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# NEW and CURRENT OFFICERS

This guidebook will assist you on the duties of being a County Vice-President for the Maine State Federation of Firefighters.

It contains most of the questions you may encounter in your new position. A great way to “learn the ropes” is to pick up the phone and call another County Vice-President, or a past Vice-President for those unanswered questions that may arise.

Being a Vice-President for the Maine State Federation of Firefighters means a lot more than attending a few meetings and enjoying a “free” weekend at the annual convention. The size and population of your county will determine how much time and effort will be required on your part. You will have to go to work, be visible, respond to mail and phone calls, attend county and state meetings and be available on short notice to attend department meetings. You will most likely miss a few meals with the family and phone calls don’t always come at the best times. But remember ... you represent the largest organization of firefighters in the State of Maine.

This job as Vice-President is both an honor and a privilege that has been bestowed upon you by your fellow firefighters in your county. Make them and yourself proud of the job you are about to undertake.

**Congratulations!**  
**Welcome to the Board of Directors**  
**of the Maine State Federation of Firefighters!**



# INTRODUCE YOURSELF

It makes no difference how well known you are in your local community and county. A personalized introduction letter is the first step in letting your county know that you are the new vice-president for the Maine State Federation of Firefighters and will be representing them for the next term of office.

Your letter should include your name, mailing address, home and alternate phone numbers and a statement of what you plan to accomplish during your term of office. If you have a Maine State Federation of Firefighters business card it should be attached.

You want to let the county officials know that you are available for speaking engagements to individual departments regarding the Maine State Federation of Firefighters and the benefits it provides to its members. Let them know you will be attending meetings on a regular basis and will serve as their contact for the county. Request that all firefighters provide information on what they wish to see the Maine State Federation of Firefighters do, or things that would rather the Maine State Federation of Firefighters not do. Inform them that you will represent their best interests, but need their input.



# AWARD

## LIFE TIME ACHIEVEMENT AWARD

Maine State Federation of Firefighters, Inc. will honor a MEMBER FIREFIGHTER for exemplary performance. The following conditions should be considered when submitting a candidate's nomination. Individuals selected must be providing outstanding service to his/her local or state association in the fire service. This is not an award for heroism.

This award will be presented at the Annual Maine State Federation of Firefighters Convention in September.

Candidate information should include:

### **Personal Information**

- ✓ Legal Name
- ✓ Address
- ✓ City, State, Zip
- ✓ Phone(s)

### **Fire Service History**

- ✓ Department, City & State
- ✓ Date Joined Department
- ✓ Elected Positions Held
- ✓ Appointed Positions Held
- ✓ Other Pertinent Department Information

### **Association History**

- ✓ State Level Service
- ✓ Local/County Level Service
- ✓ Other Pertinent Information

### **Family History**

- ✓ Wife/Husband
- ✓ Children
- ✓ Relatives/Siblings also in the fire service

### **Other Service to Community / State Government**

- ✓ Council/Board/Commissions  
/Legislative Service

### **Past Honorary Awards Received**

Mail submissions to be received no later than August 1<sup>st</sup> of each year by:

Maine State Federation of Firefighters, Inc.  
Lifetime Achievement Award  
Attention: Ken Desmond, President  
21 Aspen Lane  
Bath, Maine 04530

Tel: (207)-443-6889



# ANNUAL CHIEFS & DELEGATES LIST

Notifying the vice-president of any changes during the year to the positions of chief, delegate or alternate. Provide new names and telephone numbers for the Chiefs and Delegates list for their County. This should be completed at least three (3) weeks prior to the annual convention.

The current Chiefs and Delegates listing is used several ways.

- ✓ **VOTING ELIGIBILITY:** The updated list is used by the Credentials Committee to determine delegates and/or alternates eligibility to vote during the annual convention business meeting. Ensure revised listing is mailed to the Secretary and the Chairman of the Yearbook Committee.



# ANNUAL MAINE STATE FEDERATION OF FIREFIGHTERS CONVENTION

As Vice-president, your role and participation will be different that as an attendee at previous conventions. Vice-presidents are required to attend all events during the convention and to support their county.

You are expected to arrive on Thursday to ensure last minute committee work is completed and to familiarize yourself with the area and planned events. Your role will include assisting arriving firefighters and their families to events as they arrive. This will be an enjoyable, fun weekend, but the Vice-presidents will also be working.

The President may call for a Board of Directors meeting for Thursday night at 1900 or Friday afternoon at 1:00 p.m. Friday evening is the annual business meeting and all vice-presidents are required to attend. The meeting commences at 7:00 p.m. and usually ends around 9:00 p.m.

Saturday duties include assisting the line up for the annual parade. Ensure you arrive early to assist your county line up as well as others in the area. You are expected to ride or walk in the parade. After the parade you have free time to relax and enjoy the activities before the annual banquet. You are expected to attend the banquet, award ceremony and annual dance.

Sunday morning all vice-presidents must report to the muster by 8:00 a.m. You will need to be checked out and ready to support your county in its efforts.



# COMMITTEES 2018

AWARDS	BY-LAWS	CONSERVATION	CONVENTION
Richard Sylvain*	Jared Blake*		Joe Guyotte*
Jim Howard	Richard Jones	Bob DiBona*	Jeff Brackett
Mark Gay	Dale Morrison	Scott Campbell	Richard Sylvain
Jeff Brackett	Marshall King	Dylan Cyr	Scott Holst
James Gerry	James Gerry		Jared Blake
			Bim Snow

CREDENTIALS	FINANCE/AUDITING	FIRE PREVENTION & EDUCATION	FIRE PROTECTION SERVICE
Stanley Saucier*	Bin Snow*	Dickey Brigance *	Joe Guyotte*
Richard Sylvain	David Manzo	Scott Campbell	Vicky Schmidt
Marshall King	Eliot Scott	Eliot Scott	Larry Willis
Dale Morrison	James Gerry	David Manzo	Ken Desmond

INSURANCE	HISTORIAN	LEGISLATIVE	LIAISON FIRE TRAINING SERVICE
Wayne Seeley *	Joe Guyotte*	Bill Vickerson *	Ken Desmomd*
Bob DiBona	Scott Holst	Richard Jones	
Scott Campbell	Jonathan Gay	David Manzo	
Bim Snow		Dickey Brigance	

MEMORIAL	MUSTER	NVFC State Directors	NEWSLETTER
	Jeff Brackett*		Jared Blake*
Scott Holst *	Bob DiBona		Wayne Seeley
Scott Campbell	Jim Howard	Joseph Guyotte	Dylan Cry
Mark Gay	Jared Blake	Ken Desmond	Eliot Scott
Jonathan Gay			Richard Jones
James Coulsey	James Coulsey		James Coulsey



PUBLIC RELATION AWARD	SCHOLARSHIP	YEARBOOK
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Wayne Seeley \*  
 Dickey Brigance  
 Ken Desmond  
 James Gerry

Scott Campbell\*  
 Jim Howard  
 Dale Morrison  
  
 Marshall King  
  
 Jonathan Gay

Richard Sylvain \*  
 Scott Holst  
 Jared Blake  
 Joe Guyotte  
 Dylan Cyr





# CONTACT

## EXECUTIVE OFFICERS

### **PRESIDENT**

Ken Desmond  
21 Aspen Lane  
Bath, ME 04530  
Home: 207-443-689  
Alt: 207-504-1949  
Fax: 207-882-7550  
kdesmond49@comcast.net

### **EXECUTIVE VICE-PRESIDENT**

Mark Gay  
PO Box 543  
York Beach, Me 03910  
Home-207-337-2124  
Work-207-363-1014  
Fax-207-363-1049  
kappy-241@yahoo.com

### **SECRETARY**

Stanley Saucier  
PO Box 302  
Ashland, ME 04732  
Alt: 207-768-9236  
sec\_msfff@hotmail.com

### **TREASURER**

Michael Locke  
PO Box 246  
Surry Me. 04684  
Home: 207-460-1617  
Cell: 207-460-3077  
msfftreasurer@yahoo.com

### **ACCOUNTANT**

Craig Costello  
Brantner , Thibodeau &  
Associates  
[ccostello@btaepa.com](mailto:ccostello@btaepa.com)  
207-947-3325  
Fax: 207-945-3400  
Toll Free: 1-800-564-2727

### **LEGAL REPRESENTATIVE**

Bill Vickerson  
PO Box 465  
Portland, ME 04112-0465  
Home: 207-772-0303  
Alt: 207-329-8262  
Work: 800-894-5200  
Fax: 207-2538099  
billv@maine.rr.com

### **MMA CONTACT**

Jen Stiles  
60 Community Drive  
Augusta, ME 04330  
Work: 800-452-8786 x2212  
Fax: 207-624-0128  
jstiles@memun.org



# COUNTY VICE-PRESIDENTS

<b>ANDROSCOGGIN</b>	<b>AROOSTOOK NORTH</b>	<b>AROOSTOOK SOUTH</b>
<p>Jared Blake PO BOX 911 Sabattus, Me 04280 Home-207-329-2273 ffemtjblake@gmail.com</p>	<p>Dylan Cyr PO Box 1067 Caribou, Me 04736 207-554-0283 Dylancyr171@gmail.com</p>	<p>Dale Morrison 43 Lombard Street Presque Isle, ME 04769 Home: 207-764-5466 Alt: 207-227-3174 Work: 207-769-0881 firepi57@hotmail.com</p>
<b>CUMBERLAND EAST</b>	<b>CUMBERLAND WEST</b>	<b>FRANKLIN</b>
<p>Richard O. Sylvain 3 Buttercup Drive Freeport, ME 04032 Home: 207-865-1950 Work: 207-865-3421 richowensy@aol.com</p>	<p>James Gerry 79 Webbs Mills Rd. Casco Me 04015 <a href="tel:207-650-5022">Tel:207-650-5022</a> James.gerry.13@gmail.com</p>	<p>Jeff Brackett 52 Starks Road New Sharon, ME 04955-3239 Home: 207-778-3652 nsfdresq@myfairpoint.net</p>
<b>HANCOCK</b>	<b>KENNEBEC</b>	<b>KNOX</b>
<p>Albert Snow 201 Bayview Road Penobscot, ME 04476 Home: 207-326-4252 Alt: 266-7530 bimsnow@gwi.net</p>	<p>Scott Holst 133 Cushman Rd Winslow, Me 04901 Home-207-873-7334 Work-207-680-4735 Alt. 207-314-2703 scott.holst@yahoo.com</p>	<p>Eliot Scott 15 Watersedge Rd. Owls Head Me. 04854 Home: 207-594-4859 Cell: 207-691-3745 eliot724@roadrunner.com</p>
<b>LINCOLN</b>	<b>OXFORD</b>	<b>PENOBSCOT NORTH</b>
<p>Scott Campbell 5 Merry Lane Boothbay, Me 04537 Work-207-633-4723 ext.125 Alt. 207-350-6337 bbyema1@roadrunner.com</p>	<p>Richard Jones 27 Swett Avenue Mexico, ME 04257 Home: 207-364-8426 Alt: 207-890-5620 jonesy192@gwi.net</p>	<p>David E. Manzo 20 Maple Street Millinocket, ME 04462 Home: 207-723-9695 Alt: 207-447-8168 manzodbe@myfairpoint.net</p>



# COUNTY VICE-PRESIDENTS

<b>PENOBSCOT SOUTH</b>	<b>PISCATAQUIS</b>	<b>SAGADAHOC</b>
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Robert DiBona  
720 Black Stream Road  
Hermon, ME 04402  
Alt: 207-356-3457  
Work: 207-848-5986  
dibonab@hermon.net

Joseph Guyotte  
162 Bolton Road  
Dover-Foxcroft, ME 04426  
Home: 207-564-2187  
Alt: 207-343-2267  
Work: 207-564-2610  
Fax: 207-564-3612  
dffdfire1@yahoo.com

Dickey Brigance  
384 Montsweag Rd.  
Woolwich, Me 04579  
Cell: 207-319-8804  
Home: 207-443-6726  
dickeylb@comcast.net

<b>SOMERSET</b>	<b>WALDO</b>	<b>WASHINGTON</b>
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Marshall King  
PO Box 2571  
Waterville, Me 04901  
Cell: 207-649-8359  
mackfire@gmail.com

James Couley  
298 Lang Hill Highway  
Brooks, Me 04921  
Tel: 207-722-3290  
Alt: 207-505-1069  
couleyj@yahoo.com

Wayne Seeley  
1935 US Route #1  
Edmund Township, ME 04628  
Home: 207-726-4674  
Alt: 207-214-5701  
wseeley@localnet.com

<b>YORK NORTH</b>	<b>YORK SOUTH</b>
-------------------	-------------------

James T. Howard  
5 Congress Street  
Biddeford, ME 04005  
Alt: 207-468-1003  
bfdsquad1@yahoo.com

Jon Gay  
342 Chase's Pond Rd.  
York, Me 03909  
207-457-7071  
jgay@York.maine.org



# DUTIES OF COUNTY VICE-PRESIDENTS

The county vice-president is elected every two (2) years at the annual convention. They are nominated by the county that he/she represents. The delegates elect the county vice-president, and if a delegate is not available then the alternate can vote in their place.

Duties include:

1. Represent the fire service for their county.
2. Visit each department in your county at the beginning of the year to obtain new membership information and dues.
3. Provide federation information to all of your county fire departments.
4. Provide convention packets all of your county fire departments in March.
5. Responsible to attend all quarterly MSFFF meetings.
6. Keep up-to-date listings for department fire chiefs, delegates and alternates.
7. Serve and participate on committees of the board.



# DUTIES OF DELEGATES AND ALTERNATES

Delegate(s) and alternate(s) are appointed by the membership of his/her fire department. They serve as the contact person for their department. They will assist the federation through supporting their county vice-president.

Duties include:

1. Mail updated membership list(s) with the \$15.00 dues to their vice-president by June 30<sup>th</sup> to ensure department's insurance does not lapse. Ensure information and appropriate dues for new members added during the year are submitted to the vice-president as soon as possible.
2. Provide all correspondence received from vice-president at departmental meetings.
3. Notify vice-president as soon as possible of the death of a department member. If possible, provide this information within 24 hours of the death.
4. Early notification of any musters, parades or special events that your department wants the vice-president involved in.
5. Attending and voting at conventions. Delegate(s) and alternate(s) are eligible to attend any/all vice-president meetings. If delegate is unable to attend a convention another member of his/her department may be appointed with the approval and signature of the chief. The delegate can only vote for the department that they represent.
6. Notifying the vice-president of any changes during the year to the positions of chief, delegate or alternate. Provide new names and telephone numbers.



# DUTIES OF DELEGATES AND ALTERNATES

**(continued)**

7. Provide vice-president with pictures and/or news for the June and December editions of the newsletter. Any pictures for the newsletter should be submitted to the vice-president as they become available. No newspaper photos will be accepted.
8. Encourage auxiliaries to join the federation.
9. Encourage your department to participate in musters, conventions and the *Fire and Life Safety* program activities such as conferences and fire prevention week activities.
10. Keep the vice-president informed of any departmental requirements for legislative action. The vice-president is available to provide assistance to help make changes. Remember, this is your organization!
11. Quarterly meetings are open to all delegates and alternates. Meetings are held the 2<sup>nd</sup> Saturday of Feb., June, and October is the first Sat. September meeting is held during the State convention.



# **MAINE FIREFIGHTER**

# **MEMORIAL PLAQUE**

The request to add the name of any deceased Maine firefighter to a memorial plaque can be made by completing the form (page 31) and submitting it with a check for \$25.00 – ***made out to the M.S.F.F.F. MEMORIAL FUND.***

**Check and request form should be sent to:**

**Michael Locke  
M.S.F.F.F. Treasurer  
PO Box 246  
Surry, ME 04684**

All monies go to the memorial in Augusta. These plaques are part of the memorial. They will be displayed at the annual convention, the annual memorial service and many other federation attended events.

The name on the plaque must be that of a deceased Maine firefighter. The engraving will include both line of duty deaths and non-line of duty deaths. The firefighter did not have to be a M.S.F.F.F. member. The named individual could have been a volunteer, paid call or full-time career firefighter. They could have been employed by a municipality, federal government (ie. crash crews at BIA), state government (ie. forest rangers) or private industry (ie. fire crews at Bath Iron Works).

If you would like more information on the memorial please contact your federation county vice-president or Richard Libby.

**M.S.F.F.F. Memorial Committee Chair  
P.O. Box 351  
Winterport, ME 04496-0351**



# PARADE LINE-UP (continued)

## 2016

Host Town  
Washington  
Waldo  
Somerset  
Sagadahoc  
Piscataquis  
Penobscot South  
Penobscot North  
Oxford  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North

## 2017

Host Town  
Waldo  
Somerset  
Sagadahoc  
Piscataquis  
Penobscot South  
Penobscot North  
Oxford  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington

## 2018

Host Town  
Somerset  
Sagadahoc  
Piscataquis  
Penobscot South  
Penobscot North  
Oxford  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington  
Waldo

## 2019

Host Town  
Sagadahoc  
Piscataquis  
Penobscot South  
Penobscot North  
Oxford  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington  
Waldo  
Somerset

## 2020

Host Town  
Piscataquis  
Penobscot South  
Penobscot North  
Oxford  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington  
Waldo  
Somerset  
Sagadahoc

## 2021

Host Town  
Penobscot South  
Penobscot North  
Oxford  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington  
Waldo  
Somerset  
Sagadahoc  
Piscataquis





# PARADE LINE-UP (continued)

## 2022

Host Town  
Penobscot North  
Oxford  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington  
Waldo  
Somerset  
Sagadahoc  
Piscataquis  
Penobscot South

## 2023

Host Town  
Oxford  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington  
Waldo  
Somerset  
Sagadahoc  
Piscataquis  
Penobscot South  
Penobscot North

## 2024

Host Town  
Lincoln  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington  
Waldo  
Somerset  
Sagadahoc  
Piscataquis  
Penobscot South  
Penobscot North  
Oxford

## 2025

Host Town  
Knox  
Kennebec  
Hancock  
Franklin  
Cumberland West  
Cumberland East  
Aroostook South  
Aroostook North  
Androscoggin  
York South  
York North  
Washington  
Waldo  
Somerset  
Sagadahoc  
Piscataquis  
Penobscot South  
Penobscot North  
Oxford  
Lincoln



# PATCHES & DECALS



**\$ 3.00 each**



# PROTOCOL FOR FIREFIGHTER MEMORIALS

- Ensure complete list of Roll Call of all deceased firefighters during the last year.
- Sound the last alarm. Ring bell after each name has been called.
- Ensure placing of the wreath at the monument.
- Assist all invited guests at the memorial.



# REIMBURSEMENT OF EXPENSES

In the FORMS section you will find a copy of an expense sheet. As a vice-president you are entitled to reimbursement for your expenses on a quarterly basis. The Maine State Federation of Firefighters will provide you with envelopes, but occasionally you will be responsible for some postage. Obtain a receipt for any monies expended and ensure you record them on the expense sheet. You cannot be reimbursed for any expenses without a receipt. Some of the items you are entitled to claim are:

**MILEAGE:** Reimbursed at a rate of 45 cents per mile while performing MSFFF related business, (i.e. speaking to departments, committee meetings, delivery of yearbooks or newsletters, directors meetings, travel to annual MSFFF convention, etc.)

**MOTELS:** When traveling for MSFFF business and overnight accommodations are required you are entitled to reimbursement for lodging. This may include special meetings called by the president that require an overnight stay. Lodging is reimbursed at a rate of \$ 89/night. Any time you are required to stay overnight obtain prior approval from the president.

**PHONE:** You will be issued a phone card from MSFFF. Use this to make long distance calls for MSFFF related business only.

**SUPPLIES:** Some supplies are eligible for reimbursement such as manila envelopes, photocopy paper, etc. It is recommended that you contact the executive vice-president for authorization prior to purchasing supplies.

**PHOTOS:** All film and associated processing fees will be reimbursed if they are MSFFF related. Fees paid for copies of photos for the newsletter or yearbook will be reimbursed. Any/all photos paid for by MSFFF become the property of MSFFF, unless other arrangements have been made in advance.



# **REIMBURSEMENT OF EXPENSES** **(continued)**

The expense sheet should be completed prior to arrival at the quarterly meeting. Ensure ALL receipts are attached and items have been listed and totaled. The expense sheet is divided into sections that represent the various areas of reimbursement. Draw a line after the last item in each section and calculate a total for each section. Total amounts across the sheet and ensure they tally. Expense sheets and original receipts should be submitted to the finance and auditing committee just prior to the start of the quarterly meeting.



# FORMS



# ADMINISTRATIVE SERVICES AGREEMENT

This agreement from EBPA is used to handle all \$5,000 death benefits. This packet will explain the fees, provisions and responsibilities of the Administrator.





# MAINE STATE FEDERATION OF FIREFIGHTERS, INC.

Application for New Members

2018-2019

PLEASE PRINT CLEARLY

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Department Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Dept.): \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_

E-Mail: \_\_\_\_\_

### I am interested in serving on the following committees:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> By-Laws            | <input type="checkbox"/> Fire Prevention | <input type="checkbox"/> Convention            | <input type="checkbox"/> National Volunteer Fire Council    |
| <input type="checkbox"/> Historian          | <input type="checkbox"/> Legislative     | <input type="checkbox"/> Yearbook              | <input type="checkbox"/> Liaison Fire Training Service      |
| <input type="checkbox"/> Conservation       | <input type="checkbox"/> Newsletter      | <input type="checkbox"/> Public Relation Award | <input type="checkbox"/> Fire Protection Service Commission |
| <input type="checkbox"/> Finance & Auditing | <input type="checkbox"/> Memorial        |  |   |

### Beneficiary Relationship

Beneficiary Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship to Member: \_\_\_\_\_

### Please return this form with dues payment of \$15.00 to:

Make check payable to: Maine State Federation of Firefighters and return to your County Vice President. For a complete listing of County Vice Presidents please see the Federation website at: [www.msfff.org](http://www.msfff.org) or call the Maine Municipal Association at: 1-800-452-8786



### Please keep this portion for your records

Maine State Federation of Firefighters Amount Due: \_\_\_\_\_

Return Dues form with payment by June 30, 2011 Amount Paid: \_\_\_\_\_

Questions: Call 1-800-452-8786 or (207) 623-8428 Date Mailed: \_\_\_\_\_

Check #: \_\_\_\_\_

Please note that the membership follows the individual. Therefore, if employment changes to another employer, the individual will continue to be a member at their new location.





**Membership year is July 1, 2018 – June 30, 2019**



# CHANGE OF BENEFICIARY

This form is used when any member wishes to change their beneficiary listing. The form should be completed and submitted to the Secretary of the Maine State Federation of Firefighters. A copy should also be attached and submitted with the annual membership list.





# MAINE STATE FEDERATION OF FIREFIGHTERS



MEMBERSHIP  
Volunteer, Call and Permanent Fire Fighters  
of the State of Maine

## CHANGE OF BENEFICIARY FORM

Fill in the information requested below and return to your County Vice-President.  
The information will be filed with the Secretary of the Federation.

*Please type or print clearly.*

I, \_\_\_\_\_ request that my listed beneficiary for  
the Maine State Federation of Firefighters' death benefits be changed,  
from \_\_\_\_\_  
to \_\_\_\_\_

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Effective Date



# **DEATH BENEFITS:** **THE V.P.'s JOB**

The death benefits are \$500 for any natural death, with the exception of suicide, or \$5,000 for a death occurring on the job. The on-the-job death benefit has a heart clause.

When a department loses a member they will be contacting you regarding the death notification. While collecting the information verify your records to ensure that the deceased was a paid member of MSFFF. Also verify the beneficiary's name and relationship to the deceased. If the check is to be mailed, be sure you have the current/correct address. The department is required to provide either a copy of the death certificate or the obituary notice. The death notice and death benefit claim form will be submitted together to the secretary. Notify the treasurer at the same time since they will need to provide a form for your signature. Once you have signed the form return it to the treasurer as soon as possible. The MSFFF strives to pay the \$500 benefit to the family within 48 hours if at all possible.

There are a few additional requirements for an on-the-job claim. It is recommended that you contact the MSFFF's chairman of the Insurance Committee and have them provide the details. MSFFF insurance requires additional information for these types of claims (possibly toxicology or autopsy reports). Try to expedite this process by making the appropriate contacts as soon as possible. Also remind the claimant of the Federal P.S.O.B. and urge them to immediately contact the State Fire Marshalls or the national number in Washington D.C. to ensure they do not lose this benefit. The Federal benefit claim is very detailed and will also provide the requirements for the local department. Don't guess what is required – ASK! Review the insurance policy and become familiar with what benefits are offered.

The death benefit claim form needs to be completed with all details and information requested before it can be processed.





# MAINE STATE FEDERATION OF FIREFIGHTERS



MEMBERSHIP  
Volunteer, Call and Permanent Firefighters  
of the State of Maine

## DEATH BENEFIT CLAIM FORM [ON-THE-JOB]

COMPLETE ALL THE INFORMATION REQUESTED AND RETURN  
TO THE INSURANCE COMMITTEE CHAIRMAN.

Name of Deceased: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_

Date of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Chief's Name: \_\_\_\_\_

Officer in Charge During Incident: \_\_\_\_\_

Please attach:

- ✓ Certified Copy of Death Certificate
- ✓ Copy of Obituary
- ✓ Department report of the incident
- ✓ Chief's report of the incident
- ✓ Report of the Officer in Charge (if not the Chief)

### To be completed by the County Vice-President

Name of Beneficiary: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

*Please attach a photocopy of current membership list of deceased's department*





# MAINE STATE FEDERATION OF FIREFIGHTERS



MEMBERSHIP  
Volunteer, Call and Permanent Fire Fighters  
of the State of Maine

## DEATH NOTICE FORM [Regular Death Benefit]

COMPLETE ALL THE INFORMATION REQUESTED  
AND SEND TO THE TREASURER

Date of Death: \_\_\_\_\_

Name of Deceased: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_

County: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Please attach:

- ✓ Certified Copy of Death Certificate
- ✓ Copy of Obituary

Name of Beneficiary: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

County Vice-President: \_\_\_\_\_



# FIRE DEPARTMENT INFORMATION

The 3-part Fire Department Information form can be used for a quick reference for your county. This information should be verified and updated every year when you receive your new roster information.

This information should be used for mailings, chiefs and delegates listing for the yearbook or to verify an address of phone number.





\_\_\_\_\_ UPDATED \_\_\_\_\_



# FIRE DEPARTMENT INFORMATION

Name of Department: \_\_\_\_\_

Chief of Department: \_\_\_\_\_ Tel: \_\_\_\_\_

**Secretary of Department:**

**Delegate to Federation:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City/Town: \_\_\_\_\_

City/Town: \_\_\_\_\_

**Alternate Delegate to Federation:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

*"For use of the secretary of Maine State Federation of Firefighters"*





# **FIREFIGHTER** **MEMORIAL PLAQUE** **REGISTRATION FORM**

Name of deceased firefighter: \_\_\_\_\_

Name of fire department: \_\_\_\_\_

Year of death: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Request: Donations of \$25.00 per name

Please make checks payable to:

***M.S.F.F.F. MEMORIAL FUND***

**Check and form should be sent to:**

**Michael Locke  
M.S.F.F.F. Treasurer  
PO Box 246  
Surry, ME 04684**



# EXPENSE SHEET

**Refer to pages 19 & 20 for details on reimbursable expenses**

A sample of the expense form has been provided. Please ensure you complete the form and attach all associated receipts. Incomplete forms will be returned without payment.

Expense sheets and original receipts should be submitted to the finance and auditing committee just prior to the start of the quarterly meeting.



