

THE RURAL MUNICIPALITY OF PINEY

“Fire Fighter Remuneration Policy”

Subject: Fire Fighter Remuneration

Effective Date: May 10, 2023

Replaces Policy: March 9, 2022

Resolution No.: 132

Resolution Date: May 9, 2023

PURPOSE:

The purpose of this policy is to establish rates for remuneration to volunteer Fire Fighters and a clear understanding of firefighter remuneration schedules. The Policy will outline internal controls to ensure remunerations are paid within an appropriate timeline.

POLICY STATEMENT

The Rural Municipality of Piney is committed to ensuring that volunteer fire fighters are fairly compensated on a standard system. This policy breaks down what is paid by the RM.

POLICY

1. Remuneration:

Monthly Indemnity for MFC's and District Fire Chief's

- MFC – Monthly Indemnity of \$400.00
- District Fire Chief – Monthly Indemnity of \$150.00
- Deputy Fire Chief – Monthly Indemnity of \$100.00

Fire Fighting Hourly Indemnity

The Rural Municipality of Piney will pay indemnities as follows:

- i) Rate: \$17.00 per hour, minimum 2 hour call out time;
- ii) A mileage reimbursement as per municipal rates to attend and return from a fire. The distance will be calculated from the fire hall to the fire or from his residence to the fire, whichever is closer;

The following premiums will be paid, for each hour worked:

- i) Level 1 Fire Fighter Premium - \$0.50 per hour

Provincial Level 1 and 2 Training

- A maximum \$1,000.00 per person indemnity for successful completion of Level 1;
- A maximum \$1,000.00 per person indemnity for successful completion of Level 2;

Level 1 and 2 indemnities will be deemed earned upon completion of the level. Expenses shall be paid as follows:

- i) Mileage to and from as per municipal rates;
- ii) Motel room(s) to a maximum nightly amount of \$175.00, anything over requires prior MFCs approval;
- iii) Maximum nightly private lodging per diem \$60.00;
- iv) Meals as per municipal rates;
- v) Course Fees;

Regular Training Sessions

\$35.00 per session for each session attended. The Fire Department must submit a list of personnel and the number of sessions attended by each member to the R.M. quarterly (March, June, September and December).

Professional Development (PD) Courses

The Rural Municipality of Piney will require fire personnel from all Fire Departments to receive the proper PD courses. All PD courses must receive prior approval from the MFC. The following will be paid by the Municipality:

- i) \$75.00 per person for less than 5 hours of training session plus mileage;
- ii) \$150.00 per person for more than 5 hours of training session plus mileage;
- iii) Mileage to and from as per municipal rates;
- iv) Motel room(s) to a maximum nightly amount of \$175.00, anything over requires prior MFC approval;
- v) Meals as per municipal rates;
- vi) Course Fees;

Time spent traveling to PD courses is included in the rates outlined.

CPR and First Aid Certificates

The following will be paid by the Municipality:

- i) Cost of the course;
- ii) An hourly indemnity of \$17.00 for time spent in class taking the course(s);

Mutual Aid Meetings

The following will be paid by the Municipality:

- i) Mileage at the municipal rate for one vehicle for each Fire Station to attend ongoing Mutual Aid Meetings;
- ii) An indemnity of \$75.00 per meeting per person, one from Sprague, one from Piney, one from Woodridge and the MFC, for attending Mutual Aid Meetings;

Billing must be submitted to the Municipality indicating who was in attendance, the date and place of the meeting, kilometers, and the name of the person claiming the mileage indemnity.

Special Meetings

The following will be paid by the Municipality:

- i) An indemnity of \$17.00 per hour for attendance at Council Meetings and/or meetings with the Fire Commissioner's Office when requested;
- ii) An indemnity of \$17.00 per hour for attendance at District Fire Chief Meetings and/or meetings regarding Special Projects;
- iii) Mileage at the municipal rate to Fire Station Personnel who attends such meetings;

Non-Fire Related

At the discretion of the MFC, all work must be signed and approved by the MFC and must conform to RM policy and procedures.

Meal Allowance

The Rural Municipality will absorb the cost of meals for the Fire Departments' personnel who have fought a fire for (4) hours or more. It will be at the discretion of the MFC or Officer in charge. The names of the Fire Departments personnel shall be listed on the bill and submitted to the Municipal Office.

Class 3/4 Licence and Air Endorsement

The following costs will be reimbursed by the Municipality for a fire person to acquire his/her Class 3/4 Licence or Air Endorsement:

- i) The cost for the written and driver's tests on a one-time basis for each, the written test and the practical test;
- ii) Mileage at the municipal rate;
- iii) Fees for a medical report when required for the Class 3/4;

Medical Examination

The Municipality will reimburse the cost of a medical report performed at the request of Council or the MFC.

2. Procedures

Documenting Accounts Payables

The following standardized forms will be filed with the Payworks Online Voucher:

- Fire reports for those fires attended by the fire fighter;
- Training reports;
- Employee statement of expenses, including applicable receipts;
- Signed by the designated fire person;

Payment Procedures

- a. The Accounting Clerk shall prepare all Payworks Online 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 Payworks Online Voucher;
- c. Once the Statement of Expenses have been approved by the District Chief, the Accounting Clerk shall prepare a cheque run within 30 days of receipt from the District Stations. Statement of Expenses may be submitted and paid on a monthly basis. All expenses submitted must be on the approved Statement of Expenses form.
- d. Once training reports and additional time have been approved by the CAO and/or Department Head, the Accounting Clerk shall forward payment details to Payworks. Fire fighter remuneration shall be paid by the end of each quarter reporting month (April, July, October, and January);
- e. All payments within approved spending authorities, as per Council Policy, may be issued for payment upon completion of the pay run;
- f. The Accounting Clerk shall prepare the Payworks report for examination at each regular meeting;
- g. Council members will have the opportunity to examine the Payworks report and question any account upon request. The Payworks report will be presented to Council Members for final approval at the regular meetings;

Payments

- a. Payments will be made quarterly by the end of the reporting month, through Payworks by direct deposit, to the volunteer member. It is the responsibility of each volunteer member to update their Payworks account profile with the appropriate information. Payworks will email each member of the fire department directly, with log-in/user information. Once steps are followed, as outlined in the emails, each fire fighter will have access to his/her account profile on Payworks.

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;