

Pay Rate Index
DFS Stipend Position Descriptions
01/01/2023

MFA

Stipend compensation is the equivalent payment equal 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. Fire Instructor Candidates are not eligible for stipends.

CEX (Chief Examiner): 1 hour: Performs services as a specific examination administrator of practical certification examinations for the Massachusetts Fire Training Council and is a member of the instructional staff of the MFA. This person abides by the Massachusetts Fire Service Certification System's policies and procedures manual with regard to Section V, Certification Examiner Authorization System. One (1) Chief Examiner is assigned per eligible exam/training period.

EDS (Examination Delivery & Security): 2 hours: For off-site examinations only. The Pro-Board recommended a more defined method of delivery and security of certification examination documents. In an effort 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. One (1) Instructor is assigned as Examination Delivery & Security per eligible exam/training period.

EMS (Emergency Medical Safety): 1 hour: The EMS officer shall be credentialed as an EMT-B at a minimum to be assigned subject duties. The Instructor assigned EMS Officer duties is charged with responding to all EMS and rehab needs for the entire training group or individual student as the need arises. Secures EMS 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 EMS equipment in appropriate location(s) for that day's training. In the event of a medical emergency, the EMS Officer will administer first aid. Monitors all training evolutions for safe practices and for compliance within Academy safety policies and procedures. The EMS officer 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 EMS Room equipment/supply report to the OD and assure that any EMS report generated for the training period is completed in its entirety. One (1) EMS Officer is assigned per eligible training period.

SEMS (Site EMS Officer): 1 hour: In response to the Covid-19 pandemic, an additional EMS/Safety Officer shall obtain temperatures of all **instructors and students** prior to their assigned class. The SEMS will be required to come in a ½ hour before the start of the training

period, in order to obtain these temperatures. The SEMS shall ensure that EVERY individual, EVERY day has a temperature taken and if a fever is determined. The procedure shall be repeated for every individual at least one more time during a full training day. The SEMS shall ensure temperatures are recorded and sent to the administration. This stipend and additional ½ hour is taken out of the following combination code: COVID_19_0000000_DFSCCOVID. One (1) SEMS is assigned per eligible training period. The MFA reserves the right to discontinue the use of a SEMS at any time.

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 is shall respond with the vehicle if needed for a hazmat 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) 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. Ignitor 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 responsible for overseeing all training and related activities for the training session. They will coordinate facility usage, oversee Logistics and EMS/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 are 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): 2.5 hours: 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 EMS/Safety Officer and reviews their required tasks with them. Meets with EMS/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 recruit roll and notifies a coordinator of any absences. Completes necessary paperwork/reports and insures 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. There is 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 EMS Officer 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 in reports the same to the OD. Two (2) instructors are assigned per class.

FACILITIES

DFS Campus Snow/Ice/Storm Management: \$50 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" (usually the most experienced or a proven 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.

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DFS	Hrly Rate	Hrly Rate	Hrly Rate	Hrly Rate	Hrly Rate	Hrly Rate
Functional Title		Step 1	Step 2	Step 3	Step 4	Step 5
Fire Instructor Candidate	\$ 34.58					
Fire Instructor I		\$ 34.58	\$ 35.92	\$ 37.12	\$ 38.23	\$ 39.38
Fire Instructor II		\$ 40.17	\$ 40.97	\$ 41.81	\$ 42.63	\$ 43.96
Fire Instructor III		\$ 45.04	\$ 46.19	\$ 47.34	\$ 48.52	\$ 49.74
Fire Instructor IV		\$ 50.99	\$ 51.49	\$ 52.01	\$ 52.54	\$ 53.05
Instructional Assistant Program Coordinator		\$ 54.39	\$ 54.94	\$ 55.49	\$ 56.05	\$ 56.62
Instructional Program Coordinator		\$ 62.28	\$ 62.91	\$ 63.54	\$ 64.18	\$ 64.84
Multimedia and Video Production Specialist		\$ 30.07	\$ 31.57	\$ 33.03	\$ 34.53	\$ 36.17
Multimedia and Video Production Project Leader		\$ 54.39	\$ 54.94	\$ 55.49	\$ 56.05	\$ 56.62
Support Staff		\$ 33.26	\$ 34.53	\$ 35.68	\$ 36.76	\$ 37.87
Specialist/Technical Support		\$ 39.01	\$ 40.10	\$ 41.12	\$ 42.17	\$ 42.91
Team Leader		\$ 43.96	\$ 45.04	\$ 46.19	\$ 47.34	\$ 48.52
Assistant Coordinator		\$ 54.39	\$ 54.94	\$ 55.49	\$ 56.05	\$ 56.62
Program Coordinator		\$ 58.03	\$ 58.61	\$ 59.21	\$ 59.80	\$ 60.40
Print Shop/Mail Room		\$ 39.00	\$ 40.10	\$ 41.20	\$ 41.99	\$ 42.55
Warehouse & Print Shop Assistant		\$ 26.76	\$ 27.86	\$ 28.96	\$ 29.54	\$ 30.07
Mechanic I		\$ 28.96	\$ 30.07	\$ 31.21	\$ 32.30	\$ 33.23
Mechanic II		\$ 40.91	\$ 41.92	\$ 42.96	\$ 44.02	\$ 45.12
Adjunct Faculty (up to this rate)		\$ 57.00				
Executive Liaison (up to this rate)		\$ 67.00				
Senior Policy Liaison (up to this rate)		\$ 100.00				
Management Consultant (up to this rate)		\$ 73.00				
Intern High School (up to this rate or current HRD approved rate)		\$ 16.00				
Intern College Undergraduate (up to this rate or current HRD approved rate)		\$ 21.00				
Intern Graduate School (up to this rate or current HRD approved rate)		\$ 34.00				
**Position titles stricken out (with a line drawn through the title) denotes grandfathered positions.						

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MFA Stipend Title	Code	Hours	Eligible Trainings
Chief Examiner	CEX	1.0	Certification
Examination Delivery & Security	EDS	2.0	Certification
EMS/Safety Officer	EMS	1.0	Recruit Programs/Hazmat
Site Emergency Medical Safety	SEMS	1.0	Recruit Programs/Hazmat
Equipment Travel	ETV	2.0	Any MFA Programs
Gas Command Officer	GCO	1.0	Gas Programs
Gas Operations Officer	GOO	1.0	Gas Programs
Gas Igniter	GSI	1.0	Gas Programs
Gas Safety Officer	GSO	1.0	Gas Programs
HazMat Safety Officer	HSO	1.0	Hazmat/Gas Programs
Inside Safety Officer	ISO	1.0	Recruit Programs/Structural
Lead Instructor	LED	1.0	Any MFA Programs Except Career Recruit Program
Logistics	LOG	1.0	Recruit Programs
Officer of the Day	OD	2.5	Career Recruit Only
Physical Training	PT	1.0	Recruit Programs
Facilities Stipend Title	Code	Hours/Amt	
DFS Campus Snow/Ice/Storm Management Per Diem	AMTS	50	
Recruit Team Leader	RTL	1.0	
Call/Volunteer Team Leader	CVTL	1.0	
Certification Team Leader	CTL	1.0	
Gas Team Leader	GTL	1.0	
RIT Team Leader	RITTL	1.0	
Firefighter Skills Team Leader	FFSTL	1.0	
DFS Stipend Title	Code	Hours	
Commercial Driver License (A or B)	CDL	2.00	

Cap on Annual Hours Worked for DFS:

The Department of Fire Services has certified that your position qualifies as a contract employee. As such, you may not devote substantially full time to the Department of Fire Services and your total hours may not exceed 1,350 hours per calendar year. Additionally, retirees are required to comply with the limitations on employment imposed by the State Retirement Board.

Cost of Living Adjustment (COLA):

COLA increases may be authorized at the discretion of the Agency head based on affordability and the rate shall be determined based on current inflationary rates, as well as weighing equity with DFS union and management employees. All contract employees will be eligible for COLA increases.

MFA Stipends:

Fire Instructor candidates, because they have not yet finished their audit time, are not eligible for stipend related assignments.

Step Increases:

An annual step increase may be authorized at the discretion of the Agency Head based on affordability. Step increases shall be determined based on an employee's position start date and issued during the middle of the employee's anniversary month. For example, employees hired or promoted in April shall be eligible for a step increase in April. All contract employees will be eligible for an annual step increase if:

- (1) the supervisor has documented acceptable performance for the previous calendar year; and;
- (2) the employee has worked at least 200 hours by their position start date anniversary month, cumulatively since the employee's last step increase.