

Purpose: This policy establishes criteria by which volunteer CTFD personnel may be eligible for participation in outside training activities and for payment of fees and expenses associated with these activities by the Cumru Township Volunteer Firefighters' Relief Association.

Administration: The Deputy Chief of Training and the Assistant Fire Chief will have joint responsibility for administration of this policy within the scope of their job description. In addition, 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.

DEFINITION

Outside Training: Any training courses, certification testing, seminars, lectures, drills or similar activities related to the fire services which are not being conducted under the direct auspices or sponsorship of the Cumru Township Fire Department. (See Policy 7.7 – Outside Training Authorization for further definitions)

POLICY

Eligibility for Participation in Outside Training:

In order to be eligible to submit requests for approval to attend outside training activities as a member of the CTFD under Policy 7.7 – Outside Training Authorization, personnel shall the requirements to be considered an Active or Junior Active member of the CTFD set forth under Policy 2.15 – Active and Junior Active Status as of the date of the most recent semi-annual departmental member status review conducted by the Fire Chief.

Exception: A CTFD member who has not maintained Active or Junior Active status as of the date of the most recent member status review is eligible to submit requests for approval to attend outside training which would directly lead to restoration of Active or Junior Active status at the time of the next member status review. No other such requests from these members will be eligible for approval.

Probationary members are presumed to be eligible for outside training approval under this policy throughout their probationary period. Successful completion of their probationary period will be treated as successful completion of the most recent semi-annual departmental member status review for the purpose of this policy.

Eligibility for CTVFRA Payment of Outside Training Fees and Expenses:

Payment for outside training from CTVFRA funds will generally be granted, subject to final approval in a CTVFRA business meeting, under the following conditions:

1. Approval to attend outside training activities as a member of the CTFD has been granted under the procedures set forth in Policy 7.7 – Outside Training Authorization.
2. 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 Policy 7.7 – Outside Training Authorization).
3. 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.
4. The CTFD member successfully completes the outside training activity for which payments is to be made and presents the CTVFRA with copies of appropriate documentation of same (certificates of completion, certification documentation, etc.).

Any CTFD member approved for payment or arranging for prior payment for outside training activities who fails to successfully complete these activities and provide suitable documentation shall be responsible for reimbursement of any funds expended for this activity by the CTVFRA.

Training

Cumru Township Fire Department
Policy 7.8

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CTFD members who fail to reimburse CTVFRA for non-completion of outside training activities when requested will be required to pay out-of pocket for all subsequent outside training, then request reimbursement for fees and expenses only after successful completion of the outside training activity and upon having provided documentation of same. This out-of-pocket requirement will remain in effect until the member has fully reimbursed CTVFRA all funds due.