

PLAINFIELD TOWN COUNCIL

RESOLUTION NO. 2022-49

**A RESOLUTION CREATING AN EDUCATIONAL ASSISTANCE PROGRAM TO
CROSSTRAIN FIREFIGHTERS HIRED ONTO
THE PLAINFIELD FIRE TERRITORY AS PARAMEDICS**

WHEREAS, the Town of Plainfield, Indiana (the "Town") is a political subdivision of the State of Indiana (the "State") and is duly organized and existing under the Constitution and laws of the State;

WHEREAS, the Town has a fire department known as the Plainfield Fire Territory ("Territory"), and it is tasked with providing fire and emergency medical services to the constituents in the Territory's jurisdiction;

WHEREAS, the Fire Chief for the Plainfield Fire Territory has expressed an interest in creating an educational assistance program for candidates hired as firefighters to train those firefighters as paramedics for the Territory;

WHEREAS, the Fire Chief believes this program will best serve the community, will attract strong candidates to the department, and will help increase the number of qualified paramedics on the department to better serve the community;

WHEREAS, the Town, by and through its Town Council, has determined that it is in the best interests of the Town to create an educational assistance program to incentivize firefighters to cross-train as paramedics and complete the certification required to also serve in that capacity for the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PLAINFIELD, INDIANA, AS FOLLOWS.

Section 1. The above recitals are incorporated by reference.

Section 2. The Town Council hereby creates a program for those eligible members of the Plainfield Fire Territory in accordance with the policy attached herein as Exhibit A.

Section 3. The Educational Assistance Program shall only be for new firefighters hired onto the department after the date of this resolution who are willing to pursue a certification as a paramedic.

Section 4. This program shall be in effect upon the passage of this resolution.

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RESOLVED by the Town Council of the Town of Plainfield, Indiana this 25th
day of July, 2022.

TOWN COUNCIL, TOWN OF PLAINFIELD
HENDRICKS COUNTY, INDIANA

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Robin G. Brandgard, President

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ATTEST:

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Mark J. Todisco
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Mark Todisco, Clerk-Treasurer
Town of Plainfield, Indiana

Exhibit A
Educational Assistance Program Policy

It shall be the policy of the Town of Plainfield to facilitate the professional development and education certification of its firefighters. The cost of all reimbursable education expenses to obtain paramedic certification, shall be approved prior to enrollment. Approval of educational assistance will be dependent upon the Fire Chief's ability to budget the cost of educational reimbursement for his/her employees.

I. Eligibility

- a. A candidate must successfully complete the hiring process and be offered a position as a probationary firefighter with the Territory or already be serving in the role to be eligible for the program.
- b. The candidate must be in good standing and stay in good standing with the Town throughout the program to remain eligible for reimbursement.
- c. Eligible candidates must enter into an educational assistance agreement with the Town, memorializing the terms and conditions outlined herein.

II. Guidelines for Participants

- a. A written request for educational assistance must be submitted to and approved by the Fire Chief or his designee prior to the start of the course and must specifically set forth each and every course for which the employee is seeking educational reimbursement.
- b. If approved, the Fire Chief shall initial the request and provide the request to the Human Resources Department for final approval. If an employee registers before receiving approval, they do so with no assurance that reimbursement will be approved.
- c. An approved written request does not ensure approval for course changes or additional courses in which the employee might enroll. The employee must submit a revised written request for any subject changes/additions he intends to seek reimbursement on. Written request reflecting subject changes/additions should indicate REVISED at the top of the request.

- d. Only courses which are approved, started and completed while the applicant is an employee of the Town will qualify for reimbursement.
- e. The program does not cover expenses underwritten by other forms of financial aid, including scholarships, fellowships, the G.I. bill, etc. Only expenses not covered by other sources of financial aid are eligible for reimbursement.
- f. Class schedules shall be cleared with the Fire Chief or his designee to ensure minimal conflict between working hours and academic instruction. Employees will work scheduled shifts as firefighters around required course work. Classroom hours will be included in the employee's weekly hours worked.
- g. Candidates must complete the certification training within two years of when he/she begins the program, absent some extenuating circumstance. Candidates who do not complete the certification within the two year timeframe may be subject to repayment to the Town of all costs and fees incurred to date.
- h. If the candidate fails to complete the certification or voluntarily separates from the Territory or the Town, he/she will be required to repay the Town of all costs and fees incurred to date.

II. Reimbursement

The following reimbursement schedule applies:

- a. A refund of 100% of the tuition cost and/or fees will be granted for employees attaining a grade of "A," "B," "C" or its equivalent Pass.
- b. A grade of "D" or "F" or its equivalent Fail, is not considered a satisfactory completion and does not qualify for any reimbursement.
- c. No reimbursement will be given for any classes that are dropped and/or not complete.
- d. Reimbursement for any approved tuition and/or fees will not occur until participant has successfully completed the course and provided documentation verifying said completion to the Human Resource Department.

Costs not reimbursable include, but are not limited to:

- Registration fees, books, calculators, computers;

- Paper, pencils, miscellaneous class supplies, etc.;
- Transcript charges, graduation fees, parking fees, late fees, course practice fees;
- Mileage to and from school.

Following completion of a course, the employee will provide the Fire Chief or his designee documentation indicating the grade(s) received, along with all receipts verifying proof of tuition costs and fees. This documentation must clearly show that payment was made directly by the employee.

III. Commitment

As part of the educational assistance program, the candidate must agree to remain employed with the Town for at least a 36-month period after completion of the certification. Failure to do so will result in the employee repaying the Town all monies received as part of the reimbursement program. This provision does not apply if the employee is terminated.

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