



**Policy No. 50/2014**

**Policy Title:** Bentley District Fire Department  
Fire Protection and Emergency Response

**Date Adopted:** October 14, 2014

**Replaces:** Policy 28/2008

**Purpose:** Town of Bentley By-law No. 128/2008 provides for the establishment and operation of the Bentley District Fire Department to provide fire protection and emergency response services to residents, ratepayers, other municipalities and the general public within the Town of Bentley and Lacombe County.

The Bentley Fire Department Policy Manual was adopted by Town of Bentley Council on February 12, 2008.

The Town of Bentley recognizes and greatly appreciates the members of the Bentley District Fire Department for the many hours of dedicated, volunteer services, often under extreme and adverse conditions or situations.

It is further recognized that members of the Bentley District Fire Department require specialized training and qualifications in order to provide their services.

The purpose of this Policy is to set out the guidelines for honorariums to the Bentley District Fire Department and its members and the charges for fire and emergency response equipment and personnel.

**Statement:** **Part A – Fire Department Honorarium**

Honorarium will be paid to the Bentley District Fire Department as follows;

- a) **Engine Unit** - \$100.00 per response to emergencies located within the Town limits and mutual aid to other municipalities
- b) **Rescue Unit** - \$100.00 per response to emergencies located within the Town limits and mutual aid to other municipalities

- c) **Man Hours** - \$15.00 per hour for all hours exceeding a total of 10 man-hours at the same response within the Town limits and mutual aid to other municipalities.
- d) **Fire Department Members** - \$100.00 per volunteer member, per annum, will be paid to the Bentley District Fire Department for discretionary items such as jackets, uniforms, badges, social functions, etc.
- e) **Fire Chief** - \$1,500.00 per annum will be paid to the Bentley District Fire Department to recognize the additional duties and responsibilities of the position of Fire Chief.
- f) **Members** - \$2,000.00 per annum will be paid to the Bentley District Fire Department to recognize the services of the volunteer members.
- g) The honorarium referred to in a) to f) is inclusive of meals and refreshments and the completion of fire reports, fire investigations and associated expenses such as mileage.
- h) **Firefighter Training** – the Town of Bentley supports and encourages formal training designed to improve the knowledge and abilities of the fire department members by providing financial support as follows;
  - I. Payment of 50% of the course registration fees for each fire department member participating in an feTS course or any other course directly associated with fire fighting duties and responsibilities (i.e. Safety Codes, Class 3 Driver training)
  - II. \$250.00 will be paid to each fire department member who successfully passes an feTS course or any other course directly associated with fire fighting duties and responsibilities
  - III. \$250.00 and 50% of the registration fee will be paid to the Fire Chief (or his designate) for attendance at the Alberta Fire Chiefs Association Annual Conference. Accommodation and meal expenses will be reimbursed in accordance with the Town of Bentley's current Council Remuneration and Expense Policy.

## **Part B – Fire Department Authority & Reporting Requirements**

Actions taken in response to a fire or emergency response are pursuant to the Bentley District Fire Department Policy Manual adopted by Bentley Town Council on February 12, 2008 and the corresponding Standard Operating Procedures.

- a) The Bentley District Fire Chief or the Incident Commander is in charge at the fire or emergency response within the Town. This individual is authorized to arrange for any additional equipment as required, at the expense of the Town of Bentley
- b) Fire reports are to be completed for all fires and emergencies responded to, within the Town of Bentley or mutual aid to another municipality, with Town of Bentley or Lacombe County equipment and submitted to the Town of Bentley.
- c) The Bentley District Fire Department is authorized to charge accounts to the Town of Bentley for regular equipment maintenance and operational items. All invoices received by the Town shall be signed by the Fire Chief or Deputy Fire Chief prior to payment.
- d) Major equipment purchases and replacement will normally be considered as a budget item. Annual budget estimates are to be submitted by the Fire Chief to the Chief Administrative Officer prior to October 30<sup>th</sup> of each year.
- e) Approval from the Chief Administrative Officer is required for the replacement and/or purchase of equipment not provided for in the annual budget.

## **Part C – Charges for Fire and Emergency Response Equipment and Personnel**

- a) Subject to the exceptions listed, nor charge will be made for fire or emergency responses to residents and ratepayers of the Town of Bentley, Lacombe County and other municipalities of which a mutual aid agreement is in effect.
- b) A charge will be levied for responses involving;
  - I. a motor vehicle accident
  - II. a fire or emergency response involving a railway or originating on a railway right-of way

c) The rate of charge for fire and emergency response equipment and personnel referred to in Section b) is as follows;

- |      |   |   |
|------|---|---|
| I.   | Town or County Engine   | \$500.00 per hour                         |
| II.  | Rescue Truck  | \$500.00 per hour                         |
| III. | Equipment & supplies other than the Engine or Rescue Truck costs plus | Town of Bentley<br>15% administration fee |
| IV.  | Personnel other than Fire Department members costs plus               | Town of Bentley<br>15% administration fee |

d) The rate of charge referred to in Section c) above shall be applied for the period commencing from when the vehicles and equipment leave the fire hall until the vehicles and equipment are back in the fire hall and deemed to be in service, rounded up to the next one-half hour.

e) At the discretion of the Chief Administrative Officer;

- I. The charge levied for responses may be adjusted based on the level of service provided at the incident
- II. Other costs may be charged for items including but not limited to:
  - Replacement of basic supplies such as foam
  - Meals and refreshments for the fire fighters
  - Equipment fuel costs
  - Lost or damaged equipment and protective clothing
  - Fire investigation costs
  - Specialty services

**Effective Date:**

This policy shall come into effect on the date of adoption by Bentley Town Council.

  
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Mayor

  
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Chief Administrative Officer