

**SPOKANE VALLEY FIRE DEPARTMENT**  
**Board of Fire Commissioners**  
**Educational Expens Policy #023**

**Purpose:**

To establish a policy for the purpose of consideration and funding of training, seminar(s) or conference(s) requested by a member of the Board of Fire Commissioners or employees.

**Authority:**

The Chair of the Board of Fire Commissioners.

**Policy for Reimbursement of Educational Expenses**

The Board of Commissioners encourage employees to further their education in the field of fire service. With that in mind, the Board authorizes the reimbursement of educational related expenses up to the amount allocated in each fiscal year's annual budget. Reimbursement will be made as outlined in S/O #180 Section II Approved Degree(s) and Course Lists. No reimbursement will be made for any class that has been paid for by any other source other than the employee. Absolutely no duplication of payment will be made. In addition, no reimbursement will be made to any entry level employee until he/she passes their probationary period. The Board of Commissioners will be given a detailed written report of such expenditures semi-annually. Such report will include the employee's name, name of course taken, name of institution, and the Chief Officer who approved the class.

**Policy for Board Training:**

From time to time, specialized training, seminars or conferences, which are unbudgeted, may become available to a member of the Board of Fire Commissioners. The Board member that is interested in attending an unbudgeted event will make a request for funding to the Chair of the Board of Fire Commissioners. The Chair will have the funding request placed on the first available Board of Fire Commissioner meeting agenda for review, approval, or denial. If the funding is approved, it will be expended from the Board of Fire Commissioner's contingency budget.

Amended:

Spokane Valley Board of Fire Commissioners  
February 8, 2021