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**TO:** Electoral Area Services Committee      **MEETING:** January 8, 2019  
**FROM:** Doug Gardiner  
Fire Service Coordinator      **FILE:** 7200 01 OG  
**SUBJECT:** Fire Department Operational Guidelines Update

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## **RECOMMENDATION**

That the Fire Department Operational Guidelines Update be received for information

## **SUMMARY**

In April 2016, a Fire Services Review was conducted for the Regional District of Nanaimo (RDN). One of the recommendations from the review was that each Fire Department has a complete set of Operational Guidelines (OGs), and that the RDN, in cooperation with the fire departments, develop a uniform set of region-wide OGs for use by each department to reduce the workload involved and ensure consistency. The project to create a standardized set of Operational Guidelines for the six Fire Departments where the RDN is the authority having Jurisdiction (AHJ), began early in 2018 and was completed in September 2018 with final copies being distributed in early November. Standardized OGs were created in consultation with the six Fire Chiefs to incorporate services provided by each department. As not all departments offer the same services such as Swift Water Rescue, the Fire Chiefs are in the process of determining which of the OGs are applicable to their department and will then review each applicable OG with their members.

## **BACKGROUND**

Operational Guidelines are required by WorkSafe B.C. and need to be in place for any action that is not considered to be a common practice that a lay person would perform in their everyday life. As OGs are operational in nature, the Fire Chiefs are responsible for having current OGs in place that are applicable to the operational needs of the department. OGs need to be accessible, reviewed and understood by all fire department members on a regular basis. With consultation from the regional Fire Chiefs and the RDN Fire Services Coordinator, the consultant developed an online platform utilizing Google drive to store the standardized set of OGs and make them accessible to Fire Chiefs and Officers. Tim Pley and Associates was the firm selected by the RDN to complete the development of the set of OGs.

The consultant met with the fire departments on April 18, 2018 to give a general overview of the project and have input from the fire departments on what they would like to see in the finished product. Between April and June, the consultant held two progress meetings with the six RDN Fire Chiefs, at each of these meetings the OGs that were completed to date were reviewed by the Chiefs with the consultant. The completed project is a bank of OGs that each Fire Chief can utilize for their department's specific functions.

Following the fire season on September 17, 2018, the final meeting was held with the Fire Chiefs to review the completed Operational Guidelines. Each of the Fire Chiefs was sent a copy of the final OG bank and provided access to the online platform for easy retrieval. In the future, a OG committee will review any amendments, deletions or additions to the bank of OGs.

## **ALTERNATIVES**

1. That the Fire Department Operational Guidelines Update be received for information.
2. That alternative direction be provided.

## **FINANCIAL IMPLICATIONS**

The consultant costs for the completion of the project were \$34,000. There are no further financial implications for this project.

## **STRATEGIC PLAN IMPLICATIONS**

Focus On Service And Organizational Excellence - We View Our Emergency Services As Core Elements Of Community Safety



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December 15, 2018

Reviewed by:

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