



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY #060**

COMPENSATION ADMINISTRATION

I. Purpose

To provide a compensation system that provides for stipends for volunteer firefighter/ emergency medical technician members.

II. Scope

This policy applies to all volunteer firefighters / emergency medical technicians.

III. Definitions

CEP: Certified Emergency Paramedic

EMT: Emergency Medical Technician

Primary: The lead person scheduled to cover a shift staffing assignment

Support Personnel: Persons without firefighter and/or EMT certification

Support Position: The addition of another member to the daily shift staffing

IV. Policy

It is the policy of the District to provide a compensation system that sets forth a schedule for stipends for volunteer firefighters and emergency medical technicians. The schedules are reviewed and approved as needed by the Governing Board.

V. Procedures

- A. Members shall be responsible for completing and submitting the Volunteer Time Log by the 23rd of each month, in order to receive their monthly stipend for the previous month. Members who submit their Volunteer Time Log after the 23rd shall be paid on the next pay period.
- B. The Fire Chief, or his designee, shall check the individual Volunteer Time Logs for accuracy and submit them to Administration no later than 1100 hours on the 24th of each month. The Office Manager shall submit pay details to QuickBooks Payroll no later than 1700 hours on the 24th.
- C. Stipends for Operational Personnel shall be paid on the 27th of each month. In the event the 27th occurs on a Holiday or Weekend, stipends will be paid on the 25th.
- D. Members shall be required to attend at least one Department training / drill a month in order to be eligible for a shift coverage assignment the following month.
- E. The dollar value per unit for call response and shift coverage assignments shall be set by the Governing Board on an annual basis.



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- F. Members shall be paid stipends for each call response, based upon their rank and level of training:

Captain	2.5 units
Lieutenant	2.25 units
Arizona Certified Firefighter II and CEP	2.5 units
Arizona Certified Firefighter II and EMT	2.0 units
Arizona Certified Emergency Paramedic	2.0 units
Arizona Certified Firefighter II or EMT	1.5 units
Support Personnel	1.0 unit
Wildland Fire (per 4-hour shift)	3.0 units

- G. Members who respond to State Lands or Forestry Wildland Fires are under contract to Arizona State Lands and are paid according to the current State Lands contract for those assignments. The stipend for all other Wildland call responses is 3.0 units for each 4-hour shift.

- H. Daily shift staffing assignments will be scheduled in four hour blocks. The number of units a member will be paid per each Primary four hour shift will be determined by the members rank and level of training:

Captain	4.0 units
Lieutenant	3.6 units
Arizona Certified Firefighter II and CEP	2.5 units
Arizona Certified Emergency Paramedic	2.0 units
Arizona Certified Firefighter II and EMT	3.4 units
Arizona Certified Firefighter II or EMT	3.0 units
Support Personnel (no certifications)	2.0 units

- I. The Fire Chief shall or his designee shall schedule one additional Support Position to the daily roster each day. The stipend for each four-hour Support Shift shall be as follows:

Captain	2.5 units
Lieutenant	2.5 units
Arizona Certified Firefighter II and CEP	2.5 units
Arizona Certified Emergency Paramedic	2.5 units
Arizona Certified Firefighter II and EMT	2.3 units
Arizona Certified Firefighter II or EMT	2.2 units
Support Personnel (no certifications)	2.0 units



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- J. In order to provide enough personnel in times of unique circumstances, the ranking Captain shall have the authority to increase the daily staffing to three firefighters, no more than four times per month. This shall be a Support Position.
- K. Members shall submit their availability for shift staffing assignments two weeks in advance. Members may not fulfill more than 30 four-hour staffing shifts per calendar month.
- L. Members providing coverage via a four, eight or twelve hour shift staffing assignment are not eligible to receive stipends when responding to an incident occurring during their assigned shift.
- M. The Fire Chief may receive a stipend in addition to, or in lieu of, that provided to other members, as deemed appropriate by the Governing Board.
- N. The Fire Chief has the discretion to modify or suspend this compensation policy according to budgetary restrictions and daily staffing needs.
- O. The Fire Chief may assign additional stipends for positions such as Captain or Lieutenant, or for special projects as deemed necessary.

Approved by the Mescal-J6 Fire District Governing Board on May 27th, 2020. Replaces January 29, 2020