



Brooklin Fire Department
25 Bay Road
Brooklin, ME 04616

Policy and Procedure
3/3/2009

Brooklin Fire Department Tuition Reimbursement and Loan Program

Purpose:

To encourage and support the efforts of any Brooklin Fire Department member who wishes to be trained as a Basic Emergency Medical Tech or First Responder.

Procedure:

To be eligible, applicant must have been an active member for at least the twelve (12) preceding months (not including the ninety (90) day probationary period).

Only two (2) members can be recommended each year by the Board of Directors for the members of the Fire Department (the Company) to vote on.

Applicant must have participated in at least all of the following:

- 50% of the department fire training
- **75%** of the department EMS training
- 50% of the department fire calls
- 50% of the department EMS calls

Payments:

If a member is willing and able to pay the full tuition and book fees, 50% will be reimbursed at proof of completion and a passing grade. The remaining 50% balance will be reimbursed after one additional year of service, provided that the applicant has participated in at least all of the following:

- 50% of the department fire training
- 50% of the department EMS training
- 50% of the department fire calls
- 50% of the department EMS calls

If a member is unwilling or unable to pay, they must first apply for the grant offered by the State of Maine (Employment Application Training). If that grant is declined, the applicant may file an application to the Company for a loan for the tuition and book fees.

The Company may then elect to enter into a finance agreement with the applicant, with the loan amount divided into 24 equal consecutive monthly payments at 0% interest, due from the applicant beginning 30 days following the originally scheduled completion of the course.

If the applicant completes the course and passes the exam, the first 12 months of loan payments will be immediately forgiven.

After 1 year, the remaining loan payments will also be forgiven, provided that the applicant has participated in at least all of the following:

- 50% of the department fire training
- 50% of the department EMS training
- 50% of the department fire calls
- 50% of the department EMS calls

Exceptions

Exceptions to this policy may only be made by a vote of the Company upon recommendation by the Board of Directors.

This policy was approved by the Company at the March 3, 2009 Annual Meeting