



**State of West Virginia  
Department of Military Affairs and Public Safety**

**Sterling Lewis, Jr.**  
State Fire Marshal

**Joe Manchin III, Governor**

Phone: (304) 558-2191  
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**STATE FIRE MARSHAL'S OFFICE**

1207 Quarrier St, 2<sup>nd</sup> Floor  
Charleston, WV 25301

**Year 2008 Certification and Disbursement Application  
For State Funds Insurance Premium Tax Money**  
(Return this Application to this office no later than **January 31, 2008**)

**ALL 2007 INCIDENT REPORTS MUST BE SUBMITTED TO RECEIVE FUNDS!**

**I. Fire Department Data: (ALL FIELDS ARE REQUIRED FRONT & BACK!)  
PLEASE PRINT!!**

Department Name:	FDID Number:	County:
Mailing Address:	City:	Zip:
Dept. Physical Address:		
Dept. Email Address:		
Department Phone:	Dept. Fax:	
Department Type: Volunteer ____ Part-Paid ____	<b>FEIN TAX NUMBER:</b>	
Do All Fire Dept Vehicles Have An Emergency Vehicle Permit? Yes ____ No ____		
Do All Applicable Private Vehicles Have Emergency Vehicle Permits? Yes ____ No ____ N/A ____		
ISO Rating:	Substations? Yes ____ How Many? ____ No ____	
Chief's Name:	Chief's <b>Home</b> Phone:	
Chief's Work Phone:	Chief's Cell Phone:	
Chief's <b>Home</b> Address:	City:	Zip:
Chief's Email Address:		
Ass't Chief's Name:	Ass't Chief's <b>Home</b> 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:	

**II. Training:**

§ 8-15-8a "Each volunteer or part volunteer fire company or department must:

(b) Complete or be in the process of receiving firefighter training, including Section One of the West Virginia University Fire Service Extension or its equivalent. Such fire company or department must have at least ten members certified having completed such 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 Members with Fire Fighter 1 (Section1): \_\_\_\_\_

### **III. Fire Reporting:**

§ 8-15-8a "Each volunteer or part volunteer fire company or department must:

(a) Submit and maintain current submission of fire loss data to the State Fire Marshal, including verification, by notarized statement, if no fire loss has occurred."

**NOTE: Effective January 1, 2007, all fire departments doing paper-based fire reporting should have made the transition to computer-based NFIRS 5.0, whether using the FREE Federal Client Tool, or a purchased software program through a USFA-approved vendor. To obtain information about NFIRS 5.0, visit the website at [www.nfirs.fema.gov](http://www.nfirs.fema.gov), or contact the SFMO Public Education Division at (304) 558-2191, Ext. 223.**

### **IV. Statement:**

I, \_\_\_\_\_, herewith certify that I have been duly appointed or elected as the  
(Printed Name of Chief)  
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 fire reports and non-fire activity reports, 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 application to:***

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

**No later than January 31, 2008**

All forms and applications are now available online. Please visit our web site to expedite your needs and requests at: [www.wvsfmo.org](http://www.wvsfmo.org). Office personnel can also be contacted via E-mail here.

### ***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 monies until such time as compliance is verified by this office.