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**TO:** Administration and Finance Executive Committee  
**FROM:** Jordan Forbes, Human Resources Coordinator  
**DATE:** March 15, 2018  
**SUBJECT:** For Review: Policy Update – Volunteer Firefighter Employment

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The Volunteer Firefighter Employment Policy was last updated in August, 2017. However, based on input from Fire Chief Tyler Moffitt, we are submitting an updated version of the policy for your review.

The proposed changes to the policy include:

1. Newly hired volunteer firefighters who are certified to the NFPA 1001 Firefighter Level 1 standard would automatically become Level 2 volunteers.
2. Newly hired volunteer firefighters who are certified to the NFPA 1001 Firefighter Level 2 standard would automatically become Level 3 volunteers.
3. In the event that a volunteer firefighter who works for the Town of Fort Frances is pulled away from their regularly scheduled work hours to respond to an emergency incident, they shall be compensated at their usual rate, unless that rate is lower than their volunteer firefighter rate, in which case, they will receive their volunteer firefighter rate. Their time will be billed to the Fort Frances Fire and Rescue Service.
  - It should be noted that these events are rare.
  - This item was added to the policy to ensure that no employees suffer a loss in compensation or negative implications with their pensions.
  - This policy statement ensures that there is no disincentive for Town employees to provide assistance in the case of an emergency during work hours.

Enclosed, please find the proposed updated version of the Volunteer Firefighter Employment Policy for your review.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes".

Jordan Forbes  
Human Resources Coordinator