Ad Hoc Emergency Services Committee
Monday, August 22, 2022
Special Meeting
Nicholas J. DiCorleto, Jr. Meeting Hall

MINUTES


Members Absent: Michael Madru, Bruce Hoffman

Others Present: Karl Neubecker, Assistant Chief, Ellington Volunteer Fire Department (EVFD)

I. Call to Order and Attendance

Chairman Turner called the Ad Hoc Emergency Services Committee Meeting to order at 6:30 p.m.

II. Citizen’s Forum: Chairman Turner shared that the development of the methane collection system at Oakridge Dairy is at the point where some methane is being flared off. Dispatch has been notified of this development, and instructions are in place for the EVFD. This will be monitored, and if deemed necessary, notification will be made to the public to ensure that there isn’t an influx of nuisance calls or complaints.

III. Approval of Minutes: March 29, 2022

MOVED (FELDMAN), SECONDED (HANY) AND PASSED UNANIMOUSLY TO ACCEPT THE MINUTES OF THE MARCH 29, 2022 MEETING AS PRESENTED.

IV. Old Business

A. Emergency Services Incentives Plan

Chairman Turner gave a brief overview of the updates to the plan that had been discussed at the previous meeting.
MOVED (FELDMAN), SECONDED (HARDING) AND PASSED UNANIMOUSLY TO FORWARD THE REVISED PLAN DOCUMENT [ATTACHED] TO THE BOARD OF SELECTMEN FOR APPROVAL, EFFECTIVE JANUARY 1, 2023.

Doug asked the agencies to calculate incentives under the existing plan as well as the updated plan to adequately budget for the upcoming fiscal year.

V. Adjournment

MOVED (RICH), SECONDED (HANY) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 6:36 P.M.

__________________________
John W. Turner, Chairman
Town of Ellington

Emergency Services Incentive Program

SECTION 1: INCENTIVE PROGRAM ADMINISTRATION

The purpose of the Town of Ellington Emergency Services Incentive Program (ESIP) is to recognize the tremendous time commitment made by the volunteers who serve in our local emergency services. The monetary incentive so provided is to encourage people to volunteer, encourage active participation, and help offset some of the personal expense incurred by the volunteers. The program shall be administered as follows...

A. The program shall be run on an annual fiscal year basis from July 1st through June 30th.

B. A volunteer shall be eligible to participate in the program if:

1. He/she is in good standing according to the Department’s applicable rules and regulations for six months prior to entering the incentive program as well as during the incentive program period.
2. Any volunteer receiving a certification as recognized in Section IV during the six months waiting period, shall receive incentives in accordance with Section IV.

C. The responsibility for maintaining records of emergency call responses and attendance at training sessions shall be that of the Fire Chief/President. Following a program quarter, the Fire Chief/President will forward to the Finance Department the following information regarding each eligible incentive recipient:

1. Name, social security number, and mailing address.
2. Status: Officer (Rank) or Firefighter/Member or Junior Firefighter/Fire Explorer/Rescue Post Member.
3. Number of emergency call responses during program quarter.
4. Number of training session units attended during program quarter.
5. Number of certification training units completed during program quarter.
6. Scheduled duty hours performed during program quarter.
7. Total incentive payment due for program quarter.

D. Approved incentives for certifications will be paid in accordance with Section IV (c). Other approved incentives will be paid to each recipient quarterly.

E. Program recipients who receive incentives in any calendar year will be issued the appropriate tax documents per applicable regulations. It will then be the individual recipient’s responsibility to report the amount of annual incentives according to any appropriate state and federal tax regulations.
SECTION II: OFFICER INCENTIVES

A. Officers shall receive the following annual incentive amounts:

- Fire Chief/President $950.00
- Assistant Fire Chief/Vice President $850.00
- Deputy Chief $750.00
- Captain $600.00
- Lieutenant $500.00

B. Officers are also eligible to participate in Section III of the program.

SECTION III: EMERGENCY RESPONSES

A. Emergency services personnel shall receive incentives for their quarterly emergency responses according to the following scale, as follows:

1. Individuals responding to up to 20% of all calls for which they are qualified to respond, will receive $5.00 per call.
2. 21% - 40% of all calls = $6.00 per call.
3. 41% - 60% of all calls = $7.00 per call.
4. 61% - 100% of all calls = $8.00 per call. Individuals will receive a flat rate of $10 per call.
5. Junior Firefighters/Fire Explorers shall receive a flat rate of $3.00 per call.
6. EVAC Rescue Post members responding to calls during school hours shall receive a flat rate of $4.00 per call, and are not eligible for scheduled duty incentives.

B. A volunteer shall not receive credit from more than one agency for any emergency response.

C. It is intended that incentives will be paid to a recipient for all calls based on the highest percent attained per scale in section above.

D. Incentive for scheduled duty shall be a flat rate of $12.00 per hour. Volunteers are still eligible for part “A” above during scheduled duty hours.

SECTION IV: TRAINING

A. Training constitutes training classes approved by the Fire Chief/President.

B. Volunteers shall receive a rate for ‘training’ of $4.00 per training unit.
C. Volunteers shall receive a rate for ‘training’ of $5.00 per training unit for attending and passing the certification requirements of the designated course(s) as agree upon by the Emergency Service agencies.

Certification incentive payments will be made no sooner than six (6) months after, nor later than twelve (12) months after successful completion of a course, providing the member has remained in good standing during the waiting period.

SECTION V: TRANSFER OF SERVICE

Members of ESIP for the Town of Ellington who transfer from one organization (within Ellington) to another during a program year shall be allowed to carry over any accrued benefits from one department to another.
APPENDIX A

Incentive Program Implementation Policy

These operational policies were developed in cooperation with the Town of Ellington Finance Officer for the purposes of...

- Presenting a unified quarterly comprehensive summary report
- Detailing the reporting period and review process prior to submission
- Explaining the town’s payment schedule
- Explaining the participating agencies documentation requirement
- Defining the categories of participation

1. Each agency will submit a quarterly membership spreadsheet summary report that details the member’s participation in each of the applicable categories to the Finance Officer. Each agency is to use the same reporting format.

2. The Department head will forward the summary report to the Finance Officer by the last business day of the month following the reporting quarter. (Reporting Quarters end: September 30, Dec. 31, March 31, June 30)

3. The agency will post the report for members to review and comment for a minimum of ten days. Any discrepancies must be corrected prior to the submission of the report to the Finance Officer.

4. Payment checks will be distributed by the Finance Office.

5. Each agency must maintain records to substantiate the information submitted in the summary report.

6. Any member who is working hours for a salaried compensation is not eligible to receive credit for Section III and/or Section IV of the program for the time they are working the salaried hours.

7. “Emergency Responses” are defined as any transmitted alarm requiring an immediate response.

8. “Scheduled Duty” is defined as scheduled coverage that is required to provide service. This may include crews for each ambulance. Scheduled coverage must be approved by the department Chief/President.

9. “Training” includes time spent participating in an activity where by the participant(s)/instructor(s); enhance their knowledge or skills, learn new skills, or train to meet operational policies/procedures. This includes driver training, scheduled training sessions, non-certification required compliance training and certified training. A “training unit” is equal to approximately 1.0 hour. Activities not included: general meetings and committee activity.