



Monroe Fire Department

Standard Operating Guidelines

Length of Service Award Program

Purpose: The department recognizes the need for an active and effective firefighting force. The City also makes a significant investment in training and equipping each individual firefighter and therefor has certain expectations of performance in exchange for that investment.

Level of Performance: Members are expected and encouraged to actively participate in department responses, training and work details. A minimum combined calendar year participation total of 30% at first alarm or greater fire calls (*not including first response calls*) and regular monthly department training (*the second and fourth Tuesdays of each month, January through November unless modified by the department*) is required in order to be awarded a LOSAP contribution.

The following policy was accepted by the Monroe Common Council in 2002. It was reaffirmed by the council in 2013.

Length of Service Award Program

City of Monroe Fire Department

Establishing Program: (State)

Each Municipality shall adopt a resolution or ordinance stating that it shall abide by all statutes, administrative rules, regulations and procedures pertaining to a length of service award. The resolution or ordinance shall be on a form approved by the board and provided to the program administrator or the board upon request. Must be signed and submitted to the state by December 31st of the year the program is established.

The City of Monroe shall appoint a board to administer The Monroe Fire Department Length of Service Award Program. The board will consist of the Fire Chief and four individuals selected by the department membership and approved by the Mayor. This board will judge that a member is in good standing with the department, to continue participation in the plan.

Eligibility: (State)

Each participating municipality shall develop standards for determining the service required to qualify for an annual contribution

Eligibility: (City)

Each member becomes eligible to participate in the plan after one full year of service by the anniversary date. Enrollment begins on January 1st of the year after they satisfy their eligibility requirement.

Each active member will be reviewed annually in December, by the board of directors of the LOSA program. The board will use training attendance and incident response results to determine good standing with the department. A minimum combined calendar year participation total of 30% at first alarm or greater fire calls (*not including first response calls*) and regular monthly department training (*the second and fourth Tuesdays of each month, January through November unless modified by the department*) shall be counted for the training attendance requirement. **Absences, whether excused or unexcused, will not be counted in calculating the required training attendance.** The board will be supplied this information from the Chief of the Department using data from the master records.

Contribution: (State)

All contributions shall be paid by January 31st of the following year for matching purposes. A VFF-EMT may perform service for credit towards a length of service to more than one volunteer fire department, volunteer fire company or entity authorized to provide volunteer emergency medical service.

Contributions: (City)

Any member who is participating in the Wisconsin Retirement System as a city employee or as an employee of a participating school district, other municipality, county or State of Wisconsin employee may not participate in the Monroe Fire Department Length of Service Award Program but instead must report all City of Monroe income as part of their Wisconsin Retirement System wages.

The City of Monroe will contribute the monies received from the annual 2% dues, after program administrative fees are first deducted, equally divided amongst the eligible members to fund an amount not to exceed the annual projected state match for each individual.

Matched Funds indexed for inflation: (State)

Annually on July 1, the board shall make adjustments necessary to match funds to reflect changes in US Consumer Price Index using the method set forth in section 16.25 (3)(d) Stats. **No additional matching contributions will be made for prior service.**

Entitlement Age: (State)

The minimum legibility age for entitlement disbursement is 60, except in cases of fire department activity related disability or death.

Vesting: (State)

The member must complete 10 years of service before he or she can receive any benefits under the program or 20 years for full vesting. For vesting purposes credit for service performed may include prior service credit that was received as part of the initial years of service buyback or from another participating department.

Upon reaching age 60 and after performing 10 years' service, but less than 20 years' service The VFF-EMT shall receive 50% of net asset value. For each year over 10 but less than 20, 5% of the net asset value of the account will be paid. Amounts not paid to a VFF-EMT shall be forfeited and equally distributed among other open VFF-EMT accounts of the municipality at the time of the forfeiture.

Entitlement Payments: (State)

The VFF-EMT may elect to receive either lump sum payout or by any other method offered by the plan administrator in effect at the time.

Post entitlement age contributions will be immediately paid out by the plan administrators and appropriate tax reporting documents will be provided to the participating department and individual.

Disability Benefits: (State)

If a member is permanently disabled as determined by Wisconsin Workers Compensation Program under WI ch102 statutes while actively on duty performing services, the member may apply for a lump sum payout of account balance.

Death Benefits: (State)

If a VFF-EMT dies while actively on the rolls of fire department, company or an emergency medical service his or her designated beneficiary shall be paid an amount equal to the net asset value of that account. Payment shall be made as soon as administratively possible.

Participants without a beneficiary form on file at time of death will have their accounts turned over for probate of estate in accordance with Wisconsin statutes.

Forfeiture: (State)

VFF-EMT that has performed less than 10 years shall forfeit any accumulated years of service if he or she ceases to perform for more than 6 months in a calendar year, unless a supervisor has granted a leave of absence for that period.

Leave of Absence: (State)

Municipality may determine the conditions under which a LOSAP leave of absence shall be granted. A participating municipality may grant a leave of absence in writing on or before December 31st of the calendar year in which it takes effect.

Leave of Absence: (City)

The City of Monroe shall grant leave of absences in accordance with standard operating guidelines currently in place at the time of request. LOSAP leave of absence will only be granted upon written request of the participating VFF-EMT.

Transfer: (State)

If a VFF-EMT transfers from one participating department or municipality to another, it is the VFF-EMT's responsibility to transfer his or her LOSAP account to the new department. Failure to transfer the account to the new department may result in forfeiture of the account if the member has not met the vesting requirements in the department he or she is leaving.

VFF-EMT must notify the new program administrator and previous program administrator before forfeiture is to occur in order to qualify to transfer his or her credited service years.

Transfer: (City)

If the individual FVFF-EMT fails to notify the department that he or she has transferred to another participating department by December 31st of the year the transfer occurred, the City shall not be liable for any forfeited funds after redistribution has occurred.

Records & Certification of Service: (State)

Each participating municipality shall maintain and submit to the program administrator detailed and accurate records of every VFF-EMT providing service and shall annually, on or before January 31st, submit under oath a statement of service to program administrator and post the statement of service in a conspicuous place on site for a minimum of 30 days thereafter.

The plan administrator shall provide an individual statement of account to each member on or before June 1st of each year showing account balance and changes from previous year.

Additional Information

The City of Monroe LOSAP board adopted the following amendment to the LOSAP policy. It was affirmed by resolution the Monroe Common Council on December 2, 2014.

Calculation of Participation Levels (City)

One point will be issued for each qualified incident response and one point will be awarded each regular training attended. Training absences, whether excused or unexcused, will not be counted in calculating the required attendance.

One additional point will be awarded if a member attends at least 30% of the drivers trainings held (*the first and third Tuesdays of each month, January through November unless modified by the department*). This applies to all members, not only drivers.

Two additional points will be awarded if the member attends at least 30% (*normally 16 of 52*) clean-up activities (*Thursday evening clean-up or when rescheduled due to holiday or other activities*).

*These additional points will be added at the end of each calendar year and will be added after all other calculations are completed and will not affect overall incident/activity points available.

All points awarded will be combined to determine if the 30% minimum participation level has been achieved.

Member participation will be determined using the following formula:

Member Points/Total Possible Points + Additional Points awarded for drivers training and weekly clean-up = Total.

Example; in 2013 there were 117 creditable calls and 21 regular trainings for a total of 138 creditable events. If a member attended 25 calls and 16 trainings, the calculation would be as follows:

25 calls + 16 regular trainings = 41/138 = 30%.

If the member attended the minimum number of drivers' trainings and at least 30% of weekly Thursday night clean-ups they would gain 3 additional percentage points for a total of 32%

25 calls + 16 regular trainings = 41/138 = 30% + 1 additional point for drivers training + 2 additional points for clean-up = 33%

Implementation: This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

Effective Date: December 2, 2014

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