

# **MEMORANDUM OF AGREEMENT**

**between the**

**CHIEF PERSONNEL OFFICER**

**and the**

**TRINIDAD AND TOBAGO**

**FIRE SERVICE FIRST DIVISION  
ASSOCIATION**

**January 01, 2011 to December 31, 2013**

**THE FIRE SERVICE ACT, CHAPTER 35:50**  
**(under Section 24)**

**MEMORANDUM OF AGREEMENT**

between

**THE CHIEF PERSONNEL OFFICER** - **Party No. 1**

and

**THE TRINIDAD AND TOBAGO FIRE  
SERVICE FIRST DIVISION  
ASSOCIATION** - **Party No. 2**

The Parties agree, following consultation and negotiation, that the under-mentioned terms and conditions of employment shall apply, with effect from the dates specified, to full-time monthly-paid officers in the First Division of the Trinidad and Tobago Fire Service:-

**1. SALARY**

- (i) With effect from January 1, 2011, basic salary shall be adjusted to the rates as set out in **Appendix I**.
- (ii) The Cost of Living Allowance of \$145 per month which existed at December 31, 2010 shall be consolidated with the basic adjusted salaries referred to at (i) above.
- (iii) The salaries referred to at (ii) above shall be adjusted further as follows:
  - (a) With effect from January 1, 2011 to December 31, 2011, the consolidated adjusted salaries at (ii) above plus twenty-nine percent (29%) of the difference between such salaries and the targeted quantum agreed upon by the Parties, derived from application of 85% of the market shift; the shift being 16.4%;
  - (b) With effect from January 1, 2012 to December 31, 2012, the consolidated adjusted salaries at (ii) above plus fifty-seven percent (57%) of the difference between such salaries and the targeted quantum agreed upon by the Parties, derived from application of 85% of the market shift; the shift being 16.4%; and

- (c) With effect January 1, 2013 to December 31, 2013, the salaries representing the targeted quantum agreed upon by the Parties; derived from application of 85% of the market shift, the shift being 16.4%.

The resultant salaries from (a) to (c) above are set out in **Appendix II** to this Agreement.

**2. LUMP SUM**

A lump sum of \$5,000 shall be paid to each officer who held an appointment in the Fire Service in Grades 5 to 7 during the period January 1, 2011 to December 31, 2013.

Each officer shall be entitled to one lump sum only and such lump sum will be applicable to the substantive office which the officer held during the period.

**3. COST OF LIVING ALLOWANCE**

A new COLA at the following rates shall be paid for the period January 01, 2011 to December 31, 2013:-

<b>January 01, 2011 to December 31, 2011</b>	<b>\$160 per month</b>
<b>January 01, 2012 to December 31, 2012</b>	<b>\$175 per month</b>
<b>January 01, 2013 to December 31, 2013</b>	<b>\$225 per month</b>

**4 ALLOWANCES**

**A. HOUSE ALLOWANCE**

- (i) **With effect from January 01, 2011**, the monthly House Allowance payable to an entitled officer shall be as follows:-

Married Officer	-	<b>\$2,105 per month</b>
Single Officer	-	<b>\$1,650 per month</b>

- (ii) Where an officer is married to or marries another officer, each officer shall continue to be paid the House Allowance applicable to single officer.

**B. MEAL ALLOWANCE**

**With effect from January 01, 2011**, the monthly Meal Allowance payable to an entitled officer shall be **\$655 per month**.

**C. TRANSFER BETWEEN TRINIDAD AND TOBAGO OR VICE VERSA**

I. The allowances payable to an officer who is transferred from **Trinidad and Tobago or vice versa**, shall be as follows:-

(a) **Transfer Allowance**

**With effect from January 1, 2011      \$850 per month**

**With effect from January 1, 2012      \$900 per month**

**With effect from January 1, 2013      \$990 per month**

(b) **Housing Allowance** (where housing/accommodation is not provided):-

(i) **Where the transfer is from Tobago to Trinidad**

**With effect from January 1, 2011    \$1,900 per month**

**With effect from January 1, 2013    \$2,000 per month**

(ii) **Where the transfer is from Trinidad to Tobago**

**With effect from January 1, 2011    \$2,550 per month**

**With effect from January 1, 2013    \$2,700 per month**

II. The conditions that govern the payment of these allowances as set out in the Memorandum of Agreement dated December 08, 2000 shall continue to apply and are reproduced hereunder:-

- (a) The officer, whether married or single, shall be paid the Housing Allowance under this provision instead of the House Allowance at 4A above;
- (b) The allowances shall be payable for a maximum of **twelve (12) months** which shall be the normal duration of a transfer;
- (c) Where, however, the officer is required to remain in the place of transfer beyond twelve (12) months, **because of the exigencies of the Service**, payment of the allowances shall be extended accordingly;
- (d) Where, for personal reasons, the officer requests a transfer to or from Trinidad or Tobago or where, on being re-transferred, he requests his continued stay in Trinidad or Tobago, the allowances shall not be payable;

- (e) Where an officer is **transferred on promotion** to an office in Trinidad or Tobago, the allowances shall be payable for a maximum period of **six (6) months**; and
- (f) Where the officer is promoted **while on transfer**, the allowances shall continue to be payable for a maximum period of six (6) months from the date of promotion, but not exceeding a **total of twelve (12) months** from the date of transfer.

III. In addition to II above, where the monthly House Allowances at 4A are greater than the Housing Allowance under this provision, the officer shall continue to receive the monthly **House Allowance**.

The Chief Fire Officer shall be responsible for approving and effecting payment of the Transfer and Housing Allowances referred to above.

**D. SPECIAL TOBAGO ALLOWANCE**

**With effect from January 01, 2011**, the Special Tobago Allowance payable to an officer in the First Division who, upon transfer from Trinidad to Tobago, ceases to be paid the House Allowance at 4A above, shall be **\$1,865 per month**.

**E. SPECIAL RESPONSIBILITY ALLOWANCE**

**With effect from January 01, 2011**, the Special Responsibility Allowance payable to an officer in the First Division who is required to be available and to respond for duty outside of normal working hours, on weekends and on public holidays and to carry out inspections of stations under his command shall be **\$2,240 per month**.

A minimum number of inspections shall be carried out each month by the holders of the offices as indicated hereunder:-

<b>Assistant Chief Fire Officer</b>	<b>two (2) inspections per month</b>
<b>Divisional Fire Officer</b>	<b>three (3) inspections per month</b>
<b>Assistant Divisional Fire Officer</b>	<b>four (4) inspections per month</b>
<b>Brigades Engineer</b>	<b>one (1) inspection per month</b>

**F. PROTECTIVE SUIT MAINTENANCE ALLOWANCE**

**With effect from January 01, 2011**, the **Protective Suit Maintenance Allowance** payable to an officer every six (6) months to assist with the care and maintenance of his Structural Firefighting Suit shall be **\$180 per month**.

#### **G. AIRPORT DUTY ALLOWANCE**

**With effect from January 01, 2011, the Airport Duty Allowance payable to an eligible officer shall be \$190 per month.**

#### **H. PROFICIENCY ALLOWANCE**

**With effect from January 01, 2011, the Proficiency Allowance payable to an officer who functions as a Bomb Expert shall be \$280 per month.**

### **5. TRAVELLING ALLOWANCES AND FACILITIES**

#### **A. ADVANCE TO PURCHASE A MOTOR VEHICLE**

**With effect from the date of issue of relevant memorandum conveying instructions, the maximum amount to be advanced to an eligible officer for the purchase of a motor vehicle shall be \$160,000.**

#### **B. MOTOR VEHICLE REPAIR LOAN**

The maximum amount to be advanced to an eligible officer for the purpose of effecting repairs to his/her motor vehicle shall be maintained at **\$20,000.**

#### **C. MOTOR VEHICLE UPKEEP ALLOWANCE**

The Upkeep Allowance payable to the holder of an office included under Part I of the Third Schedule to the Travelling Allowances Regulations, Chapter 23:50, who is required to keep and use a motor vehicle in the performance of his/her official duties shall be as follows:-

<b>With effect from January 1, 2011</b>	<b>\$2,200 per month</b>
<b>With effect from January 1, 2013</b>	<b>\$2,400 per month</b>

#### **D. KILOMETRIC ALLOWANCE**

**With effect from January 01, 2011, the Kilometric Allowance applicable to an officer who is required to keep and use a motor vehicle in the performance of his/her official duties shall be \$2.35 per kilometre.**

#### **E. KILOMETRIC ALLOWANCE UNDER REGULATION 16**

**With effect from the date of issue of relevant memorandum conveying instructions, the rate of the Kilometric Allowance payable under Regulation 16 of the Travelling Allowances Regulations shall be \$2.95 per kilometre.**

**F. SUBSISTENCE ALLOWANCE**

- (i) **With effect from the date of issue of relevant memorandum conveying instructions, and subject to the conditions set out in Regulation 43 of the Travelling Allowances Regulations being met, the Subsistence Allowance payable to an officer, who, in the course of his/her official duty, is required to travel beyond a radius of 16 kilometres (10 miles) from his/her station shall be as follows:-**

**IN TRINIDAD**

**\$150 per day**

**IN TOBAGO**

**\$162 per day**

- (ii) Where an officer qualifies for payment of a Subsistence Allowance at (i) above, such proportion of the monthly Meal Allowance that would normally be payable to the officer in respect of the particular day shall be deducted from the Subsistence Allowance payable.

**PERIOD OF AGREEMENT**

The terms of this Agreement cover the period **January 01, 2011 to December 31, 2013.**

**CHIEF PERSONNEL OFFICER FOR  
AND ON BEHALF OF THE  
MINISTER OF FINANCE AND THE  
ECONOMY**

**FOR AND ON BEHALF OF THE  
TRINIDAD AND TOBAGO FIRE  
SERVICE ASSOCIATION FIRST  
DIVISION**

*Stephanie Lewis*  
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*Robert*  
.....  
*Wilton*  
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*Wilton*  
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*Debra Keywell*  
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*Gael Evelyn*  
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*Lynette A. ...*  
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*Carla ...*  
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*Joseph*  
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*Paul ...*  
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Dated this *27<sup>th</sup>* day of July, 2015

**FIRE SERVICE**  
**SALARY ADJUSTMENT APPLICABLE TO OFFICES IN THE FIRST DIVISION OF**  
**THE TRINIDAD AND TOBAGO FIRE SERVICE**  
**WITH EFFECT FROM JANUARY 1, 2011**

Office	Grade	Period	Salary Scale		
			Minimum	A	B
Assistant Chief Fire Officer	7	Existing (2010)	16,517		
Brigades Engineer		wef 1-Jan-11	17,178		
Divisional Fire Officer	6	Existing (2010)	13,731	14,068	14,401
		wef 1-Jan-11	14,280	14,631	14,977
Assistant Divisional Fire Officer	5	Existing (2010)	11,877	12,141	12,403
		wef 1-Jan-11	12,352	12,627	12,899

**FIRE SERVICE**  
**CLASSIFICATION AND COMPENSATION PLAN**  
**APPLICABLE TO FIRST DIVISION OFFICES IN THE TRINIDAD AND TOBAGO FIRE SERVICE**  
**FOR THE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2013**

Office	Gr.	Period	Salary Scale						Longevity				
			Minimum	A	B	C	D	E	F	Maximum	1ST	2ND	3RD
Assistant Chief Fire Officer Brigades Engineer	7	Existing as at 31/12/10	16,517										
		01/01/11 - 31/12/11	18,026										
		01/01/12 - 31/12/12	18,705										
		01/01/13 - 31/12/13	19,748										
Divisional Fire Officer	6	Existing as at 31/12/10	13,731	14,068	14,401								
		01/01/11 - 31/12/11	15,011	15,376	15,736								
		01/01/12 - 31/12/12	15,576	15,955	16,329								
		01/01/13 - 31/12/13	16,445	16,845	17,239								
Assistant Divisional Fire Officer	5	Existing as at 31/12/10	11,877	12,141	12,403								
		01/01/11 - 31/12/11	13,005	13,291	13,574								
		01/01/12 - 31/12/12	13,495	13,791	14,085								
		01/01/13 - 31/12/13	14,247	14,560	14,870								