



Lowell Volunteer Fire Department, Inc.

202 Groves Street
Lowell, NC 28098

February 1, 2017

Gaston County
Fire Marshal, Eric Hendrix
615 North Highland Street
Gastonia, NC 28053

Re: Overage Funds

Dear: Gaston County Fire Advisory Board

The Board of Directors have voted to engage the services of Management Solutions for Emergency Services, LLC. (MSFES). MSFES has a partnership with our insurance carrier VFIS. This company was established to provide risk reduction services to fire departments across the state and, to date, has completed over one hundred fire departments. The services we have engaged MSFES to perform are detailed as follows:

Large Risk Reduction Program - \$8,000.00 + Millage

Facilitate construction of a newly revised set of non-profit corporate bylaws; update the fire departments articles of incorporations; review the fire departments insurance policies to ensure adequate coverage for management and general liability; pull the criminal history of all fire department members and assist with any risks identified; build adequate and legal administrative policies; provide risk reduction forms to protect the department.

Annual Risk Reduction Agreement - \$2,000.00 Per Year

This program was built by MSFES, VFIS and attorneys with Legal Solutions for Emergency Services, LLC. (LSFES) to ensure protection against a multitude of legal issues related to volunteers, employees and potential applicants of the fire department. The program includes but is not limited to the following: Consultation time in human resources, criminal history checks on all new applicants, 24/7 criminal monitoring of all fire department staff, drug and alcohol testing kits that allow 24/7 testing capabilities, ethics hotline for our staff's protection, articles, bylaws, and policy updating, bi-monthly newsletters and much more.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Scott Moore".

Scott Moore
Fire Chief
Lowell VFD

Budget Request:
Fire Department:

FY 2016-2017

Lowell

INCOME			
Source	Choose Fiscal Year	FY 2016-2017	% Change
	Actual	Requested	
District Tax			0
Fund Raising			0
Other		\$10,000.00	Infinity
Total	\$0.00	\$10,000.00	
EXPENSE			
121 Salaries & Wages: Regular			0
122 Salaries & Wages: Overtime			0
170 Board Member Expenses			0
181 Social Security Contributions			0
182 Retirement Contributions			0
183 Hospitalization Insurance Contributions			0
184 Disability Insurance Contributions			0
189 Fringe Benefits			0
191 Professional Services: Accounting			0
192 Professional Services: Legal			0
193 Professional Services: Medical			0
194 Professional Services: Banking			0
199 Professional Services: Other		\$10,000.00	Infinity
211 Janitorial Supplies (Housekeeping)			0
212 Uniforms			0
220 Food & Provisions			0
231 Educational Materials			0
251 Motor Fuels & Lubricants (Gas, etc.)			0
260 Office Supplies			0
311 Travel & Training			0
321 Telephone			0
325 Postage			0
331 Utilities (Heat/Light/Water/Gas)			0
341 Printing			0
351 Buildings & Grounds Maintenance			0
352 Equipment Maintenance			0
353 Vehicle Maintenance			0
391 Legal Advertising			0
433 Lease Purchase - Vehicles			0
450 Insurance & Bonding-Workers Comp.			0
491 Dues & Subscriptions			0
510 Equipment & Furniture			0
580 Improvements (Building, etc.)			0
590 Other Capital Outlay			0
1410 Reserves (For Future Purchases)			0
Debt Service			0
Other			0
Total	\$0.00	\$10,000.00	