

Town of New Gloucester



Fire Rescue Department Compensation, Meeting and Training Policy

Adopted: June 17, 2019
Amended: January 3, 2022
Amended: April 7, 2025

Fire Rescue Department Compensation, Meeting and Training Policy

PURPOSE: This policy provides a means to provide an adequate and responsible emergency work force to the citizens and those traveling through the Town of New Gloucester. It seeks to ensure all members of the New Gloucester Fire Rescue Department understand the proper procedure to accurately document their time worked for each personnel attending trainings, meetings, events, and incident responses. All activities submitted for compensation shall be reviewed and approved by the Fire Rescue Chief prior to being entered into-payroll.

Definitions:

Non-EMS Licensed Member: A member of the Department that does not possess a valid EMS license.

EMS Licensed Member: A member of the Department that possesses a valid Maine EMS License.

Junior Personnel: members between the age of 16 and 18.

Trainings: Any training event must receive prior approval from the Fire Rescue Chief for compensation prior to being scheduled. All events must be documented on Department Sign-In Sheet and only the individuals who have signed-in shall receive compensation for the training. Sign-in sheets must be placed in the Chief's mailbox for review and entry into payroll.

Trainings shall be any department sponsored training in house. These trainings include the following:

Firefighting Skills	Emergency Medical Training	Driver/Operator Training
Live Fire Training	Rescue Skills	Leadership and Command

Outside training will not be eligible for compensation unless determined by the Fire Rescue Chief.

Meetings: Any meeting must receive prior approval from the Fire Rescue Chief for compensation prior to being scheduled. All events must be documented on Department Sign-In Sheet and only the individuals who have signed-in shall receive compensation for the meeting. Sign-in sheets must be placed in the Chief's mailbox for review and entry into payroll.

Examples of meetings would be the following

Monthly Meeting	Officer's Meeting	Committee Meetings
-----------------	-------------------	--------------------

Any other meetings may be deemed eligible by the Fire Rescue Chief.

Events: Any work detail or department event must receive prior approval from Fire Rescue Chief for compensation prior to being scheduled. All events must be documented on Department Detail sheet and only the individuals who have signed-in shall receive compensation for the event. Detail sheets must be placed in Chief's mailbox for review and entry into payroll.

Events shall include the following:

Administrative Hours	Special Event Details
Fire Prevention Details	Equipment Maintenance
Live-In Program Events	Fire Department Open House

Or any other event as determined by the Fire Rescue Chief.

Holidays: Members who signs up to be on-call for the following six holidays will receive a stipend of \$100 per holiday, per member:

New Year's Day	Labor Day
Memorial Day	Thanksgiving
July 4	Christmas

Weekend Differential: Members working a shift during weekend hours are eligible for a shift differential. The shift differential shall be \$2/hr for Paramedics, and \$1/hr for AEMT, EMT, and Non-EMS Members. Shift differential eligible hours are from Friday at 2000 to Monday at 0800.

Medical Incidents: When completing a Medical Incident, it shall be the Officer in Charge or Lead EMS Provider's responsibility to fill out the run sheet. The run sheet must be filled out completely and accurately. The initial time that the call was received (time stamp) by the department and the time the call was completed (time stamp), including all paperwork and placing of ambulance back in service, must be documented. Dispatch shall be notified when all is complete to notate time on run card. The run sheet must also include all members that responded to the call and how they responded. If responding in an apparatus, documentation shall show which apparatus. Response via personal operational vehicle is only applicable when additional personnel are required. Personal operational vehicle response is not eligible for mileage reimbursement. Completed run sheets shall be left in the run sheet box for review by the Chief prior to entry into payroll.

Fire Incidents: When completing a Fire Incident, it shall be the Person in Charge of the incident responsibility to fill out the run sheet. The run sheet must be filled out completely and accurately. The initial time that the call was received (time stamp) by the department and the time the incident was completed (time stamp) must be documented on the run sheet. The time the call is completed shall be the time that all apparatus has been restocked, cleaned and all paperwork is completed. It is the responsibility of the officer filling out the run sheet to ensure that all personnel responding to the incident are documented on the run sheet. Documentation of what apparatus each member responded in or if they responded by personal operational vehicle. Only department officers are eligible for response via personal operational vehicle unless the member received prior authorization from the Chief. Personal operational vehicle response is not eligible for mileage reimbursement. Times will be noted of when members left the scene or the station. The completed run sheets shall be placed in the run sheet box for review by the Chief prior to entry into payroll.

Pay Distribution: The Fire Rescue Chief shall submit to the Executive Assistant weekly for pay distribution. Hourly pay for Fire Rescue Department incident response shall be rounded to the nearest quarter hour. All Fire Rescue Department personnel are required to have direct deposit.

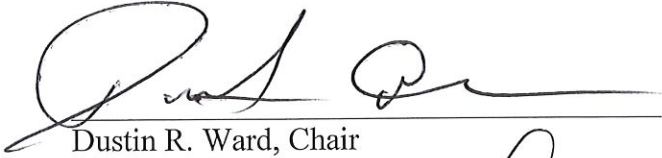
Fire Rescue Department personnel shall be paid according to the wage schedule (Appendix A and Appendix B) which is a working document for the Town Manager and Fire Rescue Chief to set pay rates.

Responsibilities: It shall be the responsibility of the Person in Charge to record on the run sheet the names of members who responded to the call. Only those members who responded directly to the call or were cancelled en route will be listed on the run sheet and paid. It is the responsibility of the Fire Rescue Chief to review the accuracy of all run sheets.

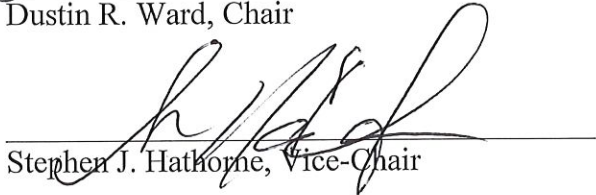
This policy supersedes all other Town of New Gloucester Fire Rescue Department Compensation and Meeting, Trainings and Detail Policies.

Town of New Gloucester
Fire Rescue Department Compensation, Meeting and Training Policy

Signed and approved by the Select Board on April 7, 2025



Dustin R. Ward, Chair



Stephen J. Hathorne, Vice-Chair



Peter R. Bragdon



Tammy L. Donovan



Colleen D. Strickler

Appendix A

Salary Schedule for Non-EMS Licensed Members

Officers, Call Members and Junior Personnel are members of the Department who are in good standing and do not possess and EMS license.

Training: \$15.91 per hour

Meeting Rate: \$15.91 per hour

Incident, Detail, and Per Diem:

Junior Personnel \$15.91 per hour

Member Base Rate \$15.91 per hour

Incentives added to base rate:

Firefighter certification \$0.50 cents per hour

Apparatus certification \$0.25 cents per hour/ per apparatus (\$1.25 max)

Officer Rate:

Deputy \$4.50 per hour

Captain \$3.50 per hour

Lieutenant \$2.50 per hour

Approved by Select Board 4/7/2025

Appendix B

Salary Schedule for EMS Personnel

Members of the Department who possess a valid EMS license.

Pay Rates Depending on License Level:

EMT	\$19.57
AEMT	\$22.47
Paramedic	\$26.04

Officer Rate:

Deputy	\$4.50 per hour
Captain	\$3.50 per hour
Lieutenant	\$2.50 per hour

Training: \$15.91 per hour

Meeting Rate: \$15.91 per hour

Approved by Select Board 4/7/2025