



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
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Standard Operating Guidelines

SOG NO.: KP-1-0037
SOG TITLE: REIMBURSEMENT OF TRAINING CLASSES
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PURPOSE: To establish a procedure for the reimbursement for Montgomery County Fire Academy Training Classes. The Upper Merion Fireman's Relief Association will reimburse the King of Prussia Volunteer Fire Company (KPVFC) for all approved fire academy training classes.

POLICY: The King of Prussia Volunteer Fire Company (KPVFC) has officially established a training account with the Montgomery County Fire Academy, to allow the members to register without paying the registration fees at the time of registration.

Members are allowed to sign-up for training classes with permission from the Deputy Chief.

If for any reason a member can not attend a training session that he or she has registered. That member shall reimburse the fire company for the cost of the training class within 30-days of notification.