

Length of Service Award Program *Standards and Procedure Guide*

Prince Georges County Volunteer Fire/EMS Personnel

Length of Service Award Program

For
Prince George's County
Volunteer Fire and Rescue Personnel
Established in
The Prince George's County Code
Under CB 119-1991

This guide is based on the current legislation
and is updated for CB-20-2006 as adopted on July 11 2006
and updated for CB 22-2014 adopted 10/21/2014.

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1 INTRODUCTION

The Prince George's County, Maryland, (the County) County Council created the Length of Service Award Program (LOSAP). The LOSAP provides annuities to active members of the County's volunteer Fire/Emergency Medical Service (EMS) companies (volunteers) that meet certain age and service eligibility criterion. Benefits provided under the LOSAP also include survivor annuities and lump-sum death benefits.

The County and its residents rely heavily on volunteer support in providing fire and rescue services.

The Prince George's County Fire Commission (the Commission) has been given the authority to establish the standards and procedures surrounding the LOSAP under the County Code, Section 11-328.

This guide is designed to give each County volunteer Fire/EMS company the information to effectively and efficiently prepare the annual report to the Commission as well as accurately maintain company records.

LOSAP STANDARDS & PROCEDURES

2.1 Benefits

The benefits listed herein are based on the current legislation

Each benefit is cross-referenced to the actual citation in the County code. Terms used in this section are defined in the Glossary.

2.1.1 A qualified volunteer is eligible to receive a basic monthly payment of Two Hundred Twenty-five Dollars (\$225.00) per month for fiscal year 2001 and for each fiscal year thereafter until June 30, 2015. Effective July 1, 2015, and thereafter, any volunteer currently receiving benefits or that has served twenty-five (25) years and attained the age of fifty-five (55) as of July 1, 2015, shall receive a payment of Three Hundred Fifty Dollars (\$350) per month for fiscal year 2016; Three Hundred Seventy-Five Dollars (\$375) per month for fiscal year 2017; Four Hundred Dollars (\$400) per month for fiscal year 2018; and Four Hundred Fifty Dollars (\$450) per month for fiscal year 2019 and for each fiscal year thereafter Sec. 11-328 (c)(1)

2.1.1.1 Volunteers and spouses receiving benefits shall also receive the cost of living adjustment (COLA) awarded to the career fire service. The COLA adjusts the basic monthly payment as well as the additional payments discussed in the next two sections. Sec. 11-328 (h)(1)

2.1.1.2 For example, an individual whose monthly payment has been increased by the additional \$4.00 per month and prior COLAs is currently receiving \$250.00 per month. If a new COLA of 10% is now applied, the individual's monthly payment will be \$275.00.

2.1.2 A payment of \$4.00 per month (effective 7/1/15 \$8 per month) shall be added to the basic monthly payment for each full year of certified active service in excess of 25 years. Payments will begin on the first day of the month following eligibility. The provisions of this Section as respects the \$8 benefit effective 7/1/15, shall apply to all members currently receiving benefits upon certification of additional years. Sec. 11-328 (C) (02)

2.1.3 A volunteer who has reached the age of 70 and has a minimum of ten years of certified active service with five of those years immediately preceding the current year will receive a payment of \$8.00 per month for each year of certified service. Payments shall begin on the first day of the month following eligibility. Sec. 11-328 (c)(3)

2.1.4 Any volunteer who is found by the Maryland Worker's Compensation Commission to be permanently disabled in the course of employment as a Fire/EMS volunteer will receive disability benefits. A competent medical authority designated by the County Executive must find that the disability prevents the volunteer from pursuing his or her normal occupation. Disability benefits are the same as the benefits accruing to a qualified volunteer who has 25 years of certified active service and has attained the age of 55 years.

2.1.5 Upon the death of a qualified volunteer, a burial benefit of \$5,000.00 shall be paid to the surviving spouse or if no surviving spouse, the estate of the decedent. Effective July 1, 2014, and thereafter, the burial benefit shall be Ten Thousand Dollars (\$10,000). Effective July 1, 2014, and thereafter, the burial benefit shall be Twenty Thousand Dollars (\$20,000) for a qualified volunteer whose death results from an accidental personal injury arising out of and in the course of his volunteer service. A qualified volunteer is defined as one who has completed twenty-five (25) years of service or is qualified to receive benefits under this Section. The executor of the deceased's estate is responsible for applying for the burial benefit and supplying the Commission with a copy of the death certificate along with the completed Burial Benefit Application form (Appendix A, Form #4573). Sec. 11- 328 (c)(8)

2.1.6 If a qualified volunteer dies while receiving benefits, the surviving spouse specified on the Insurance and LOSAP Beneficiary form (Appendix A, Form #4579) is entitled to benefits equal to 50 percent of the volunteer's benefits. These benefits shall terminate upon death or remarriage of the spouse. Effective July 1, 2014, and thereafter, any surviving spouse receiving benefits pursuant to Subsection (c)(1) shall be entitled to Two Hundred Fifty Dollars (\$250) per month. Sec. 11- 328 (c)(7)(A)

2.1.7 If a qualified volunteer dies before receiving any benefits, the surviving spouse specified on the Insurance and LOSAP Beneficiary form (Appendix A, Form #4579) is entitled to benefits equal to 50 percent of the volunteer's benefits. These benefits shall terminate upon death or remarriage of the spouse. Sec. 11- 328 (c)(7)(B)

2.2 Active Service Standards - Point Accumulation

For the purpose of participating in the program, once a volunteer receives a Prince George's County Fire Department Identification Number, he or she begins to accumulate LOSAP points. A year of certified active service is defined as a year in which a volunteer has accumulated a minimum of 50 points in accordance with the point system discussed later in this section. Points will be credited for the period of July 1 through June 30 each year and shall not be transferable from one year to the next.

Since volunteers do not usually start their membership on the first day of the fiscal year, the following interpretation is provided for crediting the first year of active volunteer service. A volunteer who has begun initial membership for LOSAP within the fiscal year beginning July 1 and ending June 30 and has accumulated 50 points within the same fiscal year will be permitted to receive credit for one full year of certified active service.

2.2.1 Completion of-Training Courses

One point shall be credited for each hour of attendance in a training course approved by the Commission up to a maximum of 25 points per year. Approved courses shall include the following:

- All courses offered by the Maryland Fire Rescue Institute and the Maryland Institute of Emergency Medical Services Systems (MIEMSS).
- All Department Fire Training Academy courses. Prince George's County Community College courses pertaining to fire, rescue, and EMS.
- University of Maryland courses related to fire, rescue and EMS.
- Any special or other classes or courses not included above must be approved by the Commission and will be considered on an individual case-by-case basis.

2.2.2 Attendance of Drills

One point shall be credited for each Company or County drill attended in its entirety by the volunteer up to a maximum of 25 points per year.

2.2.3 Attendance at Meetings

One point shall be credited for each official Company, County, and Maryland State Associations' meeting up to a maximum of 25 points per year. Such meetings shall include;

- Regular or special Company meetings.
- Regular or special meetings of the Prince George's County Volunteer Fire and Rescue Association.
- Conventions of the Prince George's County Volunteer Fire and Rescue Association, the Maryland State Firemen's Association, or the Maryland Fire Chiefs Association. Each session of a convention shall count as a separate meeting.
- Meetings of the Executive Committee of the Maryland State Firemens Association.
- Meetings of the Maryland Fire Chiefs Association, the International Association of Fire Chiefs (IAFC) and the Eastern Division of the IAFC.
- Meetings of the National Volunteer Fire Council.
- Meetings of other fire and rescue organizations that may be approved by The Fire Commission on an individual case-by-case basis.

2.2.4 Participation in Emergency Response Calls

One point shall be credited for each emergency or non-emergency response call to which a volunteer responds within the Prince George's County system for up to a maximum of 40 points per year. One response point is also earned when a volunteer comes to the station for an emergency call and then is assigned as a standby. One response point is also earned when volunteers are in the station on standby as additional staffing. Credible emergency and non emergency response calls fire alarm, ambulance (EMS) responses for either emergency or routine transportation search and rescue, hazardous materials and underwater rescue.

2.2.5 Sleep-Ins /Standbys

2.2.5.1 One point shall be credited for each standby or full night sleep-in up to a maximum of 25 points per year for all standbys and sleep-ins combined. A standby is defined as an on-duty activity of the fire department or rescue squad lasting for four hours and not falling under one of the other "Active Service" categories. A sleep-in generally defined as one full night of activity at the Company station. However, volunteers on shift work can receive sleep-in credit for the period of time during the day that would be their sleep-in period.

2.2.5.2 For the purposes of recording standby points, one standby point is interpreted as the accumulation of four hours over more than one duty shift at the Company station.

2.2.5.3 Volunteers who arrive at the station for standby duty may also get credit during the same period for performing collateral duties (defined below) and responding to fire and ambulance calls.

2.2.5.4 For the purposes of recording sleep-in points, one sleep-in point is interpreted as an individual

reporting to the firehouse between the hours of 7 PM and 7 AM with the intention of staying overnight. However, shift personnel can also earn sleep in credit during other hours based on their schedule.

2.2.6 Elected / Appointed Positions

2.2.6.1 Points shall be credited for each month of active participation in and completion of an appointed or elected office or chair of a standing committee in any of the Fire or Rescue Service organizations in the State of Maryland. More than one position may be counted in attaining the maximum number of points. The points are awarded according to the following schedule:

Office	Maximum Annual Points	Points Per Month
Chief, President or Fire Commission	50	4.17
All other elected or appointed, company, County, or State Association offices and committee chairmanships	25	2.09

In accordance with procedures established by Prince George's County electronic LOSAP program, Chief, President and Fire Commission points may be earned in addition to points earned in the other categories.

2.2.7 Collateral Duties

2.2.7.1 One point shall be credited for each hour of acceptable collateral duties up to a maximum of 25 points per year. Collateral duties are, but are not limited to, apparatus and building maintenance, fire prevention, education and work that promotes the welfare of the local, county, or statewide volunteer fire/rescue service.

2.2.8 Military Service

2.2.8.1 A volunteer member who, during his/her membership, serves or has served full- time military service in the armed forces of the United States shall receive credit at the rate of 5 points for each month served, providing not more than 50 points can be credited for any year. A maximum of four years of creditable service may be acquired in this manner.

2.3 LOSAP Administration

2.3.1 LOSAP Duties at the Company

Each Company is responsible for assigning responsibility for performing the various LOSAP administrative tasks. Segregating these duties among different members of a Company LOSAP Committee would significantly reduce the risks for incorrect application, abuse, or fraud in the system and strengthen the internal controls. Therefore, it is required that each Company has a LOSAP Committee consisting of at least the Company president of the Board of Directors and a LOSAP administrator.

The LOSAP administrator's responsibilities include daily record maintenance, year-end compilation of each volunteer's LOSAP information, completion of all necessary forms, acquisition of required signatures, and delivery of signed and completed information to the Commission. The members of the LOSAP Committee other than the LOSAP administrator have the responsibility for approving the annual certification of volunteers after thoroughly reviewing supporting documentation. Use of the data collection forms described below is recommended. Substitute forms may be used if approved by the Fire Commission. Electronic systems may also be used if approved by the Fire Commission. If electronic systems are

used, the Fire Commission will have access to the data collected and reported by the company. The company should provide information describing internal controls that will insure data integrity. The forms enclosed were developed to ensure consistency in LOSAP data collection efforts at each Company and to ensure that adequate documentation is maintained to support annual points awarded to each member. These standardized forms will also facilitate periodic audits of each Company's LOSAP records by the County's Office of Audits and Investigation and or the Fire Commission.

2.3.2 LOSAP Record Retention Requirements

Each Company is required to maintain for a period of five (5) years the supporting documentation discussed in Section 2.3.3 (1) that substantiates the LOSAP Annual Point Certification and the LOSAP Annual Report. This is based on a 3 – 5 year record retention that is customary within County Government. Information for each volunteer is retained in the LOSAP database and can only be deleted upon the death of the volunteer.

2.3.3 LOSAP Record-keeping Procedures at the Company

Exhibit 2-1 illustrates the steps for recording the activities associated with the LOSAP annual certification process in a Company. A complete description of the forms is provided in Section 3, "Description of Approved Forms." The system of accumulating points is described in Section 2.2 "Active Service Standards – Point Accumulation." Each step in the process is assigned a number from the flowchart and is described below.

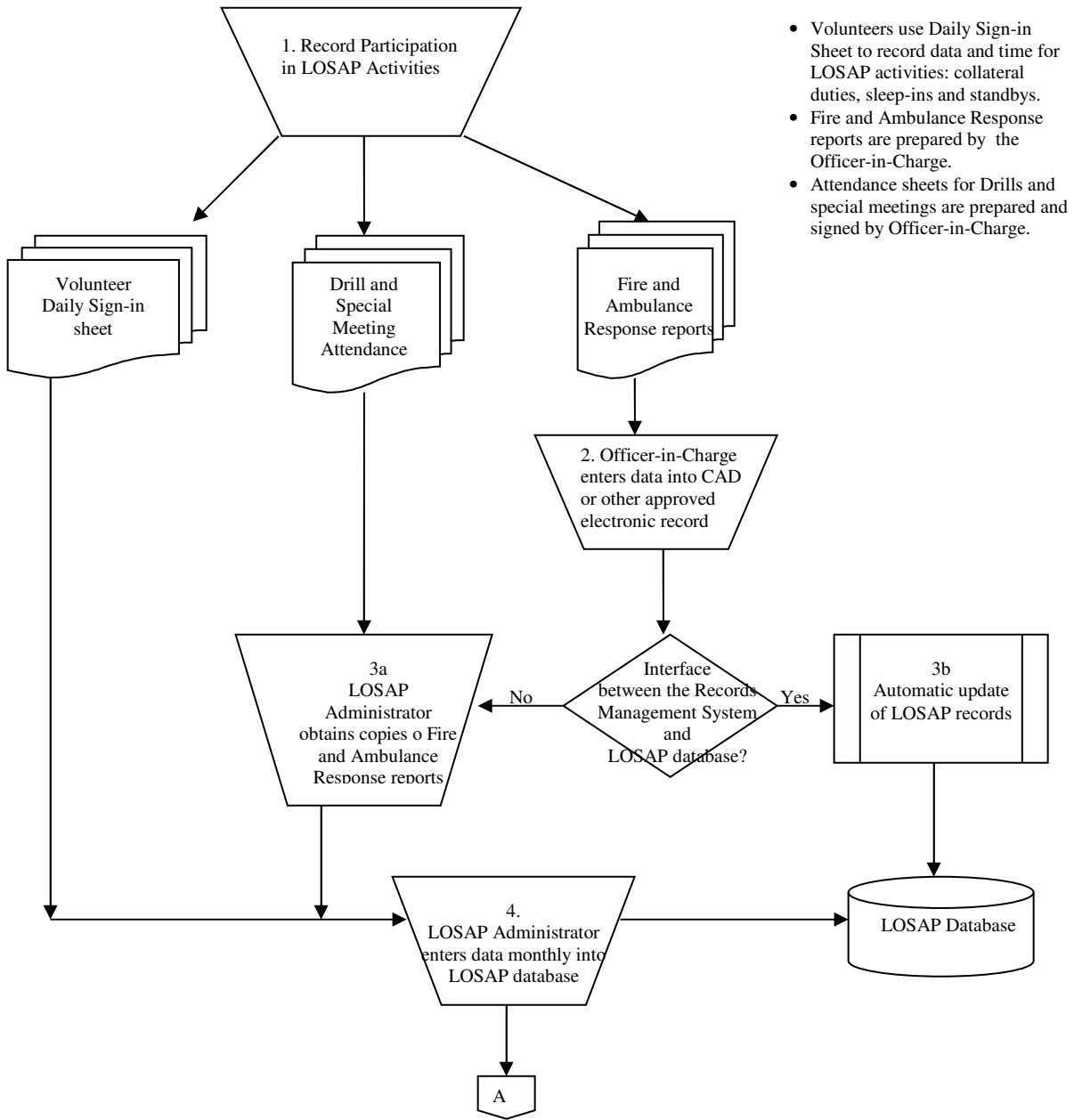
1. Information about a volunteer's LOSAP activities is recorded at the Company. A sign-in sheet for collateral duties, sleep-ins, and standbys is required for recording date and time information. Form #4578, "Volunteer Daily Sign-in Sheet," is recommended to record information needed for determining a volunteer's points for LOSAP. In addition, Form #4577, "-Volunteer Collateral Duty Sheet," is recommended to accompany Form #4578 in providing detailed descriptions of collateral duties performed at the station. It is also required that the Company's LOSAP committee review Form 4577 (or approved substitute form) to determine if work performed qualifies for LOSAP credit.

For training drills or special meetings, it is required that an attendance sheet be prepared by the person conducting the training or meeting for recording the date of the activity and the names of volunteers in attendance.

Ambulance responses are recorded on the Maryland Ambulance Information System. The officer in charge records fire responses on the Station Response Report, which may also be used to record member response information. Another officer should also review these reports.

2. The officer in charge (or other designated person) enters the fire and ambulance response reports into the Records Management System on the County mainframe computer or the successor systems if applicable.
3. If an interface exists between the Records Management System and the LOSAP database, credit for fire and ambulance responses will automatically be recorded in the database. Otherwise, the LOSAP administrator should obtain copies of the fire and ambulance response forms. As on October 2008 no such interface exists and Records Management is not able to provide reliable response data.
4. The LOSAP administrator should ensure the timely entry of data in the records or systems used to record activity.

Exhibit 2-1
LOSAP Record-keeping Procedures at the Company



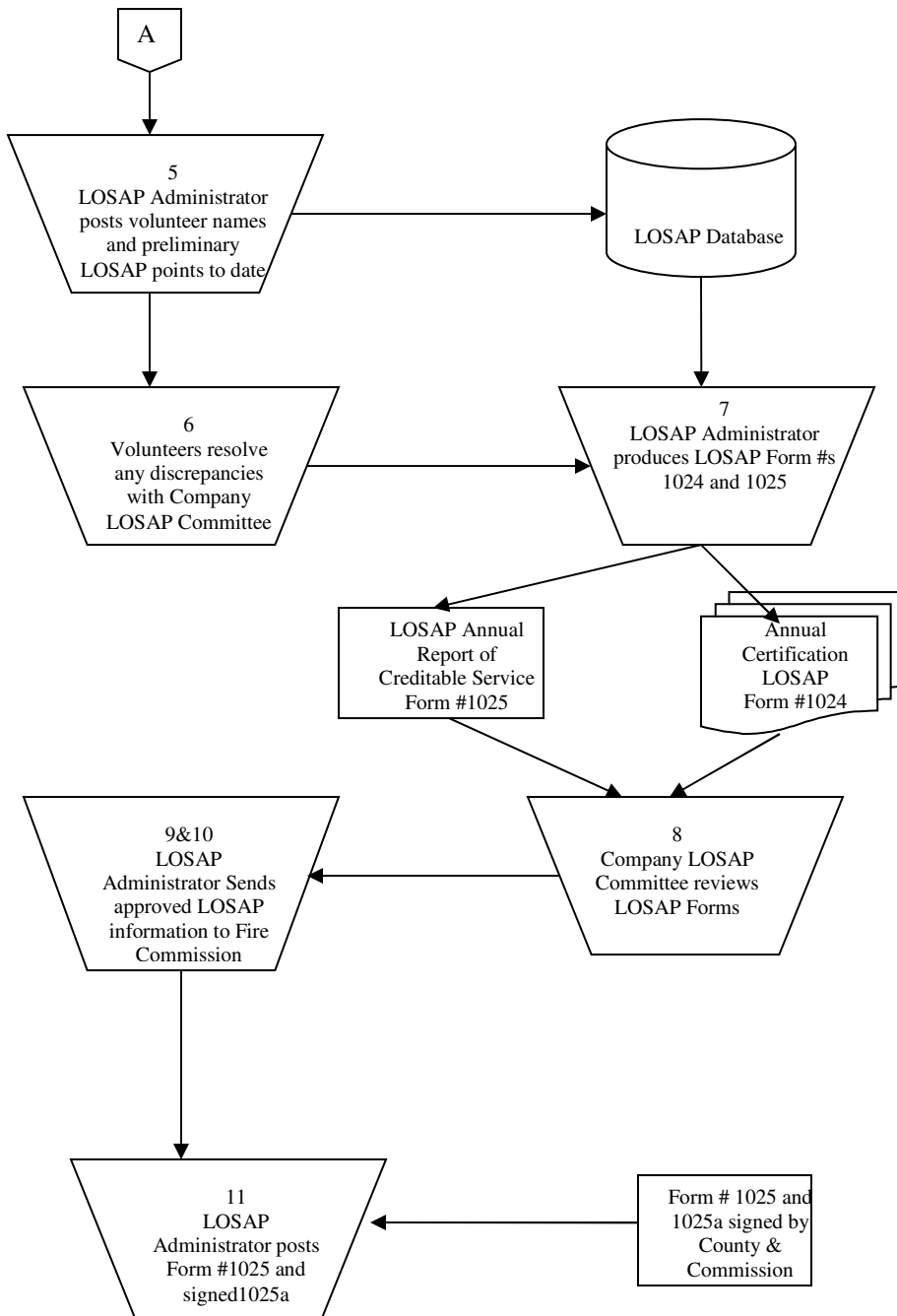
- Volunteers use Daily Sign-in Sheet to record data and time for LOSAP activities: collateral duties, sleep-ins and standbys.
- Fire and Ambulance Response reports are prepared by the Officer-in-Charge.
- Attendance sheets for Drills and special meetings are prepared and signed by Officer-in-Charge.

2.3.4 LOSAP Review Procedures Required at the Company

The review procedures required to be completed at the Company level are reflected in the flowchart in Exhibit 2-2 and described below in steps 5 through 9.

5. A preliminary report listing each volunteer and his or her total LOSAP points to date should be printed from the LOSAP database and posted at the station quarterly or at least three months prior to the Commission's review. The purpose is to allow volunteers an opportunity to resolve any discrepancies before annual certification is finalized. In addition, a volunteer will also have an opportunity to earn any additional points short of the 50-point requirement.
6. Volunteers who do not agree with their point totals should refer to the volunteer daily sign-in sheets and fire and ambulance response reports and present any additional information to the Company LOSAP Committee for consideration.
7. The LOSAP administrator produces the Annual Point Certification Form for each volunteer (Form #1024) and the Annual Report Form for credible service (Form #1025) from the LOSAP database.
8. In order to verify that the list of qualified members is true and correct, the Company LOSAP Committee should review these forms against the supporting documentation of daily sign-in sheets, attendance sheets for drills and meetings, and the fire and rescue response reports. When the president and secretary are confident that an adequate review was performed, they should sign Form #1025a.
9. Upon receiving the appropriate signatures from the president and secretary, the LOSAP administrator submits Form #1025 the signed Form #1025a and a completed form 1024 for each member (whether or not the member qualified) to the Commission on or before September 1. The Fire Commission will review the information submitted if approved, the company will be notified of the approval and a copy of the approved report will be given to the company to post in the station. If not approved, the company will be contacted to correct or resolve discrepancies.
10. For each volunteer who qualifies for the LOSAP award in the current fiscal year, the LOSAP administrator should also have up-to-date information on Form #1023 in the LOSAP database.
11. Upon receiving Form #1025 and 1025a signed by the County and the Commission, the LOSAP administrator must post a copy of these forms in each Fire/EMS station for 30 days for review by volunteers. The LOSAP administrator must enter the posting date and the appeals deadline date. A volunteer will have sixty (60) days from the day of the posting to appeal his or her LOSAP points for the fiscal year.

Exhibit 2 -2
 LOSAP Review Procedures Required at the Company

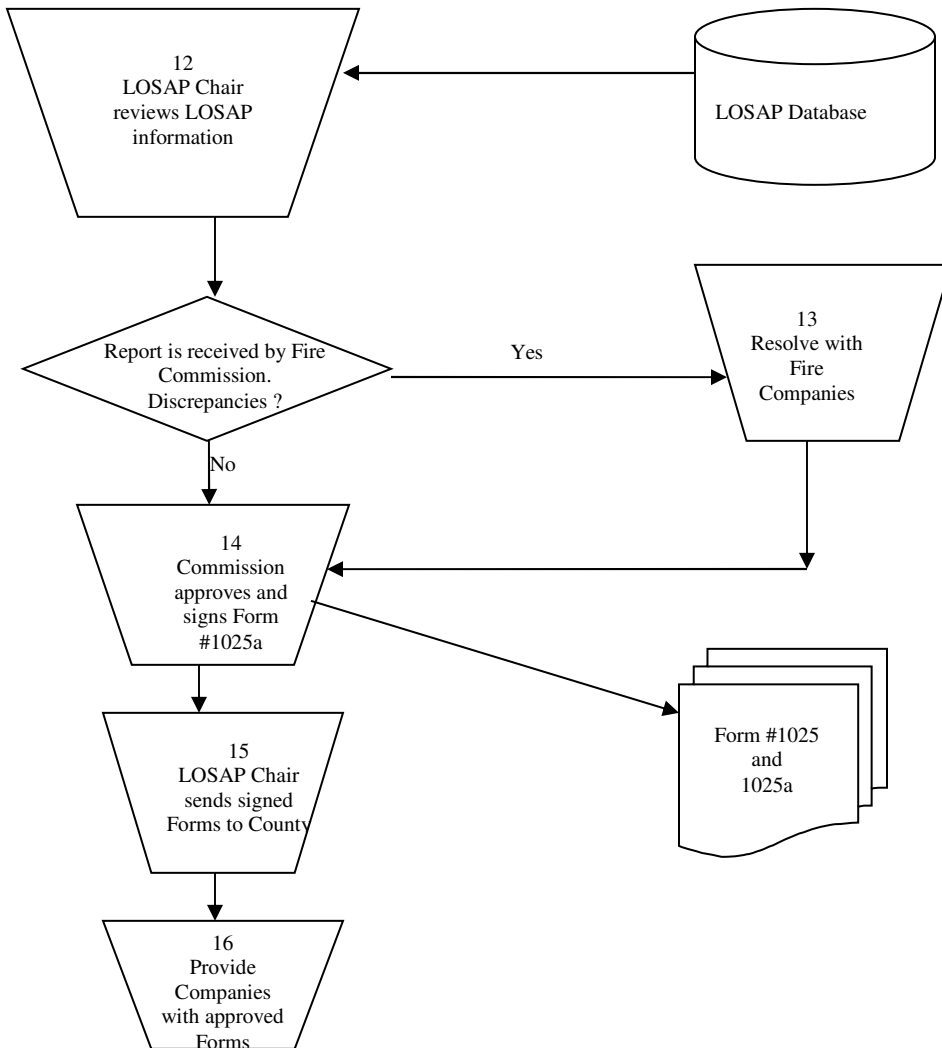


2.3.5 LOSAP Procedures at the Fire Commission

The Commission performs steps 10 through 16 as described below and reflected in the flowchart in Exhibit 2-3.

12. The LOSAP Chair of the Commission receives signed Form 1025a from the Companies. The LOSAP Chair accesses the LOSAP database and performs a preliminary review to ensure completeness of the information before reporting it to the full Commission.
13. If there are any discrepancies between the Commission records and those of a Company, the LOSAP Chair will notify the company of the discrepancies. The company will either provide documentation to support their information or correct their records.
14. If all information is found satisfactory, the Commission votes acceptance and the Form 1025a is signed by the chair and secretary of the Commission.
15. The Commission sends signed Forms 1025, and 1025a to the County.
16. Upon receiving the signed form back from the County, a copy of Form 1025 and 1025a is forwarded to the individual Companies. The Companies must post Form #1025 in each Fire/EMS station for 30 days for review by volunteers. A volunteer will have *sixty 60* days from the posting date to appeal his or her LOSAP points for the fiscal year. The Commission will keep copies of these forms along with Form 1023 for qualified volunteers.
17. If a company fails to submit the required LOSAP report, the Fire Commission will prepare a report based on information in the LOSAP Database. That report will reflect the fact that the company has not submitted the required report and that the service credit of the members remains unchanged from the prior year.

LOSAP Procedures at the fire Commission

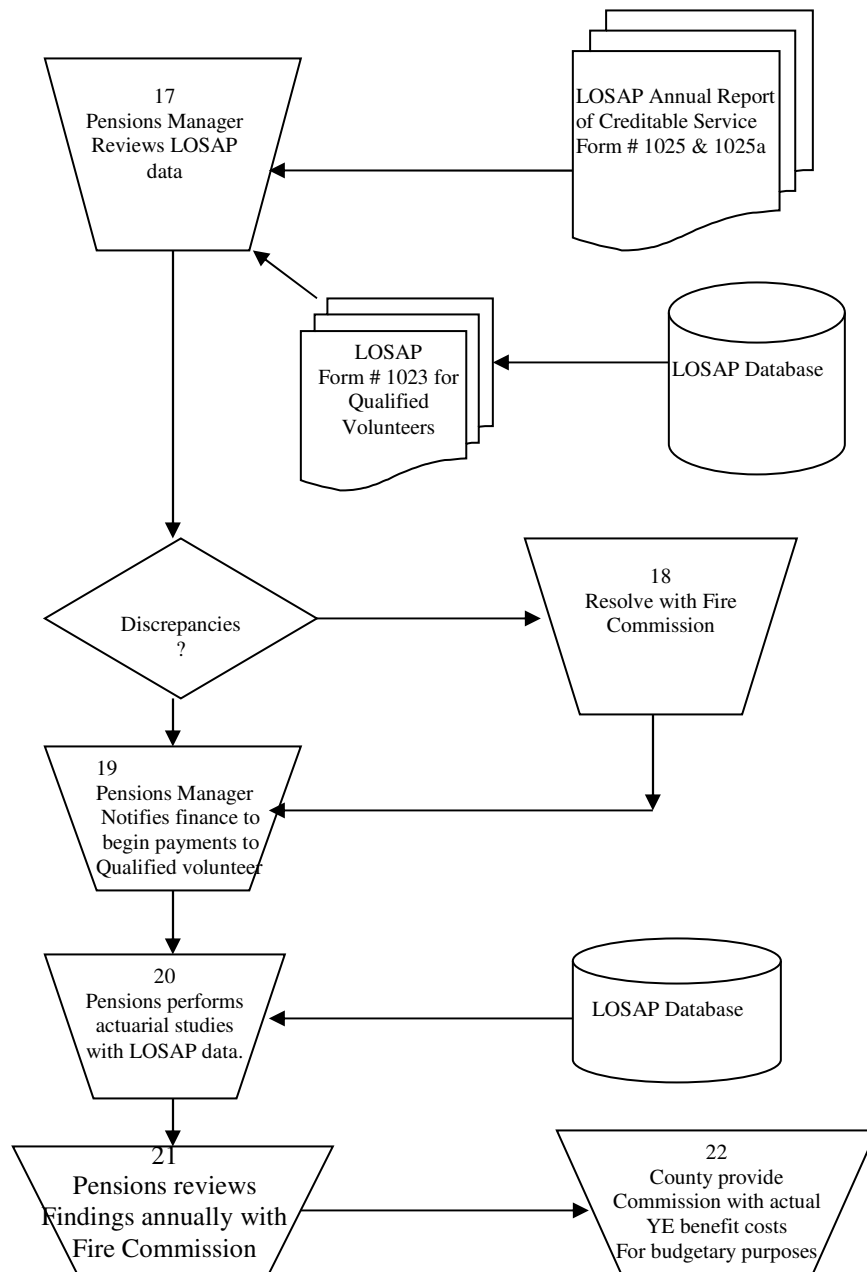


2.3.6 LOSAP Procedures at the County

The County staff performs steps 16 through 20 as described below and reflected in the flowchart in Exhibit 2-4.

17. The Pensions Manager reviews the list of volunteer members being awarded LOSAP benefits for eligibility.
18. Any discrepancies are resolved with the Commission.
19. The Director of Personnel and Labor Relations signs Form #1025a and returns a copy to the Commission. The Pensions department notifies the County Office of Finance to begin payments of LOSAP benefits. This is accomplished by entering data into the County's payroll system so that the Office of Finance Accounting Division can begin LOSAP payments. The Pensions department obtains information about the qualified volunteer being awarded LOSAP benefits by generating Form 1023 from the LOSAP database. For any spouse or volunteer already receiving LOSAP benefits who has moved out of the state, the Pensions department sends a form every 2 years to be signed and returned to the County that verifies the address and other vital information of the spouse or volunteer.
20. The Pensions department queries the LOSAP database for data to perform actuarial studies.
21. The Pensions department reviews findings annually with the Commission.
22. The County provides the Commission with the actual LOSAP benefits paid for the fiscal year end so that the Commission can perform budgetary and alternative financing analysis of future LOSAP benefits.

Exhibit 2-4
LOSAP Procedures at the County



2.4 APPEALS

Appeal provisions are available when a volunteer does not agree with the amount of service credited by the volunteer's Company. The volunteer is responsible for sending a letter to the Commission Chair. This will serve as written notice. The volunteer must submit the written notice within *60 days* from the date that the signed Form #1025 is posted in the Fire/EMS station for volunteer's review. An Appeals Board consisting of the County Fire Chief, the President of the Prince George's County Fire Rescue Association, and the Commission Chair shall hear the appeal.

2.4.1 Notification Procedures

The Commission Chair will advise the County Fire Chief of the need to establish an Appeals Board hearing. The volunteer will be notified of the date and time for the hearing. The volunteer will be requested to appear before the Appeals Board with documents, witnesses, and other evidence to support any claim for greater credit.

The administrative officer (president or chief) of the volunteer's Company shall be notified of the date and time of the hearing and is requested to send a Company representative with the records or other evidence on which the original determination of service was based. A volunteer making an appeal may choose an advocate to appear with him/her during the process. It should be noted that the majority decision of the Appeals Board will be final.

2.4.2 Appeals Process

In each case of an appeal, the Appeals Board will notify the Company and appellant in writing as soon as the final decision has been made. In the case of an appeal resulting in a favorable decision to the appellant volunteer, the Company will submit a supplemental list on Form #1025 or #1025a, which will reflect the decision of the Appeals Board. The Office of the Fire Chief will handle the Appeals Board coordination. The results or decision of the Appeals Board will be sent back to the Commission.

3. DESCRIPTION OF APPROVED FORMS

This section provides information on the approved forms used in the administration and management of LOSAP. The purpose of each form and instructions on completing the forms are described below. Section 2.3, "LOSAP Administration," provides the detailed steps on how the forms are used in the LOSAP process.

3.1 Form #1023 'Volunteer Member information'

Form #1023 has four purposes. It is used for recording initial information about a new volunteer member of a Company, changes in information for a volunteer member (i.e., name and address), transfers of membership from one Company to another, and for submittal of the LOSAP award for a qualified volunteer. Users should check one of these categories at the top of the form to indicate how the form is being used.

3.1.1 New Member Information

The new member volunteer should fill out this information. In the first section on the left side only, fill in name, address, city, state, zip, and telephone number with area code. In the second section, all information must be completed correctly and includes Prince George's Fire Department Identification Number (PGFD 4), initial date of membership, social security number, and date of birth. Member must sign the form along with the Company president and secretary.

3.1.2 Change of Information

Current member volunteers should fill out this information. In the first section on the left side, fill in name, address, city, state, zip, and telephone number with area code. On the right side, fill in only the information that has changed. All other information should be completed as described above. Only the member's signature is required.

3.1.3 Transfer of Membership

The Company LOSAP administrator should provide this information to the member volunteer by preparing report Form #1023 from the LOSAP database. The form is accompanied by a signed Form #1025a, also provided by the Company LOSAP administrator.

3.1.4 Submittal for Award

The Company LOSAP administrator prepares Form #1023 for all qualified volunteers. Member, Company president, and secretary signatures are required. In addition, an updated Insurance and LOSAP Beneficiary Form 4579 should also be prepared and submitted with the award.

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3.2 Form #1024 "Annual Point Certification"

This form compiles an individual volunteer member's point total under the LOSAP program. All items on the form should be completed in accordance with the Company's records of attendance and participation in activities. The rules in Section 2.3, for point accumulation, should be followed.

The LOSAP administrator will enter data from Company records (i.e., attendance sheets, daily sign-in sheets, fire and ambulance response reports, etc.) into the LOSAP database. The LOSAP administrator electronically generates form # 1024 each year for every volunteer member of the Company. Total points and total LOSAP points are both provided for a volunteer member. The form requires a review and signature by the Company secretary. If the LOSAP Database is not functional or not used, the information should be generated by other means.

- Training Courses –list courses and total hours. A Continuing Education Credit (CEC) certificate must be maintained on file at the Company.
- Drills – record of attendance required.
- Attendance at Meetings – record of attendance required.
- Responses –ambulance responses are recorded on the Maryland Ambulance Information System and or Station Response Reports, and fire responses are recorded on the Station Response Report.
- Sleep-ins/Standbys – evidence of date and time must be recorded on sign-in sheets. The 25-point maximum is for a combination of sleep-ins and standbys.
- Elected/Appointed Position – the maximum number of points and the points per month depend on the office. Refer to Section 2.2.6.1 of this guide.
- Collateral Duties – list duties and hours for each duty. One hour of work is required for one point. Hours can be accumulated.
- Military Service - five points per month can be earned for each month served, with a maximum of 50 points. A maximum of four years of creditable service may be acquired in this manner.

3.3 Form #1025 "Annual Report"

This form summarizes information on all volunteer members who are newly qualified volunteers and are now eligible to receive the LOSAP benefit in the current fiscal year. A qualified member is required to have 25 years of certified active service and to have reached the age of 55. Also, the form will list members who have been newly awarded the additional \$4.00 benefit in the current fiscal year. The LOSAP administrator

electronically generates this form from the LOSAP database or prepares the report using other means. The following is a description of each field on the form.

- Volunteer Fire/EMS Company — name of the Volunteer Fire/EMS Company.
- Station No. — Volunteer Fire/EMS Station Number.
- Date — date form completed.
- Name — name of volunteer member awarded LOSAP benefits.
- PGFD I.D. — Prince George's County Fire Department Identification Number.
- Social Security Number - volunteer member's social security number.
- DOB volunteer member's date of birth.
- Initial Date of Membership — date volunteer member received PGFD Identification Number or the date the member first joined a Volunteer Company in Prince George's County.
- Service Credit in Other Companies - service credit earned in Companies other than the Company the volunteer is currently a member of. This is initially substantiated by the 1025a that the member brings with them, when they transfer departments.
- Total Service Credit — cumulative number of years of credited active service earned by the volunteer member as of the end of the fiscal year. This includes Service Credit in Other Companies.
- Indicate Awarded or Additional — indicate an "A" for volunteer who has been awarded a LOSAP Benefit. For volunteers who qualified in the reporting year who are to receive an additional \$4 monthly benefit, mark the column "AB".

3.4 Form #1025A "Annual Report, Signature Page"

This form can be automatically generated from the LOSAP database otherwise prepare the form using other means. All signatures are required on this form and indicate that the information has been reviewed and is true and correct.

3.5 Form #4578 "Volunteer Daily Sign-in Sheet"

Form 4578 is a recommended sign-in sheet for recording the volunteer member's performance of collateral duties, sleep-ins, and standbys. One sheet is prepared per volunteer member each month. If not used, the company must submit any substitute form for prior approval.

- Month/Year new sheet should be prepared each month with the month and year filled in at the top.
- Member Name - print name of volunteer member.
- PGFD I.D. # Prince George's County Fire Department identification number.
- Date - number of the day (e.g., 6 for June 6 h).
- Time In - time duty started followed by AM or PM.
- Time Out - time duty ended followed by AM or PM.
- Signature - signature of volunteer member performing the duty (do not print)
- Standby - place a check if performing this duty.
- Sleep-in - place a check if performing this duty. Collateral Duty - place a check if performing this duty.

3.6 Form #4577 "Volunteer Collateral Duty Sheet"

Form #4577, "Volunteer Collateral Duty Sheet," is recommended to accompany Form #4578 in providing detailed descriptions of collateral duties performed at the Station. It is also required that the Company's LOSAP Committee review Form #4577 to determine if work performed qualifies for LOSAP credit. The officer in charge at the time the work is occurring should sign this form. If substitute forms are used, they must be approved by the Fire Commission.

3.7 Form #4579 "Insurance and LOSAP Beneficiary Form"

The Form 4579 designates the beneficiary for your County Volunteer Accident and Health Policy and the line of duty benefit specified in the Fire Safety Code Section 11-329. Your beneficiary(s) will only be paid for the aforementioned benefits to which you as a volunteer are entitled on your date of death for a line of duty activity.

LOSAP allows only one beneficiary under the law, the surviving spouse. Spouse information must be completed on this form and provided to the Commission. In the event that a qualified volunteer shall die while receiving benefits, his or her surviving spouse is entitled to benefits equal to 50 percent of the volunteer's benefits. The volunteer member and a witness who is not one of the beneficiaries must sign and date the form. Printed name of witness must also be included.

3.8 Form # 4573 "Burial Benefit Application"

When a volunteer member dies, the surviving spouse or if no surviving spouse the personal representative of the estate prepares this application form in order to receive the benefit described in Section 2.2. The applicant must have the document notarized and provide pertinent information to the Commission before receiving the benefit.

Appendix A LOSAP Forms

Date: _____

Prince George's County Volunteer Fire/EMS
Length of Service Award Program
Volunteer Member Information

Check one:

- New Member Information
 Transfer of Membership (Attach Form 1025a)
From Company _____
To Company _____

- Change of Information
 Submittal for Award (Attach Form 1025a)

Complete the Following	
_____ (Full Name)	_____ (Full Name)
_____ (Address)	_____ (Address)
_____ (City) (State) (Zip)	_____ (City) (State) (Zip)
_____ (Area Code) (Telephone Number)	_____ (Area Code) (Telephone Number)
_____ E-Mail	_____ E-Mail

PGFD ID # _____

Initial Date of Membership: ____ ____ ____
(Date of entry to PGCFEMSD) (Mo) (Day) (Year)

Social Security Number: _____

Date of Birth: ____ ____ ____
(Mo) (Day) (Year)

I verify that the information listed on this report is correct and current and is to be used by the Fire Commission for the administration of the LOSAP program. I understand it is my responsibility to take this completed form and completed 1025a to the new company so that my LOSAP Service Credit can be properly reported. If I fail to take the form to the new company, I understand that my LOSAP benefits may be adversely affected.

Member Signature

Volunteer Fire/EMS Company Name

Company President Signature

Volunteer Fire/EMS Station Number

Company Secretary Signature

PGC Form #1023 (Rev. 6/15)

**Prince George's County Volunteer Fire/EMS
Length of Service Award Program
Annual Certification**

Department: _____ Station Number: _____ Fiscal Year: _____
 Name _____ PGFD ID# _____ Social Security _____
 LOSAP Service Credit from the prior year _____

Activity	Total Points	Total Losap Points
1. TRAINING COURSES (25 pt. max.) List each course and hour per course. A. _____ hrs. B. _____ hrs. C. _____ hrs.		
2. DRILLS (25 pt. max. one point each)		
3. ATTENDANCE AT MEETINGS (25 pt. max. 1 point each).		
4. RESPONSES (40 pt. max. 1 point each)		
5. SLEEP-INS/STANDBYS (25 pt. max. 1 point each). Total Sleep-Ins _____ (1 pt. ea.) Total Standbys _____ (1 pt. ea.)		
6. ELECTED/APPOINTED POSITION (25 pt. max - 2.09 pts. per month) Position served _____ months Position served _____ months Position served _____ months		
7. ELECTED/APPOINTED POSITION – Chief / President / Fire Commissioner (50 pt. max - 4.18 pts. per month) Position served _____ months		
8 COLLATERAL DUTIES (25 pt. max.) List duties and hours served. A. _____ hrs. B. _____ hrs. C. _____ hrs.		
9. MILITARY SERVICE (5 pts. per month, 50 pt. max.) List number of months served during the fiscal year _____ Months		
10. Total Points		

Certified as a true and correct report. _____
Company Secretary's Signature
Date
Service Credit
End of Year

**PRINCE GEORGE'S COUNTY VOLUNTEER FIREMEN'S SERVICE AWARD PROGRAM
ANNUAL REPORT OF CREDITABLE SERVICE
(FOR FISCAL YEAR ENDING LAST JUNE 30, YEAR _____)**

Department:

DATE: July 1 2008

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Name (Print)	PGFD ID#	Social Security Number	Date of Birth	Initial Date Of Membership	Service Credit Yrs Mos.	Yrs. In Other Depts Yrs. Mos	Total Service Credit Yrs. Mos.	Key Month	Projected Effective Date of Service Award

**PRINCE GEORGE'S COUNTY VOLUNTEER FIREMEN'S SERVICE AWARD PROGRAM
ANNUAL REPORT OF CREDITABLE SERVICE
(FOR FISCAL YEAR ENDING LAST JUNE 30, YEAR _____)**

Department:

DATE: July

(1)	(2)	(3)	(4)	(5)	(6)		(7)		(8)		(9)	(10)
Name (Print)	PGFD ID#	Social Security Number	Date of Birth	Initial Date Of Membership	Service Credit Yrs Mos.	Yrs. In Other Depts Yrs. Mos	Total Service Credit Yrs. Mos.	Key Month			Projected Effective Date of Service Award	

TO: Fire Commission, Prince George's County, Md.

I/We hereby certify that the credit of service to the volunteer members listed herein based upon the requirements of Prince George's County law, is true and correct to the best of our knowledge, information, and belief.

Secretary, Board of Directors

President, Board of Directors

Prepared by (Print)

Date:

Certified to be correct:

Chairman, Prince George's
County Fire Commission

Secretary, Prince George's
County Fire Commission

Date:

APPROVED:

Director of Personnel and Labor
Relations

Prince George's County Volunteer Fire EMS
Length of Service Award Program
Volunteer Daily Sign-in Sheet

Month Year

Member Name (print)

PGFD I.D. #

Date	Time In	Time Out	Signature	Standby	Sleep-In	Collateral Duty

P.G.C. Form 4578 Rev, 7/00)

Prince George's County Volunteer Fire/EMS
Length of Service Award Program
Volunteer Collateral Duty Sheet

Member Name (print): _____ PGFD ID# _____

Date: _____ Time: _____

Officer in Charge: _____

Description of cleaning done to apparatus:

Description of cleaning done to firehouse:

Project completed:

Other duties:

Signature of Officer in Charge

P.G.C. Form #4577 (Rev. 7/00)

Prince George's County Volunteer Fire/EMS
Length of Service Award Program
Insurance and LOSAP Beneficiary Form

By completing this form, you are designating the beneficiary for your County Volunteer Accident and Health Policy as well as the Death Benefit provided for in the County Code at Section 11-329. Your beneficiary(s) will only be paid for the aforementioned benefits to which you as a volunteer are entitled on your date of death for a line of duty activity. Any benefits to which you are entitled under County Injured Worker's Fund (Worker's Compensation) policy shall be paid as directed by the policy and Maryland law.

Name: _____ PGFD ID # _____

 Last First MI

SSN #: _____ DOB: _____

Previous Name (if name changed recently): _____

Volunteer Fire/EMS Company: _____ Station Number: _____

Home# _____ Work#: _____ E-Mail: _____
 (Area Code) (Number) (Area Code) (Number)

Home Address _____
 Street City State Zip

Spouse Information:

Name: _____ PGFD ID # _____

 Last First MI

SSN #: _____ DOB: _____

Beneficiary (s)	Relationship	Share
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
	Total Share	100%

Note: The Length of Service Award Program (LOSAP) allows only one beneficiary under the Law, your surviving spouse. To receive this benefit you must have completed a minimum of 25 years of certified active volunteer service with any Prince George's County volunteer Fire/EMS company or be receiving the award. Upon your death, only your surviving spouse can receive 1/2 of your benefit.

Member's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Witness Name: _____ (Print)

**Prince George's County Volunteer Fire/EMS
Length of Service Award Program
Burial Benefit Application**

Date: _____
To: Director of Personnel and Labor Relations Prince George's County
Government

Via: Prince George's County, Fire Commission LOSAP Chairman

I, _____, hereby make application for the burial benefit
[Name of Applicant, please print]
provided for in the Prince George's County Code, Subtitle 11, Section 11-328 (7 b, c, and 8) as the
surviving spouse, or if there is no surviving spouse, as the Personal Representative of the Estate of:
_____ a qualified County Volunteer member
[Participant, please print]
of Volunteer Fire/EMS Station Name/Number _____
who passed away on _____ [date]

Signature of Applicant

Documentation Required

Documentation of Death must be attached in the form of an "Official Certificate of Death". For Personal Representative, attach Letters of Administration and Tax ID# for estate.

Applicant Information

Address _____ Telephone No. _____
_____ Social Security No. _____
_____ Date of Birth _____
E-Mail: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

(Notary Seal) Notary Public _____
State _____
My Commission Expires _____

LOSAP Standards and Procedures Guide

Appendix B LOSAP County Code

Section 11-328

Sec. 11-328. Length of Service Award Program.

(a) There is hereby established a Length of Service Award program for active volunteer members of the Prince George's County Fire/Emergency Medical Services Department.

(b) Eligibility. Beginning July 1, 2005, any person who has reached the age of fifty-five (55) and who has completed a minimum of twenty-five (25) years of certified active volunteer service with any Prince George's County volunteer fire company or volunteer rescue squad or combination thereof shall be eligible to participate in the Length of Service Award Program. The requirements for eligibility are:

- (1) The member must meet the active membership test under the procedures established herein.
- (2) Classification as an "active" member by an individual department bylaws is not sufficient to be eligible.
- (3) Volunteer members of the fire department of the City of Takoma Park shall not be eligible to participate in the

program.

(c) Benefits.

(1) Effective July 1, 2005, and thereafter, any volunteer who has completed twenty-five (25) years of certified active service within the Prince George's County Fire/Emergency Medical Services Department upon reaching age fifty-five (55) shall receive a payment of One Hundred Twenty-five Dollars (\$125.00) per month for fiscal year 1988; One Hundred Fifty Dollars (\$150.00) per month for fiscal year 1989; One Hundred Seventy-five Dollars (\$175.00) per month for fiscal year 1990; Two Hundred Dollars (\$200.00) per month for fiscal year 1991 through fiscal year 2000; and Two Hundred Twenty-five Dollars (\$225.00) per month for fiscal year 2001 and for each fiscal year thereafter.

(2) A payment of Four Dollars (\$4.00) per month shall be added to the benefits described above, for each full year of certified service in excess of twenty-five (25) years. Payments shall begin on the first day of the month following eligibility. The provisions of this Section shall apply to all members currently receiving benefits upon certification of additional years.

(3) In the event that an active volunteer fireman or rescue squadsman (for purposes of this Subsection only herein defined as one who has a minimum of ten (10) years active certified service with five (5) years immediately preceding) attains the age of seventy (70), he shall be entitled to a payment of Four Dollars (\$4.00) per month for each year of certified service. Payments shall begin on the first day following eligibility.

(4) Once a member is receiving benefits under Subsections (c)(1) or (2), that member may annually accrue additional benefits by certified active service.

(5) In the event that:

(A) Any active volunteer is found by the Maryland Workers' Compensation Commission to be permanently disabled in the course of his employment as a volunteer fireman or rescue squadsman, as defined by the State Workers' Compensation Law; and

(B) Such disability is found by a competent medical authority, designated by the County Executive of Prince George's County, to prevent the volunteer from pursuing his or her normal occupation; then

(C) Such volunteer shall receive the benefits prescribed in Subsection (c)(1), as though he had twenty-five (25) years of service and had attained the age of fifty-five (55) years.

These benefits shall begin on the first day of the month following the establishment of entitlement by the medical authority established by the County Executive, and shall be retroactive to the date of injury where such date is clearly established or in the absence thereof, the date of determination of entitlement by the Workers' Compensation Commission. Claims for disability must be filed within one (1) year after the date of injury.

(6) Once a member has received benefits under Subsection (c)(5) he may not accrue additional benefits for subsequent service.

(7) (A) In the event that any qualified volunteer shall die while receiving benefits, then his or her surviving spouse is entitled to benefits equal to fifty percent (50%) of the volunteer's benefits. These benefits shall terminate upon death or remarriage of the spouse.

(B) In the event that a qualified volunteer dies prior to receiving any benefits under this Section, his or her surviving spouse is entitled to benefits equal to fifty percent (50%) of the benefits earned by the deceased volunteer. These benefits shall terminate upon death or remarriage of the spouse. A qualified volunteer is defined as one who has completed twenty-five (25) years of certified service, or is qualified to receive benefits under this Act.

(C) Any surviving spouse receiving benefits pursuant to Subsection (c)(1) on June 30, 1987, shall be entitled to One Hundred Dollars (\$100.00) per month effective January 1, 1992. Effective July 1, 2000, any surviving spouse receiving benefits pursuant to Subsection (c)(1) on July 1, 2000, shall be entitled to One Hundred Twenty-five Dollars (\$125.00) per month.

(8) When a qualified volunteer dies after July 1, 2005, a burial benefit of Five Thousand Dollars (\$5,000.00) shall be paid to the surviving spouse, and if there is no surviving spouse to the estate of the decedent. A qualified volunteer is defined as one who has completed twenty-five (25) years of service or is qualified to receive benefits under this Section.

(d) Funding. The Fire Commission will annually submit with the Volunteer Fire Department budgets a request for funds to pay administrative expenses and to pay those volunteer members who are eligible or will become eligible for the program. The

request shall identify by name each member to receive payment and specify the number of months for which payment will be made to that individual during the fiscal year, if for less than a full year.

(e) Administration.

(1) The program shall be administered by the Office of Human Resources Management in accordance with standards and procedures established by the Prince George's County Fire Commission, the Office of Human Resources Management, and the Prince George's County Office of Finance.

(2) The Prince George's County Fire Commission and/or the Prince George's County Office of Finance and the Prince George's County Office of Audits and Investigations shall have the authority to audit records of volunteer participation in addition to any other audits required by law. The County Executive shall make available to the Fire Commission any temporary secretarial or clerical assistance as may become necessary to carry out the provisions of this Act.

(f) Certification. It shall be the responsibility of each participating department to maintain a detailed and accurate record for each volunteer member in accordance with the following:

(1) All records shall be maintained on forms prescribed by the Prince George's County Fire Commission.

(2) Annually on or before November 15, the Board of Directors of each department shall certify and furnish to the County Fire Commission a list of all volunteer members who have qualified for credit for the previous year. In the event a volunteer requests credit for service in more than one department, each department shall provide the points earned by that volunteer for that year. This certification shall be signed by the President and Secretary.

(3) The County Fire Commission shall review the list of each department and approve the final annual certification. The approved list of certified members shall then be returned to each department and posted for at least thirty (30) days for review by members.

(4) In computing credit for those volunteers who also serve as paid employees within the Prince George's County Fire/Rescue Service, credit shall not be given for activities performed during the individual's regularly assigned work period.

(g) Active Service Standards. For the purpose of participating in the program, a year of active volunteer service is defined as a year in which an applicant for certification has accumulated a minimum of fifty (50) points in accordance with the following point system. Points will be credited for the period of July 1, through June 30, each year and shall not be transferable from one year to the next.

(1) One (1) point shall be credited for each hour of attendance in a training course approved by the County Fire Commission providing that not more than twenty-five (25) points may be credited for all training courses attended per year.

(2) One (1) point shall be credited for each company or county drill attended in its entirety, providing that not more than twenty-five (25) points may be credited for all drills attended per year.

(3) One (1) point shall be credited for each official company, county, or Maryland State meeting pertaining to fire services or rescue service attended, provided that not more than twenty-five (25) points may be credited for all meetings attended per year.

(4) One (1) point shall be credited for each call to which a volunteer responds, providing that not more than forty (40) points may be credited for all calls responded to per year.

(5) One (1) point shall be credited for each full night of sleep-in. One (1) point shall be credited for each standby. A standby is defined as an on duty activity of the fire department or rescue squad, lasting for four (4) hours, not falling under one of the other categories, provided not more than twenty-five (25) points may be credited for all sleep-ins and standbys in one (1) year.

(6) Two (2) points shall be credited for each month of active participation in and completion of an appointed or elected officership or chairmanship of a standing committee in any Fire or Rescue Service organization in the State of Maryland. Points shall be awarded according to the following schedule:

OFFICE	MAXIMUM ANNUAL POINTS	POINTS PER MONTH
Chief, President	50	4.17
Fire Commission	50	4.17
All other elected or appointed, company, County or State association office	25	2.09
Committee, Chairmanships	25	2.09

(7) One (1) point shall be credited for each hour of acceptable collateral duties such as, but not limited to, apparatus and building maintenance, and fire prevention, providing that not more than twenty-five (25) points may be credited for all collateral duties performed per year.

(8) A volunteer member who, during his membership, serves or has served full-time military service in the armed forces of the United States shall receive credit at the rate of five (5) points for each month served providing that not more than fifty (50) points can be credited for any calendar year. A maximum of four (4) years of creditable service may be acquired in this manner.

(h) Cost of Living Increases.

(1) Effective July 1, 1991, and thereafter, volunteers and spouses receiving benefits under this Act shall receive the cost of living increase awarded the career fire service of Prince George's County.
(CB-181-1974; CB-107-1979; CB-24-1988; CB-119-1991; CB-91-2000; CB-20-2006)

LOSAP Standards and Procedures Guide

*Appendix C CB 91 2000 &
Summary*

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

2000 Legislative Session

Bill No. CB-91-2000

Chapter No. 82

Proposed and Presented by The Chairman (by request – County Executive)

Introduced by Council Members Estep and Wilson

Co-Sponsors

Date of Introduction October 24, 2000

BILL

AN ACT concerning

Length of Service Award Program

For the purpose of increasing certain benefits under the Length of Service Award Program for volunteers and surviving spouses and providing that the Office of Personnel and Labor Relations shall administer the Length of Service Award Program.

BY repealing and reenacting with amendments:

SUBTITLE 11. FIRE SAFETY.

Section 11-328,

The Prince George's County Code

(1999 Edition).

SECTION 1. BE IT ENACTED by the County Council of Prince George's County, Maryland, that Section 11-328 of the Prince George's County Code be and the same is hereby repealed and reenacted with the following amendments:

SUBTITLE 11. FIRE SAFETY.

DIVISION 6. VOLUNTEER FIRE COMPANIES.

Sec. 11-328. Length of Service Award Program.

* * * * *

(c) Benefits.

(1) Effective July 1, 1987, and thereafter, any volunteer who has completed twenty-five (25) years of certified active service within the Prince George's County Fire/[Rescue Service] Emergency Medical Services Department upon reaching age 60 shall receive a payment of One Hundred Twenty-five Dollars (\$125.00) per month for fiscal year 1988; One Hundred Fifty Dollars (\$150.00) per month for fiscal year 1989; One Hundred Seventy-five Dollars (\$175.00) per month for fiscal year 1990; [and] Two Hundred Dollars (\$200.00) per month for fiscal year 1991 through fiscal year 2000; and Two Hundred Twenty-five Dollars (\$225.00) per month for fiscal year 2001 and for each fiscal year thereafter.

(2) A payment of Four Dollars (\$4.00) per month shall be added to the benefits described above, for each full year of Certified service in excess of 25 years. Payments shall begin on the first day of the month following eligibility. The provisions of this Section shall apply to all members currently receiving benefits upon certification of additional years.

(3) In the event that an active volunteer fireman or rescue squadsman (for purposes of this Subsection only herein defined as one who has a minimum of ten years active certified service with five years immediately preceding) attains the age of seventy (70), he shall be entitled to a payment of Four Dollars (\$4.00) per month for each year of certified service. Payments shall begin on the first day following eligibility.

(4) Once a member is receiving benefits under Subsections (c)(1) or (2), that member may annually accrue additional benefits by certified active service.

(5) In the event that:

(A) Any active volunteer is found by the Maryland Workers' Compensation Commission to be permanently disabled in the course of his employment as a volunteer fireman or rescue squadsman, as defined by the State Workers' Compensation Law; and

(B) Such disability is found by a competent medical authority, designated by the County Executive of Prince George's County, to prevent the volunteer from pursuing his or her normal occupation; then

(C) Such volunteer shall receive the benefits prescribed in Subsection (c)(1), as though he had 25 years of service and had attained the age of 60 years.

These benefits shall begin on the first day of the month following the establishment of entitlement by the medical

1 authority established by the County Executive, and shall be retroactive to the date of injury where such date is clearly established or in
2 the absence thereof, the date of determination of entitlement by the Workers' Compensation Commission. Claims for disability must
3 be filed within one year after the date of injury.

4 (6) Once a member has received benefits under Subsection (c)(5) he may not accrue additional
5 benefits for subsequent service.

6 (7) (A) In the event that any qualified volunteer shall die while receiving benefits, then his or her
7 surviving spouse is entitled to benefits equal to fifty percent (50%) of the volunteer's benefits. These benefits shall terminate upon
8 death or remarriage of the spouse.

9 (B) In the event that a qualified volunteer dies prior to receiving any benefits under this Section, his or
10 her surviving spouse is entitled to benefits equal to fifty percent (50%) of the benefits earned by the deceased volunteer. These
11 benefits shall terminate upon death or remarriage of the spouse. A qualified volunteer is defined as one who has completed 25 years
12 of certified service, or is qualified to receive benefits under this Act.

13 (C) Any surviving spouse receiving benefits pursuant to Subsection (c)(1) on June 30, 1987, shall be
14 entitled to One Hundred Dollars (\$100.00) per month effective January 1, 1992. Effective July 1, 2000, any surviving spouse receiving
15 benefits pursuant to Subsection (c)(1) on July 1, 2000, shall be entitled to One Hundred Twenty-five Dollars (\$125.00) per month.

16 (8) When a qualified volunteer dies after July 1, 1987, a burial benefit of Three Thousand Dollars (\$3,000.00)
17 shall be paid to the surviving spouse, and if there is no surviving spouse to the estate of the decedent. A qualified volunteer is defined
18 as one who has completed twenty-five (25) years of service or is qualified to receive benefits under this Section.

19 * * * * *

20 (e) Administration.

21 (1) The program shall be administered by the [Prince George's County Director of Finance] Office of
22 Personnel and Labor Relations in accordance with standards and procedures established by the Prince George's County Fire
23 Commission, the Office of Personnel and Labor Relations, and the Prince George's County [Director] Office of Finance.

24 (2) The Prince George's County Fire Commission and/or the Prince George's County [Director]
25 Office of Finance and the Prince George's County Office of Audits and Investigations shall have the authority to
26 audit records of volunteer participation in addition to any other audits required by law. The County Executive
27 shall make available to the Fire Commission any temporary secretarial or clerical assistance as may become
28 necessary to carry out the provisions of this Act.

29 SECTION 2. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45) calendar days after it becomes law
30 and shall be retroactively effective to July 1, 2000.

Adopted this 21st day of November, 2000.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Dorothy F. Bailey
Chair

ATTEST:

Joyce T. Sweeney
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Wayne K. Curry
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

PRINCE GEORGE'S COUNTY COUNCIL
AGENDA ITEM SUMMARY

Meeting Date: 11/21/2000

Reference No.: CB-91-2000

Proposer: County Executive

Draft No.: 1

Sponsors: Estepp, Wilson

Item Title: An Act increasing certain benefits under the Length of Service Award Program for volunteers and surviving spouses and providing that the Office of Personnel and Labor Relations shall administer the Length of Service Award Program

Drafter: Kathleen H. Canning
Office of Law

Resource Personnel: Kathleen W. Colbert
Personnel and Labor Relations

LEGISLATIVE HISTORY:

Date Presented: 9/26/2000 **Executive Action:** 12/12/2000 S

Committee Referral: 9/26/2000 PSFM **Effective Date:** 1/29/2001

Committee Action: 10/19/2000 FAV

Date Introduced: 10/24/2000

Public Hearing: 11/21/2000 1:30 P.M.

Council Action: 11/21/2000 ENACTED

Council Votes: DB:A, JE:A, IG:A, TH:A, WM:A, RVR:-, AS:A, PS:A, MW:A

Pass/Fail: P

Remarks: Retroactive provisions

PUBLIC SAFETY & FISCAL MANAGEMENT COMMITTEE REPORT Date: 10/19/00

Committee Vote: Favorable, 4-0, (In favor: Council Members Wilson, Maloney, Russell and Scott).

This bill will increase certain benefits under the County's Length of Service Award Program (LOSAP) for active members of the County's volunteer fire companies or rescue squads and clarify the LOSAP administration responsibilities.

In 1974 the County created the LOSAP to provide benefit payments which included survivor annuities and lump-sum death benefits for volunteers and surviving spouses.

This legislation will designate the Office of Personnel and Labor Relations to administer and manage the LOSAP while the Office of Finance will continue to provide for the annuity payment. The designation of these responsibilities is consistent with the recommendation in the Management Review and Follow-Up Management Review of the LOSAP conducted by the KPMG Peat Marwick Company.

The fiscal impact on the County will be negative in the amount of approximately \$114,300 per year. The \$112,000 included in the

Fire/EMS Department's FY2001 budget should be sufficient.

BACKGROUND INFORMATION/FISCAL IMPACT

(Includes reason for proposal, as well as any unique statutory requirements)

This bill will increase certain benefits under the Length of Service Award Program for volunteers and surviving spouses. The monthly benefit for eligible volunteers and surviving spouses will increase from \$200.00 per month to \$225.00 per month. Funding for the increase in the monthly benefit was included in the Fiscal Year 2001 budget.

This bill also provides that the Office of Personnel and Labor Relations shall administer and manage the Length of Service Award Program and the Office of Finance will continue to provide for the annuity pay-out. This division of responsibilities between the Office of Personnel and Labor Relations and the Office of Finance is consistent with the recommendation in the Management Review and Follow-Up Management Review of the Length of Service Award Program conducted by KPMG Peat Marwick LLP.

CODE INDEX TOPICS:

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

2006 Legislative Session

Bill No. CB-20-2006

Chapter No. 14

Proposed and Presented by The Chairman (by request – County Executive)

Introduced by Council Members Dernoga, Peters, Knotts, Dean, Harrington, Campos & Bland

Co-Sponsors

Date of Introduction June 6, 2006

BILL

AN ACT concerning

Length of Service Award Program

For the purpose of increasing certain benefits under the Length of Service Award Program for volunteers and surviving spouses and providing that the Office of Human Resources Management shall administer the Length of Service Award Program.

BY repealing and reenacting with amendments:

SUBTITLE 11. FIRE SAFETY.

Section 11-328,

The Prince George's County Code

(2003 Edition, 2005 Supplement.)

SECTION 1. BE IT ENACTED by the County Council of Prince George's County, Maryland, that Section 11-328 of the Prince George's County Code be and the same is hereby repealed and reenacted with the following amendments:

SUBTITLE 11. FIRE SAFETY.

DIVISION 6. VOLUNTEER FIRE COMPANIES.

Sec. 11-328. Length of Service Award Program.

(a) There is hereby established a Length of Service Award program for active volunteer members of the Prince George's County Fire/[Rescue Service] Emergency Medical Services Department.

(b) Eligibility. Beginning July 1, [1987] 2005, any person who has reached the age of [60] 55 and who has completed a minimum of 25 years of certified active volunteer service with any Prince George's County volunteer fire company or volunteer rescue squad or combination thereof shall be eligible to participate in the Length of Service Award Program. The requirements for eligibility are:

- (1) The member must meet the active membership test under the procedures established herein.
(2) Classification as an "active" member by an individual department bylaws is not sufficient to be eligible.
(3) Volunteer members of the fire department of the City of Takoma Park shall not be eligible to participate in the

program.

(c) Benefits.

(1) Effective July 1, [1987] 2005, and thereafter, any volunteer who has completed twenty-five (25) years of certified active service within the Prince George's County Fire/Emergency Medical Services Department upon reaching age [60] 55 shall receive a payment of One Hundred Twenty-five Dollars (\$125.00) per month for fiscal year 1988; One Hundred Fifty Dollars (\$150.00) per month for fiscal year 1989; One Hundred Seventy-five Dollars (\$175.00) per month for fiscal year 1990; and Two Hundred Dollars (\$200.00) per month for fiscal year 1991 through fiscal year 2000; and Two Hundred Twenty-five Dollars (\$225.00) per month for fiscal year 2001 and for each fiscal year thereafter.

(2) A payment of Four Dollars (\$4.00) per month shall be added to the benefits described above, for each full year of Certified service in excess of 25 years. Payments shall begin on the first day of the month following eligibility. The provisions of this Section shall apply to all members currently receiving benefits upon certification of additional years.

(3) In the event that an active volunteer fireman or rescue squadsman (for purposes of this Subsection only herein defined as one who has a minimum of ten years active certified service with five years immediately preceding) attains the age of seventy (70), he shall be entitled to a payment of Four Dollars (\$4.00) per month for each year of certified service. Payments shall begin on the first day following eligibility.

(4) Once a member is receiving benefits under Subsections (c)(1) or (2), that member may annually accrue additional benefits by certified active service.

(5) In the event that:

(A) Any active volunteer is found by the Maryland Workers' Compensation Commission to be

1 permanently disabled in the course of his employment as a volunteer fireman or rescue squadsman, as defined by the State Workers'
2 Compensation Law; and

3 (B) Such disability is found by a competent medical authority, designated by the County Executive of
4 Prince George's County, to prevent the volunteer from pursuing his or her normal occupation; then

5 (C) Such volunteer shall receive the benefits prescribed in Subsection (c)(1), as though he had 25
6 years of service and had attained the age of [60] 55 years.

7 These benefits shall begin on the first day of the month following the establishment of entitlement by the medical
8 authority established by the County Executive, and shall be retroactive to the date of injury where such date is clearly established or in
9 the absence thereof, the date of determination of entitlement by the Workers' Compensation Commission. Claims for disability must
10 be filed within one year after the date of injury.

11 (6) Once a member has received benefits under Subsection (c)(5) he may not accrue additional
12 benefits for subsequent service.

13 (7) (A) In the event that any qualified volunteer shall die while receiving benefits, then his or her
14 surviving spouse is entitled to benefits equal to fifty percent (50%) of the volunteer's benefits. These benefits shall terminate upon
15 death or remarriage of the spouse.

16 (B) In the event that a qualified volunteer dies prior to receiving any benefits under this Section, his or
17 her surviving spouse is entitled to benefits equal to fifty percent (50%) of the benefits earned by the deceased volunteer. These
18 benefits shall terminate upon death or remarriage of the spouse. A qualified volunteer is defined as one who has completed 25 years
19 of certified service, or is qualified to receive benefits under this Act.

20 (C) Any surviving spouse receiving benefits pursuant to Subsection (c)(1) on June 30, 1987, shall be
21 entitled to One Hundred Dollars (\$100.00) per month effective January 1, 1992. Effective July 1, 2000, any surviving spouse
22 receiving benefits pursuant to Subsection (c)(1) on July 1, 2000, shall be entitled to One Hundred Twenty-five Dollars (\$125.00) per
23 month.

24 (8) When a qualified volunteer dies after July 1, [1987] 2005, a burial benefit of [Three Thousand Dollars
25 (\$3,000.00)] Five Thousand Dollars (\$5,000.00) shall be paid to the surviving spouse, and if there is no surviving spouse to the estate
26 of the decedent. A qualified volunteer is defined as one who has completed twenty-five (25) years of service or is qualified to receive
27 benefits under this Section.

28 * * * * *

29 (e) Administration.

30 (1) The program shall be administered by the Office of [Personnel and Labor Relations] Human Resources Management
31 in accordance with standards and procedures established by the Prince George's County Fire Commission, the Office of [Personnel
32 and Labor Relations] Human Resources Management, and the Prince George's County Office of Finance.

33 (2) The Prince George's County Fire Commission and/or the Prince George's County Office of Finance and the
34 Prince George's County Office of Audits and Investigations shall have the authority to audit records of volunteer participation in
35 addition to any other audits required by law. The County Executive shall make available to the Fire Commission any temporary
36 secretarial or clerical assistance as may become necessary to carry out the provisions of this Act.

37 * * * * *

38 SECTION 2. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45) calendar days after it becomes law
39 and shall be retroactively effective to July 1, 2005.

Adopted this 11th day of July, 2006.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Thomas E. Dernoga
Chairman

ATTEST:

Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Jack B. Johnson
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

Sec. 11-328. Length of Service Award Program.

(a) There is hereby established a Length of Service Award program for active volunteer members of the Prince George's County Fire/Emergency Medical Services Department.

(b) Eligibility. Beginning July 1, 2005, any person who has reached the age of fifty-five (55) and who has completed a minimum of twenty-five (25) years of certified active volunteer service with any Prince George's County volunteer fire company or volunteer rescue squad or combination thereof shall be eligible to participate in the Length of Service Award Program. The requirements for eligibility are:

- (1) The member must meet the active membership test under the procedures established herein.
- (2) Classification as an "active" member by an individual department bylaws is not sufficient to be eligible.
- (3) Volunteer members of the fire department of the City of Takoma Park shall not be eligible to participate in the

program.

(c) Benefits.

(1) Effective July 1, 2005, and thereafter, any volunteer who has completed twenty-five (25) years of certified active service within the Prince George's County Fire/Emergency Medical Services Department upon reaching age fifty-five (55) shall receive a payment of One Hundred Twenty-five Dollars (\$125.00) per month for fiscal year 1988; One Hundred Fifty Dollars (\$150.00) per month for fiscal year 1989; One Hundred Seventy-five Dollars (\$175.00) per month for fiscal year 1990; Two Hundred Dollars (\$200.00) per month for fiscal year 1991 through fiscal year 2000; and Two Hundred Twenty-five Dollars (\$225.00) per month for fiscal year 2001 and for each fiscal year thereafter until June 30, 2015. Effective July 1, 2015, and thereafter, any volunteer currently receiving benefits or that has served twenty-five (25) years and attained the age of fifty-five (55) as of July 1, 2015, shall receive a payment of Three Hundred Fifty Dollars (\$350) per month for fiscal year 2016; Three Hundred Seventy-Five Dollars (\$375) per month for fiscal year 2017; Four Hundred Dollars (\$400) per month for fiscal year 2018; and Four Hundred Fifty Dollars (\$450) per month for fiscal year 2019 and for each fiscal year thereafter.

(2) A payment of Eight Dollars (\$8.00) per month shall be added to the benefits described above, for each full year of certified service in excess of twenty-five (25) years. Payments shall begin on the first day of the month following eligibility. The provisions of this Section shall apply to all members currently receiving benefits upon certification of additional years.

(3) In the event that an active volunteer fireman or rescue squadsman (for purposes of this Subsection only herein defined as one who has a minimum of ten (10) years active certified service with five (5) years immediately preceding) attains the age of seventy (70), he shall be entitled to a payment of Eight Dollars (\$8.00) per month for each year of certified service. Payments shall begin on the first day following eligibility.

(4) Once a member is receiving benefits under Subsections (c)(1) or (2), that member may annually accrue additional benefits by certified active service.

(5) In the event that:

(A) Any active volunteer is found by the Maryland Workers' Compensation Commission to be permanently disabled in the course of his employment as a volunteer fireman or rescue squadsman, as defined by the State Workers' Compensation Law; and

(B) Such disability is found by a competent medical authority, designated by the County Executive of Prince George's County, to prevent the volunteer from pursuing his or her normal occupation; then

(C) Such volunteer shall receive the benefits prescribed in Subsection (c)(1), as though he had twenty-five (25) years of service and had attained the age of fifty-five (55) years.

These benefits shall begin on the first day of the month following the establishment of entitlement by the medical authority established by the County Executive, and shall be retroactive to the date of injury where such date is clearly established or in the absence thereof, the date of determination of entitlement by the Workers' Compensation Commission. Claims for disability must be filed within one (1) year after the date of injury.

(6) Once a member has received benefits under Subsection (c)(5) he may not accrue additional benefits for subsequent service.

(7) (A) In the event that any qualified volunteer shall die while receiving benefits, then his or her surviving spouse is entitled to benefits equal to fifty percent (50%) of the volunteer's benefits. These benefits shall terminate upon death or remarriage of the spouse.

(B) In the event that a qualified volunteer dies prior to receiving any benefits under this Section, his or her surviving spouse is entitled to benefits equal to fifty percent (50%) of the benefits earned by the deceased volunteer. These benefits shall terminate upon death or remarriage of the spouse. A qualified volunteer is defined as one who has completed twenty-five (25) years of certified service, or is qualified to receive benefits under this Act.

(C) Any surviving spouse receiving benefits pursuant to Subsection (c)(1) on June 30, 1987, shall be entitled to One Hundred Dollars (\$100.00) per month effective January 1, 1992. Effective July 1, 2000, any surviving spouse receiving benefits pursuant to Subsection (c)(1) on July 1, 2000, shall be entitled to One Hundred Twenty-five Dollars (\$125.00) per month. Effective July 1, 2014, and thereafter, any surviving spouse receiving benefits pursuant to Subsection (c)(1) shall be entitled to Two Hundred Fifty Dollars (\$250) per month.

(8) When a qualified volunteer dies after July 1, 2005, a burial benefit of Five Thousand Dollars (\$5,000.00) shall be paid to the surviving spouse, and if there is no surviving spouse to the estate of the decedent. Effective July 1, 2014, and thereafter, the burial benefit shall be Ten Thousand Dollars (\$10,000). Effective July 1, 2014, and thereafter, the burial benefit shall be Twenty Thousand Dollars (\$20,000) for a qualified volunteer whose death results from an accidental personal injury arising out of and in the course of his volunteer service. A qualified volunteer is defined as one who has completed twenty-five (25) years of service or is qualified to receive benefits under this Section.

(d) Funding. The Fire Commission will annually submit with the Volunteer Fire Department budgets a request for funds to pay administrative expenses and to pay those volunteer members who are eligible or will become eligible for the program. The request shall identify by name each member to receive payment and specify the number of months for which payment will be made to that individual during the fiscal year, if for less than a full year.

(e) Administration.

(1) The program shall be administered by the Office of Human Resources Management in accordance with standards and procedures established by the Prince George's County Fire Commission, the Office of Human Resources Management, and the Prince George's County Office of Finance.

(2) The Prince George's County Fire Commission and/or the Prince George's County Office of Finance and the Prince George's County Office of Audits and Investigations shall have the authority to audit records of volunteer participation in addition to any other audits required by law. The County Executive shall make available to the Fire Commission any temporary secretarial or clerical assistance as may become necessary to carry out the provisions of this Act.

(f) Certification. It shall be the responsibility of each participating department to maintain a detailed and accurate record for each volunteer member in accordance with the following:

(1) All records shall be maintained on forms prescribed by the Prince George's County Fire Commission.

(2) Annually on or before November 15, the Board of Directors of each department shall certify and furnish to the County Fire Commission a list of all volunteer members who have qualified for credit for the previous year. In the event a volunteer requests credit for service in more than one department, each department shall provide the points earned by that volunteer for that year. This certification shall be signed by the President and Secretary.

(3) The County Fire Commission shall review the list of each department and approve the final annual certification. The approved list of certified members shall then be returned to each department and posted for at least thirty (30) days for review by members.

(4) In computing credit for those volunteers who also serve as paid employees within the Prince George's County Fire/Rescue Service, credit shall not be given for activities performed during the individual's regularly assigned work period.

(g) Active Service Standards. For the purpose of participating in the program, a year of active volunteer service is defined as a year in which an applicant for certification has accumulated a minimum of fifty (50) points in accordance with the following point system. Points will be credited for the period of July 1, through June 30, each year and shall not be transferable from one year to the next.

(1) One (1) point shall be credited for each hour of attendance in a training course approved by the County Fire Commission providing that not more than twenty-five (25) points may be credited for all training courses attended per year.

(2) One (1) point shall be credited for each company or county drill attended in its entirety, providing that not more than twenty-five (25) points may be credited for all drills attended per year.

(3) One (1) point shall be credited for each official company, county, or Maryland State meeting pertaining to fire services or rescue service attended, provided that not more than twenty-five (25) points may be credited for all meetings attended per year.

(4) One (1) point shall be credited for each call to which a volunteer responds, providing that not more than forty (40) points may be credited for all calls responded to per year.

(5) One (1) point shall be credited for each full night of sleep-in. One (1) point shall be credited for each standby. A standby is defined as an on duty activity of the fire department or rescue squad, lasting for four (4) hours, not falling under one of the other categories, provided not more than twenty-five (25) points may be credited for all sleep-ins and standbys in one (1) year.

(6) Two (2) points shall be credited for each month of active participation in and completion of an appointed or elected officership or chairmanship of a standing committee in any Fire or Rescue Service organization in the State of Maryland. Points shall be awarded according to the following schedule:

OFFICE	MAXIMUM ANNUAL POINTS	POINTS PER MONTH
Chief, President	50	4.17
Fire Commission	50	4.17
All other elected or appointed, company, County or State association office	25	2.09
Committee, Chairmanships	25	2.09

(7) One (1) point shall be credited for each hour of acceptable collateral duties such as, but not limited to, apparatus and building maintenance, and fire prevention, providing that not more than twenty-five (25) points may be credited for all collateral duties performed per year.

(8) A volunteer member who, during his membership, serves or has served full-time military service in the armed forces of the United States shall receive credit at the rate of five (5) points for each month served providing that not more than fifty (50) points can be credited for any calendar year. A maximum of four (4) years of creditable service may be acquired in this manner.

(h) Cost of Living Increases.

(1) Effective July 1, 1991, and thereafter, volunteers and spouses receiving benefits under this Act shall receive the cost of living increase awarded the career fire service of Prince George's County.

(CB-181-1974; CB-107-1979; CB-24-1988; CB-119-1991; CB-91-2000; CB-20-2006; CB-22-2014)

GLOSSARY OF TERMS

Additional Monthly Payment

The additional monthly payment is \$4.00 per month. This amount is added to the basic monthly payment of a qualified volunteer for each full year of certified active service earned in excess of 25 years. A volunteer who has reached the age of 70 and has earned 10 years certified active service (five years immediately preceding) will also receive the additional monthly payment for each additional year of certified active service.

Annual Certification

An approval process by which a volunteer is officially recognized by the Company and the Commission as having earned a minimum of 50 points of active service for the fiscal year.

Basic Monthly Payment

The amount of \$225.00 is paid monthly to a qualified volunteer who has reached the age of 55 and has earned 25 years of active service.

Burial Benefit

When a qualified volunteer dies, \$5000.00 is awarded to the surviving spouse or to the estate if there is no surviving spouse.

Certified Active Service

One year of certified active service is credited to a volunteer who earns 50 points during the fiscal year in accordance with the point system discussed in Section 2.2 of this manual. Twenty-five years of certified active service is required for a volunteer to be eligible for LOSAP benefits.

Cost of Living

Effective July 1, 1991, and thereafter, volunteers and spouses receiving benefits under this Act (Prince George's County Code Section 11-328 Length of Service Award Program) shall receive the cost of living (COLA) increase awarded the career fire service of the County. An 8.5% COLA was awarded in April 1993.

Disability

A volunteer at age 55 with less than 25 years active service, who is disabled in the line of duty based on Workers Compensation determination (see Section 2.1.4) will receive benefits equal to the benefits of a qualified volunteer at age 55 and with 25 years of service.

Effective Dates & Bills

As of July 1, 1991 under CB-119-1991 (also changes CB-24-1988; CB-107-1979; and CB-181- 1974 the original legislation). CB-20-2006 adopted 7/11/06 retroactive to 7/1/05.

GLOSSARY OF TERMS (continued)

Qualified Volunteer

A qualified volunteer is a volunteer who has reached the age of 55, has earned 25 years of active service and is eligible for the basic monthly payment of the LOSAP benefits. A qualified volunteer is also a volunteer who has reached the age of 70, has earned 10 years certified active service (five years immediately preceding) and is entitled to the additional monthly payment for each year of certified active service.

Surviving Spouse Benefit

The surviving spouse of a qualified volunteer receives 50% of the monthly award amount. This will terminate upon re-marriage or death.