

Appendix "A"

Elliot Lake Volunteer Firefighter Policy **Council Resolution No.**

Definition

As defined in the Fire Protection and Prevention Act, 1997, S.O. 1997, Chapter 4, under Part I Definitions 1.(1) "volunteer firefighter" means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

Authorized Complement

Twenty-five (25) volunteer firefighters

Rules and Regulations / Operational Guidelines

- All rules and regulations and operational guidelines of the Fire Department and of the municipality which are applicable to the volunteer firefighter are to be obeyed by the volunteer firefighter.
- Volunteer firefighters will be paged or called for an emergency call covered by the Elliot Lake Fire Department before outside labour is used.

Rate of Pay

See attached Schedule "A"

Procedure for Payment:

- Payment for hours worked will follow the corporate schedule.
- The volunteer firefighter shall be paid the rate calculated as per their class rounded to the nearest half (½) hour.
- A minimum of two (2) hours shall be paid for attending an emergency call or time worked.
- All hours must be authorized by the Fire Chief.

Attendance

Effective immediately a mandatory "Return to Work Plan" (RWP) is required for any Volunteer Firefighter who:

1. has been unable to attend training or fire calls for 3 consecutive months, or
2. who has attended less than 20% percent of training in the previous 12 months, or
3. who has attended less than 20% of fire calls in the previous 12 months.

The mandatory **RWP** includes:

1. written testing covering firefighting basic knowledge categories; and,
2. donning and doffing of SCBA; and PPE,
3. common tool identification and usages.

In addition, if the absence is health-related, the **RWP** will also include:

1. a doctor's slip indicating the Volunteer's physical ability to return to regular duties obtained at the Volunteer's expense; and,
2. satisfactory completion of the standard fire department physical fitness test.

In addition to the above mentioned items, the **RWP** may include the requirement to complete up to 24 hours of training similar to that provided to Reserves. The amount of training (if any) required will be assessed on a case-by-case basis by the Fire Chief in consultation with the Captains.

The Volunteer Firefighter will not be eligible to carry a pager or respond to fire calls until their **RWP** has been successfully completed and signed off by the appropriate parties.

- If requirements of the Return to Work policy are not met the Volunteer Firefighter will be terminated.

Training

- Training sessions will be held on a regular basis each week and as scheduled by the Fire Chief.
- No training will take place on declared holidays.
- Volunteers attending Fire College or regional training shall be paid for expenses incurred, as per the corporate travel policy.

Benefits

Association Dues: The municipality will collect the association dues on behalf of the volunteer firefighter association by deducting this from the first pay, of March of each year, of each volunteer.

Meals: In the event an emergency call and / or training is in excess of four hours, a meal will be supplied every four hours. A maximum of fifteen (\$15.00) dollars is set for each meal and includes the beverage.

Insurance:

- All Volunteer firefighters are covered per the Workplace Safety and Insurance Board Act (WSIB) , and in addition
- The volunteer firefighters are provided with a 24 hour Accident and Sickness Program Insurance Coverage specific to volunteer firefighters.

Safety Work Boots: On the first pay of April of each year volunteers will receive twenty-five (\$25.00) dollars towards their cost of the purchase of Safety Work Boots.

Fitness Access: Volunteers will have access to the municipal pool and fitness centre.

First Aid / CPR: will be provided to the volunteer at no cost to the volunteer.

- It is the volunteer firefighter's responsibility to make sure they attend the training and that their First Aid and / or CPR certificates remain valid.
- It is Fire Department policy that CPR be recertified each year.

Reserves

A reserve is a prospective volunteer firefighter. Reserves will not be paid, receive a pager or respond to call, but shall be authorized to attend training sessions. Selection of new volunteers will be from within the reserves when possible.

Equipment

Volunteers are provided with a full set of protective gear and pager which will be replaced at the discretion of the Fire Chief.

- If during the course of duty a volunteer firefighter's personal clothing is damaged, the corporation shall repair, clean or replace the clothing at the discretion and recommendation of the Fire Chief.
- Volunteer firefighters will not be responsible for repairs or service to pagers as a result of damages incurred during the course of duty or as a result of normal wear and tear.
- Damages to any equipment must be reported immediately to the Fire Chief. If it is deemed that the damages are the result of negligence, the volunteer firefighter will be held responsible for the cost of repairs or replacement.
- All equipment is to be returned in good condition upon resignation of the volunteer.

Schedule "A"

Volunteer Firefighter Position Description	New Rate
Recruit:	\$19.00
4th Class	\$19.50
3rd Class	\$20.00
2nd Class	\$20.50
1st Class	\$21.00