



January 24, 2017

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 remuneration form to report your fire report accounts for the year 2016. To facilitate our fiscal year budget cut-off date, please submit the completed form and return no later than **February 28, 2017**. Please note that submissions received after this date will not be processed as March is our cut-off date for making these payments.

Forms can be submitted by:

1. E-mail to: **OFC@gov.bc.ca**
2. Fax to: **250-952-4888**
3. or mail to:  
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.

### **Investigations under Section 12 Fire Services Act**

**Travel Expenses:** If you have travel 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 .52 cents per kilometre.

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

Please return your completed form by **February 28, 2017**. Your early attention to this matter is appreciated.

Thank you,

Liz England  
Fire Reporting Officer  
Office of the Fire Commissioner

Attachment

# LOCAL ASSISTANT TO THE FIRE COMMISSIONER REMUNERATION FORM

My account for FIRE REPORTS made pursuant to Section 12 of the *Fire Services Act* from 1<sup>st</sup> January, 2016 to 31<sup>st</sup> December, 2016, 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: 1.00 ea. \$ \_\_\_\_\_

Flats: 1.80 ea. \$ \_\_\_\_\_

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

**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: \_\_\_\_\_ Res Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Date: \_\_\_\_\_