



Manchester-By-The-Sea Fire Department Standard Operating Guideline

ADM-3

Call Firefighter Administration, Wages, and Compensation

16 July, 2018

I. Administration

- A. **Scope.** In order to maintain the public's trust and respect, provide the highest level of service, and act as a responsible stewards of taxpayer dollars, the Manchester-By-The-Sea Fire Department (MFD) must operate with rules, regulations, standards, structure, and discipline regarding Call firefighter wages and compensation.
- B. **Purpose.** The purpose of this standard operating guideline (SOG) is to communicate rules and regulations regarding Call firefighter wages and compensation.
- C. **Application.** This SOG applies to all MFD Call firefighters.

II. References.

- A. Town of Manchester-by-the-Sea administrative guidelines and procedures.
- B. MFD SOG ADM-1 *Standard Operating Guideline (SOG) Program.*
- C. MFD SOG ADM-2 *General Administration & Day-Day Routine.*
- D. Massachusetts Department of Fire Services (DFS) *A Compendium on Accessing Line of Duty Death Benefits for Massachusetts Fallen Firefighters* (Annex A to this SOG)

III. Definitions.

- A. **Employee.** A person involved in performing the duties and responsibilities of a Fire Department, under the auspices of the Organization – i.e. a member of the MFD.
- B. **IAW.** In accordance with.

C. Member. A person involved in performing the duties and responsibilities of a Fire Department, under the auspices of the Organization – i.e. an employee of the MFD.

D. MFD. Manchester-by-the-Sea Fire Department.

E. OIC. Officer in Charge.

F. POV. Personally owned vehicle.

G. Quarters. The MFD Fire Station.

H. Shall. Indicates a mandatory requirement.

I. Should. Indicates a recommendation or action that is advised but not required.

J. SOG. Standard Operating Guideline

IV. General Administration.

A. MFD SOG ADM-2 General Administration & Day-Day Routine.

V. Federal and State Line of Duty Death Benefits

A. Federal. Surviving family members of Call firefighters who perish in the line of duty may be eligible for benefits under The Public Safety Officers' Benefit Program (PSOB). These benefits include a lump-sum payment as well as support for higher education for eligible family members. Details can be located at the PSOB website, <https://www.psob.gov/>.

B. State. Surviving family members of Call firefighters who perish in the line of duty may be eligible for benefits under the General Laws of the Commonwealth. These may include, but are not necessarily limited to: a lump sum payment pursuant to G.L. c. 32, § 100A; pension/annuity benefits pursuant to G.L. c. 32, § 89E; and funeral expenses pursuant to G.L. 41, §§ 100G or 100G-1/4.

VI. Insurance. Call Firefighters are covered for injured-on-duty benefits pursuant to applicable General Laws (chapters 32 and 41) and Town insurance policies.

Note Call members shall not use red lights or siren when responding and shall obey traffic laws and posted speed limits.

VII. Wages.

- A. In order to respond to calls and earn any of the stipends below, a Call firefighter must be a Pro-Board certified FF I/II and certified by the Fire Chief to conduct interior firefighting operations.
- B. Effective ~~7/29/18~~ 7/1/19, the Call firefighter hourly wage is \$21.00 per hour. Time and one half of the hourly wage will be paid for time worked on: New Year's, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. *per Greg 10/9/18*
- C. A Call firefighter will earn a minimum of two hours of pay for a call-back response. After two hours, pay is for actual time worked as recorded in the MFD records management system and/or payroll tracking system.
- D. Annual Call-Back Stipend: A Call firefighter will earn an annual call-back stipend of \$1200 if they respond to at least fifty-two (52) calls (at least 40 for a first year call Fire Fighter pro-rated for the number of months actually serving as a call FF) per year within 20 minutes of the first request for coverage. If the equivalent of fifty-two (52) call-back responses per Call firefighter is mathematically impossible, then the stipend will be based on a Call member taking an equivalent proportion of the available call-back responses.
- E. Annual Training Stipend: A call firefighter will earn an annual training stipend of \$200 if they attend ten out of twelve scheduled evening training sessions as recorded in the MFD records management system and/or payroll tracking system. **Failure to achieve a minimum of 20 hours training per year during monthly training is grounds for dismissal.**
- F. Annual EMT Stipend: An EMT will earn a \$200 EMT stipend annually if maintaining their EMT certification and earning the Call-Back Stipend.
- G. Annual Paramedic Stipend: A Paramedic will earn a \$600 paramedic stipend annually if maintaining their paramedic certification and earning the Call-Back Stipend.

H. Longevity Stipend: To earn the longevity stipend in any given year, the Call-Back Stipend and Training Stipend must also be earned in that same year.

1. 10 - 14 years of service: \$200.
2. 15 - 19 years of service: \$400.
3. 20 - 30 years of service: \$600.

Note: Stipend calculations are based on performance during the 12 months of the Town's fiscal year. Stipends, if earned, are paid during the first month of the new fiscal year.

I. Call/Vol Recruit Training Program Stipend. A Call firefighter who successfully completes the Call FF training program, obtains "Pro-Board" FF I/II certification, and competes MFD "top-off" training will earn a \$500 stipend.

VIII. Primary Responder

- A. Call firefighters are eligible to sign-up to be the primary Call firefighter responder to a still alarm (no response by a career firefighter) for a given 24-hour period - 0800-0800.
- B. Sign-Up and approval must be completed seven (7) days prior to the desired 24-hour period.
- C. If a Call firefighter signs up to be the primary responder and there are no Call firefighter call-backs during the 24-hour period, the Call firefighter will receive credit for one (1) call-back.
- D. If a Call firefighter is designated the primary responder and fails to respond when called (through the normal call-back process), that call firefighter will receive a negative point against one's call-back response total for each call missed.

IX. Shift Work

- A. Call firefighters who have completed initial MFD training, are certified by the Fire Chief as interior firefighters, are certified as an EMT or higher, and are current with

monthly training attendance are eligible to fill Career firefighter shift vacancies. While filling the Career firefighter vacancy, Call firefighters are expected to contribute to the day-to-day routine duties including house work/cleaning and complete a minimum of two (2) hours of training (including self-study if necessary).

- B. Call firefighters who have completed initial MFD training, are certified by the Fire Chief as interior firefighters, and are current with monthly training attendance are eligible to work one 4-hour "impact" shift per month. Impact shifts are normally 0800-1200 on Saturday and Sunday. Call firefighters are expected to contribute to the day-to-day routine duties including house work/cleaning and complete a minimum of one hour of training (including self-study if necessary).

X. Uniforms.

- A. A new Call firefighter will receive an initial issue of uniform items as determined by the Fire Chief.
- B. The department will provide a Department polo shirt, two T-Shirts, and one pair of pants per year and a pair of boots and job shirt every other year to a Call Firefighter who has earned the Call-Back and Training Stipends.
- C. After three years of faithful service (as determined by the Fire Chief), the department may purchase a full Class A uniform for the Call Firefighter.

End of SOG

Note: Because this SOG details Call firefighter wages and compensation, approval/endorsement from the Town Administrator and Board of Selectmen is required for approval and implementation.

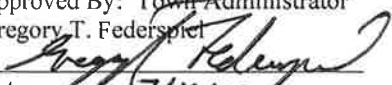
Approved By: Fire Chief George Kramlinger



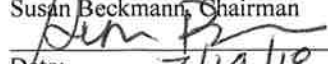
Date: 7/18/18

Review Due Date: 30 Jun, 2019

Approved By: ~~Town Administrator~~
Gregory T. Federspiel


Date: 7/18/18

Approved By: Board of Selectmen,
Susan Beckmann, Chairman


Date: 7/19/18

