



VERNON TOWNSHIP
AMBULANCE SQUAD

&

GLENWOOD POCHUCK
VOLUNTEER AMBULANCE CORPS



**LENGTH OF SERVICE AWARD PROGRAM
(LOSAP)**

For

Volunteer Emergency Medical Services

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Vernon Township Ambulance Squad, Inc hereon referred to as VTAS and Glenwood Pochuck Volunteer Ambulance Corps, Inc., hereon referred to as GPVAC are both non-profit 501(c)(3) organizations that provides professional, compassionate community care and service with a community focus to the residents of Vernon Township.

Definitions

- **“ELIGIBLE VOLUNTEER EMS AGENCIES”**: Vernon Township Ambulance Squad, Inc and Glenwood Pochuck Volunteer Ambulance Corps Inc or any future organization that VTAS and/or GPVAC may reorganize into, who provide volunteer emergency medical services in the Township of Vernon.
- **“ACTIVE VOLUNTEER MEMBER”**: A person who has been designated by membership in accordance with the by-laws of their eligible volunteer EMS agency and who is faithfully and performing volunteer service in that organization.
- **"SPONSORING AGENCY"**: Vernon Township
- **"YEAR OF ACTIVE EMERGENCY SERVICE"**: A calendar year from January 1st to December 31st of each year in which the active volunteer member is eligible. The eligible member shall participate in EMS operations and satisfy the minimum requirements of participation, established by their eligible volunteer EMS agency, on a consistent and uniform basis.
- **"PARTICIPANT"**: An active volunteer member of an eligible volunteer EMS agency who is eligible for a benefit under a service award program.
- **“CERTIFICATION LIST”**: The eligible volunteer EMS agency will furnish Vernon Township with an annual certification list, certified under oath, of all volunteer members who have qualified for credit under the LOSAP program for the previous year
- **"LENGTH OF SERVICE AWARD PROGRAM"**: A system established to provide tax-deferred income benefits to eligible, active volunteer members of eligible volunteer EMS agencies by means of investment in those products permitted.
- **“ELECTED POSITIONS”**: Chief Operations Officer, Captain, Lieutenants, Sargent, and Trustees.
- **"VEST/ VESTING"**: An active volunteer member shall be eligible to be vested in the length of service award program, provided under the provisions of P.L. 1997, c.388, if the active volunteer member has completed at least five years of emergency service in an eligible volunteer EMS agency. Prior service credit will not count toward investing in the program.
- **"CREDIT"**: Credit will only be given for volunteer emergency service in an eligible volunteer EMS agency.

Length of Service Award Program

The annual contribution for each year of current and future service to eligible active volunteers of the eligible volunteer EMS agency shall be \$1,150.00 with the annual cost of living assessment. While the maximum amount is set by statute, it is subject to periodic increases that are tied to the consumer price index (CPI). The permitted maximum amount will be issued annually, according to the emergency services volunteer length of service award program act. (NJSA:40A:14-185(f) and NJAC: 5:30-14.9)

The program shall not provide for contributions for prior years of service.

Under LOSAP a year of active emergency service will be credited for each calendar year in which an active volunteer member accumulates one hundred [100] points (granted in accordance with the point schedule adopted).

The LOSAP point schedule, activity requirements and special situations will apply.

The timeframe for defining a “year of active emergency service” must be used for calculating credit for the year.

Active volunteer members of an eligible volunteer EMS agency who participates in LOSAP and serve as paid employees within a local government unit of the State will supply their agency’s chief financial officer, or their appointed designee, of their regularly assigned work periods. 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: “In computing credit for those active volunteer members who also serve as paid employees within a local government unit of the State, credit shall be given for activities performed during the individual's regularly assigned work periods.” (P.L. 2001, chapter 72)

The eligible volunteer EMS agency is taking the words faithfully (performing emergency service) and actually (performing emergency service) at their exact meaning. The eligible volunteer EMS agency 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.

LOSAP funds may be transferred to or from a similar plan or program with another LOSAP plan. Vested LOSAP funds may be withdrawn (without IRS penalty) under the following conditions:

1. Separation from volunteer service
2. Financial hardship
3. Disability
4. Death

Prior to the regular (not organizing) January meeting of the Vernon Township Council, the eligible volunteer EMS agency will provide the Vernon Township Clerk with the certification list of all volunteer members who have qualified for credit under the LOSAP program for the previous year. They will also provide quarterly point reports. Such reports shall be held confidential in accordance with the LOSAP act (law).

Upon receipt of the certification list, the Township Council will review it and approve the final certification.

If the Township Council has questions concerning the eligibility of any individual, it may request supplemental documentation from the eligible volunteer EMS agency. It will be the responsibility of the questioning member(s) of the Vernon Township Council to examine the supplemental documentation within a reasonable time of 30 days after their January meeting.

It shall be the decision of the eligible volunteer EMS agency regarding the eligibility of any participants. Any volunteer member has the right to appeal against this decision for a period of 30 days, at which time the decision of the eligible volunteer EMS agency shall be final, and the list shall be certified.

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 both eligible volunteer EMS agencies. Representatives from VTAS and GPVAC will notify the Township Council of this change.

Appeals Process

Appeals filed pursuant to N.J.S.A. 40A:14-188(f) shall be investigated by the sponsoring agency.

(b) Appeals shall be mailed to the municipal offices located at 21 Church Street, Vernon, NJ 07462

(c) Appeals must be received by the Township within 30 days of the posting date of the certification list, or within 30 days of the date of denial of past service credit, as determined pursuant to the certification list required at N.J.A.C. 5:30-14.10(a).

(d) In conducting its investigation, the Township shall give due consideration to evidence submitted by the active volunteer member in support of the appeal, and evidence submitted by the emergency service organization in support of its decision. All such evidence shall be in the form of records or other written materials which clearly substantiate the reasons for filing an appeal by the active volunteer member, and the reasons for denying certification or credit for prior service, as determined by the emergency service organization.

(e) Upon receiving an appeal, and prior to conducting its own investigation, the Township may, at its discretion, and within 10 days, refer the matter back to the emergency service organization in an effort to settle the dispute internally.

(f) If the appeal and all written documentation is referred back to the emergency service organization, and the emergency service organization fails to settle or take action on the issue within 30 days, the sponsoring agency shall then investigate the appeal, as set forth in section (d) above.

(g) If an appeal is not referred back to the emergency service organization, or within 30 days of receiving an unresolved appeal from the emergency service organization, the Township shall conduct its own investigation, as set forth in (d) above, and shall submit a non-binding recommendation to the emergency service organization with respect to the matter. The emergency service organization shall either accept, modify or deny the sponsoring agency's recommendation, and thereby, decide the matter.

(h) The final decision by the emergency service organization shall be subject to appropriate judicial review

Eligible Volunteer EMS Agency LOSAP Point Schedule:

General Provisions:

1. Earning 100 points will award an eligible year of service.
2. Members are vested after five (5) qualifying years.
3. Members must earn the minimum number of points in the following 4 categories: Duty Shift; Meetings; Fundraising and Special/Standby Events.
4. The remaining points must be earned in any of the other categories listed below.

Categories

1. **Duty Shift:** *Minimum of 20 points Max of 70.*
 - a. Members shall receive 0.1 Points per Duty Hour for riding their scheduled duty shift.
 - b. If the member's duty shift is a full 12 hour shift the member shall receive 1.25 Points for the full 12 Hour Shift.
 - c. If a member misses more than 16% of their scheduled duty shifts, he/she can only achieve a max of 20 points in this category.
2. **Additional Shifts:**
 - a. Members who pick up uncovered shifts or who cover shifts for other members shall receive 0.2 Points per Hour.
3. **Back up and Scramble Calls:**
 - a. Members who take back up or scramble calls while not on duty shall receive 0.5 points multiplied by the number of staffed organization apparatus handling concurrent calls per call. b. This shall be tallied based on a properly completed chart in the charting system.
4. **Prolonged incidents:**
 - a. Members participating in the response to an emergency incident that lasts over 4 hours in duration shall receive 5 points.
5. **Training:**
 - a. Members who take their initial EMT training will receive 40 points applied to the year in which a majority of the class was held.
 - b. Members who take classes for EMT CEU credits shall receive 1 Points per CEU hour.
 - c. Members who take a Non EMT CEU class approved by an operations officer will receive 1 point per class.
 - d. Members who participate in an internal organization training approved by an officer shall receive 1 point per training session.
 - e. Members who participate in training Drills will receive 0.5 points per hour for time spent at the drill.

6. **Teaching:**

a. Members who teach CPR, CEU, or other trainings approved by the Chief shall receive 1 point per class.

7. **Meetings:** *Minimum 8 Points Max 12*

a. Members who attend regular organizational business or board meetings shall receive 1 point per meeting.

b. If an organizational business meeting or board meeting is canceled all members shall receive 1 point for that meeting.

8. **Committee Participation:**

a. Members who actively participate in an official organizational committee shall receive 10 points.

9. **Committee chairs and appointed staff positions:**

a. Members who serve as Committee Chairs or appointed staff, who fulfill their duties as such, shall receive 15 points.

10. **Fundraising:** *Minimum 6 points*

a. Members who actively participate in an organizational fund drive shall receive 3 Points.

11. **Special and Standbys Events:** *Minimum 9 points*

a. Members who actively participate in a special event as part of their organization shall receive 3 points per event.

12. **Task Force Participation:**

a. Members who participate in any official task force through their organization and meet the minimum requirements of that task force for active status shall receive 10 points for the year.

13. **Service Days:**

a. Members who participate in organizational service days approved by the chief of their designee, for a majority of the scheduled time shall receive 2 points per day.

14. **Cumulative Time Award:**

a. Members who have served the organization in the below roles shall automatically receive the following points at the start of each year.

i. First Aider - 0.5 points per year served.

ii. EMT or Driver - 1 point per year served.

iii. Crew Chief or Trustee - 2 points per year served.

iv. Operational Officer - 5 points per year served.

b. Members may only receive points from one of the above categories per year.

c. Line Officers, Executive Officers and Trustees must serve the full year to receive points for that role.

15. **Discretionary Awards:**

The Chief Operation Officer may award up to 20 points to any member in a given year for services to the organization or community above and beyond a member's normal duties.

16. Joint service:

If a member comes up short of their points requirement on the organization and is a member of the Vernon division of fire suppression or another eligible volunteer EMS organization, said member may receive up to 25 points as deemed appropriate by the Township of Vernon upon verification with the chief of the organization of that member's active status on their organization.

Special Situation Requirements

JURY DUTY:

No points will be awarded for Jury Duty.

PERSONAL LEAVE OF ABSENCE:

No points will be awarded unless the active volunteer member is participating (faithfully and actually) in activities of the LOSAP 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 LOSAP Point Schedule. Members on medical leave, with an accompanying doctor's note, shall not have missed duty shifts counted against them.

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 LOSAP 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 LOSAP 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 LOSAP Point Schedule.

COLLEGE OF ABSENCE:

No points will be awarded unless the active volunteer member is participating (faithfully and actually) in activities of the LOSAP Point Schedule.

BEREAVEMENT TIME:

In the event that an active volunteer member misses any activity listed on the LOSAP 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 seven (7) days that they will receive points for activities missed for the following:

- a. Death of a parent, spouse, child, stepchild, sibling, grandparent, grandchild, aunt, or uncle, current mother/ father/brother/sister-in law.

EMERGENCY SERVICE ORGANIZATION INJURY: (EMS Related Injury) No active volunteer member in the emergency service organization will ever be penalized for an injury while in the performance of duties in the emergency service organization. An injury from the eligible volunteer EMS Agency (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 the workers' compensation claims for the organization. Should immediate medical attention be warranted, the active volunteer member will be seen by a Hospital Emergency Room. The person in charge of Worker's Compensation Claims for the Organization will be notified.

Should the Emergency Room Doctor give the active volunteer member a prescription/ disability certificate for 'No Work' due to the injury, he/she shall receive full credit for activities during their absence or injury.

Should an injury from the eligible volunteer EMS agency (Emergency Service Organization) turn into a workmen's compensation claim against the eligible volunteer EMS agency, or the township of Vernon, at a later date, the active volunteer member will be given credit for activities during the absence or injury, back to the date of the injury.

In both cases above they will terminate upon the active volunteer member being released to return to full active duty at the eligible volunteer EMS agency.