
SECTION IV: Policies and Procedures Relating to the Volunteer Fire Departments and Municipal Services Benefit Unit for Fire Protection Services

POLICY NUMBER: A.3

TITLE: Standard Operating Guidelines for the Administration of the Volunteer Firefighter Stipend Program

ADOPTED: December 11, 2008

BUREAU: Public Safety

PURPOSE: To promulgate policy and guidelines for payment of a stipend to volunteers who provide more than minimal services to our local citizens, and in so doing, incur personal expenses. While it is beyond the scope of the relationship to maintain detailed expense and reimbursement records, this Stipend will in some measure help to cover those personal expenses.

REQUIRED QUALIFICATIONS
AND PAYMENT SCHEDULE:

- I. Firefighter Trainee: Will Receive \$100 if:
 - A. Completes 12 Hour orientation training into the fire service.
 - B. Must obtain certification as Florida Firefighter I within one (1) year of joining Escambia County Fire-Rescue or no further stipend payments will be made until Florida firefighter certification is obtained.
 - C. Attends 2 Training Meetings and responds to 25% of the departments first 50 calls and 12.5% of all calls over 50.
- II. Firefighter I or II: Will receive \$300 if:
 - A. Certified as Florida Firefighter I or II Attends 2 Training Meetings and responds to 25% of the departments first 50 calls and 12.5% of all calls over 50.
- III. Lieutenant Rank: Will receive additional \$50 if:
 - A. Certified as Florida Firefighter I or Firefighter II.
 - B. Attends 2 Training Meetings and response to 25% of the departments first 50 calls and 12.5% of all calls over 50.

- IV. Captain Rank: Will receive additional \$100 if:
 - A. Certified as Florida Firefighter I or Firefighter II.
 - B. Attends 2 Training Meetings and response to 25% of the departments first 50 calls and 12.5% of all calls over 50.

- V. Assistant District Chief: Will receive \$150 if:
 - A. Certified as Florida Firefighter I or Firefighter II.
 - B. Attends 2 Training Meetings and responds to 25% of the departments first 50 calls and 12.5% of all calls over 50.

- VI. District Chief: Will receive \$250 if:
 - A. Certified as Florida Firefighter I or Firefighter II.
 - B. Attends 2 Training Meetings and response to 25% of the departments first 50 calls and 12.5% of all calls over 50.

Example: Firefighter I Lieutenant would receive \$300.00 + 50.00 for rank = \$350.00.

DISASTER PAYMENT:

In the event of a local, state, or national disaster, volunteer firefighters who are recalled to maintain full-time emergency staffing by the Fire Chief or his/her designee, for a period no less than 72 hours may receive a one-time supplemental stipend payment not to exceed \$500. This payment is contingent upon available funding and must be approved by the Board of County Commissioners.

- PROCEDURES:
1. An Attendance Roster will be completed for all dispatched calls, training meetings, and special details. If possible, an Officer will be responsible for completing this report. If an officer is not at the call, the highest ranked Firefighter will be responsible for the report. The District Chief or designee will insure that the top portion of the form is completed properly.

 2. The Firefighters will print their name, and sign the roster. After all Firefighters have signed the roster, the District Chief or designee will draw line through the remainder of the form, and the words "**AND NO OTHERS**" will be placed on the next line. The District Chief or designee will then print his/her name and sign the form at the designated place.

3. The District Chief will be the only person permitted to add any additional names to the form. He/she must initial any changes that are made.
4. The District Chief will prepare a Monthly Stipend Report at the end of each month that will include, but not be limited to, the following information: number of calls the department ran; number of members, by rank, who met qualifications and would be eligible to receive the Stipend, the total number of members in the department, and number of calls, drills, and special details each member participated in. The Monthly Stipend Report will be attached to a Voucher and submitted to Fire Administration, no later than the 10th of the following month, for processing and payment and the Clerk's Finance Department. This report will be initiated by each member who is eligible to receive the Stipend and signed by the appropriate District Chief.
5. The appropriate District Chief shall be responsible for maintaining personnel files and training records, which accurately reflect each individual's qualifications for their stipend level. These records shall be available for audit. In addition, District Chiefs shall be responsible for ensuring that a copy of each individual's Firefighter I & II certificates are on file in the fire Administration Office.

ADDITIONAL GUIDANCE:

- I. Credit may be received in lieu of calls runs for standing Duty Crews. Duty crews are defined as personnel manning a station for a set period of time. For that service there will be an allotment of call counts to add to the persons percentage as follows:
 - a. 4 hour shift: 1 call
 - b. 6 hour shift: 2 calls
 - c. 8 hour shift: 3 calls
 - d. 12 hour shift: 4 calls
- II. Credit maybe given for Special Details. Special Details should be a minimum of two (2) hours. This will not account for more than 50% of the total call run needed by an individual in any given month. Each special detail may count for one call.

III. The 12 hour Orientation Course required for Trainees shall include:

- a. Basic equipment and truck familiarization
- b. Safety
- c. Use of SCBA
- d. Personal Protective Equipment
- e. Blood borne pathogens
- f. County General Operating Guidelines

Note: The assigned District Chief shall ensure that the above listed courses are to be completed within the first thirty–days (30) after trainee’s acceptance into the fire department.

IV. In the event that a Firefighter is involved in official fire department business such as classes, special meetings, Association meetings, and out of town training, they shall get credit for any calls run during that time.

RETENTION INCENTIVE:

Incentive: In order to receive the Retention Incentive, Volunteer Firefighters must complete 96 hours of Documents Fire Services Training per calendar year and participate in 25% of the Departments’ total calls for year (to include credit for duty crews and special details). Volunteer Firefighters will be paid annually in the first quarter of the fiscal year. It will be the responsibility of each District Chief to submit qualifying documents for payment to Fire Administration.

The Retention Incentive schedule is as follows:

<u>Years of Service:</u>	<u>Payment during Anniversary month:</u>
5	\$ 200.00
10	\$ 400.00
15	\$ 600.00
20	\$ 900.00
25+	\$1200.00

ANNUAL REVIEW:

This policy shall be reviewed annually by fire department personnel to determine if any amendments to the stipend program are warranted.