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Appointment of the Chief

The Brooklyn Fire District shall appoint the fire chief.

Note: The Fire Chief is appointed at the January meeting in the even years on a biennially basis. The Chief terms shall start at the EBFD regular schedule February meeting in the year of appointment.

Financial Responsibilities

The Brooklyn Fire District financial responsibilities are:

1. To determine the MIL rate year.
2. To pay the mortgage on the building.
3. To pay for the streetlights.
4. To pay the membership stipend.
5. To establish fund for capital improvements to the building.
6. To establish fund for emergency repairs to the building.

Meeting Schedule

The Brooklyn Fire District will schedule 4 meeting per year

The annual meeting; to be held on the first Monday of May.

A working meeting to be held on the Second Tuesday of September

A working meeting to be held on the Last Tuesday of January.

A working meeting to be held on the Second Tuesday of March.

Other meeting will be schedule by the president as required.

Standard Operation Guideline 4.d
Revision date August 28, 2019

Hall Rental

The Fire department shall have use of the fire station with the exception of special events. The District Committee shall approve all rental of the hall

Standard Operation Guideline 2.a
Revision date August 28, 2019

Meeting Agenda

The Brooklyn Fire District President shall set the meeting agenda in accordance with By-Laws of the Brooklyn Fire District

Brooklyn Fire District Agenda

For the meeting on

January 21, 2020

Reading of the minutes:

Tax collector Report:

Treasurer Report:

Election of Chief:

Old Business:

Update on the new truck.

New Business:

Budget for next year.

Open discussion:

Building Maintenance Agreement

The Brooklyn Fire District President shall maintain all maintenance agreements as they related to the building.

Note: Fire Chief shall maintain all maintenance agreements as they relate to fire equipment.

The president shall maintain the agreement for:

1. The generator
2. The bay doors
3. The HVAC system
4. The air compressor for building g high pressure air.
5. The roof

All maintenance agreement is the financial responsibility of the fire department and to be paid with funds from East Brooklyn Fire Department checking account.

Brooklyn Fire District Bank Accounts

The Brooklyn Fire District Treasurer shall maintain two (2) bank accounts for the benefit of the Brooklyn Fire District:

- a) Checking accounting, and
- b) Saving accounts; a/k/a, capital fund.

The purpose of the checking account to pays the financial obligation of the Brooklyn Fire District. All financial obligation of the Brooklyn Fire District shall be paid from the checking account.

The purpose of the saving account is to have a capital improvements account. Including, but not limited to the replacement of the fire-station. Any payment from the saving account will be first transferred to the checking account; and then paid.

All funds collected via property tax will be directly deposited in the Brooklyn Fire District checking account.

At each schedule meeting (either working or annual meeting) the balance in the checking account and Brooklyn Fire District financial obligations will be reviewed and a determination will be made as to whether or not to transfer finds from the checking to the saving account. The instructions to transfer funds will be documented in the minutes.

East Brooklyn Fire Department, Inc. **Bank Accounts**

The Brooklyn Fire District's Treasurer shall maintain two (2) bank accounts for the benefit of the East Brooklyn Fire Department, Inc.:

- a) Checking accounting, a/k/a, town funded operation account, and
- b) Saving accounts; a/k/a, rainy day fund.

Note: The Brooklyn Fire District Treasurer shall not maintain nor be responsible for the East Brooklyn Fire Department fundraiser accounts.

The purpose of the checking account to pay the operational financial obligation of the East Brooklyn Fire Department.

The purpose of the rainy-day fund is to have a fund available to pay unexpected operational costs. This fund was developed when the District funds were separated from the Department funds. Any payment from the saving account will be first transferred to the checking account; and then paid.

All funds provided by the Town of Brooklyn will be deposited in the East Brooklyn Fire Department checking account.

At the annual meeting; the balance in the checking account and East Brooklyn Fire Department financial obligations will be reviewed and a determination will be made as to whether or not to transfer funds from the checking to the saving account. The instructions to transfer funds will be documented in the minutes.

Bill Payments

The Brooklyn Fire District Treasurer shall be responsible for paying the bills of the:

- a) Brooklyn Fire District, and
- b) East Brooklyn Fire Department town funded operational account.

Note: The Brooklyn Fire District Treasurer shall not maintain or be responsible for the East Brooklyn Fire Department fundraiser accounts.

The Brooklyn Fire District financial obligation will be paid from the Brooklyn Fire District checking accounts.

All payments shall be authorized by the Brooklyn Fire District President.

The Brooklyn Fire District President and the Brooklyn Fire District Treasurer shall have check writing authority.

The East Brooklyn Fire Department financial obligation will be paid from the East Brooklyn Fire Department checking accounts.

All payments shall be authorized by the East Brooklyn Fire Department Chief.

The East Brooklyn Fire Department Chief and the Brooklyn Fire District Treasurer shall have check writing authority.

Financial Records Keeping

The Brooklyn Fire District Treasurer shall be responsible for maintaining the financial records of the:

- a) Brooklyn Fire District checking account
- b) Brooklyn Fire District saving account
- c) The East Brooklyn Fire Department checking account.
- d) The East Brooklyn Fire Department saving account.

The source documentation and the summary documentation shall be maintained for a period of 7 years. The 7 years will include the current fiscal year and the proceeding 6 fiscal years.

The records will include documentation to support each debit and credit to the accounts; including but not limited to bank statements, revenue journals, purchase invoices, and purchase journal.

Quarterly Board of Finance Report

The Brooklyn Fire District Treasurer shall prepare and provide a report that summaries the revenue and expenses of the East Brooklyn Fire Department checking account.

The reported shall be provide in the format to be determine by the Brooklyn Board of Finance.

The report to be present to the Fire Chief for approval.

After approval; the report to be forward to the Board of Finance representative on the Board of Fire Commissioners.

- a) Quarter ending 09/30 to be provided by 10/31.
- b) Quarter ending 12/31 to be provided by 01/31
- c) Quarter ending 03/31 to be provided by 04/30
- d) Quarter ending 06/30 to be provided by 07/31

Note: This report is limited to the revenue and expenses covered by funds provide from the Town of Brooklyn.

*Act.
Approved
1/12/2022
PPC.*

Quarterly Chief's Report

The Brooklyn Fire District Treasurer shall prepare and provide reports on the current year's East Brooklyn Fire Departments operation budget to the Fire Chief on a quarterly basis.

- a) Quarter ending 09/30 to be provided by 10/31.
- b) Quarter ending 12/31 to be provided by 01/31
- c) Quarter ending 03/31 to be provided by 04/30
- d) Quarter ending 06/30 to be provided by 07/31

Note: The East Brooklyn Operational budget report is limited to the revenue and expenses in the East Brooklyn Fire Department checking account.

The reported will include the following section:

- a) A summary of funds provided from the town to date.
- b) A category by category comparison.
- c) An account by account comparison.
- d) A detail listing go expenses by account number.
- e) A detail listing of expenses by vender.

Quarterly Department Report

The Brooklyn Fire District Treasurer shall prepare and provide reports on the current year's East Brooklyn Fire Departments operation budget to the Fire Chief on a quarterly basis.

- a) Quarter ending 09/30 to be provided by 10/31.
- b) Quarter ending 12/31 to be provided by 01/31
- c) Quarter ending 03/31 to be provided by 04/30
- d) Quarter ending 06/30 to be provided by 07/31

Note: The East Brooklyn Operational budget report is limited to the revenue and expenses covered by funds provide form the Town of Brooklyn.

The reported will include the following section:

- a) A summary of funds provided from the town to date.
- b) A category by category comparison.
- c) A account by account comparison.
- d) A detail listing go expenses by account number.
- e) A detail listing of expenses by vender.

Quarterly District Report

The Brooklyn Fire District Treasurer shall prepare and provide a report on the current year's Brooklyn Fire District revenue and expenses for the current fiscal year at each of the 4 schedule meetings.

1. At the May annual meeting; activity through March 31st.
2. At the August working meeting; activity through June 30th,
3. At the November working meeting; activity through September 30th.
4. A March working meeting activity through Decmeber 31st,

Note: The Brooklyn Fire District budget report is limited to the revenue and expenses of the Brooklyn Tax District.

The reported will include the following section:

1. The revenue received (property tax)
2. An account by account total summary
3. A detail listing of expenses by vender,

Annual District Report

The Brooklyn Fire District Treasurer shall prepare the annual Fire District Budget.

The budget will be prepared in the format to be determine by the President of the Brooklyn Fire District.

The Brooklyn Fire District Treasurer shall prepare a report of the account balance in the Brooklyn Fire District two (2) bank accounts:

- a) Checking accounting, and
- b) Saving accounts; a/k/a, capital fund

The Brooklyn Fire District Treasurer shall prepare a report of the account balance in the East Brooklyn Fire Department two (2) bank accounts:

- a) Checking accounting, a/k/a, town funded operation account, and
- b) Saving accounts; a/k/a, rainy day fund.

Standard Operation Guideline 3.k
Revision date May. 27, 19

Correspondence

The Brooklyn Fire District Treasurer shall prepare any correspondence requested by the President of the Brooklyn Fire District.

All correspondence needs to be proofed read and approved by the President of the Brooklyn Fire District.

Filing Minutes of Annual Meeting with Town Clerk

The Brooklyn Fire District Clerk shall file a copy of the annual meeting minutes and other required documentation with the town clerk prior to July 31 of each year.

Required Documents

1. Minutes for the meeting
2. President's report
3. Chief's Report
4. Budget
5. Copy of the legal notice.
6. By-laws if changed.
7. Copy of Annual report of special tax district form M-20a.

Before Filing with the Town Clerk you must go to the Town Tax office and give them a copy of the form M-20a and show them in the minutes where it says the approved MIL rate.

Standard Operation Guideline 9.b
Revision date August 28, 2019

Meeting Minutes File

The Brooklyn Fire District Clerk shall maintain a file on the meeting minutes.

The minutes shall be available for public review with reasonable notice

Meeting Minutes

The Brooklyn Fire District Clerk shall be responsible for taking the meeting minutes at Brooklyn Fire District meetings.

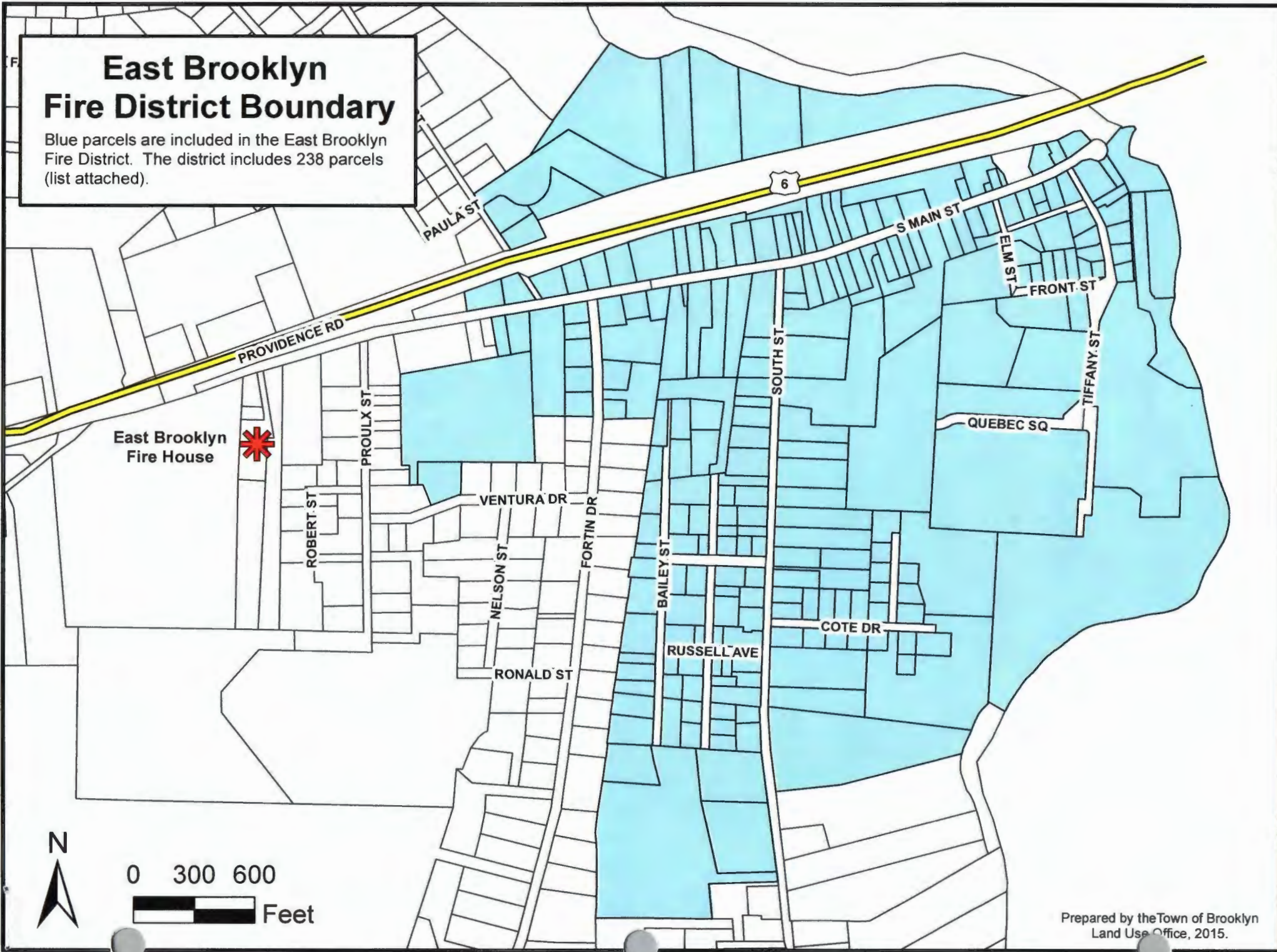
Within 48 hours of the close of the meeting; a copy of the minutes will be made available to the president of the Brooklyn Fire District.

At each meeting; the minutes of the previous meeting will be presented for approval.

The Clerk of the Brooklyn Fire District shall maintain the file of the approved meeting minutes.

East Brooklyn Fire District Boundary

Blue parcels are included in the East Brooklyn Fire District. The district includes 238 parcels (list attached).



East Brooklyn Fire District Parcels 2015

Map	Lot	Address
41	45	2-4 GREENWAY DR
41	46	8 DAY ST
41	47	4 DAY ST
41	48	597 PROVIDENCE RD
41	49	593 PROVIDENCE RD
41	51	69 SO MAIN ST
41	52	65 SO MAIN ST
41	53	61 SO MAIN ST
41	54	59 SO MAIN ST
41	65	VENTURA DR
41	45A	20 GREENWAY DR
42	75	17 GREENWAY DR
46	1	35 BAILEY ST
46	12	389 SOUTH ST
46	13	385 SOUTH ST
46	14	383 SOUTH ST
46	15	381 SOUTH ST
46	16	377 SOUTH ST
46	17	375 SOUTH ST
46	18	10 COTE DR
46	19	12 COTE DR
46	20	16 COTE DR
46	21	20 COTE DR
46	22	3 PLEASANTVIEW DR
46	23	7 PLEASANTVIEW DR
46	24	11 PLEASANTVIEW DR
46	25	15 PLEASANTVIEW DR
46	26	8 PLEASANTVIEW DR
46	27	4 PLEASANTVIEW DR
46	28	31 COTE DR
46	29	27 COTE DR
46	30	1 ST REGIS DR
46	31	20 ST REGIS DR
46	32	23 COTE DR
46	33	19 COTE DR
46	34	369 SOUTH ST
46	35	365 SOUTH ST
46	36	357 SOUTH ST
46	37	353 SOUTH ST
46	43	334 SOUTH ST
46	44	344 SOUTH ST
46	45	352 SOUTH ST
46	46	358 SOUTH ST
46	47	362 SOUTH ST
46	48	5 RUSSELL AVE
46	49	9 RUSSELL AVE

East Brooklyn Fire District Parcels 2015

Map	Lot	Address
46	50	RUSSELL AVE
46	51	10 RUSSELL AVE
46	53	370 SOUTH ST
46	54	372 SOUTH ST
46	55	378 SOUTH ST
46	56	382 SOUTH ST
46	57	7 HAMILTON AVE
46	58	LOCKWOOD ST
46	59	28 LOCKWOOD ST
46	60	LOCKWOOD ST
46	61	3 LOCKWOOD ST
46	62	7 LOCKWOOD ST
46	63	13 LOCKWOOD ST
46	64	15 RUSSELL AVE
46	65	14 RUSSELL AVE
46	66	15 HAMILTON AVE
46	67	19 HAMILTON AVE
46	68	30 BAILEY ST
46	69	22 BAILEY ST
46	70	19 RUSSELL AVE
46	71	14 BAILEY ST
46	72	6 BAILEY ST
46	73	3 BAILEY ST
46	74	9 BAILEY ST
46	75	11 BAILEY ST
46	76	15 BAILEY ST
46	77	17 BAILEY ST
46	78	21 BAILEY ST
46	79	31 BAILEY ST
46	80	39 BAILEY ST
46	81	TIFFANY ST
46	13-1	SOUTH ST
46	26-1	12 PLEASANTVIEW DR
46	26A	PLEASANTVIEW DR
46	34A	9 COTE DR
46	34B	13 COTE DR
46	43-1	1 BAILEY ST
46	43-2	BAILEY ST
46	45-1	356 SOUTH ST
46	45-2	10 LOCKWOOD ST
46	45-3	6 LOCKWOOD ST
46	45-4	2 LOCKWOOD ST
47	5	21 VENTURA DR
47	6	17 VENTURA DR
47	7	11 VENTURA DR
47	8	7 VENTURA DR

East Brooklyn Fire District Parcels 2015

Map	Lot	Address
47	9	77 SO MAIN ST
47	10	72 SO MAIN ST
47	11	78 SO MAIN ST
47	12	82 SO MAIN ST
47	13	86 SO MAIN ST
47	14	92 SO MAIN ST
47	15	98 SO MAIN ST
47	16	102 SO MAIN ST
47	17	104 SO MAIN ST
47	18	108 SO MAIN ST
47	19	112 SO MAIN ST
47	20	116 SO MAIN ST
47	21	120 SO MAIN ST
47	22	122 SO MAIN ST
47	23	124 SO MAIN ST
47	24	126 SO MAIN ST
47	25	128 SO MAIN ST
47	26	130 SO MAIN ST
47	27	132 SO MAIN ST
47	28	136 SO MAIN ST
47	29	140 SO MAIN ST
47	30	146 SO MAIN ST
47	31	154 SO MAIN ST
47	32	158 SO MAIN ST
47	33	162 SO MAIN ST
47	34	164 SO MAIN ST
47	35	166 SO MAIN ST
47	36	174 SO MAIN ST
47	37	178 SO MAIN ST
47	38	182 SO MAIN ST
47	39	SO MAIN ST
47	40	SO MAIN ST
47	41	179 SO MAIN ST
47	42	10 TIFFANY ST
47	43	16 TIFFANY ST
47	44	20 TIFFANY ST
47	45	24 TIFFANY ST
47	46	50 TIFFANY ST
47	46	50 TIFFANY ST
47	53	QUEBEC SQUARE
47	57	31 TIFFANY ST
47	58	TIFFANY ST
47	59	29 TIFFANY ST
47	60	5 FRONT ST
47	61	9 ELM ST
47	62	9 ELM ST

East Brooklyn Fire District Parcels 2015

Map	Lot	Address
47	63	12 ELM ST
47	64	2 FRONT ST
47	65	6 FRONT ST
47	66	8 FRONT ST
47	67	10 FRONT ST
47	68	12 FRONT ST
47	69	14 FRONT ST
47	70	23 TIFFANY ST
47	71	19 TIFFANY ST
47	72	15 TIFFANY ST
47	73	11 TIFFANY ST
47	74	7 MIDDLE ST
47	75	1 MIDDLE ST
47	76	10 MIDDLE ST
47	77	177 SO MAIN ST
47	78	173 SO MAIN ST
47	79	169 SO MAIN ST
47	80	167 SO MAIN ST
47	81	4 ELM ST
47	82	159 SO MAIN ST
47	83	157 SO MAIN ST
47	84	155 SO MAIN ST
47	85	151 SO MAIN ST
47	86	147 SO MAIN ST
47	87	145 SO MAIN ST
47	88	143 SO MAIN ST
47	89	141 SO MAIN ST
47	90	137 SO MAIN ST
47	91	135 SO MAIN ST
47	92	133 SO MAIN ST
47	93	131 SO MAIN ST
47	94	129 SO MAIN ST
47	95	125 SO MAIN ST
47	96	123 SO MAIN ST
47	97	119 SO MAIN ST
47	98	437 SOUTH ST
47	99	431 SOUTH ST
47	100	427 SOUTH ST
47	101	417 SOUTH ST
47	102	413 SOUTH ST
47	103	405 SOUTH ST
47	104	403 SOUTH ST
47	105	397 SOUTH ST
47	106	393 SOUTH ST
47	107	19 PLEASANTVIEW DR
47	108	388 SOUTH ST

East Brooklyn Fire District Parcels 2015

Map	Lot	Address
47	109	392 SOUTH ST
47	110	394 SOUTH ST
47	111	398 SOUTH ST
47	112	402 SOUTH ST
47	113	404 SOUTH ST
47	114	410 SOUTH ST
47	115	414 SOUTH ST
47	116	418 SOUTH ST
47	117	420 SOUTH ST
47	118	424 SOUTH ST
47	119	428 SOUTH ST
47	120	SOUTH ST
47	121	109 SO MAIN ST
47	122	105 SO MAIN ST
47	123	101 SO MAIN ST
47	124	97 SO MAIN ST
47	125	95 SO MAIN ST
47	126	93 SO MAIN ST
47	127	89 SO MAIN ST
47	128	81B SO MAIN ST
47	129	12 VENTURA DR
47	130	18 VENTURA DR
47	131	20 VENTURA DR
47	132	24 VENTURA DR
47	138	43 BAILEY ST
47	139	57 BAILEY ST
47	140	63 BAILEY ST
47	141	52 LOCKWOOD ST EXT
47	142	64 BAILEY ST
47	143	60 BAILEY ST
47	144	50 BAILEY ST
47	145	46 BAILEY ST
47	146	20 HAMILTON AVE
47	147	14 HAMILTON AVE
47	148	43 LOCKWOOD ST
47	149	50 LOCKWOOD ST
47	150	LOCKWOOD ST
47	151	10 HAMILTON AVE
47	152	6 HAMILTON AVE
47	110-1	44 LOCKWOOD ST
47	139A	51 BAILEY ST
47	141A	LOCKWOOD ST EXT
47	141B	LOCKWOOD ST EXT
47	30A	144 SO MAIN ST
47	33A	160 SO MAIN ST
47	42A	12 TIFFANY ST

East Brooklyn Fire District Parcels 2015

Map	Lot	Address
47	46A	TIFFANY ST
47	47A	1 QUEBEC SQUARE
47	55A	QUEBEC SQUARE
47	94A	127 SO MAIN ST
48	1	PROVIDENCE RD
48	2	PROVIDENCE RD
48	3	PROVIDENCE RD
48	4	PROVIDENCE RD

Brooklyn Fire District Budget **Preparations**

The Brooklyn Fire District President shall prepare the Brooklyn Fire District:

A draft of the meeting to be presented at the March working meeting.

The final budget to be presented at the May annual meeting for approval.

Brooklyn Fire District Budget Account
Numbers and Description effective
07/01/2020

Income

- /301 Fire District Taxes
- /302 Interest
- /306 Refunds / reimbursement on taxes paid
- 1307 Interest

Expenses

- /401 Street Lights
- /411 Mortgage
- /412 Building Improvement

- /421 Office Supplies
- /422 Legal & Professional Services
- /423 Moral funds (President fund)
- /424 Banquet Fund
- /425 Unique Program # 1
- /426 Unique Program # 2
- /427 Unique Program # 3
- /423 Miscellaneous general expenses

- /431 Chief allowance
- /432 Treasure Allowance
- /433 Officer Stipend
- /433 Membership stipends
- /434 Hydrant Clearing Stipend
- /435 Training Stipend

Chief and Treasurer Stipend

The Brooklyn Fire District will pay a stipend to the Chief of the East Brooklyn Fire Department and the Treasurer of the Brooklyn Fire District.

The total amount of the stipends will be set at the annual meeting of the Brooklyn Fire District.

The stipend will be paid via quarterly payments:

- a) July 1st
- b) October 1st
- c) January 1st
- d) April 1st

Membership Stipend page 1 of 3

The Brooklyn Fire District will pay an annual stipend to the members of the East Brooklyn Fire Department. The total amount budget by the Brooklyn Fire District will be paid out. If the budgeted amount exceeds the guaranteed payout amount in tier 1; the remaining amount will be distributed first by tier 2, and then by tier 3.

Payment plan:

The membership stipend to be paid out at the East Brooklyn Fire Department annual meeting; (example, the amount listed in Brooklyn Fire District 2021/2022 budget shall be paid out at the East Brooklyn Fire Department 2022 annual March meeting.

Qualifying Points:

The prior fiscal year shall be used to determine points. (example; the incidents in calendar year 2021 will be used in calculating the payments at East Brooklyn Fire Department March 2022 annual meeting.

Membership Stipend page 2 of 3

Qualifying members:

- a) A member of East Brooklyn Fire Department; including chief.
- b) Must be an active member on the date of payment (the East Brooklyn Fire Department annual March meeting), and
- c) Must have responded to at least 15% of the incidents in the previous calendar year **or** identified by the chief as a qualifying member.
- d) New Members Adjustment - The 15% requirement to be based on the number of incidents since voting in a probationary member. The stipend amounts to be prorated based on time as a member.
- e) Medical leave Adjustment. The 15% requirement to be based on the number of incident while not on medical leave. The stipend amounts to be prorated based on time out on medical leave.

Payment calculation tier 1: guaranteed.

- a) A Qualifying member will receive a minimum of \$150.00.
- b) Responders of 30-40% will receive an additional \$100.00.
- c) Responders of 40-50% will receive an additional \$25.00.
- d) Responders of over 50% will receive an additional \$25.00.

Payment calculation tier 2:

If the budgeted amount exceeds the guaranteed payout amount in tier 1; the remaining amount will be distributed first by tier 2, and then by tier 3.

Membership Stipend page 3 of 3

The chief will determine the percentage for each position up to the allowable maximum.

Deputy Chief	A maximum of 25% of the excess amount up to \$250.00
Captain 1	A maximum of 20% of the excess amount up to \$200.00.
Captain 2	A maximum of 20% of the excess amount up to \$200.00.
Lieutenant 1	A maximum of 10% of the excess amount up to \$100.00.
Lieutenant 2	A maximum of 10% of the excess amount up to \$100.00.
Lieutenant 3	A maximum of 10% of the excess amount up to \$100.00.
Police Captain	A maximum of 5% of the excess amount up to \$50.00.

Payment calculation tier 3:

If the budgeted amount exceeds the guaranteed payout amount in tier 1 and tier 2, the remaining balance will be distributed by tier 3.

EMR and EMT will equally divided the remaining balance up to a maximum of \$50.00 per person.

Any amount remaining after the EMR/EMT allocation will be provided to the EBFDF fundraiser account to be used at the membership discretion.

Training Incentive Program

The Brooklyn Fire District will reimburse / reward a member of the East Brooklyn Fire Department a pre-determine amount for completing the training listed below.

On or about December 31st or each year; the Fire Chief will provide the Brooklyn Fire District with a list of the qualifying members names and classes completed in that calendar year.

The Training Incentive program amounts to be paid out at the East Brooklyn Fire Department annual meeting March meeting.

Qualifying members:

- a) A member of East Brooklyn Fire Department.
- b) Must be an active member on the date of payment (the East Brooklyn Fire Department annual March meeting), and
- c) Must have responded to at least 15% of the incidents in previous calendar year **or** identified by the chief as a qualifying member.

Payment

a) EMR Refresher	\$ 25.00
b) EMT Refresher	\$ 50.00
c) EMR Initial	\$ 75.00
d) EMT Initial	\$ 100.00
e) Firefighter I or II	\$ 100.00
f) Fire Officer or Fire Instruction	\$ 100.00
g) Fire Safety Officer	\$ 100.00

Hydrant Cleaning Incentive page 1 of 2

The Brooklyn Fire District will pay an annual incentive to members of the East Brooklyn Fire Department that participated in snow clearing for hydrants.

The maximum payout per member is limited to \$150.00.

The total amount of the payouts shall not exceed the budgeted amount.

Any remaining balance after payments shall remain in the business account of the Brooklyn Fire District

Note: The maximum payout limit set effective fiscal year beginning 07/01/2021.

Payment plan:

The Hydrant Cleaning Incentive stipend to be paid out at the East Brooklyn Fire Department annual meeting; example; the amount listed in Brooklyn Fire District 2022/2023 budget shall be paid out at the East Brooklyn Fire Department March 2023 annual meeting.

Qualifying points:

The prior fiscal year shall be used to determine points.

(example; the snow removal incidents in calendar year 2021 will be used in calculating the payments at East Brooklyn Fire Department March 2022 annual meeting.

Hydrant Cleaning Incentive page 2 of 2

Qualifying members:

- a) A member of East Brooklyn Fire Department; including chief.
- b) Must be an active member on the date of payment (the East Brooklyn Fire Department annual March meeting), and
- c) Must have participated in the removal of snow from the hydrants.

Each member shall receive 1 point for each hydrant cleaning event that they participate in. The sum of the members points will be applied to the total points to arrive at a payment factor. The payment factor will be applied to the budget amount.

(example) if the total points are 100, and a member has 10 points, that member will receive 10% of the budgeted amount, up to a maximum amount of \$150.00.

In the absence of points, the chief shall determine the allocation of the budgeted amount.

Property Tax Rebate Program page 1 of 2

Purpose:

The Brooklyn Fire District property tax rebate program was developed to equalize the property tax payments of active members of the fire department.

District requirement:

The Brooklyn Fire District will budget this program annual.

Payment plan:

The property tax rebate shall be paid out at the East Brooklyn Fire Department annual meeting; (example, the amount listed in Brooklyn Fire District 2022/2023 budget shall be paid out at the East Brooklyn Fire Department 2022 annual March meeting. Any remaining balance after payments shall be remain in the business account of the Brooklyn Fire District

Qualifying members:

- a) A member of East Brooklyn Fire Department., and
- b) Must have paid property tax to the Brooklyn Fire District in the current fiscal year. (example, the amount paid between 07/01/2022 and March 2023 annual meeting will be paid at the March 2023 annual meeting.
- c) Must be an active member on the date of payment (the East Brooklyn Fire Department annual March meeting), and

d)

Property Tax Rebate Program page 2 of 2

- e) Must have responded to at least 15% of the incidents in the previous calendar year or identified by the chief as a qualifying member.
- f) New Members Adjustment - The 15% requirement to be based on the number of incidents since voting in a probationary member. The stipend amounts to be prorated based on time as a member.

Payment calculation

On or before February 1st, each qualifying member will submit to the Tax District Treasurer a copy of the Fire District Property Tax paid. For example, before February 1, 2022, the qualifying member will submit a copy of the Fire District Property tax bill paid between 07/01/2021 through 02/01/2022.

The sum of the property tax payments will be compared to the amount budgeted to arrive at an adjustment factor. That adjustment factor shall be applied to everyone's property tax bill. Note: the adjustment factor cannot exceed 1.

Special rules:

- 1 Only residential property tax qualifies, and
- 2 The property tax bill must be the legal responsibility of the member or members significant other, and
- 3 The member needs to note on the bill that it was paid.

