



Department  
of Commerce

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# **2023 Fire Department Training Reimbursement Grant**

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Ohio Department of Commerce  
Division of State Fire Marshal



November 15, 2023

Re: 2023 Fire Department Training Reimbursement Grant

Dear Fire Chief or Executive Official,

The Ohio Department of Commerce Division of State Fire Marshal is pleased to announce we are now accepting applications for the 2023 Fire Department Training Reimbursement Grant. Grant applications can be completed online December 1, 2023 thru January 31, 2024.

Please review the calendar year 2023 Fire Department Training Reimbursement Grant Application package in its entirety. We have made updates and provide helpful information to assist you with completing the 2023 Fire Department Training Reimbursement Grant Application.

If you have any questions or require additional assistance, please contact Ashley Campbell (614) 752-7122 [Commercegrants@com.state.oh.us](mailto:Commercegrants@com.state.oh.us).

Complete information and forms can be found at:  
<http://www.com.ohio.gov/fire>

Sincerely,

Sheryl Maxfield, Director  
Ohio Department of Commerce

Kevin Reardon  
State Fire Marshal

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## 2023 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT OVERVIEW

### I. PURPOSE

The Ohio Department of Commerce Division of State Fire Marshal is pleased to announce the availability of grant funding in State Fiscal Year (SFY) 2024 for fire department reimbursement of state certified fire class and specific classes conducted by the Ohio Fire Academy successfully completed between January 1 and December 31, 2023.

### II. ELIGIBILITY

In accordance with the applicable rules regarding training and equipment grants [Ohio Administrative Code (OAC) Section 1301:7-7-01(T), Ohio Fire Code (OFC) 120], as applied to this program, the following procedures will be followed by the Ohio Department of Commerce, Division of State Fire Marshal (SFM) for the awards of the 2023 (January 1 - December 31, 2023) Fire Department Training Reimbursement Grants.

Eligible recipients for Training Reimbursement Grants awarded under this rule shall meet at least one of the following six eligibility requirements:

For purposes of the following eligibility requirements a small municipality or small township is defined as a "duly constituted municipality or village under Title 7 of the Revised Code or township under Title 5 of the Revised Code having a population of less than 25,000 permanent residents."

1. Volunteer Fire Department:
  - a. Must be organized under sections Ohio Revised Code (R.C.) §§ 505.37, 505.371, 505.375 or 737.21; AND
  - b. At least one-half of the firefighters are volunteer firefighters.
2. Fire Department:
  - a. Must be organized under R.C. §§505.37, 505.371, 505.375 or 737.21; AND
  - b. Must serve one or more small municipalities or small townships.
3. Joint Fire District:
  - a. Must be organized under R.C. §§505.371 or 505.375; AND
  - b. Must be comprised of departments that primarily serve small municipalities or small townships.
4. Local Government (1): responsible for one of the following:
  - a. A volunteer fire department; OR
  - b. A fire department that serves small municipalities or small townships; OR
  - c. A portion of a joint fire district comprised of volunteer departments that primarily serves small municipalities or small townships.

*(This is typically a local government that operates the fire department.)*

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5. Local Government (2): responsible for the provision of fire protection services for a small municipality or small township.  
(*This is typically a local government that contracts for fire protection services.*)
6. Private Fire Company:
  - a. Must be a nonprofit group or organization owning and operating firefighting equipment not controlled by a firefighting agency; AND
  - b. Must be providing fire protection services under a contract to a political subdivision of the state.
    - i. “Firefighting agency” means a municipal corporation, township, township fire district, joint ambulance district, joint emergency medical services district, or joint fire district and the office of the state fire marshal.

An applicant must meet at least one of the six eligibility requirements above to qualify. If you meet at least one, please continue with the application process.

### III. SPECIAL CONDITIONS

The eligible recipient must agree to adhere to the following:

1. All sections of the application must be filled out completely and the required documentation must be submitted with the application. Grant applications must be submitted online on or before the deadline.
2. The maximum amount of an award to each eligible recipient may be capped at 15,000 for Training Reimbursement Grants.
3. The authorized person of the eligible recipient shall certify that the grant application is true and accurate.
4. All applicants and associated fire departments must be in compliance with R.C. §3737.24 (Reporting Fire Incidents). The applicant/associated fire department should confirm NFIRS compliance by logging onto <https://apps.com.ohio.gov/fire/IncidentReports/> and click on “Monthly Total of ALL Incidents by FDID” prior to submitting an application. If there are discrepancies or assistance is needed, contact the Fire Prevention Bureau at (888) 243-0305 or (614) 752-7123. Applicants not in compliance with this section will be disqualified from further consideration for the 2022 Fire Department Training Reimbursement Grant.

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5. If applicable, applicants/associated fire departments must be in compliance with R.C. Chapter 146 (Volunteer Firefighters' Dependents Fund). If applicant/associated fire department is uncertain of their compliance, contact Ashley Campbell at [commercegrants@com.state.oh.us](mailto:commercegrants@com.state.oh.us) for verification or if needed, instructions on how to become compliant. Applicants not in compliance with this section will be disqualified from further consideration of the Fire Department Training Reimbursement Grant.

### ***Ineligible and/or non-award requests include:***

1. Requested training course for reimbursement is not on approved list (see page 8);
2. Approved course was not successfully **completed** in calendar year 2023;
3. Monthly reporting incomplete for calendar year 2023 (see III. SPECIAL CONDITIONS – 4.);
4. Non-compliance with Ohio Revised Code 146 – Ohio Volunteer Firefighters' Dependents Fund (see III. SPECIAL CONDITIONS – 5.);
5. Permanent resident population of 25,000 or over;
6. Insufficient application (missing invoices and certification documentation).

## **IV. WHEN AND WHERE TO APPLY**

The 2023 Fire Department Training Reimbursement Grant application ends January 31, 2024. The completed application consists of the **2023 Fire Department Training Reimbursement Grant Application and Required Supporting Documents**. Faxed applications will not be accepted.

The Training Reimbursement Grant Application is available online at our website:

<http://www.com.ohio.gov/fire>

**A worksheet guidance document is available for use in gathering information for online submission.**

## **V. NOTIFICATION AND DISTRIBUTION OF AWARDS**

Award notifications and reimbursements will be sent to the eligible recipient in spring of 2024. Non-award notifications will be forwarded within the same timeframe.

## INSTRUCTIONS FOR COMPLETING 2023 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT APPLICATION

Type or print all information. Each blank must be filled in and the application must be signed by the authorized person of the eligible recipient. Please read the entire application and follow the instructions for each of the following items.

### LINE-BY-LINE INSTRUCTIONS:

Line #

1. Check the type of eligible recipient you are. *(If you are a local govt., see Section II (4) and (5) to determine whether you are a local govt. 1 or 2.)*
2. Provide the name of the eligible recipient. With respect to the fire department(s) associated with the eligible recipient:
3. Fire Department Identification Number (FDID #): Enter the five (5) digit number used to identify the department on the state fire incident report forms.
4. Number of full-time paid firefighters: In Ohio, full-time paid firefighters will be members of the Police and Firemen's Pension Fund.
5. Number of firefighters who are part-time or paid per call: Enter the number of firefighters who are not full-time but who do receive some form of monetary compensation.
6. Number of firefighters who are not paid: Enter the number of firefighters who do not receive compensation.
7. Total population protected: Enter the population of the area for which this department provides **primary fire protection**. Include territory under contract if **primary fire protection** is provided. Do not include territory where you respond under mutual aid agreements to provide supplemental protection. This figure should be as accurate as possible.
8. Source of population protected figures: Indicate where you obtained the population figures.
9. Square miles protected: Enter the total square miles of the area for which this department provides **primary fire protection**. Include territory under contract if **primary fire protection** is provided. Do not include territory where you respond under mutual aid agreements to provide supplemental protection. This figure should be as accurate as possible.
10. Total operating budget: Total operating budget includes money provided from taxes and fire protection contracts, as well as from fund raising and donations used for operating expenses. Do not include capital expenses for new trucks, buildings, or EMS budget.
11. Total number of fires: Provide the total number of fire incidents/calls/responses requiring a NFIRS report for which this department provides **primary fire protection, mutual aid given, and mutual aid received** for time period as requested. All applications are cross referenced with the NFIRS.

12. Fire Incident Reports. In accordance with Ohio Fire Code (O.F.C.) 104.6.3.1: "Fire reports: The reports of fire investigations required by sections 3737.23 and 3737.24 of the Revised Code shall be reported using coding information and procedures prescribed by the United States Fire Administration in the "National Fire Incident Reporting System (NFIRS)" and sent to the [state] fire marshal in a manner approved by the [state] fire marshal." The applicant/associated fire department should confirm NFIRS compliance by logging onto <https://apps.com.ohio.gov/fire/IncidentReports/> and click on "Monthly Total of ALL Incidents by FDID" prior to submitting an application. If there are discrepancies or assistance is needed, contact the Fire Prevention Bureau at (888) 243-0305 or (614) 752-7123. Fire departments associated with the eligible applicant that have not submitted their fire incident reports to the State Fire Marshal for dates indicated, as required by the Ohio Revised Code (O.R.C.) and the O.F.C., will not be considered for grant funds.
13. Volunteer Firefighters' Dependents Fund (VFDF) (if applicable): When required in accordance with the O.R.C. Chapter 146, each political subdivision or fire district having a fire department employing volunteer firefighters is a member of the volunteer firefighters' dependents fund and shall be in compliance. If applicant/associated fire department is unsure of their compliance, contact [commercegrants@com.state.oh.us](mailto:commercegrants@com.state.oh.us) for verification or if needed instructions on how to become compliant. Non-compliant fire departments will be disqualified from receiving grants from the State Fire Marshal's office until compliant. All applications are validated with the VFDF database.
14. Enter the Federal Tax Identification number for the eligible recipient: Example: This number usually starts with the number "31" and will look something like this "31-1234567." Contact the financial officer listed on question 16 to obtain this number. Private fire companies will have a Federal Tax Identification number if they have applied for tax exempt status. A Federal Tax Identification number is required to receive a grant as well as registration with the Ohio Supplier Portal. [Supplier Login \(ohio.gov\)](#)
15. Print the name, title, address, daytime telephone number and email address of the financial officer of the eligible recipient. Grant checks shall only be sent to the financial officer for the eligible recipient, not the fire chief. The email contact must be unique.
16. Provide contact information for the individual who should be contacted during business hours (8 a.m.-5 p.m.) with questions about this grant application. This email must be unique.



## 2023 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT APPLICATION

State Certified Course Title	Maximum Award
Volunteer Firefighter (Firefighter 1-A) (36 hours)	\$1,000.00
Firefighter 1 Transition (Firefighter 1-B) (124 hours)	\$1,100.00
Firefighter 1 (160 hours)	\$1,500.00
Firefighter II (Firefighter II Transition 1-C) (84 hours)	\$1,400.00
Firefighter I & II (combined) (244 hours)	\$2,900.00
Certified Fire Safety Inspector	\$600.00
Certified Fire Instructor	\$450.00
Hazard Recognition Officer	\$350.00
Live Fire Instructor	\$300.00

### Ohio Fire Academy Courses\*

#### Basic Certification Courses

Emergency Medical Technician (EMT)	\$ 800.00
Emergency Medical Technician Refresher	\$ 100.00
Firefighter I & II, NFPA 1001	\$ 1,550.00
Fire and Emergency Services Instructor I & II	\$ 300.00
Fire Safety Inspector	\$ 300.00
Live Fire Instructor	\$ 150.00

#### Leadership Development

Leadership so Everyone Goes Home	\$ 50.00
Leadership in Supervision: Creating Environments for Prof. Growth	\$ 50.00
Leadership in Supervision: Perspectives in Thinking	\$ 50.00
Leadership in Supervision: Frameworks to Success	\$ 50.00
Shaping the Future	\$ 50.00
Managing the Mayday	\$ 215.00
Fire Officer I	\$ 50.00
Fire Officer II	\$ 50.00
Fire Officer III/IV	\$ 50.00
Incident Safety Officer	\$ 75.00
Strategy and Tactics for Initial Single Company Operations	\$75.00
Strategy and Tactics for Initial Multiple Company Operations	\$75.00

#### Fire Prevention

Plan Review for Fire Officials	\$ 125.00
Strategy and Tactics for Single Company Operations	\$ 75.00
Strategy and Tactics for Multi-Company Operations	\$ 75.00
Public Safety Education for Frontline Firefighters	\$ 50.00

Fire Safety for Healthcare Facilities – FD Train-the-Trainer	\$ 50.00
Youth Firesetter Intervention Specialist	\$ 50.00
Youth Firesetter Intervention, Program Manager	\$ 50.00
Fundamentals of Sprinklers & Standpipes	\$ 50.00
Fire Safety for Older Adults / Fire Safety for Youth	\$ 50.00
Fire & Life Safety Educator Level I	\$ 50.00
Fire & Life Safety Educator Level II	\$ 50.00

#### **Rescue/Haz Mat**

Rope Rescue Level I	\$ 75.00
Rope Rescue Level II	\$ 75.00
Swift Water Rescue Level I	\$ 250.00
Swift Water Rescue Level II	\$ 250.00
Confined Space Rescue Level I & II	\$ 250.00
Trench Rescue	\$ 300.00
Vehicle Rescue I & II	\$ 375.00
Ice Rescue	\$ 50.00
Structural Collapse	\$ 300.00
Haz Mat Awareness	\$ 160.00
Haz Mat Operations	\$ 200.00

#### **Wildland**

Fundamentals of Wildland firefighting	\$ 160.00
Interagency Wildfire	\$ 95.00

#### **Misc.**

Essentials of Structural Fire Attack	\$ 175.00
Fire Apparatus Driver/Operator (FADO)	\$ 360.00
Pump Operations: Basic Fundamentals	\$ 50.00
Pump Operations; theory & hydraulics	\$ 50.00
Aerial Operations	\$ 50.00

Reimbursement Form: Use this pre-approved list when completing Reimbursement Form online. Eligible recipients are responsible for paying invoices incurred for training. Reimbursements will be paid directly to the eligible recipient/fire department. Food, travel costs, lodging, and wages are items **not** eligible for reimbursement.

Allowable reimbursement requests include:

- Registration fees for state certified fire class and Ohio Fire Academy (OFA)-specific classes (listed above). The maximum award amount is issued per student who has successfully completed the course in calendar year 2023.
- Student text manual or student workbooks.
- SFM Ohio Fire Academy class registration fees will be reimbursed as listed above.\*

The following documentation must be submitted for each firefighter listed to be eligible for reimbursement:

- A copy of the invoice(s) from the Charter Institution or Ohio Fire Academy.
- A copy of the invoice(s) for the student text manual or student workbook if billed or purchased separately.
- Proof of Training: All applications must include proof of training for each individual for whom reimbursement is requested:
  - Certification number for state certified courses; or
  - Certificate of Completion for OFA courses

Applications submitted without supporting documentation will automatically be considered incomplete and disqualified.

17. Certification: Application must be certified by the person authorized to act on behalf of the eligible recipient validating the information is true and accurate.

## 2023 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT SCORING

In accordance with the applicable rules regarding training and equipment grants [Ohio Administrative Code (O.A.C.) Section 1301:7-7-01(T), Ohio Fire Code (O.F.C.) 120, as applied to this program], the following procedures will be followed by the Ohio Department of Commerce, Division of State Fire Marshal (SFM) for the awards of the state fiscal year (SFY) 2024 Training Reimbursement Grants.

### Training Reimbursement Grant Scoring Criteria:

Based on the scoring system outlined below established by the State Fire Marshal, each eligible recipient will accumulate points based on specific information contained in their grant application. Applicants with the highest scores that meet eligibility requirements will be awarded grants based upon the availability of funds. In the event of a score tie, the available funds will be awarded according to the following priorities:

1. Eligible Recipient with the lowest operating budget.
2. Eligible Recipient with the largest protection area.
3. Eligible Recipient with the largest population.

The scoring system generated for this grant cycle includes consideration of the following:

1. Resident Population Protected: An increasing number of points are awarded for the total resident population protected up to 25,000 residents. Applicants which serve populations 25,000 or over will not be considered.
2. Fire Protection Area Size: An increasing number of points are awarded based on the square mile protection area for which the fire department provides **primary fire protection**. There is no limit to square mile protection area.
3. Operating Budget: The total operating budget for the year is included in determining points awarded. There is no minimum or maximum budget requirement however smaller budgets generally receive more points.
4. Number of fire incidents/calls/responses requiring a NFIRS report: During the applicable 12 month cycle, an increasing number of points are awarded for a higher number of structures, vehicle and wildland fire incidents/calls/responses requiring a NFIRS report responded to in the **primary fire protection area**. This number must be consistent with submitted NFIRS reports.

\*\*\* For copies of the portions of House Bill 49 of the 132nd General Assembly that create the SFM's Equipment Grant program, Ohio Administrative Code 1301:7-7-01(T), 2021 Ohio Fire Code Section 120 (Grants administration), Chapter 146 of the Revised Code (Volunteer Firefighters Dependent's Fund), and the sections of Ohio law regulating the reporting of fires to the SFM, please go to the following website:

<http://www.com.ohio.gov/fire/> or contact Ashley Campbell, Grant Program Administrator, at (800) 515-0023 or [commercegrants@com.state.oh.us](mailto:commercegrants@com.state.oh.us) \*\*\*