POLICY #CSD-01: Volunteer Firefighter Compensation

Community Services

Approval Date: **April 10, 2001**
Approval Authority: **Council**
Effective Date: **April 10, 2001**
Revision Date/s: **July 24, 2001**
December 10, 2002
November 9, 2004
March 4, 2006
September 13, 2011
April 7, 2014
March 14, 2017

Purpose:

To provide an equitable and consistent method of providing Volunteer Firefighter compensation. This policy applies to all Norfolk County Volunteer Firefighters except where a duly ratified Collective Agreement is in explicit contradiction to this policy.

Policy Statement

It shall be the policy of Norfolk County Fire and Rescue Services to harmonize the compensation of Volunteer Firefighters throughout the County. Volunteer Firefighter compensation should meet Federal and Provincial guidelines and municipal best practices.

Definitions:

Volunteer Firefighter

- As defined in Part 1 of the Fire Protection and Prevention Act, 1997.
- As defined in WSIB Policy 12-04-02 “Volunteer Forces”, dated January 2, 2014.

Workers’ Compensation Benefits

- As provided for in the Workplace Safety and Insurance Act, 1997, as amended, and as adjudicated by the Workplace Safety and Insurance Board (WSIB).

On-duty

- Means when participating in an authorized activity of the Fire and Rescue Services Division.
- As may be more specifically defined in a particular insurance policy provided under this Policy.

- Does not necessarily mean that compensation or expenses are payable.

Implementation Procedure:

Compensation:

Hourly Rate:

On Duty	**Remuneration - 1% Increase**			
	January 1, 2016	**January 1, 2017**	**January 1, 2018**	**January 1, 2019**
Firefighter	$27.27	$27.54	$27.82	$28.10
Premium when performing the following duties	**Remuneration - 1% Increase**			
	January 1, 2016	**January 1, 2017**	**January 1, 2018**	**January 1, 2019**
Fire Instructor (training/meeting $20.00 plus the following premium)	$7.07	$7.14	$7.21	$7.28
Fire Safety Educators (training/meeting $20.00 plus the following premium)	$7.07	$7.14	$7.21	$7.28
Emergency Preparedness Educators (training/meeting $20.00 plus the following premium)	$7.07	$7.14	$7.21	$7.28

Training Rate:.....$20 per hour
Meeting Rate:.....$20 per hour
Preparation Rate (Prep): .....$20 plus premium per hour
Helper:.....$20 per hour
Mileage:.....Shall be paid in accordance with Policy HR-09, Staff Mileage Reimbursement
Travel Expenses: .....To be paid as per County policy HR-17
Daily Flat Rate:.....Headquarter initiated and approved courses for specialized training activities above 5 hours will be paid at $160 per day (Refer to Table “A”)

Vacation Pay: .....To be paid at a rate of 4% as approved by Council

Approved Station Training (paid in 15 minute increments):

- Training Rate for each hour performing training (daily rate does not apply)
- Fire Instructor (FI) will be paid a premium if facilitating the training
- Captains with Fire Instructor designation will conduct a minimum 70% of station training
- Firefighters with Fire Instructor designation may conduct up to 30% of station training
- Fire Instructors may claim preparation time
- May have more than one Fire Instructor conducting training in certain conditions
- Firefighters may conduct training if they have a certification or licensed trade in their field. These Firefighters will be paid a premium for facilitating the training plus prep time if required
- Stations may train up to 84 hours/year – additional hours require approval from the Deputy Fire Chief/designate

Firefighters may travel to another station for makeup training purposes as approved by the District Chief/designate.Specialized Training (as approved by the Deputy Fire Chief/designate):

- All approved “specialized training” (beyond normal practice night) will be paid the training rate (daily rate will apply)
- Fire Instructors will be paid a premium if facilitating the training
- Fire Instructors may claim preparation time
- Daily rate does not apply to the Fire Instructors

Approved Meetings:

- All approved meetings will be paid at the meeting rate.
- Approved meetings include District Chief’s meeting, Health and Safety meetings, Trainer/Coordinator meetings, Fire Safety Educator meetings, Emergency Preparedness Educator meetings, Officer meetings , and any other meeting as approved by the Fire Chief or designate.

Reimbursement:

- Firefighters attending approved courses that do not require overnight accommodation are entitled to reimbursement of expenses (less any meals provided). Itemized Receipts must be submitted
- Firefighters attending approved courses that require overnight accommodation may submit receipts and such expenses shall be reduced by the County’s policies re: Training and Development, Reimbursement of travel expenses, Professional Development symposiums and Seminars, and Accounts Payable Policy and Procedure

- Firefighters attending an emergency alarm that is greater than four (4) hours in duration may be provided with a meal, whenever possible, or at the discretion of the incident commander
- Firefighters attending an emergency alarm that requires the use of the rehab vehicle may utilize the rehab vehicle for food and drink
- Firefighters that are attending an approved stand-by event may be issued meal tickets (eg. Friday the 13th)
- Compensation for stand-by events will be approved as per the Duty Officer
- Travel time to and from approved events as per Table A is not compensated

Incident Call-Out (paid in15 minute increments):

- All tone activated alarms will be compensated at the hourly rate (no daily limit, 1 hr minimum)
- If call is cancelled, only those Firefighters that have signed in will be reimbursed
- No Volunteer Firefighter shall receive “double” or additional compensation for participation at an authorized activity that overlaps with another ongoing activity

Approved Fire Safety Education (FSE) Activities:

- Fire Safety Educators (FSE) will be paid at the Fire Safety Educator rate (when delivering the program) and are not subject to the daily rate
- New FSE’s must attain Fire Safety Education Certification within 2 years from date of appointment pending course availability
- Fire Safety Educators may claim preparation time as approved by Headquarters
- Firefighters assisting Fire Safety Educators will be paid the Helper rate
- Firefighters that have the FSE certification but are not acting in that capacity, will be paid the Helper rate when assisting
- Firefighters that have the FSE certification but are not acting in that capacity and wishing to become an active FSE, may voluntarily job shadow and attend FSE meetings in order to learn the role and responsibilities

Approved Emergency Preparedness Educators (EPE) Activities:

- Emergency Preparedness Educators (EPE) will be paid at the Emergency Preparedness Educator rate (when delivering the program) and are not subject to the daily rate
- New EPE’s must attain Emergency Preparedness Educators Certification within 2 years from date of appointment pending course availability.
- Emergency Preparedness Educators may claim preparation time as approved by Headquarters
- Firefighters assisting Emergency Preparedness Educators will be paid the Helper rate
- Firefighters that have the EPE certification but are not acting in that capacity, will be paid the Helper rate when assisting

- Firefighters that have the EPE certification but are not acting in that capacity and wishing to become an active EPE, may voluntarily job shadow and attend EPE meetings in order to learn the role and responsibilities

Pay Date:

All stations to be paid quarterly. For accounting purposes, December 1 shall be the start of the year, unless otherwise specified in a collective agreement.

Rate Adjustments:

Volunteer Firefighter compensation amounts may be reviewed annually. Any adjustments approved by Council will be applied as directed.

Table A (attached) lists the activities that may be specifically authorized for compensation payments or direct expense claims under this section of the Policy. Authorized means by the Fire Chief or designate as per Table A.

Rank Structure/Premiums

District Chief
- Rank Premium $3,000
- Additional 15 minute pay increment to complete/review S.I.R.'s when required

Deputy District Chief
- Assume Trainer/Coordinator role
- Rank Premium $2,400 (with Fire Instructor designation)
- Rank Premium $1,600 (without FI)
- Additional 15 minute pay increment to complete S.I.R.'s when required and District Chief not available

Captain
- Rank Premium $2,000 (with FI designation)
- Rank Premium $1,200 (without FI designation)
- Must perform a minimum 70% of training (combined)

An officer absent greater than 21 days will result in rank premiums being pro-rated. An individual filling a rank will receive the appropriate pro-rated premium.

Insurance Coverage

Workers Compensation: The County shall annually select the maximum Workers Compensation Benefits available for Volunteer Firefighters.

Accident and Sickness Insurance (on-duty coverage): The County shall provide and pay the premiums for Volunteer Firefighters on-duty accident and sickness insurance that recognizes the special risks of firefighting and that provides lost wage protection from the Volunteer Firefighter's regular employment. The Disability is coordinated with WSIB to help alleviate any potential lost income from being hurt as a Firefighter. Such insurance shall include coverage for infectious diseases, injuries resulting from Volunteer Firefighter competitions, hospital and medical costs and any other authorized activity of the Fire Department.

Accidental Death and Dismemberment (off-duty coverage): The County shall provide, as a package, in addition to on-duty coverage, off-duty accidental death and disability insurance in a similar amount to the on-duty coverage. The County shall pay the premium for said coverage. Additional coverage can be purchased for family members and this option is at his/her own cost.

Critical Illness Insurance: The County shall provide critical illness insurance to the Volunteer Firefighter, as may be identified under presumptive legislation, and as per the terms of the agreement.

Life Insurance: The County shall provide to the Volunteer Firefighter 24 Hour Group Life insurance coverage. If the covered firefighter would like to include their spouse for coverage, they can do so at their own cost once medical evidence is presented to the Insurance Company and has been approved.

Leave of Absence (LOA): For all approved LOA Volunteer Firefighters are responsible for paying the cost of the premium for insurance.

TABLE A: Eligible Activities for Reimbursement Payment

	Activity	Authorized By	Off'l	Rate	Min	Add'l	Km	Exp
1	Incident call-outs	Dispatch	Yes	hourly rate	1 hr	¼ hr	no❶	no
2	Post incident clean-up	Incident Commander	Yes	hourly rate	¼ hr	¼ hr	no	no
3	Station standby, required	Duty Officer	Yes	hourly rate	1 hr	¼ hr	no❶	yes
4	Station standby, social	District Chief/DDC	Yes	none	-	-	no	no
5	Fire cause investigation	Duty Officer	Yes	hourly rate	1 hr	¼ hr	yes	yes
6	Public Safety Education	Deputy Fire Chief or designate	Yes	Training rate plus premium	1 hr	¼ hr	yes	yes
7	Helper	Deputy Fire Chief or designate	Yes	Helper rate	1 hr	¼ hr	yes	yes
8	Emergency Preparedness Educator	Deputy Fire Chief or designate	Yes	Training rate plus premium	1 hr	¼ hr	yes	yes
9	Code Inspection/enforcement	Deputy Fire Chief or designate	Yes	hourly rate	1 hr	¼ hr	yes	yes
10	Code Inspection/enforcement	Deputy Fire Chief or designate	Yes	none	-	-	no	no
11	Committee meeting	Committee Chair	Yes	meeting rate	none	none	yes❶	no
12	Professional development	Deputy Fire Chief or designate	Yes	training rate	½ hr	none	yes❶	yes❷
13	Specialized Professional Development	Deputy Fire Chief or designate	Yes	training rate	< 5 hr	none	yes❶	yes❷
14	Specialized Professional Development	Deputy Fire Chief or designate	Yes	daily flat rate	> 5 hr	none	yes❶	yes❷
15	Firematic events, contests	Association	no	none	-	-	no	no
16	Other approved activity	Fire Chief/DC	Yes	hourly rate	¼ hr	¼ hr	yes❶	no
17	Prep Time	Fire Chief/DC	Yes	prep rate	1hr	¼ hr	yes❶	no
18	Firehouse Entry	Fire Chief/DC	Yes	hourly rate	¼ hr	¼ hr	no	no
19	Health and Safety Inspections	Fire Chief/Asst Chief	Yes	hourly rate	1 hr	¼ hr	no	no

Key to Table

off'l	Official activity (yes), qualifies for WSIB, liability coverage, Accident and Sickness insurance on-duty coverage.
km	Activity may qualify for mileage reimbursement. Car-pooling is mandatory when appropriate.
exp	Activity may qualify for reimbursement of direct expenses (e.g.: meals, accommodations).
authorized by	Mandatory <u>minimum</u> authorization level required to qualify for benefits or compensation.
Add'l	Additional Increments of time
❶	Mileage <u>may</u> be claimable if the event is not in home fire district and a personal vehicle is used. Car-pooling is expected. Mileage <u>may</u> also be claimable if the Volunteer Firefighter is requested to use a personal vehicle for official business. All mileage will be paid from home station.
❷	These <u>may</u> be in or out-of-County events and as such <u>may</u> qualify for expense reimbursement if travel is involved.