

MISSISSIPPI  
DEPARTMENT OF  
INSURANCE

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GUIDELINES FOR THE RURAL FIRE TRUCK  
ACQUISITION ASSISTANCE PROGRAM -  
ROUND 4

# MISSISSIPPI DEPARTMENT OF INSURANCE

## GUIDELINES FOR THE RURAL FIRE TRUCK ACQUISITION ASSISTANCE PROGRAM - ROUND 4

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### OVERVIEW

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The Mississippi Legislature in its 1995 and 1996 sessions appropriated a total of \$8.2 million to assist counties in the purchasing of new fire trucks for rural fire protection purposes. In its 1997 session, the Legislature authorized a third round of fire truck grants. It has subsequently appropriated \$3.5 million for third round grants. During the 1999 legislative session, a fourth round was authorized, but funds have yet to be appropriated.

To date, two hundred thirty-two (232) grant applications have been processed, resulting in the purchase of more than two hundred forty (240) new fire trucks. Currently one (1) in every four (4) Mississippians lives in an area served by one or more of these fire trucks.

The Rural Fire Truck Acquisition Assistance Program continues to provide an opportunity for each county to purchase new fire trucks meeting National Fire Protection Association (NFPA) 1900 series standard. As in the previous three (3) rounds, grants will provide up to \$50,000 toward a new fire truck purchase, which must be matched with local funds.

The county may designate any fire department responsible for furnishing rural fire protection services, including municipalities, provided they have written contracts to serve unincorporated areas or have a population of less than 2,500. The Board of Supervisors may designate a municipality to receive a grant directly and to purchase fire trucks for use in providing rural fire protection under this program.

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### APPLICATION PROCEDURE

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#### SUBMISSION OF INITIAL APPLICATION

Counties wishing to submit applications for Round 4 may do so by mail, received not earlier than September 20, 1999. Any applications received before that date will not be considered until after processing applications received in the mail on September 20, 1999. Applications that are complete, including all required documentation, will be logged on the date received. In order for a Part I application to be deemed complete, the following conditions must be met:

- 1) It must be submitted on an original Round 4 - Part I application form.
- 2) All required signatures must be on the form.
- 3) There must be no omissions of required information.

- 4) Any supporting documents such as contracts and board resolutions or official minutes from counties and any participating municipalities, if applicable, must be attached. It is not necessary for board resolutions or minutes to be notarized, but they must be copies of official documents. A resolution must make reference to Round 4 of the Rural Fire Truck Acquisition Assistance Program.
- 5) In order for a fire service contract to be deemed valid, it must be in force at the time of submission and previously approved by the Commissioner of Insurance. The Rural Fire Truck Review Committee reserves the right to require that contracts be updated at the time the application is considered for approval.

Grant applications should be mailed to:

Mississippi Department of Insurance  
Division of Fire Services Development  
P O Box 79  
Jackson MS 39205-0079

#### PROCESSING OF GRANT APPLICATIONS

The following procedure will be used to assign priority for grants issued during the Round 4:

- 1) The Department Of Insurance, Division of Fire Services Development will receive all applications and maintain a list of all complete applications.
- 2) At such time as the Legislature appropriates Round 4 funds, a working order will be determined by random drawing based on the number of \$50,000 grants made available through this appropriation. In order for a county with a complete application to be considered for this drawing, the county must have either completed all previous rounds, or at a minimum, received Part II approval from the Rural Fire Truck Review Committee.
- 3) The priority list resulting from the random drawing will be used to submit the completed Part I applications to the Rural Fire Truck Review Committee for approval.
- 4) Following approval from the Committee, notification will be sent to each participating county.
- 5) Participating counties will have ninety (90) calendar days from date of notification to submit Part II applications documenting that advertisement for bids has taken place and that bids have been awarded. The Rural Fire Truck Review Committee reserves the right to reassign grants after ninety (90) days should it determine that a county is not utilizing the awarded funds.
- 6) Amendments to applications prior to consideration in Committee will be ruled on a case by case basis.

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## SUBMISSION OF REMAINING ROUNDS 1, 2 AND 3 APPLICATIONS

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Any counties with remaining eligibility for Rounds 1, 2, 3 or 4 must have submitted a corresponding Part II application and have received approval of that application from the Rural Fire Truck Review Committee by December 31, 2000, in accordance with §17-23-1 of the Mississippi Code of 1972, as amended.

Part I applications for Rounds 1, 2 and 3 will be made on the forms referred to in Bulletins 96-3 and 97-4, unless otherwise deemed necessary by the Fire Services Development Division of the Mississippi Department of Insurance.

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## RURAL FIRE TRUCK GRANT PROCEDURE

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### STAGE 1

The Division of Fire Services Development will acknowledge receipt of each application and coordinate review of submitted materials among the members of the Rural Fire Truck Review Committee. Following review of each application, the President of the Board of Supervisors will receive written approval of the grant application stating the amount of state funds assigned to the project, up to \$50,000. A copy of this approval letter will be forwarded to the County Fire Coordinator. If the application does not conform to the program requirements, correspondence will be sent from the Review Committee to the President of the Board of Supervisors outlining the steps needed to address the problem(s).

Applicants must be certain that all fire trucks purchased under this program meet the NFPA 1900 series standard (all required equipment) prior to advertising for bids. Technical assistance is available from the State Fire Academy in preparing and evaluating fire truck specifications. (See Technical Assistance.)

### STAGE 2

When the grant applicant has advertised for bids and awarded a contract to a successful bidder, the grant applicant will submit a copy of the resolution awarding the bid and a copy of the bid specifications to the Division of Fire Services Development for review by the Committee. Bid specifications will be reviewed to verify that they conform to the NFPA 1900 series standard. Any fire truck that does not conform to these standards will be ineligible for receipt of grant funds from the Rural Fire Truck Acquisition Assistance Program.

Participating counties and designated municipalities purchasing fire trucks shall also submit a payment schedule including a breakdown of the annual matching fund payments, on a form to be provided, based on the actual purchase price of the fire apparatus.

Upon verification that: (a) the proposed payments meet matching fund requirements, (b) the specifications meet the NFPA 1900 requirements, and (c) the fire department is an initial responding fire department in a rural area, a letter will be sent by the Review Committee confirming that all program requirements have been met.

### STAGE 3

Once the truck has been received and the local government has determined that the truck meets its design requirements, a copy of the board minutes accepting the truck and authorizing payment, a copy of the vendor's invoice, and a copy of the results of the pump test by the Mississippi State Rating Bureau must be forwarded to the Division of Fire Services Development.\* Upon receipt of these documents, the warrant will be issued within ten (10) working days.

The grant applicant is solely responsible for inspecting the fire truck when it is delivered to ensure that all applicable design and equipment requirements are met.

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### MATCHING FUNDS

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Grant applicants must pledge to pay an amount at least equal to the amount for which they are requesting distribution up to \$50,000. The pledged monies may be derived from ad valorem tax or from any other monies available to the county or municipality. State rebate funds may not be used as matching funds.

The local matching funds each year must be equal to or not less than a proportional percentage of the amount for which the municipality or county is requesting funds. Repayment of indebtedness for trucks purchased under this program may not exceed five (5) years, except in instances where Capital Improvement Revolving Loans are obtained, in which case repayment may not exceed ten (10) years.

The Fire Truck Review Committee reserves the right to change or otherwise amend its procedures and guidelines as needed and to issue any additional requirements as may be necessary to implement fully the program.

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### ALLOCATION OF FIRE TRUCK GRANTS

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The Board of Supervisors of each county is responsible for determining which fire departments will receive fire trucks purchased under this program. Although the primary use of trucks purchased under the Rural Fire Truck Acquisition Assistance Program is intended for rural fire fighting purposes, they may also be utilized by municipal or county departments within the corporate limits of municipalities.

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### MUNICIPAL PARTICIPATION

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The Board of Supervisors of a county may apply on behalf of any municipality that has a written contract to serve as the primary fire service provider for the purpose of furnishing structural fire fighting services in any unincorporated area(s) adjacent to that municipality. Applicants for the Rural Fire Truck Acquisition Assistance Program are strongly advised to consult with the Mississippi State Rating Bureau to be certain the existing fire protection ratings are not adversely impacted by participation in this program.

\*Prior to acceptance of the truck, a test on Class A pumpers will be witnessed by the Mississippi State Rating Bureau, with the expense being borne by the manufacturers.

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## TECHNICAL ASSISTANCE

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The county or municipality receiving a grant under this program is responsible for determining, in consultation with the respective fire department, the design specifications of the fire truck to be purchased with grant funds. Any fire truck that is purchased under this program must meet the relevant NFPA 1900 series standard. Failure to comply will result in forfeiture of state funds. Sample specifications and technical assistance in preparing specifications which meet the required NFPA 1900 series standard are available from the State Fire Academy by writing or calling:

State Fire Academy  
#1 Fire Academy U S A  
Pearl MS 39208  
(601) 932-2444  
FAX (601) 932-2819

ROUND 4

STATE OF MISSISSIPPI  
DEPARTMENT OF INSURANCE  
DIVISION OF FIRE SERVICES DEVELOPMENT  
RURAL FIRE TRUCK ACQUISITION ASSISTANCE PROGRAM APPLICATION

**PART I - SECTION I**  
APPLICANT INFORMATION

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1. Name of county submitting application \_\_\_\_\_
  2. Address \_\_\_\_\_  
(P. O. Box or building number & street name) (City) (Zip Code)
  3. If the county is submitting this application on behalf of a municipality, give name of municipality: \_\_\_\_\_
  4. If county is purchasing fire truck, attach copy of "County Resolution" authorizing grant participation and designating fire truck recipient. If municipality is purchasing fire truck, attach copy of county resolution authorizing grant participation, and a municipal resolution also authorizing grant participation. A copy of the contract between the county and the municipal fire department is required for any grant involving a municipality. (Attach these documents to this application)
  5. Has the county previously applied for a Rural Fire Truck Acquisition Assistance Program Grant? \_\_\_ Yes \_\_\_ No
  6. Who is purchasing the fire truck? \_\_\_ county \_\_\_ municipality
  7. Preparer's name \_\_\_\_\_  
(Title and/or organization affiliation) (Daytime phone number)
  8. Preparer's address if different from *item 2* \_\_\_\_\_  
(P. O. Box or building number & street name) (City) (Zip Code)
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**SECTION II**  
FIRE TRUCK DATA

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9. Check the type of fire truck to be purchased from the NFPA 1900 series:

a. Pumper Fire Truck _____ 1901 (Class A Pumper) Pump Size (GPM) _____ Tank size (gallons) _____	b. Initial Attack _____ 1902 Pump size (GPM) _____ Tank size (gallons) _____	c. Mobile Water Supply _____ 1903 Pump size (GPM) _____ Tank size (gallons) _____	d. Aerial Ladder _____ 1904 (Pump size (GPM) _____ Tank size (gallons) _____
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  10. If fire truck already purchased, (or if *item 6 of Section I* answer was "yes") list purchase price \$ \_\_\_\_\_
  11. If fire truck not already purchased, projected cost of fire truck indicated above (*item 9*) \$ \_\_\_\_\_
  12. Amount of matching funds requested for this fire truck (*maximum amount allowed \$50,000 per truck*) \$ \_\_\_\_\_
  13. Will applicants local matching fund requirement require repayment scheduling? \_\_\_ Yes \_\_\_ No
  14. If previous question was answered "YES" please mark time frame that will be requested: \_\_\_ 5 years \_\_\_ 10 years

SECTION III

RURAL FIRE PROTECTION PROVIDER DATA

The information requested in this section applies only to the unincorporated or rural area of the county where the named fire department provides coverage. If the fire department named in this section is a municipal fire department the information requested pertains to the area protected by county contract.

- 15. Name of fire department receiving fire truck
16. What is the department's fire protection grading class?
17. Area served in square miles (rural)
17. Does the rural area served by this department have defined legal boundaries...
18. Number of rural households served
18. b. Rural population served
19. List by category the number of fire responses made in the last twelve months...
20. Are fire department personnel: (check one) Paid Volunteer Combination
21. Number of fire fighters
22. If this fire truck will replace an existing fire truck, what is the age and condition...
23. How many emergency responses would this new fire truck have made...

SECTION IV
APPLICANTS AGREEMENT

I understand that the fire truck being purchased under this grant program is primarily used for fire protection in the rural, unincorporated areas of this county. If this fire truck does not comply with the standards set forth in the NFPA 1900 Standards (Most recent Code) for fire apparatus, including required equipment, the monies requested in this grant application will not be issued.

(Signature of County Board President)
(Signature of Mayor if Municipality if applying)
(Signature of Fire Chief)
(Signature of County Fire Coordinator)

President of the Board of Supervisors
Mayor of Municipality (If Applicable)
(Name of Fire Department)
(County)



ROUND 4

STATE OF MISSISSIPPI  
DEPARTMENT OF INSURANCE  
DIVISION OF FIRE SERVICES DEVELOPMENT  
RURAL FIRE TRUCK ACQUISITION ASSISTANCE PROGRAM APPLICATION

**PART II**  
**SECTION 1**  
FIRE TRUCK PURCHASER INFORMATION

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1. Name of county \_\_\_\_\_
  2. Name of entity purchasing the truck \_\_\_\_\_  
Address \_\_\_\_\_  
(P. O. Box or building number & street name) (city) (zip code)
  3. Preparer's name \_\_\_\_\_  
(Title and/or organization affiliation) (Daytime phone number)
  4. Name of fire department receiving this fire apparatus \_\_\_\_\_
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**SECTION II**  
FIRE TRUCK BID SPECIFICATIONS DATA

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5. Check the type of fire truck bid was accepted for from the NFPA 1900 series:  
a. Pumper Fire Truck \_\_\_\_\_  
1901 (Class A Pumper)  
Pump Size (GPM) \_\_\_\_\_  
Tank size (gallons) \_\_\_\_\_  
b. Initial Attack \_\_\_\_\_  
1902  
Pump size (GPM) \_\_\_\_\_  
Tank size (gallons) \_\_\_\_\_  
c. Mobile Water Supply \_\_\_\_\_  
1903  
Pump size (GPM) \_\_\_\_\_  
Tank size (gallons) \_\_\_\_\_  
d. Aerial Ladder \_\_\_\_\_  
1904  
(Pump size (GPM) \_\_\_\_\_  
Tank size (gallons) \_\_\_\_\_
  6. Attach certified copy of bid specifications as advertised for this fire truck.
  7. Total price of the accepted bid \$ \_\_\_\_\_
  8. Amount of RFTAAP funds requested for this fire truck \$ \_\_\_\_\_
  9. Attach certified copy of "Board Minutes" accepting the approved bid

RURAL FIRE TRUCK ACQUISITION ASSISTANCE PROGRAM APPLICATION

SECTION III

LOCAL MATCHING FUND PAYMENT SCHEDULE

List source and amount of funds committed to this payment schedule in the appropriate space. Please note that certain common sources of funds are already identified. The local matching funds each year must be equal to a proportional percentage based on the length of the payment period not to exceed ten years. The CAP Loan Program provides the only statutory authority thus far identified which allows monies to be borrowed for more than 5 years. If the funds described exceed 5 years and have generalized under another statutory authority, please attach a written explanation. For example, matching funds must be equal to or greater than 1/5 (20%) of the amount for a five (5) year payment schedule.

Matching Fund Source	Amount	Annual Payments	Total to Date
<b>1st. Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other/Specify	_____		
<b>1st. Yr. Subtotal</b>		\$	\$
<b>2nd. Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other / Specify	_____		
<b>2nd. Yr. Subtotal</b>		\$	\$
<b>3rd. Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other / / Specify	_____		
<b>3rd. Yr. Subtotal</b>		\$	\$
<b>4th Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other / Specify	_____		
<b>4th. Yr. Subtotal</b>		\$	\$
<b>5th Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other / Specify	_____		
<b>5th Yr. Subtotal</b>		\$	\$
<b>6th. Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other/Specify	_____		
<b>6th. Yr. Subtotal</b>		\$	\$
<b>7th. Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other/Specify	_____		
<b>7th. Yr. Subtotal</b>		\$	\$
<b>8th. Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other/Specify	_____		
<b>8th. Yr. Subtotal</b>		\$	\$
<b>9th. Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other/Specify	_____		
<b>9th. Yr. Subtotal</b>		\$	\$
<b>10th. Year</b>			
General Fund	_____		
Bonds	_____		
Notes	_____		
Other/Specify	_____		
<b>10th. Yr. Subtotal</b>		\$	\$
		<b>Total matching funds</b>	\$

STATE OF MISSISSIPPI  
DEPARTMENT OF INSURANCE  
DIVISION OF FIRE SERVICES DEVELOPMENT  
RURAL FIRE TRUCK ACQUISITION ASSISTANCE PROGRAM APPLICATION

**SECTION IV**  
AGREEMENT STATEMENT

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I understand that the fire truck(s) being purchased under this grant program is/are to be primarily used for fire protection in the rural, unincorporated areas of this county. If this fire truck does not comply with the standards set forth in the NFPA 1900 Standards, including required equipment, for fire apparatus the funds requested in this grant request will not be issued. To the best of my knowledge and belief, all data contained in this application is true and correct, and the governing body has duly authorized its submission. I certify that all requirements of this grant program will be fully met and that any request for information pertaining to the purchase and utilization of the truck(s) will be complied with in a timely manner.

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Signature of Chief Executive Officer

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Title

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Print Name of CEO

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Signature of Fire Chief

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Name of Fire Department

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Print Name of Fire Chief

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Signature of Fire Coordinator

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County

**ROUND 4**

STATE OF MISSISSIPPI  
DEPARTMENT OF INSURANCE  
DIVISION OF FIRE SERVICES DEVELOPMENT  
RURAL FIRE TRUCK ACQUISITION ASSISTANCE PROGRAM APPLICATION

**PART II – SECTION V**  
**PROOF OF PURCHASE & MSRB PUMP TEST**

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County \_\_\_\_\_

Purchaser \_\_\_\_\_

Address \_\_\_\_\_

Preparer's name \_\_\_\_\_ Title or Organization Affiliation \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Please submit the following documentation:

- A. A copy of the results of the Mississippi State Rating Bureau pump acceptance test performed on your new fire truck.
- B. A copy of the billing invoice from the manufacturer requesting payment in full of the new fire truck.
- C. A copy of the board minutes accepting new fire truck and authorizing payment or a copy of the receiving report.

**Upon receipt of all three of the above stated documents at the office of the Division of Fire Services Development, a warrant will be issued within ten working days for the amount previously approved by the Rural Fire Truck Review Committee.**