

VOLUNTEER FIREFIGHTER PAY-PER-CALL POLICY

PURPOSE OF THIS STANDARD

The Volunteer Firefighter Pay-Per-Call Program has been established by the Bayard City Council to help reimburse volunteer firefighters for expenses incurred while responding to and participating in Fire Department emergency calls. These guidelines are provided in order to insure proper administration of this program.

SECTION 1 - ELIGIBILITY AND CONDITIONS

1. Volunteer firefighting personnel who are active members of Bayard Fire Department are the only persons eligible to participate in this program. Each Firefighter shall receive a \$25.00 payment for responding to alarms.
2. In order for a volunteer firefighter to be eligible for payment, the following conditions must be met:
 - A. Respond to an incident to which their assigned station has been dispatched by Central Dispatch.
 - B. Personnel must be an active participant in fire suppression, mop up and returning apparatus and equipment to "ready condition" for the next call.
 - C. Personnel must have in their possession all issued Personal Protective Equipment and wearing such equipment in accordance with their departments policy and procedures.
 - D. Personnel must actively participate in all aspects of the fire suppression activities assigned to them during the incident.
 - E. Personnel will not be reimbursed by the City if the incident is reimbursed by the New Mexico State Forestry Division.
 - F. Fire Department response must be within the city limits of Bayard and subject to approval for response under the mutual aid agreement.
 - G. During 4th of July Activities, fire personnel will only be paid for one response.
 - H. Personnel must meet NIMS requirement for their respective level of command. These documents must be on file with the Bayard Fire Chief.
 - I. Stipend payments will be dependent upon annual budget allocations and or stipend program funding.

SECTION 2 - ADMINISTRATION

1. The Volunteer Pay-Per-Call Report Form will be used to record and report activity for the Pay-Per-Call Program.

2. The report forms will be turned in to the Bayard Municipal Clerk no later than **30 days after the alarm**. The fire alarm must be entered into NFIRS and a copy of the specific fire run report shall be attached to the Pay-Per Call Report Form
3. Instructions for filling out the report form are as follows:
 - 1) Enter current Date
 - 2) Enter your Fire Departments Name
 - 3) Enter the Date of the Incident you are requesting reimbursement for.
 - 4) Enter the NFIRS report number.
 - 4) Enter the location of the incident.
 - 5) Enter the name of the I.C.
 - 6) Enter the name(s) of all firefighter's that are eligible for reimbursement.
 - 7) Each person responding shall sign their name acknowledging they responded to the call.
 - 7) Fire Chief must Sign and Date the Document.
 - 8) Enter report into NFIRS and attach a copy of Incident report
 - 9) Fax to the County Fire Marshal @ or scan documents and email to;

SECTION 3 - PAYMENT

Payments will be made monthly and delivered directly to the Fire Chief. It is the responsibility of the Fire Chief to distribute pay checks to each member. Payments to members shall only be processed one time per month.

**FIREFIGHTER
PAY-PER-CALL REIMBURSEMENT FORM**

DATE

FIRE DEPARTMENT

DATE OF INCIDENT

NFIRS INCIDENT NUMBER

INCIDENT LOCATION

INCIDENT COMMANDER'S NAME

PERSONNEL RESPONDING TO INCIDENT

PRINT NAME	SIGNATURE

I hereby certify that the above is true and accurate.

District Fire Chief

Date

** A copy of the official NFIRS run report must be attached this form. Fax both documents to (575) 542-8202. Request for payment will not be processed after 30 days from the date of the Incident.*

Fire Administration Only

Date Received

Received By

Date Processed