



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	ADMINISTRATION OF THE LOSAP PROGRAM	Number	15-17
Originating Department	Montgomery County Fire and Rescue Service	Effective Date	

Montgomery County Regulation on ADMINISTRATION OF THE LOSAP PROGRAM MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Issued by: County Executive
Executive Regulation No. 15-17
COMCOR 21.02.16

Authority: Code Sections 21-2(d)(3) and 21-21
Supersedes: Regulation No. 17-00
Council Review: Method (3) under Code Section 2A-15
Register Vol. 34, No. 10
Comment Deadline: October 31, 2017
Effective Date:
Sunset Date: None

SUMMARY:

In accordance with Montgomery County Code Section 21-21, the County Executive administers the Length of Service Awards Program. In 1992, the County Executive delegated authority for the day-to-day administration of the program to the Fire and Rescue Commission, in coordination with appropriate County Government agencies and the Local Fire and Rescue Departments. In 2001, the County Executive delegated this authority to the Fire Administrator. In 2005, the County Executive delegated this authority to the Fire Chief. By this Regulation the Fire Chief further delegates certain authority to the Division of Volunteer and Community Services.

ADDRESS:

Program Manager II
Office of the Fire Chief
Montgomery County Fire and Rescue
100 Edison Park Drive
Gaithersburg, Maryland 20878

STAFF:

For additional information, you may contact Program Manager II, Office of the Fire Chief at (240) 777-2408.

BACKGROUND:

The Length of Service Award Program recognizes the service that volunteer firefighters, rescuers, emergency medical service providers, and administrative members deliver to the citizens of Montgomery County. This regulation establishes uniform procedural guidelines to administer the LOSAP program.



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Sec. 1. Purpose: The purpose of this regulation is to establish uniform procedures to administer the Length of Service Awards Program for volunteers of the Local Fire and Rescue Departments in Montgomery County.

Sec. 2. Applicability. This regulation applies to all current and former Montgomery County local fire and rescue department volunteers, Local Fire and Rescue Departments, and appropriate Montgomery County Government agencies.

Sec. 3. Definitions.

- a. **Active Volunteer.** A volunteer who has accumulated a minimum of 50 points in a calendar year, under the point system outlined in Sec. 4. d. of this regulation.
- b. **Appeal.** A written statement documenting the reason(s) a [member] volunteer believes he/she is eligible for LOSAP credit.
- c. **Collateral Duties.** Volunteer service duties listed by the [FRC] Division of Volunteer and Community Services as eligible for LOSAP point accumulation, including apparatus and building maintenance; fire prevention and education activities; fund raising activities; and administrative or auxiliary duties.

d. Designated Beneficiary. A beneficiary named by a volunteer on a form filed with the Division of Volunteer and Community Services. A volunteer may change any beneficiary by completing a new designation of beneficiary form. The consent of the beneficiary is not required to name or change a beneficiary. The designation is effective when the volunteer signs the form even if the volunteer is not living when the Division of Volunteer and Community Services, receives the request, but without prejudice for any payments made the request is received. If a volunteer dies without designating a surviving beneficiary or the designation is not enforceable, the surviving spouse or domestic partner is the designated beneficiary. If no spouse or domestic partner, the volunteer’s estate is the designated beneficiary.

[d.] e. Domestic Partner (“partner”). [A person whose relationship with the volunteer would meet the requirements for a domestic partner under County Code Sec. 33-22 if the volunteer were a County employee.] A person who was registered as a domestic partner of an active volunteer with the Fire Chief on or before June 27, 2016 in a domestic partnership that did not end before the active volunteer’s death.

[e.] f. Drill. A minimum two-hour training session not listed in the approved training course list.



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[f.] g. Emergency Service Provider. An individual who is trained and certified under the [Fire and Rescue Commission's] Montgomery County Executive Regulation 36-08AM Certification Standards for Training and Experience Requirements, and is physically capable of providing firefighter, rescuer, or emergency medical service.

[g.] h. Fire [Administrator] Chief. The [non-]uniformed department head of the Montgomery County Fire and Rescue Service appointed by the County Executive, who serves as the Director of the Montgomery County Fire and Rescue Service. [The Fire Administrator serves as ex officio chair of the Fire and Rescue Commission and is responsible for implementing and enforcing Commission policies, administering all fire and rescue services provided in the County, and supervising the Chiefs of both the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services.]

[h.] i. Local Fire and Rescue Department (LFRD). [The component of the Montgomery County Fire and Rescue Service that provides direct fire suppression, rescue, and emergency medical services, in conjunction with the Division of Fire and Rescue Services.] An individual fire or rescue squad corporation authorized under Section 21-5 of the County Code to provide fire and rescue services.

[i.] j. LOSAP. Acronym for the Length of Service Awards Program.

[j.] k. LOSAP Administrator. An individual designated by the Fire [Administrator] Chief to receive and verify point totals, maintain individual and LFRD files of LOSAP participants, and notify the Montgomery County Finance Department to begin sending payments to eligible [members] volunteers.

[k.] l. LOSAP Coordinator. An individual designated by the Local Fire and Rescue Department who is responsible for registering, preparing, maintaining, and submitting to the LOSAP Administrator an accurate LOSAP report for each person who has provided service as a volunteer to that LFRD for any portion of the calendar year.

[m.] Sleep-in. One full night (minimum of 6 continuous hours) spent at the station, available for responses.]

m. Standby. Effective January 1, 2018, [O]n-duty activity performed by Integrated Emergency Command Structure (IECS) certified personnel, not in any other category of active service under Section 4.d. and who are, 1) assigned to a unit available for response, or 2) available for response in the station, but not assigned to a specific unit. Standby must be



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directly recorded in the data system provided by the County. [of the fire department or rescue squad, lasting at least 4 hours, not in any other category of active service under Sec. 4.d.] No[t] more than [2] 3 standby periods may be credited for any 24-hour period.

- n. **Training Course.** Classes including: one-day courses, seminars, and short courses; fire protection courses given by Montgomery College, the University of Maryland, the National Fire Academy, and the Maryland Fire and Rescue Institute; and regional emergency service training, etc., that may be eligible for LOSAP credit if approved by the [Fire and Rescue Commission] Division of Volunteer and Community Services.
- o. **Volunteer.** A person, who is at least 16 years of age, and who, without salary, performs administrative, firefighting, rescue, and/or emergency medical services for a LFRD. This includes former volunteers who have received appropriate certification for service under this regulation.

Sec. 4. Administration.

- a. **Eligibility to Participate.** A **volunteer** is eligible for the **LOSAP** program if he/she is an **active volunteer** on or after August 15, 1965, or if on August 15, 1965, he/she had completed 25 years of service as an **active volunteer**. A **volunteer** may participate in the **Length of Service Award Program** by meeting the registration and service requirements below. A volunteer who was not an **active volunteer** on August 15, 1965 must receive credit for service preformed before August 15, 1965, if the volunteer completes 5 years as an **active volunteer** after August 15, 1965.

A volunteer is eligible to participate in the LOSAP program if he/she is at least 16 years old. [To be eligible to participate in the **LOSAP** program, a] A volunteer who is less than 18 years old must be enrolled in high school, obtain parental consent to join an **LFRD**, and maintain a 2.0 grade point average or equivalent during each grading period on the calendar year.

- b. **Registration.** **Volunteers** must register with the **LFRD LOSAP Coordinator** in order to participate in the **LOSAP** program, receive annual certification of service, and receive any benefits. The **LFRD LOSAP Coordinator** will update required information on an annual basis.
- c. **Accrual of Credit.** Approval by the [Fire and Rescue Commission] Division of Volunteer and Community Services is required for the award of service credit. A **volunteer** must accumulate at least 50 points each year to receive credit for one year of active service.



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1. Credit is awarded on an annual basis for service provided between January 1st and December 31st of each calendar year. Points may not be transferred from one year to the next.
2. An employee of the Montgomery County [Division of Fire and Rescue Services] Fire and Rescue Service or of a **LFRD** must not receive points for activities performed as an employee.
3. **Volunteers** who have accrued no service points for two consecutive years are considered inactive for the purpose of this program. A **volunteer's LOSAP** status will be re-activated automatically when the **LFRD** submits the next **LOSAP** form on his/her behalf.

d. **Active Service Standards-Point System. Volunteers** earn and accumulate points toward credited active service based upon the standards below.

1. **Training Courses.** The [Fire and Rescue Commission] Division of Volunteer and Community Services will maintain a standing list of approved training courses that will be reviewed and modified as needed. If a **volunteer** claims training certification for a course that was not on the list approved by the [Fire and Rescue Commission] Division of Volunteer and Community Services, he/she may request the **LFRD's LOSAP Coordinator** to seek the [Commission's] Division of Volunteer and Community Services' approval for the specific **training course**. The **LOSAP Coordinator** must submit the course title, number of hours, location, and a copy of the course outline or syllabus to the Public Safety Training Academy (PSTA), which will determine whether credit may be given for the **training course**. A maximum of 25 points per year may be earned through **training courses**.

[A. Courses lasting less than 8 hours are counted as drills.]

[B.] A. Courses lasting less than 20 hours, such as a one-day course, seminar, [initial CPR certification, etc.,] or basic first-aid class, earn 5 points per course.

[C.] B. Courses lasting 20 to 45 hours, such as a short course [at a seminar or conference,] or regional fire school, earn 10 points per course.

[D.] C. Courses lasting more than 45 hours, such as the basic, advanced, and emergency care courses offered by the University of Maryland, or a fire science



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course offered by Montgomery College or Prince George’s Community College, earn 15 points per course.

2. **Drills.** Twenty points maximum per year may be accumulated through **drills**. Each **drill** lasting at least 2 hours earns one point. Training courses and Continuing Education courses lasting less than 8 hours may be counted as a **drill**.
3. **[Sleep-ins and]Standbys.** Effective January 1, 2018, [A] LOSAP activity [report] must be [completed] entered directly in the data system provided by the County for each [sleep-in or]standby activity to be credited. [Volunteers must not receive LOSAP credit for simultaneous sleep-in and standby activity, but may earn LOSAP credit for consecutive standby and sleep-in activity.] A volunteer may accumulate up to 20 points per year, [through a combination of sleep-in or standby activity.]

[A. **Sleep-in** activity earns one point for each full night, minimum 6-hour continuous period. A **volunteer** earns credit for a **sleep-in** and response when the vehicle to which he/she is assigned is not dispatched and remains in the station of the duration of the call. The purpose of a **sleep-in** activity is to staff apparatus for emergency responses.]

A. **Standby** [activity earns one point for each period of on-duty activity of the **LFRD** that lasts for at least 4 hours and does not fall into one of the other categories in subsection 4. d. A **volunteer** will earn credit for a **drill** and response(s) while performing a **standby** if he/she participates in both activities. Not more than 2 **standby** activities may be credited for any 24-hour period.] On duty Integrated Emergency Command Structure (IECS) certified personnel may earn stand-by LOSAP points for performing on-duty activity at the rate of:

- i. One quarter point for every hour of stand-by service a volunteer is assigned to a unit available for response; or
- ii. One point for every 4 hours of stand-by service the volunteer is available for response in the station, but not assigned to a specific unit.

Standby-service must be recorded directly in the data system provided by the County. A volunteer must not earn more than 3 points for stand-by service during any 24 hour period.



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4. **Elected and Appointed Positions.** A **volunteer** may earn a maximum of 25 points per calendar year for completing a one-year term in an eligible elected or appointed position. A maximum of 25 points per calendar year may be certified for any combination of service in elected and appointed positions.
- A. A **volunteer** who serves in an elected or appointed position for less than a one-year term may earn two points for each complete month of service.
 - B. The [Fire and Rescue Commission] Division of Volunteer and Community Services annually must approve a list of the elected and appointed positions for which a **volunteer** may earn points. The list must include:
 - i. **LFRD** officer at the rank of Lieutenant or higher;
 - ii. director, trustee, trial board member, or auxiliary member or officer of an **LFRD's** auxiliary;
 - iii. chair of fund raising or membership for an **LFRD**;
 - iv. chaplain of an **LFRD**;
 - v. delegate, alternate, or officer for the [Montgomery County Fire and Rescue Board or the] Montgomery County Volunteer Fire and Rescue Association;
 - vi. member of a committee of the Montgomery County Fire [and Rescue Commission] Emergency Services Commission, [the Fire Board,] or the Maryland State Firemen's Association (MSFA), or officer of an MSFA auxiliary.
5. **Meeting Attendance.** A maximum of 20 points total per year may be accumulated for approved meeting attendance. A **volunteer** may earn one point credit for attending any official meeting of an organization below:
- A. the **LFRD** or auxiliary;
 - [B. the Montgomery County Fire Board;]



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[C.] B. the Fire [and Rescue Commission] Emergency Services Commission;

[D] C. the Montgomery County Volunteer Fire/Rescue Association;

[E] D. the LFRD's Board of Directors/Trustees; and

[F] E. the Maryland State Firemen's Association or its auxiliary.

6. **Participation in LFRD or Station Responses.** To receive credit for responses, the **volunteer** must meet the criteria for **emergency service provider**. The [Fire and Rescue Commission] Division of Volunteer Fire and Community Services annually must determine for each **LFRD** whether the total annual calls will be computed by department or by station. The total points may be credited per year for responding on the minimum number of calls, or credited to an individual based upon the calls-to-points ratio indicated in the Point Awards Schedule below. An **emergency service provider** will be credited for a response when he/she:

- A. is in the station when the call is dispatched and rides as an **emergency service provider** on the dispatched apparatus;
- B. is in the station when the call is dispatched and remains there for the duration of the call on a reserve basis as an **emergency service provider**;
- C. responds to the station after the call is dispatched, and remains in the station as an **emergency service provider** on a reserve basis for the duration of the call; or
- D. reports to the Incident Commander when responding directly to the incident scene without having ridden on the apparatus.

POINT AWARDS SCHEDULE

Total LFRD/station Call response per year	000 to 999	1000 to 7499	7500 or more
Responses required to earn 1 point, if not qualified for maximum 30 points	2	4	5
Responses per year required to receive maximum 30 points	50	100	120



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7. **Military Service.** A **volunteer** whose voluntary fire service is interrupted by full-time extended obligatory military service, or by a single voluntary enlistment in the armed forces of the United States not to exceed 4 years, is considered to be on military leave. During this period of military service, the **volunteer** will receive 50 points of **LOSAP** service credit for each full year, prorated for military service of less than a full year.

8. **Collateral Duties- Twenty-five Points Maximum.** One point will be awarded for each qualified activity benefiting the **volunteer's LFRD** that lasts at least 4 hours, up to a maximum of twenty-five points. The [Fire and Rescue Commission] Division of Volunteer and Community Services annually must approve a list of the **collateral duties** under which a **volunteer** may perform qualified activities. These activities include apparatus and building maintenance; fire prevention and education activities; fund raising activities; and administrative or auxiliary duties. Points will be credited for **volunteer** service for acceptable **collateral duties** performed per year.

Sec. 5. Benefits.

- a. **Length of Service Benefits.** A **volunteer** is not required to have received 50 points in the year in which he/she applies for **LOSAP** benefits. All LOSAP payments will be made by direct deposit.

1. **A Volunteer Who Qualified before 1985.** Effective January 1, 1985, a **volunteer** who qualified for a monthly award payment before January 1, 1985 must receive monthly award payments equal to 150 percent of the pre-1985 monthly award payment.

2. **A Volunteer Who Qualifies in 1985 or Later with 25 Years of Service.** Effective January 1, 1985, a **volunteer** qualifies for a 25-year award payment when he/she has completed 25 years of service as an **active volunteer** [and is at least age 60].

Amount Awarded. A **volunteer** who satisfies these requirements must receive an award payment of \$[230] \$233 per month for life, and \$[11.50] \$11.70 per month for life for each year of service as an **active volunteer** over 25 years [, up to \$115.00 per month]. The maximum benefit is \$[345] 350 per month.



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3. **A Volunteer Who Qualifies in 1985 or Later with 15 Years of Service.** Effective January 1, 1985, a **volunteer** qualifies for a 15-year award payment when he/she has completed 15 years of service as an **active volunteer** after January 1, 1955, and is at least age [65] 60.

Amount Awarded. An **active volunteer** who satisfies these requirements must receive an award payment of [\$9.20] \$9.32 per month for life for each year of service as an **active volunteer**.

4. **A Volunteer Who Qualifies in 1985 or Later with 10 Years of Service.** Effective January 1, 1985, a **volunteer** qualifies for a 10-year award payment when he/she has completed 10 years of service as an **active volunteer** and is at least age [70] 65.

Amount Awarded. An **active volunteer** who satisfies these requirements must receive an award payment of [\$9.20] \$9.32 per month for life for each year of service as an **active volunteer**.

5. Effective July 1, 2017, increase for certain individuals currently receiving LOSAP benefit payments as follows:

The agreed upon eligible individuals will receive a 3.5% increase, for a maximum total benefit of no more than \$362.00 per month, to his/her LOSAP benefit payment if he/she is:

- A. Received LOSAP benefit payments as of December 31, 2015; and
- B. Qualified for the higher nominal fee, as described in Article 12 of the Collective Bargaining Agreement, for calendar year 2015 by:
 - i. Being on the Integrated Emergency Command Structure (IECS) certified list;
 - ii. Receiving 30 LOSAP points for department or station responses; and
 - iii. Receiving 20 LOSAP points for standby.

- b. **Disability Benefit.** A **volunteer** qualifies for a disability benefit of \$345 per month for life if:



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1. he/she becomes disabled as the direct result of active participation as a **LFRD volunteer**;
2. the disability prevents him/her from pursuing his/her normal occupation; and
3. a State Worker's Compensation Commission finds that the disability is total and permanent, and is a direct result of active participation as a **LFRD volunteer**.

Length of Service benefits under subsection 5. a. must not be paid to **volunteers** who are receiving award payments under this subsection.

- c. **Death Benefit.** On a **volunteer's** death, his/her surviving spouse or **domestic partner**, [(or estate if no spouse or **partner** survives)], qualifies for a [\$2500] \$5000 death benefit if the **volunteer** has met either the years of service requirement for a length of service benefit, or the requirements for a disability benefit.
- d. **Survivor's Benefit.** A **volunteer's** surviving spouse or **domestic partner** qualifies for a monthly award payment equal to 50 percent of the length of service benefit for which the **volunteer** met the minimum years of active service requirement, or 50 percent of the **volunteer's** disability benefit, until the spouse's death or remarriage, or the **partner's** death or establishment of another **domestic partnership**.

Sec. 6. Annual Certification Process. To participate in **LOSAP**, a **volunteer** must register with the **LFRD LOSAP Coordinator** before the annual certification period. On January 1 of each calendar year, a process will be initiated to officially credit service points that each **volunteer** has accumulated in all service categories between January 1st and December 31st of the prior calendar year. Reports that the **LFRD** will use to prepare the Annual Certification for the **Length of Service Award Program** must be maintained in a format approved by the [Fire and Rescue Commission] Division of Volunteer and Community Services.

- a. **LFRD Administration Process.** Each **LFRD** must appoint a **LOSAP Coordinator** to register all **volunteer** members, administer its **LOSAP** program, and maintain its **LOSAP** records.
 1. **Volunteer Registration.** The **LOSAP Coordinator** will verify **volunteer** member registration information and report any changes on the record form to the **LOSAP Administrator** with the annual certification.



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2. **Record Maintenance. LOSAP Coordinators** must maintain documentation in a format approved for **LOSAP** credit. This format requires that records be kept by the year for credit, **volunteer's** name (last name, first name, middle name, Jr./Sr.), Social Security Number/taxpayer identification number, date of birth, and current home address.
3. **Record Verification and Resolution of Discrepancies.** The **LFRD's LOSAP Coordinator** will transfer all required data to the **LOSAP** annual certification form. The **LFRD** Member Activity Summary for all **volunteer** members must be posted in a prominent place in each of the **LFRD** stations for at least 30 days. Each **volunteer** must receive his/her **LOSAP** annual certification form and initial the point totals to verify its accuracy. If a **volunteer** notes that a discrepancy exists on a **LOSAP** annual certification form, the **LOSAP Coordinator** and the **volunteer** must attempt to resolve the discrepancy before the **LOSAP Coordinator** submits the annual certification form to the **LOSAP Administrator**. If the discrepancy remains unresolved by the deadline for the **LFRD's** submission of the annual certifications form to the **LOSAP Administrator**, the **LOSAP Coordinator** must submit a request for an appeal to the **LOSAP Administrator** on behalf of the **volunteer**. The **LOSAP** appeal must be submitted within the 30-day appeal window noted in subsection c. below, and must include all supporting documentation.

b. **[Fire and Rescue Commission] Division of Volunteer and Community Services Administration Process.**

1. The **LOSAP Administrator**:
 - A. calculates the points awarded by category to determine the total point award [and submits the list to the Fire and Rescue Commission for approval];
 - B. [posts the credit/no credit list for **LOSAP** service in the Commission office for the volunteer's review, and] returns the approved list of certified **volunteers** to each **LFRD**, which must post the list for at least thirty days for review and verification by **volunteers**; and



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C. distributes copies of the **volunteer's** service **LOSAP** form as follows:

i. one copy of the verified **LOSAP** form must be inserted in the County's **LOSAP** files.

[ii. two copies of the **LOSAP** form must be returned to the **LFRD's LOSAP Coordinator**, one to be provided to the **volunteer**, and the second to be inserted in the **LFRD's** files; and]

[iii. one copy of the **LOSAP** form notice of his/her annual service certification must be mailed to each registered **volunteer**.]

[2. The Fire and Rescue Commission will review the verified list of **volunteers** and approve the final annual certification.]

c. **Volunteer Annual Certification Appeals Process.** A **volunteer** [whose name does not appear on the Fire and Rescue Commission approved certified list] who has not received proper point credit, or otherwise has an unresolved discrepancy, has the right to file a **LOSAP** appeal to the [Fire and Rescue Commission] Division of Volunteer and Community Services within 30 days after a written notice of the finding is mailed to the volunteer. [annual certification form is mailed to the **volunteer** by the **LOSAP Coordinator**] The **volunteer's** appeal of the **LOSAP Coordinator's** decision must be in writing and must be forwarded to the **LOSAP Administrator** by the **LFRD Coordinator**. The appeal must include a cover memo explaining the issue appealed and must provide all relevant documentation to support the appeal. The **LOSAP Administrator** must then investigate the appeal and make a recommendation to the [Fire and Rescue Commission] Division Chief of the Division of Volunteer and Community Services. The [Commission's] Division Chief's decision on the **LOSAP** appeal is final.

Sec. 7. Application for Benefits. A **volunteer** must complete the Application for Payment form (Appendix A) and submit it to the [**LFRD's LOSAP Coordinator**] **LOSAP Administrator**. [The **LOSAP Coordinator** must verify the accuracy of the information provided and file the form with the **LOSAP Administrator**].

a. **Application for Length of Service Benefits.**

1. The **volunteer** must complete the Application for Payment form (Appendix A) to



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request **LOSAP** payments and submit it to the [**LFRD LOSAP Coordinator**]
LOSAP Administrator.

[2. The **LOSAP Coordinator** must submit the completed form to the **LOSAP Administrator** at least 45 days before the volunteer's payment eligibility date.]

[3. A **volunteer** who is eligible for a monthly payment increase must complete and submit the Application for Payment form (Appendix A) requesting a monthly increase.]

- b. **Application for Disability Benefits.** A **volunteer** who becomes a disabled as the direct result of active participation as a **LFRD volunteer** and is prevented from pursuing his or her normal occupation because of a disability incurred while serving as a **volunteer** may receive a disability benefit. The **volunteer** must complete the application procedure for the disability benefit, as described in the Fire and Rescue Commission's regulation on Workers' Compensation Claims. The **volunteer** must provide proof that the Maryland Workers' Compensation Commission has found that the disability is total and permanent, and is a direct result of active participation as a **LFRD volunteer**. The **volunteer** must complete and submit the Application for Payment form (Appendix A) to request disability pay.
- c. **Application for Death Benefits.** The **volunteer** must have met either the years of service eligibility requirement for a length of service benefit, or the requirements for a disability benefit. Within one year of the **volunteer's** death, his/her surviving spouse or **domestic partner** (or estate if no spouse or **partner** survives) must submit an application using the Application for Payment form (Appendix A), with a certified copy of the death certificate, before the benefit can be paid.
- d. **Application for Survivor's Benefits.** The **volunteer's** spouse or **domestic partner** may receive a survivor's benefit on the **volunteer's** death if the **volunteer** met the years of service requirements for a length of service benefit, or the requirements for a disability benefit. The spouse or **domestic partner** must submit an application using the Application for Payment form (Appendix A), along with a certified copy of the death certificate, before the benefit can be paid.



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Sec. 8. Responsibilities.

a. **[Fire and Rescue Commission] Division of Volunteer and Community Services:**

1. approves certification of annual service;
2. annually approves and distributes a standing list of elected and appointed positions that are eligible for **LOSAP** credit;
3. annually approves and distributes a standing list of training courses that are eligible for **LOSAP** credit;
4. annually approves and distributes a standing list of **collateral duties** that are eligible for **LOSAP** credit; and
5. hears **appeals** brought by **LFRD volunteers** who believe that they are eligible to receive **LOSAP** benefits and/or annual certification.

b. **[Fire Administrator] Fire Chief:**

1. administers the **LOSAP** program, in coordination with the [Fire and Rescue Commission] Division of Volunteer and Community Services and other appropriate Montgomery County Government agencies; and
2. with the recommendation(s) of the [Fire and Rescue Commission] Division of Volunteer and Community Services, annually submits with the fire and rescue service budget a request for funds to pay administrative costs and benefits for all eligible **LOSAP** recipients for the next fiscal year.

c. **Local Fire and Rescue Department:**

1. [forwards completed **LOSAP** registrations to the **LOSAP Administrator** and retains a copy of all **LOSAP** registration forms;] must directly utilize the data system provided by the County for all LOSAP activities, standby, collateral duties, meetings, drills.
2. maintains detailed and accurate records of participation in any activity that qualifies for credit toward **active volunteer** status for each **volunteer**;



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- [3. forwards completed Applications for Payment (Appendix A) as appropriate;]
- [4] 3. ensures that its **LOSAP Coordinator** adheres to the procedures established in this regulation; and
- [5] 4. when requested by the County Executive, provides the Executive with all available records regarding **LFRD volunteers'** claims for retroactive benefit payments.

d. **Volunteer:**

1. [completes and submits to the **LFRD's LOSAP Coordinator** a new member registration form by December 31st of the year joined;] must directly utilize the data system provided by the County for all LOSAP activities, standby, collateral duties, meetings, drills.
2. provides the **LOSAP Coordinator** with accurate and timely information to maintain his/her records;
3. reviews [and initials] his/her annual certification of service summary to verify the accuracy of the information before its submission to the [Commission's] Division of Volunteer and Community Services LOSAP Administrator;
4. resolves any inaccurate information with the **LOSAP Coordinator**;
5. **appeals** to the [Fire and Rescue Commission] Division of Volunteer and Community Services any discrepancy not resolved with the **LOSAP Coordinator**, or any disputed finding by the **LOSAP Administrator** regarding the number of points he/she received under Sec. 4.d. above;
6. initiates application for payment of appropriate benefits; and
7. if applicable, coordinates the accreditation of points awarded for his or her volunteer service with multiple **LFRDs**.



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e. LOSAP Coordinator:

1. maintains accurate **volunteer** registration and certification information and files;
2. reviews any discrepancies noted by **volunteers** in the annual reports;
3. assists **volunteers** as necessary during the **appeals** process;
4. submits annual certification information to the **LOSAP Administrator** by March 31st of each year; and
5. mails or hand delivers to each registered **volunteer**, his/her annual certification within 20 days of its receipt.
6. must directly utilize the data system provided by the County for all LOSAP activities, standby, collateral duties, meetings, drills.

f. LOSAP Administrator:

1. [compiles registrations and] verifies service data award points based on the **volunteer's** activity;
2. prepares the "credit/no credit" list [for the Commission's approval];
3. files [and distributes] annual certification copies as appropriate;
4. prepares, approves, and submits **LOSAP** payment authorizations to the Montgomery County Finance Department;
5. prepares documentation of **appeals** for the [Commission's] Division of Volunteer and Community Services review;
6. notifies the **LOSAP Coordinator** and the affected **volunteer** of the [commission's] Division of Volunteer and Community Services decision on the **appeal**; and
7. conducts periodic **LOSAP** administration training classes for all **LOSAP Coordinators**.



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g. **Montgomery County Government Finance Department:** maintains the **LOSAP** payment schedule, in coordination with the [Commission] Division of Volunteer and Community Service, and makes timely payment of **LOSAP** benefits to **volunteers**, the surviving spouse or domestic partner, or the **volunteer's** estate, as appropriate.

Sec. 9. Effective Date. This regulation is effective when the Council receives a copy of the regulation adopted by the County Executive.

Sec. 10. Attachments.

Appendix A- Application for Payment

Approved:

Isiah Leggett
County Executive

Date

Approved for form and legality

Amy Moskowitz 1/14/17
Amy Moskowitz
Associate County Attorney



MONTGOMERY COUNTY FIRE RESCUE SERVICE
LENGTH OF SERVICE AWARD PROGRAM

APPLICATION FOR AWARD PAYMENT
(Please Print)

Name: _____

Volunteer Surviving Spouse Estate Death Beneficiary

Street Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ - _____ - _____ Birth Date: ____/____/____

Primary Phone: _____ Alternate Phone: _____

Beneficiary Name: _____ Gender : Male Female

Beneficiary Social Security # _____ DOB: _____

Beneficiary Address: _____ Telephone No. _____

LFRD/Station: _____ (if applicable) Email: _____

TYPE OF PAYMENT REQUEST (PLEASE CHECK EACH ONE THAT'S APPLICABLE)

- New Award - Benefit Eligibility Requirement:**
 - 25 Years of Certified Service (# Active Years _____)
 - 15 Years of Certified Service and age 60 (# Active Years _____)
 - 10 Years of Certified Service and age 65 (# Active Years _____)
 - Permanent Disability Benefit

- Death Benefit (Will be paid to the Estate if there is no Spouse or Domestic Partner)**
 - Survivor Benefit (1/2 of volunteer's monthly benefit) - payable to Spouse or Domestic Partner Only
 - Death Benefit (\$5,000)

Name of Volunteer: _____

Date of Death: _____

Please submit a copy of the death certificate

Applicant's Signature

Date

Return form to MCFRS LOSAP Administrator, 100 Edison Park Drive, Gaithersburg, MD 20878
If you have questions, please call 240-777-2428