



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
Shelli 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