FIRE DEPARTMENT POLICY #53-2016
regarding
VOLUNTEER STIPEND PROGRAM FOR VOLUNTEER FIRFIGHTERS

The Washington Township Fire District has created a volunteer stipend program designed to recruit and retain volunteer firefighters by incentivizing various behaviors necessary to fulfill critical positions and perform associated tasks that will directly enhance fire operations.

1. ANNUAL VOLUNTEER STIPEND PROGRAM

1.1 Members will receive a nominal stipend for their activity as listed below. The receipt of the stipend shall be subject to income tax reporting. The stipend shall be paid in accordance with this policy.

1.1.1 The annual cycle will run October 1st through September 30th

1.1.2 In order for a member to qualify to receive a stipend they shall meet Policy #44-12, Performance Standards for Active Volunteer Firefighters. Any member missing a quarter, as defined in Policy #44-12, shall not be eligible for any stipend earned during that quarter unless approved by the Deputy Fire Chief of Operations.

1.1.3 Eligibility for the stipend program is limited to volunteer firefighters. Explorers are not eligible for the program.

1.1.4 Prior to October 1st of each year, members will complete an enrollment form with the option to; (1) fully participate in this program (maximum benefit allowed by the policy), (2) partial participant (not to exceed $599.99 in this program or any other program or any combination of programs), (3) non-participant in this program.

1.1.5 The following will be recognized holidays:

New Year's Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

1.1.5 Holiday weekends are defined under this policy as any weekend in which one of the above recognized holidays falls on or is celebrated on the Friday preceding or Monday after the weekend. The sole exception to this is that the Thursday, Friday, Saturday and Sunday of Thanksgiving weekend shall also be considered a Holiday weekend under this policy.

1.2 Activity related stipends. The following shares are accumulated on a per activity basis:

ACTIVITY	DESCRIPTION		Shares Per Activity	NOTES
Duty Crew	Any time slot	Per 4 hour block of time	13 Shares	Duty crew per SOP 2.22 Must be FFI Certified to receive full shares. Members without FFI will receive 50% of the shares.
Duty Crew	Weekends	Additional per 4 h.	5 Shares	
Duty Crew	Holiday/ Holiday Weekends	Additional per 4 hr.	7 Shares	
Per Call	Any time		8 Shares	Responds on Emergency vehicle
Per Call	Any time		4 Shares	At Station
Special Events	Scheduled cover assignments, community events, public relations events, public education, etc.		6 Shares per assign.	Must be approved through DCO.

1.3 Title / Certification Stipends. The following stipends are accumulated on an appointment and/or credential related basis.

TITLE / CERTIFICATION	DESCRIPTION	STIPEND AS NOTED	NOTES
Driver Engine	Qualified Driver / Operator	24 Shares/year	Members will be eligible to receive the stipend in the year they become qualified. Must perform requalification test or drive to 12 calls
Driver Ladder	Qualified Driver / Operator	36 Shares/year	
Driver Rescue	Qualified Driver / Operator	36 Shares/year	
Utility Unit	Qualified Driver / Operator	12 Shares/year	
Brush Unit	Qualified Driver / Operator	12 Shares/year	
Deputy Chief	Appointed by Chief of Department	30 Shares /monthly	
Battalion Chief	Appointed by Chief of Department	25 Shares /monthly	
Captain	Appointed by Chief of Department	20 Shares /monthly	
Lieutenant	Appointed by Chief of Department	15 Shares /monthly	

1.4 The per share value will be determined by dividing the total budgeted amount by the total number of shares accumulated by all participants.

1.5 Members on administrative leave, suspension and/or unavailable for the above activities as a result of a disciplinary action are not eligible for stipends during such period.

1.6 The stipend program will be capped as not to exceed the budgeted amount for any given year. Stipend payments will be made after the close of the annual cycle. To the extent that the aggregate of the earned stipend payments exceed the budgeted amount for the Stipend Program, all payouts shall be abated pro rata to meet the budget threshold.

1.7 Stipend payments may be offset by the cost of any educational offering(s), training assignment(s) and/or other financial obligations to which a volunteer committed but failed to attend or complete.

1.8 Any members exceeding $599.99 in this program or any combination of this program and any other programs will be issued a W2.

1.9 The payment of any stipend does not change the status of any volunteer. Volunteers are NOT employees of the Washington Township Fire District. Stipend payments will conform to guidance set forth by the Fair Labor Standard Act (FLSA), the New Jersey Department of Labor and Workforce Development and by the Department of Labor (DOL).

1.10 Stipends are not finally calculated until the end of the annual cycle and the final amount due shall be subject to all conditions and limitations set forth in this policy.

1.11 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. Any member earning less than $100 will be considered ineligible for the program and will not be reimbursed any amount less than $100.

1.12 The Washington Township Fire District reserves the right to modify or abolish this program at any time and for any reason.

Approved at a regular meeting of the Board of Fire Commission held October 6, 2016.

By: Attest:

Frank Stella, Chairman

David Vicente, Secretary