



Alberni-Clayoquot Regional District

APPOINTMENT OF FIRE CHIEFS COMMITTEE MEETING

WEDNESDAY, SEPTEMBER 20th, 2017 @ 6:00 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Appointment of Fire Chiefs Committee Meeting – June 14, 2017	2-4
<i>THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on June 14, 2017 be adopted.</i>	
4. <u>DELEGATIONS</u>	
a. Sproat Lake Firefighters Association - L. Ransom, T. Blight, W. Fenske, B. Bingham	
Re: Chief Officer Selection Process	
5. <u>REQUEST FOR DECISIONS</u>	
a. Request for Decision	5-14
Draft – Policy, Procedures, Job Descriptions and Qualifications – ACRD Volunteer Fire Departments	
<i>THAT the Appointment of Fire Chiefs' Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the following for the Regional District's volunteer fire departments:</i>	
<ul style="list-style-type: none">• <i>Appointment of Fire Chiefs' Policy and Procedures</i>• <i>Fire Chief Job Description</i>• <i>Deputy Fire Chief Job Description</i>• <i>Firefighter Qualifications</i>	
6. <u>ADJOURN</u>	



Alberni-Clayoquot Regional District

MINUTES OF THE APPOINTMENT OF FIRE CHIEFS COMMITTEE MEETING HELD ON THURSDAY, JUNE 14, 2017 @ 6:00 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

PRESENT: John McNabb, Chairperson, Director, Area "E" (Beaver Creek)
Keith Wyton, Director, Area "A" (Bamfield)
Penny Cote, Director, Area "D" (Sproat Lake)
Charles Starratt, Chief, Beaver Creek Volunteer Fire Dept.
Mark Kelly, Deputy Chief, Bamfield Volunteer Fire Dept.
Rick Geddes, Deputy Chief, Sproat Lake Volunteer Fire Dept.
Mike Cann, Chief, Sproat Lake Volunteer Fire Dept.

STAFF PRESENT: Wendy Thomson, Acting Chief Administrative Officer
Shellie Lyle, Administrative Assistant
Dan Holder, ACRD Emergency/Fire Services Coordinator (Contractor)

1. CALL TO ORDER

The Chairperson called the meeting to order at 6:00 pm.

The Chairperson recognized the meeting is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

MOVED: Keith Wyton

SECONDED: Penny Cote

THAT the agenda be approved with the addition of the March 16, 2017 Appointment of Fire Chiefs Committee minutes.

CARRIED

2. MINUTES

MOVED: Keith Wyton

SECONDED: Charlie Starratt

THAT the Appointment of Fire Chiefs Committee meeting minutes of March 16, 2017 be approved.

CARRIED

2. JOB DESCRIPTIONS

a. Fire Chief Job Description

D. Holder provided an overview of the draft Fire Chief Job Description. Discussions followed with recommendations for revisions. D. Holder will make the revisions.

Director Wyton, D. Holder and Bamfield's Chief and Deputy Fire Chief will revise the job description specific to Bamfield.

b. Deputy Fire Chief Job Description

D. Holder provided an overview of the draft Deputy Fire Chief Job Description. The Committee discussed and provided recommendations for revisions. D. Holder will make the revisions.

MOVED: John McNabb
SECONDED: Charlie Starratt

THAT the Appointment of Fire Chiefs Committee approve the Fire Chief and Deputy Fire Chief job descriptions with revisions for Sproat Lake and Beaver Creek Fire Departments.

CARRIED

MOVED: Keith Wyton
SECONDED: Charlie Starratt

THAT the Appointment of Fire Chiefs Committee recommend that the Board of Directors adopt the Fire Chief and Deputy Fire Chief job descriptions with revisions.

CARRIED

3. REPORTS

a. Appointment of Fire Chief Policy

The Committee discussed the draft Appointment of Fire Chief Policy provided by D. Holder. Recommendations were made to revise the draft policy. D. Holder to revise and bring back to the Committee. D. Holder, P. Cote and Acting CAO will meet with the Sproat Lake Volunteer Fire Department to review prior to going to the Board of Directors for adoption.

Mike Cann entered the meeting at 6:39 pm.

b. Officer Qualifications Policy

The Committee discussed the draft Officer Qualification Policy provided by D. Holder. The intent of the matrix is a guideline to meet educational and training needs. D. Holder will work with R. Geddes to revise the matrix. D. Holder will create a defensive training standard for Bamfield.

4. OTHER BUSINESS/REPORTS

Schedule meeting with Sproat Lake Volunteer Fire Department.
Schedule next meeting of the Appointment of Fire Chiefs Committee to review revised Job Descriptions and Policies.

5. **ADJOURN**

MOVED: John McNabb

SECONDED: Keith Wyton

THAT this meeting be adjourned at 7:05 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Acting Chief Administrative Officer



REQUEST FOR DECISION

To: Appointment of Fire Chiefs Committee

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: September 20, 2017

Subject: **Draft - Policy, Procedures, Job Descriptions & Qualifications – ACRD Volunteer Fire Departments**

Recommendation:

THAT the Appointment of Fire Chiefs' Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the following for the Regional District's volunteer fire departments:

- *Appointment of Fire Chiefs' Policy and Procedures*
- *Fire Chief Job Description*
- *Deputy Fire Chief Job Description*
- *Firefighter Qualifications*

Summary:

To develop a policy and related procedures for the appointment of fire chiefs as well as officer job descriptions and qualifications for the Alberni-Clayoquot Regional District's (ACRD) volunteer fire departments for consideration by the ACRD Board of Directors.

Background:

In October 2016, the ACRD Board of Directors appointed a special committee with the purpose of bringing forward recommendations on appointment of Fire Chiefs to the ACRD's volunteer fire departments. The Committee was also tasked with developing officer job descriptions and firefighter qualifications.

The Appointment of Fire Chiefs' Committee has met on two occasions to review and develop the following for consideration by the ACRD Board:

- Procedures for the position of fire chiefs.
- Establish vetting process and develop criteria for appointment of Fire Chiefs to the Volunteer Fire Departments with minimum standards and qualifications.
- Criteria for what is required to become a fire chief.
- Benefits of developing a job description for the fire and deputy chief positions.
- Challenges faced by each of the three fire departments including lack of volunteers, recruitment, training, responsibility and time commitment.

Appointment of Fire Chiefs Committee Recommendations

With the assistance of the ACRD Fire Services Coordinator and ACRD staff, the Committee has developed the attached drafts: Policy/Procedures for Appointment of Fire Chiefs, Job Descriptions for Fire Chief and Deputy Fire Chief and firefighter qualifications.

Staff request the Committee review and make any final amendments to the draft documents prior to presenting to the ACRD Board of Directors for adoption.

Time Requirements – Staff & Elected Officials


Some staff and committee time will be required when undertaking a recruitment process. Staff will also need to work with the fire departments and fire service coordinator to keep the job descriptions and qualifications up to date.


Financial

Any associated costs come out of the applicable fire department’s budget.

Policy or Legislation:

Bylaw R1023, Fire Department Operational Criteria Bylaw applies. It should be noted that this Bylaw supersedes any policies or procedures adopted by the ACRD Board, including the Appointment of Fire Chiefs policy.

Submitted by: 
Wendy Thomson, Manager of Administrative Services

Approved by: 
Douglas Holmes, Chief Administrative Officer



TITLE:	APPOINTMENT of FIRE CHIEFS – Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments	
Policy Issued by:	ACRD Board of Directors	
Date Adopted:		
Date Amended:		Page: 1 of 2
Applicable Bylaws:	Bylaw R1023, Fire Department Operational Criteria Bylaw	

Rationale

The position of Fire Chief has significant responsibility for the safe and effective delivery of fire services. Rising standards for equipment and training, growing risk management concerns, stricter occupational health and safety regulations, and an increased potential risk for liability are some of the factors that identify the importance for the Alberni-Clayoquot Regional District (ACRD) to appoint the most qualified candidate available for the position of Fire Chief from each of the respective ACRD’s volunteer fire departments.

Input from the fire department officers and members, ACRD elected officials and Chief Administrative Officer (CAO) are important in the selection of a Fire Chief, as well as the candidate’s level of training, education, experience, leadership, communication skills, availability, and other factors.

Purpose

The purpose of this policy is to establish procedures for appointing a Fire Chief to the the following ACRD Volunteer Fire Departments: Bamfield, Beaver Creek and Sproat Lake.

Procedures

1. The ACRD Board of Directors shall appoint the Fire Chiefs of the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments by way of resolution.
2. The Fire Chief shall be appointed for a term not to exceed three (3) years.
3. Upon completion of the three (3) year term and after consultation with the members of the relevant Fire Department and ACRD CAO, appointment of Fire Chief may be reconsidered for an additional three (3) year term by way of resolution by the ACRD Board of Directors.



4. When a Fire Chiefs' position becomes vacant, the position will be posted by the ACRD for a minimum of three (3) weeks.
5. Interested applicants for the position shall apply in writing to the ACRD CAO.
6. Qualifications for the position of Fire Chief shall be those that have been adopted by the ACRD Board of Directors.
7. A Selection Committee shall be created by the ACRD Board comprised of the following:
 - ACRD CAO
 - Deputy Fire Chief or Senior Officer
 - Three Elected Representatives from the Membership of the Department
 - A Fire Chief from an outside Department
 - ACRD Fire Services Coordinator
8. The Selection Committee shall shortlist the candidates, interview the short listed candidates and select the most qualified candidate for the position for consideration of appointment by the ACRD Board of Directors.
9. When, in the opinion of the Selection Committee, all factors for promotion are equal, seniority of service in the department will govern.
10. From time to time, at the ACRD Board's discretion, the performance of the Fire Chief may be evaluated.



The Fire Chief is responsible for the operation of the fire department. Reporting to the Alberni-Clayoquot Regional District (ACRD) Chief Administrative Officer (CAO), he/she leads fire department personnel during emergency and non-emergency situations.

The Fire Chief shall be responsible for the overall management of fire department personnel, and will work in conjunction with the Deputy Fire Chief to conduct recruitment and, where required, dismissal of volunteers.

Duties of the Fire Chief include the following:

- Meets on a weekly basis with the Deputy Fire Chief and the Captains of the Fire Department.
- Carries a pager and responds to emergency calls 24 hours per day when available. May assume or support Command as required.
- Part of a Duty Officer rotation schedule.
- Plans, coordinates and directs the overall activities of the fire department.
- Organizes volunteers to fulfill duties such as equipment maintenance and inventory logs.
- Acts as Local Assistant to the Fire Commissioner and may preform the duties of a Fire Investigator.
- Maintains discipline, promotes the good morale of the fire department and fosters a positive public opinion of the fire department.
- Directs and inspects the maintenance and repair of all firefighting equipment and apparatus.
- Provides information to the Board of Directors to support the preparation and maintenance of all reports necessary to maintain an efficient fire department.
- In consultation with the Area Director and the Director of Finance develops an annual and capital budget for approval by the Board.
- Provides, upon request, the necessary information to the Board of Directors to support the consideration of the annual fire department budget.
- Sets department objectives and strategies to address policy as set by the Board of Directors.
- Ensures that training of members meets or exceeds the recommendations and requirements referenced in the British Columbia Fire Service Minimum Training Standards as referenced in the B.C. Structure Firefighting Competency and Training Playbook.
- Oversees the keeping of inventories of firefighting equipment.
- Is responsible to approve and code all invoices that are relevant to the department.
- Sits as an active member of the fire department's Occupational Health and Safety Committee.
- Ensures that the department and members operate and conform to all Standards identified in the Workers Compensation Act including maintaining documentation required by WorkSafe BC and ACRD regulations and policies.



- Is responsible for the general condition and effective operation of the fire department.
- Is responsible to oversee all Capital Projects.
- Has a thorough understanding of the duties of a firefighter.
- Shall provide an annual report to the Board.
- Attend monthly meetings of the AMA Committee.
- Attend quarterly meetings of the Regional Chiefs' meetings.
- Plans and coordinates objectives and strategies to ensure that the department meets all mandatory policies as per the Office of the Fire Commissioners Playbook, Bylaws, and Policies that the ACRD Board approves.
- Other duties defined in Bylaw R1023, Fire Department Operational Criteria, 2012.



DEPUTY FIRE CHIEF/TRAINING OFFICER JOB DESCRIPTION

The Deputy Fire Chief is responsible for training of fire department personnel. Reporting to the Fire Chief, he/she will act for the Fire Chief in all aspects during the absence of the Fire Chief.

The Deputy Fire Chief is expected to work closely with and support the Fire Chief, assuming the lead role with regard to division of labour duties assigned to him/her by the Fire Chief.

Duties of the Deputy Fire Chief include the following:

- Plans and supervises the training of all fire department personnel.
- Meets on a weekly basis with the Fire Chief and the Captains of the Fire Department.
- Acts in all regards for the fire chief during his/her absence.
- Carries a pager and responds to emergency calls 24 hours per day when available. May assume or support Command as required.
- Part of on call rotation for weekend coverage.
- Assists the Fire Chief in planning, coordinating and directing activities of the fire department.
- Assists Fire Chief to organize volunteers to fulfill duties such as equipment maintenance and inventory logs.
- Assists Fire Chief to ensure that the department and members operate and conform to all Standards identified in the Workers Compensation Act including maintaining documentation required by WorkSafe BC and ACRD regulations and policies.
- Acts as Local Assistant to the Fire Commissioner.
- Supports the Fire Chief in maintaining discipline, promoting the good morale of the fire department and fostering a positive public opinion of the fire department.
- Supports the Fire Chief in directing and inspecting the maintenance and repair of all firefighting equipment and apparatus.
- Assists the Fire Chief in implementing strategies and tactics through department Officers.
- Sits as an active member of the fire department's Occupational Health and Safety Committee.
- Is capable of performing all duties of a volunteer firefighter.



FIREFIGHTER QUALIFICATIONS

Rank	Helmet	Acct. Tag	AMA	Prerequisites	First Year	Second Year
Junior FF	Orange	Green	No	Complete Application Package	Completion of Exterior FF Program	
Recruit FF	Yellow	Green	No	Complete Application Package	Completion of Exterior FF Program	Begin Interior FF Program
Exterior FF	Yellow	Green	Yes	Completion of Exterior FF Program	ESTC S-100	Air Brakes Driver Training Begin Interior FF
Driver	Yellow	Green	Yes	Completion of all previous requirements	Pumps & Pumping	
Interior FF	Yellow with "Firefighter" Crescent Decal	Yellow	Yes	Completion of Interior FF Program & all previous requirements	RIT or START Training	Rope Rescue
Company Officer	Red	Red	Yes	Completion of all previous requirements 3 years of FD experience	Team Leader FSI 1	Begin Fire Officer 1 Program
Deputy Chief	White	White	Yes	Completion of all previous requirements 4 years of FD experience	Fire Officer 1 LAFC Risk Management Officer	Begin Fire Officer 2 FF Evaluator EOC Level 1
Fire Chief	White	White	Yes	Completion of all previous requirements 5 years of FD experience	EOC Level 2	Fire Officer 2

Exterior FF Requirements

- Emergency Scene Traffic NFPA 1001 5.3.3
- Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18
- PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1
- Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1
- Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2
- Ventilation NFPA 1001 5.3.11, 5.5.1
- Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2
- Ladders NFPA 1001 5.3.6, 5.5.1
- Rehabilitation Area NFPA 1001 5.1.1, NFPA 1500, NFPA 1584
- Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000
- Dangerous Goods or Hazmat Awareness *(from NFPA 472)*¹
- Gas & Electrical Safety for Firefighters *(supplied by a BC Utility utilizing an evaluation mechanism)*²
- Incident Command System 100 *(from BCERMS curriculum)*³



Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present.

Interior FF Requirements

All of Exterior Operations Firefighter plus completion of the following Competencies from NFPA 1001

– FF1:

- Organization, Safety and Communications NFPA 1001 5.2.4
- RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500
- Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9
- Search and Rescue NFPA 1001 5.3.9
- Fire Behavior NFPA 1001
- Fire Extinguishers NFPA 1001 5.3.16
- Building Construction NFPA 1001 5.3.11, 5.3.12
- Forcible Entry NFPA 1001 5.3.4
- Ventilation NFPA 1001 5.3.12
- Loss Control NFPA 1001 5.3.13, 5.3.14
- Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters.

Team Leader Requirements

Completion of the Operational Firefighter requirements for either the Exterior or Interior Service Level PLUS the following Competencies from NFPA 1021: 4

- Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3
- Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2
- Fire ground Accountability NFPA 1021 4.6.1, 4.6.2
- Live Fire – Exterior (Recommended for Exterior Operations) NFPA 1001 5.3.7, 5.3.8, 5.3.10



Risk Management Officer Requirements

Completion of the Team Leader requirements for the Exterior Operations level PLUS the following courses (1 from each area)

Incident Action Planning (NFPA 1021 4.6.1, 4.6.2);

Or

Incident Safety Officer NFPA 1521 6.1 – 6.7.2

One
of

And

FCABC/LGMA: Effective Fire Service Administration

Or

Beyond Hoses and Helmets, or equivalent

One
of

Footnotes:

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCERMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management

References

BC Fire Service Minimum Training Standards Playbook - BC Office of the Fire Commissioner