

# VILLAGE OF PLOVER FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Policy Number:</b>	1504	<b>Section:</b>	1500 MEMBERSHIP
<b>Subject:</b>	EMS Eligibility		
<b>Effective Date:</b>		<b>Author:</b>	
<b>Purpose:</b>	To establish guidelines for eligibility to operate as an EMT.		

### Guideline:

- Candidate must be eighteen (18) years of age at the time of acceptance;
- Candidate must have successfully completed an approved DOT Emergency Medical Technician (EMT) Basic and be licensed in the State of Wisconsin as such;
- Candidate must be certified in the professional level of CPR through American Heart Association at the time of acceptance;
- Candidate must have and maintain an acceptable Wisconsin driver license, a good driving record, and the required automobile insurance.
- Candidate must remain in the Village of Plover or Village of Whiting incorporated boundaries while on duty. Exceptions to this will be at the discretion of the Fire Chief or their designee. A day room and sleeping accommodations are available for EMTs who do not reside within these boundaries;

We offer two (2) different levels for member participation: regular and casual. New members are hired for the purpose of regular status. The 1<sup>st</sup> Responder Member Designation form must be completed for new hires and for any member requesting a membership change.

Regular status members meet minimum monthly staffing requirements of four (4) shifts per month and 75% meeting attendance. One of those four (4) shifts shall include a weekend shift time (Friday evening through Sunday evening time slots). Members maintaining their regular status are eligible for the annual stipend program, bi-annual EMT Refresher, bi-annual CPR recertification, and outside training/conferences.

Casual status members are not required to meet minimum monthly staffing requirements and must have 50% meeting attendance. Members choosing casual status are not eligible for the annual stipend program, refreshers and outside conferences.

Refer to the 1<sup>st</sup> Responder Member Designation form for detailed information regarding this policy.

Each EMT is entitled to receive compensation for shift/call time hours, meeting hours, training hours, and all other hours approved by the Fire Chief or their designee. Applicable documentation (i.e. time sheets, training sheets, receipts, etc...) will be complete (supplied) and approved by the Fire Chief or their designee for payment. Current applicable WI Wage and Hour laws will be observed. Payroll checks will be distributed and/or mailed via USPS within the fore mentioned observance.

Shift times entered on pay sheet must be entered as actual time shift started and ended. If a member is late for a shift or leaves early, those times must be reflected on the pay sheet in ¼ hour increments.

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Each EMS call is recorded as one (1) hour. In situations where calls exceed one hour (i.e. hands on care patient care or fire rehab), times will be recorded as one (1) hour minimum with ¼ hour increments thereafter. (Ex: 1-7 minutes < ¼ hour, 8-15 minutes > ¼ hour).

Discrepancies with any monies owed will be brought to the attention of supervisory staff as soon as possible. All time sheets will be completed in their entirety before the 1<sup>st</sup> of each month. Timesheet entries cannot be entered before the start of your shift, unless they are continuing, multiple shifts. No member is allowed to change another member's timesheet. Only supervisory staff is allowed to modify a member's timesheet. In the event that is necessary, the individual member will be notified of any changes that were made and the reasons the changes were necessary. Supervisory staff will print and submit the timesheets to the Fire Chief or their designee for final submittal. Time sheets that are incomplete are not the responsibility of supervisory staff to rectify prior to final submittal. This is the responsibility of the individual member. Corrective action into this matter will be handled in an appropriate action. Any/all late submittals and corrections will be submitted with the next month's payroll.