

# NORTH CAROLINA

# FIRE SERVICE REFERENCE MANUAL



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NC Association of Fire Chiefs  
NC Department of Insurance / OSFM

## **INTRODUCTION**

In an effort to assist the fire chief, officers, and other interested personnel, the North Carolina Association of Fire Chiefs in cooperation with the Office of State Fire Marshal is happy to make available this Fire Service Reference Manual to the North Carolina Fire Service. Its purpose is to provide a current reference of state resources, agencies, and other information relative to statewide fire protection.

The North Carolina Association of Fire Chiefs Executive Board and the Office of State Fire Marshal will continue to work together to update information on an annual basis. Suggestions for changes should be sent to the North Carolina Association of Fire Chiefs at P. O. Box 207, Shelby, NC 28151; or the Office of State Fire Marshal, 1202 Mail Service Center, Raleigh, NC 27699-1202.

The Fire Service Reference Manual will be made available on the North Carolina Association of Fire Chiefs web site at [www.ncafc.com](http://www.ncafc.com) and can be downloaded or printed.

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## **PREFACE**

North Carolina fire protection dates back to the historical colonial days when cities such as New Bern, Washington, Wilmington, Raleigh, Charlotte and Greensboro had fire companies with hand and horse-drawn fire apparatus. Some of those early steam-powered fire pumpers are preserved in those cities today. From those early days until after World War II, fire protection was limited to the cities because water was not available for rural firefighting.

In the late 1940's and early 1950's water became more available in the rural areas and methods of application improved. With the development of the fog method of fire control, tanker trucks used in water supply, and other factors, rural fire protection became possible. Simultaneously, municipal fire protection was improving due to hydrant systems, modernized fire apparatus and protective clothing.

Today, North Carolina can boast of an extremely professional fire service that encompasses over 1300 volunteer and career fire departments, modern apparatus and equipment, and highly trained personnel. Specialized programs such as Fire fighter Certification, Hazardous Materials Response, Fire and Life Safety Education, Code Enforcement, Incident Reporting, Arson Investigation, Urban Search and Rescue, Water Rescue, and other community services make the North Carolina Fire Service a leader in emergency services throughout the nation.

With the complex issues facing today's fire administrator and the numerous laws and regulations governing the emergency service, it has become an increasingly demanding responsibility of the fire chief to track the numerous administrative aspects of the profession. This manual was developed to assist the Chief in his/her administrative duties by bringing together, into one concise format, many of the rules, regulations, procedures, and recommendations of the Fire Service. Additional information will be added as new laws and regulations are developed or adopted.

# Section 1

## FIRE DEPARTMENT ORGANIZATION



Revised 3/2017

## **METHODS AND LEGAL ASPECTS OF PROVIDING FIRE PROTECTION**

Fire protection in North Carolina has always been held to be a function of local government. Cities, counties and sanitary districts are authorized to perform this function.

While municipalities are not required to provide fire protection, General Statute 160A-291 authorizes the municipal government to appoint a fire chief, employ firefighters and fund fire protection from the city's general fund taxes. This type of fire department is a function of city government which may have paid or volunteer firefighters. All policy is set by the city council, assets are titled to the City, firefighters are paid or volunteer employees of the city. Some cities choose not to furnish their own fire protection, but provide it through a contract with another city or incorporated fire department (nonprofit corporation).

According to General Statute 153A-233 and General Statute 153A-234, counties are authorized to appoint fire marshals, organize, equip, support, and maintain a fire department. They are authorized to fund fire protection from the general fund taxes. Counties usually choose to contract fire protection from an incorporated fire department.

Sanitary Districts are authorized to provide fire protection and fund this protection from the sanitary district taxes. This fire department is a functional department of the Sanitary District. They are also authorized to contract for fire protection through an incorporated fire department.

Incorporated fire departments are legal "persons" in that they can own property, sign contracts, sue and be sued, borrow money, assign its assets, have bank accounts, have vehicles titled in their name, become an employer and all the other privileges that a private citizen enjoys. Most of the rural fire protection is provided through a contract with one governmental entity.

When a group of interested citizens decide to start a fire department and become a nonprofit corporation, a corporation charter (or Articles of Incorporation) must be obtained from the North Carolina Secretary of State's Office in accordance with the General Statute Chapter 55A. A fee is charged for filing and amending the charter. The initial members of the Board of Directors, the purpose of the organization and other information is included in the Articles of Incorporation. The Board of Directors



must adopt bylaws and elect officers. Terms and duties of the officers are outlined in Chapter 55A.

A nonprofit corporation may have one or more classes of members. Many of the incorporated fire department charters name every property owner in a fire district as members while others include only the firefighters as members. In either case, the members have an annual meeting and elect the Board of Directors, and the Board appoints or elects officers.

Bylaws set the details and procedural rules that are followed in meetings, the makeup of the Board of Directors, duties of the Board and other officers, names committees to be appointed, how to amend the Bylaws and sets in place department rules and regulations.

Corporate status allows the corporation to raise funds, purchase equipment, set up bank accounts, apply to local government for recognition, negotiate contracts and all other aspects of becoming an operational fire department.

**Note:** Fire departments are encouraged to obtain a copy of North Carolina Fire and Emergency Service Laws Annotated 2002 Edition, School of Government, Chapel Hill, Telephone (919) 966-5381.

For more information, call or write:

North Carolina Secretary of State

Corporations Division

P.O. Box 29622

Raleigh, North Carolina 27626-0622

Tel. (919) 807-2225

Toll Free: 1-919-807-2039

# Section 2

## INSURANCE CLASSIFICATION FOR FIRE DEPARTMENTS



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## **INITIAL CERTIFICATION AND RESPONSE RATINGS FOR FIRE DEPARTMENTS**

### **Purpose (Section .0501)**

The purpose of this Section is to set forth the minimum requirements that a fire department must meet in order to qualify for eligibility for death benefits under Article 12A of Chapter 143 of the North Carolina General Statutes, and the North Carolina Firemen's Pension Fund under G.S. 58-86-25: for initial recognition in insurance premiums for a responding fire department; and for response rating to designate insurance premiums. Upon meeting the initial requirements for certification, a fire district shall be given a rating of "9S". A fire district may get a rating from "1 through 8" upon improving its response capabilities with "1" being the best rating. For ratings of 1 through 8, the fire department shall be evaluated using the current NCFRS.

### **Qualifications (Section .0502)**

All fire departments previously certified as of the effective date of this Rule are automatically certified and hereby declared eligible for benefits under G.S. 58-86-25 and G.S. 143-166.1.

### **Establishment of Fire Department (Section .0503)**

To become a rated and certified fire department, a fire department shall apply and meet the following criteria:

1. the fire department shall be operated by a city, county, or sanitary district as a division of that government or be incorporated under Chapter 55A of the General Statutes unit;
2. if the fire department is incorporated, it shall operate under a contract with either a city, county, or sanitary district or any combination thereof.
3. boundaries defining the area of responsibility shall be established by a County Board of Commissioners for areas outside municipalities pursuant to G.S. 153A-233; and
4. the fire department shall provide OSFM with a hand drawn map with a written description or a GIS computer generated map of its initial or revised fire insurance district, with the proper documentation of the approval by the County Commissioners.

### **Personnel (Section .0504)**

Upon initial or re-inspection for certification as a Class "9S" fire department, the fire department shall have 20 personnel. No eligible firefighter may be counted as a primary member of two, (2) on-call, volunteer departments. At the time of re-inspection, a fire department shall maintain 20 primary personnel on their certified state roster. At least one engine with four personnel must respond to each reported structure fire, which includes fire alarm activations where fire or damage has

occurred. For the purpose of this section “primary personnel” means an eligible firefighter that is associated with the fire department for the purpose of satisfying certification inspection requirements.

### **Drills and Meeting Requirements (Section .0505)**

- (a) All members of fire departments shall comply with the drills and meetings requirements of G.S. 58-86-25.
- (b) The chief officer of each fire department shall:
  - (1) within one year of appointment, complete a class a on basic management of fire department operations and records approved by the North Carolina Fire and Rescue Commission for chief officer based upon National Fire Protection Association (NFPA) standards for chief officer. NFPA Standard 1021 is incorporated into this Subchapter by reference, including but not limited to subsequent amendments or editions.
  - (2) and complete the course as described in Subparagraph (1) of the Paragraph, which shall be titled “Chief 101” a minimum of every five years.

### **Alarm and Communications (Section .0506)**

Communications facilities shall be provided for the receipt of reported emergencies, documentation of responding fire apparatus, and notification of firefighters. The communications system shall provide facilities for dispatching assistance to fire emergencies 24 hours a day, seven days a week. The communications facility shall have the capability of activating all types of systems utilized to dispatch the fire apparatus and notify all firefighters of an emergency. The alert may be provided by pagers, portable radios with alerting capabilities, siren activation from the communications center, or station alerting devices with paid personnel. Text paging or phone paging shall not be a means of notification.

### **Records and Documents (Section .0507)**

- (a) The city or county manager or fire department chief or county fire marshal shall keep records on dates, times and locations of all emergencies on the current version of the National Fire Incident Reporting System (NFIRS) as prescribed in Rule .0101 of this Subchapter; and shall submit the following documents to the Department of Insurance upon request prior to an inspection: certified state roster, charter, contracts(s) with city(ies) and county(ies), service test report, weight tickets, an inventory of protective clothing and verification of workers compensation coverage.
- (b) A fire department shall comply with G.S. 58-79-45 by using the NFIRS reporting requirements found at no charge at the following link:  
[http://www.ncdoi.com/OSFM/Fire\\_Rescue\\_Commission/Default.aspx?field1=Incident\\_Reporting\\_-\\_Information&user=Incident\\_Reporting](http://www.ncdoi.com/OSFM/Fire_Rescue_Commission/Default.aspx?field1=Incident_Reporting_-_Information&user=Incident_Reporting). All reports shall be submitted within 120 days of incident occurrence.

## Apparatus (Section .0508)

To qualify for initial certification and receive a minimum rating of Class "9S", the fire department shall have the following apparatus and equipment:

### 1. Pumper

- (a) The fire department shall have an approved pumper (automotive fire apparatus equipped with a fire pump and tank). To be approved, the fire department pumper must be certified by Underwriters Laboratories, Inc., and constructed in accordance with the National Fire Protection Association Standard 1901 – Standard for Automotive Fire Apparatus. The apparatus shall not be loaded beyond limits certified by the "Gross Vehicle Weight" label attached to the vehicle; nor shall the vehicle be modified in a manner that would invalidate this certification. NFPA Standard 1901 is incorporated into this Subchapter by reference, but not including subsequent amendments or editions.
- (b) The pump shall have a rated capacity of not less than 750 gallons per minute at 150 pounds per square inch net pump pressure.
- (c) The pumper shall be equipped with at least a 500 gallon tank.
- (d) A service test must have been performed on the "first responding" pumper during the 12-month period before the inspection. If the pumper has been purchased as new within the 12-month period before the "9S" inspection, the U.L. Certificate meets this requirement.

### 2. Tanker

- (a) The fire department shall have a motorized tank truck of at least 1,000 gallons capacity or enough to equal at least 1,500 gallons total for pumper and tanker.
- (b). The tanker shall be equipped with the necessary hose for filling the tank and hose for transferring water to the pumper.
- (c) The tanker, when fully loaded, shall not exceed the Gross Vehicle Weight limits as certified on the label attached to the vehicle; nor shall the vehicle be modified in a manner that would invalidate this certification. All tankers shall be baffled in accordance with the National Fire Protection Association Standard 1901 – Standard for Automotive Fire Apparatus.

### 3. The following equipment shall be carried on responding fire department pumps:

- (a) The pumper shall be equipped with 2 – 150 foot 1-1/2 inch hose lines with fog nozzles attached;
- (b) One booster reel or three pre-connected hose lines;
- (c) Suction hose – size necessary to flow the capacity of pumper – 2 – 10 foot sections;

- (d) Four OSHA approved self-contained breathing apparatus in proper working condition;
- (e) OSHA approved protective clothing for all firefighters including helmets, hoods, coats, pants, boots, gloves; and reflective clothing and helmet for traffic control personnel;
- (f) One 12 foot or 14 foot roof ladder;
- (g) One 24 foot or 35 foot extension ladder;
- (h) One axe;
- (i) One claw tool (Halligan Tool may replace claw tool and crowbar);
- (j) One crowbar (Halligan Tool may replace crowbar and claw tool);
- (k) One pike pole, minimum 8 foot;
- (l) Two portable hand lights ("4V" wet or "6V" dry);
- (m) 100 feet of rope, minimum ½ inch;
- (n) Two shovels;
- (o) Two 20 pound, Class B-C portable extinguishers;
- (p) One First Aid kit; and
- (q) One bolt cutter, 14 inches or longer.

#### **Fire Station (Section .0509)**

A fire station shall be provided with suitable heating for all-weather protection of apparatus.

#### **Inspection (Section .0510)**

Any persons or fire departments needing information on obtaining certification under this Section may contact the Office of State Fire Marshal.

NC Department of Insurance  
Office of State Fire Marshal  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
Tel: 919-647-0000  
Toll Free: 800-634-7854  
Fax: 919-662-4670

### **Six Mile Insurance District (Section .0511)**

To extend its insurance district to six miles, each fire department shall apply and meet the following criteria:

1. The fire department shall provide the Office of State Fire Marshal with a hand drawn map and written descriptions or a GIS computer generated map of its fire district.
2. The map and written description shall be presented to the County Commissioners for their approval, as set forth in G.S. 153A-233.
3. The department applying to extend its insurance district to six miles shall enter into a written automatic aid contract with the adjoining districts specifying that “an apparatus capable of transporting” a minimum of 1,000 gallons of water shall be dispatched simultaneously with the department whose district the incident is occurring within.
4. The County shall establish automatic aid protocols. These protocols shall be maintained at the county communication center and shall be used on all alarms involving reported structure fires.

### **Standards and Policies (Section .0512)**

- (a) The NCFRS shall be used by OSFM when OSFM inspects fire departments for the purpose of determining Fire Insurance District Ratings Classifications. Each fire department shall assure the response of at least four firefighters and one engine to all fires and fire alarms where fire or damage occurred in structures. The chief may be one of the four responding firefighters. Response of a fire department, as primary first alarm department, to a fire or fire alarm in a structure within its established fire insurance district with less than the minimum required engine or four firefighters shall be considered by OSFM to be an inadequate response. Fire alarms where no fire or damage has occurred as determined by a fire official on-scene shall not be considered by the inspector. Any department determined by OSFM to have two or more inadequate responses shall be placed on probation by OSFM for a period of up to 12 consecutive months. A fire department on probation shall submit quarterly records to the OSFM inspector for all fires and fire alarms reported in structures for the next 12 consecutive calendar months showing there have been no additional inadequate response within the period. If the fire department fails to submit the quarterly report, the insurance district for the fire department shall be designated a “Class 10” insurance district in accordance with NCAC 05A.0501.
- (b) After evaluation of data collected during an NCFRS inspection, if the results of the inspection indicate that a fire department’s ratings classification must be reduced, OSFM shall notify the city or county manager, the fire department chief, and the county fire marshal in writing of the reduction in ratings classification. For the purpose of survey grading inspections below 9S notification shall include:
  - (1) hydrant flow tests and hauled water evaluations;

- (2) ratings classification details; and
- (3) OSFM community report of conditions found.
- (c) If the city or county manager, or the fire department chief, and the county fire marshal fails to acknowledge receipt within 30 days after the receipt of the notification, OSFM shall reduce the ratings classification of the fire department.
- (d) If the city or county manager, or the fire department chief, and the county fire marshal acknowledges receipt of the notification to OSFM within 30 days after receipt of the notification and advises OSFM that the fire department wants to retain its rating classification. The city or county manager, the fire department chief, and the county fire marshal shall consult with the individual inspector who conducted the NCFIRS inspection and develop a plan of action to correct the deficiencies which caused the reduction in ratings classification.
- E. Within 90 days after the consultation, the city or county manager, or fire department chief, and the county fire marshal shall submit the plan to OSFM that shall determine whether the plan is satisfactory to cover the deficiencies. OSFM shall notify the city manager, county manager, fire department chief, and county fire marshal in writing when OSFM approves the plan.
- F. The fire department shall have one year after the receipt of the approval to complete the plan of action to correct the deficiencies which caused the reduction in ratings classification.
- G. The sharing or borrowing of equipment between or among fire departments or between or among stations within a fire department, the falsifying of documents, or engaging in any other act of misrepresentation, for the purpose of falsely satisfying the apparatus or equipment grading score of a NCFIRS survey grading or 9S inspection shall be prohibited, and shall result in the department being placed on probation. Ratings and inspections information may be found at the following link  
[http://www.ncdoi.com/OSFM/Ratings\\_and\\_Inspections/Default.aspx?field1=Forms](http://www.ncdoi.com/OSFM/Ratings_and_Inspections/Default.aspx?field1=Forms).



## **NC DEPARTMENT OF INSURANCE OFFICE OF STATE FIRE MARSHAL**

### **Fire Insurance District Mapping Requirements**

1. Boundaries defining the area of responsibility shall be established by a County Board of Commissioners for areas outside of municipalities pursuant to G.S. 153A-233.
2. The Fire Department shall provide OSFM with a hand drawn map and written description or a GIS computer generated map of its initial or revised district.
  - Individual district maps must be consistent within county (either GIS generated or hand-drawn).
3. District boundaries must be clearly defined. (A point on every road where the district line crosses.)
4. Scale must be identified on map.
5. Roads should be identified by legible state road numbers or name.
6. Fire stations location must be plainly marked.
7. If a portion of the fire insurance district extends into another county, the district boundaries at the county line must be compatible.

**NOTE:** The responsibility of preparing and submitting a map lies with the county fire marshal or fire chief. The approval of that map lies with the Department of Insurance whose staff will draw maps only in unusual circumstances.

### **Fire Protection Definitions**

1. Response District  
The area which a fire department responds to and provides protection. May not be a "Legal District". Could simply be a gentlemen's agreement. Not registered. Not recorded. No limit. Can be made legal by presenting to "County".
2. Insurance District (G.S. 153A - 233)  
This is what 9S requires:  
An area outside corporate limits with boundaries approved by the County Board of Commissioners for fire insurance grading purposes. Cannot overlap and cannot extend more than 6 miles from the station. An "insurance district" is not supported by either a referendum type fire tax (G.S. 69-25) or a special service district tax (G.S. 150A-300).
3. Rural Fire Protection District (G.S. 69-25)

An area outside corporate limits with boundaries designed by petition of 35% of the resident free-holders in which a fire tax cannot exceed \$.15 per \$100 valuation has been authorized by the resident qualified voters within the district.

4. Fire Service District (G.S. 150Aa-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.

## **PROCEDURE TO BECOME A RATED AND CERTIFIED FIRE DEPARTMENT IN NORTH CAROLINA**

This procedure is to be followed when a fire department wishes to become a rated and certified Fire Department or extend their boundaries to include a sub-station.

**Request Standard:** A copy of the “Requirement for Initial Certification” should be requested by writing or calling the North Carolina Department of Insurance, Office of State Fire Marshal, 1202 Mail Service Center, Raleigh, North Carolina 27699-1202, Telephone (919) 661-5880 ext. 311.

**Organization:** The fire department must be a department of a municipal government, a county government, a sanitary district or be incorporated as a non-profit corporation under G.S. 55A. If the fire department is incorporated, it shall operate under a contract with one or more local government entities. The boundaries defining the area (six road mile maximum) shall be established with approval of the Board of County Commissioners pursuant to G. S.153A-233.

**Recruit Personnel:** A total of 20 personnel will be needed. In the event a sub-station is added to extend the five mile district, an additional 8 personnel must be added.

**Obtain Apparatus:** One 750 gallon per minute, UL approved pumper and one tanker are required with a total of 1,500 gallons of water carried between them. Vehicle weight shall not exceed the GVW rating shown on the plate attached to the vehicle. There should have been a service test run on the pumper within last 12 months.

**Small Equipment:** Various tools and small equipment are required.

**Alarm System:** Communication must be reliable for reporting of emergencies, notifying firefighters and dispatching apparatus. The system must have a telephone listing for fire emergencies that reaches a location that can receive calls and dispatch apparatus and personnel 24 hours per day. The fire station shall be equipped with a siren and/or each listed firefighter shall be equipped with a pager capable of being toned by the central communications center.

**Fire Station:** The apparatus and equipment must be housed in a heated facility which provides protection in any weather.

**Documents:** Certain documents will be required for certification (see list attached to standard). A copy of the map and description should be sent to OSFM for review prior to the inspection.

**Request Documents:** Once the fire department personnel feel that they are ready for an inspection, the Chief should make a written request to the Inspection Supervisor. An inspector will be assigned to complete that inspection at the earliest possible date.

**Certification:** Upon meeting all the requirements, the fire department is certified for firefighter benefits and for an insurance rating to serve a Class 9S fire district in North Carolina.

## **NC DEPARTMENT OF INSURANCE OSFM GUIDELINES FOR EXTENDING INSURANCE DISTRICT BOUNDARIES**

- Obtain a current map of existing insurance district and all surrounding insurance districts.
- The chief and the Board of Directors of the department should review the map to make sure the district can be extended. (Will not overlap another district, etc.)
- If the insurance district adjoins another insurance district, no changes can be made at this location without the agreement of the adjoining department.
- Plot the new boundaries on a Department of Transportation 1-inch = 1 mile scale map; or contact your county mapping department and obtain a 1-inch = 1,000 feet scale map.
- The maximum distance a boundary can be from the fire stations is six road miles.
- Provide a written description of the insurance boundaries as plotted on the map. When writing the description, there should be a point indicated each time a state maintained road is crossed.
- This map should provide the following information:
  - Scale on the map
  - Name of the district
  - Name of the department serving the district
  - Location of all fire stations from the nearest intersection
  - Location of all adjoining fire districts
  - If the district extends to adjoining counties, include names of said counties
  - Road numbers
  - All numerical points on the map
- The map should be suitable for copying.
- When completed, the map should be submitted to the NC Department of Insurance, OSFM, Inspection section to be reviewed.
- Once the map is approved by OSFM, it will be returned to the county for the approval of the County Board of Commissioners.

## **NORTH CAROLINA RESPONSE RATING SYSTEM (NCRRS)**

The level of protection by many North Carolina fire departments has improved substantially over the years. It has been noted that many fire departments could improve their insurance ratings with little or no change. Circumstances such as the inability of the Insurance Service Office (ISO) to conduct timely inspection, the chief's fear of an inspection, and confusion over the ISO standard prohibited the improvement of insurance ratings.

These concerns and frustrations clearly indicated a need for change. Subsequently, the General Assembly passed HB 1696 giving the Commissioner of Insurance and State Fire Marshal the responsibility for grading fire departments serving population under 100,000.

North Carolina fire departments serving populations over 100,000 will continue to be rated by ISO.

If a fire department would like to receive a (NCRRS) survey to determine if their insurance classification can be lowered from Class 9S, they should have their local governing authority (Mayor or Fire Marshal) submit a request to the following address:

NC Department of Insurance  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
Tel. (919) 647-0000  
Toll free: (800) 634-7854

# Section 3

## FINANCING FIRE PROTECTION IN NC



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## **FINANCING RURAL FIRE PROTECTION**

### **General Taxation**

North Carolina General Statute 153A-149 gives a county authority to use general fund tax monies to provide various services including fire protection. General fund monies come from all citizens of a county both inside and outside cities. It, also, includes other revenue sources such as ABC funds, past revenue sharing and local sales taxes. General fund monies can be appropriated equally or non-equally to departments providing fire protection.

Most counties use general fund monies to provide a basic appropriation to each fire department in the county; however, since both cities and rural areas provide the funds, counties are reluctant to use all the monies for rural fire protection.

Therefore, most counties use this source of funds to provide staff functions such as a Fire Marshal's Office, countywide communication centers, countywide training programs and other functions.

### **Rural Fire Tax Districts**

General 69-25.1 through 69-25.17 provide for resident free-holders to petition for a special referendum to be held in a proposed fire district. If the vote is favorable, the county may levy up to \$.15 per \$100 valuation on real property within that district. The county may use the funds to provide fire protection in that area only. The county may provide fire services or, as is usually done, contract with a city or incorporated fire department.

The Rural Fire Tax District appeals to most County Commission Boards because the people are allowed to vote their wishes. Residents in the area can even force the issue with a proper petition and the Board is required to call the referendum upon presentation of the required petition. The appropriation of funds to provide fire or rescue services is based on a levy against the tax base of that district and must be used in that district. There are provisions to expand, decrease and move the boundaries.

An incorporated town located inside the Rural Fire Protection District can be included in the district by resolution between the town and county governments.



## **County Service Districts**

General Statute 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.

## **Membership Districts**

Districts, which collect fees from residents using a membership process, whereby, fire departments respond to member homes only, CANNOT hold the status of a certified insurance rated district in North Carolina.

## **Fund-Raising Drives**

Most all-volunteer fire departments began their programs with donations, suppers, and other fund-raising events and many still depend on these activities to supplement their budgets. Since it has become impossible to depend on this type of financing, fund-raising has become a secondary method of providing funds to a fire department.

## **Loans and Grants**

### **Volunteer Fire Department Grant Program**

Realizing that fire departments were spending a disproportionate amount of time raising money rather than training and providing services and the need to have the departments become rated, the North Carolina General Assembly enacted the Volunteer Fire Department Fund.

According to the legislation, the Insurance Commissioner shall make grants to eligible fire departments subject to the following criteria:

- The size of the grant may not exceed thirty thousand dollars (\$30,000).
- The applicant shall match the grant on a dollar-for-dollar basis, unless the applicant receives less than fifty thousand dollars (\$50,000) per year from municipal and county funding, in which case the applicant shall match one dollar (\$1.00) for each three dollars (\$3.00) of grant funds.

- The grant may be used only for equipment purchases, payment of highway use taxes on those purchases, costs of putting property acquired from the Department of Defense through the Firefighter Property (FFP) and Federal Excess Property (FEPP) programs in service, or capital expenditures necessary to provide fire protection services.
- An applicant may receive no more than one grant per fiscal year.

### **Eligibility**

- The fire department must consist of volunteer members, with the exception that the unit may have paid members to fill the equivalent of six (6) full time paid positions.
- The fire department must be certified as serving a rated fire district by the North Carolina Department of Insurance.

When the grant application opens in January all fire departments are notified by email. Grants are awarded on May 15 or on the first business day after May 15, if May 15 falls on a weekend or holiday.

### **Volunteer Rescue/EMS Grant Program**

Realizing that rescue equipment is essential to rescue EMS units in the state and that many lack the necessary equipment and much time was spent in fund-raising activities, the North Carolina General Assembly enacted the volunteer Rescue/EMS Fund.

The Insurance Commissioner shall make available two types of grants to eligible rescue or rescue/EMS units, including the matching \$25,000 grant and the \$3,000 non-matching grant based on the following criteria:

- A grant to an applicant who is required to match the grant with non-State funds may not exceed twenty five thousand dollars (\$25,000), and a grant to an applicant who is not required to match the grant with non-State funds may not exceed three thousand dollars (\$3,000).

- An applicant whose liquid assets, when combined with the liquid assets of any corporate affiliate or subsidiary of the applicant, are more than one thousand (\$1,000) shall match the grant on a dollar-for-dollar basis with non-State funds.
- The grant may be used only for equipment purchases or capital expenditures. An applicant may not receive more than one grant per fiscal year.
- The grant may be used only for purposes related to services that the unit is authorized to provide.

### **Eligibility**

- The unit must consist of volunteer members, with the exception that the unit may have paid members to fill the equivalent of ten (10) full time paid positions.
- The unit must be recognized by OSFM and the county governing body as an organization that provides rescue, rescue/EMS or EMS in a particular district.
- The unit must be recognized by the North Carolina Department of Insurance as having met the requirements of the North Carolina Association of Rescue Squads and EMS, Inc.

When the grant application opens in August, all rescue, EMS/rescue, and first responder units are notified by email. Grants are awarded on December 15 or on the first business day after December 15 if December 15 falls on a weekend or a holiday.

For more information, call or write:

NC Department of Insurance  
Office of State Fire Marshal  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
Tel. 919-647-0000 or 800-634-7854

## **Assistance to Firefighters Grants (AFG) grant programs**

These grants are administered by FEMA/Department of Homeland Security.

- Assistance to Firefighters Grants (AFG)
- Fire Prevention and Safety Grant (FP&S)
- Staffing for Adequate Fire and Emergency Response Grants (SAFER)

<https://www.fema.gov/welcome-assistance-firefighters-grant-program>.

## **USDA Rural Fire Department Funding & Program Assistance**

There are different forms of funding programs available to rural fire departments including grants, loans, donations, and reimbursements. The USDA administers the following:

- Federal Excess Personal Property Program
- Volunteer Fire Assistance Program
- Community Facilities Loans and Grants Program

<https://www.nal.usda.gov/ric/rural-fire-department-resources-local-officials#FPA>

## **MUNICIPAL BUDGETING FOR FIRE PROTECTION**

While some small municipal fire departments are funded through a special fire tax, the cost of operating municipal fire departments is usually funded by general fund tax revenues. Two categories used by fire departments to request and expend funds include the budget and the capital outlays program.

The budget is comprised of recurring expenditures such as personnel costs and items that are consumed or used up as a service is provided. Local jurisdictions outline budget preparation and request guidelines and these will vary accordingly.

Municipal budgets, including fire departments requests, are held open for thirty days for public review and are formally adopted on July 1, as the effective date (see Attachments A and B) for implementation.

A Capital Improvements Program (CIP) usually refers to expensive items that are non-recurring such as land acquisition, building construction and fire apparatus. The CIP normally forecasts capital improvements for a five year period. As with the budget, each jurisdiction's guidelines and instructions for preparation and submittal of CIP requests may vary (see Attachments C through E).

The guidelines usually consist of the following:

- Formulation and justification of capital request – costing out the request
- Compilation of request

There are three basic steps in capital planning and Budget process:

- 5-year forecast of capital improvement needs
- Recommended capital budget which comes forward from the CIP

For more detailed information on preparing CIP, see Capital Improvement Programming: A Handbook for Local Government Officials by A. John Vogt, Institute of Government, Chapel Hill, North Carolina.

**NOTE:** See Sample Budget Preparation Calendar on next page.

## BUDGET PREPARATION CALENDAR FOR FISCAL YEAR

<u>Schedule</u>	<u>Process</u>
March 6 – 9	Budget preparation materials will be sent to department heads. Personnel authorization sheets will be sent on March 9.
March 23	Departmental budget requests submitted to appropriate supervising manager.
March 30	Departmental budget requests submitted to Budget Officer no later than the date assigned each department. Applicable documentation to accompany all budget requests.
April 2 – 6	Preliminary review of department budget requests by City Manager.
April 6	Revenue estimates from Finance Officer submitted to City Manager.
April 9 – 12	Budget reviews with department heads on dates shown unless changed due to conflict.
April 23 – 27	Departmental budget requests, estimated revenues, and anticipated fund balance consolidated, reviewed, and adjusted to permit preparation of balanced budget.
May 1 – 4	Budget summaries prepared; budget letter written; budget ordinance prepared; and budget document printed and bound.
May 7	Proposed budget submitted to Council.

## **NONPROFIT ENTITIES (SALES AND USE TAX REFUND)**

Hospitals not operated for profit, educational institutions not operated for profit, churches orphanages, and other charitable or religious institutions or organizations not operated for profit, and homes for the aged, sick, or infirmed whose property is excluded from property tax under G.S. 105-275(32) are entitled to semiannual refunds of sales and/or use taxes paid by them in work of the nonprofit entity. Sales and use tax liability indirectly incurred by a nonprofit entity on building materials, supplies, fixtures, and equipment that become a part of or annexed to any building or structure that is owned or leased by the nonprofit entity and is being erected, altered, or repaired for use by the nonprofit entity for carrying on its nonprofit activities is considered a sales or use tax liability incurred on direct purchases by the nonprofit entity.

The refund provisions set forth in N.C.G.S. 105-164.14(b) do not apply to organizations, corporations and institutions that are owned and controlled by the United States, the State or a unit of local government except hospitals and medical accommodations created under the Hospital Authorities Law, Article 2 of Chapter 131 E of the General Statutes and nonprofit hospitals owned and controlled by a unit of local government that elect to receive semiannual refunds under G.S. 105-164.14(b) instead of annual refunds under G.S. 105-164.14(c). Any nonprofit hospital owned and controlled by a unit of local government may submit a written request to receive semiannual refunds under G.S. 105-164.14(b) instead of annual refunds under G.S. 105-164.14(c). The request is effective beginning with the six-month refund period following the date of the request and applies to sales or use taxes paid on or after the first day of the refund period for which the request is effective.

A request for a refund for the first six months of a calendar year is due the following October 15;

a request for a refund for the second six months of a calendar year is due the following April 15.

Refund claims filed after the due date shall be subject o the following penalties for late filing:

- Refund claims filed within 30 days after the due date, 25%;
- Refund claims filed after 30 days but within three years after the due date, 50%; and
- Refund claims filed more than three years after the due date are barred.

The amount of the penalties shall be deducted from the face amount of the refund due the claimant.

The refund provisions set forth in G.S. 105-164.14(b) are not applicable to the following taxes paid by nonprofit:

- Tax paid on taxable sales made by the nonprofit entity;
- Sales tax incurred by employees on purchases of food, lodgings or other taxable travel expenses paid by employees and reimbursed by the nonprofit entity. These expenses are personal to the employee since the contract for food, shelter and travel is between the employee and the provider and payment of the tax is by the employee individually and personally and the tax shall not be refunded. The nonprofit entity has incurred and paid no sales tax liability; instead, it has chosen to reimburse a personal expense of the employee.
- State sales tax levied by G.S. 105-164(a)(4a) on sales by a utility of electricity, piped natural gas and local, toll or private telecommunications services. Effective July 1, 1999, piped natural gas is exempt from sales and use tax and subject to an excise tax.
- Occupancy taxes levied and administered by certain counties and cities in this State,
- Prepared food and beverage taxes levied by various local governments in this State,
- Highway use taxes paid on the purchase, lease, or rental of motor vehicles;
- Scrap tire disposal tax levied on new tires;
- White good disposal tax levied on white goods;
- Dry-cleaning solvent tax levied on dry-cleaning solvent purchased by a dry-cleaning facility; and
- Excise tax paid on piped natural gas.



Regarding taxes paid on purchases for use other than those made by contractors performing work for the claimant, invoices or copies of invoices showing the property purchased, the cost thereof, the date of the purchase and the amount of sales or use tax paid thereon during the refund period will constitute proper documentary proof. To substantiate a refund claim for sales or use taxes paid on purchases of building materials, supplies, fixtures and equipment by its contractor, the claimant must secure from such contractor certified statements setting forth the cost of the property purchased from each vendor and the amount of sales and use taxes paid thereon. In the event the contractor makes several purchases from the same vendor, the certified statements may indicate the invoice numbers, the inclusive dates of the invoices; the total amount of the invoices and the sales or use taxes paid thereon in lieu of an itemized listing of each separate invoice. The statements must also include the cost of any tangible personal property withdrawn from the contractor's warehouse stock and the amount of sales or use tax paid thereon by the contractor. The general contractor must obtain similar certified statements from his subcontractors and furnish them to the claimant.

**NOTE:** The above contains excerpts from North Carolina General Statutes 105-164.14(b), Sales and Use Administrative Rule. 1602 and Sales and Use Tax Technical Bulletin 12-2 regarding nonprofit entities. These publications may be obtained by writing to: Taxpayer Assistance Section, Office Services Division, North Carolina Department of Revenue, P.O. Box 25000, Raleigh, North Carolina 27640-0001. If you have questions about the information in this document, you may call Taxpayer Assistance at 919-733-3981. Copies of these documents may also be ordered by telephone at 1-877-252-3052.

## **MOTOR FUEL TAX REFUND**

General Statute 105-449.106 provides for a refund of the excise tax paid on motor fuel purchased and used by a county or a municipal corporation, a private, nonprofit organization that transports passengers under contract with or at the express designation of a unit of local government, a volunteer fire department, a volunteer rescue squad and a sheltered workshop recognized by the Department of Human Resources. These types of organizations may receive a quarterly refund for the tax paid during the preceding quarter, at a rate equal to the amount of the flat cents-per-gallon rate in effect during the quarter for which the refund is claimed, less one cent per gallon.

An application for a refund allowed under this section must be made in accordance with G.S. 105-449.108, .109, and .110, and must be signed by the chief executive officer of the entity. The chief executive officer of a nonprofit organization is the president of the organization or another officer of the organization designated in the charter or bylaws of the organization.

Invoices for motor fuel purchased during the quarter for which a refund is requested must be attached to the application for refund. Invoices must show the date of purchase, name of purchaser and seller, gallons purchased, price per gallon and amount paid. These invoices should be accompanied by an adding machine tape to show total amounts submitted. Motor fuel purchased and sold to other agencies, sold to employees, members, returned to vendor or used for other than official use are not eligible for refund.

For more information on the motor fuel tax refund, you may write to the North Carolina Department of Revenue, Motor Fuel Tax Division, P.O. Box 25000, Raleigh, NC 27640-0640 or telephone (919) 733-3409 or 1-877-308-9092.

# Section 4

## AGENCIES AND ORGANIZATIONS



Revised 3/2017

## **NORTH CAROLINA ASSOCIATION OF FIRE CHIEFS**

The North Carolina Association of Fire Chiefs organization was established in 1932 to meet the needs of Fire Service Officers in an ever-changing environment. The mission of the NCAFC is to enhance the knowledge, skills, and abilities of the fire service through information, education communication and action, which will best protect the firefighters and citizens of North Carolina.

In addition to assisting the Office of State Fire Marshal with the NC Fire Academy Weekend, programs supported by the NCAFC include:

**NC Fire Prevention School:** This school is offered to Fire Code Officials across the state to enhance their knowledge of the North Carolina State Building Code and strives to provide in-depth information on code-related topics. The school is divided into three areas including the Basic, Intermediate, and Advanced classes; and, all three must be completed for graduation. A special Graduates class is offered for those who have completed the three-year program.

**Executive Development Program:** This program is offered every two years to chief officers and those aspiring to become a chief officer and is designed to help them to advance their knowledge and skills as a supervisor and manager. Working with the faculty of the School of Government, noted state and national fire service leaders, the course will assist the student in meeting requirements.

**Training Management Program:** This program is offered every two years to training officers and those aspiring to become a training officer and is designed to help them to advance their knowledge and skills in developing, managing, and evaluating training programs. Working with noted state and national fire service leaders, the course will assist the student in meeting requirements.

**Senior Fire Officer Leadership Institute:** This program is offered each year to chief officers and those aspiring to become a chief officer and is designed to help them to advance their knowledge and skills in fire service management. This course meets objectives of NFPA 1021 Fire Officer IV. Completion of this course provides the student with significant progress towards certification. Working with noted state and national fire service leaders, the course will assist the student in meeting requirements.

**Chiefs Mid Winter Conference:** The Mid Winter Conference is held each winter to provide chief officers with current information about the Fire Service and related topics, which will assist them in meeting their responsibilities to their departments and communities. The format consists of a Keynote Address of current interest and workshops, which provides the attendees with varied training opportunities as well as a constructive environment for networking.

**NC State Firefighters and NC Association of Fire Chiefs Annual Conference** The NCAFC works in conjunction with the NCSFA to provide the joint conference which is held each summer. Through local, state, and national speaker presentations and workshops, this

meeting provides a wide variety of training and educational opportunities to firefighters and chief officers.

**NC Fire Instructor's Conference:** The NCAFC works in conjunction with the NCSFRI to host the Instructors Conference during NCAFC's annual Mid-Winter Conference.

**NC Fire and Life Safety Educator's Conference:** A long-time supporter of Public Fire and Life Safety education in North Carolina, the North Carolina Association of Fire Chiefs is happy to provide monetary support for this conference.

**Western North Carolina Association of Firefighters**

**Piedmont North Carolina Firefighters Association**

**Eastern Carolina Firefighters Association**

The NCAFC works in conjunction with the regional associations to provide and receive support from each regional association to achieve the mission and goals of the NCAFC.

**Officer Development Courses:** The NCAFC continues to work to develop and deliver educational opportunities for fire officers in North Carolina to enhance and improve their abilities.

**Representation of Members by NCAFC:**

The NCAFC represents the membership on several committees and boards in the fire service please inform one of your board members if you have questions or concerns about any of the areas in the fire service where you have representation.

- A. Fire and Rescue Commission
- B. Fire and Rescue Certification Board
- C. South Eastern Association of Fire Chiefs
- D. North Carolina State Emergency Response Commission
- E. North Carolina Hazardous Materials Response Commission
- F. North Carolina Search & Rescue Committee
- G. NC First Net Broadband for Public Safety
- H. UNC Burn Center
- I. NCSFA/NCAFC Joint Legislative Committee
- J. Intrastate Mutual Aid System
- K. NC Fire Investigators Review Board
- L. Representation at the Congressional Fire Service Institute

**North Carolina Association of Fire Chiefs Website**

The NCAFC has established its web site at [www.ncafc.com](http://www.ncafc.com) and encourages members and interested parties to visit it frequently. The web site is partitioned as public and members only. The member's only information is hosted within the Command Zone section of the web site. The web site contains multiple resources and opportunities for networking as well as a directory of all members and job postings. Members of NCAFC wishing to post items may do so by logging into the Command Zone and entering the correct forum section. If assistance in posting is needed, members should email the Executive Director or the web master as listed on the site.

## **NCAFC Forums**

The NCAFC maintains multiple forums within the Command Zone on the NCAFC web site, which officers can view or subscribe to within their profile. Subscribing to the forums will guarantee members do not miss a posting.

- A. Ask The Chiefs: Provides officers with a networking opportunity to post questions to other officers and have a dialogue about issues facing departments.
- B. Fire Service News: Provides updates about current events affecting the fire service.
- C. Marketplace: Provides an outlet for officers to post and view fire service items for sale by other fire departments.
- D. Training: Provides an outlet for officers to post and view upcoming training opportunities.
- E. Final Alarm: Provides obituaries and arrangements about line of duty, current officer and retired officer losses

## **Executive Board**

The NCAFC Executive Board consists of the President, First Vice President, Second Vice President, Executive Director, Deputy Executive Director, and Treasurer, and they shall constitute the Executive Officers of the Association. The President, First Vice President and Second Vice President shall hold their respective offices for one year or until their successors are elected; and the Treasurer shall hold office for a minimum of three years.

## **Board of Directors**

The Board of Directors consists of the Executive Officers, the immediate Past President, and a Director from each of the three regions (Eastern, Piedmont, and Western) as designated by the NC State Firemen's Association. Directors shall serve only one term (3 years) and leave office or begin progression through the chairs to President. One Director vacancy will occur each year and nomination of this Director will come from the region incurring the vacancy.

## **Membership**

Membership is completed online which last for one year from the time of application. Department memberships can be completed and managed by one person for multiple members.

Membership consists of the following categories:

- **Active Member (voting, dues required)**  
Chiefs, Chief Officers, and Company Officers of paid, partially paid or volunteer fire departments, and municipal or county Fire Marshals, Assistant Fire Marshals and/or Deputy Fire Marshals are eligible for active membership status. Also ex-Chiefs, Chief Officers and Company Officers of paid, partially paid or volunteer fire departments and any municipal or county ex Fire Marshal, who held the rank of an officer at anytime is eligible for active membership status. In the event of question of eligibility, final decision will be made by the Board of Directors. Past-Presidents

shall maintain active membership status, without the payment of dues, until eligible for Life Membership status.

- **Associate Member (non-voting, dues required)**  
City, County, or state officials and non-chief officers of member departments that support the objectives of the organization are eligible for Association membership.
- **Corporate Member (non-voting, dues required)**  
Individuals of firms and corporations interested in fire protection are eligible for corporate membership.
- **Life or Honorary Life Membership (non-voting, no dues required)**  
These are special memberships awarded to non-voting members as described in the Constitution and Bylaws, Article IX, Section 4.

*Lifetime membership can be obtained by completing the lifetime membership nomination of a retired officer by the members department or their peers.*

#### **Career and Volunteer Chief and Officer of the Year**

A. Chief of The Year Award – Chief of the Year award may be conferred upon a volunteer and paid Fire Chief nominated by their peers and selected by the Chief of The Year Selection Committee. Chief of the Year shall be awarded at the annual mid-winter conference. All nominees will be submitted in accordance with the Chief of the Year policies and guidelines. The Chief of the Year policies and guidelines shall meet or exceed the requirements for information by the Southeastern Association of Fire Chiefs to allow for the recipients to be submitted to the Southeastern Association for Chief of the Year.

- i) Career Chief of the Year shall be defined as a Chief Officer who is employed full time by the fire department in which they are nominated.
- ii) Volunteer Chief of the Year shall be defined as a Chief Officer who is volunteer, primarily volunteer, or part time by the fire department in which they are nominated.

B. Officer of The Year Award – Officer of The Year award may be conferred upon a volunteer or paid officer nominated by their peers and selected by the Chief of The Year Selection Committee. Officer of The Year shall be awarded at the annual mid-winter conference. All nominees will be submitted in accordance with the Officer of The Year policies and guidelines.

- i) Career Officer of the Year shall be defined as a Chief Officer who is employed full time by the fire department in which they are nominated.
- ii) Volunteer Officer of the Year shall be defined as a Chief Officer who is volunteer, primarily volunteer, or part time by the fire department in which they are nominated.

Nominations for Career and Volunteer Chief and Officer are completed on the NCAFC web site under Chief and Officer of The Year Page.



Benefits of North Carolina Association of Fire Chiefs include:

1. Full access to the web site, all resources and forums.
2. Networking with other Officers through internet and conferences
3. Discounts to conferences and courses provided by NCAFC
4. \$10,000 accidental death policy
5. News and information about issues affecting the fire service
6. Representation on numerous state committees
7. Access to membership directory
8. Full access to all board members
9. Access to nominations of Chief and Officer of the Year
10. Representation on state and federal legislative issues
11. Access to assistance request for any fire service issue
12. Access to classroom and online education to enhance the membership and fire service.

For more information, call or write:

Executive Director

Jake Whisnant

P.O. Box 207

Shelby, NC 28151

Cell: (980) 522-6129

Home: (704) 434-6435

[jwhisnant@ncafc.com](mailto:jwhisnant@ncafc.com)

Deputy Executive Director

Jeff Cash

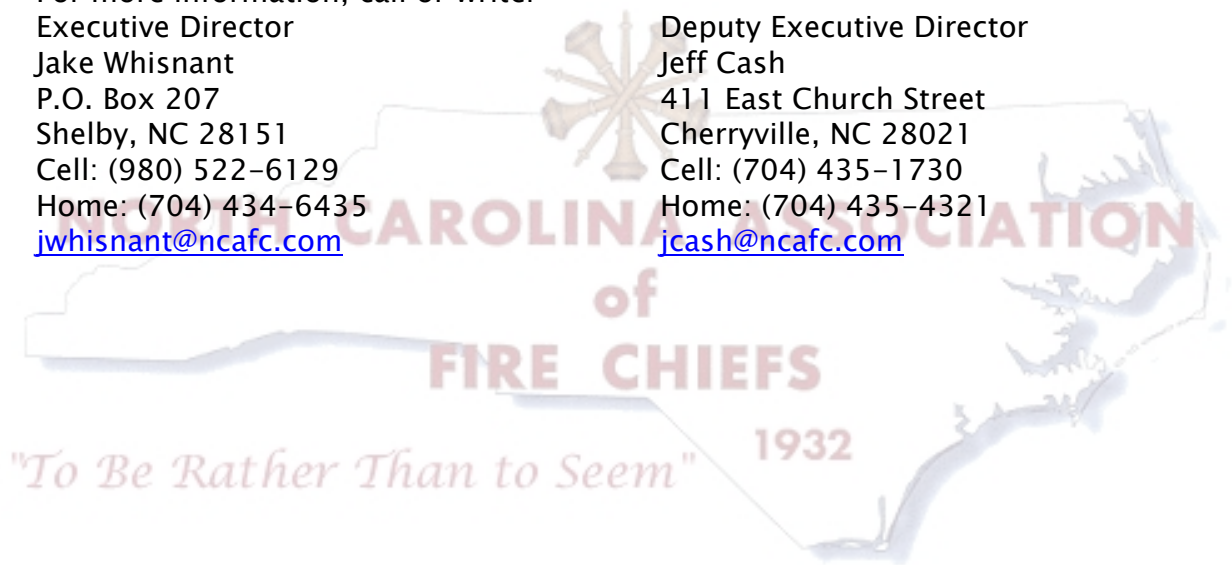
411 East Church Street

Cherryville, NC 28021

Cell: (704) 435-1730

Home: (704) 435-4321

[jcash@ncafc.com](mailto:jcash@ncafc.com)





**North Carolina Association of Fire Chiefs Executive Board - 2016-2017**

<p align="center"><b>President</b></p> <p>Chief Tracy Mosley Silver Lake Fire Department 5215 Hornes Church Rd Wilson, NC 27893 Office: (252) 237-2780 Cell: (252)-205-1289 Home: (252) 234-7501 Email: <a href="mailto:tmosley@ncafc.com">tmosley@ncafc.com</a></p>	<p align="center"><b>1<sup>st</sup> Vice President</b></p> <p>Chief Steve Neal Fire District #13, Inc 2505 Lee's Chapel Road Greensboro, NC 27405 Work: (336) 375-5507 Home: (336) 643-2097 Cell: (336) 451-6201 Email: <a href="mailto:sneal@ncafc.com">sneal@ncafc.com</a></p>
<p align="center"><b>2nd Vice President</b></p> <p>Chief Ryan Cole Skyland Fire &amp; Rescue P.O. Box 640 Skyland, NC 28776 Office: (828) 684-6421 Home: (828) 681-8461 Cell: (828) 674-6986 Fax: (828) 684-1010 Email: <a href="mailto:rcole@ncafc.com">rcole@ncafc.com</a></p>	<p align="center"><b>Eastern Director</b></p> <p>Chief Donnie Hall New Hanover County Fire/Rescue 230 Government Center Drive Suite 130 Wilmington, NC 28403 Office: (910) 798-7462 Home: (910) 612-9241 Cell: (910) 612-9241 Fax: (910) 798-7052 Email: <a href="mailto:dhall@ncafc.com">dhall@ncafc.com</a></p>
<p align="center"><b>Piedmont Director</b></p> <p>Chief Chris Langham Town of Kernersville Fire Department PO Box 728 Kernersville, NC 27284 Office: (336) 996-4885 Fax: (336) 996-4822 Cell: (336) 462-7634 Email: <a href="mailto:clangham@ncafc.com">clangham@ncafc.com</a></p>	<p align="center"><b>Western Director</b></p> <p>Chief Kevin Gordon City of Charlotte Office: (704) 336-8503 Home: (704) 487-7347 Cell: (704) 995-3261 Fax: (704) 336-4710 Email: <a href="mailto:kgordon@ncafc.com">kgordon@ncafc.com</a></p>
<p align="center"><b>Past President</b></p> <p>Chief Ken Briscoe Lenoir Fire Department 602 Harper Street Lenoir, NC 28645 Office: (828) 757-2191 Fax: (828) 757-2194 Home: (828) 758-5651 Cell: (828) 205-4233 Email: <a href="mailto:kbriscoe@ncafc.com">kbriscoe@ncafc.com</a></p>	<p align="center"><b>Treasurer</b></p> <p>Chief Davie Summey Cedar Mountain Volunteer Fire Rescue P.O. Box 479 Cedar Mountain, NC 28718 Office: (828) 885-7297 Home: (828) 883-8072 Cell: (919) 218-1387 Email: <a href="mailto:dsummey@ncafc.com">dsummey@ncafc.com</a></p>
<p align="center"><b>Executive Director</b></p> <p>Chief Jake Whisnant P.O. Box 207 Shelby, NC 28151 Office: (704) 669-6601 Fax: (704)484-6847 Home: (704) 434-6345 Cell: (980) 522-6129 Email: <a href="mailto:jwhisnant@ncafc.com">jwhisnant@ncafc.com</a></p>	<p align="center"><b>Deputy Executive Director</b></p> <p>Chief Jeff Cash, CFO Cherryville Fire Department 411 East Church Street Cherryville, NC 28021 Work: (704) 435-1730 Cell: (704) 214-1172 Home: (704) 435-4321 Email: <a href="mailto:jcash@ncafc.com">jcash@ncafc.com</a></p>

## **NC OFFICE OF STATE FIRE MARSHAL**

Since the late 1940's, the Commissioner of Insurance has served by Statute as State Fire Marshal. In 1907 the General Assembly established the "Firemen's Relief Fund," requiring the Commissioner to collect funds from insurance companies to be used for relief of distressed firefighters. Today the office has expanded to offer the following services under the auspices of the Office of State Fire Marshal.

### **Fire and Rescue Commission Staff**

- Serves as staff to the Fire and Rescue Commission.
- Coordinates and operates the State Fire and Rescue Incident Reporting System (NCFIRS).
- Serves as State representative, coordinating programs developed and offered by the US Fire Administration and the National Fire Academy.
- Manages the state's voluntary certification system. There are ten certification programs with twenty-four active levels. More than 80,000 fire and rescue personnel participate in the following programs: Firefighter, Instructor, Rescue Technician, Fire and Life Safety Educator, Fire Apparatus Driver/Operator, Emergency Vehicle Driver, Hazardous Materials Responder, Fire/Arson Investigator, Fire Officer, and Airport Firefighter.

NOTE: The Firefighter, Instructor, Hazardous Materials, Fire Officer, Airport Firefighter, Fire and Life Safety Educator, Driver/Operator, and Rescue Technician programs are accredited by the International Fire Service Accreditation Congress. The Firefighter Instructor, Fire Officer, and Fire and Life Safety Educator programs are also accredited by the National Professional Qualifications Board.

### **Research, Program Development and Logistics**

- Serves to provide the technical resources to help keep all programs within the Office of State Fire Marshal current and assures fire and rescue training courses stay up-to-date and are accredited to international standards.
- Conducts research into important topics as they relate to the different divisions inside of the Office of State Fire Marshal.
- Facilitates curriculum development, creates related audio/visual materials, develops and oversees all online educational materials put out by the department.
- Continues to build consistency into the coursework delivered to the fire and rescue community.
- Updates and revises as necessary all International Fire Service Accreditation Congress and North Carolina accredited courses every five years as the National Fire Protection Association standards are revised.
- Supports online programs for Engineering providing external customers with more than 30,000 total units of credited education at no cost to the customer including board manager training for Qualification Board members, Home Inspector Licensure board members and Manufactured Housing board members.
- Administers an online course and exam for Assistant Pyrotechnicians and a certification for single event employees.

- Provides support during State Emergency Response Team activities

### **Fire & Rescue Training, and Inspections Division**

- Trains fire departments, rescue squads, and instructors to improve fire and rescue protection statewide.
- Measures and upgrades fire department delivery capabilities by providing initial insurance ratings for fire departments and coordinating the improvement of ratings to reduce insurance costs for homeowners.
- Serves on national committees with the responsibility of creating training standards and curriculum with organizations including the National Fire Protection Agency (NFPA), FARMEDIC and the Terrorism Task Force.
- Provides technical writing for development of training programs, including certification and specialized classes.
- Provides support during State Emergency Response Team activities.
- Provides Instructor qualification and upgrade classes to State Certified Fire and Rescue Instructors.
- Co-sponsors NC High Angle Rescue School and NC Rescue College with the NC Association of Rescue Squads and EMS sponsor.
- Sponsors the NC Breathing Equipment School
- Assists Fire Departments and Rescue Squads with training and planning needs.
- Assists Fire Departments and Rescue Squads with information on Fire and Rescue equipment as well as apparatus/equipment specifications.

### **Injury Prevention and Grants Division**

- Administers Firefighter and Rescue Relief Funds.
- Administers matching dollar-for-dollar grants to volunteer fire departments and rescue squads.
- Facilitates curriculum/training development.
- Designs and produces informational/educational materials for publication and distribution to the public.
- Provides direction and support of statewide injury prevention programs.
- Special Programs include: Ready for Risk Watch, Buckle Up Kids, NC Operation Lifesaver, Remembering When, Safe Kids NC, Juvenile Firesetters Specialist, Fire Prevention Week information, Residential Sprinklers, Buckle Bear, Smoke Alarm projects, ATV Safety.

### **Technical Services**

- Strives to continuously strengthen and improve fire protection service delivery systems that protect the people of the State of North Carolina by empowering and enabling local officials and leaders to make well informed, strategic decisions.
- Primary clients include County and municipal Managers, Local Elected Officials and Progressive Fire Service Professionals.
- Core collaborating partners are the NC School of Government, NC League of Municipalities, NC Association of County Commissioners.
- Supports local government leadership by providing in-depth technical assistance, expertise and interpretation for county and municipal managers on a broad array of complex fire protection issues including best practices, contracts, agreements, human resource issues, fiscal matters, etc.

- Facilitates evaluation and analysis of fire protection delivery systems in order to develop viable fire service strategic plans for local governments with an emphasis on continuous improvement; enhancing understanding of how inputs influence outcomes.
- Researches, develops and maintains credible technical bulletins, demonstrated performance, and benchmark data specific to North Carolina, with a focus on quality of service delivery issues and education for local government officials.
- Provides connection of shared needs and resources between counties, municipalities, and fire service providers throughout the state to harness the best practices and models to improve service delivery and increase efficiency. (Innovative Solutions Initiative)
- Serves as the States' fire protection Ombuds office; troubleshooting, investigating, reporting and bringing resolution to public and agency complaints and concerns. Seeks "win-win" solutions for all parties involved.

### **Engineering Division**

- Administers the state building codes (Building, Mechanical, Fire, Plumbing, Electrical and Accessibility).
- Provides training and interpretation of building codes.
- Conducts Plan Review of larger private projects and all state projects.
- Provides staff to:
  - NC Building Code Council
  - NC Code Official Qualifications Board
  - NC Home Inspectors Licensing Board
- Authors and administers state examinations for all state, county, and city code enforcement officials.
- Investigates complaints against code enforcement officials and home inspectors.

### **Manufactured Building Division**

- Assures that manufactured homes are constructed in accordance with 24 CFR Part 3280 (Manufactured Home Construction and Safety Standards) of the Federal Code.
- Monitors for assurance that all homes are installed in accordance with the State of North Carolina Manufactured Housing Regulations and Federal regulation under 24 CFR Part 3285 and 3286 of the Federal Code.
- Assures that warranty obligations under state law are met.
- Licenses the following to ensure compliance with warranty requirements:
  - Manufactured housing manufacturers
  - Dealers and salespersons for the dealer
  - Set-up contractors
- Provides staff for the NC Manufactured Housing Board.
- Monitors consumer complaints to assure compliance with state and federal regulations and administers the State Dispute Resolution Program based on 24 CFR Part 3288 as approved and accepted by HUD.
- Audits manufacturers and dealer lots for defects under the Sub-Part I section of 24 CFR Part 3282 (Manufactured Home Procedural and Enforcement Regulations).

- Administers NC Modular Construction Program by certifying manufacturers for modular homes and buildings built in compliance with the North Carolina Building Codes and North Carolina Modular Construction Regulations.

**Manufactured Building Division Contact Information:**

Main Telephone Number: (919) 647-0000

Fax Number: (919) 662-4405

[http://www.ncdoi.com/OSFM/Manufactured\\_Building.aspx](http://www.ncdoi.com/OSFM/Manufactured_Building.aspx)

**Risk Management Division**

- Administers the State Property Fire Insurance Fund, the self-insurance fund for state-owned property.
- Administers the State Fire Protection Grant Fund where-by local fire departments are provided funding based on the percentage of state owned property that is located in their jurisdiction. Funding of this program is provided from three sources: UNC General Administration, DOT-State Highway Fund and Legislature-General Fund.
- Procures from private insurance companies various insurance policies needed by state agencies and universities, including reinsurance to protect the State Property Fire Insurance Fund.
- Inspects all new electrical installations and upgrades at DOT installations. Provides interpretations and responds to questions on the State Electrical Code as well as provides supports, education and training to local electrical inspection departments.
- Administers School Maintenance Electricians certification program.
- Inspects state-owned buildings for fire and life safety.
- Assist local governments with risk management assessments for optimizing their property and casualty insurance programs.
- Serves as staff liaison to the Public Officers and Employees Liability Insurance Commission through which professional liability insurance is made available for law enforcement officers and state employees and officials.

**Risk Management Division Contact Information:**

Main Telephone Number: (919) 661-5880

Fax Number: (919) 662-4416

[http://www.ncdoi.com/OSFM/Risk\\_Management/](http://www.ncdoi.com/OSFM/Risk_Management/)

For more information, call or write:

NC Department of Insurance

Office of State Fire Marshal

1202 Mail Service Center

Raleigh, NC 27699-1202

Tel: (919) 647-0000

Toll Free: (800) 634-7854



## **NC FIRE AND RESCUE COMMISSION**

In April, 1976, the United States Fire Administration (previously the National Fire Prevention and Control Administration) developed and released a model concept for a state fire safety system which would provide for a single state fire focus. This model concept described one possible method that might be used to achieve a comprehensive, well-balanced state fire program with meaningful input from interested groups in the state. The concept endorsed the establishment of a State Fire Commission with representation from all major fire service organizations as the single state entity responsible for coordination and balance within the overall state fire prevention and control program. Although this was not a requirement of the federal government, it represented the type of organization with which the United States Fire Administration preferred to communicate in its efforts to support and reinforce the fire prevention control activities of state government.

The State of North Carolina realized the need for a single fire focus and, upon the recommendation of a Joint Council of North Carolina Fire Service organizations, created the North Carolina State Fire Commission through a legislative act on July 1, 1977. The original funding for the Commission was low and a majority of the programs relied heavily on grants received from the federal government. Two major programs were the development of a State Master Plan for fire prevention and control, and a statewide Incident Reporting System.

In late 1984, the Commission's progress was at a standstill, with only one person on staff and limited funds. This prompted leaders of the State's fire service to request a transfer of the Commission from the North Carolina Department of Crime Control and Public Safety to the North Carolina Department of Insurance. The request was made for Insurance Commissioner Jim Long to support the Commission and allow it to operate as a lead organization for the fire service in North Carolina. Legislation was subsequently introduced, and in October, 1985, the Fire Commission was transferred to the Department of Insurance. At that time, the Commissioner of Insurance vowed support of this agency and has since that time supported it with personnel, budget, etc. In July, 1989, the Legislature passed a bill which changed the makeup of the Commission. The Fire Commission became the Fire and Rescue Commission, with duplicate responsibilities in the area of rescue as was previously held for fire. The Department of Insurance serves as staff to the Commission, with the Commission currently have a permanent staff of seven.

The areas of responsibility for the Commission lie in numerous areas. The General Statutes that control the operation, selection, and duties of the Commission are found in G.S. 58-78-1; 58-78-5; 58-78-10; 58-78-15; 58-78-20.

The Commission also operates under the duties described in the Administrative Procedures act which seek to clarify additional duties.

Some of the Commission's major accomplishments since moving under the Insurance Commissioner (1985-2016) include:

- Development and implementation of a uniform fire incident reporting system. Each county was given a computer to input data. In 1988, the first *Fire in North Carolina* Report was published. In 1999, The North Carolina Fire and Rescue Commission approved to change to the United States Fire Administration's, National Fire Incident Reporting System 5.0. The Incident Reporting 5.0 software will be placed in all Fire and Rescue Departments. Provided that they have capability to run the NFIRS 5.0 software. For the first time all Rescue Departments will be asked to report. All the data that has been and will be collected is used to assist in saving lives. This system also shows the great work and sacrifice the men and women of the fire and rescue services of North Carolina have done and will continue to do.
- In 1996, the Fire and Rescue Commission adopted the Occupational Safety and Health (OSHA) Parallel Standards for Fire Departments and Rescue Squads. This standard provides a concise understanding of OSHA standards as they pertain to fire departments and rescue squads. Included in this document is a brief overview of the departments, as well as a planning document worksheet for assisting departments and squads in preparing an occupational safety and health plan. The Office of State Fire Marshal (OSFM) has provided to each department and squad a copy of the standard in written format. A set of Standard Operating Guidelines (SOGs) for departments and squads to use as a draft to help in preparing SOGs has been prepared and is available upon request.
- Development and implementation of a Firefighter Certification program. At this time over 64,956 certifications have been issued at Firefighter level I or II.
- Development and implementation of a Driver Operator Certification program. Currently, more than 55,264 certifications have been issued at the Driver Operator level.
- Development and implementation of a Technical Rescue Certification program.
- Development and implementation of a Fire/Arson Investigator Certification program. Currently, more than 782 certifications have been issued at this level.
- Development and implementation of a Hazardous Materials Certification program. Currently, more than 57,312 certifications have been issued at Hazardous Materials Responder Level I, II, or III.
- Development and implementation of a Fire & Life Safety Educator Certification program. Currently, more than 4,182 certifications have been issued at Fire & Life Safety Educator level I, II, or III.
- Development and implementation of a Chief 101 Certification program. Currently, more than 9,071 certifications have been issued for Chief 101.
- Development and implementation of a Marine Shipboard Firefighting Certification program. Currently, more than 288 certifications have been issued for Marine Shipboard Firefighting.

- Development and implementation of a Wildland Firefighting Certification program. Currently, more than 2,630 certifications have been issued for Wildland Firefighting.
- Development and implementation of a Fire and Rescue Instructor Certification program and a method of instructional upgrade and qualification training. Currently, more than 10,589 certifications have been issued at Instructor level I, II, or III.
- Development and implementation of a Fire Officer I program. At this time 10,213 certifications have been issued for Fire Officer I and II.
- Development and implementation of an Airport Firefighter Certification program. At this time 1,780 certifications have been issued for Airport Firefighter.
- Rapid Intervention Crew (RIC) Certification program was reissued in 2016 and written to NFPA 1407, 2015 Edition.
- Fire Investigation Technician (FIT) Certification program was added to provide a baseline accredited program for individuals who are entering the fire investigation field.
- Operation of a 290-student weekend at the National Fire Academy.
- Publication of a Fire and Rescue Service Directory listing the various Fire and Rescue Departments, Fire Marshals within the state. This information is posted on our website at:  
<http://www.ncdoi.com/OSFM/documents/Department%20Directory.pdf>.
- Re-establishment of the Resource Library consisting of injury prevention and training films, videos, printed materials, etc.

The Firefighter, Instructor, Hazardous Materials, Fire Officer, Airport Firefighter, Fire and Life Safety Educator, Driver/Operator, and Technical Rescue programs are accredited by the International Fire Service Accreditation Congress. The Haz Mat Technician Instructor III, and Fire Officer III and IV are also accredited by the National Professional Qualifications Board.

In July 1989, the North Carolina Legislature passed a bill which changed the existing makeup of the Commission, and it became the Fire and Rescue Commission with duplicate responsibilities in the areas of rescue and fire. The makeup of the Commission allows for excellent opportunities for the fire and rescue services to work more closely together for a common goal. In addition to standards, the Fire and Rescue Commission has the responsibility of serving as the central site for the collection and dissemination of information pertinent to fire and rescue programs.

As part of the North Carolina Department of Insurance, Office of State Fire Marshal, the Fire and Rescue Commission offers assistance to all Fire and Rescue Departments in the event they may have a Line-of-Duty-Death (LODD). OSFM and the Commission work closely with the Federal Death Benefit and the North Carolina Industrial Commission, as well as Worker's Compensation and other benefits offered to families of emergency service providers who lose their life in the line of duty.



For more information, contact the North Carolina Fire and Rescue Commission, 1202 Mail Service Center, Raleigh, North Carolina 27603, Telephone 1-800-634-7854.



## NORTH CAROLINA STATE FIREFIGHTERS' ASSOCIATION

The North Carolina State Firefighters' Association, founded in 1887, was incorporated under the laws of the State of North Carolina in 1889 as the North Carolina State Firemen's Association. The name was changed by the legislature in 2016 to bring the name more in line with the definitive work of the membership. Throughout its long and active history the Association has been respected and recognized as a major voice of the fire service. Its current membership totals approximately 1,346 fire departments and 53,000 fire service personnel. It has served its membership consistently since its founding in 1887.

Initially the organization was organized *“to discuss such measures and take such action upon matters concerning firemen as would best promote their interests.”* *NCSFA's Stated Purpose: The protection and promotion of the best interests of the firemen of North Carolina, the compilation of fire statistics, the collection of information concerning the practical workings of different systems of organization, the examination and inquiring concerning the merit different kinds of apparatus in use and the improvements in the same, the cultivation of fraternal fellowship between the different companies of the state.*

That focus has never changed and is still a primary purpose for the organization today. Everything done by the NCSFA today is done to improve the lives of those served by the Association.

In 1889 the NCSFA held their first convention with the idea of stimulating interest among firefighters and citizens in the fire service. They held competitions and trainings at conference, the annual get together of the membership. Raleigh was the location of the first conference and has hosted many since, serving as the location of the first South Atlantic Fire/Rescue Exposition in 2009.

In 1891 the NCSFA helped establish the Disabled Firemen's Act which became known as the Firemen's Relief Fund when it was established as Public Law in 1907 by the General Assembly, Chapter 831 of the 1907 Session Laws. The original title was “An Act to Create a Firemen's Relief Fund; and to Increase the Efficiency of the Fire Departments in the Several Cities and Towns of North Carolina.” It is interesting to note that this law only applied to cities and towns, and exempted any insurance company from the tax that had 50% of its business in North Carolina. The uses allowed in the original act are very similar to some of the clauses today in the Relief Fund Statutes except that “destitute” was not used, simply referred to as “keeping firemen out of the almshouses” (county homes) as inmates, or for them to be dependent upon charity. It is also interesting to note that Chapter 868 of the 1907 Session Laws also created the elected position of Insurance Commissioner by the people, a position that later in the mid-20<sup>th</sup> century was given the responsibility of State Fire Marshal.

The Firemen's Fraternal Insurance Program was created by the NCSFA in 1922 to offer life insurance benefits at a reasonable rate to NCSFA members. In 1930 the NCSFA organized the North Carolina Firemen's Training School, the first school for firemen in the entire country. In 1953 this event became known as the Fire College and Pump

School. In 1957 the NCSFA worked with other organizations to create the Firemen's Pension Fund which later became the Firefighter's and Rescue Squad Workers' Pension Fund.

Over the years the NCSFA created a scholarship program that provides 24 scholarships per year. The NCSFA developed insurance coverage for line-of-duty injuries and deaths and the accidental death and dismemberment program which covers all members 24 hours a day 7 days a week. The Association works hard to fight for fire service benefits in the General Assembly and has worked on funding for grants, relief funds, workers compensation, pension benefits, and workers compensation across the years.

The Association works with the Office of State Fire Marshal, the North Carolina Association of Fire Chiefs, and other partners to promote safety in the work place and training for the membership.

An annual conference of the Association's membership is held in or around August of each year. During this conference the Association officers are elected, activity reports are given, and scholarship awards are presented at the annual awards banquet. Current topics of interest to the fire service are presented at the workshops. The Past President's Breakfast is held each year at the conference to honor former presidents. The breakfast is a time for fellowship and sharing of ideas to improve the Association. The 25-Year Breakfast is held on the last day of the conference. Members of the group meet to discuss old times, recognize new members by presenting them with a 25-Year or 50-Year Club pin, and enjoy the fellowship with old and new friends. Four delegates, who are authorized to vote on any official conference business including the election of officers, represent each member fire department at the annual conference. Over the years, many prominent state and national figures have keynoted or spoken at the annual meetings. Some of those speakers were Governor Clyde R. Hoey, Governor Luther Hodges, Commissioner of Insurance Charles Gold, Congressman Walter Jones, Governor Terry Sanford, Chief Henry Thomas who was Consulting Engineer of the National Board of Fire Underwriters, Judge Luther Hamilton, Senator Jesse Helms, Lieutenant Governor James Hunt, Chub Seawell, Burley Mitchell and Governor Beverly Perdue to name a few.

The officers of the Association include the Past President, President, First Vice President, Second Vice President, Treasurer and Statistician, along with three regionally elected Directors. The Executive Director is charged with the responsibility of administering the Association's business affairs as directed by the policies set forth by the Executive Board and actions acted upon at the annual conference. The membership of the Association may consist of any rated and certified fire department or fire marshal's office upon payment of the annual dues as required by the Bylaws. In addition to the fire department itself, the chiefs, chief officers, and all individual members of such fire departments shall be members of the Association. Also, county fire marshals on active status are entitled to be members of the Association upon payment of the required annual dues. The amount of the membership dues is set by the annual conference and are payable annually.

Day to day activities of the Association staff involve receiving and responding to relief fund requests, membership questions, handling of benefits, lobbying and advocating for firefighter issues, and assisting fire chiefs with managing their rosters. The staff of the Association consists of an executive director, assistant director, marketing and conference manager, an accounting administrator, and two administrative assistants.

In 2016 the name of the North Carolina State Firemen's Association was changed to the North Carolina State Firefighters' Association by a vote of the membership.

### **NCSFA BENEFITS**

The Association offers extensive benefits to its membership. These are funded through dues and investments. As a non-profit corporation, the Association is managed by a Board elected by its membership, and the Association's primary function is to serve its membership.

NCSFA is a leader in providing statewide benefits for its fire service membership. Along with Texas and New York, it is the largest state fire service association. Benefits provided by the Association are funded by member dues, investment returns, and membership programs.

The following section covers the major benefits offered by the Association and provided to their membership. Some of these are provided to all members, and some are optional for members to purchase at reduced rates because of their membership.

### **NCSFA SCHOLARSHIPS AND GRANTS**

**The Application period for scholarships and grants is between January 1 – March 15,** and the application process is completely online. The scholarships and grants are evenly dispersed between the three regions (eastern, piedmont, western).

Scholarships and grants for members are provided at a level of \$240,000 in scholarships, and \$12,000 in training grants. Available to all members and their dependents, the scholarships and grants are broken down as follows:

**A. Graduating Seniors** (*Eligible applicants are firefighter members or the child of an active, retired, or deceased firefighter member of the NCSFA. Six scholarships per region are awarded.*)

(2) \$8,000 merit-based bachelor's degree level scholarship at a 4 year accredited college or university.

(1) \$8,000 needs-based bachelor's degree level scholarship at a 4 year accredited college or university.

(2) \$2,000 merit-based associate's degree level scholarship at a 2 year accredited college or university.

(1) \$2,000 needs-based associate's degree level scholarship at a 2 year accredited college or university.

**B. Volunteer Firefighters** *(Eligible applicants are volunteer firefighter members of the NCSFA. Two of each scholarship per region are awarded.)*

(2) \$8,000 merit-based bachelor's degree level scholarship at a 4 year accredited college or university.

(2) \$2,000 merit-based associate's degree level scholarship at a 2 year accredited college or university.

**C. Career Firefighters** *(Eligible applicants are career firefighter members of the NCSFA. Two of each scholarship per region are awarded.)*

(2) \$8,000 merit-based bachelor's degree level scholarship at a 4 year accredited college or university.

(2) \$2,000 merit-based associate's degree level scholarship at a 2 year accredited college or university.

**D. Available to either Career or Volunteer Firefighters** *(Eligible applicants are firefighter members of the NCSFA. One scholarship per region will be awarded)*

(1) \$10,000 merit-based master's degree scholarship at a 4 year accredited college or university.

**E. Grants** *(Eligible applicants are members of the NCSFA. Eight grants per region will be awarded)*

(8) \$500 training grants per region will be awarded.

#### **LINE OF DUTY Educational Death Benefit**

**This benefit is for the dependent children of members killed in the line of duty.**

In addition to scholarships provided by the Association, it also provides an Educational Death Benefit. This benefit provides for the payment of non-tuition related expenses for dependent children of members killed in the line-of-duty to any University of North Carolina System supported university or college.

If one of our members dies in the line of duty, we will assist the family by paying for additional costs associated with their children's college education. This includes room and board, miscellaneous fees, supplies, books, and other related items. Please note, it is the families' responsibility to apply for and provide the needed documentation for the tuition waiver. The NCSFA is happy to assist with the process. Tuition at a state supported University of North Carolina System supported college, university, community college, or technical school is waived by the State of North Carolina for dependent children of firefighters that die in the line of duty.

## **First Responders Assistance Program (FRAP)**

### ***24/7 Confidential Help for Firefighters and Their Families***

The First Responder Assistance Program is included with your Accident & Health insurance coverage provided as a part of membership. This program offers resources and referrals to first responders and their families for issues regarding:

- Stress Management
- Depression
- Family Conflict
- Anxiety
- Grief and Loss
- Relationships
- Financial or Legal
- Addictions
- Problem Gambling
- Child and Elder Care
- Relationships
- Financial or Legal
- Addictions
- Problem Gambling
- Child and Elder Care

To learn more or for immediate assistance, call **855-207-1747** or visit us online at **[www.BDAEAP.com](http://www.BDAEAP.com)** Password: **Provident**.

## **ACCIDENT AND INJURY BENEFITS – Line of Duty**

**Eligible Person:** must be a member of an organized fire or fire and rescue department which is rated and certified by the Commissioner of Insurance. An eligible person shall mean, unless otherwise clarified by the North Carolina State Firemen's Association, any person who is a responder in the State of North Carolina and in the positions of volunteer firefighter, career firefighter, part-time firefighter, emergency volunteer, junior firefighter, firefighter in training or probationary firefighter, as well as any other party designated by the North Carolina State Firemen's Association and provided to us in writing.

## **DESCRIPTION OF BENEFITS**

### **Death Benefits**

**\$50,000 Covered Injury Death Benefit** – This benefit is payable if an insured person sustains a covered injury that directly causes the loss of life.

**\$50,000 Covered Illness Death Benefit** – This benefit is payable if an insured person suffers a covered illness that directly causes the loss of life.

**\$50,000 HIV Positive Diagnosis Lump Sum Benefit** – If an insured person tests HIV positive as a result of participation in a covered activity, the



insured person may choose to receive the HIV Positive Diagnosis Lump Sum Benefit in lieu of the Permanent Physical Impairment Benefit and/or Covered Illness Death Benefit or Covered Injury Death Benefit.

**\$5,000 Bereavement Benefit** – If a Covered Injury Death Benefit or Covered Illness Death Benefit is payable under the Policy, an amount up to the Maximum Benefit Amount will be paid for out-of-pocket expenses actually incurred by the Policyholder or Participating Organization for the following expenses that are directly associated with an Insured Person's loss of life: 1) reasonable cost of bereavement counseling and 2) the reasonable costs associated with the memorial service, wake, honor guard, or other tribute to the Insured Person. This benefit is payable to the Policyholder or Participating Organization.

**\$10,000 Seatbelt Benefit** – If a Covered Injury Death Benefit is payable under the Policy and the Insured Person's death occurred in an Accident while he or she was wearing a properly fastened automobile seatbelt, the Seatbelt Benefit is payable.

#### **Impairment Benefits\***

##### **Up to \$50,000 Dismemberment, Loss of Speech or Hearing Benefit**

If an Insured Person sustains a Covered Injury that directly causes a loss of speech, hearing, or a dismemberment as defined in the Policy, an amount equal to 6.25% up to 100% of the Principal Sum is payable, based on the level of loss or dismemberment.

##### **Up to \$50,000 Vision Impairment Benefit**

If the Insured Person, as a result of a Covered Injury or Covered Illness, suffers a vision impairment as defined in the Policy, an amount equal to 2.75% up to 100% of the Principal Sum is payable. Benefits are payable for partial loss of sight as well as total loss of sight.

##### **Up to \$50,000 Cosmetic Disfigurement from Burns Benefit**

If an Insured Person, as a result of a Covered Injury, suffers a Cosmetic Disfigurement due to a burn that is classified as third degree or a full thickness burn, a benefit is payable. The amount of the benefit will be based on a formula, which will be multiplied by the Principal Sum. The formula will take into account the area of the body which was burned. This benefit will be paid in addition to any other benefit payable under the Policy, with the exception of a benefit paid under the Dismemberment, Loss of Speech or Hearing Benefit for the same burned area.

*\*Benefits payable are based on the percentage of impairment or loss as defined in the Policy.*

#### **Accidental Death & Dismemberment – Non-Line of Duty**

Coverage 24 Hours A Day/365 Days A Year for All NCSFA Members

\$25,000.00

\*Double Indemnity for Accidental Death

### **Fraternal Insurance**

Fraternal Insurance is available to members for an additional cost of \$10/quarter or \$40/year. You must apply for Fraternal insurance before age 55 in order to qualify for this benefit.

<u>AGE</u>	<u>BENEFIT</u>
30 and under	\$40,000
31–35	\$40,000
36–40	\$30,000
41–45	\$20,000
46–50	\$10,000
51–55	\$3,000
56–60	\$2,500
61 and over	\$2,000

### **NCSFA Retirement Program (for Non–Governmental Entities)**

To assist combination departments who have hired career personnel, and are not a part of county or local government, NCSFA established a NCSFA Retirement Program. This is a 401K, direct deposit program managed by “The Standard” that allows career firefighters to put pre-tax payroll deducted funds into a retirement plan approved by their department. The program is managed by a retirement Board created by the establishment of the fund and provides an excellent retirement program for departments who are not eligible for local government options.

### **Additional Benefits**

- 401K and Individual Retirement Benefits
- Dental Insurance (Group and Individual)
- Blue Cross and Blue Shield of NC Health Coverage (Group and Individual)
- Term Life Insurance (Members and Families)
- Long Term Care and Medicare Supplement (Members and Families)
- Legal Aid and Legal Shield (legal assistance and ID protection)

### **Credit Card / Debit Card Programs**

A personalized North Carolina State Firefighters’ Association credit card program was initiated in 1992. The card is offered to all Association members for the first year free of charge. A debit card is offered through the Local Government Federal Credit Union at no charge to the member. The Association receives a small amount of income each time one of the cards is used by a member.



## **SUMMARY OF NORTH CAROLINA STATE FIREFIGHTERS' ASSOCIATION BENEFITS**

- E-mail
- Training/Self-development
- Awards/Recognition
- Conference
- Newsletter
- Educational Death Benefit
- Scholarships for members and the children of members
- Educational loans through the College Foundation
- Line-of-Duty Death Benefit
- \$5,000 Accidental Death and Dismemberment Insurance
- Fraternal Insurance Program
- Legislative Representation
- N.C. Fire College and Pump School
- Website
- Fax Machine
- 800 Number
- Personalized North Carolina State Firemen's Association Credit Card and Debit Card
- 401K Retirement Benefits
- Dental Insurance
- Health Insurance
- Term Life Insurance
- Information Clearing House
- On Site Consultation/Presentations
- Policy Consultations
- Fire Service Marketing
- State and National Input/Associations
- Association Voice for Members/Grassroots
- Umbrella for other Fire Service Organizations
- Co-Sponsor for Fire and Life Safety Education Conference
- Link to other Services (Legal, Financial, Accounting, etc.)
- Mandated State Wide Representation
- Identify One Voice for Fire Service Issues
- Chaplain Services
- Annual Memorial Service
- Local Government Federal Credit Union Debit Card
- Reduced prices on auto and home insurance
- NCSFA merchandise
- Staples Business Advantage provides NCSFA members with maximum savings
- Travel agency: [www.ytbtravel.com/ncsfa](http://www.ytbtravel.com/ncsfa)
- \$10 off AAA Membership
- 10% discount on monthly AT&T service

**For additional membership associated benefits, check out our website at [www.NCSFA.com](http://www.NCSFA.com).**

## Legislative Representation and Advocacy at the State and Federal levels

The Association works with other fire and rescue associations to advocate for the fire service and emergency services at the State and Federal levels legislatively. The Association works on developing legislative priorities each year, and is active in promoting new legislation to accomplish those priorities as well as monitoring legislative efforts by others that may have an effect on membership.

In 2014 the NCSFA Board implemented a Legislative Advocacy Network and system called **Capital Impact** to keep our membership informed on state and federal legislative initiatives, and to allow our members who sign up to become involved in advocating and lobbying their local representatives.

The system is called “**Capital Impact**”, and members can sign up free of charge online at <https://www.ciclt.net/sn/sec/login.aspx?ClientCode=ncsfa>.

By signing on members get weekly updates on state and federal legislation during session, and a portal that allows them direct contact information to their representatives. The system geocodes them by zip code and lists their representatives and contact information. It is a very effective way for members to get involved and stay informed on legislative efforts.

Each year the Association hosts a Legislative Day for members to gather together and visit legislators at the Legislative Building. Lunch and a briefing are provided to those attending. Several hundred uniformed firefighters parading the halls of the General Assembly has a visible impact on our success in legislation. The Association also sponsors a table each year at the Congressional Fire Services Institute to allow members to visit with their Congress Representatives.

## Your Department's Firefighter's Relief Fund

### Overview

The **Firefighter's Relief Fund (FRF)** was established in 1907 to financially assist firefighters that may have been injured while performing their duties, and to insure that no firefighter would become financially destitute through no fault of their own. The FRF has seen several legislative revisions over the course of its history. Some of these have added additional uses for the fund including recent changes that have also placed additional guidelines on the fund. The FRF laws are found under G.S. 58-84 and G.S. 58-85, but laws that govern your departments use of the FRF are concentrated in G.S 58-84.

The FRF is funded by a portion of the Gross Premium Tax (GPT) (G.S. 105-228.5(d)(3)) on insurance policies containing fire and lightning protection, as well as certain automotive policies. Of the total GPT collected, 20% is dedicated to the FRF. The fund is distributed by the Commissioner of Insurance to local firefighter relief funds (**LFRF**) annually. The amount each department receives is based upon several calculations. Each County is allocated an amount based on the amount received the previous year. If the total amount to be allocated statewide during the current year is above or below

the amount distributed the previous year, the adjustment allocated to each county is based on the population of the County as compared to the overall state population. Once the County distribution amount is determined, the amount the County is allocated is divided between the eligible departments within the County by the amount of property tax covered. For example, if your department protected 17% of the property within your County, your LFRF check would be for 17% of the County allocation. The checks from the Commissioner are mailed out after the beginning of each budget year in July or early August to eligible departments. Amounts designated for departments who are not eligible for distribution for reasons described in this overview create the State Firefighter's Relief Fund. This fund helps provide Line of Duty Death, Scholarships, and Accidental Death and Dismemberment insurance to firefighters of all eligible departments across the State.

Since the FRF laws remained virtually unchanged until the 1950's, several department's LFRF across the State got laws passed at the State level to allow them uses for their fund that were not allowed by Article 84 at the time. There are currently over 50 local bills of this nature. Due to changes in Article 84 of the General Statutes since 1950, most recently 2014, most of the provisions used in local laws are now allowed in Article 84, rendering many local laws obsolete and the necessity for new ones non-existent. Changes in the 2014 legislative session also rendered several components of existing local laws repealed, such as interest only spending limits, or fund uses not otherwise found and allowed in GS 58-84. The new provisions of the law allow increased flexibility to utilize the funds for the benefit of firefighters across the State.

### Requirements

To be eligible to receive funds for a LFRF, the fire department must follow several guidelines.

- 1) It first must be a rated department by the Commissioner of Insurance.
- 2) It must be a member of the NC State Firefighter's Association (GS 58-84-1).
- 3) It must appoint a **Local Relief Fund Board (LRFB)** consisting of five members (GS 58-84-30): two members elected by the fire department who serve at the department's pleasure, and who are qualified as beneficiaries of the fund; two of whom shall be elected or appointed by the Mayor, Board of Alderman, or City Council if it is a municipal department, or other local governing body to serve at the governmental bodies pleasure, or, if it is a non-municipal department, two appointed by the County Commissioners to serve; and one appointed by the Commissioner of Insurance. 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)** shall then elect a Chairperson, Treasurer, and Secretary. The Secretary and Treasurer may be the same person.

The funds received from the Commissioner of Insurance 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 Firefighter's Association. Each year a good and sufficient surety bond must be purchased equal to the amount held, but in most cases

the Commissioner of Insurance purchases one bond for all local FRF accounts each year. Unless advised differently by the NCSFA annually, a LRFB Treasurer may assume a statewide bond has been purchased. The LRFB shall manage the local funds as prudent trustees of the fund as listed in Chapter 36E of the NC General Statutes. Board members should review these requirements completely, but basically it requires that they:

- (a) In managing and investing the fund, the LRFB shall consider the purposes of the fund and the uses allowed by law in making their decisions.
- (b) 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.
- (c) In managing and investing the fund:
  - (1) The fund may incur only costs that are appropriate and reasonable in relation to the assets, the purposes of the fund, and the skills available to the LRFB; and
  - (2) The LRFB shall make a reasonable effort to verify facts relevant to the management and investment of the fund.
- (d) Except as otherwise provided within the relief fund law, the following rules apply:
  - (1) In managing and investing the fund the following factors, if relevant, must be considered:
    - a. General economic conditions;
    - b. The possible effect of inflation or deflation;
    - c. The expected tax consequences, if any, of investment decisions or strategies;
    - d. The role that each investment or course of action plays within the overall investment portfolio of the fund;
    - e. The expected total return from income and the appreciation of investments;
    - f. Other resources for the fund;
    - g. The needs of the fund to make distributions and to preserve capital; and
    - h. An asset's special relationship or special value, if any, to the allowable purposes of the fund.
  - (2) Management and investment decisions about the fund must be made not in isolation but rather in the context of the fund's portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the fund.
  - (3) Except as otherwise provided by law other than this Chapter, an LRFB may invest in any kind of property or type of investment consistent with this section.
  - (4) The LRFB shall diversify the investments of the fund unless the LRFB reasonably determines that, because of special circumstances, the purposes of the fund are better served without diversification.
  - (5) Within a reasonable time after receiving funds, the LRFB shall make and carry out decisions concerning the retention or disposition of the funds or to rebalance a portfolio in order to bring the fund into compliance with

the purposes, terms, and distribution requirements of the FRF as necessary to meet other requirements of the FRF laws.

- (6) A LRFB member that has special skills or expertise, or is selected in reliance upon the person's representation that the person has special skills or expertise, has a duty to use those skills or that expertise in managing and investing of the funds.
- (e) Subject to the intent of the fund, the LRFB may appropriate for expenditure or accumulate so much of an endowment fund as the relief fund law allows for the uses, benefits, purposes, and duration for which the fund is established. In making a determination to appropriate or accumulate, the LRFB shall act in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances.
- (f) Subject to any specific limitation set forth in the FRF law, a LRFB may delegate to an external agent the management and investment of the fund to the extent that an institution could prudently delegate under the circumstances. The LRFB shall act in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances in;
  - (1) Selecting an agent;
  - (2) Establishing the scope and terms of the delegation, consistent with the purposes of the fund; and
  - (3) Periodically reviewing the agent's actions in order to monitor the agent's performance and compliance with the scope and terms of the delegation.
- (g) In performing a delegated function, an agent owes a duty to the LRFB to exercise reasonable care to comply with the scope and terms of the delegation.
- (h) By accepting delegation of a management or investment function from the LRFB, an agent submits to the jurisdiction of the courts of this State in all proceedings arising from or related to the delegation or the performance of the delegated function.

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.

4) 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 NCFSFA 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 with the listing of disbursements the amount disbursed in each allowable expenditure, and the number of firefighters impacted by each disbursement. This must be reported to the State Firemen's Association, in a format prescribed by them, by October 31<sup>st</sup> of each year. Failure to do so will forfeit the payment the LFRF will receive that year.

5) The LRFB, after July 1, 2014, shall not redirect any funds received for the LFRF or interest gained on the existing fund to any other account. This includes those LFRF's that have local laws, regardless of the provisions of the local law (G.S. 58-84-65).



6) Each year the clerk or finance officer of each city or county that has a LRFB, or the Fire Chief if authorized by the city or county, shall submit a certificate of eligibility (currently and previously known as the Report of Fire Conditions) to the Department of Insurance by October 31<sup>st</sup> of each year. (G.S. 58-84-46) This submittal shall be on a form prescribed by the Commissioner. Failure to do so by January 31<sup>st</sup> of the ensuing year will forfeit the payment the LFRF will receive that year.

7) The LRFB shall insure that all uses of the fund are allowable under the NC General Statutes described below.

8) No LRFB managing local relief funds may be limited to interest only spending, regardless of the provisions of a local relief fund law. (G.S. 58-84-35(d))

#### **Allowable Uses of the Local Relief Fund**

As mentioned earlier, the relief fund law remained virtually unchanged until 1950, and then was given additional allowable uses in 1987. In 2014, the NC General Assembly expanded the allowable uses of the LFRF to promote its use. There are basically two groups of uses currently allowed by law. (G.S. 58-84-35) The first group of uses involve line of duty incidents and does not require approval by the NCSFA beyond the decision of the LRFB. The second group of uses are more flexible, but require approval of the Executive Director of the NC State Firefighters' Association after approval of the LRFB.

#### **Uses Controlled by the LRFB**

The following uses are allowable after the LRFB has reviewed and approved them:

- 1) 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.
- 2) 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.
- 3) 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.

#### **Uses Controlled by the LRFB but Requiring Approval of the NCSFA Executive Director**

The following uses are allowable after the LRFB has reviewed and approved them, and a request is made and approval given by the Executive Director of the NC State Firemen's Association. The reason for the review and approval of the NCSFA Executive Director is to insure it is an allowable use, 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 uses 1), 2) and 3) above.

- 4) If a firefighter becomes financially destitute, the LRFB can request the use of funds to be used to assist the firefighter. The firefighter must have served a minimum of 5

years with the department. 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.

5) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firemen's Association, the payment of monthly assessments in the NC Firefighter's and Rescue Workers Pension Fund is allowed.

6) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firemen's Association, the payment of workers compensation premiums are allowed, including those to the Volunteer Safety Workers Compensation Fund.

7) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firemen's Association, the payment of premiums for other types of insurance and pension protection for firefighters. For example, dues to the NC State Firemen's 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.

8) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firemen's Association educational benefits to firefighters and their dependents are allowed. These are generally in the form of scholarships that allow application and a fair access to all members and dependents.

9) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firemen's Association, 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 insure that firefighter safety is paramount and that necessary physicals may be given in the absence of available fire department funding.

10) To cover necessary management and investment costs that are reasonable and appropriate in relation to the assets, purpose, and financial security of the local Firefighters' Relief Fund."

11) One of the most complex uses of the fund, upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firemen's Association, is 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 a following section (*Supplemental Retirement Programs*).

The request for approval from the NCSFA Executive Director to utilize local funds 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)

Request for Supplemental Retirement Programs require a more involved format

### **Financially Sound Balance and Maximum Balances**

In the 2014 session of the General Assembly, the relief fund law under GS 58-84 was amended to establish a recommended calculation for local relief funds in determining financially sound, and a required maximum on the balance of the fund. (G.S 58-84-35)

### **Calculated Balance Recommended for Financially Sound Decision**

The purpose of establishing a “financially sound balance” was to make LRFB’s more comfortable with the amount they needed to retain, since in the past many held large sums because the law did not provide any guidance and as such, funds were not being put to use. Establishing a recommended balance calculation should take the pressure off LRFB’s who were concerned about not having enough funds on hand to handle a catastrophe. The second reason was to provide the Executive Director of the NC State Firemen’s Association with better guidance to make the determination of “financially sound” in approving benefits requested by the LRFB. It should be understood completely that a local relief fund does not have to have the calculated minimum balance to exist. In fact, many local FRF’s do not have the calculated minimum balance. The recommended calculation for “financially sound” is \$500 per member of the department listed on the roster reported to the NCSFA, or \$20,000, whichever is greatest. In order to take on specialized uses (**Numbers 5 – 10**) of the fund listed under **“Uses Controlled by the LRFB but Requiring Approval of the NCSFA Executive Director”** previously discussed, the local fund should be able to maintain this balance by being capable of making similar payments to any of these uses for a period of five years without dropping below the calculated minimum. The capability of making these payments would not only include the balance of the fund, but interest earned and annual receipts. This balance does not affect line of duty uses (**Number 1 – 3**) under **“Uses Controlled by the LRFB”**, since these are the primary and founding uses of the fund. The recommended minimum can be used by the LRFB as an evaluation tool in determining amounts distributed, as well as current and future uses of the fund.

### **Maximum Fund Balance**

***(Maximum Fund Balances takes affect July 1<sup>st</sup>, 2015, but LRFB's need to understand the changes and begin planning now.)***

In the 2014 legislation, the General Assembly created a maximum amount a local relief fund could retain in their account and still receive annual distributions. (G.S. 58-84-33) Simply stated, a LRFB that has more than the calculated maximum balance at the time of their annual financial report to NCSFA will not receive their annual check or supplement the following cycle. This was created to promote the use of funds for allowable uses, rather than the retention of funds. Simply stated, if what you have is



not being used, the legislature felt it wasn't necessary to provide more. There is an exception to the 'maximum fund balance' if the LRFB is providing, or has approved plans by the NCSFA to provide, a supplemental retirement plan. Monies set aside for an approved supplemental plan can be exempted from the maximum by NCSFA if such dedicated amounts are necessary and used solely for the supplemental plan. This will be discussed later in "Supplemental Retirement Programs."

In the event the LRFB exceeds the maximum amount in their local fund, the money that would have gone to the ineligible department will be distributed to eligible departments in that county during the next distribution. The maximum amount is calculated by the total number of members on the roster submitted to the NCSFA multiplied by \$2,500 per member. For example, if the roster submitted to the NCSFA earlier this year had 110 members, then 110 multiplied by \$2,500 comes to \$275,000. This becomes the maximum amount you can have in your relief fund balance when you report in October and still receive the annual check from the Department of Insurance next year during distribution. With the added uses of the fund described above, LRFB's should find ways to put the money to use, or discuss the possibility of a supplemental retirement and pension plan with the NCSFA.

### **Supplemental Retirement Programs**

One of the allowable uses of the FRF locally is supplemental retirement programs. Prior to 1987, the only way to establish these programs was through legislation establishing local laws enabling the LRFB to maintain the program. In 1987 the General Assembly modified the law to allow creation of these supplemental funds based on approval of the Executive Director of the NCSFA. Approximately 40 local laws still exist for these supplemental retirement programs which are still legal and allowable. However, these supplemental funds may be established by the LRFB working with the NCSFA in calculating needs and disbursements. For those LRFB's that find themselves near or over the maximum fund balance, this is an excellent method to use the money for the benefit of your members, while helping insure you don't miss any annual allotments. In considering a local supplemental retirement fund, the basic formula for estimating how much you need and how much you can provide is as follows:

$$C + I = B + E$$

**C** = the amount of annual allotment received from the State and any additional fund income such as city or county allocations.

**I** = the interest or earnings on the fund annually that add to the balance. In calculating this for projections, 7.5% is a good average.

**B** = the amount you would be able to pay given the contributions and Investments

**E** = the expenses the fund may incur other than benefits

Solving for **B** allows you to determine a practical benefit level, and solving for **C** allows you to determine how much to allocate from your fund to a supplemental retirement account to provide for the benefit. This supplemental retirement amount would then be exempt from the maximum balance discussed in the previous section.

While this overview helps you to understand the potential for a supplemental retirement fund, additional information is available in a Pamphlet titled *"Establishing*

*and Maintaining Supplemental Retirement Programs within Your Local Relief Fund'*, provided by NCSFA. For more information contact the Association for details.

#### **SUMMARY**

This information was designed to provide an overview of the requirements and capabilities of your local relief fund. Each area, however, may encourage additional questions. For more information contact your Association staff at: 800-253-4733, or [tim@ncsfa.com](mailto:tim@ncsfa.com) or [ed@ncsfa.com](mailto:ed@ncsfa.com).



**Relief Fund Related Statutes**  
**G.S. 58-84**  
**Local Firefighters' Relief Funds.**

**"§ 58-84-1. Repealed**

**"§ 58-84-5. Definitions.**

The following definitions apply in Articles 84 through 88 of this Chapter:

- (1) City – A fire district.
- (2) Clerk – The clerk of a fire district or, if there is no clerk, the person so designated by the governing body of the fire district.
- (3) Fire district. – Any political subdivision of the State that meets all of the following conditions:
  - a. It has an organized fire department under the control of its governing body.
  - b. Its fire department has apparatus and equipment that is in serviceable condition for fire duty and is valued at one thousand dollars (\$1,000) or more.
  - c. It is rated and certified by the Commissioner.
  - d. Its response area has been approved by the local municipal government or, if there is no local municipal government, by the local board of county commissioners.
- (4) Town – A fire district.

**"§ 58-84-25. Disbursement of funds by Insurance Commissioner.**

(a) Distribution – The Insurance Commissioner shall deduct the sum of three percent (3%) from the tax proceeds credited to the Department pursuant to G.S. 105-228.5(d)(3) and pay the same over to the treasurer of the State Firemen's Association for administrative purposes. The Insurance Commissioner shall deduct the sum of two percent (2%) from the tax proceeds and retain the same in the budget of the Department of Insurance for the purpose of administering the disbursement of funds by the board of trustees in accordance with the provisions of G.S. 58-84-35. The Insurance Commissioner shall, pursuant to G.S. 58-84-50, credit the amount forfeited by nonmember fire districts to the North Carolina State Firemen's Association. The Insurance Commissioner shall distribute the remaining tax proceeds to the treasurer of each fire district as provided in subsections (b) and (c) of this section.

(b) Allocation to Counties – The Insurance Commissioner shall allocate to each county an amount of tax proceeds based upon the amount allocated to it in the previous year. If the amount allocable in the current year is less than the amount allocated in the previous year, then the Commissioner shall reduce the amount allocated to each county. The amount of the reduction is equal to the difference in the amount allocated in the previous year and the amount allocable in the current year multiplied by a fraction, the numerator of which is the population of the county and the denominator of which is the population of the State. If the amount allocable in the current year is greater than the amount allocated in the previous year, then the Commissioner shall increase the amount allocated to each county. The amount of the increase is equal to the excess proceeds multiplied by a fraction, the numerator of which is the population of the county and the denominator of which is the population of the State.

(c) Distribution to Fire Districts – Once the Insurance Commissioner has allocated the tax proceeds to a county under subsection (b) of this section, the Commissioner shall distribute those allocations directly to the fire districts in that county. The Commissioner shall distribute the allocations by electronic funds transfer, unless a fire district's account cannot accept electronic funds transfers, in which case the Commissioner shall distribute the district's allocation by paper check. The amount distributed to each fire district is equal to the total amount allocated to the county multiplied by a fraction, the numerator of which is the tax value of the property located in the fire district and the denominator of which is the tax value of all property located in any fire district in that county. A county shall provide the Commissioner with the tax value of property located in each fire district in that county by February 1 of each year. If a county does not submit information that the Commissioner needs to make a distribution by the date the information is due, the Commissioner shall distribute the allocation based on the most recent information the Commissioner has.

***(Effective July 1, 2015)***(c1) Certain Amounts Redistributed. – Notwithstanding subsection (c) of this section, the Insurance Commissioner shall not distribute funds to a fire district whose local relief fund's balance exceeds the amount provided under G.S. 58-84-33(a). Instead, the Commissioner shall, using the methodology provided in subsections (b) and (c) of this section, distribute those funds to the fire districts whose local relief funds' balances do not exceed the amount provided under G.S. 58-84-33(a). If all of a county's fire districts' local relief funds' balances exceed the amount provided under G.S. 58-84-33(a), then the Commissioner shall reallocate the amount the county would have received to the counties with fire districts that do not exceed the amount provided under G.S. 58-84-33(a)."

(d) Administration – These funds shall be held by the treasurer of a fire district as a separate and distinct fund. The fire district shall immediately pay the funds to the treasurer of the local board of trustees upon the treasurer's election and qualification, for the use of the board of trustees of the firemen's local relief fund in each fire district to be used by it for the purposes provided in G.S. 58-84-35.

#### **"§ 58-84-30. Trustees appointed; organization.**

For each county, town or city complying with and deriving benefits from the provisions of this Article, there shall be appointed a local board of trustees, known as the trustees of the local Firefighters' Relief Fund, to be composed of five members, two of whom shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund, two of whom shall be elected by the mayor and board of aldermen or other local governing body, and one of whom shall be named by the Commissioner of Insurance. Their selection and term of office shall be as follows:

- (1) The members of the fire department shall hold an election each January to elect their representatives to above board. In January 1950, the firefighters shall elect one member to serve for two years and one member to serve for one year, then each year in January thereafter, they shall elect only one member and his term of office shall be for two years. Members elected pursuant to this section shall be either (i) residents of the fire district or (ii) active or retired members of the fire department.
- (2) The mayor and board of aldermen or other local governing body shall appoint, in January 1950, two representatives to above board,

one to hold office for two years and one to hold office for one year, and each year in January thereafter they shall appoint only one representative and his term of office shall be for two years. Members appointed pursuant to this section shall be residents of the fire district.

- (3) The Commissioner of Insurance shall appoint one representative to serve as trustee and he shall serve at the pleasure of the Commissioner. The member appointed pursuant to this section shall be either (i) a resident of the fire district or (ii) an active or retired member of the fire department.

All of the above trustees shall hold office for their elected or appointed time, or until their successors are elected or appointed, and shall serve without pay for their services. They shall immediately after election and appointment organize by electing from their members a chairman and a secretary and treasurer, which two last positions may be held by the same person. The treasurer of said board of trustees shall give a good and sufficient surety bond in a sum equal to the amount of moneys in his hand, to be approved by the Commissioner of Insurance. The cost of this bond may be deducted by the Insurance Commissioner from the receipts collected pursuant to G.S. 58-84-10 before distribution is made to local relief funds. If the chief or chiefs of the local fire departments are not named on the board of trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board.

**"§ 58-84-32. Prudent management of funds.**

Local boards of trustees shall manage local relief funds as prudent trustees of the funds, subject to Chapter 36E of the General Statutes.

**"§ 58-84-33. Maximum fund balances.**

(a) The balance of a local fire department's Firefighter's Relief Fund for a given year shall not exceed the product of multiplying the number of members on the department's roster as of January 1 for that year by the sum of two thousand five hundred dollars (\$2,500).

(b) The North Carolina State Firemen's Association shall annually calculate and notify each local department of its relief fund's maximum allowable balance.

(c) A local fire department whose relief fund balance, at the time of annual distribution by the Insurance Commissioner, exceeds the amount allowable under subsection (a) of this section shall not be entitled to receive a distribution for that year, and the Commissioner shall redistribute the funds that the department would have received, as provided under G.S. 58-84-25(c1).

(d) 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. Notwithstanding subsection (a) of this section, if such dedicated amounts are 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."

**"§ 58-84-35. Disbursement of funds by trustees.**

- (1) The board of trustees shall have entire control of the funds derived from the provisions of this Article, and shall disburse the funds firefighter\_in active service from financial loss, occasioned by sickness contracted or injury received while in the performance of his duties as a firefighter.
- (2) To provide a reasonable support for those actually dependent upon the services of any firefighter\_who may lose his life in the fire service of his town, city, or State, either by accident or from disease contracted or injury received by reason of such service. The amount is to be determined according to the earning capacity of the deceased.
- (2a) To provide assistance, upon approval by the Executive Director of the State Firemen's Association, to a destitute member firefighter who has served honorably for at least five years.\_The determination of destitute shall be based on the inability of the firefighters, through no fault of their own, 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.
- (3) Repealed
- (4) To provide for the payment of any firefighter's assessment in the Firemen's Fraternal Insurance Fund of the State of North Carolina if the board of trustees finds as a fact that said firefighter is unable to pay the said assessment by reason of disability.
- (5) To provide for benefits of (i)\_supplemental retirement, including payment of firefighters' monthly assessments for the North Carolina Firefighters' and Rescue Squad Workers' Pension Fund, (ii) workers compensation, including the payment of premiums to the Workers' Compensation Fund established under G.S. 58-87-10, and (iii) other insurance and pension protection for firefighters otherwise qualifying for benefits from the Firefighters' Relief Fund as set forth in Article 85 of this Chapter.
- (6) To provide for educational benefits to firefighters and their dependents who otherwise qualify for benefits from the Firefighters' Relief Fund as set forth in Article 85 of this Chapter.
- (7) To provide for annual physicals that are required for firefighter positions by the Department of Labor or are recommended by the National Fire Protection Association.

(b) Notwithstanding any other provisions of law, no expenditures shall be made pursuant to subdivision (5), (6), or (7) of subsection (a)\_of this section unless the State Firemen's Association has certified that such expenditures will not render the Fund financially unsound for the purposes of providing the benefits set forth in subdivisions (1), (2), and (4) of subsection (a)\_of this section. If, for any reason, funds made available for subdivision (5), (6), or (7)\_shall be insufficient to pay in full any benefits, the benefits pursuant to subdivisions (5) and (6) shall be reduced pro rata for as long as the amount of insufficient funds exists, after first eliminating the benefits pursuant



to subdivision (7). No claim shall accrue with respect to any amount by which a benefit under subdivisions (5) and (6) shall have been reduced.

(c) As used in subsection (b) of this section, the term "financially unsound" means that a local fund could not sustain a requested expenditure or could not make similar payments for five years without the local fund's balance falling below the greater of the following:

- (1) Five hundred dollars (\$500.00) multiplied by the number of eligible firefighters in the local department.
- (2) Twenty thousand dollars (\$20,000).

(d) A local board of trustees shall not be restricted to making disbursements solely from the interest earned on the local board's relief fund.

**"§ 58-84-40. Trustees to keep account and file certified reports.**

(a) Each local board of trustees shall keep a correct account of all moneys received and disbursed by them. On a form prescribed by the North Carolina State Firemen's Association, each local board shall certify by October 31 of each year the following to the Association: the balance of the local fund, proof of sufficient bonding, a full and detailed accounting of the previous year's expenditures, and a full accounting of membership qualifications. Such certification shall be made concurrently with the local unit's statement of Fire Readiness. The accounting of the previous year's expenditures shall include the amounts spent on each of the purposes listed in G.S. 58-84-35(a), including the number of firefighters that received benefits for each of the purposes.

(b) In turn, the State Firemen's Association shall certify to the Department of Insurance by January 1 of each year on a form prescribed by the Department, the following:

- (1) The local units that have complied with the requirements of subsection (a) of this section.
- (2) A listing of the members of each of the local units.
- (3) The fund balances for each of the local units' relief funds.
- (4) Any departments that have exceeded the maximum balance provided under G.S. 58-84-33(a).
- (5) 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, on both a unit-by-unit basis and total basis.
- (6) Information on any improper disbursements.

(c) In the event that any board of trustees in any of the towns and cities benefited by this Article shall neglect or fail to perform their duties, or shall willfully misappropriate the funds entrusted in their care by obligating or disbursing such funds for any purpose other than those set forth in G.S. 58-84-35, then the Insurance Commissioner shall withhold any and all further payments to such board of trustees, or their successors, until the matter has been fully investigated by an official of the State Firemen's Association, and adjusted to the satisfaction of the Insurance Commissioner.

(d) In the event that any local relief fund provided for in this Article becomes impaired, then the Statewide Firefighters' Relief Fund may in the discretion of its board of trustees assist the local unit administering the fund in providing for relief to injured firefighters and their dependents or survivors; provided, however, that any funds so

provided to such impaired units shall be repaid in full at the statutory rate of interest from future local unit receipts if the impairment resulted from violations of this Article.

**"§ 58-84-41. Commissioner of Insurance to maintain database of reports; fire department identification numbers.**

(a) Working with the North Carolina State Firemen's Association, the Commissioner of Insurance shall develop and maintain a database of the information reported under G.S. 58-84-40(b).

(b) The Commissioner of Insurance shall issue to each fire department within the State a unique fire department identification number (FDID) that shall be used by the Commissioner and the North Carolina State Firemen's Association to coordinate database records and reports.

**"§ 58-84-46. Certification to Commissioner.**

On or before October 31 of each year the clerk or finance officer of each city or county that has a local board of trustees under G.S. 58-84-30, or a fire chief if authorized by such a city or county to file the certificate, shall file a certificate of eligibility with the Commissioner. The certificate shall contain information prescribed by administrative rule adopted by the Commissioner. If the certificate is not filed with the Commissioner on or before January 31 in the ensuing year:

- (1) The city or county that failed to file the certificate shall forfeit the payment next due to be paid to its board of trustees.
- (2) The Commissioner shall pay over that amount to the treasurer of the North Carolina State Firemen's Association.
- (3) That amount shall constitute a part of the Statewide Firefighters' Relief Fund.

**"§ 58-84-50. Fire departments to be members of State Firemen's Association.**

For the purpose of supervision and as a guaranty that provisions of this Article shall be honestly administered in a businesslike manner, it is provided that every department enjoying the benefits of this law shall be a member of the North Carolina State Firemen's Association and comply with its constitution and bylaws. If the fire department of any city, town or village shall fail to comply with the constitution and bylaws of said Association, said city, town or village shall forfeit its right to the next annual payment due from the funds mentioned in this Article, and the Commissioner of Insurance shall pay over said amount to the treasurer of the North Carolina State Firemen's Association and same shall constitute a part of the Statewide Firefighters' Relief Fund.

**"§ 58-84-52. Benefits available to individual firefighters whose departments are not members of the State Firemen's Association.**

(a) Individual firefighters whose departments are not members of the North Carolina State Firemen's Association shall be covered under the line of duty coverage offered by the Association.

(b) Benefits under this section shall be paid from the funds that are forfeited from local departments to the Statewide Firefighters' Relief Fund.

**"§ 58-84-55. No discrimination on account of race.**



The local boards of trustees of the local Firefighters' Relief Funds shall make no discrimination based upon race in the payment of benefits.

**"§ 58-84-60. Immunity.**

A person serving on a local board of trustees of a local Firefighters' Relief Fund shall be immune individually from civil liability for monetary damages, except to the extent covered by insurance, for any act or failure to act arising out of this service, except where the person:

- (1) Was not acting within the scope of that person's official duties;
- (2) Was not acting in good faith;
- (3) Committed gross negligence or willful or wanton misconduct that resulted in the damages or injury;
- (4) Derived an improper personal financial benefit, either directly or indirectly, from the transaction; or
- (5) Incurred the liability from the operation of a motor vehicle.

**"§ 58-84-65. Repeal of certain local laws inconsistent with this Article.**

The following provisions contained within any local act enacted or amended prior to January 1, 2014, are hereby repealed:

- (1) Any redirection, at the time of receipt, of funds directed to a fire district under G.S. 58-84-25(c) to a fund other than a local relief fund.
- (2) Any restriction that would be inconsistent with G.S. 58-84-35(d).
- (3) Any transfer of interest earned on a local relief fund from the local relief fund to another fund.
- (4) Any transfer of funds from a local relief fund to a supplemental retirement fund based on the local relief fund exceeding a certain amount.
- (5) Any allowable expenditures that are not within the scope of the list provided in G.S. 58-84-35(a).
- (6) Any variation from the certification requirement under G.S. 58-84-35(b)."

**SECTION 1.(b)** The database required by G.S. 58-84-41, as enacted by subsection (a) of this section, shall be operational no later than December 1, 2015, so the Department of Insurance can receive and include in its database the information from the North Carolina State Firemen's Association that is due by January 1, 2016.

**SECTION 1.(c)** Effective July 1, 2015, G.S. 58-84-25, as amended by subsection (a) of this section, reads as rewritten:

**"§ 58-84-25. Disbursement of funds by Insurance Commissioner.**

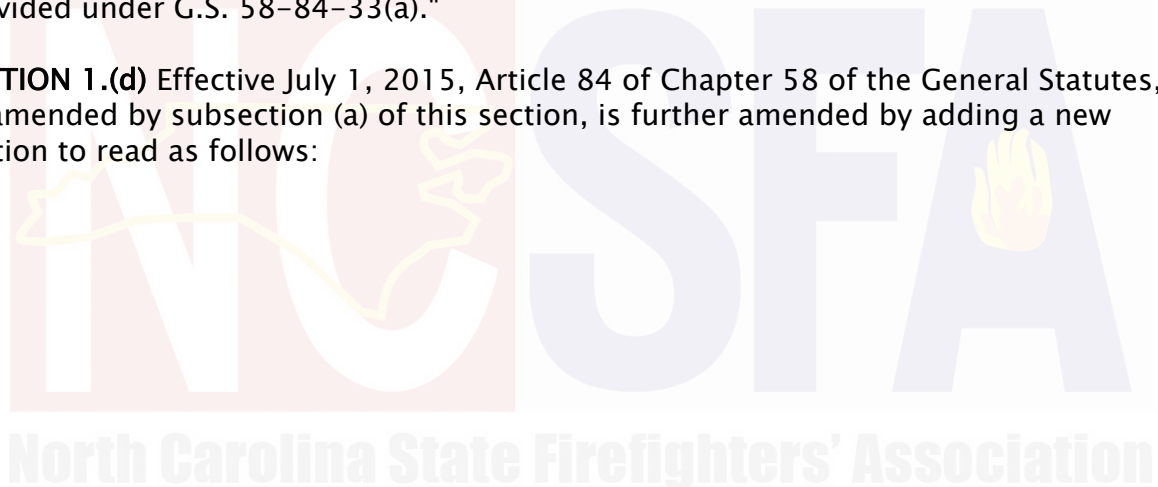
...

(c) Distribution to Fire Districts. – Once the Insurance Commissioner has allocated the tax proceeds to a county under subsection (b) of this section, the Commissioner shall distribute those allocations directly to the fire districts in that county. The Commissioner shall distribute the allocations by electronic funds transfer, unless a fire district's account cannot accept electronic funds transfers, in which case the Commissioner shall distribute the district's allocation by paper check. The amount

distributed to each fire district is equal to the total amount allocated to the county multiplied by a fraction, the numerator of which is the tax value of the property located in the fire district and the denominator of which is the tax value of all property located in any fire district in that county. A county shall provide the Commissioner with the tax value of property located in each fire district in that county by February 1 of each year. If a county does not submit information that the Commissioner needs to make a distribution by the date the information is due, the Commissioner shall distribute the allocation based on the most recent information the Commissioner has.

(c1) Certain Amounts Redistributed. – Notwithstanding subsection (c) of this section, the Insurance Commissioner shall not distribute funds to a fire district whose local relief fund's balance exceeds the amount provided under G.S. 58-84-33(a). Instead, the Commissioner shall, using the methodology provided in subsections (b) and (c) of this section, distribute those funds to the fire districts whose local relief funds' balances do not exceed the amount provided under G.S. 58-84-33(a). If all of a county's fire districts' local relief funds' balances exceed the amount provided under G.S. 58-84-33(a), then the Commissioner shall reallocate the amount the county would have received to the counties with fire districts that do not exceed the amount provided under G.S. 58-84-33(a)."

**SECTION 1.(d)** Effective July 1, 2015, Article 84 of Chapter 58 of the General Statutes, as amended by subsection (a) of this section, is further amended by adding a new section to read as follows:



## General Information

The NCSFA office acts as a clearinghouse for many questions concerning the Fire Service in the state. Questions concerning state and federal benefits, fire laws, etc., are either answered or referred to other agencies where information may be obtained. Books, printed materials, pamphlets, fire laws, and telephone numbers are readily available, upon request, to our membership.

**For more information, call or write:**

**North Carolina State Firefighter's Association 323 West Jones Street  
Raleigh, North Carolina 27603**

**Toll Free: 800-253-4733**

**Local: 919-821-2132**

**Fax: 919-821-9382**

**[www.ncsfa.com](http://www.ncsfa.com)**

## Contact Information

The website carries beneficial information to all of the Fire Service in North Carolina. It is available 24 hours a day. The address is: [www.ncsfa.com](http://www.ncsfa.com).

A toll free telephone number is available. The office can be reached at 1-800-253-4733. The Association office fax can be used 24 hours a day by dialing 919-821-2132.

The Association office has an E-mail address for the convenience of members. The addresses are:

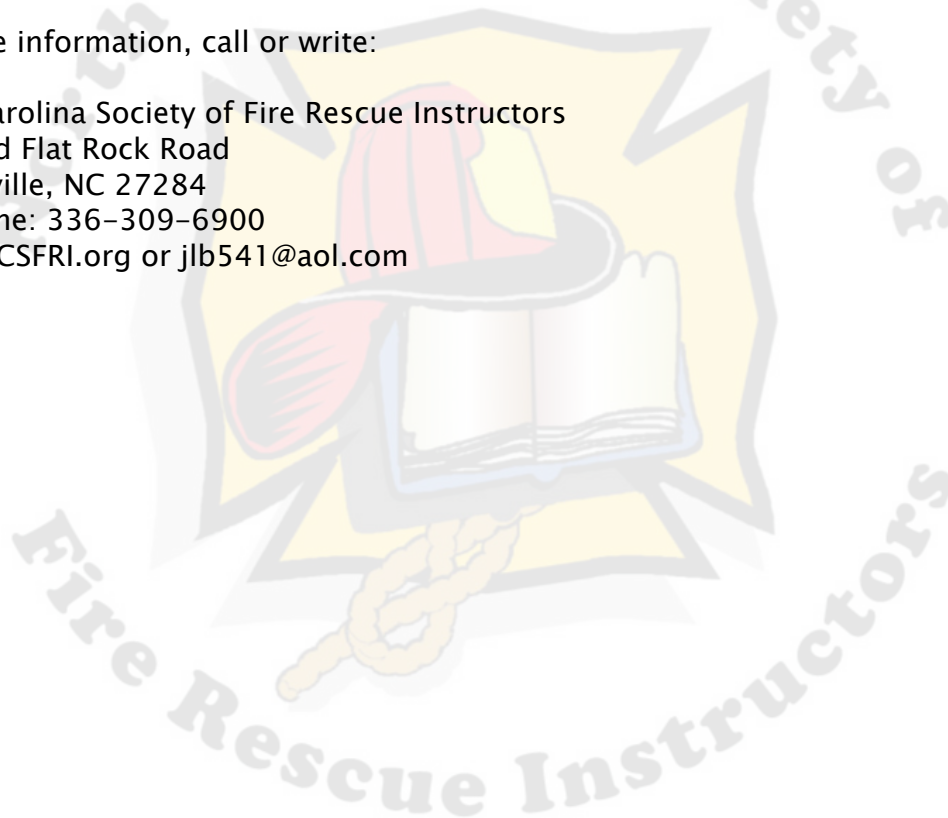
Tim Bradley	Executive Director	<a href="mailto:tim@ncsfa.com">tim@ncsfa.com</a>
Ed Brinson	Deputy Director	<a href="mailto:ed@ncsfa.com">ed@ncsfa.com</a>
Kris Wyatt	Marketing and Conference	<a href="mailto:kris@ncsfa.com">kris@ncsfa.com</a>
Sandie Houck	Receptionist and Information	<a href="mailto:sandie@ncsfa.com">sandie@ncsfa.com</a>
Dan Berg	Information and benefits	<a href="mailto:dan@ncsfa.com">dan@ncsfa.com</a>
Debbie Millette	Budget and Dues Payment	<a href="mailto:debbie@ncsfa.com">debbie@ncsfa.com</a>

## **NC SOCIETY OF FIRE RESCUE INSTRUCTORS**

The NCSFRI is made up of instructors, training officers and others interested in furthering the training and education of the North Carolina fire and rescue services. Work in this group is centered around, but not limited to the training of emergency services and the enhancement of the abilities of our state's fire and rescue instructors. Members of our group serve on validation committees of the North Carolina Fire and Rescue Commission to assist in the continued validation of certification test banks for all levels of certifications promulgated by the Commission. In addition, we conduct an annual conference held in conjunction with the North Carolina Association of Fire Chiefs' Mid Winter Conference. The Society also awards an instructor of the year and training aid of the year award at this conference to eligible members. The Society also awards two scholarships each year to members or their family members. Applications for the awards or scholarships may be obtained online at [www.NCSFRI.org](http://www.NCSFRI.org). Officers of the Society serve two year terms and are elected at the spring meeting.

For more information, call or write:

North Carolina Society of Fire Rescue Instructors  
3720 Old Flat Rock Road  
Kernersville, NC 27284  
Telephone: 336-309-6900  
Email: [NCSFRI.org](http://NCSFRI.org) or [jl541@aol.com](mailto:jl541@aol.com)



## **NC COMMUNITY COLLEGE SYSTEM**

The North Carolina Community College System (NCCCS) is the state's primary provider of local fire and rescue training through the System's 58 publicly funded community colleges that serve North Carolina's 100 counties.

Training is coordinated by local community college staff in collaboration with the Office of State Fire Marshal (OSFM) and/or local fire and rescue departments to meet the education, training, and certification needs of the state's fire service personnel. In most cases, neither the student nor the department pays college registration fees when enrolling, as a waiver of fees has been authorized by the NC Legislature.

Colleges offer certification and non-certification courses through college credit and non-credit programs. This includes state firefighter certification courses, training that aligns with national standards, classes that meet the requested needs of local departments, and classes that lead to an associate degree.

Classes are delivered in a variety of ways to meet the needs of both volunteer and career fire/rescue members. Options include weekend, evening, and weekday classes offered on college campuses and in the field at local departments and training centers.

### **Public Safety Training Calendar (PSTC)**

The NCCCS supports a Public Safety Training Calendar that provides a listing of fire and rescue classes scheduled by colleges across the state, including those at satellite campuses and off-campus locations. The PSTC includes Continuing Education classes that lead to certifications or meet other local training needs; however, it does not include Curriculum credit courses that are part of an associate degree.

The Public Safety Training Calendar may be accessed by going to the NC Community College System website at [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu) and typing PSTC into the search box.

In addition to fire and rescue courses, the calendar includes those related to EMS, emergency management, safety, code enforcement, and law enforcement. Searches in the calendar may be filtered by subject, college, course number, or key word.

Students are always encouraged to contact a local college directly to confirm registration details, location, and other course specifics before traveling to a class.

### **Local College Contacts**

Persons interested in training programs at a specific community college should contact the Fire and Rescue School Director at the college or consult the college's website.

A list of the 58 community college main campus locations and web addresses can be found at [www.nccommunitycolleges.edu/about-us/main-campuses](http://www.nccommunitycolleges.edu/about-us/main-campuses).

### **Certification and Non-Certification Courses**

Many fire/rescue personnel in North Carolina are involved in state certification programs. While these are voluntary certification standards, many departments have adopted them as prerequisites for departmental officers and as baseline standards for frontline personnel. As a result, community colleges offer a variety of certification-related courses that align with the state policies of the NC Fire and Rescue Commission to meet these workforce needs.

Community colleges have an electronic data-transfer arrangement with the Office of State Fire Marshal; therefore, when students successfully complete certification courses through a college, this information is transmitted directly to OSFM so that certifications may be issued as appropriate.

Community colleges also offer non-certification courses to meet local department and industry needs, to include bloodborne pathogens, CPR, hazardous materials, medical response, industrial fire brigade, wildland fire, incident command, supervision, inspections, education and prevention, search and rescue, extrication, and other special topics. Training is also developed and delivered to ensure that departments comply with various regulatory agencies including the International Fire Service Accreditation Congress (IFSAC), National Fire Protection Association (NFPA), Code of Federal Regulations (CFR), Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT), Insurance Service Office (ISO), International Fire Service Training Association (IFSTA), and National Fire Academy (NFA).

### **Weekend Fire and Rescue Colleges**

Numerous community colleges offer weekend fire and rescue colleges in conjunction with local, regional and state fire-service partners. These two-to-four-day training events attract thousands of firefighters each year because they offer a variety of training courses in an intensive format. They also provide an opportunity for fire and rescue personnel to train in the classroom and through practical exercises with fire/rescue personnel from other departments and at facilities outside their home districts. These events are publicized locally as they occur.

### **Associate Degree Programs**

The NCCCS provides students with the opportunity to earn an Associate of Applied Science (AAS) degree in Fire Protection Technology, in addition to the Continuing Education courses outlined above. Currently 20 colleges are approved to offer the AAS program, which is also referred to as a “two-year,” “college-credit,” or “curriculum” program.

These two-year programs allow fire service personnel to build upon their knowledge of the spectrum of subjects that fire/rescue personnel must know. The curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration. Course work includes fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws as they apply to

emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies. These discipline-specific courses are in addition to required General Education classes such as English, math, and humanities.

Classes are offered on a variety of schedules including traditional classroom, hybrid, and online. AAS courses are not eligible to be fee waived; however, many colleges do provide students with the opportunity to receive credit for prior training towards the AAS. In addition, these programs can give students a good foundation towards bachelor's and master's level programs. Please consult individual colleges for details, as local policies vary.

### **Instructors**

Instructors are hired by each college based on local college hiring practices, as each college is autonomous and there is no state-mandated salary/pay scale. Full and part-time Instructors must meet the requirements for the specific courses taught, to include any requirements of certifying bodies such as the NC Fire and Rescue Commission and accrediting bodies such as the Southern Association of Colleges and Schools (SACS). Details may be obtained by contacting the respective colleges and oversight bodies.

### **Training Facilities**

Each college maintains its own classroom and practical exercise space or partners with local entities to provide it, as needed. There are also a number of specialized fire/rescue training facilities located across the state that are owned by colleges, associations, cities, or counties. These facilities are utilized for scenarios that simulate, as close as possible, real-life emergencies. Many colleges have included such training facilities in their master plans to allow for intermediate and advanced training for students. Some colleges partner with local fire/rescue departments to provide joint training facilities to benefit the community, and others utilize facilities managed by other entities through local agreements.

### **Local College Autonomy and Service Areas**

General Statute provides that a local board of trustees governs each college and elects each local president. Community colleges are managed autonomously, within laws set by the General Assembly and policies set by the State Board of Community Colleges, to meet local education and training needs.

Each community college is assigned a geographical service area of one or more counties or portions of counties, as outlined in State Board of Community Colleges Code (see 1A SBCCC 300.3 Service Area Assignments). This defines the local area that is to be served by each college. Colleges may only provide classes within their assigned service areas, unless there is an officially approved agreement between affected colleges, per State Board of Community Colleges policy. Students are not bound by these service areas and may enroll at any college, assuming entrance requirements are met.



### **Authorization of Fee Waivers**

In 1973, the General Assembly authorized the NC Community College System to waive the registration fees of firefighters enrolled in job-related courses; therefore, neither fire/rescue personnel nor their departments pay registration fees related to most community college fire-training courses. In some cases, other fees may apply; and firefighters and local fire/rescue departments very often supplement and support the college course by providing necessary training gear and equipment.

As of Fall Term 2016 (August 15, 2016), the legislation outlined specific clarification for fee waivers for fire and rescue personnel affiliated with volunteer, municipal, county, or state fire/rescue departments; those affiliated with select lake authorities or tribal government departments of the Eastern Band of Cherokee Indians; and fire/rescue personnel whose duty station is located on a NC military installation, to include the NC National Guard. Specific guidelines may be found in NC General Statute (G.S.) 115D-5(b) and in the *Tuition and Registration Fee Waiver Reference Guide* published by the NC Community College System. These references should always be consulted for the most current guidance on the fee waiver.

Students not eligible for a waiver must pay any applicable tuition or registration fee associated with a course. These rates are set for all community colleges on a statewide basis, as General Statute 115D-5 gives the authority to set these rates to the State Board of Community Colleges within policies established by the Legislature. The current tuition and registration fee rates can be obtained from any community college or the System Office.

### **Community College Funding**

Local community colleges are funded through a combination of sources, to include local, state, and federal funds, and tuition and registration fee receipts. With minor exceptions, colleges do not keep tuition and registration fees received; instead, the funds are deposited into the State Treasury. The majority of college funding comes from state funds, and colleges must follow established policies that govern the expenditure of each type of funding.

Colleges receive the largest portion of their annual budgets through a funding formula based in large part on full-time-equivalent (FTE) student hours of instruction offered. As a result, courses that are taught in one year become the basis for the following year's college budget. It also means that the length of the courses and the numbers of students enrolled in each one directly impacts colleges' budgets.

Some college funding is based on additional performance measures, such as the number of students who successfully complete specified licensure or certification exams that are associated with particular training courses. Specific details on funding, FTE, and performance measures may be obtained by contacting local colleges or the System Office.



### **Annual Training Plans**

Colleges work with local departments to plan annual training that meets local needs within the parameters of the colleges' funding model and other local circumstances and resources. Factors that impact training include the number of students needing the training; the work schedules and availability of the qualified students; and the associated training costs, to include instructors, equipment, and administrative costs.

Local fire and rescue departments are key to these partnerships, as they articulate workforce needs, set local training and hiring expectations, participate on advisory boards, and provide training expertise and equipment to supplement training. College staff respond to local needs by managing the training program, to include coordinating and publicizing course offerings; developing and/or acquiring curriculum; recruiting, hiring, and evaluating instructors; arranging for appropriate training space and equipment; maintaining student records; and providing administrative support and overhead.

The goal is to partner in ways that sustain consistent and quality training that is also geographically accessible and affordable for fire and rescue personnel across the state. Further, the overarching goal is to ensure that volunteer and career fire service personnel in North Carolina are always Ready to Work and Ready to Respond.

### **State Community College Staff**

The state office of the NCCCS is called the Community College System Office, and it is located at 200 West Jones Street in Raleigh, NC. Per General Statute, System Office staff provide state-level administration of the System under the direction of the State Board of Community Colleges.

The System Office includes a Public Safety Training Section with specialists that serve as the office's primary contacts for fire/rescue and emergency services training. These fire/rescue training specialists participate on related boards, commissions, and committees, and serve as liaisons to partner state agencies. In addition, these training specialists manage the emergency services portion of the Community Colleges' state-level course list (the Combined Course Library), assist with policy research and training, manage related advisory committees, and provide technical assistance and best-practices guidance to college staff.

Information on the System as a whole, to include local colleges and the System Office, may be found at [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu). System Office staff may be reached by calling the switchboard at 919-807-7000 and asking for the fire training specialists or by emailing [publicsafetytraining@nccommunitycolleges.edu](mailto:publicsafetytraining@nccommunitycolleges.edu).

## **NC FIRE MARSHAL ASSOCIATION**

The North Carolina Fire Marshal's Association is made up of N.C. fire marshals, N.C. fire inspectors, fire educators, county fire marshals and others interested in fire prevention issues. Work in this group centers around, but is not limited to, fire code enforcement, fire education, rural fire protection, emergency management, code development and related topics. The North Carolina Fire Marshals Association is a chapter of the International Fire Marshals Association.

The North Carolina Fire Service Code Revision Committee serves as a clearing committee for prospective fire code changes to be brought before the North Carolina Building Code Council. While it is not mandatory that personnel submit their recommended changes to the Code Revision Committee, it is the best way to have the topic reviewed prior to the Building Code Council meeting. The Building Code Council looks to the Code Revision Committee for its recommendations. (A Request for Code Change form must be submitted for possible code revisions.)

The Fire Code Curriculum Committee developed and periodically revises the curriculum presently being utilized within the Fire Inspector Certification program through the North Carolina Code Officials Qualification Board.

### **North Carolina Fire Marshal's Association Officers:**

Tom Bender, President

Eric Wiseman, 1<sup>st</sup> Vice President

Shandy Padget, 2<sup>nd</sup> Vice President

Adam Cloninger, Treasurer

Dan Austin, Secretary

Jonathan Leonard, Past – President

For more information, call or write:

North Carolina Fire Marshal's Association  
Dan Austin, Secretary  
c/o NC DOI / Office of State Fire Marshal  
1202 Mail Service Center  
Raleigh, NC 27699  
Phone: 919-647-0011  
Fax: 919-715-0063

## NC ASSOCIATION OF RESCUE AND EMS

The North Carolina Association of Rescue and Emergency Medical Services, Inc. (NCAREMS) is an association of organized rescue squads, emergency medical service departments, fire departments, and other comparable units equipped with all types of rescue and EMS apparatus and devices which can be carried in mobile units, either by vehicular, water or air transport, and individuals, both men and women, active or interested in the rescue and EMS field.

The (NCAREMS) was organized in 1957 at the first annual convention in Hickory, NC and is incorporated under the statutes of North Carolina as a non-profit organization.

The Association is exempt from federal income tax under section 501(c)(3) of the Internal Revenue code of 1954, in line with a ruling by the exempt organizations branch of the Internal Revenue Service. The Association welcomes contributions and gifts to further its educational and other objectives. Such contributions and gifts are deductible by the donors in computing their taxable income in the manner and to the extent provided by section 170 of the 1954 code.

To be eligible for rescue squad workers' benefits, a department must meet the eligibility criteria of the Association by having a corporate structure identifying the services to be provided, authorization from a local governing authority, minimum personnel with specific rescue and/or medical certification or training, and meet the minimum equipment requirements of the level of service being provided.

Each eligible department must submit a certified roster of all eligible rescue and/or EMS workers with the Secretary of the Association who must certify to the State Treasurer's Office and to the Department of Insurance, OSFM that they meet the eligibility requirements as described in 58-86-30 and 58-88-10.

The following benefits are available to eligible members of eligible rescue squads:

- \$343,589.00 Federal Death Benefit
- \$100,000.00 Rescue Relief Fund Death Benefit
- \$50,000.00 NC State Death Benefit
- Monetary support for family of in-line-of-duty death (relief fund)
- Weekly compensation for in-line-of-duty injuries (relief fund)
- \$795,000.00 per year scholarship fund to award up to 90 scholarships for children of members per year (relief fund)
- Automatic scholarships for children whose parent(s) died in-line-of-duty (relief fund)

The following benefits are available to eligible Association members:  
(Must be an NCAR&EMS member whose name appears on a roster certified by a department who is also recognized the NCAR&EMS).

- \$20,000.00 Accidental Death, coverage 24 hours a day (relief fund)
- \$20,000.00 Accidental Dismemberments, coverage 24 hours a day (relief fund)
- \$1,000 Natural Death Benefit (relief fund)
- \$200.00 Monetary Compensation for natural or man made catastrophic events (relief fund)
- \$210,000 per year scholarship fund to award up to 60 scholarships for members per year (relief fund)
- Scholarship for spouse of in-line-of-duty death (up to \$15,000) (relief fund)

Retired fire and rescue personnel must remain a member of the NCAR&EMS and meet one of the following criteria to remain eligible for Association benefits:

- 20 years of service as an eligible rescue and/or EMS worker.
- Disabled with six months service for in-line-of-duty.
- Five years of service for non-duty disability.

For more information about additional requirements and benefits, call or write:

NC Association of Rescue & EMS, Inc.  
P.O. Box 1914  
Goldsboro, NC 27533-1914  
Tel: 919-736-0506  
Toll Free: 800-262-7559  
Fax: 919-736-7759  
[ncarems@ncarems.org](mailto:ncarems@ncarems.org)  
<http://www.ncarems.org>

## **OFFICE OF EMERGENCY MEDICAL SERVICES (OEMS)**

The underlying philosophy of the state for the improvement of emergency medical services is to: (a) foster emergency medical services which are designed and operated in accordance with local initiative, regional needs, statewide standards, guidelines and regulations; and (b) provide supportive statewide programs to ensure that every medical provider is well trained, every emergency vehicle well equipped and properly operated, all components are connected by effective communications, and every citizen is within reach of high quality emergency medical services.

The field staff, consisting of 12 regional specialists and 3 regional managers, provides the link between the OEMS and regional and local emergency medical service organizations. A regional specialist's responsibilities include advising local EMS providers, giving technical assistance to county EMS systems, administering agency programs on a county and regional basis, inspecting and permitting EMS vehicles, and coordinating emergency medical services in his/her area. Regional managers have direct authority for the regional specialists, as well as responsibility for such matters as the review and approval of system applications and modifications, educational institution approvals, and complaint investigations. The Eastern and Western regional managers and their specialists are located in the Department of Health and Human Services regional offices in Greenville and Conover, NC. The central regional office, including the manager and specialists, is located at 1201 Umstead Drive in Raleigh, NC. The activities of the field staff are tied to the central office through the Chief of the agency.

The administrative office is located on the Dorothea Dix campus at 1201 Umstead Drive in Raleigh, NC. The administrative office employs a core staff of specialists in the areas of transportation and public education, facilities, education and credentialing, communications, trauma, EMS for children, disaster response, and bioterrorism who provide assistance to the field staff and to agencies and organizations involved in EMS throughout the state. Among the statutory responsibilities of the OEMS is the mandate to ensure the availability of appropriately located emergency treatment centers. The EMS Act of 1973 also confirmed the state's regulatory role by requiring the OEMS to inspect ambulances, issue permits for the operation of ambulance vehicles and credential EMS personnel, as well as be responsible for all other quality control provisions of the Ambulance Act of 1967. In 1995, G.S. 131E-155.1 was passed which requires the OEMS to license EMS providers. It is the responsibility of the OEMS to assist in the development of a statewide EMS communications system. Each approved county system must submit patient data electronically to the OEMS data collection program called PreMIS. This program is managed under contract with the University of North Carolina - Chapel Hill. Medical input to the program comes from the Medical Director, an emergency physician who is contracted part-time. Medical input for the Emergency Medical Services for Children program comes from a pediatrician who is contracted part-time. The OEMS is a member of the State Emergency Response Team (SERT) designated under ESF 8 - Disaster Medical. All the activities of the State Office of Emergency Medical Services are coordinated through the Chief of the Agency.

The OEMS is a section within the Division of Health Service Regulation which is a unit of the Department of Health and Human Services. Ultimate authority over the agency rests with the Secretary of the Department. For more information contact the Office of Emergency Medical Services at 2707 Mail Service Center, Raleigh, NC 27699-2707; telephone 919-855-3935; fax 919-733-7021; or visit the website at [www.ncems.org](http://www.ncems.org).



# Section 5

## BENEFITS AND PROGRAMS



Revised 3/2017



## **North Carolina**

### **Firefighters' and Rescue Squad Workers' Pension Fund**

In 1959, the North Carolina General Assembly enacted a law to levy a 1% tax on fire and lightning insurance policy premiums to partially fund the newly established North Carolina Firefighters' Pension Fund.

In October 1981, the North Carolina General Assembly enacted a law to change the existing statute to include rescue squad workers in the Pension Fund effective January 1, 1982. The Fund became known as the North Carolina Firefighters' and Rescue Squad Workers' Pension Fund and later the North Carolina Firefighters' and Rescue Squad Workers' Pension Fund. The purpose of the fund is to administer and operate a pension program for all firefighters and rescue squad workers (both paid and volunteer) in North Carolina. The Department of State Treasurer is responsible for the general administration and management of the Pension Fund.

The Pension Fund is administered by the Local Governmental Employees' Retirement System Board of Trustees. The Local Governmental Employees' Retirement System (LGERS) provides benefits to employees of cities, towns, counties, boards, commissions, and other entities of local government in North Carolina. Because participation by local governments is voluntary, the operation of LGERS is dependent upon the acceptance and continuing financial support of the governing bodies and employees of local governments. The LGERS Board of Trustees is comprised of 13 members, including five ex-officio or public Teachers' and State Employees' Retirement System Board members, plus eight members representing local governments.

The Advisory Panel to the Firefighters' and Rescue Squad Workers' Pension Fund is comprised of seven members, who are paid or volunteer members within the Fund and are appointed by the Local Government Employees' Retirement System. The Advisory Panel meets at least annually to discuss the status and needs of the Fire and Rescue Pension Fund, and reports its findings to the Board of Trustees of Local Governmental Employees' Retirement System.

### **Membership**

You can enroll as a member of the pension fund if you are an eligible firefighter or rescue squad worker who meets all of the requirements stated below.



## **Eligible Firefighters**

To be an eligible firefighter, you must:

- Be 18 years of age or older.
- Belong to a fire department that:
  - Is rated by the Fire Insurance Rating Bureau and is certified by the Department of Insurance as not less than a Class “9S” department.
  - Files a roster annually with the North Carolina State Firefighters’ Association, which is forwarded to the pension fund by January 31<sup>st</sup> each year.
  - Holds at least 4 hours of monthly training sessions and requires members to attend a minimum of 36 hours annually.

## **Training Sessions for Firefighters**

Training sessions for firefighters are defined as sessions or drills that prepare firefighters for, or increase their knowledge in, fire prevention, fire suppression, or protection of life and property.

## **Eligible Rescue Squad Workers**

To be an eligible rescue squad worker, you must:

- Be 18 years of age or older.
- Belong to a rescue squad that:
  - Is eligible for membership in the North Carolina Association of Rescue and Emergency Medical Services, Inc.
  - Files a roster annual with the North Carolina Association of Rescue and Emergency Medical Services, Inc., which is forwarded to the pension fund by January 31<sup>st</sup> each year.
- Attend a minimum of 36 hours of training sessions annually.

## **Training Sessions for Firefighters**

Training sessions for firefighters are defined as sessions or drills that prepare rescue squad workers for, or increase their knowledge in, rescue, emergency medical services, injury prevention, or protection of life and property.

## **Enrollment in the Pension Fund**

To become a member of the pension fund, you must:

- Complete Form 350 (Enrolling in the Firefighters' and Rescue Squad Workers' Pension Fund) through your department or squad.
- Mail the completed form with your first payment (contributions are \$10 per month) to the pension fund office at 3200 Atlantic Ave., Raleigh, NC 27604.

Your enrollment date will be effective in the month in which the pension fund receives both your application and contribution.

## **Annual March 31<sup>st</sup> Contribution Deadline**

In order to be properly credited, your contributions for a calendar year must be received by the pension fund no later than March 31<sup>st</sup> of the following year. Prior year contributions received after March 31<sup>st</sup> will be returned. To receive credit for the period for which the contributions were returned, you must purchase the service credit.

## **Forfeiting Eligibility for Criminal Offenses**

Effective December 1, 2013, if you are convicted of a state or federal felony that is directly related to your service as a firefighter or rescue squad worker and you are not yet 55 years of age, or have not yet received 20 years of fully creditable service but you are still serving as a participant of an eligible department or squad, you are prohibited from receiving any retirement benefit other than a return of your contributions.

## **Who Pays for the Fund**

Your contributions to the pension fund, the investment earnings on total contributions, and an annual appropriation from the State General Fund pay the cost of providing your pension fund benefits.

Your share of the cost is currently \$10 monthly. Members normally must pay into the pension fund for 20 years, or a maximum of \$2,400, in order to receive a monthly benefit at retirement.

## **Benefit Eligibility and Amount**

The present pension fund benefit is \$170 per month. You may apply for monthly pension fund benefits after you:

- Have 20 years of creditable service as a firefighter or rescue squad worker, and
- Reach age 55.

Creditable service is defined as eligible service for any period during which you paid and maintained contributions in the fund or for which you purchased service credit in the fund.

Creditable service as either a firefighter or rescue squad worker counts toward membership in the fund. However, if you work and/or volunteer both as a firefighter and as a rescue squad worker during the same month, you can only receive one month of pension fund credit for that month.

Once you meet these requirements and begin receiving your pension fund benefit, you can continue to receive your benefit while you continue to work or return to work as a paid or volunteer firefighter or rescue squad worker.

## **Disability Status**

After 10 years of creditable service, if you become totally and permanently disabled (as approved by the pension fund's medical review board) and can no longer perform the duties of a firefighter or rescue squad worker, you are eligible for disability retirement status. If your disability is the result of non-duty related activity, you must continue to pay \$10 per month into the fund until you have paid for 20 years or \$2,400. At age 55, you may apply to receive your monthly benefit provided you have made contributions for 20 years.

If you become totally and permanently disabled (as approved by the pension fund's medical review board) while performing your duties as a firefighter or rescue squad worker, you may apply to receive a monthly pension when you reach age 55. After being approved for a line-of-duty disability, you will no longer have to make contributions to the pension fund.

## **If You Leave the Department or Squad before Retirement**

If you leave firefighter or rescue squad service and you want to maintain your pension fund account, contact the pension fund to place your account on “leave of absence” status. During a leave of absence:

- You must not withdraw your contributions.
- Contributions are not allowed, except during eligible military service periods.
- Service credits will not accrue.
- You remain eligible for a refund.

When you return to eligible firefighter or rescue squad service, you can resume contributing to the pension fund.

If you leave your department or squad before retirement, you may still receive a benefit at a later date, if you have not withdrawn your contributions. If you leave for any reason, you are eligible to apply for your benefit at age 55, provided you have completed and paid contributions for 20 years.

Normally, if you leave the fund before you have 20 years of creditable service, the only payment you can receive is a refund of your contributions.

## **Effect of Annexation**

You may continue as a member of the pension fund even if your home or fire department/rescue squad location is affected by an annexation, and as a result you can no longer service as a firefighter/rescue squad worker. If you have 10 years of service at the time of annexation, you may continue contributing \$10 monthly until you have paid \$2,400 or paid for 20 years. You are eligible to apply for your benefit at age 55 provided you have contributed for 20 years.

## **How Benefits are Paid**

To begin receiving benefits, you must complete and submit to the pension fund:

- Form 6FR (Retiring from the Firefighters’ and Rescue Squad Workers’ Pension Fund)
- Form 170 (Authorizing Direct Deposit)

You must apply for benefits; they are not paid automatically. Your application and direct deposit form should be returned to the pension fund 30 days before your scheduled retirement date.

If incorrect information is submitted to the pension fund that causes your benefit to be incorrect, the pension fund will correct the error and adjust your payment to be the actuarial equivalent of the benefit you were correctly entitled to receive.

### **Payments to Beneficiaries**

At your death, your beneficiary should notify the pension fund immediately. Your beneficiary may be eligible, as described below, to receive a lump sum payment equal to your remaining FRSWPF contributions, or a monthly Survivor Benefit if you are killed in the line of duty.

### **Beneficiary Provisions if Death Not in Line of Duty Occurs Prior to July 1, 2018**

If you die before July 1, 2018, and your death is not in the line of duty, the following beneficiary provisions apply:

- The beneficiary of your pension fund account is your spouse.
- If you do not have a surviving spouse as of the date of your death, your contributions will be paid to your children or guardian of your children.
- If you do not have a surviving spouse or children, the proceeds will be paid to your “heirs at law” or to your “estate, if it is administered and there are no heirs.”
- If you die before beginning to receive your pension, your beneficiary will receive the amount you paid and contributions paid on your behalf into the pension fund.
- If you die after beginning to receive your benefits, your beneficiary will be paid the amount you contributed to the pension fund, minus the benefits you collected. If you die after collecting more from the fund than you contributed, payments stop. No additional benefits are paid.

### **Survivor Benefit if Line of Duty Death Occurs Prior to July 1, 2018**

If you are an active member of FRSWPF and you die in the line of duty on or after June 1, 2016, but prior to July 1, 2018, your spouse will receive a monthly survivorship benefit (currently \$170) beginning the month following the month you would have

attained age 55; or if you had already attained age 55, beginning the month following your death.

If you are killed in the line of duty and you are already receiving a monthly FRSWPF retirement benefit, your spouse will receive the same amount monthly for life, beginning the month following your death.

All monthly survivor benefits end at your spouse's death. No other beneficiaries are eligible for any benefits after your spouse's death.

If there is no living spouse at the time of your line of duty death, a lump sum payment equal to your remaining contributions will be paid to your estate.

### **Beneficiary Provisions if Death Occurs On or After July 1, 2018**

Effective July 1, 2018, FRSWPF members will be able to name principal and contingent beneficiaries for their return of contributions due to death, and for the Survivor Benefit if killed in the line of duty.

If you die on or after July 1, 2018, and your death is not in the line of duty, the following beneficiary provisions apply:

- If you have designated a beneficiary(ies), this person(s) will be the beneficiary of your pension fund account.
- If you do not have a designated beneficiary living as of your date of death, your spouse will be the beneficiary.
- If there is no living beneficiary or spouse, the proceeds will be paid to your estate.
- If you die before beginning to receive your pension, your beneficiary will receive the amount you paid and contributions paid on your behalf into the pension fund.
- If you die after beginning to receive your benefits, your beneficiary will be paid the amount you contributed to the pension fund, minus the benefits you collected. If you die after collecting more from the fund than you contributed payments stop. No additional benefits are paid.

## **Survivor Benefit if Line of Duty Death Occurs On or After July 1, 2018**

If you are an active member of FRSWPF and you die in the line of duty on or after July 1, 2018, and you have one eligible principal beneficiary living at the time of your death, that beneficiary will receive a lifetime monthly survivorship benefit (currently \$170) beginning the month following the month you would have attained age 55, or if you had already attained age 55, beginning the month following your death.

If you are killed in the line of duty and you are already receiving a monthly FRSWPF retirement benefit, your beneficiary will receive the same amount monthly for life, beginning the month following your death.

All monthly survivor benefits end at the death of the monthly survivor beneficiary.

No other beneficiaries are eligible for any benefits after the death of the monthly survivor beneficiary.

If there is more than one living principal beneficiary or contingent beneficiary(ies) at the time of your line of duty death, a lump sum payment equal to your remaining contributions will be paid to the eligible beneficiary(ies), or if there are no eligible beneficiaries, to your estate.

All line of duty death benefits are payable contingent on approval from the Industrial Commission as required in Chapter 143, Article 12A of the General Statutes and are paid retroactively to the applicable benefit effective date.

### **Receiving Your Monthly Benefit**

The effective date of your retirement is always the first day of the month. The present monthly benefit is \$170.

Upon receipt of your application, the pension fund will send you an acknowledgment letter confirming your retirement information and advising the payment date for your benefits.

Your first monthly pension fund benefit will be mailed to you. Thereafter, your monthly benefit will be deposited into your bank account on the 25<sup>th</sup> day of each month. In December, your benefit will be deposited on the 20<sup>th</sup>. If the pay date falls

on a Saturday, Sunday, or holiday, your deposit will be made on the last work day before the pay date. Direct deposit is fast, automatic, and free.

### **Adding Creditable Service**

In addition to the years and months you contribute to the fund, the following creditable service and service purchase provisions may apply.

#### **Prior Service**

You may purchase pension fund credit for prior fire or rescue squad service if:

- You were a member of an eligible fire department or rescue squad before its participation in the fund.
- You were previously eligible, but did not choose to join the pension fund.
- You had earlier service with a department or squad other than the department or squad through which you joined the pension fund.
- You had eligible service for the prior year, but did not make prior year contributions or your prior year contributions were returned because they were received after March 31<sup>st</sup>.

If you are 34 or younger, the cost to purchase prior service is \$10 a month plus interest of an annual rate determined by the board of trustees. If you are 35 or older, the cost is equal to the full actuarial liability. You may purchase prior service in both a fire department and a rescue squad as long as the service periods do not overlap. You should contact the pension fund and/or your department or squad regarding the proper certification form.

**You cannot purchase service credit for periods for which you received a refund of your pension fund contributions.**

#### **Military Service**

You may take a leave of absence for one tour of military service and earn service credit during that period if you continue making your fund contributions during your tour. After your return, you will need to submit a copy of your military discharge papers, such as DD214, that reflect the date you entered and the date you were released from active duty.



## **Refund of Contributions**

If you are no longer eligible or choose not to participate in the fund for any reason other than retirement or death, you can receive a refund of your contributions.

To receive a refund, complete Form 5FR (Withdrawing Contributions from the Firefighters' and Rescue Squad Workers' Pension Fund), and file it with the pension fund.

## **Lack of Qualification**

When you turn age 55, if you are a member of the pension fund but do not qualify to receive a benefit, the amount you paid into the fund can be refunded to you. If you do not qualify because you have not yet completed 20 years of service, you may continue working toward your service goal.

## **Default of the Fund**

If the pension fund were ever unable to pay all benefits in full, all benefit payments would be reduced. When it again became able, the fund would resume paying benefits in full. The fund would not owe back-payments.

## **Rejoining the Fund**

If you previously received a refund from the fund and later wish to rejoin, you may do so by completing a new enrollment application (Form 350). After rejoining the fund, you will not be eligible to purchase service credits for your previous withdrawn account.

For more information, contact the Firefighters' and Rescue Squad Workers' Pension Fund, 3200 Atlantic Avenue, Raleigh, North Carolina 27604, Toll Free (877) 627 – 3287 or [NC.Fire&Rescue@nctreasurer.com](mailto:NC.Fire&Rescue@nctreasurer.com).

NC Firefighters' and Rescue Squad Workers' Pension Fund Member Handbook:  
<https://www.nctreasurer.com/ret/Benefits%20Handbooks/FireAndRescueHandbook.pdf>

To enroll and apply for benefits in the Pension Fund,  
<https://www.nctreasurer.com/Retirement-and-Savings/For-New-Government-Employees/Pages/Fire-and-Rescue-Pension-Fund.aspx>

## **FIREFIGHTER'S RELIEF FUND**

The NC Department of Revenue shall pay to the Insurance Commissioner the total sum of tax collected by insurance companies. The Insurance Commissioner shall disburse the tax based on the County population and the tax value of property located within each fire district as reported by each county official.

### **Requirements to participate in the Firefighter's Relief Fund benefit:**

- Be a member of the North Carolina State Firefighters' Association and submit a Financial Statement on relief fund monies to the Association. The North Carolina State Firefighters' Association sends the financial statement directly to the fire departments. These funds shall be held by the local treasurer as a separate and distinct fund.
- Complete and return the Report of Fire Condition Form to the Department of Insurance. This report provides the names and addresses of the local Firefighter's Relief Fund Board of Trustees. This board consists of five persons; two appointed by the fire department, two appointed by the City/County Commissioners, and one appointed by the Insurance Commissioner upon recommendation of the Fire Chief. One person on the board will serve as the relief fund treasurer. The state provides a blanket bond for all local Firefighter's Relief Fund treasurers. All board members must reside within the fire district they serve. If the Chief is not named on the board of trustees, they shall serve as ex officio members, without privilege of voting on matters before the board. The Report of Fire Conditions is sent to the City/County Finance Officer for all rated fire departments.

All reports must be returned to the appropriate office no later than October 31<sup>st</sup> of each year.

### **Immunity of Firefighter's Relief Fund Board:**

A person serving on a local Firefighter's Relief Fund board shall be immune individually from civil liability for monetary damages, except to the extent covered by insurance, for any act or failure to act arising out of this service, except where the person:

- Was not acting within the scope of that person's official duties;

- Was not acting in good faith;
- Committed gross negligence or willful or wanton misconduct that resulted in the damages or injury;
- Derived an improper personal financial benefit, either directly or indirectly, from the transaction; or
- Incurred the liability from the operation of a motor vehicle.

#### **Disbursement of Firefighter's Relief Funds:**

The board of trustees shall have entire control of the funds derived from the provisions of the Article, and shall disburse the funds only for the following purposes:

- (1) To safeguard any fireman in active service from financial loss, occasioned by sickness contracted or injury received while in the performance of his duties as a fireman.
- (2) To provide a reasonable support for those actually dependent upon the services of any fireman who may lose his life in the fire service of his town, city, or state, either by accident or from disease contracted or injury received by reason of such service. The amount is to be determined according to the earning capacity of the deceased.
- (2a) To provide assistance, upon approval by the Secretary of the State Firefighters' Association, to a destitute member fireman who has served honorably for at least five years.
- (3) Repealed by Session Laws 1985, c. 666, s.61.
- (4) To provide for the payment of any fireman's assessment in the Fireman's Fraternal Insurance Fund of the State of North Carolina if the board of trustees finds as a fact that the said fireman is unable to pay the said assessment by reason of disability.
- (5) To provide for benefits of supplemental retirement, workers compensation, and other insurance and pension protection for firemen otherwise qualifying

for benefits from the Firefighters' Relief Fund as set forth in Article 85 of this Chapter.

- (6) To provide for educational benefits to firemen and their dependents who otherwise qualify for benefits from the Firefighters' Relief Fund as set forth in Article 85 of this Chapter.

Notwithstanding any other provisions of law, no expenditures shall be made pursuant to subsections (5) and (6) of this section unless the State Firefighters' Association has certified that such expenditures will not render the Fund actuarially unsound for the purposes of providing the benefits set forth in subsections (1), (2), and (4) of this section.

For more information contact the following:

NC Department of Insurance

Office of State Fire Marshal

1202 Mail Service Center

Raleigh, North Carolina 27699-1202

(919) 661-5880 or (800) 634-7854

[http://www.ncdoi.com/OSFM/Fire\\_Rescue\\_Grants\\_and\\_Relief\\_Funds/Default.aspx?field1=Firefighters\\_Relief\\_Fund\\_-\\_Benefit&user=Firefighter\\_Relief\\_Fund](http://www.ncdoi.com/OSFM/Fire_Rescue_Grants_and_Relief_Funds/Default.aspx?field1=Firefighters_Relief_Fund_-_Benefit&user=Firefighter_Relief_Fund)

NC State Firefighters' Association

323 W. Jones Street, Suite 401

Raleigh, North Carolina 27603

(919) 821-2132

(800) 253-4733

<http://www.ncsfa.com/forms/relief-fund>

## **FIREFIGHTER'S RELIEF FUND CALENDAR**

### **June**

The North Carolina State Firefighters' Association will send to all fire departments a blank financial statement (Local Relief Fund Report) for the Firefighter's Relief Fund monies. The financial statements will be accepted after June 30<sup>th</sup> by the North Carolina State Firefighters' Association and must be returned no later than October 31<sup>st</sup> of each year.

### **August**

Report of Fire Condition forms are mailed to all municipal, county and sanitary district Clerk/Finance Officers by August 15<sup>th</sup> of each year.

- a) Report of Fire Conditions must be completed, signed and notarized by the Clerk/Finance Officer or a designated representative of local government.
- b) Report of Fire Condition must show a full board of trustees, two appointed by the fire department, two appointed by the local government, one appointed by the Insurance Commissioner, upon recommendation of the Fire Chief.
- c) One member of the board shall be designated as the Firefighter's Relief Fund Treasurer.

### **October**

The following reports must be returned no later than October 31<sup>st</sup> of each year.

- a) Financial Statement and Membership to the North Carolina State Firefighters' Association: 323 W. Jones Street, Suite 401, Raleigh, NC 27603
- b) Report of Fire Condition: Department of Insurance, Office of State Fire Marshal, 1202 Mail Service Center, Raleigh, NC 27699-1202

Report of Fire Conditions received by the NC Department of Insurance that are incomplete or incorrect will be returned to the Clerk/Finance Officer. All Report of Fire Conditions must be received by our office no later than January 31<sup>st</sup> of each year.

## January

The NC State Firefighters' Association provides to the NC Department of Insurance a report which consists of the membership and financial statement qualification status for all fire departments.

## **WORKERS' COMPENSATION**

Workers' Compensation is a special insurance that covers illness, injuries or death caused by traumatic injuries that occur while in the performance of duties as a firefighter. The obligation of the employer is usually covered by insurance.

Two types of benefits are paid under Workers' Compensation – disability and death. For both benefits, weekly wages are calculated from the principle place of employment for the fifty-two weeks preceding the disability or death. A breakdown of benefits is as follows:

### **Disability Benefits:**

- All medical bills are paid.
- Two-thirds of the weekly wages for an indefinite period of time as long as the individual remains disabled.
- Additional benefits for any permanent impairment remaining after the healing period.

### **Death Benefits:**

- All medical bills are paid.
- \$2,000.00 is paid toward funeral expenses.
- Two-thirds of the weekly wages are paid for 400 weeks.
- Dependent children under the age of 18 receive a prorated share of wages for 400 weeks or until age 18, whichever occurs last.
- If the widow is disabled, she will receive benefits for life or until she re-marries.
- If the widow should re-marry, she will receive a minimum of 400 weeks benefits.

NOTE: The maximum weekly benefit is adjusted annually. The rate of compensation remains the same during the life of the claim.

For further information, contact the insurance representative of North Carolina Industrial Commission, 430 N. Salisbury Street, Raleigh, NC 27611; telephone: (919) 733-4820.



If your department is a member of the Volunteer Safety Worker's Compensation fund and you have questions regarding your coverage, please contact the plan administrator:

Volunteer Safety Worker's Compensation Fund, Administered by:  
Key Risk Management Services  
P.O. Box 49129  
Greensboro, North Carolina 27419

To Report an Injury call:  
Key Risk Management Services  
Monday – Friday 8:15 a.m. – 5:00 p.m.  
1-888-883-9568

For Safety and Risk Assessment Assistance call:  
Mike Hill  
969 Fuller Mill Rd.  
Thomasville, NC 27360  
Office: 336-476-6965  
Cell: 336-803-2699  
[vswcf@aol.com](mailto:vswcf@aol.com)

## **US Department of Justice**

### **Public Safety Officers' Benefits Program**

#### **Line of Duty Death**

The Public Safety Officers' Benefits (PSOB) Act, signed into law in 1976, provides a federal death benefit to the survivors of the nation's federal, state and local law enforcement officers, firefighters, and rescue and ambulance squad members, both career and volunteer, whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty. It was amended in 2000 to include FEMA employees performing official, hazardous duties related to a declared major disaster, or emergency. Further amendment to the program now provides benefits to the surviving beneficiary of any public safety officers who had died as the result of a heart attack.

A public agency is defined as the United States; any U.S. State; the District of Columbia; the Commonwealth of Puerto Rico; any U.S. territory or possession; any unit of local government; any combination of such State or units; and any department, agency, or instrumentality of the foregoing. To be eligible for benefits, a public safety officer's death or total and permanent disability must result from injuries sustained in the line of duty. Line of duty is defined in the PSOB regulations (28 CFR 32) as any action that the public safety officer (whose primary function is crime control or reduction, enforcement of the criminal law, or suppression of fires) is authorized or obligated to perform by law, rule, regulation, or condition of employment or service. Other public safety officers— whose primary function is not law enforcement or fire suppression – must be engaged in their authorized law enforcement, fire suppression, rescue squad, or ambulance duties when the fatal or disabling injury is sustained.

A 1988 amendment increased the amount of the benefit from \$50,000 to \$100,000 and included an annual cost-of-living escalator. On October 1 of each year, the benefit increases as a result. The enactment of the USA PATRIOT bill in 2001 increased the benefits to \$250,000. The current benefit is \$303,064, tax free.

A decedent's spouse and minor children usually are the eligible beneficiaries. As a result of the 2002 Mychal Judge Act, when there is no spouse or eligible children, the PSOB Act now provides the benefits to the individual(s) designated on the officer's most recently executed life insurance policy. Parents become eligible for the death benefit if they are named on the last executed policy or if there is no legitimate claim

submitted by a life insurance policy beneficiary and the officer was not married and there are no eligible children.

### **Line of Duty Disability**

In 1990, Congress amended the PSOB benefits program to include permanent and total disabilities that occur on or after November 29, 1990. The amendment covers public safety officers who are permanently unable to perform any gainful employment. PSOB is reserved for those few, tragic cases where an individual barely survives a traumatic, line of duty injury. Only then, in the presence of the program's statutory and regulatory qualifying criteria, will PSOB's disability benefit be awarded. To initiate a claim for PSOB disability benefits, the officer must be separated from his or her employing agency for medical reasons and must be receiving the maximum allowable disability compensation from his or her jurisdiction. Eligible officers may include those who are comatose, in a persistent vegetative state, or quadriplegic. Public Safety Officers' Educational Assistance Program (PSOEA): An additional benefit, signed into law in October 1996 and amended in 1998, provides an educational assistance allowance to the spouse and children of public safety officers whose deaths or permanent and total disabilities qualify under the PSOB Act. This benefit is provided directly to the dependents who attend a program of education at an eligible education institution and are the children or spouses of covered public safety officers. It is retroactive to January 1, 1978, for beneficiaries who have received a portion of the primary PSOB benefit.

### **PSOB Program Limitations and Exclusions:**

No PSOB Program benefit can be paid:

- If the death or permanent and total disability was caused by the intentional misconduct of the public safety officer or if the officer intended to bring about his or her own death and permanent or total disability.
- If the public safety officer was voluntarily intoxicated at the time of death or permanent and total disability.
- If the public safety officer was performing his or her duties in a grossly negligent manner at the time of death or permanent and total disability.
- To claimants whose actions were substantial contributing factors to the death of the public safety officer.
- To non-civilian members of the military serving as law enforcement officers, firefighters, or rescue squad or ambulance crewmembers, or to any of their survivors.

### **Interim Payment**

If BJA determines an urgent claimant need before the final action of paying a death benefit, an interim benefit payment not exceeding \$3,000.00 may be made to the eligible survivor(s), if it is probable that the death can be compensated.

### **Attachment and Tax Exemption**

PSOB death and disability benefits are not subject to execution or attachment by creditors. The Internal Revenue Service (IRS) has ruled that the benefit is not subject to Federal income tax (IRS Ruling No. 77-235, IRS 1977-28) or Federal estate tax (IRS Ruling No. 79-397).

### **Filing a Claim**

Eligible survivors or disability claimants may file claims directly with BJA or through the public safety agency, organization, or unit in which the public safety officer served. In most cases, the public safety agency provides BJA with sufficient information to determine whether the circumstances of the death or permanent and total disability support a benefit payment. The public safety agency prepares a Report of Public Safety Officer's Death or Permanent and Total Disability Claim Form to disability claims, the prerequisite disability certification package completed by the injured officer. BJA will determine whether and whom a benefit should be paid.

For Statewide Assistance call or write:

NC Department of Insurance  
Office of State Fire Marshal  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
Tel. 919-661-5880  
[www.ncdoi.com/OSFM/FireAndRescueCommission](http://www.ncdoi.com/OSFM/FireAndRescueCommission)

Bureau of Justice Assistance  
PSOB Program  
810 Seventh Street NW  
Washington, DC 20531  
Toll Free: 888-616-0314  
[www.ojp.usdoj.gov/BJA/grant/psob](http://www.ojp.usdoj.gov/BJA/grant/psob)  
[https://www.psob.gov/psob\\_info\\_kit.html](https://www.psob.gov/psob_info_kit.html)

## **FIREFIGHTER'S STATE DEATH BENEFIT**

Realizing the hazardous nature of rendering public service to the people of North Carolina, the State has provided a system of benefits for dependents of firefighters killed in the line of duty.

This chapter will provide information on the death benefits that are available under Chapter 143 of the North Carolina General Statutes for Law Enforcement Officers, Firefighters, Rescue Squad Workers and Civil Air Patrol Members. The act is administered by the North Carolina Industrial Commission and provides for death benefits of \$50,000.00 in the event that an eligible member of your agency or department is killed in the line of duty (defined in N.C. Gen. Stat. §143-166.2(c)) or during the discharge of official duties (defined in N.C. Gen. Stat. §143-166.2(f)). Recent amendments now provide benefits to the surviving beneficiary of any eligible public safety officer who has died as a result of a heart attack, provided that the heart attack occurred within 24 hours following an incident.

Pursuant to N.C. Gen. Stat. §143-166.3, upon the death of an employee eligible to receive benefits, the following persons are entitled to receive death benefits in the following order of priority:

If there is a surviving spouse (defined in N.C. Gen. Stat. §143-166.2(e)) who was living with the decedent on the date of death and for at least six months immediately prior to the date of death, that spouse may receive the entire benefit amount.

If there is no eligible surviving spouse but there are dependent children (defined in N.C. Gen. Stat. §143-166.2 (a)), the children shall divide that total benefit equally between them.

If there is no eligible spouse and no dependent children but there are eligible parents of the decedent (defined in N.C. Gen. Stat. §143-166.2(b)), the parent(s) shall receive the total benefit amount.

If there are no eligible beneficiaries under the Act, the benefit will go to the decedent's estate.

### **Applying for Benefits**

In order to apply for benefits, the decedent's spouse or representative of any dependent must provide the Industrial Commission with certain documentation. First, a Claim for Benefits Form must be filled out and submitted to the Commission. If there is no surviving spouse and dependent children are entitled to the benefits, an Industrial Commission Application for Appointment of Guardian *Ad Litem* must be completed in addition to the Claim for Benefits Form.

All completed forms should be sent to Linda Langdon, North Carolina Industrial Commission, Docket Section, 4336 Mail Service Center, Raleigh, NC 27699-4336.

There are a number of documents which the Commission requires to establish the eligibility of the decedent to qualify for benefits under the Act, and to establish the eligibility of the beneficiary(s) to receive those benefits.

#### **Documents from the Decedent's Employing Agency**

- A Death Certificate; an official autopsy report if applicable;
- Official incident reports demonstrating that the death occurred in the line of duty or during the discharge of official duties; accident reports; witness affidavits;
- The decedent's oath of office, if one exists; a roster of membership which includes the decedent's name, or other proof of employment or membership in the employing agency;
- The Articles of Incorporation (for firemen), proof of the agency's eligibility for membership in the N.C. Association of Rescue Squads (for rescue squad workers);
- Employees of Police Agencies and the Civil Air Patrol are already registered with the state.

#### **Documents from the Beneficiary**

- For the surviving spouse: a marriage certificate; an affidavit attesting to having lived with the decedent on the date of death and for at least six months immediately prior to the date of death.

- For the dependent children: birth certificate(s); Industrial Commission Form 42 Application for Appointment of Guardian *Ad Litem*.
- For dependent parent(s): the decedent's birth certificate, or in the alternative, documentation that the decedent was adopted by the claimant(s); affidavits of the parent(s) and disinterested parties attesting that the parent(s) were receiving total support from the decedent.
- For the decedent's estate: documentation of the appointment of the administrator of the estate.

### **Benefits under §143–166.3**

Once it is established that the decedent is eligible for benefits, if there is an eligible beneficiary, the Industrial Commission will issue an Order naming the beneficiary(s) and distributing the benefit payment schedule. If there are no beneficiaries, the Industrial Commission will issue an Order directing that the entire \$50,000.00 benefit be distributed to the estate in a lump sum.

For deaths occurring on or after July 1, 2003, the beneficiary(s) will receive \$20,000.00 immediately, and \$10,000.00 per year thereafter, until all \$50,000.00 has been distributed. If the beneficiary is a surviving spouse, the three subsequent \$10,000.00 payments will only be made if he or she continues to remain unmarried. If a beneficiary becomes ineligible for any of the remaining benefits and there are other eligible beneficiaries, the next in line will receive the remaining benefits. For example, if a surviving spouse remarries, the remaining benefits will go to any eligible dependent children. If there are no eligible dependent children, then the benefits would go to the dependent parents, if any. If there are no eligible dependents, the remaining benefits would go to the decedent's estate.

## **OFFICE OF STATE FIRE MARSHAL**

### **DEATH BENEFIT ASSISTANCE PROGRAM**

The primary mission of OSFM is to provide a variety of services to the emergency service community of North Carolina. Being a service oriented organization, we have a responsibility to continually re-evaluate our mission: the concentrated effort of reducing the stress and risk that is a constant companion of all emergency service personnel. Approximately one hundred emergency service personnel perish nationwide while performing high-risk tasks annually. No matter how well trained and educated, the fact remains that death is always a constant companion. The devastation caused by the death of an emergency service worker is widespread – affecting loved ones, department personnel and the community at large.

The Department of Insurance, Office of State Fire Marshal, recognized the need for assistance when tragedy strikes. Family members and co-workers were ill prepared to deal with the early onslaught of paperwork and red tape required to insure that the short and long term financial and educational family needs are met. Subsequently, a program was developed to help family members and department officers with the tedious task of collecting vital paperwork. Copies of the autopsy report, incident report, deceased's birth, death, and marriage certificate, and departmental charter are some of the essential documents that must be produced in order to begin the process of obtaining federal and state benefits entitled to the family.

Early notification is the most important step in the process. As unfortunate as an in-line of duty death is, a large issue in the families' future will be financial support. Actions taken immediately following the incident will have a lasting effect. Specially trained OSFM staff members are available twenty-four hours a day to respond and assist with processing the necessary paperwork insuring that funds for immediate financial needs are made available as rapidly as possible and to answer any questions family members or department officers may have.

Help is available 24 hours a day, 7 days a week, by contacting the Office of State Fire Marshal (OSFM) at 1-800-634-7854. If you dial this toll-free number Monday – Friday, between 8:00 a.m. and 5:00 p.m., you will be greeted by a voice menu. Please press “0” for the operator and ask to speak to someone regarding a possible LODD. If you call after office hours (8:00 a.m. to 5:00 p.m.), you will be given contact



information to reach staff via cell phone. For your convenience, the information is listed below:

Michael Caviness 336-813-0088  
Scott Hackler 919-624-9487  
Derrick Clouston 919-609-1361

If it is necessary to leave a message, a representative from the Office of State Fire Marshal will return your call as quickly as possible. Additionally, our website offers information that will guide you until a Local Assistance State Team (LAST) arrives. You will find a checklist of documentation required to apply for possible benefits, funeral protocol, eulogy assistance, honor guard, pipes and drum support, and service planning. Our website address is:

[http://www.ncdoi.com/OSFM/Fire\\_Rescue\\_Commission/Default.aspx?field1=Line\\_of\\_Duty\\_Death\\_-\\_Listing&user=Line\\_of\\_Duty\\_Deaths](http://www.ncdoi.com/OSFM/Fire_Rescue_Commission/Default.aspx?field1=Line_of_Duty_Death_-_Listing&user=Line_of_Duty_Deaths)

The following is a list of telephone numbers the Fire Chief or Fire Marshal need to have on file.

NC Department of Labor	1-919-662-4597
NC State Auditor's Office	1-919-733-3275
Bureau of Justice Assistance	
Public Safety Officer's Assistance Program	1-202-307-0635
NC Industrial Commission	1-919-733-4820
National Fire Academy	1-301-447-1160
First Call Workers Comp.	1-800-771-2273
OSHA	1-919-733-3322

For Statewide Assistance call or write:

NC Department of Insurance  
Office of State Fire Marshal  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
Tel. 919-661-5880

North Carolina Industrial Commission, Docket Section  
4336 Mail Service Center  
Raleigh, NC 27699-4336  
Tel. 888-891-4895  
<http://www.comp.state.nc.us>

Emergency Service officers are encouraged to contact OSFM prior to an incident to learn more about the “in-line of-duty death benefit” program. Arrangements can be made for an OSFM representative to attend a local or regional association meeting to explain the benefit program. Don’t wait for tragedy to strike, be prepared.

# Section 6

## REGULATORY AGENCIES



Revised 3/2017

## **GENERAL STATUTES**

The following is a compilation of NC General Statutes and Administrative Law Listing for State and Federal Regulations that affect fire departments. Although the listing is not complete, it addresses most law and procedure in the day to day responsibilities of the chief.

### **ARTICLE 79**

#### **Investigation of Fires and Inspection of Premises**

- 14-58.2 Burning of Mobile Homes
- 14-69.1 False Reports on Destructive Devices
- 15-27-2 Warrants to Conduct Inspections authorized by Law
- 58-79-1 Fires investigated; reports; records
- 58-79-20 Inspection of premises; dangerous material removed
- 58-79-35 Fire Prevention and Fire Prevention Day
- 58-79-40 Insurance Company to furnish information
- 58-79-45 Fire Incident Reports
- 58-81-5 Careless or Negligent setting of fires
- 110-91 Mandatory standards for a license-all day-care facilities shall be inspected annually by a local fire department
- 143-138 North Carolina State Building Code

### **ARTICLE 80**

#### **State Volunteer Fire Departments**

- 58-80-1 Purpose of Article: meaning of "State Fire Marshal"
- 58-80-5 Personnel
- 58-80-10 Organization – State Fire Marshal as Chief of the Fire Department
- 58-80-15 Acceptance of provisions by municipality
- 58-80-20 Withdrawal from participation
- 58-80-25 Dispatching firemen and apparatus from municipalities
- 58-80-30 No authority in State Volunteer Fire Department to render assistance to non-accepting counties
- 58-80-35 Acceptance by counties for the State Volunteer Fire Department to render assistance
- 58-80-40 Municipalities are not to be left unprotected

- 58-80-45 Rights and privileges of firemen; liability of municipalities
- 58-80-50 Relief in case of Injury or Death
- 58-80-55 Local appropriations for assistance
- 58-80-60 Sums from contingent fund of State made available for Administration of Article

#### **State Fire and Rescue Commission**

- 58-78-1 State Fire & Rescue Commission created; membership
- 58-78-5 State Fire & Rescue Commission – Powers and Duties
- 58-78-10 State Fire & Rescue Commission – Organization; rules and regulations meetings
- 58-78-15 State Fire & Rescue Commission; Staff
- 58-78-20 State Fire & Rescue Commission; fiscal affairs

#### **ARTICLE 82**

##### **Authority and Liability of Firemen**

- 58-82-1 Authority of Firemen; penalty for willful interference with firemen
- 58-82-5 Liability limited – non profit fire department entitled to same immunity afforded other fire departments – liability of a non profit fire company in a non-fire related rescue attempt
- 58-36-75 Prevents Surcharge on personal insurance based on an accident occurring in a departmental vehicle

#### **ARTICLE 83**

##### **Mutual Aid between Fire Departments**

- 58-83-1 Authority to send firemen and apparatus beyond territorial limits; privileges and immunities

#### **ARTICLE 84**

##### **Fund Derived from Insurance Companies**

- 58-84-1 Insurance Companies to report premiums collected
- 58-84-5 Definition of “Cities, City, Town or Towns”
- 58-84-10 Tax on receipt of Insurance Premiums
- 58-84-15 Insurance Commissioner to investigate returns and collect tax
- 58-84-20 Penalty for failure to report and pay tax
- 58-84-25 Disbursement of Funds by Insurance Commissioner

- 58-85-30 Trustees appointed; organization of Relief Fund Board of Trustees
- 58-84-35 Disbursement of Relief Funds by Trustees
- 58-84-40 Trustees to keep account and file certified reports
- 58-84-45 Municipal Clerk to certify list of fire companies; effect of failure to certify list to Insurance Commissioner
- 58-84-50 Fire Departments are to be members of the State Firemen's Association
- 58-84-55 No discrimination on account of race in payment of benefits
- 58-84-60 Immunity for Pensions serving on Local Relief Fund Board

#### **State Appropriation of Relief Fund**

- 58-85-1 Application of fund – state of North Carolina funds
- 58-85-10 The Treasurer of the State Firemen's Association shall make a detailed report to the State Treasurer's Office annually
- 58-85-15 Who shall participate in the fund "Line of Duty defined"
- 58-85-20 Who may become members – organized fire company
- 58-85-25 Applied to members of regular fire company only
- 58-85-30 Treasurer of NC State Firemen's Association shall pay 1/6 of the 5% Collected from the Insurance Commissioner to the Treasurer of the NC State Volunteer Firemen's Association
- 58-85A-1 Allocation to local fire districts for protection of state property

### **ARTICLE 86**

#### **NC Firemen's and Rescue Squad Worker's Pension Fund**

- 58-86-1 Fund established; administration by Board of Trustees; Rules and Regulations
- 58-86-5 Creation and membership of Board of Trustees; Compensation
- 58-86-10 Powers and duties of Board of Trustees of Pension Fund
- 58-86-15 Director of the NC Pension Fund
- 58-86-20 State Treasurer to be custodian of fund; appropriations; contributions to fund; expenditures
- 58-86-25 "Eligible Firemen" defined; determination and certification of volunteers meeting qualifications
- 58-86-30 "Eligible Rescue Squad Worker" defined; determination and certification of eligibility

58-86-35	Firemen's application for membership in Fund; monthly payments by members; payments credited to separate accounts of members
58-86-40	Rescue Squad Worker's application for membership in funds; monthly payments by members; payments credited to separate accounts of members
58-86-45	Additional retroactive membership
58-86-50	Administrative fee for rejoining the fund
58-86-55	Monthly pensions upon retirement
58-86-60	Payments in lump sums
58-86-65	Pro rata reduction of benefits when fund is insufficient to pay in full
58-86-70	Provisions subject to future legislative change
58-86-75	Determination of creditable service; information furnished by applicants for membership
58-86-80	Length of service not affected by serving in more than one department or squad; transfer from one department or squad to another
58-86-85	Effect of member being six months delinquent in making monthly payments
58-86-90	Exemptions of pensions from attachment, garnishments or judgments; rights non assignable

## **ARTICLE 87**

### **Volunteer Fire Department and Rescue/EMS Funds**

58-87-1	Volunteer Fire Department Fund
58-87-5	Volunteer Rescue/EMS Fund

## **ARTICLE 88**

### **Rescue Squad Worker's Relief Fund**

58-88-1	Definitions – Association, Board, EMS, Fund and Secretary-Treasurer
58-88-5	Rescue Squad Workers' Relief Fund; trustees, disbursement of funds
58-88-10	Membership Eligibility
58-88-15	Accounting; Reports; Audits
58-88-20	Justification of Claim
58-88-25	Application for Benefits
58-88-30	Administration Costs

## **ARTICLE 92**

### **FIRE SAFE CIGARETTE ACT**

- 58-92-5 Findings
- 58-92-10 Definitions
- 58-92-15 Test Methods
- 58-92-20 Certification of product
- 58-92-25 Markings

### **MUNICIPAL FIRE PROTECTION**

- 160A-11 Corporate of Municipalities
- 160A-31.1 Assumption of Debt when a City annexes a Rural District
- 160A-37 Procedures for Annexation
- 160A-37.1 Contract with Rural Fire Department when annexation occurs
- 160A-37.2 Assumption of debt of Rural District where no contract has been entered between City and Rural Department and/or the Rural Fire Department ceases to provide fire protection under its contract
- 160A-49 Procedure for Annexation
- 160A-49.1 Contract with Rural Fire Department
- 160A-49.2 Assumption of Debt
- 160A-167 Defense of employees and officers in civil or criminal actions
- 160A-277(A)(B) Volunteer Fire Departments – sales of land by municipal corporations
- 160A-291 City authorized to appoint Fire Chief and Firemen
- 160A-292 Duties of Fire Chief
- 160A-293 Fire Protection outside City Limits; immunity; injury to firemen
- 160A-294 Loss of Rural Fire Employment when annexation occurs
- 160A-435 Establishment of Fire Limits
- 160A-436 Restrictions within primary fire limits
- 160A-437 Restriction within secondary fire limits
- 160A-438 Failure to establish primary fire limits
- 160A-485 Waiver of immunity through Insurance purchases



## **COUNTY FIRE PROTECTION**

- 153A-233**      Firefighting and Prevention Services counties may establish, organize, equip, support and maintain a fire department and prescribe the boundaries
- 153A-234**      Fire Marshal

## **TAX DISTRICTS**

### **Rural Fire Protection District**

- 69-25.1**      Election to be held upon petition of voters
- 69-25.2**      Duties of County Board of Commissioners regarding conduct of elections; cost of holding the election
- 69-25.3**      Ballots
- 69-25.4**      Tax to be levied and used for furnishing fire protection
- 69-25.5**      Methods of providing fire protection
- 69-25.6**      Municipal corporations empowered to make contracts
- 69-25.7**      Administration of special fund; fire protection district commission
- 69-25.8**      Authority, rights, privileges and immunities of counties, etc. performing services under article
- 69-25.9**      Procedure when area lies in more than one county
- 69-25.10**      Means of abolishing tax district
- 69-25.11**      Changes in area of district
- 69-25.12**      Privileges and taxes where territory added to district
- 69-25.13**      Privileges and taxes where territory removed from district
- 69-25.14**      Contract with city or town to which all or part of district annexed concerning property of district and furnishing of fire protection
- 69-25.15**      When district or portion thereof annexed by municipality furnishing fire protection
- 69-25.16**      Exclusion from rural fire protection districts
- 69-25.17**      Validation of fire protection funds appropriated in providing rescue and ambulance services

### **County Services Districts**

- 153A-236**      Honoring deceased or retiring firefighters
- 153A-300**      Title; effective date
- 153A-301**      Purposes for which districts may be established

153A-302	Definition of service districts
153A-303	Extension of service district
153A-304	Consolidation of service districts
153A-305	Required provision or maintenance of services
153A-306	Abolition of service districts
153A-307	Taxes authorized; rate limitation
153A-308	Bonds authorized
153A-309	EMS Services in Fire Protection Districts
153A-310	Rate limitation in certain districts
153A-435	Liability insurance; damage suits against a county involving governmental functions

### **Volunteer Fire Departments**

55A-6	Incorporators
55A-7	Articles of Incorporation
55A-9	Organization meeting of Directors
55A-14	Bylaws of Corporation
55A-25	Officers of Corporation
55A-26	Removal of Officers of Corporation
55A-29	Members of Corporation
55A-30	Meetings of members of Corporation
55A-32	Voting rights of members
55A-33	Quorum of members at meetings
55A-45	Distribution of assets in the event of discussion
55A-46	Plan of distribution of assets
143-49.1	Purchases by Volunteer Non-Profit Fire Department and Lifesaving and Rescue Squads

### **Criminal History Checks**

143B-906	Criminal statistics (Previously G.S. 114-19 Criminal History Checks of applicants to Fire Departments and EMS)
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## **MOTOR VEHICLES LAWS RELATING TO THE FIRE SERVICE IN NORTH CAROLINA**

### **Drivers License**

- [20-4.01\(3C\)](#) CDL Commercial Drivers License (3D) Commercial Motor Vehicle – 26,001Pounds GVWR
- [20-7\(a\)\(3\)](#) Class C License entitles a licensee to drive a single vehicle with a GVWR of less than 26,001 pounds or any such vehicle towing another vehicle with a GVWR not in excess of 10,000 pounds, both of which are exempt from Article 2C, A Class C Licensee who is a volunteer member of a municipal or rural fire department. A volunteer member of a rescue squad, or a volunteer member of EMS may also drive any firefighting vehicle, rescue vehicle, EMS vehicle or combination of these vehicles, regardless of GVWR when necessary in the performance of his duty.
- [20-37.16\(e\)\(2\)](#) Waives a commercial driver's license (CDL) for all vehicles used as firefighting or emergency equipment in North Carolina
- [20-79.4](#) Firemen may be issued special license plates with the word Firefighter
- [20-84](#) Vehicles owned by state, municipalities or orphanages, etc., may register vehicle and be eligible for a permanent registration plate (\$6.00)
- [20-114.1](#) Willful failure to obey law-enforcement or traffic control officer; firemen as traffic control officers; appointment of traffic control officers; liability for acts or omissions relating to direction of traffic
- [20-125](#) Horns and warning devices on emergency vehicles
- [20-130](#) Electronically modulated headlamps
- [20-130.1](#) Use of red or blue lights on vehicles prohibited; exceptions – a vehicle operated by a member of a municipal or rural fire department in the performance of his duties
- [20-137](#) Child restraint systems required
- [20-145](#) When speed limit not applicable (in line of duty)
- [20-156](#) Exceptions to the Right-of-Way Rule; duty to drive with due regard for safety of others.
- [20-157](#) Approach of police, fire department or rescue squad vehicles or ambulances; driving over fire hose or blocking firefighter equipment; parking, etc., near police, fire department or rescue squad vehicle or ambulance
- [20-162](#) Parking in front of private driveway, fire hydrant, fire station, intersection of curb lines or fire lane
- [20-171.23](#) ATV use exemptions for Fire and Rescue

## **BENEFITS**

### **Worker's Compensation**

- [97-2](#) Definitions – Average weekly wages
- [97-22](#) Notice of accident to employer
- [97-25](#) Medical treatment and supplies
- [97-29](#) Compensation rates for total incapacity
- [97-38](#) Where death results proximately from compensable injury or occupational disease; dependents; burial expenses; compensation to aliens; election by partial dependents
- [143-166.1](#) Purpose – system of benefits for dependents of law enforcement officers, firemen, rescue squad workers and senior civil air patrol members killed in the discharge of their office duties
- [143-166.2](#) Definitions – “Dependent Child,” “Dependent Parent,” “Killed in the Line of Duty,” “Law Enforcement Officer,” “Officer,” or “Fireman,” “Spouse,” and “Official Duties”
- [143-166.3](#) Payments; determination of eligibility
- [143-166.4](#) Funds; conclusiveness of award these funds will be paid from the contingency and emergency fund. Industrial Commission’s power to make rules and regulations for the administration of the provisions of Article 143
- [143-166.5](#) Other benefits not affected
- [143-166.6](#) Awards made under provisions of Article 143 shall be exempt from taxes
- [143-166.7](#) Applicability of Article 143; applies to law enforcement officer, fireman, rescue squad worker, senior civil air patrol member, employees of North Carolina Division of Forest Resources, County Fire Marshals and Emergency Services Coordinators

## **INSURANCE CLASSIFICATIONS**

- [58-2-40](#) Powers and duties of Commissioner of Insurance
- [58-36-10\(3\)](#) Fire and Rescue Services Division of North Carolina Department of Insurance has the responsibility for determining if a fire department meets the minimum standards established by the Insurance Commissioner
- [58-86-25](#) “Eligible Firemen” defined; determination and certification of volunteers meeting qualifications
- 143-166 System of Benefits – Worker’s Comp. for dependents of firemen, rescue Squad workers, law enforcement officers and senior civil air patrol members

## **ENVIRONMENTAL MANAGEMENT**

### **Title 15A NC Administrative Code**

20-520                      Control and prohibition of open burning – this regulation is for the purpose of preventing, abating and controlling air pollution results in from air contaminants released in the open burning of refuse or other combustible materials

History Note: G.S. 143-215.3(A)(1)      143-215.107(A)(S)

### **Asbestos Inspections – Live Burn**

[G.S. 130A-447](#)              NC Administrative Code 19C-0602 Asbestos Inspections

Section 61.145(A)        NESHAP requires that a structure be inspected to determine if asbestos containing materials are present

## **DEPARTMENT OF TRANSPORTATION**

### **Bridge Law**

20-116                      Size of Vehicles and Loads

20-118                      Weight of Vehicles and Loads

49 CFR Part 178          Air Cylinders shall be tested and maintained

49 CFR Part 173.34(E)      Driveway Manual; allows paving of station driveways within 100ft of a DOT highway

## **FEDERAL REQUIREMENTS**

### **Radio License Title 47 Code of Federal Regulations**

Section 301, 303 and 308

### **Federal Property Agency**

41 CFR 101-44.207      To receive Federal Surplus Property

101-6.2

101-7

Public Law 152 known as the Federal Property and Administrative Services Act of 1949

### **U.S. Department of Labor**

29 CFR Part 553          Application of the Fair Labor Standards Act to employees of State and Local Government

### **America Disability Act**

Title VII of the Civil Rights Act and Age Discrimination in Employment Act

## **Fiscal Control Act**

[G.S. 159-1 to 159-188](#) Local Government Finance

## **ENVIRONMENTAL MANAGEMENT**

### **Forestry Service**

G.S. 134

G.S. 135

G.S. 110-136

G.S. 50-20

### **Firearms**

14-34.2 Assault with a firearm upon firemen

### **Highway Use Tax**

105-187.1 thru 105-187.11

## **OSHA**

### **Occupational Safety and Health Briefs**

Section 1904

Section 1910

### **Fire and Rescue Commission Voluntary OSHA Standards**

29 CFR 1910.1030 Blood-borne Pathogen; protocols and procedures

NCAC 7C.0101 (A) (96)

### **Communicable Disease Control**

G.S. 130A-144

130A-145

15A NCAC 19A Communicable Disease Control

Section .0207 HIV & Hepatitis B Health Care Workers

Section .0206 Infection Control Health Care Workers

29 CFR 1910.156 Requirements for the organization, training and personal protective equipment of fire brigades whenever they are established by an employer

29 CFR 1910.120 Hazard Waste Operations and emergency response standard

29 CFR 1910.134 Respiratory Protection and Air Quality

## **Confined Space**

29 CFR 1910.146      Confined Space Permit Entry

## **HAZARDOUS CHEMICALS**

### **Right to Know Act**

OSHA 1910.120

G.S. 95-173 thru 95-218

### **N.C. Admin. Code 7C .0101 (A) (105) NC Safety & Health Hazardous**

29 CFR 1910.1200      Communication Standard "Material Safety Data Sheets"

29 CFR 1926.59

29 CFR 1928.21

## **FIRE & RESCUE COMMISSION PROFESSIONAL QUALIFICATION STANDARDS (VOLUNTARY)**

Firefighter

Emergency Vehicle Driver

Hazardous Materials Responder

Fire Apparatus Driver/Operator

Fire/Arson Investigator

Life Safety Educator

Rescue Technician

Fire and Rescue Instructor

Fire Officer

### **Communication Systems**

G.S. 62 A                      Public Safety Telephone Service

Allows use of special surcharges on phone bills to fund communication equipment

## **EMERGENCY MEDICAL SERVICES**

G.S. 131E - 155              Regulation of Emergency Medical Services

## **Rule and Administrative Hearings**

G.S. 150B                      Procedure for Rule Making in North Carolina

### **Firefighter / Rescue Squad Tax Deduction**

G.S. 105-134.6(d)     A taxpayer who is an eligible firefighter or an eligible rescue squad worker may deduct from taxable income the sum of two hundred fifty dollars (\$250.00)



# Appendix A

## RESOURCE DIRECTORY



Revised 3/2017

## **DIRECTORY OF AGENCIES**

N.C. Association of Fire Chiefs  
P.O. Box 1416  
Shelby, NC 28151  
(980) 522-6129  
[www.ncafc.com](http://www.ncafc.com)

N.C. Department of Insurance  
Office of State Fire Marshal  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
(919) 647-0000  
(800) 634-7854  
[www.ncdoi.com](http://www.ncdoi.com)

N.C. State Firefighters' Association  
323 West Jones Street  
Suite 401  
Raleigh, NC 27603  
(800) 253-4733  
(919) 821-2132  
Fax: (919) 821-9382  
[www.ncsfa.com](http://www.ncsfa.com)

N.C. Fire and Rescue Commission  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
(919) 647-0000  
(800) 634-7854  
Fax: (919) 662-4670  
[www.ncdoi.com](http://www.ncdoi.com)

N.C. Association of Rescue and EMS  
P.O. Box 1914  
Goldsboro, NC 27533-1914  
(919) 736-0506  
Fax: (919) 736-7759  
[www.ncarems.org](http://www.ncarems.org)

N.C. Code Officials Qualification Board  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
(919) 647-0000  
[www.ncdoi.com](http://www.ncdoi.com)

N.C. Firefighters' and Rescue Squad  
Workers' Pension Fund  
Department of State Treasurer  
32 Atlantic Avenue  
Raleigh, NC 27604  
(877) 627-3287 (Press #5 when prompted)  
[NC.Fire&Rescue@nctreasurer.com](mailto:NC.Fire&Rescue@nctreasurer.com)  
[NC Fire and Rescue Pension Fund Handbook](#)

School of Government  
Knapp-Sanders Bldg.  
Campus Box 3330, UNC Chapel Hill  
Chapel Hill, NC 27599-3330  
(919) 966-5381  
Fax: (919) 962-0654  
[www.sog.unc.edu](http://www.sog.unc.edu)

N.C. League of Municipalities  
215 North Dawson Street  
Raleigh, NC 27603  
(919) 715-4000  
[www.nclm.org](http://www.nclm.org)

N.C. Secretary of State  
P.O. Box 29622  
Raleigh, NC 27626-0622  
(919) 807-2000  
[www.sosnc.gov](http://www.sosnc.gov)

Insurance Services Offices  
(Verisk Insurance Solutions)  
1000 Bishops Gate Blvd.  
Mt. Laurel, NJ 08054-5404  
(856) 787-0412  
[www.iso.com](http://www.iso.com)

Federal Emergency Management Agency  
500 C. Street SW  
Washington, DC 20472  
(202) 646-2500 (General Contact)  
[www.fema.gov](http://www.fema.gov)

N.C. Industrial Commission  
4340 Mail Service Center  
Raleigh, NC 27699-4340  
(919) 807-2501  
(800) 688-8349  
Fax: (919) 715-0282  
[www.ic.nc.gov](http://www.ic.nc.gov)

N.C. Department of Labor  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
(919) 807-2796  
(800) 625-2267 (800-NC-LABOR)  
[www.nclabor.com](http://www.nclabor.com)

N.C. Association of County Commissioners  
215 N. Dawson Street  
Raleigh, NC 27603  
(919) 715-2893  
[www.ncacc.org](http://www.ncacc.org)

N.C. City and County Management Assoc.  
308 West Jones St.  
Raleigh, NC 27063  
(919) 715-9767  
[www.ncmanagers.org](http://www.ncmanagers.org)

International Association of Firefighters  
1750 New York Avenue, NW Suite 300  
Washington, DC 20006-5395  
(202) 737-8484  
Fax: (202) 737-8418  
[www.iaff.org](http://www.iaff.org)

Public Safety Officer's Benefit Program  
Bureau of Justice Assistance  
Office of Justice Programs  
U.S. Department of Justice  
810 Seventh Street NW  
Washington, DC 20531  
(888) 744-6513  
Fax: (202) 616-0314  
[AskPSOB@usdoj.gov](mailto:AskPSOB@usdoj.gov)  
[www.psob.gov/index.html](http://www.psob.gov/index.html)  
[Public Safety Officer Benefit Tool Kit](#)

National Fire Protection Association  
1 Batterymarch Park  
Quincy, MA 02169-7471  
(800) 344-3555  
[www.nfpa.org](http://www.nfpa.org)

National Fire Academy  
16825 S. Seton Avenue  
Emmitsburg, MD 21727  
(800) 238-3358  
(301) 447-1000  
[www.usfa.fema.gov/training/nfa](http://www.usfa.fema.gov/training/nfa)

International Association of Fire Chiefs  
4025 Fair Ridge Drive  
Suite 300  
Fairfax, VA 22033-2868  
(703) 273-0911  
Fax: (703) 273-9363  
[www.iafc.org](http://www.iafc.org)

# Appendix B

## SAMPLE CONTRACTS AND FORMS



Revised 3/2017

## **CONTRACT TO PROVIDE TAX DISTRICT FIRE SERVICE**

NORTH CAROLINA

\_\_\_\_\_ COUNTY

This contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Town of \_\_\_\_\_, a municipal corporation, and the County of \_\_\_\_\_;

### **Witnesseth:**

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 69-25.5 and G.S. 69-25.6, the Town of \_\_\_\_\_ and the County of \_\_\_\_\_ do hereby covenant and agree as follows:

1. The County of \_\_\_\_\_ agrees to annually levy and collect upon all taxable property lying within the boundaries of \_\_\_\_\_ Rural Fire Protection Tax District an ad valorem property tax equal to cents per one hundred dollars (\$100.00) valuation, and to pay the same to the Town of \_\_\_\_\_.
2. The Town of \_\_\_\_\_ agrees to furnish and provide continuing fire protection service to all property lying within the boundaries of the Rural Fire Protection Tax District by dispatching upon call of any resident or property owner within the district equipment consisting of \_\_\_\_\_ and adequate personnel to operate the same.
3. The Tax Collector of the County of \_\_\_\_\_ shall collect the ad valorem taxes so levied and shall make payment of the same to the Town of \_\_\_\_\_ quarterly as collections are made.
4. The obligation of the Town of \_\_\_\_\_ to respond to calls under this Contract shall be subordinate to its duty to furnish and provide fire protection within its corporate limits, and the decision of the Fire Chief of the Town of \_\_\_\_\_ as to whether to respond to such a call shall be final and conclusive.

5. This contract may be terminated by either party at the end of any 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 Town 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 Chairman and attested by the Clerk of its Board of Commissioners.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

ATTEST:

Town of \_\_\_\_\_

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
(Mayor)

ATTEST:

County of \_\_\_\_\_

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
(Chairman)

**CONTRACT FOR CITY FIRE SERVICE**  
**FROM INCORPORATED DEPARTMENT**

NORTH CAROLINA

\_\_\_\_\_ COUNTY

This contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, of 20 \_\_\_\_\_, by and between the Town of \_\_\_\_\_, a municipal corporation, hereinafter called the Town, and the \_\_\_\_\_ Fire Department, County of \_\_\_\_\_, hereinafter called the Department.

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 Department agrees to furnish and provide continuing fire protection service to all property within the boundaries of the Town by dispatching upon call of any resident or property owner within the Town equipment consisting of \_\_\_\_\_ and adequate personnel to operate the same.
2. The Town agrees to make payment to the Department in the amount of \$\_\_\_\_\_ quarterly.
3. This contract may be terminated by either party at the end of any 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 Town of \_\_\_\_\_ has caused these presents to be  
Signed in its name by its Mayor and attested by its Clerk, and \_\_\_\_\_  
Fire Department has caused these presents to be signed in its name by its President and  
attested by its secretary.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

ATTEST:

Town of \_\_\_\_\_

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
(Mayor)

ATTEST:

Fire Dept. \_\_\_\_\_

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
(President)



**CONTRACT TO PROVIDE COUNTY FIRE SERVICE  
(FROM MUNICIPALITY)**

NORTH CAROLINA

\_\_\_\_\_ COUNTY

This contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, 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:

The City agrees to furnish and provide continuing fire protection service to all property within its fire protection service area lying outside the boundaries of the City, by dispatching upon call of any resident or property owner within said fire protection service area, equipment consisting of \_\_\_\_\_ and adequate personnel to operate the same.

The County agrees to make payment to the City in the amount of \$\_\_\_\_\_ (quarterly, annually, other).

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 Chairman and attested by the Clerk of its Board of Commissioners.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

City of \_\_\_\_\_

ATTEST: Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

County of \_\_\_\_\_

ATTEST: Chairman-Board of Commissioners \_\_\_\_\_

Clerk \_\_\_\_\_

**CONTRACT FOR COUNTY FIRE SERVICE  
FROM INCORPORATED DEPARTMENT**

NORTH CAROLINA

\_\_\_\_\_ COUNTY

This contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by  
and between the County of \_\_\_\_\_ hereinafter called the County, and the  
\_\_\_\_\_ Fire Department, County of \_\_\_\_\_  
hereinafter called the Department.

**WITNESSETH:**

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to  
authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to  
property within its Service Area by dispatching upon call of any resident or property  
owner within the said Service Area equipment consisting of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ and adequate personnel to operate the same.
2. The County agrees to make payment to the Department in the amount of \$\_\_\_\_\_ quarterly.
3. This contract may be terminated by either party at the end of any 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 County of \_\_\_\_\_ has caused these presents to be signed in its name by its Chairman and attested by its Clerk, and \_\_\_\_\_ .

Fire Department has caused these presents to be signed in its name by its President and attested by its secretary.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST: \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_  
Clerk (Chairman, Board of Commissioners)

ATTEST: \_\_\_\_\_ Fire Department \_\_\_\_\_

\_\_\_\_\_  
Secretary (President)

**MUTUAL AID AGREEMENT FOR FIRE PROTECTION  
BETWEEN CITY AND INCORPORATED FIRE DEPARTMENT**

NORTH CAROLINA

\_\_\_\_\_ COUNTY

THIS AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the City of \_\_\_\_\_ a municipal corporation of \_\_\_\_\_ County, North Carolina and \_\_\_\_\_, a corporation existing under the laws of the State of North Carolina, hereinafter referred to as “the corporation”.

**WITNESSETH:**

THAT, WHEREAS, the General Assembly of North Carolina did enact into law an act to authorize mutual aid assistance between fire departments whereby full authority may be exercised for fire departments to send firemen and apparatus beyond the territorial limits which they normally serve, said act having been codified as Chapter 69, Section 40, of the General Statutes of North Carolina;

WHEREAS, the purpose of this agreement is to provide each of the parties hereto, through their mutual cooperation, a pre-determined plan by which each of them might render aid to the other in case of conflagration, holocaust, civil disorder or natural disaster, any of which demand fire services to a degree beyond the existing capabilities of either party;

WHEREAS, it is deemed to be in the public interest for the parties hereto to enter into an agreement for mutual assistance in fire protection and in order to increase fire defenses and to assure proper fire control, as well as providing reserves needed to assure the community of adequate protection;

WHEREAS, by action of the (Governing Body) of the City of \_\_\_\_\_ on the \_\_\_\_\_, 20\_\_\_\_\_, and also by appropriate action on behalf of “the corporation”, this agreement for reciprocal mutual aid assistance was duly authorized;

NOW, THEREFORE, in consideration of the mutual covenants contained herein by and between the parties hereto, it is hereby agreed as follows:

1. Should it become necessary to activate the terms of this agreement and herein set forth, due to conflagration, holocaust, civil disorder or natural disaster, the Chief of the Fire Department of the City of \_\_\_\_\_ and the Chief of the Fire Department of “the corporation” shall have the implicit authority, upon notification by one of the parties to the other that an emergency does in fact exist and that aid is needed, to order available apparatus, equipment and manpower into action to assist the requesting party as may be required.
2. It shall be the responsibility of the chief of the fire department of the responding party that all personnel responding to the request for assistance are responsible persons and that the conduct and actions of said personnel shall be the responsibility of the party sending assistance.
3. Each party to this agreement shall assume all liability and responsibility for the death of or injury to any personnel of their own command responding to the request for mutual aid.
4. The party responding under the terms of this agreement shall assume no responsibility or liability for property damaged or destroyed at the actual scene of any civil disorder, holocaust, conflagration or natural disaster due to firefighting and rescue operations, fire control tactics and strategy or other operations as may be required or ordered; said liability and responsibility shall rest solely with the party requesting such aid and within whose boundaries the property shall exist, or the incident occur.
5. The party responding to the request for mutual aid under the terms of this agreement shall assume all liability and responsibility for damage to its own apparatus and/or equipment. The party responding shall also assume all liability and responsibility for any damage caused by its own apparatus while in route to or returning from a specific location.
6. The party who requests mutual aid shall in no way be deemed liable or responsible for the personal property of the members of the fire departments of the responding party which may be lost, stolen or damaged while performing their duties under the response terms herein.

7. Each party to this agreement shall assume all cost of salaries, wages, bonuses or other compensation for its own personnel that respond for duty under the terms of this agreement and shall also assume all costs involving the use of apparatus, equipment, tools used specifically in response to the request for aid and shall make no charge for such use to the party requesting assistance; however, any special extinguishing agents used by the responding party from its own supply shall be paid for by the party requesting the aid upon receipt of an itemized statement of costs for such extinguishing agents.
8. Upon receipt of a request for assistance by the chief of the fire department from the requesting party, and upon a determination by the chief of the fire department of the responding party that the request may be honored without impairing the capacity to provide fire protection within its own jurisdiction, the chief of the fire department may take such steps as necessary to furnish apparatus, manpower and assistance to the requesting party as he deems appropriate. Such response shall remain solely the decision of the chief of the fire department of the responding party.
9. The chief of the fire department in whose community the emergency exists, and who places the request for assistance, shall in all instances be in command of the emergency as to the aspects of strategy, fire control tactics and overall direction of the operations. All orders or directions regarding the operations of the responding party shall be relayed to the chief firefighting officer in command of the responding party.
10. Neither party to this agreement shall be bound to dispatch apparatus, equipment or personnel to the assistance of the other but every effort should be made to furnish such assistance if, in the judgment of the chief of the fire department of either party, such dispatch would not impose upon his own respective community a serious impairment to the fire defenses and fire protection.
11. Either party may, at any time, terminate this agreement, through its respective fire chief, upon the serving of a thirty-day written notice to the fire chief of the other party.

12. When fire department personnel are sent to another community pursuant to this agreement, the jurisdiction, authority, rights, privileges and immunities, including coverage under Workers' Compensation laws, which they have in the sending fire department, shall be extended to and include the area in which like benefits and authorities are or could be afforded to fire department personnel of the requesting fire department and shall also be extended to the area located between their respective communities when said personnel are acting within the scope of the authority conferred by this agreement.

IN WITNESS WHEREOF, City of \_\_\_\_\_ has caused this instrument to be signed in its corporate name by its (Mayor) (City Manager), attested by its City Clerk and its corporate seal affixed and, ( \_\_\_\_\_ ) Fire Department, Inc., has likewise caused this instrument to be signed in its corporate name, attested by its secretary and its corporate seal affixed, all on the day and year first above written, and this agreement is executed in duplicate.

ATTEST:

City of \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(Mayor) (City Manager)

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Fire Department, Inc.

\_\_\_\_\_  
President



**MUTUAL AID AGREEMENT FOR FIRE PROTECTION**  
**(BETWEEN MUNICIPALITIES)**

NORTH CAROLINA

\_\_\_\_\_ COUNTY

THIS AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by and between the City of \_\_\_\_\_, a municipal corporation of \_\_\_\_\_ County, North Carolina, and the City of \_\_\_\_\_, a municipal corporation of \_\_\_\_\_ County, North Carolina.

**WITNESSETH:**

THAT, WHEREAS, the General Assembly of North Carolina did enact into law an act to authorize mutual aid assistance between fire departments whereby full authority may be exercised for fire departments to send firemen and apparatus beyond the territorial limits which they normally serve, said act having been codified as Chapter 69, Section 40, of the General Statutes of North Carolina.

WHEREAS, the purpose of this agreement is to provide each of the parties hereto, through their mutual cooperation, a pre-determined plan by which each of them might render aid to the other in case of conflagration, holocaust, civil disorder or natural disaster, any of which demand fire services to a degree beyond the existing capabilities of either party;

WHEREAS, it is deemed to be in the public interest for the parties hereto to enter into an agreement for mutual assistance in fire protection and in order to increase fire defenses and to assure proper fire control, as well as providing reserves needed to assure the community of adequate protection;

WHEREAS, by the action of the (Governing Body) of the City of \_\_\_\_\_ on the \_\_\_\_\_, 20 \_\_\_\_\_, and whereas by action of the (Governing Body) of the City of \_\_\_\_\_ on the \_\_\_\_\_, 20 \_\_\_\_\_, this agreement for reciprocal mutual aid assistance was duly authorized.

NOW, THEREFORE, in consideration of the mutual covenants contained herein by and between the parties hereto, it is hereby agreed as follows:

1. Should it become necessary to activate the terms of this agreement as herein set forth, due to conflagration, holocaust, civil disorder or natural disaster, the Chief of the Fire Department of the City of \_\_\_\_\_ and the Chief of the Fire Department of the City of \_\_\_\_\_ shall have the implicit authority, upon notification of one of the parties to the other that an emergency does, in fact, exist and that aid is needed, to order available apparatus, equipment and manpower into action to assist the requesting party as may be required.
2. It shall be the responsibility of the chief of the fire department of the responding party that all personnel responding to the request for assistance are responsible persons and that the conduct and actions of said personnel shall be the responsibility of the party sending assistance.
3. Each party to this agreement shall assume all liability and responsibility for the death of or injury to any personnel of their own command responding to the request for mutual aid.
4. The party responding under the terms of this agreement shall assume no responsibility or liability for property damaged or destroyed at the actual scene of any civil disorder, holocaust, conflagration or natural disaster due to firefighting and rescue operations, fire control tactics and strategy or other operations as may be required or ordered; said liability and responsibility shall rest solely with the party requesting such aid and within whose boundaries the property shall exist, or the incident occur.
5. The party responding to the request for mutual aid under the terms of this agreement shall assume all liability and responsibility for damage to its own apparatus and/or equipment. The party responding shall also assume all liability and responsibility for any damaged caused by its own apparatus while in route to or returning from a specific location.

6. The party who requests mutual aid shall in no way be deemed liable or responsible for the personal property of the members of the fire department of the responding party which may be lost, stolen or damaged while performing their duties under the response terms herein.
7. Each party to this agreement shall assume all costs of salaries, wages, bonuses or other compensation for its own personnel that responds for duty under the terms of this agreement and shall also assume all costs involving the use of apparatus, equipment, tools used specifically in response to the request for aid and shall make no charge for such use to the party requesting assistance; however, any special extinguishing agents used by the responding party from its own supply shall be paid for by the party requesting the aid upon receipt of an itemized statement of costs for such extinguishing agents.
8. Upon receipt of a request for assistance by the chief of the fire department from the requesting party, and upon determination by the chief of the fire department of the responding party that the request may be honored without impairing the capacity to provide fire protection within its own jurisdiction, the chief of the fire department may take such steps as necessary to furnish apparatus, manpower and assistance to the requesting party as he deems appropriate. Such response shall remain solely the decision of the chief of the fire department of the responding party.
9. The chief of the fire department in whose community the emergency exists, and who places the request for assistance, shall in all instances be in command of the emergency as to the aspects of strategy, fire control tactics and over-all direction of the operations. All orders or directions regarding the operations of the responding party shall be relayed to the chief firefighting officer in command of the responding party.
10. Neither party to this agreement shall be bound to dispatch apparatus, equipment or personnel to the assistance of the other but every effort should be made to furnish such assistance if, in the judgment of the chief of the fire department of either party, such dispatch would not impose upon his own respective community a serious impairment to the fire defenses and fire protection.

11. Either party may, at any time, terminate this agreement, through its respective fire chief, upon the serving of a thirty-day written notice to the fire chief of the other party.
12. When fire department personnel are sent to another community pursuant to this agreement, the jurisdiction, authority, rights, privileges and immunities, including coverage under Worker's Compensation laws, which they have in the sending fire department shall be extended to and include the area in which like benefits and authorities are or could be afforded to fire department personnel of the requesting fire department and shall also be extended to the area located between their respective communities when said personnel are acting within the scope of the authority conferred by this agreement.

IN WITNESS WHEREOF, City of \_\_\_\_\_ has caused this instrument to be signed in its corporate name by its (Mayor-City Manager), attested by its City Clerk and its corporate seal affixed, and the City of \_\_\_\_\_ has likewise caused this instrument to be signed in its corporate name, attested by its City Clerk and its corporate seal affixed, all on the day and year first above written and this agreement is executed in duplicate.

ATTEST: City of: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(Mayor) (City Manager)

ATTEST: City of: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(Mayor) (City Manager)

**MUTUAL AID AGREEMENT BETWEEN INCORPORATED  
DEPARTMENTS**

COUNTY OF \_\_\_\_\_ AND / OR \_\_\_\_\_

WHEREAS, standard operating procedures at present require the Emergency Management Coordinators of \_\_\_\_\_ and/or \_\_\_\_\_ to require aid.

WHEREAS, the counties concerned come within the scope of the Emergency Management mutual aid concept since they are adjacent and;

WHEREAS, if the Counties listed are requesting aid of an adjacent county, the Local Emergency Services Director will make his request direct to the Local Emergency Management coordinator providing such aid, the Local Directors involved in such a request will notify, as a matter of information, the Director, North Carolina Division of Emergency Management of their intent to request/provide "Mutual Aid" from/to and adjacent County.

NOW THERE, BE IT RESOLVED, that we, the undersigned officials of

\_\_\_\_\_ County and \_\_\_\_\_ County,

respectively, hereby grant to the Local Emergency Management Directors of

\_\_\_\_\_ County and \_\_\_\_\_ County, the

authority to use their resources to assist one another in local natural or man-made disaster situations where the need arises; however, with the express understanding that the local community extending such aid may withhold resources to the extent necessary to provide reasonable protection for the community, and that the Emergency Management forces will continue under the command and control of their regular leaders, but that the organizational units come under the operational control of the Emergency Management authorities of the communities receiving assistance, unless otherwise specified, and with the further express understanding that the county extending such aid, will be provided the physical needs of their volunteers and operational costs of the extent necessary as mutually agreed upon.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Chairman County Commissioners

\_\_\_\_\_ County Emergency Mgmt. Coordinator

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Chairman County Commissioners

\_\_\_\_\_ County Emergency Mgmt. Coordinator

## **AUTOMATIC AID AGREEMENT FOR FIRE PROTETION**

### **North Carolina**

\_\_\_\_\_ **County**

This agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_ by the Fire Departments, non-profit corporations of \_\_\_\_\_ County, North Carolina, and the municipal Corporations of \_\_\_\_\_ County, North Carolina.

THAT, WHEREAS, the General Assembly of North Carolina did enact into law an act to authorize automatic aid assistance between fire departments whereby full authority may be exercised by fire departments to send firemen and apparatus beyond the territorial limits which they normally serve, said act having been codified as Chapter 58, Section 83-1, of the General Statutes of North Carolina;

WHEREAS, the county has written automatic aid protocols which is maintained and utilized by the \_\_\_\_\_ County Communications Center and is utilized on all structure fires whereby they simultaneously dispatch the automatic aid departments;

WHEREAS, the purpose of this agreement is to provide each of the parties hereto, through their mutual cooperation, a pre-determined plan; as agreed upon in dispatch protocol, by which each of them renders aid to the other in case of any incident;

WHEREAS, it is deemed to be in the public interest for the parties hereto to enter into an Agreement for automatic aid assistance, and in order to increase fire defenses and to assure proper fire control, as well as providing reserves needed to assure the community of adequate protection;

WHEREAS, by action of the undersigned officials, this agreement for reciprocal automatic aid assistance was duly authorized;

NOW, THEREFORE, in consideration of the mutual covenants contained herein by and between the parties hereto, it is hereby agreed as follows:

1. To activate the terms of this agreement as herein set forth, due to conflagration, holocaust, civil disorder or natural disaster, upon notification that an emergency does, in fact, exist and that aid is needed. The County will dispatch available apparatus equipment and manpower into action to assist the needed party.
2. It shall be the responsibility of the officer of the fire department of the responding party that all personnel responding to the request for assistance are responsible persons and that the conduct and actions of said personnel shall be the responsibility of the party sending assistance.
3. The party responding to the automatic aid under the terms of this agreement shall assume all liability and responsibility for damage to its own apparatus and/or equipment. The party responding shall also assume all liability and responsibility for any damage caused by its own apparatus while responding to or returning from a specific location.
4. Each party to this agreement shall assume all costs of salaries, wages, bonuses or other compensation for its own personnel that responds for duty under the terms of this agreement and shall also assume all cost involving the use of apparatus, equipment, tools used specifically in response to the request for aid and shall make no charge for such use to the party requesting assistance.



5. Either party may, at any time, terminate this agreement, through its Board of Directors, and upon the serving of a thirty-day written notice to The County Fire Marshal.
6. When fire department personnel respond pursuant to the agreement, the jurisdiction, authority, rights, privileges, and immunities including coverage under workers compensation laws shall be extended to department personnel during the entire incident until completion.
7. When any party contained in this agreement is providing automatic aid to another party, it is agreed to respond with a minimum of one piece of fire apparatus capable of carrying a minimum of 1,000 gallons of water.

\_\_\_\_\_ **COUNTY FIRE DEPARTMENTS**

ATTEST:

_____	
Department Name	
By: _____	_____
President, Board of Directors	Date
By: _____	_____
Fire Chief	Date
By: _____	_____
Secretary, Board of Directors	Date

SEAL

ATTEST:

_____	
Department Name	
By: _____	_____
President, Board of Directors	Date
By: _____	_____
Fire Chief	Date
By: _____	_____
Secretary, Board of Directors	Date

SEAL

ATTEST:

\_\_\_\_\_  
Department Name

By: \_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

SEAL

By: \_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Department Name

By: \_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

SEAL

By: \_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Department Name

By: \_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

SEAL

By: \_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Department Name

By: \_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

SEAL

By: \_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
Date

## MUNICIPAL FIRE DEPARTMENT

ATTEST:

\_\_\_\_\_  
Department Name

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

SEAL

By: \_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
Date

## **RELEASE TO BURN A STRUCTURE**

\_\_\_\_\_ County, North Carolina

I (We), \_\_\_\_\_, being the owner(s) of the real property located at \_\_\_\_\_, do hereby grant permission to the Chief of the \_\_\_\_\_ Fire Department to set fire to and burn the structure(s) located at the address above and described herein for the purposes of live fire training. I (We), certify that there is no insurance coverage on the described structure(s) and do hereby release all claims connected with or which may occur out of the setting fire to and burning the structure(s).

The structure will be burned down to its foundation. Any chimneys that have not come down as a result of the burn will remain as is. The located property will be released to the above owner(s) at the completion of the live fire training when all

\_\_\_\_\_ Fire Department units have been cleared from the scene.

Property Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Owner)

\_\_\_\_\_  
(Owner)

I, \_\_\_\_\_, Notary Public of said county, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_.

## **Sample Forms**

### **Ratings and Inspections**

In order to best serve the North Carolina Fire Service and to ensure that departments are using the most current versions, the following forms are available online in the [Ratings and Inspections Forms](#) section of the **N.C. Office of State Fire Marshal** website.

#### [30 Day 9S Inspection Package](#)

[NC RRS Form A – Pre Survey Worksheet](#)

[NC RRS Form B – Exhibit 2 Apparatus Sheets](#)

[NC RRS Form C – Exhibit 3 Training Form](#)

[NC RRS Form D – Exhibit 4 Automatic Aid Information](#)

[NC RRS Form E – Exhibit 5 Static Water Point Form](#)

[NC RRS Form F – Exhibit 6 Water Supply Information](#)

[NC RRS Form G – Exhibit 1 Station Location](#)

[NC RRS Form Pre Survey Package – Communications](#)

[NC RRS Form Pre Survey Package – Water](#)

### **Other Forms**

[Approved Fire Safety Education Courses](#)

[Automatic Aid Agreement for Fire Protection](#)

[Certification of Static Water Point](#)

[Hose Testing Procedures](#)

[Hydrant Inspection and Flow Testing](#)

[Items to Consider When Adding a Sub](#)

[NC DOT Policy for Erection of Water Point Signs](#)

[NCRRS Fire Flow Calculator](#)

[NFA Fire Officers Education Courses](#)

[Pump Service Test Form](#)

[Sample Pre Plan Forms](#)

[Sample Resolution for Insurance District](#)

[Sample SOGs](#)

[Sample Training Sign-in Sheet](#)

[Water Haul Grade Testing](#)

## **Live Fire Training**

In order to best serve the North Carolina Fire Service and to ensure that departments are using the most current versions, the following forms for Live Fire training are available online in the [Fire and Rescue Training](#) section of the **N.C. Office of State Fire Marshal** website.

Live Fire Training Notification

Live Fire Checklist

Live Fire Generic Structure Release Statement

NFPA 1142 Water Supply Calc Sheet

Example Pre Burn Plan

## ROSTER

**FIRE DEPARTMENT:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**CHIEF:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_

[illegible]

**\* Optional**

## PERSONNEL FILE

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Married: \_\_\_\_\_ Year: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Beneficiary: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Dependents: Name \_\_\_\_\_ DOB: \_\_\_\_\_

Name \_\_\_\_\_ DOB: \_\_\_\_\_

Name \_\_\_\_\_ DOB: \_\_\_\_\_

Name \_\_\_\_\_ DOB: \_\_\_\_\_

Date joined Department: \_\_\_\_\_ Date Terminated: \_\_\_\_\_

Reason: \_\_\_\_\_

## EQUIPMENT ISSUED

ITEM	Serial # or Size	Date Issued	Date Returned

## OFFICES HELD

Title	From	To	Remarks	By



## Protective Clothing Form

I, \_\_\_\_\_, Fire Chief of the  
\_\_\_\_\_ Fire Department, do hereby  
certify that the Fire Department has the following inventory of Protective Clothing:

Nomex (or equivalent)	_____	_____
	Coats	Pants
PBI (or equivalent)	_____	_____
	Coats	Pants
Traffic Control / Reflective Vests		_____
Total Number of Helmets		_____
Total Number – pairs of gloves		_____
Total Number of Hoods		_____

Minimum number of **complete outfits** available from the totals above: \_\_\_\_\_  
(1 Complete outfit = 1 Coat, 1 pair of Pants, 1 Helmet, 1 pair of Boots, 1 pair of Gloves and 1 Hood)

\_\_\_\_\_  
Date

Signed: \_\_\_\_\_  
(Fire Chief Signature)

----- FIRE DEPARTMENT

INDIVIDUAL TRAINING RECORD FOR: -----

Date	Subject	Location	Instructor	Hours Reg.	Hours Bus.	Hours Extra	Yearly Totals

## **DEPARTMENT TRAINING RECORD**

Date: \_\_\_\_\_

Name & Title of Instructor: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_ Duration: \_\_\_\_\_

Subject: \_\_\_\_\_

Objective: \_\_\_\_\_

Location of Training: \_\_\_\_\_

Equipment & Training Aids Used: \_\_\_\_\_

Description of Training Conducted: \_\_\_\_\_

Total Number of Personnel That Received Training: \_\_\_\_\_

Total Manhours: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_

Signature of Individual Posting: \_\_\_\_\_

Signature of Fire Chief: \_\_\_\_\_

### **PERSONNEL ATTENDING TRAINING**

PRINT NAME

SIGNATURE

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\_\_\_\_\_ **FIRE DEPARTMENT**  
**APPARATUS WEEKLY CHECK-OFF LIST**

Month of \_\_\_\_\_ Truck # \_\_\_\_\_

	1 <sup>st</sup> WK	2 <sup>nd</sup> WK	3 <sup>rd</sup> WK	4 <sup>th</sup> WK	5 <sup>th</sup> WK
Radiator Level					
Fan Belts					
Oil Level					
Check Battery					
Tires					
Ignition					
Does Engine Misfire					
Road Test / Transmission					
Clutch Working Properly					
Brakes					
Steering					
Windshield Wipers					
Fuel					
Siren					
Horn					
Radio Check					
All Lights					
Pump Shift					
Water Level					
Relief Valve					
Transfer Valve					
Check Gauges					
Check Primer Oil					
Valves Movable					
Initial & Date Inspected					

**REMARKS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ FIRE DEPARTMENT  
**BREATHING APPARATUS CHECKLIST**

**ALL APPARATUS TO BE CHECKED AT LEAST ONCE DURING A DUTY WEEK**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Air Tanks – 1800 PST or More																				
All Straps Fully Extended																				
Valve Cut Off On Tank																				
Hose In Good Condition																				
Face Mask – Clean																				
Face Mask – Straps Fully Cleaned																				
Proper Pack With Proper Case																				
Bypass (Red) Valve Off																				
Regulator (Yellow) Valve On																				
Check Voice Amp (If Applicable)																				
Emergency Alarm Bell Working																				

**(NOTE: Breathing equipment regulators should be bled off via the breathe down method prior to repacking the apparatus.)**

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Checked by: \_\_\_\_\_

Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**IDENTIFICATION NO:** \_\_\_\_\_ **/ MONTH OF:** \_\_\_\_\_

**MONTHLY PREVENTATIVE MAINTENANCE REPORT**

**DATE:** \_\_\_\_\_

**SPEEDOMETER READING:** \_\_\_\_\_ **ENGINE HOURS:** \_\_\_\_\_

**MARKING CODES:**    **OK = (    )**        **Repairs Needed = ( 0 )**        **Adj. Made = (X)**

1. Check steering for excess play		17. Check all drain valves	
2. Foot brake pedal reserve		18. Examine soft suction for damage or wear	
3. Hand brake		19. Check all nozzles	
4. Transmission shift lever & safety locks		20. Auxiliary generator & floodlights	
5. Pump shift levers & safety locks		21. Portable pumps	
6. Clutch		22. Chain saw	
7. Starter – both switches		23. Ladders	
8. All lights: head, tail, compart, etc.		24. Hand pumps (both strokes)	
9. Windshield wipers		25. Tool kit	
10. Clean, tighten battery connections, inspect		26. Pikepole, axes, etc.	
11. Check for gas, oil & water leaks		27. Aerial ladder operation	
12. Check all doors, latches, handles & glass		28. Any other misc. appliance or fittings	
13. Check all equipment brackets & holders		29. Check all masks & breathing equipment	
14. Check all pump controls		30. Body or other damage	
15. Check pressure control device		31. General performance & appearance of apparatus	
16. Check all discharge & suction port caps			

When any above item is marked (0), an explanation shall appear under “remarks” with that item’s listed number. [Example: 9 – Wiper Blades need replacing.]

**REMARKS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Driver's Signature

\_\_\_\_\_  
 Officer's Signature

## **AIR BOTTLE MAINTENANCE SCHEDULE**

<b>BOTTLE #</b>	<b>TYPE</b>	<b>SERIAL #</b>	<b>DATE NEEDED</b>	<b>TESTED BY</b>	<b>REMARKS</b>	<b>OFFICER</b>
1						
2						
3						
4						
5						
6						
7						
8						
C1						
C2						
C3						
C4						

## **STEPS INVOLVED IN TESTING HOSE**

- Step #1:** Lay line (300') and record ID numbers
- Step #2:** Connect truck to water supply
- Step #3:** Attach nozzle (mark hose couplings)
- Step #4:** Fill lines and get normal water flow
- Step #5:** Leave nozzles open and raise to 100 psi nozzle pressure (50 psi for solid streams)
- Step #6:** Reduce pressure and close nozzles; check couplings for looseness or leaks
- Step #7:** Raise pump pressure to 250 psi and hold for 5 minutes
- Step #8:** Reduce pressure and drain lines
- Step #9:** Check for coupling slips. Tag bad sections.



## HOSE RECORD

SIZE	IDENTIFICATION NO. OF LENGTH		FIRE DEPARTMENT HOSE RECORD	
KIND	BRAND	COST PER FOOT		DATE OF PURCHASE
MANUFACTURER		VENDOR		GUARANTEE
COUPLINGS:                      BOND _____                      TYPE _____				

[illegible]

# HYDRANT INSPECTION/TESTING

## **Data Requirements**

1. Hydrant identification number
2. Hydrant location, use street names, numbers and intersections as needed
3. Which service level/pressure zone serves the hydrant
4. Number and size of outlets on hydrant

## **Inspection/Testing Requirements**

1. Remove all caps, check all threads for damage and ease of operation
2. Lubricate, as needed, per manufacturers recommendations
3. With one or more caps removed from hydrant, open valve stem and free flow hydrant, check for any obvious restrictions or contaminants, close valve stem
4. Install a suitable pressure gauge to one hydrant outlet
5. Open valve stem fully, pressurize hydrant, record static pressure reading from gauge
6. Check for valve stem ease of operation, check hydrant for any water leaks while pressurized
7. Close valve stem fully, remove pressure gauge, check for adequate barrel drainage or check for a vacuum with a gauge if available
8. Provide for an unobstructed and obvious view of hydrants from roadway (cut grass, remove debris, etc. as needed)
9. Paint per local protocols/requirements, as needed

# HYDRANT RECORD CARD

LOCATION		NUMBER		WATER AVAILABLE		GPM AT 20 PSI		MAIN SIZE	
TYPE 2-WAY _____ 3-WAY _____									
SIZE LATERAL LATERAL GATES YES _____ NO _____									
HEIGHT FROM GROUND 2 1/2" OUTLETS									
INSPECTED						PRESSURES			
DATE	TIME	BY WHOM	CONDITION	OUT OF SERVICE	IN SERVICE	STATIC	RESI.	FLOWING	REMARKS

# HYDRANT INSPECTION

## Frequency:

The frequency of inspection is the average interval between the 3 most recent inspections.

<u>Frequency</u>	<u>Points</u>
Every 6 months	100
Every year	80
Every 2 years	65
Every 3 years	55
Every 4 years	45
5 years or more	40

## Condition:

1. Standard condition (no leaks, open easily, good ground clearance, conspicuous and well located for use by a Engine)
2. Clean and re-paint if needed

# North Carolina Response Rating System

## Example: Hydrant Flow Test Procedure

1. Attach an appropriate cap gauge to the hydrant located nearest the site chosen for the flow test. This will be the *gauge hydrant*.
2. Open the *gauge hydrant* fully and record its STATIC PRESSURE (non-flowing pressure).
3. The next hydrant 'down stream' from the *gauge hydrant*, will be the *flow hydrant*. Remove a hydrant cap, open the valve stem and free flow the *flow hydrant*.  
NOTE: flow must be enough to lower the recorded STATIC PRESSURE at the *gauge hydrant* by a minimum 10%. This resulting lower pressure at the *gauge hydrant* during the flow, should be recorded as the RESIDUAL PRESSURE (pressure remaining in the system when water is flowing).
4. At the *flow hydrant*, properly insert a pitot gauge into the flowing water stream. Record the pitot gauge reading of the *flow hydrant* as the PITOT PRESSURE.
5. Once all pressure readings have been recorded and hydrants fully shut down, measure and record the inside diameter of the hydrant orifice used for the PITOT PRESSURE reading. This ORIFICE DIAMETER will be used in calculating the available GPM flow of the *flow hydrant*.
6. Next, the flow orifice utilized for the PITOT PRESSURE must be examined for its positioning into the hydrant barrel to determine the coefficient of roughness it represents in the hydrant GPM flow calculation.
7. The recorded gauge readings: STATIC PRESSURE, RESIDUAL PRESSURE, PITOT PRESSURE and HYDRANT GPM FLOW, along with the ORIFICE DIAMETER and orifice to barrel coefficient of roughness will be needed to calculate the available GPM flow for the gauge hydrant being tested.
8. If a 4½" outlet is flowed, an additional coefficient is required based on the PITOT PRESSURE measured.

### **Example: Hydrant Flow Test Procedure (continued)**

GPM formula:

$$Q = 29.83 \times C \times (D \text{ squared}) \times (\text{the square root of } P)$$

Where:

Q = the flow

29.83 = constant

C = coefficient of orifice roughness

D = inside diameter of flow outlet

P = pitot pressure of flow

If the hydrant selected for testing compiled the following results, the calculations would resemble this:

Q = the flow

29.83 = constant

C = .9

D = 2½"

P = 36 psi

And:

Static Pressure = 66

Residual Pressure = 40

$$Q = 29.83 \times .9 \times [(2.5) \times (2.5)] \times (\text{the square root of } 36)$$

$$Q = 29.83 \times .9 \times 6.25 \times 6$$

$$Q = [29.83 \times .9] \times [6.25 \times 6]$$

$$Q = [26.85] \times [37.5]$$

$$Q = 1006.88 \text{ or } 1000 \text{ GPM (over 1000 GPM round to nearest 100 GPM)}$$

**To calculate flow GPM at a 20 PSI residual:**

$$Q_R = Q_F \times \frac{H_R^{0.54}}{H_F^{0.54}}$$

$Q_R$  = flow available at desired residual pressure

$Q_F$  = flow during test

$H_R$  = pressure drop to desired residual pressure (static pressure - desired pressure)

$H_F$  = pressure drop during test (static pressure - residual pressure)

0.54 = to the 0.54 exponential power, derived from mathematical table

**using this formula with the previous information to find the flow, with a 20 PSI residual pressure, at the example hydrant:**

$$\begin{aligned} Q_R &= 1000 \text{ GPM} \times \frac{(66 \text{ PSI} - 20 \text{ PSI})^{0.54}}{(66 \text{ PSI} - 40 \text{ PSI})^{0.54}} \\ &= 1000 \text{ GPM} \times \frac{(46)^{0.54}}{(26)^{0.54}} \\ &= 1000 \text{ GPM} \times \frac{7.91}{5.81} \\ &= 1000 \text{ GPM} \times 1.36 \\ &= 1360 \text{ GPM flow at a 20 PSI residual pressure} \end{aligned}$$

# PRE-INCIDENT SURVEY

Building Name: \_\_\_\_\_ Survey #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Use: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Possible Entry: \_\_\_\_\_

Possible Occupancy: A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

Known Handicapped Personnel: \_\_\_\_\_

## NOTIFY IN CASE OF EMERGENCY

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

## BUILDING CONSTRUCTION

Roof Type: \_\_\_\_\_ Floor Construction: \_\_\_\_\_

Roof Construction: \_\_\_\_\_

Basement Construction Type: \_\_\_\_\_ Height of Basement: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Height of Each Story: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Attic Area: \_\_\_\_\_ Size: L \_\_\_\_\_ X W \_\_\_\_\_ X H \_\_\_\_\_

## UTILITY TYPES

Gas: \_\_\_\_\_ Type: \_\_\_\_\_

Gas Shut Off Valve Location: \_\_\_\_\_

Electric: \_\_\_\_\_ Phase: \_\_\_\_\_

Panel Location: \_\_\_\_\_

Alarm Location: \_\_\_\_\_

## EXPOSURES

North: \_\_\_\_\_ FT. West: \_\_\_\_\_ FT. South: \_\_\_\_\_ FT. East: \_\_\_\_\_

Type: \_\_\_\_\_ Type: \_\_\_\_\_ Type: \_\_\_\_\_ Type: \_\_\_\_\_



### **SUPPRESSION CRITERIA**

Needed Fire Flow: \_\_\_\_\_ Total Water Supply: \_\_\_\_\_

Fuel Load: \_\_\_\_\_ Rate of Flow: \_\_\_\_\_

### **HYDRANT LOCATIONS**

(1) \_\_\_\_\_ Flow: \_\_\_\_\_ Unit: \_\_\_\_\_

(2) \_\_\_\_\_ Flow: \_\_\_\_\_ Unit: \_\_\_\_\_

(3) \_\_\_\_\_ Flow: \_\_\_\_\_ Unit: \_\_\_\_\_

(4) \_\_\_\_\_ Flow: \_\_\_\_\_ Unit: \_\_\_\_\_

### **OTHER WATER RESOURCES**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

### **SPECIAL RESOURCES**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

### **MUTUAL AID**

(1) \_\_\_\_\_ Assignment: \_\_\_\_\_

(2) \_\_\_\_\_ Assignment: \_\_\_\_\_

(3) \_\_\_\_\_ Assignment: \_\_\_\_\_

### **STAGING AREA**

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

### **MISCELLANEOUS INFORMATION**

Sprinkler Connection: \_\_\_\_\_

Standpipe Connection: \_\_\_\_\_

## **FIRE CALL RESPONSE FORM**

FDID: \_\_\_\_\_ INCIDENT #: \_\_\_\_\_

DATE: \_\_\_\_\_ REPORT COMPILED BY: \_\_\_\_\_

### **FIRE OPERATIONS REMARKS:**

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### **MEMBERS RESPONDING:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
**SIGNED**

Please attach a copy of this report to the North Carolina Fire Incident Report Form # ID-SFC-2

PERSONNEL RESPONSE SURVEY FORM

District: \_\_\_\_\_

Review the alarm records for the last 20 Structure Fires Only

Date	Time AM/PM	Structure Involved	Incident Number	# of Personnel	# of Automatic Aid Received

Total \_\_\_\_\_

Average \_\_\_\_\_

## RESOLUTION

### For Approval of Insurance District Boundaries

NORTH CAROLINA

\_\_\_\_\_ COUNTY

Upon motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, RESOLVED that the Board of Commissioners of the County of \_\_\_\_\_ approve the boundary lines of the \_\_\_\_\_ Fire Insurance District in accordance with the maps and description filed this date with the Board of County Commissioners and recorded in the minutes of the meeting. Said \_\_\_\_\_ Fire Insurance District being described as follows:

NORTH CAROLINA

\_\_\_\_\_ COUNTY

This is to certify that the foregoing is a true and accurate copy of excerpt from the Minutes of the Board of County Commissioners of \_\_\_\_\_ County, adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_ COUNTY BOARD OF COMMISSIONERS  
R E S O L U T I O N  
**APPROVING INSURANCE DISTRICT BOUNDARIES**

**WHEREAS**, fire district boundaries for fire departments are established by boards of county commissioners pursuant to N.C.G.S. 153A-233, which districts are also used for insurance grading purposes; and

**WHEREAS**, the fire district boundaries in the unincorporated portion of \_\_\_\_\_ County need to be revised to change the way they have historically been described by a point to point description to by reference of maps created using the GIS system, and to reflect annexations by municipalities in the County; and

**WHEREAS**, the \_\_\_\_\_ County Fire Marshal has caused to be created new fire insurance district maps using the GIS system for all fire districts which are incorporated by reference into Exhibits \_\_\_\_ through \_\_\_\_ to this Resolution; now, therefore, be it

**RESOLVED** that the \_\_\_\_\_ County Board of Commissioners approves the boundary lines of the \_\_\_\_\_

Insurance Districts, exclusive of current or future municipal town limits, and as represented in the GIS produced map certified by the County Fire Marshal referenced in Exhibit \_\_\_\_ through \_\_\_\_.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman, County Board of Commissioners

\_\_\_\_\_  
Clerk to the Board

**VERIFICATION FROM MUNICIPALITY**  
**RESOLUTION**

**WHEREAS,**                   The Volunteer Fire Department of the Town of \_\_\_\_\_ 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 long-standing and generally acknowledged.

**NOW, THEREFORE,**       Be it resolved, that the town of \_\_\_\_\_ does hereby confirm this Agency's relationship and does verify by this Resolution that relationship.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

# OCCUPATIONAL SAFETY AND HEALTH WORKSHEET

07/2005 Revision

Standard and Section Content	Compliance Y or N	Expected Compliance Date	Remarks or Modifications
Part 1904 Recording and Reporting Occupational Injuries & Illnesses			
1904.2 Posting of OSHA Form 300 for Injuries and Illnesses			
1904.5 Annual Summary of Injuries and Illnesses on Form 300			
1904.6 Retention of Records (OSHA Forms 200, 100, and 102)			
<b>Subpart D - Walking - Working Surfaces</b>			
1910.22 General Requirements			
- Housekeeping			
- Clear Aisles and Passage Ways			
1910.23 Floor, Wall Opening, and Guarding of Open Holes			
1910.24 Design and Guarding of Fixed Stairs			
1910.25 NFPA Approved and Tested Wood Ladders (or OSHA)			
1910.26 NFPA Approved and Tested Metal Ladders (or OSHA)			
1910.27 OSHA Approved Fixed Ladders			
1910.28 Design and Safety of any Temporary Scaffolding			
1910.29 Design/Safety of any Temporary Mobile Scaffolding			
1910.30 Other working surfaces			
<b>Subpart E – Means of Egress</b>			
1910.35 Compliance with NFPA 101-2000 Life Safety Code (reference NCBC Vol. I and II)			
1910.36 Design and Construction Requirements for Exit Routes (reference NCBC Vol. I and II).			
1910.37 Maintenance, Safeguards, and Operational Features for Exit Routes (reference NCBC Vol. I. and II).			
1910.38 - Emergency Action and Fire Prevention Plans			
1910.39 Fire prevention plans			
<b>Subpart F - Platforms</b>			
1910.66 Procedure to Prevent Use of Aerial Ladders for Platform			
1910.67-68 Procedure to Prevent Use of Aerial Ladders for Maint			
<b>Subpart G - OH and Environment</b>			
1910.94 Facility Properly Ventilated While Apparatus Running			
1910.95 Hearing Conservation Program in Effect			
<b>Subpart H - Hazardous Materials</b>			
1910.101 Compressed Gas Cylinders Inspected and Approved			
1910.106 Flammable and Combustible Liquids			
1910.110 Storage and handling of liquefied petroleum gases			
1910.120 Hazardous waste operations and emergency response			
<b>Subpart I - Environmental</b>			
1910.132 General requirements			
1910.133 Eye and face protection			
1910.134 Respiratory Protection			
1910.135 Occupational head protection			
1910.136 Occupational foot protection			
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<b>Subpart J - Environmental Controls</b>			
1910.141	Toilets, kitchens, food handling area clean and sanitized		
1910.144	Safety cans, dangerous areas, etc., marked properly		
1910.145	Accident prevention signs proper and in place		
jj	Confined Space		
	- Department conducting Confined Space Rescue		
	- Equipment available for confined space operations		
	- Personnel Training Complete		
1910.147	Procedures in place for lock-out of haz energy during maintenance and emergency procedures.		
<b>Subpart K - Medical</b>			
1910.151	First-aid equipment and personnel available		
<b>Subpart L - Fire Protection</b>			
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	1-1 Scope		
	1-2 Purpose		
	1-3 Implementation		
	1-4 Equivalency		
	1-5 Definitions		
	1-6 Physical and Medical for Personnel		
Chapter 2 - Organization			
	2-1 Fire Department Organizational Statement		
	2-2 Roles and Responsibilities		
	2-3 Fire Department Safety Officer -NFPA 1521		
	2-4 Occupational Safety and Health Committee		
	2-5 Records		
	2-5.1 Occupational Exposure		
	2-5.2 Training		
	2-5.3 Vehicles and Equipment		
	2-5.4 Confidential Database maintained		
Chapter 3 - Training and Education			
	3-1 General Requirements		
	3-1.5 Training Officer - NFPA 1041		
	3-2 Training Frequency		
	3-2.1 Training not less than twice each year		
	3-3 Basic Training and Education Requirements		
	3-3.2 NFPA 1001 Firefighter		
	3-3.3 NFPA 1002 Driver/Operator		
	3-3.4 NFPA 1003 Airport Firefighter (if applicable)		
	3-3.5 NFPA 1021 Fire Officer		
	3-3.6 Incident Management System		
	3-4 Training for Firefighting		
	3-4.1 Training Commensurate with Duties		
	3-5 Special Operations		
	3-5.2 Written Procedures		
	3-5.4 NFPA 472 First Response Operations Level		
Chapter 4 - Vehicles and Equipment			
	4-1 Fire Department Vehicles		
	4-1.2 NFPA 1901 Pumper Fire Apparatus (new)		
	4-1.3 NFPA 1902 Initial Attack Fire Apparatus (new)		
	4-1.4 NFPA 1903 Mobile Water Supply Fire apparatus		
	4-1.5 NFPA 1904 Aerial & Elevating Platform Fire Apparatus (new)		
	4-2 Driver/Operators of Fire Department Vehicles		
	4-2.1 Approved Driver Training Program		
	4-2.2 Valid Driver's License		



	4-2.6 Written Standard Operating Procedures for Safe Driving			
	4-2.7 Procedures During Emergency Responses for Complete Stopping			
	4-2.9 Procedures on Retarder Use			
	4-2.10 Procedures on Brake Limiting Valves Use			
	4-3 Persons Riding on Fire Apparatus			
	4-3.1 Tailboards and Standing Prohibited:			
	- EMS Operations			
	- Hose Loading Operations			
	- Tiller Training			
	4-3.2 Helmets/Eye Protection for Non-enclosed			
Areas	4-3.4 New Apparatus to Meet Appropriate NFPA Standard			
	4-4 Inspection, Maintenance, and Repair of Vehicles			
	4-4.1 At Least Inspected Weekly or Within 24-Hours After Use			
	4-4.2 Preventive Maintenance Program			
	4-4.3 Evaluation of Apparatus to be Placed Out of Service			
	4-4.5 NFPA 1911 Service Tests of Pumps on Apparatus			
	4-4.6 NFPA 1914 Testing Fire Department Aerial Devices			
	4-5 Tools and Equipment			
	4.5.2 NFPA 1931 Ground Ladder Specification (new)			
	4-5.3 NFPA 1961 Fire Hose Specification (new)			
	4-5.4 NFPA 1964 Spray Nozzle Specification (new)			
	4-5.5 At Least Inspected Weekly and Within 24-Hours After Use			
	4-5.8 NFPA 1932 Ground Ladder Service Test			
	4-5.9 NFPA 1962 Fire Hose Service Test			
	4-5.10 NFPA 10 Portable Fire Extinguishers			
	Chapter 5 Protective Clothing and Protective Equip.			
	Chapter 5 – Protective Clothing and Protective Equipment			
	5-1 General			
	5-1.4 Protective Clothing and Equipment, Maintenance and Inspection Program			
	5-1.6 NFPA 1975 Station/Work Uniforms			
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	5-2.1 NFPA 1971 Protective Clothing:			
	- Fit Test			
	5-2.2 NFPA 1972 Helmets			
	5-2.3 NFPA 1973 Gloves			
	5-2.4 NFPA 1974 Footwear			
	5-2.5 NFPA 1971 Hoods			
	5-3 Self Contained Breathing Apparatus (S.C.B.A.)			
	5-3.1 NFPA 1981 S.C.B.A.			
	5-3.7 ANSI/CGA G7.1			
	5.3.9 Beards and Facial Hair			
	5-3.10 Corrective Lenses			
	5-4 Protective Clothing for Proximity Firefighting			
	5-4.1 NFPA 1976 Clothing for Proximity Firefighting			
	5-5 Protective Clothing for Emergency Medical Operations			
	5-5.1 NFPA 1999 Protective Clothing for EMS			
	5-5.4 NFPA 1581 Infection Control Program			
	5-6 Chemical-Protective Clothing for Hazardous Chemical Emergency Operations			
	5-6.1 Vapor-Protective Garments:			
	- NFPA 1991 Vapor -Protective Suits			

5-6.2 Liquid Splash-Protective Garments:			
- NFPA 1992 Liquid Splash-Protective Suits			
5-6.3 Support Functions Protective Garments:			
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5-6.4 Inspection, Maintenance, & Disposal of Chemical-Protective Clothing			
5-7 Personal Alert Safety System (PASS)			
5-7.1 NFPA 1982 PASS for Firefighters			
5-8 Life Safety Ropes, Harnesses, & Hardware			
5-8.1 NFPA 1983 Life Safety Rope			
5-8.3 Life Safety Ropes Reused			
5-8.5 Life Safety Rope Records			
5-10 Eye and Face Protection			
5-11 Hearing Protection			
Chapter 6 - Emergency Operations			
6-1 Incident Management			
6-1.2 NFPA 1561 Fire Department Incident Management System			
6-2 Risk Management During Emergency Operations			
6-3 Accountability			
6-4 Members Operating at Emergency Incidents			
6-4.4 Standby Member During Initial Stages			
6-5 Rapid Intervention for Rescue of Members			
6-5.2 At Least Two Members			
6-6 Rehabilitation During Emergency Operations			
6-7 Incident Critique			
Chapter 7 - Facility Safety			
7-1 Safety Standards			
7-1.2 Smoke Detectors Throughout Building			
7-1.4 NFPA 101 Life Safety Code			
7-1.6 Smoke-Free Areas			
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1910.157 Portable Extinguishers			
- Installation			
- Inspection			
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1910.158 Standpipe and Hose Systems Inspections Complete			
1910.159 Automatic Sprinkler Systems Inspection Complete			
1910.160 Fixed Systems, General Inspection Complete			
1910.161 Fixed System, Dry Chemical Inspection Complete			
1910.162 Fixed System, Gaseous Agent Inspection Complete			
1910.163 Fixed Systems, Water and Foam Inspection Complete			
1910.164 Fire Detection Systems			
1910.165 Employee Alarm Systems Inspection Complete			
<b>Subpart M - Compressed Gas and Air Equipment</b>			
1910.169 Air Receivers (if used for breathing air)			
- Installed properly			
- Air inspected			
<b>Subpart N - Materials Handling</b>			
1910.176 Handling Materials			
1910.177 Servicing multi-piece and single piece rim wheels			
1910.178 Powered industrial trucks			
1910.179 Overhead and gantry cranes			
1910.180 Crawler locomotive and truck cranes			
1910.181 Derricks			
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<b>Subpart O - Machinery and Machine Guarding</b>				
1910.211	Machinery Guarding in Place			
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1910.242	Hand and Portable Tools Used Safely			
1910.243	Hand and Portable Tools			
	- Safety Procedures in Place			
	- Equipment in Original Design			
1910.244	Other Portable Jacks Selected for Proper Use			
<b>Subpart S – Electrical</b>				
	If personnel are required to do electrical installation or maintenance, see Sections 1910.330-334)			
1910.303	General			
	- Wiring meets Code			
1910.304	Wiring Design and Protection			
	- Wiring meets Code			
	- Proper Fuses and Breakers			
	- Ground Fault Breakers Where Applicable			
	- Proper Polarity			
	- Equipment Grounded Properly			
<b>Subpart Z - Toxic and Haz Mat</b>				
1910.1030	Bloodborne Pathogens			
	- Personnel Training Conducted			
	- Procedures in Place			
	- Equipment Available			
	- Proper Personnel Screening and Inoculations			
	- Clothing Decontamination Available			
	- Disposal Bags and Procedure			
	- Proper Markings			
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1910.1200	Hazard Communication			
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# Appendix C

## SAMPLE JOB DESCRIPTIONS



Revised 3/2017

## Sample Job Descriptions

The job description section is designed to be comprehensive in nature, so that any size department or organization, paid or volunteer can take any or all portions of the job descriptions and change or modify them to meet their own needs.

Job descriptions available:

1. Firefighter
2. Senior Firefighter
3. Engineer (Driver Operator)
4. Captain/Supervisor
5. Senior Captain/Supervisor
6. Training / Prevention/Safety Officer
7. Battalion Chief/Manager
8. Deputy/Assistant Chief
9. Fire Chief

## **FIREFIGHTER Job Description**

### **Purpose**

The fundamental reason for the existence of this classification is to participate in fire suppression, prevention, emergency medical services and rescue activities in protecting life, property, and the environment, and does related work as required. Work is performed under direct supervision of an assigned captain or fire officer.

### **Distinguishing Characteristics**

An employee in this class serves as a member of a crew responding to fire calls, disaster calls and emergency medical calls, administering medical stabilization to patients in the field, and studying and training in methods and techniques for firefighting, hazardous material handling and emergency medical care. Work includes using operating emergency equipment, putting out fires and/or mitigating other disasters, applying necessary first aid to sick or injured persons, and participating in maintenance of station equipment and quarters. Work is frequently performed in hazardous conditions, requiring rapid response and strenuous physical exertion. Duties assigned to employees in this class may vary according to needs of the department and/or equitable allocation of workload. Tact, courtesy and firmness are required in dealing with the general public always maintaining proper customer service. Work and performance is evaluated by a combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions and ability to demonstrate the competencies described within.

### **Essential Job Functions**

Perform activities as a member of a firefighting or rescue crew in responding to fires, fire alarms, medical emergencies, rescues, hazardous materials situations and other emergency situations. Receive direction and supervision under an assigned captain or fire officer and participate in some or all of the duties listed below:

- Report for duty for a specified period of time referred to as a tour of duty.
- Respond to fire calls and alarms as a firefighter and perform necessary work in extinguishing fires on structures, brush, personal property and commercial properties, etc.
- Respond to calls for environmental and other disasters involving hazardous materials such as gas leaks, fuel spills and chemical emergencies, and take property steps in mitigating hazardous situations.
- Respond to emergency medical calls as an emergency medical technician performing necessary rescue work and administer necessary emergency medical care.
- Respond to non-emergency calls assisting other agencies or the general public.
- Participate in continuous training programs to improve competence in firefighting as well as medical technical work, and hazardous materials incidents and in emergency vehicle maintenance and operation; study street and road patterns within the fire district so that future calls may be made with minimum difficulty and delay.
- Assist in inspection and maintenance of department vehicles and equipment.

- Participate in the care and cleaning of quarters, buildings, grounds, apparatus and equipment.
- Participate in fire prevention and education activities, give station tours, visit schools, churches and civic groups to discuss fire prevention and safety.
- Maintain a proper level of physical fitness to perform all strenuous activities of the position, participate and pass yearly performance test in physical ability and annual physical examination.
- Participate in pre-fire planning and inspections of commercial and industrial properties within the fire district.
- Utilize specialized hand and power tools in rescuing victims of fire, disasters and other emergencies.
- Prepare a variety of incident reports and maintain a variety of records.
- Perform high level and confined space rescue operations as well as rescues from bodies of water.

#### **Additional Job Functions**

- May operate fire apparatus in the absence of a regularly assigned driver/operator.
- Participate in equipment testing.
- Assist with traffic control duties as required.
- Maintain supplies and equipment inventory.
- Perform related work as required.
- May be required to respond off duty in the event of a major fire, rescue, hazardous materials incidents or other emergencies.

#### **Posses, Maintain, and Increase Ability to**

- Maintain a high morale with all personnel.
- Operate apparatus and equipment used in firefighting, rescue or EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.
- Communicate with supervisors to maintain an open line of communication and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work to include other organizations, governmental agencies, community groups and the general public.
- Considerable knowledge of firefighting procedures, techniques and apparatus.
- Considerable knowledge of hazardous materials and mitigation of situations involving hazardous materials.
- Considerable knowledge of emergency medical procedures and techniques.
- Considerable knowledge of equipment and supplies employed in firefighting and in the emergency care of patients and victims of accidents.
- Considerable knowledge of practices and procedures of emergency rescue, including high level, confined space and water rescue.
- Considerable knowledge of the fire district geography and of the location of roads and streets within the district.
- Respond quickly and calmly to emergency situations.
- Safely drive and operate vehicles at a rate of speed appropriate for emergency response.
- Lift substantial weight.

- Deal tactfully, courteously and firmly with the general public.
- Maintain professional uniform appearance and mannerisms representative of the department at all times.

#### **Minimum Experience and Training**

- Be employed for one (1) year.
- Possess and maintain a valid CDL Class B driver's license with airbrake certification and tanker endorsement issued by the state of North Carolina within one (1) year of employment.
- Have certifications in the following areas:
  - NC OSFM Firefighter II
  - NC OEMS-EMT

#### **Competencies**

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public, subordinates, and members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize the department and community priorities and balance actions appropriately.
- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.



## **SENIOR FIREFIGHTER Job Description**

### **Purpose**

The fundamental reason for the existence of this classification is to participate in fire suppression, prevention, emergency medical services and rescue activities in protecting life, property and the environment and does related work required. Work is performed under direct supervision of an assigned captain or fire officer.

### **Distinguishing Characteristics**

An employee in this class serves as a member of a crew responding to fire calls, disaster calls and emergency medical calls, administering medical stabilization to patients in the field, and studying and training in methods and techniques for firefighting, hazardous materials handling and emergency medical care. Work includes using and operating emergency equipment, putting out fires and/or mitigating other disasters, applying necessary first aid to sick or injured persons, and participating in maintenance of station equipment and quarters. Work is frequently performed in hazardous conditions, requiring rapid response and strenuous physical exertion. Duties assigned to employees in this class may vary according to needs of the department and/or equitable allocation of workload. Tact, courtesy and firmness are required in dealing with the general public always maintaining proper customer service. Work and performance is evaluated by a combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions and ability to demonstrate the competencies described within.

### **Essential Job Functions**

Perform activities as a member of a firefighting or rescue crew in responding to fires, fire alarms, medical emergencies, rescues, hazardous materials situations and other emergency situations. Receive direction and supervision under an assigned captain or fire officer and participate in some or all of the duties listed below:

- Report for duty for a specified period of time referred to as a tour of duty.
- Respond to fire calls and alarms as a firefighter and perform necessary work in extinguishing fires on structures, brush, personal property and commercial properties, etc.
- Respond to calls for environmental and other disasters involving hazardous materials, such as gas leaks, fuel spills and chemical emergencies and take proper steps in mitigating hazardous situations.
- Respond to emergency medical calls as an emergency medical technician performing necessary rescue work and administer necessary emergency medical care.
- Respond to non-emergency calls in assisting other agencies or the general public.
- Participate in continuous training programs to improve competence in firefighting as well as medical technical work, and hazardous materials incidents and in emergency vehicle maintenance and operations; study street and road patterns within the fire district so that future calls may be made with minimum difficulty and delay.
- Assist in inspection and maintenance of department vehicles and equipment.

- Participate in the care and cleaning of quarters, buildings, grounds, apparatus and equipment.
- Participate in fire prevention and education activities, give station tours, visit schools, churches and civic groups to discuss fire prevention and safety.
- Maintain a proper level of physical fitness to perform all strenuous activities of the position, participates and passes yearly performance test in physical ability and annual physical examination.
- Participate in pre-fire planning and inspections of commercial and industrial properties within the fire district.
- Utilize specialized hand and power tools in rescuing victims of fire, disasters and other emergencies.
- Prepare a variety of incident reports and maintain a variety of records.
- Perform high level and confined space rescue operations and rescue from bodies of water.

#### **Additional Job Functions**

- May operate fire apparatus in the absence of a regularly assigned driver/operator.
- Participate in equipment testing.
- Assist with traffic control duties as required.
- Teach training classes to subordinate firefighters and the general public.
- Maintain inventory of supplies and equipment.
- Perform related work as required.
- May be required to respond off duty in the event of a major fire, rescue, hazardous materials incident or other emergencies.

#### **Posses, Maintain, and Increase Ability to:**

- Maintain a high morale with all personnel.
- Operate apparatus and equipment used in firefighting, rescue or EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.
- Communicate with supervisors to maintain an open line of communication and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work to include other organizations, governmental agencies, community groups and the general public.
- Considerable knowledge of firefighting procedures, techniques and apparatus.
- Considerable knowledge of hazardous materials and mitigation of situations involving hazardous materials.
- Considerable knowledge of emergency medical procedures and techniques.
- Considerable knowledge of equipment and supplies employed in firefighting and in the emergency care of patients and victims of accidents.
- Considerable knowledge of practices and procedures of emergency rescue, including high level, confined space and water rescue.
- Considerable knowledge of the fire district geography and of the location of roads and streets within the district.
- Respond quickly and calmly to emergency situations.
- Safely drive and operate vehicles at a rate of speed appropriate for emergency response.

- Lift substantial weight.
- Deal tactfully, courteously and firmly with the general public.
- Maintain a professional uniform appearance and mannerisms representative of the department at all times.

#### **Minimum Experience and Training**

- Be employed for two (2) years.
- Possess and maintain a valid CDL Class B driver's license with airbrake certification and tanker endorsement issued by the state of North Carolina.
- Certified by NC OSFM in the following areas:
  - Firefighter Level II
  - Haz-Mat Operations
  - Technical Rescuer
  - EMT or EMT-Intermediate

#### **Competencies**

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources and work or professional standards.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public, subordinates, and members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize the department and community priorities and balance actions appropriately.
- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

## **Engineer–Driver Operator Job Description**

### **Purpose**

The fundamental reason for the existence of this classification is to participate in fire suppression, prevention, emergency medical services and rescue activities in protecting life, property and the environment and does related work as required. This position is responsible for driving and operating apparatus to an emergency scene and work is performed under the direct supervision of an assigned captain or fire officer.

### **Distinguishing Characteristics**

An employee in this class serves as a member of a fire crew responding to fire calls, disasters and emergency medical calls, administering emergency medical care to patients in the field, and studying and training in the methods and techniques for firefighting, hazardous materials handling, and emergency medical care. Work primarily consists of operating fire apparatus. Work also includes putting out fires and/or mitigating other disasters, applying necessary first aid to sick or injured persons and participating in the maintenance of apparatus, station equipment and quarters. Work is frequently performed under hazardous conditions, requiring rapid response and strenuous physical exertion. Duties assigned to employees in this class may vary according to the needs of the department assigned and/or allocation of workload. Tact, courtesy, and firmness are required in dealing with sick or injured persons and with the general public always maintaining proper customer service. Work is performed in accordance with established procedures and techniques, but the employee must exercise some independent judgment in solving field problems. Work and performance is evaluated by a combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions and ability to demonstrate the competencies described herein. Employee must be employed with the department for a minimum of three (3) years and complete requirements set by the department for this position.

### **Essential Job Functions**

Perform activities as a member of a firefighting or rescue crew in responding to fires, fire alarms, medical emergencies, rescues, hazardous materials situations and other emergency situations. Receive direction and supervision under an assigned captain or fire officer and participate in some or all of the duties listed below:

- Report for duty for a specified period of time referred to as a tour of duty.
- Respond to emergency calls as a driver/operator of assigned firefighting or rescue apparatus; perform necessary work in extinguishing fires on structures, brush, personal property and commercial properties, etc.
- Respond to calls for environmental and other disasters involving hazardous materials such as gas leaks, fuel spills and chemical emergencies; take proper steps in mitigating hazardous situations.
- Respond to emergency medical calls as an emergency medical technician performing necessary rescue work; and administer necessary emergency medical care.
- Respond to non-emergency calls in assistance to other agencies or the general public.

- Participate in continuous training programs to improve competence in firefighting, rescue work, hazardous materials incidents and emergency medical care as well as in emergency vehicle maintenance and operations; study street and road patterns so that future runs may be made with minimum difficulty and delay.
- Assist in the inspection and maintenance of department vehicles and equipment.
- Participate in fire prevention and education programs within the district; give station tours; visit schools, churches and civic clubs to discuss fire prevention safety.
- Participate in fire prevention and education programs within the district; gives station tours; visit schools, churches and civic clubs to discuss fire prevention and safety.
- Maintains a proper level of physical fitness to perform all strenuous activities of the position, participates and passes yearly performance test in physical ability and annual physical examination.
- Participate in pre-fire planning of commercial and industrial properties within the fire district.
- Utilizes specialized hand and power tools in rescuing victims of fire, disaster and other emergencies.
- Prepares a variety of incident reports and maintains a variety of records.
- Perform high level and confined spaced rescue operations, and rescue from bodies of water.
- Utilize computerized data entry equipment and various word processing, spreadsheet, file maintenance, and/or database programs to enter, store and/or retrieve information.

#### **Additional Job Functions**

- Assist with traffic control duties as required.
- Assist with training subordinate firefighters in job related functions.
- Participate in and supervise equipment testing.
- May act in the position of captain, if required.
- Maintains inventory of supplies and equipment.
- Performs related work as required.
- May be required to respond off duty in the event of major fire, rescue, hazardous materials or other emergency.

#### **Posses, Maintain, and Increase Ability to:**

- Maintain a high morale with all personnel.
- Operate apparatus and equipment used in firefighting, rescue or EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.
- Communicate with supervisors to maintain an open line of communication and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work to include other organizations, governmental agencies, community groups and the general public.
- Considerable knowledge of firefighting procedures, techniques and apparatus.
- Considerable knowledge of hazardous materials and mitigation of situations involving hazardous materials.

- Considerable knowledge of emergency medical procedures and techniques.
- Considerable knowledge of equipment and supplies employed in firefighting and in the emergency care of patients and victims of accidents.
- Considerable knowledge of practices and procedures of emergency rescue, including high level, confined space and water rescue.
- Considerable knowledge of the fire district geography and of the location of roads and streets within the districts.
- Respond quickly and calmly to emergency situations.
- Safely drive and operate vehicles at a rate of speed appropriate for emergency response.
- Lift substantial weight.
- Deal tactfully, courteously and firmly with the general public.
- Maintain a professional uniform appearance and mannerisms representative of the department at all times.

### **Minimum Experience and Training**

- Be employed for three (3) years.
- Possess and maintain a valid CDL Class B driver's license with airbrake certification and tanker endorsement issued by the state of North Carolina.
- Completion of Fire Department Career Level Firefighter II.
- Certified by NC OSFM in the following areas:
  - Driver/Operator
  - Emergency Vehicle Driver
  - Pumps
- Successful completion of department administered testing for Engineer.

### **Competencies**

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources and work or professional standards.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public, subordinates, and members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize the department and community priorities and balance actions appropriately.

- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

## **CAPTAIN I Job Description**

### **Purpose**

The fundamental reason of this position is to perform first line supervisory and technical duties of assigned personnel in the areas of fire suppression, emergency medical care, emergency rescue, hazardous materials incident, pre-incident planning, training and public education.

### **Distinguishing Characteristics**

An employee in this class serves as a supervisory member of one or more specialized crews responding to fire calls, disaster calls, and emergency medical calls, administering medical stabilization to patients in the field, and studying and training in methods and techniques for firefighting, rescue, hazardous materials handling and emergency medical care within the fire district. Work includes supervising the operation of a fire or rescue company, the extinguishing of fires and/or mitigation of other disasters, the application of necessary emergency medical care to sick or injured persons, rescue or extrication techniques, and participation in the maintenance of station equipment and quarters. Work is frequently performed and under hazardous conditions, requiring rapid response and strenuous physical exertion. Duties assigned to employees in this class may vary according to the needs of the department and/or allocation of work. Tact, courtesy, and firmness are required in dealing with sick or injured persons, the general public and subordinate firefighters. Work is performed in accordance with established procedures and techniques, but the employee must exercise substantial independent judgment in management and supervision of firefighters and fire companies. In addition, an employee in this class may supervise the training and operations of other fire companies and acts as an incident commander under the supervision of a chief officer. Work is performed with considerable independence under limited supervision of a battalion chief and is evaluated by the combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions and ability to demonstrate the competencies described herein.

### **Essential Job Functions**

Direct activities of a firefighting or rescue crew in responding to fires, fire alarms, medical emergencies, rescues, hazardous material situations and other emergency situations; may direct the activity of multiple companies at emergency scene.

Supervise subordinate firefighters under the direction of the battalion chief and participate in some or all of the duties listed below:

- Report for duty for a specified period of time referred to as a tour of duty ensuring the safety of all members of their crew, proper operation of all equipment, and maintenance of the equipment and station throughout their tour.
- Respond to alarms which may range in the nature of fires, medical, rescue, hazardous environments, disasters, or public services with the public and the fire department's best interest in mind.
- Participate in continuous training to maintain and improve knowledge level and supervisory skills in the area of firefighting, EMS, rescue, hazardous materials, ICS, and supervision.



- Ensure and perform checks and maintenance of vehicles and equipment.
- Ensure and perform housekeeping and maintenance of stations and grounds.
- Participate and assist in facilitating fire and life safety education events to include but not limited to station tours, community groups, classrooms and industry.
- Maintain a proper level of physical fitness to perform all strenuous activities of the position, participate and pass yearly performance test in physical ability and annual physical, ensure physical ability of crew.
- Understand the importance of pre-fire planning and participate in ensuring all facilities in the fire district are properly pre-planned for fires and other emergencies.
- Knowledgeable on and utilizes specialized equipment and tools in rescuing victims from fires, rescue incidents, disasters and other emergencies.
- Knowledgeable on and utilizes computerized data entry to maintain incident reports accurately and various computer programs to enter, store and retrieve information.
- Perform all medical care functions at the level at which the person is trained effectively and maintain those skills.
- Perform administrative functions and duties related to the position and those which are delegated to the individual within the best interest of the department.
- Knowledgeable of the capabilities of and request additional resources from other agencies as necessary to mitigate an incident.
- Evaluate, recognize and discipline subordinates and other personnel assigned to the individual within the scope of the department.
- Ensure knowledge of subordinates and instruct them and other firefighters on basic firefighting skills to maintain the necessary knowledge level of a firefighter.
- Assist subordinates with career planning, testing and education.
- Prepare and maintain a variety of records accurately.
- Maintain full accountability of subordinates and any other personnel assigned to the officer on every scene.
- Participate in meetings required by the position.

#### **Additional Job Functions**

- May be required to respond off duty basis in the event of a major event or emergency.
- May be required to undertake any firefighting, medical, rescue and other related activities in emergency situations.
- May be required to function in any ICS position as required by the incident and established by the incident commander.
- May be required to work at any station and fill in for any position.
- May be assigned an operating budget to maintain and be accountable for.
- May be assigned to coordinate an operational or administrative function of the department.

#### **Posses, Maintain, and Increase a Knowledge to:**

- Policies, procedures, guidelines, history, and accepted practices of the department.
- Firefighting procedures, techniques, strategy, tactics, equipment and apparatus.
- Principles, practices and procedures of supervision and customer service.

- Principles, practices and procedures of instructional methodology, teaching skills and training delivery.
- Mitigation of hazardous materials and hazardous environments.
- Procedures and techniques of emergency medical care and emergency rescue services.
- Equipment, tools and supplies which may be used in firefighting, rescue, EMS, hazardous materials, and hazardous environments.
- Geography, topography, streets, roads and water systems within the fire district and other areas to which the department may respond.
- Pre-incident planning, facilities and hazards which may exist within those facilities in the fire district.

**Possess, Maintain, and Increase Ability to:**

- Maintain a high morale with personnel.
- Make effective use of personnel, equipment and apparatus in emergency situations.
- Operate apparatus and equipment used in firefighting, rescue and EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.
- Communicate and work with other supervisors to maintain an open line of communication and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work.
- Effectively resolve work related problems, deceptions and disagreements.
- Lift substantial weight.
- Understand and follow oral and written instructions.
- Deal tactfully, courteously and firmly with the general public and other members of the department.
- Obtain and disseminate correct information from administration to subordinates.
- Research and stop incorrect information from being disseminated.
- Function in any of the Incident Management positions.
- Discuss and resolve problems, issues and concerns amongst the officer ranks and not in the presence of subordinate firefighters or members.
- Maintain a professional uniform appearance and mannerisms representative of the department for all times.

**Minimum Experience and Training**

- Have obtained Firefighter Career Level.
- Have been employed for five (5) years or more.
- Possess NC Fire Service Instructor Level I.
- Possess NC Fire Officer I.
- Must complete Officer/Supervisory Education as outlined by the training division.
- High school diploma or equivalent.

**Competencies**

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources and work or professional standards.

- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public subordinates, members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize the department and community priorities and balance actions appropriately.
- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations) and in a manner that does not pose a direct threat to the health or safety of the employees or others in the workplace.

## **SENIOR CAPTAIN Job Description**

### **Purpose**

The fundamental reason of this position is to perform supervisory and technical duties of assigned personnel in the areas of fire suppression, emergency medical care, emergency rescue, hazardous materials incident, pre-incident planning, training and public education. Senior captain may be assigned to perform the duties as a battalion chief in his/her absence.

### **Distinguishing Characteristics**

An employee in this class serves as a supervisory member of one or more specialized crews responding to fire calls, disaster calls, and emergency medical calls, administering medical stabilization to patients in the field, and studying and training in the methods and techniques for firefighting, rescue, hazardous materials handling and emergency medical care within the fire district. Work includes supervising the operation of a fire or rescue company, the extinguishing of fires and/or mitigation of other disasters, the application of necessary emergency medical care to sick or injured persons, rescue or extrication techniques, and participation in the maintenance of station equipment and quarters. Work is frequently performed under hazardous conditions requiring rapid response and strenuous physical exertion. Duties assigned to employees in this class may vary according to the needs of the department and/or allocation of work. Tact, courtesy, and firmness are required in dealing with sick or injured persons, the general public and subordinate firefighters. Work is performed in accordance with established procedures and techniques, but the employee must exercise substantial independent judgment in management and supervision of firefighters and fire companies. In addition, an employee in this class may supervise the training and operations of other fire companies and acts as an incident commander under the supervision of a chief officer. Work is performed with considerable independence under limited supervision of a battalion chief and is evaluated by the combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions and ability to demonstrate the competencies described herein.

### **Essential Job Functions**

Direct activities of a firefighting or rescue crew in responding to fires, fire alarms, medical emergencies, rescues, hazardous material situations and other emergency situations; may direct the activity of multiple companies at emergency scene.

Supervise subordinate firefighters under the direction of the battalion chief and participates in some or all of the duties listed below:

- Report for duty for a specified period of time referred to as a tour of duty ensuring the safety of all members of their crew, proper operation of all equipment, and maintenance of the equipment and station throughout their tour.
- Respond to alarms which may range in the nature of fires, medical, rescue, hazardous environments, disasters, or public services with the public and the fire department's best interest in mind.
- Participate in continuous training to maintain and improve knowledge level and supervisory skills in the area of firefighting, EMS, rescue, hazardous materials, ICS, and supervision.

- Ensure and perform checks and maintenance of vehicles and equipment.
- Ensure and perform housekeeping and maintenance of stations and grounds.
- Participate and assist in facilitating fire and life safety education events to include but not limited to station tours, community groups, classrooms and industry.
- Maintain a proper level of physical fitness to perform all strenuous activities of the position, participate and pass yearly performance test in physical ability and annual physical, ensure physical ability of crew.
- Understand the importance of pre-fire planning and participates in ensuring all facilities in the fire district are properly pre-planned for fires and other emergencies.
- Knowledgeable on and utilizes specialized equipment and tools in rescuing victims from fires, rescue incidents, disasters and other emergencies.
- Knowledgeable on and utilizes computerized data entry to maintain incident reports accurately and various computer programs to enter, store and retrieve information.
- Perform all medical care functions at the level which the person is trained effectively and maintain those skills.
- Perform administrative functions and duties related to the position and those which are delegated to the individual within the best interest of the department.
- Knowledgeable of the capabilities of and request additional resources from other agencies as necessary to mitigate an incident.
- Evaluate, recognize and discipline subordinates and other personnel assigned to the individual within the scope of the department.
- Ensure knowledge of subordinates and instruct them and other firefighters on basic firefighting skills to maintain the necessary knowledge level of a firefighter.
- Assist subordinates with career planning, testing and education.
- Prepare and maintain a variety of records accurately.
- Knowledgeable of and perform the duties of the battalion chief in their absence.
- Maintains full accountability of subordinates and any other personnel assigned to the officer on every scene.
- Required to participate in meetings required by the position.

#### **Additional Job Functions**

- May be required to respond off duty basis in the event of a major event or emergencies.
- May be required to undertake any firefighting, medical, rescue and other related activities in emergency situations.
- May be required to function in any ICS position as required by the incident and established by the incident commander.
- May be required to work at any station and fill in for any position.
- May be assigned an operating budget to maintain and be held accountable.
- May be assigned to coordinate an operational or administrative function of the department.
- Provide assistance to the battalion chief in overall supervision of the assigned shift.

**Possess, Maintain, and Increase a Knowledge of:**

- Policies, procedures, guidelines, history, and accepted practices of the department.
- Firefighting procedures, techniques, strategy, tactics, equipment and apparatus.
- Principles, practices and procedures of supervision and customer service.
- Principles, practices and procedures of instructional methodology, teaching skills and training delivery.
- Mitigation of hazardous materials and hazardous environments.
- Procedures and techniques of emergency medical care and emergency rescue services.
- Equipment, tools and supplies which may be used in firefighting, rescue, EMS, hazardous materials, and hazardous environments.
- Geography, topography, streets, roads and water systems within the fire district and other areas to which the department may respond.
- Pre-incident planning, facilities and hazards which may exist within those facilities in the fire district.

**Possess, Maintain and Increase Ability to:**

- Maintain a high morale with personnel.
- Make effective use of personnel, equipment and apparatus in emergency situations.
- Operate apparatus and equipment used in firefighting, rescue and EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.
- Communicate and work with other supervisors to maintain an open line of communication and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work.
- Effectively resolve work related problems, deceptions and disagreements.
- Lift substantial weight.
- Understand and follow oral and written instructions.
- Deal tactfully, courteously and firmly with the general public and other members of the department.
- Obtain and disseminate correct information from administration to subordinates.
- Research and stop incorrect information from being disseminated.
- Function in any of the incident management positions.
- Discuss and resolve problems, issues and concerns amongst the officer ranks and not in the presence of subordinate firefighters and members.
- Maintain a professional uniform appearance and mannerisms representative of the department at all times.

**Minimum Experience and Training**

- Have obtained Fire Department Career Level of Captain.
- Have been employed for seven (7) years or more.
- Possess NC Fire Service Instructor Level II.
- Possess NC Fire Officer II.

## Competencies

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources and work or professional standards.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public, subordinates, and members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize the department and community priorities and balance actions appropriately.
- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

## **TRAINING/PREVENTION/SAFETY OFFICER Job Description**

### **Purpose**

This is a specialized technical management position ensuring adherence to safe practices on the fire ground and at other emergency incidences. Work includes supervising and directing the training of department personnel. Work includes research, planning and implementation of basic and advanced technical training programs related to safe and effective firefighting and rescue. Work includes research, planning and implementation of public education programs. In addition, this position coordinates the fire department's training programs including fire suppression, emergency medical service, rescue and hazardous materials training; to service as safety officer for the department; to coordinate public education activities of the department; to perform a wide variety of administrative duties for the department; and to provide highly responsible staff assistance to the fire chief.

### **Distinguishing Characteristics**

This is a management position in the administration and operations of the department. Personnel holding this position are expected to maintain a positive work environment and high morale within the department, expected to be an aggressive innovative leader, and expected to exercise a high degree of judgment and initiative within accordance of department guidelines, while making critical fire and life safety related decisions under high pressure, adverse conditions, and are responsible for directing both emergency and non-emergency activities of the department. Duties assigned to the personnel in this position may vary according to the needs of the department assigned and or allocation of workload. Tact, courtesy and firmness are required in dealing with the general public and subordinates always maintaining proper customer service. This position is distinguished from the position of captain in that the position of captain is a supervisory position of a crew and it is distinguished from the position of battalion chief of operations in that the position of battalion chief of operations is a management position which manages a specific group within the organization during operations, however in this position the knowledge level should be the same base but more advanced in training, safety and public education coverage and advancement.

### **Supervision Received and Exercised**

- Work is performed independently, under the direction of the deputy chief and restricted only by departmental regulations. Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment.
- Exercises functional and technical supervision over lower level staff.

### **Essential Job Functions**

- Manage, coordinate, develop, organize and implement training programs including safety, fire suppression, rescue, emergency medical services, and hazardous materials training.
- Responds to fire and medical emergencies as needed to evaluate operations and function as the department fireground safety officer.
- Participates in the development of promotional testing and evaluation processes.



- Evaluate departmental training operations; recommend improvements and modifications; prepare various reports on operations and activities.
- Coordinate with deputy chief in preparing the training division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies, administer the approved budgets.
- Coordinate fire suppression, fire evacuation C.P.R. and other necessary public education programs with industries and schools.
- Maintains a variety of records of training activities and operations.
- Respond to and investigate hazardous work environments, work related injuries and equipment damages.
- Assist with the coordination of the investigation of fires or related incidents.
- Schedule and coordinate all training for fire department personnel with outside agencies.
- Manage complex administrative tasks not limited to fire, safety, public education and medical training.
- Perform related duties as assigned.

#### **Additional Job Functions**

- Required to respond on and off duty basis in the event of a major events or emergencies.
- May be required to undertake any firefighting, medical, rescue and other related activities in emergency situations.
- Required to function in any ICS position as required by the incident and established by the incident commander.

#### **Maintain, Evaluate, Oversee**

- Policies, procedures, guidelines, history and accepted practices of the department.
- Firefighting procedures, techniques, strategy, tactics, equipment and apparatus.
- Principles, practices and procedures of supervision and customer service.
- Principles, practices and procedures of instructional methodology, teaching skills and training delivery.
- Mitigation of hazardous materials and hazardous environments.
- Procedures and techniques of emergency medical care and emergency rescue services.
- Equipment, tools and supplies which may be used in firefighting, rescue, EMS, hazardous materials, and hazardous environments.
- Geography, topography, streets, roads, and water systems within the fire district and other areas which may need response.
- Pre-incident planning, facilities and hazards which may exist within those facilities in the fire district.

#### **Possess, Maintain and Increase Ability to and Knowledge of:**

- Maintain a high morale with personnel.
- Make effective use of personnel, equipment and apparatus in emergency situations.
- Operate apparatus and equipment used in firefighting rescue and EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.

- Communicate and work with managers and supervisors to maintain an open line of communication and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work.
- Effectively resolve work related problems, deceptions and disagreements.
- Understand and follow oral and written instructions.
- Deal tactfully, courteously and firmly with the general public and other members of the department.
- Research and stop incorrect information from being disseminated.
- Function in any of the incident management positions.
- Principles, practices, methods and techniques of modern fire prevention, rescue, safety and suppression activities.
- Firefighting and rescue practices, skills and abilities required of personnel.
- Procedures and practices of department training programs.
- Modern firefighting methods and equipment.
- Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.
- Applicable laws, rules, regulations, pertaining to fire prevention, safety and suppression.
- Principles and practices of modern Emergency Medical Services.
- Modern office practices, procedures, methods and computer equipment.
- Hazardous materials and safety procedures for handling such materials.
- Fireground command.
- Fire department safety in accordance with NFPA 1521.
- Plan, assign and objectively review the work of firefighters.
- Organize, direct and implement a comprehensive fire department training program.
- Organize, direct and implement a comprehensive public education program.
- Deliver public presentations and speak before a variety of organizations and the general public.
- Plan, coordinate and organize training activities and develop procedures for departmental improvement through training classes and programs and the general distribution of information.
- Manage training of personnel in fire suppression, rescue, emergency medical techniques, and hazardous materials management, and safety.
- Teach by lecture and practical methods.
- Manage, oversee and assist E.M.S. coordinator in E.M.S. activities.
- Work under pressure and make reasonable and sound decisions in emergency situations.
- Motivate employees to work efficiently and effectively.
- Interpret and explain departmental programs, procedures and legal requirements to officials, officers and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Fireground investigation procedures.
- Respond to requests and inquiries from the general public.

### **Minimum Experience and Training**

- Have obtained career level of Captain.
- Certified by NC OSFM in the following areas:
  - Firefighter II
  - Driver Operator
  - Emergency Vehicle Driver
  - Level II Instructor
  - EMT
  - Obtain NC Fire & Life Safety Educator I, II & III within three (3) years of appointment.
  - Obtain NFA Incident Safety Officer within two (2) years.
  - Obtain NFPA Training Programs Management within four (4) years.

### **Competencies**

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources and work on professional standards.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public, subordinate, members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize the department and community priorities and balance actions appropriately.
- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

## **BATTALION CHIEF Job Description**

### **Purpose**

This is a senior management level position requiring administrative, professional and supervisory emergency scene work in directing emergency operations and related activities for a shift as well as assigned administrative functions. The division chief reports directly to the deputy chief of the department.

### **Distinguishing Characteristics**

This is a senior management position in the administration and operations of a specific group and/or division within the organization of the department. Personnel holding this position are expected to maintain a positive work environment and high morale within the department. Personnel in this position are expected to be aggressive innovative leaders and to exercise a high degree of judgment and initiative in accordance with department guidelines while making critical fire and life safety related decisions under high pressure, adverse conditions. Personnel are responsible for directing both emergency and non-emergency activities of the department.

### **Supervision Received and Exercised**

- Receive administrative direction from the deputy chief, and indirect or direct supervision may be provided by the chief of the department. Work is performed independently, and restricted only by department regulations.
- Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment.
- Exercise direct supervision over assigned shift and assigned areas.

### **Essential Job Functions**

- Reports for duty for a specified period of time referred to as a tour of duty ensuring the safety of all members of their crew, proper operation of all equipment, and maintenance of the equipment and station throughout their tour.
- Supervise and coordinate activities of assigned shift including fire suppression, emergency medical services, rescue and hazardous material management; assign work activities, projects and programs; monitor work flow, review and evaluate work products, methods and procedures.
- Schedule personnel for assigned shift to ensure proper coverage and manpower; approve and schedule vacation and other leave requests; ensure all timesheets are completed for all assigned personnel at the end of each pay cycle.
- Assume management responsibilities for all services, operations and activities of an assigned shift.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for the assigned shift and for the department as an organization. Recommend, within department policy, appropriate service and staff levels, recommend and administer policies and procedures.
- Participate in recommending the appointment of personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews and evaluations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

- Participate in recommending the appointment of personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews and evaluations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load; administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with appropriate management staff; implement improvements.
- Plan, direct, coordinate and review the work plan for assigned shift; meet with staff to identify and resolve problems; assign work activities; projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the fire department budget and manage and oversee assigned budget area; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; direct and implement adjustments as necessary. Research, develop and implement plans or procedures for additional funding opportunities by the way of grants or fundraising opportunities.
- Prepare a variety of reports and other correspondences regarding fire incidents or other emergency incidents on assigned shift; prepare daily shift operations activity report and submit to the chief officers.
- Perform periodic station inspections to ensure proper maintenance of buildings and grounds; evaluate repair and replacement needs; coordinate building needs and repairs with appropriate personnel.
- Oversee the care and cleaning of quarters, buildings, grounds, apparatus and equipment.
- Ensure apparatus and equipment maintenance issues are reported properly and problems or issues are repaired in a timely manner.
- Work with other management staff to maintain, revise or improve the overall operations of the department.
- Respond to alarms as required by department policy; act as incident commander or as part of the Incident Management System.
- Perform at the Haz-Mat Operations Level at the scene of emergencies as necessary under OSHA 1910.120.
- Provide emergency medical services when required at the level certified to include emergency rescue technician abilities.
- Perform related duties as assigned.
- Maintains a proper level of physical fitness to perform all strenuous activities of the position, participates and passes yearly performance test in physical ability and annual physical, ensure physical ability of crew.
- Utilize computerized data entry equipment and various word processing, spreadsheet, file maintenance and/or database programs to enter, store, and/or retrieve information.

#### **Additional Job Functions**

- Required to respond on and off duty in the event of major emergencies or other department related events requiring additional personnel or management staff.

- May be required to undertake any firefighting, medical, rescue, and other related activities in emergency situations.
- Required to function in any ICS position as required by the incident and established by the incident commander.

#### **Maintain, Evaluate, Oversee**

- Policies, procedures, guidelines, history and accepted practices of the department.
- Principles, practices, methods and techniques of modern fire prevention suppression activities.
- Principles, practices, procedures of supervision and customer service.
- Principles, practices and procedures of instructional methodology, teaching skills and training delivery.
- Mitigation of hazardous materials and hazardous environments.
- Procedures and techniques of emergency medical care and emergency rescue services.
- Equipment, tools and supplies which may be used in firefighting, rescue, EMS, hazardous materials and hazardous environments.
- Geography, topography, streets, roads and water systems within the fire district and other areas to which the department may respond.
- Pre-incident planning, facilities and hazards which may exist within those facilities in the fire district.

#### **Possess, Maintain and Increase Ability to:**

- Maintain a high morale with all personnel.
- Make effective use of personnel, equipment and apparatus in emergency situations.
- Operate apparatus and equipment used in firefighting, rescue and EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.
- Communicate with supervisors to maintain an open line of communication and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work to include other organizations, governmental agencies, community groups and the general public.
- Effectively resolve work related problems, deceptions and disagreements.
- Discuss and resolve problems, issues and concerns amongst the officer ranks and not in the presence of subordinate firefighters or members.
- Understand oral and written instructions.
- Deal tactfully, courteously and firmly with the general public and other members of the department.
- Research and stop incorrect information from being disseminated.
- Function in any of the incident management positions.
- Select, supervise, train and evaluate assigned staff.
- Work effectively in the area of operations and administration as assigned.
- Communicate and plan effectively with other officers and supervisors to eliminate operational problems.
- Possess the ability to apply the incident command system in an organized and professional manner at the scene of emergencies.

- Work under pressure and make reasonable and sound decisions in emergency situations.
- Recommend and implement goals, objectives and practices for providing effective and efficient fire services.
- Prepare and administer large and complex budgets.
- Deliver public presentations and speak before a variety of organizations and the general public to include news media.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support goals.
- Demonstrate effective use of equipment and apparatus.
- Explain firefighting practices, procedures, programs and legal requirements to other firefighting staff and the general public.
- Identify and respond to public and department issues and concerns.
- Maintain a professional uniform appearance and mannerisms representative of the department for all times.

#### **Minimum Experience and Training**

- High school diploma or equivalent.
- Have been employed for seven (7) years or more at the department.
- Have been certified by NC OSFM in the following areas:
  - Firefighter II
  - Driver Operator
  - Emergency Vehicle Driver
  - Level II Instructor
  - Fire Officer III
  - NC EMT

#### **Competencies**

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public, subordinates, and members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.



## **DEPUTY CHIEF Job Description**

### **Purpose**

This is a senior level position requiring administrative work dealing with managing the fire department. Management responsibilities are assigned in administration and operations. The deputy chief is expected to perform a wide variety of administrative and managerial duties for the department; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the fire chief.

### **Distinguishing Characteristics**

This is an upper management position in the administration and operations of the department. Personnel holding this position are expected to maintain a positive work environment and high morale within the department, expected to be aggressive innovative leaders, and expected to exercise a high degree of judgment and initiative within accordance of department guidelines, while making critical fire and life safety related decisions under high pressure, adverse conditions, and are responsible for directing both emergency and non-emergency activities of the department. Duties assigned to the personnel in this position may vary according to the needs of the department assigned and or allocation of workload. Tact, courtesy and firmness are required in dealing with the general public and subordinates always maintaining proper customer service. This position is distinguished from the position of battalion chief in that the position of battalion chief is a management position which manages a specific group and/or division within the organization; however, in this position the knowledge level should be the same base but more advanced in administration. It is distinguished from chief in that the chief position provides the total management of the department; however, in this position all the skills and activities of the chief should be learned to provide the most assistance.

### **Supervision Received and Exercised**

- Receives administrative direction from the fire chief. Work is performed independently, under the direction of the fire chief, and restricted only by departmental regulations.
- Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment.
- Exercise direct supervision over assigned staff and assigned areas.

### **Examples of Duties**

#### **Essential Job Functions**

- Recommend departmental goals and objectives; assist in the development and implementation of policies and procedures; develop and maintain standard operating procedures and rules and regulations for fire department members.
- Manage testing programs; supervise and evaluate planned promotional procedures; review employee evaluations as required; work with employees to correct deficiencies; implement discipline and termination procedures.
- Assume the responsibilities of the fire chief in his/her absence.
- Maintenance of all records relative to personnel, equipment and facilities.



- Participate in the development and administration of the fire department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Meet with citizen groups, organizations, contractors and developers; conduct oral presentations and provide information on fire prevention.
- Participate in the development and implementation of large-scale emergency plans.
- Manage the maintenance and service of fleet vehicles and equipment; ensure compliance with federal, state and local safety standards in relation to fire service apparatus.
- Oversee the operations and maintenance of station facilities; conduct periodic inspections to ensure compliance.
- Investigate occupational hazards and accidents involving fire department personnel; recommend corrective action as necessary.
- Develop apparatus and equipment specifications; research and recommend equipment and apparatus purchases.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the fire chief; implement improvements.
- Manage training, motivation and evaluation of personnel; oversee staff training in fire suppression, fire prevention, emergency medical services, hazardous materials, employee safety, certification and other professional development programs, within assigned divisions; oversee and coordinate the attendance of departmental staff at training programs and seminars; research policies and procedures related to training activities.
- Coordinate the provision of fire and emergency medical services and support with surrounding communities.
- Attend professional meetings, workshops and conferences; stay abreast of new trends and innovations in the fields of fire services, hazardous materials handling and emergency medical services.
- Provide responsible staff assistance to the fire chief; prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Manage, develop and coordinate departmental evaluation programs which identify proficiencies or deficiencies within the organization.
- Perform related duties as required.

#### **Additional Job Functions**

- Required to respond on an off-duty basis in the event of major events or emergencies.
- May be required to undertake any firefighting, medical, rescue and other related activities in emergency situations.
- Required to function in any ICS position as required by the incident and established by the incident commander.

**Maintain, Evaluation, Oversee**

- Policies, procedures, guidelines, history and accepted practices of the department.
- Firefighting procedures, techniques, strategy, tactics, equipment and apparatus.
- Principles, practices and procedures of supervision and customer service.
- Principles, practices and procedures of instructional methodology, teaching skills and training delivery.
- Mitigation of hazardous materials and hazardous environments.
- Procedures and techniques of emergency medical care and emergency rescue services.
- Equipment, tools and supplies which may be used in firefighting, rescue, EMS, hazardous materials, and hazardous environments.
- Geography, topography, streets, roads and water systems within the fire district and other areas to which the department may respond.
- Pre-incident planning, facilities and hazards which may exist within those facilities in the fire district.

**Possess, Maintain and Increase Ability to:**

- Maintain a high morale with personnel.
- Make effective use of personnel, equipment and apparatus in emergency situations.
- Operate apparatus and equipment used in firefighting rescue and EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.
- Communicate and work with managers and supervisors to maintain an open line of communication and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work.
- Effectively resolve work related problems, deceptions and disagreements.
- Understand and follow oral and written instructions.
- Deal tactfully, courteously and firmly with the general public and other members of the department.
- Research and stop incorrect information from being disseminated.
- Function in any of the incident management positions.
- Select, supervise, train and evaluate staff.
- To work effectively in the areas of operations and administration as assigned.
- Communicate and plan effectively with battalion chiefs to eliminate operational problems.
- The ability to apply the incident command system in an organized and professional manner at the scene of emergencies.
- Work under pressure and make reasonable and sound decisions in emergency situations.
- Recommend and implement goals, objectives and practices for providing effective and efficient fire services.
- Prepare and administer large and complex budgets.
- Deliver public presentations and speak before a variety of organizations and the general public.
- Prepare clear and concise administrative and financial reports.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Demonstrate effective use of equipment and apparatus.
- Explain firefighting practices, procedures, programs and legal requirements to other firefighting staff and the general public.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures laws and regulations and departmental procedures and legal requirements.
- Implement and evaluate a variety of projects in the area of fire protection and public services.
- Establish and maintain effective working relationships with those contacted in the course of work including other organizations, governmental agencies, community groups and the general public.
- Identify and respond to public and department issues and concerns.

#### **Minimum Experience and Training**

- Have obtained career level of Battalion Chief.
- Have been employed with the department for ten (10) years or more.
- Have been certified by NC OSFM in the following areas:
  - Firefighter II
  - Driver Operator
  - Emergency Vehicle Driver
  - Level II Instructor
  - EMT
- Obtain A.A.S. in Fire Protection Technology within three years of appointment.

#### **Competencies**

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources and work or professional standards.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public, subordinates, and members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize the department and community priorities and balance actions appropriately.

- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

## **FIRE CHIEF Job Description**

### **Purpose**

This is the senior level position requiring administrative work dealing with managing the fire department. Management responsibilities are assigned in administration and operations. The chief is expected to perform a wide variety of administrative and managerial duties for the department; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the board of directors.

### **Distinguishing Characteristics**

This is an upper management position in the administration and operations of the department. Personnel holding this position are expected to maintain a positive work environment and high morale within the department, expected to be an aggressive, innovative leader, and expected to exercise a high degree of judgement and initiative within accordance of department guidelines, while making critical fire and life safety related decisions under high pressure, adverse conditions, and are responsible for directing both emergency and non-emergency activities of the department. Duties assigned to the personnel in the position may vary according to the needs of the department assigned and/or allocation of workload. Tact, courtesy and firmness are required in dealing with the general public and subordinates always maintaining proper customer services. This position is distinguished from the position of battalion chief in that the position of battalion chief is a management which manages specific group and/or division within the organization; however, in this position the knowledge level should be the same base but more advanced in administration. The chief position provides the total management of the department.

### **Supervision Received and Exercised**

- Receives administrative direction from the fire chief. Work is performed independently, under the direction of the fire chief, and restricted only by departmental regulations.
- Work is directed and reviewed through the establishment goals and subsequent evaluation of progress toward goal attainment.
- Exercise direct supervision over assigned staff and assigned areas.

### **Example of Duties**

#### **Essential Job Functions**

- Recommend departmental goals and objectives; assist in the development and implementation of policies and procedures; develop and maintain standard operating procedures and rules and regulations for fire department members.
- Manage testing programs; supervise and evaluate planned promotional procedures; review employee evaluations as required; work with employees to correct deficiencies; implement discipline and termination procedures.
- Assume the responsibilities of the fire chief in his/her absence.
- Maintenance of all records relative to personnel, equipment, and facilities.

- Participate in the development and administration of the fire department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Meet with citizen groups, organizations, contractors and developers; conduct oral presentations and provide information on fire prevention.
- Participate in the development and implementation of large-scale emergency plans.
- Manage the maintenance and service of fleet vehicles and equipment; ensure compliance with federal, state and local safety standards in relations to fire service apparatus.
- Oversee the operations and maintenance of station facilities; conduct periodic inspections to ensure compliance.
- Investigate occupational hazards and accidents involving fire department personnel; recommend corrective action as necessary.
- Develop apparatus and equipment specifications; research and recommend equipment and apparatus purchases.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the fire chief; implement improvements.
- Manage training, motivation and evaluation of personnel; oversee staff training in fire suppression, fire prevention, emergency medical services, hazardous materials, employee safety, certification and other professional development programs, within assigned divisions; oversee and coordinate the attendance of departmental staff at training programs and seminars; research policies and procedures related to training activities.
- Coordinate the provision of fire and emergency medical services and support with surrounding communities.
- Attend professional meetings, workshops and conferences; stay abreast of new trends and innovations in the fields of fire services, hazardous materials handling and emergency medical services.
- Provide responsible staff assistance to the fire chief; prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Manage, develop and coordinate departmental evaluation programs which identify proficiencies or deficiencies within the organization.
- Perform related duties as required.

#### **Additional Job Functions**

- Required to respond on an off-duty basis in the event of major events or emergencies.
- May be required to undertake any firefighting, medical, rescue and other related activities in emergency situations.
- Required to function in any ICS position as required by the incident and established by the incident commander.

**Maintain, Evaluate, Oversee**

- Policies, procedures, guidelines, history and accepted practices of the department.
- Firefighting procedures, techniques, strategy, tactics, equipment and apparatus.
- Principles, practices and procedures of supervision and customer service.
- Principles, practices and procedures of instructional methodology, teaching skills and training delivery.
- Mitigation of hazardous materials and hazardous environments.
- Procedures and techniques of emergency medical care and emergency rescue services.
- Equipment, tools and supplies which may be used in firefighting, rescue, EMS, hazardous materials, and hazardous environments.
- Geography, topography, streets, roads, and water systems within the fire district and other areas to which the department may respond.
- Pre-incident planning, facilities and hazards which may exist within those facilities in the fire district.

**Possess, Maintain and Increase Ability to:**

- Maintain a high morale with personnel.
- Make effective use of personnel, equipment and apparatus in emergency situations.
- Operate apparatus and equipment used in firefighting rescue and EMS incidents.
- Communicate clearly and concisely, orally and in writing with individuals and groups.
- Communicate and work with managers and supervisors to maintain an open line of communications and working relationship.
- Maintain a cooperative working relationship with those contacted in the course of work.
- Effectively resolve work related problems, deceptions, and disagreements.
- Understand and follow oral and written instructions.
- Deal tactfully, courteously and firmly with the general public and other members of the department.
- Research and stop incorrect information from being disseminated.
- Function in any of the incident management positions.
- Select, supervise, train and evaluate staff.
- Work effectively in the areas of operations and administration as assigned.
- Communicate and plan effectively with battalion chiefs to eliminate operational problems.
- The ability to apply the incident command system in an organized and professional manner at the scene of emergencies.
- Work under pressure and make reasonable and sound decisions in emergency situations.
- Recommend and implement goals, objectives and practices for providing effective and efficient fire services.
- Prepare and administer large and complex budgets.
- Deliver public presentations and speak before a variety of organizations and the general public.
- Prepare clear and concise administrative and financial reports.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Demonstrate effective use of equipment and apparatus.
- Explain firefighting practices, procedures, programs and legal requirements to other firefighting staff and the general public.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply federal, state and local policies, procedures laws and regulations and departmental procedures and legal requirements.
- Implement and evaluate a variety of projects in the area of fire protection and public services.
- Establish and maintain effective working relationships with those contacted in the course of work including other organizations, governmental agencies, community groups and the general public.
- Identify and respond to public and department issues and concerns.

#### **Minimum Experience and Training**

- Have obtained a minimum of career level battalion chief.
- Have been employed for ten (10) years or more at the department.
- Have been certified by NC OSFM in the following areas:
  - Firefighter II
  - Driver Operator
  - Emergency Vehicle Driver
  - Level II Instructor
  - EMT
- Obtain A.A.S. in Fire Protection Technology within three (3) years of appointment.

#### **Competencies**

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources and work or professional standards.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflicts and perform as an effective team member and leader.
- Intellectual Competency: Ability to think, learn and process information in a learning environment and by mistakes made. Ability to gather information and solve problems. Includes having math, reading and grammar skills appropriate to job level.
- Customer Service: Ability to identify customers (public, subordinates, and members), determine the valid needs of a situation and provide services in a manner that satisfies the customer and the needs of the department.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize the department and community priorities and balance actions appropriately.



- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.