

## **THE RULES AND REGULATIONS FOR THE BOARD OF FIREFIGHTER'S RELIEF**

RULE 1. The organization shall be known as the Board of Firefighter's Relief of the Rhode Island Department of Labor and shall consist of three (3) members, one (1) member of the board shall be appointed by the Director of Labor, the second member shall be appointed by the Rhode Island State Association of Fire Fighter's, AFL-CIO-CLC, and the third member shall be an active member of a volunteer fire department who shall be appointed by the Rhode Island State Firemen's League to represent volunteer fire fighters.

RULE 2. Regular meetings of the Board shall be held on the first Wednesday of each month. A meeting date can be changed by the members in the case of an emergency, in compliance with the open Meetings Law of Rhode Island.  
(G.L. 42-46).

RULE 3. The officers of the Board shall consist of a Chairman and a Secretary who shall hold office for three (3) years or until a successor shall be appointed. Officers shall be elected by the Board by a majority of the votes cast.

RULE 4. At all meetings of the Board a majority shall constitute a quorum.

RULE 5. All claims passed by the Board and sent to the State Treasurer for payment shall be signed by the Chairman and Secretary of the Board.

RULE 6. All facts in a case where benefits are payable shall be certified on forms furnished by the Board, by the Chief or Acting Chief or officer in command of the fire department or company, and in all cases, the physician who attended the injured applicant must execute an affidavit. All claims must be notarized.

RULE 7. Applications for relief or benefits shall be made to the Board of Firefighter's Relief in compliance with forms furnished for that purpose, within ninety (90) days after return to work, but said time may be extended by the Board for good cause shown.

RULE 8. If an applicant in any case, fails to obtain the signature or certificate of any person or officer necessary to enable the applicant to conform to the requirements of the prescribed forms, the applicant shall make a written request for relief to the board, which may make any order which it may deem proper.

RULE 9. Upon a dependent becoming eighteen (18) years of age the dollar amount for that month shall be paid on a per idem basis.

RULE 10. If an application for benefits is received by the Board on or before the fifteenth (15<sup>th</sup>) day of the month, the applicant shall receive benefits in the full amount for that month, but if the application is received on or after the sixteenth (16<sup>th</sup>) day of the month, then the applicant shall receive benefits in one-half the amount for that month.

RULE 11. Applications for student tuition must be received by the Board no less than two (2) months prior to the start of the session the student is seeking payment for. If the student fails to submit the application in the required time, the student must pay the tuition and then submit the tuition receipt, payment breakdown, along with the completed application for tuition benefits, to the Board, with a request for reimbursement.

RULE 12. Recipients must comply with school policy regarding dropping and adding courses. Students must notify the Board's Coordinator immediately of any dropped courses paid for by the Board.

RULE 13. The board shall be subject to the Rhode Island Administrative Procedures Act, Title 42, chapter 35, of the General Laws of Rhode Island in any matter coming before it.

RULE 14. An appeal from a decision of the Board shall be to the Superior Court in accordance with applicable law.

RULE 15. A written statement either granting or denying an application for benefits will be issued by the Board within sixty (60) days, unless circumstances require a longer period of time.

RULE 16. All medical statements provided to the Board shall be governed by the provisions of the Access to Public Records Act, Title 38 Chapter 2 of the General Laws of Rhode Island. The chairperson or his/her designee shall be responsible for maintaining the confidentiality of medical information provided to the Board. In addition, correspondence mailed to the Board which contains confidential medical information shall be addressed to and opened only by the Chairperson or his/her designee. Neither the Chairperson, his/her designee nor any Board member shall release any information through any means without the expressed written permission of the applicant/patient or his/her legal guardian.

RULE 17. It shall be their responsibility of the annuitant to report all lost or stolen checks to the Board's Coordinator in a timely manner. A copy of a police report shall be forwarded to the Coordinator within five (5) days of the report of any lost or stolen check. Lost or stolen checks shall be replaced in accordance with procedures established by the treasurer of the State of Rhode Island. The Board's coordinator shall immediately notify the Secretary of any lost or stolen checks reported to the Department.