

RESOLUTION NO 2021-41

**A RESOLUTION SUPPORTING THE ESTABLISHMENT OF
A NOMINAL COMPENSATION PROGRAM FOR FIRE DEPARTMENT
VOLUNTEERS**

WHEREAS the Village has applied for, and believes we will receive a one time \$25,000 grant for a grant intended for the nominal compensation of volunteers; and

WHEREAS the Village seeks to recognize the many hours and effort it takes to achieve EMS credentials, wildland firefighter credentials and structural firefighting credentials; and

WHEREAS the Village recognizes the time sacrifice it takes for our volunteers to complete annual DOT/OSHA physicals and drug testing, and;

WHEREAS the Village would like to nominally reimburse our volunteers for personal expenses relating to volunteering, and;

WHEREAS the United States Department of Labor has nominal reimbursement guidelines for volunteers commonly referred to as the 20% rule;

NOW THEREFORE BE IT RESOLVED by the Angel Fire Village Council to hereby establish a Nominal Compensation Program for Fire Department Volunteers.

PASSED, APPROVED AND ADOPTED this 14th day of September, 2021.



Jo Mixon, Mayor

ATTEST:



Terry Cordova, Village Clerk



NOMINAL COMPENSATION PROGRAM

A. Purpose:

The purpose of this policy is to establish the procedures for administering the department's Nominal Fee Program which has been implemented to promote the concept of volunteerism and community service for members of the Angel Fire Fire Department (AFFD).

A. Standard:

In 2021, the Village of Angel Fire approved by Resolution **XXXX** to enable the Department to pay a "*Volunteer Recruitment and Retention Incentive Nominal Fee*" for AFFD Volunteer Firefighters and EMS Responders effective **XXXXXXX**.

This is ***NOT*** an hourly rate of pay, but rather an amount paid to the firefighters and EMS responders for participation in department events, trainings and response to fire and EMS incidents. This policy does not apply to paid employees of the department, as they are not eligible for this program.

B. Eligibility:

- Volunteers of AFFD must fill out an Incentive Program Application indicating their membership status and understanding of the program (Volunteer members can decline to participate in the program).
- Members must also fill out an I-9 and W-4 form.
- An active member of the AFFD who meets and is maintaining the requirements of an operational or administrative volunteer, authorized by the Fire Chief, is eligible for the Nominal Fee.

C. License and Certifications Courses:

Active members are eligible for lump sum payments upon completion and licensure/certification of the following courses:

First Responder	(\$100.00)
EMT-Basic	(\$200.00)
EMT-Intermediate	(\$300.00)
EMT-Paramedic	(\$500.00)
IFSAC Hazmat Operations	(\$50.00)
IFSAC Firefighter I	(\$250.00)
IFSAC Firefighter II	(\$250.00)
Wildland S-130, S-190, L-180	(\$75.00)
IFSAC Vehicle Extrication	(\$50.00)
Other courses as pre-approved by the Fire Chief (up to \$500)	

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The nominal fee will not be paid until the volunteer has received a certificate of course completion or a license in the case of EMS cases.

The base rate for the Nominal Fee Program shall be \$5.00/call, training, or meeting. Members who are licensed as an EMS Provider within the State of New Mexico or have IFSAC Firefighter 1 shall be \$7.50/call, training, meeting. Members who are both licensed EMS providers and have IFSAC Firefighter 1 shall be \$10.00/call, training, and meeting.

D. Eligible Activities:

Eligible activities will include district business meetings, formal training*, response to emergency calls, and station duty with specifically assigned duties.

- DOT or OSHA Physical – (\$10.00)
- Physical Abilities Testing – (\$10.00)
- Certified Emergency Vehicle Operations Course – (\$20.00)
- In District Drivers' Training (to include all the fire district's apparatus) – 2 hours per apparatus (\$10.00)
- Class E license – (\$10.00)
- BLS CPR Certification recertification – (\$10.00)
- FEMA NIMS online courses – 100, 200, 700 – 6-8 hours (\$10.00)

- * Formal Training:
- Is one which is between two and eight hours in length.
- Is scheduled in advance.
- Is provided by an individual qualified at the level being taught or higher.

The above activities are part of the regular training regimen as approved by the Fire Chief. This small nominal compensation is intended to incent and reward members of our community who choose to volunteer for AFFD.

E. Payment:

Eligible members must sign a Pay Voucher monthly and submit to the Admin. Assistant.

The completed forms must be turned in by the FIFTEENTH (15) day following the end of the calendar quarter. These dates are listed below:

- First quarter ends March 31st. Forms are due by APRIL 15th.
- Second quarter ends June 30th. Forms are due by JULY 15th.
- Third quarter ends September 30th. Forms are due by OCTOBER 15th.
- Fourth quarter ends December 31st. Forms are due by JANUARY 15th.

Members will normally receive checks within two weeks following the due date for that quarter.

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F. One-Time Certification Reimbursement:

In order to recognize those individuals who have attained a certification prior to the start of this revised incentive program, a one-time reimbursement of the highest certification level attained will be given to the individual during the individual's first disbursement. For instance, if the member has FFI, and FFII the individual will be reimbursed \$250.00.

G. Availability of Funds:

- Payment is contingent upon sufficient availability of funds.
- Annual Reimbursement Ceiling: In order to ensure the volunteer incentive program follows the guidelines established by the Department of Labor and the Fair Labor Standards Act (FLSA), an annual ceiling amount for reimbursement has been established. Utilizing guidance provided by the Department of Labor in a published opinion letter, the fee paid to volunteer personnel must be considered one which is "nominal", which is defined as one which does not exceed 20 percent of what the agency would otherwise pay to hire a full-time individual for the same services. Utilizing this formula and the current pay rates for the department's career firefighters, the annual ceiling level for reimbursement to volunteers shall be set at \$7,000.00 per year.

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