

# LOW RISK/HIGH FREQUENCY

BARABOO FIRE DEPARTMENT

POLICY



SUBJECT: COMPENSATION

POLICY NO.: 100.05

EFFECTIVE DATE: 04/21/2014

SUPERSEDES: 05/18/2010

REVIEWED/UPDATED: 04/14/2014

RESOLUTION NO.: NA

APPROVAL:   
Kevin G. Stieve, Fire Chief

## PURPOSE

The policy outlines the method in which Members of the Baraboo Fire Department are compensated.

## RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this policy.
2. All firefighters have the responsibility to learn and follow this policy.

## DEFINITION

1. Paid-per-Call Member – A part time City of Baraboo Employee, who responds, when available to emergency, non emergency, other calls for service when activated, attends training, meetings and other functions as required by Department Policies and Guidelines.

## POLICY

- A. A Paid-per-Call member shall be paid for attendance at emergency, non emergency and other calls for service. The rate shall be determined from time to time as authorized by the Common Council. (See Attachment A for approved schedule)
  1. When there are multiple incident call responses all responding members shall receive credit and compensation for each call as long as they meet the times requirements in Paragraph B.
- B. To receive credit and compensation, members must respond to the station within 15 minutes of the alarm time unless the incident is of the magnitude that requires all available personnel respond at different intervals.
  1. Paid-per-Call members are responsible for signing in on the incident call sheet for proper compensation.
  2. When allowed and the member arrives after the 15 minute period, the time of arrival shall be marked on the Incident Report where the person signs in.
- C. Full-time personnel shall be paid in accordance with City Policy. (Rates shall be determined on an annual basis).
- D. Paid-per-Call members shall be paid for attendance and participation in scheduled Department training or drills. Full-time personnel shall be paid in accordance with City Policy. (Rates shall be determined on an annual basis).

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1. Paid-per-Call members are responsible for initialing the roll call sheet for proper compensation.
  2. Paid-per-Call members arriving late to a training or meeting one (1) hour or later shall be compensated at half the normal pay rate.
- E. Paid-per-Call members shall be paid for attendance at all scheduled Department meetings. Full-time personnel shall be paid in accordance with City Policy. (Rates shall be determined on an annual basis).
1. Paid-per-Call members are responsible for initialing the roll call sheet for proper compensation.
  2. Paid-per-Call members arriving late to a training or meeting one (1) hour or later shall be compensated at half the normal pay rate.
- F. Approval for compensation for outside training (e.g. from MATC) must be submitted to the Fire Chief before Registration. Members shall not be compensated until after successful completion of the training or course. Certificates of completion must be submitted for the individual's training records. The Attended Training Report shall be completed also.
1. For required training courses, i.e. Firefighter I, any associated costs shall be paid for by the department for the initial test.
  2. Reimbursement for expenses not covered by the registration fee, i.e. meals, lodging, mileage, etc shall be in accordance with City of Baraboo Policy entitled Expense Reimbursement (See Attachment B)
- G. Paid-per-Call members shall be paid a uniform allowance to be included with their last pay of the calendar year. The member shall complete one (1) calendar year of service before payment. Full-time personnel shall be paid such allowance based upon City Policy. (Rates shall be determined on an annual basis).
- H. The Deputy Chief, Assistant Chiefs, Captains and Lieutenants shall be paid an annual salary for their respective positions. (Rates shall be determined on an annual basis and shall be contingent upon budget approval).
- I. Compensation rates are detailed in Attachment A
- J. The compensation rates and the actual hours worked shall be calculated to maintain a wage equal to minimum wage. Minimum wage is \$7.25. To calculate compliance with minimum wage laws all hours worked shall be calculated at quarter hour increments.
- K. Paid-per-Call members are compensated the first pay period of the month for the previous month's wages.
- L. Paid-per-Call members participating in a non-emergency function at the time of an incident call shall receive only percentage credit for such call as approved by the Incident Commander of the incident. Example: Members working the Brat Stand at the time of call will receive percentage credit for the call. The Shift leader at the Brat Stand should report the names to the Incident Commander. This would also include parades, schools etc.
- M. Payroll deductions, processing and Direct Deposit are subject to Federal and State Laws and the payroll policies of the City of Baraboo.
- N. Pension Annuity Plan
1. All members of the Department are eligible to receive cash benefits from the Fire Department Benefit

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Fund after completing the required years of service. Eligibility is based upon the requirements of the Fire Department Benefit Fund By-laws.

O. Worker's Compensation

1. Paid-per-Call Members are covered by the worker's compensation insurance to the extent allowed by the Wisconsin Worker's Compensation Act.

**References:** Risk and frequency classification information - <http://firefighterclosecalls.com/sopsog.php>

# ATTACHMENT A

**BARABOO FIRE DEPARTMENT**

**POLICY**



**SUBJECT: COMPENSATION**

**POLICY NO.:** 100.05

**EFFECTIVE DATE:** 04/21/2014

**SUPERSEDES:** 02/23/2010

**REVIEWED/UPDATED:** 04/14/2014

**RESOLUTION NO.:** 2009-166

**APPROVAL:**   
Kevin G. Stieve, Fire Chief

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**A. Officer Wages**

- |                    |                     |    |                  |
|--------------------|---------------------|----|------------------|
| 1. Deputy Chief    | \$1,500.00 annually | or | \$125.00 monthly |
| 2. Assistant Chief | \$1,200.00 annually | or | \$100.00 monthly |
| 3. Captain         | \$750.00 annually   | or | \$62.50 monthly  |
| 4. Lieutenant      | \$500.00 annually   | or | \$41.67 monthly  |

**B. Incident Call, Training and Meeting Wage**

- |  |         |
|--|---------|
| 1. New Firefighter   | \$15.00 |
| 2. Entry Level Firefighter Complete  | \$20.00 |
| a. This includes any new members that are hired with Entry Level Firefighter training that is complete   |         |
| b. The date on the Entry Level Firefighter Certificate is the official date of pay rate change.          |         |
| 3. Firefighter I Certified Probationary  | \$25.00 |
| a. This includes any new members that are hired with Certifications of Firefighter I or higher.          |         |
| b. The date on the Firefighter I Certificate is the official date of the pay rate change                 |         |
| c. Once the member successfully completes the probationary period they move to the appropriate pay level |         |
| 4. Firefighter I or above Certified and Active Status  | \$30.00 |

**References:** Risk and frequency classification information - <http://firefighterclosecalls.com/sopsog>.

# ATTACHMENT B

<b>Handbook Title:</b> <b>The City of Baraboo's Policy and Procedure Handbook</b>	<b>Page #:</b> TRA-
<b>Section:</b> TRAVEL GUIDELINES	<b>Policy:</b> Expense Reimbursement
<b>Dated:</b> 3/11/08	

Where an approved trip is necessitated by City-related business, seminars, or school, Public Officials or employees will be reimbursed for meals, lodging, or any other necessary expense, provided that an expense sheet is completed and substantiated with any required explanations or receipts. All reimbursement costs are limited to city employees or public officials. The City Administrator must approve all out of state travel. The City Administrator must be advised in writing of all travel in the state requiring overnight stays. For the remainder of this policy, all references to employees also include public officials.

Claims for meal expense reimbursement must represent actual, reasonable, and necessary expenses.

1. All claims for meals must be supported by a detailed and itemized receipt from the establishment where the meal occurred.
2. No claim for meal reimbursement will be made from any establishment within the City of Baraboo except for a "working meal," that is, a meal which is essential and justified, both being considered an unavoidable element of the meeting or event and where the employee or officer has a substantive educational, technical assistance, policy-making, or similar role at the meeting or event. "Working meals" do not include meals at meetings and events attended purely out of interest, even when related to the employee's or official's established municipal capacity. All in-City meals that are reimbursed require department head, or in the case of a department head, the City Administrator's, approval and signature.

3. Maximum permitted amounts are established by the Finance/Personnel The current rates are:

<b><u>Morning Meal [B]</u></b>	<b><u>Noon Meal [L]</u></b>	<b><u>Evening Meal [D]</u></b>
\$10.00	\$15.00	\$25.00
(Depart before 6 A.M.)	(Depart before 10:30 A.M. & return after 2:30 P.M.)	(Depart before 2:30 P.M. & return after 7 P.M.)

Times of departure are per current IRS regulations, regardless of employee's work shift.  
The maximum allowable tip is 15 percent of the meal claim and is in addition to the figures shown above.

4. Any unusual amounts must be fully documented and accompanied by a full explanation of the reasonableness of such expenses. An unusual amount is a cost that is incurred outside the control of the individual.
5. No reimbursement will be made for the cost of alcoholic beverages.
6. No reimbursement will be made for alternate meals when meals are provided by the conference or training organization. Continental breakfasts provided free by hotels and conference sites are considered breakfast and therefore, additional breakfast meals will not be reimbursed. Snacks or beverages in-between meals will not be reimbursed as these are not considered meals unless they are taken in place of a meal.
7. Reimbursement for meals for employees will be allowed in conformance with the above guidelines on trips that necessitate an overnight stay and the condition that dinner is reimbursable if the employee leaves the workplace for the destination before 2:30 p.m.

8. Necessary travel related costs such as tolls, cab fares, gas for City vehicle, emergency costs (i.e. towing, disabling auto repairs), reasonable hotel/motel costs, entrance fees, and other forms of necessary travel related expenses must be itemized on an expense report and should be accompanied by receipts and explanations to the fullest extent possible. (In the case of tolls, it is understood that a receipt may not be possible, but a record should be maintained and reported.)
9. Usual and normal tips are reimbursable. Expenses for personal services are not reimbursable. Examples include valet, spa, salon, room service, phone, movies, room upgrades, etc.
10. For accounting purposes the ideal would be to note if all or part of the expenses incurred on a trip have been previously budgeted, in what amount, and under what account number.
11. Use the City's Expense Report form to report expenses (A copy of the form can be found on the computer [ P:/General/Forms/Expense Report.doc] or available in the Clerk's Department). Obtain the proper level signature(s) to approve the expenses and forward to the Accounts Payable Department for disposition.
12. If a cash advance has been taken, be sure to show that on the Expense Report form so that the proper reimbursement or payment to the City is reflected.
13. City Employees are expected to seek the lowest cost available travel method including bus, air fare and passenger train. If no significant discounts are available due to late booking, the pre-approval of the City Administrator for the expenditure is required. Employees will utilize bus, air or rail travel only when it is deemed the most efficient mode of transportation. Bus, air or rail travel may only be used for trips greater than 300 miles. Only scheduled commercial air, bus or rail travel may be used. It is expected that persons traveling to the same destination will car pool. No mileage will be paid to employees traveling with family members if another city employee is prohibited or discouraged from car pooling.
14. Employees of the same gender are expected to share rooms if attending the same event. When family members travel with the employee, the city will reimburse the hotel rate for a single room.
15. IRS rules will govern concerning taxable meals. This generally only applies to day trips.
16. Picking up the Tab. Costs of 'the tab' will be divided equally among the participants involved and therefore will share equally the tax burden of the entire group. Anyone wishing to avoid this should request a separate bill and pay separately from 'the tab'.
17. City officers and employees will be reimbursed for the use of their private vehicles for trips outside the City of Baraboo on authorized City business at the IRS allowable rate in effect as of January 1st for the year in which the expenses are incurred.
  - a. **NOTE:** The City has a vehicle that can be made available for transportation related to City business, seminars, training, and meetings and its use is encouraged. Refer to the "Use of City Owned Vehicles" policy section of this policy handbook for how to reserve this vehicle and the rules applicable to its use.