

Town of Yarmouth
HONORARIUM & ATTENDANCE POLICY

Effective: April 13th, 2023
TOY 69



1.0 PURPOSE

To define the minimum participation requirements for a volunteer firefighter and to establish the criteria for the administration of the honorarium program.

2.0 SCOPE

All Yarmouth Fire Department volunteer members.

3.0 DEFINITIONS

3.1 Active Member – a volunteer firefighter who meets or exceeds 40% attendance at emergency responses, training sessions, and operational meetings.

3.2 Active Officer – a volunteer Lieutenant, Captain, or Deputy Chief with an active-duty status meets or exceeds 50% attendance at emergency responses, training sessions, and operational meetings.

3.3 Support Auxiliary Member – members who do not fit the parameters for “Active Member”, or members who have a special ability, may apply to be retained as a Support Auxiliary Member at the discretion and approval of the chief. Support Auxiliary Members must Meet or exceed 40% of society events.

3.4 Society Event – any event in which Town of Yarmouth property or equipment is not used and/or Yarmouth Fire Department personal protective equipment or clothing is not worn unless approved by The Fire Chief.

3.5 Operational Event – any event during which Town of Yarmouth property or equipment is used, and/or Yarmouth Fire Department personal protective equipment or clothing is worn.

3.6 Department Year – the year is December 1 to November 30.

3.7 Attendance – number of operational events attended during the department year.

4.0 POLICY

4.1 Attendance – Firefighters must attend a minimum of 40% of operational events during the department year to maintain and active status.

5.0 ELIGIBILITY FOR HONORARIUM

5.1 Active members are eligible to receive the honorarium payment at a rate of 1 point per:

- a. Operational Meetings: the member is expected to attend all regularly scheduled operational meetings, including those approved by the Fire Chief or designate (Platoon Chief or Deputy

Chief). These may be monthly, but in the case of officers, may include additional management meetings.

- b. Training sessions: the member is expected to attend all regularly scheduled or prescribed department operational training sessions and actively participate. Special training events may be included at the discretion and approval of the Fire Chief.
- c. Emergency response: This includes all fire and emergency incidents paged from Dispatch and/or, "I am Responding" message to the volunteers from the time the call is paged until the cleanup is complete, inclusive of stand down/cancelled incidents.

5.2 The Fire Chief will designate an honorarium assistant who will provide quarterly reports regarding participation rates to the Fire Chief.

5.3 The Fire Chief or Platoon Chief shall meet with members who fall below minimum participation rates described to discuss their participation and provide appropriate coaching.

5.4 The Fire Chief will meet with members who fall below the minimum participation rates during consecutive quarters and members may be removed from active service and may no longer be entitled to volunteer benefits. This may include vehicle use, license reimbursement, pagers, protective clothing, other clothing, etc. Notes of these discussions shall be kept in the member's file.

5.5 The Fire Chief may meet with members who are not attending an emergency response in full (from the time the call is paged until the cleanup is complete) to discuss lack of full participation and provide appropriate coaching.

6.0 PAYMENT OF HONORARIUM

6.1 Members are eligible to accumulate honorarium points as soon as they are accepted as a member- the day after they have successfully completed their intake process paperwork.

6.2 Members with a partial year of service are entitled to an honorarium based on the credits earned during the time of service.

6.3 Members who leave Yarmouth Fire Department will receive the honorarium they earned during their time as a member, on the condition that all YFD equipment, property, or clothing is returned.

6.4 The town of Yarmouth will establish, through its budget process, the annual fund available for honorariums. Honorariums for officers as per clause 3.5 will first be taken from the fund. The total remaining fund will then be divided by the total number of points accumulated by all members throughout the year to find the value of each point. Each member will receive an honorarium equal to the number of points they have earned, multiplied by the value of each point.

6.5 Active Officers will be considered Firefighters within the honorarium system. On top of their Active firefighter status, Active officers will be compensated for their officer roles at a flat rate of:

- a. Deputy Chief \$2000 per year
- b. Captain \$750 per year

c. Lieutenant \$500 per year

6.6 The honorarium calculation is as follows:

Total annual fund - officers' compensation = remaining fund.

Remaining fund / total attendance by all members = value for each point.

Total attendance points per member x value for each point = honorarium per member.

7.0 NON-CREDITED EVENTS

If a member is attending a society event, and unable to leave the event to attend a Dispatch paged and/or "I am Responding" message, the member shall not be eligible for credit for the honorarium.

8.0 FIRE PREVENTION, PUBLIC EDUCATION, AND OTHER OPERATIONAL EVENTS

If a member is attending an operational event and is unable to leave the event to attend a dispatch paged and/or "I am Responding" message, the member shall be eligible for credit for the honorarium.

9.0 IMPLEMENTATION

9.1 The honorarium payout will be on or before December 15.

9.2 Final Review – It is the responsibility of the Fire Chief to review the Honorarium statistics yearly. The statistics will be reviewed by a designate on a quarterly basis. Final submission of the Honorarium points will be reviewed by the Fire Chief, the Fire Chiefs designate and the finance department.

Clerk's Annotation for Official Policy Book

Date of Adoption: April 13th, 2023

I certify that this 'Honorarium & Attendance Policy' was adopted by Council as indicated above.

Town Clerk:

Date: