

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

**SUBJECT: LENGTH OF SERVICE AWARD (LOSA) PROGRAM**

**SOP 1204**

**PURPOSE:** The Peer Review Board (PRB) is responsible for determining eligibility for Length of Service Award (LOSA) & recommending to the Senior Officers an individuals status regarding their status as active or non-active, or recommending whether an individual should be considered for promotion or demotion.

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

## **COMPOSITION OF THE BOARD:**

The Peer Review Board is a volunteer committee comprised of representatives from the following ranks within the Egg Harbor Town & Village Fire Department and First Responders:

- 1 Fire Commission Member
- 1 Senior Officer (defined as Asst. Chiefs & Chief)
- 1 Line Officer (defined as Captain & Lieutenant)
- 2 Firefighters
- 1 First Responder

The board members serve a 2 year term on the PRB (initial formation of the board will serve varying terms to ensure the board always retains experienced members). Upon completion of their term, the general membership of the Fire Department and First Responders will be asked for volunteers to take positions on the PRB. Previous committee members are eligible to volunteer again. In the event that there are more volunteers than positions available, a secret ballot vote will be taken by the peer ranks of the general membership of the Fire Department and First Responder Group.

## **BOARD GUIDELINES:**

The PRB shall assess each member of the Egg Harbor Town & Village Fire Department and First Responder Group on an annual basis to determine:

- a) Their eligibility for enrollment or continued enrollment in the LOSA program. This will be based on a strictly numeric assessment following the guidelines of the point system. To participate in the LOSA program a Fire Department and First Responder member must earn 85 points per year (October 1<sup>st</sup> through September 30<sup>th</sup>). Of the 85 points, 24 must come from category 'B' training, and 25 from category 'C' fire calls. The remaining 36 points can come from any category including additional points in 'B' & 'C'.

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Last Review Date: 6-19-07  
Last Change Date: 6-19-07

If a Department Member fails to meet the above requirement, then the PRB shall recommend non-eligibility for continued enrollment in the LOSA program to the Senior Officers.

- b) If there is a member who serves as both a Firefighter and First Responder, and they reach both goals of 85 points for each position, annually the Town / Village may, at their discretion, put forth an additional \$100 toward that individuals LOSA account.
- c) Their eligibility for promotion, demotion and activity status. This determination is based upon a combination of the results from the point system and where required a subjective assessment. The recommendation of the PRB will then be passed to the Senior Officers for review and possible action where needed or required.

***PRB Meeting Requirements:*** The PRB shall meet no less than three times per year.

***Mid Year Meeting:*** The membership of the PRB will meet no earlier than April 1<sup>st</sup> and no later than April 20<sup>th</sup> of each year to review the status of each Department members point accumulation for LOSA. The PRB will be responsible for notifying each department member in writing whose point allotment for fire calls and training is 50% or less than the requirements for eligibility for enrollment in the LOSA program. The points will be determined up to March 31<sup>st</sup> of that year. The PRB is responsible for notifying those members by April 30<sup>th</sup> of the same year. The notification must give the member whose points are below 50% an opportunity to appear before the board.

***Third Quarter Meeting:*** The membership of the PRB will meet no earlier than July 1<sup>st</sup> and no later than July 20<sup>th</sup> of each year to review the status of each Department members point accumulation for LOSA. The PRB will be responsible for notifying each department member in writing and by certified mail, whose total point allotment is 75% or less than the requirements for eligibility for enrollment in the LOSA program. The points will be determined up to June 30<sup>th</sup> of that year. The PRB is responsible for notifying those members by July 31<sup>st</sup> of the same year. The notification must give the member whose points are below 75% an opportunity to appear before the board.

***End Of Year Meeting:*** The membership of the PRB will meet no earlier than October 1<sup>st</sup> and no later than October 31<sup>st</sup> of each year to review the status of each Department members point accumulation for LOSA for the previous year and recommending to the Senior Officers an individuals status regarding their status as active or non-active, or recommending whether an individual should be considered for promotion or demotion.

The personnel record for each member should be completed and a LOSA eligibility list should be forwarded to the Fire Commission for final certification. After certification by the Fire Commission, the forms are to be posted per State requirements and notices will be sent out to any of the Department members that did not meet the eligibility requirements for LOSA. Members who failed to meet the requirements are to be notified in writing by no later than November 15<sup>th</sup>. The notifications must include an opportunity for a member to request a meeting with the board if they feel the determination is unfair. All appeals must be completed in the time frame specified by State Guidelines. Following any appeals meeting, the PRB makes their final recommendation to the Senior Officers. Final recommendations are to be completed per State Guidelines.

***LOSA Appeals:*** Any member of the department who expresses a disagreement with the findings of the PRB shall be given the opportunity to present to the PRB any extenuating circumstances that should be taken into consideration. The request for an appeal with the PRB shall be in writing, and should include an outline of the reason for the appeal. Following an appeal, the PRB shall forward their decision to the Fire Commission. If the member is still dissatisfied with the decision of the PRB, then they may request in writing an appeal with the Fire Commission. The decision of the Fire Commission is final and binding.

***Demotion Appeals:*** Any member of the department who expresses a disagreement with the findings of the PRB shall be given the opportunity to present to the PRB any extenuating circumstances that should be taken into consideration. The request for an appeal with the PRB shall be in writing, and should include an outline of the reason for the appeal. Following an appeal, the PRB shall forward their reasons for the recommendation to the Senior Officers for final determination. If the member is still dissatisfied with the decision of the Senior Officer's based on the PRB's recommendation, then they may request in writing an appeal with the Senior Officers. In the event that a member is dissatisfied with the decision of the Senior Officers, then a final request for an appeal may be made to the Fire Commission. The decision of the Commission is final & binding. In the event that a Senior Officer is recommended for demotion, they may appeal directly to the Fire Commission.

***Medical & Excused Absences:*** The Fire Chief, First Responder Crew Chief and/or the Senior Officers of the Department will determine an individual's eligibility to qualify for a medical or excused absence. The Fire Chief or First Responder Crew Chief or his/her designees will be responsible for notifying the Peer Review Board of their decision, but are not required to provide the reason for any absence. The Fire Chief or First Responder Crew Chief will also be responsible for determining a request for a Leave of Absence (LOA).

## Egg Harbor Fire Department

**Point System:** (Total cumulative Points: goal of 85 points annually)

### Category A: Positional Points

<u>Rank Scale</u>	
Chief	10
Assistant Chief	8
Captain	6
Lieutenant	4
Driver Operator (if not FF II then -1 point)	3
Fire Fighter II	2
Fire Fighter I	1
<u>Additional Positional Points:</u>	
Lead Fire Inspector	5
Safety Officer	3
Training Officer	3
Fundraiser Chairman (per committee formed)	3
Peer Review Board Member	3

### Category B: Training Points Note: Must have a minimum of 24 points in this category per annum

Training night	2 points per night
Training Committee Members	1 point per hour of set up required
NWTC or FD approved training	1 point per hour
Monthly Meeting	2 points per meeting

### Category C: Fire Call Response Points Note: Must have a minimum of 25 points in this category per annum (25% of fire calls, including paged mutual aid calls.)

Fire Calls	1 point per 1% of annual or YTD calls
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### Category D: Fire Department Activities

<u>Maintenance:</u>	
Truck Check	1 point per check
Approved Work Night	1 point per hour
Vehicle (other than truck check)	1 point per hour
Testing (Hose, Ladder, Pump)	1 point per hour
<u>Other:</u>	
Fire Inspections	1 point per hour
Public Education	1 point per hour
Committee Meetings (As committee Member)	1 point per hour
Community Event	1 point per hour

### Category E: Years of Service Points

0.5 points per year of service  
(As of October 31<sup>st</sup> of the current year)

### Category F: Department Absence

Approved absence	7 points for every month of FD
	Excused disability (up to 6 mo)

## Egg Harbor Fire Department First Responders

**Point System:** (Total cumulative Points: goal of 85 points annually)

### Category A: Positional Points

<u>Rank Scale</u>	
Crew Chief	6
EMT-P	4
EMT-A	3
EMT-B	2
First Responder	1
<u>Additional Positional Points:</u>	
Training Coordinator	3
Secretary	3
Supply Person	3

Category B: Training Points Note: Must have a minimum of 24 points in this category per annum

NWTC or FD Approved Training	1 Point per hour
Business or Committee Meetings	1 Points per hour
First Responder Monthly Meeting	4 Points
Annual Training (Refresher & CPR/AED)	20 Points

Category C: Call Response Points Note: Must have a minimum of 25 points in this category.

First Responder Calls	1 point per 1% of annual or YTD calls
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### Category D: Public Education / Community Events

Note: i.e. speaking for schools, groups, lion club events, blood pressure clinics etc...

Education / Event	1 Point per hour
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### Category E: Years of Service Points

0.5 points per year of service  
(As of October 31<sup>st</sup> of the current year)

### Category F: Department Absence

Approved absence	7 points for every month of excused disability (up to 6 months)
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## Egg Harbor Fire Department

### **Point Tally Sheet:**

Name: \_\_\_\_\_

Year: \_\_\_\_\_

#### Category A: Positional Points

Rank Points: \_\_\_\_\_

Additional Points: \_\_\_\_\_

Total A: \_\_\_\_\_

#### Category B: Training Points

*Note: Must have a minimum of 24 points in this category*

Training Nights Points: \_\_\_\_\_

Training Committee Members Points: \_\_\_\_\_

NWTC or FD Approved Training Points: \_\_\_\_\_

Business Meeting Points: \_\_\_\_\_

Total B: \_\_\_\_\_

#### Category C: Fire Call Response Points

*Note: Must have a minimum of 25 points in this category*

Fire Calls Points \_\_\_\_\_

Total C: \_\_\_\_\_

#### Category D) Fire Department Activities

##### Maintenance:

Truck Check Points \_\_\_\_\_

Approved Work Night Points: \_\_\_\_\_

Vehicle (other than truck check) Points: \_\_\_\_\_

Testing (Hose, Ladder, Pump) Points: \_\_\_\_\_

##### Other:

Fire Inspections Points: \_\_\_\_\_

Public Education Points: \_\_\_\_\_

Committee Meetings (As committee Member) Points: \_\_\_\_\_

Community Event (Fundraising/ Soapbox etc.) Points: \_\_\_\_\_

Total D: \_\_\_\_\_

#### Category E: Years of Service Points

Points: \_\_\_\_\_

Total E: \_\_\_\_\_

#### Category F) Department Absence

Approved absence Points: \_\_\_\_\_

Total F: \_\_\_\_\_

Total cumulative Points \_\_\_\_\_  
(goal of 85 points annually)

# Egg Harbor Fire Department First Responders

## Point Tally Sheet

Name: \_\_\_\_\_

Year: \_\_\_\_\_

### Category A: Positional Points

Rank Points: \_\_\_\_\_

Additional Points: \_\_\_\_\_

Total A: \_\_\_\_\_

### Category B: Training Points

*Note: Must have a minimum of 24 points in this category*

NWTC or FD Approved Training

Points: \_\_\_\_\_

Business or Committee Meetings

Points: \_\_\_\_\_

First Responder Meeting

Points: \_\_\_\_\_

Annual Training (Refresher & CPR/AED)

Points: \_\_\_\_\_

Total B: \_\_\_\_\_

### Category C: First Responder Call Response Points

*Note: Must have a minimum of 25 points in this category*

First Responder Calls

Points \_\_\_\_\_

Total C: \_\_\_\_\_

### Category D: Public Education / Community Events

Education / Event

Points: \_\_\_\_\_

Total D: \_\_\_\_\_

### Category E: Years of Service Points

Points: \_\_\_\_\_

Total E: \_\_\_\_\_

### Category F) Department Absence

Approved absence

Points: \_\_\_\_\_

Total F: \_\_\_\_\_

Total cumulative Points

(goal of 85 points annually)

\_\_\_\_\_

Egg Harbor Fire Department and First Responders

**ANNUAL ASSESSMENT & LOSA ELIGIBILITY FORM**

**YEAR:** \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Years of Service: \_\_\_\_\_

**Mid Year Assessment (October 1<sup>st</sup> to March 31<sup>st</sup>)**

Call Points (to date) \_\_\_\_\_ (<25\*) Training Points (to date) \_\_\_\_\_ (<12\*)  
\* *Currently does not meet minimum LOSA requirements.* Letter of notification Sent **Y / N** Date: \_\_\_\_\_ Inits: \_\_\_\_\_

**Third Quarter Assessment (October 1<sup>st</sup> to June 30<sup>th</sup>)**

Call Points (to date) \_\_\_\_\_ (<25\*) Training Points (to date) \_\_\_\_\_ (<18\*)  
Position \_\_\_\_\_ FD Activities \_\_\_\_\_ Yrs of Svc \_\_\_\_\_ LOA \_\_\_\_\_ Total Points \_\_\_\_\_ (<64\*)  
\* *Currently does not meet minimum LOSA requirements.* Letter of notification Sent **Y / N** Date: \_\_\_\_\_ Inits: \_\_\_\_\_

**End of Year 'Final Assessment' (October 1<sup>st</sup> to September 30<sup>th</sup>)**

Call Points (to date) \_\_\_\_\_ (<25\*) Training Points (to date) \_\_\_\_\_ (<24\*)  
Position \_\_\_\_\_ FD Activities \_\_\_\_\_ Yrs of Svc \_\_\_\_\_ LOA \_\_\_\_\_ Total Points \_\_\_\_\_ (<85\*)  
\* *Does not meet minimum LOSA requirements.*

Initial Recommendation by PRB:

Eligible For LOSA **Y / N** Recommended For: **Promotion / Maintain Rank / Demotion**  
Recommended Status **Active / Inactive**

Notes: \_\_\_\_\_  
\_\_\_\_\_

Reviewed by Senior Officers: **Y / N** Initials: \_\_\_\_\_

Eligible For LOSA **Y / N** Recommended For: **Promotion / Maintain Rank / Demotion**  
Recommended Status **Active / Inactive**

Notes: \_\_\_\_\_  
\_\_\_\_\_

Letter of ineligibility for LOSA sent **Y / N N/A**

Appeal Requested **Y / N N/A**

Results of Appeal:

\_\_\_\_\_

Final Determination: Eligible For LOSA **Y / N**

**POINTS LIST FORM TO BE ATTACHED**



Egg Harbor Fire Department & First Responders

Date:

Dear Firefighter / First Responder:

The Peer Review Board has completed our mid-year review. At this time it was determined that you currently are below the estimated point requirement for continued enrollment in the LOSA program. If you would like to review your current point standing, please contact: \_\_\_\_\_.

We would like to extend an opportunity for you to meet with the Peer Review Board or the Fire Commission to discuss any reasons that you are below the estimated point requirement at this time.

Please understand that this letter is a courtesy reminder notifying that if you fail to bring your points to the required level by September 30<sup>th</sup>, you will be excluded from this years contribution, and may lose previous years contributions.

Sincerely,

Egg Harbor Fire Department  
Peer Review Board.

Egg Harbor Fire Department & First Responders

Date:

Dear Firefighter / First Responder:

The Peer Review Board has completed our third quarter review. At this time it was determined that you currently are below the estimated point requirement for continued enrollment in the LOSA program. If you would like to review your current point standing, please contact: \_\_\_\_\_.

We would like to extend an opportunity for you to meet with the Peer Review Board or the Fire Commission to discuss any reasons that you are below the estimated point requirement at this time.

Please understand that this letter is a courtesy reminder notifying that if you fail to bring your points to the required level by September 30<sup>th</sup>, you will be excluded from this years contribution, and may lose previous years contributions. This will be the final reminder you will receive prior to the annual assessment.

Sincerely,

Egg Harbor Fire Department  
Peer Review Board.