

VOLUNTEER FIREFIGHTER STIPEND POLICY

PURPOSE OF THIS STANDARD

The Volunteer Firefighter Stipend Program has been established by the Bayard Fire Department to help reimburse volunteer firefighters for expenses incurred while responding to emergency calls and participating in Fire Department activities. This program is provided to promote recruitment and retention of firefighters. These guidelines are provided to insure proper administration of this program.

SECTION 1 - ELIGIBILITY AND CONDITIONS

- A. Volunteer firefighting personnel who are active members of the Bayard Fire Department are the only persons eligible to participate in this program. Each Firefighter shall receive a payment for responding to alarms, participating in training, cleaning bays and equipment and meeting attendance.
- B. 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 Fire department if the incident is reimbursed by the New Mexico State Forestry Division.
 - f. Fire Department response must be within the Bayard Fire Department response area as agreed to in the mutual aid agreement.
 - g. During 4th of July Activities, fire personnel will only be paid for one response.
 - h. Firefighters must obtain a minimum of 8 stipend points of participation per month to receive stipend compensation.
 - i. The annual stipend distribution shall only be available upon secured stipend funding by the Fire Protection Grant Program.

SECTION 2 - Calculation of participation hours:

- A. Firefighters will accrue stipend points based upon the activity being completed. Training hours, EMS response, and other general activities shall accrue 1 stipend point, firefighting activities shall accrue 1 stipend point for activities under four (4) hours. Firefighting activities lasting more than four (4) hours shall accrue 2 stipend points.
- B. The fire department meets 4 times per month generally two-hour meeting/training, which will account for the minimum 8-hour requirement to qualify for the monthly

stipend. If a firefighter cannot attend all the meetings, they can, with approval of an officer, come in to perform miscellaneous activities to make up hours.

C. The available department stipend points shall be calculated by the total of all activities completed for the full month for all firefighters. Firefighters not accruing the minimum of 8 stipend points shall not receive compensation, nor will the activity hours be added to the available department stipend points for the month.

D. The individual stipend points shall be the total of all activities completed by the individual firefighter.

E. The formula for stipend distribution shall be:

i. $\text{Annual Funding} / \text{months per year} = \text{Monthly stipend availability}$

Example: FY2022

$\$25,000 / 8 \text{ months} = \$3,125 \text{ monthly allocation}$

ii. $\text{Total individual stipend points} / \text{total available department stipend points for the month} = \text{Total stipend credits}$

Example: November 2022 – John Doe

$15 \text{ individual points} / 92 \text{ department points} = 16.3\%$

F. Stipend Payment Formula:

$\text{Monthly allocation} * \text{Percentage of individual stipend points} = \text{Individual stipend payment.}$

Example: November 2022 – John Doe

$\$3,125 * 16.3\% = \509.51

SECTION 3 - ADMINISTRATION

A. The Volunteer Monthly Participation Report Form will be used to record and report activity for the Stipend Program.

B. The Volunteer Firefighter Monthly Participation report forms will be turned in to the Bayard Municipal Clerk no later than **30 days after the incident or activity**. The report must be turned in to the State Fire Marshalls office.

a. Instructions for filling out the report form are as follows:

- i. Enter current Date
- ii. Enter your Fire Departments Name
- iii. Enter the Date of the month you are requesting reimbursement for.
- iv. Enter the name of the Fire Chief.
- v. Enter the name(s) of all firefighter's that are eligible for reimbursement.
- vi. Each person shall sign their name acknowledging they participated in the activity.

- vii. Fire Chief or designee must Sign and Date the Document.
- viii. Fax to the State Fire Marshal
- ix. EMS runs shall be reported on the Monthly Activity Reimbursement Form (EMS Runs)

SECTION 4 – PAYMENT

Payments will be made monthly and mailed directly to the Fire Chief. It is the responsibility of the Fire Chief to distribute pay checks to each member.

This policy has been established to work in conjunction with the annual stipend funding allocated by the New Mexico State Fire Marshall through the Fire Protection Grant Program. Awards are made for use throughout an annual fiscal year (July 1-June 30).

Passed, Approved, and Adopted this _____ day of February 2023.

Euphemio Gonzales, Fire Chief

Chon S. Fierro, Mayor

ATTEST:

Marlena Valenzuela, Clerk-Treasurer

DATE	ACTIVITY
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FIRE DEPARTMENT	
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FIRE CHIEF'S NAME	
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[illegible]

Fire Chief
Date

Date Received	
Received By	
Date Processed	

FIREFIGHTER MONTHLY ACTIVITY REIMBURSEMENT FORM (EMS RUNS)

DATE		RESPONDER	
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FIRE DEPARTMENT	
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FIRE CHIEF'S NAME	
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PERSONNEL PARTICIPATING

Run Date / Time	Report Number	Run Date / Time	Report Number

I hereby certify that the above is true and accurate.

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <i>Fire Chief</i>	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <i>Date</i>
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<i>Fire Administration Only</i>
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<i>Date Received</i>	
<i>Received By</i>	
<i>Date Processed</i>	

[illegible]