

REGIONAL DISTRICT OF NANAIMO

FIRE SERVICES ADVISORY COMMITTEE

WEDNESDAY, JANUARY 11, 2017

7:00 PM

(RDN Board Chambers)

RDN meeting may be recorded

A G E N D A

PAGES

CALL TO ORDER

INTRODUCTIONS

MINUTES

2-3 Minutes of the Fire Services Advisory Committee meeting held Wednesday, July 6, 2016.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

4-9 Fire Services Workplan for 2017.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

Distribution: B. Veenhof, Chair, A. McPherson, 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, P. Carlyle, D. Trudeau, W. Idema, D. Gardiner, N. Hewitt

For Information Only: 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, JULY 6, 2016 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
L. Brown	Bow Horn Bay VFD Director
B. Lovegrove	Bow Horn Bay VFD Training Officer
G. MacIntosh	Bow Horn Bay VFD Deputy Chief
S. Mynen	Bow Horn Bay VFD Treasurer
A. Poirier	Coombs-Hilliers VFD Chief
S. Stahley	Coombs-Hilliers VFD Director
D. Neden	Coombs-Hilliers VFD Chair
G. Bing	Errington VFD Director
J. Hamel	Errington VFD Chair
G. Klemm	Errington VFD A/Deputy Chief
P. McBride	Errington VFD Secretary
W. Geselbracht	Nanoose Bay Fire Protection Society Chair
J. Jacobsen	Nanoose Bay Fire Protection Society Director
D. Penny	Nanoose Bay VFD Chief
N. Watson	Nanoose Bay Fire Protection Society Director

Also in Attendance:

D. Trudeau	Chief Administrative Officer
G. Garbutt	Gen Mgr. Strategic & Community Development
W. Idema	Director of Finance
T. Armet	Mgr. Building & Bylaw Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and attendees and roundtable introductions were made.

MINUTES

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

MOVED Director Stanhope, SECONDED Director Rogers, that the minutes of the Fire Services Advisory Committee meeting held Wednesday, April 27, 2016, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Rogers, SECONDED Director Stanhope, that the correspondence from Will Geselbracht, Chairperson, Nanoose Fire Protection Society, regarding Increased Involvement of Regional District Supervision of Nanoose Volunteer Fire Department Society be received.

CARRIED

MOVED Director Rogers, SECONDED Director Stanhope, that the correspondence from Julian Fell, Electoral Area 'F' Director, regarding Fire Services Coordinator Draft Job Description be received.

CARRIED

Volunteer Fire Rescue Service Level Policy.

MOVED Director Rogers, SECONDED Director Fell, that the Volunteer Fire Rescue Service Level Policy be adopted.

CARRIED

Fire Rescue Services Coordinator Job Description – Draft.

MOVED Director Rogers, SECONDED Director Fell, that the Fire Rescue Services Coordinator Job Description be adopted as presented.

CARRIED

MOVED Director Young, SECONDED L. Brown, that the Fire Rescue Services Coordinator Job Description be reviewed annually by the Fire Services Advisory Committee Committee.

CARRIED

NEW BUSINESS

Appointment to the Fire Services Advisory Committee.

MOVED Director Rogers, SECONDED Director Stanhope, that the Fire Services Advisory Committee Terms of Reference be amended to include the Electoral Area 'A' Director.

CARRIED

Next Fire Services Advisory Committee Meeting.

MOVED Director N. Watson, SECONDED Director Stanhope, that the next meeting of the Fire Services Advisory Committee be held in 3 months.

CARRIED

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 8:02 PM

CHAIRPERSON

CORPORATE OFFICER

TO: Fire Services Advisory Committee **MEETING:** January 11, 2017
FROM: Dennis Trudeau
General Manager of Transportation and
Emergency Services **FILE:** 7320 01 FSW
SUBJECT: Fire Services Workplan for 2017

RECOMMENDATION

That the Fire Services Workplan for 2017 report be received for information.

SUMMARY

Consultants have provided a Fire Services Review (FSR) report with recommendations (Attachment 'A') that outlines actions that should be taken to address Playbook requirements and ensure the Regional District of Nanaimo (RDN) is able to effectively manage and deliver fire services within the region.

As there was no dedicated staff assigned to this integral service one of the first recommendations that needed to be acted on was the creation and hiring of a Fire Services Coordinator. That position has now been created and subsequently filled in November 2016.

A 2017 Workplan has now been created for the Fire Services Coordinator using the consultant report recommendations as a guide.

BACKGROUND

The RDN provides fire services to ten areas within the Electoral Areas through a combination of six Fire Departments and four service agreements with the Town of Qualicum Beach, City of Parksville, City of Nanaimo and the Cranberry Fire Protection District. In order to ensure that the RDN is able to meet its statutory requirements for the effective delivery of fire services in the region a consultant was hired to work directly with Fire Departments to review the Regional District of Nanaimo's support structure for fire services; to develop a process to ensure compliance with the Playbook and to provide recommendations to the RDN Board. A report with recommendations was submitted to the RDN in April 2016.

As outlined above, following the data gathering and consultation with the fire service providers, the consultants have made a series of 23 specific recommendations designed to incorporate efficiencies and processes that will enhance the delivery of fire service within the Electoral Areas and address some of the coming challenges as fire protection becomes increasingly more challenging with administrative/financial planning and legislative changes like the Playbook.

One of the most important of these recommendations was the creation of a Fire Service Coordinator position within the RDN to assist Fire Departments with the development of common processes and efficiencies and ensure that the RDN, as the Authority Having Jurisdiction over fire services, meet its obligations under the legislation and provide greater assistance in a support capacity and internal expertise to the area Fire Departments. A Fire Services Coordinator position has been created and has been filled since November 2016.

The Fire Services Coordinator has now met with all the fire departments in the area and reviewed the Fire Services Review recommendations. A 2017 Workplan has been prepared to address the projects that are seen to have the highest priority. It should be recognized that this service has a single staff member and limited budget and the Workplan has been created with those restrictions in mind.

2017 Fire Services Workplan

1. Consult with the RDN Fire Departments and their respective societies, to review the bylaw structure, service contracts and mutual and automatic aid agreements and update as necessary (Recommendation 1 in the Fire Services Review);
2. Work with the RDN Fire Departments to ensure the Occupational Health and Safety Program is up to date and meets the current regulatory requirements (Recommendation 2 in the Fire Services Review);
3. Work with the RDN Fire Departments to ensure all departments are training and documenting to their respective Playbook Declared Service Levels and standardize RDN Fire Department Training Report Documentation (Recommendation 9 in the Fire Services Review);
4. Develop RDN Fire Department Standardized Operational Guidelines (Recommendation 10 in the Fire Services Review);
5. Update Fire Service Agreement with Cranberry Fire Department for the Cassidy/Waterloo Fire Service Area (Recommendation 21 in the Fire Services Review); and
6. Review options and implications for the fire department regarding the request from Arrowsmith Search and Rescue to construct an addition to their portion of the building on the parcel shared with the Coombs-Hilliers Volunteer Fire Department (Previous Board direction).

The remaining recommendations will be incorporated in future workplans and identified in the 2018 budgeting process.

ALTERNATIVES

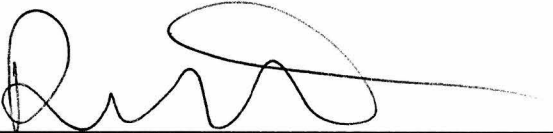
1. That the Fire Services Workplan for 2017 report be received for information.
2. That the Board provide alternate direction be given to staff.

FINANCIAL IMPLICATIONS

The majority of the workplan can be carried out with existing staff resources. There will be legal costs related to renewing or creating agreements and there may be some minor consulting costs when creating guidelines. The 2017 budget does include some funding in these areas which should accommodate these costs.

STRATEGIC PLAN IMPLICATIONS

Assisting Fire Departments in addressing issues from the Structure Firefighters Competency and Training Playbook will directly support the Service and Organizational Excellence Strategic Focus Area in the 2016-2020 RDN Strategic Plan and will address RDN Strategic Priority of supporting Emergency Services as a core element of community safety.



Dennis Trudeau
dtrudeau@rdn.bc.ca
December 19, 2016

Attachments

1. Fire Services Review Recommendations

Reviewed by:

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

Attachment 'A'

Summary of Recommendations

Legal Structures: Bylaws, Service Agreements & Mutual and Automatic Aid Agreements

1. The RDN, in consultation with the Departments and their respective societies, should review the bylaw structure, service contracts and mutual and automatic aid agreements based on the issues identified in this section on organizational and legal structures. In particular, the RDN should consider:
 - (a) developing a standard operational bylaw authorizing the services provided by the Departments and empowering them to operate at an emergency scene, and providing a process for service level establishment (and revision);
 - (b) reviewing and updating each service agreement with the relevant societies to address Playbook matters and related reporting requirements;
 - (c) review and update, with the partner local governments and societies, the mutual and automatic aid agreements currently in use.

Joint Health and Safety Committee

2. Having a formal written OH&S program, having a formal joint committee (or worker representative), conducting regular meetings and posting minutes of those meetings is a mandatory requirement of WorkSafe BC. We strongly recommend that the RDN ensure that any societies and Departments not in compliance with these requirements undertake the work necessary to meet their obligations under the WCA and related regulations.

Organizational Structures

3. That the Regional District, in conjunction with the Societies and the Fire Departments, undertake a review of the current structure to determine how best to manage the RDN Fire Services into the future and what role the Societies should play.
4. In the event the above noted review determines to continue to use the society system, the RDN, in conjunction with the Societies, develop policy and procedures outlining how the societies will be managed, how they will report to the RDN and finally, how they will manage their respective fire Departments.
5. In the event the above noted review determines to continue to use the society system, that the RDN develops a process whereby any Society that determines it is no longer prepared to be responsible for the operational aspects of its Department, can be released of its responsibilities, with the Regional District then assuming such role.
6. That the RDN, in conjunction with Societies and the Departments, adopt a policy setting out the educational and experience requirements for the position of Fire Chief.

7. That the RDN, in conjunction with the Societies, adopt a policy confirming that promotion to the position of Fire Chief will be held through open competition and subject to meeting the educational and experience requirements.
8. That the RDN, in consultation with the Societies and Departments, develop standardized proficiency requirements for each officer position within the Departments. Where elections are still used to appoint officers, a member should only be permitted to stand for election if he or she meets the minimum proficiency requirements for such position

Records

9. The RDN, as AHJ, must ensure that Departments are maintaining adequate records to meet their statutory, regulatory and operational requirements. The RDN should review records keeping processes and requirements with each of its Departments and their Chief Officers. Service contracts with each society should be updated to expressly specify what records must be kept, the manner in which the records are to be stored and how the Departments are to report back to the RDN on the status of their records keeping. Some regional districts have instituted area-wide records keeping systems used by each department for which it is responsible. The RDN may wish to review with its area Departments the prospect for introducing a shared records management system.

Operational Guidelines

10. The RDN, in cooperation with the Departments, ensure that each Department has a complete set of OGs as required by WorkSafe BC, the Playbook and best practices. We would recommend that the RDN and the Departments develop a uniform set of region-wide OGs for use by each Department, to reduce the workload involved and ensure consistency.

Apparatus and Equipment

11. That the RDN in cooperation with the Fire Chiefs, investigate and consider having maintenance and repair of fire apparatus conducted by RDN (or member municipality) mechanical staff.
12. That the RDN and the Departments investigate the possibility of creating common fire apparatus specification templates for use in future purchases and that bulk purchasing of apparatus and equipment be considered in the future.
13. That the Departments review their individual equipment testing procedures and record keeping procedures, and compare them to the respective NFPA and WorkSafe BC requirements. Any deficiencies should be addressed immediately.

Training Standards and Requirements: Role of the RDN

14. That the RDN consider the creation of a Fire Services Coordinator position within the Regional District; and that prior to filling the position, the RDN in conjunction with the Fire Chiefs, jointly develop the job functions and primary roles for the position.

Volunteer Recruitment and Retention

15. The Departments, in cooperation with the RDN, should review the compensation received by volunteers for attendance at practices and when responding to emergency incidents to ensure it is fair; and that a regional policy for reimbursement of members out of pocket expenses, including wage losses, is developed.
16. The Departments and the RDN should develop a comprehensive approach to recruitment and retention including developing an effective information campaign for volunteers, reviewing the idea of volunteer benefits and implementing a duty crew system.
17. The RDN should develop and implement a more effective recognition program for its volunteers. It also should develop a recognition program for employers, and in particular for those employers which permit their employees to respond to day-time call-outs.
18. The Departments and the RDN should review other WEPs in the province, and consider developing and implementing similar programs. A WEP would enhance day-time responses and improve the availability emergency responders, at a far lower cost than hiring career firefighters.
19. Those Departments not already doing so, should consider using part-time administrative assistance or volunteer support personnel at the fire hall, to assist with administrative, record keeping and data entry duties.
20. The Departments in consultation with the RDN should consider developing a career pre-employment training program.

Review of Other Matters

21. Prior to renewing the Fire Services Agreement with the CVFD for fire protection services in Cassidy-Waterloo service area, the RDN should review the feasibility of creating a separate fire service for that area. Alternatively, the renewal agreement should provide for a reasonable termination period in the event that the stakeholders and RDN determine that a separate fire department should be created.
22. That the RDN follow up with the CVFD regarding possible alcohol consumption at the Cranberry Fire Hall on practice nights to confirm process and discuss insurance implications.
23. That the RDN in cooperation with the Errington and Coombs-Hilliers Departments, conduct a review of the feasibility of merging the two fire service areas and departments into a single area and department.