



2011 Fire Department Training Grant

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



**Department
of Commerce**

Division of State Fire Marshal

John R. Kasich, Governor
David Goodman, Director
8895 East Main Street
Reynoldsburg, OH 43068
614.752.7122
614.644.2551 (Fax)
800.750.0750 (TTY/TDD)
www.com.ohio.gov



**Department
of Commerce**

Division of State Fire Marshal
John R. Kasich, Governor
David Goodman, Director

November 14, 2011

Re: 2011 Fire Department Training Grant

Dear Fire Chief or Executive Official,

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 Training Grants. Grant applications will be available online November 14, 2011 and must be postmarked no later than January 30, 2012 to be considered.

Please review the calendar year 2011 Fire Department Training Grant Application package in its entirety. We have made many updates and included helpful information to assist with completing the Training Grant Application.

If you have any questions or require additional assistance, please contact Gerald Robinson, Deputy Superintendent, at 888-726-7731 or email Gerald.robinson@com.state.oh.us

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

Sincerely,

A handwritten signature in black ink, appearing to read "David Goodman".

David Goodman
Director, Ohio Department of Commerce

A handwritten signature in black ink, appearing to read "Larry L. Flowers".

Larry L. Flowers
State Fire Marshal

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2011 FIRE DEPARTMENT TRAINING GRANT OVERVIEW

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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) 2012 for fire department reimbursement of state certified fire class and specific classes conducted by the Ohio Fire Academy between January 1 and December 31, 2011.

II. ELIGIBILITY

In accordance with the applicable rules regarding training and equipment grants [Ohio Administrative Code (OAC) Section 1301:7-7-01(T), Ohio Fire Code (OFC) 120], as applied to this program, the following procedures will be followed by the Ohio Department of Commerce, Division of State Fire Marshal (SFM) for the awards of the 2011 (January 1 - December 31, 2011) Fire Department Training Grants.

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

For purposes of the following eligibility requirements a small municipality or small township is defined as 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."

1. Volunteer Fire Department:
 - a. Must be organized under sections Ohio Revised Code (R.C.) §§ 505.37, 505.371, 505.375 or 737.21; AND
 - 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; AND
 - b. Must serve one or more small municipalities or small townships.
3. Joint Fire District:
 - a. Must be organized under R.C. §§ 505.371 or 505.375; AND
 - b. Must be comprised of departments that primarily serve small municipalities or small townships.
4. Local Government (1): responsible for one of the following:
 - a. A volunteer fire department; OR
 - b. A fire department that serves small municipalities or small townships; OR
 - c. A portion of a joint fire district comprised of volunteer departments that primarily serves small municipalities or small townships.

(This is typically a local government that operates the fire department.)

2011 FIRE DEPARTMENT TRAINING GRANT OVERVIEW

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5. Local Government (2): responsible for the provision of fire protection services for a small municipality or small township.
(This is typically a local government that contracts for fire protection services.)
6. Private Fire Company:
 - a. Must be a nonprofit group or organization owning and operating firefighting equipment not controlled by a firefighting agency; AND
 - b. Must be providing fire protection services under a contract to a political subdivision of the state.
 - i. “Firefighting agency” means a municipal corporation, township, township fire district, joint ambulance district, joint emergency medical services district, or joint fire district and the office of the state fire marshal.

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

III. SPECIAL CONDITIONS

In submitting the attached Training Grant application, please review the attached “Appendix B” OAC §1301:7-7-01(T), Ohio Fire Code 120, (pp. 15-19 of this document), Fire Department Grants. The eligible recipient must agree to adhere to the following:

1. All sections of the application must be filled out completely and the required documentation must be submitted with the application. Grant applications must be post marked on or before January 30, 2012. Applications post marked after January 30, 2012 will not be considered for a 2011 Fire Department Training Grant.
2. The maximum amount of an award to each eligible recipient shall be \$15,000 for training grants.
3. Applications will be date stamped when received by the office.
4. The authorized person of the eligible recipient shall certify that the grant application is true and accurate.
5. 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 the 2011 Fire Department Training Grant. See “Appendix C” – Fire Reporting Requirements (pp. 20-21 of this document).

2011 FIRE DEPARTMENT TRAINING GRANT OVERVIEW

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If applicable, 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 the fire department training grant. See "Appendix D" - Ohio Revised Code Chapter 146 (pp. 22-30 of this document).

6. All applicants agree to follow the 16 Life Safety Initiatives as set forth on <http://www.everyonegoeshome.com/initiatives.html>.

IV. WHEN AND WHERE TO APPLY

The 2011 Fire Department Training Grant application period is October 21, 2011 – January 30, 2012. The completed application consists of the **2011 Fire Department Training Grant Application and Supporting Documents** and must be postmarked on or before January 30, 2012. Faxed applications will not be accepted.

The Training Grant Application is available on-line at our website: http://www.com.ohio.gov/fire/docs/FMAC_Training2011.pdf

The completed **2011 Fire Department Training Grant Application and Supporting Documents** should be returned to:

Division of State Fire Marshal
Ohio Fire Academy
Attention: Training Grant
8895 East Main Street
Reynoldsburg, OH 43068

V. NOTIFICATION AND DISTRIBUTION OF AWARDS

Award letters and reimbursement checks will be mailed to the eligible recipient in March, 2012.

**INSTRUCTIONS FOR COMPLETING
2011 FIRE DEPARTMENT TRAINING GRANT APPLICATION**

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Type or print all information. Each blank must be filled in and the application must be signed by the authorized person of the eligible recipient. Please read the entire application and follow the instructions for each of the following items. If you have questions, call the Division of State Fire Marshal at (614) 752-7160 or toll free (888)-726-7731 ext. 158.

LINE BY LINE INSTRUCTIONS:

Line #

1. Check the type of eligible recipient you are. (*If you are a local govt., see Section II(4) and (5) to determine whether you are a local govt. 1 or 2.*)

2. Provide the name of the eligible recipient.

With respect to the fire departments associated with the eligible recipient:

3. Fire Department Identification Number (FDID #): Enter the five (5) digit numbers used to identify the department on the state fire incident report forms.

4. Number of full time paid firefighters: In Ohio, full time paid firefighters will be members of the Police and Firemen's Pension Fund.

5. 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.

6. Number of firefighters who are not paid: Enter the number of firefighters who do not receive any compensation.

7. 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.

8. Source of population protected figures: Indicate where you obtained the population figures.

9. 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.

10. Total operating budget: Total operating budget includes money provided from taxes and fire protection contracts, as well as from fund raising and donations used for operating expenses. Do not include capital expenses for new trucks or buildings.

**INSTRUCTIONS FOR COMPLETING
2011 FIRE DEPARTMENT TRAINING GRANT APPLICATION**

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11. Total number of fires: Provide the total number of fire alarms for calendar year 2011 as requested. All applications are cross referenced with the NFIRS.
12. Did the eligible recipient receive grant funds from the State Fire Marshal in 2010 or 2011? 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 [state] fire marshal in a manner approved by the [state] fire marshal." Fire departments associated with the eligible recipient that have not sent their fire incident reports to the State Fire Marshal for the previous 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 (pp. 20-21 of this document).
14. Volunteer Firefighter Dependents Fund (if applicable): When required in accordance with the Ohio Revised Code Chapter 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 (pp. 22-30 of this document).
15. Enter the federal tax identification number: Example: This number usually starts with the number "31" and will look something like this "31-1234567". 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 of the eligible recipient. We are required to send the grant check to the financial officer for the eligible recipient, 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 contact information for the individual who should be contacted during business hours (8-5) with questions about this grant application.

**INSTRUCTIONS FOR COMPLETING
2011 FIRE DEPARTMENT TRAINING GRANT APPLICATION**

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Training Code	Course Title	Maximum Award
VF	Volunteer Firefighter (Firefighter 1-A) (36 hours)	\$300.00
FT	Firefighter 1 Transition (Firefighter 1-B) (84 hours)	\$900.00
F-1	Firefighter 1 (120 hours)	\$900.00
F-2	Firefighter II (Firefighter 1-C) (120 hours)	\$1,600.00
F 1 & 2	Firefighter I & II (combined) (240 hours)	\$2,500.00
CFSI	Certified Fire Safety Inspector	\$470.00
FI	Certified Fire Instructor	\$290.00
FO1	*Fire Officer 1	\$350.00
FO2	*Fire Officer 2	\$200.00
EVO	*Emergency Vehicle Operations	\$200.00
SFA	*Structural Fire Attack 101	\$375.00
TAS	*Training in Acquired Structures	\$100.00
UFL	*Understanding Fire Behavior (Mobile Fire Lab)	\$50.00
MSRL	Mobile Search & Rescue Lab	\$1,000.00
MSRTL	Mobile Search & Rescue Lab Basic S&R	\$1,650.00
MSRTL-A	Mobile Search & Rescue Lab Advanced S&R	\$2,400.00

18. Reimbursement Form: When completing Reimbursement Form (Page 3 of 3) the above training codes are required. Eligible recipients are responsible for paying invoices incurred for training. Reimbursements will be paid directly to the eligible recipient. Allowable reimbursement requests include:
- a. Registration fees for state certified fire class and specific classes. The maximum award amount is issued per student that has successfully completed the course.
 - b. SFM Ohio Fire Academy class registration fees will be reimbursed as listed above.*
 - c. Student text manual or student workbooks.

The following documentation must be submitted with each application for each individual to be eligible for reimbursement:

- o A copy of the Invoice(s) from the Charter Institution or Ohio Fire Academy.
- o A copy of the Invoice for the student text manual or student workbook if billed or purchased separately.
- o Proof of Training: All applications must include proof of training for each individual for whom reimbursement is requested (certificate of completion or certification number).

Applications submitted without supporting documentation will automatically be considered incomplete and disqualified.

E.M.S. training, food, travel costs, lodging, and wages are items not eligible for reimbursement.

19. Certification: Application must be certified by the person authorized to act on behalf of the eligible recipient validating the information is true and accurate.

**2011 FIRE DEPARTMENT
TRAINING GRANT APPLICATION**

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The original application must be postmarked no later than January 30, 2012. All questions on this application must be answered completely for this application to be considered for grant funds.

1. You are applying as a:
 - Volunteer Fire Department
 - Fire Department
 - Joint Fire District
 - Local Government (1) (Fire Department Operator, see page 4 for further info)
 - Local Government (2) (Contracts for Fire Department Services, see page 4 for further info)
 - Private Fire Company

2. Name of eligible recipient marked above in #1 _____

3. Fire Department Identification Number (FDID #): ___ - ___ - ___
(Example 99-999) Please use your FDID # on ALL correspondence. This number is not the Federal Tax ID Number.

4. Number of full time paid firefighters associated with the eligible recipient: _____

5. Number of firefighters that are part time, paid per call or receive an annual salary: _____

6. Number of firefighters that are not paid associated with the eligible recipient.: _____

7. Total resident population protected by the eligible recipient: _____

8. Source of your population figure: (check where appropriate) Census Government Agency
 Fire Department Estimate Other: (please list source) _____

9. What is the total area, in square miles, that you provide primary fire protection for: _____

10. What was your total operating budget during calendar year 2011, 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: _____

11. For primary protection area, list the total number of fires alarms in the following categories for the calendar year 2011:
Structure: _____ Vehicle: _____ Wildland: _____

**2011 FIRE DEPARTMENT
TRAINING GRANT APPLICATION**

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12. In the past two years, did the eligible recipient receive a grant from the State Fire Marshal? If yes, check the year(s): 2010 2011 If yes, please list the amount: \$ _____
13. In accordance with the Ohio Revised Code Section 3737.24, is the fire department/company associated with the eligible recipient reporting fire incidents to the State Fire Marshal?
 Yes No
14. If applicable, is your volunteer fire department in compliance with the Volunteer Fire Fighter's Dependents Fund in accordance with the Ohio Revised Code Chapter 146? Yes No
15. List the Federal Taxpayer Identification number _____ - _____ (i.e. 31-1234567).
16. Print the name, title, address, and telephone number of the financial officer (i.e., township clerk, fiscal officer, finance director, treasurer, etc.) of the eligible entity applying for the grant. **This must not be the fire chief.**

Print Name of Financial Officer _____ Title _____

Address _____

City _____ State _____ Zip _____ Daytime Telephone _____

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

Print Name of Contact _____ Title _____

Business Hours (8-5) Telephone _____ Cell Telephone _____

2011 FIRE DEPARTMENT TRAINING GRANT SCORING

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In accordance with the applicable rules regarding training and equipment grants [Ohio Administrative Code (OAC) Section 1301:7-7-01(T), Ohio Fire Code (OFC) 120, as applied to this program], 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, 2011 through June 30, 2012) Fire Department Training Grants.

Training Grant Scoring Criteria:

Based on the scoring system outlined below established by the State Fire Marshal, each eligible recipient will accumulate points based on specific information contained in their grant application. Applicants 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. Eligible Recipient with the lowest operating budget.
2. Eligible Recipient with the largest protection area.
3. If more than one eligible recipient has the same scores in the above 2 criteria, the available funds will be awarded equally between the eligible recipients.

The scoring system generated for this grant cycle includes consideration of the following:

1. Resident Population Protected: An increasing number of points are awarded for the total resident population protected up to 25,000 residents. Applicants which serve populations greater than 25,000 will not be considered.
2. Fire Protection Area Size: 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. Operating Budget: The total operating budget for the 2011 calendar year is included in determining points awarded. There is no minimum or maximum budget requirement however smaller budgets generally receive more points.
4. Number of Fire Alarms: During the applicable calendar year, an increasing number of points are awarded for a higher number of structure, vehicle and wildland FIRE ALARMS responded to in the primary fire protection area. This number must be consistent with submitted NFIRS reports.

APPENDIX A

House Bill 153, 129th General Assembly

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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 the following eligible recipients: 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. For the purposes of this grant, a private fire company, as that phrase is defined in section 9.60 of the Revised Code, that is providing fire protection services under a contract to a political subdivision of the state, is an additional eligible recipient for a training grant.

Eligible recipients that consist of small municipalities or small townships that all intend to or contract with the same fire department or private fire company for fire protection services may jointly apply and be considered for a grant. If a joint applicant is awarded a grant, the State Fire Marshal shall, if feasible, proportionally award the grant and any equipment purchased with grant funds to each of the joint applicants based upon each applicant's contribution to and demonstrated need for fire protection services.

If the grant awarded to joint applicants is an equipment grant and the equipment to be purchased cannot be readily distributed or possessed by multiple recipients, each of the joint applicants shall be awarded by the State Fire Marshal an ownership interest in the equipment so purchased in proportion to each applicant's contribution to and demonstrated need for fire protection services. The joint applicants shall then mutually agree on how the equipment is to be maintained, operated, stored or disposed. If, for any reason, the joint applicants cannot agree as to how jointly owned equipment is to be maintained, operated, stored or disposed or any of the joint applicants no longer maintain a contract with the same fire protection service provider as the other applicants, then the joint applicants shall, with the assistance of the State Fire Marshal, mutually agree as to how the jointly owned equipment is to be maintained, operated, stored, disposed or owned. If the joint applicants cannot agree how the grant equipment is to be maintained, operated, stored, disposed or owned, the State Fire Marshal may, in its discretion, require all of the equipment acquired by the joint applicants with grant funds to be returned to the State Fire Marshal. The State Fire Marshal may then award the returned equipment to any eligible recipients.

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.

APPENDIX A

House Bill 153, 129th General Assembly

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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(T), Ohio Fire Code 120
Fire Department Grants
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(T)(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 firefighting instructor.

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

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

“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.

“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 firefighters are volunteer firefighters.

“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.

- (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:

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OAC §1301:7-7-01(T), Ohio Fire Code 120
Fire Department Grants
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- (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:*
 - (i) *A fire department;*
 - (ii) *A fire department that serves small municipalities or small townships; or*
 - (iii) *A portion of a joint fire district comprised of volunteer 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.*

In accordance with HB 153 of the 129th General Assembly (enacted after the filing of OAC 1301:7-7-01(T), Ohio Fire Code 120), a private fire company, as that phrase is defined in section 9.60 of the Revised Code, that is providing fire protection services under a contract to a political subdivision of the state is an additional eligible recipient for a training grant. Thus, private fire companies have been added as an additional category of eligible recipients in the 2011 training grant applications.

- (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.*

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OAC §1301:7-7-01(T), Ohio Fire Code 120
Fire Department Grants
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- (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.*
- (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 required 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.*

APPENDIX B
OAC §1301:7-7-01(T), Ohio Fire Code 120
Fire Department Grants
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(b) *Applicants for a grant shall certify on the application form that the applicant is eligible to receive a 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:

- (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.

APPENDIX B
OAC §1301:7-7-01(T), Ohio Fire Code 120
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(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 firefighter training programs for individual firefighters, 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."*

Please see page 8 of this application package for a complete list of eligible training courses.

(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
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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.

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.

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“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.

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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.

(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.

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(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.

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(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.

(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.

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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 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:

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- (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.

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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 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.

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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.

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(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.

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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.