



Bulletin from the Office of the Fire Commissioner

The Office of the Fire Commissioner's response to the
Coroner's Judgement of Inquiry recommendations regarding
the death of Fire Fighter Chad Schapansky

May 2008



Bulletin from the Office of the Fire Commissioner

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1. Purpose

On April 18, 2006, the Chief Coroner for the Province of British Columbia sent the Fire Commissioner for the Province of British Columbia a request to consider three recommendations which resulted from a Coroner's Judgement of Inquiry into the Line of Duty Death of Chad Schapansky, a volunteer fire fighter with Clearwater Fire Department.

This report documents the proposals created by the Office of the Fire Commissioner in response to the Coroner's request. The proposals are designed to enhance volunteer fire fighter safety by addressing issues that were considered directly causal to the death of the above named volunteer fire fighter.

2. Background

The recommendations included in the Judgement of Inquiry were:

Recommendation One

"The Office of the Fire Commissioner in conjunction with the Justice Institute of British Columbia develop and establish clear minimum training standards for volunteer fire fighters in British Columbia"

Recommendation Two

"The Office of the Fire Commissioner together with the employer of volunteer fire departments in British Columbia (Districts, Municipalities and Regional Districts, etc) initiate and maintain a regular inspection and audit process to ensure volunteer fire departments and fire fighters meet provincially recognized standards for equipment, training and operational policy"

Recommendation Three

"The Office of the Fire Commissioner provide a copy of this *Judgement of Inquiry* to all volunteer fire departments in British Columbia"

2. **Background (cont.)**

With respect to Recommendation 1, referring to training standards, the role of the Fire Commissioner is outlined in the *Fire Services Act*.

Excerpts from the *Fire Services Act*

Part 1 – Investigation, Prevention and Suppression of Fires

Section 1 – Definitions

“advisory board” means the Fire Services Advisory Board continued under section 4; (see below)

“fire services personnel” means persons regularly employed by a municipal fire department, appointed as auxiliary members of a fire department, or acting voluntarily as fire fighters;

Section 3 – Duties of Fire Commissioner

- (3) The fire commissioner must, for fire suppression, do the following:
 - (b) establish in consultation with the advisory board and subject to the minister’s approval, minimum standards for selection and training of fire services personnel;

Section 4 – Fire Services Advisory Board

- (1) The Fire Services Advisory Board is continued consisting of the fire commissioner as chair and other members appointed by the Lieutenant Governor in Council.
- (2) The members of the advisory board hold office for the term determined by the Lieutenant Governor in Council.

The last time the Fire Commissioner changed the “minimum standards for selection and training of fire services personnel” was effective January 1, 2003. The change was implemented by way of a Minister’s Order No. 368 dated December 2002. The Order read as follows:

“Further to the authority granted by Section 3(3)(b) of the *Fire Services Act*, the training standards for fire service personnel in British Columbia are those published by the National Fire Protection Association (NFPA), effective January 1, 2003. Previous editions of the British Columbia fire service training standards are hereby rescinded.”

2. **Background (cont.)**

Also, with reference to Recommendation 1, the identification of the Justice Institute of British Columbia was a result of Order in Council No. 1023, dated April, 1978.

Excerpt from the Order in Council (No. 1023 dated April 1978)

“Pursuant to the Colleges and Provincial Institutions Act and upon the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Justice Institute of British Columbia is designated as a Provincial Institute.”

The Justice Institute of British Columbia, being a Provincial Institute, shall perform the following functions(s):

- (b) identify the educational and specific training needs for all components of the British Columbia Justice System, including fire services;
- (c) develop a co-operative system of co-ordination between its own programmes and those other institutes, colleges, universities, public schools and community-based organizations;

The training standards for fire service personnel published by the National Fire Protection Association are defined in NFPA 1001 – *Standard for Fire Fighter Professional Qualifications*.

NFPA 1001 identifies the minimum job performance requirements for career and volunteer fire fighters whose duties are primarily structural in nature.

Recommendation 2 (Inspection and Audit requirements) has no similar legislation or documentation to reference that provides a comprehensive guide for conducting regular inspections and audits for volunteer fire departments in British Columbia. A number of independent agencies, such as WorkSafeBC, Commercial Vehicle Safety and Enforcement, and others have their own inspection and audit requirements.

Recommendation 3 was addressed on May 30, 2006 when copies of the Judgement of Inquiry were distributed to all volunteer fire departments in British Columbia by mail, to the addresses known to the Office of the Fire Commissioner on that date.

3. Actions taken by Fire Commissioner

Upon receipt of the letter from the Chief Coroner, the initial action taken by the Fire Commissioner was to ensure that a complete review of the current provincial legislation and legislative implications was undertaken.

The information outlined in Section 2 – Background, of this Bulletin, identifies the findings of this review.

The next action taken by the Fire Commissioner was to ensure the response to the Chief Coroner's request served the best interests of the province as a whole. A Leadership Group was invited to assist in the process. This Group was created by contacting individuals representing the key interests and stakeholders impacted by the Inquiry and inviting them to review the recommendations. The Group included representatives of the following fire services partners:

- Fire Chiefs' Association of British Columbia
- Volunteer Fire Fighter's Association of British Columbia
- British Columbia Fire Training Officer's Association
- WorkSafeBC
- Justice Institute of British Columbia, Fire & Safety Division
- Union of British Columbia Municipalities
- Office of the Fire Commissioner

The initial meetings of the Leadership Group determined the following:

1. Terms of Reference be created for the Leadership Group (Attached as Appendix C).
2. That the Leadership Group be divided into two Working Groups, each tasked with the responsibility of reviewing one of the two outstanding recommendations and developing strategies for the Office of the Fire Commissioner to take forward.

The Training Working Group and the Audit Working Group were the result of this decision.

4. Leadership Group Discussion

A. The Training Working Group

The Training Working Group (hereafter referred to as the “Group”) made a number of assumptions during their deliberations including the following:

- a. The Justice Institute of British Columbia *Fire and Safety Division* would not be the only source of volunteer fire fighter training considered by the Group.
- b. The Training Standard determined by the Fire Commissioner and effective January 1, 2003 was the only training standard for the province and was therefore the basis for any discussion by the Group.
- c. All strategies determined by the Group would apply to all volunteer fire fighters whether they were classified as auxiliary, paid-on-call, volunteer or members of a volunteer fire brigade.
- d. All training recognized as meeting the minimum training standards should be recognized by other training providers as pre-qualifications for the next level or more specialized advanced training.
- e. The Province of British Columbia has no mechanism with which to fund the training of fire fighters.

The Group also agreed on a number of key guiding principles:

- a. The curriculum of any training must meet the minimum standards needed to meet the authority having jurisdiction’s pre-determined level of service.
- b. The Fire Commissioner’s proposal(s) must address the needs of departments where the accessibility and affordability of training are primary issues.
- c. Any strategy must address the issue of “live fire training” and how all volunteer fire departments can have access to this training.
- d. While the training of volunteer fire fighters involves a number of levels of qualification, a variety of specialized training and operational and administration duties, the focus of the Group would be the basic fire fighter training requirements.

A. The Training Working Group (cont.)

The Group agreed that the following strategies be implemented:

- i. That the Fire Services Advisory Board, or a similar body, be created by the Fire Commissioner to coordinate and resolve issues relating to fire fighter training in the Province of British Columbia.
- ii. That all authorities having jurisdiction, which have determined by bylaw or resolution to establish and operate a fire department, (a department that includes volunteer fire fighters), be advised of the minimum training standards for fire fighters in British Columbia providing the services outlined in the bylaw or resolution of the fire department's governing body.
- iii. That these same authorities having jurisdiction ensure their fire fighters train to the provincial training standards and that they are provided with a clear interpretation of what the minimum training standards are.
- iv. That a Guide be created for the authorities having jurisdiction that explains:
 - a. the minimum training standards
 - b. the obligations implied by these standards for authorities having jurisdiction with volunteer fire fighters
 - c. definitions of terminology such as standards, curriculum, competency, certification, etc
 - d. how recognized training including "live fire training" can be accessed
 - e. how a volunteer fire fighter training program can be sustained.
- v. That the following volunteer fire fighter training providers be positioned as meeting the needs of most volunteer fire departments with respect to basic fire fighter training:
 - The Justice Institute of British Columbia
 - Selkirk College
 - The College of the Rockies
 - The Vancouver Island Emergency Response Academy
 - Volunteer Fire Fighter's Association of BC

B. Audit Working Group

a. WorkSafeBC role

The inclusion of a representative from WorkSafeBC in the Audit Working Group was considered critical for a number of reasons:

- i. The Workers' Compensation Board of British Columbia (WorkSafeBC) Investigations Division completed an accident investigation report on the Clearwater incident. The Leadership Group agreed that any recommendations from the Fire Commissioner must include proposed solutions to the findings in this report as well as addressing the issues outlined in the Judgement of Inquiry.
- ii. The Leadership Group agreed that any recommendations that were made by the Fire Commissioner must include a strong link to OHS Regulation Part 31 – Fire fighting.
- iii. The ongoing safety of fire fighters can only be achieved if all decision makers both within the fire service and the authority having jurisdiction know what their responsibilities are with respect to this issue. The Leadership Group felt that their efforts would be enhanced by having the primary agency responsible for worker safety in the Province of British Columbia sitting at the table assisting in developing meaningful and appropriate actions for volunteer fire departments to take in order to be compliant with provincially recognized standards for fire fighter safety.

b. Research & Considerations

The Audit Working Group (hereafter referred to as the AW Group) assessed the recommendation of the Judgement of Inquiry from a number of different aspects:

- i. The AW Group felt that any recommendations made by the Fire Commissioner must be presented to the “employers of the volunteer fire departments” in a format that will ensure their understanding of their responsibilities with respect to the operation of their volunteer fire department.
- ii. It was felt that the reference to meeting provincially recognized standards for training would be adequately covered by the Training Working Group.

b. Research & Considerations (cont.)

- iii. Research was done across Canada and the United States to determine if there was an existing format that could be adopted in whole, or in part to meet the objective of the AW Group. The document which was deemed to best serve this purpose was a Strategic Planning Audit document created and used by the Cowichan Valley Regional District (“CVRD”).

Note: The CVRD provided a copy for the AW Group to review and the CVRD also provided approval for the use of the content in whole or in part.

- iv. Discussion took place regarding who would carry out the regular inspection and audit. It was evident to the AW Group that the resources of both the Office of the Fire Commissioner and WorkSafeBC would not allow either of these organizations to commit to such an undertaking.
- v. Discussion took place with respect to what “provincially recognized standards for equipment” were. It was agreed that NFPA, the Canadian Standards Association (CSA) and the Underwriters’ Laboratories of Canada (ULC) provided guidance in this regard.
- vi. It was agreed that the results of the AW Group’s discussions should not have such an impact that they would cause the demise of volunteer fire departments in rural British Columbia. The objective was to assist all volunteer fire chiefs with their risk-related decisions and to ensure that the “employers of the volunteer fire department members” are aware of their risk management responsibilities.

c. Audit Content

It was agreed by the AW Group that any audit document must be designed to be completed by the employer of the volunteer fire department **and** the fire chief.

It was determined that the audit document should include references to equipment that required regular inspection.

The AW Group decided to break the audit into two distinct sections. One section would focus on the governance and administration of the volunteer fire department, the other would deal with health and safety issues.

d. Proposals/Decisions

The AW Group provided a number of consensus-based decisions and suggestions. These are itemized as follows but are not listed in order of priority or importance:

- i. It was agreed that the term “volunteer fire department” means any fire department where there are volunteer, paid-on-call or auxiliary fire fighters.
- ii. It was agreed that the reference to “the employer of volunteer fire departments” meant any authority having jurisdiction as referenced throughout this document. It was understood that this included local government in any form (e.g. City, Town, Village, Regional District, Municipality, Resorts, Improvement District etc.) and registered societies created for the purpose of providing structural fire fighting services to a designated area herein described as a “fire protection area”.
- iii. It was agreed that the audit document be subject to regular review ensuring its content is current and that it continues to reflect provincially recognized standards. It was proposed that responsibility to coordinate this task lie with the Office of the Fire Commissioner.
- iv. It was agreed that the proposed audit document be completed on an annual basis and that responsibility for completion belonged to any authority having jurisdiction for a volunteer fire department.
- v. In order to ensure consistency in completion of the audit document, consideration was given to the establishment of an advisory board which would be available to counsel and guide authorities having jurisdiction with respect to the interpretation, or reference, of the content of the audit document. It was also discussed that this support resource could assist in recommendations on how identified deficiencies might be corrected.
- vi. It was proposed that the audit document be tested by a minimum of ten, and a maximum of twenty employers of volunteer fire departments, before final circulation to the broader group of employers of volunteer fire departments be undertaken. The distribution would be designed to include all types of volunteer fire departments. (i.e. volunteer, composite, large, small, geographic diversity, etc.) The purpose would be to seek input for further suggested amendments to the audit document before completing the wider initial distribution to all employers

5. Decisions of Fire Commissioner

1. The deliberations that have taken place during the numerous in-person meetings and conference calls have confirmed that the proposed outcomes are the responsibility of the Fire Commissioner to manage.
2. The input received during the deliberations referred to above, reflects the best interests of the Volunteer Fire Service in British Columbia as a whole. This was achieved through the dedication and commitment of participants in the Working Groups, and is truly valued and appreciated by the Fire Commissioner.
3. It is the opinion of the Fire Commissioner that the actions outlined below must be achievable and meaningful for every employer of a volunteer fire department, and must be supported fully to ensure that the tragic events of March 29, 2004 in Clearwater, B.C. have influenced the manner in which volunteer fire fighters are trained and deployed in the future.
4. The Fire Commissioner will take the following action:
 - The Fire Commissioner will distribute the finalized Bulletin outlining the Fire Commissioner's response to the recommendations contained in the Judgement of Inquiry into the death of Chad Schapansky, including the audit document, no later than May 23, 2008.

The Bulletin will provide:

- (a) all volunteer fire departments with details as to where they can obtain basic fire fighter training that meets the Provincial Training Standard in an accessible and affordable manner.
- (b) all employers of volunteer fire departments with a basic checklist of key organizational and health and safety requirements they must have in place.

This is to ensure that the activities of their volunteer fire departments meet provincial standards and address key risk management issues effectively.

The Bulletin will be distributed to all employers of volunteer fire departments in British Columbia and to the fire chiefs of all volunteer fire fighters in the province.

The Bulletin will also be distributed to all career fire departments and their employers on an "information only" basis.

5. Decisions of Fire Commissioner (cont.)

Note: The concept of distributing the audit document to a select number of employers for completion on a test basis, to ensure the integrity and completeness of the content, was abandoned due to delays in finalizing the document and the need to share this important information with all employers as soon as possible. In place of this action, a random sampling of employers will be requested to provide feedback on the 2008 audit document to ensure that it meets the primary objective of Recommendation 2.

6. Conclusion Summary

1. Communications Plan

The Office of the Fire Commissioner will communicate details of the actions being taken to all organizations and associations representing the key stakeholder groups impacted by the decisions outlined in this Bulletin.

The contact list will include, but may not be limited to, the following:

- a. Union of British Columbia Municipalities
- b. Fire Services Liaison Group
- c. Volunteer Fire Fighters Association of British Columbia
- d. Fire Chiefs Association of British Columbia
- e. British Columbia Fire Training Officers Association
- f. The Justice Institute of British Columbia Fire & Safety Division
- g. WorkSafeBC

2. Implementation Support Plan

The Office of the Fire Commissioner will assume responsibility, initially, for the provision of support services to the employers and to the volunteer fire departments through their Fire Service Advisors representing the five core regions of British Columbia.

The names and contact information for these key contacts is outlined in Appendix F.

6. Conclusion Summary (cont.)

3. Sustainability & Long Term Objectives

The Office of the Fire Commissioner, in consultation with the Fire Services Liaison Group will ensure that the details provided as outcomes of this project are sustained and maintained in a manner consistent with the British Columbia Fire Service Model Development Project.

The key objectives of the Fire Commissioner are:

- a. Eliminate all fire fighter deaths related to avoidable accidents and circumstances.
- b. Provide all fire fighters access to affordable basic fire fighter training.
- c. Provide awareness information to all elected officials of authorities having jurisdiction for fire departments with respect to support and resources that are required to uphold the commitments made to their respective fire protection district taxpayers, and their fire department personnel outlined in their *"Bylaw for Establishing and Operation of a Fire Department"*.

Note: No time lines can be determined for these actions as they would be subject to the concurrent activities of the Fire Services Liaison Group.

Appendix A

Copy of BC Coroner's Service Judgement of Inquiry
(If required, please contact the Office of the Fire Commissioner)

Appendix B

Leadership Group Members

<u>Name</u>	<u>Organization</u>	<u>Working Group</u>
Stephen Gamble	FCABC	Audit
Glen Maddess	JIBC	Training
Rory Thompson	JIBC	Training
Ken Vance	UBCM	Audit
Susan Gimse	UBCM	Audit
Bruce Dundas	BCFTOA	Training
Daniel Derby	FCABC/Regional Districts	Audit
Rick Starke	VFFABC	Training
Don MacFadgen	WorkSafeBC	Audit
Tom Brach	Office of the Fire Commissioner	Training
Michel Grandbois	Office of the Fire Commissioner	Audit
Rob Owens	Office of the Fire Commissioner	Audit
Richard Simpson	Office of the Fire Commissioner	Audit
Dave Ferguson	Office of the Fire Commissioner	Training

Appendix C

Terms of Reference - Judgement of Inquiry Leadership Group

- A Leadership Group has been formed to address the Recommendations of the Judgement of Inquiry (JOI) into the death of Chad Schapansky.
- The Leadership Group is comprised of representatives from the British Columbia Fire Service that have provincial responsibilities for fire fighter training, equipment and operational policy, or the inspection and audit of fire departments.
- The Leadership Group is comprised of representatives of the Office of the Fire Commissioner, Fire Chiefs' Association of BC, BC Fire Training Officer's Association, Volunteer Fire Fighter's Association of BC, WorksafeBC, Justice Institute of British Columbia and the Union of British Columbia Municipalities. Representation by other stakeholders may be considered upon approval by the Fire Commissioner. The Fire Commissioner or his designate will chair the meetings of the Leadership Group.
- The Leadership Group is tasked with providing government, through the Fire Commissioner, with recommendations in order to address Recommendations #1 and #2 of the JOI.
- The Leadership Group will direct the formation of two working groups. Working Group #1 will address JOI Recommendation #1 (Training - Standards, Access and Delivery); Working Group #2 will address JOI Recommendation #2 (Inspection and Audit).
- To facilitate timely completion of the project, members of the Leadership Group will also be a member of one Working Group.
- Membership in the Working Groups:

Working Group #1 – Standards, Access and Delivery	Working Group #2 – Inspection and Audit
Justice Institute of British Columbia BC Fire Training Officer's Association Fire Chiefs' Association of BC Volunteer Fire Fighter's Association of BC Office of the Fire Commissioner	WorksafeBC UBCM Fire Chiefs' Association of B.C. Volunteer Fire Fighter's Association of BC Office of the Fire Commissioner

- Working Groups will be chaired by a designate of the Fire Commissioner.
- Working Groups may request the involvement of other interested or affected stakeholders in order to complete their review and development of specific recommendations. Involvement of other stakeholders will be by consensus of the Working Group.
- The Office of the Fire Commissioner is responsible for administration of, and support to, the Leadership Group and the Working Groups.
- The Office of the Fire Commissioner is responsible to ensure that all participants and affected stakeholders are kept apprised of the progress of the project.
- Meetings of the Leadership and Working Groups will be as and when needed, with the approval of the Fire Commissioner.
- The Leadership Group is responsible for consideration of the recommendations of the Working Groups, and development of the Final Report.
- The Final Report, submitted to the Fire Commissioner, is due on or before June 30, 2007.

Appendix D

BASIC Fire Fighter Training Options

Option 1 Basic Fire Fighting Certificate Program

Justice Institute of British Columbia
Fire & Life Safety Division

Website:

<http://www.jibc.bc.ca/fire/programs/certificate/fireFighter/basicFireFighter/courses.htm>

Key Contact: Larry Watkinson,
Program Coordinator, Fire Fighter Programs
Phone: 604 462-1000 ext. 226
E-mail: lwatkinson@jibc.ca

Option 2 Selkirk College Volunteer Fire Fighter Training Program

Selkirk College Silver King Campus
2001 Silver King Road
Nelson, B.C. V1L 1C8
Telephone: 1 866 301-6601 / 250 352-6601

Key Contact: Marvin Work
Phone: 250 359-7142
E-Mail: work@shaw.ca

Option 3 Basic Fire Fighting Certificate Program Train the Trainer Program

Volunteer Fire Fighter's Association of British Columbia
Fire Chiefs' Association of British Columbia
British Columbia Fire Training Officer's Association

Key Contact: Rory Thompson,
Program Coordinator, Fire Fighter Programs
Phone: 604 528-5920
E-mail: rdthompson@jibc.ca

Option 4 NFPA 1001 Firefighter I and II Challenge Program

College of the Rockies
Cranbrook Campus
2700 College Way
Box 8500
Cranbrook, B.C. V1C 5L7
Telephone: 1 877 489-2687 / 250 489-2751 ext. 8216
E-mail: fire@cotr.bc.ca
Website: www.cotr.bc.ca/fire

Key Contact: Ron McRae
Dean of Instruction & Development
Phone: 250 489-2751 ext. 3286
E-mail: McRae@cotr.bc.ca

Option 5 Basic Fire Fighting Certificate Program (Under Development)

Vancouver Island Emergency Response Academy
575 Fitzwilliam Street,
Nanaimo, B.C. V9R 3B2
Telephone: 250 755-4551
E-mail: viera@nanaimo.ca
Website:

http://www.nanaimo.ca/residents/index_inside.asp?id=1852&collection=

Key Contact: Craig Richardson
Deputy Chief, Nanaimo Fire Rescue
Telephone: 250 755-4551
E-mail: craig.richardson@nanaimo.ca

Option 6 Volunteer Fire Fighters Association of British Columbia

Medteq Solutions
87 Law Drive
Guelph, ON N1E 7J7
Telephone: 519 836-5401
E-mail: nelson@targetsafety.com
Website: <http://www.medteqsolutions.ca>

Key Contact: Les Schumacher
President, VFFABC
Telephone: 250 955-0718
E-Mail: les@lakecable.ca



OFFICE OF THE FIRE COMMISSIONER

FIRE DEPARTMENT INSPECTION AND AUDIT CHECKLIST

Revised August 2010

BACKGROUND:

This document was originally created by the Office of the Fire Commissioner in response to a Coroner’s Judgement of Inquiry recommendation regarding the line of duty death of a firefighter in 2004. It was recommended that:

“The Office of the Fire Commissioner together with the employer of volunteer fire departments in British Columbia (Districts, Municipalities and Regional Districts, etc) initiate and maintain a regular inspection and audit process to ensure volunteer fire departments and firefighters meet provincially recognized standards for equipment, training and operational policy.”

On recommendations from the fire service province-wide, the Office of the Fire Commissioner has revised the inspection and audit document, and recommends that ALL fire departments within British Columbia use this document as part of a regular inspection and audit process.

Part B of the checklist is almost entirely concerned with Occupational Health & Safety issues that are mandatory requirements of WorkSafeBC. All questions in Part B of the checklist have been reviewed by WorkSafeBC to ensure that they reflect compliance with WorkSafeBC regulations.

INSTRUCTIONS:

It is recommended that the governing body of the fire department be engaged in the completion of the checklist to ensure they are fully aware of what it takes to make their fire department compliant with regulations and other aspects of governance. It is also recommended that the Checklist be considered as a minimum and that it be expanded on a customized basis to suit the needs of the fire protection districts being served.

This inspection and audit checklist should be completed by a senior fire department officer. Upon completion, the results of the audit should be communicated clearly to the governing body of the fire department. It is recommended that for each item on the audit checklist that has been marked “non-compliant”, “compliance pending” or “no,” the governing body adopt a remedy that includes an action plan and a fixed date for that remedy.

It is anticipated that budget planning, operational guideline or policy development and level of service issues will form part of the remedies. The actions of the fire department may, as a result, be limited to levels that are commensurate with the level of training, staffing or equipment available.

The Checklist should be reviewed regularly for completeness as regulations and/or services change.

DEFINITIONS:

Governing Body: The municipality, regional district, improvement district, registered society or other organization responsible for the funding of the fire department.

Non-compliant: Fire department does not meet the criterion.

Compliance Pending: Fire department does not meet the criterion. This shortfall has been recognized and there is a target date identified at which time the situation will be rectified.

Fully Compliant: Fire department meets the criterion.

N/A: The criterion is not applicable to the fire department being audited.

INSPECTION and AUDIT INFORMATION:

Name(s) and rank(s) of Officer(s) Completing Inspection and Audit:

Date: _____

Implementation Support Contacts/Resources:

FCABC website www.fcabc.bc.ca

WorkSafeBC Safety at Work Section <http://www2.worksafebc.com/Safety/Home.asp>

WorkSafeBC Part 31: Firefighting Regulations

<http://www2.worksafebc.com/Publications/OHSRegulation/Part31.asp>

Part A – FIRE DEPARTMENT ORGANIZATION

GOVERNANCE AND AUTHORITY

	Non-compliant	Compliance Pending	Fully Compliant	N/A
1) Does the governing body have a fire department establishment bylaw?	NO		YES	
2) Is that bylaw current, and does it reflect all services being provided by the fire department?				
3) Are the fire protection district boundaries clearly defined?				
4) Are the different service boundaries defined? Note: This applies where services are contracted to First Nation lands; Regional District specified areas, Industrial sites, etc. It is not intended to refer to areas served under Mutual Aid agreements.				
5) Does the governing body have a contract fire protection area?	NO		YES	
(a) The documents are current.				
(b) The documents are specific to the service provided.				
(c) Contract area maps are in place.				
6) There are <u>written</u> agreement(s) with:				
(a) The Ministry of Forests and Range				
⇒ Has it been duly authorized by your governing body?				
(b) Emergency Health Services regarding First Response				
⇒ Has it been duly authorized by your governing body?				
(c) Other fire service related agreement(s). List: e.g. Agreements for inspections, investigations, rescue services, etc.				
⇒ Has it (they) been duly authorized by your governing body?				
7) Are there written Mutual Aid agreements in place?	NO		YES	
If yes, are the following covered:				
⇒ chain of command				
⇒ common terminology				
⇒ inter-department training				
⇒ inter-departmental communications				
⇒ maps				
⇒ they are current				
⇒ they are outlined in your Operational Guidelines				
⇒ if yes, provide OG#				
⇒ they have been duly authorized by your governing body.				
8) If there are written Automatic Aid agreements in place, do they satisfy all of the points addressed in question 6 above.				

ADMINISTRATION

	Non-compliant	Compliance Pending	Fully Compliant	N/A
9) Are the following types of records available for inspection?				
(a) Apparatus maintenance, including inspection and repair. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(b) List of apparatus. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(c) Maintenance records including annual pump tests. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(d) Driver training records. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(e) Drivers abstract and license. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(f) Vehicle pre-trip inspection. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(g) Vehicle post trip inspection (back in service inspections and/or call logs acceptable). YES <input type="checkbox"/> NO <input type="checkbox"/>				
(h) Trip log. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(i) Weekly air brake checks. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(j) Vehicle weights. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(k) Overweight permits (if required). YES <input type="checkbox"/> NO <input type="checkbox"/>				
(l) Practice (training) attendance. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(m) Call (on shift) attendance. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(n) Equipment maintenance (including SCBA, turnout gear, ropes, gas testing equipment, PASS alarms). YES <input type="checkbox"/> NO <input type="checkbox"/>				
(o) Hose testing. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(p) Ladder testing. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(q) Fire prevention and inspections. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(r) Personnel including:				
⇒ work performance YES <input type="checkbox"/> NO <input type="checkbox"/>				
⇒ discipline YES <input type="checkbox"/> NO <input type="checkbox"/>				
⇒ WCB (work related incidents). YES <input type="checkbox"/> NO <input type="checkbox"/>				
(s) Public relations and education programs/activities. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(t) Training records, including new firefighter and officer training. YES <input type="checkbox"/> NO <input type="checkbox"/>				
(u) Map indicating water supplies. YES <input type="checkbox"/> NO <input type="checkbox"/>				

ADMINISTRATION - STAFFING

	Non-compliant	Compliance Pending	Fully Compliant	N/A
10) Are minimum standards and qualifications established for officers by the governing body? List the standards.				
11) Chief Officers are formally appointed by the governing body.		NO		YES
12) Are Department officers formally appointed by the Chief?		NO		YES
13) Is there a published and posted organization chart?		NO		YES
(a) This chart illustrates the relationship with governing and advisory bodies.				
(b) This chart shows the chain of command.				
14) There are written job profiles for all positions.				
15) There are posted rules and regulations.				
16) There is a clear, documented distinction between operational and social activities.				
17) There is a written policy regarding a designated duty crew during social events (re: alcohol consumption).				
18) Does a senior officer conduct a formal post-incident critique (aka lessons learned) for major incidents and all calls that resulted in injury or had a 'near miss' of injury?		NO		YES
The findings from injury or near miss incidents are documented and effectively communicated.				
19) Are there written hiring practices for new recruits?		NO		YES
They include the following:				
⇒ background checks (including criminal)				
⇒ drivers abstracts				
⇒ physical/medical assessment				
⇒ probation period with performance assessment				
⇒ the tasks permitted of probationary members clearly defined and explained to probationary members and firefighters.				
20) Do you have a junior fire fighting program?		NO		YES
21) Written policies have been developed providing restrictions of duties for junior firefighters and probationary members.				
22) Do you use at least the first step of your disciplinary system?		NO		YES
23) Has a Local Assistant to the Fire Commissioner been duly appointed?		NO		YES
24) Are fire safety inspections conducted by the Local Assistant to the Fire Commissioner?		NO		YES
(a) There is a defined schedule of inspections.				
(b) This schedule has been endorsed by your governing body.				

SCOPE OF OPERATIONS

	Non-compliant	Compliance Pending	Fully Compliant	N/A
25) Are the following areas covered by an operational guideline or other documentation (ex. governing body policy)? If so, list OG or policy #.				
(a) Apparatus – vehicle response safety.				
(b) Apparatus – warning devices.				
(c) Apparatus – operation and placement.				
(d) Chain of command.				
(e) Dangerous goods.				
(f) Disaster planning & response.				
(g) Dispatch procedures.				
(h) Electrical emergencies.				
(i) Emergency planning.				
(j) Emergency response to fire scene.				
(k) Entry into buildings (including rescue).				
(l) Managing and tracking firefighters at an emergency incident (accountability).				
(m) Exposure to blood borne pathogens and reporting system.				
(n) Firefighter training standard.				
(o) Fire suppression – vehicle.				
(p) Ground ladders.				
(q) Hazardous materials and substances.				
(r) Hose.				
(s) Hydrants.				
(t) Incident Command System.				
(u) Incident safety.				
(v) Medical examinations and health monitoring (i.e.: hearing test, lung function, etc.).				
(w) Health and safety provisions during salvage and overhaul, specifically:				
⇒ air quality				
⇒ physical condition of firefighters				
⇒ site structure stability.				
(x) Manage stress arising from an incident that is likely to cause adverse health effects to firefighters.				
(y) Personal protective clothing.				
(z) Rescue team (RIT).				
(aa) Respiratory protection program.				
(bb) Safety.				

SCOPE OF OPERATIONS – con't

	Non-compliant	Compliance Pending	Fully Compliant	N/A
(cc) Self-contained breathing apparatus.				
(dd) Special operations such as:				
⇒ hazardous materials				
⇒ confined space				
⇒ first responder				
⇒ auto extrication				
⇒ high angle				
⇒ trench or excavation				
⇒ swift water				
⇒ flat water				
⇒ ice rescue				
⇒ building collapse.				
(ee) Buildings seven stories up or higher.				
(ff) Fire fighting underground.				
(gg) Fire fighting over water.				
(hh) Traffic control at incidents.				
(ii) Use of alcohol and drugs.				
(jj) Vehicle air brake systems.				
(kk) Vehicle response safety.				
(ll) Operating vehicles in emergencies, including mandatory use of seat belts.				
(mm) Operating vehicles in non-emergency situations including mandatory use of seat belts.				
(nn) Personal accountability system.				
(oo) Rescue team of two firefighters on the scene after initial attack/SCBA/10 minutes.				
(pp) Effective voice communication with firefighters inside buildings.				
(qq) Water supplies.				
(rr) Wildland/urban interface.				
(ss) Work site safety.				
(tt) Investigation of accidents.				
(uu) Occupational Health and Safety Program.				
(vv) Supervision of workers.				

SCOPE OF OPERATIONS – con't

	Non-compliant	Compliance Pending	Fully Compliant	N/A
26) There are operational guidelines specific to your regulatory bylaw that define the extent of involvement of firefighters in the following types of incidents. If so, list OG #.				
<u>FIRE</u>				
⇒ Wildland				
⇒ Structure				
⇒ Multi-story				
⇒ Involving hazardous materials				
⇒ Offensive or defensive firefighting				
⇒ Response out of district				
⇒ Mutual aid.				
<u>MEDICAL</u>				
⇒ First responder level.				
<u>RESCUE</u>				
⇒ Auto				
⇒ Water				
⇒ High angle				
⇒ Confined space				
⇒ Hazardous materials.				
27) Are operational guidelines dated and signed by the current Fire Chief?	NO		YES	
28) There is a fire prevention committee or appointed responsible member.				
29) Are fire flows from hydrants calculated and included on maps?	NO		YES	
(a) Alternate water sources are formally identified on a map.				
(b) User agreements are in place.				
30) Pre-plans are developed				
They are used in training.				

TRAINING AND COMPETENCY

	Non-compliant	Compliance Pending	Fully Compliant	N/A
31) There are written policy statements on requirements and standards for firefighting training and certification that dictate what firefighters cannot do at the fire scene, i.e. defensive (exterior) or offensive (interior) firefighting. List standards for the following: Chief officers Company officers Firefighters Driver/Apparatus operators.				
32) Is there a training officer in place?	NO		YES	
(a) There are standards and qualifications established for the training officer.				
(b) A training schedule is posted.				
33) There is a written recruit training program in effect.				
34) Inter-agency training is conducted.				
(a) With Mutual Aid partner departments.				
(b) With Automatic Aid partner departments.				
(c) With Ministry of Forests & Range.				

Part B – HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY PROGRAM

A compliant Occupational Health and Safety Program is a requirement of WorkSafeBC

	Non-compliant	Compliance Pending	Fully Compliant	N/A
35) Is there a health and safety program for the fire department addressing the following items?				
(a) A policy 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 Occupational Health and Safety Regulation.				
(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.				
(e) Provision for the prompt investigation of incidents to determine the action(s) necessary to prevent their recurrence.				
(f) 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.				
(g) Provision by the employer for the instruction and supervision of workers in the safe performance of their work.				
(h) Operational Guideline and/or governing body policy for the training of new and young workers as required by WorkSafe BC.				

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONNAIRE FOR OFFICERS

This questionnaire section shall be completed separately by at least 25% of the officer group (minimum of 3, randomly selected).

The intent of this questionnaire is to gauge the level of awareness among department officers of the department occupational health and safety program. Responses for this section will be kept anonymous and answers summarized (i.e. 2 out of 3 officers indicated yes to...)

	NO	DON'T KNOW	YES
1) Do you participate in inspections of the fire hall and all equipment?			
2) Are inspections documented?			
3) Are workplace (fire halls and training sites) safety inspection conducted monthly?			
4) Are health and safety committee meetings held monthly?			
5) Are first aid records maintained and available for review?			
6) Are there informal workplace safety inspections?			
7) Have supervisors received safety and health training?			
8) Is there a formal process for reports or observations of unsafe acts or conditions?			
9) Has a hazard analysis been performed on the various job functions within your department?			
10) Is there an operational guideline or policy regarding harassment and discrimination?			
11) During a major incident are incident command system procedures established and does the Incident Commander assign a Safety Officer?			
12) Are Officers trained in the following incident command principles:			
a) Establishing and transferring of command.			
b) Single or unified command structure.			
c) Management by objectives.			
d) Consolidated incident action plans.			
e) Comprehensive resource management.			
f) Unity and chain of command.			
g) Manageable span of control.			
h) Modular organization.			
i) Personnel accountability.			
j) Integrated communications.			
13) Are there regular Officers' meetings and do they contain a component where occupational health and safety issues are discussed?			
14) Have you participated at an Officers' meeting where health and safety issues are discussed?			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONNAIRE FOR OFFICERS – con't

	NO	DON'T KNOW	YES
15) Do Officers' meetings adequately address health and safety matters, such as:			
a) Injuries.			
b) Prevention strategies.			
16) Are you aware of what accidents to report to the WCB?			
17) Is there an accident investigation for each incident that resulted in injury, involved equipment failure or was a "near miss"?			
18) Do you receive copies of accident reports?			
19) Are accident investigation reports reviewed by Officers and the Joint Health and Safety Committee?			
20) Are copies of accident reports forwarded to your governing body?			
21) Are the recommended corrective actions communicated to firefighters and/or incorporated into training?			
a) Do you ensure that corrective action is taken?			
b) Is this corrective action reported to governing body?			
22) Do you think you have adequate authority to develop, instruct and enforce:			
a) Safe work rules and procedures?			
b) Employee work practices?			
23) Are the written work procedures (operational guidelines) referred to when conducting training sessions?			
24) Are you aware of your rights and responsibilities as a supervisor, as outlined in WCB regulation?			
25) Are you aware of your rights and responsibilities with regard to the refusal of unsafe work?			
26) Your department provides training in the following:			
(a) Workplace inspections.			
(b) Investigation of accidents.			
(c) Presentation of safety fire crew talks.			
(d) Follow-up on worker training.			
(e) Rules, procedures and work practices for controlling emergency incident hazards.			
(f) Instruction on your legal requirements, such as compliance with:			
⇒ Occupational Health & Safety Regulation			
⇒ First Aid			
⇒ WHMIS.			
(g) How to conduct task hazard analysis to check and revise work procedures?			
(h) Traffic control at incident.			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONNAIRE FOR OFFICERS – con't

	NO	DON'T KNOW	YES
(i) Operation of fire fighting vehicles in emergency and non-emergency travel as per <i>Motor Vehicle Act</i> .			
(j) Operation of personal vehicle to and from work/fire station.			
27) Are you held accountable by your governing body for meeting your health and safety responsibilities?			
28) Describe your role in ensuring that your employees understand and follow the safety and health rules.			
29) Does your department provide PFD or lifejackets in compliance with WCB reg.8.27 (a-d)?			
30) Are there operational guidelines for firefighter rescue and rehabilitation?			
Does it include the following:			
a) Hydration after one tank or approximately 30 minutes of strenuous work.			
b) Sit out after two tanks or approx. 60 minutes of strenuous work.			
c) Assessment of blood pressure, heart rate and temperature after 10 minutes rest with criteria for returning to work/training.			
31) Does your department provide fall protection training for firefighters?			
32) Are the last three Occupational Health and Safety meeting minutes posted at the hall?			
Are the minutes regularly sent to your governing body?			
33) Is there a written personnel accountability system?			
34) Is there a critical incident stress debriefing program?			
35) Is there a written respiratory protection program?			
(a) Does it include the following:			
⇒ Maintenance program			
⇒ Air quality testing ANNUALLY			
⇒ Records keeping			
⇒ Fit testing			
⇒ Scheduled training			
⇒ Appropriate operational guidelines.			
(b) Is there interior inspection of air cylinders at intervals acceptable to WorkSafeBC and consistent with the manufacturer's recommendations?			
(c) Are SCBA and regulators serviced and repaired by qualified persons?			
(d) Are air cylinders hydrostatic tested at intervals as required?			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONNAIRE FOR OFFICERS – con't

	NO	DON'T KNOW	YES
(e) Are records kept and available for SCBA and air cylinders?			
(f) Are four SCBA units and four full spare cylinders available on each engine?			
(g) Is there a personal alert safety system (PASS) for each SCBA?			
(h) Does the PASS device meet the requirements of the current NFPA standard? NFPA19823, 1993 EDITION?			
(i) Is there an OG related to PASS devices?			
(j) Is the PASS system tested:			
⇒ weekly			
⇒ before each use.			
36) Is there:			
a) Full body harnesses available to ensure that all FF located on aerial platforms are wearing fall protection meeting CSA-Z259.10--M90.			
b) Safety belts and lanyards provided to ensure firefighters working on aerial ladder platforms are using wearing fall restraint meeting CSA Z259.1-95.			
c) Rescue ropes, safety belts, harness, hooks and rope grabs – NFPA1983, 1990 edition?			
37) Is there an OG instructing structural firefighters to leave a building if rescue team is expected to not be in place within 10 minutes of initial entry?			
38) Are there operational guidelines for the control of vehicle exhaust emissions in the fire hall?			
39) Is vehicle exhaust mechanically removed from the hall?			
40) Is there a flashlight available for each firefighter per shift? Meet CSA C22.1-94 Class 1 Div 2 Group A,B,C.			
41) Are there four hand lanterns on each firefighting vehicle? Meet CSA C22.1-94 Class 1 Div 2 Group A,B,C.			
42) Are plaster hooks and pike poles fitted with non-conductive shafts?			
43) Personal Protective Clothing.			
a) Helmets for Structural Fire Fighting meet the requirements of the current NFPA standard.			
b) Hard hats (safety headgear) only for fire prevention, investigation, brush fires.			
c) Bunker gear coats, pants, flash hood, meet the requirements of the current NFPA standard.			
d) Gloves meet the requirements of the current NFPA standard.			
e) Station Wear at least 35% COTTON.			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONS FOR FIREFIGHTER

This questionnaire section shall be completed separately by at least 10% of the firefighter group (minimum 4, randomly selected). Responses for this section will be kept anonymous and answers summarized (i.e. 2 out of 3 firefighters indicated yes to...)

The intent of this questionnaire is to gauge the level of awareness among department firefighters of the department occupational health and safety program.

	NO	DON'T KNOW	YES
1) Do you participate in inspections of the fire hall and all equipment?			
2) Are inspections documented?			
3) Are workplace (fire halls and training sites) safety inspections conducted monthly?			
4) Are health and safety committee meetings held monthly?			
5) Are first aid records maintained and available for review?			
6) Are there informal workplace safety inspections?			
7) Is there a formal process for reports or observations of unsafe acts or conditions?			
8) Is there an operational guideline or policy regarding harassment and discrimination?			
9) has a hazard analysis been performed on the various job functions within your department?			
10) Are there regular Officers' meetings and do they contain a component where occupational health and safety issues are discussed?			
11) Are you aware of what accidents to report to the WCB?			
12) Is there an accident investigation for each incident that resulted in injury, involved equipment failure or was a "near miss"?			
13) Are accident investigation reports reviewed by Officers and the Joint Health and Safety Committee?			
14) Are copies of accident reports forwarded to your governing body?			
15) Are the recommended corrective actions communicated to firefighters and/or incorporated into training?			
16) Do you think you have adequate authority to develop, instruct and enforce:			
1) Safe work rules and procedures?			
2) Employee work practices?			
17) Are the written work procedures (operational guidelines) referred to when conducting training sessions?			
18) Are you aware of your rights and responsibilities with regard to the refusal of unsafe work?			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONS FOR FIREFIGHTER – con't

	NO	DON'T KNOW	YES
19) Does your department provide training in the following:			
(a) Rules, procedures and work practices for controlling emergency incident hazards.			
(b) Instruction on your legal requirements, such as compliance with:			
⇒ Occupational Health & Safety Regulation			
⇒ First Aid			
⇒ WHMIS.			
(c) Traffic control at incident.			
(d) Operation of fire fighting vehicles in emergency and non-emergency travel as per <i>Motor Vehicle Act</i> .			
(e) Operation of personal vehicle to and from work.			
20) Are you held accountable by your governing body for meeting your health and safety responsibilities?			
21) Does your department provide PFD or lifejackets in compliance with WCB reg.8.27 (a-d)?			
22) Are there operational guidelines for firefighter rescue and rehabilitation?			
Does it include the following:			
(a) Hydration after one tank or approximately 30 minutes of strenuous work.			
(b) Sit out after two tanks or approx. 60 minutes of strenuous work.			
(c) Assessment of blood pressure, heart rate and temperature after 10 minutes rest with criteria for returning to work/training.			
23) Does your department provide fall protection training for firefighters?			
24) Are the last three Occupational Health and Safety meeting minutes posted at the hall?			
25) Is there a written personnel accountability system?			
26) Is there a critical incident stress debriefing program?			
27) Is there:			
(a) Full body harnesses available to ensure that all FF located on aerial platforms are wearing fall protection meeting CSA-Z259.10--M90.			
(b) Safety belts and lanyards provided to ensure firefighters working on aerial ladder platforms are using wearing fall restraint meeting CSA Z259.1-95.			
(c) Rescue ropes, safety belts, harness, hooks and rope grabs – NFPA1983, 1990 edition?			

OCCUPATIONAL HEALTH AND SAFETY - QUESTIONS FOR FIREFIGHTER – con't

	NO	DON'T KNOW	YES
28) Is there an OG instructing structural firefighters to leave a building if rescue team is expected to not be in place within 10 minutes of initial entry?			
29) Are there operational guidelines for the control of vehicle exhaust emissions in the fire hall?			
30) Is vehicle exhaust mechanically removed from the hall?			
31) Is there a flashlight available for each firefighter per shift?			
Meet CSA C22.1-94 Class 1 Div 2 Group A,B,C			
32) Are there four hand lanterns on each firefighting vehicle?			
Meet CSA C22.1-94 Class 1 Div 2 Group A,B,C			
33) Are plaster hooks and pike poles fitted with non-conductive shafts?			
34) Personal Protective Clothing			
(a) Helmets for Structural Fire Fighting meet the requirements of current NFPA standard			
(b) Hard hats (safety headgear) only for fire prevention, investigation, brush fires			
(c) Bunker gear coats, pants, flash hood, meet the requirements of current NFPA standard			
(d) Gloves meet the requirements of current NFPA standard			
(e) Station Wear at least 35% COTTON			

TRAINING RECORDS

New Firefighter Orientation: What percentage (%) of firefighters have completed New Firefighter Orientation and have documented records verifying that? _____

- | | |
|---|--|
| <input type="checkbox"/> Firehouse health and safety rules | <input type="checkbox"/> Emergency procedures |
| <input type="checkbox"/> Working alone or in isolation | <input type="checkbox"/> Rights and responsibilities |
| <input type="checkbox"/> Violence in the workplace, appropriate behaviour, impairment | <input type="checkbox"/> Fire Department's H&S Program and core OGs |
| <input type="checkbox"/> Personal protective equipment | <input type="checkbox"/> WHMIS |
| <input type="checkbox"/> Location of first aid, reporting of injuries | <input type="checkbox"/> Contact information for H&S Committee, chain of command |

Basic/Fundamental Firefighter: What percentage (%) of firefighters have completed Basic/Fundamental Firefighter (Exterior team member) Training and have documented records verifying that? _____

Firefighter Level I: What percentage (%) of firefighters have completed Firefighter Level I (Interior attack team member) Training and have documented records verifying that? _____

Firefighter Level II: What percentage (%) of firefighters have completed Firefighter Level II (Interior attack team leader) Training and have documented records verifying that? _____

All firefighters responding to emergency calls should have first completed New Firefighter Orientation.

All firefighters responding to emergency calls and working as exterior attack team members should have first completed Basic/Fundamental Firefighter training.

All firefighters working as interior attack team members should have first completed Firefighter Level I training

All firefighters working as interior attack team leaders should have first completed Firefighter Level II training

Does the Governing Body have written policy that clearly states the acceptable level of training standards for all functions and services being provided? _____

SUMMARY:

Upon completion of this inspection and audit document, a report should be prepared and presented to the fire department's governing body. That report should include;

1. Copy of the completed audit document.
2. Summary of outstanding issues (non-compliant and compliance pending).
3. Itemized action plan that addresses issues of non-compliance.

Appendix F

Implementation Support Contacts

<u>Name</u>	<u>E-mail</u>	<u>Phone</u>	<u>Region</u>
Kempton Quon Fire Service Advisor	Kempton.Quon@gov.bc.ca	250 952-5004	Vancouver Island Powell River & QCI
Tara Fraser Fire Service Advisor	Tara.Fraser@gov.bc.ca	604 250-6680	Lower Mainland Fraser Valley Sunshine Coast
Terry Ree Fire Service Advisor	Terrance.Ree@gov.bc.ca	250 612-4172 (Prince George)	Northern BC Peace River North Cariboo
Rick Owens Fire Service Advisor	Rick.Owens@gov.bc.ca	250 371-5240 (Kamloops)	Thompson Okanagan South Cariboo
Darrell Green Fire Service Advisor	Darrell.Green@gov.bc.ca	250 417-4107 (Nelson)	East Kootenays Central Kootenays West Kootenays
Rob Owens Fire Service Advisor	Rob.Owens@gov.bc.ca	250 202-7712	Provincial
Dave Ferguson Deputy Fire Commissioner	Dave.Ferguson@gov.bc.ca	250 952-4919	Provincial