**Wales Township Policy No. 005**

Adopted by Majority Vote of the Wales Township Board on 10-1-2013

 AMENDED 7-6-2021

Fire and Medical/Rescue Response Invoicing and Procedures

This policy addresses non-township residents, commercial/industrial entities, railroad companies, utility companies, and other governmental agencies use of Township Fire Contract Services.

When the Fire Department response information is received from the respective Fire Departments, the Township shall mail an invoice for the amount for the type of run as determined by the Township Board. If there is inadequate response to the Invoice after 30 days, a 2nd reminder shall be sent. If after an additional 30 day period there is still no adequate response, a final **certified** letter shall be sent advising the recipient that if the matter is not resolved, the case may be turned over to a collection agency for further action. If there is no response after an additional 15 days, the matter will be submitted to the Township Board for collection agency determination.

The Township official named by the Board as the Fire Contract Administrator, (Township Clerk), may declare the case as uncollectable at its onset and file accordingly. A notation giving the date, circumstances, and signature of the Administrator must accompany such a case. A case may be declared by the Administrator as uncollectable under the following criteria:

1. Extenuating circumstances not commonly encountered.

-False alarms

-A prank fire or frivolous incident (e.g., setting a mailbox on fire)

-An obvious false report, e.g. reporting smoke from a distance not resulting in the use of fire extinguishing equipment.

-An obvious "campfire" with or without a bum permit (bum permits are not valid at night). This does not apply to bonfires.

-A non-fire automobile malfunction reported as an auto fire by a person-in-passing.

-Any fire reported as a run by the Fire Dept. that was maintained legally under a burning permit or in a properly grated burning receptacle.

-Unavailability of sufficient information to properly invoice.

1. Indigent circumstances showing an inability on the part of the responsible party to pay for the service. In these cases the burden of proof is upon the responsible party.

 On site fire department response services are invoiced whether or not they are used beyond the initial response

 of fire personnel to the scene.

Any person may appeal an Invoice and/or a decision of the Fire Contract Administrator directly to the Township Board at its regularly scheduled meeting up to and including the meeting in which a collection determination is made. Any questionable fire department response not addressed by this policy may be brought before the Township Board for determination.

*After 180 days in collections, accounts will be deemed uncollectable and removed from ledger.*