



LUBBOCK COUNTY PROCEDURES CONTRACTED FIRE DEPARTMENT

The outlined procedures are in relationship to the allocated funds to the contracted fire departments for Fire Suppression and Recue Services Interlocal Agreement and the Public Safety Critical Needs funding for equipment identified as critical in the areas of fire and rescue response.

FIRE DEPARTMENT

1. Funds are being allocated for use in this fiscal year, October 1, 2022 to September 30, 2023.
2. Contractual obligations for the Fire Suppression and Recue Services Interlocal Agreement include but not limited to:
 - Remittal of FIRE SUPPRESSION AND RESCUE SERVICES monthly reports.
 - a) The fire department shall make or cause to be made a fire report, showing the date, time, location and description of all fire suppression and rescue operations conducted by the fire department in the unincorporated areas of Lubbock County by sending an email to firereports@lubbockcounty.gov. by the 10th of every month.

OR

- The Lubbock County Sheriff's Office may provide to the fire department a monthly fire suppression and rescue reports from Odyssey software in lieu of the fire report mention above. If the fire department prefers this manner, the Odyssey report must be verified as to the date, time, location and description of all fire suppression and rescue operations conducted by the fire department, sign said report and submit it to the Lubbock County Office of Emergency Management by sending an email to firereports@lubbockcounty.gov. by the 10th of every month.
- b) A report must be submitted even if no fire suppression and rescue operations are performed in a given month. A copy of said reports shall be furnished monthly to the Lubbock County Office of Emergency Management by sending an email to firereports@lubbockcounty.gov.
 - c) True copies of such reports shall be retained by fire department, subject to inspection by Lubbock County Emergency Management Coordinator, by the County Auditor or the Lubbock County Commissioners Court, at any time during normal business hours.
- Remittal of BUDGET REQUIREMENTS for the Fire Suppression and Rescues Interlocal Agreement.
 - a) The fire department shall make or cause to be made an annual proposed budget each fiscal year and must submit to Lubbock County by May 31st of each year the proposed annual budget for the following fiscal year by email to firereports@lubbockcounty.gov.
 - b) The fire department shall make or cause to be made a final budget to be filed with the Lubbock County by October 31st of each year. This budget shall be of the preceding fiscal year and shall be submitted to the Lubbock County by email to firereports@lubbockcounty.gov.



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3. In order to be eligible for Public Safety Critical Needs funding, ALL prior years' contract obligations as listed above, must be met. In addition, the conditions listed below must be met.

- Remittal of required documentation.

LIST OF APPROVED DOCUMENTATION

- a) Quotes from Vendor (used for proposed budgets and funding request)
 - b) Order Forms (used if product are back ordered)
 - c) Paid Invoice from the vendor and a canceled check
 - d) Invoice and canceled check
- The organization's equipment must align with priority funding categories identified by Lubbock County.
 - a) Personal Protective Equipment
 - b) Firefighting equipment related to fire and rescue services for the fire department (e.g. fire cache such as fire hoses, nozzles, rescue equipment, extrication equipment, hand tools, PPV fans, flashlights, ladders or other firefighting equipment).
 - c) Other equipment related to fire and rescue services for the fire department (e.g. Vehicles, Generators or associated equipment for vehicle maintenance).
 - Fire departments with critical unmet needs must submit funding requests applications to the Lubbock County Office of Emergency Management by December 31st each year at firereports@lubbockcounty.gov.
 - Receipts/invoices and cancelled checks for eligible equipment purchases must be sent to the Lubbock County Emergency Management Office at firereports@lubbockcounty.gov , 30 days after said purchase.
 - Purchases identified by other documents such as Quotes, Order Forms etc, commonly used to show the fire department's intent to purchase, still require a receipt/invoice and a cancelled check to complete the required documentation.
 - The fire department submitting documentation by other means than email, should receive a receipt for documentation by the Office of Emergency Management.

LUBBOCK COUNTY

1. To ensure optimum equity, efficiency and appropriate use of funds, ALL Public Safety Critical Needs Funding applications will be reviewed by two Commissioners.



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2. Recommendation for funding will be presented to the Lubbock County Commissioners Court by the two Commissioners selected to review the applications by the 2nd court date in January each year. All applications for funding will be presented during the budget process by May 31st of every year.

OFFICE OF EMERGENCY MANAGEMENT

1. Receives the documents submitted to Lubbock County by contracted fire departments, based on agreement terms.
Annual Budgets - October 31st every year.
Fire Call Reports – Monthly
Application for Public Safety Critical Needs – by December 31st every year
Approved documentation to substantiate equipment purchases- 30 days from purchase; all receipts/invoices due by July 31st.
2. The Lubbock County Sheriff's Office shall provide to the Lubbock County Emergency Management Coordinator a monthly fire suppression and rescue operations report from the Odyssey software. This report shall be reconciled with the fire suppression and rescue operations report submitted by the fire department.
3. Reviews documents and maintains a workable spreadsheet to compile, reconcile and track all documentation to ensure compliance for each contracted fire department for both the contractual Fire Suppression and Rescue Interlocal Agreement and the Public Safety Critical Need Funding.
4. Reviews annual contracted fire department budgets, if applicable.
Workable Spreadsheet for each contracted fire department should include:
 - Dates that all documentation was submitted to Lubbock County
 - Verify that the budget has an allotted line item for funds received from Lubbock County.
 - Verify that the fire department budget was not supplanted.
5. Reviews Fire and Rescue monthly reports
Workable Spreadsheet for each contracted fire department should include:
 - Dates that all documentation was submitted to Lubbock County
 - Fire Suppression and Rescue Operations Report from the fire departments.
 - Reconcile the Odyssey Fire Suppression and Rescue Operations Report to the fire report submitted by the fire department.

OR

Verify that the fire department signs the Fire Suppression and Rescue Operations Report as true and correct provided by the Lubbock County Sheriff's Office.
 - Record the number of monthly fire calls.



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6. Reviews documentation for Public Safety Critical Needs funding.
Workable Spreadsheet for each contracted fire department should include:
 - Dates that all documentation was submitted to Lubbock County
 - a running total of purchases completed from the award amount
 - quotes submitted should be flagged to ensure that pending receipts/order forms are submitted
 - Copies of check stubs that tie to invoices
7. Submits all compliance workable spreadsheets and back-up documentation to the Lubbock County Auditor's Office by the 15th of every month. Remittal is required by placing all documents on the M/000 Emergency Management/VFD.
8. Updates Lubbock County Commissioner's Court on contract compliance for the fire department as prescribed by the Court.
9. May establish a formal compliance reminder process for fire departments document and reporting, at least two months before the end of the fiscal year.

AUDITOR'S OFFICE

1. Reviews documentation received from the Lubbock County Office of Emergency Management for contract compliance and remittal dates to include but not limited to:
 - Fire Suppression and Rescue Interlocal Agreement**
 - a) Budget Documentation
 - b) Monthly Fire Suppression and Rescue Services Operations Report
 - Public Safety Critical Need Funding.**
 - a) Reconciles workable spreadsheet with provided dates, receipts, invoices and/or canceled checks.
2. Remits departmental Quarterly Reviews to the Office of Emergency Management, the Lubbock County Sheriff, Commissioners Court and the District Judges as part of the Auditor's Office departmental review process.