



Edwardsburgh Cardinal Volunteer Firefighter Honorarium Policy

Purpose:

To update the honorarium and reimbursement policy for the Edwardsburgh Cardinal Fire Department (ECFD).

Scope:

This applies to all Edwardsburgh Cardinal Fire Department Volunteer Personnel.

Procedure:

- This policy will be applied retroactively effective December 1, 2022.
- The honorarium period will be December 1st to November 30th and paid annually in December.
- The honorarium will be calculated based upon the rates listed in Table 1, calculated to the nearest ¼ hour.
- Table 1 will be adjusted annually for cost of living as per the Personnel Policy, as amended from time to time.
- Classification upgrades will take place at the beginning of the month following receipt of the specified NFPA certification(s).
- Upon implementation, all members will be classified based on their current level of NFPA certification.
- Ontario Fire College grandfathering letters, Pump Operations certificates and Ontario Seals (legacy) will be recognized for this policy.
- If a firefighter is promoted to a position beyond their current level of certification, they shall remain at their current classification until the specified certifications in Table 1 are received.
- New firefighters with existing NFPA certification(s) will be classified as Recruit until successful completion of their probationary period.
- Positions above 1st Class Firefighter require appointment to receive the corresponding rate.
- Travel time to attend approved activities outside the township will be eligible.
- If a member resigns, retires, or is terminated, they shall have their honorarium paid out in December, provided all Fire Department property in their possession has been returned.
- In general, the honorarium is applicable to a firefighter's assigned station/response area. Attendance to other events/incidents may be considered at the discretion of the Fire Chief or designate, if a reasonable need can be demonstrated.
- Association meetings, social and community events including; parades, celebrations, charity events, fundraisers etc. are not eligible for the honorarium.



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Emergency Response:

- Firefighters responding to emergency incidents shall receive the honorarium as per Table 1.
- A 2-hour minimum will apply under the following conditions:
 - Fire unit(s) leave the station prior to a stand-down being issued.
 - Firefighter arrived at station or emergency scene within 30 minutes of initial page.
 - Firefighter remained on scene or on stand-by at the station until dismissed.
 - Firefighter was not already performing an activity where the honorarium applies.
- If a firefighter is absent from scheduled training or apparatus/equipment maintenance and responds to an incident during that time, the 2-hour minimum will not apply.
- Firefighters standing-by at the station are expected to perform light apparatus or station maintenance duties that will not result in a delay in the event they are required to respond.
- The honorarium will not apply to any response conflicting with existing Fire Department standard operating procedures.

Professional Development:

- For training and instruction activities, personnel shall receive an honorarium as per Table 1.
- Pre-class/study time is not included for NFPA 1001 programs. \$250 will be awarded upon receipt of NFPA 1001 level 1 and \$200 for NFPA 1001 level II certification.
- Pre-class/study time for programs above NFPA 1001 to be discussed in advance with the Fire Chief or designate and will be considered on a case-by-case basis.
- Personnel who prepare, develop and deliver in-house training shall submit their preparatory hours on a monthly basis to the Fire Chief for consideration. These hours require advance approval by the Fire Chief or designate.
- Course availability cannot be guaranteed. Progression through the classification system may be delayed for various reasons including, but not limited to; course and/or instructor availability, budget restrictions and delays from the Fire College/Academic Standards & Evaluation. All course enrolments are at the discretion of the Fire Chief or designate.
- If a firefighter fails to attend, or withdraws from a course without sufficient notice or reason, all costs incurred by the Township will be the responsibility of the firefighter and deducted from their honorarium.
- When a firefighter attends an approved out of town event, course, or seminar, all efforts shall be made to provide a vehicle for their use. If a vehicle is unavailable, the firefighter shall be



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compensated for use of his or her personal vehicle based on township approved mileage rates.

- When a firefighter attends an approved event, course, or seminar that is outside the Township where an overnight stay is required, and where accommodations and meals are not provided as part of the event, those expenses will be paid in accordance with the Township's expense and reimbursement policy, as amended, so long as original receipts are submitted.

Apparatus / Equipment and Facilities Maintenance:

- For apparatus, equipment and facilities maintenance activities, personnel shall receive an honorarium as per Table 1.

Joint Health and Safety Committee:

- Joint Health and safety committee members selected by the Fire Chief or Firefighters Association shall receive an honorarium as per Table 1 while performing their duties.

Fire Prevention Activities:

- Personnel who perform approved public education and fire inspections shall receive an honorarium as per Table 1.

Drivers License:

- If a firefighter incurs costs for a medical exam or test required for DZ drivers license, they may submit their expenses to the Chief for approval and reimbursement. (D or Z portion only).

Court Appearances:

- If a department member is required to attend court as the result of fire department activities, the member shall receive an honorarium as per Table 1. In addition, all meals and parking expenses may be submitted to the Chief for approval and reimbursed, in accordance with the Township's expense and reimbursement policy, as amended.
- If a department member is required to attend court as the result of fire department activities, and if, as a result will lose pay from their regular employment, they will be reimbursed at their regular employment hourly rate provided a letter from their employer is received, stating their hourly rate and the number of hours they were not paid. In addition, all meal and parking expenses may be submitted to the Chief for approval and reimbursement in accordance with the Township's expense and reimbursement policy, as amended.



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Performance Bonus:

If a volunteer firefighter's attendance meets or exceeds the three values below, an additional payment of three hundred dollars \$300.00 will be made for that year.

Regular scheduled training 75%

Emergency calls at respective station 50%

Apparatus maintenance at respective station 50%

Table 1:

<i>Classification</i>	<i>Minimum Certification</i>	<i>Hourly Rate</i>
Recruit	None	\$15.50
3 rd Class Firefighter	NFPA 1001 Firefighter Level I & completion of probation	\$17.00
2 nd Class Firefighter	NFPA 1001 Firefighter Level II & DZ License	\$18.50
1 st Class Firefighter	NFPA 1002 Apparatus Equipped with a Fire Pump	\$21.00
Captain	NFPA 1021 Fire Officer I	\$23.00
Training Officer	NFPA 1021 Fire Officer II & NFPA 1041 Fire Instructor II	\$24.00
Fire Prevention Officer	NFPA 1031 Inspector I & NFPA 1035 Fire and Life Safety Educator	\$24.00
Deputy Chief	NFPA 1021 Officer III & NFPA 1521 Incident Safety Officer	\$25.00