

# Town of New Gloucester



## Public Safety Department Compensation Policy

Adopted: June 17, 2019

# Public Safety Department Compensation 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 Public Safety 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 Chief of the department prior to being entered into the Data System for payroll.

## **Definitions:**

***Per-diem:*** an EMT, advanced EMT (AEMT) or Paramedic who is not a direct member of the Department who provides shift coverage and is paid hourly for that shift. *See job description "Per-Diem"*.

***Member:*** Officers, Call Members and Junior Personnel are members of the Department who are in good standing.

---

***Live-in Student:*** fire science students enrolled at a post-secondary institution that is housed at the New Gloucester Fire Station as their temporary residence during the school year in exchange for being on call during specific hours. Live-in students are required to fulfill the same membership obligations as all other department members and fall under these compensation guidelines depending upon certifications possessed.

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

**Trainings:** Any training event must receive prior approval from the Chief of the department 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 the Data System.

**Meetings:** Any meeting must receive prior approval from the Chief of the department 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 the Data System.

**Events:** Any work detail or department event must receive prior approval from Chief of the department 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 event. Sign-In sheets must be placed in Chief's mailbox for review and entry into the Data System.

**Holidays:** Members who signs up to be on-call for the following six holidays will receive a stipend of \$60 per holiday, per member:

New Year's Day  
Memorial Day  
July 4

Labor Day  
Thanksgiving  
Christmas

**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 the Data System.

**Fire Incidents:** When completing a Fire Incident, it shall be the Officer 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 the Data System.

**Pay Distribution:** The Chief of the Department shall submit to the Finance Director weekly for pay distribution. Hourly pay for Public Safety Department incident response shall be rounded to the nearest quarter hour. All Public Safety Department personnel are required to have direct deposit.

Public Safety Department personnel shall be paid according to the wage schedule in Appendix A and Appendix B attached hereto.

**Responsibilities:** It shall be the responsibility of the Officer in Charge, senior member, or Per Diem 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 Chief of the department to review the accuracy of all run sheets.

***This policy supersedes all other Town of New Gloucester Fire and Rescue Department Pay and Compensation Policies.***

## Appendix A

### Salary Schedule for Members

Officers, Call Members and Junior Personnel are members of the Department who are in good standing.

Training: \$12.00 per hour

Meeting Rate: \$12.00 per hour

Incident Rate:

Junior Personnel \$12.00 per hour

Member Base Rate \$13.00 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/EMS Director \$4.50 per hour

Captain \$3.50 per hour

Lieutenant \$2.50 per hour

Safety \$1.50 per hour

EMS Rates:

EMR certification \$0.50 per hour

EMT license \$0.75 per hour

AEMT license \$1.75 per hour

Paramedic license \$4.25 per hour

## Appendix B

### Salary Schedule for Per Diem Personnel

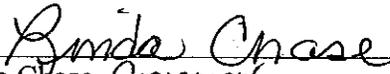
EMT, advanced EMT (AEMT) or Paramedic who is not a direct member of the Department who provides shift coverage and are paid hourly for that shift. *See job description "Per-Diem"*.

**Per-diem rates depending on experience and qualifications:**

EMT	\$13.00 - \$15.00 per hour
AEMT	\$15.00 - \$17.00 per hour
Medic	\$19.00 - \$21.00 per hour

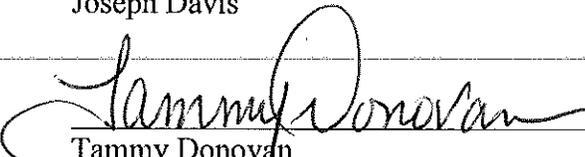
---

Signed and approved by the Board of Selectmen on June 17, 2019.

  
\_\_\_\_\_  
Linda Chase, CHAIRMAN

\_\_\_\_\_  
George Colby, Sr.

\_\_\_\_\_  
Joseph Davis

  
\_\_\_\_\_  
Tammy Donovan

  
\_\_\_\_\_  
Karen Gilles, VICE-CHAIRMAN