

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Procedure

OPERATIONS

OPS-GEN – 406.1

Cost Recovery

Issued: November 8, 2011

Revised: September 9, 2014

ADMINISTRATIVE PROCEDURES

A. CLAIMS PROCESSING

The processing of claims shall be the responsibility of the Chief Officer. The billing process will be within 30 days, or less, from the date of the qualifying incident. A copy of the incident report shall accompany all invoices. Additional written requests from insurance companies for non-exempt information will be subject to the Public Records Policy.

B. DIVISION OF COSTS

Any incident involving more than one qualifying party will divided the costs of services equally among the parties. The Chief Officer will determine if unequal division of cost is equitable and explain that decision to all qualifying parties.

C. DELINQUENT COLLECTION

The District may proceed with collection, as it deems appropriate to any qualifying party invoiced twice with no response.

D. TRAINING

The District will impose a Training Fee of \$30.00 per non-fire student for each training or recertification module (CPR). Two-thirds of the total fee (\$20.00) will be deposited to reimburse the District expenses and one-third of the total fee (\$10.00) will be awarded to the session instructor.