

## 2020 BUDGET REQUEST

### Position Title: Emergency Program Assistant

**Description:** The Emergency Services department would like to add one FTE for the position of **Emergency Program Assistant** to help fulfill the FVRD requirements of the *Emergency Program Act* and regulations.

During the process of the Attorney General for Local Government (AGLG) audit for Emergency Management the process highlighted that the FVRD has much work ahead in order to become fully compliant in meeting the requirements. The Emergency Services department manages the FVRD's 7 EA Fire Halls, providing training support, HR support, capital projects, asset management, and administration to all 7 EA Fire departments, and responds to all public reports of emergencies or perceived potential emergencies. The Emergency Services department is also responsible for the ongoing development and maintenance of the Emergency Program which includes public preparedness education, HR services to volunteer program members, asset management, volunteer recruitment and training, staff training and development for emergency preparedness, response and recovery, public engagement and relationship development with internal and external stakeholders, developing and maintaining a comprehensive emergency management program and plan, and planning and participating in emergency management exercises.

The day to day workload of the Emergency Services department does not allow for time to systematically deliver on essential projects leading to compliance of the Act.

This position would be focused on assisting the Emergency Management Specialist with meeting the standards of an emergency program including;

- Developing an FVRD Emergency Support Services Plan (ESS) plan and program.
- Developing an ESS training program.
- Assist in the delivery of the Fire Smart Initiatives program
- Develop a sustainable portfolio of ESS suppliers, facilities, and NGO partners.
- Deliver an EA community preparedness and awareness program.
- Assist in the development and delivery of an ESS volunteer appreciation program.
- Work with First Nations communities and other regional and sub-regional partners on shared training and response plans.
- Provide scheduled duty officer assistance to the Emergency Services Department.
- Analyze information, write reports on ESS issues, and disseminate information collected.
- Assist in the implementation of initiatives and actions identified in the FVRD Strategic Plan or department business plan.

- Long range planning and coordination of programs to meet the ESS needs of the region and anticipated statutory changes.
- Assist in the application and administration of grants.

This position would also provide on call coverage relief and response for the Emergency Services Department. Evening and weekend work will be required, in addition to on-call response for emergencies.

The nature of day-to-day emergencies requires the ability for the department to grow not only the emergency program, but also our capacity to respond. In 2019 the Emergency Services department has input more than 430 hours validating and responding to emergencies or perceived emergencies. This is 27% of one staff members annual hours spent out of the office for emergent needs since tracking of this began in June of 2019. In 2017 and 2018 there had been the additional workload of wildfires and freshet which would have dramatically increased this number. Without further support, Emergency Services risks failing to meet the needs of the Emergency Program Act and being prepared to respond to events in an appropriate manner. With the fire services also becoming much busier and the introduction of the Office of the Fire Commissioner's playbook (2015) more support is required by our EA fire departments. The Regional Fire Training Officer Position, which was intended to support the fire departments with this, ended in March of 2017 which has also left a gap in regards to assisting the EA departments.

**Rationale:** This position would assist the FVRD Emergency Services Department with meeting the standards of the Emergency Program Act by supporting response capacity and increasing the public education surrounding preparedness and fire smart initiatives, and increasing the volunteer engagement and capacity of the ESS team. This additional role would increase the availability of the Emergency Services Manager to further assist the EA fire departments and increase wildfire prevention and preparedness initiatives, while also enabling the Emergency Management Specialist to focus more on development, continuity, strategic planning, ensuring progress to meet legislative compliance and other essential components of developing a healthy comprehensive emergency management program.

## EMERGENCY SERVICES BRANCH

Fire Services			FTE	Hrs p/yr
Manager of Electoral Area Emergency Services	Reg Dyck	1		1610
Executive Assistant to the Manager of Electoral Area Emergency Services	Cheryl Vanderaegen	1		1645
Total FTE Needed			3.30	
Emergency Management				
Emergency Management Specialist	Tarina Colledge	1		1680
Total FTE Needed			4.70	
			FTE CURRENT TOTAL	3
			FTE WORKLOAD	8.00
			FTE DEFICIT:	5.00

FIRE SERVICES (Includes Emergency Services Management)		
Day to Day Work	FTE	COMMENTS
Work with Fire Chiefs	0.50	Assist with all aspects of fire department operations, administration, training, personnel management, any other assistance required. .ECOMM assistance
Work with FVRD Fire Training Officers Group/Training administration	0.25	Bi yearly meetings with entire group. Collectively discuss training efforts as well as coordinating, delivering and evaluating training. Day to day assistance.
Deliver Fire and Life Safety Education to the Public/FireSmart	0.05	Assist with Fire Prevention Week and Burn Awareness Week and other targeted public education as needed such as the FireSmart program
Public enquiries and assistance/ground proofing	0.15	Burning regulations, fire bans , fireworks, rockfalls, localized flooding and misc. enquiries
Planning and Building Department reviews	0.05	Provide fire protection comments for proposed buildings, subdivisions, developments.
Meetings, FVFA,BCFTOA,Fire Chiefs, EM meetings	0.20	
Administration of fire protection agreements and service contracts	0.05	Administration, renewals and related tasks for mutual aid agreements, service agreements with First Nations, contracted fire protection, etc.
Liaise with other Emergency Service Organizations	0.05	Fire, Search and Rescue, RCMP and B.C. Ambulance, First Nations. Maintain good relationships and collaborate on incident response and planning
Invoice payment and Budget Administration	0.10	Budget administration, updating 5-year financial plans as well as long term capital plans. Invoicing
Incident Reviews and Reports	0.05	Review incidents, establish loss trends, incident reporting, assist with post incident
Monitor records management systems and ensure OFC playbook standards are met working with BCFTOA and FCABC	0.05	Development and ongoing evaluation of training matrix/plan outlining subjects, recertification/skills maintenance cycles and methods of delivery.
Administration and Management	0.05	Administration and supervision of inside staff
Disaster Financial Assistance Claims	0.05	EMBC claims for Road rescue and disaster events
Administrative and Clerical Support	0.60	Administrative support by clerical staff for RFP, Bylaws, Mail-outs, Filing, Volunteers , recognition etc.
Grant applications	0.05	
Procurement	0.10	All aspects of day to day equipment requirements
Operational guideline/policies and procedures/OHS maintenance	0.05	Maintain and update, living documents
Sub Total	2.40	
High Priority Projects		
Develop shared Training Officer Program	0.05	Will be designed to provide a strong training officer program within the regional district.
Community Wildfire Protection Plan	0.10	Recommendations from the CWPP expected in March 2020
Develop Officer training program.	0.05	Program to train and advance members into officer positions.
Procure Engine/Rescue truck for Hemlock Valley Fire Department/ CRVFD	0.05	Project to replace aging Hemlock Valley Engine
Administration of successful grants	0.20	Composite/Volunteer UBCM grant / EMBC/Fortis grants
Develop common procurement and maintenance program	0.05	Will provide better purchasing power and less repetition,
North Fraser Fire Chief development	0.20	Transition to a paid FC Position if approved
Develop SCBA FIT Test standards/purchase fit test machine	0.05	Program to ensure compliance of NFPA Standard SCBA Fit Tests
Sub Total	0.75	

Medium Priority Projects		
Assess Feasibility of Superior Tanker Shuttle Accreditation	0.05	Will identify opportunities to improve water supply to non-hydranted areas and possibly reduce home insurance premiums
Standardize EA payroll and update bylaw	0.05	Standardize and simplify yearly payroll process
Review and update FUS	0.05	Impact on local fire insurance rates
Sub Total	0.15	
FIRE SERVICES - TOTAL:	3.30	

EMERGENCY MANAGEMENT SERVICES		
Day to Day Work	FTE	COMMENTS
Emergency Plan Tabletop and Functional Exercises	0.30	To evaluate EOC operations and emergency plan effectiveness on a regular cycle. Admin support tasks include training session organization, training materials prep, records management, etc.
Emergency Plan and Sub-plan Maintenance Review	0.30	Review of Emergency Response and Recovery Plan and sub-plans for currency. Admin support tasks include plan revision and circulation.
Work with the various Emergency Programs with EMBC	0.20	Assist with major incidents, coordinate training opportunities, provide input on emergency planning
Administrative and Clerical Support	0.25	Administrative support by clerical staff for training, training records, volunteer staff updates, recruitment, contact updates
Attend Emergency Management Planning Meetings.	0.15	Attend Emergency Management Planning meetings both within and outside the FVRD.
Consult with regional and sub-regional partners and First Nations communities	0.10	Maintain knowledge of local risks & hazards, and exercise local emergency plans/share training
Work with local ESS teams.	0.25	Improve and maintain FVRD ESS Volunteer team/liaise with SWEPC ESS teams
Deliver emergency preparedness information to the public.	0.15	Attend local events, community meetings to share information and awareness
Grant applications, preparation and review.	0.10	Track UBCM and apply for relevant grants, project involvement/next steps.
Administration of Emergency Program and ESS budget	0.05	
Inter-departmental emergency managemetn training, exercising, planning	0.10	working with other departments to align Comprehensive EM plan to reflect their subject matter and standards
EM project Management	0.05	developing project management portfolios for each EM plan, sub-plan, DOC, etc. & maintenance.
Updating essential call lists	0.05	
Emergency Reponse activities	0.05	
Sub Total	2.10	
High Priority Projects		
Manage active audit action plan projects	0.10	Completed Auditor General action plan
Develop Community Wildfire Protection Plan (dependant on grant success)	0.05	UBCM-funded project. Will identify wildland fire hazards and make recommendations for mitigation and risk management
Develop Evacuation Route Plans (dependant on grant success)	0.05	UBCM-funded project. Will identify evacuation routes for Areas E and H and future work required
Create New Hazard, Risk and Vulnerability Analysis (HRVA) plan	0.05	Plan has been in draft since 2007 and is no longer relevant.
Build a sustainable ESS program (volunteer recruitment and development, plan, stakeholders)	0.20	
Create and implement public preparedness education	0.15	
Identify facilities for emergency support services, test sites on routine basis.	0.10	
EM for EO's training program & guide	0.05	
Dangerous Goods Plan	0.05	
Community-based Emergency Planning Guide & template	0.15	
Emergency Communications Plan	0.15	
EOC Manual and training program	0.05	
EM Training and Exercise program and plan for staff	0.10	
Evacuation Route Planning	0.05	
Rapid Damage Assessment Plan & Program	0.05	
Records Management - events and incidents - updating	0.05	
Creation of local emergency plannign groups (A/B, C/F/G, E/H, and D)	0.05	
Cross-border emergency evacuation exercise and relationship development	0.05	