A.O. No.: 7-33
Ordered:
Effective:

MIAMI-DADE COUNTY
ADMINISTRATIVE ORDER

RATES FOR SPECIAL OFF-DUTY FIRE RESCUE SERVICES

AUTHORITY:
Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter and Section 2-56 of the Code of Miami-Dade County.

SUPERSEDES:
This administrative order supersedes previous administrative order 7-33, ordered June 22, 2004 and effective July 2, 2004. ~~dated December 20, 1994.~~

POLICY:
Section 2-56 of the Miami-Dade County Code allows for the assignment of off-duty County personnel to provide fire services. It is the policy of Miami-Dade County that the rates to be charged for such services shall be adequate to compensate off-duty County employees for their services, and also to enable the County to recover the fringe benefit and administrative costs associated with these assignments.

PROCEDURES:

Fire Protection and Rescue Watch

The following hourly rates will be paid to employees:

Classification	Employee Rate of Pay	
Fire Fighter	~~$ 28/hour~~	$30/hour
Fire Lieutenant	~~$ 30/hour~~	$32/hour
Fire Captain	~~$ 33/hour~~	$36/hour
Chief Fire Officer	~~$ 36/hour~~	$39/hour

These rates shall be adjusted once every two fiscal years to keep pace with the national consumer price index rate of inflation. Adjustment shall be rounded to the nearest dollar amount.

The vendor contracting for off-duty services pays the employee rate plus the prevailing rates for social security (FICA and MICA), special risk retirement and an administrative surcharge to cover the cost of providing the service.

Total Charge To Permittee:

A surcharge of five percent (5%) will be charged to the permittee to cover the County's direct costs of processing and recording off-duty services. The sum of the three charges (employee rate of pay, social security and retirement benefits, and surcharge) is to be rounded to the nearest twenty-five cents ($0.25) and charged each hour or fraction thereof of service provided.

Minimum Charge:

The minimum charges for off-duty services shall be the amount applicable for three (3) hours of service.

Time Of Service:

Hourly charges for off-duty services will be calculated from the starting time and location agreed upon by the permitttee and the department issuing the permit, through the time of completion of the required services, exclusive of travel time required for the employee(s) to report for their assignment, and exclusive of travel time from the location associated with the completion of services to subsequent personal or other official destination of the employee(s).

Utilization Of Vehicles:

The charge for the use of County vehicles in connection with off-duty assignments shall be four (4) dollars per hour or $0.53 cents per mile, whichever is greater. If special equipment, such as boats, aircraft of fire apparatus, is involved, the department shall get charges based on known operating costs or upon prevailing private sector rates for such equipment.

Collection Of Fees And Payment To Employees:

The department shall be responsible for providing permitttees with information as to the current applicable fringe benefit rates and other charges, and for collecting all monies due from the permitttee in accordance with departmental procedures. Accounts thirty (30) days in arrears may be subject to finance charges up to the maximum legal rate. In no instance shall the employee(s) performing the service be permitted to receive or required to assist in the collection of any monies due the department from the permittee. Personnel performing off-duty services shall be fully compensated in the paycheck for the pay period during which the off-duty services were provided, or in the immediately following paycheck. Permittee may be required to leave a deposit of up to 100% of the projected cost of the service.

This administrative order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

~~George M. Burgess~~
County Manager