

Jonesboro Fire Department

# Jonesboro Fire Department Educational/Training Incentive Plan

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For the future development of the Department

4/3/2008



Proposed educational/training incentive plan for the Jonesboro Fire Department, to encourage personal and departmental growth through the betterment of its members.

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## **Jonesboro Fire Department Educational/Training Incentive Plan Executive Summary**

Today's firefighter responds to emergencies of every type: medical emergencies, auto extrications, water rescue, high angle tactical rope operations, hazardous materials incidents, confined space rescues, and of course, fires. We have our hands into everything and no matter when we are called, or to what type of emergency we respond, we have to be on the top of our game. There is no room for doing things half right when our lives and the lives of the citizens of Jonesboro hang in the balance. So just how do we stay current and prepared? With education and training!

Maintaining current skills and developing new ones is the single most important activity for firefighters today. With the ever increasing technological advances today in regards to building materials, automobiles, computer usage, and hybrid chemicals an even higher level of sophistication in training and education is a must. Firefighters today have to be very specialized and technologically advanced just to keep pace. The computer you bought last year is already outdated - the technical knowledge we learned last year is also already outdated.

### **Problem:**

The Jonesboro Fire Department is a very young department with the average member's age of 35.7 years, average length of time employed with the department of 10.52 years, and average length of time in rank of 3.45 years. 33.33% of our firefighters have less than one year experience on the job and 56.86% of our firefighters have five years or less experience. Training and education is paramount in an organization with as little on the job experience as ours. Every firefighter and civilian life is dependent on the knowledge, training, and expertise of the members of the department.

Technological advancement and expertise within the ranks of the Jonesboro Fire Department must come from both on the job experience and formal education and training. An accelerated pace of training and education is currently needed for the members of the Jonesboro Fire Department in order to bring the new and newly promoted members current in today's rapidly changing environment.

### **Solution:**

We are proposing an educational/training incentive plan for the Jonesboro Fire Department where members may receive a pay percentage increase by seeking out further training and education. Key fire training classes with certifications have been selected as well as formal education for pay percentage increases (maximum percentage that can be accrued is 12% in a 24 month period). We have also added an incentive for members to study and promote up through the ranks with a longevity type incentive based on their rank which increases as they move up in rank. This longevity is not available till the member has five years of service with the department. Total cost of the Jonesboro Fire Department Educational/Training Incentive Plan is \$211,176.52 (a 4.66% increase from current payroll) of which \$140,784.34 (or 3.10%

increase) will be the actual cost for the year 2008 if adopted and approved by May 1, 2008. \$120,444.52 comes from educational/training increases and \$90,732.00 comes from longevity incentives.

## Personnel overview and rank structure

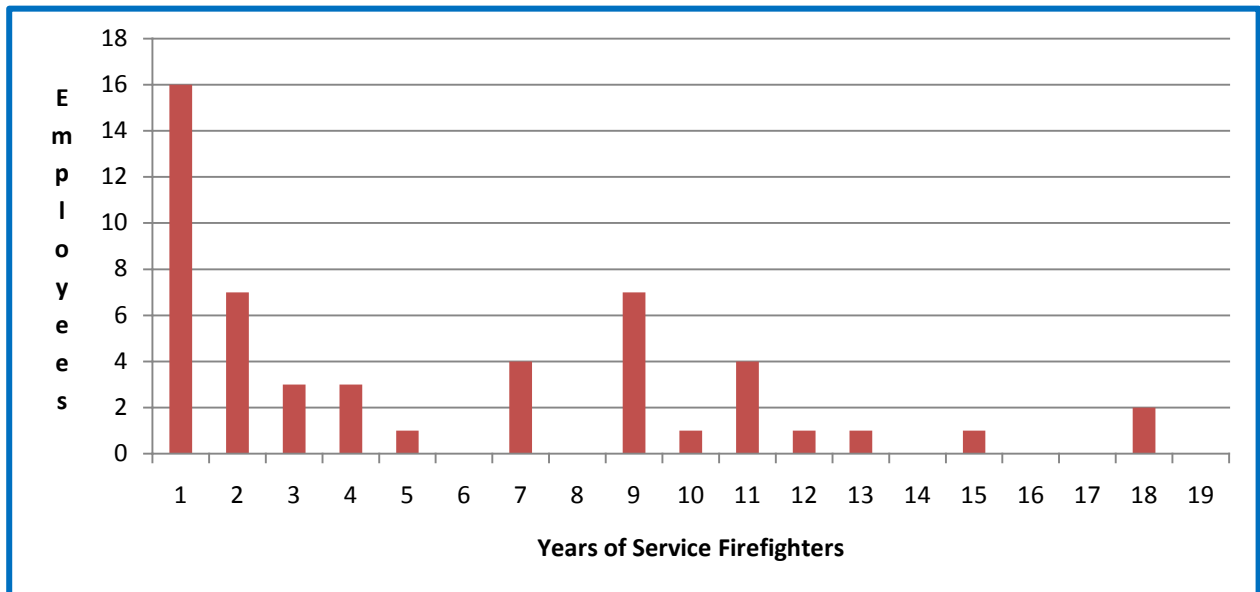
**Rank Structure:**

- 1 Chief
- 1 Assistant Chief
- 8 Battalion and Division Chiefs
- 27 Captains
- 24 Drivers
- 51 Firefighters

Total 112 Members

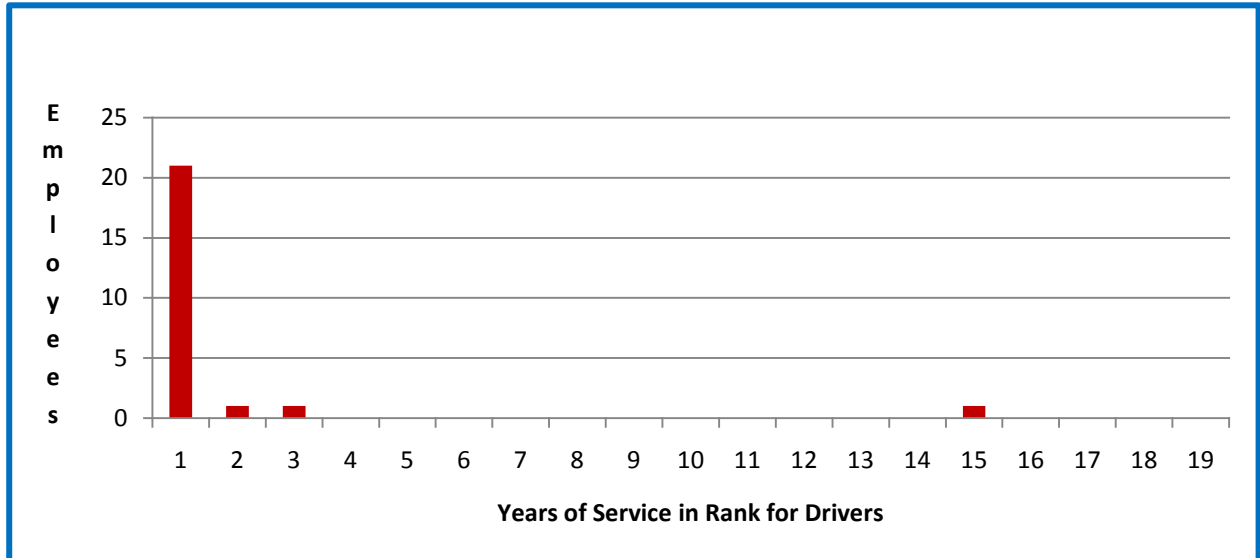
### Firefighters:

We hired a total of seventeen new Firefighters in 2007 and have a total of 29 Firefighters with less than five years of experience on the job. In other words; 33.33% of our Firefighters have 1 year or less experience on the job and 56.86% of our Firefighters have 5 years or less experience.



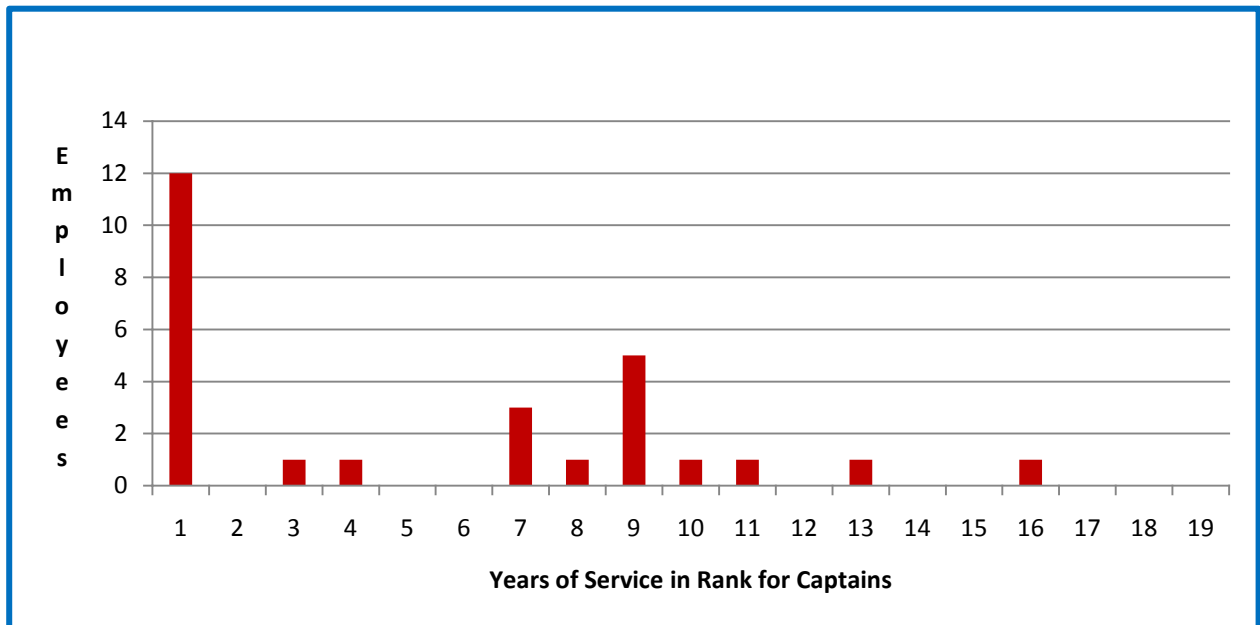
**Drivers:**

We have 21 Drivers with 1 year or less experience in rank and a total of 23 Drivers with 3 years or less experience in rank out of a total of 24 Drivers. In other words; 87.5 % of our Drivers have 1 year or less experience in rank and 95.83% have 3 years or less experience in rank.



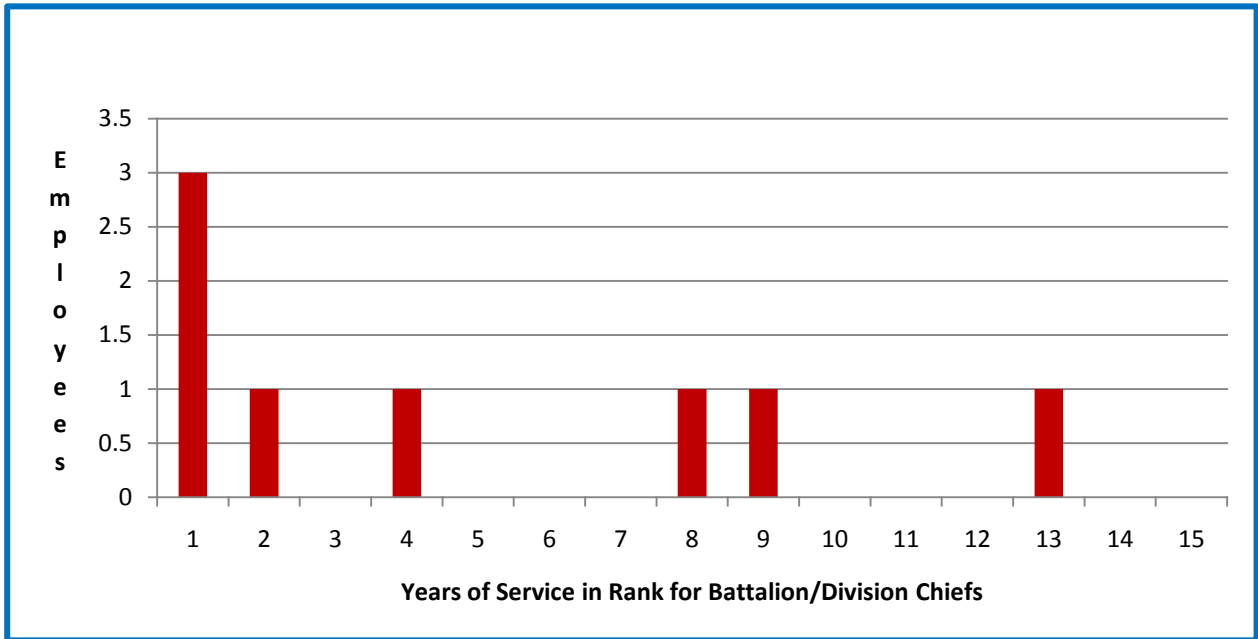
**Captains:**

We have 12 Captains with 1 year or less experience in rank and a total of 14 Captains with 4 years or less in rank. In other words; 44.44% of our Captains have 1 year or less experience in rank and 51.85% have 4 years or less experience in rank.



**Battalion/Division Chiefs:**

We have 3 Chief Officers with 1 year or less experience in rank and a total of 5 Chief Officers with 4 years or less in rank. In other words; 37.5% of our Chief Officers have 1 year or less experience in rank and 62.5% have 4 years experience or less in rank.



## Educational/Training Incentive with Description of Classes

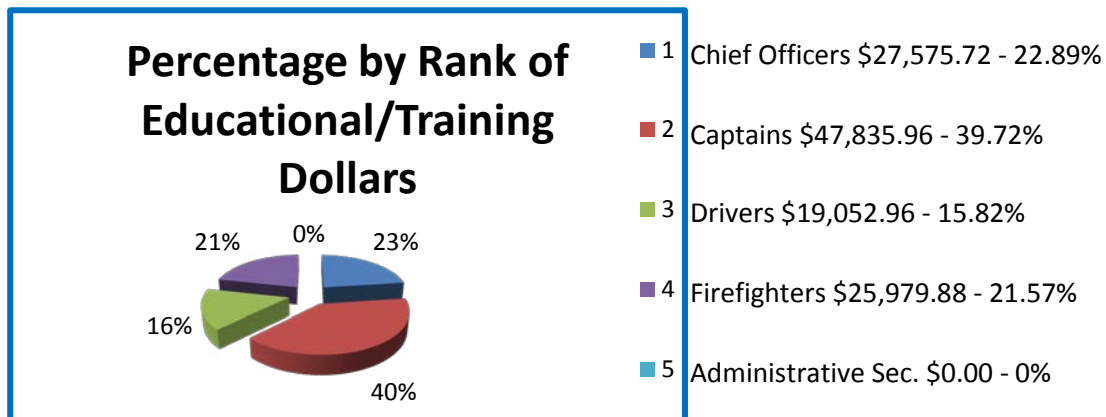
### Formal Education:

The educational incentive compensates a member for formal education at the collegiate level. Members that obtain an Associate degree from a nationally accredited college or university shall receive an amount equal to 3% of their annual salary. Members that obtain a Bachelor degree from a nationally accredited college or university shall receive an amount equal to 4% of their annual salary. Members that obtain a Graduate degree from a nationally accredited college or university shall receive an amount equal to 5% of their salary. Members of the Jonesboro Fire Department shall be limited to recognition of only two (2) degrees in any curriculum, identified and approved as being in some manner or of specific benefit to the operations of the Jonesboro Fire department.

### Certificate training:

The certified training incentive is based on a list of advanced classes established by our Training Division conducted through the Arkansas Fire Academy, National Fire Academy, Arkansas Department of Emergency Management, and any other equivalent entities as determined by the Chief of the Training Division. The compensation for these six classes is based upon the amount of hours the member attends per class and the supplemental pay will be based upon 1%, 2%, and 3% of their annual salary. The Chief of the Training Division may qualify an equivalent class in place of one of the listed classes if appropriate. All training classes must be attended on member's own time and cost to qualify for percentage increase.

Total current cost of the educational/training incentive is \$120,444.52. The maximum percentage that can be accrued is 12% in a 24 month period from the key fire training classes with certifications as well as formal education.





**List of classes and percentage increase:**

Fire Officer 1 and 2: These are two separate comprehensive 1-week classes (total 2 weeks or 80 hrs) designed to introduce the knowledge and skills necessary for fire service personnel to function at the Fire Officer level. Fire Officers at this level are expected to function as supervisory personnel within the department. Numerous classroom presentations and hands-on skills are required during class time as well as homework assigned. Topics covered include general knowledge and skills; human resource management, community and government relations; administration; inspection and investigations; emergency services delivery; and health and safety.

2% pay increase after achievement of both certifications.

Instructor 1: This is a comprehensive 1-week course (40 hrs) designed to introduce the knowledge and skills necessary for fire service instructors to deliver instruction effectively from a prepared lesson plan; including instructional aides and evaluation instruments; adapt lesson plans to the unique requirements of the students; organize the learning environment so that learning is maximized; and meet the record-keeping requirements. There is a pre-course reading assignment and homework assigned every night. This is a very compact course and participants should be prepared to endure numerous classroom presentations and labor-intensive skill applications. Topics covered are program management, instructional development, instructional delivery, and evaluation and testing. There is a written and skill evaluation for certification.

1% pay increase for certification.

Inspector 1: This is a comprehensive 1-week course (40 hrs) designed to introduce the knowledge and skills necessary for fire inspectors to conduct basic fire inspections and apply codes and standards. Topics covered in the course are program general knowledge and skills, administration, State Codes, NFPA Codes especially NFPA 101 Life Safety, and actual field inspections.

1% pay increase for certification.

Arson investigator: This is a comprehensive 2-week course (80 hrs) designed to introduce the knowledge and skills necessary for fire investigators to conduct, coordinate, and complete a fire investigation. Topics covered in the course are program general knowledge and skills, scene investigation, documenting the scene, evidence collection and preservation, interviewing, post-incident investigation, and presentation.

2% pay increase for certification.

Haz-Mat: This is a comprehensive 2-week course (80 hrs) designed to introduce the knowledge and skills necessary for the Haz-Mat Technician to control hazardous material releases and take appropriate action as a first responder. This course is designed for first responders who at the Technician level respond to releases or potential releases of hazardous substances for the purpose of controlling the release. They are more aggressive in that they will take action to plug, patch or otherwise stop the release. They are required to use specialized chemical protection clothing and specialized control equipment.

1% pay increase for certification

Chief Officer: This is a comprehensive 4-week course (160 hrs) designed for Company Officers who aspire to Chief Officer or for recently promoted Chief Officers. The program is based on the National Fire Academy Chief Officer Training Curriculum and covers the following topics: general knowledge and skills; human resource management, community and government relations; administration; inspection and investigations; emergency services delivery; health and safety; leadership; human resource development; community risk reduction; budgeting; operations; labor relations; problem solving; resource allocation and grant writing.

3% pay increase for certification

Cumulative classes: These are fire related classes which do not fall into the major class categories above which are also approved by the Chief of the Training Division. These classes cover various topics such as; fire attack, confined space rescue, high rise rescue, vehicle extrication, etc.

1% pay increase for each 80 hrs of certification.

## Longevity Incentive

The longevity incentive will be totaled on January 1<sup>st</sup> each year for every member after they have reached their fifth anniversary date of employment with the City of Jonesboro's Fire Department. Compensation for all members will continue each year thereafter at the rate consistent with the rank they have attained for the total years employed with the Jonesboro Fire Department. Rate of compensation will increase for each rank, stimulating an incentive for members to promote up through the ranks.

Firefighters and Administrative secretaries: Compensation will be \$300.00 dollars after the fifth anniversary date of employment with an additional \$60.00 per year thereafter if the member remains in the rank of a firefighter. This is a rate of \$5.00 per month for each month worked with the Jonesboro Fire Department.

Driver: Compensation will be \$360.00 dollars after the fifth anniversary date of employment with an additional \$72.00 per year thereafter if the member remains in the rank of a Driver. This is a rate of \$6.00 per month for each month worked with the Jonesboro Fire Department.

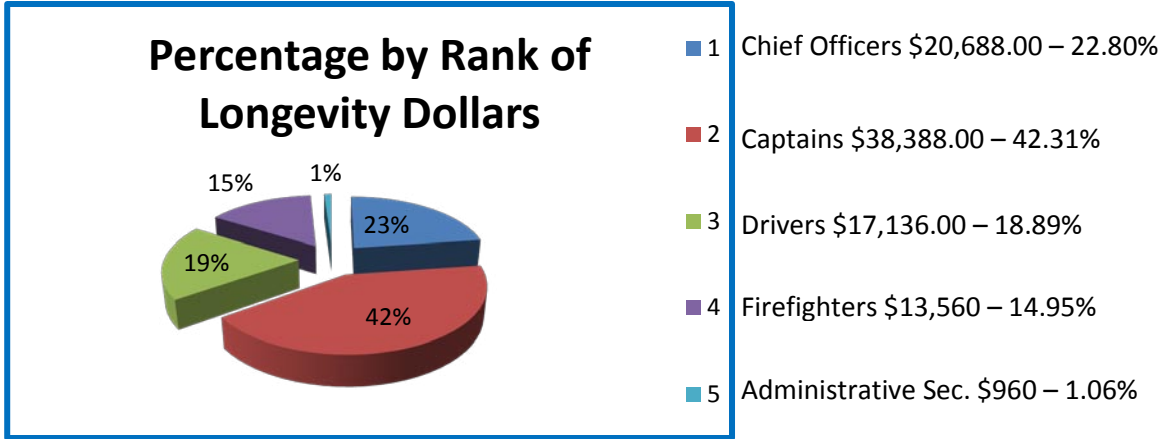
Captain: Compensation will be \$420.00 dollars after the fifth anniversary date of employment with an additional \$84.00 per year thereafter if the member remains in the rank of a Captain. This is a rate of \$7.00 per month for each month worked with the Jonesboro Fire Department.

Battalion/Division Chief: Compensation will be \$480.00 dollars after the fifth anniversary date of employment with an additional \$96.00 per year thereafter if the member remains in the rank of a Battalion/Division Chief. This is a rate of \$8.00 per month for each month worked with the Jonesboro Fire Department.

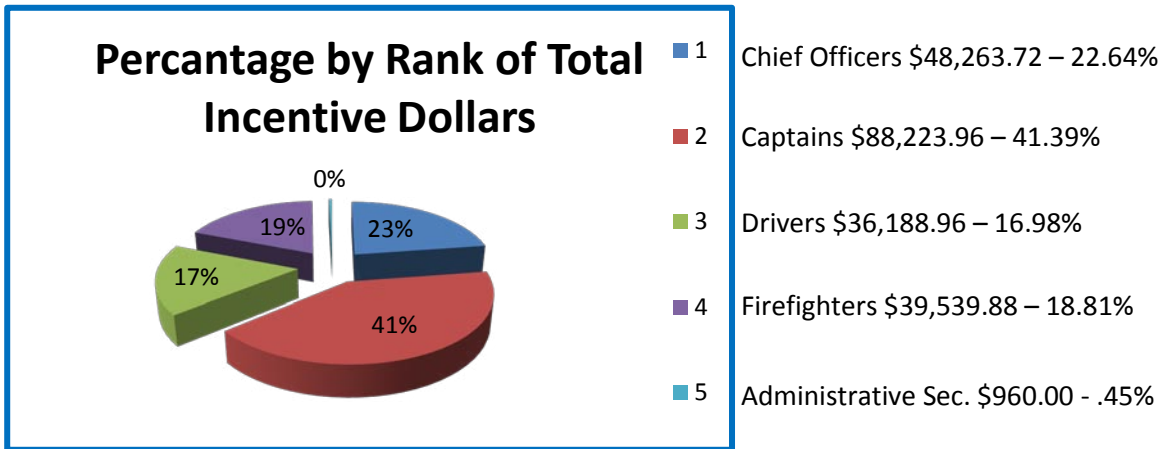
Assistant Fire Chief: Compensation will be \$540.00 dollars after the fifth anniversary date of employment with an additional \$108.00 per year thereafter if the member remains in the rank of a Assistant Fire Chief. This is a rate of \$9.00 per month for each month worked with the Jonesboro Fire Department.

Fire Chief: Compensation will be \$600.00 dollars after the fifth anniversary date of employment with an additional \$120.00 per year thereafter if the member remains in the rank of a Fire Chief. This is a rate of \$10.00 per month for each month worked with the Jonesboro Fire Department.

Total current cost of the longevity pay incentive is \$90,732.00.



**Total educational/training incentive dollars plus longevity incentive dollars combined**



### Longevity Incentive Pay Chart

Yrs Employed	Firefighter	Driver	Captain	Batt/Div Chief	Asst. Chief	Chief
0-4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$300.00	\$360.00	\$420.00	\$480.00	\$540.00	\$600.00
6	\$360.00	\$432.00	\$504.00	\$576.00	\$648.00	\$720.00
7	\$420.00	\$504.00	\$588.00	\$672.00	\$756.00	\$840.00
8	\$480.00	\$576.00	\$672.00	\$768.00	\$864.00	\$960.00
9	\$540.00	\$648.00	\$756.00	\$864.00	\$972.00	\$1,080.00
10	\$600.00	\$720.00	\$840.00	\$960.00	\$1,080.00	\$1,200.00
11	\$660.00	\$792.00	\$924.00	\$1,056.00	\$1,188.00	\$1,320.00
12	\$720.00	\$864.00	\$1,008.00	\$1,152.00	\$1,296.00	\$1,440.00
13	\$780.00	\$936.00	\$1,092.00	\$1,248.00	\$1,404.00	\$1,560.00
14	\$840.00	\$1,008.00	\$1,176.00	\$1,344.00	\$1,512.00	\$1,680.00
15	\$900.00	\$1,080.00	\$1,260.00	\$1,440.00	\$1,620.00	\$1,800.00
16	\$960.00	\$1,152.00	\$1,344.00	\$1,536.00	\$1,728.00	\$1,920.00
17	\$1,020.00	\$1,224.00	\$1,428.00	\$1,632.00	\$1,836.00	\$2,040.00
18	\$1,080.00	\$1,296.00	\$1,512.00	\$1,728.00	\$1,944.00	\$2,160.00
19	\$1,140.00	\$1,368.00	\$1,596.00	\$1,824.00	\$2,052.00	\$2,280.00
20	\$1,200.00	\$1,440.00	\$1,680.00	\$1,920.00	\$2,160.00	\$2,400.00
21	\$1,260.00	\$1,512.00	\$1,764.00	\$2,016.00	\$2,268.00	\$2,520.00
22	\$1,320.00	\$1,584.00	\$1,848.00	\$2,112.00	\$2,376.00	\$2,640.00
23	\$1,380.00	\$1,656.00	\$1,932.00	\$2,208.00	\$2,484.00	\$2,760.00
24	\$1,440.00	\$1,728.00	\$2,016.00	\$2,304.00	\$2,592.00	\$2,880.00
25	\$1,500.00	\$1,800.00	\$2,100.00	\$2,400.00	\$2,700.00	\$3,000.00
26	\$1,560.00	\$1,872.00	\$2,184.00	\$2,496.00	\$2,808.00	\$3,120.00
27	\$1,620.00	\$1,944.00	\$2,268.00	\$2,592.00	\$2,916.00	\$3,240.00
28	\$1,680.00	\$2,016.00	\$2,352.00	\$2,688.00	\$3,024.00	\$3,360.00