

WestCoFire3 Recruitment & Retention Grant Call/Alarm Response Stipend S.O.P.



Statement of Policy

Participants within the **WestCoFire Grant** must understand that funds are limited and are delivered on a first come, first served basis. Applying for Call Response Stipend(s) does not assure applicants that they will receive full, partial, or any funding. However, if the policy and protocol listed below is followed, firefighters whose departments are participating in the WestCoFire Grant can receive a Nominal Stipend for responding to fire/emergency alarms.

- Firefighter must be 18+ years of age
- Firefighter receiving nominal stipend must be an active member of a WestCoFire Department
- Minimum requirement to receive Call Response Stipend:

Fire departments who are requesting Call Response Stipends must submit the following documentation:

- Department End-Of-Year Points Report
- W-9
- Signed MOU

Accurate record of total calls/alarms for department, total responses from each eligible firefighter, percentage of responses from each eligible firefighter, and correlating dollar amount.

PLEASE INCLUDE ALL OF THIS INFO ON ONE SPREADSHEET

**Reporting Period is January 1st - October 31st each year.
Reports due by November 14th**

Please email required documentation to Jessica@volunteerfirefighter.org

Questions, Call Jessica Acfalle, 855- VOL- FIRE

NOMINAL STIPEND: A stipend is nominal if it does not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20 percent threshold may be determined in one of two ways. Departments that maintain paid full time firefighters on their payrolls may compare the stipend to the salary they pay a full time firefighter who performs similar services to determine whether the stipend is more or less than 20 percent of that salary. Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of-pocket expenses they incur.