Norfolk Vol Fire Dept

Incentive Program Policy 2022

Maximum incentive cap of \$2000 per member

Part 1:

NVFD members can earn up to \$1000 based on their annual participation within the department. Incentivising participation ensures that incidents, training, and meetings are attended. Extra credit above departmental participation can be submitted to increase percentage bands.

Participation percentage bands are as follows:

- 20%-29.9% = \$250
- 30%-39.9% = \$500
- 40%-49.9% = \$750
- 50%+ = \$1000

Part 2:

If a member has at least 20% in participation and meets the NVFD By-Law participation minimums (Active A/B/FP Members: 6 Meetings, 8 Practices) or is an NVFD officer, they qualify for the "Certification Band" up to \$1000 based on certifications held and maintained. The goal is to annually recognize officers and incentivise active members to obtain a higher level of education and maintain that certification to help the citizens of Norfolk during emergencies.

The additional tax abatement/incentive up to \$1000 will be available annually for members in good standing based on the following certifications held:

- \$250 CPR/AED
- \$500 EMR
- \$1000 EMT
- \$250 Exterior Firefighter
- \$500 Firefighter 1 certification
- \$750 Firefighter 2 certification
- \$1000 Fire Instructor certification
- \$500 Specialized Rescue
- \$500 Certified Pump Operator
- \$250 CDL, Q endorsement, EVOC, TIMS, or CEVO
- \$500 Line/Staff/Executive Officer
- \$500 Exterior Firefighter (initial class attendance, non-certification)
- \$1000 Firefighter 1 (initial class attendance with certification)
- \$1000 Firefighter 2 (initial class attendance with certification)
- \$1000 Fire Instructor (initial class attendance with certification)
- Up to \$500 for EMS certifications/classes attended above EMR/EMT
- Up to \$500 for fire certifications/classes attended above Firefighter 1

- 1. The NVFD NFIRS Emergency Reporting software (or equivalent) shall be the primary database of reporting for the Town of Norfolk Incentive program.
- 2. All training paid for by the NVFD shall be included in the incentive program.
- 3. All Non-NVFD paid training shall be documented on the NVFD Extra Credit Form.
- 4. All individual 'extra credit' work done for the NVFD shall be documented on the NVFD Extra Credit Form.
- 5. NVFD Extra Credit forms:
 - A. Shall be submitted to the NVFD Chief annually by February 1st
 - B. Shall briefly describe what was done for volunteer work.
 - C. Shall show dates and hours of volunteer work.
 - D. Shall be dated and signed by the individual submitting form.
- 6. There will be no duplications for 'extra hours' where a stipend is already compensating work being performed.
- 7. The NVFD Incentive committee shall meet to determine incentive bands:
 - A. All percentage band increases shall be justified by use of the NVFD Extra Credit form.
 - B. The incentive report shall be sent to the Selectmen's office prior to their February meeting.
 - C. The incentive report shall include member names in each percentage band category and total cost.
 - D. A W-4 form shall be included by each member at the request of the Selectmen's office.
- 9. All NVFD Extra Credit forms shall be kept on file for a period of 2 years.

In-person instruction as of 2022:

Exterior Firefighter 83 hours (\$375/pp)

Firefighter 1 - 218 hours (\$1,150/pp)

Firefighter 2 - 92 hours (\$850/pp)

Fire instructor - 48 hours (\$430/pp)

EMR class - 113 hours (\$1,000/pp)

EMT class - 169 hours (\$2,000/pp)

Norfolk Vol Fire Dept - Member Certification and Participation for Incentive Members must have at least 20% in participation and meet NVFD By-Law participation minimums to be eligible for certification bands. (A/B/FP Members: 6 Meetings, 8 Practices) or be an NVFD officer CDL/Q/ Certifi Speci Line/ FF FF 'Certificati "Participat Total EΜ ΕM FF CPR/ Fire Exteri EVOC/ ed alized Staff T: 2: on" Total ion" Total R: 1: Instruc Incenti Department AED: or FF: CEVO/T Pump Rescu Offic \$50 \$7 (Up to ve (Max \$10 \$5 tor: (up to Member \$250 \$250 IMS: Ops: e: er: 0 00 00 50 \$1000 \$1000) \$1000) \$2,000) \$250 \$500 \$500 \$500 \$0 \$0 \$0