

## TOWN OF BRANFORD

### ADMINISTRATION OF THE VOLUNTEER FIRE PENSION & INCENTIVE PLAN (Revised 7/5/2006 effective 1/1/2005)

#### Purpose

The Branford Fire Department as a means of attracting new members and retaining current members has provided two separate and distinct financial programs, namely The Branford Fire Department Pension Plan for Volunteer Fire Fighters and the annual Volunteer Incentive Program, (VIP) The two programs are administered by the Volunteer Pension Committee working with the Finance Director. The Pension Committee is composed of up to seven members as defined by the Pension Plan under Article VIII, section 8.02.

#### Qualifications

The following outlines the requirements and qualifications as well as procedures for administering the VIP.

#### Call Requirements

The requirements for the Branford Fire Department Pension Plan for Volunteer Fire Fighters are to be used for the VIP. These requirements are identified in Article II, Section 2.03 and are summarized below:

<i>Call Type</i>	<i>Calls Required</i>	<i>Points Per Call</i>	<i>Total Points</i>
Fire/EMS	36	One	36
Company Drill	16	Two	32
Town Drill	8	Four	32
Total			100

Credit for Town drills may come from attending a drill during the year that is based on the Town Drill topic schedule released from the Assistant Chief-Training. Town drill credit may also be received for a Town parade or attending outside courses that result in the awarding of certification, i.e. EMT, CFA courses, EPA Hazmat courses, and etc. All calls will accumulate on a calendar year basis.

## Procedures

The following procedures are designed to offer guidance to all participants in administering the VIP.

1. The Company Captain or his/her designee will record all approved service credits for each volunteer as specified in the approved plan on a monthly basis on a form provided by the town finance department. The form will identify the activity of each volunteer member by type of call and drill.
2. At least on a monthly basis, the Company Captain shall post all service credits in a conspicuous location within their respective station for all company members to review. Members should review the records to ensure their accuracy and report any discrepancy to the Company Captain. If the issue remains unresolved the issue will be referred to the Fire Chief.
3. By the 15<sup>th</sup> of the following month, the Company Captain or his/her designee shall provide the monthly service activity report to the Pension Clerk for recording. The clerk will date the information and return a copy to the company. If the company fails to provide records in a timely manner the chief of the Branford Fire Department will notify the company and institute corrective action if required.
4. Within ten (10) working days of receiving the service credit information, the Pension Clerk shall have the recording completed.
5. The Pension Clerk will maintain a copy and provide a copy of the recently submitted call records along with year to date activity total to the Company Captain.
6. It will be the responsibility of the Company Captain to ensure the information is accurately recorded by the Pension Clerk and to inform the Clerk of any changes within ten (10) working days.
7. The Pension Committee shall meet in February to review and approve all yearly activity reports to determine eligibility for receiving stipend payments. Once eligibility is determined the Committee will make a payment request to the Finance Director. The Finance Director has the authority to review, as with all payment requests, the submissions before payments are made.

## Stipends

The following stipends will be payable at the end of February and will be contingent upon Town appropriations:

Years of Qualifying Service	Firefighter	Firefighter EMT or Paramedic
1	\$750	\$1,000
2	\$750	\$1,000
3	\$750	\$1,000
4	\$750	\$1,000
5 and over	\$1,500	\$1,750

The Pension Clerk will receive a stipend equal to that of a firefighter and the amount will be adjusted based on years of service to the pension committee.

For purposes of this plan the years of service will begin in 2002 for qualifying members.