



# Washington County Vol. Fire & Rescue Assn.

(2009)

## PROCEDURAL GUIDELINES Page #1 of 2

[1] All requests to the Washington County LOSAP Committee for LOSAP or Tax Subtraction Modification data or certificates; must come from the Company's LOSAP Coordinator or Alternate. NO individual requests will be accepted! In cases where TAX SUBTRACTION MODIFICATION certificates are being requested, the LOSAP Coordinator or Alternate shall pick-up and sign for them. They will not be given to anyone else!

(1998)

[2] After March 1<sup>st</sup> of each year, all requests by Company LOSAP Coordinators or Alternates; for TAX SUBTRACTION MODIFICATION certificates, changes to data or individuals eligibility problems, the Company requesting late, will be billed for all expenses incurred by the Association.

(1998)

[3] As of January 1, 1998, only the Point System Software issued by the Washington County Vol. Fire & Rescue Assn. – LOSAP Committee; shall be used to collect and report Point System data. Data from any other source will not be accepted.

(1998)

[4] All Point System materials, records and data, shall be the property of the Washington County Vol. Fire & Rescue Assn., and must be surrendered upon demand! Failure to do so will result in legal action.

(1996)

[5] All LOSAP records shall be maintained by the reporting Company until the volunteer begins to receive an awards benefit. If a volunteer participates in both LOSAP and TAX SUBTRACTION MODIFICATION this would be a change from the (5) five years listed in this manual under Section 14-302 Part 2.

(2004)

### **[6] GRIEVANCE PROCEDURE:**

(2006)

[a] **COMPANY LEVEL:** handled by the by-laws and rules of the Company. Resolve all conflicts and disputes within 30 days, and disseminate the outcome to the volunteer and the Washington County Vol. Fire & Rescue Assn. – LOSAP Committee.

[b] **ASSOCIATION LEVEL:** must be in writing on WCVFRA Form 109, from the grieved person; stating all facts and proposed remedy. Only cases of administrative errors, omissions, Company negligence or malice will be reason for grievance. The burden of proof shall be on the volunteer.

[7] A volunteer submitting a TIME TRACKING REPORT [Form 103], where a signature is required for approval for STAND-BY or COLLATERAL DUTY, the volunteer can not approve his/her own form.

(1996)



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## PROCEDURAL GUIDELINES – Page #2 of 2

[8] Any “Pay per call” incentive shall be implemented in the following manner:

(2004)

- The volunteer may elect not to receive LOSAP/Tax Credit for Alarms
  - Direct Payment to volunteer is unaffected
- The volunteer may elect not to participate in the Pay per call incentive
  - LOSAP & Tax Modification is unaffected
- The Volunteer may elect to receive LOSAP/Tax Credit for Alarms
  - Volunteer cannot receive pay per call incentives for the first (1<sup>st</sup>) 40 alarms or calls the volunteer completes and those alarms may be entered into the LOSAP/Tax system for credit.

Receiving both LOSAP and Pay per call credit for the same alarm would be a criminal violation of state Law.

[9] All Final LOSAP and Tax Subtraction modification data shall be transmitted to the WCVFRA Office each year at a time designated by the LOSAP Committee for that year

(2007)

[10] All departments must submit to the WCVFRA Office by October 15<sup>th</sup> of each year the benefit forms and related paper work as required for any volunteer currently receiving or those who shall receive benefits during the next calendar year.

(2007)

[11] It shall be the responsibility of the Volunteer to inform their LOSAP Coordinator of their participation status in a Pay per Call incentive by December 31 of each year .

2009

[12] Any appointed County Fire Police who is a member of both the County and City Fire Police programs cannot receive any LOSAP points for calls within the city limits

(2008)

[13] Social Security Numbers are the state standard for all Tax Modification and LOSAP form tracking as it is necessary to accurately identify and properly apply all claimed volunteer credit. Each coordinator shall take steps to ensure the protection and control of the information entrusted to their care under the program.

(1996)

[14] Each **Volunteer is responsible for completing all forms required** for the smooth operation of the LOSAP system. In addition to appropriate forms required for the crediting of applicable service, the volunteer should also complete the change of address form, whenever the address of the volunteer changes, and the change of affiliation form, whenever the volunteer designates a different Fire/EMS Department as their LOSAP Company. The Volunteer may be required to complete additional forms as needed in order to receive LOSAP Credit.

**Washington County Volunteer Fire & Rescue Association**  
**LOSAP/TAX MODIFICATION PROGRAMS**

**April 11, 2018**

**RECOMMENDATIONS:** Any recommendations are for any future appointments. Any volunteers serving currently will remain and are not affected by these recommendations

1. Selection of Company Coordinators: It is the recommendation of the WCVFRA LOSAP Committee not to select a married couple to serve as Coordinators.

JUSTIFICATION: The purpose of having two Coordinators for each Company is to have a backup upon the circumstance that one Coordinator is unable to serve due to injury or sickness. The spouse of the injured or sick coordinator would be assume to become the main caregiver and therefore both Coordinators would not be able to serve.

2. Selection of Company Coordinator: When consideration of selecting a Company Coordinator it is recommended the President does not serve as coordinator

JUTIFICATION: The Committee points out that appointing the President of the Company as a LOSAP Coordinator would eliminate a level of grievance in the Company Grievance process.

Recommended discussed and approved by the WCVFRA LOSAP Committee at their April 11,2018 meeting.