



January 12, 2012

Local Assistant to the Fire Commissioner

Re: Fire Reporting Remuneration Forms

Each year, all LAFC's are eligible to receive reimbursement for all fire reports that are completed. Please finalize your pending reports to receive the maximum reporting dollars.

Section 12 of the *Fire Services Act* states, "For each fire investigated and reported by a local assistant to the satisfaction of the fire commissioner, the local assistant must be paid out of the consolidated revenue fund the sum prescribed by the Lieutenant Governor in Council and his or her necessary expenses in obtaining required information."

Attached is a blank form to report your fire report accounts for the year 2011. To facilitate our fiscal year budget cut-off date, please submit the completed form and return no later than **March 2, 2012 to the attention of Shelley Ballantyne.**

Forms can be submitted by:

1. E-mail to: ofc@gov.bc.ca
2. Fax to: **250-952-4888**
3. or mail to:
Shelley Ballantyne
Office of the Fire Commissioner
PO Box 9201 Stn Prov Govt
Victoria BC V8W 9J1

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REIMBURSABLE EXPENSES

Fire Reports: \$3 for each completed fire report.

Postage: Postage charges for mailing fire reports may be claimed. If other documentation is required to be sent to the Office of the Fire Commissioner, mailing/shipping charges may also be claimed. You must provide receipts for all postage expenses.

Travel Expenses: If you have travelling expenses in connection with your fire investigations, make a detailed separate statement and enter the total under "Expenses" on an account form. On this separate statement, list the following:

- (1) Date of each fire;
- (2) Location of each fire;
- (3) Cost of transportation, etc.
- (4) Proof of advance authorization from OFC to bill your travel expenses.

*Only those persons authorized by the Fire Commissioner to use their personal car for fire investigations may claim a mileage allowance based on .50 cents per kilometre. (Note: mileage claims must be submitted in kilometres – the conversion formula to be used "miles x 1.6 = kilometres").

Photography: If you are requested by the Office of the Fire Commissioner to photograph a fire scene, then film purchase and photo processing charges may be claimed.

Please return your completed form by **March 2, 2012**. Your early attention to this matter is appreciated.

Thank you!



Shelley Ballantyne
Fire Reporting Systems Officer
Office of the Fire Commissioner

Attachment

LOCAL ASSISTANT TO THE FIRE COMMISSIONER REMUNERATION FORM

Submit to the Office of the Fire Commissioner before March 2, 2012.

My account for FIRE REPORTS made pursuant to Section 12 of the *Fire Services Act* from January 1st, 2011 to December 31st, 2011, is as follows:

AREA OF JURISDICTION: _____

REPORTING LOCATION CODE(S): _____

NUMBER OF FIRE REPORTS _____ @ \$3.00 each \$ _____
(Please attach your listing of fire reports by incident number)

POSTAGE:

Letters: .61 ea \$ _____

Flats: 2.31 ea \$ _____

EXPENSES: If any expenses are applied for, details must be furnished.
Please refer to the instruction letter accompanying this form. \$ _____

TOTAL: \$ _____

PLEASE COMPLETE EITHER SECTION A OR B – NOT BOTH

A) Make cheque payable to Local Assistant to the Fire Commissioner:

Surname: _____ Given Name: _____

Address: _____

City: _____ Postal Code: _____

Signature of Local Assistant – Authorizing Payment to Above

LAFC BADGE #

B) Make cheque payable to the municipality of fire protection area:

Address: _____

City: _____ Postal Code: _____

Signature of Local Assistant – Authorizing Payment to Above

LAFC BADGE #

Bus Phone: _____ Cell Phone: _____ Date: _____