



POLICY NO. 7.04

JANUARY 26, 2016

TITLE: PAYMENT FOR ATTENDANCE AT FIRE FIGHTER TRAINING

POLICY STATEMENT:

Westlock County Council annually provides the County Fire Service with a budget for the County Fire Chief to provide, at his discretion, training to the Service's volunteer fire fighters. This budget is in addition to any grant funding the Fire Service receives from the Province or other sources.

The County Fire Service provides a great deal of "in house" training to its volunteer fire fighters on a regular basis. The County Fire Service may also provide further training to select volunteer fire fighters within its Service. This additional training may be provided by "in house" or be provided by an external organization, subject to the approval of the County Fire Chief and the availability of funds in the training budget.

In the event that volunteer fire fighters within Westlock County's Fire Service are approved by the County Fire Chief to attend training performed by an external organization, those volunteer fire fighters would be eligible to have their expenses either payed or reimbursed, subject to the conditions of this policy.

Westlock County Fire Services will endeavor to provide the best training possible to as many of its volunteer fire fighters as possible, subject to its budgetary limitations.

PURPOSE:

To clarify Westlock County's policy regarding the expenses that Westlock County Fire Service members incur in the course of attending training sessions conducted by external organizations.

DEFINITIONS:

Approved Outside Training means Outside Training where the County Fire Chief has approved Volunteer Fire Fighters.

Council means the Westlock County Council.

County means the municipal corporation, Westlock County.

County Fire Chief means the member of Westlock County Fire Services who is the manager of all of Westlock County's fire departments.

County Fire Services means the fire services organization of Westlock County, composed of the Fire Departments of Busby, Clyde, Fawcett, Jarvie, Pickardville, and Westlock Rural.

Outside Training means training offered by organizations outside of Westlock County's Fire Services, and includes training where trainers hired by the County Fire Chief, or their designates, come to Westlock County to train personnel.

Volunteer Fire Fighters means the volunteer fighters of Westlock County Fire Services as well as the paid staff within Westlock County Fire Services such as, but not limited to, the County Fire Chief.

1. OUTSIDE TRAINING:

1.1. The County will pay the training fees for those Volunteer Fire Fighters that have been approved by the County Fire Chief to attend Outside Training.

1.2. County Fire Services will book and pay for overnight accommodation for Volunteer Fire Fighters to attend Approved Outside Training, if the County Fire Chief believes the travel distance to the training location warrants overnight accommodation.

1.3. Volunteer Fire Fighters staying at overnight accommodation as per section 1.3 may charge their meals to their rooms within the meal allowances set out in Schedule "A".

- 1.4.** Alternatively, Volunteer Fire Fighters attending Approved Outside Training may purchase meals at alternative establishments within the total meal budget for a single day set out in Schedule "A". County Fire Services will reimburse the Volunteer Fire Fighters after they have submitted receipts for those meals. The County Fire Chief will determine the procedure for submitting meal receipts for reimbursement.
- 1.5.** County Fire Services will not pay for, nor reimburse alcohol purchases.
- 1.6.** Volunteer Fire Fighters whose meal expenditures exceed the total meal budget for a single day set out in Schedule "A" will be responsible for paying the excess amount.
- 1.7.** Volunteer Fire Fighters who use their personal vehicle to attend Approved Outside Training sessions will have their travel expenses reimbursed by County Fire Services at the per diem rate set out in Schedule "B". To receive the reimbursement, those Volunteer Fire Fighters must submit a claim to County Fire Services in the manner set by the County Fire Chief.
- 1.8.** If other modes of transportation are available to attend Approved Outside Training, Volunteer Fire Fighters may take one of those modes of transportation, provided that the County Fire Chief has approved in advance. Such transportation may be booked and paid for in advance by County Fire Services, or Volunteer Fire Fighters can pay for the transportation and submit a claim afterwards to County Fire Services for reimbursement.
- 1.9.** Volunteer Fire Fighters attending Approved Outside Training may combine travel to personal activities with travel to the training; however, in this situation, County Fire Services will only reimburse travel expenses on the basis of the shortest, most economical travel round trip travel route from the Volunteer Fire Fighter's residence to the training location. Personal activities must not interfere with the Approved Outside Training sessions.
- 1.10.** In the event of adverse weather conditions, Volunteer Fire Fighters shall be permitted to seek accommodation until safe travel can be resumed. County Fire Services will book and pay for, or reimburse the cost of, such accommodations and any meals associated with the unforeseen layover. The total meal budget for a single day set out in Schedule "A" applies.

2. NON-ATTENDANCE AT OUTSIDE TRAINING:

2.1. Any Volunteer Fire Fighters that inform County Fire Services that they will not be attending an Approved Outside Training session after previously committing to attending that training session, will be responsible for paying any expenses that County Fire Services cannot recoup according to the cancellation deadlines of the training-related establishments. Training-related establishments include, but are not limited to, the Outside Training organization and the overnight accommodation establishment(s) the Volunteer Fire Fighter was booked into, if applicable.

2.2. Any Volunteer Fire Fighters that

- (a)** do not attend an Approved Outside Training session that they have previously committed to, and
- (b)** do not inform County Fire Services of their intention not to attend, or
- (c)** inform County Fire Services of their non-attendance after the training session has begun,

will be responsible for paying the full cost of any expenses County Fire Services incurred and cannot recoup as a result of their non-attendance.

2.3. Notwithstanding sections 2.1 and 2.2, County Fire Services will make exceptions in cases where Volunteer Fire Fighters did not attend an Approved Outside Training session due to an emergency. What constitutes an emergency excusing non-attendance at Approved Outside Training will be determined solely by the County Fire Chief on a case by case basis.

3. RECORDS:

3.1. The County Fire Chief, or his designate(s), will keep training records on each Volunteer Fire Fighter. The training records for an individual Volunteer Fire Fighter should show:

- (a)** the name of each training session,
- (b)** the dates of each training session,
- (c)** whether the volunteer fire fighter completed the session successfully,
- (d)** the qualification or certificate obtained, if any, as a result of the training.

MOTION: _____

DATE: _____

Peter Kelly
Chief Administrative Officer

Schedule "A"

Daily Meal Allowances

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00
Total meal budget for a single day	\$45.00

Schedule "B"

Travel Reimbursement Per Diem	\$0.505 per kilometre
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