

## STIPEND AND INSTRUCTOR SCHEDULE

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**FIN 4**

- Purpose:** To describe and define the stipend and instructor schedule for participating fire departments in the Technical High Angle Rope Rescue Program.
- Scope:** All approved and provincially registered fire departments involved in the Technical High Angle Rope Rescue Program may apply for the annual stipend as per the approved schedule (FIN4).
- Guidelines:** The scheduled amounts for existing and new fire departments depend on the size of department, its geographical service area, and activity in the jurisdiction which would require potential rescue at high elevations.
- The schedule has been approved by the Steering Committee and remains in effect for the term of the current budget.
- Annual stipends will be paid only upon receipt of a **completed “Annual Submission”** submitted by the requesting fire department through the THARRP portal. Instructions on how to make your annual submission through the portal are found in the THARRP portal guideline section or on page 2 of this document (FIN 4).
- The primary purpose for the stipend is to replace worn equipment as required. Any residual funds can be designated to the department’s high angle rope rescue program as the Fire Chief deems appropriate.**

## **Stipend and Annual Statistical Report**

### **Instructor Stipend**

The instructor annual stipend is calculated for each department based on the number of currently eligible funded instructors x \$1500.

The Technical High Angle Rope Rescue Annual Submission must be completed for the period of December 1st of the prior year to November 30th of the current year. Your annual submission **must be submitted on or by December 1st** of the current calendar year.

### **Annual Statistical Report**

An annual statistical report on rope rescue program activities must be submitted by each fire department enrolled in the program. These statistics are important in demonstrating the program's continued value to the employer groups who are funding the program as well as to the local community. A participating fire department is eligible for an annual stipend only if the annual submission is made.

To complete your annual submission requirements, navigate to the Site Surveys and Worksite Rescues sections to fill out the requirements. Departments will only be reimbursed for surveys and rescues entered in the THARRP portal. The information entered will automatically be added to your annual statistical report in the Annual Submission section.

Training Hours Conducted are entered directly in the Annual Submission section. Do not include initial Instructor Course training time here. To calculate the Total Rope Rescue Training Hours: Take the number of hours for each training session, multiply this by the number of trainees participating in each session: this total is the Total Rope Rescue Training Hours. Repeat this for each training session. Determine the Monthly Total by adding up the Total Rope Rescue Training Hours for each training session that occurred in the month. If no training hours have been completed leave the field blank

For example:

If in January, you had three (3) training sessions. The first session lasted two (2) hours, and had 25 participants, the second session lasted eight (8) hours, and had ten (10) participants, and the third session lasted four (4) hours, and has 12 participants.

- Session One: 2 hours x 25 trainees = 50 person hours
- Session Two: 8 hours x 10 trainees = 80 person hours
- Session Three: 4 hours x 12 trainees = 48 person hours

Once you have reviewed the information and ensured it is correct, click submit to make your annual submission. Following review by the THARRP administrator, your request will be approved/denied, and your cheque issued if approved. Please note, all submissions are final. If you are unsure of any of the information you have entered, please contact the THARRP administrator at [tharrp@bccsa.ca](mailto:tharrp@bccsa.ca) for assistance before submitting.