



**Lac La Biche County**  
welcoming by nature.

## LAC LA BICHE COUNTY POLICY

TITLE: VOLUNTEER FIREFIGHTERS  
TRAVEL & SUBSISTENCE

POLICY NO: CM-23-004

RESOLUTION: 10.007

EFFECTIVE DATE: JANUARY 12, 2018

LEAD ROLE: MANAGER, PROTECTIVE SERVICES

NEXT REVIEW DATE: JANUARY 12, 2019

SPECIAL NOTES/CROSS REFERENCE: PS-010

AMENDMENT DATE:

### **POLICY STATEMENT:**

Lac La Biche County supports a fair and equitable means of reimbursing paid-on-call/volunteer firefighters for travel, subsistence, and other related expenses while at conferences, training courses or seminars, meeting and other County related activities.

“Original Signed” \_\_\_\_\_

Mayor

March 9, 2018



## 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:

### PROCEDURE:

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

1. Where travel is authorized, the most direct, economical, and logical mode of travel shall be use. Mileage will be paid at a rate as determined by Council from time to time.
2. Firefighters who attend conferences, training courses or seminars, meetings, and other County related 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 firefighters must be away from their respective 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, the County of Lac La Biche will reimburse the meals upon submission of a receipt. Alcoholic beverages will not be reimbursed.

3. Hotel accommodations and other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed. Firefighters may use 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.
5. A spouse's registration fee, banquet tickets, meal allowances, and travel expenses will not be paid.
6. District Deputy Chiefs, Platoon Chiefs, or another representative of the district will only 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 of the Manager Protective Services/Regional Fire Chief, be made payable to the corresponding fire district.
7. When firefighters are required to attend conferences, training courses or seminars, meeting and other County related activities, the honorarium will be at a rate of \$250.00 per day, and anything less than four hours will be \$125.00.
8. If a firefighter receives remuneration from another source, they will be paid their normal remuneration less the amount paid by the other sources(s). No claim will be made if the remuneration from the other source i.e. a work related association is equal to or greater than the municipality's 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/Regional Fire Chief, the Chief Administrative Officer, or his/her designate prior to attending to the eligible for reimbursement. These courses are to include the basic training courses of:
  - a. CPR level C and First Aid
  - b. All courses related to the NFPA 1001 curriculum
  - c. NFPA 1051 Wild Land Fire Fighting
  - d. Other training/courses for firefighters as deemed necessary by the Manager of Protective Services/Regional Fire Chief, Lac La Biche County, and other legislative bodies with regards to maintaining current or upgrading levels of service in the fire district(s). Requirements are subject to change legislation.
  - e. 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 annually for budget consideration for the following fiscal year. The maximum number of training participants per fire district may apply and is subject to scrutiny as determined by the Manager of Protective Services/Regional Fire Chief and/or Lac La Biche County Administration.

“Original Signed”  
Chief Administrative Officer

March 7, 2018