



CITY COUNCIL ACTION REPORT

December 3, 2007

TO: Phillip L. Nelson, City Manager
FROM: William S. Nelson, Fire Chief
SUBJECT: Acceptance of Fireman's Fund Insurance Company Grant

Background:

- The Fireman's Insurance Company provides grants to fire departments in conjunction with their local sales agencies.
- The Troy Fire Department received notification that it has been awarded a grant in the amount of \$6,237.00.
- This grant may be used equipment, training, and educational programs.
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Financial Considerations:

- There is no match requirement for this grant.
- The fire department proposes to use the grant funding to update public education programs,

Legal Considerations:

- The City Attorney has reviewed the grant award documents and approved the grant compliance agreement for form and content.

Policy Considerations:

Approving this project addresses the following goals:

- Enhance the livability and safety of the community. (Goal I)
- Minimize the cost and increase the efficiency and effectiveness of city government. (Goal II)

Options:

- Approve the resolution to accept the grant from Fireman's Fund Insurance Company.

William S Nelson

From: SJohnso6@FFIC.COM
Sent: Tuesday, November 13, 2007 1:48 PM
To: William S Nelson
Subject: Fw: Heritage Grant - Application/Compliance Form (Troy Fire Department)
Attachments: Compliance Agreement.doc; Instructions for Online Application.doc

Stephanie M. Johnson
Community Relations Manager
Fireman's Fund Insurance Company
500 N. Akard St., Suite 800
Dallas, TX 75201

Tele: (214) 220.4195
Cell: (469) 426.6773
Fax: (888) 859.9086
sjohnso6@ffic.com

----- Forwarded by Stephanie M Johnson/FFIC on 11/13/2007 12:47 PM -----

Stephanie M Johnson/FFIC

To nelsonws@troymic.gov

cc Mandy Wilburn/FFIC@FFIC

11/13/2007 11:52 AM

Subject Heritage Grant - Application/Compliance Form (Troy Fire Department)

Congratulations!

Oakland Insurance Agency and Fireman's Fund Insurance Company would like to direct a Heritage Rewards Grant in the amount of \$6,237 to the Troy Fire Department.

Since 2004, Fireman's Fund Heritage Rewards program (a social mission) has provided over \$14 million in grants for equipment, training and educational programs to fire departments across the country (**the Heritage Grant does not cover fire fighter memorials, fire department personnel, brick/mortar buildings or debt retirement**). Fireman's Fund Heritage gives our independent agents and employees the opportunity to direct grants to local fire departments of their choice. Oakland Insurance Agency was instrumental in directing this specific grant to your fire department.

In order to begin the grant process, please copy and paste the listed URL link http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=1838&x_proposal_type_id=4109 into the internet browser and hit the enter key. Once you've pasted the link you will have access to the online heritage grant application (**reference online instructions below when completing the application**).

In addition to the grant, in order to complete the check process you must read and sign the compliance agreement attached below. Once you have signed the agreement, please fax the compliance form only to the attention of Mandy Wilburn at (866) 631-9054 and mail the original document to the following address:

Mandy Wilburn
Fireman's Fund Insurance Co.
3301 Rider Trail South, 3rd Floor
Earth City, MO 63045

Once the forms have been completed, I will work with you or a designated contact within your fire department to begin planning a media event to include a check presentation as well as invited dignitaries of your choice from your city (not mandatory), firefighters and representatives from Fireman's Fund and Oakland Insurance Agency.

In the meantime if you have questions and will need to speak with me directly please do not hesitate to contact me at
(214) 220-4195.

For additional information regarding Fireman's Fund Heritage program. <http://www.firemansfund.com>

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Please Note:

The information in this E-mail message, and any files transmitted with it, is confidential and may be legally privileged. It is intended only for the use of the individual(s) named above. If you are the intended recipient, be aware that your use of any confidential or personal information may be restricted by state and federal privacy laws. If you, the reader of this message, are not the intended recipient, you are hereby notified that you should not further disseminate, distribute, or forward this E-mail message. If you have received this E-mail in error, please notify the sender and delete the material from any computer. Thank you.



Grant Compliance Agreement

This agreement is made and entered into by and between Fireman's Fund Insurance Company (Fireman's Fund®) of Novato, CA, and

_____ (Department/District) ("the Department") located at (street address)

Whereas, it is intended that the Department will utilize a grant award or donation received from Fireman's Fund® for the specific purpose outlined in the Department's grant application and/or approved by Fireman's Fund. Fireman's Fund reserves the right to communicate with and visit the Department on an ongoing basis to ensure that the funding is utilized for the express purpose intended. The Department is required to apply a grant or donation from Fireman's Fund within 90 days of receipt of funds or obtain an extension from Fireman's Fund. Additionally, the Department must supply Fireman's Fund with a copy of the paid invoice within 30 days of purchases utilizing funding from a Fireman's Fund HeritageSM grant or donation. Invoice copies should be sent to **Fireman's Fund attn: MANDY WILBURN, 3301 Rider Trail South, 3rd Floor, Earth City, MO 63045. (Fax # 866-631-9054)**

The Department must notify Fireman's Fund within 60 days of receipt of funds if it decides to purchase a different quantity of items than what was awarded by Fireman's Fund, or if it chooses to apply funds differently than originally intended or approved by Fireman's Fund. Unused funds must be returned to Fireman's Fund.

If the Department plans to use funds for any purpose other than originally outlined and approved by Fireman's Fund, the Department must first obtain approval from Fireman's Fund. In the event that the grant funding is not utilized for the purpose(s) approved by Fireman's Fund and/or outlined in the original grant application and Fireman's Fund is not notified of any changes to the original request, Fireman's Fund reserves the right to revoke the grant funding or donation, request the return of the full grant/donation amount, and eliminate the Department from consideration for future funding through the Fireman's Fund Heritage program.

It is the intention of Fireman's Fund to promote the grant and Fireman's Fund will work with the Department on promotional efforts to ensure that they are mutually beneficial. If the Department is awarded a grant or donation, Fireman's Fund expects the Department to participate in a check presentation ceremony that is scheduled mutually, but held within three months after the check is received and/or when the equipment arrives. Fireman's Fund reserves the right to film and/or photograph the award presentation and publicize the request and award in all internal and external marketing and communications activities related to the Fireman's Fund Heritage program. Fireman's Fund will provide stickers to the Department which indicate that the equipment was purchased with a grant from Fireman's Fund and the stickers are to be placed on the equipment purchased with funds granted by Fireman's Fund, as well as an electronic logo for printed materials. For large donations such as fire safety houses, Fireman's Fund has the right to assist the Department with design and signage on the equipment and may provide additional funding for this purpose. Fireman's Fund invites your department to contact us to discuss any additional marketing or public relations assistance we can provide on your behalf.

Finally, as a way to demonstrate the overall impact of this grant program, Fireman's Fund asks that the Department provide documentation demonstrating the effect the funding has had on operations. This can be documented via E-mail, letter, photos, video, or however the department sees fit. We request that this impact be documented and shared with Fireman's Fund within six months of the receipt of the grant or donation or as special calls occur and the grant funds helped make a difference.

By signing this agreement, Department agrees to carry out the aforementioned activities as planned.

Agreed to and Accepted:

Department: _____

By: (X) _____

Date: _____

Print Name and Title: _____

Dept. Tax/Fed ID #: _____

Make Grant Checks Payable to: _____

**Send Check to:
(No PO Boxes)** _____

If check is being mailed directly to a vendor:

Vendor Name: _____

Contact Name: _____

Tax ID Number: _____

**Street Address (NO
PO Boxes) for check
to be sent:** _____

PLEASE PRINT LEGIBLY