

Sample Resolution

RESOLUTION AUTHORIZING PAYMENT TO VOLUNTEER FIREFIGHTERS OF A NOMINAL SUM FOR A UNIT OF SERVICE PERFORMED FOR THE DISTRICT

_____ County Fire Protection District No. _____

RESOLUTION NO. _____

1. The Board of Commissioners recognizes that the proper operation of the fire protection district is dependent upon services received from its volunteer firefighters.
2. The Board further recognizes that in rendering such service, the volunteer firefighter will incur expenses in the following areas:
 - 2.1 Transportation. Automobile expenses incurred when traveling to and from emergency responses, drills, educational meetings, seminars, sleeper duty, stand-by duty, and station visits for familiarization with the equipment and facilities. The actual expenses incurred will include vehicle depreciation, gas, oil, lubrication, licensing, insurance, maintenance, tires, batteries, and traction devices.
 - 2.2 Clothing Expenses. While the district does provide protective outer clothing, helmets, and boots for emergency situations, it does not provide underclothing, socks, shoes, street clothes, coats, and hats that are used by the volunteer when attending classes, traveling to and from emergencies, drills, sleeper duty, and stand-by duty. This clothing, supplied by the volunteer, is subject to additional wear and tear, damage, fire, staining, and soiling when used by the volunteer during emergency and non-emergency service to the district and the community. The volunteer must pay for the cleaning, laundering, repair, and replacement of such clothing.
 - 2.3 Food and Meals. Volunteers, out of necessity, must buy meals and food to bring to the station while on stand-by or sleeper duty or to consume en route home from an emergency. This is food that would not normally be purchased if it were not for the service to the district and is in addition to the food regularly purchased by the volunteer and his/her family.
 - 2.4 Bedding. The district requires that the volunteer, when on stand-by duty, furnish his/her own bedding. This requires additional expense to the volunteer for the cost of sheets, pillowcases, pillows, and blankets, and also for laundering and cleaning such items.
 - 2.5 Haircuts. The fire district has a hair maintenance code for the safety of the volunteer. This code requires that the volunteer keep his/her hair to a relatively short length, thereby forcing the volunteer to obtain haircuts more frequently than might normally be the case.
 - 2.6 Home Utility Expense. When a volunteer firefighter returns to his/her home after a drill or particularly after a response to a fire, the volunteer incurs additional home and utility expense for showers, heat, lights, and water. The volunteer firefighter also incurs additional

home utility costs when studying, learning and reviewing fire district operating procedures and rules and regulations.

3. The board recognizes that the logistics of documenting these many out-of-pocket expenses is difficult. To require each firefighter to record these expenses and to require the district to consolidate and compile the records would be impractical and unreasonable if not impossible. The intent and purpose of the reimbursement method adopted by this resolution is to create a practical method of reimbursing expenses without creating an impractical records system.
4. RCW 49.46.010 provides in part that if a local governmental body pays its volunteers a nominal amount of compensation per unit of voluntary service rendered that the employer/employee relationship is deemed not to exist for the purposes of the minimum wage law.

IT IS RESOLVED that the Board of Commissioners of _____ County FPD No. _____, in order to avoid the cumbersome record keeping requirements needed to reimburse volunteer firefighters for actual expenses incurred in the performance of duty to the district, hereby adopts the attached system for making payments to volunteer firefighters.

ADOPTED at a regular meeting of the Board of Commissioners of _____ County FPD No. _____, this _____ day of _____, 2____.

The following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Secretary

PAYMENT TO VOLUNTEERS

1. *Unit of Voluntary Service.* A unit of voluntary service shall consist of attendance at a scheduled drill, response to an emergency alarm, attendance at an educational or training session, a stand-by duty shift, a sleeper duty shift, a scheduled fire district function.
2. *Nominal Amount of Compensation.* The amount the district shall pay for each unit of voluntary service rendered by a volunteer firefighter shall be \$_____.
3. *Record of Attendance.* The Chief of the district or the officer in charge or the person designated by such officer, at a drill, scene of an emergency or other authorized activity, shall prepare a roster of volunteer firefighters who attend or respond to such event. The roster shall be dated and signed by the recording officer and submitted to the secretary of the district.
4. *Time of Payment.* Volunteer firefighters shall be paid in accordance with above schedule in the month following the month in which the service was rendered.

Sample Resolution

RESOLUTION AUTHORIZING AN ESTABLISHED METHOD OF REIMBURSEMENT OF VOLUNTEER FIREFIGHTER EXPENSES

_____ County Fire Protection District No. _____

RESOLUTION NO. _____

1. The Board of Commissioners recognizes that the proper operation of the fire protection district is dependent upon services received from its volunteer firefighters.
2. The Board further recognizes that in rendering such service, the volunteer firefighter will incur expenses in the following areas:
 - 2.1 **Transportation.** Automobile expenses incurred in traveling to and from emergency responses, drills, educational meetings, seminars, sleeper duty, stand-by duty, and station visits for familiarization with the equipment and facilities. The actual expenses incurred will include vehicle depreciation, gas, oil, lubrication, licensing, insurance, maintenance, tires, batteries, and traction devices.
 - 2.2 **Clothing Expenses.** While the district does provide protective outer clothing, helmets and boots for emergency situations, it does not provide underclothing, socks, shoes, street clothes, coats, and hats that are used by the volunteer when attending classes, traveling to and from emergencies, drills, sleeper duty, and stand-by duty. This clothing, supplied by the volunteer, is subject to additional wear and tear, damage, fire, staining, and soiling when used by the volunteer during emergency and non-emergency service to the district and the community. The volunteer must pay for the cleaning, laundering, repair, and replacement of such clothing.
 - 2.3 **Food and Meals.** Volunteers, out of necessity, must buy meals and food to bring to the station while on stand-by or sleeper duty or to consume en route home from an emergency. This is food that would not normally be purchased if it were not for the service to the district and is in addition to the food regularly purchased by the volunteer and his/her family.
 - 2.4 **Bedding.** The district requires that the volunteers, when on stand-by duty, furnish his/her own bedding. This requires additional expense to the volunteer for the cost of sheets, pillowcases, pillows, and blankets, and also for laundering and cleaning such items.
 - 2.5 **Haircuts.** The fire district has a hair maintenance code for the safety of the volunteer. This code requires that the volunteer keep his/her hair to a relatively short length, thereby forcing the volunteer to obtain haircuts more frequently than might be the case.
 - 2.6 **Home Utility Expense.** When a volunteer firefighter returns to his/her home after a drill or particularly after a response to a fire, the volunteer incurs additional home utility expense for showers, heat, lights, and water. The volunteer firefighter also incurs additional home utility

costs when studying, learning and reviewing fire district operating procedures and rules and regulations.

3. The Board recognizes that the logistics of documenting these many out-of-pocket expenses is difficult. To require each firefighter to record these expenses and to require the district to consolidate and compile the records would be impractical and unreasonable if not impossible. The intent and purpose of the reimbursement method adopted by this resolution is to create a practical method of reimbursing expenses without creating an impractical records system.

THEREFORE, BE IT RESOLVED that the Board of Commissioners of _____, County FPD No. _____, hereby adopts the attached schedule as the district's volunteer firefighter expense reimbursement system to reimburse the firefighters for the reasonable expenses incurred in rendering services to the district.

ADOPTED at a regular meeting of the Board of Commissioners of _____, County FPD No. _____, this _____ day of _____ of 2_____.

The following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Secretary