



## Recognition of Service – Volunteer Firefighters

<b>Procedure No.:</b> PROS-FIRE-1	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Administration	<b>Authority:</b> Council
<b>Effective Date:</b> March 14, 2011	<b>Revision Date:</b>
<b>Review Date:</b> March 2014	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> PROS-FIRE-1	
<b>Related Policy Name:</b> Recognition of Service – Volunteer Firefighters	

### Purpose

The purpose is to develop operating guidelines for the Recognition of Service - Volunteer Firefighters policy.

### Operating Guidelines

- 1) The Fire Chief shall be responsible for tracking the terms of volunteer firefighters as per Fire Department standard operating guidelines.
- 2) The Fire Chief shall prepare a list indicating the years of service eligibility and the value of the gift of appreciation for the CAO's approval by December 31<sup>st</sup> yearly.
- 3) The Town will provide funding for the gift of appreciation and for the recognition event. Funding will be incorporated into the annual operating budget for the coming year.
- 4) In the event of a retirement of 25 years or more, the fire department shall establish a retirement celebration, as deemed appropriate by the Fire Chief, with input from the retiree.
- 5) The Town shall provide funding to a maximum of \$500.00 to offset costs of a retirement celebration event, such as hall rentals, catered services for the retiree and immediate family members and other miscellaneous expenses as deemed appropriate.



- 6) The Town shall provide \$25.00 each per volunteer firefighter and significant other to fund the annual firefighter recognition event. This will apply to volunteers in good standing as determined by the Fire Department standard operating guidelines.

Geordie [Signature]  
CHIEF ADMINISTRATIVE OFFICER

March 21/11  
DATE

