MOBERLY LAKE VOLUNTEER FIRE DEPARTMENT

NEEDS ASSESSMENT

Dave Mitchell & Associates Ltd.

Final: 16 November 2020

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Executive Summary

The Peace River Regional District (the "PRRD" or the "Regional District") has established two local service areas in a portion of Electoral Area "E" covering the vicinity around Moberly Lake.[1] The Moberly Lake Volunteer Fire Department (the "MLVFD" or the "Department"), which has been established and is operated by the Moberly Lake Fire Department Society (the "Society"), provides emergency services in the two service areas, and is partially funded through the PRRD. The Establishment Bylaws are narrowly framed: they allow taxes to be raised to fund a contribution to the costs of the MLVFD, but do not authorize the PRRD itself to establish or operate a fire department, or to provide fire protection services. The PRRD has entered into a service agreement (the "Service Agreement") with the Society under which its contribution to the Department's funding is made subject to the terms and conditions specified in that contract. The Department also provides services to two neighbouring First Nations, West Moberly and Salteau, under service agreements with those respective First Nations ("FN").

The Department is facing a number of challenges in connection with the provision of the service, including managing a growing regulatory and administrative burden, ensuring appropriate staffing and, most recently, addressing the resignation of its Fire Chief. In order to develop a comprehensive view of the support required, and to assess the sustainability of the service, the PRRD issued a request for proposals ("RFP") on 25 October 2019, in respect of which Dave Mitchell & Associates Ltd. ("DMA" or the Consultants") were the successful respondents. (See Appendix 1 for a description of the Consultants' backgrounds.) The RFP[2] identified the following objectives:

> The purpose of the "Moberly Lake Volunteer Fire Department Needs Assessment & Review" is to conduct a needs assessment and review of the Department and identify options for operational models to support the continuation of the service and address workload requirements.

The MLVFD operates from a single fire hall in Moberly Lake. The Department has three principal sources of funding: taxes raised in the service areas under the Establishment Bylaws; and the fees paid by each of the two First Nations, under the terms of their respective fire protection agreements. PRRD funding, from a combination of taxation and grants-in-aid, accounts for slightly over half of the Department's total budget. The Establishment Bylaws were amended in 2012 to increase the maximum tax rate that can be levied to fund the contribution to the MLVFD.

[1] PRRD, *Moberly Lake Fire Department Local Service Establishment Bylaw No. 1074, 1996* ("Bylaw No. 1074") and *Moberly Lake Fire Department (South) Local Service Establishment Bylaw No.1076, 1996* ("Bylaw No. 1076"). Collectively, Bylaw No. 1074 and Bylaw No. 1076 are referred to as the "Establishment Bylaws."

[2] PRRD Request for Proposals No.: 25-2019 October 2019, Page 3.

The Department serves a total population of more than 700, with some 197 residents in the two service areas, 140 in the West Moberly FN and 380 in the Saulteau FN.[3] In 2019, the Department responded to 37 incidents, most of which were in the Saulteau FN territory.

The Society, as a matter of law, is principally responsible for the operation of the Department. The Department must function in a complex and prescriptive legal and regulatory environment, including meeting the occupational health and safety ("OH&S") requirements established under the *Workers Compensation Act* and regulations, as well as the minimum training standards set by the Office of the Fire Commissioner in the Playbook.[4] The Playbook requires, among other things, that the "authority having jurisdiction" (the "AHJ") in respect of a fire department set the level of service to be provided, from which the minimum training requirements then flow. Both the Playbook and WorkSafe BC require that appropriate records of the training and qualifications of each firefighter and fire officer be created and maintained. In addition, WorkSafe BC requires the Society to establish an OH&S program and operate an appropriate joint committee to manage OH&S matters within the Department. Based on the Department's current or understood service mandate to operate at the Exterior Operations Level, the Department will need to address the gap between its current level of training and the minimum level of training competencies as set out in the Playbook for Exterior Operations, and develop a plan to complete the training of its members to ensure compliance with that level of service.

In the discussions with the Society, the board communicated a strong desire to see the service continued, a view echoed by both First Nations. At the same time, the Society has indicated that it would prefer to step back from being responsible for emergency service delivery, along with the related administrative requirements and potential liability. Instead, they would like to focus the Society's efforts on community engagement matters, volunteer recognition events, and recruitment and retention efforts. This approach, which is increasingly common across the province, would require that the operation of the MLVFD become a PRRD function, much like that of the Charlie Lake Fire Department. The Consultants believe that this approach would be preferable to the Society and its volunteer directors continuing to be responsible, and potentially liable, for emergency service delivery.

The Department's Fire Chief indicated last year that he wished to resign his position but had deferred departure to allow this review to take place and a plan for his replacement to be developed. Events, however, intervened, and the Fire Chief made his resignation effective in early March 2020. This resignation means that there is a need to bridge the short-term requirements of ensuring that the Department can continue to function safely and effectively, while addressing the longer-term rearrangement of responsibilities. One option in the near-term would be to contract with the either Hudson's Hope or Chetwynd to have one of those departments provide some degree of support for the Department however in both cases the fire

[3] Based on 2016 Census information: Moberly Lake -https://www12.statcan.gc.ca/Moberly Lake - 2016 Census; West Moberly FN - https://www12.statcan.gc.ca/West Moberly FN- 2016 census; Saulteau FN - https://www12.statcan.gc.ca/Salteau FN - 2016 Census

[4] Office of the Fire Commissioner, "*British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (2nd Edition, May 2015).

chief has recently resigned. Regardless, a chief officer will still need to be appointed in Moberly Lake.

If the Society continues to operate the Department, albeit with increased administrative support from the PRRD, the Service Agreement will require revision. The level, nature and extent of the administrative support to be provided will need to be specified, with the costs of such services attributed to the Department's budget. The Society will also need to replace the interim Fire Chief.

The Society stepping back from responsibility for the Department's operational functions, is a more complex issue. It is evident that the Society and Department require administrative support to manage the growing web of regulatory matters. However, it is also clear that, from a long-term perspective, the service will likely need to become a PRRD-operated function to ensure its continued sustainability. There are some options available as to how service delivery could be structured, but there is a need to substantially update and revise the Establishment Bylaws before this can happen. The Establishment Bylaws will need to be amended to authorize the PRRD to provide fire and emergency response services in the two service areas, whether directly or through a third party. Once amended, the PRRD would be able to operate the service as it does fire protection services in Charlie Lake. If this approach is adopted, the fire chief position will need to be filled or the Department managed by the Regional District: if the latter approach is taken, then (without prejudging any discussions that may take place with the service provider and Department members) a "Hall Chief" will be needed.[5]

As part of the review, the Consultants met with the adjacent municipalities of Chetwynd and Hudson's Hope and both expressed an interest in providing support for the MLVFD subject to clarifying responsibilities and costs for the service. Between the two, Chetwynd is marginally closer. Its fire department already provides road rescue service for the Moberly Lake area and includes the Department in training sessions that are offered from time to time.

Whether the Society remains fully responsible for the MLVFD or the Department becomes a PRRD function, the service agreements with the two First Nations will require updating.

It should be noted that nothing in this report constitutes legal advice. The PRRD should review any analyses or recommendations related to, or impacted by, statutory or regulatory matters through its ordinary legal processes.

[5] The concept of "Hall Chief" is adopted from the approach used by the Kootenay Boundary Regional District, which merged six different departments to form a regional fire service.

Summary of Recommendations

The following section extracts the recommendations contained within the report and principally reflect the recommended transition to a PRRD-operated department. The more expansive discussion in the report contains details regarding each of these recommendations. For convenience, the relevant headings from each section are included as a guide to the section from which the particular recommendation is extracted.

Bylaws and Agreements

Recommendation: The Establishment Bylaws need to be updated to permit the PRRD to establish, operate and provide fire and emergency services in the Service Areas. In addition, consideration should be given to the following:

(a) in consultation with the two First Nations, limit the service area boundaries to the non-First Nations territory around Moberly Lake;

(b) create a single service area covering the remaining territory;

(c) consider revising the maximum tax rate applicable to the service in accordance with the provisions of the *Local Government Act*; and

(d) the service authorization language should be broadly cast to include fire protection and other emergency response services, as well as anything ancillary thereto, or required by the *Fire Services Act* or any statute which amends or replaces same.

Recommendation: The PRRD, in consultation with the affected fire departments, update and revise the operational powers bylaw – Bylaw No. 962 – taking into account the comments in this section of the report, and in Appendix 2.

Recommendation: The existing Service Agreement has expired. A new agreement will likely be required until the PRRD and Society can arrange a formal transfer of responsibility. The updated Service Agreement, among other things, should expressly note that the services are being provided by volunteers and that service delivery may be negatively impacted by a delayed or insufficient response. The insurance provisions also should be updated, and consideration given to how the deductible on the MIABC Associate Membership policy would be funded in the event of a claim by the Society.

Recommendation: The Service Agreements between the Society and each of the First Nations need to be renewed and updated. When the agreements are updated, consideration should be given to the matters outlined in this section of the report, including:

(a) clarifying the nature and type of calls to which the Department is to respond (including whether it is to respond to interface fires). In relation to any potential wildfire response, the parties should ensure that they review the situation with the Wildfire Service and the impact that the agreement may have on any funding potentially provided by the province under the existing Wildfire Service operational guidelines;

(b) determining an appropriate fee for the service, which probably should include an annual adjustment for inflation and cost increases;

(c) there should be a clear grant of operational powers and authority to the Department when responding to incidents in the First Nations' territory; and

(d) the revised agreements should expressly note that the Department is a volunteer organization and that its response to an incident may be affected by a delayed or inadequate turn-out.

Fire Services Act

Recommendation: The PRRD should review with the RCMP the latter's responsibility to conduct fire investigations under section 9 of the *Fire Services Act*, given that no LAFC has been appointed for the service area. Alternatively, the PRRD can have an LAFC appointed to cover responsibilities in this service area – either or both of the Department's Fire Chief and/or the PRRD Protective Services Manager can be nominated for appointment.

New Fire Safety Act

Recommendation: The PRRD will need to keep a watch on developments related to the new *Fire Safety Act*, and address any new obligations arising under that Act when it is proclaimed in force.

Occupational Health and Safety

Recommendation: The Society, with the assistance of the PRRD, needs to develop and implement a formal occupational health and safety program, and operate a joint committee that meets the requirements of the WCA and Regulation.

Training

Recommendation: That the Department conduct a gap analysis between its current training and qualification levels, and that required by the Playbook for Exterior Operations and develop a training plan to bridge the identified gaps.

Pre-Plans

Recommendation: That the Department ensure pre-plans are reviewed at least annually and updated as required.

Background

The PRRD has established two service areas around Moberly Lake. The service areas were created to provide a funding contribution to the Department from the service area residents. The funding provided by the PRRD is managed through the Service Agreement, which imposes certain obligations on the Society and the Department. In addition, the Department receives periodic grants-in-aid from the PRRD to support its operations. The Society has also entered into fire protection service agreements with the two neighbouring First Nations.

This project arose from a request by the Society for assistance from the PRRD with its administrative responsibilities and burdens. This request was made shortly after the Department's Fire Chief indicated his intention to resign, in part, because of the administrative burden. Over the course of this review, the Society has also indicated that it would prefer to step back from responsibility for delivering emergency response services. In that regard, the Area Director has requested PRRD staff provide options for assuming control of the operation of the Department, noting:[6]

> I would like staff to explore the options for assuming control and operation of the Moberly Lake Fire Department and provide the Board with a report regarding the feasibility of the Moberly Lake Fire Department.
>
> Volunteers are simply finding it too difficult to navigate the required regulations; record keeping and reporting requirements are onerous and the fire department volunteers wish to focus on training and responding to incidents to protect their neighbours.

In addition, the Fire Chief, who had continued in his role past his originally planned retirement date in November 2019, made his resignation effective in early March 2020. At the present time, the Department's Deputy Chief is the acting Fire Chief.

[6] Notice of New Business, Director Rose, 19 Sept. 2019

Legal and Regulatory Matters

Bylaws and Agreements

Moberly Lake Service Establishment

The Society and the Department were established in 1996. At the same time, the PRRD passed the Establishment Bylaws to create a regular funding mechanism for the Department. Under each of the Establishment Bylaws, the service authority that was established is very narrowly cast:

> 2. The local service established and to be operated is the contribution to the cost of the service of fire prevention and suppression provided within the service area by the Moberly Lake Volunteer Fire Department.

The Establishment Bylaws only permit the PRRD to contribute to the funding of the Department. They do not authorize the PRRD to provide fire and emergency response services in the two service areas or to establish or operate a fire department for that purpose.

Under the Establishment Bylaws, the funding is to be raised by a "property value tax in the local service area…on land and improvements."[7] The maximum amount of taxation that can be levied was increased in 2012, when the two Establishment Bylaws were amended. Bylaw No. 1074 (Moberly Lake) had its maximum taxation amount raised to the greater of $1.9053/$1,000 of assessed value or $13,500.[8] Bylaw No. 1076 (South Moberly Lake) had its maximum taxation amount raised to the greater of $1.875/$1,000 of assessed value or $5,250.[9]

The boundaries drawn under Bylaw No. 1074 incorporate the territories of the two First Nations. In our discussions with staff, they noted that it was unclear from the available records why the boundaries were drawn in this fashion. The PRRD does not levy taxation on the First Nations' territories, and the extension of the service area is not required in order for the MLVFD to provide fire protection services into those areas. When the Establishment Bylaws are updated to address the issues identified in this report, the PRRD, in consultation with the two First Nations, should consider limiting the service area to the non-First Nations region around Moberly Lake. The two Establishment Bylaws can be collapsed into a single bylaw, and, if thought appropriate, expressly authorize the PRRD to provide services to the First Nations, subject to the terms of any service agreements that may be negotiated. Consideration also should be given to reviewing and revising the maximum tax rate that can be charged under the Establishment Bylaws.

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[7] Bylaw No. 1074, s. 5; Bylaw No. 1076, s. 6.

[8] *Moberly Lake Fire Department Local Service Establishment Amendment Bylaw No. 2036*, 2012, ss. 1 and 2.

[9] *Moberly Lake Fire Department Local Service Establishment Amendment Bylaw No. 2037, 2012*, ss. 1 and 2.

When this new bylaw is drafted, the service authorization language should be broadly cast to include fire protection and other emergency response services, as well as anything ancillary thereto, or required by the *Fire Services Act* or any statute which amends or replaces same. This will ensure that the Department has a broad range of emergency response powers (which can include rescue, vehicle extrication and FMR), as well as the right to undertake any obligations which may be imposed when the new *Fire Safety Act* comes into effect.

The relative positions of the fire protection areas for the Moberly Lake (which incorporates the territories of the two First Nations) and Moberly Lake South as well as the boundaries of the Districts of Chetwynd and Hudson's Hope are shown in Figure 1.

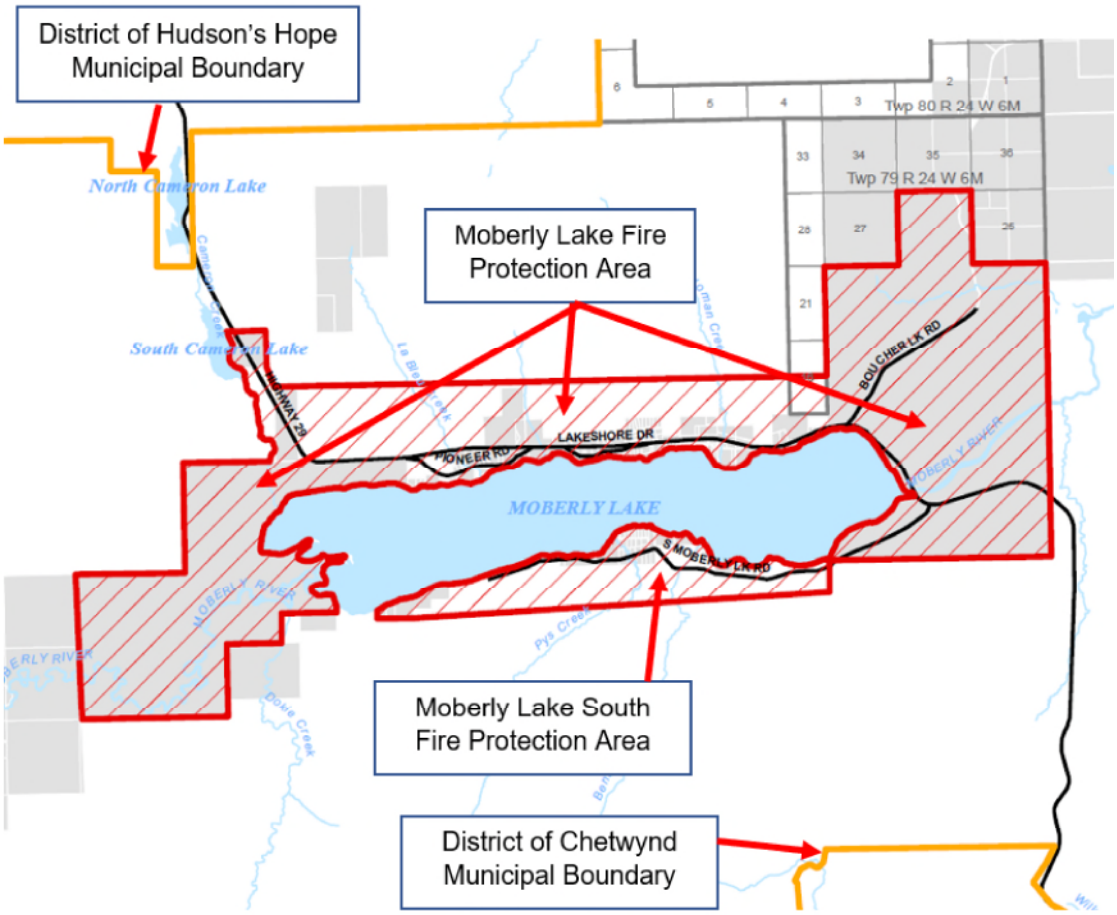

Figure 1: Fire Protection Areas and Municpal Boundaries

Recommendation: The Establishment Bylaws need to be updated to permit the PRRD to establish, operate and provide fire and emergency services in the Service Areas. In addition, consideration should be given to the following:

(a) in consultation with the two First Nations, limit the service area boundaries to the non-First Nations territory around Moberly Lake;

(b) create a single service area covering the remaining territory;

(c) consider revising the maximum tax rate applicable to the service in accordance with the provisions of the *Local Government Act*; and

(d) the service authorization language should be broadly cast to include fire protection and other emergency response services, as well as anything ancillary thereto, or required by the *Fire Services Act* or any statute which amends or replaces same.

Moberly Lake Operational Bylaw

When examining the legal structures in place for the Department, it is essential to understand that fire protection is an optional service created by local governments. As such, unlike police and ambulance, which are established under and/or operate pursuant to provincial statutes and have a uniform range of powers throughout the province, a fire department only has the power and authority granted to it under the local bylaw that creates and defines its operational responsibilities. Care must be taken, therefore, to ensure that a fire department has the full range of powers needed to respond effectively to incidents within its jurisdiction. Where it is responding outside of its ordinary jurisdiction, express consideration should be given to the source of the Department's powers to respond to and operate at an incident – whether in a mutual or automatic aid agreement, under a fire service contract or in support of another emergency response agency, such as the provincial Wildfire Service.

Similarly, there is no standard range of services defined for a fire department. A department is authorized to provide only those services which are stipulated in its service establishment and operational bylaws. Given that fire departments are the only "all hazards" response agency available to local government, we recommend that both the grant of powers and authorization to respond to incidents be very broadly cast, but that their exercise be made subject to training and the availability of necessary personnel and equipment.

The PRRD has passed an operational bylaw governing the operational powers and authorities of various fire services for which it is responsible: *Fire Protection Regulatory Bylaw No. 962* ("Bylaw No. 962"). We had occasion to review this bylaw in our report on the Charlie Lake Volunteer Fire Department in 2011.[10] As the bylaw has not been updated since then, we reiterate those comments here. An excerpt of the relevant portion from the Charlie Lake Report is attached as Appendix 2.

[10] DMA, "Peace River Regional District – Charlie Lake Volunteer Fire Department: Governance, Administrative and Operational Review," (August 2011), (the "Charlie Lake Report")

Since the date of that report, the principal regulatory change affecting the fire service has been the introduction of the Playbook. We recommend that, as part of the updating process, the new operational bylaw provide a process by which service levels for each department are determined – which should be through a policy of the relevant AHJ over the particular department. There should be a section which specifically provides that, notwithstanding the chosen service level of a department, in relation to any particular incident, a department shall undertake only those emergency response activities for which its responding members at the incident are properly trained and equipped.

In addition, we would recommend that the new bylaw specifically note that the services are being provided by volunteer, paid-on-call or composite departments. For any given incident, the response may be adversely affected by a low or slow turn-out. Some jurisdictions have taken to expressly stating that no warranty or assurance is provided as to the "certainty of timely response levels".[11]

In connection with updating the Establishment Bylaw, we have recommended that the service authorization be broadly cast to include fire suppression and other emergency response services. When Bylaw No. 962 is updated, we would recommend that it list the types of services *that may potentially be provided*, and set out a process by which the PRRD will approve, on a department-by-department basis, what services actually are provided by a particular department.

Recommendation: The PRRD, in consultation with the affected fire departments, update and revise the operational powers bylaw – Bylaw No. 962 – taking into account the comments in this section of the report, and in Appendix 2.

Moberly Lake Service Agreement

In 2003, the PRRD entered into the Service Agreement with the Society, which sets out certain conditions and requirements in connection with the funding that is being provided. The Service Agreement was last revised and updated in 2013. The Service Agreement expired on 31 December 2017, and should be formally extended until the issues identified in this report are addressed.[12]

Under the Service Agreement, the Society has agreed to operate the Department and provide "Fire Protection" in the service areas. Fire Protection is defined as:[13]

[11] See: *Greater Vancouver Regional District, Sasamat Volunteer Fire Department Administration and Regulation Bylaw No. 1204, 2014*, in particular, section 1.5.

[12] The Service Agreement states in section 1 that it has a five-year term, commencing 1 January 2013. However, it incorrectly states that the term expires on 31 December 2018, which is actually six years.

[13] Service Agreement, s. 1, Interpretation.

all aspects of fire safety, including but not limited to, fire prevention, fire fighting and suppression, dispatch, public education and information, training and other staff development.

The Society agreed that it is responsible for all aspects of operating and maintaining the Department (including recruitment, training and compliance with applicable laws).[14]

The funding provisions are set out in sections 5 to 7. The Society receives a lump sum payment reflecting the approved budget, "after August 1st in each year."[15] The PRRD deducts from the amount being paid:[16]

- funds required for purchases or reserves of a capital nature;
- funds estimated to be payable for insurance coverage; and
- PRRD administrative, interest and other costs.

The Society must maintain accurate books, records and accounts for the Service, and make those records available to the PRRD on request.[17]

The Service Agreement also provides for the creation of a Fire Committee comprising:[18]

- the President, Secretary and Treasurer of the Society;
- the Fire Chief; and
- the elected representative of Electoral Area "E" of the Regional District.

The Service Agreement seems to contemplate that other individuals could be added to the Fire Committee, but does not specify on what basis they would be chosen. The Fire Committee is responsible for reviewing and reporting on the Department's annual budget, meeting with PRRD staff at least semi-annually, and submitting by 31 March of each year, a written report on the Department's operations for the preceding calendar year and proposed initiatives for the coming year.[19]

Under the Service Agreement, the PRRD has agreed to obtain general liability insurance coverage for the firefighters under its Municipal Insurance Association of BC ("MIABC") policy. The PRRD reports that the costs associated with adding the Department to its policy are budgeted as part of the function.

Under the MIABC policy, coverage is provided for the emergency response activities of society-employed firefighters. This coverage actually did not become available until 2014, when the

[14] Service Agreement, s. 2.

[15] Service Agreement, s. 7.

[16] Service Agreement, s. 6.

[17] Service Agreement, s. 8. Accounting must be in accordance with GAAP.

[18] Service Agreement, s. 12.

[19] Service Agreement, s. 13

definition of the term “Insured” in the MIABC Liability Protection Agreement was amended to include: [20]

> any person providing fire fighting services to a Subscriber, other than an employee of the Subscriber, but only if that person is a member of a fire fighting association with which the Subscriber has existing written contractual arrangements for the provision of fire fighting services by members of the fire fighting association, and then only while that person is in the course of providing those services to the Subscriber.

It is important to note the limitations of this language. It provides protection for the firefighters and officers against an insurable claim (e.g., negligence) in relation to the Services they are providing under the Service Agreement. It does not provide, and is not intended to provide, coverage for any claims against the Society or its board members.

As such, section 15 of the Service Agreement requires the Society to maintain its own liability coverage in an amount of not less than $5.0 million per occurrence, with a maximum deductible of $5,000. It is not clear that the Society holds such a policy. The PRRD, however, has added the Society as an Associate Member with the MIABC. This coverage has a policy limit of $5.0 million but is subject to the deductible which is in place for the PRRD (which is $100,000). While not strictly conforming to the language of the Service Agreement, the PRRD has effectively waived that requirement. This obligation should be revised when the Service Agreement is updated. In addition, the PRRD and Society will need to consider how to reserve for the substantial deductible covering any claims that may be made under this policy.

Recommendation: The existing Service Agreement has expired. A new agreement will likely be required until the PRRD and Society can arrange a formal transfer of responsibility. The updated Service Agreement, among other things, should expressly note that the services are being provided by volunteers and that service delivery may be negatively impacted by a delayed or insufficient response. The insurance provisions also should be updated, and consideration given to how the deductible on the MIABC Associate Membership policy would be funded in the event of a claim by the Society.

First Nations Fire Protection Agreements

The Society has entered into fire protection agreements (the “Fire Protection Agreements”) with each of the West Moberly FN and the Salteau FN. The two agreements are substantively identical, except where noted below.

For the Salteau FN, its contract is dated for reference as of 1 January 2017; the West Moberly FN contract is dated for reference as of 3 May 2017 (though both agreements have an effective

[20] MIABC, 2019 Liability Protection Agreement, Definitions, para. (h): “Insured Party.”

date of 1 January 2017 under s. 2.1). Both Fire Protection Agreements have an inconsistency in the provisions dealing with the term and renewal. Article 2 in each provides as follows:

> 2.1. The Term of this Agreement shall be for a period of three (3) years, commencing on January 1, 2017;
>
> 2.2. This Agreement must be renewed by December 15, 2020

The contracts' respective terms either should have been for four years, or the renewal date should have been set at 15 December 2019 (with a renewal for 1 January 2020). As such, the Society should execute a simple amending agreement with the two First Nations, confirming that, notwithstanding section 2.1, the Fire Protection Agreements will terminate as of 31 December 2020, unless they are renewed by 15 December 2020.

Pursuant to the Fire Protection Agreements, the Society agreed to provide "rural fire protection and control services … in the same manner and to the same extent as the Fire Department supplies fire protection and control services to and for the Moberly Lake Community." The services include:

- answering all fire emergency calls from the Reserve Lands; and
- attending fire emergencies within the Reserve Lands "with necessary equipment for the purpose of controlling and extinguishing fires and providing emergency services."

The Society's obligation to have the necessary equipment and personnel is set out in section 1.2:

> The Fire Department shall endeavour to provide the necessary personal [sic] and maintain and operate all necessary equipment to provide the Rural Fire protection Services to the Reserve Lands as contemplated in the Agreement.

In section 1.3, the First Nations are each required to:

- provide appropriate mapping showing all access roads on Reserve Lands, all fire hydrants and other water access points, and designating the residences and other buildings to be protected; and
- maintain the access roads, driveways and hydrant systems in a state of fire services readiness.

When the Fire Protection Agreements are revised, these sections should be reviewed and updated. There is some inconsistency between the obligation to answer all fire emergency calls in section 1.1, and the idea that only specified buildings are being protected. It also is not clear if the responses are limited to structural firefighting or whether calls for interface fires are also covered.[21] Moreover, the Society's obligations should be conditioned by an express

[21] Given the risk to the area from a rapid spread of wildfire, they should be included in the calls. That being said, discussion of this issue with BC Wildfire Service, and how a response of this nature is (or

acknowledgement that the services are being provided by volunteers and that a response may be delayed or insufficient as a result. In particular, these revisions would affect sections 1.1 and 5.1 of the two Fire Protection Agreements.

In consideration of the services provided, the Salteau FN agreed to pay $45,000 annually during the term; and the West Moberly FN agreed to pay $25,000 annually during the term.[22] The Society is required to invoice for the services by 15 March of each calendar year, and the amounts owing are to be paid by the respective First Nations by 15 April.[23] Consideration should be given to reviewing the amounts being charged for the service, and providing for a reasonable annual increase to reflect inflation, allocation of call volumes and rising costs.

Finally, there should be a clear statement about the powers and authority of the Department to operate in each First Nations' territory when responding to an incident.

Any revised Fire Protection Agreement should note that the Department is a volunteer organization and that its response to an incident may be affected by a slow or inadequate turn-out. Additionally, the agreements should recognize that the Department is operating at the Exterior Operation service level.

Recommendation: The Service Agreements between the Society and each of the First Nations need to be renewed and updated. When the agreements are updated, consideration should be given to the matters outlined in this section of the report, including:

(a) clarifying the nature and type of calls to which the Department is to respond (including whether it is to respond to interface fires). In relation to any potential wildfire response, the parties should ensure that they review the situation with the Wildfire Service and the impact that the agreement may have on any funding potentially provided by the province under the existing Wildfire Service operational guidelines;

(b) determining an appropriate fee for the service, which probably should include an annual adjustment for inflation and cost increases;

(c) there should be a clear grant of operational powers and authority to the Department when responding to incident in the First Nations' territory; and

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could be) affected under the province's operational guidelines dealing with interface and wildfire responses, should be undertaken before any such additional obligation is added. Responsibility for a wildfire inside of a fire protection area is the responsibility of that fire department and the BC Wildfire Service can provide assistance but does not have responsibility.

[22] Fire Protection Agreements, s. 1.3(c).

[23] Fire Protection Agreements, Article 3.

(d) the revised agreements should expressly note that the Department is a volunteer organization and that its response to an incident may be affected by a delayed or inadequate turn-out.

Fire Services Act

The *Fire Services Act* is administered by the Fire Commissioner. The Department's obligations under the current statute are relatively minimal. The PRRD has not established a fire inspection system in the service areas, so regular inspections of public and commercial buildings are not required. Similarly, none of the Department's officers are appointed as a local assistant to the Fire Commissioner ("LAFC"). As such, the fire investigation obligations under section 9 of the *Fire Services Act* do not apply. It should be noted that, in the absence of an appointed LAFC, responsibility defaults to the RCMP. The Department should ensure that it informs the RCMP of all fire calls that it attends.

Alternatively, the PRRD can apply to have either its Protective Services Manager and/or the Department's fire chief appointed as an LAFC for the service area. If that is done, one additional issue to be clarified in the contracts with the two First Nations is whether the LAFC would undertake investigations (or otherwise exercise any powers) on their respective territories.

The Department is required to meet the training obligations set out in the Playbook, which was issued pursuant to the Fire Commissioner's authority under paragraph 3(3)(b) of the *Fire Services Act*. The Playbook training requirements are considered in greater detail, below.

Recommendation: The PRRD should review with the RCMP the latter's responsibility to conduct fire investigations under section 9 of the *Fire Services Act*, given that no LAFC has been appointed for the service area. Alternatively, the PRRD can have an LAFC appointed to cover responsibilities in this service area – either or both of the Department's Fire Chief and/or the PRRD Protective Services Manager can be nominated for appointment.

New Fire Safety Act

The *Fire Safety Act* received third reading in May 2016, but it has not yet come into force. The Office of the Fire Commissioner (the "OFC") is in the process of completing the regulations and policies which are needed before the statute can come into effect. It is unclear when these processes will be finalized. More significantly, in a 2018 letter from the Minister of Public Safety and Solicitor General to the Union of BC Municipalities (the "Farnworth Letter"), the Province announced that it was going to amend this new statute in a way that will materially impact the obligations of regional districts.[24] These potential amendments, and on-going discussions

[24] Letter, Farnworth (Minister of Public Safety and Solicitor General) to Booth (President, Union of BC Municipalities), 30 July 2018.

between the Province and regional districts regarding their implications, have further delayed the statute from coming into effect.

However, once the new Act comes into force, it may materially affect the Department's obligations with respect to fire inspections and fire investigations. As such, it may be worthwhile to prepare an updated operational bylaw which is consistent with the new statute and await the *Fire Safety Act*'s proclamation before bringing that new bylaw into force.

When the new *Fire Safety Act* comes into effect, it will replace the existing *Fire Services Act*. At a high level, this new statute impacts the following matters:

- the fire inspection regime applicable to public buildings;
- regional districts' obligations to undertake fire inspections throughout their electoral areas, regardless of whether they have established corresponding fire protection areas;
- the obligation to have fire inspectors and fire investigators available for the entire area under the jurisdiction of the local government;
- fire investigations; and
- the powers exercised by fire chiefs and local governments.

Fire Inspections

Under the new *Fire Safety Act*, the existing obligation of municipalities to operate a regular system of inspections is replaced by the obligation to establish a risk-based compliance monitoring system for public buildings which encompasses:

- fire safety inspections; and
- fire safety assessments.[25]

As currently drafted, the *Fire Safety Act* does not broaden the mandatory inspection obligation: as with the *Fire Services Act*, regular fire inspections are currently stipulated to be mandatory only for municipalities. However, the Farnworth Letter indicated that the Province is looking at materially amending these sections, such that a general obligation will be imposed on regional districts to undertake fire inspections of public buildings:[26]

> "I am writing to you to advise you that government has directed the Office of the Fire Commissioner to implement a single standard of fire safety in public buildings, whether located in a municipality or in an unincorporated area. This means buildings where people gather to meet, study, rest, engage in recreation, or receive care in a licensed

[25] *Fire Safety Act*, s. 20. The term "public buildings" is defined in s. 1.

[26] Farnworth Letter, p. 1.

daycare or group home facility will be subject to fire inspection and risk-based compliance monitoring requirements."

For many regional districts, including the PRRD, these proposed amendments will have a material impact and require significant additional investment and work. If implemented, such amendments will require that the fire inspection programs be developed within both existing fire service areas and those areas without such services.

For coverage outside of the existing fire service areas, this obligation can be addressed either by expanding the authority of the Fire Chiefs to conduct inspections outside of their fire service areas and/or by supplementing the staffing within the PRRD itself.

The new provisions mean that the PRRD will need to conduct risk assessments of public buildings within the unincorporated areas. Those assessments will need to comply with the (yet to be issued) regulations under the *Fire Safety Act*.[27] An inspection regime will then need to be developed based on the risk assessments that are conducted. Conceptually, the *Fire Safety Act* moves away from the "regular" inspection requirements, where, in practice most jurisdictions seek to inspect all properties annually, and heads towards a more flexible regime, where inspection frequency is based principally on risk. Under this approach, higher hazard or non-compliant properties should be subject to more frequent inspections, while lower risk, compliant properties can be inspected less frequently (perhaps coupled with intervening self-assessments by the owners during the non-inspection years).

Following a transition period, "fire inspectors" will need to meet the training and proficiency requirements specified by regulation.[28] Those regulations have not yet been promulgated.

The new *Fire Safety Act* also introduces the concept of a "fire safety assessment," which is the self-inspection of a property by the owner. Under the existing *Fire Services Act*, there has been some uncertainty about whether self-inspection systems complied with the statutory requirements.[29] That issue is now laid to rest. However, it will be up to the PRRD to determine which public buildings are to be permitted or required to conduct self-assessments, presumably as part of the overall risk analysis that must be conducted. The new self-assessment by owners will have to be conducted "in the form and manner required by the Fire Commissioner" under the new statute.[30] It is expected that the Fire Commissioner will issue policy or forms covering fire safety assessments, though these have not yet been released.

[27] *Fire Safety Act*, s. 20(1)(b).

[28] *Fire safety Act,* s. 8(2). The transition period is provided for in s. 53.

[29] For opposing views, see the 2015 Guide at p. 8 (suggesting such a system, on its own, is not compliant with the *Fire Services Act*); versus: L. Staples, Q.C., "Opinion letter to Fire Chiefs' Association of British Columbia," dated 30 Aug. 2012, which holds that such a system of self-inspections can be implemented in compliance with the existing *Fire Services Act* requirements.

[30] Fire Safety Act, s. 21(1).

Section 10 of the *Fire Safety Act* grants various powers to fire inspectors to enter premises,[31] conduct their inspection (including testing and taking of samples, etc.), and to require the production of records related to the premises by the owner or occupier. Section 11 empowers a fire inspector to issue orders requiring an owner bring the property into compliance with the *Fire Safety Act* and regulations (which regulations will include the *Fire Code*).

Under ss. 20(2) and (3) of the *Fire Safety Act*, the PRRD may, by bylaw, charge "a reasonable fee" for conducting a fire safety inspection required by the new Act. Subsection 20(4) specifies the criteria which may be applied when setting such fee.

Fire Investigations

While an argument can be made that LAFCs (and not local government *per* se) are currently responsible for fire investigations and reporting, the new *Fire Safety Act* makes it clear that the obligation will now fall directly on the "local authority" (which includes a regional district). The requirements relating to fire investigations are set out in Part 7 of the *Fire Safety Act* (ss. 22 – 27). As with fire inspectors, a local authority:[32]

> must designate in writing persons or a class of persons as fire investigators to conduct fire investigations.

Following a transition period, fire investigators must meet the training standards which are to be specified by the Fire Commissioner.[33] Those standards have not yet been promulgated. These new training requirements will likely impact the Department's officers, who most likely are the ones who will be expected to undertake the investigations.

Under section 25, each local authority is required to commence a fire investigation within five days of learning of a fire that has destroyed or damaged property, or resulted in death or injury. The investigation must examine the "cause, origin and circumstances" of the fire. The facts ascertained about the cause, origins and circumstances of the fire must then be submitted to the OFC within 30 days after such fire.[34]

Fire investigators are granted broad powers of entry onto property or premises for the purposes of conducting a fire investigation, and to remove a record or thing, conduct testing, take samples and make such records, as required.[35]

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[31] The power is specifically limited in s. 10(2) to exclude private dwellings, unless a warrant has been obtained.

[32] Fire Safety Act, s. 23(1).

[33] *Fire Safety Act* s. 23(2); the transition period is provided for in s. 53.

[34] It is unclear in the statute whether the report must be submitted 30 days after the date of the fire, or 30 days after completion of the investigation of the fire.

[35] Fire Safety Act, s. 27.

Powers and Authority

Under the *Fire Services Act*, powers and authority were granted principally through the mechanism of appointing fire chiefs (and others) as LAFCs.[36] The role of local assistant, however, is being abolished.[37] In place of the powers granted to local assistants, the new statute:

- grants a fire chief (or designate) the power to order a tactical evacuation where he or she "believes that there is an immediate threat to life due to a fire or explosion";[38] and
- deems "fire chiefs," fire investigators and fire inspectors to be peace officers for the purposes of the new act.

In addition, as noted above, broad powers are granted to fire investigators conducting investigations, and to fire inspectors conducting inspections. Additionally, local authorities are granted the power to order a "preventive evacuation" where the local authority "believes that conditions exist on or in the premises that fire on or in the premises would endanger life."[39] Each of these new powers should be considered in any updated bylaw.

The exercise of these powers will be new for the Department since none of its officers have previously been appointed as LAFCs. In preparation for the coming into force of the new statute, the PRRD should update its standardized operational guidelines to provide direction as to how these powers and responsibilities are to be met. The training required for both fire inspectors and fire investigators should be expanded to include training in the exercise of the powers granted under the *Fire Safety Act*.

Recommendation: The PRRD will need to keep watch on developments related to the new *Fire Safety Act*, and address any new obligations arising under that act when it is proclaimed in force.

Playbook

In 2014, the OFC issued a new training standard applicable to the training of fire services personnel in the province. This new standard, entitled: *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (September 2014) (the "Playbook"), was issued pursuant to and approved by the Minister of Justice under paragraph 3(3)(b) of the *Fire Services Act* (B.C.). The Playbook replaces the previous

[36] Fire Services Act, s. 6.

[37] Under s. 55 of the *Fire Safety Act*, local assistants are required to return their badges within three months of the new statute coming into force.

[38] Fire Safety Act, s. 13.

[39] On fire inspectors' powers, see ss. 10 and 11; on fire investigators' powers, see s. 26. The power of a "local authority" to order a preventive evacuation is set out in s. 14 of the *Fire Safety Act*.

minister's order on training and is binding on all "fire services personnel" in the province.[40] The previous minister's order, MO-368 (December 2002), has been rescinded. A second edition of the Playbook was released, with some material updates and clarifications, in May 2015.[41] The Playbook is currently under active revision, and an updated version is likely to be released later this year.

The Playbook contemplates that a fire department may deliver one of three possible levels of service, and establishes the principal minimum training required to qualify for each level of service:

> **Exterior Operations** – includes fire fighting activities restricted to the control and/or extinguishment of fire from an external position to the building or object; where a fire department does not undertake interior attack or rescue operations on a fire-involved structure or object, or operate in an environment that is "immediately dangerous to life and health".
>
> **Interior Operations** – where a fire department, in appropriate circumstances, will enter a fire-involved structure or object to undertake fire suppression activities or conduct rescue operations. Interior operations by these departments are generally to be limited to smaller structures, single family dwellings and vehicles, except where specific hazard assessments and planning have been undertaken in respect of more complex risks.
>
> **Full-Service** – a full-service department is equipped, staffed and trained to provide a full spectrum of fire services by firefighters and fire officers who are trained to the competencies outlined in the NFPA 1001 FF-II and relevant NFPA 1021 Fire Officer[42] standards.

One of the critical requirements in the Playbook is that fire departments need to maintain individualized records of each member's training and qualifications, which show compliance with the minimum and other applicable training standards:[43]

> Assessments and evaluations of Competencies can be carried out internally by the AHJ so long as the evaluation instruments follow the criteria of this Playbook (and other applicable NFPA Standards) and that detailed records of firefighter training and evaluation are maintained. […]
>
> It is the responsibility of all fire departments/AHJs to be able to accurately identify record, edit and report out on a complete list of training records for each individual

[40] As that term is defined in the *Fire Services Act* (B.C.). The Playbook identifies that it is not binding on fire suppression operations undertaken by Wildfire Management Branch under the *Wildfire Act* (B.C.).

[41] The Playbook requirements for each level of service are shown in Appendix 3.

[42] National Fire Protection Association, NFPA 1021: Standard for Fire Officer Professional Qualification (2020 edition).

[43] Playbook, pp. 4 and 6. Maintenance of proper training records also is required under the *Workers Compensation Act* and regulations.

firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with the requirements of the *Workers Compensation Act* (B.C.) and related regulations, and any other regulatory requirements.

An aspect introduced by the Playbook is an explicit requirement that the AHJ over a fire department expressly set the level of service that is expected to be provided by the department. The training, organization, staffing, equipment and apparatus required to support the chosen level of service will all be impacted by that determination.

The Department's situation is unusual: the PRRD only partially funds its operations; the PRRD itself currently lacks any authority to operate the Department (or provide fire or emergency response services); and the Service Agreement makes the Society entirely responsible for meeting all statutory and regulatory requirements, including those arising under the *Fire Services Act*. We recognize that there is advice on the OFC website that states a local government is always the AHJ when it has a contract for service with a society. We know that this issue is currently under review by the OFC. In the circumstances of Moberly Lake, where the PRRD lacks authority to operate a fire service, the Society, which is the employer of the Department members, is probably better viewed as the AHJ.

Nevertheless, the PRRD has, by policy statement, declared that the MLVFD is operating at the Exterior Operations service level. The Society and Department agree with this designation and have operated accordingly. Given the anticipated changes which are expected to be forthcoming, based on the wishes of the Society and recommendations contained in this report, there is no need at this time for the Society to make a separate service level declaration, though it may wish formally to adopt the declaration made by the PRRD through board resolution.

One challenge with the Playbook system is the question of what standards apply to matters not covered by the Playbook itself. Although there are several indications in the Playbook that the NFPA standards are expected to apply to other functions (which was what was required by the previous Minister's Order on training),[44] ambiguity now exists as to the standards applicable for a wide range of firefighter training.

Given the requirements of the *Workers Compensation Act*, which imposes a positive obligation on employers to train workers appropriately, and given that the only recognized standards that exist in North America for the training of fire services personnel are those established by the NFPA, the better approach is to assume that those standards are applicable to guide the Department's operations. Should a local government choose to adopt a different standard (or no standard at all) in relation to the training applicable to other fire service functions, and if an incident occurs which relates back to training issues (as happened in the Clearwater case[45]),

[44] The second edition did not entirely clarify the matter, though it even more clearly suggests that the appropriate standards applicable to matters not yet covered, are those set by the NFPA.

[45] The death of firefighter Chad Schapansky in Clearwater, BC in 2004 which resulted in a Coroner's report "Judgement of Inquiry into the Death of Chad Jerry Schapansky". This report found that the

that local government will be faced with the unenviable task of justifying the approach that it has taken in circumstances where, *prima facie,* there is evidence of a problem.

As such, when formally implementing the service level standard for the Department, it is recommended that the AHJ also require that NFPA standards form the basis of all training for the operational functions undertaken and emergency services provided by the Department. That language is included in the draft form of service level declaration attached at Appendix 3.

Based on the Department's current or understood service mandate, the following is an outline of the standards applicable[46], in whole or in part, to the Department's operations:

- The Playbook;
- *Workers Compensation Act* and the *Occupational Health and Safety Regulation*, B.C. Reg. 296/97 (in particular, Part 31);
- NFPA 1001 – elements of Firefighter Level I & II;
- NFPA 1002 – *Standard for Fire Apparatus Driver/Operator Professional Qualifications* (2017 edition), for Emergency Vehicle Drivers and Operators;
- NFPA 1021 – elements of Fire Officer Level I;
- NFPA 1041 – *Standard for Fire and Emergency Services Instructor Professional Qualifications* (2019 edition) – ideally, elements of Fire Service Instructor I;
- NFPA 1561 - *NFPA 1561: Standard on Emergency Services Incident Management System and Command Safety* (2020 edition); and
- Emergency Medical Services (EMS) – EMA First Responder Level III program with BCEHS consent and indemnity agreement.

For specialty teams and other hazard responses that may be required, the following standards and training levels are suggested (subject to a review of the Department's service mandate – on which, see below):

- NFPA 1072 – *Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications* (2017 edition): Hazardous Materials incidents training - awareness level;
- If the Department needs to provide technical rescue services: NFPA 1006 *Standard for Technical Rescue Personnel Professional Qualifications* (2017 edition) and NFPA 1670

Clearwater fire department lacked written operational guidelines governing interior attacks; it could also produce no training records for accredited training done by the interior attack team, rapid intervention team or fire officers in charge.

[46] For details, see the Job Performance Requirements at Appendix 4.

Standard on Operations and Training for Technical Search and Rescue Incidents (2017 edition) – Technical Rescue:

  - High-Angle Rope Rescue – operations or technician level,
  - Confined Space Rescue – operations or technician level,
  - Trench Rescue – operations or technician level,
  - Vehicle Rescue/Auto Extrication – operations or technician level,

- Wildland/Urban Interface – S100, S215, along with Wildland for Structural firefighters

Occupational Health and Safety

The statutory basis for occupational health and safety programs is found in the *Workers Compensation Act* (B.C.) (the "WCA") and the *Occupational Health and Safety Regulation*, B.C. Reg. 296/97 (the "Regulations"), as well as in other regulations and the policies of WorkSafe BC. The requirements are complex and prescriptive. It has been our experience that many volunteer departments, although safety-conscious, struggle to manage the regulatory burden created by the WCA and the Regulations.

Under the existing structure, the Department members are considered employees of the Society for workers' compensation purposes. As such, it is the responsibility of the Society to ensure that the various obligations under the WCA and Regulations are being met.

The WCA mandates that the relevant local government's occupational health and safety program is supposed to apply to its fire departments.[47] Most local governments, however, develop a standalone program for their fire departments, given the special circumstances and operational risks that they face.

Under section 31.3 of Part 31 of the Regulations, where an employer is required to maintain a joint committee, its fire department is required to operate a separate joint committee.[48]

The following section lays out the framework for ensuring that there is in place an appropriate OH&S program and related joint committee for the Department. It is worth observing that neither the WCA nor the Regulations lay out a straightforward discussion of either the formal requirements or content of an OH&S program for the fire service (or any occupation, for that matter). The statutory and regulatory structure is complex and prescriptive: any recommendations made here should be confirmed through the PRRD's ordinary legal review processes.

[47] The language in section 3.1(1.1) of Part 3 of the Regulations notes that the employer's OH&S program must cover the "whole of the employer's operations".

[48] The need for a separate joint committee (or worker representative) for fire departments is set out in s. 31.3 of Part 31 of the Regulations.

Formal Requirements

The following section sets out a general overview of the requirements for an OH&S program.

The starting point for any consideration of OH&S is section 115 of part 3 of the WCA, which makes employers responsible, among other things, for:

- ensuring the "health and safety of all workers working for that employer";
- providing the information, instruction, training and supervision necessary to ensure the health and safety of workers in carrying out their work;
- complying with the WCA and related regulations and orders, and
- establishing OH&S policies and programs in accordance with the Regulations.

Section 3.3(1) of Part 3 of the Regulations requires an employer to initiate and maintain an OH&S program when it has a workforce of 20 or more workers and a workplace that is determined to create a "moderate or high risk of injury," or by every employer which has 50 or more employees. The "moderate or high risk of injury" should be assumed to apply to the Department's operations. The OH&S program must apply to "the whole of the employer's operations".[49] The program must be designed to prevent injuries and occupational diseases, and is required to include:[50]

(a) a statement of the employer's aims and the responsibilities of the employer, supervisors and workers;

(b) provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found;

(c) appropriate written instructions, available for reference by all workers, to supplement the Regulations;[51]

(d) provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action;

[49] Section 3.1(1.1) of Part 3 of the Regulations. Most local governments implement separate, compliant iterations of their OH&S programs for their fire departments.

[50] Section 3.3 of Part 3 of the Regulations.

[51] This provision establishes the overarching requirement for formal operational guidelines and/or standard operating procedures for the Department's primary activities, including emergency scene operations.

(e) provision for the prompt investigation of incidents to determine the action necessary to prevent their recurrence;[52]

(f) provision for the maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to the joint committee or worker health and safety representative, as applicable and, upon request, to an officer, the union representing the workers at the workplace or, if there is no union, the workers at the workplace; and

(g) provision by the employer for the instruction and supervision of workers in the safe performance of their work.

Joint Health and Safety Committee

As part of an OH&S program, employers are required to establish joint committees (or appoint worker safety representatives) to review and manage safety issues in the workplace. Pursuant to section 31.3 of the Part 31 of the Regulations, in a situation where an employer is required to

> "establish a joint committee or [appoint a] worker health and safety representative, then a fire department … operated by the employer **must have a separate joint committee or worker safety representative**, as applicable". [emphasis added]

As the Society has no material operations *other* than the Department, a single joint committee is all that it requires.

The Department has 21 members including the fire chief, deputy chief, training officer, safety officer, pump captain and hose captain. Safety meetings are noted on the weekly Fire Practice Report and handwritten minutes of the meetings were made available to the Consultants. It is noted that some members of the Society also serve as volunteer firefighters in the MLVFD. While regular, all-member safety meetings are both useful and indicative of the Department's desire to ensure the safety and well-being of its members, this approach, unfortunately, does not meet the processes required by WorkSafe.

The provisions covering the establishment of joint committees are found in sections 125 – 129 and section 139 of the WCA.[53] Section 125 requires that a separate committee be established for each workplace where 20 or more workers of the employer are regularly employed, while section 139 requires that a worker safety representative be appointed in each workplace where there are from 10 to 19 employees.

[52] Section 3.4 of Part 3 of the Regulations stipulates the required contents of any incident investigation report that is required to be completed.

[53] The *Workers Compensation Act* was renumbered, but not amended substantively, with effect after this section was written. A concordance between the prior version of the statute and the new version, which tracks the changes to the section numbers, can be found at: https://www2.gov.bc.ca/assets/gov/about-bc/workers_compensation_concordance_pre_rs2019_to_rs2019.pdf.

In relation to the establishment of a joint committee, the WCA sets out detailed and prescriptive requirements regarding (among other things):

Section 127: Membership on the joint committee and appointment of co-chairs from amongst the employer and employee representatives:

(a) it must have at least four members;

(b) it must consist of worker and employer representatives

(c) at least half the members must be worker representatives; and

(d) it must have two co-chairs – one selected by the worker representatives and one selected by the employer representative.

Sections 128, 129: The means of selecting the worker and employer representatives:

(a) if none of the workers are represented by a union, the worker representatives are to be elected by secret ballot (s. 128(b)).

(b) the employer representatives on a joint committee must be selected by the employer from among persons who exercise managerial functions for the employer and, to the extent possible, who do so at the workplace for which the joint committee is established (s. 129).

Section 130: This section sets out the duties and functions of a joint committee. We recommend that these be set out in the OH&S program, as listed in section 130 (amending the final item to read: "to carry out any other duties and functions prescribed by WorkSafe BC").

Section 131(2): This section sets out a requirement for monthly meetings.

Section 133: This section requires an employer to respond to recommendations from the joint committee.

Section 134: This section deals with the payment of members for work on the committee. Under section 134, employers ordinarily must grant worker representatives time off from work and to pay them for that time. In volunteer and paid-on-call departments, we usually recommend that the employer develop a stipend for members serving on the joint committee (i.e., a set amount per year for regular participation on the committee), with a separate hourly rate if committee members are required to participate in an investigation of a workplace accident or similar event. This issue is addressed further, below.

Section 135: Under section 135, the employer must provide appropriate administrative support to the joint committee.

Sections 137 – 138: These sections set out certain administrative requirements:

(a) handling of records and distribution of reports (section 137)

(b) posting of names of joint committee members (s. 138 (a));

(c) the keeping and posting of minutes of the joint committee meetings (s. 138 (b)); and

(d) the posting of WorkSafe orders (s. 138 (c)).

Once established, the joint committee is primarily responsible for ensuring that the Department is meeting the requirements of the OH&S program (including, for example, regular checks of the premises, apparatus and equipment), and for investigating workplace incidents should they arise.

The rules pertaining to the operation of the joint committee/worker representative system were updated in 2016, with effect from 2017. Under BC Reg. 312/2016, which amended the Regulations with effect from 3 April 2017:

- there must be an annual, written evaluation conducted examining, among other things:
    - whether the joint committee membership requirements and selection processes met WCA requirements (ss. 3.26(3)(a)(i) - (iii));
    - whether the joint committee fulfilled each of its duties and functions and met as required by the WCA (ss. 3.26(3)(iv) and (v);
    - whether the joint committee operated as provided in the WCA, including with respect to training, administrative support and other specified matters (ss. 3.26(3)(vi) – (xii)); and
    - the effectiveness of the rules of procedure and overall effectiveness of the joint committee (ss. 3.26(4) & (5); and
- members of a joint committee must receive certain specified training, aggregating, in total 8 hours, and worker representatives must receive similar training aggregating 4 hours (ss. 3.27 (2) & (3)), covering the matters specified in ss. 3.27 (4) & (5), respectively.

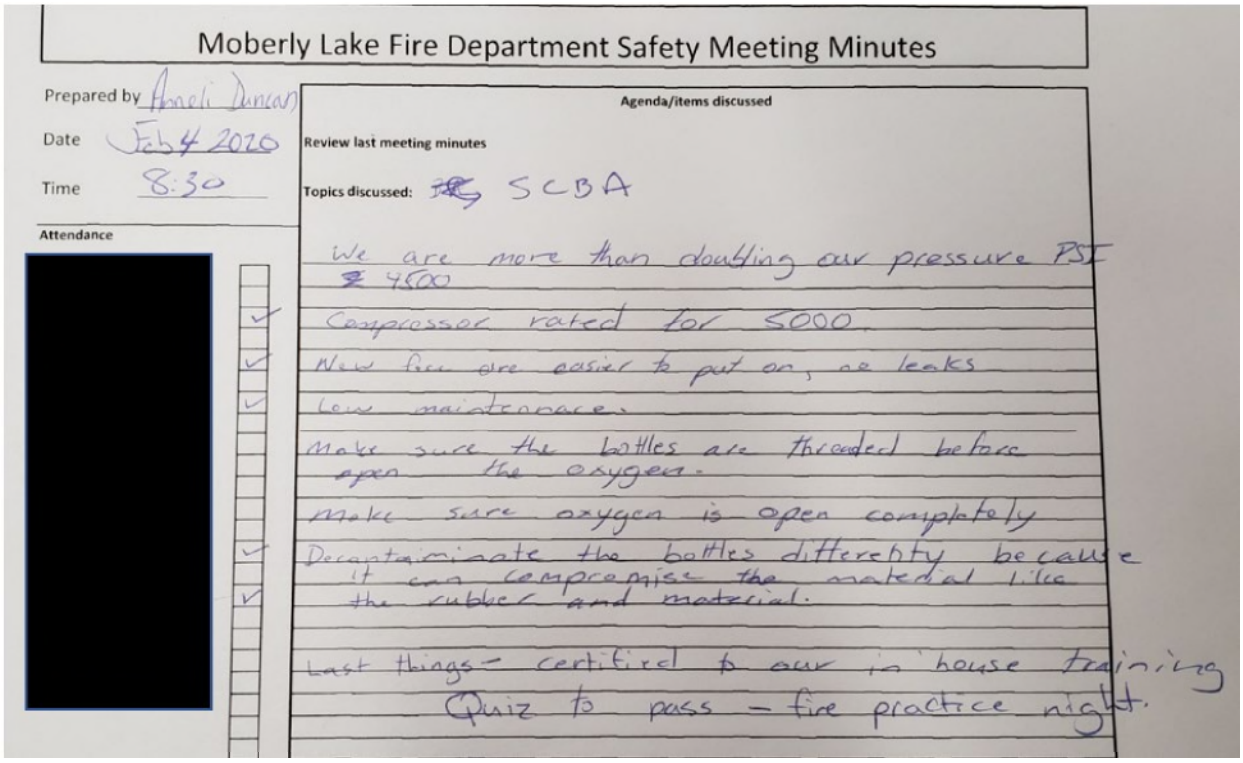
The training obligations apply only to new members of a joint committee or new worker representatives, in each case, appointed after 3 April 2017. In certain circumstances, the training obligation is waived where a new appointee has already received the training in question (ss. 3.27 (6) & (7)). Certain records keeping obligations are attached to the new, explicit training requirements.[54]

[54] B.C. Reg. 312/2016, ss. 3.26(8) & (9).

The proper operation of a joint committee can be a time-consuming task. One of the issues frequently identified when working with volunteer and paid-on-call departments is a lack of interest or willingness on the part of the members to afford additional personal time to this administrative responsibility. To overcome this problem, the Department should consider the following:

- whether the individuals who participate on the committees be remunerated for the time they will be required to commit – perhaps with a separate monthly stipend, plus an hourly rate in the event that the joint committee has to undertake an accident investigation or similar enquiry;
- where training is required for committee members, the training pay otherwise paid to members for attendance at practices should be paid. If, as is the case for the Department, members are not currently paid for training, then a rate should be established for the purposes of fulfilling this critical administrative function; and
- where possible, the regular monthly meetings of the joint committee could be timed to occur at the end of the one of the regular practice nights. Most monthly committee meetings will not be long and committee members can be excused from any post-practice apparatus or equipment clean-up to attend the meeting.

As discussed above, the Department conducts regular safety meeting minutes which are recorded and filed; the notes for the meeting in February are shown at Figure 2. The PRRD should work with the Society and the Department to integrate these types of meetings into the more formal requirements set by the WCA.



Moberly Lake Fire Department Safety Meeting Minutes

Prepared by [redacted]

Date Feb 4 2020

Time 8:30

Attendance

[redacted]

Agenda/items discussed

Review last meeting minutes

Topics discussed: ~~[redacted]~~ SCBA

We are more than doubling our pressure PSI ~~2~~ 4500

Compressor rated for 5000.

New ~~[redacted]~~ are easier to put on, no leaks

Low maintenance.

Make sure the bottles are threaded before open the oxygen.

Make sure oxygen is open completely

Decontaminate the bottles differently because it can compromise the material like the rubber and material.

Last things - certified to our in house training

Quiz to pass - fire practice night.

Figure 2: Safety Meeting minutes 4 Feb 2020 [names obscured]

Recommendation: The Society, with the assistance of the PRRD, needs to develop and implement a formal occupational health and safety program, and operate a joint committee that meets the requirements of the WCA and Regulation.

Site Visits

Site visits were conducted from 3 to 7 February and 28 to 30 September 2020 and included meetings with the PRRD, the MLVFD, the Society, as well as with the Saulteau and West Moberly First Nations, Chetwynd and Hudson's Hope. During the first site visit the RFP and statement of work for the needs assessment were reviewed to finalize the scope of work. The site visits also involved on-site reviews of the Department's fire hall, its apparatus, personal protective equipment ("PPE") as well as training and maintenance records. The meetings with the First Nations included a discussion regarding the current service agreements and clarification of their expectations for fire service.

PRRD

The meetings with the PRRD included the Area E Director, the Chief Administrative Officer, the General Manager of Community Services and the Protective Services Manager. The meeting on 3 February included a review of the project scope, confirmation of the meeting schedule and discussion with the Area Director and PRRD staff with regard to the range of options that may present themselves and their understanding of the particular issues.

At the first meeting, the PRRD identified the following issues:

- the MLVFD is a subsidized department with rising costs that are nearing the maximum allowed under the current funding bylaw;
- changes in fire service delivery have increased the workload of running the Department and has become too much for the Fire Chief; and
- the Department is experiencing recruitment and retention challenges and faces a shortage of active volunteers.

The Area Director explained that the current model of service delivery is not working, and sustainability is important based on the existing tax base. The Department responds to approximately 20 calls per year and the proposed budget for 2020 is $210,000 which is a significant increase from $143,000 in 2019. In his view, realistic costs and a regional perspective for shared services should be identified for ongoing funding. Another concern is the use of grants which is not a sustainable model for funding. The Director expressed his opinion that the takeover of the MLVFD by the PRRD would be seen as positive.

The Director also wanted to better understand the DPG[55]-3B FUS rating – Protected vs Unprotected and how this impacts fire insurance costs for property owners. On review, the Department has a 3B rating from the Fire Underwriters, which equates to semi-protected status. A 3B rating is mid-point between a rating of 1 which is the highest and 5 which is considered unprotected. This is a fairly standard rating for a volunteer department which is operating

[55] DPG is the Dwelling Protection Grade which the Fire Underwriters apply to single family dwellings.

without a hydrant system. In terms of the value of a DPG rating with some level of protection, the Fire Underwriters advise:

> Canadian insurers of one and two family dwellings (Detached Dwellings) use Fire Underwriters Survey's Dwelling Protection Grades in calculating appropriate insurance rates/premiums. In general, the price of insurance in a community with a good DPG is substantially lower than in a community with a poor DPG, assuming all other factors are equal.[56]

The Consultants provided a general overview of the issues being dealt with by all fire departments and these included the impact of the Playbook and the pending changes to the *Emergency Program Act*. They also outlined the increased use of automatic and mutual aid agreements where appropriate.

The second meeting with the PRRD was on 7 February 2020. During this meeting, the Consultants reviewed each of the site visits conducted during the week and provided an initial summary of what had been learned.

The final meetings with the PRRD were 28 and 30 September 2020. The meetings included the new Protective Services Manager and the Protective Services Coordinator, who summarized recent progress in the development of regional and sub-regional mutual aid agreements and table-top exercises. The final meeting included a summary of the issues to be included in the report.

In terms of the Fire Chief's position, it was made clear to the Consultants that the current Fire Chief was not going to remain in his position and that he did not want a fulltime job as fire chief. As well, members of the Society commented that they no longer wanted the legal responsibility for the Department and it emergency service operations.

In terms of the future, the status quo is not sustainable as the Fire Chief has provided his notice of resignation, the acting Fire Chief does not seek the position full time, and the Society board has indicated it does not want to continue operating the Department. The preferred option is to convert the Department to a regional district standalone fire department. The PRRD has experience undertaking this type of transition and in this case it would be a very friendly transition as the parties are seeking change.

If the MLVFD remains as stand-alone department under PRRD direction, the leadership of the Department should be well thought out and it may not be advisable to immediately appoint someone from outside as the fire chief. At the same time, in the near term, someone will need to be responsible for training and records.

There is an existing training officer and a deputy chief who is acting as the chief but has made it clear he does not seek position and is acting on an interim basis. The near term plan should be to post and fill this position but have access to external resources, such as assistance from the

[56] https://fireunderwriters.ca/Grading/Dwelling-Protection-Grade, accessed 9 October 2020.

Regional District staff or from Charlie Lake. According to the Protective Services Manager and Coordinator, a regional recruit training program is being considered, which would relieve some the training obligations.

An issue to be addressed is that the Department is making very little use of the training centre in Dawson Creek for reasons that were not made completely clear.

Going forward the PRRD should consider retaining the Society for local input, perhaps as an advisory committee, and to support with Department social events, and recruitment and retention of members. If that option is chosen all parties should be very positive about the contribution of the work the Society has done to date.

MLVFD

The Consultants had several meetings with the Department, in addition to ongoing contact by telephone and email through the course of this project. In relation to its records keeping, the Department has maintained a reasonable level of records in paper form. These include:

- Individualized members' training records
- Practice night training and activities
- OH&S/safety committee minutes
- Apparatus checks
- Testing records for air packs, air bottles and air compressor.

There is a deficit in terms of their hands on training and live fire training which can no longer be delivered at Fort St James. One consideration would be to utilize the fire training facility at Dawson Creek to which the PRRD has contributed some funding. The annual training plan has been developed and is displayed in the office of the fire hall. However, as written, it lacks sufficient detail to ensure compliance with the Playbook. Specific information regarding an upcoming live fire training exercise was displayed on the whiteboard and included the information that a briefing would be provided before the practice.

Additional information was clearly posted to manage issuance of PPE and equipment, roles and responsibilities for Department and social activities, and the status of training for each member.

Summary: The Fire Chief and the Department have done a reasonable job of record keeping and planning; a concern would always be to ensure these paper-based records are backed up. That said, although there are training records, it appears these do not fully reflect all of the requirements of the Playbook. There is a need for administrative support and additional training opportunities to meet these regulatory requirements.

The Society

There is no question that the leadership of the Society would like to transition the Department to PRRD control. They have some concerns, as might be expected, but the Consultants did not hear anything negative, or any sense that they did not want this to occur.

Summary: The firefighters, officers and directors the Consultants met with were very candid that they are looking for a change from the Society operating the Department. They have a minor amount of apprehension, but these are change management issues, not hard stops. They also indicated, quite clearly ,that they would like to retain the Society for supportive activities, community engagement and so on. This was a very positive meeting with just minor apprehension about the change issues, but no opposition to the principle.

Saulteau First Nations

The Consultants met with the Saulteau First Nations, represented by Estelle Lavis and Paula Gammie, on 6 February. The Consultants reviewed the scope of the project, the timelines and summarized the issues at play in the BC fire service.

The Saulteau representatives were very positive about the contribution and the responses by the Department.

The Saulteau provided an example of a fire response to a daycare building where a fuel spill had occurred in front of the building. They praised the Department for its quick response and management of the situation.

A number of items were identified for improvements and included implementation of the Fire Smart program on an annual basis. It was also suggested, as an objective, that a greater degree of participation in the Department by members of the Saulteau Nation should be encouraged. It was proposed that ideas for developing a public education as well as a recruitment and retention program could be included in the scheduled events during the year.

One communication issue that was identified during this meeting related to the Saulteau's cultural practice of grass burning, which had generated some responses from the Department in the past. It was agreed that the prior communication of these events would help ensure that unnecessary Department call-outs would be avoided.

The Saulteau are developing an industrial area that will result in a change to the overall fire risk in their territory, and potentially impact any response by the Department. The lease agreements with the participants to date include strict rules including making them liable for the costs of any cleanup that result from spills. As part of this development program, the Saulteau will be instituting a bulk fuel facility and this could require a higher level of hazmat response than perhaps MLVFD can provide currently and the Saulteau understands there may be additional costs associated with the required equipment and training. There was also a discussion about whether or not there were other PRRD resources that might be available for response to a hazmat incident.

As part of their ongoing development there may also be a base camp planned with a significant number of workers for a period of time. In terms of the renewal of the service agreement the Saulteau understand that costs may change and that they may consider these changes based on transparency in how this drives costs to operate the MLVFD.

The representatives noted that false alarms have been an issue as the alarm system generates an automatic response from the fire department. They plan to add a backup generator to power the main building as power outages tend to activate the fire alarm system.

They are aware of the importance of maintaining an adequate force of volunteer firefighters and offered several practical ideas that would improve the visibility of the Department during community events. Further, public safety education is a priority and they plan to use the 'New Beginnings House' as a training centre for that purpose.

Summary: the meeting with the Saulteau was very positive. They appreciate the service received from the Department and understand that there are costs to provide the service. The Saulteau noted they would like a higher level of engagement with the PRRD and the Department including more active participation by their members as firefighters. They are also very supportive of Public Education to manage risk.

West Moberly First Nations

The Consultants met with the West Moberly First Nations on 5 February. Representing the West Moberly were Paula Schmidt, Gil Davis and Darren Robertson. The Consultants reviewed the scope of the project, the timelines and summarized the issues at play in the BC fire service.

The West Moberly representatives noted that at the present time their residential vacancy rate is 0%. They are developing a housing strategy with a four-month timeline. They may be moving to multi-family residences, such as multiplexes and elder residences.

They have a new health centre which is just finished. The building is two storeys and has unique access issues that the MLVFD should understand. The Council building is undergoing renovation, and now has an elevator. They are planning an improved water treatment system and will add two additional reservoirs.

In terms of renewal of the service agreement, the West Moberly expressed an interest in knowing how the costs for this might change. In terms of the fire inspection requirement coming with the new Fire Safety Act, the representatives mentioned that they might be interested in having these conducted on their Reserve as well as they are focused on fire safety.

There was a discussion about hydrant testing on the Reserve. While testing did not seem to be an issue there is a lack of clarity about who does it. There was also a discussion about fire departments needing pre-plans and there was a good understanding about the importance of these plans to responders and residents.

Summary: The meeting was very positive; the West Moberly First Nations indicated little dissatisfaction with the services they were receiving. They have a well-organized operation with an emphasis on maintaining fire and life safety through regular inspections and interaction with the residents.

Chetwynd

The Consultants met with Fire Chief Redpath on 5 February 2020. The Consultants reviewed the scope of the project, the timelines and summarized the issues at play in the BC fire service.

Chief Redpath was appointed as fire chief in September 2019 and spoke about his willingness to assist the MLVFD in any way that was required. The Chief noted that Chetwynd is using FirePro2 as their Record Management System (similar to the PRRD) and is pleased with the appropriateness of the program for data entry and retrieval for a department their size.

Chetwynd is an Exterior Service Level department at the moment though this may change in the future. Chetwynd currently provides road rescue/extrication for a significant area including Moberly Lake. The Chief noted that his members would be in Moberly Lake the following weekend for live-fire training in a house that has been slated for demolition. He also noted that when their department has a training exercise, they always intend to invite the MLVFD.

Chetwynd now holds practice nights on Monday and Wednesday to increase and maintain skills required to meet the requirements of the Playbook. On Monday nights, the members are split into two groups: one that focuses on training and the other that performs the truck and equipment checks. During the second site visit in late September the consultants were advised that the Chief Redpath had resigned, and that Chetwynd is now looking for a replacement.

Summary: The meeting with Chetwynd was very positive without any negative issues. Chetwynd would be willing to help the MLVFD and that could include assisting with training sessions. The Chief also recognizes that some changes may have budget impacts. The Chetwynd department responded to 112 incidents in 2019.

Hudson's Hope

The Consultants met with the CAO of Hudson's Hope on 4 February 2020, and reviewed the scope of the project, the timelines and summarized the issues at play in the BC fire service. Some of the short-term issues for the Hudson's Hope fire department include succession planning, training, bylaws and administration. There was a discussion about the benefits of mutual aid agreements, which at the present time Hudson's Hope has with Charlie Lake.

In terms of the issues with Moberly Lake the CAO was aware of these and is agreeable to more shared services which might include providing some oversight/leadership from his fire chief though this has not yet been discussed in any formal way with Council. Recently, however, the Hudson's Hope fire chief also resigned, and that department is now also looking for a new fire chief.

In summary, the discussions were very positive with no negative comments. Hudson's Hope partners with other areas and is quite open to this arrangement with Moberly Lake, subject of course to this being raised with Council in the appropriate manner. There may be some cost impacts and these would need to be discussion and approval.

The Hudson's Hope department responded to 87 incidents in 2019.

Current Environment

Society

The MLVFD is operated by the Society, which has been established under the *Societies Act*. The Society is a registered charitable organization under the *Income Tax Act* (Can.). We did not conduct a corporate review and have assumed for the purposes of this report that the Society is properly established, that its constitutional documents are in order, and that it is operating in accordance with the requirements of the *Societies Act*, the *Income Tax Act* and

According to the 2019 BC Society records, there are nine Directors[57] on the MLVFD Board. A review of the financial documents indicated that Director Rachel Henry (also a firefighter) manages the day to day administration of the Society.

Financial Review

The operating and capital budgets for the MLVFD were provided by the PRRD in November 2020. The documents include a one-year operating budget for 2021 and a 20-year capital replacement planning document for apparatus and equipment. The budget is proposed and subject to the PRRD taking over the Department.

Operating Revenues

The projected operating revenues are based on funding from the PRRD by electoral requisition plus the Saulteau and Moberly Lake First Nations for fee-for-service agreements. Revenues are shown in Table 1 below with the percentage of revenue from each source.

It is noted in this report that these service agreements are scheduled to be renewed but we understand that the existing agreements have been carried over. The Consultants were asked to provide a summary of the financial implications if the service agreements are cancelled.

The current operating and capital expenses are determined based on the assumption that the FUS 3B rating will be maintained for the fire service coverage which now includes Moberly Lake and the two First Nations areas. If, the two fee-for-service contracts are not renewed, the resources required to maintain the 3B FUS rating and provide the same level of service to Moberly Lake would not change. In other words, the current resources in the MLVFD are required to maintain safe and effective emergency services to the community based on risk and not on the number of properties protected.

To summarize the issue, the revenue loss resulting from the cancellation of one or both First Nations contracts would require additional funding contributions from the PRRD through increased electoral requisition or an alternative source.

[57] President Alan Cartwright, Emile Blandin, Paula Gammie, Rachel Henry, Keava Mooney, Cindy O'Brien, Craig Sliwowski, Bob Waite, Pauline Walker

Table 1: MLVFD 2021 Operating Revenues

2021 Operating Revenues		
	Amount	**%**
Revenue	**$201,636**	100.0
Electoral Requisition	$131,636	65.3
Fee for Service - Saulteau First Nation	$ 45,000	22.3
Fee for Service - West Moberly First Nation	$ 25,000	12.4

Operating Expenses

The total annual operating expenses are shown in Table 2 below. The largest expenses include six cost areas:

- personnel costs including wages, benefits, volunteer compensation and recognition;
- training and development including hands on training, courses, seminars, and conferences;
- vehicle operating costs including repair and maintenance;
- equipment repair and maintenance;
- asset management; and
- building and grounds maintenance.

Overall, the proposed operating budget appears to support the foreseeable needs of the Department's operations. There may be a need for additional resources to facilitate the transition to a PRRD fire department including administrative support.

Table 2: MLVFD 2021 Operating Expenses

2021 Operating Expenses		
	Amount	**%**
Expenses	**$201, 636**	**100.0**
Personnel Costs	$60,264	29.9
Training & Development	$36,900	18.3
Vehicle Operating	$26,400	13.1
Equipment	$26,250	13.0
Asset Management	$20,000	9.9
Building and Grounds Maintenance	$19,200	9.5
Insurance	$5,824	2.9
Office	$2,100	1.0

2021 Operating Expenses		
	Amount	%
Allocations	$1,898	0.9
Memberships	$1,000	0.5
Office Supplies	$1,000	0.5
Meetings	$500	0.2
Administration	$300	0.1

Capital

The PRRD provided a comprehensive capital planning document for the replacement of current assets used by the MLVFD. Table 3 describes these assets and replacement detail.

The standard replacement cycle for fire engines is 20 years based on the Fire Underwriters insurance ratings and the NFPA.

Table 3: MLVFD Capital Assets

Description	Model Year	Initial Cost	Life Expectancy	Replacement Cost (2020 $)	Replacement Year	Replacement Cost
Engine 1	1999	N/A	20	$600,000	2024	$649,459
Engine 2	2010	N/A	20	$600,000	2030	$731,397
Tender 1	2010	N/A	20	$600,000	2030	$731,397
SCBA Compressor	2005	N/A	20	$65,000	2025	$85,766
SCBA Cascade System	2005	N/A	20	$20,000	2025	$22,082
SCBA Packs & Air Bottles	2020	$130,000	20	$140,000	2035	$188,422
Radios	2005	N/A	15	$40,000	2025	$44,163
Thermal Imaging Camera	2005	N/A	10	$12,500	2025	$13,801

Engine 1 was built in 1999 and was due for replacement in 2019 however, the department has applied to the Fire Underwriters to extend the credit for this apparatus until a replacement is purchased in 2024. Funding has been included in the capital planning document for procurement in 2024.

Engine 2 and Tender 1 were put in service in 2010 and are not scheduled for replacement until 2030. Based on the large capital funding required for these units, the PRRD may want to adjust the replacement schedule to avoid the full impact of the two units in one budget year.

Other major capital assets include SCBA packs, cylinders, air storage and compressor, radios, thermal imaging cameras, bunker gear and fire hose & appliances.

Capital costs for smaller items including bunker gear, fire hose and appliances will be funded annually for ongoing replacement. The normal requirement for capital funding is over $5,000 but projects can be bundled to meet the PRRD policy.

The 20-year capital funding plan included replacement costs in 2020 dollars. Table 4 on the next page reflects the estimated replacement costs plus a two percent rate of inflation based on historical and projected CPI increases. The plan includes a contribution of $125,000 annually to the capital reserve fund to meet anticipated replacement costs. It is noted that the contribution amount shown for the span of the 20-year plan should be adjusted to account for inflation over the period.

Table 4: MLVFD Capital Replacement Plan

Year	Funding Required	Engine 1	Engine 2	Tender 1	SCBA Compressor	SCBA Cascade System	SCBA Packs & Bottles	Radios	Thermal Imaging Camera	Bunker Gear	Fire Hose & Appliances
2021	$8,000									$6,000	$2,000
2022	$8,160									$6,120	$2,040
2023	$8,323									$6,242	$2,081
2024	$657,949	$649,459								$6,367	$2,122
2025	$88,705					$22,082		$44,163	$13,801	$6,495	$2,165
2026	$8,833									$6,624	$2,208
2027	$9,009									$6,757	$2,252
2028	$9,189									$6,892	$2,297
2029	$9,373									$7,030	$2,343
2030	$1,472,354		$731,397	$731,397						$7,171	$2,390
2031	$9,752									$7,314	$2,438
2032	$9,947									$7,460	$2,487
2033	$10,146									$7,609	$2,536
2034	$10,349									$7,762	$2,587
2035	$215,801						$188,422		$16,823	$7,917	$2,639
2036	$10,767									$8,075	$2,692
2037	$10,982									$8,237	$2,746
2038	$11,202									$8,401	$2,800
2039	$11,426									$8,569	$2,856
2040	$99,646					$29,719		$58,272		$8,741	$2,914
2041	$11,888									$8,916	$2,972

Property Tax Implications

The table below shows the property tax implications of the proposed MLVFD budget.

Table 5: Property Tax Implications (Source: PRRD)

2020 Tax Rate	2021 Proposed	Assessed Value	2020 Taxes	2021 Taxes	Increase
1.1021	1.6627	$150,000	$165.32	$249.40	$84.09
$92,557	$139,636	$300,000	$330.63	$498.80	$168.17
		$450,000	$495.95	$748.21	$252.26
		$600,000	$661.26	$997.61	$336.35
		$750,000	$826.58	$1,247.01	$420.44

Incident Responses

The MLVFD is currently dispatched by the Campbell River Fire Department which has provided data for all responses in 2019. Previously the MLVFD was dispatched by the Dawson Creek Fire Department. The Department responded to a total of 37 incidents in 2019 for a variety of incident types.

Distribution of Calls

During 2019, the distribution of responses by the Department were eight (22%) in Moberly Lake and 29 (78%) to the Saulteau First Nation.

Monthly

The distribution of responses by month is shown in Figure 3 which illustrates quite a significant range of occurrences. The Department had a peak of eight responses in October while February, March and July had only one.

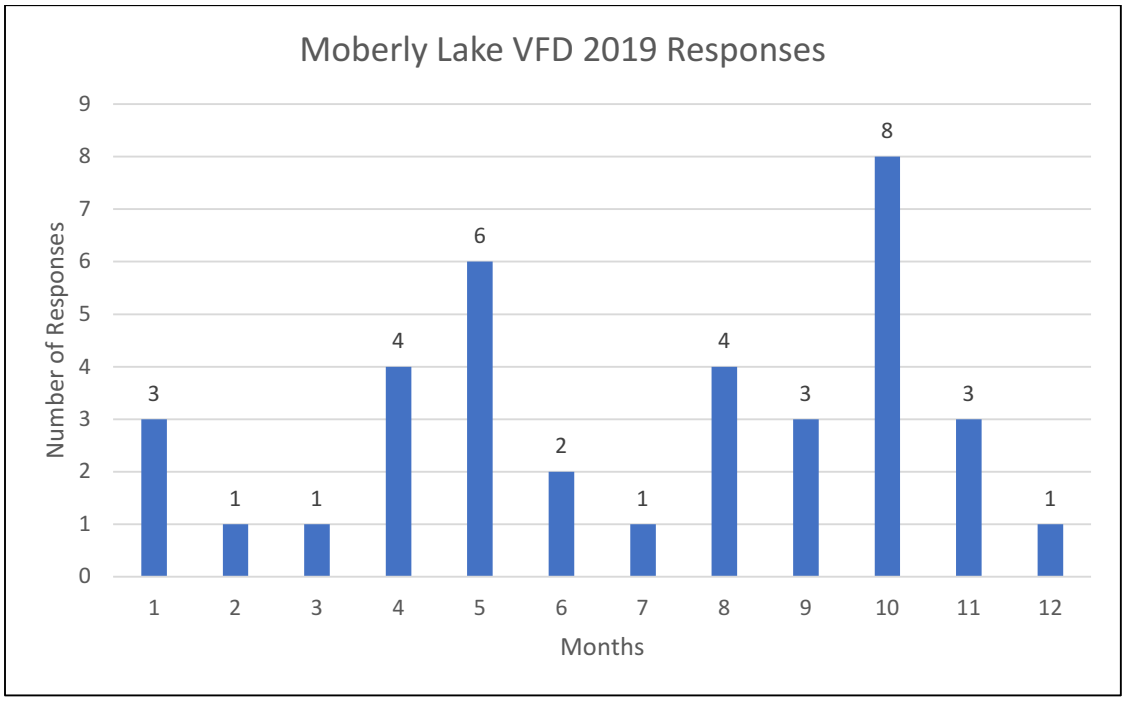


Figure 3: MLVFD 2019 Responses by Month

Day of the Week

Responses by day of the week are shown in Figure 4 and further illustrates the range of incidents with Sunday the busiest day of the week with nine, while Saturday is the 'quietest' day with only two.

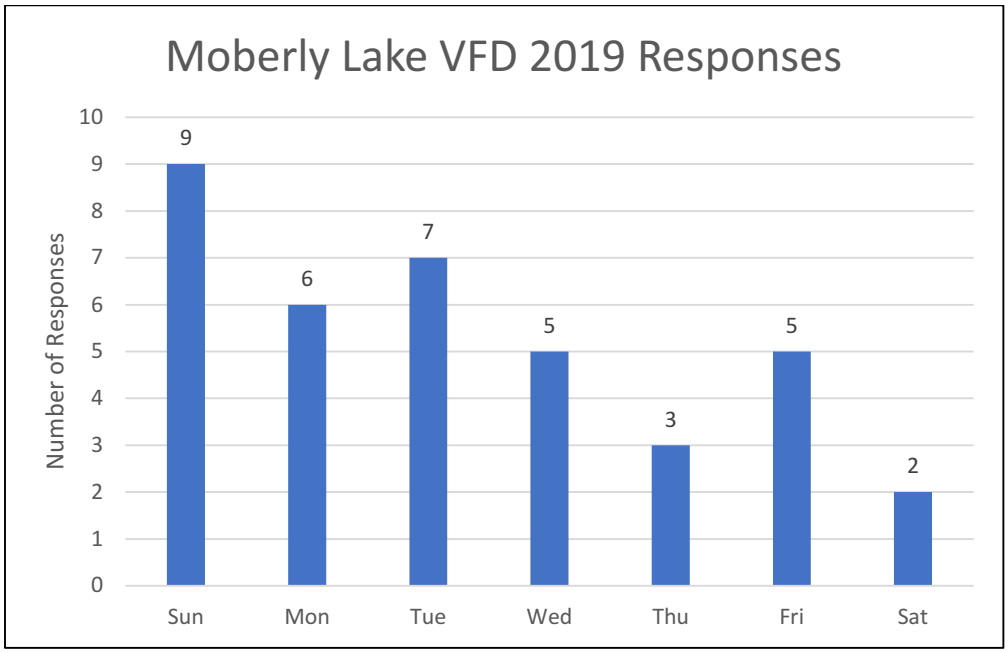


Figure 4: MLVFD 2019 Responses by Day of the Week

Hour of the Day

Responses by hour of the day are shown in Figure 5, with the busiest time for the Department being 16:00, followed by 09:00. By contrast there are seven hours with only a single response and six hours without a single response.

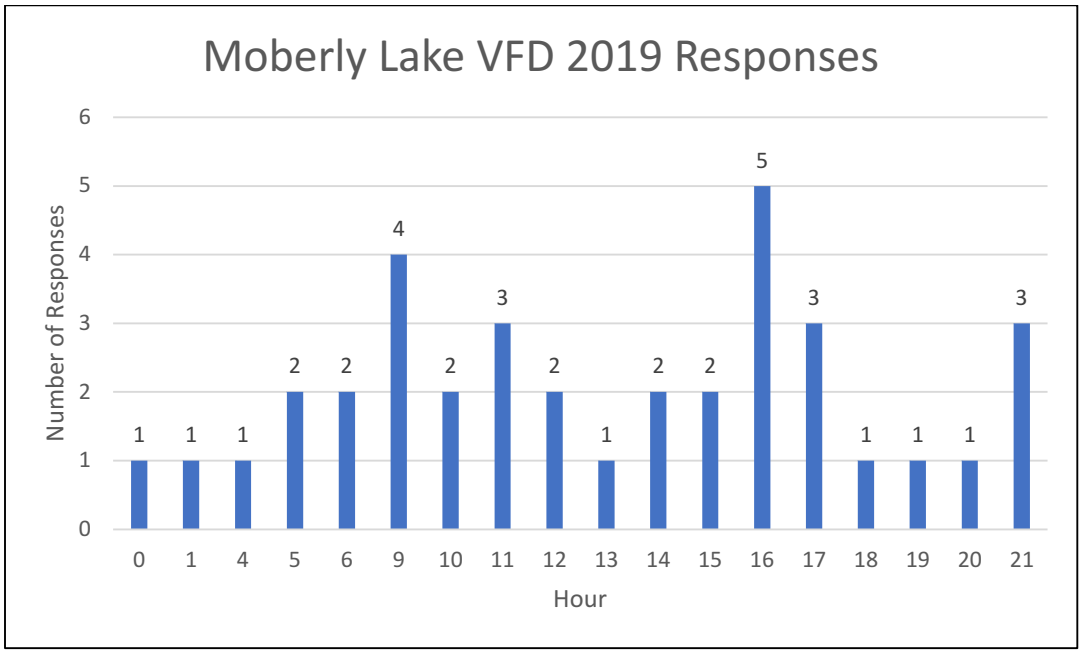


Figure 5: MLVFD 2019 Responses by Hour of the Day

Type of Response

Responses by incident type are summarized in Table 6 with more than 50% being for alarms ringing.

Table 6 Incident Types

Incident Type	Count
ALARMS	20
BEACH/BRUSH EMERG	6
MVI / EXTRICATION	4
Road Rescue	3
FIRST RESP ASSIST	2
STRUCTURE FIRE	1
HYDRO TROUBLE	1
Total	**37**

Responses by incident type are illustrated in Figure 6 .

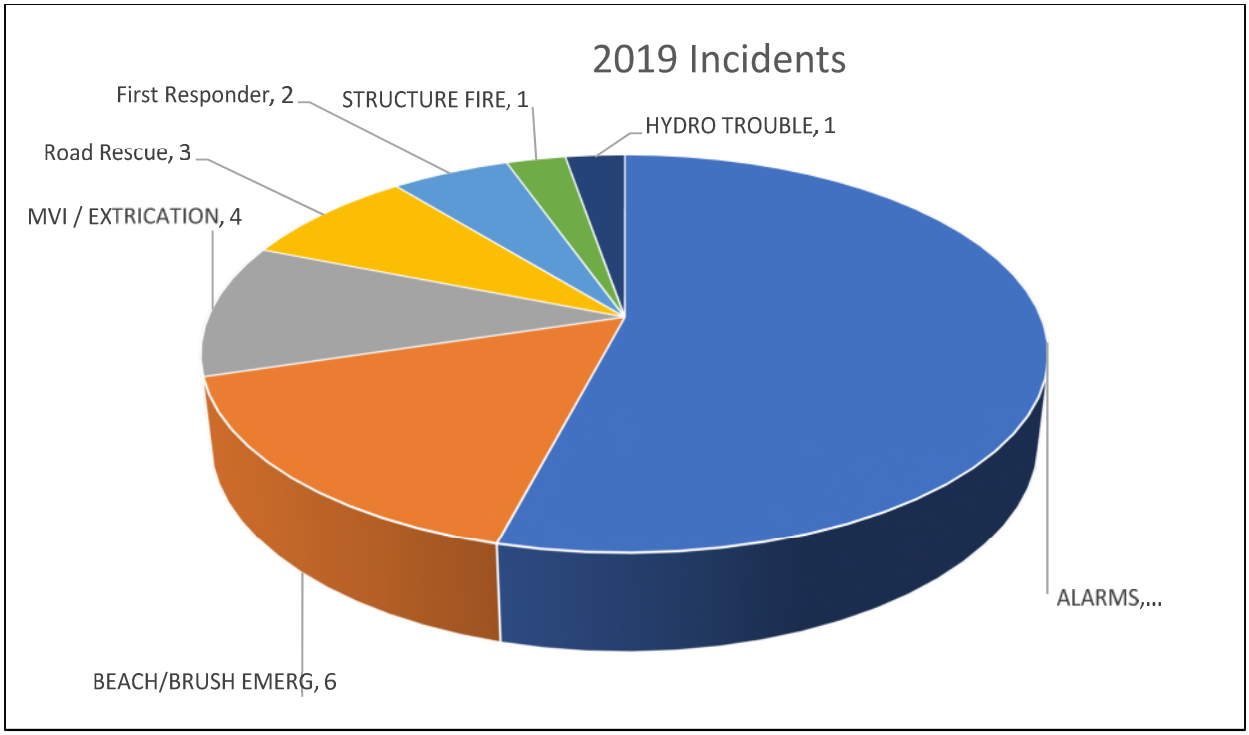


Figure 6: MLVFD 2019 Responses by Incident Type

Fire Hall

The fire hall is a three-bay structure with office space on the main floor and a meeting room and training space on the second floor. The fire hall has a standby generator, and air filling station and storage on site for all required equipment.

The office area on the main has computer system and filing cabinets to manage records including those for training, safety committee meetings and apparatus maintenance.

The members have expressed that there have been challenges over the years to conduct building maintenance and upgrades and in the past have approached the PRRD to assist.

Volunteer Members

In February 2020 when the Consultants visited the Department, the roster indicated that there were 21 members, including:

- 1 Fire Chief
- 1 Deputy Chief
- 1 Assistant Chief
- 1 Training Officer
- 1 Safety Officer
- 1 Hose Captain
- 1 Truck Captain
- 3 Lieutenants
- 4 Firefighters
- 2 Junior Firefighters
- 4 Auxiliary Firefighters
- 1 'M' member

Subsequent to our February visit, the number of members has fallen to 16, including the acting Fire Chief. The Department is experiencing challenges in both recruiting and retaining volunteers and with attendance at incidents. During the site visits, the Consultants were informed by all stakeholders that that they support the development of a formalized recruitment program that is incorporated into community events.

Apparatus

The Department has three primary response units, Engine 1, Tender 2 and Engine 3.

Engine 1

Engine 1 was built by Hub Fire Engines and certified in 2000 with a pumping capacity of 1,050 IGPM[58].

[58] Imperial Gallons per Minute.

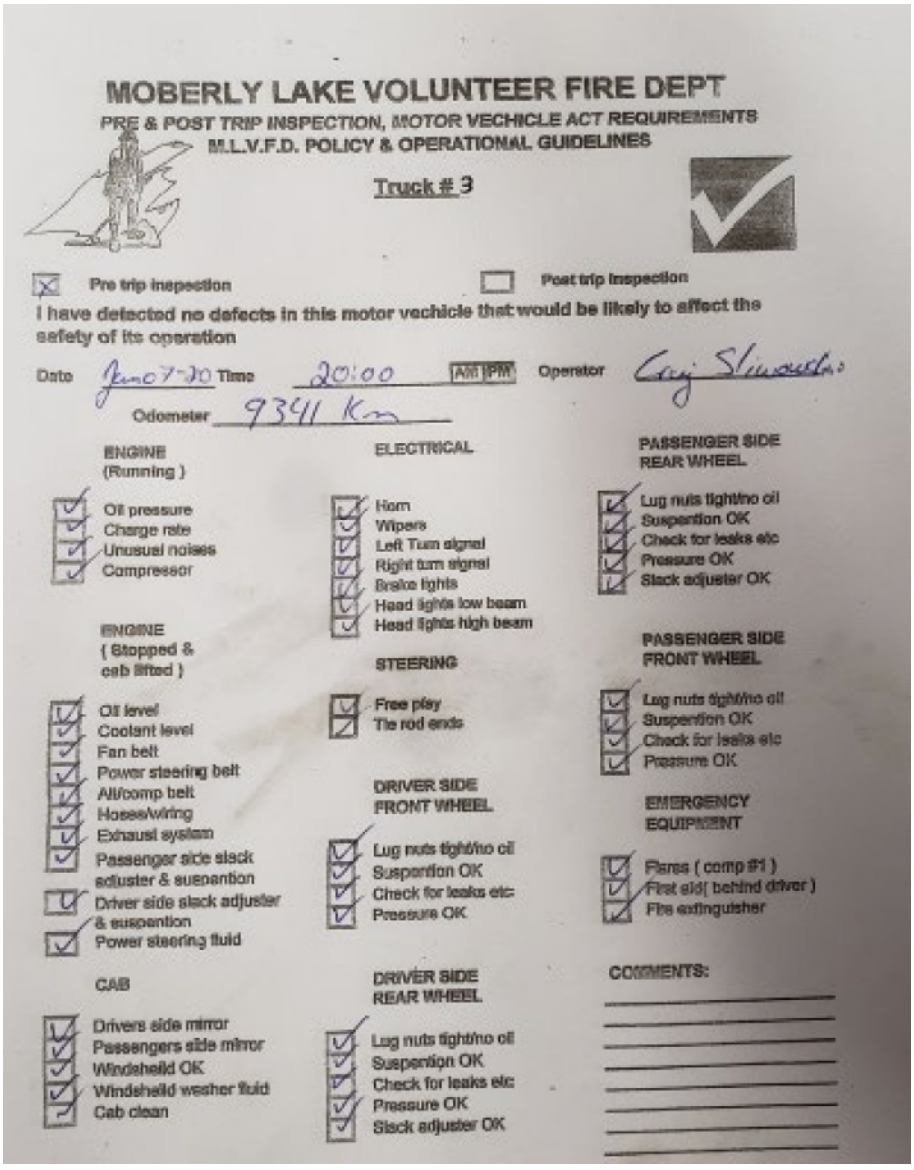
Tender 2

Tender 2 was built by Fort Gary Fire Trucks and certified in 2010 with a pumping capacity of (250 IGPM) 2,000 LPM.

Engine 3

Engine 3 was built by Fort Gary Fire Trucks and certified in 2010 with a pumping capacity of 1,050 IGPM and a tank with 750 gallons.

The Department conducts pre-trip inspections for each of the apparatus which are filed when completed. An example for Engine 3 is shown in Figure 7.



MOBERLY LAKE VOLUNTEER FIRE DEPT

PRE & POST TRIP INSPECTION, MOTOR VECHICLE ACT REQUIREMENTS
M.L.V.F.D. POLICY & OPERATIONAL GUIDELINES

Truck # 3

☒ Pre trip inspection ☐ Post trip inspection

I have detected no defects in this motor vechicle that would be likely to affect the safety of its operation

Date Jan 07-20 Time 20:00 AM/PM Operator Craig Skwarok

Odometer 9341 Km

ENGINE (Running)
- ☑ Oil pressure
- ☑ Charge rate
- ☑ Unusual noises
- ☑ Compressor

ENGINE (Stopped & cab tilted)
- ☑ Oil level
- ☑ Coolant level
- ☑ Fan belt
- ☑ Power steering belt
- ☑ Alt/comp belt
- ☑ Hoses/wiring
- ☑ Exhaust system
- ☑ Passenger side slack adjuster & suspention
- ☑ Driver side slack adjuster & suspention
- ☑ Power steering fluid

CAB
- ☑ Drivers side mirror
- ☑ Passengers side mirror
- ☑ Windshield OK
- ☑ Windshield washer fluid
- ☑ Cab clean

ELECTRICAL
- ☑ Horn
- ☑ Wipers
- ☑ Left Turn signal
- ☑ Right turn signal
- ☑ Brake lights
- ☑ Head lights low beam
- ☑ Head lights high beam

STEERING
- ☑ Free play
- ☑ Tie rod ends

DRIVER SIDE FRONT WHEEL
- ☑ Lug nuts tight/no oil
- ☑ Suspention OK
- ☑ Check for leaks etc
- ☑ Pressure OK

DRIVER SIDE REAR WHEEL
- ☑ Lug nuts tight/no oil
- ☑ Suspention OK
- ☑ Check for leaks etc
- ☑ Pressure OK
- ☑ Slack adjuster OK

PASSENGER SIDE REAR WHEEL
- ☑ Lug nuts tight/no oil
- ☑ Suspention OK
- ☑ Check for leaks etc
- ☑ Pressure OK
- ☑ Slack adjuster OK

PASSENGER SIDE FRONT WHEEL
- ☑ Lug nuts tight/no oil
- ☑ Suspention OK
- ☑ Check for leaks etc
- ☑ Pressure OK

EMERGENCY EQUIPMENT
- ☑ Flares (comp #1)
- ☑ First aid(behind driver)
- ☑ Fire extinguisher

COMMENTS:

Figure 7: Pre-trip inspection for Engine 3 (Truck 3) on 7 January 2020

Training

The Department has an annual training plan displayed in the office area of the fire hall. Practice reports are completed and filed. One example from January 2019 is shown at Figure 8.

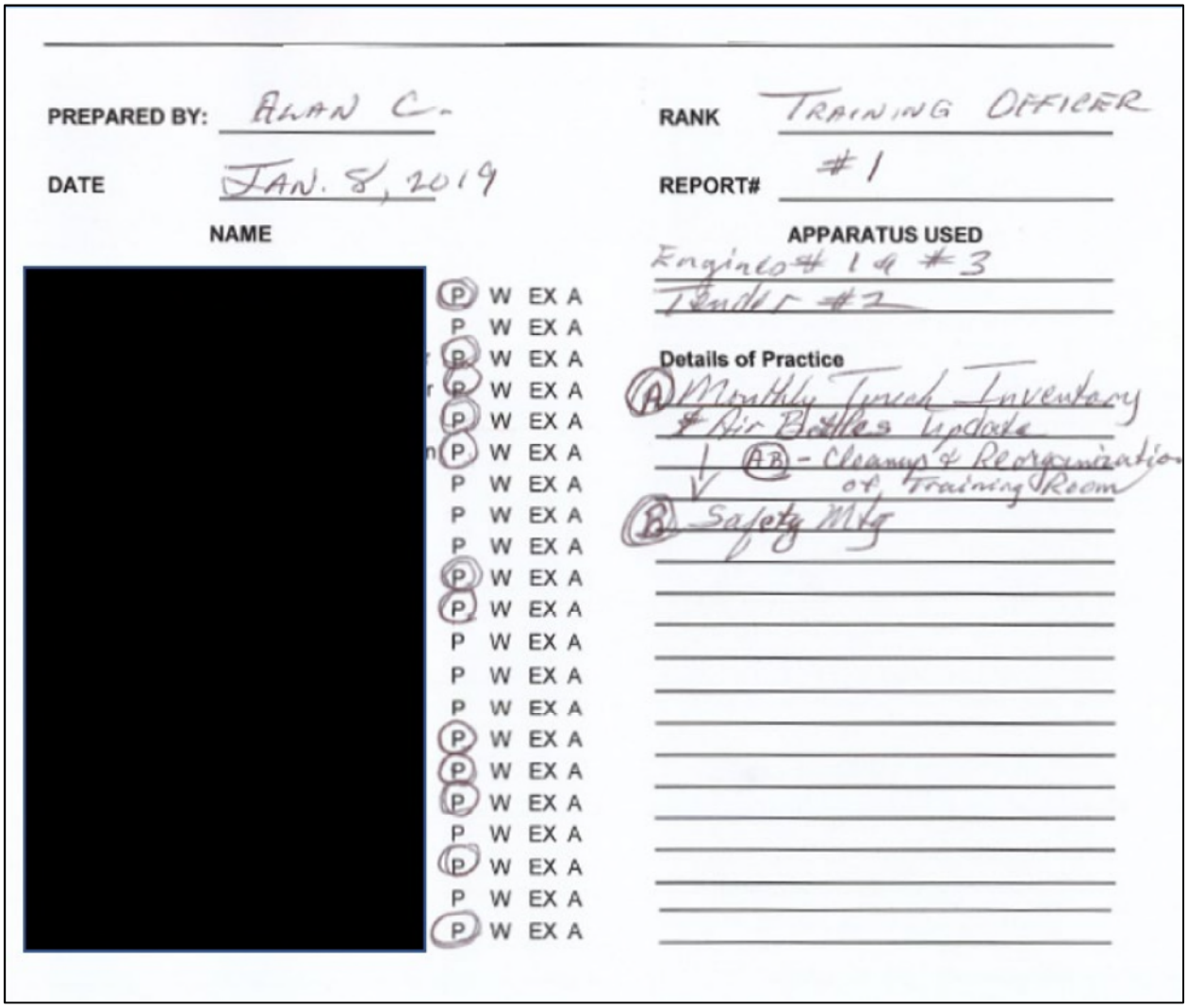


Figure 8: Fire Practice report 8 January 2019 [names obscured]

The Department was able to provide hard copies of a number of training sessions for its members. These include third-party training for requirements such as Incident Command, Driver Training and others. In general, the Department has been diligent in its records keeping, and is better than a number of larger departments that we have reviewed.

In relation to training records, it should be noted that the training must be delivered by a qualified instructor. The instructor's qualifications to teach a particular subject or job performance requirement ("JPR") under the Playbook or an NFPA standard, need to be provable (particularly where training is being delivered in-house); the subject matter of the training needs to be clearly described in the records. If the training relates to a particular JPR

under the Playbook or an NFPA standard, that JPR should be identified; and each participant in the training needs to be evaluated, and his or her results duly recorded. Ideally, the evaluation process should be described as part of the training program or evident from the records kept. As such, it is important that the training records clearly identify each individual member's qualifications. This is important in order to determine what training an individual still requires to meet his or her qualification requirements, as well as what skills require refresher training.

That said, the qualification requirements for the Exterior Operations Service Level, which are set out in Appendix 4, are extensive. Based on our review, there is a gap between the current level of training and qualifications and the competency requirements the Department and its members must meet to be compliant with the Playbook.

The typical volunteer fire department, with training generally occurring once per week and occasionally on a weekend, often requires 18 months or longer to train a new recruit to the exterior operations level. To accomplish this, extensive classroom work and hands-on training for the basics, with some specific live-fire training as well, is required. Depending on the availability of the recruit firefighters, and the availability and proximity of the training ground including some live fire props/facilities, this may well require more time than 18 months. Where members are very dedicated, and the department has an adequate number of in-house instructors, or contracts training externally, we have seen some departments accomplish this in 12 months.

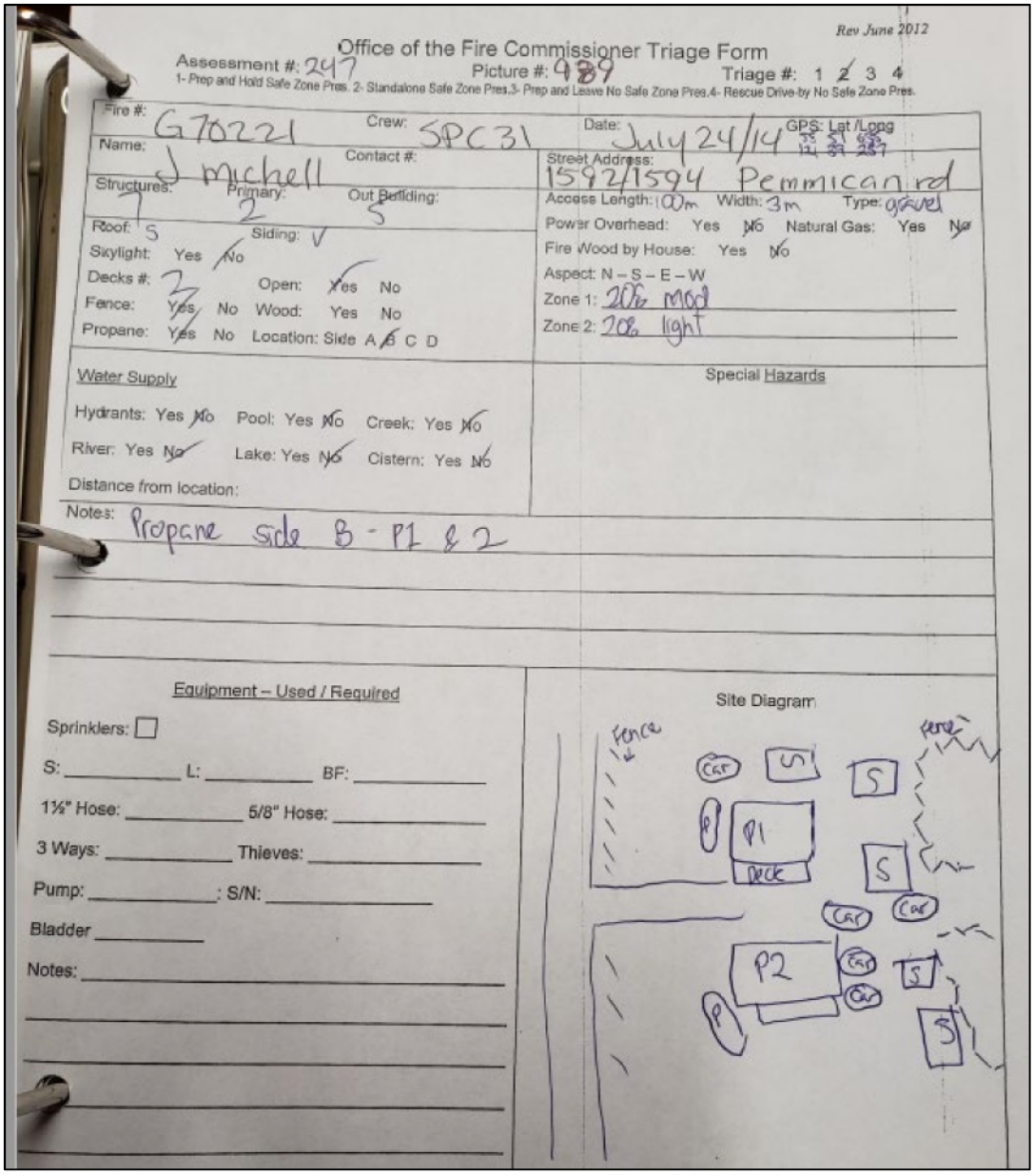
Recommendation: That the Department conduct a gap analysis between its current training and qualification levels, and that required by the Playbook for Exterior Operations and develop a training plan to bridge the identified gaps.

Pre-Plans

The Department has developed a series of site pre-plans and one example is shown at Figure 9.[59] While pre-plans are not expressly required for Exterior Operations departments, they are best practice to ensure safe and effective emergency responses.

The Department's pre-plans are in paper form and could be scanned to provide electronic copies on the mobile workstations to be installed on the fire apparatus. The Department is to be commended for developing these plans. It should be noted, however, that the plans should be reviewed at least annually, and updated as required. Out-of-date pre-plans can pose a risk to members if they are faulty.

[59] The example shown is a Wildfire incident assessment form. The community had an interface plan done during a wildfire which was left with them by OFC staff, but these would not be considered pre-plans for structural firefighting.



Rev June 2012

Office of the Fire Commissioner Triage Form

Assessment #: 247 Picture #: 989 Triage #: 1 2 3 4

1- Prep and Hold Safe Zone Pres. 2- Standalone Safe Zone Pres.3- Prep and Leave No Safe Zone Pres.4- Rescue Drive-by No Safe Zone Pres.

Fire #: G70221 Crew: SPC31 Date: July 24/14 GPS: Lat /Long

Name: J Michell Contact #: Street Address: 1592/1594 Pemmican rd

Structures: Primary: 2 Out Building: 5

Access Length: 100m Width: 3m Type: gravel

Roof: S Siding: V

Skylight: Yes No

Power Overhead: Yes No Natural Gas: Yes No

Fire Wood by House: Yes No

Decks #: 2 Open: Yes No

Aspect: N – S – E – W

Fence: Yes No Wood: Yes No

Zone 1: 20% Mod

Propane: Yes No Location: Side A B C D

Zone 2: 20% light

Water Supply

Special Hazards

Hydrants: Yes No Pool: Yes No Creek: Yes No

River: Yes No Lake: Yes No Cistern: Yes No

Distance from location:

Notes: Propane side B - P1 & 2

Equipment – Used / Required

Sprinklers: ☐

S: _____ L: _____ BF: _____

1½" Hose: _____ 5/8" Hose: _____

3 Ways: _____ Thieves: _____

Pump: _____ : S/N: _____

Bladder _____

Notes: _____

Site Diagram

Figure 9: Pre-plan for 1592/1594 Pemmican Road

Recommendation: That the Department ensure pre-plans are reviewed at least annually and updated as required.

Summary

The MLVFD operates from a single fire hall in Moberly Lake and is operated by a society, the Moberly Lake Fire Department Society. The Department's level of service is set as Exterior Operations. It provides service to two fire protection areas, Moberly Lake and Moberly Lake South; as well there are fire protection service agreements with the West Moberly and Saulteau First Nations. The latter two agreements are currently expired and require action to extend the agreement term.

The Department's Fire Chief has tendered his resignation and the Society has requested the PRRD to provide administrative support for the MLVFD. Given the Fire Chief's resignation and the Society's express interest in having the PRRD assume administrative support for the Department at a minimum, the options are limited.

The recommended option is for the PRRD to discuss further with the Society the transfer of governance and operational control of the Department to the Regional District, similar to the fire service in Charlie Lake. As part of that transition, members of the Department would effectively become employees of the PRRD, and the Regional District would be confirmed as the AHJ in terms of setting the level of service.

Without such an agreement it will be difficult for the Society to maintain Department operations. It may be possible to contract with one of the adjacent fire departments, either Hudson's Hope or Chetwynd, to provide some support in terms of training. However, given the recent resignations of the fire chiefs in these jurisdictions, this approach may prove challenging.

The Department, the Society and the Fire Chief should be commended for maintaining the MLVFD at its current level. A number of the members' individual records are reasonably complete in terms of maintenance and training records but do not at this time reflect full compliance with the requirements of the Playbook. The Department has continued to stay abreast of equipment requirements, recently completing a procurement for new SCBA and mobile workstations will soon be installed on the fire apparatus to provide better guidance when responding to emergency incidents.

Looking ahead, the Department should focus on improving record keeping to ensure that all training records are fully aligned with the requirements of the Playbook and that all records are entered into a records management system which is fully backed up to ensure full compliance can be demonstrated.

Appendix 1: Consultants' Backgrounds

Dave Mitchell

Dave Mitchell retired as Division Chief, Communications in 1998 from Vancouver Fire & Rescue Services following a career spanning 32 years. During this time, he was responsible for managing the emergency call taking and dispatch for the Vancouver and Whistler Fire Departments. In 1998, Dave was hired by E-Comm, Emergency Communications BC as its first Director of Operations. In this role he was a member of the founding senior management team and was responsible for the transition of the Regional 9-1-1 Control Centre staff from the Vancouver Police Department to its current location at 3301 East Pender in June 1999.

He left E-Comm in June 2000 to work as a consultant, and since that time has managed the development of corporate, strategic and operational plans for a number of clients. As principal of DMA, Dave participates on all projects undertaken by the company either as the lead consultant or by providing his expertise at an advisory or support level.

Dave holds a Bachelor of Arts Degree (Geography) from Simon Fraser University in addition to a diploma from their Executive Management Development Program. He is past Chair of the Board of Directors of the Vancouver General Hospital and University of British Columbia Hospital Foundation, is currently Chair of the Justice Institute of British Columbia Foundation, and a member of the Fire Chiefs' Association of British Columbia, and the Canadian Association of Management Consultants.

Jim Cook

Jim Cook is an experienced professional with over 38 years of experience in the fire service. He has extensive knowledge and experience with budgets, labour relations, fire operations, strategic planning, executive leadership, project management, community engagement, and organizational change. Jim began his career in the New Westminster Fire Department. He was promoted to the position of Deputy Chief in 2001. In 2008, Jim was appointed to the position of Fire Chief in West Vancouver where he worked to improve the mutual and automatic aid agreements in the region including with Lions Bay. His work there also included transitioning the department to the E-Comm Wide Area Radio System. During his career, Jim has worked on several committees and boards including the BC Municipal Pension Plan, BC Investment Management Corporation, Vancouver Hospital Foundation, BC Fire & Life Safety Education Program, First Responder Program and the BC Fire Chiefs Association. He is also a past-President of the Greater Vancouver Fire Chiefs Association.

Wayne Humphry

Wayne has over 40 years' experience with the BC fire service. He retired in 2009 from Vancouver Fire/Rescue after a career spanning 31 years. During this time, Wayne served in fire suppression, rising to the rank of Battalion Chief. He also worked extensively with Vancouver Fire's training division as an instructor and Division Chief between 1996 and 2009. Based on his work in both roles he has extensive experience in fire rescue emergency

operations, specialty teams, logistical planning and budgeting, training and development, facilitation, and project creation and management. In addition to his work with Vancouver Fire he has been an instructor at the Justice Institute of BC, at UBC's Sauder School of Business as well as for Capilano University.

Wayne has developed and delivered in-house Firefighter and Fire Officer Development seminars, including ProBoard certified programs, for various career and volunteer/paid-on-call fire departments throughout BC, Alberta, Manitoba, and the Northwest Territories. His training expertise includes Firefighter I & II, Fire Officer Level 1, 2 and 3 programs – Emergency Incident Management (BCEMS/ICS, Command Post and EOC operations, fire behavior, strategies and tactics); Incident Safety Officer; Rapid Intervention Teams; Fire Service Instructor; and Live Fire Exercises Levels 1, 2 & 3. Wayne was also a Fire and Rescue Services Subject Matter Expert for the JI's Critical Incident Simulation Centre's program development for multi-agency, multi-jurisdictional incident management training.

Ian MacDonald

Ian MacDonald is a retired corporate securities lawyer who practiced international corporate law in Canada and the United Kingdom. Ian was a partner with a major Toronto firm in the 1990s, and moved to England in 1997, where he became the managing partner of a specialist litigation and intellectual property practice. He retired from active practice in 2004.

Ian has worked with Dave Mitchell & Associates since 2007 and has participated in almost all the major fire and emergency service projects since that time. He assists with the analysis of the legal and governance structures affecting fire and emergency services, ranging from establishment and operational bylaws to WorkSafe issues.

Appendix 2: Fire Protection Regulatory Bylaw No. 962

Bylaw 962 Review - *Excerpt from the 2011 Charlie Lake Report*

Operational Bylaw. The operation of the Department is governed by two principal instruments: a "fire protection regulatory" bylaw – Bylaw No. 962 (1997) – which defines the powers and authority of the fire departments established by or operating under the RD's jurisdiction (the "Operational Bylaw"), and the terms of the service agreement between the RD and the Society (the "Service Agreement").

The Operational Bylaw is an essential piece of legislation which defines the powers of all of the RD's fire departments, their members and their fire chiefs. It should be noted that there are no inherent "powers" in a fire department or its members: these must be specified by bylaw.[60] The Consultants have provided specific comments on the terms of this bylaw, which are set out in the Recommendations section later in this report.

The Operational Bylaw, a copy of which is attached as Appendix 5, defines (among other things):

- how a Fire Chief is appointed (section 2);
- the powers of a Fire Chief to appoint firefighters and designate members to act in his or her stead (sections 3, 4);
- the jurisdictional limitations of the fire department and its members (section 5);
- the general authority of the Fire Chief over the operations of the fire department (section 6)
- the right of the Fire Chief to establish operational guidelines and procedures for his or her department (section 7);
- the right of the Fire Chief (or designate) to have control at the scene of an "Incident", and the obligation of the Fire Chief to act as the local assistant to the fire commissioner ("LAFC") and to be responsible for all "Fire Protection" matters within the fire suppression area (sections 7, 8);
- the right of the Fire Chief (or his or her designates) to conduct fire inspections (section 11); and
- the authority of a fire department to undertake fire suppression and related operations, including crossing over adjacent properties, tearing down buildings or structures to control the fire, controlling access to the immediate scene of an incident,

[60] There is no over-arching provincial legislation which defines the powers of a fire department or its members (in part, because fire departments are a local government's responsibility). While a court may be prepared to "read into" an establishment bylaw and stipulate that a fire department has certain powers (perhaps by reference to the *Fire Services Act* (B.C.) or the *Local Government Act* (B.C.)), such a process is, to say the least, risky. The preferred approach is to specifically define the powers that a fire department and its officers and members are entitled to exercise.

commandeering equipment to deal with an Incident and requesting assistance from bystanders (sections 12, 13, 14 15, 24, 25).

The interaction between the Operational Bylaw and the Service Agreement is somewhat opaque. Care should be taken to ensure that the terms of the Service Agreement are completely consistent with the bylaw.[61] Given the termination of the Service Agreement, this issue is largely moot, but should be kept in mind given that the "RD – Society" structure remains in place for the Moberly Lake and Tomslake fire protection areas.

[…]

Bylaw Updates

In the previous section on the Administrative and Governance Structure, the need for a bylaw which formally establishes the fire department and implements the recommended reporting and oversight structure was noted. In addition, the Consultants would suggest that the RD, in consultation with its legal counsel and fire departments, consider updating both the Operational Bylaw and (if necessary) service establishment bylaws.

(a) **Operational Bylaw.**

As noted above, the Operational Bylaw[62] is an essential piece of the statutory structure for the fire service, as it clearly establishes the powers of the fire departments and their members which operate under RD jurisdiction. There are some areas, however, where this bylaw could be considered for revision or improvement. Our views are set out below but should be confirmed with the RD's legal counsel. Capitalized terms used below and not otherwise defined in this report have the meaning ascribed to them in the Operational Bylaw. For ease of reference, a copy of the Operational Bylaw is attached to this report as Appendix 5.

Definitions and Application of the Bylaw. The recitals to the Operational Bylaw indicate that its intent was to regulate the "operation of" the "Charlie Lake, Moberly Lake and Tomslake Rural Fire Protection Areas". However, the Operational Bylaw, by its terms, is made to apply to a "Fire Department", as defined. The definition of the term **"Fire Department"** in the Operational Bylaw is potentially problematic. It reads as follows:

> "**Fire Department** means a Fire Department established by the Peace River Regional District" (emphasis added).

It is not clear that this term necessarily applies to fire departments which are operating under the devolved model (although it will not be an issue for the Charlie Lake VFD after the transition to direct RD control, it will still potentially affect the Tomslake and Moberly Lake departments).

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[61] At a minimum, the Service Agreement should cross-refer to the Operational Bylaw, and use consistent terminology and defined terms.

[62] Bylaw No. 962, "A by-law of the Peace River Regional District to provide for the operation and regulation of Fire Departments in the Peace River Regional District," adopted 27 March 1997.

Although the original service establishment bylaws authorize the RD to provide fire services, they do not actually establish the fire departments in question. Our understanding is that the RD has continuously contracted for the supply of fire protection services with the respective fire protection societies. Under the current structure, the fire department itself is actually an entity established and operated by the Society, not the RD. To avoid any uncertainty, the definition should be amended to include situations where the fire department is established by a third party and operates under contract with the RD.

The definition of "**Fire Protection Area**" covers all such areas designated by RD bylaw, whether a service area or specified area. This definition would include various "rural" service areas where fire services are provided by contract with a local municipal department.[63] In such circumstances, the powers being given to the municipal department under contract should be the same as those enjoyed by the relevant department within its municipal limits (an issue which should, as a minimum, be addressed in the contract and ideally would be addressed in either the Operational Bylaw or the establishment bylaw for the local service area). This definition should therefore either:

- specifically exclude Fire Protection Areas where the service is provided under contract from a proximate municipal department; or
- alternatively, it could provide that where such a situation exists, the municipal fire department in question enjoys, in the relevant Fire Protection Area, all of the rights, powers and authorities granted to it by its municipal government, except as those powers may specifically be restricted by contract.

The approach taken in defining an "Incident" also is not ideal. It should cover any situation or event where a Fire Department has responded, or would normally respond, whether alone or in conjunction with other fire departments or emergency services. It could then include the matters specifically enumerated in section 6.

Section 2 – Selection of Fire Chief. This section indicates that the selection of a Fire Chief will be made by "the Society or Municipality" providing fire protection service, and "endorsed by the Board". It is not clear what is intended with the Board's endorsement, or what would happen if the Board failed to endorse a particular candidate for Fire Chief. It also is not clear whether this section also requires the Board to endorse the Fire Chief of a municipality which supplies fire services by contract (it likely was not intended to have this effect, and should therefore be limited).

Section 4 – Delegation of Powers. This section is intended to enable a Fire Chief to delegate powers to fire department members. The aim of such a provision is to ensure that incident commanders have all of the necessary powers to act as required to control an emergency. However, rather than saying that they are to act as "Fire Chief", it should permit the powers of

[63] For example, the service areas established under Bylaw No. 639 (contracted to Fort St. John) and Bylaw No. 709 (contracted to the District of Taylor), discussed above.

the Fire Chief to be delegated as required (including as set out in the Fire Department's operational guidelines).

Section 5 – Fire Department Jurisdiction. This section limits the jurisdictional authority of the Fire Department (and therefore the ambit of the powers being granted) to a department's Fire Protection Area, unless there is express authorization in a "written agreement". This section should be expanded to include the authority to respond outside of the immediate Fire Protection Area:

- to combat an interface situation or wildfire in the RD which, in the view of the Fire Chief, threatens the Fire Protection Area;
- to combat an interface situation or wildfire under an agreement with, or in accordance with operational guidelines established by, the provincial Wildfire Management Branch (or any successor provincial ministry or division of a ministry);
- in connection with an activation of, and in response to a direction from, the RD's emergency operations centre (whether or not a local state of emergency has been declared); or
- as may be directed by the Regional Board or appropriate RD staff.

When crafting these provisions, a distinction needs to be made between the right to authorize a fire department to respond outside of its jurisdiction, as opposed to the powers that can be granted to a department at an emergency scene. The RD may permit any of its departments to respond out of jurisdiction. If that response is into another part of the RD, then it has the authority to grant powers to operate at and control the emergency scene. However, if that response is into another regional district or into a municipality, the RD cannot specify what powers the department has once it arrives. These matters would need to be addressed in mutual aid or similar agreements.

The distinction is important, since, as noted, fire departments in British Columbia do not have any inherent jurisdiction or authority outside of their ordinary operational boundaries.

Section 6 – Scope of Services. The scope of services is fine in terms of describing the potential services that may be undertaken. However, the RD should stipulate that the Fire Department will only offer those services which are set out in the service agreement between itself and the entity providing the fire service, or, if offered directly as a function of the RD, as set out in a bylaw or otherwise authorized by the RD. The one item in the list that probably should not be there is "dispatch", which likely should be identified as a RD function or responsibility.

Section 6 also authorizes fire inspections by the relevant fire departments. The power to authorize such inspections is found in section 522(1) of the *Local Government Act* (B.C.). We note elsewhere in this report how important fire inspections are for fire prevention and the safety of responding emergency crews. We would recommend, however, that the RD consider expanding this section to address questions such as what happens if a hazard is discovered, the power to order rectification of problems and similar matters.

Section 7 – Operational Guidelines. While the Office of the Fire Commissioner (the "OFC") and the Fire Chiefs' Association may provide templates for operational guidelines, neither are "required". The OFC has the power to establish requirements for fire departments, but has not exercised that power in relation to mandating specific operational guidelines. However, WorkSafe BC does have requirements which impact fire department operational guidelines.[64] This clause should require the Fire Chief (rather than permit) to establish written operational guidelines covering all of the principal functions and operations of the Fire Department, such guidelines to meet all of the standards established from time to time by WorkSafe BC and other relevant authorities.

Section 8 – Incident Command. The Operational Bylaw should provide that the Fire Department will utilize the incident command system as established by BC Emergency Response Management System ("BCERMS") and set out in the Fire Department's operational guidelines.

Section 9 – LAFC Appointment. The appointment of a Local Assistant to the Fire Commissioner ("LAFC") is a matter which is within the purview of the OFC. The Board (or relevant Area Directors) may permit the Fire Chief to apply to be an LAFC, but cannot stipulate that this appointment will occur, and the language in this section should be revised accordingly. The Fire Chief's obligations in relation to Fire Protection matters should be limited to those services which the Fire Department is required to deliver under the revised section 6, discussed above.

Section 14 – Crossing over other Property. This section deals with situations where, to access an Incident, it is necessary to cross over other properties. The language used likely should be broadened. The section currently authorizes crossing over of "adjacent" properties, which may be construed as limiting this authority to properties which are immediately contiguous to an Incident. Depending on the nature of the emergency and local access issues, the Fire Department may have to cross over several other properties, including ones which are not immediately contiguous to the Incident.

Section 25 – Power to commandeer equipment.[65] Where privately-owned equipment is commandeered, there should be provision for compensation of the owner for its use or any damage to such equipment. The owner also should be indemnified against any claims arising from the use or misuse of such equipment by the Fire Department. Standards for compensation in use provincially are the contractor "Blue Book" rates; otherwise the compensation should be "reasonable in the circumstances".

A further issue which may need to be addressed is ensuring that public accesses to lakes are not blocked. For the Charlie Lake VFD, lake access can be critical for water supply and access

[64] See, for example, the requirements contained in Part 31 of the regulations to the Workers Compensation Act.

[65] This power is currently provided for in the Operational Bylaw. The RD should confirm with its legal counsel that it has the right to commandeer private property absent a declaration of local emergency.

problems have arisen on a number of occasions (though there may be an issue of jurisdiction that also needs to be considered).

Appendix 3: Form of Service Level Declaration

The sample document has been framed as a policy of the Moberly Lake Fire Society.

This version of the policy has been developed in a way so as to maintain the Department's Exterior Operations Service Level declaration, but to place restrictions on such interior operations until the Department can confirm the training levels of its members.

It should be noted that the Playbook does not require that the Department have every member trained up to the stipulated service level. There always will be situations where new members are starting off as recruits requiring training. Additionally, it is permissible to have members who provide only support services or otherwise limit their emergency scene activities. The sample policy addresses those situations by introducing the concept of "Principal Responding Members" (in this case, reflecting firefighters who are trained at least to the Exterior Operations Service Level).

Moberly Lake Fire Society

Service Level Policy for the Moberly Lake Volunteer Fire Department

WHEREAS the Office of the Fire Commissioner has established minimum training standards for fire services personnel in the province under and in accordance with paragraph 3(3)(b) of the *Fire Services Act* in the form of the Playbook;

AND WHEREAS the Playbook requires that the "Authority Having Jurisdiction" (as that term is defined in the Playbook) over a fire department must establish the service level to be provided by that department;

AND WHEREAS the Society is the Authority Having Jurisdiction over the Department;

AND WHEREAS under the Establishment Bylaw, the operation of the Department is subject to the direction and control of the Society;

NOW THEREFORE the following Service Level Policy is established in relation to the Department:

1. Definitions. The following capitalized terms shall have the following respective meanings, including in the recitals to this Service Level Policy:

    (a) "Society" means the Moberly Lake Fire Society;

    (b) "Department" means the Moberly Lake Volunteer Fire Department as continued under the Establishment Bylaw;

    (c) "Establishment Bylaw" means *Moberly Lake Volunteer Fire Department Bylaw No. xx, 19xx and No. xx, 19xx*, which bylaw is incorporated into and has become a bylaw of the Moberly Lake Fire Society;

    (d) "Exterior Operations Service Level" means the Exterior Operations Service Level as defined in the Playbook;

    (e) "Fire Chief" means the individual who has been appointed as the fire chief of the Department in accordance with the Establishment Bylaw;

    (f) "Member" means a firefighter in the Department and includes the Fire Chief and officers;

    (g) "Playbook" means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* (B.C.) by the Office of the Fire Commissioner and approved by the Minister of Justice, entitled *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (2nd Edition, May 2015), as same may be amended, revised or replaced from time to time;

(h) "Principal Responding Members" means those Members expected to undertake interior fire suppression and/or rescue operations in a burning structure; and

(i) "Service Level Policy" means this policy, as same may be amended from time to time by the Society.

2. Authority and Application. This Service Level Policy has been established by the Society in accordance with the requirements of the Playbook, pursuant to the Society's authority under the Establishment Bylaw. This Service Level Policy applies to and is binding on the Department and its Members. It shall form the basis of the Department's training of its Members and related operational planning for fire suppression and emergency response activities.

3. Service Level Policy. The Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the Exterior Operations Service Level, and subject to the other restrictions set out in this Service Level Policy.

4. Other Services. **[While not strictly required, AHJs are encouraged to identify the services, in addition to fire suppression, which their departments are authorized to provide. These other services also impact training programs and related requirements, as well as affecting apparatus and equipment needs of fire departments.]**

5. Training of Members. The Department:

(a) shall train its Principal Responding Members at least to the standard required by the Playbook for the Exterior Operations Service Level; and

(b) in relation to Members who are not trained to the Interior Operations Service Level, shall:

i. develop an incident scene accountability system which clearly identifies the different levels of each Member's training; and

ii. develop and institute operational guidelines which specify and limit the incident scene of activities of Members depending on their current level of training and qualification.

(c) In consultation with President of the Moberly Lake Fire Society, the Fire Chief shall be responsible for ensuring that the Department develops an appropriate training program for all positions, tasks and roles, including those which are not expressly covered by the Playbook. This training program shall meet the requirements of the Playbook and the *Workers Compensation Act* (B.C.) and regulations made thereunder, and shall be consistent with good practices and fire service standards, including, where relevant, those set by the National Fire Protection Association from time to time.

6. Operational Guidelines, Records and Compliance. The Department shall:

   (a) develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:

      i. which set out the conditions to be considered by an incident commander before an exterior attack; and

      ii. which identify any hazards within the Department's fire suppression area in respect of which the Department will not undertake interior operations;

   (b) maintain accurate and complete records of the training of its Members, including any refresher training, any certifications or qualifications obtained, and otherwise as required by the *Workers Compensation Act* (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established;

   (c) conduct pre-planning of any risks larger than a typical residential structure in the fire service area, in respect of which the Department intends to conduct interior operations; and

   (d) through the Fire Chief, report not less than annually to the Society on the Department's training program, the training levels of its Members and compliance with this Service Level Policy and the requirements of the Playbook.

7. Limitations on Services Provided. Notwithstanding anything in this Service Level Policy:

   ~~(a)~~ in relation to any particular incident, the Department shall undertake only those emergency response activities for which its responding Members at the incident are properly trained and equipped.~~; and~~

   ~~(b) the Society, the President, or the Fire Chief may determine to limit the fire suppression activities of the Department to the Exterior Operations Service Level for such period of time as may be required, in circumstances where, because of turn-over in Members or for other reasons, in the view of Council, the CAO or the Fire Chief, as the case may be, the Department should suspend undertaking interior fire attack or rescue operations.~~

   (c) ~~Where a determination has been made under section 7(b) by either the CAO or the Fire Chief, he or she shall immediately inform Council, including the reasons for the decision. When the conditions giving rise to the determination have been remedied, the resumption of the Interior Operations Service Level may be undertaken on approval of Council.~~

8. Policy Amendment. This Service Level Policy shall be reviewed annually by the President with the Fire Chief and reported on by the President to the Society. It will be amended as determined appropriate by the Council or as required to conform to any changes to the Playbook or other applicable legislation, regulations or enactments.

9. Temporary Restriction. Notwithstanding section 3 of this Service Level Policy, the Department:

   (a) shall not undertake general interior operations for fire suppression purposes until the Fire Chief is able to certify to Council that the Department has sufficient Members trained and qualified for such work; and

   (b) may undertake primary search and rescue only if: [set stipulations]

This Service Level Policy is authorized and adopted as of this day of , 2020.

[Add signature blocks as required or appropriate]

Appendix 4: Playbook Training Requirements

Structure Firefighters Competency and Training

PLAYBOOK

Second Edition: May 2015

References to NFPA Standards for:

- Train the Trainer
- Exterior Operations Firefighter
- Interior Operations Firefighter
- Full Service Operations Firefighter
- Team Leader Exterior and Interior
- Risk Management Officer
- Company Fire Officer

Standards Referenced:

NFPA 220	Standard on Types of Building Construction
NFPA 921	Guide for Fire and Explosion Investigations
NFPA 1001	Standard for Fire Fighter Professional Qualifications
NFPA 1021	Standard for Fire Officer Professional Qualifications
NFPA 1041	Standard for Fire Service Instructor Professional Qualifications
NFPA 1407	Standard for Training Fire Service Rapid Intervention Crews
NFPA 1500	Standard on Occupational Safety and Health Program
NFPA 1584	Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises
NFPA 5000	Building Construction and Safety Code

Train the Trainer	Competency Met
NFPA 1041 4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5	
4.2.1 Definition of Duty. The management of basic resources and the records and reports essential to the instructional process.	
4.2.2 Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained. **(A) Requisite Knowledge.** Components of a lesson plan, policies and procedures for the procurement of materials and equipment, and resource availability. **(B) Requisite Skills.** None required.	Yes ☐ No ☐
4.2.3 Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented. **(A) Requisite Knowledge.** Resource management, sources of instructional resources and equipment. **(B) Requisite Skills.** Training schedule completion.	Yes ☐ No ☐
4.2.4 Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure. **(A) Requisite Knowledge.** Departmental scheduling procedures and resource management. **(B) Requisite Skills.** Training schedule completion.	Yes ☐ No ☐
4.3.2* Review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified. **(A) Requisite Knowledge.** Recognition of student limitations and cultural diversity, methods of instruction, types of resource materials, organization of the learning environment, and policies and procedures. **(B) Requisite Skills.** Analysis of resources, facilities, and materials	Yes ☐ No ☐
4.3.3* Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved. **(A)* Requisite Knowledge.** Elements of a lesson plan, selection of instructional aids and methods, and organization of the learning environment. **(B) Requisite Skills.** Instructor preparation and organizational skills.	Yes ☐ No ☐
4.4.1 Definition of Duty. The delivery of instructional sessions utilizing prepared course materials.	
4.4.2 Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered. **(A) Requisite Knowledge.** Classroom management and safety, advantages and limitations of audiovisual equipment and teaching aids, classroom arrangement, and methods and techniques of instruction. **(B) Requisite Skills.** Use of instructional media and teaching aids.	Yes ☐ No ☐
4.4.3 Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed. **(A)* Requisite Knowledge.** The laws and principles of learning, methods and techniques of instruction, lesson plan components and elements of the communication process, and lesson plan terminology and definitions; the impact of cultural differences on instructional delivery; safety rules, regulations, and practices; identification of training hazards; elements and limitations of distance learning; distance learning delivery methods; and the instructor's role in distance learning. **(B) Requisite Skills.** Oral communication techniques, methods and techniques of instruction, and utilization of lesson plans in an instructional setting.	Yes ☐ No ☐

Train the Trainer	Competency Met
4.4.4* Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved. **(A) Requisite Knowledge.** Methods of dealing with changing circumstances. **(B) Requisite Skills.** None required	Yes ☐ No ☐
4.5.1* Definition of Duty. The administration and grading of student evaluation instruments.	
4.5.2 Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the agency, so that bias or discrimination is eliminated the testing is conducted according to procedures, and the security of the materials is maintained. **(A) Requisite Knowledge.** Test administration, agency policies, laws and policies pertaining to discrimination during training and testing, methods for eliminating testing bias, laws affecting records and disclosure of training information, purposes of evaluation and testing, and performance skills evaluation. **(B) Requisite Skills.** Use of skills checklists and oral questioning techniques.	Yes ☐ No ☐
4.5.3 Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured. **(A) Requisite Knowledge.** Grading methods, methods for eliminating bias during grading, and maintaining confidentiality of scores. **(B) Requisite Skills.** None required.	Yes ☐ No ☐
4.5.5* Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data. **(A) Requisite Knowledge.** Reporting procedures and the interpretation of test results. **(B) Requisite Skills.** Communication skills and basic coaching.	Yes ☐ No ☐

Exterior Operations – Firefighter	Competency Met
Emergency Scene Traffic NFPA 1001 5.3.3	
5.3.3* Establish and operate in work areas at emergency scenes, given protective equipment, traffic and scene control devices, structure fire and roadway emergency scenes, traffic hazards and downed electrical wires, an assignment, and SOPs, so that procedures are followed, protective equipment is worn, protected work areas are established as directed using traffic and scene control devices, and the fire fighter performs assigned tasks only in established, protected work areas. **(A) Requisite Knowledge.** Potential hazards involved in operating on emergency scenes including vehicle traffic, utilities, and environmental conditions; proper procedures for dismounting apparatus in traffic; procedures for safe operation at emergency scenes; and the protective equipment available for members' safety on emergency scenes and work zone designations. **(B) Requisite Skills.** The ability to use personal protective clothing, deploy traffic and scene control devices, dismount apparatus, and operate in the protected work areas as directed.	Yes ☐ No ☐
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	
5.1 General. For qualification at Level I, the fire fighter candidate shall meet the general knowledge requirements in 5.1.1; the general skill requirements in 5.1.2; the JPRs defined in Sections 5.2 through 5.5 of this standard; and the requirements defined in Chapter 5, Core Competencies for Operations Level Responders, and Section 6.6, Mission-Specific Competencies: Product Control, of NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.	Yes ☐ No ☐
5.1.1 General Knowledge Requirements. The organization of the fire department; the role of the Fire Fighter I in the organization; the mission of fire service; the fire department's standard operating procedures (SOPs) and rules and regulations as they apply to the Fire Fighter I; the value of fire and life safety initiatives in support of the fire department mission and to reduce fire fighter line-of-duty injuries and fatalities; the role of other agencies as they relate to the fire department; aspects of the fire department's member assistance program; the importance of physical fitness and a healthy lifestyle to the performance of the duties of a fire fighter; the critical aspects of NFPA1500, *Standard on Fire Department Occupational Safety and Health Program.*	Yes ☐ No ☐
5.1.2 General Skill Requirements. The ability to don personal protective clothing, doff personal protective clothing and prepare for reuse, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.	Yes ☐ No ☐
5.2 Fire Department Communications. This duty shall involve initiating responses, receiving telephone calls, and using fire department communications equipment to correctly relay verbal or written information, according to the JPRs in 5.2.1 through 5.2.4.	
5.2.1* Initiate the response to a reported emergency, given the report of an emergency, fire department SOPs, and communications equipment, so that all necessary information is obtained, communications equipment is operated correctly, and the information is relayed promptly and accurately to the dispatch center. **(A) Requisite Knowledge.** Procedures for reporting an emergency; departmental SOPs for taking and receiving alarms, radio codes, or procedures; and information needs of dispatch center. **(B) Requisite Skills.** The ability to operate fire department communications equipment, relay information, and record information.	Yes ☐ No ☐
5.2.2 Receive a telephone call, given a fire department phone, so that procedures for answering the phone are used and the caller's information is relayed. **(A) Requisite Knowledge.** Fire department procedures for answering nonemergency telephone calls. **(B) Requisite Skills.** The ability to operate fire station telephone and intercom equipment.	Yes ☐ No ☐

Exterior Operations – Firefighter	Competency Met
5.2.3 Transmit and receive messages via the fire department radio, given a fire department radio and operating procedures, so that the information is accurate, complete, clear, and relayed within the time established by the AHJ. **(A) Requisite Knowledge.** Departmental radio procedures and etiquette for routine traffic, emergency traffic, and emergency evacuation signals. **(B) Requisite Skills.** The ability to operate radio equipment and discriminate between routine and emergency traffic.	Yes ☐ No ☐
5.3.2* Respond on apparatus to an emergency scene, given personal protective clothing and other necessary personal protective equipment, so that the apparatus is correctly mounted and dismounted, seat belts are used while the vehicle is in motion, and other personal protective equipment is correctly used. **(A) Requisite Knowledge.** Mounting and dismounting procedures for riding fire apparatus, hazards and ways to avoid hazards associated with riding apparatus, prohibited practices, and types of department personal protective equipment and the means for usage. **(B) Requisite Skills.** The ability to use each piece of provided safety equipment.	Yes ☐ No ☐
5.3.17 Illuminate the emergency scene, given fire service electrical equipment and an assignment, so that designated areas are illuminated and all equipment is operated within the manufacturer's listed safety precautions. **(A) Requisite Knowledge.** Safety principles and practices, power supply capacity and limitations, and light deployment methods. supply and lighting equipment, deploy cords and connectors, reset ground-fault interrupter (GFI) devices, and locate lights for best effect.	Yes ☐ No ☐
5.3.18 Turn off building utilities, given tools and an assignment, so that the assignment is safely completed. **(A) Requisite Knowledge.** Properties, principles, and safety concerns for electricity, gas, and water systems; utility disconnect methods and associated dangers; and use of required safety equipment. **(B) Requisite Skills.** The ability to identify utility control devices, operate control valves or switches, and assess for related hazards.	Yes ☐ No ☐
PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1	
5.1.2 General Skill Requirements. The ability to don personal protective clothing, doff personal protective clothing and prepare for reuse, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.	Yes ☐ No ☐
5.2 Fire Department Communications. This duty shall involve initiating responses, receiving telephone calls, and using fire department communications equipment to correctly relay verbal or written information, according to the JPRs in 5.2.1 through 5.2.4.	Yes ☐ No ☐
5.3 Fireground Operations. This duty shall involve performing activities necessary to ensure life safety, fire control, and property conservation, according to the JPRs in 5.3.1 through 5.3.20.	
5.3.1* Use self-contained breathing apparatus (SCBA) during emergency operations, given SCBA and other personal protective equipment, so that the SCBA is correctly donned, the SCBA is correctly worn, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion. **(A) Requisite Knowledge.** Conditions that require respiratory protection, uses and limitations of SCBA, components of SCBA, donning procedures, breathing techniques, indications for and emergency procedures used with SCBA, and physical requirements of the SCBA wearer. **(B) Requisite Skills.** The ability to control breathing, replace SCBA air cylinders, use SCBA to exit through restricted passages, initiate and complete emergency procedures in the event of SCBA failure or air depletion, and complete donning procedures.	Yes ☐ No ☐

Exterior Operations – Firefighter	Competency Met
5.3.2* Respond on apparatus to an emergency scene, given personal protective clothing and other necessary personal protective equipment, so that the apparatus is correctly mounted and dismounted, seat belts are used while the vehicle is in motion, and other personal protective equipment is correctly used. **(A) Requisite Knowledge.** Mounting and dismounting procedures for riding fire apparatus, hazards and ways to avoid hazards associated with riding apparatus, prohibited practices, and types of department personal protective equipment and the means for usage. **(B) Requisite Skills.** The ability to use each piece of provided safety equipment.	Yes ☐ No ☐
5.5.1 Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise. **(A) Requisite Knowledge.** Types of cleaning methods for various tools and equipment, correct use of cleaning solvents, and manufacturer's or departmental guidelines for cleaning equipment and tools. **(B) Requisite Skills.** The ability to select correct tools for various parts and pieces of equipment, follow guidelines, and complete recording and reporting procedures.	Yes ☐ No ☐
Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1	
5.1.2 General Skill Requirements. The ability to don personal protective clothing, doff personal protective clothing and prepare for reuse, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.	Yes ☐ No ☐
5.3.20 Tie a knot appropriate for hoisting tool, given personnel protective equipment, tools, ropes, and an assignment, so that the knots used are appropriate for hoisting tools securely and as directed. **(A) Requisite Knowledge.** Knot types and usage; the difference between life safety and utility rope; reasons for placing rope out of service; the types of knots to use for given tools, ropes, or situations; hoisting methods for tools and equipment; and using rope to support response activities. **(B) Requisite Skills.** The ability to hoist tools using specific knots based on the type of tool.	Yes ☐ No ☐
5.5.1 Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise. **(A) Requisite Knowledge.** Types of cleaning methods for various tools and equipment, correct use of cleaning solvents, and manufacturer's or departmental guidelines for cleaning equipment and tools. **(B) Requisite Skills.** The ability to select correct tools for various parts and pieces of equipment, follow guidelines, and complete recording and reporting procedures.	Yes ☐ No ☐

Exterior Operations – Firefighter	Competency Met
Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2	
5.3.7* Attack a passenger vehicle fire operating as a member of a team, given personal protective equipment, attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are overhauled, and the fire is extinguished. **(A) Requisite Knowledge.** Principles of fire streams as they relate to fighting automobile fires; precautions to be followed when advancing hose lines toward an automobile; observable results that a fire stream has been properly applied; identifying alternative fuels and the hazards associated with them; dangerous conditions created during an automobile fire; common types of accidents or injuries related to fighting automobile fires and how to avoid them; how to access locked passenger, trunk, and engine compartments; and methods for overhauling an automobile. **(B) Requisite Skills.** The ability to identify automobile fuel type; assess and control fuel leaks; open, close, and adjust the flow and pattern on nozzles; apply water for maximum effectiveness while maintaining flash fire protection; advance $1_1/_2$ in. (38 mm) or larger diameter attack lines; and expose hidden fires by opening all automobile compartments. in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved.	Yes ☐ No ☐
5.3.8* Extinguish fires in exterior Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved. **(A) Requisite Knowledge.** Types of attack lines and water streams appropriate for attacking stacked, piled materials and outdoor fires; dangers — such as collapse — associated with stacked and piled materials; various extinguishing agents and their effect on different material configurations; tools and methods to use in breaking up various types of materials; the difficulties related to complete extinguishment of stacked and piled materials; water application methods for exposure protection and fire extinguishment; dangers such as exposure to toxic or hazardous materials associated with storage building and container fires; obvious signs of origin and cause; and techniques for the preservation of fire cause evidence. **(B) Requisite Skills.** The ability to recognize inherent hazards related to the material's configuration, operate handlines or master streams, break up material using hand tools and water streams, evaluate for complete extinguishment, operate hose lines and other water application devices, evaluate and modify water application for maximum penetration, search for and expose hidden fires, assess patterns for origin determination, and evaluate for complete extinguishment	Yes ☐ No ☐
5.5.1 Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise. **(A) Requisite Knowledge.** Types of cleaning methods for various tools and equipment, correct use of cleaning solvents, and manufacturer's or departmental guidelines for cleaning equipment and tools. **(B) Requisite Skills.** The ability to select correct tools for various parts and pieces of equipment, follow guidelines, and complete recording and reporting procedures.	Yes ☐ No ☐
5.5.2 Clean, inspect, and return fire hose to service, given washing equipment, water, detergent, tools, and replacement gaskets, so that damage is noted and corrected, the hose is clean, and the equipment is placed in a ready state for service. **(A) Requisite Knowledge.** Departmental procedures for noting a defective hose and removing it from service, cleaning methods, and hose rolls and loads. **(B) Requisite Skills.** The ability to clean different types of hose; operate hose washing and drying equipment; mark defective hose; and replace coupling gaskets, roll hose, and reload hose.	Yes ☐ No ☐

Exterior Operations – Firefighter	Competency Met
Ventilation NFPA 1001 5.3.11, 5.5.1	
5.3.11 Perform horizontal ventilation on a structure operating as part of a team, given an assignment, personal protective equipment, ventilation tools, equipment, and ladders, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, ventilation devices are correctly placed, and the structure is cleared of smoke. **(A) Requisite Knowledge.** The principles, advantages, limitations, and effects of horizontal, mechanical, and hydraulic ventilation; safety considerations when venting a structure; fire behavior in a structure; the products of combustion found in a structure fire; the signs, causes, effects, and prevention of backdrafts; and the relationship of oxygen concentration to life safety and fire growth. **(B) Requisite Skills.** The ability to transport and operate ventilation tools and equipment and ladders, and to use safe procedures for breaking window and door glass and removing obstructions	Yes ☐ No ☐
5.5.1 Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise. **(A) Requisite Knowledge.** Types of cleaning methods for various tools and equipment, correct use of cleaning solvents, and manufacturer's or departmental guidelines for cleaning equipment and tools. **(B) Requisite Skills.** The ability to select correct tools for various parts and pieces of equipment, follow guidelines, and complete recording and reporting procedures.	Yes ☐ No ☐
Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2	
5.3.15* Connect a fire department pumper to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed. **(A) Requisite Knowledge.** Loading and off-loading procedures for mobile water supply apparatus; fire hydrant operation; and suitable static water supply sources, procedures, and protocol for connecting to various water sources. **(B) Requisite Skills.** The ability to hand lay a supply hose, connect and place hard suction hose for drafting operations, deploy portable water tanks as well as the equipment necessary to transfer water between and draft from them, make hydrant-to-pumper hose connections for forward and reverse lays, connect supply hose to a hydrant, and fully open and close the hydrant.	Yes ☐ No ☐
5.5.1 Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise. **(A) Requisite Knowledge.** Types of cleaning methods for various tools and equipment, correct use of cleaning solvents, and manufacturer's or departmental guidelines for cleaning equipment and tools. **(B) Requisite Skills.** The ability to select correct tools for various parts and pieces of equipment, follow guidelines, and complete recording and reporting procedures	Yes ☐ No ☐
5.5.2 Clean, inspect, and return fire hose to service, given washing equipment, water, detergent, tools, and replacement gaskets, so that damage is noted and corrected, the hose is clean, and the equipment is placed in a ready state for service. **(A) Requisite Knowledge.** Departmental procedures for noting a defective hose and removing it from service, cleaning methods, and hose rolls and loads. **(B) Requisite Skills.** The ability to clean different types of hose; operate hose washing and drying equipment; mark defective hose; and replace coupling gaskets, roll hose, and reload hose.	Yes ☐ No ☐

Exterior Operations – Firefighter	Competency Met
Ladders NFPA 1001 5.3.6, 5.5.1	
5.3.6* Set up ground ladders, given single and extension ladders, an assignment, and team members if needed, so that hazards are assessed, the ladder is stable, the angle is correct for climbing, extension ladders are extended to the necessary height with the fly locked, the top is placed against a reliable structural component, and the assignment is accomplished. **(A) Requisite Knowledge.** Parts of a ladder, hazards associated with setting up ladders, what constitutes a stable foundation for ladder placement, different angles for various tasks, safety limits to the degree of angulation, and what constitutes a reliable structural component for top placement. **(B) Requisite Skills.** The ability to carry ladders, raise ladders, extend ladders and lock flies, determine that a wall and roof will support the ladder, judge extension ladder height requirements, and place the ladder to avoid obvious hazards.	Yes ☐ No ☐
5.5.1 Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise. **(A) Requisite Knowledge.** Types of cleaning methods for various tools and equipment, correct use of cleaning solvents, and manufacturer's or departmental guidelines for cleaning equipment and tools. **(B) Requisite Skills.** The ability to select correct tools for various parts and pieces of equipment, follow guidelines, and complete recording and reporting procedures.	Yes ☐ No ☐
Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584	
5.1.1 General Knowledge Requirements. The organization of the fire department; the role of the Fire Fighter I in the organization; the mission of fire service; the fire department's standard operating procedures (SOPs) and rules and regulations as they apply to the Fire Fighter I; the value of fire and life safety initiatives in support of the fire department mission and to reduce fire fighter line-of-duty injuries and fatalities; the role of other agencies as they relate to the fire department; aspects of the fire department's member assistance program; the importance of physical fitness and a healthy lifestyle to the performance of the duties of a fire fighter; the critical aspects of NFPA1500, *Standard on Fire Department Occupational Safety and Health Program*.	Yes ☐ No ☐
+ **NFPA 1500** Standard on Occupational Safety and Health Program	Yes ☐ No ☐
+ **NFPA 1584** Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises	Yes ☐ No ☐
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	
5.3.11 Perform horizontal ventilation on a structure operating as part of a team, given an assignment, personal protective equipment, ventilation tools, equipment, and ladders, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, ventilation devices are correctly placed, and the structure is cleared of smoke. **(A) Requisite Knowledge.** The principles, advantages, limitations, and effects of horizontal, mechanical, and hydraulic ventilation; safety considerations when venting a structure; fire behavior in a structure; the products of combustion found in a structure fire; the signs, causes, effects, and prevention of backdrafts; and the relationship of oxygen concentration to life safety and fire growth. **(B) Requisite Skills.** The ability to transport and operate ventilation tools and equipment and ladders, and to use safe procedures for breaking window and door glass and removing obstructions.	Yes ☐ No ☐

Exterior Operations – Firefighter	Competency Met
5.3.12 Perform vertical ventilation on a structure as part of a team, given an assignment, personal protective equipment, ground and roof ladders, and tools, so that ladders are positioned for ventilation, a specified opening is created, all ventilation barriers are removed, structural integrity is not compromised, products of combustion are released from the structure, and the team retreats from the area when ventilation is accomplished. **(A) Requisite Knowledge.** The methods of heat transfer; the principles of thermal layering within a structure on fire; the techniques and safety precautions for venting flat roofs, pitched roofs, and basements; basic indicators of potential collapse or roof failure; the effects of construction type and elapsed time under fire conditions on structural integrity; and the advantages and disadvantages of vertical and trench/strip ventilation. **(B) Requisite Skills.** The ability to transport and operate ventilation tools and equipment; hoist ventilation tools to a roof; cut roofing and flooring materials to vent flat roofs, pitched roofs, and basements; sound a roof for integrity; clear an opening with hand tools; select, carry, deploy, and secure ground ladders for ventilation activities; deploy roof ladders on pitched roofs while secured to a ground ladder; and carry ventilation-related tools and equipment while ascending and descending ladders.	Yes ☐ No ☐
5.3.13 Overhaul a fire scene, given personal protective equipment, attack line, hand tools, a flashlight, and an assignment, so that structural integrity is not compromised, all hidden fires are discovered, fire cause evidence is preserved, and the fire is extinguished. **(A) Requisite Knowledge.** Types of fire attack lines and water application devices most effective for overhaul, water application methods for extinguishment that limit water damage, types of tools and methods used to expose hidden fire, dangers associated with overhaul, obvious signs of area of origin or signs of arson, and reasons for protection of fire scene. **(B) Requisite Skills.** The ability to deploy and operate an attack line; remove flooring, ceiling, and wall components to expose void spaces without compromising structural integrity; apply water for maximum effectiveness; expose and extinguish hidden fires in walls, ceilings, and subfloor spaces; recognize and preserve obvious signs of area of origin and arson; and evaluate for complete extinguishment.	Yes ☐ No ☐
+ **NFPA 220** Standard on Types of Building Construction	Yes ☐ No ☐
+ **NFPA 921** Guide for Fire and Explosion Investigations	Yes ☐ No ☐
+ **NFPA 5000** Building Construction and Safety Code	Yes ☐ No ☐
Dangerous Goods or Hazmat Awareness *(from NFPA 472)* • Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level [Playbook: Page 16, note1]	Yes ☐ No ☐
Gas & Electrical Safety for Firefighters *(supplied by a BC Utility utilizing an evaluation mechanism)* • 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 [Playbook: Page 16, note 2]	Yes ☐ No ☐
Incident Command System 100 *(from BCERMS curriculum)* • Can utilize any training provider, including internal, using certified training and evaluation based upon the BCEMS model. [Playbook: Page 16, note 3]	Yes ☐ No ☐

Interior Operations – Firefighter	Competency Met
All of Exterior Operations Firefighter PLUS the following:	Yes ☐ No ☐
Organization, Safety and Communications NFPA 1001 5.2.4	
5.2.4* Activate an emergency call for assistance, given vision obscured conditions, PPE, and department SOPs, so that the fire fighter can be located and rescued. **(A) Requisite Knowledge.** Personnel accountability systems, emergency communication procedures, and emergency evacuation methods. **(B) Requisite Skills.** The ability to initiate an emergency call for assistance in accordance with the AHJ's procedures, the ability to use other methods of emergency calls for assistance.	Yes ☐ No ☐
RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500	
5.3.9* Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when necessary, so that ladders are correctly placed when used, all assigned areas are searched, all victims are located and removed, team integrity is maintained, and team members' safety — including respiratory protection — is not compromised. **(A) Requisite Knowledge.** Use of forcible entry tools during rescue operations, ladder operations for rescue, psychological effects of operating in obscured conditions and ways to manage them, methods to determine if an area is tenable, primary and secondary search techniques, team members' roles and goals, methods to use and indicators of finding victims, victim removal methods (including various carries), and considerations related to respiratory protection. **(B)* Requisite Skills.** The ability to use SCBA to exit through restricted passages, set up and use different types of ladders for various types of rescue operations, rescue a fire fighter with functioning respiratory protection, rescue a fire fighter whose respiratory protection is not functioning, rescue a person who has no respiratory protection, and assess areas to determine tenability.	Yes ☐ No ☐
+ **NFPA 1407** Standard for Training Fire Service Rapid Intervention Crews	Yes ☐ No ☐
+ **NFPA 1500** Standard on Fire Department Occupational Safety and Health Program	Yes ☐ No ☐
Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9	
5.3.1* Use self-contained breathing apparatus (SCBA) during emergency operations, given SCBA and other personal protective equipment, so that the SCBA is correctly donned, the SCBA is correctly worn, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion. **(A) Requisite Knowledge.** Conditions that require respiratory protection, uses and limitations of SCBA, components of SCBA, donning procedures, breathing techniques, indications for and emergency procedures used with SCBA, and physical requirements of the SCBA wearer. **(B) Requisite Skills.** The ability to control breathing, replace SCBA air cylinders, use SCBA to exit through restricted passages, initiate and complete emergency procedures in the event of SCBA failure or air depletion, and complete donning procedures.	Yes ☐ No ☐

Interior Operations – Firefighter	Competency Met
5.3.5* Exit a hazardous area as a team, given vision-obscured conditions, so that a safe haven is found before exhausting the air supply, others are not endangered, and the team integrity is maintained. **(A) Requisite Knowledge.** Personnel accountability systems, communication procedures, emergency evacuation methods, what constitutes a safe haven, elements that create or indicate a hazard, and emergency procedures for loss of air supply. **(B) Requisite Skills.** The ability to operate as a team member in vision-obscured conditions, locate and follow a guideline, conserve air supply, and evaluate areas for hazards and identify a safe haven.	Yes ☐ No ☐
5.3.9* Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when necessary, so that ladders are correctly placed when used, all assigned areas are searched, all victims are located and removed, team integrity is maintained, and team members' safety — including respiratory protection — is not compromised. **(A) Requisite Knowledge.** Use of forcible entry tools during rescue operations, ladder operations for rescue, psychological effects of operating in obscured conditions and ways to manage them, methods to determine if an area is tenable, primary and secondary search techniques, team members' roles and goals, methods to use and indicators of finding victims, victim removal methods (including various carries), and considerations related to respiratory protection. **(B)* Requisite Skills.** The ability to use SCBA to exit through restricted passages, set up and use different types of ladders for various types of rescue operations, rescue a fire fighter with functioning respiratory protection, rescue a fire fighter whose respiratory protection is not functioning, rescue a person who has no respiratory protection, and assess areas to determine tenability.	Yes ☐ No ☐
Search and Rescue NFPA 1001 5.3.9	
5.3.9* Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when necessary, so that ladders are correctly placed when used, all assigned areas are searched, all victims are located and removed, team integrity is maintained, and team members' safety — including respiratory protection — is not compromised. **(A) Requisite Knowledge.** Use of forcible entry tools during rescue operations, ladder operations for rescue, psychological effects of operating in obscured conditions and ways to manage them, methods to determine if an area is tenable, primary and secondary search techniques, team members' roles and goals, methods to use and indicators of finding victims, victim removal methods (including various carries), and considerations related to respiratory protection. **(B)* Requisite Skills.** The ability to use SCBA to exit through restricted passages, set up and use different types of ladders for various types of rescue operations, rescue a fire fighter with functioning respiratory protection, rescue a fire fighter whose respiratory protection is not functioning, rescue a person who has no respiratory protection, and assess areas to determine tenability.	Yes ☐ No ☐
Fire Behavior NFPA 1001	Yes ☐ No ☐

Interior Operations – Firefighter	Competency Met
Fire Extinguishers NFPA 1001 5.3.16	
5.3.16* Extinguish incipient Class A, Class B, and Class C fires, given a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, and correct extinguisher-handling techniques are followed. **(A) Requisite Knowledge.** The classifications of fire; the types of, rating systems for, and risks associated with each class of fire; and the operating methods of and limitations of portable extinguishers. **(B) Requisite Skills.** The ability to operate portable fire extinguishers, approach fire with portable fire extinguishers, select an appropriate extinguisher based on the size and type of fire, and safely carry portable fire extinguishers.	Yes ☐ No ☐
Building Construction NFPA 1001 5.3.11, 5.3.12	
5.3.11 Perform horizontal ventilation on a structure operating as part of a team, given an assignment, personal protective equipment, ventilation tools, equipment, and ladders, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, ventilation devices are correctly placed, and the structure is cleared of smoke. **(A) Requisite Knowledge.** The principles, advantages, limitations, and effects of horizontal, mechanical, and hydraulic ventilation; safety considerations when venting a structure; fire behavior in a structure; the products of combustion found in a structure fire; the signs, causes, effects, and prevention of backdrafts; and the relationship of oxygen concentration to life safety and fire growth. **(B) Requisite Skills.** The ability to transport and operate ventilation tools and equipment and ladders, and to use safe procedures for breaking window and door glass and removing obstructions.	Yes ☐ No ☐
5.3.12 Perform vertical ventilation on a structure as part of a team, given an assignment, personal protective equipment, ground and roof ladders, and tools, so that ladders are positioned for ventilation, a specified opening is created, all ventilation barriers are removed, structural integrity is not compromised, products of combustion are released from the structure, and the team retreats from the area when ventilation is accomplished. **(A) Requisite Knowledge.** The methods of heat transfer; the principles of thermal layering within a structure on fire; the techniques and safety precautions for venting flat roofs, pitched roofs, and basements; basic indicators of potential collapse or roof failure; the effects of construction type and elapsed time under fire conditions on structural integrity; and the advantages and disadvantages of vertical and trench/strip ventilation. **(B) Requisite Skills.** The ability to transport and operate ventilation tools and equipment; hoist ventilation tools to a roof; cut roofing and flooring materials to vent flat roofs, pitched roofs, and basements; sound a roof for integrity; clear an opening with hand tools; select, carry, deploy, and secure ground ladders for ventilation activities; deploy roof ladders on pitched roofs while secured to a ground ladder; and carry ventilation-related tools and equipment while ascending and descending ladders.	Yes ☐ No ☐
Forcible Entry NFPA 1001 5.3.4	
5.3.4* Force entry into a structure, given personal protective equipment, tools, and an assignment, so that the tools are used as designed, the barrier is removed, and the opening is in a safe condition and ready for entry. **(A) Requisite Knowledge.** Basic construction of typical doors, windows, and walls within the department's community or service area; operation of doors, windows, and locks; and the dangers associated with forcing entry through doors, windows, and walls. **(B) Requisite Skills.** The ability to transport and operate hand and power tools and to force entry through doors, windows, and walls using assorted methods and tools.	Yes ☐ No ☐

Interior Operations – Firefighter	Competency Met
Ventilation NFPA 1001 5.3.12	
5.3.12 Perform vertical ventilation on a structure as part of a team, given an assignment, personal protective equipment, ground and roof ladders, and tools, so that ladders are positioned for ventilation, a specified opening is created, all ventilation barriers are removed, structural integrity is not compromised, products of combustion are released from the structure, and the team retreats from the area when ventilation is accomplished. **(A) Requisite Knowledge.** The methods of heat transfer; the principles of thermal layering within a structure on fire; the techniques and safety precautions for venting flat roofs, pitched roofs, and basements; basic indicators of potential collapse or roof failure; the effects of construction type and elapsed time under fire conditions on structural integrity; and the advantages and disadvantages of vertical and trench/strip ventilation. **(B) Requisite Skills.** The ability to transport and operate ventilation tools and equipment; hoist ventilation tools to a roof; cut roofing and flooring materials to vent flat roofs, pitched roofs, and basements; sound a roof for integrity; clear an opening with hand tools; select, carry, deploy, and secure ground ladders for ventilation activities; deploy roof ladders on pitched roofs while secured to a ground ladder; and carry ventilation-related tools and equipment while ascending and descending ladders.	Yes ☐ No ☐
Loss Control NFPA 1001 5.3.13, 5.3.14	
5.3.13 Overhaul a fire scene, given personal protective equipment, attack line, hand tools, a flashlight, and an assignment, so that structural integrity is not compromised, all hidden fires are discovered, fire cause evidence is preserved, and the fire is extinguished. **(A) Requisite Knowledge.** Types of fire attack lines and water application devices most effective for overhaul, water application methods for extinguishment that limit water damage, types of tools and methods used to expose hidden fire, dangers associated with overhaul, obvious signs of area of origin or signs of arson, and reasons for protection of fire scene. **(B) Requisite Skills.** The ability to deploy and operate an attack line; remove flooring, ceiling, and wall components to expose void spaces without compromising structural integrity; apply water for maximum effectiveness; expose and extinguish hidden fires in walls, ceilings, and subfloor spaces; recognize and preserve obvious signs of area of origin and arson; and evaluate for complete extinguishment.	Yes ☐ No ☐
5.3.14 Conserve property as a member of a team, given salvage tools and equipment and an assignment, so that the building and its contents are protected from further damage. **(A) Requisite Knowledge.** The purpose of property conservation and its value to the public, methods used to protect property, types of and uses for salvage covers, operations at properties protected with automatic sprinklers, how to stop the flow of water from an automatic sprinkler head, identification of the main control valve on an automatic sprinkler system, forcible entry issues related to salvage, and procedures for protecting possible areas of origin and potential evidence. **(B) Requisite Skills.** The ability to cluster furniture; deploy covering materials; roll and fold salvage covers for reuse; construct water chutes and catch-alls; remove water; cover building openings, including doors, windows, floor openings, and roof openings; separate, remove, and relocate charred material to a safe location while protecting the area of origin for cause determination; stop the flow of water from a sprinkler with sprinkler wedges or stoppers; and operate a main control valve on an automatic sprinkler system.	Yes ☐ No ☐

Interior Operations – Firefighter	Competency Met
Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19	
5.3.7* Attack a passenger vehicle fire operating as a member of a team, given personal protective equipment, attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are overhauled, and the fire is extinguished. **(A) Requisite Knowledge.** Principles of fire streams as they relate to fighting automobile fires; precautions to be followed when advancing hose lines toward an automobile; observable results that a fire stream has been properly applied; identifying alternative fuels and the hazards associated with them; dangerous conditions created during an automobile fire; common types of accidents or injuries related to fighting automobile fires and how to avoid them; how to access locked passenger, trunk, and engine compartments; and methods for overhauling an automobile. **(B) Requisite Skills.** The ability to identify automobile fuel type; assess and control fuel leaks; open, close, and adjust the flow and pattern on nozzles; apply water for maximum effectiveness while maintaining flash fire protection; advance $1_1/_2$ in. (38 mm) or larger diameter attack lines; and expose hidden fires by opening all automobile compartments.	Yes ☐ No ☐
5.3.8* Extinguish fires in exterior Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved. **(A) Requisite Knowledge.** Types of attack lines and water streams appropriate for attacking stacked, piled materials and outdoor fires; dangers — such as collapse — associated with stacked and piled materials; various extinguishing agents and their effect on different material configurations; tools and methods to use in breaking up various types of materials; the difficulties related to complete extinguishment of stacked and piled materials; water application methods for exposure protection and fire extinguishment; dangers such as exposure to toxic or hazardous materials associated with storage building and container fires; obvious signs of origin and cause; and techniques for the preservation of fire cause evidence. **(B) Requisite Skills.** The ability to recognize inherent hazards related to the material's configuration, operate handlines or master streams, break up material using hand tools and water streams, evaluate for complete extinguishment, operate hose lines and other water application devices, evaluate and modify water application for maximum penetration, search for and expose hidden fires, assess patterns for origin determination, and evaluate for complete extinguishment.	Yes ☐ No ☐

Interior Operations – Firefighter	Competency Met
5.3.10* Attack an interior structure fire operating as a member of a team, given an attack line, ladders when needed, personal protective equipment, tools, and an assignment, so that team integrity is maintained, the attack line is deployed for advancement, ladders are correctly placed when used, access is gained into the fire area, effective water application practices are used, the fire is approached correctly, attack techniques facilitate suppression given the level of the fire, hidden fires are located and controlled, the correct body posture is maintained, hazards are recognized and managed, and the fire is brought under control. **(A) Requisite Knowledge.** Principles of fire streams; types, design, operation, nozzle pressure effects, and flow capabilities of nozzles; precautions to be followed when advancing hose lines to a fire; observable results that a fire stream has been properly applied; dangerous building conditions created by fire; principles of exposure protection; potential longterm consequences of exposure to products of combustion; physical states of matter in which fuels are found; common types of accidents or injuries and their causes; and the application of each size and type of attack line, the role of the backup team in fire attack situations, attack and control techniques for grade level and above and below grade levels, and exposing hidden fires. **(B) Requisite Skills.** The ability to prevent water hammers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged $1_1/_2$ in. (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of $1_1/_2$ in. (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various handline connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and subfloor fires.	Yes ☐ No ☐
5.3.19* Combat a ground cover fire operating as a member of a team, given protective clothing, SCBA (if needed), hose lines, extinguishers or hand tools, and an assignment, so that threats to property are reported, threats to personal safety are recognized, retreat is quickly accomplished when warranted, and the assignment is completed. **(A) Requisite Knowledge.** Types of ground cover fires, parts of ground cover fires, methods to contain or suppress, and safety principles and practices. **(B) Requisite Skills.** The ability to determine exposure threats based on fire spread potential, protect exposures, construct a fire line or extinguish with hand tools, maintain integrity of established fire lines, and suppress ground cover fires using water.	Yes ☐ No ☐

Full Service Operations – Firefighter	Competency Met
All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of:	Yes ☐ No ☐
Live Fire Exterior and Interior	Yes ☐ No ☐
Hazmat Operations *(NFPA core competencies plus 6.6.1.1.2)*	Yes ☐ No ☐
6.6.1.1.2 The operations level responder assigned to perform product control at hazardous materials/ WMD incidents shall be trained to meet all competencies at the awareness level (*see Chapter 4*), all core competencies at the operations level (*see Chapter 5*), all mission-specific competencies for personal protective equipment (*see Section 6.2*), and all competencies in this section.	Yes ☐ No ☐

Team Leader Exterior & Interior	Competency Met
• Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications [Playbook: Page 16, note 3] *Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021:*	Yes ☐ No ☐
Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3	
<u>4.1.1* General Prerequisite Knowledge</u>. The organizational structure of the department; geographical configuration and characteristics of response districts; departmental operating procedures for administration, emergency operations, incident management system and safety; fundamentals of leadership; departmental budget process; information management and recordkeeping; the fire prevention and building safety codes and ordinances applicable to the jurisdiction; current trends, technologies, and socioeconomic and political factors that affect the fire service; cultural diversity; methods used by supervisors to obtain cooperation within a group of subordinates; the rights of management and members; agreements in force between the organization and members; generally accepted ethical practices, including a professional code of ethics; and policies and procedures regarding the operation of the department as they involve supervisors and members.	Yes ☐ No ☐
<u>4.2.1</u> Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. **(A) Requisite Knowledge.** Verbal communications during emergency incidents, techniques used to make assignments under stressful situations, and methods of confirming understanding. **(B) Requisite Skills.** The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.	Yes ☐ No ☐
<u>4.2.2</u> Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. **(A) Requisite Knowledge.** Verbal communications under nonemergency situations, techniques used to make assignments under routine situations, and methods of confirming understanding. **(B) Requisite Skills.** The ability to issue instructions for frequently assigned unit tasks based on department policy.	Yes ☐ No ☐
<u>4.2.3</u> Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. **(A) Requisite Knowledge.** Verbal communication techniques to facilitate learning. **(B) Requisite Skills.** The ability to distribute issue-guided directions to unit members during training evolutions.	Yes ☐ No ☐

Team Leader Exterior & Interior	Competency Met
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	
4.5.2 Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed: (1) Public assembly (2) Educational (3) Institutional (4) Residential (5) Business (6) Industrial (7) Manufacturing (8) Storage (9) Mercantile (10) Special properties **(A) Requisite Knowledge.** Fire behavior; building construction; inspection and incident reports; detection, alarm, and suppression systems; and applicable codes, ordinances, and standards. **(B) Requisite Skills.** The ability to use evaluative methods and to communicate orally and in writing.	Yes ☐ No ☐
4.5.3 Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. **(A) Requisite Knowledge.** Types of evidence, the importance of fire scene security, and evidence preservation. **(B) Requisite Skills.** The ability to establish perimeters at an incident scene.	Yes ☐ No ☐
4.6* Emergency Service Delivery. This duty involves supervising emergency operations, conducting pre-incident planning, and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements.	
4.6.1 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. **(A)* Requisite Knowledge.** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior. **(B)* Requisite Skills.** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.	Yes ☐ No ☐
4.6.2* Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. **(A) Requisite Knowledge.** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system. **(B) Requisite Skills.** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.	Yes ☐ No ☐
Fire Ground Accountability NFPA 1021 4.6.1, 4.6.2	
4.6.1 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. **(A)* Requisite Knowledge.** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior. **(B)* Requisite Skills.** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.	Yes ☐ No ☐

Team Leader Exterior & Interior	Competency Met
4.6.2* Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. **(A) Requisite Knowledge.** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system. **(B) Requisite Skills.** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.	Yes ☐ No ☐
Live Fire – Exterior *(Recommended for Exterior Operations)* NFPA 1001 5.3.7, 5.3.8, 5.3.10	
5.3.7* Attack a passenger vehicle fire operating as a member of a team, given personal protective equipment, attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are overhauled, and the fire is extinguished. **(A) Requisite Knowledge.** Principles of fire streams as they relate to fighting automobile fires; precautions to be followed when advancing hose lines toward an automobile; observable results that a fire stream has been properly applied; identifying alternative fuels and the hazards associated with them; dangerous conditions created during an automobile fire; common types of accidents or injuries related to fighting automobile fires and how to avoid them; how to access locked passenger, trunk, and engine compartments; and methods for overhauling an automobile. **(B) Requisite Skills.** The ability to identify automobile fuel type; assess and control fuel leaks; open, close, and adjust the flow and pattern on nozzles; apply water for maximum effectiveness while maintaining flash fire protection; advance $1_1/_2$ in. (38 mm) or larger diameter attack lines; and expose hidden fires by opening all automobile compartments.	Yes ☐ No ☐
5.3.8* Extinguish fires in exterior Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved. **(A) Requisite Knowledge.** Types of attack lines and water streams appropriate for attacking stacked, piled materials and outdoor fires; dangers — such as collapse — associated with stacked and piled materials; various extinguishing agents and their effect on different material configurations; tools and methods to use in breaking up various types of materials; the difficulties related to complete extinguishment of stacked and piled materials; water application methods for exposure protection and fire extinguishment; dangers such as exposure to toxic or hazardous materials associated with storage building and container fires; obvious signs of origin and cause; and techniques for the preservation of fire cause evidence. **(B) Requisite Skills.** The ability to recognize inherent hazards related to the material's configuration, operate handlines or master streams, break up material using hand tools and water streams, evaluate for complete extinguishment, operate hose lines and other water application devices, evaluate and modify water application for maximum penetration, search for and expose hidden fires, assess patterns for origin determination, and evaluate for complete extinguishment.	Yes ☐ No ☐

Team Leader Exterior & Interior	Competency Met
5.3.10* Attack an interior structure fire operating as a member of a team, given an attack line, ladders when needed, personal protective equipment, tools, and an assignment, so that team integrity is maintained, the attack line is deployed for advancement, ladders are correctly placed when used, access is gained into the fire area, effective water application practices are used, the fire is approached correctly, attack techniques facilitate suppression given the level of the fire, hidden fires are located and controlled, the correct body posture is maintained, hazards are recognized and managed, and the fire is brought under control. **(A) Requisite Knowledge.** Principles of fire streams; types, design, operation, nozzle pressure effects, and flow capabilities of nozzles; precautions to be followed when advancing hose lines to a fire; observable results that a fire stream has been properly applied; dangerous building conditions created by fire; principles of exposure protection; potential longterm consequences of exposure to products of combustion; physical states of matter in which fuels are found; common types of accidents or injuries and their causes; and the application of each size and type of attack line, the role of the backup team in fire attack situations, attack and control techniques for grade level and above and below grade levels, and exposing hidden fires. **(B) Requisite Skills.** The ability to prevent water hammers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged $1_1/_2$ in. (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of $1_1/_2$ in. (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various handline connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and subfloor fires.	Yes ☐ No ☐
Live Fire – Exterior & Interior *(Recommended for Interior Operations)*	Yes ☐ No ☐

Risk Management Officer	Competency Met
Completion of the Team Leader requirements for the Exterior Operations level PLUS the following courses (1 from each area):	Yes ☐ No ☐
EITHER Incident Action Planning NFPA 1021 4.6.1, 4.6.2 • *Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management* [Playbook: Page 16, note 5]	
4.6.1 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. **(A)* Requisite Knowledge.** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior. **(B)* Requisite Skills.** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.	Yes ☐ No ☐
4.6.2* Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. **(A) Requisite Knowledge.** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system. **(B) Requisite Skills.** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.	Yes ☐ No ☐
OR Incident Safety Officer NFPA 1521 6.1 – 6.7.2 *(operational)*	Yes ☐ No ☐
6.1 General Functions of the Incident Safety Officer. **6.1.1*** The incident safety officer (ISO) shall be integrated with the incident management system (IMS) as a command staff member, as specified in NFPA 1561, *Standard on Emergency Services Incident Management System*. **6.1.2*** Standard operating procedures (SOPs) shall define criteria for the response of a predesignated incident safety officer. **6.1.2.1** If the incident safety officer is designated by the incident commander, the fire department shall establish criteria for appointment based upon 6.1.1. **6.1.3*** The incident safety officer and assistant incident safety officer(s) shall be readily identifiable at the incident scene. **6.1.4*** Upon arrival or assignment as the incident safety officer at an incident, he or she shall obtain a situation-status briefing from the incident commander, that includes the incident action plan. **6.1.5** The incident safety officer shall monitor the incident action plan, conditions, activities, and operations to determine whether they fall within the criteria as defined in the fire department's risk management plan. **6.1.6** When the perceived risk(s) is not within the fire department's risk management criteria, the incident safety officer shall take action as outlined in Section 4.6. **6.1.7** The incident safety officer shall monitor the incident scene and report to the incident commander the status of conditions, hazards, and risks. **6.1.8** The incident safety officer shall ensure that the fire department's personnel accountability system is being utilized.	

Risk Management Officer	Competency Met
6.1.9* The incident safety officer shall offer judgment to the incident commander on establishing control zones and no entry zones and ensure that established zones are communicated to all members present on the scene. **6.1.10** The incident safety officer shall evaluate motor vehicle incident scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards as described in Section 8.7 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*. **6.1.11** The incident safety officer shall monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear, or incomplete communication. **6.1.12*** The incident safety officer shall ensure that the incident commander establishes an incident scene rehabilitation tactical level management component during emergency operations. **6.1.13*** The incident safety officer shall communicate to the incident commander the need for assistant incident safety officers and/or technical specialists due to the need, size, complexity, or duration of the incident. **6.1.14** The incident safety officer or assistant incident safety officer shall survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters. **6.1.15*** The incident safety officer shall recognize the potential need for critical incident stress interventions and notify the incident commander of this possibility. **6.1.16** If the incident safety officer or an assistant safety officer needs to enter a hot zone or an environment that is immediately dangerous to life or health (IDLH), the incident safety officer or assistant safety officer shall be paired up with another member and check in with the entry control officer.	
6.2 Fire Suppression. **6.2.1** The incident safety officer shall meet the provisions of Section 6.2 during fire suppression operations. **6.2.2*** The incident safety officer shall ensure that a rapid intervention team meeting the criteria in Chapter 8 of NFPA 1500, is available and ready for deployment. **6.2.3** Where fire has involved a building(s) the incident safety officer shall advise the incident commander of hazards, collapse potential, and any fire extension in such building(s). **6.2.4** The incident safety officer shall evaluate visible smoke and fire conditions and advise the incident commander, tactical level management component's (TLMC) officers, and company officers on the potential for flashover, backdraft, blow-up, or other events that could pose a threat to operating teams. **6.2.5** The incident safety officer shall monitor the accessibility of entry and egress of structures and its effect on the safety of members conducting interior operations.	
6.3 Emergency Medical Service Operations. **6.3.1** The incident safety officer shall meet the provisions of Section 6.3 during emergency medical service (EMS) operations. **6.3.2** The incident safety officer shall ensure compliance with the department's infection control plan and NFPA 1581, *Standard on Fire Department Infection Control Program*, during emergency medical service operations. **6.3.3** The incident safety officer shall ensure that incident scene rehabilitation and critical incident stress management are established as needed at emergency medical service operations, especially mass casualty incidents (MCIs).	
6.4 Technical Rescue. **6.4.1** The incident safety officer shall meet the provisions of Section 6.4 during technical rescue operations. **6.4.2*** In cases where a designated incident safety officer does not meet the technician-level requirements of NFPA 1006, *Standard for Rescue Technician Professional Qualifications*, the	

Risk Management Officer	Competency Met
incident commander shall appoint an assistant incident safety officer or a technical specialist who meets the technician-level requirements of NFPA 1006 to assist with incident safety officer functions. **6.4.3** The incident safety officer shall attend strategic and tactical planning sessions and provide input on risk assessment and member safety. **6.4.4*** The incident safety officer shall ensure that a safety briefing is conducted and that an incident action plan and an incident safety plan are developed and made available to all members on the scene.	
6.5 Hazardous Materials Operations. **6.5.1** The incident safety officer shall meet the provisions of Section 6.5 during hazardous materials operations. **6.5.2*** In cases where a designated incident safety officer does not meet the technician-level requirements of NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, the incident commander shall appoint an assistant incident safety officer or a technical specialist who meets the technician-level requirements of NFPA 472 to assist with incident safety officer functions. **6.5.3** The incident safety officer shall attend strategic and tactical planning sessions and provide input on risk assessment and member safety. **6.5.4*** The incident safety officer shall ensure that a safety briefing is conducted and that an incident action plan and an incident safety plan are developed and made available to all members on the scene. **6.5.5** The incident safety officer shall ensure that control zones are clearly marked and communicated to all members.	
6.6 Accident Investigation and Review. **6.6.1** Upon notification of a member injury, illness, or exposure, the incident safety officer shall immediately communicate this information to the incident commander to ensure that emergency medical care is provided. **6.6.2** The incident safety officer shall initiate the accident investigation procedures as required by the fire department. **6.6.3*** In the event of a serious injury, fatality, or other potentially harmful occurrence to a member, the incident safety officer shall request assistance from the health and safety officer.	
6.7 Post-Incident Analysis. **6.7.1*** The incident safety officer shall prepare a written report for the post-incident analysis that includes pertinent information about the incident relating to health and safety issues. **6.7.2*** The incident safety officer shall participate in the post incident analysis.	
EITHER FCABC/LGMA: Effective Fire Service Administration	Yes ☐ No ☐
OR Beyond Hoses and Helmets, or equivalent *(administrative)*	Yes ☐ No ☐

Company Fire Officer	Competency Met
Fire Officer 1 (NFPA 1021 in its entirety)	Yes ☐ No ☐
Incident Command 200	Yes ☐ No ☐
Fire Service Instructor 1 (NFPA 1041 Chapter 4)	Yes ☐ No ☐
4.1 General. **4.1.1** The Fire Service Instructor I shall meet the JPRs defined in Sections 4.2 through 4.5 of this standard.	Yes ☐ No ☐
4.2 Program Management. **4.2.1 Definition of Duty.** The management of basic resources and the records and reports essential to the instructional process.	
4.2.2 Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained. **(A) Requisite Knowledge.** Components of a lesson plan, policies and procedures for the procurement of materials and equipment, and resource availability. **(B) Requisite Skills.** None required.	Yes ☐ No ☐
4.2.3 Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented. **(A) Requisite Knowledge.** Resource management, sources of instructional resources and equipment. **(B) Requisite Skills.** Oral and written communication, forms completion.	Yes ☐ No ☐
4.2.4 Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure. **(A) Requisite Knowledge.** Departmental scheduling procedures and resource management. **(B) Requisite Skills.** Training schedule completion.	Yes ☐ No ☐
4.2.5 Complete training records and report forms, given policies and procedures and forms, so that required reports are accurate and submitted in accordance with the procedures. **(A) Requisite Knowledge.** Types of records and reports required, and policies and procedures for processing records and reports. **(B) Requisite Skills.** Basic report writing and record completion.	Yes ☐ No ☐
4.3 Instructional Development. **4.3.1* Definition of Duty.** The review and adaptation of prepared instructional materials.	
4.3.2* Review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified. **(A) Requisite Knowledge.** Recognition of student limitations and cultural diversity, methods of instruction, types of resource materials, organization of the learning environment, and policies and procedures. **(B) Requisite Skills.** Analysis of resources, facilities, and materials.	Yes ☐ No ☐
4.3.3* Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved. **(A)* Requisite Knowledge.** Elements of a lesson plan, selection of instructional aids and methods, and organization of the learning environment. **(B) Requisite Skills.** Instructor preparation and organizational skills.	Yes ☐ No ☐
4.4 Instructional Delivery. **4.4.1 Definition of Duty.** The delivery of instructional sessions utilizing prepared course materials.	

Company Fire Officer	Competency Met
4.4.2 Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered. **(A) Requisite Knowledge.** Classroom management and safety, advantages and limitations of audiovisual equipment and teaching aids, classroom arrangement, and methods and techniques of instruction. **(B) Requisite Skills.** Use of instructional media and teaching aids	Yes ☐ No ☐
4.4.3 Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method (s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed. **(A)* Requisite Knowledge.** The laws and principles of learning, methods and techniques of instruction, lesson plan components and elements of the communication process, and lesson plan terminology and definitions; the impact of cultural differences on instructional delivery; safety rules, regulations, and practices; identification of training hazards; elements and limitations of distance learning; distance learning delivery methods; and the instructor's role in distance learning. **(B) Requisite Skills.** Oral communication techniques, methods and techniques of instruction, and utilization of lesson plans in an instructional setting.	Yes ☐ No ☐
4.4.4* Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved. **(A) Requisite Knowledge.** Methods of dealing with changing circumstances. **(B) Requisite Skills.** None required.	Yes ☐ No ☐
4.4.5* Adjust to differences in learning styles, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe and positive learning environment is maintained. **(A)* Requisite Knowledge.** Motivation techniques, learning styles, types of learning disabilities and methods for dealing with them, and methods of dealing with disruptive and unsafe behavior. **(B) Requisite Skills.** Basic coaching and motivational techniques, correction of disruptive behaviors, and adaptation of lesson plans or materials to specific instructional situations.	Yes ☐ No ☐
4.4.6 Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly. **(A) Requisite Knowledge.** Components of audiovisual equipment. **(B) Requisite Skills.** Use of audiovisual equipment, cleaning, and field level maintenance.	Yes ☐ No ☐
4.4.7 Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage. **(A) Requisite Knowledge.** Media types, limitations, and selection criteria. **(B) Requisite Skills.** Transition techniques within and between media.	Yes ☐ No ☐
4.5 Evaluation and Testing. **4.5.1* Definition of Duty.** The administration and grading of student evaluation instruments.	
4.5.2 Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the agency, so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained. **(A) Requisite Knowledge.** Test administration, agency policies, laws and policies pertaining to discrimination during training and testing, methods for eliminating testing bias, laws affecting records and disclosure of training information, purposes of evaluation and testing, and performance skills evaluation. **(B) Requisite Skills.** Use of skills checklists and oral questioning techniques.	Yes ☐ No ☐
4.5.3 Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured. **(A) Requisite Knowledge.** Grading methods, methods for eliminating bias during grading, and maintaining confidentiality of scores. **(B) Requisite Skills.** None required.	Yes ☐ No ☐

Company Fire Officer	Competency Met
4.5.4 Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported. **(A) Requisite Knowledge.** Reporting procedures and the interpretation of test results. **(B) Requisite Skills.** Communication skills and basic coaching.	Yes ☐ No ☐
4.5.5* Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data. **(A) Requisite Knowledge.** Reporting procedures and the interpretation of test results. **(B) Requisite Skills.** Communication skills and basic coaching.	Yes ☐ No ☐
Emergency Scene Management (4.6.1, 4.6.2)	
4.6.1 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. **(A)* Requisite Knowledge.** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior. **(B)* Requisite Skills.** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.	Yes ☐ No ☐
4.6.2* Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. **(A) Requisite Knowledge.** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system. **(B) Requisite Skills.** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.	Yes ☐ No ☐