

**STANDARD OPERATING  
GUIDELINES  
VOLUNTEER FIRE DEPARTMENTS**

The following guidelines have been established as such and are not intended to be all inclusive. Guidelines will include, but not be limited to, the listed items therein. Guidelines are divided into two (2) sets; the first set is a listing of items that departments should include in their department's annual fiscal budget, and the second set of guidelines is a listing of items that a department can request reimbursement for from the ESD Board with the proper notice and documentation.

**STANDARD GUIDELINES  
EXPENSES TO BE PAID BY DEPARTMENTS**

These guidelines include, but are not limited to, the following listed items:

1. Utilities
2. Fuel
3. Overhead expenses (i.e. office supplies, building maintenance supplies such as paper towels, toilet paper, cleaning supplies, etc)
4. Expendable supplies (i.e. bottled water, Gatorade, ice, ice chests, batteries, rags, gloves, flash lights, etc.)
5. Tools
6. Vehicle Maintenance (oil changes, oil filters, fuel filters, tires, etc.) that does not exceed \$1500.00
7. Building maintenance and repairs (major building repairs should fall under the building insurance, less the deductible, whenever possible)
8. Repairs to A/C and Heating systems, repairs to hot water heaters, electrical repairs, overhead door repairs
9. Training supplies and expenses that do not exceed \$1500.00-annually
10. Annual certification of apparatus/equipment
11. Maintenance of the grounds and parking areas surrounding departments
12. Expenses and repairs that are under \$3,000.00 per item or incident

**STANDARD GUIDELINES  
EXPENSES THAT QUALIFY FOR REIMBURSEMENT  
FROM THE ESD**

These guidelines include, but are not limited to, the following listed items. Whenever possible the District Board should be notified in advance of any item that reimbursement of cost will be requested. Bids will be required on any item over the cost of \$100,000.00 and reimbursement will occur on presentation of an invoice, proof of payment.

1. Major repairs to vehicles. Repairs that total an **annual** amount over \$3,000 can be submitted to the ESD for reimbursement once a department has reached that total amount. The department will be required to provide documentation that \$3,000 or more has been spent before they can seek reimbursement. All requests would be reviewed on an individual basis with no guarantee of reimbursement ( with the exception of repairs due to annual engine/pump testing).
2. Cost share of equipment
3. Bunker Gear up to \$1800.00 for jacket and pants only; or up to \$5,000 for jacket, pants, helmet, boots, gloves, and hood. ALL PPE gear will have RC ESD #1 permanently stitched at the very bottom of the back of the jacket effective 1-1-2024. New standard for requesting replacement gear that has failed certification or has not yet expired and has at least one year left before expiration: Bunker gear shall be sent to a certified ISP for inspection and possible repair. Gear **MUST** be washed and both inner and outer wear sent on coats and pants. If gear is repairable, department will assume and pay for the cost of repairs. Gear within the warranty will automatically be sent for repairs and ISP will file for repair costs with manufacturer.
4. Air Packs
5. Cost share of apparatus (JAWS, Winches, Hose Systems, LED lighting) **P**
6. Training that exceeds \$1500.00 total (would include cost of class, travel, lodging, meals, and miscellaneous expenses)
7. Vehicle maintenance that exceeds \$1500.00
8. Radios/Communication equipment and installation expenses
9. Fire Hydrants
10. Stationary Fuel Tanks at the department
11. Stationary Water Tanks at the department

12. Wildland Firefighting Gear, or the cost share of such, if the department is not able to afford said gear
13. Major building repairs not covered by building insurance
14. Major repairs to vehicle apparatus
15. Vehicle Insurance (with the exception of city depts., Overton VFD, New London VFD & Elderville VFD)
16. Building Insurance (same exceptions as above)
17. Workers Comp Insurance (same exceptions as above)
18. Class A and Class B Foam
19. Hand held radios that meet specs up to \$1,200.00; mobile radios that meet specs up to \$2,250.00-Not applicable on 700/800 system
20. Cost to test for certification engines/pumpers that are being held for use as backup equipment by a department for the Rusk County ESD #1 and all associated equipment testing on said equipment. Repairs and maintenance costs to be paid by Rusk County ESD #1.
21. Cost to replace tires on large apparatus (engines and tenders volunteer depts)
22. Cost to replace air pack cylinders that fail certification or expire up to 2 per year on expired cylinders

Please note that neither of these lists is intended to be all inclusive. Departments can apply for reimbursement of an item listed under the Department Guidelines but should be prepared to qualify that request with the proper documentation. The District will consider all requests on an individual basis and the needs of the department and the overall District. Advance notification is necessary for budgeting purposes by the District. Addition of items to either list can be made at any time and notification will be made to the departments of any additions, changes or deletions.

By adopting established guidelines, it is the hope that each department, and the District, can better budget the funds available to them.

April 2013  
September 19, 2013-Amended by Board approval  
April 2015-Amended by Board approval  
July 2017-Amended by Board approval  
July 2018-Amended by Board approval

March 2019-Amended by Board approval  
September 23, 2021-Amended by Board approval  
October 19, 2023-Amended by Board approval  
November 16, 2023-Amended by Board approval  
December 19, 2024 Amended by Board approval  
October 2025 Amended by Board approval