



# Wyoming Fire Chiefs' Association

President – Byron Mathews  
Division Chief-Cheyenne Fire Rescue

2<sup>nd</sup> Vice President – J.R. Fox  
Deputy Chief-Operations Campbell County Fire Department

1<sup>st</sup> Vice President - Eric Quinney  
Administrative Chief- Uinta County Fire & Ambulance

Executive Secretary – Gene Diedtrich  
Newcastle Fire Department

3343 Latigo Street, Newcastle, WY 82701

**MARCH 12, 2021**

## **Update Information for all WFCA SAFER Grant Reimbursements.**

The WFCA Board has updated the rules for the WFCA SAFER GRANT for all Training effective immediately.

The WFCA SAFER GRANT will continue to reimburse the schools directly for tuition and books, if the following criteria is met:

- A) The student's Chief Officer contacts the Wyoming Fire Chiefs' Safer grant representative (SGR) of the registration with the school and the following 2 things happen: the school sends the (SGR) a copy of the attendance rosters of the classes and an invoice for those departments that elect this method of payment; and secondly, the student's Chief Officer sends a copy of the certificate of completion to the (SGR), along with detailed itemized receipts for motel rooms and meals limited to the lower of cost or limits established by the State of Wyoming per diem rules in effect on the dates of travel.

The WFCA SAFER GRANT will also reimburse the individual departments if they choose to do the following:

- B) The student's Chief Officer contacts the (SGR) for those attending In-person classes. The student's department in turn pays the registration fee to the school directly and the school sends the (SGR) a copy of the attendance rosters of the classes. Secondly, the student's Chief Officer sends a copy of the certificate of completion from the student's class attendance, complete the grant reimbursement form, and include detailed itemized receipts for tuition, books, motel rooms and meals limited to the lower of cost or limits established by the State of Wyoming per diem rules in effect on the dates of travel to the (SGR).

When the WFCA Safer Grant provides reimbursement for any approved class located in Wyoming, we will need to have the entity or vendor providing the class send a copy of the attendance roster to the (SGR). The respective department, on behalf of the user of the Safer Grant, shall complete the following to get reimbursed.

- 1) Contact the Wyoming Fire Chiefs' Safe Grant representative prior to event to get authorization for use of grant. The current representative is Gene Diedtrich, cell phone no. is 307-629-1532, (if no answer, leave a message) and email is [diedt@vcn.com](mailto:diedt@vcn.com).
- 2) Provide a legible copy of the certificate of completion from the course vendor for each participant.
- 3) Submit to the (SGR) expenses from said class on the grant reimbursement form and include detailed itemized receipts for tuition, books, motel rooms and meals limited to the lower of cost or limits established by the State of Wyoming per diem rules in effect on the dates of travel.

