



Yellowhead County

Policy No.: 2000.01

Topic: Remuneration/Expenses of Training Costs to "Paid Volunteer" Fire Services Members	Effective Date: January 10, 2006
	Approved By: RES 014-01-10-06 RES 006-01-13-15
Subject Area: Fire Services	Date of Next Review: January 2020
	Date(s) Revised: January 13, 2015

Policy Statement:

Yellowhead County, being the governing authority for municipal Fire Services has the direction, control and management of all matters related to the operation of its Fire Services. Council, recognizing the dedication and commitment of the County's Fire Services volunteers to training for both safety and skill set improvements, desires to establish a nominal pay structure to compensate those who participate in training sessions.

Definitions:

Fire Services – means services related to the suppression or prevention of fires, rescue and emergency services and other activities of a firefighter.

Council Philosophy:

- Training is the key to effective service delivery and to ensuring the safety of Fire Services members and the public.
- Training is a significant commitment made by Fire Services volunteers and therefore the requirements of the training program must be clear to those volunteers.
- The demands on the Fire Services are ever changing and so must the training programs.
- Nominal compensation shall be paid to those Fire Services members for the time and commitment made to training to better serve the community.

Council Guidelines:

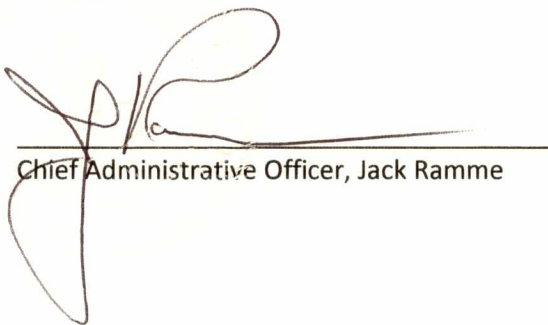
1. Council will provide sufficient funding in the annual budget to provide for the ongoing training requirements of its Fire Services.
2. Training programs shall be developed using a combination of relevant and up to date



training materials, NFPA standards, current industry best practices and the level of service standards as approved by Yellowhead County.

Managerial Guidelines:

1. The County Fire Chief in conjunction with the Deputy Fire Chief of Training and the District Fire Chief's shall develop a proposed training schedule and budget for consideration of Council to be included in the annual operating budget.
2. The annual training budget shall be managed by the Director of Protective Services and allocated to the required Fire stations based on the proposed training schedule and training needs.
3. Remuneration/expenses shall be paid to Fire Services "Paid Volunteers" as per the following:
 - a) A signed expense claim must be submitted no later than 60 days after course completion.
 - b) Proof of attendance or a certificate of completion must accompany all expense claims.
 - c) The hourly rate payable shall be as established by Policy 2000.08 for the hours of actual training. (does NOT include travel time)
 - d) Rates for travel and subsistence shall be the rates established under Policy 1200.08.16 (as amended from time to time)
 - e) Receipts must be submitted for course fees or other incidental costs.
 - f) A declaration by the applicant that the claim is the sole remuneration for attending the training.


Chief Administrative Officer, Jack Ramme

Jan 14/15
Date