



**VOLUNTEER FIREFIGHTER HONORARIUM & APPRECIATION**

Department	Community Services	Policy No.	0340-78
Section	Protective Services	Date Approved by Board	December 8, 2023
Repeals		Board Resolution #	RD/23/12/16

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**1. Purpose**

1.1 The purpose of the Volunteer Firefighter Appreciation Policy is to establish honorariums, long-service gifts, and other appreciation initiatives for volunteer firefighters at Peace River Regional District (PRRD) operated fire departments.

**2. Scope**

2.1 This Statement of Policy applies to all PRRD-operated fire departments and the volunteer firefighters engaged by those departments.

2.2 This policy does not apply to full-time, part-time, temporary, or casual employees of the PRRD.

**3. Definitions**

3.1 *Approved Fire Department Activities:* means official activities of the fire department, as authorized by the Fire Chief, including emergency calls, mutual aid calls, training, public education, meetings, and equipment maintenance.

3.2 *Duty Officer:* means a qualified volunteer firefighter, designated by the Fire Chief, who is on standby and is immediately available to respond to emergency calls as the incident commander.

3.3 *Fire Chief:* means the individual appointed as the Chief of a PRRD-Operated Fire Department and includes any delegate.

3.4 *Fire Officer:* means a volunteer firefighter who has been appointed in writing by the Fire Chief to serve as a Lieutenant, Captain, or Deputy Chief.

3.5 *Honorarium:* means a token payment made to bestow recognition to an individual volunteer firefighter for services performed, for which payment is not required.



- 3.6 *Lead Fire Prevention Officer*: means a volunteer firefighter who has been appointed in writing by the Fire Chief to support the Fire Chief in administering and coordinating the fire prevention program.
- 3.7 *Lead Training Officer*: means a volunteer firefighter who has been appointed in writing by the Fire Chief to support the Fire Chief to develop lesson plans, and administer, and facilitate training for volunteer firefighters.
- 3.8 *PRRD*: means the Peace River Regional District.
- 3.9 *PRRD-Operated Fire Department*: means a fire department that is directly administered and operated by the PRRD and does not include society-operated or municipal fire departments under contract to the PRRD.
- 3.10 *Recruit Firefighter*: means a volunteer firefighter who has not yet completed their induction and recruit training program as established by the Fire Chief.
- 3.11 *Volunteer Firefighter (VFF)*: means an unpaid member of any rank of a PRRD-Operated Fire Department.

#### **4. Policy**

##### **4.1 Volunteer Firefighter Honorariums**

- a) The Regional Board shall, through its financial plan, provide honorarium funds for each PRRD-operated fire department.
- b) An honorarium shall be awarded by the Fire Chief to volunteer firefighters based on the hours that they have participated in approved fire department activities at the rates specified in Appendix 'A' of this policy.
- c) Honorarium is not awarded for volunteer appreciation events, social events, firefighter competitions, travel time, standby time, preparation time, meetings, self-study, medical examinations, driver's examinations, provincial wildfire deployments, or any other activities that the Fire Chief has advised in advance as not being eligible for an honorarium.
- d) Volunteer firefighters who complete an online course approved by the Fire Chief shall be eligible for honorarium pay in accordance with Appendix 'A'.
- e) Honorarium shall be paid quarterly.
- f) Emergency call attendance will be considered for any volunteer firefighter who physically attends the fire hall in response to an emergency call.

##### **4.2 Duty Officer Honorariums**

- a) Duty Officers shall be paid a cash honorarium each pay period based on the number of days or half-days worked at the rates established in Appendix 'A' of this policy.
- b) Duty Officer shifts are assigned by the Fire Chief on an as-needed-only basis.



**4.3 Other Requirements for Honorariums**

- a) Volunteer firefighters who wish to donate a portion of their honorarium to an association or society that is associated with the fire department must submit a signed deduction authorization form to the PRRD that identifies the amount of the donation and the receiving organization.
- b) To be eligible to receive honorarium payments, Volunteer Firefighters must provide the PRRD with completed payroll forms and their Social Insurance Number.

**4.4 Service Gifts for Volunteer Firefighters**

- a) Volunteer firefighters shall be eligible for a long-service gift up to the following values:
  - i. 5-year anniversary - \$100 gift
  - ii. 10-year anniversary - \$150 gift
  - iii. Each additional 5-year anniversary thereafter - \$200 gift
- b) Volunteer Firefighters with 5 or more years of service shall be eligible for a farewell gift valued up to \$15 per year to a maximum of \$200 upon voluntary departure from the fire department.
- c) The form of the gift will be determined by the Fire Chief and may be either a physical gift or a gift card.

**4.5 Volunteer Firefighter Appreciation Events and Gifts**

- a) Each PRRD-operated fire department will budget annually for volunteer firefighter appreciation as a separate line item. These funds shall be used for appreciation events (such as barbeques and end-of-year celebrations) as well as modest appreciation gifts.
- b) The Fire Chief and or designate is responsible for organizing volunteer firefighter appreciation events and gifts and shall do so in a manner that is fair and equitable for all active volunteer firefighters.
- c) At the discretion of the Fire Chief, recently retired former volunteer firefighters and the immediate family of active volunteer firefighters may be invited to attend appreciation events at no cost.
- d) Volunteer appreciation gifts shall not be cash payments or cash equivalent gift cards (pre-paid credit cards).

Affiliated Procedure	
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### APPENDIX 'A' Volunteer Firefighter Honorariums

#### Honorarium System

The following honorariums will be paid to volunteer firefighters every quarter based on actual attendance:

Activity	Rate
Fire/Mutual Aid/Emergency Call	
• Per call	\$40
• Per hour after 3 hours <sup>1</sup>	\$13.33
Training Session or Other Approved Fire Department Activity	
• Per session (5 hours or less)	\$20
• Per session (over 5 hours)	\$40
• Online Training (per 5 hours) <sup>2</sup>	\$20
Footnotes:	
1. Paid in increments of 15 minutes.	
2. The number of hours for online training shall be rounded to the nearest 5 hours and will be based on the number of hours provided by the education institute. If the institute does not provide an estimate on study hours, the Fire Chief shall determine the number of hours for the course.	

The following differentials shall be applied to the above honorarium rates:

Rank	Differential
Recruit Firefighter	- 30%
Fire Officer	+ 10%



Volunteer firefighters who have been assigned certain responsibilities by the Fire Chief are awarded additional honorarium as described below:

Responsibility Assigned	Required NFPA Certification	Additional Rates
Lead Instructor <sup>1</sup>	NFPA 1041 Instructor Level 1	3x the training session rate <sup>2</sup>
Lead Fire Prevention Officer <sup>3</sup>	NFPA 1035 Educator Level 1	\$150/ Quarter
Lead Fire Training Officer <sup>3</sup>	NFPA 1041 Instructor Level 2	\$150/ Quarter
Footnotes:		
<ol style="list-style-type: none"> <li>1. Applies to the lead instructor of specialized training programs that occur outside of the regularly scheduled firefighter practice nights when designated by the Fire Chief in writing, such as medical first responder training and the recruit training program.</li> <li>2. Applies to actual instruction only and is intended to acknowledge the additional responsibility and the necessary preparation time.</li> <li>3. Only one Lead Fire Prevention Officer and one Lead Fire Training Officer may be appointed for each PRRD-operated fire department. (The quarterly stipend can be split among multiple volunteer firefighters should multiple persons be appointed as Lead Fire Prevention Officer or Lead Fire Training Officer)</li> </ol>		

**Duty Officer Honorarium**

Awarded to a qualified individual who has been designated by the Fire Chief as the Duty Officer for a designated period of time.

Duty Officer	Honorarium
Partial Day	\$50
Full Day	\$125
Note: Statutory holidays are awarded at 1.5x above rate.	