HIAWATHA FIRE-RESCUE

MEMORANDUM

TO: HONORABLE MAYOR, HIAWATHA CITY COUNCIL

FROM: MIKE NESSLAGE, FIRE CHIEF

SUBJECT: HIAWATHA FIRE DEPARTMENT ATTENDANCE-BASED VOLUNTEER INCENTIVE PROGRAM

DATE: 6/28/2019

I am proud to present to you the Hiawatha Fire Department Attendance Based Volunteer Incentive Program, or "Points Program" for your approval.

During the strategic planning process, the following recommendation was put forward.

"The City needs to develop and implement a stipend or remuneration program for the volunteer members of the Department to compensate them for their expenses or lost wages…"

Over the last several years, discussions and various committees discussed pathways to developing a remuneration program. Those discussions came to center around a point for participation program. During your annual budget cycle for FY20, I presented to you a brief overview of a points program developed in conjunction with the membership committee. You approved $50,000 to fund the program. This plan was refined with members of the fire department, discussed at meetings and in membership committee meetings. We have been tracking and posting points since January of this year. At the June 25th, 2019 Association meeting, the membership present gave unanimous support for the attached program, as presented to you.

The program was designed to encourage response, participation, longevity, and certification. Members accumulate points for responding to incidents, participating in training, attending activities, and length of service on the department. They also receive escalator points based on earning and maintaining certain certifications. Every 6 months, the points earned by all individuals are totaled then divided into the budgeted amount. ($25,000 for 6 months.) That determines a point value. Each member will then be issued a check for the amount they earned; their total points times the point dollar value. Payouts are to be made in May and November. This will provide a beginning of summer "bonus" and an end of year holiday "bonus". Paid members are not eligible for the program. Members will not receive points for the calls where they receive the ambulance stipend. The entire program is attached for your review.

We are asking you to formally adopt the program, and to backdate the program to be effective May 1, 2019. The first payout will be in November for the May through October program period. By backdating to May 1, this will allow us to accumulate a full 6 months of points to award in November.

We thank you for your support of this essential program.

RESOLUTION NO. 19-
City Council

RESOLUTION APPROVING HIAWATHA FIRE DEPARTMENT ATTENDANCE-BASED VOLUNTEER INCENTIVE PROGRAM

WHEREAS, the purpose of the Hiawatha Fire Department Attendance-Based Volunteer Incentive Program is to help bolster participation and engagement in fire department functions, activities, calls, training, and certification, and

WHEREAS, volunteer members will earn points for participating in various activities and certifications and at the end of the designated timeframe receive a stipend payment allocated through payroll based on points earned, and

WHEREAS, the points program will be on a six-month cycle with the first beginning with May and the second with November as outlined in the program administration set in Exhibit "A", and

WHEREAS, the dollar amount allocated through the Fiscal Year 2020 Budget process was $50,000, and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to approve the Hiawatha Fire Department Attendance-Based Volunteer Incentive Program beginning May 1, 2019 with $50,000 allocated in the Fiscal Year 2020 Budget to support the program.

AYES:
NAYS:

PASSED AND APPROVED this 3rd day of July, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
Amy Scheer, Deputy City Clerk

Hiawatha Fire Department Attendance-Based Volunteer Incentive Program

Purpose:

To help bolster participation and engagement in fire department functions, activities, calls, training, and certifications, the Hiawatha Fire Department has implemented an attendance-based points program. Volunteer members earn points for participating in various activities and certifications. At the end of the designated timeframe, members receive a stipend payment from the City based on points earned during that timeframe.

Participation:

This program is for volunteer members including members who receive ambulance or officer stipends. Members who are paid hourly or full-time salary, are not eligible. Regardless of the pay category, members will not receive points for activities where they are already being compensated, for example, ambulance runs.

Overview:

Members earn points based on attendance at specific activities, as shown in the table at the end of this document.

At the end of the tracking period, the points will translate to dollars, depending on a budgeted amount the City Council has allocated for this program. The total number of points accumulated by all members will be divided into the budgeted amount to determine a point value. That value is then used to calculate the total received by multiplying the point value against the total number of points accumulated by each member.

- Example –
    - The City allocates $10,000 for a time period.
    - As a department, the members accrue a total of 4,000 points
    - Each point then becomes worth $2.50 ($10,000÷4,000 points)
    - Individual members earn $2.50 for each point they accrued that timeframe
    - A member who earns 50 points receives $125; a member earning 200 points receives $500, etc

The points program is on a six-month cycle. The first payout will be with the volunteer stipend payroll in May and will include the months of November, December, January, February, March, and April. The second payout will be with the volunteer stipend payroll in November and will include the months of May, June, July, August, September, and October.

The points program will be periodically reviewed. If changes are needed or requested they will be brought before the Firefighters Association, who will vote to recommend any changes. The changes will be brought before the City Council for approval.

This document will be updated with any revised points scoring, activities, or guidelines.

Adjustments to the program will only be effective on May 1, or November 1 depending on when they are approved by City Council. An announcement of the revisions will be made at the Association meeting.

The official copy of this program will be maintained by the City Clerk and kept on file in the Emergency Reporting Library.

Administration:

During the annual budget cycle, the City Council will budget an amount to be utilized for a points system for the entire budget year. The City Administrator and City Finance Director will work with the Fire Chief to ensure that the amount is clearly budgeted and utilized correctly. This amount will then be divided by two and dispersed equally in May and November.

The Fire Chief will designate a Program Administrator who will track all points awarded. The Chief or designee will approve all points.

- Points will be input and tracked using Emergency Reporting.
- There will be three categories as tracked in Emergency Reporting: Incidents, Training, and Events. In addition, the Points Administrator will maintain a spreadsheet to account for escalator points.
- A points sheet showing point accumulations will be posted monthly with the release of the previous month's stipend payroll signature sheets. Members are required to sign their points sheets monthly.
- With the exception of escalator points for EMS and Fire Certifications, no partial points are awarded.
- The Program Administrator, in conjunction with the Fire Chief, has the authority to clarify and interpret the awarding of points, including whether an event qualifies, the number of points for the event, and the amount of points awarded to an individual.

Points are awarded at 1 point per full two hours of service. Activities that exceed 4 hours will be valued at 2 points, Activities lasting longer than 6 hours are worth 3 points, and so forth. Points are awarded to members based on the member's participation in the event, not the length of the activity itself.

- For example, if the Chili Supper last 12 hours, divided into 6, 2-hour segments worth 1 point each, a person who works the entire activity would receive 6 points. However, a person who only works 4 hours would receive 2 points.

Escalator Points for Certifications

Escalator points will be awarded to members based on their certifications. In order to earn escalator points for fire certifications, the Deputy Chief must have a copy of the ProBoard or IFSAC certification on file for the individual. EMS Certifications must be valid on the State website. If a member loses their certification during the period, they will lose their escalator for that time period. Escalator points will begin in the cycle following where the certification was obtained, and continue for subsequent cycles unless the certification expires.

- For example:
  - A member earns Firefighter 2 in February; the escalator points will not apply until the cycle beginning in May and will continue for the following cycles.
  - A member fails to renew their EMS certification and does not recertify within 14 days, they will lose their escalator for EMS certification for that period. If they renew, it will resume the following cycle.

Fire certification factors are totaled based on all earned. For EMS Certification, only the highest certification applies. Escalator points are calculated only on incident points. Escalator points will be calculated by determining the escalator factor, then multiplying the individual points for incidents by that factor to determine the number of escalator points. Escalator points will then be added to the total number of points.

- For example, a person who is firefighter 2 (0.1) Fire officer (0.1) and AEMT. (0.2) would have a total of (0.4) in escalators.
  - The total points accumulated for Incidents (88) will then be multiplied by the factor (0.4) to get the escalator points.
  - An example of a person who has accumulated 88 incident points will have 88*0.4=35.2. Escalator points will be rounded up to the next whole number. (36 in this case). Their points total would be as follows.

Name	*Incidents*	*Escalator*	*Training*	*Events*	*Total*
Johns	*88*	*36*	*22*	*8*	*154*

Points are awarded based on the following categories:

HWFD Incentive Program Point Distribution		
Category	**Activity**	**Point**
Incidents	A call is any activity that is recorded in Emergency Reporting as a NFIRS response Members who receive the ambulance stipend (driver, attending, assisting, or stipend shift) do not receive a point for that call.	1 per call except when call > than 4 hours. Then as above.
Training	Attend HWFD monthly training session.	1 point
	Complete and documented assigned duty crew training	1 point
	Complete assigned online training session	1 point
	Attend outside training such as CITA. Must be pre-approved.	1 point for each full two hours of service.
	The Chief may approve points for other training opportunities	
Activities	Public education or public relations activities, such as station tours, school visits, Fundraisers, such as the chili supper Assisting with an EMS or Fire Standby	1 point for each full two hours of service.
	Attend the HWFD Association meeting.	1 Point
	Other activities as approved by the Chief or Program Administrator	1 point for each full two hours of service.
Escalators	Firefighter 1 (No points awarded)	0
	Firefighter 2	.1
	Driver Operator (Must be approved to drive all FD Vehicles, excluding trailer and UTV)	.2
	Fire Officer 1	.1
	Fire Instructor 1	.1
	EMT B or *	.1
	AEMT or *	.2
	Paramedic *	.3
	*EMS Escalator only awarded for one level of certification.	
Longevity	Longevity/Length of Service (Awarded once annually, paid with the November payroll)	1 per full year of service, capped at 20 points