

FLORENCE TOWNSHIP FIRE DISTRICT NO.1

270 INCENTIVE PROGRAM

PURPOSE:

To provide a program to reward and encourage participation in Fire Department activities.

SCOPE:

This program shall pertain to active volunteer members who meet the minimum participation requirements as set forth in Section 225 of the Policies and Procedures Manual of the Fire District. Members that do not meet the minimum participation standard shall not be eligible to receive payment as outlined below. Exceptions to the minimums may be granted by the Chief of Department after review of the specific circumstances.

GUIDELINES:

1. It shall be the responsibility of the Chief or his designee, to record the attendance of members at all Incidents, Duty Shifts, Special Non-Incident Events and Training Sessions.
2. All members shall be required to participate in the event until relieved by the Officer in Charge. Members who do not stay until properly relieved shall not receive credit for the event. Members and /or Officers who willfully submit false attendance records to the Board shall forfeit any and all awards to which they are entitled. In addition, further action will be taken under Section 710 of the Policies and Procedures Manual of the Fire District.
3. The award cycle will begin on Oct. 1 of the year and conclude on Sept. 30 of the following year.
4. Volunteer members who become active during an award cycle will have their award prorated to match time served.
5. Volunteer members who are on leave of absence will have their award prorated to match time served.
6. Years of Service will accrue on January 1st, in lieu of the member's anniversary date.

AWARDS:

1. Members will receive their awards distributed through the Fire District Payroll system. Awards will be received four times per year.
2. Fire Police only members will receive their awards as an expense voucher. Such voucher will be paid through the Fire District in December, per the schedule in Appendix B.
3. As of January 1, 2014 the following program will take effect.
 - a. A fixed amount will be established for the Incentive program within the budget of the Florence Township Fire District #1.

- b. A tiered rate schedule will be established based upon years of experience and training certifications obtained. Years of experience is based upon that members total years of service with all Departments and is not limited to the Florence Township Fire District. The rate schedule will include Emergency Incident Response, Duty Shift Participation, Special Non-Incident Event Participation and Department Training. The award shall be based upon a flat rate for attendance. (Rate schedule listed in Appendix A of this document.
- c. Active personnel having met the minimum participation requirements as set forth in Section 225 of the Policies and Procedures Manual of the Fire District shall be eligible to receive an award.
- d. Emergency Incident awards will be calculated at the Adjusted Rate shown in Appendix A.
- e. In accordance with Section 216 of the Policies and Procedures Manual of the Fire District, Fire Duty Shift awards, will be calculated at 1/3rd the member's adjusted rate. The standard shift is a 4 hour block. Failure to answer an Emergency Incident Response during a scheduled shift will result in no credit for the entire shift. Members will receive credit for Incident Response in addition to Duty Credit.
- f. Department Training Events will be calculated at the base rate per event. Members must maintain 20% attendance of all Training to receive credit.
- g. Special Non-Incident Event(s) shall be calculated at the adjusted rate for each event. All events shall be previously approved by the Chief of the Department. Parades will not be eligible for award.
- h. Special Awards - The Chief of Department shall maintain a supply of special awards, such as gift cards, movie or sporting event tickets, Etc. to be awarded to individuals that exhibits performance above and beyond normal activities. Said awards will be given at his discretion. Up to 5% of the total amount of the budgeted fixed amount may be used for these awards.
- i. Station Enhancements – Up to 5% of the total amount of the fixed rate may be used for enhancements or programs with in the Fire Station. Examples of such are video gaming consoles, Netflix movie or game rentals, ETC. These items shall be completed with the approval of the Incentive Program Committee and the Fire Chief or his designee. All purchases will be made following District procedures.
- j. Any remaining monies or awards, at the end of an award cycle shall carry over to the next year's program.

Example:

- The District determined the award value for a specific award cycle will be \$50,000.
- Up to \$2,500 may be used for Special Awards. Up to \$2,500 may be used for Fire Station Enhancements.
- \$45,000 will remain for award payment to members.
- A member with 6 years of service and an Adjusted Rate of \$11, staffs 18 Fire Duty Crew Shifts in a given Month. He / She would receive a \$66 award (18 shifts * \$3.67).

- During that period the member responds to 12 Emergency incidents. He / She would receive a \$180 award (11* 132).
- That member attended 2 Department Training Events and was current at 40% Training Attendance. He / She would receive a \$12 training award (2 training * \$6).
- That member also attended 2 Public Education events, thus a \$22 award. (2 events *\$11)
- The total award credit for that month would be \$280.

NOTE: All awards shall be governed by the Budget of the Florence Twp. Fire District No. 1 and the awarding of these must be within the current year Budget. The Board reserves the right to alter any award due to Budget constraints.

Adopted: 200-270-04

Revised: 5-2014

Readopted: 10-2016

APPENDIX A – Rate Schedule

Award Rates (calculated by attendance)	
Total Years of Experience	Base Rate
0 – 5 years	\$ 3.00
5 – 10 years	\$ 6.00
10 – 15 years	\$ 7.00
15 – 20 years	\$ 8.00
20 or more years	\$ 10.00
Add-Ons to Base Rate (Adjusted Rate maximum \$15.00)	
NJ DFS Firefighter 1 Certification or Fire Police Certification (This applies to 0 – 5 year members only)	Increase to 5 – 10 year base rate
NJ DFS Firefighter 2 Certification (This applies to all members)	Add \$ 1.00 to Base rate
Completion of Approved Vehicle Extrication 1 Program (This applies to all members)	Add \$ 1.00 to Base rate
NJ DFS Incident Management Level 1 Certification (This applies to all members)	Add \$ 1.00 to Base rate
NJ OEMS EMT Certification (This applies to all members)	Add \$ 2.00 to Base rate
Fire Duty Crew Participation Award Rate	
All members	1/3 Adjusted Rate for each Duty Block A missed response during shift forfeits credit for that Duty Block
Department Training Participation Award Rate	
All Members	Base Rate for each drill attended Must maintain minimum participation level throughout year
Official Events	
All Members	Adjusted Rate for each event attended. Events must be approved in by the Chief of Department. Parades are excluded from event award.

APPENDIX B – Fire Police only, Rate Schedule

Award Rates – paid annually	
Total Years of Experience	Award Rate
0 – 5 years	\$ 175.00
5 – 10 years	\$ 200.00
10 – 15 years	\$ 225.00
15 – 20 years	\$ 250.00
20 or more years	\$ 300.00