

2017

Working Together:
Effective Fire
Service
Administration for
Fire Chiefs and
Local Government
Chief
Administrative
Officers

LGMA Workshop

Board of Trustees
20 February 2017



Fire Chiefs' Association
of British Columbia



Local Government Management
Association of British Columbia



Office of the Fire Commissioner
of British Columbia

The Local Government Management Association of British Columbia, in partnership with the Fire Chiefs' Association of BC and Office of the Fire Commissioner is pleased to offer an educational program to address the pressing need for knowledge, skill development and administrative and financial leadership to effectively operate fire departments in BC.

A Fire Service Administration Educational Program on Vancouver Island

April 7 - 9, 2017
Victoria, BC
Harbour Towers Hotel & Suites

LGMA gratefully acknowledges the financial support of:

- Emergency Management BC
- Fire Services Liaison Group
- Municipal Finance Authority of BC



Emergency
Management BC



MFABC

Municipal Finance Authority of BC



Working Together: Effective Fire Service Administration for Fire Chiefs and Local Government Chief Administrative Officers

A fire service educational program on Vancouver Island



Program Overview

The program is aimed at communities operating predominately volunteer and smaller paid on call/composite fire departments. It will support municipal and regional district Chief Administrative Officers (CAOs) and Fire Chiefs to carry out their responsibilities in providing fire services to their community. It is anticipated that CAOs and partner Fire Chiefs will attend together. In addition, senior local government management who are responsible for working with their fire service(s) and deputy and assistant Fire Chiefs may also be interested in attending.

The focus of this interactive, practical training program is:

- to provide fire service and local government leaders with a clear understanding of their respective roles and responsibilities in the provision and administration of a local fire service;
- to provide CAOs an opportunity to learn about the administrative, management and operational aspects of their local fire service(s);
- to provide fire service leaders an opportunity to learn about the administrative and management requirements of their local governments;
- to encourage the development of fire service delivery models and service levels based on community needs and capacity; and
- to build a network of fire service leaders and local government CAOs which will serve to provide mutual support and networking on an ongoing basis. Participants will be provided with a take-away resource workbook for reference back in their community.

Registration Information

Register online

Cost: \$250 + GST includes meals only and resource binder

Registration deadline is March 28, 2017

Accommodation Information

Delegates are responsible for making their own hotel accommodations. LGMA has secured a room block of \$105 for Standard Room, \$120 King Bachelor Suite, and \$135 King Suite with residential view at Harbour Towers Hotel. To reserve your 'LGMA Fire Service Administration 2017' hotel rate call Harbour Towers reservations at 250.385.2405 or toll free 1.800.663.5896. Overnight parking for hotel guests and day parking is being offered at \$5 per day/night.

Cancellation Policy

Requests for refunds/cancellations will be accepted up to March 28, 2017 subject to a \$50.00 cancellation fee. No refunds after March 28, 2017. Program attendance is transferable. For more information contact LGMA at 250.383.7032 or email: office@lgma.ca



AGENDA

Working Together: Effective Fire Service Administration for Fire Chiefs and Local Government Chief Administrative Officers April 7 - 9, 2017

Program Faculty

Gord Anderson, Fire Commissioner, Office of the Fire Commissioner
 Steven Boorne, Barrister and Solicitor
 Paul Gipps, Chief Administrative Officer, Fraser Valley Regional District
 Laurie Hurst, Chief Administrative Officer, Town of Esquimalt
 Chris Jancowski, Fire Chief, Esquimalt Fire Rescue
 Don Jolley, 1st Vice President, Fire Chiefs' Association of BC, & Fire Chief, Pitt Meadows Fire Rescue Service

FRIDAY, APRIL 7

7:00 – 9:30 PM **REGISTRATION, DELEGATE WELCOME, PROGRAM ORIENTATION AND RECEPTION – West Harbour Ballroom**

SATURDAY, APRIL 8

7:30 – 8:30 AM **BREAKFAST – West Harbour Ballroom**

8:30 – 9:30 AM **BC Fire Services Overview**

This module provides an overview of the legislative and governance framework and context for fire services in BC. Presenters will discuss where the authority to deliver fire services comes from, the role of the Fire Commissioner and the role of local government in fire service delivery.

9:30– 10:30 AM **Determining Community Needs, Service Levels and Service Structure**

This module introduces a proactive approach to determining community needs, service levels and service structure. Presenters will discuss the following:

- why it is important to determine your community's fire service needs
- how to assess the capacity of your community
- how to assess your community's risks/liabilities/service gaps
- governance arrangements options - decision making framework & process
- service arrangement options (local government department, contract)
- service delivery options (volunteer, paid on call, composite, career)
- how to establish service levels and arrangements through bylaws and policies

10:30 – 10:45 AM **REFRESHMENT BREAK**

10:45 AM – NOON **Determining Community Needs, Service Levels and Service Structure - Continued**

NOON – 1:00 PM **LUNCH**

1:00 – 2:30 PM **Roles, Responsibilities and Communications**

This module examines the accountabilities and reporting relationships to local government of the fire service. Presenters will discuss the following:

- roles & responsibilities of elected officials in fire services (provision decisions, service arrangements and service levels)
- accountabilities of the Fire Chief to the local government;
- roles & responsibilities of the CAO & staff to the fire service
- appointing the Fire Chief
- role of the Local Assistant to the Fire Commissioner
- role of Fire Chief within local government administration and management team
- local government reporting structures – single employee (CAO) role
- public accountabilities (council/board financial reporting, elector approvals)
- building a constructive Fire Service-CAO relationship
- Fire Chief – local government communications

2:30 – 2:45 PM **REFRESHMENT BREAK**

2:45 – 4:15 PM **Core Fire Service Administration and Management Functions**

This module provides an overview of the core administrative and management service functions of a local fire service. Presenters will discuss the following:

- policy connection between local government policy and fire services
- general administration (includes records and reporting, Freedom of Information, operating guidelines and policies)
- financial planning, 5 year financial plans, capital budgets and operating budgets
- human resources
- risk management
- interdepartmental coordination

4:15 – 6:00 PM **FREE TIME**

6:00 – 6:30 PM **NO HOST NETWORKING OPPORTUNITY**

6:30 – 8:30 PM **DELEGATE WORKING DINNER AND KEYNOTE ADDRESS**

SUNDAY, APRIL 9

7:30 – 8:30 AM

BREAKFAST

8:30 – 9:30 AM

Core Fire Service Administration and Management Functions - Continued

9:30 – 9:45 AM

REFRESHMENT BREAK

9:45 – Noon

Not Just Another Local Government Department

This module examines what makes a fire service different from other local government services. What are the special characteristics of a fire service that require special consideration by local government CAO's and elected officials. Presenters will discuss the following:

- scope and scale of service arrangements and agreements
- fire department human resources
- volunteer recruitment, orientation, leadership, culture
- training & certification
- connection/link training levels with service levels
- BC Fire Service Minimum Standards: Structure Firefighters – Competency and Training Playbook (the "Playbook")

Noon

Adjourn