



EMERGENCY SERVICES BOARD

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April 2025 SEMI-ANNUAL ALLOCATION REQUIREMENTS

Below you will find the list of items or reports that need to be completed or turned in by April 1, 2025 in order for your company to receive its April allocation. The sooner they are turned in, the better it is as then the County Finance Office can be notified to release your funds to your company as of April 1, 2025.

- Internal Audit for your company that must be on your company letterhead for the period of July 1, 2024 through December 31, 2024 and signed by a company officer.
- Fire reports must be turned in electronically to the county collection point by April 1, 2025 completed through February 29, 2025. If you have a question on Fire Reports, call Roger Bennett (240) 580-0220.
- The Operations and Expenditures Report (OE), must be completed for the Year of 2024 and turned in by April 1, 2025. OE Form is on the County Site.
- Ambulance Inspections per the Maryland Voluntary Ambulance Inspection Guidelines. These would be from the inspections held last fall that took place after the October 1st deadline.

Please send your reports in to Bobby Ritchie (britchie@alleganygov.org) by April 1, 2025.

Thanks,
Carrie Hughes
Chief Emergency Management
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Emergency Services Board

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