

# **KSFFA SAFER GRANT**

Training, Physicals, PPE, and  
KSFFA Membership Dues Reimbursement for  
Volunteer Emergency Responders

## **ADMINISTRATIVE GUIDE**



Kansas State  
Firefighters Association

SAFER Grant for Recruiting  
New Volunteer Emergency Responders

November 28, 2023

## Introduction

The Kansas State Firefighters Association grant program was developed to recruit and retain volunteers in response to a critical need identified by our association's volunteer fire departments and emergency medical services providers. The KSFFA grant program is funded by a 2022 Staffing for Adequate Fire and Emergency Response (SAFER) grant through the Department of Homeland Security.

All funds earmarked for this program shall be maintained to ensure available funding for department participants through the conclusion of this program.

## Program Description

### Recruitment: Physicals/PPE

One of the objectives of this program is to attract and recruit new volunteer emergency responders to the Kansas fire service. KSFFA will offer grant awards for approximately 25 newly recruited volunteer emergency responders each year throughout the 4-year grant program to field the costs of physicals and equipment.

### Program Reimbursement Options:

Each eligible volunteer emergency responder recruited after November 28, 2023 may receive reimbursement for their NFPA 1582 compliant physical (up to \$500). The volunteer must commit to membership at a Kansas volunteer or combination fire department for at least 24 months. Within the first 12 months of appointment to the department, newly recruited volunteers must be enrolled in or have completed Firefighter I training or departmental equivalent.

For volunteers accepted under this program, the sponsoring Department/Agency will be reimbursed for each newly recruited volunteer's NFPA 1582 compliant physical upon receipt of a NFPA 1582 Sign-Off Form. Once each volunteer in this program passes their physical and are enrolled in or have passed their Firefighter 1 training (or departmental equivalent), and their Fire Chief produces proof for both to the KSFFA's project coordinator, the department is then eligible for a reimbursement of up to \$3,725 towards the cost to purchase SAFER eligible NFPA compliant turnouts (PPE).

### Required documents and reporting in order of submission for Physicals & PPE:

1. KSFFA Reimbursement Request Form
2. 1582 Physical Sign Off and invoice (up to \$500) for the physical referencing the volunteer.
3. Invoices/receipts for PPE up to \$3,725 referencing the volunteer.

## Program Eligibility

The following is a list of program guidelines set forth in the SAFER grant narrative and must be adhered to by KSFFA and all participants:

1. Provide proof of membership to a Kansas volunteer or combination fire department or emergency services agency.
2. Newly recruited volunteers must be at least 18 years old and have a valid Driver's License.
3. Volunteers must remain active and in good standing with the Sponsoring Department/Agency.
4. Volunteers must be enrolled in or have completed their firefighter training within 12 months of becoming a volunteer.
5. The applicant's Chief or governing body must sign the Reimbursement Form to collect reimbursement for physical/training/PPE expenses.
6. Applications must meet the criteria guidelines to be considered for an award.
7. KSFFA reserves the right to audit for compliance. Failure to comply may result in ineligibility for future benefits under the grant.

## Service and Education Commitment

The KSFFA SAFER grant program is a federally funded FEMA grant. This fact means that the accepted applicant and KSFFA MUST follow and adhere to requirements set forth in the grant award package. The grant was awarded to recruit and retain volunteer firefighters in Kansas.

For an accepted applicant to receive any reimbursement from this SAFER grant DHS has required the following stipulations:

*As a special condition to the award, the awardee must agree to and understand the following stipulations with regards to purchasing PPE/Turnout gear with grant funds:*

- *Turnout gear is only for newly recruited volunteer members; joined department after November 28, 2023.*
- *Newly recruited members must obtain and pass the physical prior to requesting grant funds for the gear. Documentation of completed physicals will be required prior to funds being disbursed; an NFPA 1582 compliant physical sign off and an invoice for the physical with the volunteer's name on it will be required.*
- *The newly recruited member(s) must be enrolled in or have completed firefighter training within 12 months or by the end of the Period of Performance 11/27/27 – whichever comes first. Documentation of the enrollment or completed training will be required at time of closeout.*
- *All PPE must be delivered to the department by 11/27/27.*

## Volunteer Emergency Responders Training

The KSFFA has \$15,000 per year to reimburse fire departments for First Responder, EMT, FF1, and FF2 training expenses including travel to attend training and meals in exchange for a 2-year commitment to a recognized volunteer or combination fire department in Kansas.

We will reimburse Volunteer Firefighters who successfully complete a KSFFA approved fire academy up to \$2,500 each. We will reimburse either the individual or the department for these expenses after certification proof is submitted with the KSFFA request form.

## Kansas State Firefighter Association Membership Dues Assistance

The goal of the program is to provide fire departments with assistance paying their KSFFA or NVFC membership dues. The assistance can help cover the cost of department membership, and the membership of individuals on the department's roster up to the maximum stipulated below. Although any department can request dues assistance, the most important goal of the program is to help departments that have never enjoyed KSFFA membership or have not been a KSFFA member in many years. Priority will be given to those departments who have not been a member for the last 3 years.

In order to request membership dues assistance, the Fire Chief of the department must submit a signed request form with a department roster.

**IMPORTANT:** This is a reimbursement program.

All major requirements must be met before reimbursement can be made.

The grant performance period ends 11/27/27.

We must disburse all reimbursement funds by this date.

### KSFFA SAFER Committee Members

Shane Pearson	President	<a href="mailto:president@ksffa.org">president@ksffa.org</a>
Ron Ewing	1st VP	<a href="mailto:1stvp@ksffa.org">1stvp@ksffa.org</a>
Laramie McPherson	2nd VP	<a href="mailto:2ndvp@ksffa.org">2ndvp@ksffa.org</a>
Zach Golemboski	Secretary	<a href="mailto:secretary@ksffa.org">secretary@ksffa.org</a>
Steve Hirsch	Treasurer	<a href="mailto:treasurer@ksffa.org">treasurer@ksffa.org</a>

For questions regarding reimbursement benefits and reimbursement request forms contact:

Vicki Wright	Project Manager	<a href="mailto:vicki@volunteerfirefighter.org">vicki@volunteerfirefighter.org</a>	855-VOL- FIRE
Courtney Fegter	Executive Director	<a href="mailto:ksffawebmaster@gmail.com">ksffawebmaster@gmail.com</a>	

*\*Receipt of grant monies in either capacity may have tax consequences. Please consult your tax advisor PRIOR to participation in this program.*

*\*All applicable local, state, or federal laws and regulations shall supersede the procedures and conditions outlined in this administrative guide. These guidelines are subject to change without notice.*