



# qathet REGIONAL DISTRICT

<b>SECTION 5.3</b>	<b>INDIVIDUAL SERVICE POLICIES</b>
<b>POLICY</b>	<b>5.3.4</b>
<b>SUBJECT</b>	<b>FIRE DEPARTMENTS' HONOURARIUM POLICY</b>
<b>ADOPTED</b>	<b>FEBRUARY 22, 2023</b>

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## **POLICY STATEMENT:**

The qathet Regional District recognizes the service that members of the volunteer fire departments give to the community.

## **PURPOSE:**

To provide direction on standardized honourarium to be administered for all qathet Regional District (qRD) fire department members.

## **SCOPE:**

This policy applies to all qRD volunteer fire department members.

## **POLICY:**

To qRD will maintain a comprehensive system of equitable volunteer honourariums across all volunteer fire departments.

## **RESPONSIBILITY/AUTHORITY TO ACT:**

The Manager of Emergency Services shall have overall responsibility for implementing the honourarium policy.

The Fire Chiefs shall ensure that:

1. volunteers within the fire departments are informed of the policy,
2. remuneration rates are accurate per each volunteer's rank and current training levels, and
3. attendance is accurately recorded at incidents, training, requisite duties, and mandatory meetings.

**PROCEDURES:**

1. Honourariums will be paid to volunteers on a quarterly basis.
2. Honourariums will be calculated according to Appendix "A".
3. Honourariums and expense claims will be approved for payment by the Manager of Emergency Services.
4. Travel expenses for volunteers will be reimbursed as per qRD Policy 4.2.

This policy shall be reviewed every four years to ensure that it is current and relevant.

## **APPENDIX A**

As of January 1, 2023, the following honourarium structure and rates apply to all volunteers with qathet Regional District fire departments:

### **1. FIRE OFFICER ANNUAL STIPEND RATES:**

- a. Fire Chief: \$9,000.00 annual
- b. Deputy Chief: \$3,630.00 annual
- c. Captain: \$2,420.00 annual
- d. Lieutenant: \$1,210.00 annual

The above amounts are intended to recognize the leadership roles borne by the Officers of the Fire Department and the additional tasks such as scheduling of volunteer fire department events, training plan development, and other activities not captured below and that are required for the organization and operations of the volunteer fire department.

### **2. HOURLY RATES:**

Volunteers will receive honourariums at the following hourly rates for incident call-outs, weekly practices, required meetings, and requisite duties. Each volunteer will be offered the honourarium based on the highest training level achieved by the volunteer.

- a. Base Volunteer: \$15.00 per hour
- b. First Responder, Driver, Response Coordinator: \$17.00 per hour
- c. Exterior Operations Firefighter: \$20.00 per hour
- d. Full Service Firefighter: \$25.00 per hour

### **3. PRACTICES:**

Honourariums for weekly practices are based on a two hour session. Honourariums will be offered for additional practice sessions only if the practice was pre-approved by the Fire Chief as part of the volunteer fire department's annual training plan. The honourarium amount will correspond to the volunteer's hourly rate per section 2.

### **4. OTHER TRAINING:**

Other Training includes all training that occurs outside of the regular practice nights at the fire hall. Other Training frequently occurs on the weekends to accommodate volunteers' schedules but it may occur on any day of the week. Other Training may occur locally at the fire hall or at a neighbouring fire hall or it may occur out of town at a training institution, fire hall, or other training venue. All Other Training activities must be pre-approved by the Fire Chief prior to the volunteer attending the training session. The honourarium for Fire Department volunteers at Other Training will be calculated per the daily recompense described in qRD Travel Expense Policy 4.2.

## **5. INCIDENT CALL-OUTS:**

Fire Department volunteers will be offered honourariums for all hours spent during incident call-outs. The honourarium calculation begins at the time the Fire Department volunteer responds to the page and ends when they complete all duties associated with the call. Honourarium amounts for all incident calls will be calculated at actual time spent with a two hour minimum. Honourariums for incident call-outs will be calculated based on the volunteer's hourly rate per section 2.

## **6. REQUIRED MEETINGS:**

Required fire department meetings include Officers Meetings, Occupational Health & Safety Committee Meetings, Regional Fire Chiefs' Meetings, qRD Fire Chiefs' Working Group Meetings, and Regional Training Officers' Meetings. Other meetings may be considered on a case by case basis with approval of the Manager of Emergency Services. Honourariums for required meetings will be calculated based on the volunteer's hourly rate per section 2.

## **7. REQUISITE DUTIES:**

Requisite duties include operational duties, outside of regular weekly practices, required for the safe operation of the fire department. These duties include truck checks, necessary fire equipment maintenance or testing performed by the volunteers. The development of fire response pre-plans for applicable properties within the fire service area also qualify as requisite duties. Honourariums for requisite duties will be calculated based on the volunteer's hourly rate per section 2.

## **8. DUTY OFFICERS:**

The Duty Officer schedule will be confirmed by the Fire Chief identifying the Duty Officer for each 24 hr period. The Duty Officer will be available within the service area during the time scheduled. Duty Officers will be offered an honourarium calculated at \$50 per day. The Duty Officer role may be split into ½ days and will then be compensated at \$25 per ½ day.