

SUBLIMITY FIRE DISTRICT

Operational Guide

SUBJECT: Non-district training	O.G. NUMBER:
PURPOSE: To describe Non-district training	Original Date: 5/10/98
	<u>Revision Date:</u>

It is the policy of Sublimity Fire District to assist members in acquiring training that applies to their specific duties within the organization. Therefore, the following guidelines will be adhered to for the purposes of authorizing, paying of, and reimbursement for, outside training attended by District members.

Final approval and terms of all training are subject to approval of the Fire Chief. The Fire Chief may deny any and all training requests in whole or part.

1. Training requests are to be completed and forwarded to the Training Officer. Please include a copy of the announcement, a copy of the application for the class/training being requested, and detail needs such as lodging, mileage, tuition, books, etc.

2. Consideration for approval shall include but not be limited to:

A- Availability of funds

B- The applicability of the training/course to the current rank/position of the member.

C- The need for requested training/course for promotion to the next ranking position

D- The applicability of the course to the mission of the Fire District.

3. If approved by the Training Officer, the request will be forwarded to the Chief for final approval.

If approved by the Chief, the Training Coordinator will issue a PO, submit the registration form, and deliver an acknowledgment of approval to the requesting members mail box at the headquarters station. The Training Coordinator or Chief. will arrange travel, accommodations, etc. for approved training.

4. In the event a member cannot attend a course which has been requested and approved, the member will be responsible for cancellation or substitutions (must be approved as in Item #2) and all costs incurred by the district shall be reimbursed to the district by the canceling member.

In the event a member fails the training/course or fails to complete any training/course attended, all costs incurred by the district shall be reimbursed to the district by the canceling member. The district may garnish the members point pay to recover these costs.

5. Members attending training may request the following financial assistance:

Registration---Members may request payment by the Fire District for Registration costs for approved training/courses.

•Books and manuals---Members may request payment by the Fire District for books and manuals for approved training/courses. Books and manuals paid for by the district are district property and must be returned to the Training Office upon completion of the course. If members wish to keep books/manuals They may purchase them outright.

•Reimbursement for mileage---Members may request payment for mileage driven when approved training occurs in excess of 30 miles (one way) away from the District Headquarters, Reimbursement rate = .35 cents per mile

This applies only miles driven to and from the training destination and will be calculated by State highway map. Members will be expected to ride share whenever possible-- reimbursement will be provided to the driver only.

•Lodging costs---When it is necessary to lodge a member he/she may request lodging payment including applicable taxes. If approved, the rate paid will be determined by the Fire District at the time reservations are made. The District will make reservations and accommodate payments for lodging. Members will be encouraged to use cost effective lodging and may have to share rooms to assure maximum use of the dollars expended for lodging.

•Travel costs--Members may request payment by the Fire District for travel costs such as air fare, rail fare, bus fare, etc for approved training/courses. The District will make reservations and accommodate payments for Travel costs. Members will be encouraged to use cost effective means of travel.

•Meals---Members may request assistance in meal expenses. Meal expenses may be paid for by the fire district for approved training. Maximum advance payment shall be: \$6.00 for breakfast \$6.00 for lunch and \$12.00 for dinner. Whenever it is reasonable to expect members to eat any of the daily meals that occur on a training day at home, they will not receive meal assistance.

•Other expenses---Should other expenses be incurred that are not mentioned above, but directly relate to the attendance of an approved training session/course, the member(s) may request reimbursement/payment by the District. Approval will be at the discretion of the Fire Chief.

EXAMPLES OF COURSES THAT APPLY TO VARIOUS RANKS

Firefighter--AO I classes, Driver Classes, Wildland Fire fighting classes, Fire Fighting classes. Basic Officer training, EMT B, CPR, First Aid, First responder.

Engineer--Fire fighting Classes, apparatus maintenance, Fireground Leader I, EMT B, CPR, First Aid, First responder.

Lieutenant--FGL I, Fire ground Mgmt, ICS, Accountability, Preplanning, Supervision, EMT B, CPR, First Aid, First responder.