



Massachusetts Department of Fire Services

Massachusetts Fire Academy

STANDARD OPERATING POLICY GUIDELINE

Subject: Stipend Policy and Procedure

Segment: Standard Operating Policy

Revised: July - 2023

This policy applies to: Instructors and Program Coordinators who provide training services to the Massachusetts Firefighting Academy

Purpose: To provide a definition for stipend eligibility and responsibility, procedure for Stipend reporting and understand criteria in which a training period qualifies an instructor earning a stipend.

Scope:

Stipends: If an instructor is assigned *additional* responsibilities within an *eligible* training period, the instructor may qualify for a stipend (additional pay, which equals the Instructors' hourly wage).

Eligible training period: Those training periods that are scheduled on a specific date within the DFS/MFA Learning Management System (LMS) and assigned a specific class title and session.

Additional responsibilities for Career Recruit: Those responsibilities as assigned by the Officer of the Day that are beyond the scope of an instructor in each training period.

This additional pay is equivalent to the hourly wage, but is not applied to 'hours worked' nor is it added to the total hours worked. It should not be included in the [total hours worked on MFA sign-in sheet](#); however, it is documented on the instructor sign in sheet, under '[special assignments](#)' and 'special hours'. The additional pay, although the same dollar figure as an hour wage, is not included in the cap on annual hours (1,350 hrs.) worked for MFA nor is it subject to the limitations on employment imposed by the State Retirement Board (for Retirees - 960). An Instructor assigned to a stipend eligible position is authorized to earn no greater than one (1) stipend position/hour per defined training period.

Stipend pay is considered additional pay through Self-Serve Time and Attendance (SSTA) and can be found on the instructors pay advice as 'additional pay'.

Not all trainings and instructors are entitled to stipends. Instructors providing additional assignments beyond their daily tasks are subject to receiving a stipend, if the following criteria are met:

- Instructor has completed their Audit time.
- The instructor is qualified to receive the stipend.
- There are at least three (3) instructors working during the training period.
- The training has been deemed eligible by the MFA for stipends.
- The training session requires a stipend (see below).

Stipend	Description	Pay in Hours	Eligible Trainings
CDL	Commercial Driver's License	2.00	Agency wide
CEX	Chief Examiner	1.00	Certification
EDS	Examination Delivery & Security	2.00	Certification
EMS	Emergency Med Safety/Safety Officer	1.00	Recruit Programs/Call Vol/HazMat
SEMS	Site Emergency Medical Safety	1.00	Recruit Programs/Call Vol/HazMat
ETV	Equipment Travel	2.00	Any Programs
GCO	Gas Command Officer	1.00	Gas Programs
GOO	Gas Operations Officer	1.00	Gas Programs
GSI	Gas Igniter	1.00	Gas Programs
GSO	Gas Safety Officer	1.00	Gas Programs
HSO	HazMat Safety Officer	1.00	HazMat/Gas Programs
ISO	Inside Safety Officer	1.00	Recruit Programs/Call Vol/Structural
LED	Lead Instructor	1.00	Any (Not Career Recruit programs)
LOG	Logistics	1.00	Recruit/Call Vol
OD	Officer of the Day	2.50	Career Recruit only
PT	Physical Training	1.00	Recruit Programs

Below are the Stipend Descriptions in detail:

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 CDS 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.

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) 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) is assigned 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) is assigned per eligible training period.

SEMS (Site EMS Officer): 1 hour: As a response to the Covid-19 pandemic, an additional EMS/Safety Officer shall obtain temperatures of all **instructors and students** prior to their assigned class. They will be required to come in a ½ hour early in order to obtain these temperatures. A questionnaire shall be completed for EVERY individual, EVERY day and temperature is 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. These temperatures are recorded and sent to the administration. Throughout the training they will monitor students/instructors for Covid-19 policy/procedure compliance. This stipend and additional ½ hour is taken out of the following combination code: COVID_19_0000000_DFSCOVID. One (1) 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 and licensed to transport said vehicle. ETV is responsible for responding with the vehicle if needed for a hazmat response. ETV will also be responsible for fueling and cleaning the vehicle. One (1) 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 office in conducting each evolution. They also have 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) 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) 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) is assigned per eligible training period.

HSO (HazMat Safety Officer): 1 hour: Responsible for all aspects of 'best practice' based 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) 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) are assigned per eligible training period.

LED (Lead Instructor): 1 hour: If there are three (3) or more instructors assigned, this stipend can be used. Lead will be 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 is not for Career Recruit or Recruit Programs (not including Call/Vol). One (1) 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) 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.

There are instances where an instructor is not eligible for a stipend, they are the following:

- An instructor has not completed their Audit hours.
- There are less than three (3) instructors scheduled for a training session.
- The training does not require stipends.
- An instructor is training on a municipal assist or utility trailer.
- The Coordinator has deemed the training as not requiring any stipends.
- The instructor has already received a stipend for the session.

Attachments: Instructor sign in sheet

Stipend and Stipend hours are recorded here

do not add stipends to the total hours

Instructor Sign-In

<u>Course</u>	<u>Class</u>	<u>Section</u>	<u>Day</u>	<u>Date</u>	<u>Day of Week</u>	<u>Today's Special Assignment</u>		
<u>Staff Member</u>	<u>Starts</u>	<u>Ends</u>	<u>Break</u>	<u>Special Assigns</u>	<u>Special Hours</u>	<u>Tot Hrs</u>	<u>Travel</u>	<u>Status</u>
<input type="checkbox"/> Meals \$ _____	<input type="checkbox"/> Hotel	Mileage Start: _____	Mileage End: _____	Check In Date: _____	Check Out Date: _____	<input type="checkbox"/> Carpool	<input type="checkbox"/> Ferry	<input type="checkbox"/> Expense Report
Signature _____								
<input type="checkbox"/> Meals \$ _____	<input type="checkbox"/> Hotel	Mileage Start: _____	Mileage End: _____	Check In Date: _____	Check Out Date: _____	<input type="checkbox"/> Carpool	<input type="checkbox"/> Ferry	<input type="checkbox"/> Expense Report
Signature _____								
<input type="checkbox"/> Meals \$ _____	<input type="checkbox"/> Hotel	Mileage Start: _____	Mileage End: _____	Check In Date: _____	Check Out Date: _____	<input type="checkbox"/> Carpool	<input type="checkbox"/> Ferry	<input type="checkbox"/> Expense Report
Signature _____								
<input type="checkbox"/> Meals \$ _____	<input type="checkbox"/> Hotel	Mileage Start: _____	Mileage End: _____	Check In Date: _____	Check Out Date: _____	<input type="checkbox"/> Carpool	<input type="checkbox"/> Ferry	<input type="checkbox"/> Expense Report
Signature _____								
<input type="checkbox"/> Meals \$ _____	<input type="checkbox"/> Hotel	Mileage Start: _____	Mileage End: _____	Check In Date: _____	Check Out Date: _____	<input type="checkbox"/> Carpool	<input type="checkbox"/> Ferry	<input type="checkbox"/> Expense Report
Signature _____								

I certify for the above time period I was not on Fire Department duty, Sick Leave, Administrative Leave, nor injured on Duty Leave.

Remarks: _____

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Lead/Instructor Signature: _____

Page 1 of 1

[Back to top](#)