



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
610-265-1063 Allendale Road Station
610-337-8230 West Beidler Road Station
610-265-3205 FAX
610-265-5635 Social Hall
email kpvmc@pond.com
Web www.kpvfc.com

Standard Operating Guidelines

SOG NO.: KP-1-0026

SOG TITLE: EMERGENCY EXPENSE REIMBURSEMENT TO COMPANY

ADOPTION DATE: 01/01

REVISION DATE:

NO. OF PAGES: 1

Purpose: To integrate the Upper Merion Township approved policy on reimbursement to the fire company from unexpected expenses incurred as a result of an emergency into the King Of Prussia Volunteer Fire Company Standard Operating Guidelines.

See Attached Document for specifics. SOG KP-1-0026A.

**Upper Merion Township
Policy and Procedures**

Policy#:		Effective:	
Supercedes:		Subject:	Reimbursement
Page	1	Department:	Safety & Codes Enforcement
	of	Division:	Fire & Rescue Services
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PURPOSE:

To establish guidelines for reimbursement for expenses incurred while handling an emergency.

POLICY:

It shall be the policy of Upper Merion Township to establish a reimbursement fund for the purposes of immediate relief, to the fire/ambulance companies, from unexpected expenses incurred as a result of an emergency response.

DEFINITIONS:

Reimbursement Fund -	Monies budgeted in account 01-411-2424 for the purposes of reimbursement of unusual expenses incurred by a fire or ambulance company as the result of an emergency response. The fund shall be kept fluid by backcharging the victim who was responsible for the emergency wherein the unusual expense occurred.
Unusual expense -	Expenses not normally incurred during a routine emergency; i.e., foam, lost hose, contaminated gear, etc.

PROCEDURES:

1. When an unusual expense is incurred by a fire/ambulance company, the OIC shall document the date, time, location of the incident and a description of the unusual expense and the reason therefore.
 - 1a. This list should be all-inclusive; i.e., it there should only be one list per incident, not multiple lists from different companies.
2. The IC must also obtain the name, address, phone number of the victim in order to ascertain from whom the reimbursement to the fund can be charged.
3. Replacement of equipment/resources should take place as soon as possible after the emergency. Copies of the receipts for the replacement equipment/resources should be forwarded to the Deputy Fire Marshal.
4. The Deputy Fire Marshal shall make a purchase requisition requesting a specific amount of money to be reimbursed to the fire/ambulance company.

