



Sponsored Fee and Minimum Requirements Policy

CHAPTER:	1000	Number:	1120	REVIEWED:	7/17/2023
REPLACES:				ENACTED:	10/13/2020
Revised/Reviewed:	7/16/2023		NEXT REVIEW:		7/17/2026
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:	Jeff Faucett		Jeff Faucett, Chair		

I. PURPOSE

To ensure the sustainability of training classes sponsored by The Kitsap County EMS and Trauma Council.

II. Policy

All training classes sponsored by the Council shall be set at the cost of administering the class's highest projected cost per student. Any surplus funds after paying all course costs shall be set aside to support continued training by the Council, such as the replacement of training props, mannequins, and supplies. Additional fee margins above the cost of administering the class will be set and approved by the Council on a case-by-case basis.

III. Procedure

1. Once the training class budget has been determined and the cost per student has been calculated utilizing the highest projected cost per student attendance, the sustainability fee shall be added to tuition and then published for attendance. (*e.g. for a 12 min student class, this is at 13*)
2. Sustainability fees shall be accounted for and set aside in the appropriate line item in the EMS Council budget to be used to support future training.
3. The sustainability fee may be waived by the Council in the event a particular class or event is deemed an exceptional benefit to the medical technicians or communities we serve. This decision will be discussed and action taken at the appropriate Council meeting. An electronic consensus vote may be called by the Council Chair if the decision in their determination is time sensitive. In this application, a consensus vote will carry the same weight as a discussion and action item within a Council meeting.

Signature: 

Email: jfaucett@skfr.org

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Final Audit Report

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