

Function: Community & Protective Services - 02

Department: Fire Services - 040

Policy #: 001



Administrative Duties – Station Level Policy

Effective Date: March 9th, 2017

Review Date: March 9th, 2022

References:

Cancel: Policy 701: Administrative Duties – Station Level Policy

Resolution #: 122-17

CAO Signature:

A handwritten signature in black ink, appearing to read "M. Pinow", is written over a horizontal line.

Policy Statement:

To provide guidelines for payment of certain Lac Ste. Anne County Fire Services Fire Station administrative duties. Administrative duties performed at the Fire Station level by either the Senior Station Officer, or designate, are recognized as duties that fall outside the normal scope of Firefighter duties, and as such are to be approved by the County Fire Chief, or Deputy County Fire Chief, and will be reimbursed at an hourly rate. This policy applies to all Lac Ste. Anne County Fire Stations.

Guidelines:

Lac Ste. Anne County will pay for certain administrative duties, as performed by a Senior Station Officer, or designate. Administrative duties will include:

- Fire Services Incident Field Note Reports, to a maximum of one (1) hour per incident, including data input to Fire Services software systems,
- Emergency Incident attendance with a Fire Investigator, to a maximum of four (4) hours per incident, with the understanding that additional hours may be required and approved by the County Fire Chief, or Deputy County Fire Chief, due to severity of incident,
- Mileage for attending County meetings,
- Other duties as assigned by the County Fire Chief, or Deputy County Fire Chief, and approved by County Manager.