



MUKWONAGO FIRE DEPARTMENT
OPERATING PROCEDURES

Out of House Training/ Education		Approved by: Chief Jeffrey R. Stien	
POL # 36	Draft Date: 08-30-12	Revision Date: 11-13-14	Effective Date: 9-24-12, 11-13-14

PURPOSE: The purpose of this policy/procedure is to establish an out of house training / education management system.

SCOPE: This policy/procedure is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the Fire Chief or designee. The fire department will allow members to pursue out of house educational opportunities.

- Procedure:**
- A. Members seeking out of house education / training will complete a Training Request Form (Policy #35).
 - B. Members will be required to seek approval of said out of house education / training from their assigned Company Officer.
 - C. Training Request will be presented to the Fire Chief for final approval.
 - D. Members will be allowed to complete a total of ninety-six (96) out of house education / training hours per calendar year. **Exception:** Fire Fighter I and EMT-B.
 - E. The Fire Chief or designee will maintain training records for members of the fire department.
 - F. The fire department will pay or reimburse the cost of tuition, lodging and meals for each out of house educational / training course. For approved classes that exceed 35 miles one way travel from Mukwonago Fire Department, members will be reimbursed mileage for use of personal vehicle at approved village rate.
 - G. Training pay will only be granted for regularly scheduled department company trainings, department meetings, approved CEU's for EMS and anything approved by the Fire Chief or designee. Training pay will not be paid for EMS refreshers or fire classes not held at MFD. Refresher tuition, lodging or meals will not be covered for reimbursements. EMS refresher reimbursement will only be paid if Mukwonago Fire Department does not offer classes to meet refresher requirements.