FIRE DEPARTMENT COMPENSATION POLICY

Town of Menasha Fire Department
Department Policies
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Effective January, 2010

Purpose:
The purpose of this policy is to provide a guideline and understanding to monetary compensation for the Town of Menasha Fire Department personnel. This policy will be referred to and followed should any questions occur for the monetary compensation to fire department personnel. Prevailing hourly rates are set by the Town of Menasha Board of Supervisors and included in the personnel files of each firefighter as part of the records management system.

1. Emergency Responses:

A. FIRE:

1. Fire department personnel shall be paid the prevailing hourly rate for emergency responses as set by the Town of Menasha Board of Supervisors.

2. The hourly rate shall be paid to personnel who respond to fire related emergency calls as dispatched by the Winnebago County Communication Center and sign in on the attendance sheet for each respective call for which they responded.

3. Personnel shall be paid a minimum of one (1) hour of pay with additional compensation paid every quarter (1/4) hour thereafter until the emergency scene has been cleared, apparatus has returned to the station and all equipment has been cleaned and put back into service.

4. Personnel shall be paid a fire call premium for responding to emergency fire calls in addition to the hourly rate. This rate is set by the Town of Menasha Board of Supervisors. If calls occur back to back within the first hour of the call, the fire call premium may not be paid.

5. If personnel need to leave before the incident has been terminated, they shall get permission from a supervisor and sign out on the attendance sheet with an accurate time in which they left.

6. No pay will be given for an emergency fire call if personnel are attending fire department sponsored training or other. A call credit for statistical purposes will be granted. When attending training at other locations a call credit for statistical purposes will be granted upon completion and submission of a fire call credit form.
B. **Emergency Medical:**

1. Fire department personnel shall be paid the prevailing hourly rate for emergency responses as set by the Town of Menasha Board of Supervisors.

2. The hourly rate shall be paid to first responders who respond to emergency medical related emergency calls as dispatched by the Winnebago County Communication Center. Only those first responders who respond and arrive on scene as listed in the completed Firehouse Incident Report shall be paid.

3. First Responders shall be paid a minimum of three quarter (3/4) hour of pay with additional compensation paid every quarter (1/4) hour thereafter until the emergency scene has been cleared and first responders are back in service.

4. No first responders will be compensated fire call premium pay for responding to emergency medical only calls.

2. **Training, Training Classes and Associated Fees:**

A. **Fire and First Responder Training Drills:**

1. Fire department personnel shall be paid the prevailing hourly rate for fire and first responder training drills as set by the Town of Menasha Board of Supervisors.

2. The hourly rate shall be paid to personnel who attend scheduled fire and first responder training drills and sign in on the attendance sheet for each respective training drill which they attend.

3. Personnel will only be paid for actual time in attendance at the training drill.

B. **Outside Training – Non-Required:**

1. Fire department personnel shall be paid the prevailing hourly rate for outside training sessions as set by the Town of Menasha Board of Supervisors.
2. The hourly rate shall be paid to personnel who voluntarily attend outside training sessions that have been pre-approved by the Training Captain and/or Division Chief of Training through submittal of the proper fire department forms.

3. The hourly rate shall be paid to personnel for non-required training classes up to the amount of hours eligible as listed below. All other hours of attendance are considered voluntary hours with no compensation. The eligible hours are as follows:
   a. Captain – 20 hours per calendar year
   b. Lieutenant – 20 hours per calendar year
   c. Firefighter – 20 hours per calendar year

4. The hourly rate will be paid after successful completion of the training. This will be accomplished by submittal of a certificate and or other proper documentation to the Division Chief of Training.

5. This training is held outside of normal fire and emergency medical training drills.

C. Outside Training – Required:

1. Fire department personnel shall be paid an hourly rate for outside training sessions as set by the Town of Menasha Board of Supervisors.

2. The hourly rate shall be paid to personnel who attend required outside training sessions that have been pre-approved by the Training Captain and/or Division Chief of Training through submittal of the proper fire department forms.

3. The hourly rate will be paid after successful completion of the training. This will be accomplished by submittal of a certificate and or other proper documentation to the Division Chief of Training.

4. The hourly rate will be paid to personnel for the actual time in attendance of the class and any class time missed will not be compensated.

5. Personnel will be paid for attending the class only one (1) time. If the class must be retaken the individual will not be compensated.
6. The following is a list of required outside training classes and associated hours for each class:
   a. Certified Firefighter I – 120hrs
   b. Certified Firefighter II – 42hrs
   c. Certified Driver/Operator Pumper – 66hrs
   d. Certified Driver/Operator Aerial – 36hrs
   e. Fire Officer I – 100hrs
   f. Entry Level Fire Officer – 30 hours
   g. Emergency Medical Responder – 72hrs
   h. Emergency Medical Responder Refresher – 30hrs
   i. Educational Methodology (Instructor I) – 70hrs
   j. CPR
   k. Driver Operator In-house Training Class
   l. Basic Skills Testing
   m. Required NIMS Courses (IS-700, IS-100, IS-200, IS-300, IS-400 etc.)
   n. Recruit Academy

D. Class and Other Associated Fee Compensation/Reimbursement:

1. Fees for pre-approved training classes will be paid for by the fire department upon receiving registration documentation or copy of receipt showing payment for the class.

2. Class fees will be paid for only one (1) time. If the class needs to be retaken, class fees are the responsibility of the individual. This includes if the individual was once certified then allows certification to lapse and must take the class again to become certified.

3. In most cases pre-approval must include the completion of an approved fire department form for outside training as well as a school seminar form.

4. Compensation for travel, food and lodging costs will be paid upon receiving receipts for costs incurred along with completion of a travel expense form. Additionally, pre-approval must have been obtained by submitting a school seminar sheet that is approved by the Fire Chief and Town Administrator.

5. A certification test fee will be reimbursed upon receiving a receipt showing payment for the test fee. A certification test fee will only be reimbursed one (1) time for each level of certification. Subsequent certification test fees are the responsibility of the individual.
3. **Special Effort, Daytime, Meetings and Maintenance:**

   **A. Special Effort:**

   1. Fire department personnel shall be paid the prevailing hourly rate for special effort activities as set by the Town of Menasha Board of Supervisors. Personnel must sign in on an attendance sheet for each respective special effort duty.

   2. Special effort activities include but are not limited to mentor program, fire investigations, public education, officer assessment centers, and other activities not specific to any other category.

   3. Firefighters will not be paid for voluntary station staffing, parades, holiday float decorating or participating in holiday float routes.

   **B. Daytime:**

   1. Fire department personnel shall be paid the prevailing hourly rate for daytime activities as set by the Town of Menasha Board of Supervisors. Personnel must sign in on an attendance sheet for each respective daytime duty.

   2. Daytime activities occur during normal fire department business hours and include but are not limited to fire prevention visits, fire preplan development, station staffing, fire hydrant testing/painting and updating map books.

   **C. Meetings:**

   1. Fire department personnel shall be paid the prevailing hourly rate for fire department related meetings as set by the Town of Menasha Board of Supervisors. Personnel must sign in on an attendance sheet for each respective meeting attended.

   2. Meetings are the those activities fire department personnel participate in that include but are not limited to general meetings, officer meetings, task force meetings and committee meetings.
D. Maintenance:

1. Fire department personnel shall be paid the prevailing hourly rate for fire department maintenance activities as set by the Town of Menasha Board of Supervisors. Personnel must sign in on an attendance sheet for each respective maintenance duty.

2. Maintenance activities include but are not limited to apparatus repair, vehicle checkout, SCBA checkout, station cleaning and other activities related to the maintenance of stations and vehicles.