

Town of Southbury

Emergency Services Volunteer Appreciation Program Criteria

Individual Emergency Service's Processes and Record keeping Procedures

Southbury Volunteer Firemen's Association Process and Record keeping Procedures:

Fire Calls -

1. The Board of Directors shall establish the number of calls for a calendar year.
2. Attendance at a call shall be verified on the run form and signed by the Officer in Charge and reviewed and approved by the Fire Chief/ Assistant Chief monthly.

Drills –

1. The Board of Directors shall establish the number of drills for a calendar year.
2. Firefighters name must be checked on the drill attendance sheet, exceptions are listed below
3. A firefighter attending and completing a Department approved training course, may receive credit for a department drill by presenting a certificate for the course to the Training Officer.
4. A firefighter who does not make a call due to attending an authorized Fire Department meeting or training shall receive credit for the call or training. It is the firefighter responsibility to bring this to the attention of a department officer.

Heritage Village Ambulance Association Process and Record keeping Procedures:

Recording Activity Hours:

1. All Monthly schedules for riding crew members are monitored daily by the scheduler and the President. At the end of each month the scheduler prepares a list of riding crew members for the President's final review and approval.
2. Committee Chairs for each of the ambulance committees: Schedulers, Instructors, Maintenance and Stockers will prepare a report each month showing times worked for each of their respective member. The Chair signs off on these activity reports forwarding them to the President for final review and approval.
3. The President then tallies and records all members' activity times for the month.
4. The President then prepares a quarterly report showing all accumulated times for all if it's participating members for and submits to the Town of Southbury EMS committee.
5. Officers: Based on the assigned duties the Officers of the respective ambulance organizations, it has been determined that each officer's duties automatically are equivalent to 601 plus hours. This shall be certified by each service chief annually

Training Requirements:

1. Minimum training requirements include maintaining state EMT certifications, required OSHA training and other training Sessions deemed mandatory by the President of the Association.
2. The President will maintain records and certify that each member attends the required training annually.

Southbury Ambulance Association Process and Record keeping Procedures:

Recording Activity Hours:

1. All documents are to be submitted to the President/Chief by the 5th of each month for time served the previous month on designated form.
2. Staff must submit hours to the President/Chief for time served (other than those of scheduled SAA training sessions with a sign in log sheet and those on electronic schedule) examples of hours needed are: clerical, shift going longer than on electronic schedule, special events and etc.
3. SAA Admin Staff will compile all training hours and schedule hours. They will be submitted to the President/Chief for approval.
4. SAA Admin Staff will enter all approved hours to the VAP monthly report. This report will reflect each month's hours and year to date total hours for each staff person for the current year.
5. The President/Chief will assign a staff person to audit at least ten percent of data entered. Once this is done the President/Chief will sign off for the report to be posted (in locked bulletin board) for all Staff to view.
6. Each Staff person is responsible to report any discrepancy in their hours to the President/Chief.
7. Officers: Based on the assigned duties the Officers of the respective ambulance organizations, it has been determined that each officer's duties automatically are equivalent to 601 plus hours. This shall be certified by each service chief annually.

Training Requirements:

1. Minimum training requirements include maintaining state EMR/EMT certifications, SAA annual required training and other training Sessions deemed mandatory by the President/Chief of the Association.
2. The President/Chief will maintain records and certify that each Staff person fulfills the required training annually.

Southbury Training School Department of Fire and EMS Services Process and Record keeping Procedures:

Recording Activity Hours:

Approved: Sept. 3, 2003

Revised October 23, 2015

Approved Town of Southbury Board of Selectman January 21, 2016

Town of Southbury Emergency Services Volunteer Appreciation Program Criteria

1. A sign-in book will be available at the STS Fire Department office, with one page for each member.
2. Each member will sign in and out each assigned 24-hr duty day and log the exact hours on duty.
3. Each member will sign in and out each time they cover duty for any other personnel.
4. The STS Assistant Fire Chief will provide ongoing monitoring of crew responding compared to attendance sheets, to assure personnel are properly signing in and out.
5. The STS Assistant Fire Chief and / or STS Fire Officers will randomly poll crews to assure assignments.

Training Requirements:

1. Minimum training requirements include maintaining state EMT certifications, required OSHA training and other training Sessions deemed mandatory by the Fire Chief.
2. The STS Fire Chief will maintain records and certify that each member attends the required training annually.

Minimum Eligibility to Participate & Payment Amounts

Membership:

As of December 31st of beginning of program year:

SVFA: Must have been an active member in the Southbury Volunteer Firemen’s Association for at least the two (2) preceding calendar years.

EMS & STS: Must be a volunteer member of the Southbury Ambulance Association, Heritage Village Ambulance Association or an active Q-Item, or totally volunteer STS Firefighter or EMT. An STS Q-Item FF/ EMT receives no additional hourly wages for being available for a minimum 24-hour period each week and responds to STS and Town Emergencies as needed.

Training:

SVFA: Must meet all department minimum-training requirements annually and must attend at least four (4) department drills.

EMS & STS: Must meet all Association’s minimum training requirements annually.

Participation:

SVFA: Must respond to a minimum of 10 % of the calls for the calendar year.

EMS & STS: Minimum of 50 hours participation in organizations duties, each year to participate

Payment Amounts:

Amount of Payment eligible is based on the following:

SOUTHBURY VOLUNTEER FIREMEN’S ASSOCIATION		
Calendar Years In Services	10 – 24 % of calls	At least 25% of calls
2 - 3	\$200	\$400
4 – 5	\$400	\$800
6 or more	\$800	\$1,000

EMS SERVICES & STS DEPT. OF FIRE & EMS	
50 – 100 hours	\$ 150
101- 200 hours	\$ 300
201 – 300 hours	\$ 500
301- 400 hours	\$ 650
401 – 500 hours	\$ 800
501 – 600 hours	\$ 900
Greater than 601 hours	\$ 1000

Payment:

The Chief of Southbury Firemen's Association, the Chief of the Southbury Training School Fire Department and the Chiefs of the Ambulance Associations shall, on or before the certification date, submit their original certifications and criteria currently in effect to the Emergency Management Committee for review and requested Approval of the herein reimbursement sum with a copy of the request and approval/disapproval to the Office of the First Selectman and the Office of Treasurer. Each certification shall be made only for a currently serving "**Eligible Volunteer**" and based upon that individual’s activity in the previous calendar year.

Approved: Sept. 3, 2003

Revised October 23, 2015

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