



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 20-05

An Ordinance Amending Chapter 24-3 of the Borough Code to Revise the LOSAP Point Schedule

WHEREAS, the Highlands Fire Department has voted to amend its Length of Service Awards Program (LOSAP) point system on January 14, 2020; and

WHEREAS, the Highlands Fire Department LOSAP point system is codified at Chapter 24-3 of the Borough Code as Schedule A; and

WHEREAS, the governing body of the Borough of Highlands wishes to update the Fire Department's LOSAP point system to reflect the requested changes.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the Borough of Highlands as follows:

SECTION I. Borough Code Section 24-3 "General Requirements", Schedule A shall be amended as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~**strikeovers in bold italics**~~).

**HIGHLANDS FIRE DEPARTMENT
171 BAY AVE., HIGHLANDS, NJ 07732**

**SCHEDULE A
(Section 24-3e)**

**HIGHLANDS FIRE DEPARTMENT
LOSAP PROGRAM**

Active Members must receive a minimum of 100 points to obtain benefit

Training: 3 points for each training course attended. Certificate must be provided. In the case where no certificate is provided, the Chief of Department or Training Officer may issue an in-house certificate.

Drills: 5 points per drill attended as prescribed by Training Officer or Line Officer.

Meetings: 1 point per departmental or special meeting attended.

Committee: 5 points committee chairperson
 3 points committee member

Elected/Appointed Positions:

 50 points Chief of Department
 40 points first and Second Assistant Chief
 30 points Senior and Junior Captain
 20 points Senior and Junior Lieutenant
 20 points Training Officer
 20 points Chief Engineer
 20 ***points Safety Officer***
 20 ***points Purchasing Agent***
 15 points Fire Marshal
 15 points Chief Fire Police
 30 points Treasurer
 30 points Secretary
 15 points Chaplan

Completion of one-year term required. If partial year completed, points will be a percentage of points for months served. (Example: points divided by 12, times months served)

Fund Raising: 10 points per department fund raising event.
Required participation in event as prescribed by event Chairman.

Fires: 25 points for dispatched fire and rescue calls.
Members with 1–10 years service must answer 50% of calls
Members with 11–20 years service must answer 40% of calls
Members with over 20 years service must answer 35% of calls

Miscellaneous Activities: 1 point for Truck and Equipment and Building clean up
 1 point for activities not listed, and approved by department line officer.
 4 points for activities in excess of two hours in duration as approved by department line officer.

Years of Service: 50 points will be awarded to members with 45 or more years of service.

 45 ***points will be awarded to members with 40 or more years of service.***

 40 ***points will be awarded to members with 35 or more years of service.***

 35 ***points will be awarded to members with 30 or more years of service.***

 30 ***points will be awarded to members with 25 or more years of service.***

25 points will be awarded to members with 20 or more years of service.

Absence: Points will be awarded to active members and who are participating (actually and faithfully) in LOSAP and are absent due to: personal medical leave, fire service related injury, military leave or bereavement of family member (father, step-father, mother, step-mother, spouse, child, stepchild, brother, sister, grandparent, grandchild, current mother-in-law, father-in-law, brother-in-law, sister-in-law).

Activity Reports:

- A) All activities eligible for LOSAP credit shall be documented as follows:
 - 1) Department Fire and Rescue call use standard roll call sheet.
 - 2) All other LOSAP credited activities use LOSAP credit sheet.
- B) Report Authorization
 - 1) Training—Training Officer/Chief of Department
 - 2) Drills—Training Officer/In-Charge Officer
 - 3) Meetings—Secretary
 - 4) Committee Meetings—Committee Chairman/In-Charge Member
 - 5) Elected/Appointed Members—Secretary
 - 6) Fund Raising Activities—Committee Chairman/In-Charge Member
 - 7) Fires—In-Charge Officer/Senior Active
 - 8) Miscellaneous Activities—Department Line Officer
 - 9) Years of Service—Secretary

CERTIFICATION

- A) Quarterly Submission – All activities eligible for LOSAP credit shall be submitted to the LOSAP Committee by the 5th of the month following the quarterly close. The submission shall include all Activity Reports and a Summary of each Members Activity and Accrued points.
- B) Quarterly Report – The LOSAP Committee shall compile all summary submissions by the 10th of the month following the quarterly close. The quarterly report shall include each member's name, subtotal by ordinance category and a quarterly total of accrued points. Quarterly Reports shall be printed and posted by the 1st meeting of the month following the quarterly close.

- C) Annual Report – The 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 ordinance category and an annual total of accrued points. Annual Reports shall be printed and submitted to Fire Chief for review by the 15th of the month following the Annual Close. The final report shall be presented at the 1st meeting of the following year.
- D) Borough Report – The Annual Report shall be upon final review by the Chief of the Department and approved by the membership for submission to the Borough for certification and process.

Appeals:

- 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 reports was issued.
 - 1) Submission of a written statement containing a detailing of the discrepancies to the 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 LOSAP Committee decision a request in writing to the Department 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.
 - 3) A member may further appeal to the sponsoring agency within 30 days of the posting date of the certification list. Appeal shall be mailed to the municipal clerk for review.
 - 4) The final decision by the Fire Department shall be subject to appropriate judicial review.

SECTION II. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.

First Reading and Set Hearing Date for O-20-05 for February 19, 2020

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA		X	X			
RYAN			X			
VALKOS			X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: 02/05/2020



 Matthew Conlon, RMC, Municipal Clerk

Public Hearing and Adoption February 19, 2020 Ordinance 20-05

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL	X		X			
MAZZOLA			X			
RYAN			X			
VALKOS			X			
BROULLON		X	X			

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