

Presented by: The Manager  
Introduced: 07/22/2019  
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2854**

**A Resolution Changing the Methodology for Calculation of Reimbursement for Emergency Service Volunteers, and Repealing Resolution 2554.**

WHEREAS, emergency service volunteers expend substantial personal time and resources traveling to and serving at fires, medical calls, training, drills, and other events; and

WHEREAS, these contributions are essential to the safety and wellbeing of the citizens of Juneau; and

WHEREAS, it has been a longstanding policy of this community to provide emergency service volunteers with modest reimbursement to help defray the cost of transportation, equipment, clothing, training, and other expenses associated with providing emergency service to the community; and

WHEREAS, the current reimbursement schedule needs updating to comply with labor laws and to better fit the needs of the Capital City Fire and Rescue Department; and

WHEREAS, the Human Resources Committee at its meeting on June 24, 2019, moved to forward Resolution 2854 to the Assembly for approval.


NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Authority to Adopt a New Emergency Service Volunteer Reimbursement Policy.** The Manager is authorized to provide reimbursement to emergency service volunteers consistent with Exhibit A. The Manager, or designee, may make minor changes to the policy in Exhibit A to effectuate the purpose of this resolution without further Assembly review.

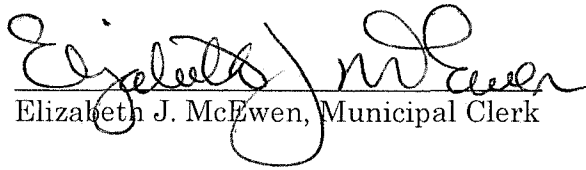
**Section 2. Repeal of Resolution.** Resolution 2554 is repealed.

**Section 3. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this 22<sup>nd</sup> day of July, 2019.

  
Beth A. Weldon, Mayor

Attest:

  
Elizabeth J. McEwen, Municipal Clerk

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<b>Title:</b>	<b>SOP #</b>
<b>Date Issued:</b>	
<b>Date Revised:</b>	<b>Approved by Chief Etheridge</b> _____

**Z.100.1 Objective**

**Z.100.1.a** To outline the volunteer pay schedule for Capital City Fire/Rescue.

**Z.100.2 Definitions**

**Z.100.2.a Chaplin** – A member or members appointed by the Fire Chief or his/her designee. This position is outlined further in SOP C.810.

**Z.100.2.b Driver/Operator** – Members that have passed the training and examination process to drive and operate fire pump apparatus. An Engineer and responsible Assistant Fire Chief approve the status of a member meeting these requirements.

**Z.100.2.c EMT** – certification by the State of Alaska as an Emergency Medical Technician. For solely the purposes of volunteer reimbursement, members will be reimbursed the same regardless of their Emergency Medical Technician level. Volunteer members with Mobile Intensive Care Paramedic licensure by the State of Alaska will be grouped here for the purposes of reimbursement only.

**Z.100.2.d Firefighter I** – certification by IFSAC or ProBoard as a Firefighter I. The Fire Chief may approve a member's certification with another certifying agency with similar requirements.

**Z.100.2.e Firefighter II** – certification by IFSAC or ProBoard as a Firefighter II. The Fire Chief may approve a member's certification with another certifying agency with similar requirements.

**Z.100.2.f Hazmat Team** - Members assigned to the water and/or rope special teams. Membership into the team requires prior approval from the team coordinators and responsible Assistant Fire Chief.

**Z.100.2.g Instructor** – A member that is certified by the State of Alaska to teach Firefighter I and/or EMT I and actively instructs. Instruction requirements may be met by teaching at drill.

**Z.100.2.h Long Call** – Any emergency incident that is greater than 2 hours in length.

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- Z.100.2.i EMT Precepted** – A member that has successfully completed preceptorship with Capital City Fire/Rescue
- Z.100.2.j Scene Support** – A member that has no qualifications, certifications, or licensures recognized by Capital City Fire/Rescue such as Firefighter I, Firefighter II, EMT, etc...
  - Z.100.2.j.1** This is the basic level of membership in Capital City Fire/Rescue. Scene Support involves responding to all emergencies. Members may choose to be a water or rope team only member. In these cases, members will not be considered as "Scene Support."
- Z.100.2.k Senior Firefighter** – A Senior Firefighter is a promoted position within the volunteers. Personnel will be promoted to the position by the Fire Chief or his/her designee.
- Z.100.2.l Stipend** – the fixed regular sum paid monthly based upon qualification.
- Z.100.2.m Water/Rope Team** – Members assigned to the water and/or rope special teams. Membership into the team(s) requires prior approval from the team coordinators and responsible Assistant Fire Chief.

**Z.100.3 Process**

- Z.100.3.a** All members will be required to fill out and maintain a W-4 form with the City and Borough of Juneau. Reimbursements will be reported to the Internal Revenue Service.
- Z.100.3.b** Members will be reimbursed on a quarterly basis.
  - Z.100.3.b.1** Reimbursement periods will be as follows:

Period	Payment by
January 1 – March 31	May 1
April 1 – June 30	August 1
July 1 – September 30	November 1
October 1 – December 31	February 1

- Z.100.3.c** Fire certifications/qualifications are not cumulative.
- Z.100.3.d** EMS certifications/qualifications are not cumulative.
- Z.100.3.e** All other certifications/qualifications may be cumulative.
- Z.100.3.f** All certifications/qualifications must be approved in advance by the Fire Chief or his/her designee.

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**Z.100.3.g** Capital City Fire/Rescue's Administrative Officer will be responsible for overseeing the reimbursements.

**Z.100.3.h** A member's chain of command will be adhered to when disputing or questioning any reimbursements.

**Z.100.4 Reimbursement Schedule**

**Z.100.4.a Stipend**

**Z.100.4.a.1** Members will receive a stipend according to their qualification, certification, or licensure recognized by Capital City Fire/Rescue.

**Z.100.4.a.2** Members must have met the volunteer expectations/requirements established in SOP C.100 to receive the stipend.

**Z.100.4.a.2.i** The responsible mentor and the Fire Chief's designee will certify the expectations/requirements have been met by signing for each volunteer member at the end of each quarter.

**Z.100.4.b Per Call**

**Z.100.4.b.1** Volunteer members will be paid on a per call basis.

**Z.100.4.b.2** Calls exceeding two hours in length will be paid according to "Station Coverage" described below.

**Z.100.4.b.2.i** Each volunteer member will be required to enter the "Long Call" into the Activity Form in ImageTrend.

**Z.100.4.b.2.ii** Special Teams members on extended special teams calls will receive the "Water/Rope Team" Block Pay.

**Z.100.4.b.3** Calls attended during a Career Station ride will not be counted toward "Per Call" pay.

**Z.100.4.b.3.i** While conducting a Career Station ride, volunteers will be assigned to the appropriate career station apparatus in the NFIRS report.

**Z.100.4.b.3.ii** Volunteer members responding to emergencies while not on a Career Station ride will be assigned to the appropriate volunteer apparatus or "POV" in the NFIRS report.

**Z.100.4.b.3.iii** The aforementioned assignments are how incident pay will be differentiated and calculated. It is the

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obligation of the responsible Captain or Acting  
Captain to accurately record this in the NFIRS report.

**Z.100.4.c Block Pay**

- Z.100.4.c.1** Long Calls, Long Training Events, or Volunteer Station Coverage are included in Block Pay.
- Z.100.4.c.2** Block Pay will be recorded in the Activities Form in ImageTrend and it is the responsibility of the volunteer member to record in an accurate and timely manner.
- Z.100.4.c.3** The responsible mentor and Fire Chief designee will approve Block Pay for members at the end of each quarter.
- Z.100.4.c.4** Block Pay will be paid in 4-hour blocks.
  - Z.100.4.c.4.i** Block Pay will be capped at a maximum of 3 blocks per 24-hour period.
  - Z.100.4.c.4.ii** At the completion of the quarter, Block Pay will be rounded up to the nearest 4 hour block.

**Z.100.4.d Career Station Ride**

- Z.100.4.d.1** Members will receive Career Station Ride Pay for when they conduct a Career Station ride-along.
- Z.100.4.d.2** Career Station Ride Pay will be recorded in the Activities Form in ImageTrend and it is the responsibility of the volunteer member to record in an accurate and timely manner.
- Z.100.4.d.3** The responsible mentor and Fire Chief designee will approve Block Pay for members at the end of each quarter.
- Z.100.4.d.4** Career Station Ride Pay will be paid in 4-hour blocks.
  - Z.100.4.d.4.i** Career Station Ride Pay will be capped at a maximum of 3 blocks per 24-hour period.
  - Z.100.4.d.4.ii** At the completion of the quarter, Block Pay will be rounded up to the nearest 4 hour block.

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**Z.100.5 Volunteer Reimbursement Schedule**

Position	Stipend	Per Call (Not coverage)	Block Pay * (4 hour block)	Career ** (4 hour block)
Scene Support	\$50	\$5	\$15	\$15
Firefighter I	\$100	\$15	\$20	\$20
Firefighter II	\$125	\$20	\$25	\$25
Senior Firefighter	\$150	\$25	\$25	\$25
EMT	\$50	\$5		
EMT - Precepted	\$100	\$5		
Water/Rope Team	\$50	\$5	\$50***	
Hazmat Team	\$25			
Driver/Operator	\$25			
Chaplin	\$100			
Instructor	\$50			

\* Long Call, Long Training or Volunteer Station Coverage capped at 3 blocks per 24h hour period.

\*\* Per Call pay does not apply to Career Station riding capped at 3 blocks per 24 hour period.

\*\*\* For Special Teams calls only, not Station coverage.