

TRURO FIRE RESCUE RULES & REGULATIONS

R&R # 22 REIMBURSEMENT PROCEDURES EFFECTIVE 12-10-02 REVISED 03-12-2007

22.0 REIMBURSEMENT PROCEDURES:

22.1 Out of Pocket Expenses:

- a.** no out of pocket reimbursement will be approved without prior approval from the Chief or O.I.C.
- b.** reimbursement form “must” be completed and approved prior to submitting for payment.
- c.** no reimbursement can be approved without proper receipt (town accountant will not pay without proper receipt)

22.2 Emergency Medical Technician (basic) Training Expenses:

- a.** Truro Fire Rescue may sponsor, and or reimburse a member for EMT (basic) training under the following terms and conditions:
 - a.a.** The department “may” (at the desecration of the BOFE) prepay the tuition of a student that fits the following criteria. **(if student does not successfully complete the course the student will be “required” to reimburse the Town for the tuition.**
 - #1.** the candidate must be a member in good standing with the department (see R&R 17-18) Has proven him/herself as a valuable member of the department.
 - a.b.** The department “may” (at the desecration of the BOFE) reimburse a member for tuition that fits the following criteria.
 - #1.** has worked for a minimum of six (6) months as an EMT with the department, and has proven him/herself to the Chief or OIC as a valuable member of the department and a viable EMT.
- b.** reimbursement (if authorized by the BOFE) for EMT (basic) expenses will be paid in one lump sum.

22.3 Emergency Medical Technician (paramedic) Training Expenses:

- a.** Truro Fire Rescue may sponsor, and or reimburse a member for EMT (paramedic) training under the following terms and conditions:
 - a.a.** The department “may” (at the desecration of the BOFE) offer the one free student tuition allotted to each department, to a member under the following terms and conditions:
 - #1.** the candidate must be a member in good standing with the department (see sop 111) has proven him/herself as a valuable member of the department.
 - #2.** be a certified EMT (basic) for a minimum of one year. Have a current CPR & SAED certification, and or any other department certifications, or requirements:
- b.** Truro Fire Rescue “may” (at the desecration of the BOFE) reimburse a member for tuition that has successfully completed the EMT (paramedic) program with following

“stipulations”

#1. the student has passed the course and has his/her authorization to practice in this region as a paramedic.

#2. has worked for a minimum of six (6) months as an EMT (paramedic) with the department, and has proven him/herself to the Chief or OIC as a viable EMT (paramedic)

c. reimbursement (if authorized by the BOFE) for EMT (paramedic) expenses will be made 1/3 the first year 1/3 the second year and 1/3 the following year: (only if continuously employed by Truro Fire Rescue during that period).

22.4 MISC & Other Training:

a. Truro Fire Rescue in most instances will provide any reasonable training to members that desire to improve their FF or EMS skills.

b. Any and all department sanctioned training “Must” be pre approved by the training officer. Any training that requires tuition, or any reimbursements, must be approved by the training officer.

c. some specialized training is eligible for an educational incentive provided by the department. (check with the training officer prior to applying for same)

d. in some instances the department will provide transportation to and from training facilities:

e. Active members in good standing (see R&R 17-18) may qualify for reimbursement for their EMT certification/recertification expense.