

# CSFA

*Training, Physicals, and PPE Reimbursement*

*for Volunteer Emergency Responders*

**Administrative Guide**



California State Firefighters' Association

2017 SAFER Grant for Recruiting  
New Volunteer Emergency Responders

December 10, 2019

## Introduction

The California State Firefighters' Association scholarship program was developed to recruit and retain volunteers in response to a critical need identified by our association's volunteer fire departments and emergency medical services providers. The CSFA scholarship program is funded by a 2017 Staffing for Adequate Fire and Emergency Response (SAFER) grant through the Department of Homeland Security.

All funds earmarked for this program shall be maintained to ensure available funding for department participants through the conclusion of this program.

## Program Description

### Part 1 - Recruitment: Physicals/PPE

One of the objectives of this program is to attract and recruit new volunteer emergency responders to the California fire service. CSFA will offer grant awards for approximately 40 newly recruited volunteer emergency responders each year throughout the 4-year grant program to field the costs of physicals and equipment.

#### Program Reimbursement Options:

Each eligible volunteer emergency responder recruited after September 10, 2018 may receive reimbursement for their NFPA 1582 compliant physical (up to \$450).

The volunteer must commit to membership at a California volunteer or combination fire department for at least 12 months.

Within the first 12 months of appointment to the department, newly recruited volunteers must complete Firefighter I training or departmental equivalent.

For volunteers accepted under this program, the sponsoring Department/Agency will be reimbursed for each newly recruited volunteer's NFPA 1582 compliant physical upon receipt of a NFPA 1582 Sign-Off Form. Once each volunteer in this program passes their physical and are enrolled in or have passed their firefighter training, and their Fire Chief produces proof for both to the CSFA's project coordinator, the department is then eligible for a reimbursement of up to \$2,500 towards the cost to purchase SAFER eligible NFPA compliant turnouts (PPE).

*\*Receipt of grant monies in either capacity may have tax consequences. Please consult your tax advisor PRIOR to participation in this program.*

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## Reimbursement Application for new recruits' Training/Physicals/PPE

### Program Eligibility

The following is a list of program guidelines set forth in the SAFER grant narrative and must be adhered to by CSFA and all participants:

1. Provide proof of membership to a CA volunteer or combination fire department or emergency services agency.
2. Newly recruited volunteers must be at least 18 years old.
3. Volunteer or paid-call firefighters who work part time for the department and are paid an average of less than 20 hours per week are eligible.
4. Volunteers must remain active and in good standing with the Sponsoring Department/Agency.
5. Volunteers must commit to completing their firefighter training within 12 months of becoming a volunteer.
6. Applicant's Chief/Commissioner/Director must sign the Reimbursement Form to collect reimbursement for physical/training/PPE expenses.
7. Applications must meet criteria guidelines to be considered for an award.

### Service and Education Commitment

The CSFA SAFER scholarship program is a federally funded FEMA grant. This fact means that the accepted applicant and CSFA MUST follow and adhere to requirements set forth in the grant award package. The grant was awarded to recruit and retain volunteer firefighters in California.

For an accepted applicant to receive any reimbursement from this SAFER grant DHS has required the following stipulations:

*As a special condition to the award, the awardee must agree to and understand the following stipulations with regards to purchasing PPE/Turnout gear with grant funds:*

- Turnout gear is only for newly recruited volunteer members; joined department after September 10, 2018
- Newly recruited members must obtain and pass the physical prior to requesting grant funds for the gear. Documentation of completed physicals will be required prior to funds being disbursed; an NFPA 1582 compliant physical sign off and an invoice for the physical with the volunteer's name on it will be required
- The newly recruited member(s) must complete firefighter training within 12 months or by the end of the Period of Performance 11/29/2022 – whichever comes first. Documentation of the completed training will be required at time of closeout.

**IMPORTANT:** This is a reimbursement program. All major requirements must be met before reimbursement can be made. The grant performance period ends 11/29/2022. We must disburse all reimbursement funds by this date.

**Required documents and reporting in order of submission:**

1. A copy of the 1582 Physical Sign Off along with an invoice for the physical referencing the volunteer will be required.
2. Once the physical and Firefighter I level training is complete or enrolled in and documentation is provided for both, invoices/receipts can be submitted for reimbursement for PPE up to \$2,500.

*\*All applicable local, state or federal laws and regulations shall supersede the procedures and conditions outlined in this administrative guide. These guidelines are subject to change without notice.*

**Part 2 – Retention: Live Fire Training**

The second objective within this grant program is to facilitate at least 16 live fire training courses at no cost to the volunteer or the department. These training courses will be geared towards Fire Control 3 certification and will take place in locations all over California to be as close to volunteer groups as possible. Mobile training units or burn buildings will be managed by certified instructors and arrangements for affordable lodging options will be made available when possible.

Ongoing training opportunities are vital to retention of qualified volunteers and this program is designed to offer this training that will curb the costs departments have to budget for to provide adequate training opportunities. Each training weekend will accommodate approximately 40 volunteers, and the only responsibility to the volunteer or the department is the cost of getting to the training site and lodging if applicable.

**Program Contacts**

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