



Maryland State Firemen's Association

Transportation Committee



Procedure Manual

Revised February 5, 2006

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Introduction

This procedure manual is intended to be a guide for the Maryland State Firemen's Association Transportation Committee. It discusses the various aspects of the committee's responsibilities and provides guidance on how to fulfill those responsibilities.

For the purposes of the procedures outlined in the *Transportation Committee Procedures Manual*, the term "vehicle" includes motorcycles owned by and registered to bonafide members of member companies.

1. The Transportation Committee

The Transportation Committee shall provide to the Maryland Motor Vehicle Administration (MVA) or its successor, as required, proof by the Maryland State Firemen's Association (MSFA) that applicants for special MSFA logo license plates are eligible members of a volunteer fire, rescue, or ambulance company, or auxiliary thereof. The applicable fees and time periods shall be determined from time to time by the Executive Committee on its own motion or on request of the Transportation Committee. It shall be responsible for notifying companies and auxiliaries of current procedures for obtaining such plates or validation stickers for them. The Committee should maintain a close working relationship with MVA concerning any matters that may affect the emergency services organizations or their members. The Committee shall also maintain liaison with the Maryland Toll Facilities Administration to continue the special privileges provided for authorized emergency vehicles. The Transportation Committee has been assigned responsibility for this certification and the collection of an initial application fee of five dollars (\$5.00) and five dollars (\$5.00) at the 5-year recertification process. (*MSFA Constitution and By-laws*, By-laws Article K-Committee duties, § 15)

The Transportation Committee also has responsibility for notifying member companies and auxiliaries of the current procedures for obtaining MSFA logo license plates or validation stickers for them. These procedures are included in section 5 of this manual.

Authorized emergency vehicles receive special privileges from the Maryland Toll Facilities Administration. The Transportation Committee maintains a liaison with the Maryland Toll Facilities Administration to maintain these privileges.

The Transportation Committee also provides ancillary support functions to the MSFA. Responsibilities include obtaining MSFA Presidents' vehicle tags.

2. Mission

The mission of the Transportation Committee is as follows:

- Provide to the MVA or its successor, as required, proof by MSFA that the applicants for special MSFA logo license plates are eligible members of a volunteer fire, rescue, or ambulance company, or auxiliary thereof;

- Supervise collection of an initial application fee of five dollars (\$5.00) and five dollars (\$5.00) at the 5-year recertification process;
- Be responsible for notifying member companies and auxiliaries of current procedures for obtaining said plates or validation stickers for them, via area tag coordinators;
- Maintain a close working relationship with MVA concerning any matters that may affect emergency service organizations or their members;
- Maintain liaison with the Maryland Toll Facilities Administration to continue the special privileges provided for authorized emergency vehicles.
- Provide a list of certified (registered) members' vehicles on the MSFA website, updated quarterly.

3. Objectives

- Provide the necessary forms and procedures for member volunteer fire, rescue, or ambulance companies, and auxiliaries to certify that applicants for special MSFA logo license plates are eligible members of that organization, with a complete validation of eligibility to be conducted at the 5-year recertification process.
- Maintain a record of certified applicants for special MSFA logo license plates.
- Notify MVA of those holders of special MSFA logo license plates that are no longer eligible to use the special MSFA logo license plates.
- Provide oversight for the collection of appropriate special MSFA logo license plate certification fees, maintain a record of such funds, and deposit said funds in the MSFA MLGIP fund account, currently held at Mercantile Bank.
- Notify, as necessary, member companies and auxiliaries of current procedures and changes to the current procedures for obtaining special MSFA logo license plates or associated validation stickers.
- Maintain a close working relationship with MVA through meetings and correspondence to identify and address issues that may affect emergency service organizations or their members.
- Maintain liaison with the Maryland Toll Facilities Administration through meetings and correspondence as appropriate to continue the special privileges provided for authorized emergency vehicles.
- Provide a list of certified (registered) members' vehicles on the MSFA website, updated quarterly.

4. **Transportation Committee organization**

The Transportation Committee is a standing committee of the Association. It shall consist of 5 members serving 2-year terms; 2 members shall be appointed in even number years and 3 members shall be appointed in odd number years. (*MSFA Constitution and By-laws*, Constitution Article V-Committees, § 1)

To assist in the certification process, Area Coordinators are recommended by the local fire associations to and appointed by the Chair of the Transportation Committee. In addition, the Transportation Committee recommends that each company assign an individual as the company's representative tag chair for the certification process.

5. **Certification procedures**

5.1. **Who is eligible for MSFA logo license plates?**

The owner of a motor vehicle, or lessee of the vehicle under lease who is a member of an organization considered eligible by the MVA, may apply to MVA for MSFA logo license plates if the vehicle is in one of the following classes: (1) Class A (passenger) vehicle, (2) Class E (truck) vehicle with a one ton or less manufacturer's rating capacity, (3) Class M (multipurpose) vehicle, or (4) Class D (motorcycle).

The above said vehicle shall not be intended as security, of a director, officer, employee, or partner of a business entity that owns the vehicle.
(See *Maryland Vehicle Law* § 13-619)

5.1.1. **Registration of bonafide department, non-emergency vehicles**

MSFA logo license plates can be obtained for bonafide department, non-emergency vehicles through the same process as regular members (see Section 5.3).

5.1.2. **Registration of bonafide department emergency vehicles**

Bonafide department emergency vehicles (i.e., pumpers, aerial ladders, rescue squads, chiefs' cars, ambulances, etc.) cannot be issued MSFA logo license plates. Registration of emergency vehicles requires the fire department or rescue squad to obtain the necessary form (VR-026) from the Chair of the Transportation Committee or directly from MVA.

5.2. **Certification fees**

An initial application fee of five dollars (\$5.00) and five dollars (\$5.00) at the 5-year recertification process shall be assessed for certification of a member's eligibility to use or obtain MSFA logo license plates. The certification fees are collected by the area coordinator, who combines all fees collected and sends them to the Chair of the Transportation Committee. **The Area Coordinator is not to accept personal checks!** All fees shall be paid to the Area Coordinator by cash, fire department or rescue squad check, certified check or money order. The Area Coordinator will submit the certification fees to the Transportation Committee utilizing the same guidelines as for paying fees collected by Area

Coordinators. However, an Area Coordinator's personal checks payable to MSFA are acceptable.

Certification fees are to be sent to the Transportation Chairman on a monthly basis.

5.3. Individual certification

Individual certifications generally fall into one of the following categories:

- An individual who currently owns/leases a vehicle without MSFA logo license plates and wants to obtain MSFA logo license plates.
- An individual who is purchasing/leasing a vehicle and wants to obtain MSFA logo license plates (must have an authorization letter from the leasing company to release the tags when lease expires).
- An individual who currently has a vehicle with MSFA logo license plates and wants to purchase/lease another vehicle and transfer the existing MSFA logo license plates to the new vehicle.

Certification procedures for each of these are described below.

5.3.1. Obtaining MSFA logo license plates for a currently registered vehicle

In order for a bonafide member to obtain MSFA logo license plates, special forms (MSFA Transportation Committee Tag Certification ["form MSFA T/C"] and MVA VR-124) shown in Appendix A must be completed and submitted for each vehicle registration. The Transportation Committee provides these forms to the Area Coordinators, who are responsible for their administration.

When a form MSFA T/C is requested from an Area Coordinator, the Area Coordinator will do the following:

1. Collect the appropriate certification fee.
2. Enter the following information either by typing or printing on the form MSFA T/C:
 - a) The fee amount;
 - b) The current date (today's date);
 - c) Name of the fire department or rescue squad with the company number from the MSFA Transportation Database;
 - d) First Name, Middle Initial and Last Name followed by the vehicle owner's name in parenthesis (if different than the member applying for the MSFA logo license plates);
 - e) The mailing address, including the apartment;
 - f) The town/city, state and zip code; and
 - g) The Area Coordinator shall sign all three copies, individually, on the Area Coordinator's line.

DO NOT ENTER ANYTHING ON THE NEW TAG NUMBER LINE OR MVA WILL NOT ACCEPT THE REGISTRATION

Note: The form MSFA T/C is provided to the Area Coordinator pre-signed by the Transportation Committee Chair.

3. The form MSFA T/C is a three-part, multicolored form. After completing the form MSFA T/C, the Area Coordinator separates the form, gives the “white” (top) copy to the member, sends the “yellow” (second page) copy, along with the fee collected, to the Transportation Committee Chair, and retains the “pink” (last page) for the Area Coordinator’s records.

The member requesting the certification must have the Company Tag Chairman sign the white copy of the form MSFA T/C before submitting it to the MVA.

The Area Coordinator shall also mark the “Gratis” fee box of a form MVA VR-124 and give it to the member for submission to MVA. (Gratis is selected because MSFA logo license plates are exempt from the Vanity Tag fees. This fee is not to be confused with the MSFA certification fee.)

Note: The VR-124 must be pre-stamped and signed by the Transportation Committee Chair.

5.3.2. New vehicle registration – without transfer of MSFA logo license plates

Experience has shown that it is easier on the member, especially those working with a car dealer, to obtain regular vehicle registration license plates first. After the regular license plates have been obtained, the member can then apply for MSFA logo license plates at their leisure. If the member does not want to get regular license plates first, the car dealer must hold all paperwork until the MVA VR-124 and the form MSFA T/C are obtained by the member and turned over to the dealer for submission to MVA with all the other paperwork. In order for a bonafide member to obtain MSFA logo license plates which are not being transferred from a previously owned vehicle, special forms (MSFA T/C and MVA VR-124 shown in Appendix A) must be completed and submitted to MVA. The Transportation Committee provides these forms to the Area Coordinator who is responsible for their administration.

When a form MSFA T/C is requested from an Area Coordinator, the Area Coordinator will do the following.

1. Collect the appropriate certification.
2. Enter the following information either by typing or printing on the form MSFA T/C:
 - a) The fee amount;
 - b) The current date (today’s date);
 - c) Name of the fire department or rescue squad with the company number from the MSFA Transportation Database;
 - d) First Name, Middle Initial and Last Name followed by the vehicle owner’s name in parenthesis (if different than the member applying for the MSFA logo license plates);
 - e) The mailing address, including the apartment;
 - f) The town/city, state and zip code; and

g) The Area Coordinator shall sign all three copies, individually, on the Area Coordinator's line.

DO NOT ENTER ANYTHING ON THE NEW TAG NUMBER LINE OR MVA WILL NOT ACCEPT THE REGISTRATION

Note: The form MSFA T/C is provided to the Area Coordinator pre-signed by the Transportation Committee Chair.

3. The form MSFA T/C is a three-part, multicolored form. After completing the form MSFA T/C, the Area Coordinator separates the form, gives the "white" (top) copy to the member, sends the "yellow" (second page) copy, along with the fee collected, to the Transportation Committee Chair, and retains the "pink" (last page) for the Area Coordinator's records.

The member requesting the certification must have the company Tag Chairman sign the white copy of the form MSFA T/C before submitting it to the dealer.

The Area Coordinator shall also mark the "Gratis" fee box of a form MVA VR-124 and give it to the member for submission to MVA. (Gratis is selected because MSFA logo license plates are exempt from the Vanity Tag fees. This fee is not to be confused with the MSFA certification fee.)

Note: The VR-124 must be pre-stamped and signed by the Transportation Committee Chair.

5.3.3. New vehicle registration – with transfer of MSFA logo license plates

To transfer MSFA logo license plates from an existing vehicle to a new vehicle, a bonafide member must have special forms (MSFA T/C and VR-124 shown in Appendix A) completed and submitted with the vehicle registration application. The Transportation Committee provides this form to the Area Coordinator who is responsible for its administration.

When a form MSFA T/C is requested from an Area Coordinator, the Area Coordinator will do the following:

1. Collect the appropriate certification fee.
2. Enter the following information either by typing or printing on the form MSFA T/C:
 - a) The fee amount;
 - b) The current date (today's date);
 - c) Name of the fire department or rescue squad with the company number from the MSFA Transportation Database;
 - d) First Name, Middle Initial and Last Name followed by the vehicle owner's name in parenthesis (if different than the member applying for the MSFA logo license plates);
 - e) The mailing address, including the apartment;
 - f) The town/city, state and zip code; and
 - g) The Area Coordinator shall sign all three copies, individually, on the Area Coordinator's line.

**DO NOT ENTER ANYTHING ON THE NEW TAG NUMBER LINE OR
MVA WILL NOT ACCEPT THE REGISTRATION**

Note: The form MSFA T/C is provided to the Area Coordinator pre-signed by the Transportation Committee Chair.

3. The form MSFA T/C is a three-part, multicolored form. After completing the form MSFA T/C, the Area Coordinator separates the form, gives the “white” (top) copy to the member, sends the “yellow” (second page) copy, along with the fee collected, to the Transportation Committee Chair, and retains the “pink” (last page) for the Area Coordinator’s records.

The member requesting the certification must have the company Tag Chairman sign the white copy of the form MSFA T/C before submitting it to the dealer.

The Area Coordinator shall also mark the “Gratis” fee box of form MVA VR-124 and give it to the member for submission to MVA. (Gratis is selected because MSFA logo license plates are exempt from the Vanity Tag fees. This fee is not to be confused with the MSFA certification fee.) This form must accompany the form MSFA T/C and the rest of the vehicle registration application paperwork to MVA.

Note: The VR-124 must be pre-stamped and signed by the Transportation Committee Chair.

5.3.4. Surrendering of MSFA logo license plates – member not recertified

MSFA logo license plates must be surrendered to MVA if an individual, who was a bonafide member of a department, becomes ineligible to continue certification as a bonafide member or if the member dies and the spouse or family member is ineligible to continue as a bonafide member. If a member is not recertified by their department during the recertification process, the Transportation Committee will notify MVA that the individual has not been recertified. MVA will then contact the individual to notify the individual that their MSFA logo license plate will not be renewed. The member company’s president must provide to the Chair of the Transportation Committee a written statement on company letterhead stationery regarding the ineligibility, including the member’s name and the reason for ineligibility.

5.3.5. Surrendering of MSFA logo license plates – sale of vehicle

MSFA logo license plates must be surrendered to MVA upon sale of the vehicle if those license plates are not transferred to another vehicle.

6. Verification review procedures

The Transportation Committee is required to verify upon initial application, and every five (5) years thereafter, all bonafide members who have been issued MSFA logo license plates.

6.1. Verification procedures

The verification is accomplished by providing each member company a copy of the MSFA Transportation Database printout reflecting their current certified members. That printout is distributed by the Transportation Committee to the Area Coordinators, who in turn distribute

the printouts to the respective companies.

The company representative, typically the Company Tag Chairman, reviews the list and certifies the correctness of the printout, and provides any update changes and corrections to the printout.

When returned to the Transportation Committee, the printout, certification and update changes are used to update the certification database and to generate an “Ineligible Members” list for submission to MVA. MVA will use the “Ineligible Members” list to notify the listed individuals that their MSFA logo license plates will not be renewed.

The Transportation Committee reviews the recertification letters. If a member has had a change of address, the database is updated to reflect the change. If a member is not recertified by a department, the member company’s president must provide to the Transportation Committee Chair a written statement on company letterhead stationery regarding a member’s ineligibility, including the member’s name and reason for ineligibility. Upon notification to MVA, the Transportation Committee Chair sends a copy of the ineligibles list to the member company’s president advising that MVA was notified. The member’s MSFA logo license plate record is marked for deletion in the Transportation Committee’s Certification Database (see § 6.2 for database discussion).

If the member, the member’s company or MVA advises the Transportation Committee that the member has turned in the MSFA logo license plates, the Certification Database is updated accordingly and the tag record is marked for deletion in the Certification Database.

If the Transportation Committee is notified that a member with MSFA logo license plates has died, the estate may be contacted and requested to turn in the MSFA logo license plates. The license plates must be relinquished unless another family member is eligible, as a bonafide member of a fire department, rescue squad, or auxiliary to maintain the vehicle registration of the deceased member, e.g. a spouse of a jointly owned vehicle who is also a bonafide member of a department.

If a company responds that someone who is supposed to be assigned to their company is unknown to them, that member is sent a letter as well. After ten (10) days, if no communication is received from the member, MVA is notified similar to the others above with a request to pull the MSFA logo license plates. The Certification Database tag record is marked for deletion.

6.2. Certification database

The Certification Database resides under the charge of the MSFA Transportation Committee. The Certification Database is the electronic certifying instrument used to synchronize MVA’s records and assure the continued issuance of MSFA logo license plates to bonafide fire service members under Maryland law. It contains a listing of certified, bonafide fire service members that have obtained MSFA logo license plates. The database is updated whenever certifications are received from Area Coordinators or MVA and during the 5-year recertification process.

6.2.1. Certification database printout

Certification database printouts are generated and photocopied for the 5-year recertification process. A sample printout is included in Appendix B.

6.2.2. Certification database update

The certification database is maintained by the Transportation Committee. Specific procedures for updating the database are beyond the general scope of this manual. The Transportation Committee Chair has responsibility for maintenance of the database and can respond to questions in this area.

6.2.3. Certified (registered) members tag information

A list of certified (registered) members' vehicles is provided on the MSFA website, and is updated quarterly. The list includes members' names, company affiliation, and MSFA logo license plate numbers.

7. MSFA President's personal vehicle registration

The Maryland State Firemen's Association is responsible for the registration of the MSFA President's personal vehicle. It is not a responsibility of the Transportation Committee.

7.1. MSFA and LAMSFA Presidents' "year" personal vehicle license plates

The Chair of the Transportation Committee must order and have them picked up before the Annual Convention. The Chair presents the plates to the Presidents, along with MSFA T/C and MVA VR-124 forms at the installation of officers at the Annual Convention.

8. Administration

This section describes some of the administrative procedures associated with the Transportation Committee's operation.

8.1. Budget

The Transportation Committee is responsible for submitting an annual budget to the MSFA Budget Committee. Monies from the certifications are deposited in the MSFA MLGIP fund account, currently held at Mercantile Bank.

8.2. Committee meetings

The committee members shall meet and transact business, meeting as and when scheduled by the Chairman. The Chairman shall report the activities of the committee, as directed by the President, to the Executive Committee and to the members of the MSFA in convention and conference assembled. The failure of a committee member to perform prescribed duties shall be reported to the President, in writing, by the Committee Chairman. (*MSFA Constitution and By-laws*, Constitution Article V-Committees, § 3)

9. Office supplies

Office supplies are reimbursed to the Chair of the Transportation Committee. Capital expenses such as computers and printers must be approved by the MSFA Executive Committee.

UNITED COMMUNITIES V.F.D.

**FEE
\$5.00**

**MSFA #
170000**

No 83276 Transportation Committee
Tag Certification Fee: \$ _____
 Date: _____
 The _____ Co # _____
 (Type/print Company name)

**MEMBER
NAME**

ADDRESS

Certifies that _____ of
 (Type/print member's name)

 (Type/print member's street address)

 (Type/print member's City & Zip Code)

is a bona fide member and eligible to receive FD tags.

Approved and Fees Received by: _____
 Company Tag Chairperson

STATION

MSFA

Old Tag Number _____



 Area Coordinator
Thomas H. Blunt II
 Transportation Committee

New Tag Number _____

**CURRENT
TAG ON
VEHICLE**

**MVA WILL
FILL IN NEW
TAG #**

COORD: 11

RON

GRABENSTEIN

STATION

10020

LA VALE VOLUNTEER FIRE DEPT

Tag #	Name	Address	Last Update
30324	CYNTHIA	ASHENFELTER 12216 DRESSMAM LANE, N.W LA VALE	21502 - 8/25/2005
30323	LARRY	ASHENFELTER 12216 DRESSMAN LANE NW LAVALE	20502- 8/25/2005
38499	GARY	BARB 6 ASBURY AVE., APT.C LA VALE	21502 8/25/2005
30331	PAUL	BOCH 7 LOCUST ST LA VALE	20502- 8/25/2005
30332	PAUL	BOCK 7 LOCUST ST LAVALE	21502- 8/25/2005
30337	RONALD	CARRJR 415 VICTOR AVE. LA VALE	21502 - 8/25/2005
38724	RONALD	CARR, JR. 415 VICTOR AVE. LA VALE	21502 8/25/2005
30321	JERRY	CHAMBERS 731 LAVALE TERR LAVALE	21502- 8/25/2005
30319	JERRY	CHAMBERS 731 LAVALE TERR LAVALE	21502- 8/25/2005
30320	JERRY	CHAMBERS 731 LAVALE TERRACE LAVALE	21502 8/25/2005
38417	JAMES	COOK, JR. 10702 CASH VALLEY RD, NW LA VALE	21502 8/25/2005

Company Certifying Signature:

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Title

Date:

TAG DATA AS OF:

Saturday, October 29, 20 05



**Maryland State
Firemen's Association**



1/12/2005

TAG CODES FOR ADMINISTRATION REASONS:

- 30000 FOLLOWUP NEEDED BY TAG CHAIRMAN**
- 300001 ADMINISTRATIVE REASON**
 - 1) TRANSFER TO ANOTHER STATION**
 - 2) TAGS IN QUESTION**
- 300002 REMOVED PER COMPANY REQUEST**
 - 1) INDIVIDUAL NO LONGER A MEMBER**
 - 2) INDIVIDUAL MOVED**
 - 3) TAGS RETURNED TO MVA**
- 300003 OLD BLACK FD TAGS - STILL OUTSTANDING**
- 300004 INDIVIDUAL NOW HAS COMPANY LOGO TAGS**
- 300005 INDIVIDUAL DID NOT RECERTIFY**
 - 1) RECERTIFY FEE NOT PAID**
 - 2) REFUSAL TO RECERTIFY**
- 300006 MEMBER'S DEMISE**



Area County Coordinators
2005-2006

County			REV. 05-Feb-06
Allegany	RON	GRABENSTEIN	301 724-3493
Anne Arundel "A"	LAURA	WOODS	410798-0764
Anne Arundel "B"	JACQUELINE	OLSON	410255-7745
Baltimore "A" West	EDWARD	SCHULTZ	410833-3681
Baltimore "B" North	ROBERT	SCHOTT	410 825-0880
Baltimore "C" East	WILLIAM	PEARSON JR.	410 569-5195
Baltimore "D" South	ROY	HAMIL TON	410 796-2050
Calvert	HERBERT	DOWELL	410 257-3006
Caroline	WILLIAM	COOPER, SR	410820-2034
Carroll	LEON	FLEMING	
Cecil	DONALD	BRISCOE	410 885-3528
Charles	CHARLES	WILLS	301 743-7086
Dorchester	RONNIE	REYNOLDS	410228-8956
Frederick	JOYCE	VINCENT	301 865-1884
Garrett	RODNEY	BOWSER	301 746-5576
Harford	SHARON	WORTHINGTON	410836-2607
Howard	DONALD	RIDGEL Y	410442-1580
Kent	W.R.	CAMPBELL	410 348-2800
Montgomery "A"	FRANK	KALEYIAS	301 649-5623
Montgomery "B"	STANLEY	DUVALL	301 253-3219
Prince George's	FRANK	UNDERWOOD	301 441-2868
PG Ladies Aux	ANN	McGILL	301 277-5423
Queen Anne	KURT	WISE SR.	410438-3822
St. Mary's	JOHN	GATTON, SR	301 373-2221
Somerset	VAN	MUIR	410651-2626
Talbot	WILLIAM	COOPER, SR.	410820-2034
Washington	GRAHAM	SNOW	301 678-5209
Wicomico	DAVID	WALSTON	410749-8904
Worcester	ROGER	STEGER	410213-0780

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DBCMPNY			
NAME	STATION	COMPANY	COORD
CHARLEW W.WILLS	80510	CHARLES COUNTY RESCUE SQ.	81
CHARLEW W.WILLS	80040	NANJEMOY VOL. FIRE DEPT.	81
CHARLEW W.WILLS	80100	BEL ALTON V.F.D., INC.	81
CHARLEW W.WILLS	80090	INDIAN HEAD VOL FIRE DEPT	81
CHARLEW W.WILLS	80080	TENTH DISTRICT VOL FIRE DP	81
CHARLEW W.WILLS	80070	POTOMAC HEIGHTS VOL. F.D.	81
CHARLEW W.WILLS	80060	VFD OF 5th ELEC DIST. COBB ISL	81
CHARLEW W.WILLS	80050	BENEDICT V.F.D. & RES. SQD	81
CHARLEW W.WILLS	80030	WALDORF VOL. FIRE DEPT.	81
CHARLEW W.WILLS	80020	HUGHESVILLE VOL FIRE DEPT	81
CHARLEW W.WILLS	80110	BRYANS ROAD VFD & RS., INC	81
CHARLEW W.WILLS	80580	IRONSIDES VOL RESCUE SQUAD	81
CHARLEW W.WILLS	80600	CHARLES COUNTY MOBILE INTENSIV	81
CHARLEW W.WILLS	80610	NEWBURG VOLUNTEER RESCUE SQUAD	81
CHARLEW W.WILLS	80150	DENTSVILLE E.M.S. & LADIES AUXILIARY	81
CHARLEW W.WILLS	80010	LA PLATA VOL. FIRE DEPT.	81
DAVID J. WALSTON	220060	PARSONSBURG VOL. FIRE CO.	221
DAVID J. WALSTON	220160	DELMAR FIRE DEPARTMENT INC	221
DAVID J. WALSTON	220020	SALISBURY FIRE DEPARTMENT	221
DAVID J. WALSTON	220021	SALISBURY FIRE STATION #1	221
DAVID J. WALSTON	220022	SALISBURY FIRE STATION #2	221
DAVID J. WALSTON	220030	FRUITLAND VOL FIRE CO.	221
DAVID J. WALSTON	220050	HEBRON VOL. FIRE DEPT.	221
DAVID J. WALSTON	220080	WILLARDS VOL. FIRE COMPANY	221
DAVID J. WALSTON	220090	MARDELLA SPRINGS VOL F. D.	221
DAVID J. WALSTON	220100	WESTSIDE V.F.D., INC.	221
DAVID J. WALSTON	220110	POWELLVILLE VOL. FIRE CO.	221
DAVID J. WALSTON	220150	ALLEN VOL. FIRE CO., INC.	221
DAVID J. WALSTON	231000	POCOMOKE CITY VOL FIRE CO.	221
DAVID J. WALSTON	220140	SHARPTOWN VOL FIRE COMPANY	221
DAVID J. WALSTON	220070	PITTSVILLE VOL. FIRE DEPT.	221
DONALD L. BRISCOE	70060	COMMUNITY FIRE CO OF PERRYVILLE	71
DONALD L. BRISCOE	70020	VFC. NO. 1 OF CHESAP. CITY	71
DONALD L. BRISCOE	70030	WM F SINGERLY FIRE CO. # 1	71
DONALD L. BRISCOE	70050	CHARLESTOWN FIRE CO., INC.	71
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VAN B. MUIR	190050	EWELL VOLUNTEER FIRE DEPT.	191
VAN B. MUIR	190040	DEAL ISLAND-CHANCE VFD INC	191
VAN B. MUIR	190030	MARION FIRE DEPARTMENT	191
VAN B. MUIR	190020	CRISFIELD FIRE DEPARTMENT	191
VAN B. MUIR	190000	PRINCESS ANNE VOL. FIRE CO	191
W.R. CAMPBELL	140020	COMMUNITY F.C. OF MILLINGTON	141
W.R. CAMPBELL	140060	CHESTERTOWN VOL. F.C., INC	141
W.R. CAMPBELL	140030	GALENA VOL. FIRE COMPANY	141
W.R. CAMPBELL	140050	BETTERTON VOL. FIRE COMP.	141
W.R. CAMPBELL	140010	KENT-QUEEN ANNES RES SQUAD	141
W.R. CAMPBELL	140070	ROCK HALL VOL. FIRE DEPT.	141
W.R. CAMPBELL	140040	KENNEDYVILLE VOL. FIRE CO.	141
WILLIAM C.COOPER, SR	57000	GOLDSBORO VOL FIRE COMPANY	51

DBCMPNY			
NAME	STATION	COMPANY	COORD
WILLIAM C.COOPER, SR	50560	MARYDEL VOL. FIRE COMPANY	51
WILLIAM C.COOPER, SR	170080	QUEEN ANNE-HILLSBORO V.F.D	51
WILLIAM C.COOPER, SR	170040	GOODWILL F.C. OF CENTREVILLE	51
WILLIAM C.COOPER, SR	51000	FEDERALSBURG V.F.C., INC.	51
WILLIAM C.COOPER, SR	52000	PRESTON VOL. FIRE COMPANY	51
WILLIAM C.COOPER, SR	53010	CAROLINE 4COUNTY ADVANCED LIFE SUPPORT	51
WILLIAM C.COOPER, SR	53000	DENTON VOLUNTEER FIRE CO.	51
WILLIAM C.COOPER, SR	54000	RIDGELY VOL. FIRE DEPT.	51
WILLIAM C.COOPER, SR	56000	GREENSBORO VOL. FIRE CO.	51
WILLIAM C.COOPER, SR.	200600	EASTON VOL. FIRE DEPT.,INC	201
WILLIAM C.COOPER, SR.	200300	TRAPPE VOL. FIRE COMPANY	201
WILLIAM C.COOPER, SR.	200500	CORDOVA VOL. FIRE. ASSOC.	201
WILLIAM C.COOPER, SR.	200400	ST. MICHAELS VOL. FIRE CO.	201
WILLIAM C.COOPER, SR.	200200	OXFORD FIRE COMPANY	201
WILLIAM C.COOPER, SR.	200700	TILGHMAN VOL. FIRE DEPT.	201
WILLIAM PEARSON JR.	35200	MIDDLE RIVER VOL RESCUE CO	33
WILLIAM PEARSON JR.	34800	KINGSVILLE VOL. FIRE CO.	33
WILLIAM PEARSON JR.	32800	ROSEDALE VOL. FIRE COMPANY	33
WILLIAM PEARSON JR.	32700	WISE AVE VOL FIRE COMPANY	33
WILLIAM PEARSON JR.	32600	NORTH POINT-EDGEMERE V.F.D	33
WILLIAM PEARSON JR.	32500	HYDE PARK VOL FIRE DEPT	33
WILLIAM PEARSON JR.	32000	COWENTON VOL FIRE COMPANY	33
WILLIAM PEARSON JR.	32100	COM. V.F.D. OF BOWLEYS QTR	33
WILLIAM PEARSON JR.	70070	WATER WITCH V.F.C PORT DEPOSIT	33
WILLIAM PEARSON JR.	32300	MIDDLEBOROUGH VOL FIRE DEP	33

 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062 Motor Vehicle Administration	APPLICATION FOR APPROVAL OF EMERGENCY VEHICLES OR SERVICE VEHICLES (410) 768-7046	DATE OF APPLICATION _____
		PAGE _____ OF _____ PAGES

INSTRUCTIONS: Check applicable block. Print clearly and press firmly using ball point pen or typewriter, you are making a carbon copy. **DO NOT SEPARATE COPIES.** Return both copies to M.V.A.

<input type="checkbox"/> EMERGENCY VEHICLE(S) for the vehicle(s) described below:	<input type="checkbox"/> SERVICE VEHICLE(S) (Display of flashing or rotating AMBER lights only)
Are you operating under a contract with a Governmental Agency? _____ Yes _____ No	
If yes, give Name of Agency _____	
Effective Date of Contract _____ Expiration Date _____	
(Authorization is NULL AND VOID ON EXPIRATION OF CONTRACT)	

	YEAR	MAKE	BODY TYPE	VEHICLE IDENTIFICATION NO.	TITLE NO.	TYPE OF OPERATION
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

SAMPLE

LEASED VEHICLES: Submit a copy of your Lease Agreement.

INSURANCE REQUIREMENTS

All motor vehicles registered in Maryland must be insured for the minimum amounts of \$20,000 per person and \$40,000 per occurrence for bodily injury liability, \$15,000 per occurrence for property damage liability; uninsured motorist coverage is required in the same amounts as liability and personal injury protection in the amount of \$2,500, unless waived. If the vehicle is registered as a tow truck, the minimum amounts are \$100,000/\$300,000 for bodily injury liability and \$100.00 per occurrence for property damage. The required security must be obtained through an insurer authorized to write these policies in this State.

INSURANCE CERTIFICATION

Name of Insurance Co. _____	Police or Binder No. _____	Agent or Broker _____
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WARNING DEVICES ON SUCH VEHICLES SHALL BE USED IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE MARYLAND TRANSPORTATION ARTICLE.

Pursuant to the provisions of Sections 11-118, 22-201, 22-218, 22-218.1 and 22-218.2 of the Maryland Transportation Article, I, the undersigned duly appointed or elected official of the organization named below, do hereby make application for approval as an emergency or service vehicle as indicated above.

Name of Organization _____

Street Address _____

City _____ State _____ Zip Code _____

Sign Here _____
SIGNATURE OF OFFICIAL MAKING REQUEST

OFFICIAL CAPACITY

M.V.A. USE ONLY
Under the authority vested in me by Sections 11-118, 22-201, 22-218, 22-218.1, and 22-218.2 of the Maryland Transportation Article, I, the Motor Vehicle Administrator in and for the State of Maryland, do hereby approve and designate the vehicle(s) described as Emergency or Service Vehicles as indicated in the application.
_____ <small>ADMINISTRATOR</small>
Date Approved _____
By _____
WHITE COPY - M.V.A. YELLOW COPY - APPLICANT
<small>VR-026 (3-00)</small>

Appendix F

Thomas L. Flint II
Chairman
Transportation Committee
11595 Terrace Drive
Waldorf, Md. 20602
301-843-2071
FAX 301-843-2603

Dear Sir or Madam:

A Maryland State Firemen's Association (MSFA) black and white tag is displayed on your vehicle. The black and white tag has been replaced by the MSFA red and white tag. Since the black and white tag is now obsolete with the MSFA, the Transportation Committee is giving you notice that you need to replace your black and white tag with a red & white tag or surrender the tag and purchase regular MD tags.

If you wish to continue to display an approved MSFA tag, you must obtain the proper paperwork for the MVA to process the tag replacement. No charge will be assessed to you by the Association for the tag replacement. To obtain the proper paperwork, please contact me at the phone numbers listed on this notice.

Respectfully,

Thomas L. Flint II

CELL PH: 301-240-832-8689

MSFA Fire Dept Vehicle Tags FAQ's

1. Who is eligible for FD tags?

Anyone residing in Maryland who is a member of a fire department, rescue squad, or ambulance company. Your department must be a member of the MSFA.

(MD Transportation Article section 13-619)

2. How do I get FD tags?

Contact a company tag chairperson, or your county coordinator. Click on your county below for links to your county coordinator.

[2005 - 2006 Coordinator List](#) [attached]

3. How much do they cost?

Current cost is \$5.00 paid to MSFA. There will be periodic recertification currently every 5 years (done by your department) which will confirm eligibility to keep the tags, and which will require payment of an additional fee (currently \$5.00). There are no additional fees paid to MVA. Please note all fees and procedures are subject to change.

4. How long does it take to get the tags?

Only the Glen Burnie office of the MVA issues the tags. To get same day issue you must go there. Otherwise mail the form to MVA and you will get the tags in approximately 3-4 weeks.

5. What types of vehicles can have tags?

- (1) A Class A (passenger) vehicle;
- (2) A Class E (truck) vehicle with a manufacturer's rated capacity of one ton or less; or
- (3) A Class M (multipurpose) vehicle.
 - (b) Motorcyclist organization.-

6. Can I transfer my current tags from one class of vehicle to another, e.g.?

From class A to class M?

Yes.

7. The vehicle I use is not in my name, can I get FD tags for it?

Yes, under certain circumstances. See your County coordinator for details.

8. I want to buy a new motorcycle; can I transfer my tag so I don't lose

my number?

YES

9. Why did I receive a letter from MVA telling me I am no longer eligible to have MSFA tags?

Company Presidents submitted a letter to the Transportation committee Listing people who were no longer active and requested to have them removed from their station roster. The Transportation committee then submitted a letter to MVA to flag the tag for non renewal.

They tell me I have to get a new Tag

If you are buying a new vehicle and the dealer is not allowing you to transfer your tag. You can ask them to contact Laroue Sauer at MVA room #104 phones 410 787-2968 or Tom Flint 240 832-8689.

If they are not willing to do this:

1. Have the dealer put a temporary tag on the vehicle
- 2. MAKE SURE YOU KEEP YOUR MSFA TAGS**
3. Call the transportation committee. We will have you tag transferred to your new vehicle as soon as you receive your new title.

Can I get FD Tags on a lease vehicle?

§ 13-619. Special registration plates for members of certain organizations.

(a) Who may apply.- The owner of a motor vehicle, or a lessee of the vehicle under a lease not intended as security, or a director, officer, employee, or partner of a business entity that owns the vehicle who is a member or, subject to subsection (c) (3) of this section, the surviving spouse of a member, of an organization considered eligible by the Administration may apply to the Administration for the assignment of a special registration number if the vehicle is included in one of the following classes:

(c) Nonprofit organization. - The Administration may issue and continue a special registration number under this section if:

(3) In the case of an owner who is applying as a surviving spouse, the owner submits proof satisfactory to the Administration that at the time of death of the owner's spouse, the deceased spouse was the holder of a special registration number issued under this section.

revised 02.09.05



Maryland State Firemen's Association

PROCEDURES TO OBTAIN MSFA LOGO TAGS

You must receive forms TCC and VR124 (08-02) from me. This can be done by calling my home, having a representative from your station see me at an Association meeting or mail a copy of your registration and a note from your station confirming that you are a member plus \$ 5.00 in cash. The registration helps me to fill out form TCC. I also need to know if the member is different than the owner. This happens when a young member drives their parents' car etc...

Once you receive both forms you have three options:

Go to you local M.V.A. and apply for tags. - Tags will be mailed to you.

Go to Glen Burnie MVA – pick up tags.

Mail both forms to MVA. – include both forms in an envelope and mail to:

M. V. A.
6601 Ritchie Hwy. N.E.

Glen Burnie, MD. 21062
Attn: Laroue Saucer *104
Tel. 1-800-950-1682 or 1-410-787-2968

If you mail forms you must take your old tags to your local M.V.A within 7 days after your new tags arrive.

Local Coordinator & Address

**Thomas I. Flint II
Chairman
Transportation Committee
11595 Terrace Dr.
Waldorf, MD. 20602
301 843-2071
Fax 301 843-2603**



VR-124 (12-03)

Application/Certification for Organizational License Plates

Instructions: Please complete the entire application (owner and/or co-owner). Submit appropriate fees with application (see reverse, lower right corner).

Name of Organization: **MARYLAND STATE FIREMEN'S ASSOCIATION**

I certify that the individual below is a bona fide member of the above organization:

Thomas H. Flatt

Signature of Authorized Representative

Owner's Name, First Middle Last Driver's License Number

Street Address City County State Zip Code

Co-Owner's Name, First Middle Last Driver's License Number

I hereby authorize the representative of my organization to review/release my personal information for official purposes:

Owner's Signature Co-Owner's Signature

Vehicle Information

Year Make Sticker No. Title No. Tag No.

Vehicle Identification Number

Insurance Co. Policy/Bnder No.

Organizational Member: (Check one) Owner Co-Owner
 Check Class: Passenger Car Multi-purpose vehicle 1 ton or less Motorcycle
 Fees: Non Logo Organizational Tags: \$15.00 Logo: \$25.00

I certify, under penalty of perjury, that the above information is true and correct to the best of my knowledge.

Signature of Owner: Date

Signature of Co-Owner: Date

MVA Use Only: New Issue Substitute Surviving Spouse S/N

Gratis Paid Approved by: Tag Issued:

You may either mail your application and the appropriate fees to:
 Motor Vehicle Administration, Vehicle Registration Organizational Unit, 6601 Ritchie Highway, Glen Burnie, MD 21062
 or visit the MVA Full Service Office in Glen Burnie and have your plates issued to you.

Original - MVA Copy - Customer

For more information, please call: 1-800-638-8347 (touch tone calls only), 1-800-950-1MVA (1682) (to speak with a customer service representative),
 From Out-of-State: 1-301-729-4550, TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.marylandmva.com

**COORDINATOR
 MUST CHECK**

