

December 13, 2010

Re: 2011 Fire Department Equipment Grant

Dear Fire Chief,

The Ohio Department of Commerce's Division of State Fire Marshal is pleased to announce we are now accepting applications for the 2011 Fire Department Equipment Grants. Grant applications will be available online December 13, 2010 and must be postmarked no later than January 14, 2011 to be considered.

Please review the State Fiscal Year 2011 Fire Department Equipment Grant Application package in its entirety. We have made many updates and included helpful information to assist with completing the Equipment Grant Application and Approved Equipment Worksheet.

If you have any questions or require additional assistance, please contact Kimberly Hodnett at 1-800-515-0023 or [kimberly.hodnett@com.state.oh.us](mailto:kimberly.hodnett@com.state.oh.us).

Complete information and forms can be found at: <http://www.com.ohio.gov/fire>

Sincerely,



Kimberly A. Zurz  
Director  
Ohio Department of Commerce



Donald C. Cooper  
Interim State Fire Marshal



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**State Fiscal Year 2011  
Fire Department  
Equipment Grant Application**

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**Ohio Department of Commerce  
Division of State Fire Marshal**



**Department  
of Commerce**

Division of State Fire Marshal

An Equal Opportunity Employer and Service Provider

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## Table of Contents

	Page
1. SFY 2011 Fire Department Equipment Grant Overview	4
2. Instructions for Completing SFY 2011 Fire Department Equipment Grant Application	7
3. SFY 2011 Fire Department Equipment Grant Application	9
4. Instructions for Completing Approved Equipment Worksheet	12
5. Approved Equipment Worksheet	13
6. SFY 2011 Fire Department Equipment Grant Scoring	15
7. Appendix A: House Bill 1, 128 General Assembly	16
8. Appendix B: OAC §1301:7-7-01(U), Ohio Fire Code 120 Fire Department Grants	17
9. Appendix C: Fire Reporting Requirements	22
10. Appendix D: The Ohio Volunteer Fire Fighters' Dependents Fund Ohio Revised Code Chapter 146	24

# SFY 2011 FIRE DEPARTMENT EQUIPMENT GRANT OVERVIEW

Page 1 of 3

## I. PURPOSE

The Ohio Department of Commerce's Division of State Fire Marshal is pleased to announce the availability of grant funding in State Fiscal Year (SFY) 2011 for fire departments to purchase equipment such as: firefighting or rescue equipment, gear or similar items or for other fire department related needs related to the provision of fire protection services.

## II. ELIGIBILITY

In accordance with the applicable rules regarding training and equipment grants [proposed Ohio Administrative Code (OAC) Section 1301:7-7-01(T), Ohio Fire Code (OFC) 120, as applied to this program via an OFC modification issued by the State Fire Marshal on December 22, 2010], the following procedures will be followed by the Ohio Department of Commerce, Division of State Fire Marshal (SFM) for the awards of the SFY 2011 (July 1, 2010 through June 30, 2011) Fire Department Equipment Grants.

Eligible recipients for grants awarded under this rule shall meet at least one of these five eligibility requirements:

1. Volunteer Fire Department:

- a. Must be organized under sections Ohio Revised Code (R.C.) §§ 505.37, 505.371, 505.375 or 737.21.
- b. At least one-half of the firefighters are volunteer firefighters.

2. Fire Department:

- a. Must be organized under R.C. §§ 505.37, 505.371, 505.375 or 737.21.
- b. Must serve one or more small municipalities or small townships. A "small municipality or small township is a duly constituted municipality or village under Title 7 of the Revised Code or township under Title 5 of the Revised Code having a population of less than 25,000 permanent residents."

3. Joint Fire District:

- a. Must be organized under R.C. §§ 505.371 or 505.375.
- b. Must be comprised of departments that primarily serve small municipalities or small townships (as noted above, political subdivisions with less than 25,000 residents).

4. Local Government responsible for:

- (i) A volunteer fire department;

## **SFY 2011 FIRE DEPARTMENT EQUIPMENT GRANT OVERVIEW**

Page 2 of 3

- (ii) A fire department that serves small municipalities or small townships (as noted above, political subdivisions with less than 25,000 residents); or
- (iii) A portion of a joint fire district comprised of departments that primarily serves small municipalities or small townships (as noted above, political subdivisions with less than 25,000 residents); and

5. Local Government: responsible for the provision of fire protection services for a small municipality or small township (as noted above, political subdivisions with less than 25,000 residents).

An applicant must meet one of the five above eligibility requirements to qualify. If you meet at least one, please continue with the application process.

### **III. SPECIAL CONDITIONS**

Purchases made with Firefighting Equipment Grant Program funds become the property of the city, town, authority or fire district.

In submitting the attached Equipment Grant application, please review the attached "Appendix B" OAC §1301:7-7-01(U), Ohio Fire Code 120, (pages 16 – 19) Fire Department Grants. The fire department must agree to adhere to the following:

1. All sections of the application must be filled out completely. Grant applications must be post marked prior to January 14, 2011. Applications post marked after January 14, 2011 will be considered for a FY 2011 SFM fire department equipment grant. Faxed applications are NOT acceptable.
2. The maximum amount of an award to each eligible recipient shall be \$15,000 for equipment grants. Additional funds may be available for jurisdictions where a natural disaster has occurred during the fiscal year. (Eligible recipients may also apply for up to \$15,000 in training grants during the same state fiscal year as any equipment grants are awarded.)
3. Applications will be date stamped when received in the office.
4. The fire chief of the fire department or chief executive official(s) of the local government entity shall certify grant application is true and accurate.
5. Recipients can only make purchases after their fire department has been officially awarded a grant and the fire chief has signed and returned their Agreement letter.

## **SFY 2011 FIRE DEPARTMENT EQUIPMENT GRANT OVERVIEW**

Page 3 of 3

All variances and extensions must be submitted in writing to the State Fire Marshal in advance. Copies of paid invoices for an approved grant must be forwarded by October 1 to:

Ohio Department of Commerce – Fiscal East  
Grants Administration  
P.O. Box 4009  
Reynoldsburg, OH 43068-9009

6. All applicants and associated fire departments must be in compliance with R.C. §3737.24 (Reporting Fire Incidents). Applicants not in compliance with this section will be disqualified from further consideration for a SFY 2011 fire department equipment grant. See “Appendix C” – Fire Reporting Requirements (pages 21 – 22).
7. All applicants must be in compliance with R.C. Chapter 146 (Volunteer Fire Fighter’s Dependents Fund). Applicants not in compliance with this section will be disqualified from further consideration for a SFY 2011 fire department equipment grant. See “Appendix D” - Ohio Revised Code Chapter 146 (pages 23 – 30).
8. Upon request, items purchased with grant monies must be made available for a representative of the State Fire Marshal’s office for auditing purposes. Because the grant involves public funds you must maintain the same records as you would for any public funds.

#### **IV. WHEN TO APPLY**

The completed application consists of the SFY 2011 Equipment Grant Application and an Approved Equipment Worksheet and must be postmarked no later than Friday, January 14, 2011.

The 2011 Fire Department Equipment Grant Application is available on-line at our website: <http://www.com.ohio.gov/fire>

The completed SFY 2011 Equipment Grant Application and an Approved Equipment Worksheet should be returned to:

Ohio Department of Commerce – Fiscal East  
Grants Administration  
P.O. Box 4009  
Reynoldsburg, OH 43068-9009

#### **V. NOTIFICATION AND DISTRIBUTION OF AWARDS**

All grant agreement award letters will be mailed to fire chiefs in March 2011. Grant funds will be disbursed shortly after all agreement letters have been signed and returned. Fire departments may begin to make purchases only after receipt of the SFM grant agreement award letter.

**INSTRUCTIONS FOR COMPLETING SFY 2011 FIRE DEPARTMENT  
EQUIPMENT GRANT APPLICATION**

Page 1 of 2

All equipment purchased under the provisions of the State Fire Marshal Equipment Grant must meet the applicable requirements of the National Fire Protection Association's (NFPA) standards, most current edition, where such standards apply. Please read the entire application and follow the instructions for each of the following items.

LINE BY LINE INSTRUCTIONS:

Line #

1. Fire Department Name: Enter the correct name of the fire department.
2. Fire Department Identification Number (FDID #): Enter the five (5) digit numbers used to identify your fire department on the state fire incident report forms.
3. Number of full time paid firefighters: In Ohio, full time paid firefighters will be members of the Police and Firemen's Pension Fund.
4. Number of firefighters who are part time, paid per call or receive an annual salary: Enter the number of firefighters who are not full time but who do receive some form of monetary compensation.
5. Number of firefighters who are not paid: Enter the number of firefighters who do not receive any compensation.
6. Total population protected: Enter the population of the area for which this department provides primary fire protection. Include territory under contract if primary fire protection is provided. Do not include territory where you respond under mutual aid agreements to provide supplemental protection. This figure should be as accurate as possible.
7. Source of population protected figures: Indicate where you obtained the population figures.
8. Square miles protected: Enter the total square miles of the area for which this department provides primary fire protection. Include territory under contract if primary protection is provided. Do not include territory where you respond under mutual aid agreements to provide supplemental protection. This figure should be as accurate as possible.
9. Total operating budget: Total operating budget includes money provided from taxes and fire protection contracts, as well as from fundraising and donations used for operating expenses. Do not include capital expenses for new trucks or buildings.
10. Total number of fires: Provide the total number of fire runs for calendar year 2010 as requested. All applications are cross referenced with the NFIRS.

**INSTRUCTIONS FOR COMPLETING SFY 2011 FIRE DEPARTMENT  
EQUIPMENT GRANT APPLICATION**

Page 2 of 2

11. Type of political subdivision that operates this fire department: Public fire departments are operated by one of the governmental units listed on the application. Private volunteer fire companies are operated as non-profit-corporations that contract their services to a political subdivision.
12. Did your department receive grant funds from the State Fire Marshal in 2009 or 2010? If yes, circle the year or years and write the amount in the space provided.
13. Fire Incident Reports. In accordance with Ohio Fire Code 104.6.3.1: "Fire reports: The reports of fire investigations requires by sections 3737.23 and 3737.24 of the Revised Code shall be reported using coding information and procedures prescribed by the United States Fire Administration in the "National Fire Incident Reporting System (NFIRS)" and sent to the fire marshal in a manner approved by the fire marshal." Fire departments that have not sent their fire incident reports to the State Fire Marshal for the previous calendar year, as required by the Ohio Revised Code and the Ohio Fire Code, will not be considered for grant funds. All applicants are cross referenced with the NFIRS reporting system. See "Appendix C" – Fire Reporting Requirements (pages 21 – 22).
14. Volunteer Firefighter Dependents Fund: In accordance with the Ohio Revised Code Section 146, each political subdivision or fire district having a fire department employing volunteer fire fighters is a member of the volunteer fire fighter dependents fund and shall be in compliance. Non-compliant fire departments will be disqualified from receiving grants from the State Fire Marshal's office until compliant. All applicants are cross referenced with the Volunteer Firefighter Dependents Fund database. See "Appendix D" - The Ohio Volunteer Fire Fighters' Dependents Fund - Ohio Revised Code Chapter 146 (pages 23 – 30).
15. Enter the federal tax identification number: Example: This number usually starts with the number "31" and will look something like this "31-1234567". For subdivision, contact the financial officer listed on question 16 to obtain this number. Private fire companies will have a Federal Tax ID number if they have applied for tax exempt status. A Federal Tax Id number is required to receive a grant.
16. Name, address, daytime telephone number with area code and title of the financial officer: We are required to send the grant check to the financial officer, not the fire chief. Please keep a copy of your application to refer to if grant awarded to ensure purchases match what you requested.
17. Provide day time contact information for purposes of this grant application.
18. Certification: Application must be certified by the Fire Chief validating the information is true and accurate.

**SFY 2011 FIRE DEPARTMENT  
EQUIPMENT GRANT APPLICATION**

Page 1 of 3

The original application must be postmarked no later than January 14, 2011. All questions on this application must be answered completely for this application to be considered for grant funds.

1. Fire Department Name: \_\_\_\_\_
  
2. Fire Department Identification Number (FDID #): \_\_\_\_ - \_\_\_\_ (Example 99-999)  
Please use your FDID # on ALL correspondence. This number is not the Federal Tax ID Number.
  
3. Number of full time paid firefighters on your department: \_\_\_\_\_
  
4. Number of firefighters that are part time, paid per call or receive an annual salary:  
\_\_\_\_\_
  
5. Number of firefighters that are not paid on your department:  
\_\_\_\_\_
  
6. Total resident population protected by your fire department: \_\_\_\_\_
  
7. Source of your population figure: (check where appropriate)  
 Census  
 Government Agency  
 Fire Department Estimate  
 Other: (please list source) \_\_\_\_\_
  
8. What is the total area, in square miles, that you provide primary fire protection for:  
\_\_\_\_\_
  
9. What was your total operating budget expended during calendar year 2010, including both public and private source of income?  
  
Property taxes / levy income: \_\_\_\_\_  
  
Fire protection contracts: \_\_\_\_\_  
  
Fund raising / donations / inheritances: \_\_\_\_\_  
  
Other additional income: \_\_\_\_\_  
  
Total Operating Budget: \_\_\_\_\_



**SFY 2011 FIRE DEPARTMENT  
EQUIPMENT GRANT APPLICATION**

Page 3 of 3

17. PRINT the name and telephone number of a person we may contact with questions about this application.

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Print Name of Contact Title

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Daytime Telephone Cell Telephone

**FIRE CHIEF CERTIFICATION**

18. I certify that the information contained in this application is correct to the best of my knowledge and that the fire department or political subdivision I represent has the intention to complete this project should the grant be awarded. Falsifying information on this application may result in rejection of the application.

X \_\_\_\_\_  
Signature of the Fire Chief Date Signed

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Print or type name of Fire Chief

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Mailing Address

---

City State Zip Daytime Telephone

**INSTRUCTIONS FOR COMPLETING  
APPROVED EQUIPMENT WORKSHEET**

Page 1 of 1

**Approved Equipment Request**

1. The purpose of the “Approved Equipment Worksheet” is to indicate the type, quantity, and cost of the purchase of equipment from the approved equipment list. The decision to purchase equipment is at the discretion of the Fire Chief or the Chief Executive Officer. These grant funds are intended to be given to fire departments requesting funding in order to meet state requirements for protective clothing and self contained breathing apparatus as well as communications and miscellaneous tools or other fire department needs related to the provision of fire protection services. Estimates should be obtained from your supplier and itemized on the chart. This is not a matching grant and the maximum amount awarded is \$15,000. If your department is awarded a grant, equipment cannot be purchased before the award letter is signed by the fire chief. The full amount requested must be spent in accordance with your application.

Please adhere to the following instructions when completing Worksheet:

- a) Complete the requested departmental information.
- b) Indicate the unit cost, quantity, and the total price for each item chosen.
- c) Calculate each category’s subtotal.
- d) For total cost calculation, add subtotals from sections I - V.

Please read all instructions and verify worksheet is complete prior to submitting. Applications must be signed by the designated signature authority and are postmarked no later than January 14, 2011.

All questions concerning the Equipment Grant should be forwarded to Kimberly Hodnett at 1 (800) 515-0023 or [kimberly.hodnett@com.state.oh.us](mailto:kimberly.hodnett@com.state.oh.us).

**Note: In parenthesis after some of the equipment listed on the equipment worksheet is an NFPA standard. When an NFPA standard is included in parenthesis after a particular piece of equipment, the indicated equipment purchased as part of this grant must meet this standard.**

## APPROVED EQUIPMENT WORKSHEET

Page 1 of 2

Fire Department ID: \_\_\_\_\_

Fire Department Name: \_\_\_\_\_

### I. Personal Protective Equipment

Name of Item	Unit Cost	Quantity	Total Cost
Helmet (NFPA 1971, 2007 edition)			
Eye Shields (NFPA 1971, 2007 edition)			
Nomex or PBI Hood (NFPA 1971, 2007 edition)			
Bunker Coats (NFPA 1971, 2007 edition)			
Bunker Pants & Suspenders (NFPA 1971, 2007 edition)			
Boots (NFPA 1971, 2007 edition)			
Gloves – firefighting (NFPA 1971, 2007 edition)			
EMS Coat (NFPA 1999, 2008 edition)			
Washer/Dryer Units (NFPA 1851, 2008 edition covers cleaning but does not specifically set a standard for W/D)			
Other, describe:			
		<b>Subtotal</b>	

### II. SCBA

Name of Item	Unit Cost	Quantity	Total Cost
Personal Alarm Safety System (PASS) Devices (NFPA 1982, 2007 edition)			
Self Contained Breathing Apparatus (SCBA) (NFPA 1852, 2008 edition for Selection and NFPA 1981, 2007 edition for pack specs.)			
Individual SCBA Face piece (NFPA 1981, 2007 edition)			
SCBA Cylinders (NFPA 1981, 2007 edition)			
SCBA Voice Amplifiers (NFPA 1981, 2007 edition)			
SCBA Eye Glass Holders (NFPA 1981, 2007 edition)			
Other, describe:			
		<b>Subtotal</b>	

### III. Communications

Name of Item	Unit Cost	Quantity	Total Cost
Portable Radio (N/A)			
Portable Repeaters (N/A)			
Radio Interconnect System (N/A)			
Portable Radio Support Equipment, including Battery Chargers and Battery Conditioners (N/A)			
Mobile Radios for Fire Department vehicles (N/A)			
Other, describe:			
		<b>Subtotal</b>	

## APPROVED EQUIPMENT WORKSHEET

Page 2 of 2

### IV. Miscellaneous Tools

Name of Item	Unit Cost	Quantity	Total Cost
Rescue Saws/Chain Saws (N/A)			
Extrication tools including spreaders, cutters, rams, etc. (N/A) (NFPA 1936, 2010 edition)			
Reciprocating Saws (N/A)			
Portable Generator (N/A)			
Hand Tools (Halligans, axes, pry bars, etc.) (N/A)			
Ropes (Rescue & Individual Safety and Hardware) (NFPA 1983, 2006 edition)			
Hose (NFPA 1961 Fire Hose, 2007 edition & 1963 Connectors, 2009 edition)			
Nozzles (NFPA 1964, 2008 edition)			
Smoke Ejector - PPV Blower / Fan (N/A)			
Portable Fire Pumps (N/A)			
Portable Water Tanks (N/A)			
Other, describe:			
		<b>Subtotal</b>	

### V. Miscellaneous Other

Name of Item	Unit Cost	Quantity	Total Cost
		<b>Subtotal</b>	

### Total Request

Name of Item	Unit Cost	Quantity	Total Cost
I. Personal Protective Equipment			
II. SCBA			
III. Communications			
IV. Miscellaneous Tools			
V. Miscellaneous Other			
		<b>Total</b>	

## **SFY 2011 FIRE DEPARTMENT EQUIPMENT GRANT SCORING**

Page 1 of 1

In accordance with the applicable rules regarding training and equipment grants [proposed Ohio Administrative Code (OAC) Section 1301:7-7-01(T), Ohio Fire Code (OFC) 120, as applied to this program via an OFC modification issued by the State Fire Marshal on December 22, 2010], the following procedures will be followed by the Ohio Department of Commerce, Division of State Fire Marshal (SFM) for the awards of the state fiscal year (SFY) 2011 (July 1, 2010 through June 30, 2011) Fire Department Equipment Grants.

### **Equipment Grant Scoring Criteria:**

Based on the scoring system outlined below established by the State Fire Marshal, each eligible fire department will accumulate points based on specific information contained in their grant application. Fire departments with the highest scores that meet eligibility requirements will be awarded grants based upon the availability of funds. In the event of a score tie, the available funds will be awarded according to the following priorities:

1. Department with the lowest operating budget.
2. Department with the largest protection area.
3. If more than one fire department have the same scores in the above 2 criteria, the available funds will be awarded equally between the departments.

The scoring system generated for this grant cycle is calculated based upon the following:

1. Based upon total resident population protected, an increasing number of points are awarded for up to 25,000 residents. Fire departments with a total resident population greater than 25,000 are not eligible for this grant.
2. An increasing number of points are awarded based on the square mile protection area for which the fire department provides primary fire protection. There is no limit to square mile protection area.
3. The total operating budget for the 2010 calendar year is included in determining points awarded. There is no minimum or maximum budget requirement however lower budgets receive higher points.
4. During the 2010 calendar year the higher number of actual fires responded in primary fire protection area for structure, vehicle and wildland fires accrue higher points toward total score. This number must be consistent with submitted NFIRS reports.
5. Equipment requests for protective clothing and SCBA will be awarded higher points than communications, miscellaneous tools, and miscellaneous other. If you do not apply for protective clothing and/or SCBA your fire department may still be awarded this grant.
6. If your fire department received the SFM Equipment Grant the previous year points are deducted toward the current application. This does not disqualify a fire department however it is intended to reduce the chances of the same fire departments receiving this grant each year.

**APPENDIX A**  
**House Bill 1, 128 General Assembly**  
Page 1 of 1

On September 29, 2009, as authorized by Ohio Administrative Code (OAC) 1301:7-7-01(D)(8), Ohio Fire Code (OFC) 104.8, the State Fire Marshal (SFM) signed a modification to alter the application of the existing SFM fire department grant rules to comply with the fire department grant provisions of HB 1 for the 2010 state fiscal year. On December 7, 2010, the State Fire Marshal extended this modification to apply to the 2011 state fiscal year (July 1, 2010 through June 30, 2011 or, if sooner, the revised OFC goes into effect. This modification replaces the existing language in the 2007 Ohio Fire Code, OAC 1301:7-7-01(T), OFC 120, with the following language and deletes in its entirety OAC 1301:7-7-01(U), OFC 121.

**FIRE DEPARTMENT GRANTS**

Of the foregoing appropriation item 800639, Fire Department Grants, up to \$1,647,140 in each fiscal year shall be used to make annual grants to volunteer fire departments, fire departments that serve one or more small municipalities or small townships, joint fire districts comprised of fire departments that primarily serve small municipalities or small townships, local units of government responsible for such fire departments, and local units of government responsible for the provision of fire protection services for small municipalities or small townships.

The grants shall be used by recipients to purchase firefighting or rescue equipment or gear or similar items, to provide full or partial reimbursement for the documented costs of firefighter training, or, at the discretion of the State Fire Marshal, to cover fire department costs for providing fire protection services in that grant recipient's jurisdiction. Grant awards for firefighting or rescue equipment or gear or for fire department costs of providing fire protection services shall be up to \$15,000 per fiscal year, or up to \$25,000 per fiscal year if an eligible entity serves a jurisdiction in which the Governor declared a natural disaster during the preceding or current fiscal year in which the grant was awarded. In addition to any grant funds awarded for rescue equipment or gear, or for fire department costs associated with the provision of fire protection services, an eligible entity may receive a grant for up to \$15,000 per fiscal year for full or partial reimbursement of the documented costs of firefighter training. For each fiscal year, the State Fire Marshal shall determine the total amounts to be allocated for each eligible purpose.

The grant program shall be administered by the State Fire Marshal in accordance with rules the State Fire Marshal adopts as part of the state fire code adopted pursuant to section 3737.82 of the Revised Code that are necessary for the administration and operation of the grant program. The rules may further define the entities eligible to receive grants and establish criteria for the awarding and expenditure of grant funds, including methods the State Fire Marshal may use to verify the proper use of grant funds or to obtain reimbursement for or the return of equipment for improperly used grant funds. Any amounts in appropriation item 800639, Fire Department Grants, in excess of the amount allocated for these grants may be used for the administration of the grant program.

**APPENDIX B**  
**OAC §1301:7-7-01(U), Ohio Fire Code 120**  
**Fire Department Grants**  
Page 1 of 5

(S) Section 120 Fire department grants

(1) 120.1 Definitions. As used in this rule:

“Certified training program.” A firefighter training program conducted under the rules of the department of public safety that results in the certification of an individual student as a volunteer firefighter, firefighter I transition, firefighter I, firefighter II, fire safety inspector or fire fighting instructor.

“Fire department.” A fire department organized under section 505.37, 505.371, 505.375 or 737.21 of the Revised Code.

"Private volunteer fire company" means a company of trained fire fighters, organized under applicable Ohio and federal laws, with at least one-half of its members serving as volunteer fire fighters for the company and that has a valid contract to actively furnish fire protection services to one or more small municipalities or townships or fire districts, or a combination thereof, of this state.

“Small municipality or small township.” A duly constituted municipality or village under Title 7 of the Revised Code or township under Title 5 of the Revised Code having a population of less than 25,000 permanent residents.

“Joint fire district.” A fire department organized under sections 505.371 or 505.375 of the Revised Code.

“Volunteer fire department.” A fire department, organized under section 505.37, 505.371, 505.375 or 737.21 of the Revised Code, wherein at least one-half of the fire fighters are volunteer fire fighters.

“Volunteer firefighter.” A duly appointed member of a fire department on either a nonpay or part-pay basis who is ineligible to be a member of the Ohio police and fire pension fund, or whose employment as a firefighter does not in itself qualify any such person for membership in the public employees retirement system, or who has waived membership in the public employees retirement system.

**APPENDIX B**  
**OAC §1301:7-7-01(U), Ohio Fire Code 120**  
**Fire Department Grants**  
Page 2 of 5

- (2) 120.2 Scope. This rule applies to “Fire Department Grant” funds specifically appropriated by the General Assembly to the state fire marshal for award and distribution to eligible recipients for the provision of firefighting or rescue equipment, gear or similar items to the recipient, as full or partial reimbursement for the documented costs of firefighter training for, or sponsored by, an eligible recipient or, in the discretion of the state fire marshal, for other fire department needs related to the provision of fire protection services within that eligible recipient’s jurisdiction.

The state fire marshal may establish any additional policies and procedures as may be deemed necessary to carry out the intent of this rule.

- (3) 120.3 Eligibility.

Eligible recipients for grants awarded under this rule are:

- (a) A volunteer fire department;
- (b) A fire department that serves one or more small municipalities or small townships;
- (c) A joint fire district comprised of departments that primarily serves small municipalities or small townships;
- (d) The local unit of government responsible for:
  - a volunteer fire department;
  - a fire department that primarily serves small municipalities or small townships; or
  - a portion of a joint fire district comprised of departments that primarily serves small municipalities or small townships; and
- (e) The local unit of government responsible for the provision of fire protection services for a small municipality or small township.

For training grants awarded under rule, a private volunteer fire company is also an eligible recipient.

**APPENDIX B**  
**OAC §1301:7-7-01(U), Ohio Fire Code 120**  
**Fire Department Grants**

Page 3 of 5

- (4) 120.4 General terms and conditions.
- (a) Funds provided by a grant under this rule shall only be used for purposes for which the eligible recipient may lawfully expend public funds and in accordance with the terms of the grant award and this code.
  - (b) An eligible recipient may receive up to \$15,000 in a fiscal year from this grant for firefighting or rescue equipment, gear or similar items or for other fire department needs related to the provision of fire protection services. If, during the preceding or current fiscal year of the grant award, the eligible recipient is in a jurisdiction that has had a natural disaster as declared by the Governor, the recipient may receive up to \$25,000 in a fiscal year from this grant for firefighting or rescue equipment, gear or similar items or for other fire department needs related to the provision of fire protection services. In addition to any other funds awarded under this grant, an eligible recipient may receive up to \$15,000 in a fiscal year from this grant as full or partial reimbursement for the documented costs of firefighter training.
  - (c) For each fiscal year, the state fire marshal shall, as the state fire marshal determines is appropriate, apportion the available grant funds for expenditure for any of the particular purposes allowed under this paragraph. Each eligible recipient may receive only one grant for each state fiscal year for which funds are made available by the Ohio General Assembly, but such a grant may be awarded by the state fire marshal in multiple parts, including for the purposes described in paragraphs (T)(6)(a)(120.6.1) and (T)(6)(b)(120.6.2) of this rule, to an eligible recipient during a state fiscal year.
  - (d) The awarding of all grants shall be at the sole discretion of the state fire marshal.
  - (e) All grants awarded are subject to the availability of funds.
  - (f) The state fire marshal may require repayment to the state of Ohio any or all of a grant should an eligible recipient fail after a reasonable time, to expend all or any part of its grant.
  - (g) Should the eligible recipient expend any portion of or the entire grant for any purpose other than that which was approved by the state fire marshal, the state fire marshal may require repayment of that amount to the state of Ohio.
  - (h) The state fire marshal may audit any awarded grant and may also require an eligible recipient receiving a grant to provide evidence that the grant has been used for the intended purpose and maintain such inventory or other records concerning purchases made with the grant as the state fire marshal deems necessary.
  - (i) To offset the cost of administering grants under this rule, the state fire marshal may retain in the state fire marshal's operating account an amount of money equal to not more than one and one half per cent of the total funds available under this rule.

**APPENDIX B**  
**OAC §1301:7-7-01(U), Ohio Fire Code 120**  
**Fire Department Grants**  
Page 4 of 5

- (j) The state fire marshal shall not award a grant under this paragraph unless the eligible recipient is in compliance with the provisions of this rule and other applicable laws, rules and regulations. This includes compliance with fire department fire incident reporting requirements and participation, when required, in the volunteer firefighters' dependents fund described in Chapter 146. of the Revised Code.
  
- (5) 120.5 Application.
  - (a) All applications for any grants awarded under this rule shall be made on a form prescribed by the state fire marshal and include all of the information and documents requested by the state fire marshal. Any application that fails to provide the requested information shall be deemed incomplete and not considered by the state fire marshal for an award of a grant under this rule.
  - (b) Applicants for a grant shall certify on the application form that the fire department is eligible to receive the grant under this rule. The form shall be signed by the chief of the fire department or chief executive official(s) of the local government entity applying for the grant.
  
- (6) 120.6 Award of grant funds.

Grants awarded under this rule are divided into two parts: equipment and training grants.

  - (a) 120.6.1 In determining which eligible recipients will receive awards, the state fire marshal shall consider:
    - 1. The population protected by the eligible recipient;
    - 2. The size of the area for which the eligible recipient provides fire protection;
    - 3. The operating budget of the eligible recipient from both public and private sources;
    - 4. The intended use of the grant funds by the eligible recipient;
    - 5. The number of fires occurring within the area protected by the eligible recipient as evidenced by reports filed with the state fire marshal under section 3737.24 of the Revised Code;
    - 6. The amount of money being requested by the eligible recipient; and
    - 7. Additional factors which the state fire marshal determines necessary to assist in determining which eligible recipient should receive a grant.
  
  - (i) 120.6.1.1 Equipment grants.

The state fire marshal may award equipment grants to eligible recipients under this rule for any of the following purposes:

**APPENDIX B**  
**OAC §1301:7-7-01(U), Ohio Fire Code 120**  
**Fire Department Grants**  
Page 5 of 5

- (a) The acquisition of firefighting or rescue equipment, gear or similar items; or
- (b) For other fire department needs related to the provision of fire protection services.

In awarding these grants, the state fire marshal may give a preference to grants relating to the acquisition of personal protective equipment for firefighters.

(ii) 120.6.1.2 Training grants.

(a) The state fire marshal may award training grants to eligible recipients under this rule for any of the following purposes:

- (i) Reimbursement of the costs of certified fire fighter training programs for individual fire fighters, including instructional and administrative costs and the cost of training manuals, workbooks and other similar items.
- (ii) Reimbursement of the cost of in service or advanced training courses provided by the Ohio fire academy, including, “Fire Officer 1,” “Fire Officer 2,” “Emergency Vehicle Operations,” “Structural Fire Attack 101,” “Training in Acquired Structures” and “Understanding Fire Behavior.”

(b) the state fire marshal shall, for each fiscal year, set forth the specific trainings and classes for which grants can be awarded under this paragraph, the maximum grant amounts to be awarded for such classes and types of documentation to be submitted to verify eligibility for reimbursement.

(c) Expenses for travel, food and lodging are not eligible for reimbursement under this paragraph.

**APPENDIX C**  
**Fire Reporting Requirements**  
Page 1 of 2

Ohio Revised Code:

§ 3737.23 Record of fires.

The fire marshal shall keep in his office a record of all fires occurring in the state, the origin of such fires, and all facts, statistics, and circumstances relating thereto which have been determined by investigations. Except for the testimony given upon an investigation, such record shall be a public record and such portions thereof, as the superintendent of insurance considers necessary, shall be transcribed and forwarded to the superintendent within fifteen days from the first day of January each year.

§ 3737.24 Investigation of cause of fire.

The fire marshal and the chief of the fire department of each municipal corporation in which a fire department is established, the chief of the fire department in each township in which a fire department is established, the chief of the fire department of a joint fire district, or the fire prevention officer in each township or village where no fire department is established, shall investigate the cause, origin, and circumstances of each major fire, as determined by the rules of the fire marshal, occurring in such municipal corporation, joint fire district, or township by which property has been destroyed or damaged, and shall make an investigation to determine whether the fire was the result of carelessness or design. The investigation shall be commenced within two days, not including Sunday, if the fire occurred on that day. The marshal may superintend the investigation.

An officer making an investigation of a fire occurring in a municipal corporation, joint fire district, or township shall forthwith notify the marshal, and within one week of the occurrence of the fire shall furnish him a written statement of all facts relating to its cause and origin and such other information as is required by forms provided by the marshal.

In the performance of the duties imposed by Chapter [3737](#) of the Revised Code, the marshal and each of his subordinates, and any other officers mentioned in this section, at any time of day or night, may enter upon and examine any building or premises where a fire has occurred, and other buildings and premises adjoining or near thereto.

**APPENDIX C**  
**Fire Reporting Requirements**  
Page 2 of 2

Ohio Fire Code:

1301:7-1-01 Administration  
Section 104 General authority and responsibilities

104.6.3 Fire records: The fire department shall keep a record of fires occurring within its jurisdiction and of facts concerning the same, including statistics as to the extent of such fires and damage caused thereby, together with other information as required by the fire code official.

“Fire code official” as defined in 1301:7-7-02 means: The fire marshal, assistant fire marshal, fire chief or other designated authority charged with the administration and enforcement of the code, or a duly authorized representative.

104.6.3.1 Fire reports: The reports of fire investigations requires by sections 3737.23 and 3737.24 of the Revised Code shall be reported using coding information and procedures prescribed by the United States Fire Administration in the “National Fire Incident Reporting System (NFIRS)” and sent to the fire marshal in a manner approved by the fire marshal. The reports shall include the “Incident Report,” the “Civilian Casualty Report,” and the “Fire Service Casualty Report.” Electronic reporting of fire investigations to the fire marshal must be in a format approved by both the United State Fire Administration and the fire marshal as being compatible with the current version the “National Fire Incident Reporting System.” Any electronic reporting also must be in a format that is specifically compatible with the software used by the fire marshal to process such reports and transmitted in a format that has been approved by the fire marshal.

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 1 of 9

R.C. §146.01: Volunteer fire fighters' dependents fund definitions.

As used in sections 146.01 to 146.19 of the Revised Code:

(A) “Fire department” means a volunteer fire department, a fire department of a political subdivision or fire district of this state, or a private volunteer company that has elected to participate in the volunteer fire fighters’ dependents fund pursuant to section 146.02 of the Revised Code.

(B)

(1) “Volunteer firefighter” means both of the following, subject to division (B)(2) of this section:

(a) A duly appointed member of a fire department on either a nonpay or part-pay basis who is ineligible to be a member of the Ohio police and fire pension fund, or whose employment as a firefighter does not in itself qualify any such person for membership in the public employees retirement system, or who has waived membership in the public employees retirement system;

(b) Firefighters drafted, requisitioned, or appointed to serve in an emergency.

(2)

(a) A volunteer firefighter who is a member of the public employees retirement system shall be considered a volunteer firefighter for purposes of this chapter, and in particular, for purposes of divisions (A) and (B) of section 146.12 of the Revised Code until the firefighter has at least one and one-half years of Ohio service credit for purposes of division (B) of section 145.45 of the Revised Code;

(b) A volunteer firefighter who is a member of the public employees retirement system shall be considered a volunteer firefighter for purposes of this chapter and, in particular, for purposes of division (C) of section 146.12 of the Revised Code until the firefighter has at least five years of total service credit for purposes of sections 145.35 and 145.36 or section 145.361 of the Revised Code.

(C) “Private volunteer fire company” means a company of trained volunteer firefighters having a contract to furnish fire protection or emergency service or both to a political subdivision or fire district of this state.

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 2 of 9

(D) “Member of the fund” includes a political subdivision or fire district of this state that maintains in whole or in part a volunteer fire department or employs volunteer firefighters, and a private volunteer fire company that has elected to participate in the volunteer fire fighters’ dependents fund.

(E) “Volunteer fire fighters’ dependents fund” means the fund established by section 146.07 of the Revised Code.

(F) “Totally and permanently disabled” means that a volunteer firefighter is unable to engage in any substantial gainful employment for a period of not less than twelve months by reason of a medically determinable physical impairment that is permanent or presumed to be permanent.

R.C. §146.02: Volunteer fire fighters' dependents fund board.

(A) Each political subdivision or fire district having a fire department employing volunteer fire fighters is a member of the volunteer fire fighters’ dependents fund and shall establish a volunteer fire fighters’ dependents fund board.

(B) A private volunteer fire company which has contracted to afford fire protection to a political subdivision or fire district may become a member of the volunteer fire fighters’ dependents fund by election and shall, if it so elects, establish a volunteer fire fighters’ dependents fund board. The company shall notify the state fire marshal and the governing body of the political subdivision or fire district with which it has its major contract of the election to become a member of the fund.

R.C. §146.03: Members - vacancies.

(A) A volunteer fire fighters’ dependents fund board provided for in division (A) of section 146.02 of the Revised Code shall consist of five members chosen as follows:

- (1) Two members elected by the legislative authority of the political subdivision or fire district;
- (2) Two members elected by the fire department or the volunteer fire fighters;
- (3) One member elected by the board members who were elected pursuant to divisions (A)(1) and (2) of this section. This member shall be an elector of the political subdivision or fire district, but not a public employee, a member of the legislative authority, or a member of the fire department.

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 3 of 9

(B) A volunteer fire fighters' dependents fund board provided for in division (B) of section 146.02 of the Revised Code shall consist of five members chosen as follows:

- (1) Two members elected by the legislative authority of the political subdivision or fire district with which the private volunteer fire company has its major contract;
- (2) Two members elected by the private volunteer fire company;
- (3) One member elected by the board members who were elected pursuant to divisions (B)(1) and (2) of this section. This member shall be an elector of a political subdivision or fire district with which the private volunteer fire company has contracted to afford fire protection, but not a public employee, a member of the legislative authority, or a member of the fire company.

(C) Any vacancy occurring on a volunteer fire fighters' dependents fund board shall be filled at a special election called by the secretary of the board.

R.C. §146.04: Board election and term.

(A) The term of each volunteer fire fighters' dependents fund board member is one year and begins the first day of January.

(B) Election of volunteer fire fighters' dependents fund board members provided for in divisions (A)(1) and (B)(1) of section 146.03 of the Revised Code shall be held each year no earlier than the first day of November and no later than the second Monday in December, and the election of the board members provided for in divisions (A)(3) and (B)(3) of section 146.03 of the Revised Code shall be held each year on or before the thirty-first day of December.

(C) The board members provided for in divisions (A)(2) and (B)(2) of section 146.03 of the Revised Code shall be elected on or before the second Monday in December, as follows:

- (1) The secretary of the board shall give notice of the election by posting it in a conspicuous place at the headquarters of the fire department or fire company and at the house of each company composing the fire department. Between nine a.m. and nine p.m. on the day designated, each member of the department or company shall send in writing the name of two persons, members of the department or company, who are the member's choices.

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 4 of 9

(2) All votes cast at the election shall be counted and recorded by the board which shall announce the result. The two members receiving the highest number of votes are elected. If any two persons receive a tie vote, it shall be decided by lot or in any other way agreed upon by the persons for who such tie vote was cast.

R.C. §146.05: Organization of board.

A volunteer fire fighters' dependents fund board shall meet promptly after its election and organize. A chairperson and a secretary shall be elected. The secretary shall keep a complete record of the proceedings of the board, which record shall be maintained as a permanent file. The board may adopt rules necessary for the handling and processing of claims and shall perform such other duties as are necessary to carry out sections 146.01 to 146.19 of the Revised Code.

The secretary of the board shall immediately certify to the state fire marshal the names and addresses of the members elected, by whom elected, and the names of the board chairperson and secretary. The secretary shall also forward a certificate prepared by the clerk of the political subdivision or fire district of the current assessed valuation of such political subdivision or fire district if the political subdivision or fire district is a member of the fund.

A private volunteer fire company which is a member of the fund shall provide the secretary of the board with a roster of the fire company members, and shall report any changes to the secretary when they occur. Only persons whose names appear on the list, and in no event more than an average number of fifty names per station operated by the volunteer fire company, are eligible for benefits under sections 146.01 to 146.19 of the Revised Code.

R.C. §146.06: Compensation - expenses - legal advisor.

The members of the volunteer fire fighters' dependents fund boards shall serve without compensation. The political subdivision or fire district within which the boards operate shall provide the necessary meeting place, stationery, postage, and supplies for the efficient conduct of their business.

The legal advisor for a volunteer fire fighters' dependents fund board is the prosecuting attorney of the county in which such board is located.

146.07: Volunteer fire fighters' dependents fund.

(A) There is hereby established in the state treasury the volunteer fire fighters' dependents fund. All investment earnings earned by the fund shall be collected by

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 5 of 9

the treasurer of state and placed to the credit of the fund. Each political subdivision or fire district which maintains in whole or in part a volunteer fire department or employs volunteer fire fighters shall pay to the treasurer of state, to the credit of the fund, an initial premium as follows:

- (1) Having an assessed property valuation of less than seven million dollars, a premium of three hundred dollars;
- (2) Having an assessed property valuation of seven million dollars but less than fourteen million dollars, a premium of three hundred fifty dollars;
- (3) Having an assessed property valuation of fourteen million dollars but less than twenty-one million dollars, a premium of four hundred dollars;
- (4) Having an assessed property valuation of twenty-one million dollars but less than twenty-eight million dollars, a premium of four hundred fifty dollars;
- (5) Having an assessed property valuation of twenty-eight million dollars or over, a premium of five hundred dollars.

(B) Each private volunteer fire company which is under contract to afford fire protection to a political subdivision or fire district and which has elected to become a member of the fund is a member of the fund upon the payment of an initial premium of five hundred dollars within one month of such election, to the treasurer of state, to the credit of the fund.

R.C. §146.08: Failure to pay premium.

If the premium is not paid as provided in division (A) of section 146.07 of the Revised Code, the state fire marshal shall certify such failure as an assessment against the member of the fund to the auditor of the county within which the member is located. The county auditor shall then withhold the amount of such assessment, together with interest at the rate of six per cent from the due date of the premium, from the next ensuing tax settlement due the members and pay the amount to the treasurer of state to the credit of the volunteer fire fighters' dependents fund. In the event the secretary of the volunteer fire fighters' dependents fund board fails to forward a certificate of statement of the current assessed property valuation as provided in section 146.05 of the Revised Code, the state fire marshal shall use division (A)(5) of section 146.07 of the Revised Code as a basis for such assessment.

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 6 of 9

R.C. §146.09: Certification of assessment.

The total of all initial premiums collected by the treasurer of state under section 146.07 of the Revised Code is the basic capital account of the volunteer fire fighters' dependents fund, and no further contributions are required of its members until such time as claims against the fund have reduced it to ninety-five per cent or less of its basic capital account. In such event, the state fire marshal shall cause the following assessments, based on current valuation, to be made and certified to the legislative body of each member of the fund having a volunteer fire department or employing volunteer fire fighters:

- (A) For a member with an assessed property valuation of less than seven million dollars, ninety dollars;
- (B) For a member with an assessed property valuation of seven million dollars but less than fourteen million dollars, one hundred five dollars;
- (C) For a member with an assessed property valuation of fourteen million dollars but less than twenty-one million dollars, one hundred twenty dollars;
- (D) For a member with an assessed property valuation of twenty-one million dollars but less than twenty-eight million dollars, one hundred thirty-five dollars;
- (E) For a member with an assessed property valuation of twenty-eight million dollars or more, one hundred fifty dollars.

Every private volunteer fire company which is a member of the fund shall be assessed one hundred fifty dollars.

R.C. §146.10: Collecting assessment.

- (A) If a member of the volunteer fire fighters' dependents fund having a volunteer fire department or employing volunteer fire fighters does not pay the assessment provided in section 146.09 of the Revised Code within forty-five days after notice, the state fire marshal shall proceed with collection in the same manner as provided in section 146.08 of the Revised Code.
- (B) If a private volunteer fire company which is a member of the fund does not pay the assessment provided in section 146.09 of the Revised Code within forty-five days after

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 7 of 9

notice, such company shall be suspended as a member of the fund and shall be ineligible to file any new claim occurring during the period of suspension.

R.C. §146.12: Benefits.

Benefits shall be paid from the volunteer fire fighters' dependents fund to or on behalf of the following persons: (A) To the surviving spouse of a volunteer firefighter killed while discharging the duties of a volunteer firefighter or who dies from exposure or injury received while in the discharge of those duties, a lump sum award of one thousand dollars, and, in addition, the sum of three hundred dollars per month;

(B) To the parent, guardian, or other persons upon whom a child of a volunteer firefighter is dependent for chief support, the sum of one hundred twenty-five dollars per month for each dependent child under eighteen years of age, or under twenty-three years of age if the child is attending a post-secondary educational institution and is completing a program of instruction each school year that satisfies the equivalent of at least two-thirds of the full-time curriculum requirements of the institution.

(C) To a volunteer firefighter, totally and permanently disabled while discharging the duties of a volunteer firefighter, the sum of three hundred dollars per month. No payment shall be made to a volunteer firefighter under full salary during the time of the volunteer firefighter's disability.

R.C. §146.13: Benefits not liable to attachment.

The benefits provided for in section 146.12 of the Revised Code are in addition to all other benefits otherwise provided for by law, and are not liable to attachment, levy, or seizure under any legal or equitable process, whether such sums remain with the treasurer of state or are in the course of transmission to the person entitled thereto, but shall inure wholly to the benefit of the beneficiary.

R.C. §146.14: Claims for benefits.

Claims for benefits payable under section 146.12 of the Revised Code shall be made as follows:

(A) A surviving spouse shall file a claim under oath with the volunteer fire fighters' dependents fund board on a form provided by the board, setting forth the full name of the deceased volunteer fire fighter, the name of the fire department or company of which the decedent was a member, the name and address of the surviving spouse, and the names, ages, and addresses of dependent children. The surviving spouse shall supply such documentary evidence as the board may reasonably require.

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 8 of 9

(B) A parent, guardian, or other person in charge of a dependent child shall file a claim under oath with the board on a form provided by the board, setting forth the full name of the deceased volunteer fire fighter, the name of the fire department or company of which the fire fighter was a member, and the name, age, and address of such dependent child. The surviving spouse shall supply such documentary evidence as the board may reasonably require.

(C) A totally and permanently disabled volunteer fire fighter shall file a claim under oath setting forth the name of the fire department or company of which the fire fighter was a member, the date of the injury, and satisfactory medical proof that the fire fighter is totally and permanently disabled.

(D) All claims filed under divisions (A), (B), and (C) of this section shall certify that neither the claimant nor the person on whose behalf the claim is filed qualifies for benefits under sections 145.35 and 145.36 or section 145.361, or division (B) of section 145.45 of the Revised Code.

R.C. §146.15: Filing initial claims.

Initial claims under section 146.14 of the Revised Code shall be filed with the volunteer fire fighters' dependents fund board located in the political subdivision or fire district in which the volunteer fire fighter was a member of a fire department or company. Thereafter, claims may be transferred at the request of the claimant or the board to a board near the current residence of the claimant, provided that the transfer is mutually agreed upon by the boards concerned.

R.C. §146.16: Certifying claims for payment.

A volunteer fire fighters' dependents fund board shall meet within five days after the receipt of a claim to consider the claim and, if satisfied with the validity of the claim, shall make a determination of the amount due and to become due and shall certify its determination to the state fire marshal for payment. The certificate shall show the name and address of the board, the name and address of each beneficiary, the amount to be received by or on behalf of each beneficiary, and the name and address of the person to whom the payments shall be made. The board may make a continuing order for monthly payments to become due to a claimant for a period not exceeding three months from the date of the determination. The determination may be modified after issuance to reflect any changes in eligibility of the claimant. If no changes occur at the end of the three-month period, it is sufficient authority for the state fire marshal to provide for payment if the board certifies to him that the original certificate is continued for an additional three-month period.

**APPENDIX D**  
**The Ohio Volunteer Fire Fighters' Dependents Fund**  
**Ohio Revised Code Chapter 146**

Page 9 of 9

R.C. §146.17: Denying claims.

If a volunteer fire fighters' dependents fund board, after consideration of a claim, finds that the claimant has no right to benefits or that the claim is without merit, it shall deny the claim and issue notice of such action by delivering to the claimant a copy of the order, or by leaving a copy at the claimant's place of residence, or by mailing to the claimant a copy thereof by registered mail.

R.C. §146.18: Assuming obligations of fire fighters' indemnity boards.

The volunteer fire fighters' dependents fund boards established under sections 146.01 to 146.19 of the Revised Code, shall assume all obligations, claims, and outstanding liabilities of all fire fighters' indemnity boards existing on November 1, 1957 and all benefits due claimants after that date shall be paid in accordance with sections 146.01 to 146.19 of the Revised Code. All fire fighters' indemnity boards are hereby disbanded, and their funds transferred to the general fund of the political subdivision or fire district.

R.C. §146.19: List of fire departments.

The state fire marshal shall supply the public employees retirement board with a complete list of fire departments in the state which are supported wholly or in part at public expense, together with their addresses, and shall currently report additions to or deletions from such list.