

DATE: July 31, 2020**FILE:** 7200-01**TO:** Chair and Directors
Electoral Areas Services Committee**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson Chief
Administrative Officer**J. Warren Deputy CAO for****RE: CVRD Fire Departments Operational Guidelines****Purpose**

The purpose of this report is to seek Board approval of the Comox Valley Regional District (CVRD) Fire Services Operational Guidelines (OGs).

Recommendation from the Chief Administrative Officer:

THAT the Board endorse the Comox Valley Regional District (CVRD) Fire Services Operational Guidelines Manual as the guiding operational document of the CVRD fire departments.

Executive Summary

- Staff engaged the services of a consultant to assist in the development of an OG Manual for the CVRD fire departments.
- The consultant met with each Fire Chief and key staff to develop an OG Manual.
- The OG Manual is a single modern document that reflects the best practices of delivering safe and efficient fire protection services.
- The OG Manual is a living document that allows for operational differences between Fire Departments.
- The OG Manual will be an integral part of each Fire Department's training program.
- Board approval of the OG Manual provides that the CVRD, as the authority having jurisdiction, has taken all reasonable steps to ensure the fire service is delivered in a safe and efficient manner.

Prepared by:

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Concurrence:

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Community Services**Stakeholder Distribution (Upon Agenda Publication)**

Denman Island Fire Rescue	✓
Hornby Island Fire Rescue	✓
Fanny Bay Fire Volunteer Fire Department	✓

Background/Current Situation

Introduction

In consultation with the four CVRD fire chiefs, staff engaged the services of Behr Consulting to assist with the development of a single modern OG Manual that:

- Captures all the relevant CVRD bylaws, policies and procedures;
- Can be stored electronically and is updateable;
- Allows for the operational differences between the four CVRD fire departments, and
- Allows for individual departments to create operational guidelines specific to their department.

The consultant:

- Met with and interviewed key CVRD staff including each of the four CVRD Fire Chiefs.
- Reviewed and assessed each CVRD fire department's current operational guidelines and other relevant documentation.
- Developed a single, modern OG Manual that references current CVRD bylaws and policies as well as relevant legislation and regulations.

Operational guideline overview

The purpose of the operational guidelines is to provide for the safe and efficient operation of the CVRD Fire Departments, in conformance with all Federal, Provincial, and Local Government; Acts, Regulations and Bylaws, and to require firefighters to follow safe work practices for all designated job duties.

The Fire Chief of each CVRD Fire Department will ensure that each fire department member:

- is provided training on,
- has an understanding of, and
- adheres to, the operational guidelines.

The operational guidelines are an integral part of each Fire Department's training program.

The OG Manual (attached as Appendix A) is a living document that will evolve to reflect future changes in the fire service.

The OG Manual is divided into sections including:

- Bylaws
 - Provides copies of the relevant CVRD bylaws for each fire service.
- Policies and Procedures
 - Provides copies of relevant CVRD policies as they pertain to the fire service.
- Standard Operational Guidelines
 - Provides best practice guidelines of a general nature and that apply to all CVRD Fire Departments.
- Local Operational Guidelines
 - Provides best practice guidelines that are specific to individual CVRD Fire Departments.
- Supporting Documents
 - Provides templates and processes for future amendments.

Although the CVRD fire departments are currently using the operational guidelines as contained within the OG Manual, Board approval provides that the CVRD, as the authority having jurisdiction, has taken all reasonable steps to ensure the fire service is delivered in a safe and efficient manner.

Policy Analysis

The “Comox Valley Regional District Fire Services Administration Bylaw No. 280, 2013” includes the following definition:

“Regional District Operational Guidelines” means operational guidelines developed by the regional district in consultation with the fire departments and applicable to all fire departments under the auspices of the regional district with such guidelines to include matters relating to human rights, liability and other matters consistent with regional district practices;

The OG Manual is consistent with this policy.

Options

Staff have identified two options available for consideration:

- 1) Endorse the Operational Guideline Manual as presented, or
- 2) Request further information.

This staff report provides information in support of option 1

Financial Factors

The costs to develop the OG Manual were shared equally between the four CVRD fire departments.

Legal Factors

The fire department’s training and adherence to the operational guidelines will facilitate a safe and efficient delivery of fire protection services, in conformance with all Federal, Provincial, and Local Government; Acts, Regulations and Bylaws.

Regional Growth Strategy Implications

Not relevant.

Intergovernmental Factors

Not relevant.

Interdepartmental Involvement

The Community Services Branch has collaborated with human resources and legislative services in the development of the OG Manual.

Citizen/Public Relations

As the CVRD fire departments currently utilize the operational guidelines contained within the new OG Manual, the citizens will not see a change in the operational delivery of the fire protection service.

Attachments: Appendix A – “Comox Valley Regional District-Operational Guideline Manual” can be found on this webpage <https://www.comoxvalleyrd.ca/services/fire/reports>