FIRE CHIEFS AID ASSOCIATION OF MONTGOMERY COUNTY, PENNSYLVANIA

STANDARD OPERATING PROCEDURE (SOP)

Title: New Member Physical, PPE, and Duty Uniform Reimbursement Requirements
Program: FY2024 SAFER Grant Program Administration
Award Number: EMW-2024-FF-01871
Period of Performance (POP): December 23, 2025 – December 22, 2029

TABLE OF CONTENTS

1 PURPOSE 2

2 SCOPE 2

3 DEFINITIONS 2

4 ELIGIBILITY REQUIREMENTS 3

5 MAXIMUM REIMBURSEMENT AMOUNTS 3

6 REIMBURSEMENT SUBMISSION SCHEDULE 4

7 REQUIRED DOCUMENTATION 4

8 PROCUREMENT REQUIREMENTS 5

9 SUBMISSION PROCEDURES 5

10 RECORDS RETENTION 6

1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish standardized procedures and documentation requirements for fire departments seeking reimbursement for NFPA 1582 Physicals, Personal Protective Equipment (PPE), and Duty Uniforms purchased for newly enrolled members under the FY2024 SAFER Grant Program awarded to, and administered by, the Fire Chiefs Aid Association of Montgomery County (hereafter "the Association").

2 SCOPE

This procedure applies to all participating fire departments and fire companies (hereafter referred to as "departments") within Montgomery County, Pennsylvania that are eligible to receive reimbursement through the Association during the grant Period of Performance.

3 DEFINITIONS

New Member
An individual who has been accepted as a **Volunteer Firefighter** (including firefighters who are in training and/or are considered on probationary status) by a participating Montgomery County fire department during the grant Period of Performance. Note: full-time and/or part-time career firefighters are **NOT** eligible for reimbursements of physicals, PPE, or duty uniforms from this SAFER award.

Personal Protective Equipment (PPE)
Structural firefighting turnout gear designed to safeguard firefighters during emergency operations in an IDLH environment. A complete set of structural firefighting turnout gear shall include coat, pants, boots, helmet, two hoods, and two pairs of gloves.

Duty Uniform
Standard station duty uniform issued to new firefighters. A duty uniform shall consist of one pair of pants, one shirt, one hat, and one pair of boots.

Physical
Entry-level physical exam for a new member. The physical must be compliant to NFPA 1582.

4 ELIGIBILITY REQUIREMENTS

4.1 Department **MUST** be a member of the Association.

4.2 Reimbursement from the FY2024 SAFER award is limited to eligible costs associated with new volunteer firefighters who have joined a participating Montgomery County fire department **during the grant Period of Performance (POP)**: December 23, 2025 through December 22, 2029.

4.3 Only entry-level physicals, PPE, and duty uniforms purchased for eligible new volunteer firefighters during the grant POP will qualify for reimbursement.

4.4 Departments must ensure that all documentation requirements outlined in this procedure are met prior to submission.

4.5 Any department that has an individual SAFER award which includes entry physicals, PPE, and/or duty uniforms may NOT submit reimbursement requests through the Association's FY2024 SAFER award. If the department has expended all funds from their individual SAFER award for the physicals, PPE, or duty uniforms, the department may then submit reimbursement requests through the Association's award.

4.6 Reimbursements will be processed on a "first come, first served" basis. Reimbursements will no longer be accepted once all funds from the Association's award have been expended.

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5 MAXIMUM REIMBURSEMENT AMOUNTS

5.1 Per the official award package, the maximum reimbursement for each item is shown below:

- Physical - $500.00
- PPE - $4,500.00
- Duty Uniform - $200.00

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6 REIMBURSEMENT SUBMISSION SCHEDULE

6.1 Reimbursement requests will be submitted to the Association on a quarterly basis.

6.2 Quarterly submission deadlines are:

- March 31
- June 30
- September 30
- December 31

6.3 The Association will make every effort to submit a payment request to FEMA as quickly as possible after the quarterly submission dates noted in Section 5.2 above.

6.4 Requests received after a quarterly submission has been processed will be included in the next scheduled submission cycle.

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7 REQUIRED DOCUMENTATION

Departments requesting reimbursement for new member physicals, PPE, and/or duty uniforms must provide the following documentation to the Association for each new volunteer firefighter:

7.1 Documentation confirming completion of an **NFPA 1582 Physical Examination** and a **medical clearance document** issued by the examining physician indicating the member is cleared for duty.

7.2 A **New Member Certification Letter** issued on official department letterhead confirming the member's status and eligibility. The member's **first and last name**, along with the **date the member was officially accepted as a firefighter** (including firefighters who are in training and/or are considered on probationary status) must be included in the letter. Departments may find a new member certification letter template at https://mcfirechiefs.org/grants/.

7.3 A **copy of the invoice for the physical, PPE, and/or duty uniform** clearly identifying the member's name. Departments should make every effort to separate SAFER-related invoices from purchases for non-SAFER firefighters.

7.4 **Serial numbers** for the following PPE components (coat, pants, helmet, boots)

7.5 **Proof of payment** for the physicals, PPE, and/or uniform purchase. Acceptable documentation includes:

- Cancelled check
- Paid invoice
- Credit card statement showing payment
- Bank statement showing payment transaction

In accordance with Section 6.4 above, departments should make every effort to ensure that the payment transaction matches the dollar amount on the invoice.

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8 PROCUREMENT REQUIREMENTS

8.1 In accordance with the FY2024 SAFER Notice of Funding Opportunity (NOFO) and **2 CFR procurement regulations**, departments must obtain **at least two (2) separate quotes or bids** for physicals, PPE, and/or duty uniforms prior to placing an order. Such quotes or bids shall remain valid for 12 months. Purchases made through a COSTARS contract are exempt from this requirement.

8.2 Departments may choose to purchase PPE that is not the lowest bid with sufficient justification (e.g., specific features, quality of workmanship, standardization with current PPE, streamlining service, etc.)

8.3 Departments must retain documentation of all quotes or bids received.

8.4 Procurement documentation must be made available to the Association if requested for compliance, monitoring, or audit purposes.

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9 SUBMISSION PROCEDURES

9.1 Once all documentation has been obtained and verified, departments shall submit the complete reimbursement request package to montcofiregrants@gmail.com.

9.2 Departments should ensure all documentation is complete and legible prior to submission.

9.3 Departments will not be eligible for reimbursement if all required documentation per Section 6 is not submitted.

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10 RECORDS RETENTION

10.1 Participating departments shall maintain all documentation related to reimbursement requests, procurement, and payments in accordance with the Association's record retention policy and applicable federal grant record retention requirements.

10.2 Records must be retained for the duration required by federal grant rules and made available for review if requested.

10.3 The Association's record retention policy can be found at https://mcfirechiefs.org/grants/.