

	BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE Administrative Policy	
	Discipline: Administration	Date: January 16, 2024 Revised:
	Reference Number: FR - 07	
	Author: Janet Blankenship, Chief Approved By: Janet Blankenship, Chief	
	Subject: Catastrophic Repair of Apparatus	

Purpose:

The purpose of this policy is to establish standard procedures for requesting emergency funds for catastrophic repairs of apparatus under the authority of Bedford County Department of Fire & Rescue.

Scope:

To provide a funding mechanism for catastrophic repair of apparatus

Required Documentation/Review Criteria:

Documentation to be provided by agency:

- Provide last 3 years of annual maintenance records.
- Provide 24 months of bank statements for all cash accounts.
- Provide financial reports to demonstrate average monthly cash flow (revenue vs expense report).
- Provide documentation to show current 501(c) (3) status.
- Provide a description of the repairs needed and justification for financial need.
- Provide mileage and engine hours of the apparatus.
- Provide the make, model, and age of the apparatus.
- Provide 3 quotes for repair(s).
- Provide the estimated length of time for repair(s).

Criteria used by staff when reviewing supporting documentation:

- Full participation in bi-annual agreed upon procedures (AUP) audit process.
- Department utilization of unit (calls responded to).
- Total call volume.
- Availability of backup resources.
- Cost of repairs vs department's available cash and projected cash flows.

Procedures:

- Submit **ALL** required documentation to Bedford County Department of Fire & Rescue, Administrative Manager.

- Request will be reviewed by Fire & Rescue Administrative Staff to confirm all supporting documentation is received. A recommendation will be made to Finance based on operational assets available and the impacts to service delivery.
- Request will be submitted to Finance to complete a financial analysis and provide a recommendation based on the financial hardship and funding availability.
- A report will be submitted to the County Administrator for approval.
- The requesting department will receive a letter of approval or denial within 30 calendar days of the date of request, assuming all supporting documentation is provided at the time of request.

Catastrophic Repair of Apparatus Request Form

Please submit ALL required documentation to Bedford County Department of Fire & Rescue, Administrative Manager. Your request will be reviewed by Fire & Rescue Administrative Staff to confirm all supporting documentation is received. If all documentation is received this will start the process. Request will be submitted to Finance and County Administrator for review. The requesting department will receive a letter of approval or denial within 30 calendar days.

General Information

Date:

Department/Agency:

Department/Agency Contact Name:

Phone Number:

Email:

Apparatus Details

Type:

Make:

Age of Apparatus:

Engine Hours:

Model:

Mileage:

Description of repairs/damage:

REPAIR INFORMATION

(Include the name of vendor, quote cost, and estimated time of repairs)

Vendor Quote #1:

Vendor Quote #2:

Vendor Quote #3:

REQUIRED DOCUMENTATION

- 3 years of annual maintenance records.
- Financial reports to demonstrate average monthly cash flow (e.g., revenue vs expenses)
- Bank statements for last 24 months for all cash accounts.
- Current 501 (c) (3) status.
- Letter stating justification for financial need.