

**PENNINGTON COUNTY FIRE SERVICE BOARD (FSB)
BEST OPERATING PRACTICES (BOPs)**

ADMINISTRATIVE RULES	Date	BOP#
3-YEAR GRANT AGREEMENT	Addition: 1/01/2024 Revision:	FSB01

PREMISE:	The Fire Service Board (FSB) recognizes the need to assist County fire departments with additional funds for operating costs, supplies, and personal protection equipment (PPE) for the development of their department. This assistance will increase the overall function of the department. It is not the intent of this program to completely fund the department, nor to purchase all PPE, rather to assist fire departments.
PURPOSE:	The purpose of this BOP is to explain the 3-Year Fund Grant Agreement procedures and set minimum standards for purchases.
SCOPE:	This BOP will apply to all County fire departments that receive additional funds from the FSB from the 3-Year Fund Grant Agreement.

OPERATING PRACTICE:

- 1) Each year, as funded by the Pennington County Board of Commissioners, the FSB will provide six (6) departments with \$2,500 in additional funds to help support their department.
- 2) The Grant is to be used solely for operating costs, supplies, and/or personal protection equipment (PPE).
 - a) PPE will be National Fire Protection Association (NFPA) or United States Forest Service (USFS) compliant personal protective equipment (PPE). Specifically, this shall include packs, coats, shirts, pants, helmet, gloves, fire shelters, hoods and/or boots.
- 3) The FSB will pay six (6) departments \$2,500 within 45 days of full execution of the Grant Agreement. The FSB will notify each department if there is a necessary deviation from this payment schedule. This Grant Award shall be for a one-time payment of \$2,500 to be expended within a period of three (3) years as noted below. The department shall apply for a new grant award after the conclusion of the three (3) year period noted herein.
- 4) To be considered for the designated yearly Grant Award Funding, the departments shall submit a signed Grant Agreement to the Pennington County Fire Administration Office no later than April 15th of their assigned year. (See Appendix A).

- 5) Grantee will process all fully executed Grant Agreements within the June monthly voucher cycle.
- 6) The department shall expend Grant funds exclusively for the stated purpose described above. All funds must be expended by Dec. 31st of the three (3) year Grant period. In the event any portion of grant funds have not been expended by December 31st of the three (3) year period, the department will return all such remaining funds to the FSB no later than January 15th of the following year.
- 7) Upon request, the departments will make financial records and supporting documentation available to the FSB for inspection. The departments shall maintain all receipts and Grant Fund expenditure records for a period of one year following the Grant period.
- 8) In the case of any term or condition violation by the department of the Grant Agreement, they agree to repay the Grantor the entire \$2,500 within 30 days of receiving written notice by the Fire Administrator's office of such violation.
- 9) Funds are subject to availability and are not guaranteed each year. Should there be a year when funds are not available, the rotation schedule will be adjusted accordingly. Departments shall not be dependent on these funds as part of their annual operating budget.
- 10) The following rotation will be used for determining which departments are eligible in a specific year.

YEAR	DEPARTMENT ELIGIBILITY					
2024	Scenic	Silver City	Wasta	Box Elder	Battle Creek	Doty
2025	Hill City	Rochford	North Haines	Wall	Johnson Siding	Interior
2026	New Underwood	Quinn	Black Hawk	Whispering Pines	Rapid Valley	Rockerville
2027	Scenic	Silver City	Wasta	Box Elder	Battle Creek	Doty
2028	Hill City	Rochford	North Haines	Wall	Johnson Siding	Interior
2029	New Underwood	Quinn	Black Hawk	Whispering Pines	Rapid Valley	Rockerville
2030	Scenic	Silver City	Wasta	Box Elder	Battle Creek	Doty
2031	Hill City	Rochford	North Haines	Wall	Johnson Siding	Interior
2032	New Underwood	Quinn	Black Hawk	Whispering Pines	Rapid Valley	Rockerville
2033	Scenic	Silver City	Wasta	Box Elder	Battle Creek	Doty
2034	Hill City	Rochford	North Haines	Wall	Johnson Siding	Interior
2035	New Underwood	Quinn	Black Hawk	Whispering Pines	Rapid Valley	Rockerville
2036	Scenic	Silver City	Wasta	Box Elder	Battle Creek	Doty
2037	Hill City	Rochford	North Haines	Wall	Johnson Siding	Interior
2038	New Underwood	Quinn	Black Hawk	Whispering Pines	Rapid Valley	Rockerville

**GRANT AGREEMENT
For Year Funded - 2024**

Department / District requesting grant funding:

The Pennington County Fire Service Board (Grantor) does here now approve a Grant Award in the amount of \$2,500 (the "Grant") to the _____, (Grantee). The Grantor and Grantee hereby agree to the following terms and conditions for this Grant Award:

GRANT DETAILS

- 1) **Purpose.** The Grant is to be used solely for operating costs, supplies, and/or personal protection equipment (PPE).
- 2) **Grant Amount and Payment Schedule.** Grantor will pay Grantee \$2,500 within 45 days of full execution of this Grant Agreement. The Grantor will notify Grantee if there is a necessary deviation from this payment schedule. This Grant Award shall be for a one-time payment of \$2,500 to be expended within a period of three (3) years as noted below. Grantee may apply for a new grant award after the conclusion of the three-year period noted herein.

CONDITIONS

- 1) To be considered for the 2024 Grant Award Funding, Grantee shall submit this signed Grant Agreement to the Pennington County Fire Administration Office no later than April 15, 2024.
- 2) Grantee will process all fully executed Grant Agreements within the June monthly voucher cycle.
- 3) Grantee shall expend Grant funds exclusively for the stated purpose described above. All funds must be expended by Dec. 31, 2027 (Grant period). In the event any portion of grant funds have not been expended by December 31, 2027, Grantee agrees to return all such remaining funds to Grantor no later than January 15, 2028.
- 4) Upon request, Grantee will make financial records and supporting documentation available to the Grantor for inspection. Grantee shall maintain all receipts and Grant Fund expenditure records for a period of one-year following the Grant period.

- 5) In the case of any term or condition violation by the Grantee of this Grant Agreement, the Grantee agrees to repay the Grantor the entire \$2,500 within 30- days of receiving written notice by Grantor of such violation.

By signing below, Grantor and Grantee agree to be bound by the terms and conditions contained herein:

PENNINGTON COUNTY FIRE SERVICE BOARD (GRANTOR)

_____ (GRANTOR)

(_____), Fire Service Board, Chair
Current

Date

_____ (GRANTEE)

(_____), Chief
Current

Date