



**WASHINGTON TOWNSHIP FIRE DISTRICT**  
**TOWNSHIP OF WASHINGTON**  
**GLOUCESTER COUNTY, NEW JERSEY**

Board of Fire Commissioners  
P.O. Box 653  
Turnersville, N.J. 08012-0653

**DISTRICT OFFICE**  
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**EMERGENCY**  
**9-1-1**

**FIRE DEPARTMENT POLICY #51-2015**

**Personal Cellular Phone Reimbursement**

The purpose of the Personal Cellular Phone Reimbursement policy shall be to identify who is within the Washington Township Fire District is eligible for a district issued cell phone or reimbursement for cell phone services. This policy shall apply to all members of the department, who are defined within this policy, other employees, and members of the Board of Fire Commissioners.

In order to be eligible for cell phone reimbursement, a firefighter or a board member must file a request for reimbursement. This request shall normally be in the form of a purchase request. Firefighters or board members who are issued district cell phones are not eligible to receive direct reimbursement.

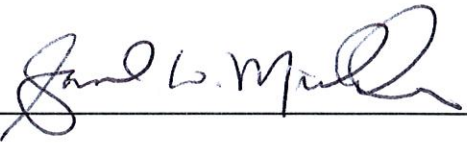
The following firefighters, employees, and board members are eligible to either receive a district issued cellular phone or reimbursement for use of their personal cellular phone for fire district business:

- Members of the Board of Fire Commissioners
- District Fire Chief
- Deputy Fire Chiefs
- Assistant Fire Chief/Chief of Staff
- Battalion Chiefs
- Career and Volunteer Captains
- Fire Investigators
- District Employees required to be "on-call"

The following rules apply for those eligible to receive cellular phone reimbursement:

- Cellular phone reimbursement shall not exceed \$40.00 per month or the amount the district pays per phone for its cellular service (which ever is the lesser of the two).
- Reimbursements are for only 1 phone per firefighter/employee/board member.
- Reimbursements shall be done on a quarterly basis and a copy of the monthly bill shall be submitted with the request. Requests for reimbursements for previous quarters other than the immediate preceding one shall not be honored.

This policy was adopted at the regular scheduled meeting of the Board of Fire Commissioners on November 5, 2015 and shall take effect immediately.

BY:  \_\_\_\_\_

Sam Micklus, Chairman

ATTEST:  \_\_\_\_\_

Frank Stella, Secretary