



## EXTENSION AND DISTRICT VOLUNTEER FIRE DEPARTMENT

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### STIPEND SCHEDULE (QUARTERLY)

<b>EFFECTIVE DATE:</b> October 20, 2025	<b>APPROVED BY:</b> Extension Volunteer Fire Department Society Board
<b>REVISION DATE:</b>	<b>PAGE: 1 of 3</b>

#### 1. PURPOSE & AUTHORITY

This Stipend Schedule sets stipend categories, rates, eligibility, and payment timing for members of the Extension & District Volunteer Fire Department (EXTFD). It is adopted by the Society Board and administered by the Society Treasurer (or designate) in accordance with EXT-01 20.0 Honoraria, Stipends & Expenses.

#### 2. PAYMENT CADENCE (QUARTERLY)

- a) Quarters: Q1 (Jan–Mar), Q2 (Apr–Jun), Q3 (Jul–Sep), Q4 (Oct–Dec).
- b) Payments are issued following the close of each quarter.
- c) Stipends are issued for full quarters only. No pro-rating is applied for partial quarters.

#### 3. ELIGIBILITY & ONBOARDING

- a) Stipends are available to active members in good standing who meet attendance, training, and conduct expectations and who are on EXT-01 payroll.
- b) Stipend payments start with the first full quarter after the member is added to payroll (no stipends payable prior to payroll onboarding).
- c) The Tuesday Practice stipend is limited to Regular Members (Yellow Hat); Recruits and Junior Members are not eligible during probation.

#### 4. STIPEND CATEGORIES & RATES

- a) Tuesday Night Training Sessions — Per-Practice Rates  
(payable only to Regular Members/Yellow Hats; see Section 3)
  - i. Fire Chief: \$70 per Tuesday practice attended  
Deputy Fire Chief: \$60 per Tuesday practice attended  
Training Officer: \$60 per Tuesday practice attended  
Captains: \$50 per Tuesday practice attended  
Regular Members (Yellow Hat): \$40 per Tuesday practice attended



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Recruits / Junior Members: Not eligible

- ii. Eligibility: Regular Members (Yellow Hat) only. Recruits and Junior Members are not eligible during probation.
- iii. Crediting: Member must be signed in, marked attended, and comply with OGs and officer direction.
- iv. Members who hold more than one role are paid one rate per practice, at the highest applicable rate for the role they are performing that session.

b) BCWS-Tasked (V#) Incidents - Hourly

- i. Rate: \$35 per hour worked.
- ii. Definition: A BCWS-Tasked Incident is a wildfire incident within or immediately adjacent to the Fire Protection Area for which EXTDFD has been formally tasked by BC Wildfire Service (BCWS) and issued a V# to attend and action the fire, typically operating with BCWS.
- iii. Eligibility: Members must be authorized and rostered for the V# incident, qualified for assigned tasks, and fit for duty.
- iv. Timekeeping: Payment is based on hours worked supported by approved incident records (e.g., BCWS V# timesheets, ICS 214/unit logs, or EXTDFD time records) signed by the IC/Officer and validated by the Fire Chief (or designate).
- v. Records & Close-out: The V# package (task number, dates, roster, signed hours) is retained with the incident file and provided to the Society Treasurer for quarterly processing.

c) Administrative Stipend — Hourly Rate (Senior Officers & Training Officer)

- i. Rate:
  - 1. Fire Chief \$35 per hour.
  - 2. Deputy Fire Chief and Training Officer \$30 per hour.
- ii. What qualifies: Chief-approved administrative activities that are necessary for EXTDFD operations and not already compensated under another category.
- iii. Approval & timekeeping: Activities must be pre-approved by the Fire Chief (email or written note is sufficient) and recorded on an approved time record (admin timesheet) stating date(s), activity, and hours. The time record must be signed by the member and approved by the Fire Chief (or designate).



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- iv. No double-claiming: Administrative Stipend hours cannot be claimed for time already compensated under Tuesday Practice or BCWS V# categories (no overlap in the same time block). Tuesday practices remain paid per-practice only.
- v. Records: Approved admin timesheets are retained and provided to the Society for quarterly processing.

### 5. ATTENDANCE & RECORDS

- a. Attendance for Tuesday training is recorded via the Department's approved system
- b. V# incident hours must reference the V# and include signatures as above.
- c. Administrative Stipend hours must include Chief pre-approval and the approved admin time record.
- d. The Society relies on verified summaries provided by Senior Officers.

### 6. COMPLIANCE & LIMITATIONS

- a. Stipends/honoraria do not create an employment relationship.
- b. Members must be fit for duty and comply with EXTFD policies and Operational Guidelines (including EXTFD-01 21.0 General Conditions, 21.6/21.6A Communications & Social Media).
- c. Misuse of alerting devices or misrepresentation of attendance/hours may result in corrective action under EXTFD-01 17.0 and repayment of any overpayments.

### 7. TAX REPORTING

- a. Stipends/honoraria may be reported to the Canada Revenue Agency (e.g., T4A)
- b. Members are responsible for their own tax implications.

### 8. ADMINISTRATION & CONTACT

- a. The Society Treasurer (or designate) administers stipend calculations and payments.
- b. Questions: [Chair@extensionfire.ca](mailto:Chair@extensionfire.ca)