

Pellatt United Fire Fighters (PUFF)

Volunteer Firefighter Remuneration Policy

1. Volunteer Firefighter Remuneration Policy

Adopted by the Board of Directors

Effective Date: January 1, 2026

1.1 Purpose

The purpose of this policy is to set up a clear, fair, and transparent remuneration structure for volunteer firefighters of the Pellatt United Fire Fighters (PUFF).

This policy replaces the annual honorarium model with payment based on participation in emergency calls, training, maintenance work at the fire hall, and participation in educational events.

1.2 Policy Authority

This policy is approved and administered by the **Board of Directors of Pellatt United Fire Fighters**.

1.3 Guiding Principles

- Volunteer service is valued and recognized
- Compensation is linked to active participation
- Training is essential and should be compensated
- The policy is simple, transparent, sustainable
- Remuneration does not alter volunteer status

1.4 Scope

This policy applies to all PUFF volunteer firefighter and emergency response team members in all situations related to emergency call response, required training, mandatory meetings and certifications.

1.5 Definitions

- **Emergency Call:** Any approved call requiring response
- **Training:** Scheduled and authorized training
- **Approved Activity:** Any call, training or meeting authorized by Fire Chief or designate

- **Remuneration:** Hourly compensation for approved activity

1.6 Remuneration Structure

A) Emergency Call Remuneration

- **Hourly rate:** \$26 per hour for non-certified team members; \$29 per hour for certified team members. This hourly rate is subject to periodic revision, in keeping with the rates used by adjacent fire departments.
- **Minimum call time:** 2 hours per call. After that, hourly in 30-minute increments. Time begins at dispatch or arrival, ends when released by the Officer in Charge.

B) Training Remuneration

- **Hourly training rate:** \$26 per hour for non-certified team members; \$29 per hour for certified team members.
Training includes:
 - Regular sessions, safety/operational training, first aid, certification training, joint exercises authorized by Fire Chief – by the hour, in 30-minute increments.
 - Online components of the Ontario Office of the Fire Marshal and Emergency Management (OFMEM) Certification courses, according to the number of hours designated for the course.
 - Full day training sessions, such as the in-person component of Certification courses, and OFMEM training sessions such as FireCon, will be reimbursed at a flat rate of \$250 per day. Travel mileage not covered by the OFMEM will be reimbursed at the prevailing OFM mileage rate.

C) Meetings & Required Certifications

- Remuneration at training rate for mandatory safety/operational meetings and certifications unless otherwise approved.

Non-Compensated Attendance

Attendance will **not** be compensated when:

- Participation is informal or purely voluntary
- Attendance is not requested or approved in advance
- The firefighter is attending in a personal capacity

D) PUFF Team Members acting as Instructors / Trainers

- PUFF team members who act as Instructors or Trainers where special training or competence is required to deliver the instruction or training will be compensated at the regular remuneration rate, or at the normal compensation rate for Instructors / Trainers acting in this capacity, whichever rate is higher.

1.7 Standby & On-Call

No compensation for standby/on-call availability unless specifically approved in advance.

1.8. Expense Reimbursement

Volunteer firefighters of PUFF may be reimbursed for reasonable and pre-approved out-of-pocket expenses incurred while carrying out authorized duties on behalf of the organization.

Eligible Expenses

Eligible expenses may include, but are not limited to:

- Mileage for use of a personal vehicle when required for approved training, meetings, or authorized duties
- Accommodation and meal expenses if required for approved training, meetings, or authorized duties
- Required training or certification fees not otherwise covered by the department
- Approved supplies or materials purchased on behalf of PUFF.
- Other reasonable expenses directly related to authorized firefighting or training activities

All expenses must be:

- Directly related to PUFF duties
- Reasonable in nature
- Supported by original receipts, where applicable

Approval of Expenses

- Expenses must be **approved in advance** by the Fire Chief or Board designate, except in urgent or emergency situations
- Emergency or unplanned expenses must be reported and approved as soon as reasonably possible

Ineligible Expenses

The following are not eligible for reimbursement unless specifically approved by the Board:

- Personal meals or incidental expenses
- Personal equipment or clothing not required or approved by the department
- Expenses incurred without prior authorization

1.9 Mileage & Travel Reimbursement

Where mileage and travel reimbursement is approved:

- Mileage will be reimbursed at a rate established by the Board
- Mileage will be calculated from the fire hall to the required location or from firefighter's residence, whichever is closer
- The rates may be reviewed periodically and adjusted as required

Mileage rate, Overnight Accommodation rate, and Meal rate will be consistent with prevailing OFMEM reimbursement rates.

2.0 Record-Keeping & Payment

- Duties recorded using approved tracking
- Payments processed annually
- Tax reporting requirements followed

2.1 Volunteer Status

Remuneration does **not** create employer status, replace workers' compensation, or alter volunteer rights.

2.2 Review & Adjustment

Annual Board review at December board meeting, to adjust compensation rates.

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Approved by Board on: _____

Signature: _____