

		Fire Department Remuneration Policy		Policy #3.3.20	
Department Owner:		Administration			
Policy Applies To:		Fire Department			
Date Created:		October 2023	Date Approved By Council:		
Version #:		1.1	Resolution #:		19-041
Last Review Date:		March 2025	Policy Replaced/Rescinded:		Prot 05-15

Intent

To establish a policy related to the remuneration of pay-per-call (volunteer) firefighters, and to define the Town’s compensation strategy with respect to wage adjustments for the Town of Claresholm Pay-per-call (volunteer) fire department. This policy excludes the Fire Chief salaried position.

Definitions

Junior Firefighters

The Junior Firefighter Program is instituted for young men and women, aged 16-18, who are interested in becoming active volunteer firefighters or pursuing a career in emergency services upon reaching the age of 18. Each contracted department is allocated a maximum of two Junior Firefighter positions outside of their regular roster. Junior Firefighters will not respond to any emergency events. Junior Firefighter members will not receive monetary compensation for attending meetings or training.

Firefighter

Shall apply to any member, including a probationary member, who has been successfully hired onto the department and is fulfilling the duties of a firefighter.

Lieutenant

Is the lowest of the Officer ranks in the Claresholm Department. The department Lieutenant may perform duties in the absence of or in addition to the Captain or other ranking officer.

Captain

Is the third highest rank in the Claresholm Department. The department Captain may perform duties in the absence of, or in addition to the Deputy Chief or other ranking officer.

Deputy Chief

Is the second highest rank in the Claresholm Department. Assists the Fire Chief in providing leadership and strategic direction for the operational activities of the Claresholm Fire Department (CFD).

Fire Chief

Is the highest rank in the Claresholm Department. The Fire Chief is responsible for providing senior leadership to the department for the purpose of aligning services and programs with the Town’s strategic and business plans.

Wage

A fixed regular payment earned for work or services, typically paid on an hourly basis.

Guidelines

General

- The Town of Claresholm has contracted the MD of Willow Creek to provide payroll and benefit services for the members of the Claresholm pay-per-call (volunteer) fire department.
- Members shall be paid bi-annually on or about the months of June and December. There are two pay periods per year.
- A minimum 1 hour call out will be paid to firefighters who respond to the hall for calls that are stood down. Responders must document their response on sign-in sheets and on ~~Fire-Pro~~ the **Records Management System** to be paid.
- Members will have a deduction of \$40 per pay period that will be applied to the Claresholm Fire Department Firefighter Fund. This fund is used for the benefit of the members in regards to social functions or gifts to sick members / their families, this list is not exclusive and motion can be made by members to have items purchased or reimbursed through this fund.

Wage Schedule

The Claresholm Fire Department operates under two distinct wage schedules, **but is moving to harmonize with the Intermunicipal Emergency Services Agreement Pay Scale Effective January 1, 2025. The Town of Claresholm will be implementing a phased approach and will be in harmony with the Intermunicipal Emergency Services Agreement Pay Scale, by year 4 of the agreement. See Schedules A & B Schedules A and B below. Schedule A is for members responding to calls within the boundaries of the Town of Claresholm. The Town of Claresholm wage scale excludes the salaried Fire Chief Position.**

~~Town of Claresholm pay per call (Volunteer) firefighter hourly wages are adjusted annually by the same percentage that is granted to Town of Claresholm Employees by way of the CUPE Local 3023 Collective Agreement.~~

~~Schedule B, is for members responding to calls within the Municipal District of Willow Creek, and follows Schedule "E" of the Intermunicipal Collaboration Framework — Fire Services Agreement (Attached).~~

On Call

This payment will be issued as per Schedule C, to Lieutenants, Captains, and the Deputy Chief for the performance of administration on-call for weekends from Friday at 1700 to Sunday at 1700. The various officers will rotate and share this responsibility and each officer will be responsible for a minimum of 5 weekend shifts throughout the year. The Chief will also take a position in the rotation.

Schedule A

Town of Claresholm Wage schedule (with annual increases highlighted in green)

Position	January--> December 2022	January--> December 2023	January--> December 2024	January--> December 2025	January--> December 2026
	2.25% ↑	2.5% ↑	2.50% ↑	2.50% ↑	2.50% ↑
Fire Chief	Salary	Salary	Salary	Salary	Salary
Deputy Fire Chief	\$21.52	\$22.05	\$22.61	\$23.17	\$23.75
Captain	\$20.30	\$20.81	\$21.33	\$21.86	\$22.41
Lieutenant	\$19.11	\$19.59	\$20.08	\$20.58	\$21.10
Fire Fighter	\$17.92	\$18.37	\$18.83	\$19.30	\$19.78

Town of Claresholm 4-Year Salary Schedule; after year 4 the wages will be harmonized and will continue with the 2% annual increase.

Position	2025	2026	2027	2028
Fire Chief - Salaried				
Deputy Chief	\$23.96	\$25.34	\$26.77	\$28.05
Captain	\$21.58	\$23.19	\$24.82	\$26.53
Lieutenant	\$21.53	\$23.06	\$24.64	\$26.33
Firefighter	\$20.23	\$21.71	\$23.24	\$24.84

Schedule B

Municipal District of Willow Creek Wage Schedule

Willow Creek Rates*	
• Fire Chief	\$24.00/hour
• Deputy Chief	\$23.00/hour
• Captain	\$22.00/hour
• Lieutenant	\$22.00/hour
• Firefighter	\$20.00/hour

2025 Intermunicipal Emergency Services Agreement Pay Rates

Firefighter Pay Rates	Pay
• Fire Chief	\$28.29/hour
• Deputy Chief	\$26.43/hour
• Captain	\$25.00/hour
• Lieutenant	\$24.81/hour
• Firefighter	\$24.41/hour

A two percent (2%) annual increase will be applied to the Firefighter Pay Rates for the duration of the agreement.

Schedule C

Officer On Call (Responsibility pay)

	per weekend shift
Town of Claresholm Portion	\$100
M.D of Willow Creek Portion	\$90
Total for On-Call	\$190

¹ This line should read **Deputy Chief**, but was mis-labeled in the FSA agreement.