

**REGIONAL DISTRICT OF NANAIMO**

**FIRE SERVICES ADVISORY COMMITTEE**

**WEDNESDAY, JULY 6, 2016**

**7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**INTRODUCTIONS**

**MINUTES**

2-4 Minutes of the Fire Services Advisory Committee meeting held Wednesday, April 27, 2016.

*That the minutes of the Fire Services Advisory Committee meeting held Wednesday, April 27, 2016 be adopted.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

5 **Will Geselbracht, Chairman, Nanoose Fire Protection Society**, re Increased Involvement of Regional District Supervision of Nanoose Volunteer Fire Department Society.

6 **Julian Fell, Electoral Area 'F' Director**, re Fire Services Coordinator Draft Job Description.

**REPORTS**

7-10 Volunteer Fire Rescue Service Level Policy

11-13 Fire Rescue Services Coordinator Job Description - Draft

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**ADJOURNMENT**

*Distribution: B. Veenhof, Chair, M. Young, B. Rogers, J. Fell, J. Stanhope, Bow Horn Bay Volunteer Fire Department, Coombs-Hilliers Volunteer Fire Department, Dashwood Volunteer Fire Department, Errington Volunteer Fire Department, Extension Volunteer Fire Department, Nanoose Volunteer Fire Department, Dennis Trudeau, W. Idema, T. Armet, G. Garbutt*

*For Information Only: A. McPherson, H. Houle, B. McKay, B. Bestwick, J. Hong, J. Kipp, W. Pratt, I. Thorpe, B. Yoachim, C. Haime, M. Lefebvre, T. Westbroek, Cranberry Fire Protection District, Deep Bay Improvement District, North Cedar Improvement District, Mountain Fire Protection District*



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE FIRE SERVICES ADVISORY COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
WEDNESDAY, APRIL 27, 2016 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS

In Attendance:

Director W. Veenhof	Chairperson
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Lesley Brown	Bow Horn Bay VFD Director
Gerry Caille	Bow Horn Bay VFD Director
Bill Lovegrove	Bow Horn Bay VFD Director
Rodney Luck	Bow Horn Bay VFD Director
Geoff MacIntosh	Bow Horn Bay VFD Deputy Chief
Simone Mynen	Bow Horn Bay VFD Director
Bill Strandt	Cassidy/Waterloo FD
Aaron Poirier	Coombs-Hilliers VFD Chief
Stephen Stahley	Coombs-Hilliers VFD Director
Dave Neden	Coombs-Hilliers VFD Director
Nick Acciavatti	Dashwood VFD Chief
Gerry Anderson	Dashwood VFD Director
Troy Bater	Errington VFD Chief
Gerrard Bing	Errington VFD Director
Joanne Hamel	Errington VFD Director
George Klemm	Errington VFD
Pearl McBride	Errington VFD Director
Gordon McCracken	Errington VFD Director
David Badior	Extension VFD Director
Brandon Britt	Extension VFD Deputy Chief
Steve Schmidt	Extension VFD
Cheryl Tellier	Extension VFD Director
Will Geselbracht	Nanoose Bay Fire Protection Society Director
Ron Lampard	Nanoose Bay Fire Protection Society Director
Gerry Thompson	Nanoose Bay Fire Protection Society Director
Bud McFarland	Nanoose Bay Fire Protection Society Director
John Newall	Nanoose Bay VFD Deputy Chief
Doug Penny	Nanoose Bay VFD Chief

Regrets:

Director A. McPherson	Electoral Area A
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Also in Attendance:

D. Trudeau	Chief Administrative Officer
W. Idema	Director of Finance
C. Golding	Recording Secretary

## **CALL TO ORDER**

The Chairperson called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

## **MINUTES**

### **Minutes of the Fire Services Advisory Committee meeting held Thursday, May 14, 2015.**

MOVED Director Rogers, SECONDED Director Fell, that the minutes of the Fire Services Advisory Committee meeting held Thursday, May 14, 2015, be adopted.

CARRIED

## **DELEGATIONS**

### **Dave Mitchell & Associates presentation/discussion, re: Regional District of Nanaimo Fire Service Review Report.**

Geoff Lake and Ian MacDonald of Dave Mitchell & Associates delivered a slide presentation explaining the work undertaken and recommendations of the Fire Services Review. The report provides 23 recommendations covering the legal/organizational structure of the RDN Fire Services, bylaws, agreements, and fire services operations.

The recommendations include the Regional District of Nanaimo (RDN) moving to a single Operations Bylaw which would cover all powers, services, jurisdictional issues, and the setting service levels. As well there are recommendations regarding development of more region-wide support for the fire services in the areas of operational guidelines, occupational health & safety programs, volunteer recruitment/compensation, administrative/record keeping support, apparatus and equipment purchasing/servicing/testing, template documents for operational guidelines and training requirements for established service levels.

As the RDN currently does not have dedicated resources to supporting fire services, it is recommended that the RDN hire a Fire Service Coordinator to address Playbook requirements and department needs. The role of this position would be established through consultation with the fire departments, but would include support to the departments for training plans, operational guidelines, equipment purchasing, mutual aid agreements and bylaw requirements.

The report identifies recommended service levels for the six contracted Society run fire services in the RDN including Interior Service Level for Bow Horn Bay, Coombs-Hilliers, Dashwood, Errington, Nanoose and Exterior Service Level for Extension. Levels of training have been established for each level of service and are mandated by the Playbook. The consultant review indicates these levels of service are achievable for these departments; however, the RDN needs to ensure ongoing compliance with the relevant training standards.

## **BUSINESS ARISING FROM DELEGATIONS/COMMUNICATIONS**

MOVED Director Rogers, SECONDED Director Fell, that the Board direct staff to prepare a report to come forward to the May 10, 2016 Committee of the Whole Meeting with respect to engaging a Fire Services Coordinator.

CARRIED

**ADJOURNMENT**

MOVED Director Fell, SECONDED Director Rogers, that this meeting be adjourned.

CARRIED

TIME: 9:23 PM

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CHAIRPERSON

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CORPORATE OFFICER

**From:** will geselbracht

**Sent:** Wednesday, June 22, 2016 10:48 PM

**To:** Golding, Cheryl

**Subject:** Re: Fire Services Coordinator Draft Job Description and Fire Services Advisory Committee Mtg Jul 6, 2016 - 7:00 pm

Cheryl

Below is one comment from one of our directors of the Nanoose Fire Protection Society:

"The increased involvement of our area E Director and the pending Fire Services Coordinator position is a welcome addition. With the increased RDN supervision of our NVFD Society I believe that The RDN should be the employer of record for the Volunteer Fire Fighters. It makes no sense that the Society is deemed the employer when the RDN funds and issues the payroll. I propose that we push hard to get that done. If I were a volunteer fire fighter I would not be comfortable to be an employee of a Society with zero resources."

As soon as I have a list of all directors attending I will advise.\

thanks

Will Geselbracht, Chairman NFPS

**From:** fj fell  
**Date:** June 23, 2016 at 9:26:07 PM PDT  
**To:** "Idema, Wendy"  
**Cc:** Maureen Young , Alec McPherson, Bill Veenhof , "Rogers, Bob" , Joe Stanhope , "Trudeau, Dennis" , "Garbutt, Geoff" , "Harrison, Joan, "Metcalf, Emily"

**Subject: Re: Fire Services Coordinator Draft Job Description and Fire Services Advisory Committee Mtg Jul 6 @ 7 pm**

Hello All,

The re-ordering of the sentences of the Fires Services Coordinator position does adjust emphasis a bit but I still sense that it does not convey the role relating to the various fire departments and still carries the air of bureaucracy over diplomacy, certification over experience.. In no way should this position compromise or subordinate the independence and self-governance of the Volunteer departments. The retention and recruitment of volunteers is **absolutely essential** to the economical operation and provision of fire protection and in no way must these volunteers and departments feel subordinated to the RDN. All administrative and operational decisions that the various departments may wish to keep to themselves must remain so. This is going to require considerable flexibility in the duties of the co-ordinator.

May I suggest the following wording modifications.

Position summary.

"Responsible for ensuring the effective and efficient delivery of core administration and mutually shared components of fire protection services and programs in the electoral areas of the RDN. As leader of administrative servicing of the RDN's Fire Rescue Services, the coordinator will work with the existing fire departments to find opportunities to optimize service delivery by and between the departments while leaving the departments all degree of autonomy which in the opinion of each depart would remain best served by themselves. Areas of mutual co-operation would include: fire prevention, education, training, project management, procurement of goods and services and any other function that proves useful or necessary to support fire and rescue operations. The position will be the key contact for multiple fire rescue providers."

(Remainder as written)

Major Duties and responsibilities.

1. " Builds and manages close and effective relationships with EA communities and Fire Service providers. Provides inter-agency communications between RDN staff, local governments, senior governments, non-government agencies, community groups and general public in order to ensure effective fire protection in the electoral areas of the RDN."

Required Education and Experience:

"Firefighter I and II and Fire Officer Certifications, as well as volunteer/resource management training will be principle assets. Diploma or degree in emergency management, business administration or related field etc etc will be considered assets". Remainder stet.

I think changes along this line would meet the needs I sense as necessary.

My 2 cents.

Julian

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**TO:** Dennis Trudeau  
Interim Chief Administrative Officer

**DATE:** June 25, 2016

**FROM:** Geoff Garbutt  
General Manager of Strategic and  
Community Development

**MEETING:** Fire Services Advisory Committee  
July 6, 2016

**FILE:**

**SUBJECT:** Volunteer Fire Rescue Service Level Policy

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### **RECOMMENDATION**

That the Volunteer Fire Rescue Service Level Policy be adopted.

### **PURPOSE**

The purpose of this report is to introduce a Volunteer Fire Rescue Service Level Policy that will declare the firefighting service level for the RDN fire departments.

### **BACKGROUND**

The Office of the Fire Commissioner of British Columbia (OFC) has established a minimum standard of training for fire service personnel in British Columbia and has also developed a competency based ladder that provides for a minimum level of training and operational requirements. The competency ladder document is known as the "Playbook".

The Playbook document standards are drawn from the National Fire Protection Association standards and are organized into three service levels:

1. Exterior Operations;
2. Interior Operations; and
3. Full Service

It is the responsibility of each Authority Having Jurisdiction (the RDN) to select and declare its firefighting service level. The service level must be declared by formal policy, whether by bylaw or policy statement, which in turn will be reflected in the fire departments operating guidelines.

Through the RDN fire services review process, the consultants worked with the six RDN Volunteer Fire Rescue Departments to consider the current level of training of their departments and the goals/priorities of the departments as it relates to their desired fire service levels. Through this process, the fire departments have indicated that they support these proposed fire service levels.

As a result of this consultation, the Volunteer Fire Rescue Service Level Policy was drafted (see Attachment 1) and the following fire service levels have been considered and are being proposed to be declared.



- Bow Horn Bay: Interior Operations
- Dashwood: Interior Operations
- Coombs-Hilliers: Interior Operations
- Errington: Interior Operations
- Extension: Exterior Operations
- Nanoose: Interior Operations

Even though a service level must be declared by June 2016, the fire services do not have to meet all the competency standards at that date but they do have to be training and progressing to achieve the appropriate competencies. It is important to note that the fire service levels that will be declared will be reviewed on a periodic basis with the RDN fire departments to reflect any changes in focus or training levels. It is anticipated that one of the tasks that the Fire Service Coordinator will do is reconfirm these declarations with the Chiefs and Fire Training Officers.

### ALTERNATIVES

1. Adopt the Volunteer Fire Rescue Service Policy as proposed
2. Provide Alternative Direction to staff

### FINANCIAL IMPLICATIONS

To meet the training requirements set out in the service level, training budgets may need prioritizing to allocate funds towards compliancy training programs. As contemplated in the RDN Fire Services Review Report, in coordination with the Volunteer Fire Departments, the Fire Services Coordinator will assist the Chiefs and training officers to find efficient and cost saving training opportunities towards maintaining firefighting service levels.

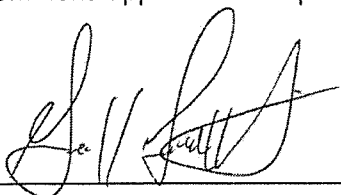
### STRATEGIC PLAN IMPLICATIONS

Adopting the Volunteer Fire Service Level Policy will bring the RDN into compliance with the applicable Provincial regulations and is consistent with RDN Strategic Plan. In particular, adopting this policy will support the RDN Board Key Focus area of Service and Organizational Excellence and the Strategic Priority to view Emergency Services as core elements of community safety.

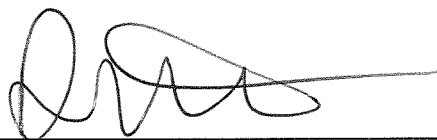
### SUMMARY/CONCLUSIONS

As required by the OFC, the RDN must select and declare its firefighting service level by the end of June 2016. The service level must be declared by formal policy, whether by bylaw or policy statement, which in turn will be reflected in the fire departments operating guidelines. Through the RDN fire services review process, the consultants worked with the six RDN Volunteer Fire Rescue Departments to consider the current level of training of their departments and the goals/priorities of the departments as it relates to their desired fire service levels. Through this process, the fire departments have indicated that they support these proposed fire service levels outlined in the Volunteer Fire Rescue Service Level Policy.

Given the consultation with RDN Fire Departments and the requirements of the OFC Playbook. Staff recommend approval of the proposed Volunteer Fire Rescue Service Level Policy.



Report Writer



C.A.O. Concurrence

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

<b>SUBJECT:</b>	VOLUNTEER FIRE RESCUE SERVICE LEVEL POLICY	<b>POLICY NO:</b> B5.1 <b>CROSS REF.:</b>
<b>EFFECTIVE DATE:</b>	xxxx	<b>APPROVED BY:</b> Board
<b>REVISION DATE:</b>	xxxx	<b>PAGE:</b> 1 of 3

### PURPOSE

To establish a policy for declaring fire rescue service and training levels for each of the RDN Volunteer Fire Rescue Departments.

### POLICY

#### Declaration

The following service levels are declared for each of the Volunteer Fire Rescue Departments as follows:

- Bow Horn Bay: Interior Operations
- Dashwood: Interior Operations
- Coombs-Hilliers: Interior Operations
- Errington: Interior Operations
- Extension: Exterior Operations
- Nanoose: Interior Operations

#### Definitions

**1. Exterior Operations**

Fire service firefighters shall not enter any building, vehicle, dumpster or other object if an Immediately Dangerous to Life and Health (IDLH) atmosphere is present. If an IDLH atmosphere is present, Exterior Operations firefighters shall only engage in external fire suppression activities.

**2. Full Service Operations**

Fire Rescue Departments are equipped and have completed the appropriate training identified in the Playbook to provide a full spectrum of fire services. These services are based on the competencies included within the NFPA 1001 Firefighter 2 Standards and relevant NFPA 1021 Fire Officer Standards.

**3. IDLH (Immediately Dangerous to Life and Health)**

Refers to incident conditions that present an immediate threat to a person's safety through inhalation or exposure and includes any oxygen-deficient atmosphere or any untested confined space.

**4. Interior Operations**

Fire Rescue Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structures. Interior Operations may also include larger or more complex structures that have been assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

**Operational Standard and Limitations**

5. Fire Rescue Departments who have declared Interior Level Operations will strive to provide Interior Level Operations. Services provided by the Fire Rescue Departments are dependent on the availability of staff that has completed appropriate levels of training.
6. The number of personnel, qualifications and equipment available for delivery of emergency services will determine the level of service the Fire Rescue Department can provide at the time of an emergency incident. Services may be limited to a lesser level, specifically, Exterior Operations Level. Also an increased level of service may be conducted on larger more complex structures if the structure has been pre-planned, members have been appropriately trained, and sufficient qualified staff and equipment are available.
7. To ensure Interior Operations Level is achieved, the number of personnel should be operating at less than Interior Operations qualifications should be limited.

**Training Standard**

8. The Fire Rescue Departments shall train its members to the minimum competencies required by the Playbook for the Interior Operations Level.
9. The required training competencies, as described in the Playbook, will be achieved by members within 2 - years of start date.
10. During the 24 month training period, new firefighters will progress through Exterior, then Interior Operations Service Level training as described in the Playbook. During this qualification period firefighters will only be authorized to operate under the qualification they have achieved.

**Responsibilities**

11. The Fire Chief Fire and the RDN Fire Services Department are responsible for ensuring this policy is compliant through use of appropriate operational guidelines as well as service/ mutual aid agreements.
12. The Fire Chief shall, on a regular basis or as directed, report to the RDN Fire Services Department on the departments' readiness, effectiveness and efficiency.

## REGIONAL DISTRICT OF NANAIMO

### JOB DESCRIPTION

**POSITION TITLE:** FIRE RESCUE SERVICES COORDINATOR

**REPORTS TO:** General Manager, Strategic and Community Development

**SUBORDINATE POSITIONS:** n/a

#### POSITION SUMMARY:

Responsible for ensuring the effective and efficient delivery, administration and feasibility of fire protection services and programs in the Electoral Areas of the Regional District of Nanaimo (RDN). As the administrative leader of the RDN's Fire Rescue Services, the Coordinator will work collaboratively to optimize fire rescue services, fire prevention, education, training, project management and the procurement and distribution of goods and services necessary to support fire and rescue operations. The position will be the key contact for multiple fire rescue service providers.

The Coordinator is expected to work a flexible work schedule to ensure participation in evening and weekend training, meetings and other events held by multiple fire rescue service providers, stakeholders and interest groups.

#### MAJOR DUTIES & RESPONSIBILITIES

1. Builds and manages effective relationships with RDN staff and stakeholders including fire rescue service providers, local governments, senior governments, non-government agencies, community groups and the general public in order to ensure effective fire protection in the electoral areas of the RDN.
2. Provides collaborative leadership and shares information on common issues regarding fire prevention and suppression, arson, new technologies, emergency management, recruitment, retention, benefits and communications. Provides expertise and advice to fire rescue services in ensuring certification standards are adhered to on an ongoing basis.
3. Coordinates and facilitates the RDN's Fire Services Advisory Committee meetings and serves as the RDN representative with multiple stakeholders, in multiple environments.
4. Serves as a liaison and facilitates communication between fire rescue service providers and the RDN's Emergency Program.
5. Researches legislation and best practices to assist volunteer fire departments in ensuring that regional fire rescue services meet and/or exceed all regional, provincial and federal legislation and guidelines, such as the Office of the Fire Commissioner, National Fire Protection Association, Work-Safe BC, Occupational Health and Safety Regulation, National Safety Code Standards etc. Provides advice to the RDN's senior management and Board regarding rural fire protection issues that impact the RDN.
6. Reviews, manages and updates RDN agreements held with Volunteer Fire Department Societies, Improvement Districts and Municipalities for the delivery of fire rescue services within the electoral areas. Identifies areas of risk and makes recommendations to the RDN Board and senior management for improvements to Fire Rescue Services within the RDN.

7. Coordinates with Fire Departments and other RDN departments to maintain Fire Rescue Services Bylaws, Mutual and Automatic Aid Agreements and recommends changes as appropriate.
8. Assists with the preparation of standardized operating guidelines, procedures and plans for fire departments with the RDN. Assists with and ensures completion of required tracking of training, occupational health and safety and other related records of fire departments in order to ensure compliance with WorkSafe BC and other legislation.
9. Cooperatively develops long-term budgets and capital plans for each of the fire protection areas through collaboration with fire departments and the RDN Finance department, including development of business cases for capital purchases.
10. Administers the procurement of capital acquisitions and manages capital projects on behalf of volunteer fire departments within the RDN's policies and procedures. Participates in the tendering, negotiation and awarding of contracts where required. Ensures contracts are adhered to and resolves issues with vendors as necessary.
11. Provides input for the annual operating budget of the RDN and fire service areas; controls spending within the approved RDN administrative portion of budget and reports to the General Manager and Director of Finance regarding any anticipated variances. Identifies resource requirements in order to undertake work plans and recommends appropriate actions.
12. Assists with the development of fire service area boundary amendments and with determining the feasibility of delivering fire protection and rescue services outside of existing boundaries. Facilitates conflict resolution in jurisdictional fire rescue matters.
13. Supports regional training and provides guidance and opportunities for firefighter and officer development.
14. Participates in the development, review and maintenance of policies, guidelines, standards, plans and programs that govern the fire suppression model, training and services of fire rescue departments. Executes and administers approved policies and procedures within established budgets.
15. In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
16. Performs other related duties as requested.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

Firefighter I & II and Fire Officer Certifications, as well as volunteer/resource management training will be considered assets. Diploma or degree in emergency management, business administration or related field, supplemented by courses in fire services, and occupational health and safety; or an equivalent combination of training and experience. A current Class 5 BC driver's license is required, and preference will be given to those who maintain a professional level of competency through educational courses, seminars and literature review.

Five years of directly related experience including volunteer management. Considerable knowledge of and demonstrated ability to interpret relevant legislation. Excellent interpersonal, negotiation, written and verbal communication skills are essential as well as the ability to develop and maintain effective and productive relationships with stakeholders in the delivery of Fire Rescue Services. Demonstrated administrative and organizational skills and knowledge of current computer software including fire department management systems.

Ability to work a variety of shifts to meet operational requirements, including weekends, evenings and long days. Must be able to work long hours under stressful conditions during emergency situations.

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Date

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General Manager Concurrence

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C.A.O. Concurrence

DRAFT