
SATURNA ISLAND VOLUNTEER FIRE DEPARTMENT COMPENSATION POLICY

Policy #17

Date: November 10, 2023

Preamble

The Board of Directors approved a compensation plan that supports the recruitment and retention of Saturna Island Volunteer Fire Department volunteers. It is anticipated that potential income from the modest compensation plan will be sufficient to cover lost wages that may result when a volunteer is dispatched on an emergency response call during a workday.

- SIFPS is the Saturna Island Fire Protection Society
- SIVFD is Saturna Island Volunteer Fire Department

Policy

1. The effective date of the Compensation Plan is January 1, 2024.
2. ***Eligibility:*** All volunteers who meet the HSA Policy's minimum requirements of 100 hours in the previous year will be eligible to be compensated for their time on calls. (see HSA policy)
3. A volunteer Firefighter and Lieutenant compensation will be implemented at \$20.00/hour. Fire and Deputy Chiefs will be compensated \$25.00/hour per incident. Captains, including the Communications Officer, will be compensated at \$22.50/hour.
4. The SIVFD Chief (or designate) shall maintain a "duty roster" and those named on the duty roster will be compensated for responding to duty pagers, provided they meet the eligibility requirement in note 2, above.
5. Volunteers, pursuant to notes 2 and 3 above, will be compensated for a minimum of 1 hour if they have responded to either one of the fire halls, or if they have responded to the scene and performed any duties there.
6. The clock will start when the pager goes off. After that, volunteers will be compensated for their time until they have completed necessary duties pertaining to the call and have left the hall.
7. If volunteers respond in a delayed manner (more than 0.5 hours), the compensation clock will start when their duties commence at either a fire hall or on scene.

8. All compensation hours for any given call will be rounded up to the nearest 0.5 hour interval.
9. The SIVFD Chief or designate shall maintain a monthly dispatch call log for SIVFD volunteers which will form the basis of accrued compensation amounts. The call dispatch log shall be approved by the SIVFD Chief and submitted to the Treasurer within 2 days of the calendar month end.
10. All compensation paid by SIFPS is considered taxable income by the Canada Revenue Agency.
11. All participating SIVFD volunteers under the compensation plan must complete and sign federal and provincial TD1 forms before any compensation is accrued or paid.
12. SIFPS may be required to withhold income taxes on compensation payments based on each volunteer's taxable income status determined from completed TD1's.

13. Accrued compensation, net of any income tax withholdings, will usually be paid within five days of each calendar month ending.
14. SIVFD volunteers who have received compensation in a calendar year will be issued a T4 within 60- days of the end of the calendar year.
15. SIVFD volunteers may elect to not receive any compensation under this policy by providing notice in writing.

The Compensation Policy may be withdrawn or amended at any time by the SIFPS Board of Directors.