



## LAC LA BICHE COUNTY PROCEDURE

TITLE: VOLUNTEER FIREFIGHTERS  
TRAVEL & SUBSISTENCE

PROCEDURE NO: CM-23-004

SPECIAL NOTES/CROSS REFERENCE:  
CM-23-004 Volunteer Firefighters Travel & Subsistence Policy

AMENDMENT DATE: NOVEMBER 10, 2014

### PROCEDURE:

Authorized expenses for volunteer Fire fighters will be paid by one of the following methods at the discretion of either the Manager of Protective Services, the Chief Administrative Officer, or his/her designate.

1. Where travel is authorized, the most direct, economical, and logical mode of travel shall be utilized. Mileage will be paid at a rate as determined by Council from time to time.
2. Volunteer Fire Fighters who attend conferences, training courses or seminars, meetings, and other County related and/or initiated activities, that do not require an overnight stay and where meals are not provided, will receive meal allowances (inclusive of G.S.T.) at the following rates:

Breakfast	\$15.00
Lunch	\$20.00
Supper	\$30.00
<b>TOTAL</b>	<b>\$65.00</b>

To be eligible for the meal allowances the volunteer Fire Fighter must be away from their respected Districts by the following times:

<b>Time</b>	<b>Eligible for:</b>
7:00 a.m.	Breakfast
12:00 noon	Lunch
6:00 p.m.	Supper

If meal expenses exceed the meal allowances listed above, including a 15% gratuity, Lac La Biche County will reimburse the meals upon submission of a receipt. Alcoholic beverages will

not be paid for.

3. Hotel accommodations and other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed. Volunteer Fire Fighters may utilize private accommodations and will be paid \$50.00 for overnight accommodation only.
4. A per diem allowance of \$20.00 per day will be provided to cover gratuities and miscellaneous expenses for each twenty four hours of travel status.
5. Spouses registration fee, banquet tickets, meal allowances, and travel expenses will NOT be paid.
6. Volunteer Fire District Chiefs and another representative of the district will only will be paid at a rate of \$125.00 per meeting as initiated or approved by Lac La Biche County. This honorarium may, at the sole discretion and direction of the District's Fire Chief, be made payable to the corresponding Fire District.
7. When volunteer Fire Fighters are required to attend conferences, training courses or seminars, meetings and other County related and/or initiated activities the honorarium will be at a rate of their level of pay per hour, not exceeding \$250 per day.
8. If a volunteer Fire Fighter receives remuneration from another source, i.e.: individuals work related, the volunteer Fire Fighter will be paid their normal remuneration less the amount paid by the other source(s). No claim will be made if the remuneration from the other source i.e.: work related association, is equal to or greater than the municipality approved compensation.
9. All conferences, training courses or seminars, meetings and/or activities must be directly related to firefighting and must receive approval by the manager of Protective Services, the Chief Administrative Officer, or his/her designate prior to attending to be eligible for reimbursement. These courses are to include the basic training courses of:
  - a. *S100 (Dangerous Goods, CPR Level C for children, and First Aid)*
  - b. *S200 (Previously known as Part 1)*
  - c. *S300 (also previously known as Part 1)*
  - d. *S1100 (vehicle extrication, trench rescue)*
  - e. *NFP1051 Wild Land Fire Fighting*
  - f. *Other training/courses for volunteer Fire Fighters as deemed necessary by the Lac La Biche County and/or other legislative bodies with regards to maintaining current or upgrading level of service corresponding to the relative Fire District(s). Requirements are subject to change due to changing legislation.*

g. *Other training/courses which may become available from time to time and be directly related to the level of service required for corresponding Fire District.*

10. Written requests must be submitted by each Fire District outlining tentative training requirements and/or requests for its volunteer members. All requests must be submitted to Lac La Biche County no later than September 15<sup>th</sup> annually for budget consideration for the following fiscal year. Maximum number of training participants per Fire District may apply and is subject to scrutiny as determined by Lac La Biche County Administration.

“Original Signed”  
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Chief Administrative Officer

November 14, 2014  
Date