

Pay Rate Index
DFS Stipend Position Descriptions
07/01/2026

MFA

Stipend compensation is the equivalent payment to the number of hours pay indicated below to serve as a pay rate differential as compensation for the added responsibilities. Employees do not add hours to their timesheet but rather receive a lump sum compensation equivalent to the number of hours indicated.

CEX (Chief Examiner): 2 hours: One (1) Chief Examiner is assigned per eligible exam/training period. Performs services as an assigned examination administrator of practical certification examinations and is a member of the instructional staff of the MFA; and is certified to and/or designated an SME of the level of examination being administered. Responsible for overseeing all testing and related activities for all testing candidates at a given facility. Coordinates facility usage with other programs on the training site. Oversees the logistics, Inside Safety, Medical Safety Officer (MSO) and reviews their required tasks with them. Meets with MSO/ Inside Safety and Examiners to coordinate testing activities. Assigns examiners to testing stations ensuring staff has proper equipment and ability to conduct practical examinations. Completes and reviews necessary paperwork/reports and ensures accuracy of examiners' paperwork. Reviews skill sheets for accuracy. Responsible for keeping all testing sessions within assigned time frames.

EDS (Examination Delivery & Security): 1.5 hours: For off-site examinations only. To maintain the integrity of an examination, this person will be the chain of custody, from the reproduction of the exam to delivery from the certification office to the site, and back to the office.

The EDS stipend will be noted on the sign-in sheet for the day the exam is administered. One (1) Instructor is assigned as Examination Delivery & Security per eligible exam/training period and only one (1) EDS stipend may be associated with said exam/training period.

Travel time and associated mileage incurred in the delivery and return of the exam will be submitted via an administrative hours (ADM) timesheet with supporting documentation for travel (i.e. turn-by-turn directions and odometer readings), with reference to the specific session date, time and code of the exam it relates to.

CTP (Certification Testing Practical Examiner): 2 hours. To support operational needs, DFS is offering an incentive program for qualified instructors who serve as certification examiners within the certification program working as an assigned certification examiner in a non-classroom practical either on (1) weekends (Saturday and Sunday), whether on-site or off-site; or (2) scheduled off-site examination assignments at non-DFS locations. To be eligible for the stipend payment, the instructor must have required certification examiner status to perform the

requirements of an examiner per the assigned examination level. Only one (1) CTP stipend may be associated with the said exam/training period.

MSO (Medical Safety Officer): 1 hour: The Instructor assigned Medical Safety Officer (MSO) duties is charged with responding to all medical and rehab needs for the entire training group or individual student as the need arises. Secures medical safety equipment (first aid kit, O₂ kit, defibrillator and ambu bag). Assures that all equipment is in working order and replaces/reports any missing or broken equipment. Places medical equipment in appropriate location(s) for that day's training. In the event of a medical emergency, the MSO will administer first aid. Monitors all training evolutions for safe practices and for compliance within Academy safety policies and procedures. The MSO shall be familiar with the current MFA rehab policy and account for implementation of same as needed. For **Career Recruit:** Must have communicated all equipment/supply deficiencies, provide medical equipment/supply report to the OD and assure that any medical report generated for the training period is completed in its entirety. One (1) MSO is assigned per eligible training period.

ETV (Equipment Travel): 2 hours: Responsible for the vehicle they are transporting to the training session. ETV will be familiar with the vehicle they have that day, authorized to operate and licensed to transport said vehicle. ETV shall respond with the vehicle if needed for a DFS response. ETV will also be responsible for fueling and cleaning the vehicle at the end of every transport. One (1) ETV is assigned per eligible training period.

GCO (Gas Command Officer): 1 hour: Responsible for overseeing all aspects of training activities. Has authority to change tactical approach as conditions warrant and/or suspend training if necessary. Advise instructor and support staff as to the training evolution needs. Keeps track of training evolution progress so as to move the program forward. GCO can co-function as control room operator as dictated by staffing. Oversees set-up of gas field for live fire training. Confirms LPG, LNG, and cascade system readings are recorded. One (1) GCO is assigned per eligible training period.

GOO (Gas Operations Officer): 1 hour: This is the lead training position for live fire training. Responsible for working with the Gas Command Officer and Gas Safety officer in conducting each evolution. The GOO also has the authority to change tactics and/or suspend an evolution as conditions dictate. Collaborates with the GCO in reviewing set-up of training site. Establishes the order which training evolutions are to be conducted. Reviews instructor assignments. One (1) GOO is assigned per eligible training period.

GSI (Gas Igniter): 1 hour: Responsible for beginning each live fire evolution by torching the LNG or LPG product from a safe perimeter to the prop. Igniter makes certain that the wheeled tank is filled for the day and fills same if need be and checks for working strikers. Positions on the safest side of the prop depending on weather conditions. Collaborates on safe zone with GSO. One (1) GSI is assigned per eligible training period.

GSO (Gas Safety Officer): 1 hour: Responsible for all aspects of ‘best practice’ based live fire training. This includes site, trainee, instructor and support staff safety. Conducts a safety check on the set-up of the gas field prior to the commencement of training and corrects any deficiencies noted. Observes all trainees for correct wearing of PPE and corrects as needed. One (1) GSO is assigned per eligible training period.

HSO (HazMat Safety Officer): 1 hour: Responsible for all aspects of ‘best practice’ hazardous materials training. This includes site, student, instructor and support staff safety. Has authority to shut down training if deemed necessary and to notify program coordinators. One (1) HSO is assigned per eligible training period.

ISO (Inside Safety Officer): 1 hour: Responsible for all aspects of ‘best practice’ based live-fire training including site, trainee, instructor and support staff safety. The ISO conducts a safety check on set up of live-fire prior to the commencement of training and corrects any deficiencies noted. Reviews and completes the DFS/MFA Live Fire Safety Check Sheet. Documentation shall be submitted to OD for reporting purposes. Coordinates all relevant fire training scenarios with Instructors and Support Staff. ISO observes all trainees for correct wearing of PPE and corrects as needed. Up to three (3) ISOs are assigned per eligible training period.

LED (Lead Instructor): 1 hour: The Lead Instructor is responsible for overseeing all training and related activities for the training period. They will coordinate facility usage, oversee Logistics and MSO/Safety Officers and review their required tasks. Advises instructors and support staff as to training and evolution needs. Keeps track of training evolution progress so as to move the program forward. Completes all required paperwork and reports. This stipend applies when there are three (3) or more instructors assigned. When less than three (3) instructors are assigned to a course no stipend is given, and the Lead Instructor will be identified by the Program Coordinator to a training period/day. This stipend is not for Career Recruit or Recruit Programs (not including Call/Vol). One (1) LED is assigned per eligible training period.

LOG (Logistics): 1 hour: Meets with OD or Lead Instructor to discuss coordination of training activities. Meets with other programs operating on-site to determine and resolve any potential equipment conflicts. Secures all necessary equipment from the crib room for the day’s training. Returns broken/damaged equipment to the crib room and completes appropriate paperwork if necessary and delivers replacement equipment. **FOR RECRUIT:** divides the recruits into the necessary number of groups for the training day; reviews the time frames for the practical stations and posts same in the ready room and in the firehouse. Continually observes that all training activity is delivered according to the lesson plan. Makes corrections as necessary and advises OD of any problem. **FOR GAS OPERATIONS:** report on LPG, LNG and extinguisher totals used at the end of training day and files a day’s-end report on same. One (1) LOG is assigned per eligible training period.

OD (Officer of the Day): 2hours: Career Recruit ONLY: The Instructor assigned to OD duties shall be credentialed at the Instructor II Certification Level. Responsible for overseeing all training and related activities for all recruit groups at a given facility. Coordinates facility usage with other programs on the training site. Checks for phone messages at the recruit desk as soon as possible if required. Oversees the Logistics and MSO/Safety Officer and reviews their required tasks with them. Meets with MSO/Safety and Logistics/Lead to coordinate training activities of all recruit classes. Officiates morning briefing with all recruit staff and reviews daily assignments and activities. Assigns instructors to training stations ensuring staff has proper equipment. Calls facilities, recruit roll, and notifies a coordinator of any absences. Completes necessary paperwork/reports and ensures accuracy of instructor's paperwork. Secures teaching materials and AV with lecturer and assures all handouts are distributed. Verifies recruit staff are wearing appropriate protective equipment. Reviews grading/check-off sheets for completeness and assures master grading log is current. Responsible for keeping all training sessions within assigned time frames. Reviews OD notes from previous training day(s) regarding any relevant information. Dismisses groups at designated times. Only one (1) OD assigned for Career Recruit programs per DFS/MFA campus.

PT (Physical Training): 1 hour: Instructors assigned to PT shall have completed a DFS/MFA recognized PT training/certification program. Assures the fire station or the area outside the fire station is prepared for physical fitness warm-ups. Review the PT log to see what physical training has been previously completed, any injuries, problems, etc., and makes the necessary adjustments in cardiovascular and/or strength training for the day. Plans, within the PT guidelines, the daily physical training activities and briefs instructors assisting in PT of the day's plan. Assures when students report for PT that they are dressed appropriately and are in the correct formation. Initiates and maintains mandatory hydration before, during and after physical training. Leads the students in stretching, warm-up, daily exercise routine, cool-down, and stretching. Informs the MSO of any injuries experienced during PT and initiates appropriate treatment. Maintains daily physical fitness training record and notes any changes or problems that may have occurred and reports the same to the OD. Two (2) instructors are assigned per class.

FACILITIES

DFS Campus Snow/Ice/Storm Management: \$70 per diem. Contract employees are eligible for this per diem when called into a DFS campus to mitigate actual or anticipated storm damage or storm impact. Eligibility is limited to weekends regardless of shift start/end time or weekdays when called upon before 5AM or after 10PM. By definition, per diem can only be earned once per day.

Support Team Leaders: 1 hour

RTL Recruit Team Leader

CVTL Call/Volunteer Team Leader
CTL Certification Team Leader
GTL Gas Team Leader
RITTL RIT Team Leader
FFSTL Firefighter Skills Team Leader

Team Leaders are assigned only for the above referenced programs and only when there are three or more support people working for said program on a given day. One person is assigned as “team leader” for the day. The leader is responsible for overseeing the other support people, coordinating with the instructors throughout the day and for making sure that any tools, apparatus, or supplies are correctly put away at the end of the day. Compensation is the equivalent of one hour pay as a rate differential for the added services performed.

DFS Agency Wide

CDL (Commercial Driver’s License): 2 hours: Any contract employee who holds a valid Class “B” or Class “A” Commercial Driver’s License (CDL) shall receive additional compensation for operating, on a public way, a DFS vehicle or combination which requires a CDL driver. This supplemental pay reflects the additional responsibility and scrutiny required to qualify for and maintain the CDL. The CDL stipend can only be earned once per day. Contract employees may only earn the CDL stipend or the ETV stipend and may not earn both.