



Department of Military Affairs and Public Safety

Cabinet Secretary Jeff S. Sandy, CFE, CAMS
State Fire Marshal Kenneth E. Tyree, Jr.

Phone: (304) 558-2191

OFFICE OF THE STATE FIRE MARSHAL 1207

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Quarrier St, 2nd Floor
Charleston, WV 25301
www.firemarshal.wv.gov

Year 2018 Certification and Disbursement Application
For State Funds Insurance Premium Tax Money

Return this completed and signed application to this office no later than January 31, 2018.

ALL 2017 NFIRS REPORTS MUST BE SUBMITTED TO RECEIVE FUNDS!

Fire Department Data: (All Fields are required - Complete Front and Back)
Please print legibly and provide signature on the back.

Form with multiple fields for Department Name, Mailing Address, Dept. Physical Address, Dept. Email Address, Department Phone, Dept. Fax, Department Type, FEIN TAX NUMBER, Total Number of ACTIVE Volunteer Members, Total Number of ACTIVE Paid Members, Do All Fire Dept Apparatus Have An Emergency Vehicle Permit?, Do All Privately Owned Vehicles Using Lights And Sirens Have An EVP?, ISO Rating, Substations?, Chief's Name, Chief's Home Phone, Chief's Work Phone, Chief's Cell Phone, Chief's Home Address, Chief's Email Address, Ass't Chief's Name, Ass't Chief's Home Phone, 8am-4pm Contact Person, Contact Person's Phone, NFIRS Reporting Officer, NFIRS Rpt Officer's Phone, NFIRS Rpt Officer's Email, NFIRS Rpt Officer's Alternate Email, President's Name, President's Home Phone, President's Work Phone, President's Cell Phone, President's Home Address, President's Email Address.

**II. Fire Reporting:**

**§ 8-15-8a Eligibility for allocation from municipal pensions and protection fund and the Fire Protection Fund.**

(a) In order to be eligible to receive revenues allocated from the municipal pensions and protection fund or the Fire Protection Fund, each volunteer or part volunteer fire company or department must meet the following requirements:

(1) Submit and maintain current submission of fire loss data to the State Fire Marshal;

To obtain more information about NFIRS 5.0, visit the website at [www.nfirs.fema.gov](http://www.nfirs.fema.gov), or contact the SFMO Fire Department Services Division at (304) 558-2191, Ext. 53224 or by email at [nfirs@wv.gov](mailto:nfirs@wv.gov).

**III. Membership:**

**§ 8-15-8a Eligibility for allocation from municipal pensions and protection fund and the Fire Protection Fund.**

(2) Complete or be in the process of receiving firefighters training, including section one of the West Virginia University fire service extension or its equivalent. The fire company or department must have at least ten members certified as having completed the training or if a volunteer fire company or department has twenty or fewer members, fifty percent of the active volunteer members must have completed such training.

Total Number of Members: \_\_\_\_\_ Total Number of **ACTIVE** Members: \_\_\_\_\_

Total Number of Active Members with Fire Fighter I Certification: \_\_\_\_\_

**IV. Statement:**

I, \_\_\_\_\_, herewith certify that as of \_\_\_\_\_  
(Printed Name of Chief) (Appointed / Elected Date)

I have been duly appointed or elected as the Chief of this department and that this fire department or fire company complies with all Federal and State laws to the best of my knowledge. I am aware that by neglecting to submit any and all incident reports in a timely manner, my department may not be certified to receive state funding.

All required information contained in this application is complete, true and accurate.

Date: \_\_\_\_\_ Fire Chief's Signature: \_\_\_\_\_

***Return this completed and signed application to:***

WV State Fire Marshal's Office  
Fire Department Services Division  
1207 Quarrier St., 2<sup>nd</sup> Floor  
Charleston, WV 25301

**No later than January 31, 2018.**

***Important Notice--USFA Assistance to Firefighters' Grants***

The SFMO is working closely with FEMA to ensure FD compliance with grant funding requirements as they concern NFIRS. *FEMA will be automatically notified each quarter of departments that are delinquent in submitting their incident reports. If your department fails to report consistently, including for the 12 month period after your USFA grant award begins, FEMA has assured us your department will be unable to close out your grant funding at the end of your award year. In extreme cases of reporting negligence, FEMA can take steps to freeze grant awards.*