

2015

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



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 (LGMA), in partnership with the Fire Chiefs' Association of BC and Office of the Fire Commissioner is pleased to offer a pilot 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

September 11-13, 2015
Parksville, BC
Quality Resort Bayside

LGMA gratefully acknowledges the financial support of:

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



Emergency
Management BC



MFABC
Municipal Finance Authority of BC



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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. Further regional programs are being planned across the province for 2016 and 2017.

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 at: <http://www.civicinfo.bc.ca/event/2015/EffectiveService.asp>

Cost: \$250 + GST includes meals only

Registration deadline is September 2, 2015

Accommodation Information

Delegates are responsible for making their own hotel accommodations. LGMA has secured a room block for \$99+GST at the [Quality Resort Bayside](#). Call 250.248.8333 to reserve your 'LGMA Fire Service Administration' hotel rate.

Cancellation Policy

Requests for refunds/cancellations will be accepted up to September 2, 2015 subject to a \$50.00 cancellation fee. No refunds after September 2, 2015. 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 September 11-13, 2015

Program Faculty

Gord Anderson, Fire Commissioner of BC
 Steven Boorne, Barrister and Solicitor
 Brian Carruthers, Chief Administrative Officer, Cowichan Valley Regional District
 Chris Jancowski, Deputy Fire Chief, Port Alberni Fire Department
 Don Jolley, 1st Vice President, Fire Chiefs' Association of BC, & Fire Chief, District of Pitt Meadows Fire Rescue Service
 Tim Pley, President, Fire Chiefs' Association of BC, & Fire Chief, Port Alberni Fire Department
 Daniel Sailland, Chief Administrative Officer, Town of Qualicum Beach
 Ken Watson, City Manager, City of Port Alberni

FRIDAY, SEPTEMBER 11

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

SATURDAY, SEPTEMBER 12

7:30 – 8:30 AM **BREAKFAST**

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 (volunteer/paid on call) to the local government;
- roles & responsibilities of the CAO & staff to the fire service(s)
- appointing the Fire Chief (process and job description)
- role of the Local Assistant to the Fire Commissioner
- role of Fire Chief (volunteer/paid on call) within or with local government administration and management team
- local government reporting structures – single employee (CAO) rule
- 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 and collective agreements
- 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 SPEAKERS

SUNDAY, SEPTEMBER 13

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 – 11:30 AM

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
 - mutual aid and extra-territorial agreements/arrangements (First Nations, federal, provincial)
 - automatic aid
 - fire service protection agreements
 - fire inspections/investigation and reporting
 - pre-hospital care first response
 - technical rescue and hazmat
- Human resources
 - recruitment
 - retention, management
 - training
 - succession planning
 - leadership
 - appointment or election of chief
 - response capabilities of volunteers (firefighters and others)
 - balance of new, medium experience and experienced fire fighters
 - junior firefighter programs (public relations)
 - employee assistance programs
- training & certification
- connection/link training levels with service levels
 - BC Fire Service Minimum Standards: Structure Firefighters – Competency and Training Playbook (the “Playbook”)

11:30 AM – Noon

Nuts & Bolts Discussion

Participants will have an opportunity to ask questions of the presenters on any fire service related topic.

Noon

Adjourn