

## **NORTH BERRIEN FIRE RESCUE DEPARTMENT**

**Category: General Operations**

**Issued: 2010, 01 Updated:**

**Title: Billing For Services**

## **OPERATIONAL POLICIES**

**Policy: 8-550**

**Issued By: F/C Spiegel**

### **PURPOSE**

To systematically provide an alternative revenue stream by billing for selected service performed by the fire rescue department.

### **GUIDELINE**

Fire department responds to a call for service.

- If the call is of the type that a service fee is billed, than payment information such as insurance coverage, name address, etc. is gathered at the scene or as soon as reasonably possible. When possible a signature of a responsible party is collected at the time of the response is made.
  - a. Determination for billing – Standard of Care
    - i. FD hazard abatement
    - ii. FD equipment used
    - iii. FD assist to EMS – extrication / patient care
    - iv. FD assist to PD – traffic control
    - v. FD assist to wrecker (cut cable)
- At the end of the month, the fire chief tallies the calls and invoices are prepared and sent to those service calls that are billed for with the invoice sent to the insurance carrier.
- Tracking is established to monitor payment of bills based upon a 30, 60, 90 and 120 day (final invoice) cycle.
- Following the final invoice, bills not paid are presented to the fire board for determination.
  - a. Hardship case / inability to pay
  - b. Payment schedule established
  - c. Other action as may be decided by the board
- Money collected is provided to the treasurer of the fire board for deposit.