

# **MEMORANDUM OF AGREEMENT**

**between the**

**CHIEF PERSONNEL OFFICER**

**and the**

**FIRE SERVICE ASSOCIATION  
OF TRINIDAD AND TOBAGO  
(SECOND DIVISION)**

**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 FIRE SERVICE ASSOCIATION** - **Party No. 2**  
**OF TRINIDAD AND TOBAGO**  
(SECOND DIVISION)

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 Second 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 from 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 \$4,000 shall be payable to each officer in respect of the period January 01, 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 held during the period. The event that an officer was promoted in the First Division during the period, the lump sum to be payable shall be that applicable to the office to which he/she was promoted.

**3. COLA**

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

**4. ALLOWANCES**

**A. HOUSE ALLOWANCE**

- (i) With effect from January 01, 2011, the monthly House Allowance payable to eligible officers shall be as follows:-

<b>MARRIED OFFICER</b>	<b>-</b>	<b>\$1,425 per month</b>
<b>SINGLE OFFICER</b>	<b>-</b>	<b>\$1,020 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 a single officer, save that where the allowance applicable to a married officer is greater than the total payable to the two officers at the single rate, the higher allowance shall be payable to one officer only.

- (iii) Where it is established to the satisfaction of the Chief Fire Officer that a single officer who is in a common-law relationship meets the criteria set out in the Cohabital Relationships Act, Chap. 45:55 of the Laws of Trinidad and Tobago, the officer shall be paid the rate of House Allowance applicable to a married officer.

**B. MEAL ALLOWANCE**

- (i) **With effect from January 01, 2011**, the monthly Meal Allowance payable to an entitled officer shall be **\$655 per month**.
- (ii) An officer may also qualify for the provision of a meal or payment of a Meal Allowance in lieu in the following circumstances:-
  - (a) Where he/she is required and authorized to continue working for more than **two hours** beyond the end of his/her normal work day or shift of duty. As an example, an officer whose normal shift of duty is of **nine hours** duration, would need to work beyond a total of **eleven hours** in order to qualify for this benefit; and
  - (b) Where the officer referred to at (a) above continues to work, as abovementioned, he/she would be eligible to be provided with another meal or meal allowance in lieu thereof at the end of each **four hour** period thereafter, calculated from **two hours** after the commencement of the period of excess hours.

**With effect from the date of issue of the relevant memorandum conveying instructions**, the Meal Allowance applicable under this provision shall be at a rate equivalent to one-third of the daily Subsistence Allowance payable under the Travelling Allowances Regulations, that is to say:-

**IN TRINIDAD**  
**\$50 per meal**

**IN TOBAGO**  
**\$54 per meal**

**C. RESPONSIBILITY ALLOWANCE**

With effect from **January 1, 2011**, the Responsibility Allowance payable to the holders of the under-mentioned offices who are required to be available for and to be on duty, as necessary, between the hours of **4:30 p.m. and 8:00 a.m.** shall be **\$645 per month**:-

- (a) **Fire Station Officer** in charge of the following stations:-

**NORTHERN DIVISION**

BELMONT	ARIMA	SANTA CRUZ
DIEGO MARTIN	SANGRE GRANDE	CHAGUARAMAS
WOODBROOK	TUNAPUNA	
SAN JUAN	MORVANT	

**SOUTHERN DIVISION**

SAN FERNANDO	RIO CLARO
PT. FORTIN	SIPARIA
PRINCES TOWN	

**CENTRAL DIVISION**

CONTROL COMMAND CENTRE, CHAGUANAS  
COUVA

**TOBAGO**

SCARBOROUGH  
ROXBOROUGH

- (b) **Fire Equipment Supervisor**, Engineering Division at Headquarters – Port of Spain and Scarborough, Tobago.
- (c) **Fire Station Officer**, in charge of Engineering at Headquarters – San Fernando.
- (d) **Fire Station Officer – Fire Prevention Unit** at Headquarters- Port of Spain, San Fernando and Scarborough, and at Central Division, Chaguanas.
- (e) **Fire Station Officer** – Water Resources Section.

**D. PROTECTIVE SUIT MAINTENANCE ALLOWANCE**

**With effect from January 1, 2011**, the Protective Suit Maintenance Allowance payable to assist with the care and maintenance of an officer's Structural Firefighting Suit shall be as follows:-

- (i) Officers allotted for duty in Operational areas - **\$190 every 4 months**
- (ii) Officers allotted for duty in Non-Operational areas - **\$190 every 6 months**

**E. AIRPORT DUTY ALLOWANCE**

With effect from **January 1, 2011**, the Airport Duty Allowance payable to an eligible officer shall be **\$205 per month**.

**F. LAUNDRY ALLOWANCE**

With effect from **January 1, 2011**, the Laundry Allowance payable to officers assigned for duty on **ambulances** and those attached to the **Water Resources Section and the Land, Search and Rescue Unit** shall be **\$195 per month**.

**G. PROFICIENCY ALLOWANCE**

(i) **With effect from January 1, 2011**, Proficiency Allowances payable to officers who possess specified skills and who are required to perform the undermentioned duties shall be at the rates specified below:-

CARPENTER	<b>\$160 per month</b>
CONTROL ROOM OPERATOR	<b>\$110 per month</b>
DRAUGHTSMAN	<b>\$190 per month</b>
GAS PUMP OPERATOR	<b>\$90 per month</b>
MASON	<b>\$130 per month</b>
MOTOR CYCLIST	<b>\$160 per month</b>
PLUMBER	<b>\$160 per month</b>
BOMB EXPERT	<b>\$280 per month</b>
HAZMAT TRAINING OFFICER	<b>\$190 per month</b>
HAZMAT OPERATOR/DRIVER	<b>\$160 per call</b>
HAZMAT OPERATOR	<b>\$110 per call</b>
WRECKER OPERATOR	<b>\$110 per call</b>

(ii) **With effect from January 1, 2011, Proficiency Allowance of \$425 per month** shall be paid to an officer who is the holder of a driving permit for Classes 5 and/or 6 in accordance with Section 50(1) of the Motor Vehicles and Road Traffic Act, Chapter 48:50 and who is required to operate vehicles in these classes, namely:-

Extra Heavy Appliance

Hydraulic Platform

Tractor/Lorry/Trailer

Omnibus

- (iii) An officer who as at March 06, 2012, was the holder of a driving permit for Class 5 and/or 6 and is required to operate a Heavy Appliance (Class 4) shall retain the allowance of **\$200 per month** as personal to him/her.
- (iv) **With effect from January 1, 2011**, the Proficiency Allowance payable to an officer who is the holder of a driving permit for **Class 4, 5 or 6** and who is required to drive an Ambulance shall be **\$120 per month**.
- (v) An officer who as at March 06, 2012 was:-
  - (a) the holder of a driving permit for Class 3
  - (b) was required to drive an Ambulance and
  - (c) was in receipt of **\$90 per month**,

shall retain that allowance as personal to him/her.

An officer is only eligible to receive one of the allowances at (ii), (iii), (iv) and (v) above.

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

**With effect from January 1, 2011**, the Special Proficiency Allowance paid to officers who have acquired specialized advanced certification as follows shall be **\$310 per month**:-

- (i) A degree in Occupational Safety and Health (OSH) or a National Examination Board Diploma in Occupational Safety and Health (NEBOSH) Management;
- (ii) Emergency Medical Technician (Intermediate) or Emergency Medical Technician (Paramedic).

In order to qualify for payment of the allowance, the officer shall be required by the Chief Fire Officer to utilize his skills and added knowledge on an **on-going basis**.

**I. TRANSFER BETWEEN TRINIDAD AND TOBAGO AND VICE VERSA**

I **With effect from January 1, 2011**, the allowances payable to an officer who is transferred from **Trinidad to Tobago or vice versa**, shall be as follows:

(a) **Transfer Allowance**

<b>With effect from January 1, 2011</b>	<b>\$850 per month</b>
<b>With effect from January 1, 2012</b>	<b>\$900 per month</b>
<b>With effect from January 1, 2013</b>	<b>\$990 per month</b>

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

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

With effect from January 1, 2011	<b>\$1,900 per month</b>
With effect from January 1, 2013	<b>\$2,000 per month</b>

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

With effect from January 1, 2011	<b>\$2,550 per month</b>
With effect from January 1, 2013	<b>\$2,700 per month</b>

II The conditions that govern the payment of these allowances as set out in the Memorandum of Agreement dated March 27, 2001 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 **eighteen (18) 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 **eighteen (18) 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/she requests his/her 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**;
- (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 **eighteen (18) months** from the date of transfer; and
- (g) the allowances shall not be payable to an officer posted to Trinidad and Tobago on first appointment: first appointment being his/her assignment for duty after completion of his/her period of **initial** training.

III In addition to II above, where the monthly House Allowance at **4A** is greater than the Housing Allowance under the 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.

#### J. **SPECIAL ALLOWANCE**

- (a) An officer **living in Trinidad** who, on completion of his/her initial period of training is assigned to duty in Tobago, shall, in addition to the House and Meal Allowance at 4A and B above be paid a Special Allowance for a maximum period of **eighteen (18) months**. With effect from January 1, 2011, the rate of the allowance shall be as follows:-

**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) On the officer's return to Trinidad, he/she shall not be regarded as being on transfer and **shall not** qualify for the allowances at I above.
- (c) For purposes of I above, this officer shall be considered to be transferred when next he/she is required to take up official duty in Tobago.
- (d) The above arrangements shall apply, **mutatis mutandis**, to an officer **living in Tobago** who is assigned to Trinidad on completion of his/her **initial** period of training.

**5. TRAVELLING FACILITIES AND ALLOWANCES**

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

**With effect from the date of issue of the 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 affecting 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:-

**With effect from January 1, 2011                      \$2,200 per month**

**With effect from January 1, 2013                      \$2,400 per month**

**D. KILOMETRIC ALLOWANCE**

**With effect from January 1, 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 January 1, 2011, the rate of the Kilometric Allowance payable under Regulation 16 of the Travelling Allowance Regulations shall be \$2.95 per kilometre.**

F. SUBSISTENCE ALLOWANCE

- (i) With effect from the date of issue of the 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 and 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  
ON BEHALF OF THE MINISTER  
OF FINANCE AND THE ECONOMY

FOR AND ON BEHALF OF  
THE FIRE SERVICE ASSOCIATION  
OF TRINIDAD AND TOBAGO  
(SECOND DIVISION)

*Stephanie Lewis*  
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*B. Bailey*  
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*D. Khan*  
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*W. Barton*  
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*Kevin Keywell*  
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*Gail Evelyn*  
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*Anthony P. Williams*  
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Date this 27<sup>th</sup> day of July, 2015

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

Office	Gr.	Period	Salary Scale						Longevity				
			Minimum	A	B	C	D	E		F	Maximum		
Fire Equipment Supervisor Fire Station Officer	4	Existing (2010)	10,024	10,288	10,550	10,814	11,078	11,340	11,605				
		wef 1-Jan-11	10,425	10,700	10,972	11,247	11,521	11,794	12,069				
Fire Sub-Station Officer	3	Existing (2010)	8,597	8,799	9,002	9,204	9,408	9,611	9,814	10,016			
		wef 1-Jan-11	8,941	9,151	9,362	9,572	9,784	9,995	10,207	10,417			
Fire Sub-Officer	2	Existing (2010)	7,171	7,374	7,577	7,780	7,983	8,186	8,388	8,588			
		wef 1-Jan-11	7,458	7,669	7,880	8,091	8,302	8,513	8,724	8,932			
Firefighter	1	Existing (2010)	5,512	6,254	6,406	6,559	6,711	6,864	7,015	7,163			
		wef 1-Jan-11	5,732	6,504	6,662	6,821	6,979	7,139	7,296	7,450			
										7,315	7,467	7,620	
											7,608	7,766	7,925

# FIRE SERVICE

## CLASSIFICATION AND COMPENSATION PLAN

APPLICABLE TO SECOND DIVISION OFFICES IN THE TRINIDAD AND TOBAGO FIRE SERVICE  
FOR THE PERIOD JANUARY 1, 2011 TO DECEMBER 31, 2013

Office	Gr.	Period	Salary Scale						Maximum	Longevity			
			Minimum	A	B	C	D	E		F	1ST	2ND	3RD
Fire Equipment Supervisor Fire Station Officer	4	Existing as at 31/12/10	10,024	10,288	10,550	10,814	11,078	11,340	11,605				
		01/01/11 - 31/12/11	10,999	11,285	11,568	11,855	12,140	12,424	12,710				
		01/01/12 - 31/12/12	11,414	11,710	12,004	12,301	12,597	12,891	13,189				
		01/01/13 - 31/12/13	12,050	12,363	12,673	12,987	13,299	13,610	13,924				
Fire Sub-Station Officer	3	Existing as at 31/12/10	8,597	8,799	9,002	9,204	9,408	9,611	9,814	10,016			
		01/01/11 - 31/12/11	9,455	9,673	9,893	10,111	10,332	10,552	10,772	10,991			
		01/01/12 - 31/12/12	9,811	10,038	10,266	10,492	10,721	10,949	11,178	11,405			
		01/01/13 - 31/12/13	10,358	10,597	10,838	11,077	11,319	11,560	11,801	12,041			
Fire Sub-Officer	2	Existing as at 31/12/10	7,171	7,374	7,577	7,780	7,983	8,186	8,388	8,588			
		01/01/11 - 31/12/11	7,912	8,131	8,351	8,570	8,790	9,009	9,229	9,446			
		01/01/12 - 31/12/12	8,209	8,438	8,666	8,893	9,121	9,349	9,577	9,801			
		01/01/13 - 31/12/13	8,667	8,908	9,149	9,389	9,630	9,870	10,111	10,348			
Firefighter	1	Existing as at 31/12/10	5,512	6,254	6,406	6,559	6,711	6,864	7,015	7,163	7,315	7,467	7,620
		01/01/11 - 31/12/11	6,116	6,919	7,083	7,249	7,413	7,580	7,743	7,903	8,068	8,232	8,398
		01/01/12 - 31/12/12	6,346	7,180	7,350	7,522	7,692	7,865	8,035	8,201	8,371	8,543	8,714
		01/01/13 - 31/12/13	6,700	7,580	7,760	7,941	8,121	8,304	8,483	8,658	8,838	9,019	9,200