



Alberni-Clayoquot Regional District

**Appointment of Fire Chiefs Committee
AGENDA**

**Thursday, March 16, 2017, 6:00 pm,
ACRD Board Room, 3008 Fifth Avenue, Port Alberni, BC**

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- 1. Call to Order:**
- 2. Appointment of Chairperson:**
- 3. Reports:**
 - a. Overview – Purpose of the Committee – R. Dyson 2 - 3
 - b. Discussion – Fire Chief Selection Process
– Appointment vs Election
 - c. Committee Next Steps in Review Process – D. Holder
 - d. Review – Fire Department Review Action List 4 – 5
- 4. Other Business/Reports:**
- 5. Adjourn**



To: ACRD Board of Directors

CC: Charlie Starratt - Beaver Creek Volunteer Fire Department, Mark Kelly - Bamfield Volunteer Fire Department, Michael Cann - Sproat Lake Volunteer Fire Department

From: Dan Holder, Fire Service Coordinator

Meeting Date: October 26, 2016

Subject: **Committee for Appointment of Fire Chiefs**

Recommendation:

THAT the Board of Directors of the Alberni Clayoquot Regional District appoint a special committee for the purpose of bringing forward recommendations to the Board regarding the appointment of the Fire Chiefs and officers of the Regional Districts Fire Departments, the committee to consist of the Directors of Bamfield, Sproat Lake and Beaver Creek, the current Fire Chief and Deputy of each department and the Fire Services Coordinator.

Summary:

Procedures for the appointment of Officers for the Regional Districts Fire Departments are required. Establishing a committee to make recommendations to the Board will enable consultation with the departments and the area directors.

Background:

The ACRD commissioned a report by Dave Mitchell and Associates to conduct a review of the fire services of Bamfield, Sproat Lake and Beaver Creek Volunteer Fire Departments. One of the recommendations identified was to change the present method of electing Fire Chiefs to a more formal process of appointing Fire Chiefs. Departments are moving toward a process based on qualifications rather than a vote among the membership.

The Bylaws for Establishing Operational Criteria for the Departments were recently amended to reflect this standard.

Section 5 of Alberni-Clayoquot Regional District Bylaw No. R1023 - *A Bylaw to Establish Operational Criteria for the Regional District Fire Departments* states;

“The Fire Chief of each Fire Department shall be appointed for a term not to exceed three years by a resolution of the Board. Upon the completion of the three-year term and after consultation with the members of the relevant Fire Department, the appointment of Fire Chief may be considered.”

It is recommended that:

- 1) The Board approve the formation of a working committee to investigate the required qualifications of the Fire Chief and Officers, explore options, consult with the membership and report back to the Board with a recommendation for appointments of Fire Chiefs and the fulfillment of Officers positions.

2) The working committee be comprised of:

- The Elected officials for Beaver Creek, Bamfield and Sproat Lake.
- The Fire Chiefs and Deputy Fire Chiefs of the departments.
- The Fire Service Coordinator.

Time Requirements – Staff & Elected Officials:

It is anticipated that three or four meetings will be required, the committee will be supported by the Fire Services Coordinator and we hope to have recommendations back by February 2017.


Financial:

none

Policy or Legislation:

Fire Chiefs are responsible for managing their departments subject to various regulations and acts this will ensure the qualified person is in place.

Bylaw No. R1023.

Submitted by: 

Dan Holder

Approved by: 


Russell Dyson, Chief Administrative Officer

Recommendations from Alberni-Clayoquot Regional Fire Strategic Plan: Alberni Valley and Bamfield

	Bamfield	Beaver Creek	Cherry Creek	Port Alberni	Sproat Lake
Firefighter Training Records	•	•			•
Regional RMS System	•	•	•	•	•
Regional Training Site	•	•	•	•	•
Bylaw Update	•	•		•	•
Automatic Mutual Aid		•		•	•
Dispatch Protocol for Automatic Mutual Aid Responses		•		•	•
Training and Certification for Mutual Aid Responses		•	•	•	•
Identification of Certified FF on the Fire ground		•	•	•	•
Operational Guidelines and Schedules for Automatic Mutual Aid Agreement		•		•	•
Develop Remuneration Standards for Chiefs and Deputy Chiefs in the ACRD	•	•			•
Review and make changes to the Fire Prevention/Fire Education Programs	•	•			•
Review the existing Service Areas and Identify Potential Improvements for Response Times	•	•		•	•
Develop and Recommended Criteria for minimum Proficiency Requirements for Senior Officers	•	•			•
Develop recommendations on Structure, Reporting Lines and Authorities for Managing the ACRD Fire Departments	•	•			•
Review Fire Protection Boundaries	•				

Recruitment and Retention of Volunteers					
	Bamfield	Beaver Creek	Cherry Creek	Port Alberni	Sproat Lake
Restricted Road Access for Emergency Equipment	•				•
Radio Coverage	•				
Service Contract with First Nations	•				
Available Water Supply	•				
Level of Service Expectations	•				
Need for a Fire Underwriters Survey		•			
Establish a Training Standard for the Fire Department	•	•			•
Pre-Fire Plans and Risk Identification		•			
Fire Department Annual Reports to the ACRD	•	•			•
Administrative Support	•	•	•	•	•
Shared Lesson and Training Plans					•
Improvements, Capital Funding for Training Centre				•	
Regional Training Officer Concept				•	
Fire Incident Records and Reporting	•	•		•	•
Alternate Paging Methods	•	•	•	•	•
Develop a Communication Plan for Paging Fire Ground Tactics and Mutual Aid	•	•	•	•	•

 Projects Completed

 2017 Projects