

Middletown Township Fire Company No. 1 – MTFD Station 8

COMPANY LOSAP CREDIT ACCOUNTING PLAN REVISED- FEB. 20 2008

The following plan describes how LOSAP “Points” will be awarded for Company Activities pursuant to the Township LOSAP Ordinance. All point awards are retroactive to January 1 2000.

I. ACTIVITY REPORTS

A) Reporting Format – All activities eligible for LOSAP Credit shall be documented as follows:

1) Using the Standard 2 Part (White/Yellow) Fire Report- Call Number Assigned.

- a) Company Fire & Rescue Calls
- b) Company Fire Schools & Drills

2) Using the Standard 1 Part (White) Fire Report – No Call Number Assigned.

- a) Line and Executive Officer Meetings
- b) Committee Meetings
- c) Trustee Meetings
- d) Fund Drive Activities
- e) Building, Truck and Equipment Cleanups
- f) Company Meetings
- g) Approved Training Courses & Programs
- h) Other Qualified Activities

B) Report Authorization – All activities eligible for LOSAP Credit shall be signed off by the following representatives:

1) Signature of Authority on reports:

- a) Fire & Rescue Calls – Company In-Charge Officer / Senior Active
- b) Fire Schools & Drills – Company In-Charge Officer / Senior Active
- c) Line Officer Meetings – Captain / Ranking Officer
- d) Executive Officer Meetings – President / Ranking Officer
- e) Committee Meetings – Committee Chairman / Committee Member
- f) Trustee Meetings – Senior Trustee
- g) Fund Drive Activities – Soliciting Committee Chairman / In Charge Member
- h) Company Meetings – Recording Secretary / President
- i) Building Cleanups – House Committee Chairman / Committee Member
- j) Truck and Equipment Cleanups - Company In-Charge Officer / Sr. Engineer
- h) Other Qualified Activities – Company Member In Charge

II. CERTIFICATION

- A) Quarterly Submission – All activities eligible for LOSAP Credit shall be submitted to the Company LOSAP Committee by the 5^h of the Month following the Quarterly Close. The submission shall include all Activity Reports and a Summary of each Members Activity and Accrued Points.
- 1) Submittal Authority:
- a) Fire & Rescue Calls – Company Captain
 - b) Fire Schools – Training Committee Chairman
 - c) Drills – Company Captain
 - d) Line Officer Meetings – Company Captain
 - e) Executive Officer Meetings – Company President
 - f) Committee Meetings – Committee Chairman
 - g) Trustee Meetings – Head Trustee
 - h) Fund Drive Activities – Soliciting Committee Chairman
 - i) Company Meetings – Recording Secretary
 - j) Building Cleanups – House Committee Chairman
 - k) Truck and Equipment Cleanups - Company Captain
 - l) Other Qualified Activities – Company President
- B) Quarterly Report – the Company LOSAP Committee shall compile All Summary Submissions by the 10^h of the Month following the Quarterly Close. The Quarterly Report shall include each member's name, subtotal by ordnance category and a quarterly total of accrued points. Quarterly Reports shall be printed and posted by the 1st Company Meeting of the Month following the Quarterly Close.
- C) Annual Report – the Company LOSAP Committee shall compile All Quarterly Reports by the 10th of the Month following the Annual Close. The Annual Report shall include each member's name, subtotal by ordnance category and an annual total of accrued points. Annual Reports shall be printed and submitted to the Trustees for Review by the 15th of the Month following the Annual Close. The Final Report shall be presented at the 1st Company Meeting of the Following Year.
- D) Township Report - The Annual Report shall be upon final review by the Trustees and Approval by the Company be certified by the Company President and submitted to the township in accordance with the Townships submittal process.

III. GRIEVANCES

A) Quarterly and Annual Reports – Any member may contest the validity of his/her report information through the following process. Requests must be made by the end of the month in which the report was issued.

- 1) Submission of a written statement containing a detailing of the discrepancies(s) to the Company LOSAP Committee for review and decision. The committee's decision shall be issued to the individual member.
- 2) If the Member is dissatisfied with the Company LOSAP Committees decision a request in writing to the Company Trustees shall be made by the individual member for a secondary review. The Trustees shall review the validity of the request, review the LOSAP Committees Records and Findings, Interview the Individual Member and issue a Final Ruling, which shall be binding on the Member and the LOSAP Committee.

IV. QUALIFIED ACTIVITIES

A.) The following Activities shall qualify for LOSAP Points according to the Township Ordinance.

Category I. Training Courses 25 Point Maximum
According to Hours

Courses less than 20 Hours – 1 point per hour, maximum 5 points.
Courses 20 – 45 Hours – 1 point per hour over initial 20 Hours – Max 10 Points.
Courses over 45 Hours – 15 Points per course.

- 1) All Company Fire Schools and Department Fire Academy Classes.
- 2) All Outside Fire Education Classes pre-approved by the Training Committee.
- 3) All Outside Medical Education Classes pre-approved by the Training Committee
- 4) All Outside Rescue Education Classes pre-approved by the Training Committee

Category II Drills 25 Point Maximum
One Point per Drill

- 1) All Company Drills as prescribed by the Captain

Category III Elected or Appointed Positions 25 Points
Completion of 1 Year

- 1) Company Officers as established by the Company Bylaws

Category IV Attendance at Meetings 25 Point Maximum
One point per Meeting
(Max 10 pts if Cat. III applies)

- 1) Scheduled Official Company Business & Special Meetings
- 2) Scheduled Official Committee Meetings
- 3) Scheduled Official Company Officer Meetings
- 4) Scheduled Official Committee Contractor/Vendor Meetings

Category V Emergency Responses 25 Points
10% Call Attendance

- 1) Company Fire Calls documented by an Official Call Report

Category VI Miscellaneous Activities

20 Point Maximum
One Point per Activity

- 1) Company Soliciting Activity – 1pt for each 2 Hour Mailing Prep Activity
1pt for each \$ 75.00 Door to Door Activity
Total Income divided by \$ 75.00 = Total Points
divided amongst crew if multiple participants.
- 2) Company Sanctioned Special Events – 1 pt per Activity
- 3) Company Committee Activities – 1 pt per Activity

Examples

| | |
|---|------------------|
| Attended 3 – 2 Hr Fire Schools | 6 Points |
| Attended 3 Drills | 3 Points |
| Attended 10 Company Meetings | 10 Points |
| Attended 6 Committee Meetings | 6 Points |
| Attended 10% Fire Calls | 25 Points |
| <u>Attended 2 Fund Drives - \$ 750.00</u> | <u>10 Points</u> |
| TOTAL | 60 Points |

| | |
|---|------------------|
| Attended 3 – 2 Hr Fire Schools | 6 Points |
| Attended 2 Drills | 2 Points |
| Attended 6 Company Meetings | 6 Points |
| Attended 6 Officer Meetings * | 4 Points |
| Attended 10% Fire Calls | 25 Points |
| Attended 5- 2 Hour Mailing Drives | 5 Points |
| <u>Served 1 Year as Company Officer</u> | <u>25 Points</u> |
| TOTAL | 73 Points |

*Maximum Meeting Credit per Category IV requirements

**REVISED AT THE REGULAR COMPANY BUSINESS
MEETING HELD February 20, 2008.**

Historical References

Adopted July 19 2000 - Adopted
Revised Feb 20, 2008 - Soliciting

John Drucker

Chairman
Company LOSAP Committee