



MEMPHIS FIRE DEPARTMENT
65 South Front - Memphis Tennessee 38103



INFORMATION BULLETIN

Serial #: 102-09

Date: June 24, 2009

To: All Personnel

**From: Elizabeth Hayes, Fire
Administration Support Coordinator**

Subject: Job Incentive Reminder

Policy & Procedure Information and Update memo Serial # 63-07 Job Incentive Pay Program Revisions dated August 28, 2007 notified you that there were revisions in how you qualify for the Job Incentive Pay Program and that your deadline for complying with the policy would have been 12 months after the effective date which was September 10, 2008. (See Attached)

We are reviewing the files to verify all personnel that are in compliance with this new policy.

- Notice will be sent to each individual that are in non-compliance and will have seven (7) days from the date of the notice to submit your up-date to Lt. Bryant for verification. This 7 day notification period will be for those individuals that maybe in compliance but failed to submit the proper paper work to be placed in their files.
- Notice will also be sent to those individuals that are in compliance but did not submit the revised Job Incentive Pay form. We need those individuals to complete the new forms to update their files to be in compliance with the revised form and also as an immediate reference notating you are in compliance.
- Individuals that are **not** in compliance, **Job Incentive Pay will be canceled** and recovery of all funds including overtime from September 11, 2008 to the present will be deducted from your payroll.

Notices to all affected personnel will be sent out at the end of the audit. If you have questions, you should contact Lieutenant Dennis L. Bryant. The Payroll/Personnel department will also be available to assist you.



MEMPHIS FIRE DEPARTMENT
65 South Front - Memphis Tennessee 38103



POLICY AND PROCEDURE INFORMATION AND UPDATE

Serial #: 63-07

Date: August 28, 2007

To: All Personnel

**From: Chief Alvin D. Benson,
Deputy Director**

Subject: Job Incentive Pay Program Revisions

Please find attached a copy of the revised and updated Job Incentive Pay Program. This revision is dated September 10, 2007, contains the latest updates to the policy and was signed by both the Local 1784 and the command staff.

Please refer any questions about this policy to your immediate supervisor.

Memphis Fire Department

2007

Job Incentive Pay Program

The following requirements and conditions are to be used in determining qualified candidates for job incentive pay increase effective September 10, 2007. Participants currently receiving the job incentive pay and/or personnel promoted to affected ranks in the future must comply with these terms within 12 months of the effective date or be disqualified from the program.

1. Personnel shall complete their initial probationary period before qualifying for the incentive pay plan. (Applies to New Employees)
2. Personnel with no prior apparatus qualifications must first complete all training hours necessary to qualify on their assigned piece of equipment.
3. The qualification process shall not result in any additional cost to the City of Memphis.
4. Personnel shall complete the required training packet, per unit, before being scheduled for qualification testing.
5. Qualified employees, who separate from the Memphis Fire Department for a period greater than three (3) years and is rehired, must repeat all qualification, in accordance with requirements and conditions for receiving incentive pay.
6. An employee receiving incentive pay that is promoted to Fire Prevention, as of September 10, 2007 will continue to draw incentive pay for a period of twelve (12) months during which time he/she must qualify or certify according to the titled position requirements.
7. All qualifying records will be kept at the Memphis Fire Department's Training Academy.
8. Program participants receiving incentive pay, who refuse to act in any trained capacity outlined in this program, shall be removed from the program. Supervisors shall be responsible for documenting and forwarding any refusal to his supervisor, Chief of Training, and Fire Administration with "attention" to Personnel.
9. Personnel currently using EMT Basic, Intravenous, or Paramedic as a qualifying component for receiving job incentive pay must, within twelve (12) months of the effective date, complete a separate qualification or certification.

10. Only the apparatus fully staffed twenty-four hours/seven days a week will qualify for the incentive pay.
11. The Senior Aerial is a two part qualification process. Candidates must successfully complete both the Tiller and Driver qualifications to receive a Senior Aerial qualification.

Qualifications for Job Incentive Pay

Personnel must obtain qualifications, certifications, or licensure on three (3) different units as noted on page (5) for Fire Suppression and page (6) for Fire Prevention. All personnel shall comply with current policy and submit all documentation to the appropriate Battalion Chief or Bureau Manager, who will then forward the documentation to the Division Chief of Training or his/her designee. ***Specific qualifications for the incentive pay program are subject to periodic review for appropriateness.***

The following qualifications/certifications apply to the Fire Suppression Bureau

- Engines
- Tele-Squirt
- Trucks
 - Senior Aerial (Tiller and Tractor)
 - 100ft Rear Mount
 - Platform
 - Bronto
 - Snorkel
- Air Crash (**Must have A-1 and one other Air Crash Apparatus**)
 - A-1
 - A-2
 - A-3
- Command Van
- Air Truck
- Light Water 1
- Hazardous–Material Technician (**All certification must be recognized by the State of Tennessee, prior to 12/31/1996**) (**Any HazMat certifications earned after September 10, 2007, Must be T.E.M.A. Certification**)
- State of Tennessee E.M.T. Certification /License (**Can only be used if NOT a condition of employment**) (**Only one certification can be used**)
 - EMT-Basic
 - EMT-Intravenous
 - EMT-Paramedic
- Tennessee Commission on Fire Fighting Certifications (**Must complete both certifications of subjects with second levels**)
 - NFPA 402 and 402M, Airport Fire Fighter
 - NFPA 1021, Fire Officer I & II
 - NFPA 1031, Fire Safety Compliance Officer I & II
 - NFPA 1035, Fire and Life Safety Educator I & II
 - NFPA 1041, Fire Dept. Instructor I & II
 - NFPA 1403 and 1500 1521 1404, Safety Officer

The following qualifications/certifications apply to the Fire Prevention Bureau

- **State of Tennessee E.M.T. Certification/License (If NOT a condition of employment) (Only one certification can be used)**
 - EMT-Basic
 - EMT-Intravenous
 - EMT-Paramedic

- **Hazardous–Material Technician (All certification must be recognized by the State of Tennessee, prior to 12/31/1996) (Any HazMat Technician certifications earned after September 10, 2007, Must be T.E.M.A. Certification)**

- **TN Commission on Fire Fighting certifications: (Must complete both certifications of subjects with second levels)**
 - NFPA 402 and 402M, Airport Fire Fighter
 - NFPA 1021, Fire Officer I & II
 - NFPA 1035, Fire and Life Safety Educator I & II
 - NFPA 1041, Fire Dept. Instructor I & II
 - NFPA 1403 and 1500 1521 1404, Safety Officer

- **International Code Council (ICC) certifications:**
 - **Fire Inspector I - (Only Fire Investigators shall receive job incentive pay for this certification. Investigators MUST attain and maintain State of Tennessee Fire Inspector certification.)**
 - Fire Inspector II
 - Building Plans Examiner
 - Commercial Building Inspector

- ***National Association of Fire Investigations (NAFI) certifications:**
 - Certified Fire and Explosion Investigator
 - Certified Fire and Explosion Investigator Instructor
 - Certified Vehicle Fire and Explosion Investigator

- ***International Association of Arson Investigators* (IAAI) certifications:**
 - Certified Fire Investigator
 - Certified Fire Investigator Instructor

(*) For Fire Investigators only