



Baltimore County Volunteer Firefighter's Association

Apparatus Waiver Request Guidelines For Continued Maintenance Subsidy Reimbursement

Preventive maintenance or repairs to Medic units more than 15 years old or other apparatus more than 25 years old are not eligible for reimbursement under the Preventive Maintenance Subsidy. Companies may request a waiver by sending a letter to the BCVFA President and the BCVFA Administrator. All waivers are reviewed by the Fire Chief who will determine if they should be granted.

The letter should include the following:

- Drafted on Company letterhead
- Identify Unit number, type, and age
- Plans to replace or expected life, including disposition plan. If you plan to replace the unit within a short time period then there should be a statement included regarding the type of maintenance that would be submitted i.e. only routine preventative maintenance.
- Call statistics for at least the previous 12 months that indicate it is still running calls
- Any other information to support extenuating circumstances
- Signed by the Chief Officer and/or President
- Send to BCVFA President and BCVFA-Admin

SAMPLE LETTER

{on company letterhead}

TO: BCVFA President & BCVFA-ADMIN

FROM: { Your Name, Rank, Company }

DATE: { Current Date }

RE: Waiver for Equipment over 15/25 Years Old

We are requesting a waiver to the subsidy guideline that states Subsidies will not be paid for vehicles over 15/25 years in age. We plan to replace {Unit}, { Unit Year Make Model } with a new vehicle that should arrive {enter arrival timeframe}. We plan to { what are you doing with old unit and when } { Any other information to support extenuating circumstances. }

{ Describe Current Call statistics for the unit & reason to still need it. }

Respectfully Submitted,

{ Signed by Chief Officer and/or President }