

Board of County Commissioners

Escambia County, Florida

Title: Standard Operating Guidelines for the Administration of the Volunteer Firefighter Stipend Program, Section IV, A.3

Date Adopted: December 11, 2008

Effective Date: October 1, 2016

Reference:

Policy Amended: October 6, 2016

A. 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.

B. Required Qualifications and Payment Schedule

1. Firefighter Trainee: Will receive \$200 if:
 - a. Has completed 12 Hour orientation training into the fire service.
 - b. Obtains certification as Florida Firefighter I within one (1) year of joining Escambia County Fire-Rescue. After one year of service, no further stipend payments will be made until Florida Firefighter I certification is obtained.
 - c. Attends 2 training meetings and responds to 25% of the assigned fire station's first 50 dispatched incidents and 12.5% of the remaining dispatched incidents for the month that a stipend is sought to be paid.
2. Driver Operator: Will receive \$200 per month if:
 - a. Meets all requirements and qualifications described Volunteer Firefighter Driver Operator Job Description.
 - b. Attends 2 training meetings and responds to 25% of the assigned fire station's first 50 dispatched incidents and 12.5% of the remaining dispatched incidents for the month that a stipend is sought to be paid.
3. Firefighter I or Firefighter II: Will receive \$400 per month if:
 - a. Certified as Florida Firefighter I or Firefighter II.
 - b. Attends 2 training meetings and responds to 25% of the assigned fire station's first 50

dispatched incidents and 12.5% of the remaining dispatched incidents for the month that a stipend is sought to be paid.

4. Lieutenant Rank: Will receive \$450 per month if:
 - a. Certified as Florida Firefighter I or Firefighter II.
 - b. Has met all rank education and training requirements.
 - c. Has successfully completed applicable promotional process.
 - d. Attends 2 training meetings and responds to 25% of the assigned fire station's first 50 dispatched incidents and 12.5% of the remaining dispatched incidents for the month that a stipend is sought to be paid.

5. Captain Rank: Will receive \$500 per month if:
 - a. Certified as Florida Firefighter I or Firefighter II.
 - b. Has met all job education and training requirements.
 - c. Has successfully completed applicable promotional process.
 - d. Attends 2 training meetings and responds to 25% of the assigned fire station's first 50 dispatched incidents and 12.5% of the remaining dispatched incidents for the month that a stipend is sought to be paid.

6. Assistant District Chief Rank: Will receive \$550 per month if:
 - a. Certified as Florida Firefighter I or Firefighter II.
 - b. Has met all rank education and training requirements.
 - c. Has successfully completed applicable promotional process.
 - d. Attends 2 training meetings and responds to 25% of the assigned fire station's first 50 dispatched incidents and 12.5% the remaining dispatched incidents for the month that a stipend is sought to be paid.

7. District Chief Rank: Will receive \$650 per month if:
 - a. Certified as Florida Firefighter I or Firefighter II.
 - b. Has met all job education and training requirements.
 - c. Has successfully completed applicable promotional process.
 - d. Attends 2 training meetings and responds to 25% of the assigned fire station's first 50 dispatched incidents and 12.5% the remaining dispatched incidents for the month that a stipend is sought to be paid.

C. **Disaster Payment**

In the event of a declared local, state, or national state of emergency disaster, volunteer firefighters who are recalled to maintain full-time emergency staffing by the Fire Chief or their 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.

D. Procedures

1. An Attendance Roster Report will be completed for all dispatched incidents, training meetings, and special details. If possible, an officer will be responsible for completing this report. If an officer is not available, the most senior Firefighter will be responsible for the report. The District Chief or his designee will insure that the Report is completed properly.
2. The attendees will print their name, and sign the roster report. After all attendees have signed the roster, the District Chief or his designee will draw a line through the remainder of the report with the words “**AND NO OTHERS.**” The District Chief or his designee will then print their name and sign the form at the designated place.
3. The District Chief or designee will be the only person permitted to add any additional attendees to the report. The District Chief or designee 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 the assigned fire station was dispatched to; number of members, by rank, who met the qualifications to be eligible to receive the stipend, the total number of members in the department, and number of incidents, drills, training meetings, and special details each member participated in. This report will be initialed by each member who is eligible to receive the Stipend, and signed by the appropriate District Chief. The Monthly Stipend Report will be attached to a voucher and submitted to the Public Safety Business Operations Division Manager, no later than the 10th of the following month, for processing and payment by the Clerk’s Finance Department
5. The appropriate District Chief shall be responsible for maintaining personnel files and training records, which accurately reflects each member’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.

E. Additional Guidance

1. Credit may be given for Special Details. This credit will not account for more than 50% of the dispatched incident attendance required for an individual in any given month. Each special detail may be credited towards attendance for one dispatched incident.
2. The 12 hour Orientation Course 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 the member has successfully completed the application process.

3. A member may be added to the Attendance Roster anytime they are concurrently participating in other related Escambia County firefighting activities. This includes meetings, training and education events regardless of location.

F. Retention Incentive

In order to receive the Retention Incentive, Volunteer Firefighters must complete 96 hours of documented training and education relating to services that are provide by Escambia County Fire-Rescue per calendar year and participate in 25% of the assigned station's first 600 dispatched incidents and 12.5% of the remaining dispatched incidents for the preceding calendar year (to include credit for special details). Members meeting these requirements will be paid annually in the first quarter of the fiscal year. It will be the responsibility of each District Chief to submit the required documents for payment to the Public Safety Business Operations Manager in a timely manner in order to meet this schedule.

The Retention Incentive schedule is as follows:

Years of Service: Payment during First Quarter of Fiscal Year:

5	\$ 200.00
10	\$ 400.00
15	\$ 600.00
20	\$ 900.00
25+	\$1200.00

G. Instructor Stipend

A qualified volunteer instructor may receive additional stipend payments for instructing other Firefighters. In order to receive these payments the member must do the following:

- a. Meet the requirements as outlined in the Instructor Requirements SOG.
- b. Coordinate with the Fire-Rescue Training Office as outlined in the *Class Approval and Oversight* SOG.
- c. Teach and be present for the entire course.
- d. Collect and submit student post-instruction evaluation forms.

Stipend payments are illustrated in the attached Volunteer Firefighter Instructor payment matrix (Attachment A.) Members cannot receive payments which exceed the maximum cumulative stipend payment for their respective rank during the fiscal year.

H Annual Review

This policy shall be reviewed annually by the Fire Chief or his designee to determine if any amendments to the stipend program are warranted.