

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
POLICY MANUAL**

118 Fire Board 60% Grant Application Policy

Steps for approval of expenditures from the Fire Excise Fund:

1. The requesting department shall complete a 60% Application and submit the Application to the Eddy County Fire Service at least two (2) weeks prior to the next Eddy County Fire Board meeting. See Application Procedures set out in the next Section.
 2. The Application will be reviewed, and for approval, the Application must be approved by a majority vote of the Eddy County Fire Board.
 3. After approval by the Eddy County Fire Board the approved Application, together with all supporting documentation and the signature page signed by all of the Chief's, will be submitted to Eddy County Commission for consideration.
 4. In the event the Eddy County Commission approves the requested expenditure, the front page will be signed by no less than three (3) Eddy County Commissioners and be sent back to Eddy County Fire Service. A copy will then be given to the requesting Fire District Chief or designee.
 5. Any questions concerning the process or about the department's Application can be directed to the Fire Chief, Fire Marshal, or Deputy Fire Marshal for answers.
- Fund balance shall not be allowed to be below a 2.5-million-dollar balance, unless an emergency has occurred that requires immediate funding.

An Emergency need shall be determined by the Fire Board.

**EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
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118 Fire Board 60% Grant Application Procedure

Steps for applying and filling out the 60% Expenditure Request:

1. The Application must be 100% completed and signed and turned into Eddy County Fire Service in order to be considered.
2. All supporting documentation must be included. All requests must include all items to be purchased. (Example- if purchasing a truck and wanting to include equipment for the truck, those items must be listed in the application as well as the specs, manufacturer, providing company, and cost. Be as detailed as possible.)
3. All purchases shall follow the Eddy County Purchasing and procurement policies.
4. The Application shall be turned in to Eddy County Fire Service no less than fourteen (14) days prior to the Eddy County Fire Board meeting to be considered.
5. Eddy County Fire Service shall provide the Application to all Fire Chiefs Five (5) days prior to the Eddy County Fire Board meeting at which the project will be considered. This will allow time for any questions to be answered by the Fire Chief or Fire Service prior to the Eddy County Fire Board Meeting. This will aid in streamlining the process.
6. If an Application must be changed, it must be reapproved by the Eddy County Fire Board with the supporting documents and updated price(s) if there are such. The time frames listed above will still apply.

Note: Emergency applications are not subject time restrictions.

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60% Expenditure Request

Department _____

Number of stations and age _____

Apparatus and age _____

Number of Active Members _____

Current ISO rating _____

State Fire Funds Balance _____

Fire Excise Balance _____

Donations Fund Balance _____

Number of calls run this year _____

Is Department in good standing with NFIRS _____

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60% Expenditure Request

Describe what is being purchased. All requests must include all items to be purchased i.e.: if purchasing a truck and wanting equipment for trucks, those items must be listed in the application. (Include specs, manufacturer, providing company, and cost. Be as detailed as possible.)

How purchase will benefit department/community_____

Amount/percent paid by 60%_____

Other funding sources considered_____

Why funding from 60% is necessary_____

EDDY COUNTY VOLUNTEER FIRE DEPARTMENTS
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60% Project Application

Volunteer Fire Department: _____

_____ <i>Fire Chief</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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_____ <i>Assistant Fire Chief</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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Fire Board Signatures

_____ <i>Atoka</i>	_____ <i>Cottonwood</i>	_____ <i>Happy Valley</i>
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_____ <i>Joel</i>	_____ <i>La Huerta</i>	_____ <i>Loco Hills</i>
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_____ <i>Otis</i>	_____ <i>Queen</i>	_____ <i>Riverside</i>
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_____ <i>Sun Country</i>	_____ <i>Malaga</i>	_____ <i>Commissioner</i>
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_____ <i>Commissioner</i>	_____ <i>Commissioner</i>	_____ <i>Commissioner</i>
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_____ <i>Commissioner</i>	_____ <i>Fire Marshal</i>	_____ <i>Deputy Fire Marshal</i>
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