

COURSE COST AND BACKFILLING REIMBURSEMENT PROCEDURES

FIN 2

- Purpose:** To produce consistency in the criteria and application process for reimbursement of candidate course fees, backfilling costs, travel, meals and accommodation costs to participating municipal fire departments.
- Scope:** **Effective January 1, 2019 and until further notice**, reimbursement is available in accordance with the procedures set out below, to participating municipal fire departments in good standing in the Technical High Angle Rope Rescue Program. (“In good standing” means those funded fire departments that continue to satisfy the program requirements for provision of rope rescue training to their rescue team members, and who respond to requests by the program’s funding employers for industrial rescues.)
- Guidelines:** The **maximum** reimbursable course fees of the program’s required training modules is the equivalent of that charged by the Justice Institute of BC according to their April 1, 2019 fee schedule and are as follows:

Training Levels	Fees to a Maximum
<p>NFPA 1670 - Current Edition Requirements for the organization (fire department)</p> <p>ROPE & TOWER RESCUE:</p> <ul style="list-style-type: none"> • Awareness • Operations • Technician 	<p>\$5550.00 (combined)</p>
<p>NFPA 1006 – Current Edition Requirements for the Individual/funded instructor requirements:</p> <p>ROPE & TOWER RESCUE:</p> <ul style="list-style-type: none"> • Awareness • Operations • Technician 	
<p>Instructor Training</p>	
<ul style="list-style-type: none"> • *"Update" <p>Tower Crane Rescue Training</p>	<p>\$880.00</p>

Reimbursement will be provided to cover *actual costs incurred* to the maximums allowable

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as per the table above. Departments must submit receipts or invoices to qualify for reimbursement.

***"Update" Training** - Where a funded instructor has fulfilled their three-year commitment **after completing training**, a department may choose to re-send the instructor to Tower Crane Rescue training to update skills. Update training is not mandatory.

Please note the BCCSA is not GST and PST exempt. GST and PST are reimbursed by the Program.

1. The cost of backfilling or course attendance on days off, for approved candidates for training, at the rate(s) stipulated herein.
2. The cost of travel, mileage, meals & accommodation as stipulated herein.

No reimbursement will be made in the following circumstances:

1. If a candidate does not successfully pass the designated training, the Program will not reimburse for a second attempt. Reimbursements will be made one time only for each candidate. Subsequent attempts will be made at the Department's expense.
2. Training is provided in-house while a candidate is on shift.
3. No accommodation expense will be reimbursed for in-house training.
4. **No reimbursements will be made retroactively.** Reimbursements will only be made for candidates or expenses that received prior approval for funding.

Reimbursement applications must be consistent with the terms and conditions authorized by the Technical High Angle Rope Rescue (THARRP) Steering Committee as specified herein. These terms and conditions have been established in collaboration with representatives from the Greater Vancouver Fire Chiefs' Association (GVFCA).

An application for reimbursement must be submitted through the THARRP portal in the Training Reimbursement section. Each fire department must submit a separate request for each instructor. Attached invoices must show the course date(s) and the candidate(s) name(s). Receipts, where required, must accompany each reimbursement request. Applications must be submitted **within the calendar year** of the candidate(s) completion of **each** training course through the THARRP portal.

A department may request reimbursement for one of the following if applicable:

- 1) **Backfilling** – Backfilling or wage costs, if claimed, pertaining to replacement staffing shall be reimbursed for all candidates attending funded training **off-shift**. Funded fire departments **will be reimbursed at the base hourly rate of the funded candidate attending the training**, i.e. if the funded candidate is a lieutenant, backfill costs will be reimbursed at the lieutenant's base hourly rate per the collective agreement. If overtime is required by the terms and conditions of the collective agreement, a rate not exceeding

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one and one-half (1.5) times the base hourly rate of the candidate's classification will be reimbursed. Benefit costs are not reimbursed.

OR

2) Reimbursement for Training on Days Off

Where a funded candidate attends training on their days off, the department may request reimbursement for the actual cost to the fire department for the hours the candidate attends training. If overtime is required by the terms and conditions of the collective agreement, a rate not exceeding one and one-half (1.5) times the base hourly rate of the candidate's classification will be reimbursed. Benefit costs are not reimbursed.

Backfilling or wage costs for volunteer candidates will be equivalent to the base hourly rate of an entry level recruit.

Appealing Refused Reimbursement Requests

The applicant may appeal a decision by supplying the THARRP Steering Committee with a written letter of appeal. This letter should include any new information the applicant deems relevant. The Chair of the Technical High Angle Rope Rescue Steering Committee, in consultation with the other committee members, shall make a decision on the appeal within thirty (30) days of receipt of the appeal and shall render a decision to the applicant in writing.

Funding for Technical High Angle Rope Rescue Program is limited to provincially-registered fire departments that meet the established criteria. Other parties may take the training, however, funding will not be considered.

Summary - Effective January 1, 2019 and until further notice, reimbursements shall be based upon the table on page 4.

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Reimbursable Expenses for Non-In-house Training		
Reimbursable Expenses (if claimed)	Maximum Rates/Amounts (Formula/Criteria)	
	Metro Vancouver Fire Departments	Non-Metro Vancouver Fire Departments
Program Course Fees	\$5550.00 (combined) \$880.00 (Update training)	\$5550.00 (combined) \$880.00 (Update training)
Wages <ul style="list-style-type: none"> Backfill Expense or Wage Claim for Training on Days off 	All funded fire departments will be reimbursed at the base hourly rate of the funded candidate attending the training.	All funded fire departments will be reimbursed at the base hourly rate of the funded candidate attending the training.
Candidate Expenses (a) Accommodation <ul style="list-style-type: none"> Hotel Private 	not applicable not applicable	\$130.00/day excluding taxes (<i>receipt required</i>) \$35.00/day (<i>no receipt required</i>)
(b) Daily Meals Where amount exceeds per diem allowable, receipts are required <ul style="list-style-type: none"> Breakfast Lunch Dinner Daily Maximum	not applicable \$15.50 incl. <u>not applicable</u> \$15.50	\$13.50 \$15.50 <u>\$25.50</u> \$54.50
(c) Travel <ul style="list-style-type: none"> Air Personal/Dept Vehicle Vehicle Rental Taxi/rideshare Other _____ (specify) (e.g., BC Ferries) 	(<i>per Provincial Gov't standard</i>) <ul style="list-style-type: none"> not applicable \$0.72 per "wheels turned" km not applicable not applicable not applicable 	(<i>per Provincial Gov't standard</i>) <ul style="list-style-type: none"> Economy/Coach Class (<i>receipt required</i>) \$0.72 per "wheels turned" km Vehicle rentals (not to exceed \$65.00/day base rate) Taxi/rideshare (<i>receipt required</i>)*** Includes applicable reservation fees (<i>receipt required</i>)

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**** Candidate Claims one of the following returns “wheels turned” mileage scenarios:**

- Home Department round-trip mileage to a Training Agency Facility or training location **OR**
- Candidate round-trip mileage from accommodation to Training Agency Facility or training location
- Candidate round-trip mileage from home to Training Agency Facility or training location (**No other mileage claimable**)

*****Vehicle Rental Guidelines:** Non-Metro Vancouver candidates staying within 30 km of YVR (Vancouver Airport) and/or within 30 km of Training Agency Facility or training location are encouraged to utilize public transit (buses and SkyTrain), taxis, or rideshare services whenever possible, in lieu of vehicle rentals. Use of department or personal vehicles, in lieu of air travel, is also encouraged. **Vehicle rentals exceeding standard daily rate of \$65.00/economy class (base rate) may not be reimbursed. Preapproval of the THARR Program Administrator is required for vehicle rentals exceeding standard daily rate of \$65.00.** The THARR Program is not responsible for late fees, airport surcharges, extra insurance costs or fees, or for daily rental fees beyond the actual dates of travel and training (24 hours prior to the start of training, 24 hours post-training). For example, a candidate flies into YVR on Sunday evening to attend training from Monday to Wednesday and flies out of YVR on Wednesday evening. The candidate will be reimbursed at \$65.00 per day for Sunday, Monday, Tuesday, and Wednesday. **One rental vehicle per group of instructors. Two or more instructors attending training at the same time, at the same location, are not eligible for reimbursement of fees for individual rental vehicles.**

Notes: All above reimbursement rates for travel, meals and accommodation are consistent with prevailing government rates.