


Policy/Guideline No.	Effective Date	Chapter	Chief's Authorizing Signature
2.502	01/01/2011 Rev. 11/22/2014	Personnel	

FIRE DIVISION INCENTIVES PROGRAM

POLICY

The Fire Division shall implement an annual incentive program for all Fire Division personnel for the purpose of acknowledging and encouraging their commitment and service to the Fire Division, including participation in Fire Division call responses, trainings and other programs and functions.

Each year, the Fire Association president shall appoint an incentives committee consisting of three (3) Fire Division members in good standing. The incentives committee shall be responsible for the administration and implementation of the Fire Division's incentive program, including:

- Determining incentive point totals for all eligible Fire Division members.
- Determining incentive point values.
- Determining incentive program items and their incentive points values.
- Implementing and managing the incentive items ordering and distribution process.

Incentive points shall accrue, annually, beginning on July 1 and continuing through June 30.

All volunteer members of the Fire Division, exclusive of recruits, and all Fire Division permanent full-time paid staff shall be eligible to participate in the incentive program.

Incentive points shall be awarded to eligible Fire Division volunteer members as follows:

- Fire Association, officer and other Fire Division meetings: 1 point per hour
- Trainings: 1 point per hour
- Station work and other work in support of the Fire Division: 1 point per hour
- Fire Division call responses:
 - Response: 3 points per hour
 - Stand-by: 3 points per hour
 - Reserve: 3 points
- As used in this Policy:
 - Response shall mean a response to an Incident in a Fire Division vehicle or by POV when instructed to do so by a Department Command Officer or Command.
 - Stand-by shall mean response to the station prior to the cancellation of the Incident or the release of Fire Division units from the Incident where the responding personnel remain at the station until cancelled by Command or until all Fire Division vehicles have returned from the Incident and are back in service.
 - Reserve shall mean a response to the station that begins prior to the cancellation of the Incident or the release of Fire Division units from the Incident, but the responding personnel do not arrive at the station until after the cancellation of the Incident or the

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release of Fire Division units from the Incident. Personnel responding to the station must do so with a good faith intent to provide assistance upon arrival at the station.

- Call responses shall be based upon the information contained in the Unit Log(s) and City/Rural Incident Report completed for each Incident as provided in the Incident Reporting SOG.
- In the event of simultaneous Incidents, volunteer members of the Fire Division shall receive incentive points only for the Incident(s) to which they actually responded.
- Volunteer members of the Fire Division shall not receive incentive points for any Incident, meeting, training, work or other activity for which they receive any payment or stipend.
- Unused incentive points shall carry over from year to year.

Incentive points shall be awarded to permanent full-time Fire Division paid staff and to active retired members of the Fire Association as follows:

- 100 incentive points per year (July 1 through June 30).

Except to the extent otherwise provided below, all uniform and other apparel items issued through the incentive program shall remain the property of the Department and shall be returned to the Department upon request.

- Each volunteer member of the Fire Division who has been an active member of the Fire Division for a period of five (5) years, exclusive of recruit status, shall be entitled to keep all uniform and other apparel items issued through the incentive program.

GUIDELINES

Volunteer members of the Fire Division are responsible for timely and accurately logging their station work and other activities in support of the Fire Division in the Incentive Activity Log Book which is kept at the station.

Fire Division personnel may redeem incentive points only for approved incentive program items. Incentive points have no monetary value.

Incentive points may be exchanged by active Fire Division personnel.