



BRENTWOOD FIRE DEPARTMENT

419 Middle Road Brentwood, New Hampshire 03833
Non-Emergency-(603) 642-8132 Fax-(603) 642-7187

The Brentwood Fire Department is a proud and professional organization comprised of 2 career Firefighters and 30 call firefighters, protecting a population of 4,400 residents in 16 square miles. Brentwood is the county seat for Rockingham County, housing the County jail, nursing home and Court house. Brentwood is a rural Town mostly with housing and some commercial areas on Rt 125 and Pine roads.

On average Brentwood fire responds to more than 600 emergency calls and 300 service calls a year. Brentwood works closely with neighboring departments, sharing automatic mutual aid on a daily basis.

The Brentwood Fire Department serves its residents with fire protection and Emergency Medical Services. The Fire Department runs 2 advanced level ambulances, 2 pumper/ tankers, 1 rescue, 1 engine, 1 forestry, a Haz-Mat trailer and a utility truck.

Monday through Friday is covered by two permanent firefighters working 42 1/2 hours each. The call force supplements the permanent firefighters during the week and also covers nights and weekends.

Call Firefighters are required to make a minimum of 52 calls and 12 trainings per year to be considered active.

Call EMS personnel are required to do one 12 hour standby shift a week in which they are paid a standby pay.

In 2010 the Town of Brentwood constructed a new 14,000 square foot fire station. The 9 bay station is complete with office space and live in accommodations.



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New Fire Fighter hiring requirements for the Town of Brentwood.

- Candidate shall have a high school diploma or GED
- Candidate shall not have been convicted of a felony.
- Candidate shall be at least 18 years of age.
- Candidate shall have successfully completed the national standard Candidate Physical Ability Test (CPAT)
- Candidate shall complete an acrophobia test (Ladder Climb)
- Candidate shall pass a written test (or have completed FF2)
- Candidate shall complete an oral interview
- A thorough investigation of the candidate's background will be performed, including criminal and motor vehicle record checks.
- Candidate will pass a medical evaluation as outlined in NFPA 1582

Minimum requirements

EMT Basic (Nationally registered)
Fire Fighter 2
Valid NH driver's license
CDL (may be obtained within 6 months of hire)

Hiring process will consist of

- Application package - Town job application, resume
- Oral interview
- The final candidates will be invited to participate in a job assessment.
- The final candidates will be invited for a Chiefs interview

III. EMPLOYEE BENEFITS

Health Insurance

·The Town provides full-time employees with health insurance. The Town pays 100% of the premium for the single coverage plan for full-time employees and pays 75% of the premium for 2-person and family plans with eligible dependents. Coverage begins on the first day of the month following the date of hire (given application for insurance benefits has been provided prior to the eligibility date).

·Full-time employees that opt not to take the health insurance benefit will receive \$25 per week in lieu of benefits.

·Full-time employees who have health coverage from another source must provide proof of coverage from the outside source, such as a spouse's health insurance plan.

·Part-time employees who work a minimum of 32 hours per week may participate in the health insurance program for themselves and their eligible dependents. The Town pays 75% of the single coverage plan and 75% of the 75% for 2-person and family plans with eligible dependents.

Dental Insurance

The Town provides full-time employees with dental insurance. The Town pays 100% of the premium for full-time employees. Eligible dependents may receive coverage at the employees' expense. Coverage begins on the first day of the second month following the date of hire (provided the application for benefits has been received before the eligibility date).

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") provides eligible employees and their covered dependents with the opportunity to continue medical and dental insurance for a period of time, at their own expense, if they would otherwise lose coverage for certain qualifying reasons. Please see the Administrative Assistant for more information about COBRA.

Disability Insurance

The Town provides all full-time employees with short-term disability insurance. The Town pays 100% of the premium. Coverage begins on the first of the month following the date of hire.

Unemployment Insurance

Individuals laid off from employment by the Town may be eligible for unemployment compensation benefits through the New Hampshire Department of Employment Security.

Life Insurance

The Town pays 100% of the premium for life insurance equal to a year's salary to all full-time employees. Coverage ceases upon termination or retirement.

Worker's Compensation Insurance and Reporting Workplace Injuries

The Town carries Worker's Compensation insurance as required to protect employees who are injured on the job and complies with the laws of the State of New Hampshire (RSA 281) as posted in each work area. Specific questions regarding reporting injuries, and benefit provisions should be directed to the employee's supervisor or department head. The Town pays for the cost of coverage. . We ask for your assistance in alerting the Town to any condition which could lead or contribute to an employee accident.

Reporting Injuries: If you are injured on the job, no matter how slightly, you **must** report the incident immediately to your supervisor. Employees must complete the necessary workers' compensation forms located at the Selectmen's office following any injury. The Workers'

Compensation carrier must also be contacted prior to seeking medical attention (unless it is a life-threatening injury).

Weekly Income Benefits: The amount of the weekly worker's compensation benefit is set by the New Hampshire Department of Labor. The weekly benefit is currently based upon 60% of an employee's average weekly wages. These benefits are paid by our workers' compensation carrier to eligible employees.

Temporary Alternative Duty: Employees with work-related injuries may also be entitled to temporary alternative duty in accordance with New Hampshire's workers' compensation laws. Employees with non-work-related disabilities who require accommodations to perform their jobs should make accommodation requests to the Town Administrator or Board of Selectmen. Please refer to the Americans with Disabilities Act policy in this Personnel Manual for more information.

Reinstatement: A full-time employee who has sustained an on-the-job injury will be reinstated to his or her former position upon request within eighteen (18) months of the initial injury if the position exists and is available, and the employee is not disabled from performing the duties of the position. A fitness-for-duty certificate may be required before an employee is permitted to return to work.

Under New Hampshire law, an employee's reinstatement rights expire eighteen (18) months from the date of injury. An employee also will not be reinstated if he/she has accepted a job with another employer at any time after the date of the injury or if there is a medical determination that the employee cannot return to his/her former position. Other circumstances concerning reinstatement will be governed by the New Hampshire Department of Labor requirements.

Retirement

For all eligible employees, the Town shall contribute to the NH Retirement System at the current rate. Some or all employees may be required to participate in the Federal Social Security System. Deductions for this program begin at the time of employment and are not governed by the employee's status.

PAID TIME OFF

All paid time off is based upon an eight (8) hour workday for full-time employees, and is prorated for eligible part-time employees.

Earned Time Accrual

·Full-time and eligible part-time employees accrue Earned Time. The Earned Time approach allows employees to use their paid time off for a variety of purposes including vacation, sick leave, personal days, or military leave rather than accumulating each of them separately.

Accrual begins at the conclusion of the six month probationary period.

The accrual rate for full-time employees is as follows:

<u>Years of Service</u>	<u>Hours accrued per 40-hour week worked</u>	<u>Accrued Days per year (based on 40 hr week)</u>
6 mos thru 4 years	2	13
5 years thru 14 years	3	19.5
15 years and more	4	26

*See addendum

·The accrual rate for part-time employees is on a prorated basis. Part-time employees accrue earned time based on the regularly scheduled hours budgeted for the position and on years of service as outlined above (non-status hours worked and supplemental compensation, such as overtime, are excluded).

·Years of service will be calculated from the employment date at which the individual became a benefits-eligible employee.

Earned Time Usage

·Employees must have successfully completed their 6 month probationary period before using earned time.

·A forty-eight hour notice is required when requesting planned absences.

·Earned days may be used in units of one-quarter hour or more.

·Annual leave should be used during the calendar year it accrues, however employees may carry a maximum of 80 hours to the following calendar year and/or add time to their sick leave pool (see section regarding sick leave pool accumulation).

·Employees who are eligible for payment of 40 or more hours within a given pay period, either by working the full forty (40) hours or through a combination of work and holiday pay, will not be allowed to use earned time within that pay period.

·Employees with unscheduled absences of three or more consecutive scheduled work days shall furnish verification from his/her attending physician. The employee shall also furnish a medical certificate authorizing the employee to return to work at their regular duties.

·Unused earned time will be paid upon termination. However, no earned time will be paid if the employee is terminated for cause, such as theft or immoral conduct.

·Earned Time may not be used to compensate employees during periods of mandatory unpaid leave or suspension.

Sick Leave Pool

- The Sick Leave Pool is intended to provide security to employees in the event of their own extended illness or other disability, or to care for an ill spouse or child only while on Family & Medical Leave.
- Sick Pool Days may not be used during unpaid suspensions or mandatory unpaid leave.
- The Town will add five (5) days to each benefit eligible employee’s sick leave pool at the beginning of the employee’s first year of employment under this policy. The Town will add days annually, as necessary, to maintain the 5-day pool.
- A minimum of 4 hours of Earned Time may be converted to your Sick Leave Pool at any time. The maximum accrual is 80 hours.
- Use of Sick Pool Days may begin on the fourth consecutive workday absence due to illness, injury or other disability provided the employee submits a doctor’s statement indicating the employee cannot work due to a medical condition and the date the employee is expected to be able to return to work. Periodic updates may be required.
- It is not necessary to use up all Earned Time before using Sick Pool Days.
- Days accumulated in the Sick Leave Pool do carry forward to the following year.
- Upon termination, any hours accumulated in the Sick Leave Pool will be lost.

Holidays

All Full-time and eligible part-time employees are paid for the following holidays:

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|------------------|----------------------------|
| New Year’s Day | Columbus Day |
| Civil Rights Day | Veteran’s Day |
| President’s Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving Day |
| Independence Day | Christmas Day |
| Labor Day | |

- When a holiday falls on a Saturday, the holiday will be the preceding Friday. When a holiday falls on a Sunday, the holiday will be the following Monday.
- Should a holiday fall within a vacation period, it shall not be counted as part of Earned Time.
- Eligible part-time employees shall be paid based on regularly scheduled hours on a pro rated basis (i.e. an employee working 35 hours per week shall get 7 hours holiday pay). ·Employees may choose to take an alternate day off at a future date within the calendar year in lieu of Holiday Pay.
- Employees must work the day before and day after a paid holiday in order to be paid for that holiday unless arrangements have been made with the department head **in advance** for a planned absence.