

VOLUNTEER LENGTH OF SERVICE  
AWARD PROGRAM  
(LOSAP)

FOR

HAZLET FIRE DISTRICT NO. 1

Of Hazlet Township, NJ

Sponsored by

Hazlet Township Board of Fire Commissioners

Fire District No. 1

Of Hazlet Township, NJ

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## **DEFINITIONS RELATIVE TO THIS PLAN**

1. **Active Volunteer Member:** a person who has been so designated by the governing board of a duly created emergency service organization and who is faithfully and actually performing volunteer service in that organization.
2. **Emergency Service Organization:** Hazlet Fire District Volunteer Fire Companies of Hazlet Fire District No. 1.
3. **Local Government Unit:** Board of Fire Commissioners of Fire District No.1 of Hazlet Township.
4. **Sponsoring Agency:** Board of Fire Commissioners of Fire District No. 1 of Hazlet Township.
5. **Year of Active Emergency Service:** The year will be from October 1 to September 30 of each year in which the active volunteer member of Hazlet Fire District No. 1 of Hazlet Township participates/participated in the fire service and satisfies the minimum requirements of participation, established by the sponsoring agency on a consistent and uniform basis.
6. **Participant:** an active volunteer member of Hazlet Fire District No. 1 who is eligible for a benefit under a service award program.
7. **Certification list:** the fire companies will furnish to the Board of Fire Commissioners of Fire District No. 1 an annual certification list, certified under oath, of all volunteer members who have qualified for credit under the LOSAP program, for the previous year.
8. **Length of Service Award Program:** a system established to provide tax-deferred income benefits to active volunteer members of Hazlet Fire District No. 1, by means of investment in those products permitted.
9. **Elected/appointed positions:** an administrative officer, line officer, trustee, that are active volunteer members of Hazlet Fire District No. 1.
10. **Vest/Vesting:** an active member shall be eligible to vest in the length of service award program provided under the provisions of P.L> 1977, c.388 if the active volunteer member has completed at least five years of emergency service in Hazlet Fire District No.1. The active member has five contributions.
11. **Director:** the director of the Division of Local Government Services in the Department of Community Affairs.
12. **Credit:** credit will only be given for volunteer service in Hazlet Fire District No.1
13. **Qualified person:** a person who by possession of a recognized degree, certificate, professional standing, or skill, and who by knowledge, training, and experience, has

demonstrated the ability to deal with problems associated with the subject matter, the work, or the project. This person shall be approved by or acceptable to the authority having jurisdiction.

14. **Authority having jurisdiction:** the organization, office, or individual responsible for approving equipment, a procedure, or training.
15. **Drill:** the process of continued repetition of fire department exercise, to instill (ideas, facts, procedures, etc.) by repeated exercises.

## **LENGTH OF SERVICE AWARD PROGRAM**

The annual contribution for each year of current and future service to eligible active volunteers of Hazlet Fire District No. 1 shall be \$1150.00. While the maximum amount is set by statute, it is subject to periodic increases that are tied to the consumer price index. The permitted maximum amount will be issued annually, according to the emergency services volunteer length of service award program act.

An active volunteer member of Hazlet Fire District No. 1 shall be eligible to participate in the length of service award program immediately upon the commencement of the active volunteer member's performance of active emergency service and vest after the completion of five contributions.

Under the length of service award program, a year of active emergency service (October 1 through September 30) will be credited for each year in which an active volunteer member accumulates 40 or more points that are granted in accordance with the point schedule adopted. The length of service award program point schedule, activity requirements and special situations will apply.

The time frame for defining a "year of active emergency service" must be used for calculating credit for the year.

Active volunteer members of Hazlet Fire District No. 1 who participate in the Length of Service Award Program and serve as paid employees within a local government unit, of the State, will supply their regular assigned work periods to their Fire Company. These periods will be used in the credit computation. It is the responsibility of the participating active volunteer member to keep these work periods current. (The law states that: in computing credit for those active volunteer members who also serve as paid employees within a local government unit, of the State, credit shall not be given for activities performed during the individual's regularly assigned work periods).

Active volunteer members may only be enrolled in one active Length of Service Award Program from the same sponsoring agency. No individual shall receive more than the maximum annual benefit amount established, regardless of the number of sponsoring agencies served.

Pursuant to N.J.S.A. 40A:14-188, a sponsoring agency may make a yearly contribution to the LOSAP Account in the deferred income program for an active volunteer who has satisfied the requirements for receipt of an award, but the volunteer shall not be able to receive a distribution of the funds until the completion of a five-year vesting period.

Should a volunteer fail to vest or terminate association with a sponsoring agency prior to the completion of the vesting period 5 Contributions the funds placed in the LOSAP Account on behalf of the volunteer shall revert to the sponsoring agency, not to the volunteer.

The Board of Fire Commissioners are taking the words faithfully (performing emergency service) and actually (performing emergency service) at their exact meaning. The commission will also include ready (to perform emergency service), willing (to perform emergency service) and able (to perform emergency service), in the accumulation of points for yearly credit.

The emergency services organization will provide the sponsoring agency quarterly LOSAP qualification paperwork, on January 5<sup>th</sup>, April 5<sup>th</sup> and July 5<sup>th</sup>. Prior to the regular October meeting the sponsoring agency, the emergency service organization will provide the sponsoring agency on or before October 5<sup>th</sup> the Final Certification List of all volunteer members who have qualified for credit under the LOSAP program for the previous year.

Upon receipt of their certification list, the sponsoring agency will review it and approve and/or deny the final certification.

If the governing body has any questions concerning the eligibility of any individual, it may request supplemental documentation from the emergency service organization. It will be the responsibility of the questioning member(s) of the commission to examine the supplemental documentation within a reasonable time after their October meeting.

The approved list of active certified volunteer members is returned to the emergency service organization at their regular November monthly meeting and posted for at least 30 days for review by the membership.

Once the 30 days have elapsed, and subject to holding any members being appealed, this certified list becomes final.

A volunteer may request, in writing, to have their name deleted from the list as a participant in the LOSAP program, and will remain as a non-participant until the request is similarly withdrawn.

Minor, clarifying, or administrative amendments that do not significantly affect the elements of the plan approved by the voters may be amended by a majority vote of the governing body. Any technical amendment to P.L. 1997, c.388 may alter this plan.

## APPEAL PROCESS

An active member volunteer member whose name does not appear on the approved certification list may appeal within 30 days of the posting of the list. The appeal must be in writing and mailed to the Qualified Purchasing Agent of Hazlet Fire District No.1. The agency must investigate the appeal, which is subject to judicial review. Once the 30 days have elapsed, and subject to holding any members under appeal, the approved certification list will become final. **Hand delivered appeals will not be accepted.**

Mail to:

Hazlet Fire District No. 1  
Qualified Purchasing Agent  
812 Poole Ave., Suite A  
Hazlet, NJ 07730

# LENGTH OF SERVICE AWARD PROGRAM

## POINT SCHEDULE

### TRAINING COURSES:

**15 points maximum**

A training class conducted by an individual who is a qualified instructor, a training conducted at an academy or fire department. A certification must be provided, with course hours, a certificate or certified sign in sheet from the instructor is required.

Points Schedule	Course under 8 hours 1 point per hour up to 5 points
	Course 9-25 hours 1 point per hour up to 10 points
	Course 26-40 hours 1 point per hour up to 15 points
	Course 40 plus hours equals 15 points

### DRILLS:

**15 points maximum**

One (1) point per drill attended. A drill must have an attendance of a minimum of 5 of the active members in order to qualify for point validation.

### MEETINGS:

**4 points maximum**

One (1) point per Fire Department Quarterly meeting attended.

### FIRE CALLS:

**25 points maximum**

- A. Must be in physical attendance to receive credit
- B. This is based on total number of fire calls per fire company
- C. The following formula will be used to determine point total
  - a. 300 CALLS AND UNDER
    - 1. 30 percent of total calls – receive maximum points 25 points
    - 2. 24-29 percent of total calls – receive 15 points
    - 3. 20-24 percent of total calls – receive 10 points
    - 4. If a minimum of 20 percent of total calls is not achieved no points will be awarded
  - b. OVER 300 CALLS
    - 1. 25 percent of total calls – receive maximum points 25 points
    - 2. 20-24 percent of total calls – receive 15 points
    - 3. 15-19 percent of total calls – receive 10 points
    - 4. If a minimum of 15 percent of total calls is not achieved no points will be awarded



**Truck Check:**

**6 points maximum**

- A. Is training completed on any fire vehicle/apparatus
- B. One (1) point applied for each verified two (2) hours of training, these points are full points only.
- C. Must be in physical attendance at the scheduled truck check.
- D. The truck check must have a minimum of 5 active members in attendance.

**ELECTED/APPOINTED POSITIONS:**

**3 point maximum**

- A. Completion of a one-year term in an elected or appointed position
  - 1. Administrative Officers
  - 2. Line Officers

**MISCELLANEOUS ACTIVITIES:**

**2 point maximum**

Other activities not otherwise listed; this would be a sanctioned event. A minimum of 5 active members per fire company must be present in order to qualify. Must include documents for the event that these points are allotted for;

Approved Events are=

Fireworks    Fire Prevention Day    Fire Prevention Schools    Hazlet Day    Bonfire

The above noted events are the only approved events.

Any miscellaneous activity requires approval of The Board of Fire Commissioners

A MINIMUM OF 40 POINTS PER YEAR MUST BE EARNED IN ORDER TO QUALIFY FOR THE LOSAP PROGRAM.

## TRAINING REQUIREMENT

The fire department shall provide training and education for all fire department active members to commensurate with the duties and functions that they are expected to perform.

A training class conducted by an individual who is a qualified instructor, training conducted at an academy or fire department. A certification must be provided, with course hours, a certificate or certified sign in sheet from the instructor is required. If the instruction/training class had a pass/fail test; you must receive a passing grade; or have acquired a certificate of completion to receive points.

Points Schedule	Course under 8 hours 1 point per hour up to 5 points
	Course 9-25 hours 1 point per hour up to 10 points
	Course 26-40 hours 1 point per hour up to 15 points
	Course 40 plus hours equals 15 points

Points accumulated for instruction/training will be given in the same year as the instruction/training occurred and no other year. The date on any certificate is the year in which credit will be given.

Training will be approved that directly relates to the fire department functions.

Training shall include but not be limited to:

- a. Recruit training
- b. In-service training
- c. Special training (fire department related)
- d. Officer training
- e. Advanced training
- f. Driver training
- g. Training required by regulatory agencies (e.g., PEOSHA, OSHA, etc.)

Training attended at an alternate fire company is acceptable provided it is conducted by a certified instructor and proof of completion/pass is submitted by the firefighter.

A training class or session must be conducted by an individual who has special expertise or abilities in the subject area, whether or not the instructor is a member of the fire department or a qualified fire service instructor.

## **DRILL REQUIREMENT**

The actual practice of Fire Department Operations

Members who engage in emergency operations shall be trained to commensurate with their duties and responsibilities. Training shall be as frequent as necessary to ensure that members can perform their assigned duties in a safe and competent manner.

One (1) point will be acquired for every drill attended up to a maximum of fifteen (15) points.

A drill must have an attendance of a minimum of 5 of the active members per fire company in order to qualify for point validation.

The active volunteer member must be in attendance for the total duration of the drill; faithfully and actually performing volunteer service in the organization.

The active volunteer member must be ready, willing, and able to perform volunteer services.

Drills start at the stated time and are not complete until the apparatus are put back together and ready for emergency service.

## **MEETING REQUIREMENT**

The attendance at the Fire Department Quarterly meeting.

One (1) point will be acquired for every quarterly meeting, a maximum of four (4) points.

The active volunteer member must be in attendance for the total duration of the meeting.

Meetings start at a stated time and will commence with the call to order and not be concluded until adjournment.

## **FIRE CALLS REQUIREMENT**

The actual performance and attendance at fire calls of Emergency Service Operations.

The active volunteer member must be in physical attendance, faithfully and actually performing volunteer emergency services to receive credit.

The active volunteer member must be ready, willing, and able to perform volunteer emergency services.

The following formula will be used to determine the yearly point total:

**FIRE CALLS:**

**25 points maximum**

- D. Must be in physical attendance to receive credit
- E. This is based on total number of fire calls per fire company
- F. The following formula will be used to determine point total
  - a. 300 CALLS AND UNDER
    - 5. 30 percent of total calls – receive maximum points 25 points
    - 6. 24-29 percent of total calls – receive 15 points
    - 7. 20-24 percent of total calls – receive 10 points
    - 8. If a minimum of 20 percent of total calls is not achieved no points will be awarded
  - b. OVER 300 CALLS
    - 9. 25 percent of total calls – receive maximum points 25 points
    - 10. 20-24 percent of total calls – receive 15 points
    - 11. 15-19 percent of total calls – receive 10 points
    - 12. If a minimum of 15 percent of total calls is not achieved no points will be awarded

Fire calls will be based on the calendar year; October 1 through September 30 of any given year.

The maximum points that may be acquired for fire calls is twenty-five (25) points.

## **ELECTED/APPOINTED POSITIONS REQUIREMENT**

One (1) point will be acquired for the year in any of the following positions with a three (3) point maximum.

The completion of a one (1) year term in that capacity, for the year the point is applied.

### **ADMINISTRATIVE OFFICERS:**

(Must be an active volunteer member to receive points)

1. President (president shall acquire no points for being the ex-officer of all committees)
2. Vice President
3. Secretary
4. Treasurer
5. Trustees

### **LINE OFFICERS:**

1. Chief
2. Assistant Chief
3. Captain
4. Lieutenant
5. Engineer

## **TRUCK CHECK**

A truck check is training completed on any fire vehicle/apparatus within the fire company, the volunteer must be in attendance for the total duration of the check, and actively participating in the check.

One (1) point applied for each verified two (2) hours of truck check training, these points are full points only.

2 hours = 1 points

4 hours = 2 points

6 hours = 3 points

A firefighter must be in physical attendance at the scheduled truck check to receive points.

The scheduled truck check must have a minimum of 5 active members in attendance to qualify.

Points accumulated for truck check training will be given in the same year as the training occurred and no other year.

The maximum points that may be acquired for a Truck Check is six (6).

## **MISCELLANEOUS ACTIVITIES REQUIREMENTS**

Other activities not otherwise listed; this would be the following listed events.

- a. Hazlet Township Fireworks Display
- b. Fire Prevention Day
- c. Fire Prevention Schools
- d. Hazlet Day
- e. Bonfire

Any miscellaneous activity requires approval of The Board of Fire Commissioners

A minimum of five (5) active members per fire company must be present for the event to qualify.

One (1) point will be acquired for participation in an activity up to a maximum of two (2) points. Documentation of said event must be provided for the points that are allotted.

## **SPECIAL SITUATION REQUIREMENTS**

### **JURY DUTY:**

No points will be awarded due to jury duty. Active volunteer members are exempt from jury duty.

### **PERSONAL LEAVE OF ABSENCE:**

No points will be awarded unless the active volunteer member is participating (faithfully and actually) in activities on the Length of Service Award Program point schedule.

### **MEDICAL LEAVE OF ABSENCE:**

No points will be awarded unless the active volunteer member is participating (faithfully and actually) in activities of the Length of Service Award Program point schedule.

### **FEDERAL FAMILY AND MEDICAL LEAVE ACT:**

No points will be awarded unless the active volunteer member is participating (faithfully and actually) in activities of the Length of Service Award Program point schedule.

### **STATE FAMILY LEAVE ACT:**

No points will be awarded unless the active volunteer member is participating (faithfully and actually) in activities of the Length of Service Award Program point schedule.

### **MILITARY LEAVE OF ABSENCE:**

No points will be awarded unless the active volunteer member is participating (faithfully and actually) in activities of the Length of Service Award Program point schedule.

### **BEREAVEMENT TIME:**

In the event that an active volunteer member misses any activity listed on the Length of Service Award Program point schedule due to a death in the immediate family, they shall notify the person in charge of record keeping for the program at the next monthly meeting.

An active volunteer member will be allowed a maximum of three (3) days that they will receive points for activities missed for the following:

Death of Father, mother, spouse, child, stepchild, brother, sister, grandparent, or grandchild.

An active volunteer member will be allowed a maximum of one (1) day that they will receive points for activities missed for the following:

Death of a current mother-in-law, father-in-law, bother-in law or sister-in-law.

#### **EMERGENCY SERVICE ORGANIZATION INJURY:**

An injury from Fire Service (emergency service organization) will be handled as follows:

Immediately following any incident, the active volunteer member is required to complete a State of New Jersey Employer's First Report of Accidental Injury or Occupational Disease Report. This report will be turned over to the person in charge of Worker's Compensation Claims for the Organization.

Should immediate medical attention be warranted the active volunteer member will be transported to the nearest medical facility for immediate medical care. The commissioner in charge of Workmen's Compensation Claims will be notified following the event.

Should an injury from the Fire Department (emergency service organization) turn into a Workmen's compensation claim against the Board of Fire Commissioners of Hazlet Fire District No. 1, at a later date, determination of allotted points while on workmen's compensation shall be reviewed by The Board of Fire Commissioners.

The active volunteer member being released to return to full active duty at the Fire Department (emergency service organization), shall at that time continue to receive points. All points previously accumulated in that same year shall be applied and no other year.

#### **DEATH OF MEMBER**

Upon death of a non-vested member contributions will be awarded to the beneficiary on file, with approval of The Board of Fire Commissioners.



## **VESTED MEMBER**

A vested member may completely close their account through the designated LOSAP provider, Lincoln Financial Group, in accordance with all state, local, and federal statutes. A vested member has completed 5 eligible contributions. That account is deemed closed, all eligible contributions are closed and cannot be reopened. The vested member, may rejoin LOSAP by completing a new application with Hazlet Fire District #1, and be considered eligible in accordance with the adopted Hazlet Fire District's LOSAP program. The new application will begin a new vesting period of 5 contributions, the new account will not be retroactive to the any prior account.

## **HARDSHIP WITHDRAWAL**

Any hardship withdrawal request must be processed through the Hazlet Fire District appointed LOSAP administrator. A hardship withdrawal must follow IRS 457 regulations.