



[Date]

Attention: Municipal CAO's and Fire Department Chief Officers

RE: Reimbursement for Provincial deployment to Wildland Urban Interface Fire Protection

On behalf of the Office of the Fire Commissioner, I would like to thank your fire department for its outstanding work while responding to Provincial [*Emergency Event*]. The crews that were deployed to these events were very effective and conducted themselves in a professional manner. Their efforts saved communities not only including personal property and forest land, but the economic viability of those same communities. Please ensure your fire departments and Councils are made aware of our sincere appreciation.

The jurisdiction is eligible to be reimbursed for the following:

- Staff Attendance. Hourly rates are indicated on the form (attached). This includes travel time and operating at the scene. Down-time at an emergency is not claimable (i.e. when crews are not working).
- Apparatus Attendance. Hourly rates are indicated on the form (attached). Fire Department vehicle mileage is included as part of the operating time. Down-time at an emergency is not claimable (i.e. when crews are not working).

Reimbursement for staff and apparatus attendance will be returned to the jurisdiction.

Fire department staff are eligible to claim personal mileage for privately owned vehicles:

- Private Vehicle Distance. (form attached) Rates for Private Vehicle Distance are \$0.40/km. This includes staff travel in kilometers to and from the scene in their personal vehicles. These claims must be completed by individual staff and correspond to the fire department's staff attendance reimbursement requests. Eg. Dates in attendance.

Private vehicle distance claims will be reimbursed directly to the individual.

The submission will be verified and authorized by the Fire Chief and CAO, and submitted to:

*Office of the Fire Commissioner
Re: [**Emergency Event**]
508-401 York Avenue, Winnipeg
R3C 0P8*

Submission Deadline: *[Date]*

Event Schedules:

[Response description]

Should you have any questions in regard to this claim, please do not hesitate to contact Cindy Giesbrecht at 204-945-3409.

Sincerely,

[Signature]

Robert Pike
Deputy Fire Commissioner
Manitoba Office of the Fire Commissioner

Cc	David K. Schafer	Fire Commissioner	OFC
	Cindy Giesbrecht	Director of Support Services	OFC
	Nicole Morton	Manager of Financial Services	OFC
	Donica Franchewski	Operations	OFC
	Jeff Erwin	Operations	OFC