

SECTION III: TRAINING REGULATIONS AND PROCEDURES

3.3 FIRE SCHOOLS AND SEMINARS

3.3.1 The fire company will sponsor members and incur expenses for fire-fighting instructional courses and seminars in accordance with the procedures outlined herein. All such courses and prospective students shall be subject to final approval by the Chief or training officer. No course may be scheduled without prior written approval of the Chief or training officer.

3.3.2 Any member, eighteen (18) years or older, in good standing who wishes to attend a given school must fill out and sign a "Request for Enrollment in Fire School" (see Appendix D) and submit it to the training officer for approval. If the request is approved, the member will be expected to attend and successfully complete the course in its entirety.

3.3.3 Fire School Attendance: Any member who has been scheduled for a fire school or seminar and fails to attend or complete the course or obtain a replacement approved by the training officer will be assessed for the tuition and any other expenses for the given school and will be considered in arrears until payment is made in full. The member will be allowed a maximum of thirty (30) days from the completion date of the course to reimburse the fire company for expenses. Failure to reimburse within this time period will result in suspension or dismissal from the fire company. Exceptions to this will be granted by the chief officer or the training officer.

3.3.4 Reimbursement of Training Expenses: Upon successful completion of a fire fighting course, if an individual requires reimbursement

for tuition or expenses he must submit a "Request for Payment" form to the training officer. Reimbursable expenses include the following:

- a. traveling costs - tolls, parking, mileage, \$.20 (twenty cents) per mile
- b. lodging
- c. meals - up to \$25.00 (twenty-five dollars) per day except when meals are included in the cost of tuition

Receipts which give proof of expenses must accompany the request for payment.

Only those attending schools as representatives of the fire company and scheduled by the company in accordance with the procedure outlined above will be eligible for reimbursement.