

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE TOWNSHIP OF DEPTFORD, COUNTY OF GLOUCESTER**

**Resolution 2013-03**

**For Adoption of Meal Subsistence Policy**

**WHEREAS**, the Deptford Township Board of Fire Commissioners (the “District”) has the need for its employees to be deployed on long term mutual aid assignments, as part of its general powers and duties pursuant to the provisions of N.J.S.A. 40A:14-81; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has established requirements to allow the District to be reimbursed for certain expenses incurred during declared states of emergency, including meal allowances and subsistence; and

**WHEREAS**, the District has determined that the most efficient and optimum use of its resources and services is for the District to adopt a meal allowance and subsistence policy consistent with FEMA’s requirements, in order for the District to be reimbursed for such expenses, in the form attached hereto as Exhibit “A”; and

**WHEREAS**, the District began complying with the general terms and conditions set forth in the attached Exhibit “A” in December 2012 due to FEMA requirements, and now seeks to formally adopt this policy in writing.

**NOW THEREFORE, be it RESOLVED**, by the Commissioners at Fire District No. 1 in the Township of Deptford, County of Gloucester, at a duly-authorized and noticed public work session held on January 23, 2013, that the District hereby adopts the Special Duty Crew Meals & Subsistence Policy set forth as Exhibit “A”.

## **EXHIBIT “A”**

### **FIRE DEPARTMENT POLICY**

#### **SPECIAL DUTY CREW MEALS & SUBSISTENCE**

The purpose of this policy is to provide a mechanism to authorize a meal allowance or subsistence for special in house duty crews at fire stations within the district or when deployed on long term mutual aid assignments. This policy is intended to meet the requirements established by the Federal Emergency Management Agency (FEMA) for reimbursement during declared states of emergency. This policy applies only for special in house duty crews in the following periods: 1) during declared states of emergency, 2) during snow emergencies and other weather related extended duty, and 3) when a crew or crews are deployed out of the district on extended mutual aid. This policy is not intended to provide meal allowances for the career staff during regular assigned duty periods.

#### **Special Disaster/Weather related in house Duty Crew**

Firefighters who have been assigned to staff stations during the periods covered by this policy are authorized meal allowances not to exceed a breakfast, lunch, and evening meal in a 24 hour period of duty. Firefighters must serve 4 hours of duty in order to be eligible for any one meal allowance. Firefighters who are serving on duty during typical meal periods shall be authorized a meal allowance accordingly so long as the minimum duty period of 4 hours is met. Officers in charge of stations may be authorized to obtain food and other subsistence to withstand a period of time over several days where it will become necessary to cook meals within the stations. A fixed amount for the anticipated time period shall be approved by the District's Battalion Chiefs or his/her designee prior to event.

#### **Deployed Mutual Aid**

Firefighters who are deployed on Mutual Aid within Gloucester County or within the Southern New Jersey area shall be authorized a meal allowance in accordance with Special Disaster/Weather related duty. The assignment must be for a minimum of 4 hours in duration. This policy does not apply to Mutual Aid assignments that last longer than 24 hours or assignments that are part of an Emergency Management Assistance Compact (EMAC). District

policies, procedures and contracts in place for meal allowances related to external training assignments shall apply for any EMAC assignment or long term Mutual Aid extending out of town beyond 24 hours.

The meal allowances are listed below and herein established by the Board of Fire Commissioners. .

- Breakfast Allowance = \$10.00
- Lunch Allowance = \$15.00
- Evening Meal Allowance = \$20.00

The officer in charge of any specific duty crew shall make a log entry any details regarding meals and the crew. Receipts for meals shall be submitted to the District Clerk along with a purchase request for reimbursed expenses. Firefighters may option to collectively combine their meal allowances in order to create a meal in station. Meals obtained outside the fire station at local establishments shall be at facilities that are primary eating establishments versus primary drinking establishments. The district will not authorize expenditures at facilities where drinking is the primary use regardless if food is served on the premise.

Members or employees who falsely submit receipts or erroneous receipts may be subject to discipline charged in accordance with District policy.

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