

WV State Fire Marshal's Office
Public Education Division

Procedures for Quarterly Reporting

1. Prior to the end of the quarter, our notebook is checked over for FD's that are showing missing reports for the *previous* quarter. By code, these reports should already have been submitted on a monthly basis.
2. From this list of FD's that are missing reports, FD's are sent certified letters notifying them of reports needed and the deadline required for submission in order to be approved for that quarter's funding. NOTE: this list sometimes has departments shown who have actually entered their NFIRS 5.0 reports on-line, but because we have not been notified of this, we are unaware of the reports having been put on-line. Notification should be given to NFIRS@wvfiremarshal.org whenever a department's reports for the month are on-line. FD's will then receive an e-mail receipt verifying our office has credited them with submitting the reports. (Our office also saves a copy of our out-going e-mail to the FD.)
3. If FD has already been sent 3 or more certified warning letters in the past year, no more warning letters will be sent UNTIL the FD has been in full compliance with the reporting guidelines for a period of 4 quarters (one year).
4. The Public Ed. Division will attempt to contact the FD in question via phone, e-mail (if available), or both. Also, whenever possible, the Fire Marshal for that FD's area is also notified of the situation and asked to check with the FD.
5. The Public Education Division attempts to contact the FD up to, and sometimes past, the deadline for submission of reports.
6. If no response is received from the FD, or if reports are not received by the deadline, the fire department's name is removed from the eligibility listing sent by the SFMO to the State Treasurer's Office for that quarter.

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