



POLICY – FD 01

FIRE DEPARTMENT EXPENDITURES

APPROVAL DATE:	1995-05-08	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2001-08-01; 2007-04-30; 2022-04-04	REVIEW DATE:	2026

POLICY STATEMENT

To establish which expenditures will be covered by the Village of Marwayne and which expenditures will be covered by the volunteer Fire Department.

BACKGROUND

This policy was designed to ensure Council is made aware of volunteer Fire Department expenditures and expenses and to provide for the opportunity to mutually collaborate on joint initiatives and projects.

OBJECTIVE

To summarize the process by which the Village of Marwayne and the volunteer Fire department will work together to share in the costs of annual expenditures.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

- The Village of Marwayne requires that the volunteer Fire Department submit annually:
 - A yearly budget;
 - A request for requisition (if applicable);
 - A current financial statement; and
 - The previous years' end financial statement.
- The yearly budget and request for requisition (if applicable) must be submitted by March 31st of each year.
- The yearly budget must include the cost of vehicle repairs for the year, capital expenditures, and all general supplies.
- Annual requisitions, by request, are paid in October.
- The Village is responsible for paying for courses that have been approved using grant funding and will submit all necessary accounting documents to the provincial and/or federal governments.
- Per diems, equipment and protective gear are paid in accordance with the Mutual Aid Agreement executed between the Village of Marwayne and the County of Vermilion River.
- The Village is responsible for the following costs related to the volunteer Fire Department and Fire Hall:
 - All vehicle fuel (tracked through the gas station and Village administration office);
 - Insurance on buildings, contents, vehicles and group accident coverage for volunteers;
 - Utilities (cell phone, power, gas);
 - 9-1-1 dispatch; and



- Radio station licensing.
- Incidentals are to be paid for by the volunteer Fire Department.
- In instances where the Fire Department does not have an account for purchasing, expenses may be charged to the Village's account and the Fire Department shall reimburse the Village, less the GST.
- The Village will submit for reimbursement that portion of fuel that is to be cost shared with the County of Vermillion River on an annual basis during year end.
- The Fire Chief shall meet with Council once per year to provide an update on the operations of the volunteer Fire Department and any emerging items for Council's consideration.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant