FRANKLIN TWP FIRE DISTRICT 3
ALLOTMENT FOR MILEAGE POLICY

Article I. Purpose

The purpose of the Allotment for Mileage Policy is to protect the interests of Franklin Township Fire District No. 3, hereinafter referred to as the Board, when reimbursing the members for mileage when responding to fire calls. This policy is meant to supplement the Boards Bylaws along with the Policies and Procedures.

Article II. Definitions

Active Firefighters- Any member of Fire District 3 that actively participates in the operations of Community Vol. Fire Company No.1 or East Franklin Vol. Fire Department, hereinafter referred to as members.
Active Exempt Firefighters- Any member of Community Vol. Fire Company No.1 or East Franklin Vol. Fire Department that has obtained lifetime status within the department, hereinafter referred to as members.
Dispatched Call – shall have the same meaning as a "Fire Call."
Fire Call- Any emergency or non-emergency incident dispatched by Somerset County Communications for Fire District 3 with an incident number.
Junior Firefighter- Any member of Fire District 3 who has not reached their 18th birthday, hereinafter referred to as members.
Training- Any class or school attended by an active member that has been pre-approved by the Board and the Chief of the Department.

Article III. Policy

The Board will reimburse active firefighters and active exempt firefighters $4.50 per fire call for vehicle usage for every dispatched call for one calendar year. Active exempt firefighters must comply with the same requirements as active firefighters.
The Board will reimburse the Chief of the department $7.00 per fire call for every dispatched call for one calendar year.
The Board will reimburse the Deputy Chief and the Assistant Chief of the Department $6.00 per fire call for every dispatched call for one calendar year.
To receive the maximum amount payable to your rank, you must respond to at least 75 fire calls during the above described calendar year. Members with fire call totals between 25-74 shall receive $2 per call. Any member with 24 calls and under shall not receive any reimbursements. Junior Firefighters will be reimbursed for each and every call they properly respond to on behalf of the District.

Each calendar year shall begin November 1st and come to an end on October 31st. All Fire District 3 members are able to earn the above listed amounts. There is no maximum ceiling of calls eligible for reimbursement. For example, if members respond to 125 calls, they are eligible for reimbursement for each call assuming they have met all other eligibility requirements.

Article IV. Procedures

In order to qualify, all members seeking reimbursement must be included on the fire reports completed at the end of each call. Said call totals will be tallied by the department and verified by the Chief of the Department. The Chief of the Department will attest to the accuracy of the call totals and send a monthly report to the Board.

Article V. Requirements

All members seeking reimbursement **MUST** successfully complete their annual physical. Failure to notify the Commissioners in writing, of any reason why said physical cannot be completed **WILL** result in forfeiture of any and all money accrued. The Board reserves the right to waive any reason why said physical could not be completed.

All members seeking reimbursement MUST comply with all Federal, State, Local, and Fire District 3 rules and regulations. This includes Fire District 3's Safety Program which includes Respiratory Program i.e. facial hair.

Reimbursement shall not be issued when a member has already received the same from any other Fire District for the same dispatched fire call.

Members seeking reimbursement shall be in good standing within the firehouse they belong to and the District for the entire calendar year.

Members seeking reimbursement shall complete an annual refresher course for Bloodborne Pathogens, Right to Know, and Hazmat within the calendar year as described in Article III. Members shall sign the sign in sheet provided by the instructor and/or the Board with their original signature. No stamps shall be accepted.

Any member who is participating in a training event as described in Article II shall receive credit for any fire calls dispatched during the event. It is the Chief's responsibility to inform the Board which members will be attending a training event.

Members seeking reimbursement shall complete the Board's Diversity Training class within the calendar year as described in Article III.

Members seeking reimbursement shall complete their annual mask fit test within the calendar year as described in Article III.

Any member who is on Leave of Absence from their department shall notify the Board in writing within 5 business days. Failure to do so will result in forfeiture of any and all accrued money.

Any members seeking reimbursement shall sign and return the signature portion of this form to the District Office to receive such reimbursement as described above.

Article VI. Further Information

The Board will reimburse members for responding to fire calls on the following listed holidays at a rate of X 2 according to your rank;

New Year's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Christmas

The Board will be responsible for tallying these totals at the end of the year.

Any members qualifying for reimbursement will receive their voucher in the mail during the month of November. Any members seeking reimbursement must sign and return their voucher to the District Office. Members must return their voucher on or before the December 1st to be eligible for reimbursement. All qualified persons are required to update their address in where their voucher shall be mailed. Failure to do so could result in delay in payment.

Any members qualifying for reimbursement shall receive their checks during the month of December in the mail. Any checks returned from the Post Office and not claimed in 180 days shall be voided.

Article VII. Exclusions

Any call dispatched in error by Somerset County Communications shall **NOT** qualify for reimbursement.

Any member who is attending the Firefighter I course shall not receive reimbursement for any calls dispatched while they are in school.

Any member who is receiving workers compensation shall not be eligible for reimbursement during the duration of their disability.

Any member who is not cleared by the District Physician for firefighting shall not qualify for reimbursement.

Any member who is suspended by the Board within the calendar year as described in Article III, no matter the charge, shall forfeit any and all money accrued. No exceptions.

Any member who does not respond to a dispatched call shall not receive credit for the call.

Any misrepresentation of recognized documentation shall result in forfeiture of any and all reimbursements. Any member who forges any signature or has a member forge their signature on any documentation shall result in forfeiture of any and all money accrued for the year.

If any member would like to appeal to the Board about their ineligibility for mileage reimbursement, they must do so in writing within 5 business days. Appeals will be deliberated at the next scheduled Board meeting.

The Board reserves the right to abolish this program at any time, without reason.

Franklin Township Fire District 3
Allotment for Mileage

I, _____, have read and understand the Board's Allotment for Mileage policy. I furthermore agree to abide by the policy to qualify for reimbursement.

_____
Signature

_____
Date