

FIRE DEPARTMENT POLICY # 43-12

SPECIAL DUTY CREW MEALS & SUBSISTENCE

The purpose of this policy is to provide a mechanism to authorize a meal allowance or subsistence for special in house duty crews at fire stations within the district or when deployed on long term mutual aid assignments. This policy is intended to; 1) meet the requirements established by FEMA for reimbursement during declared states of emergency, 2) provide for meal allowances for in house Saturday Duty crew, 3) provide for meal allowances for in house night time or what is known as “ad hoc” duty crews, 4) provide for meal allowances for other in house special duty crews such as during snow emergencies, other weather related extended duty, and 5) to provide for meal allowances when a crew or crews are deployed out of the district on extended mutual aid. This policy is not intended to provide meal allowances for the career staff during regular assigned duty periods.

Saturday Duty Crew

The Saturday Duty Crew as a minimum covers an 8 hour period of time from 0800 to 1600 hours. Firefighters on duty during this period are authorized for a breakfast meal and a lunch meal.

Ad Hoc Duty Crew

These duty crews have variable hours but typically cover a period of time from 1800 hours in the evening to 0600 hours in the morning. Firefighters on duty for a minimum of 4 hours during this period are authorized an evening meal. Firefighters sleeping overnight have the option of obtaining a breakfast meal in the morning before departing from duty.

Special Disaster/Weather related in house Duty Crew

Firefighters who have been assigned to staff stations during these periods are authorized meal allowances not to exceed a breakfast, lunch, and evening meal in a 24 hour period of duty. Firefighters must serve 4 hours of duty in order to be eligible for any one meal allowance. Firefighters who are serving on duty during typical meal periods shall be authorized a meal allowance accordingly so long as the minimum duty period of 4 hours is met. Officers in charge of stations may be authorized to obtain food and other

subsistence to withstand a period of time over several days where it will become necessary to cook meals within the stations. A fixed amount for the anticipated time period shall be approved by the District Fire Chief or his designee prior to event.

Deployed Mutual Aid

Firefighters who are deployed on Mutual Aid within Gloucester County or within the Southern New Jersey area shall be authorized a meal allowance in accordance with Special Disaster/Weather related duty. The assignment must be for a minimum of 4 hours in duration. This does not apply to Mutual Aid assignments that last longer than 24 hours or assignments that are part of an EMAC. District policies, procedures and contracts in place for meal allowances related to external training assignments shall apply for any EMAC assignment or long term Mutual Aid extending out of town beyond 24 hours.

The meal allowances are listed below and herein established by the Board of Fire Commissioners. The Board at its pleasure, from time to time may adjust these amounts by resolution without a formal change to this policy.

- Breakfast Allowance = \$10.00
- Lunch Allowance = \$15.00
- Evening Meal Allowance = \$20.00

The officer in charge of any specific duty crew shall make a log entry any details regarding meals and the crew. Receipts for meals shall be submitted to the district bookkeeper along with a purchase request for reimbursed expenses. Firefighters may option to collectively combine their meal allowances in order to create a meal in station. Meals obtained outside the fire station at local establishments shall be at facilities that are primary eating establishments versus primary drinking establishments. The district will not authorize expenditures at facilities where drinking is the primary use regardless if food is served on the premise.

Members or employees falsely submitted receipts or erroneous receipts may be charged in accordance with fire department SOP #VII, Department Discipline.

This policy was adopted at a regularly scheduled meeting of the Board of Fire Commissioners on April 5, 2012 and takes effect immediately.

BY:

ATTEST:

Sam Micklus, Chairman

Frank Stella, Secretary