

THE RURAL MUNICIPALITY OF PINEY

“Firefighter Remuneration Policy”

Subject: Firefighter Remuneration

Effective Date: February 12th, 2020

Replaces Policy: New

Resolution No.: 48 **Resolution Date:** February 11th, 2020

A. **PURPOSE:**

To establish a clear understanding of firefighter remuneration schedules and to outline internal controls to ensure remunerations are paid within an appropriate timeline.

B. **POLICY**

1. Documenting Accounts Payables:

The following standardized forms will be filed with the General Cheque Voucher:

- Fire reports for those fires attended by the Firefighter
- Training Reports
- Employee Statement of Expenses, including applicable receipts
- Signed by the designated fire person

2. Payment Procedures

- a. The Accounting Clerk shall prepare all General Cheque Vouchers with supporting documents;
- b. The CAO and/or Municipal Fire Chief shall review all payables and recommend approval by signing the statement of expense, training report, fire report or General Cheque Voucher.

- c. Once invoices have been approved by the CAO and/or Department Head, the Accounting Clerk shall prepare a cheque run. Firefighter remuneration shall be paid within 30 days of receipt from the District Stations;
 - d. All payments within approved spending authorities, as per Council Policy, may be issued for payment upon completion of the cheque run and being signed by the signing authorities;
 - e. The Accounting Clerk shall prepare the cheque register for examination at each regular meeting;
 - f. Council members will have the opportunity to examine the cheque register and question any account upon request. The cheque register report will be presented to Council Members for final approval at the regular meetings.
3. Payments
- a. Payments will be made quarterly and mailed directly to the volunteer member. It is the responsibility of each volunteer member to supply the RM with their appropriate address. Should the firefighters address change, it is the member's responsibility to notify the municipality of the address change. Payments will be mailed to the most recent address on file.
 - b. The RM will not hold cheques for pickup.
4. Payments During Declared Emergency
- a. The provisions outlined do not apply during or with respect to an emergency or disaster as declared by council or the head of council under the Emergency Measures Act;