

**Purpose:** This policy establishes policy and procedures for approval of and payment for outside training courses attended by volunteer CTFD personnel. Procedures for career CTFD personnel are established separately by Township Of Cumru policy on training attendance and travel.

**Administration:** The Deputy Chief of Training will have responsibility for administration of this policy within the scope of his/her job description. This policy will be jointly administered by the Cumru Township Volunteer Firefighters' Relief Association in cases where training fees are to be paid from CTVFRA funds.

## **DEFINITIONS**

**Local Level Courses:** Training courses developed or sanctioned by the PA State Fire Academy, National Fire Academy, or similar agency in another state and conducted under the auspices of a designated county fire training center or similar fire training provider.

**Resident Courses:** Training courses conducted on site at the PA State Fire Academy, National Fire Academy, or similar agency facilities in another state.

**National Certification Testing:** Testing activities which, upon successful completion, result in professional certification by NPQS or IFSAC.

**Seminars:** Courses, lectures and similar events which contribute to firefighter skills or professional development but do not result in certificates sanctioned by a state or federal training agency.

## **POLICY AND PROCEDURES**

### **Outside Training Requests and Approvals:**

CTFD personnel shall make all requests to participate in outside training by completing the required registration materials and submitting them to the Deputy Chief of Training.

The Deputy Chief of Training will have primary responsibility for approval or rejection of requests from CTFD personnel to participate in outside training activities. The Deputy Chief of Training may delegate this responsibility to any other CTFD Chief Officer at his/her discretion. In the event outside training requests specifically require approval of the Fire Chief or the Assistant Fire Chief, the Deputy Fire Chief of Training should be informed of their action on the request in a timely fashion. Examples include courses requiring approval from a municipal official, requests for outside training made by the Deputy Chief of Training him/herself, or similar.

Generally, outside training of a particular type or for a particular course should be achieved in the least-cost way possible, allowing for quality of program opportunities, instructors, and similar considerations.

### **Payment for Outside Training:**

The Deputy Chief of Training, or his/her designate, may approve requests for local level courses, national certification testing, or seminars which involve course fees without prior approval from CTVFRA under the following conditions:

1. The course or certification testing involves firefighting, rescue or EMS skills, capabilities or professional development falling within the scope of services regularly provided by the CTFD (see below).
2. The course or certification testing falls within guidelines set forth by the office of the state Auditor General as an allowable expense for Relief associations.
3. Participation in the course or certification testing does not require expenditures above and beyond course fees, daily mileage reimbursement to and from the site of the outside training, and/or one meal per day.

Any outside training not meeting all of these criteria require approval for attendance by the Deputy Chief of Training, or his/her designate, and approval for payment of associated expenses by CTVFRA prior to registration. Examples include, but are not limited to, resident courses and other outside training requiring overnight stays or extraordinary travel expenses. If approval for attendance is granted but approval for payment is not granted, personnel may attend the outside training at their own expense.

**Allowable Travel Expenses:**

Mileage reimbursement will be determined by federal standard business mileage rate, as published annually by the Internal Revenue Service. Daily mileage will be calculated by the shortest direct round-trip route from the location where the CTFD member stayed the night preceding the trip to the site of the outside training activity. For trips requiring overnight stays, mileage to and from the hotel, motel, airport, or similar facility are allowed on the first and last day of each trip and will be calculated by the shortest direct round-trip route from the location where the CTFD member stayed the night preceding the trip. CTFD members using CTFD vehicles to travel for training (see Policy 8.1 Vehicle and Equipment Usage) are not eligible for mileage reimbursement.

Hotel/motel expenses, air/train fares, or similar are subject to CTVFRA approval prior to registration, and will be evaluated on a case-by-case basis. CTVFRA may use U.S. General Services Administration maximum lodging by month data for the Zip Code in which the outside training is being conducted as a guide to determine the validity of lodging expense requests. Actual receipts must be provided to claim these expenses.

Daily meal and incidental expenses will be limited by the U.S. General Services Administration per diem rates for meals and incidental expenses for the Zip Code in which the outside training is being conducted. Under no circumstances will expenses for alcohol or expenses incurred by anyone other than the CTFD member(s) attending the outside training activity be reimbursed. Actual receipts must be provided to claim these expenses.

Other expenses related to outside training are subject to prior CTVFRA approval and PA State Auditor General's Office guidelines for allowable training expenses for Firemen's Relief Associations.

**CTFD Scope of Services:**

The CTFD scope of services includes the following competencies:

1. Fire suppression and related competencies included in the scope of firefighter professional qualification under NFPA 1001 at the Firefighter I and Firefighter II levels
2. Fire apparatus driver/operator competencies included in the scope of firefighter professional qualification under NFPA 1002 for pumper, aerial, mobile water supply and wildland apparatus
3. Rescue competencies included in the scope of firefighter professional qualification under NFPA 1006 for Vehicle and Machinery Rescue and any additional capabilities expected for rescue service providers meeting PA Department of Health Voluntary Rescue Service Recognition at the Operations level
4. Competencies included in the scope of fire officer professional qualification under NFPA 1021 or NIMS competencies developed for the fire service
5. Competencies included in the scope of fire department health and safety officer or incident safety officer professional qualification under NFPA 1521
6. Competencies included in the scope of fire instructor professional qualification under NFPA 1041
7. Competencies included in PA DCNR programs for wildland firefighting or wildland search and rescue operations
8. Hazardous materials response included in the scope of firefighter professional qualification at the awareness or operations level under NFPA 472
9. Emergency medical service training up to and including service provision at the BLS level
10. Other competencies may be appropriate, as determined on a case-by-case basis

**Reference:**

- 7.7A CTVFRA Training Expense Report
- 7.7B Mileage Expense Report