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Issued by:

Guideline Number: Section 2-5


Effective Date: July 2021

**Section 2-5: Out of Area Training and Official Department Business Accommodations**


**Purpose:** This guideline is to establish an outline for members taking fire department related educational opportunities or conducting official business specifically for the United Hook & Ladder Company #33 at remote locations.

**Guideline:**


1. Applications for approval:
  - A. Members wishing to attend out of area training must submit their training request to the Fire Chief, Training Officer, or designee at least 45 days in advance of the registration deadline. This will allow the proper approvals from the membership and board officers.
  - B. A letter requesting the type of assistance required.
  - C. Estimation of cost- in writing.
    - I. Tuition
    - II. Housing
    - III. Other associated fees (books, equipment, etc.)
  - D. A training request form.
  - E. Copy of the course/ session registration form

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- F. Copy of the course/ session description from the Educational Training Agency.
  - G. The board of officers will consider the application and render a decision. The applicant will then be notified by the Fire Chief, Training Officer, or designee as to the board of officer's decision.
2. Housing:
- A. Housing accommodations shall be of reasonable pricing as determined by the board of officers.
  - B. Housing shall be granted for nights between the class start date and class end date.
  - C. Housing will be considered for the night prior to class start date if:
    - I. Class is more than 2 hours travel distance from the United Hook and Ladder Company #33 and class start time is 0800 hours or prior.
  - D. Housing will be considered for the night of the class end date if:
    - I. Class is more than 2 hours travel distance from the United Hook and Ladder Company #33 and class start time is 2200 hours or later.
  - E. Housing may also be approved by the United Hook and Ladder Company #33 board of officers for classes with extenuating circumstances.
3. Travel:
- A. Members will be reimbursed for fuel used for traveling to, during, and from the course at a rate of 56 cents per mile.

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- B. Members may request the use of a department owned vehicle for transportation. The Fire Chief will authorize or deny based on the following considerations:
  - I. Based on the member's eligibility on operating the vehicle.
  - II. Service needs.
  - III. Relevancy of apparatus in reference to course needs or training material.
- C. Apparatus shall be fueled, cleaned, and washed by members using the vehicle upon returning.
- 4. Food:
  - A. Each member will be permitted a \$40 per day food reimbursement.
  - B. Purchases of alcoholic beverages or tobacco products shall be prohibited with department funds.
- 5. General:
  - A. It is the responsibility of the member to:
    - I. Make all housing/travel/food/tuition/ and application arraignments.
    - II. Be prepared with the proper equipment/attire as per the ETA and instructor.
    - III. Submit all required paperwork to required channels on time including the ETA.
  - B. To receive full reimbursement the member must submit to the Treasurer:

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- I. Receipts of all expenses requesting to be paid in a timely fashion.
  - II. Copy of certificate of SUCCESSFUL course/session completion.
  - III. Approval of Fire Chief/Training Officer/ or designee.
- C. To receive approval of the Fire Chief/Training Officer/ or designee the member must:
- I. Utilize skills obtained as stated in the Training Request Form.
  - II. Successfully complete course/session.
  - III. Have a satisfactory conduct report.
6. Official Department Business:
- A. Sections 2,3,4, and 5 also apply to members attending Official Department Business.