



# Alberni-Clayoquot Regional District

## FIRE CHIEFS COMMITTEE MEETING

WEDNESDAY, JUNE 14, 2017 6:00 PM

Regional District Board Room, 3008 5<sup>th</sup> Avenue, Port Alberni, BC

### AGENDA

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| <b>1. <u>CALL TO ORDER</u></b>                  |        |
| Recognition of Traditional Territories.         |        |
| <b>2. <u>JOB DESCRIPTION &amp; CRITERIA</u></b> |        |
| a. Fire Chief Job Description                   | 2-3    |
| b. Deputy Fire Chief Job Description            | 4      |
| <b>3. <u>REPORTS</u></b>                        |        |
| a. Selection of Fire Chief Policy               | 5      |
| b. Appointment of Fire Chief Policy             | 6      |
| c. Officer Qualifications Policy                | 7-8    |
| <b>4. <u>NEXT MEETING</u></b>                   |        |
| <b>5. <u>ADJOURN</u></b>                        |        |

## FIRE CHIEF JOB DESCRIPTION

The Fire Chief is responsible for the operation of the fire department. Reporting to the ACRD 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 on call rotation for weekend coverage.
- 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.
- 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 development 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. Co-chairs on a rotational basis with a non-chief member of that committee.
- Chairs all operational meetings of the fire department.
- Ensures that the department and members operate and conform to all Standards identified in the Workers Compensation Act.
- Is responsible for the general condition and effective operation of the fire department.
- Is responsible to oversee all Capital Projects.
- Is capable of performing all 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 and bylaws and policies that the ACRD Board approves.

Compensation is a stipend of TBD per month

## **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.
- 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.



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|-----------------|--|--------|--------|
| <b>TITLE:</b>   | <b>SELECTION of FIRE CHIEF – Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments</b> |        |        |
| <b>Origin:</b>  | Fire Department  |        |        |
| <b>Adopted:</b> | ACRD Board, May XXXX   | Policy | #004   |
| <b>Amended:</b> |  | Page:  | 1 of 1 |

**Purpose:** To establish a procedure for filling a vacant Fire Chief's position in the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments

1. The Fire Chief of the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments shall be by appointment.
2. The appointments shall be forwarded to Board for approval. The Selection Committee may submit a report as to the qualifications of the candidates.
3. There will be no set length of term for a Chief's position.
4. When the Chief's position becomes vacant, the position will be posted on the first day of the following month and will close on the last day of that month.
5. Interested applicants for the position shall apply in writing to the ACRD CAO.
6. A selection committee comprising of the CAO, Deputy Fire Chief or Senior Officer and two Elected Representative from the Membership shall shortlist the candidates, interview the short listed candidates and select the most qualified candidate for the position.
7. Qualifications for the position of Chief shall be those that have been adopted by the Board of Directors.
8. A performance review may be conducted from time to time at the discretion of the ACRD CAO.



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| <b>TITLE:</b>   | <b>APOINTMENT of FIRE CHIEFS – Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments</b> |        |        |
| <b>Origin:</b>  | Fire Department  |        |        |
| <b>Adopted:</b> | ACRD Board, XXXXX  | Policy | #002   |
| <b>Amended:</b> |  | Page:  | 1 of 1 |

**Purpose:** To establish a procedure for appointing a Fire Chief in the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments.

1. The Board of Directors shall appoint the Fire Chiefs of the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments.
2. The Board of Directors shall approve the appointment by a two thirds majority vote.
3. The Fire Chief 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 the appointment of Fire Chief may be reconsidered.
4. When the Chiefs' position becomes vacant, the position will be posted on the first day of the following month and will close on the last day of that month.
5. Interested applicants for the position shall apply in writing to the ACRD CAO.
6. A selection committee comprising of the CAO, Deputy Fire Chief or Senior Officer and two Elected Representative from the Membership shall shortlist the candidates, interview the short listed candidates and select the most qualified candidate for the position.
7. Qualifications for the position of Chief shall be those that have been adopted by the Board of Directors.
8. When, in the opinion of the Selection Committee, all factors for promotion are equal, seniority of service in the department will govern.
9. From time to time, at the Boards discretion, the performance of the Chief may be evaluated. Any deficiency in the Chief's performance will be discussed between the Fire Chief and the ACRD CAO. The Chief will be asked to remedy the situation or be requested to step down from the position.



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| <b>TITLE:</b>   | <b>OFFICER QUALIFICATIONS – Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments</b> |        |        |
| <b>Origin:</b>  | Fire Department   |        |        |
| <b>Adopted:</b> | ACRD Board, XXXXX   | Policy | #001   |
| <b>Amended:</b> |   | Page:  | 1 of 1 |

**Purpose:** To establish minimum qualifications for Officers' positions within the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments

Alberni-Clayoquot Regional Training Standards for Offensive Fire Departments.

- These Qualifications may not be initially be met by members in XXXXXX when applying for a position.
- Each applicant will confirm that they are willing to participate with personal ongoing educational development.
- Each position awarded is subject to completing all job requirements within a negotiated period of time.



| Position                       | Helmet / Tag Color | AMA Details                          | Pre-requisites  | First Year  | Second Year   | Third Year   |
|--------------------------------|--------------------|--------------------------------------|---|---|---|--|
| Junior FF                      | Green              | No AMA                               | <ul style="list-style-type: none"> <li>• Fire Ground Safety Orientation</li> </ul>  | <ul style="list-style-type: none"> <li>• No other Requirements</li> </ul>   |   |  |
| Recruit FF                     | Green              | Restricted AMA to Exterior           | <ul style="list-style-type: none"> <li>• Fire Ground Safety Orientation</li> </ul>  | <ul style="list-style-type: none"> <li>• Firefighter Basic</li> </ul>   |   |  |
| Exterior FF                    | Green              | Restricted AMA to Exterior / Support | <ul style="list-style-type: none"> <li>• Completion of all Recruit FF Requirements</li> </ul>   | <ul style="list-style-type: none"> <li>• Emergency Scene Traffic Control</li> </ul>                                       |   |  |
| Driver (No Firefighting)       | Yellow             | Restricted AMA to Apparatus Operator | <ul style="list-style-type: none"> <li>• Emergency Scene Traffic Control</li> <li>• Fire Ground Safety Orientation</li> <li>• Defensive Driving Course</li> <li>• (If required by apparatus type) Air Brakes and Class 3</li> </ul> | <ul style="list-style-type: none"> <li>• Pumps and Pumping Course</li> </ul>  |   |  |
| Firefighter                    | Yellow             | Full AMA                             | <ul style="list-style-type: none"> <li>• Completion of all Recruit FF Requirements</li> <li>• Live Fire 1</li> </ul>  | <ul style="list-style-type: none"> <li>• Emergency Scene Traffic Control</li> <li>• Completion of NFPA 1001</li> </ul>    | <ul style="list-style-type: none"> <li>• S-100</li> </ul>   | <ul style="list-style-type: none"> <li>• RIT or START Course</li> </ul>  |
| Driver /FF                     | Yellow             | Full AMA                             | <ul style="list-style-type: none"> <li>• Completion of all Firefighter Requirements</li> <li>• Defensive Driving Course</li> <li>• (If required by apparatus type) Air Brakes and Class 3</li> </ul>                                | <ul style="list-style-type: none"> <li>• Pumps and Pumping Course</li> </ul>  |   |  |
| Captain                        | Red                | Full AMA                             | <ul style="list-style-type: none"> <li>• 3 Years fire service experience</li> <li>• Completion of all Firefighter Requirements</li> </ul>   | <ul style="list-style-type: none"> <li>• Fire Service Instructor Level 1</li> <li>• Incident Command Level 100</li> </ul> | <ul style="list-style-type: none"> <li>• Emergency Scene Management Level 1 (Part of Fire Officer 1)</li> <li>• Incident Safety Officer</li> </ul>                                | <ul style="list-style-type: none"> <li>• No other Requirements</li> </ul>  |
| Deputy Chief/ Training Officer | White              | Full AMA                             | <ul style="list-style-type: none"> <li>• 4 Years fire service experience</li> <li>• Completion of all Captain Requirements</li> </ul>   | <ul style="list-style-type: none"> <li>• Incident Command Level 200</li> <li>• Fire Service Instructor Level 2</li> </ul> | <ul style="list-style-type: none"> <li>• Fire Officer Level 1 Completion. This adds to Captains requirements; (Company Inspections, Fire Administration, Leadership 1)</li> </ul> | <ul style="list-style-type: none"> <li>• EOC Level 1</li> <li>• Fire Fighter Evaluator (Fire Department)</li> <li>• Incident Safety Officer</li> </ul> |
| Fire Chief                     | White              | Full AMA                             | <ul style="list-style-type: none"> <li>• 5 Years fire service experience</li> <li>• Completion of all Deputy Chief Requirements</li> </ul>  | <ul style="list-style-type: none"> <li>• EOC Level 2</li> <li>• LAFC</li> </ul>   | <ul style="list-style-type: none"> <li>• Fire Officer 2 Emergency Scene Level 2</li> </ul>  | <ul style="list-style-type: none"> <li>• Completion of Fire Officer 2</li> </ul>   |