



WestCoFire SAFER Grant  
Memorandum of Understanding (MOU)  
POP: 12/22/2024- 12/21/2028

To: Volunteer Emergency Responders

From: WestCoFire SAFER Grant Committee

Subject: Annual Stipend Benefit Call Incentive

Westmoreland County Volunteer Fire Departments were awarded a Department of Homeland Security SAFER grant from the Assistance to Firefighters Grant Program. This grant is designed to provide an incentive for the recruitment and retention of Volunteer Emergency Responders, and to increase the participation level of our current Volunteers in our 37 departments. The grant will provide an annual benefit to each Volunteer Emergency Responder who qualifies for the benefits over the next 4 years, or as long as the Benefit budget lasts.

The program will operate as follows:

- This individual incentive will be paid to each Volunteer who qualifies on an annual basis. The intent is to offer a benefit to Volunteer Emergency Responders who excel beyond our current departments' standards.
- Each Volunteer will receive a 1099 at the end of each year for the benefits earned.
- Each Volunteer will be responsible to fill out the necessary individual enrollment forms (MOU and W-9). You will not receive this annual benefit until all of your enrollment forms are completed and processed by the grant Benefits Administrator.
- In the event of reimbursement delays by FEMA, this annual benefit will be paid as soon as the submission is processed and approved by FEMA.

Annual Payments will be paid by December 20th each year if the reporting date is met for each year.

Reporting periods are as follows:

YEAR 1 December 1, 2024 - October 31, 2025, Reporting due November 15, 2025

YEAR 2 November 1, 2025 – October 31, 2026, Reporting due November 15, 2026

YEAR 3 November 1, 2026 – October 31, 2027, Reporting due November 15, 2027

YEAR 4 November 1, 2027 – September 30, 2028, Reporting due October 15, 2028



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The Standards of Performance to qualify for this Grant incentive will be as follows:

- The Volunteer is an active member in good standing with a WestCoFire Department.
- The Volunteer is at least 18 years old.
- The Volunteer answers a minimum of 15% of the incident call volume for their home station for each reporting period.
- The Volunteer has submitted a W-9 tax form that is complete and accurate and has submitted this signed MOU to their Fire Chief.
- This benefit will terminate on September 30<sup>th</sup>, 2028. Late submissions are not eligible for payment.
- The SAFER Committee has the right to rule on any conflicts and to revise these SOPs and MOU in order to meet the terms and budget of the SAFER grant.

The qualified Volunteer Firefighters who meet these requirements will be paid the following:

Volunteer Emergency Responder who qualifies = \$500  
 With Firefighter 1 Certificate = \$750  
 With Firefighter 2 Certificate = \$1,000

\_\_\_\_\_  
Volunteer Firefighter Name (Please Print)

\_\_\_\_\_  
Volunteer Firefighter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief's Signature

\_\_\_\_\_  
Date

I elect not to participate in this grant incentive \_\_\_\_\_  
Volunteer's Name & Signature