



**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** March 26, 2024

**Eric Buckman, City  
Manager:**

**Department:** Public Safety - Volunteers

**Department Head Name:**

Ronald L. Robinson

**Presenter:** Ronald L. Robinson

**Kim Berry, City Clerk:**

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

Volunteer Firefighter Payment Policy & Training Reimbursement Agreement

**BACKGROUND:**

- 1) Volunteer firefighters are part-paid; meaning they receive a wage for incident response.
- 2) Historically, Volunteers have never had a wage benefits structure/policy for training associated with the position.
- 3) Changes by the State of Michigan Fire Marshall's office, which went into effect October 2023, now govern that each firefighter (paid, part-paid, Volunteer, etc.) shall attend and successfully complete Firefighter I & II/Haz Mat operations training, to become a certified firefighter. The structured training that they have to go through shall meet the standards set by the Bureau of Fire Services State Fire Marshall's Office.
- 4) In the past, Volunteers and Public Safety Officers were trained in-house and then challenged the written and practical exams to become certified Firefighters.
- 5) In addition, changes also govern that Firefighter shall complete 36 hours of in-service fire training over a 3-year period, with no less than 6-hours in a year.
- 6) Due to these requirements set by the Bureau of Fire Services State Fire Marshall's Office, we felt that a payment policy needed to be implemented and we felt a reimbursement for training agreement should be drawn up.
- 7) Attached you will see the payment policy I created and brought to the Volunteers for approval. As written, Volunteers shall be paid for all fire/rescue responses, mandatory training to receive their aforementioned certification(s) and up to 24 hours a year for in-service training.
- 8) Also attached you will see the training reimbursement agreement I created & was approved by the Volunteers, stating if a Volunteer resigns, retires, or is terminated after the City pays for their aforementioned certification training, they shall pay the city back a certain percentage – a 4-year agreement.

**FISCAL EFFECT:**

Fiscal year budget amount for part-time wages - \$14,360 proposed.

**SUPPORTING DOCUMENTATION:**

- 1) Payroll Policy
- 2) Training agreement

**RECOMMENDATION:**

Approve Volunteer payroll policy and training agreement as presented.