



POLICY AND PROCEDURE

No. 15-88AM

MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1/12/89

TITLE

VOLUNTEER STANDBY FOOD PROGRAM

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Montgomery County Regulation on:

VOLUNTEER STANDBY FOOD PROGRAM

Issued by: Montgomery County Fire and Rescue Commission

Regulation No. 15-88AM

Authority: Code Section 21-4B(e)

Supersedes: No prior regulation

Council Review: Method (2) under Code Section 2A-15

Register Vol. 5, Issue 7

Effective Date: January 12, 1989

SUMMARY: The proposed regulation establishes a policy and procedure for disbursement and accounting of tax monies distributed to the fire/rescue corporations to pay for food for volunteer members who stand by to respond to emergencies.

DEADLINES: Montgomery County Register Comment: August 29, 1988
Montgomery County Fire Board Comment: August 29, 1988

ADDRESS: All comments pertaining to the proposed regulation must be sent to Kevin P. Maloney, Chairman, Montgomery County Fire and Rescue Commission, 12th Floor, 101 Monroe Street, Rockville, MD 20850.

STAFF: For further information, you may contact Steve Davis, Staff Director, Montgomery County Fire and Rescue Commission, on 217-2461.

BACKGROUND: Tax monies are appropriated to the independent fire and rescue corporations for standby food. This policy provides that tax monies distributed to the fire and rescue corporations for the purpose of reimbursing volunteer members for meals when they stand by will be accounted for and that the reimbursement will be an incentive for volunteer participation.

Sec. 1. Purpose. To establish a policy for disbursement and documentation of the use of standby food funds derived from County tax funds.



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Sec. 2. **Applicability.** This regulation applies to all corporations and all volunteer active members of such corporations using standby food funds.

Sec. 3. **Definitions.**

- a. **Active Members** - Individuals meeting minimum training requirements for their rank or position who are eligible to participate fully and directly in fire and rescue operations, or perform related support functions, including incident responses and operation of apparatus and equipment. This category includes the EMS member and the Medical Attendant member.
- b. **Corporation** - One of the eighteen independent fire and rescue corporations within Montgomery County.
- c. **Standby Food Funds** - Money appropriated by the Montgomery County Council and budgeted specifically for the purpose of providing standby food money to active volunteer members of the fire and rescue corporations who are on-duty in their respective fire and rescue stations during a specified time period, and are prepared to respond to emergencies, or are performing related support functions during that period.

Sec. 4. **Policy.**

- a. **Policy established.** It is the policy of the Fire and Rescue Commission that tax monies distributed to the **corporations** for the purpose of paying for food for volunteer members who stand by will be disbursed and accounted for in a manner consistent with County accounting practices and the procedures outlined in this document.
- b. **Eligibility.** Only volunteer **active members** who perform fire suppression, rescue, emergency medical service or related support functions for the **corporations** may receive **standby food money**.
- c. **Conditions for use.** **Standby food money** will only be paid for food to be consumed while the **active member** is serving in a standby capacity for their **corporation**. However, **standby food funds** may be used for food consumed at the scene of the emergency. This regulation does not limit appropriate expenditures from other accounts for food at official corporation functions.



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- d. Payment. **Standby food money** is to be paid only when an **active member** stands by for a minimum of four hours. Reimbursement may be provided for a maximum of two meals per **active member** per day between 0700 and 2300 hours.
- e. Failure to comply. If **active members** or a **corporation** fail to comply with the requirements of this policy and procedure, the corporation must reimburse the County. In addition, the Fire and Rescue Commission may, upon review, not approve **standby food monies** for the following year.
- f. Review. The policy and procedure is to be reviewed on a yearly basis for possible amendment and adjustment of the standby food limit per day. Annually, as part of the budget process, the Fire and Rescue Commission establishes the funding levels for the Standby Food Program, including the maximum allowable funding per meal for members.
- g. Budget separately. The Fire and Rescue Commission must budget standby food funds separately from other funds in each corporation's annual operating budget.

Sec. 5. Responsibility.

- a. The **corporation** is responsible for:
 - 1. Maintaining accurate and detailed records of all standbys and payments or allowances for standby meals including the date, duration, and location of the standby, the activity performed, the amount received, and, wherever possible, a receipt for food purchases;
 - 2. Forwarding these records to the Fire and Rescue Commission, with a summary by the 15th of each month for the previous month. In addition, the **corporation** must maintain a copy of such records; and,
 - 3. Paying the **active members** directly, or permitting them to charge up to the specified limit per day, when the **corporation** has opened an account specifically for such purposes.
- b. The officer-in-charge at the station during the standby period must attest to the accuracy of the standby food records for standbys during their duty period.



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Sec. 6. **Severability.** If a court of final appeal holds that part of this Regulation is invalid, the invalidity does not affect other parts of the Regulation.

Sec. 7. **Effective Date.** This Regulation is effective on January 12, 1989.

ATTEST:

Kevin P. Maloney, Chairman
Fire and Rescue Commission

Date: January 12, 1989