

## **Egg Harbor Fire Department and First Responders Standard Operating Guidelines**

**SUBJECT: COMPENSATION**

**SOG 017**

**PURPOSE:** The purpose of this guideline is to establish the procedure for Fire and EMR personnel to be compensated for their work with the Department.

**SCOPE:** This policy shall apply to all members of the Egg Harbor Fire Department.

### **FIREFIGHTER COMPENSATION:**

Members will be compensated for work performed according to the following:

- A. Fire and emergencies shall be paid at an hourly rate. (Rates to be reviewed periodically)
- B. Mutual Aid shall be paid at an hourly rate. (Rates to be reviewed periodically) Personnel will be paid following Mutual Aid agreements or only for additional personnel requested.
- C. Training shall be paid at an hourly rate when participating in scheduled department drills. (Rates to be reviewed periodically)
- D. A minimum of one hour will be paid for all emergency responses and scheduled department drills. After the first hour, compensation will be paid on the one hundredth of an hour.
- E. Double minimum of one hour payment for emergencies will not be paid if calls occur back-to-back within the hourly period or members are participating in compensated projects or drills. If firefighters have closed an alarm, they will be paid a 2nd call premium though.
- F. Monthly meetings will be paid at predetermined amount. (Rates to be reviewed periodically)
- G. Approval for compensation for training outside of regular scheduled drills must be submitted to and approved by the Chief before attendance or registration.
- H. Special effort and related compensatory time such as fire investigations, apparatus/station maintenance, committee meetings, general meetings and detailed projects may be paid at an hourly wage or preset wage to firefighters. (Rates to be reviewed periodically)
- I. Certification Training - Employees successfully completing Wisconsin Firefighter certification training will be eligible for wage reimbursement for up to the number hours required to obtain Firefighter certified status.

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- Approval, prior to course work, must be obtained from the Chief. Wages shall be paid after successful completion of the certification process. Certificates of Completion and a State of Wisconsin certificate must be submitted for compensation as well as for the individual's training records.
- J. Certification Fees – Fire department personnel will only be reimbursed for the first attempt at passing certification exams. Re-tests and subsequent additional attempts at passing certification exams will be paid for by the employee.
  - K. Vehicle Inspections—EHFD personnel will be reimbursed at flat rate compensation (per person) per station if a department activity report is submitted after the work is performed.
  - L. Half day and full day seminars and conferences will be paid at a set amount. (Rates to be reviewed periodically)

### **FIRST RESPONDER (EMR) COMPENSATION:**

Members will be compensated for work performed according to the following:

- A. First Responder emergency compensation shall be paid for 1 hour at the hourly rate. (Rates shall be determined on an annual basis).
- B. Payroll compensation will be derived from a completed list of runs submitted by the Crew Chief listing the personnel that arrived on scene.
- C. Certification Training—Employees successfully completing First Responder training will be eligible for wage reimbursement up to the number hours required to obtain initial First Responder certification. Additionally, those currently certified as First Responder would be eligible for wage reimbursement up the number of hours required for the bi-annual refresher training. Approval, prior to course work, must be obtained from the Chief. Wages shall be paid after successful completion of the First Responder training and testing process. Certificates of Completion must be submitted for compensation as well as for the individual's training records. Those personnel who decide to attend EMS training at a level higher than First Responder such as EMT will only be reimbursed up to the amount of required hours for First Responder level training.

### **RECORD KEEPING**

Each member shall be responsible for reporting the time worked on department activities by completing the following actions:

- A. Signing the Incident Report following a fire or emergency response.
- B. Signing the Training Report at the completion of training sessions approved for compensation.

- C. Completion of an activity report to document those hours worked while attending Fire Department functional meetings, performing special effort assignments, fire investigation and apparatus/station maintenance activities.
  
- D. Fire investigation and apparatus/station maintenance activities should be submitted with a detailed description of work performed. The payroll summary will be submitted to the Town Office at the end of each quarter for approval and processing. Payroll deductions and processing are subject to Federal and State Laws and the payroll policies of the Egg Harbor Fire Department.

**ADDITIONAL BENEFITS:**

Workmen's Compensation Insurance is provided for all Firefighters and EMR personnel.  
Length of Service Award program is provided for all Firefighters and EMR personnel.