WASHINGTON TOWNSHIP FIRE DISTRICT

FIRE DISTRICT POLICIES

POLICY: #12-2006

RE: FIRE DEPARTMENT TRAINING AND DISBURSEMENT OF TRAINING COMPENSATION FUNDS

As a means of improving the professional demeanor of the Washington Township Fire District (WTFD) it shall be the policy of the Washington Township Board of Fire Commissioners to fund and disburse funds for the purpose of reimbursement, through the Battalions, to individual firefighters who have demonstrated their desire to improve their fire-fighting technical skills and other approved training through attendance at drills, certificate- bearing courses, driver training, fire prevention, FETN and other on-line course authorized and approved by the WTFD Training Division which may be offered during the fiscal year. These funds shall be disbursed to the Battalions for distribution to the individual qualified firefighter after completion of the following steps:

A. QUALIFICATION

1. To qualify for consideration in this program, the individual shall be a member in good standing as per Policy #44-12 Minimum Performance Standards for Active Firefighters as of September 30th of the current year.
2. Each Battalion Training Captain is responsible for the collection of all data, accuracy of such data, and recording the data in the record management system approved by the fire district before October 15 of each year. Each Battalion Training Captain shall review its training records quarterly to verify information that has been entered into the record management system. To be eligible for compensation, the individual shall have attended a minimum of 25% of the drills scheduled during the fiscal year, with certain exceptions which shall be determined by the District Training Captain in accordance with the following guidelines.
    a. Training courses authorized and approved by the WTFD Training Division for the specific individual, attended and completed by the individual shall be considered equivalent to drill periods. For example, a 24 hour training course shall be considered to be equal to attendance by the individual at 24 hours of WTFD drills.
    b. To qualify as a compensable course, a certificate signifying satisfactory completion of the course must have been issued to the individual by the agency conducting the course. A copy of the certificate shall be provided as part of the documentation specified in paragraph D. Any course that has not been issued a certificate by Oct 15th needs documentation showing attendance.
    c. Drill credit shall be provided for driver trainees, trainers, testers, and helpers for each 2 hour session completed in accordance with provisions the WTFD Driver Training Policies and SOP's. Proper documentation for all training shall be provided as part of the documentation specified in paragraph D.
    d. Drill credits shall not be allowed for those individuals who arrive more than 15 minutes after the announced drill time. Surprise drills shall not be conducted in Washington Township.
    e. Drill/Driver Training instructors shall be eligible to receive additional drill hours equal to the length of the drill he conducts.
    f. The WTFD Training Division will assign standard time for completing FETN, on-line, and other courses taken that do not list a specific number of training hours on the certificate. Generally

these courses will be credited as 0.5 hours unless assigned different hours by the Training Division.

g. Only courses authorized and approved for each individual by the WTFD Training Division shall qualify under this policy. No training authorized by other jurisdictions, taken for normal job requirements, taken for another emergency services organization, job requirements, etc. will qualify for this policy.

3. Battalion business meetings, stand-by, special assignment, work details, etc. shall not qualify as drills under the provisions of this policy.

4. Individuals who want to qualify for training compensation under the provisions of this policy shall meet all WTFD mandatory requirements for volunteer firefighters, such as, current physical examinations, completed mandatory training, etc.

B. SHARE ALLOCATION

Full, three-quarter, and half shares shall be awarded to those individuals who qualify, in accordance with the following schedule:

27 or more credits	1 full share
18 or more, but less than 27 credits	3/4 share equivalent classes
9 or more, but less than 18 credits	1/2 share equivalent classes

C. FISCAL YEAR

The fiscal year shall commence on October 1 and conclude on September 30.

D. DOCUMENTATION

Each Battalion Training Captain shall enter the following data in the record management system approved by the Fire Commission prior to October 15 of each year. Documentation must be available for audit purposes within the records management system to substantiate the data. Documentation required to be on file are:

1. Copies of all drill/driver training sign in sheets
2. Online Drill/Driver Training reports
3. Course certificates entered online, hard copy forwarded to District Training Captain
4. Online reports showing on-line courses authorized and approved by the WTFD Training Division.
5. Instructor hours documented online for courses instructed outside of drills
6. Fire Prevention attendance documented on an online SA214

E. AUDIT

The record management system will generate a training compensation report after October 15. The District Training Captain and a Deputy Chief shall conduct an audit of each Battalion's training files to ascertain the validity of the training compensation report. The Chief of Staff will audit the Deputy Chief's records. The training compensation report will be submitted to the Commission by the November public meeting

F. DISBURSEMENT

Disbursement of funds to the Battalions for the purpose of reimbursing the individual members shall be made after the Board of Fire Commissioners approval of records at the November work session. The total amount of the reimbursement fund shall be as approved by the Board of Fire Commissioners. Disbursement on this date, however, is contingent upon receipt and satisfactory audit of all documentation are defined in paragraph D. The District shall generate individual checks for each member qualifying for reimbursement and make available to the Battalion Chiefs for disbursement by the first Friday of the month of December.

Disbursement amounts to individuals may be deducted or withdrawn for violations of SOP Section III, Training, Policy 49-13, Discipline, or failure to return District property upon leaving the department.

G. SHARE DISBURSEMENT LIMITATION

No member qualifying for share earnings under the provisions of this policy shall receive in excess of $599.99. The District will not issue reimbursement checks under the amount of $25. The Board of Fire Commissioners shall comply with the requirements of this provision prior to disbursement of compensation funds to the Battalions.

H. NON-SUBMISSION OF DOCUMENTATION

In the event that the required documentation is not provided on the date as specified in paragraph D, the Commissioner in charge of the audit, at his discretion, may execute the following procedure to insure the disbursement of training compensation funds on the date as specified in paragraph F.

1. To determine the per share value for disbursement purposes in the event that any Battalion's responses are not received, the prior fiscal year validated Battalion total point values shall be used. The per share value shall be determined and disbursement shall be made to the Battalion(s) providing on time validated reports. The balance of the training funds shall be withheld pending receipt of missing report(s).
2. Following receipt of the missing reports, the per share value shall be recalculated using the sum of the on-time and late reports. If the revised per share value is higher than the initial share value calculation, then the-Battalion(s) submitting on-time reports shall be reimbursed with an appropriate supplementary payment to account for the higher per share value calculation. If the revised per-share value is lower than the original per-share value calculation, then the Battalion(s) submitting late reports shall share in the lower revised per share calculation.
3. The following examples illustrate the execution of items 1 and 2.

   a. Example 1 -All 3 Battalion-reports submitted on time

Battalion	Total # of Validated Points	Reimbursement
A	650	$4766.27
B	730	$5352.89
C	802	$5880.84
Total	2182	$16000.00

   This will be equal to $7.33 per share for each Battalion.

   b. Example 2 Battalion A & B submit validated reports on time. Battalion C is late.

Battalion	Total # of Validated Points	Reimbursement
A	650	$5166.42
B	730	$5802.28

C	633 (From 1979)	$5031.30
Total	2013	$16000.00

This will be equal to $7.95 per share for Battalion A & B. Battalion C will be withheld pending receipt of validated report. Subsequently, if a validated point total is received from Battalion C is higher than the total used from the Battalion's prior year report, the per share calculation shall be made as follows:

$5031.30 (balance available) / 843 (Battalion C validated point total) = $5.97 per share for Battalion C.

However, if the validated point total subsequently received from Battalion C is lower than the total used from the Battalion's prior year report, the per share calculation shall be made as follows:

Battalion	Total # of Validated Points
A	650
B	730
C	549 (validated point total)
Total	1929

$16000/1929 (final validated total points) = $8.29 per share.

Therefore, based upon the above calculations, the remaining 5031.30 shall be distributed as follows:

Battalion	Previous Distributed	Supplemental Distribution	Total Distribution
A	$5166.42	$224.98 (*)	$5391.40
B	$5802.28	$252.66 (**)	$6054.94
C	$0.00	$4553.66 (***)	$4553.66
Total	$10968.70	$5031.30	$16000.00

(*) 8.29-7.95=0.34 X 650= $224.98 (**)
8.29-7.95=0.34 X 730= $252.66 (***)
8.29 X 549= $4553.66

I. PER SHARE VALUE

The dollar amount per share shall not exceed $10.

Approved at a Regular Meeting of the Fire Commission held 3/5/80.
Revised and Approved as Revised at a Regular Meeting of the Fire Commission held 4/2/80
Revised and approved as revised at a regular meeting of the Board of Fire Commissioners held 9/7/06
This policy was amended on February 5, 2015 at a regular meeting of the Board of Fire Commissioners
This policy was amended on June 16, 2016 at a regular meeting of the Board of Fire Commissioners.

By: Attest:

Frank Stella, Chairman
David Vicente, Secretary