

MEMORANDUM OF AGREEMENT

Bowie VFD SAFER Grant Committee
and
Bowie VFD Volunteer Emergency Responders

Date: November 14th, 2015

To: Bowie VFD Volunteer Emergency Responders

From: Bowie VFD SAFER Grant Committee

Subject: Volunteer Benefit Incentive Plan

Our fire department was awarded a Department of Homeland Security SAFER grant from the Assistance to Firefighters Grant Program. This grant is designed to provide an incentive for the recruitment and retention of Volunteer Emergency Responders, and to increase the participation level of our current Volunteer Emergency Responders. The grant will provide a monthly benefit to each Volunteer Emergency Responder who qualifies for the eligible benefits over the next 4 years.

Any Volunteer who responds to emergency calls is eligible to earn these benefits. The primary objective of these benefits is to recruit and retain trained frontline Volunteer Emergency Responders; therefore, positions such as admin roles in the department are not eligible.

This monthly benefit will start on December 1st, 2015 and end on August 31st, 2019.

The program will operate as follows:

- This individual incentive will be paid to each Volunteer who qualifies on a monthly basis through the new BVFD payroll system. The intent is to offer a benefit to Volunteer Emergency Responders who excel beyond our current departments' standards.
- FICA (Social Security/Medicare) contributions are required on this monthly benefit by the IRS. Each Volunteer will receive a W-2 at the end of each year for the benefits earned.
- Each Volunteer will be responsible to choose their own eligible benefit and fill out the necessary individual enrollment forms. You will not receive this monthly benefit until all of your enrollment forms are completed and processed by the grant administrator.
- Eligible benefits include:
 - \$500 or \$1,000 per quarter stipend (current tax rate)
 - \$500 or \$1,000 per quarter 401 K contribution (tax deferred)
- There will be a 90 day waiting period for any new Volunteers before any monthly benefit is earned.

- BVFD will be reimbursed for approved grant expenses on a bi-monthly basis by DHS. In the event of reimbursement delays by DHS, this monthly benefit will be paid as soon as BVFD is reimbursed.

The **Standards of Performance (SOP)** to qualify for this SAFER Grant incentive has been developed by the BVFD SAFER Grant Committee and are as follows:

Volunteers will earn a \$167.00 benefit per month if:

The Volunteer Emergency Responder earns 10 Points during each month using the department's operational activity point scale (Exhibit A).

Volunteers will earn a \$334.00 benefit per month if:

The Volunteer Emergency Responder earns 20 Points during each month using the department's operational activity point scale (Exhibit A).

- The operational activity points scale (Exhibit A) fits the needs of the department, which is intended to increase the participation level of the current Volunteers.
- This benefit will terminate on August 31st, 2019.
- The SAFER Committee has the right to rule on any conflicts and to revise these SOP in order to meet the terms and budget of the SAFER grant.

The Bowie VFD SAFER Grant Committee Members as of October 1st, 2015:

President Dave Parker	Volunteer & PIO Tim Tharp
Chief Jonathan D. Howard, Sr.	Volunteer Lavonia Byrd
Assistant Chief Pete Mellits	Treasurer Ed Oblas
Sergeant Babette Gainor	

Volunteer Firefighter Name (Please Print)

_____ Volunteer Firefighter Signature	_____ Date
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_____ President's Signature	_____ Date
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_____ Fire Chief's Signature	_____ Date
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I elect not to participate in this DHS SAFER grant _____
Volunteer's Signature