

# TOWN OF VULCAN

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-15</b>			<b>Fire Chief Honorarium</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>26/02/1996</b>	<b>96.103</b>	
<b>Amended</b>	<b>26/01/2015</b>	<b>15.020</b>	
<b>Amended</b>	<b>13/03/17</b>	<b>17.100</b>	

### STATEMENT:

**The Town of Vulcan requires a policy to formalize a process for recognizing the extra duties of the fire chief in the form of a monthly honorarium.**

#### 1. Policy

**1.1** The Town will pay an honorarium of **\$400.00** per month to the Fire Chief in recognition of the extra duties performed. Those duties will be restricted to such duties that are associated with the responsibilities of the position of Fire Chief, which would not normally be performed by any other member of the Fire Department.

**1.2** Those duties would be:

Discussions with the public or council which would not normally require time commitments or extra work. (Phone calls, correspondence, etc.)

Duties which would not normally be performed by any other member of the fire department but not restricted to the following:

- (a) Training scheduling & re-certification
- (b) Inter-agency co-ordination (ambulance, rescue fire) excluding meetings
- (c) Maintaining fire codes, building codes
- (d) Ensuring maintenance of equipment (excluding actual work performed on equipment or buildings)
- (e) Other duties deemed appropriate by the Fire Chief and Council

**1.3** The Fire Chief will maintain a log of those duties performed as associated with the position of Fire Chief for which the honorarium is paid.

**1.4** Safety Codes inspections and duties are not part of the Fire Chief's responsibility.

**- END OF POLICY-**