

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**

Item No. 6
For Meeting of 12/17/2007

ITEM TITLE: Consideration of Resolution Adopting Fire Fighter Pay Plan and Policy

CONTACT PERSON(S): Christopher Cross, Fire Chief


SUMMARY EXPLANATION

In an attempt to simplify the payroll process, the Fire Department proposes to streamline pay for the Department. Members would be paid a quarterly base pay according to level of responsibility. In addition, an hourly wage is determined by establishing a base wage and incremental increases according to the amount of training and certification above and beyond the departmental minimum.

Any activity (calls for service, training, or special work details as designated by the Chief or Assistant Chief) shall be compensated at the employee's hourly rate.

Payroll for emergency response will be taken from the Fire Department's budget based on a historical 3 year percentage of fire responses versus EMS responses. For example, if the 3 year historical percentage is 70% EMS and 30% Fire, then the corresponding percentages of total payroll will be taken from the appropriate category of the operating budget. EMS only and Fire only employees' payroll will be taken from corresponding budget under which they operate.

The Public Safety Committee reviewed this proposal at its meeting held December 10th and recommends approval.

<input checked="" type="checkbox"/> Resolution _____ Ordinance ____ Contract ____ Other (Specify) _____
Funding Source <u>General Fund-salaries in Fire and ambulance</u>
APPROVED FOR SUBMITTAL  _____ City Administrator

STAFF RECOMMENDATION: Approve Resolution on a roll call vote

COUNCIL ACTION:

RESOLUTION NO. 07-1217/

A RESOLUTION ADOPTING REVISIONS TO THE FIRE DEPARTMENT PAY SCALE FOR
THE CITY OF WINDSOR HEIGHTS

WHEREAS, the City of Windsor Heights has a number of Fire Department employees who render valuable services in performing their duties; and,

WHEREAS, the Fire Chief and Fire Committee have identified the need to revise the Fire Department Pay Scale and policies; and,

WHEREAS, the Fire Committee has reviewed the proposed pay plan and policy and recommends revisions to the Fire Department pay scale and policy in the attached Exhibit "A";

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the revisions as outlined in the attached Exhibit "A" be adopted and effective immediately upon passage.

PASSED AND APPROVED THIS 18th DAY OF DECEMBER 2007.

David J. Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk

**Exhibit A
FIREFIGHTER PAY SCALE**

**Please note: This policy does not include the pay of permanent, regular part-time or full-time, or temporary full-time employees.*

Windsor Heights Fire Department Payroll

Quarterly Base Pay

<u>Title</u>	<u>Current</u>	<u>Proposed</u>
Medical Director	\$800.00	\$1000.00
Deputy Chief	N/A	\$550.00
Fire Marshall	N/A	\$250.00
Captain (3)	\$105.00	\$400.00
Lieutenant (4)	\$95.00	\$300.00
Health Coordinator	\$105.00	\$100.00
Chaplain (2)	\$95.00	\$150.00

Member Hourly Pay Scale

<u>Certification Level</u>	<u>Proposed</u>
Probationary Firefighter / EMT-B	\$10.00
Firefighter I and/or EMT-B (FR grandfathered)	\$11.25
Firefighter II	+\$0.50
Fire Officer I	+\$0.50
Fire Service Instructor	+\$0.50
EMT-I	+\$0.50
EMT-P	+\$1.50
EMT-PS	+\$2.00
Engineer on all apparatus	+\$1.00

All personnel within the Department will be paid their quarterly base pay according to level of responsibility. In addition, an hourly wage is determined by establishing a base wage and incremental increases according to the amount of training and certification above and beyond the department minimum.

Any activity (calls for service, training, or special work details as designated by the Chief or Assistant Chief) shall be compensated at the employee's hourly rate.

Payroll for training shall be taken from the Fire Department's budget based on the discipline of the training, i.e. Fire or EMS. Payroll for emergency response will be taken from the Fire Department's budget based on a historical 3 year percentage of fire responses versus EMS responses. For example, if the 3 year historical percentage is 70% EMS and 30% Fire, then the corresponding percentages of total payroll will be taken from the appropriate category of the operating budget. EMS only and Fire only employees' payroll will be taken from corresponding budget under which they operate.

RECRUIT TRAINING (fire and EMS)

- A. Candidates attending fire academy and EMT B training will be compensated at the current minimum wage for the duration of their training. Candidates will be paid at the end of their initial training for time invested in academy and medical training upon successful completion of the program.
- B. New recruits will not be allowed to respond to any fire calls until they have successfully completed all the requirements of section 2-2.1, NFPA 1403.
- C. Upon the successful completion of the requirements of NFPA 1403, and the approval of the Fire Chief, a recruit may begin to respond to fire calls. The responding recruits will be paid at the current minimum wage per call/hour. Recruits may not be asked to do any job for which they have not received and successfully completed training.
- D. Upon the successful completion of NFPA 1403, fire recruits are encouraged to begin attending departmental training, however they are not required.
- E. Upon successful completion of NFPA 1001 Firefighter I, II, and EMT-B certification by the State of Iowa, the recruit pay will change to meet the current Windsor Heights Fire Department Hourly Pay Rate. At this time, the recruit will become a probationary member of the Fire Department. The probationary period is to last a minimum of (6) six months and during the probationary period, the training division will review the recruit's progress monthly.
- F. If the probationary period is successfully completed, the probationary member will become a regular paid-on-call employee.
- G. Upon successful certification at the EMT-B level, a recruit may begin to respond to EMS calls as a Medic 4 (i.e. medic in training). Medic 4 responses will be compensated for actual response time.

HOLIDAY PAY

For all city observed holidays a minimum of 3, maximum of 6 person crew will be on call and available to respond. The crew will be compensated a \$50.00 bonus for holiday coverage, and be compensated at double their hourly rates while on emergency responses. Holiday shifts will be available through a sign-up sheet posted in the station. Additional members responding during holidays will be compensated at double their hourly rate.

Holidays covered:

1. New Years Day
2. Memorial Day
3. July 4th
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Christmas Day
8. The day before or day after Christmas, as determined annually by the City Administrator.

