

LOSAP – ENABLING ORDINANCE OR RESOLUTION

The first step in creating a LOSAP is the adoption of the **enabling** ordinance or resolution. However, the ordinance or resolution does not take effect until the voters approve it as a public question at the next general election (for a municipality), or the fire district’s next annual election. Ordinances and resolutions creating a LOSAP must include the following items:

- A general description of the program, including the point system to be utilized in determining eligibility for benefits;
- A statement of the proposed estimated total amount to be budgeted for the program;
- A statement of the proposed maximum annual contribution for an active volunteer member; and,
- If the proposed LOSAP authorizes credit for prior years service, a statement of the number of prior years of active emergency service that may be credited for each active volunteer member.

A majority vote of the sponsoring agency’s governing body is required to approve the ordinance or resolution. Consent of the Director of Division of Local Government Services is not necessary for ordinances, resolutions, or ballot questions regarding a LOSAP. However, at the request of the sponsoring agency, DCA will review individual ordinances/resolutions, ballot questions and explanatory statements.

Copies of all approved LOSAP ordinances and resolutions must be filed with the Division within 30 days of the date of the referendum. Also, all election results must be certified by either the County Board of Elections or the fire district and a copy filed with the Division with 30 days of the date of certification.

SAMPLE ENABLING LOSAP RESOLUTION OR ORDINANCE

(Items in *italics* require the insertion of local information.)

(Text following “optional” means it is only to be included if the provision is chosen by the sponsor.)

Ordinance/Resolution # _____

Whereas, the (*sponsoring agency name*) deems it appropriate and necessary to act to ensure retention of existing members and to provide incentives for recruiting new *volunteer firefighters/first aid organization members*; and;

Whereas, the (*sponsoring agency name*) has determined that the creation of a Length of Service Award Program will enhance the ability of the (*municipality’s/fire district’s*) ability to recruit *volunteer firefighters/first aid organization members*;

Now, be it resolved/ordained by the (*sponsoring agency name*) that:

1. A Length of Service Award Program (LOSAP) is herewith in accordance with Chapter 388 of the Laws of 1997, to reward members of the volunteer *firefighting/first aid organization names* for their loyal, diligent, and devoted services to the residents of (*sponsoring agency name*).

2. The LOSAP shall provide for fixed annual contributions to a deferred income account for each volunteer member that meets the criteria set forth below; that such contributions shall be made in accordance with a plan that shall be established by the (*sponsoring agency name*) pursuant to P.L. 1997, c. 388; and that such plan shall be administered in accordance with the laws of the State of New Jersey, the U.S. Internal Revenue Code, and this *ordinance/resolution*.
3. The LOSAP shall provide for annual contributions to each eligible member that meets the criteria as follows:
(Insert schedules for: number of points required, and amount of award)
4. (optional) The LOSAP shall provide for contributions as credit for no more than ____ years of prior years services for each eligible volunteer in accordance with the following schedule.
(Insert schedule of number of years of prior years service and contribution amount)
5. The estimated cost of the program has been calculated as follows:
 - a. For regular annual services: \$_____ per year.
 - b. (optional) For contributions for prior years service: \$_____ per year for an estimated _____ years.
6. Each active volunteer member shall be credited with points for volunteer services provided to the volunteer *fire company/first aid organization* in accordance with the following schedule:
(insert point schedule)
7. That this *ordinance/resolution* shall not take effect unless it is approved by voters as a public question at the next *general/annual election*.
8. (optional) As the services provided by the (*name of the emergency services organization*) are provided to several *municipalities/fire district*, this plan is being coordinated with similar efforts in the other *municipalities/fire districts* served by the (*name of emergency services organization*), and shall not take effect until approved by all other jurisdictions.

(Adopting/closing language)