





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

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| TITLE: Membership-Controlled Funds | SECTION/TOPIC: GENERAL ADMINISTRATION |
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I. PURPOSE

- A. This Standard Operating Procedure establishes the membership-controlled funds within the organization.

II. SCOPE

- A. This Standard Operating Procedure applies to all members of the Northern Wake Fire Department.

III. PROCEDURE

A. Firefighter's Fund

1. The Firefighter's Fund consists of financial contributions provided to the department that are not earmarked or restricted for a particular purpose including private donations, gift cards and annual member contributions.
2. Members that may benefit from the Firefighter's Fund are Probationary Members, Full Volunteer Members, Full-Time Employees, Part-Time Employees, Junior Members, Retired Members, Board Members and other special circumstances deemed appropriate by Administration and/or the Treasurer.
3. Members that may vote on the use of the Firefighter's Fund are Full Volunteer Members and Full-Time Employees.
4. The intent of the Firefighter's Fund is not to meet any member's personal financial needs.
5. Funds may be disbursed for the following reasons:
 - a) Items for the department that will be of benefit to all members
 - b) Recognition of any member that has experienced a significant life event such as marriage, graduation from college or birth of a child (\$100 per event), as reported to the Member Services Committee or Department Administration.

- c) Remembrances when a member or one of the member's immediate family members are hospitalized due to a serious illness or when there is a death of the member or immediate family member (\$100), as reported to the Member Services Committee or Department Administration.
 - d) To support other emergency services organizations or special needs such as Camp Celebrate, NC Fallen Firefighters Foundation, etc.
- 6. Any member may bring a recommendation forward to those in attendance at a monthly business meeting.
 - 7. The decisions on the disbursement of these funds for items for the department and for other organizational support will be made by a majority vote of the Full Volunteer members and the Full-Time Employees that are present at the monthly business meeting.
 - 8. Recognitions and remembrances will be handled directly by the Fire Department Administration and the Treasurer and requires no vote of the members.

B. Firefighter's Assistance Fund

- 1. The Firefighter's Assistance Fund provides immediate financial assistance to the family in the event of the death of any member or defined retiree of the fire department.
- 2. Members that may benefit from the Firefighter's Assistance Fund are Probationary Members, Full Volunteer Members, Full-Time Employees, Part-Time Employees, Junior Members, Board Members and Retired Members with (20) years of service in the North Carolina Fire and Rescue Squad Worker's Pension Fund.
- 3. The amount of immediate financial assistance is \$500.00.
- 4. The financial assistance will be provided to the member's designated beneficiary that is listed on the members life insurance beneficiary form that is kept in the member's personnel file.
- 5. If there is no beneficiary form, the financial assistance will be provided to the member's immediate next of kin.

B. Annual Member Contributions

- 1. Annual contributions to the Firefighter's Fund and Firefighter's Assistance Fund may be provided by any member of the department, including Probationary Members, Full Volunteer Members, Full-Time Employees, Part-Time Employees, Junior Members, Board Members and Retired Members.

2. The annual contributions are completely voluntary, but strongly encouraged.
3. The Treasurer will maintain a list of those who have contributed to the fund and will periodically remind those members that have not contributed.
4. The annual contribution rate is \$10.00 per member and should be paid to the Treasurer in January of each year.
5. Member contributions will be used to maintain a balance of \$1,000 in the Firefighter's Assistance Fund and subsequent contributions will transfer directly into the Firefighter's Fund.
6. Once the Firefighter's Assistance Fund balance has been depleted or in cases of multiple cases of financial assistance in a given year, members will review the status of both funds at the next business meeting and by a majority vote of the Full Volunteer members and the Full-Time Employees that are present at this meeting, there will be a transfer of funds from the Firefighter's Fund or the members will be asked to make an additional contribution.
7. The amount of immediate financial assistance and the annual contribution rate will be reviewed each year at the July business meeting and any changes will be made by a majority vote of the Full Volunteer members and the Full-Time Employees that are present at this meeting.
8. The Treasurer will send out a quarterly report to all department members listing those members that have and have not made their annual contribution of \$10.00.

C. Junior Firefighters Fund

1. The Junior Firefighter's Fund provides support to the Junior Firefighter Program and its activities.
2. Funds are generated by donations, fundraisers and financial contributions.
3. Expenditure requests may be sent directly to the Treasurer by the Division Chief of Risk Reduction.