

GILLIES BAY IMPROVEMENT DISTRICT
SERVICE LEVEL POLICY for the
GILLIES BAY FIRE DEPARTMENT

WHEREAS the Office of the Fire Commissioner has established minimum training standards for fire services personnel in the province under and in accordance with paragraph 3(3)(b) of the *Fire Services Act* in the form of the Playbook;

AND WHEREAS the Playbook requires that the "Authority Having Jurisdiction" over a fire department identify the service level to be provided by that department;

AND WHEREAS the Gillies Bay Improvement District is the Authority Having Jurisdiction over the Gillies Bay Fire Department;

AND WHEREAS under the Establishment Bylaw #218 of the Gillies Bay Improvement District has the authority to establish policies binding on the Gillies Bay Fire Department, its Members and its operations;

NOW THEREFORE the following Service Level Policy is established in relation to the Department:

1. Definitions. The following capitalized terms shall have the following respective meanings, including in the recitals to this Service Level Policy:
 - a. "Department" means the Gillies Bay Fire Department established under the Establishment Bylaw #218;
 - b. "Establishment Bylaw" means Bylaw #218;
 - c. "Exterior Operations Service Level" means the Exterior Operations Service Level as defined in the Playbook;
 - d. "Fire Chief" means the individual who has been appointed as the Fire Chief of the Department in accordance with the Establishment;
 - e. "Interior Operations Service Level" means the Interior Operations Service Level as defined in the Playbook;
 - f. "Member" means a firefighter in the Department and includes the Fire Chief and officers;
 - g. "Playbook" means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* (B.C.) by the Office of the Fire Commissioner and approved by the Minister of Justice, entitled *British Columbia Fire Service Minimum Training Standards: Structure Firefighters - Competency and Training Playbook* (May 2015), as same may be amended, revised or replaced from time to time;
 - h. "Principal Responding Member" (PRM) means those Members expected to undertake interior fire suppression operations;
 - i. "Improvement District" means Gillies Bay Improvement District; and
 - j. "Service Level Policy" means this policy, as same may be amended from time to

time by the Improvement District.

2. Authority and Application. This Service Level Policy has been established by the Improvement District in accordance with the requirements of the Playbook, pursuant to the Improvement District's authority under the Establishment Bylaw No. 218. This Service Level Policy applies to and is binding on the Department and its Members. It shall form the basis of the Department's training of its Members and related operational planning for fire suppression and emergency response activities.
3. Service Level Policy. The Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the Interior Operations Service Level.
4. Other Services. The department is authorized to provide Wildfire Interface suppression, and assist other local agencies as requested in accordance to a signed mutual aid agreement.
5. Training of Members. The Department:
 - a) shall train its Principal Responding Members at least to the standard required by the Playbook for the Interior Operations Service Level; and
 - b) relation to Members who are not trained to the Interior Operations Service Level, shall:
 - i. carry colored tags with their members number attached that will designate their level of training;

a green tag will indicate that the member is in a state of pre-certification;

a yellow tag will indicate that the member has restrictions and is not certified to carry out full duties; and

a black tag will indicate that the member is certified for Interior Operations Service Level.

These tags will be attached by Velcro and worn under the member's helmet. When the member is assigned a duty by the officer in command their tag will be transferred to the accountability board until completion of the incident when it will be returned to the member; and
 - ii. develop and institute operational guidelines which specify and limit the incident scene of activities of Members depending on their current level of training.
 - c) In consultation with the Improvement District, the Fire Chief shall be responsible for ensuring that the Department develops an appropriate training program for all positions, tasks and roles including those which are not expressly covered by the Playbook. This training program shall meet the requirements of the Playbook and the *Workers Compensation Act (B.C.)* and regulations made thereunder, and shall be consistent with good practices and industry standards.

6. Operational Guidelines, Records and Compliance. The Department shall:

- a) develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:
 - i. which set out the conditions to be considered by an incident commander before an interior attack or rescue is undertaken; and
 - ii. which identify any hazards within the Department's fire suppression area in respect of which the Department will not undertake interior operations;
- b) maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained⁴ and otherwise as required by the *Workers Compensation Act (B.C.)* and regulations thereunder, such that the training level of each Member can clearly be established; and
- c) report annually to the Improvement District on the Department's training program, the training levels of its Members and compliance with this Service Level Policy and the requirements of the Playbook.

⁴ Note: third party certifications of training are not generally required under the Playbook. However, where a firefighter has received training which has been certified, a record of that training and related certification should be maintained.

7. Limitations on Services Provided. Notwithstanding anything in this Service Level Policy:

- a) in relation to any particular incident response, the Department shall undertake only those emergency response activities for which its responding Members at the incident are properly trained and equipped; and
- b) the Fire Chief may determine to limit the fire suppression activities of the Department to the Exterior Operations Service Level in circumstances where, because of turn-over in Members or for other reasons, in the Fire Chief's view the Department should suspend undertaking interior fire attack or rescue operations;
- c) Where the Fire Chief has made a determination under section 7(b), he or she shall immediately inform the Improvement District, including the reasons for the decision. The Fire Chief may elect to recommence providing Interior Service Level Operations when he or she considers it warranted, and shall inform the Improvement District when making such decision.

8. Policy Amendment. This Service Level Policy shall be reviewed annually by the Improvement District with the Fire Chief. It will be amended as determined appropriate by the Improvement District, or as required to conform with any changes to the Playbook or other applicable legislation or regulations.

This Service Level Policy is authorized and adopted as of this 31st day of May, 2016.

Chair

Officer