

| | |
|------------------------|--|
| Subject: | REIMBURSEMENT TO VOLUNTEER FIREFIGHTERS |
| Section: | PPG# 2860 |
| Chapter: | Personnel |
| Effective Date: | |

1.0 POLICY

1.0 PURPOSE

The purpose of the Volunteer Incentive Point Program (VIPP) is to provide volunteer responders with reimbursement of expenses incurred in the course of participating with the Fire District. The Fire District is dependent upon services rendered from volunteer members to properly provide the services of the fire protection district. This program supports emergency and non-emergency services delivery through the volunteer program.

2.0 POLICY & PROCEDURE

2.1 Volunteer Incentive Point Program

2.1.1 Reimbursement for volunteers is necessary for compensation of out-of-pocket expenses for providing service to the community.

2.1.2 Expenses include, but are not limited to, personal vehicle use, laundering of clothing used while providing service; meals; and other out-of-pocket expenses incurred providing voluntary service to the community with the Fire District.

2.1.3 RCW 49.46.010 provides in part that if a local government body pays its volunteers a nominal amount of compensation per unit of voluntary service rendered that the employer/employee relationship is deemed not to exist for purposes of the minimum wage law.

2.1.4 The Fire Chief shall maintain an incentive point program to enhance retaining volunteer personnel and encourage participation.

2.1.5 Each point earned will be equal to \$9.50 of reimbursement.

2.1.6 All volunteers shall be allowed to participate in the program.

2.1.7 Volunteers will only be allowed to submit for one unit of service during a calendar day. Example: Volunteer is on shift and attends a training; the volunteer will receive points for the shift as it is compensated more points.

2.1.8 All volunteers will start accruing points once initial Fire/EMS training has been successfully completed.

2.1.9 Points will be given based on the following voluntary units of service:

| Shift Points | | | |
|--------------------|--|-------------|-------------|
| | | 12-Hr Shift | 24-Hr Shift |
| Firefighter | | 9 | 18 |
| Firefighter/EMT | | 11 | 22 |
| Master Firefighter | | 13 | 26 |
| Lieutenants | | 15 | 30 |
| Captain | | 17 | 34 |
| Battalion Chief | | 20 | 40 |
| Sort Member | | 13 | 26 |

| Training Points | |
|---|-----|
| Training-Less than 4 Hours | 3 |
| Training-More than 4 Hours | 6 |
| SORT Activities | |
| Approved Activities- Less than 4 hours | 3 |
| Approved Activities-More than 4 hours | 6 |
| Other | |
| Prevention Events- Less than 4 Hours | 3 |
| Prevention Events- More than 4 Hours | 6 |
| Call Back- Less than 4 Hours | 4 |
| Call Back-More than 4 hours | 8 |
| Other Authorized Activities (requires Chief approval) | TBD |

2.1.10 Ambulance transports will be paid at the following stipend schedule.

| Ambulance Transports- Per Transport | |
|-------------------------------------|---------|
| Qualified EMT | \$50.00 |
| Credentialed In-Training EMT | \$25.00 |

2.2 Recordkeeping

2.2.1 Points will be entered and tracked through the Fire Districts Record Management System (RMS).

2.2.2 Volunteer personnel shall be responsible to properly document their participation in this program on the appropriate forms or rosters for the activity or incident to track points.

2.2.3 Officer in charge or the person designated by such officer, at a drill, incident or other authorized activity shall prepare a roster of volunteer personnel who attend or respond. Completion of such records can be on the appropriate form or through RMS and shall be signed and dated.

2.2.4 Quarterly reports will be issued within 30 days of the completion of each calendar quarter.

2.3 Payment of Points

2.3.1 Points will be distributed though the normal payroll process and are subject to all applicable withholding and taxes as required by law.

2.3.2 Points will be distributed in accordance with the following schedule:

| POINTS EARND IN MONTHS | PAYMENT |
|-----------------------------|-----------------|
| January, February, March | April Payroll |
| April, May June | July Payroll |
| July, August, September | October Payroll |
| October, November, December | January Payroll |

2.3.3 Points will be approved by the Fire Chief prior to processing through the payroll system.

REFERENCES

RCW 49.46.010 Minimum Wage Requirements and Labor Standards - Definitions

DEFINITION

Unit of Service A unit of voluntary service shall consist of attendance at a scheduled drill, response to an emergency alarm (incident), attendance at an educational or training session, a stand-by for an incident, a scheduled duty shift, call back, or a scheduled Fire Department function.

RESPONSIBILITY

It is the responsibility of each volunteer personnel to make themselves familiar with this policy and abide with requirements to receive reimbursement through the VIPP.

It is the responsibility of officers and or their designee(s) to ensure the appropriate recording of earned points at Fire District authorized activities as defined in the policy.

It is the responsibility of the Fire Chief to maintain the program.