



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
610-265-1063 Allendale Road Station
610-337-8230 West Beidler Road Station
610-265-3205 FAX
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Standard Operating Guidelines

SOG NO.: KP-1-0027
SOG TITLE: BILLING FEES
ADOPTION DATE: 01/01
REVISION DATE: 01/07
NO. OF PAGES: 1

Purpose: To establish a process to bill for specialized services including related fees for each type of service provided.

The King of Prussia Volunteer Fire Company will bill for specific services provided, for rescues, spill control/hazmat incidents, and provision of reports for claim processing, consistent with the following process and fees.

Whether or not to actually bill for services is at the discretion of the officer in charge of the incident.

1. Upon receipt of a request for a fire report for the purpose of claim processing, the request shall be given to the Chief of Fire and Rescue Services. He/she shall attach the appropriate forms, indicate the fees due and forward same to the requestor. The fee for such service shall be \$25.
2. Following each incident on a Township roadway the following Township Ordinance / Procedure (Township Ord. 2006-754) will be followed to allow the fire company to bill for services rendered.

UPPER MERION TOWNSHIP

ORDINANCE NO. 2006-754

AN ORDINANCE OF UPPER MERION TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA, RECOGNIZING AUTHORITY OF VOLUNTEER FIRE AND RESCUE SERVICES TO SEEK REIMBURSEMENT FOR HAZARDOUS ABATEMENT MATERIAL, ENVIRONMENTAL INCIDENTS AND SAFETY AND RESCUE RESPONSES UPON THE HIGHWAYS WITHIN UPPER MERION TOWNSHIP

WHEREAS, Upper Merion Township has recognized and designated the King of Prussia Volunteer Fire Company, Swedeland Volunteer Fire Company and Swedesburg Volunteer Fire Company as designated fire companies for Upper Merion Township; and

WHEREAS, said Volunteer Fire and Rescue Services respond to hazardous material incidents, environmental incidents and safety and rescue incidents, including vehicular accidents, on the roadways in Upper Merion Township; and

WHEREAS, such responses are either directly, via 911 response or in coordination with the Emergency Management Agency; and

WHEREAS, it is the intention of the Township to recognize the authority of the Volunteer Fire and Rescue Services to seek collection and reimbursement for the usual, customary and reasonable costs of responding to such incidents; and

WHEREAS, Upper Merion Township recognizes the need to bill for these services to aid in the provision of Emergency Services.

NOW, THEREFORE BE IT RESOLVED and enacted this 2nd day of November, 2006 by the Board of Supervisors of Upper Merion Township, Montgomery County, Pennsylvania is as follows:

Section 1. Authority to Recover for Emergency Response Costs

The Upper Merion Township Board of Supervisors by and through their authority and relationship with the aforesaid Volunteer Fire and Rescue Services hereby authorizes the recovery of the real and reasonable costs incurred by the volunteer emergency services organization involving any hazardous material incident, environmental incident or safety and rescue incident, or operation, including vehicular accidents and fires, that occur on the roadways in Upper Merion Township.

Section 2. Policy for Billing

A. Upper Merion Township recognizes the need to bill for volunteer fire and rescue services conducted on the roadways within the Township to aid in the provision of emergency services.

B. No person requiring emergency services shall be denied services due to lack of insurance or ability to pay.

C. Any applicable charges for volunteer emergency services rendered shall be billed directly to the user of such services or user's insurance company.

D. Upper Merion Township may, either directly or through any third party billing agency with which it has contracted for billing and/or collections for volunteer fire and rescue services, make arrangements with users of such services and/or their financially responsible party for installment payments of bills so long as Upper Merion Township determines that: 1) the financial condition of the individual requires such an arrangement; and 2) the individual and/or the financially responsible party has demonstrated a willingness to make good faith efforts towards payment of the bill.

Section 3. Procedure for Billing

A. The Upper Merion Township Board of Supervisors is hereby authorized to enter into a contract with a third party billing agency and/or collection agency for performance of Emergency Services Billing and/or collection services, provided that the following standards for third party billing contracts are met.

(1) The third party billing service is to be provided at a rate of 20% of fees collected or at an amount consistent with the fair market value for services rendered.

(2) The third party billing agency has in place a compliance program conforming to the standards set forth in the Office of Inspector General's Compliance Program Guidance for Third Party Medical Billing Companies, 63 Federal Register 70138, as amended.

(3) Neither the billing agency nor any of its employees are subject to exclusion from any user fee.

(4) The billing agency is bonded and/or insured in amounts satisfactory to Upper Merion Township.

B. The Township may, in its discretion, bill additionally for material, vehicle and personnel costs in the case of any major, extraordinary or unique incidents including, but not limited to, hazardous materials spills, fire and rescue incidents that destroy or severely damage emergency services equipment and incidents that require services in excess of a "Level 3 Incident" as described in the attached Addendum.

C. User Fees

(1) Volunteer Fire and Rescue Services shall initiate user fees for the delivery of emergency services, personnel, supplies and equipment to the scene of any hazardous material incident, environmental incident or safety and rescue incident or operation, including vehicular accidents and fires, that occur on the roadways in Upper Merion Township. The rate of the user fee shall be that which is usual, customary and reasonable, as determined by the Upper Merion Township Fire and Rescue Services Board and approved by the Upper Merion Township Board of Supervisors, pursuant to rates established by FEMA and outlined in the attached Policy Addendum.

(2) Every person and/or utility that requires volunteer emergency services shall be billed a user fee according to this Ordinance.

(3) The user fee for volunteer emergency services rendered shall be billed directly to the user of such services insurance company, if known, as an add-on cost. If the insurance company is not known, the user of services shall be billed directly, with instructions to forward the bill to his/her insurance provider. When volunteer emergency services are rendered relating to utilities on the roadways within Upper Merion Township and the area is deemed unsafe by emergency responders, said utility shall be billed directly.

(4) Any and all amounts collected as a result of this Ordinance shall be turned over to the Township and deposited into a designate Township revenue account and shall be distributed according to a formula as determined by the Upper Merion Fire and Rescue Services Board and approved by the Upper Merion Township Board of Supervisors for the replacement and maintenance of emergency services materials and equipment.

(5) Upper Merion Township may implement rules and/or regulations and/or revoke or amend existing rules and/or regulations as may be deemed necessary for the billing and/or collection of user fees pursuant to this Ordinance.

D. Uncollectable Accounts

(1) The user fee is anticipated to be paid by the user's insurance company. In the instance where the Township receives official notification from the insurance carrier that it will not honor the invoice, the Township shall write-off the fee as a bad debt, without adversely affecting the credit standing of the individual involved.

(2) Should the Township determine that an insurance carrier has remitted the fee to the user involved and that the party has failed to remit the fee to the Township, the Township will take appropriate action in order to collect the account.

Section 8. Repealer

All Ordinances or parts of Ordinances inconsistent herewith or in conflict with any of the terms hereof are, to the extent of said inconsistencies or conflicts, hereby specifically repealed.

Section 9. Severability

In the event that any section, sentence, clause, phrase or word of this Ordinance shall be declared illegal, invalid or unconstitutional by any Court of competent jurisdiction, such declaration shall not prevent, preclude or otherwise foreclosure enforcement of any of the remaining portions of this Ordinance.

Section 10. Savings Clause

That nothing in this Ordinance hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

ENACTED AND ORDAINED by the Board of Supervisors of the Township of Upper Merion this 2nd day of November, 2006.

ATTEST:


RONALD G. WAGENMANN
TOWNSHIP/MANAGER/
SECRETARY-TREASURER

UPPER MERION TOWNSHIP
BOARD OF SUPERVISORS


SCOTT SIBLEY
CHAIRMAN

Advertised Proposed Ordinance in Times Herald: October 26, 2006

Proof of Publication Dated: November 1, 2006

Hearing Held: November 2, 2006

Ordinance Adopted: November 2, 2006 as Township Ordinance No.: 2006-754

Ordinance Entered: November 3, 2006