



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: May 8, 2023

Department: Fire

Topic: Firefighter Honorarium and Reimbursement Policy

Purpose: To have Council accept and approve the honorarium and reimbursement policy for volunteer firefighters

Background: Volunteer fire departments have traditionally used a point-based system for their honorarium. It is simple to calculate, and you can't go over budget. The drawback is that the value of a point varies based on how many are earned. The result is, the more you do, the less you earn.

With the introduction of O. Reg 343/22 Firefighter Certification, the minimum mandatory training for a new firefighter in Edwardsburgh Cardinal requires a commitment of approximately 200 hours in the first 36 months.

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| • First Aid | 16 |
| • NFPA 1001 Firefighter Level I | 80 |
| • NFPA 1001 Firefighter Level II | 60 |
| • NFPA 1072 Hazmat Awareness | 8 |
| • NFPA 1072 Hazmat Operations | 40 |

The training above represents the minimum standard and does not include training on local procedures, equipment and hazards.

The demands placed on Volunteer Firefighters have changed considerably in recent years. Increased training and instruction requirements necessitate a change to the honorarium system to ensure volunteers are not only dedicated but motivated to continue to serve.

Most fire departments in the area have already converted or are in the process of transitioning to a similar system.

The proposed honorarium policy contains the following three major attributes:

1. An hourly honorarium based on certification level, to motivate, encourage and reward firefighters' progression through the certification process.
2. A two-hour minimum for attending emergencies to recognise and reward frequent disruption from family and full-time employer.
3. A performance bonus rewarding those with exceptional participation.

Policy Implications: In general, the CRA does not consider a volunteer firefighter an employee. The municipality can determine volunteer honorarium based on its circumstances.

Financial Considerations:

The 2023 budget projection below represents the routine activities of the fire department excluding NFPA certification programs using the proposed policy.

2023 Budget Estimate						
	Events / year	Attendance / Event	Estimated Duration	Total Annual Hours	Average Rate	Total
Regular Activities						
Fire Calls stn1	95	10	2	1900	18.50	\$ 35,150.00
Fire calls stn2	95	10	2	1900	18.50	\$ 35,150.00
Training stn1	18	20	2.5	900	18.50	\$ 16,650.00
Training stn2	18	15	2.5	675	18.50	\$ 12,487.50
Extra Training Days	3	20	7	420	18.50	\$ 7,770.00
Truck Maint stn1	11	20	1.5	330	18.50	\$ 6,105.00
Truck Maint stn2	11	15	1.5	247.5	18.50	\$ 4,578.75
JHSC	4	8	1	32	18.50	\$ 592.00
Officer Meeting	4	8	2	64	22.00	\$ 1,408.00
First Aid	1	20	16	320	18.50	\$ 5,920.00
Performance Bonus	1	10			300.00	\$ 3,000.00
Total				6788.5		\$ 128,811.25

The honorarium to support the delivery of NFPA certification courses planned for 2023 is shown below.

NFPA Certification						
NFPA 1072 Hazmat Awareness	1	15	8	120	15.50	\$ 1,860.00
NFPA 1072 Hazmat - students	1	15	40	600	15.50	\$ 9,300.00
NFPA 1072 Hazmat - instructors	1	3	40	120	22.00	\$ 2,640.00
NFPA 1001 FFI - students	1	10	80	800	15.50	\$ 12,400.00
NFPA 1001 FFI - instructors	1	3	100	300	22.00	\$ 6,600.00
NFPA 1001 FFII - students	1	15	60	900	17.00	\$ 15,300.00
NFPA 1001 FFII- instructors	1	3	75	225	22.00	\$ 4,950.00
NFPA 1002 Pump Ops - students	1	8	40	320	18.50	\$ 5,920.00
NFPA 1002 Pump Ops - instructors	1	2	40	80	22.00	\$ 1,760.00
Total				3465		\$ 60,730.00

The total projected honorarium for 2023 is \$189,541.25.

The 2023 budget projection is based on an aggressive training program, however there are many variables that are impossible to predict. The number of incidents and their duration, firefighter availability and training course enrolments are uncertain.

Council may wish to consider establishing a reserve fund similar to the Public Works winter control reserve, to ensure funding is available in case of a major incident or unusually busy year.

Recommendation: That Committee recommends that Council repeal and replace the Firefighter Honorarium and Reimbursement Policy and delegate authority to the Fire Chief to interpret the policy as required.



Fire Chief



CAO