitted by 5pm, February 6, 2013 to the President either electronically, hand delivered to the MCVFRA office or via US Mail to the MCVFRA office at:

**Montgomery County Volunteer Fire Rescue Association
230 North Washington Street, Suite 400
Rockville, MD 20850**

End of Application