

# Crew Fund Policy

## PURPOSE

To provide procedures for the transfer of and accountability for funds transferred from the Dobbins/Oregon House Fire Protection District, hereinafter the District, to the Dobbins/Oregon House Fire Protection District Crew account, hereinafter the Crew Account.

## POLICY

The District believes that to help maintain high morale among the firefighters a firefighter's discretionary Crew Account should be established and funded by the District.

## PROCEDURE

1. At the beginning of each fiscal year, July meeting, the Board shall transfer the amount budgeted for the crew fund, currently \$2,500.00 from the District account to the Crew Account.
2. **Twice a year, in June and December**, the Chief shall provide the Board with a report showing the total number of attends to calls and a report on how Crew Account funds were spent.
3. The Bookkeeper shall use the report to pay the attends for both the Crew Account and Individual Firefighters. Total number of attends by will be paid **\$5.00** per attend and a check will be given to the Chief to be added to the Crew Account.
4. **The Bookkeeper shall also pay the Individual number of attends to Firefighters, EMTs and Officers. Each Firefighter will be paid \$10.00 per attend, and each EMT & Officer will be paid \$15.00 per attend. The Bookkeeper shall prepare reimbursement envelopes for payment. The envelopes will be given to the Chief for disbursement.**
5. The Chief shall be responsible for ensuring accurate records are kept for all activity on the Crew Account and shall keep all records for a period of 5 years.
6. The Chief and firefighters may spend funds in the Crew Account as they see fit. No Board approval for the expenditure of these funds is necessary.
7. The Chief shall establish and enforce written procedures to be used by him and his firefighters for:
  - a. Determining the proper use of these funds.
  - b. Approval procedures necessary before funds are expended.
  - c. Other procedures needed as determined by the Chief.
8. A copy of the written procedures shall be filed with the Clerk of the Board.

End