

**New Durham Fire Department**  
**Payroll Policies**  
Fiscal Year 2008

1) **Payroll Eligibility**

- A. All personnel must be 18 years of age to be a full member of the New Durham Fire Department. It is encouraged that all members have a minimum of a high school diploma or equivalent, or be working toward same.
- B. All personnel must complete the application process of the Town of New Durham following the most current rules and regulations of the New Durham Fire Department.
- C. All personnel shall be trained and/or certified in either a firefighting or EMS specialty and achieve certification/licensure when appropriate in the first 16 months of employment and/or probation to maintain the status of full member.
- D. To maintain good standing as a full member, personnel must attend 20 of the 40 minimum Monday night training programs, or participate in other training as approved by the Fire Chief.

2) **Training Requirements**

- A. Training will be provided on a regular basis on Monday nights.
- B. All training will be guided by a lesson plan approved by the training officer.
- C. Department trainings will be structured in 2 hour modules unless prior approval of the Fire Chief is received.
- D. All personnel are personally responsible to sign in and sign out of each session attended. This process will document actual arrival and clear times.
- E. No personnel shall assume their attendance is being documented by anyone else. At the Chief's option, an officer may be assigned to document attendance at a specific event and personnel will be notified of this on a case by case basis.

F. Training opportunities in the spring and fall of structured one and two day trainings should occur to provide a measure of in-house and satellite training proficiency. This shall assist members in obtaining required continuing educational hours for required for recertification.

**3) Emergency Response and Assigned Duty**

A. All staff responding to the station or scene of an emergency call within a reasonable amount of time of the first tone, or subsequent tones, shall be paid a minimum of 2 hours at the member's hourly rate. Service provided over the initial 2 hours shall be further compensated at the member's hourly rate.

B. Station coverage will be limited to 2 hours unless approved by the Fire Chief, and personnel on station coverage duty will remain on such status until released by direct command of an officer, or the senior firefighter available.

C. The officer in charge of any emergency will document the emergency and complete such reports as required by the Fire Chief or Standard Operating Guidelines.

**4) Estimation of Service and Training Budget Liabilities**

A. Monday nights,  $40 \times 2 = 80$  hours

B. Two weekend trainings = 32 hours

C. Work details,  $12 \times 4 = 48$  hours

D. Emergency calls: 350 per year

50% response per member = 350 hours

E. Officers, and other members as designated by the Fire Chief, shall be compensated for specific duties assigned above and beyond those already detailed in this document.

**5) Proposed Levels of Compensation**

HOURLY Rates

A. Probationary Member 8.00

B. Regular Member 8.50

C.	Certified Member	10.00
D.	Lieutenant	12.00
E.	Captain	14.00
F.	Deputy Chief	15.00
G.	Chief	15.50

#### Specialty Pay Designations

A.	First Responder	0.50/hour
B.	Level 1A/B	0.50/hour
C.	EMT-B	1.00/hour
D.	Level II	1.00/hour
E.	EMT-I	1.50/hour
F.	Above LII	2.00/hour
G.	EMT-P	2.00/hour

These specialty pay designations are cumulative between Fire and EMS: i.e., a First Responder who is also a Level II Firefighter would earn an additional \$1.50/hour.