



MAKING YOUR JOB EASIER

Invoicing



Reimbursement of suppression costs

Below are the eligible costs along with the rates established for forest fire suppression activities involving municipal fire fighters:

Eligible costs



Rates established by the municipality

- Salary of fire fighters at rates paid by the municipality according to the number of fire fighters deemed necessary by SOPFEU. Employee benefits of a maximum of 16% may be added to salaries where justified.
- Meals that the municipality has the obligation of providing because of the number of hours worked.

Rates established by the *Ministère des Ressources naturelles et de la Faune* or the *Conseil du trésor* "rental rates for heavy equipment"

- Municipal fire truck
- Emergency unit
- Any other motorized equipment such as bulldozers, skidders, loaders, trucks

Ineligible costs



Miscellaneous

- Refilling of fire extinguishers
- Interest on accounts payable
- All expenses resulting from a false alarm
- Damage to and loss of equipment

Administration fees

- Although ineligible, SOPFEU may consider accepting administration fees for truly exceptional reasons, such as an intervention lasting for several days, and after taking into account Note 1 below.



Invoicing

A SOPFEU representative will contact the municipal fire department that worked on the forest fire. This representative will complete, with the municipal official, the "Municipality Agreement" form (see example on following page). In addition, the municipality must send its own invoice, within a maximum of 30 days, containing the same amounts that are found on the "Municipality Agreement" form.

It should be pointed out that only the amounts submitted to the SOPFEU representative and entered on the form signed by both parties will be paid. No additional fees will be allowed. Reimbursement will be made upon presentation of one invoice per fire.

Note 1: These rates include fees for service, maintenance, depreciation and insurance, along with administration fees related to equipment.

Please give to your invoicing department

