


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: General	S.O.P: 103.04
	SUBJECT: Run, Training & Duty Crew Reimbursement	PAGE: 1 of 2
	Approved By:	Effective Date: December 1, 2012
		Revision Date:

Purpose:

The purpose of this policy is to provide a nominal fee to the volunteer firefighters for the out-of pocket expenses relating to their fire suppression and duty crew activities.


Scope:

This policy shall apply to all volunteer members of the Shelbyville Fire Department.

I. General

- A. The basis for the institution of this nominal fee is the normal and ordinary expenses incurred by a volunteer firefighter in their fire suppression activities. These expenses include gasoline, mileage, cleaning of uniforms, training related expenses, the purchase of equipment for their use in fire suppression activities and other related activities.
- B. The nominal fee is not mandatory and a firefighter may at his/her sole discretion waive any nominal fee under this provision.
- C. There is no expectation of work in accordance with any schedule set by Shelbyville Fire Department. Each firefighter shall continue to answer calls, fire runs and training sessions at his/her sol discretion.
- D. This nominal fee shall be paid on a quarterly basis. These payments will be paid out for; January 1st through March 31st, April 1st through June 30th, July 1st through September 30th and October 1st through December 31st.
- E. This nominal fee shall be in the amount of \$7.00 per fire suppression and rescue activity. Fire suppression related activity shall include the answering of calls and other duties directly related to the operation, maintenance and promotion of the objectives of the Shelbyville Fire Department.
- F. The nominal fee for training shall be in the amount of \$8.00 per training activity.
- G. Duty crew reimbursement 1 run credit plus runs for four approved hours, 2 run credits plus runs for six approved hours, 3 run credits plus runs for eight approved hours.
- H. The activities described in paragraph E, F and G shall be accumulated on an individual basis with each reimbursable event constituting one unit. The nominal fee shall be paid in the amount of the number of fire suppression related activity unit multiplied by the nominal fee of \$7.00 plus the number of training related activities multiplied by \$8.00 plus duty crew run credits multiplied by \$7.00 for a total of the end of the quarter nominal fee.

SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: General	S.O.P: 103.04
	SUBJECT: Run, Training & Duty Crew Reimbursement	PAGE: 2 of 2
	Approved By:	Effective Date: December 1, 2012 Revision Date:

- I. All members must report to their respective stations to sign the run sheet to be counted for the run. It is the sole responsibility of the member to sign the run sheet. If they fail to do so they will not be counted for the run. If an incident is cancelled, all members must report to their respective fire station within fifteen (15) minutes after cancellation in order to be accounted for. If a member arrives at the fire station prior to the return of the apparatus responding to the incident, they may be counted for the run if they assist in getting the apparatus back in service.
- J. Any member who needs to leave before the incident is over must receive permission from an officer. If they leave the firehouse without permission their name will be stricken from the run report and they will not receive the nominal fee for that run.
- K. The Internal Revenue Service requires that all income be reported. The Shelbyville Fire Department will require that all members complete a W-4 form once he/she is accepted into service. A member may complete a new W-4 any time he/she needs to make changes to his/her tax information.
- L. The City of Shelbyville will issue W-2 forms to firefighters yearly as required by the Internal Revenue Service. The firefighter will be responsible for reporting and paying his/her taxes on these fees.