



# **OPERATIONAL GUIDELINES**

Updated July 2020

The following is a consolidated copy of the municipal ticket information bylaw and includes the following bylaws:

<b>Bylaw No.</b>	<b>Bylaw Name</b>	<b>Adopted</b>	<b>Purpose</b>
104	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010	April 27, 2010	A bylaw to allow ticketing for select regional district bylaw offences
135	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 1	June 29, 2010	To update the bylaw to reflect regulations approved under Bylaw No. 129 being the “Comox Valley Water Conservation Bylaw 2010”
195	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 2	October 25, 2011	To reference the current building bylaw, to add new offences for which tickets can be issued for building bylaw infractions and to establish new rates for building bylaw offences
Note: Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 3 was created, but not currently in use.			
285	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 4	November 26, 2013	To amend the municipal ticket information bylaw to reference the current fire services administration and regulations bylaws of the Tsolum-Farnham, Fanny Bay, Denman Island and Hornby Island fire protection services
338	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 5	June 24, 2014	To reference the current fire regulations bylaw of the Black Creek – Oyster Bay fire protection service
358	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 6	November 13, 2014	To amend the municipal ticket information bylaw to reference the current fire services regulations bylaw of the Black Creek – Oyster Bay fire protection service
378	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 7	July 28, 2015	To amend the municipal ticket information bylaw to reference the current unsightly and nuisances regulation bylaw

441	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 8	July 26, 2016	To establish fines for violating stage 4 water restrictions (replace Schedule 19)
447	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 9	November 29, 2016	To update fines for violating special events permit bylaw
494	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 10	September 19, 2017	To increase fines associated with the fireworks regulations service from \$100 to \$500
517	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 11	March 27, 2018	To update specific fines with respect to Electoral Areas Parks
534	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 12	June 5, 2018	To provide specific fines with respect to fire regulations and water conservation
542	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 13	June 26, 2018	To reference regulations with respect to Electoral Areas Parks and Royston Water Conservation
559	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 14	October 2, 2018	To amend the municipal ticket information bylaw to update the fines with respect to Electoral Areas Unsightly Premises and Nuisances Regulations Bylaw
578	Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010, Amendment No. 15	May 28, 2019	To reference the current fire regulations bylaw of the Rural Cumberland Fire Protection Service

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

# **COMOX VALLEY REGIONAL DISTRICT**

## **BYLAW NO. 104**

### **A bylaw to allow ticketing for select regional district bylaw offences**

**WHEREAS** section 266.1 of the *Local Government Act* and sections 264 and 265 of the *Community Charter* authorize the Comox Valley Regional District to enact a bylaw to allow the use of ticketing for bylaw enforcement offences;

**AND WHEREAS** the board of the Comox Valley Regional District deems it expedient to authorize the use of ticketing for the enforcement of certain bylaws, and to set certain fine amounts;

**NOW THEREFORE**, the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Title**

1. This Bylaw No. 104 may be cited as the “Comox Valley Regional District Municipal Ticket Information Bylaw No. 104, 2010”.

#### **Interpretation**

2. In this bylaw unless the context otherwise requires:

“Board” means the board of the Comox Valley Regional District

“Regional District” means the Comox Valley Regional District.

#### **Jurisdiction**

3. This bylaw applies to the Comox Valley Regional District.

#### **Relevant Bylaws**

4. The relevant ticketing bylaws are provided in Schedule 1 Column A of this bylaw.

#### **Responsibility**

5. The designated bylaw compliance officers for the purposes of the ticketing bylaw are outlined in Schedule 1 Column B of this bylaw.

#### **Relevant Offences**

6. The relevant bylaw offences and bylaw sections are provided in Columns A and B of Schedules 2 through 19 of this bylaw.

#### **Enforcement**

7. The bylaws that may be enforced by a ticket are listed in Schedule 1 Column A of this bylaw.



**Penalty**

8. (1) The relevant bylaw fine amounts for the corresponding offences are provided in column C of schedules 2 through 22 of this bylaw.
- (2) Any fines recovered under this bylaw are to be paid to the account of the service in respect of which the offence was committed.

**Severability**

9. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.

**Repeal**

10. Bylaw No. 2794 being "Regional District Ticket Information System Bylaw No. 2794" and all amendments thereto are here by repealed.
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**Schedule 1**

<b>Schedule</b>	<b>Column A Bylaw No. / Name</b>	<b>Column B - Designated Bylaw Compliance Officers</b>	<b>Electoral Area</b>
2	“Electoral Areas Animal Control Bylaw No. 100, 2010”	bylaw compliance officer, animal control officer, poundkeeper, peace officer	A, B, C
3	“Electoral Areas Unsightly Premises and Nuisances Regulation Bylaw No. 377, 2015”	bylaw compliance officer	A, B, C
4	“Electoral Areas Noise Control Regulation Bylaw No. 102, 2010”	bylaw compliance officer, peace officer	A, B, C
5	“Electoral Areas Parks Regulations Bylaw No. 103, 2010”	bylaw compliance officer, peace officer, fire chief or designate	A, B, C
6	Bylaw No. 1920 being “Denman Island Water Regulation and Rates Bylaw, 1997”	bylaw compliance officer	A
7	“Fanny Bay Fire Protection Service Regulations Bylaw No. 283, 2013”	bylaw compliance officer, peace officer, Fire Chief (FBVFD), Deputy Fire Chief (FBVFD)	A
8	“Hornby Island Fire Protection Service Regulations Bylaw No. 282, 2013”	bylaw compliance officer, peace officer, Fire Chief (HIVFD), Deputy Fire Chief (HIVFD)	A
9	“Regional District Fireworks Regulation Bylaw No. 1971, 1998”	bylaw compliance officer, peace officer	A, B, C
10	“Comox Valley Regional District Special Events Bylaw No. 395, 2016”	bylaw compliance officer, peace officer	A, B, C
11	“Regional District House Numbering Regulation Bylaw No. 2157, 1999”	bylaw compliance officer	A, B, C
12	Bylaw No. 2347 being “Regional District Weed Control Regulation Bylaw 2001”	bylaw compliance officer	A, B, C
13	“Black Creek – Oyster Bay Fire Protection Service Regulations Bylaw No. 357, 2014”	bylaw compliance officer, Fire Chief (ORVFD)	C
14	Tsolum Farnham Fire Protection Service Regulations Bylaw No. 261, 2013”	bylaw compliance officer, Fire Chief (Courtenay FD) Deputy Fire Chief (Courtenay FD)	C
15	“Comox Valley Regional District Building Bylaw No. 142, 2010”	bylaw compliance officer, manager of building services, building inspection officer	A, B, C
16	Bylaw No. 2781 being “Comox Valley Zoning Bylaw, 2005”	bylaw compliance officer	A, B, C

17	Denman Island Fire Protection Service Regulations Bylaw No. 281, 2013”	bylaw compliance officer, peace officer, Fire Chief (DIVFD), Deputy Fire Chief (DIVFD)	A
18	Bylaw No. 2866 being “Comox Valley Water Systems Regulation, Fees, and Charges Bylaw 2006”	bylaw compliance officer	A, B, C
19	“Comox Valley Water Conservation Bylaw 2010”	bylaw compliance officer (Comox Valley Regional District, City of Courtenay, and Town of Comox)	A, B, C and the City of Courtenay and the Town of Comox
20	“Black Creek – Oyster Bay Water Conservation Bylaw No. 519, 2018”	bylaw compliance officer	C, D
21	“Rural Cumberland Fire Service Regulations Bylaw No. 258, 2013”	bylaw compliance officer, peace officer, Fire Chief (Cumberland FD), Deputy Fire Chief (Cumberland FD)	A, C
22	“Royston Water Conservation Bylaw No. 535, 2018”	bylaw compliance officer	A

## Schedule 2

### Bylaw No. 100 – ‘Electoral Areas Animal Control Regulations Bylaw No. 100, 2010’

Column A Offence	Column B Bylaw section no.	Column C Amount of fine
Failing to licence a dog over 6 months old	4	\$100.00
Failing to affix valid licence tag	5 (2)	\$100.00
Removing of dog licence tag	5 (4)	\$100.00
Permitting/allowing animal to run at large	6	\$100.00
Failing to remove solid excrement	8	\$100.00
Harbouring noisy dog	9(1)	\$500.00
Permitting dangerous dog, not muzzled, to be in a public place	10(2)	\$150.00
Failing to confine dangerous dog	10(3)	\$500.00
Rescuing animal in custody of a poundkeeper	13	\$500.00

**Schedule 3****Bylaw No. 377 – 'Electoral Areas Unsightly Premises and Nuisances Regulation Bylaw No. 377, 2015'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Cause or permit a nuisance	3(1)	\$1,000
Permit graffiti	3(2)	\$200
Allow property to become or remain unsightly	4(1)	\$500
Fail to remove unsightly accumulation	4 (2)	\$1,000
Litter	5	\$500

**Schedule 4****Bylaw No. 102 – 'Electoral Areas Noise Control Regulations Bylaw No. 102, 2010'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Operation of an electronic device if the level of noise disturbs	Schedule A Section 1	\$500.00
Operation of an auditory signaling device if the level of noise disturbs at prohibited time	Schedule A Section 2	\$500.00
Persistent barking, calling, whining by domestic animal if the level of noise disturbs	Schedule A Section 3	\$500.00
Persistent yelling, shouting or hooting	Schedule A Section 4	\$500.00
Operation of motor vehicle on other than a highway at prohibited time	Schedule A Section 5	\$500.00
Operation of a mechanical device at prohibited time	Schedule A Section 6	\$500.00
Operation of sawmill at prohibited time	Schedule A Section 7	\$500.00
Manufacturing, processing, assembling, fabricating, testing, servicing or repairing at prohibited time	Schedule A Section 8	\$500.00

**Schedule 5****Bylaw No. 103 – 'Electoral Areas Parks Regulations Bylaw No. 103, 2010'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Smoking when prohibited	Section 7	\$500.00
Riding/leading riding animal in park except on multi use trails	Section 8(1)	\$100.00
Allowing any animal to run at large in a park	Section 8(2)	\$100.00
Failing to keep a dog under control in a park	Section 8(4)(a)	\$100.00
Failing to restrain a dog on leash in a park	Section 8(4)(b)	\$100.00
Camping overnight in a park without permission	Section 9	\$100.00
Damaging natural material	Section 10	\$100.00
Fire other than in a fire ring or receptacle provided	Section 11(1)	\$500.00
Fire when prohibited in a park	Section 11(2)	\$1,000.00
Burning unsuitable materials in a park	Section 11(2)(b)	\$500.00
Hunting or discharging a firearm, bow or crossbow in a park	Section 12	\$500.00
Deposit, carry or transport any garbage, sewage or refuse into a park	Section 14	\$1,000.00
Conducting or carrying out special use without a permit	Section 16(1)	\$100.00
Operating a vehicle or cycle below the natural boundary	Section 19(1)(a)	\$100.00
Riding cycle off designated trail	Section 19(1)(b)	\$100.00
Operating motorcycle/dirt bike on a park trail	Section 19(1)(c)	\$100.00
Park or station any vehicle on any public right-of-way in a park in such a manner as to impede proper use of the road or in such a place or manner as to damage vegetation or landform, or to restrict or inhibit public recreational use of a park	Section 19(1)(e)	\$100.00
Park or leave a vehicle in a closed park or parking area	Section 19(1)(f)	\$100.00

**Schedule 6**  
**Bylaw No. 1920 – ‘Denman Island Water Regulation and Rates Bylaw, 1997’**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Connecting or allowing to remain connected to system without a permit	10(a)	\$100.00
Using water contrary to restrictions	10(c)	\$100.00
Interfering with waterworks system	10(e)(ii)	\$100.00

**Schedule 7**  
**Bylaw No. 283 – ‘Fanny Bay Fire Protection Service Regulations Bylaw No. 283, 2013’**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Burning during posted ban	2(4)	\$100.00
Burning toxic material	2(6)	\$100.00
Obstructing enforcement officer	2(8)	\$100.00
Lighting/maintaining an outdoor fire without permit	3(1)	\$100.00
Lighting/maintaining beach fire above natural boundary	4(2)	\$100.00
Lighting/maintaining a beach fire greater than 1 meter in diameter	4(3)	\$100.00
Not extinguishing a beach fire by 12:00 midnight	4(4)	\$100.00
Lighting/maintaining camp fire greater than 1 meter in diameter	5(3)	\$100.00
Lighting/maintaining camp fire in a place other than in fire pit	5(4)	\$100.00
Not extinguishing a camp fire by 10:00 p.m.	5(7)	\$100.00
Failing to comply with a prohibition on high risk activities	6(1)	\$500.00

**Schedule 8**  
**Bylaw No. 282 – ‘Hornby Island Fire Protection Service Regulations Bylaw No. 282, 2013’**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Burning during posted ban	2(4)	\$100.00
Burning toxic material	2(6)	\$100.00
Obstructing enforcement officer	2(8)	\$100.00
Lighting/maintaining an outdoor fire without permit	3(1)	\$100.00
Lighting/maintaining a beach fire above natural boundary	4(2)	\$100.00

Lighting/maintaining a beach fire greater than 1 meter in diameter	4(3)	\$100.00
Not extinguishing a beach fire by 2:00 a.m.	4(4)	\$100.00
Lighting/maintaining a camp fire greater than 1 meter in diameter	5(3)	\$100.00
Lighting/maintaining a camp fire in a location other than in a fire pit	5(4)	\$100.00
Not extinguishing a camp fire by 11:00 p.m.	5(7)	\$100.00
Failing to comply with a prohibition on high risk activities	6(1)	\$500.00

### Schedule 9

#### Bylaw No. 1971 – 'Regional District Fireworks Regulation Bylaw No. 1971, 1997'

Column A Offence	Column B Bylaw section no.	Column C Amount of fine
Illegally selling fireworks	4	\$500.00
Exploding or setting off fireworks without a permit	5(1)	\$500.00

### Schedule 10

#### Bylaw No. 395 – 'Comox Valley Regional District Special Events Bylaw No. 395, 2016'

Column A Offence	Column B Bylaw section no.	Column C Amount of fine
Advertise or hold a special event without having a valid and subsisting permit for the special event	4(i)	\$500.00
Obstruct the entry of any person or persons charged with the administration or enforcement of the special events bylaw	4(ii)	\$500.00
Fail to comply with any term or condition of the special events bylaw, a special event permit or other written approval pursuant to the special events bylaw	4(iii)	\$500.00

### Schedule 11

#### Bylaw No. 2157 – 'Regional District House Numbering Regulation Bylaw No. 2157, 1999'

Column A Offence	Column B Bylaw section no.	Column C Amount of fine
Failing to affix an official house number on a principal building/structure	2(a)	\$100.00
Failing to affix official number within 30 days	4(a)	\$100.00

**Schedule 12****Bylaw No. 2347 – 'Regional District Weed Control Regulation Bylaw No. 2347, 2001'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Failing to clear and remain free of noxious weeds	3	\$100.00

**Schedule 13****Bylaw No. 357 – 'Black Creek - Oyster Bay Fire Protection Service Regulations Bylaw No. 357, 2014'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Burning material which produces heavy black smoke or creates a noxious odor	2(6)	\$100.00
Failing to extinguish a beach fire by 11:00 p.m.	4(4)	\$100.00
Failing to extinguish a camp fire by 11:00 p.m.	5(5)	\$100.00
Burning during posted ban	2(4)(b)	\$100.00
Obstructing fire chief in making entry	2(8)	\$100.00
Failing to comply with a prohibition on high risk activities	6(1)	\$500.00

**Schedule 14****Bylaw No. 261 – 'Tsolum Farnham Fire Protection Service Regulations Bylaw No. 261, 2013'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Failing to comply with a prohibition on high risk activities	15(e)	\$500.00
Burning material which produces heavy black smoke or noxious odor	16(4)	\$100.00
Burning of debris resulting from cutting and felling of trees and land clearing activities without a permit	16(7)	\$100.00
Burning during posted ban	17(2)	\$100.00
Obstructing Fire Chief in making entry	20	\$100.00



**Schedule 15****Bylaw No. 142 – 'Comox Valley Regional District Building Bylaw No. 142, 2010'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
No building permit issued	6.1	\$300.00
Occupy contrary to permit	6.2	\$1000.00
Tamper with notice, permit or certificate	6.4	\$100.00
Work contrary to permit	6.5	\$200.00
Obstruct building official	6.6	\$300.00
Failing to comply with any regional district order or notice	28.3	\$100.00
Continuing work after a stop work order is posted	28.5	\$200.00
Occupying a building on which a do not occupy order is posted	28.7	\$200.00

**Schedule 16****Bylaw No. 2781 - 'Comox Valley Zoning Bylaw No. 2781, 2005'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Illegal home occupation	701 to 707, 801, 810, 901, 905 to 907	\$100.00

**Schedule 17****Bylaw No. 281 – 'Denman Island Fire Protection Service Regulations Bylaw No. 281, 2013'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Burning during posted ban	2(4)	\$100.00
Burning noxious material	2(6)	\$100.00
Lighting/ maintaining outdoor fire without permit	3(1)	\$100.00
Lighting/ maintaining beach fire greater than 1 meter in diameter	4(3)	\$100.00
Not extinguishing beach fire by 12:00 midnight	4(4)	\$100.00
Lighting/ maintaining camp fire greater than 1 meter in diameter	5(3)	\$100.00
Lighting/ maintaining camp fire in a place other than in fire pit	5(4)	\$100.00
Not extinguishing camp fire by 10:00 pm	5(7)	\$100.00
Failing to comply with a prohibition on high risk activities	6(1)	\$500.00

**Schedule 18****Bylaw No. 2866 – 'Comox Valley Water Systems Regulation, Fees, and Charges Bylaw 2006'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Connecting or remaining connected to system without a permit	11 (1)	\$100.00
Interfering with waterworks system	11 (4)(b)	\$100.00

**Schedule 19****Bylaw No. 129 – 'Comox Valley Water Conservation Bylaw 2010'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Wasting water at stage 1	3 (3)	\$50.00
Wasting water at stage 2	3 (3)	\$75.00
Wasting water at stage 3	3 (3)	\$100.00
Wasting water at stage 4	3 (3)	\$200.00
Using water contrary to restrictions at stage 1	3 (5)	\$75.00
Using water contrary to restrictions at stage 2	3 (5)	\$150.00
Using water contrary to restrictions at stage 3	3 (5)	\$225.00
Using water contrary to restrictions at stage 4	3 (5)	\$500.00

**Schedule 20****Bylaw No. 519 – 'Black Creek – Oyster Bay Water Conservation Bylaw No. 519, 2018'**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Wasting water at stage 1	3 (3)	\$50.00
Wasting water at stage 2	3 (3)	\$75.00
Wasting water at stage 3	3 (3)	\$100.00
Using water contrary to restrictions at stage 1	3 (5)	\$75.00
Using water contrary to restrictions at stage 2	3 (5)	\$150.00
Using water contrary to restrictions at stage 3	3 (5)	\$225.00

**Schedule 21**  
**Bylaw No. 258 – ‘Rural Cumberland Fire Service Regulations Bylaw No. 258, 2013’**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Lighting/maintaining camp fire greater than 1 meter in diameter	2	\$100.00
Obstructing Fire Chief, member or peace officer	13(6)	\$100.00
Failing to comply with an order to not ignite, start or maintain at campfire	15(1)(c)	\$100.00
Failing to comply with a prohibition on high risk activities	15(1)(e)	\$500.00
Burning material which produces heavy black smoke or creates a noxious odor	16(4)	\$100.00
Lighting/maintaining a campfire without permit	16(5)	\$100.00
Lighting/maintaining an outdoor fire without permit	16(6)	\$100.00
Burning of debris resulting from land clearing activities without a permit	16(7)	\$600.00
Open burning during posted ban	17(2)	\$100.00
Failure to comply with order to remove highly combustible material	19(2)	\$100.00

**Schedule 22**

**Bylaw No. 535 – ‘Royston Water Conservation Bylaw No. 535, 2018’**

<b>Column A Offence</b>	<b>Column B Bylaw section no.</b>	<b>Column C Amount of fine</b>
Wasting water at stage 1	3 (3)	\$50.00
Wasting water at stage 2	3 (3)	\$75.00
Wasting water at stage 3	3 (3)	\$100.00
Wasting water at stage 4	3 (3)	\$200.00
Using water contrary to restrictions at stage 1	3 (5)	\$75.00
Using water contrary to restrictions at stage 2	3 (5)	\$150.00
Using water contrary to restrictions at stage 3	3 (5)	\$225.00
Using water contrary to restrictions at stage 4	3 (5)	\$500.00

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 280**

A bylaw to regulate and establish the operational criteria and administrative parameters  
for Comox Valley Regional District fire departments

**WHEREAS** the Comox Valley Regional District has the responsibility for providing fire protection  
to:

- Hornby Island under Bylaw No. 2011 being “Hornby Island Fire Protection Local Service Area Establishment Bylaw No. 2011, 1998”
- Fanny Bay under Bylaw No. 1992 being “Fanny Bay Fire Protection Local Service Area Conversion Bylaw, 1997”
- Denman Island under Bylaw No. 2045 being “Denman Island Fire Protection Local Service Establishment Bylaw No. 2045, 1998”

**AND WHEREAS** the Comox Valley Regional District wishes to define the powers, authorities and responsibilities of the fire departments operating in these services;

**NOW THEREFORE** the board of the Comox Valley Regional District, in open meeting assembled, enacts as follows:

#### **Definitions and interpretation**

1. (1) In this bylaw, the following terms shall have the following respective meanings:
  - (a) “apparatus” means any vehicle, equipment (including communications equipment), machinery, devices, supplies or materials used by a fire department in connection with fire suppression or dealing with an incident and any vehicle used to transport members or supplies to an incident, but does not include personal vehicles of members used to transport themselves to a fire hall;
  - (b) “automatic aid” means an arrangement whereby calls of a specified type, or calls to specified areas on or near the border, between two fire service areas will automatically involve the dispatch of both fire departments;
  - (c) “auxiliary” means a member of the fire department providing a support role during an incident;
  - (d) “board” shall mean the board of directors of the regional district;
  - (e) “CAO” shall mean the chief administrative officer of the regional district, or his or her designate;
  - (f) “department operational guidelines” means the operating guidelines governing the principal administration, operation and deployment of the fire departments, their personnel and resources; the department operational guidelines are specific to each fire department;
  - (g) “fire chief” means the member, appointed in accordance with this bylaw, in command of a fire department;

- (h) “fire commissioner” means the fire commissioner appointed pursuant to the *Fire Services Act* (B.C.);
- (i) “fire department” means a group of volunteers providing fire protection services under the auspices of the regional district;
- (j) “fire service area” means the ordinary service jurisdiction of each fire department;
- (k) “incident” means an event or situation to which a fire department has responded or would normally respond, whether alone, or in conjunction with other fire departments or emergency services;
- (l) “incident commander” means the member in charge of an incident under the incident command system, as set forth under the B.C. Emergency Response Management System and/or as defined in the fire department’s or regional district operational guidelines as applicable;
- (m) “interface fire” means any fire in a wildland-urban interface region where residential, industrial, recreational and/or agricultural structures are located proximate to or among combustible wildland fuels;
- (n) “LAFC” means local assistant to the fire commissioner, as defined in the *Fire Services Act* (B.C.);
- (o) “large scale emergency” means any incident where a fire chief has requested aid either from another fire department or other agency or under a mutual aid agreement, or any Incident or situation which requires a coordinated response from more than one fire department and another agency;
- (p) “local committee” shall mean any community-based or fire department-based society or association which provides services to, or is involved in budget oversight functions, under the terms of a services agreement with the regional district;
- (q) “member” means a person employed, whether full-time, part-time, or as a volunteer, and holding a position within a fire department as an officer, firefighter or auxiliary;
- (r) “MLFNRO” means the Ministry of Lands, Forests and Natural Resource Operations or any successor to that ministry;
- (s) “minister” means the minister referred to in the *Emergency Program Act* (B.C.);
- (t) “mutual aid agreement” means a written agreement between agencies for the sharing of emergency resources in assistance during an incident;
- (u) “officer” means a member who is appointed as an officer within the relevant fire department;
- (v) “PEP” means the Provincial Emergency Program, or any successor organization thereto;

- (w) “public buildings” has the meaning ascribed thereto in the *Fire Services Act* (B.C.);
  - (x) “regional district” means the Comox Valley Regional District;
  - (y) “regional district operational guidelines” means operational guidelines developed by the regional district in consultation with the fire departments and applicable to all fire departments under the auspices of the regional district, with such guidelines to include matters relating to human rights, liability and other matters consistent with the regional district practices; and
  - (z) “services agreement” means a contractual arrangement between the regional district and a community-based or fire department-based society or association for the provision of financial administration of operational grant funding, and community engagement services for a fire department.
- (2) References in this bylaw to statutes, regulations, bylaws or policies, and to positions, titles or ministries, includes the same as may be amended, supplemented or replaced from time to time.

### **Application**

2. (1) This bylaw will apply to the following fire protection service areas:
- (a) Hornby Island under Bylaw No. 2011 being “Hornby Island Fire Protection Local Service Area Establishment Bylaw No. 2011, 1998”;
  - (b) Fanny Bay under Bylaw No. 1992 being “Fanny Bay Fire Protection Local Service Area Conversion Bylaw, 1997”; and
  - (c) Denman Island under Bylaw No. 2045 being “Denman Island Fire Protection Local Service Establishment Bylaw No. 2045, 1998”.
- (2) In the absence of references in this bylaw to specific documents, existing rules and regulations will be sufficient to administer this bylaw.

### **Administration and reporting**

3. (1) The CAO shall:
- (a) assist the fire chiefs in developing annual budgets and five-year financial plans for each fire department for approval by the board;
  - (b) review fire department training programs to ensure that members are trained for their roles and assigned tasks and that all necessary training records are maintained;
  - (c) work with the fire chiefs to develop, revise and maintain consistent department operational guidelines, regional district operational guidelines and related policies for fire departments, which guidelines shall cover all required provincial standards relating to the operation of a fire department (including WorkSafe BC requirements and standards stipulated under or in accordance with the *Fire Services Act* (B.C.));
  - (d) meet with local committees as may be necessary or advisable;

- (e) in consultation with the fire chiefs and regional emergency planning agencies, develop and periodically update planning to address a large scale emergency or significant or potential interface fire, including coordinating responses with the MLFNRO, PEP and other emergency responder agencies;
  - (f) help promote and raise the profile of the fire departments and the fire services generally, within the various fire service areas;
  - (g) help promote fire safety and fire prevention, including providing education in relation to managing the risks of interface fires for properties within the fire service areas of the regional district;
  - (h) nominate the fire chiefs or, on the advice of a fire chief, officers within a fire department, for appointment as LAFCs by the fire commissioner;
  - (i) work with the fire chiefs to evaluate and manage a regional district-wide approach to procurement of apparatus and services for fire department operations to ensure interoperability and economies of scale in making purchases;
  - (j) work with the fire chiefs to evaluate and manage a regional district-wide approach to maintenance and repair of apparatus and fire department buildings and grounds;
- (2) The CAO shall consult with the fire chiefs in relation to the implementation or material revision of any policies affecting one or more fire departments, including apparatus procurement, standards for officers (including fire chiefs), budgets, training, procedures for responding to large scale emergencies and interface fires, and other regional district operational guidelines.
- (3) Where applicable, a fire chief shall consult with the local committee in his or her fire department's fire service area in relation to the setting of annual budgets and five-year financial plans for the fire departments, and in relation to such other matters as may be set forth in a services agreement between the regional district and the relevant local committee. Where no local committee exists, or where the local committee is not community-based, the CAO and the fire chief shall develop a process for enabling public review and comment on the fire department's annual budget planning.
- (4) In consultation with the fire chiefs, the CAO shall provide advice and make recommendations in relation to general operations of the fire departments.
- (5) The CAO appoints the fire chief for each fire department.
- (6) The CAO, in consultation with the fire chiefs, shall develop and periodically review or revise the following:
  - (a) the process by which an individual is nominated to be a fire chief;
  - (b) the qualifications required for an individual to be appointed as a fire chief; and

- (c) developing a policy, for board approval, for the tenure for a fire chief and terms of service (including remuneration), enabling the CAO to implement and act within said policy.
- (7) The CAO is authorized to manage employee relations, which include conducting investigations into the application of regional district and fire department operational guidelines, and may suspend or terminate any fire chief, officer or member in a progressive discipline approach, following a considered review of said guidelines and operational practices.
- (8) Despite any other section of this bylaw, the authorities and responsibilities identified in sections 3(5), 3(6) and 3(7) of this bylaw cannot be delegated.

#### **Fire chiefs**

- 4. (1) A fire chief is responsible for the day-to-day operations, including emergency responses, of his or her fire department. Each fire chief shall provide reports as requested to the CAO on the operation of his or her fire department.
- (2) A fire chief shall ensure that members in the fire department are not tasked beyond their level of training, including acting as officers and for any roles that to which they are assigned at an incident. A fire chief shall be responsible for ensuring that proper training records are maintained for all members under his or her command and accurately recorded in the fire department's records management system.
- (3) Subject to section 4(2) of this bylaw and the regional district operational guidelines, the fire chief shall be entitled to appoint or remove officers and appoint or remove members of his or her fire department.
- (4) The fire chief and any officer, member or other person authorized to act on behalf of the fire chief may purchase goods and services in accordance with the current financial plan and in accordance with the regional district's delegation of purchasing authority bylaw.
- (5) The fire chief and any officer, member or other person authorized to act on behalf of the fire chief, may exercise one or more of the following powers within the relevant fire service area:
  - (a) enforce the fire department's operational guidelines and the regional district operational guidelines for the proper and efficient administration and operation of the fire department and make or amend and enforce such additional rules, policies and guidelines as are not inconsistent with the regional district operational guidelines;
  - (b) enter onto property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
  - (c) if property is endangered by debris caused by lumbering, land clearing or industrial operation, require the person who is carrying on or who has carried on the operation, or the owner or occupier of the land on which the debris exists, to dispose of the debris, and undertake any other actions for the



purpose of removing or reducing the danger as is necessary or advisable in the circumstances;

- (d) in relation to an incident (including during any related overhaul, clean up or investigation):
  - i. to take measures considered necessary to prevent and suppress fires, including the demolition or removal of buildings and other structures or things to prevent the spread of a fires or other hazard;
  - ii. to enter, at any time, premises or property where the incident is occurring and to cause any member or apparatus of a fire department to enter as he or she deems necessary or advisable in order to combat, control or deal with the incident;
  - iii. to enter, pass through or over buildings or property proximate to the incident, and to cause any member or apparatus of a fire department to enter, pass through or over buildings or property proximate to the incident, where he or she deems it necessary or advisable to gain access to the incident or to protect any person or property;
  - iv. to exercise control over access to and to evacuate areas proximate to an incident (including public property, private property, buildings, streets and highways) and to manage vehicular and pedestrian traffic, as he or she deems necessary or advisable to prevent interference with the fire department’s response to the incident, or the response of other emergency services, or to reduce the risk to life or property; and
  - v. to take such other actions as may be necessary to ensure the safety of members, other emergency responders and the public, and to prevent or reduce damage to property;
- (e) the powers of the fire commissioner under section 25 of the *Fire Services Act* (B.C.), and for these purposes that section applies;
- (f) deal with any matter within the scope of the *Fire Services Act* (B.C.) in a manner not contrary to that Act or the regulations under it;
- (g) if nominated and appointed as an LAFC, to exercise the powers of an LAFC under the *Fire Services Act* (B.C.);
- (h) to enforce this bylaw and any other regional district bylaws, rules, orders and regulations for the prevention and suppression of fires and protection of life and property;
- (i) to administer or carry out fire inspections of public buildings, if so stipulated, under any bylaw establishing fire inspections in the relevant fire service area;
- (j) to collect and disseminate information in regards to fires and fire hazards in the fire service area in which his or her fire department is located, and in

this regard, to work with the local committee (if any) in relation to promoting fire prevention and fire safety.

- (6) The provision of first medical responder services shall be made in compliance with any requirements of British Columbia Emergency Health Services, and the fire chief may recommend entering into such agreements as may be required in connection therewith, subject to review and approval of such agreement by the board.
- (7) The fire chief may recommend to the CAO changes to the service establishing bylaw to restrict, limit, expand or otherwise alter the services offered by the fire department.
- (8) For greater certainty, an incident commander has the powers of a fire chief enumerated under section 4(5)(d) of this bylaw in relation to a response to an incident.
- (9) In consultation with the CAO, a fire chief may recommend mutual aid or automatic aid arrangements with a neighbouring fire department, either within or outside of the regional district. Any such mutual aid or automatic aid agreement shall be in writing and approved by the board.
- (10) In consultation with the CAO, NI911 must be advised of any and all mutual aid and automatic aid agreements such that dispatch knows to contact appropriate fire departments for responding.

#### **Fire department authorized services**

5. (1) Subject to section 5(2), fire departments are authorized to provide the following activities:
  - (a) fire suppression, including suppression of interface fires;
  - (b) road rescue;
  - (c) technical rescue;
  - (d) hazardous materials responses;
  - (e) first medical responder services;
  - (f) assistance to other emergency responders;
  - (g) public fire education and public fire prevention; and
  - (h) such other services, training or activities related or ancillary to any of the foregoing, such as burning buildings or structures for training fire department personnel and/or the public as required.
- (2) Where a fire department, as of the date of this bylaw, is providing an activity enumerated in sections 5(1)(b) to 5(1)(d) hereof, it is hereby authorized to continue to provide that activity. Where a fire department does not provide that activity, it shall only undertake the activity following consultation between the CAO and the fire chief and upon confirmation that the fire department and its members are equipped and trained to deal with such incidents and ensuring the activity is authorized under the service establishing bylaw.

- (3) For certainty, at any given incident, the fire department is not required to provide an authorized service if, in the absolute discretion of the fire chief or incident commander, there is insufficient apparatus and/or trained members to deliver such authorized service safely and in accordance with the applicable standards, including those set out under the *Fire Services Act* (B.C.) and *Workers Compensation Act* (B.C.).

### **Fire department jurisdiction, regional assistance and mutual aid**

6.
  - (1) The jurisdiction of the each fire department shall be the fire service area set out in its respective establishment bylaw, as same may be amended from time to time.
  - (2) A fire department may respond to an incident outside of its fire service area in the following circumstances:
    - (a) if authorized to respond by PEP or in accordance with an agreement with or standard operating procedures established by the MLFNRO or any other provincial emergency agency;
    - (b) in accordance with the terms of a written mutual aid or automatic aid agreement;
    - (c) if authorized by the CAO; and
    - (d) if ordered so to do by the minister, by a local authority exercising the minister’s powers, by the Lieutenant Governor in Council or by the fire commissioner, in each case under and in accordance with the *Emergency Program Act* (B.C.) and the regulations made thereunder.
  - (3) Where a fire department responds outside of its service area to another part of the regional district (other than a municipality), the fire chief, officers and members shall have the powers set forth in section 4(5)(d) of this bylaw in relation to managing or responding to that incident.
  - (4) A fire chief or his or her designate may, in his or her sole discretion, refuse to respond to calls to incidents described in sections 6(2)(a) and 6(2)(b), provided that any refusal of a mutual aid or automatic aid request shall be in accordance with the terms of the relevant agreement.
  - (5) The CAO shall be advised as soon as possible of all responses by fire departments described in section 6(2), or of a decision to refuse such a request in accordance with section 6(4).

### **Other**

7.
  - (1) No person shall:
    - (a) impede, hinder or obstruct any member at an incident and every person in the proximity of an incident shall comply with orders or directions of a member responding to the incident;
    - (b) during an incident, obstruct or otherwise interfere with access roads or other approaches to the incident, or fire hydrants, reservoirs or bodies of water required for fire suppression purposes;

- (c) damage, destroy, obstruct, impede or hinder the operation of any apparatus or, unless authorized by the fire chief, incident commander or other officer, travel across a fire hose;
  - (d) refuse to permit any member to enter into or upon premises in relation to which an alarm or other request for assistance has been received, or in or upon which a member has reasonable grounds to believe that an incident has occurred or may occur;
  - (e) interfere with any member or refuse to permit any member to enter into or upon premises or a fire scene to determine the cause and origin of a fire or the cause of activation of a fire alarm system; and
  - (f) except as authorized by the fire chief, an officer or an incident commander:
    - i. enter any structure, vehicle or area involved in or threatened by an incident; or
    - ii. refuse to move from such a structure, vehicle or area when directed to do so by a peace officer or by a member.
- (2) Persons who violate section 7(1) may, in addition to any other penalty, be removed from the scene of an incident by a peace officer or the fire chief, officer or incident commander (or their designate).
- (3) Persons who damage apparatus in contravention of section 7(1)(c), in addition to any other penalty, shall be liable for the cost of repairing or replacing the apparatus.
- (4) No person shall falsely represent himself or herself as a member of a fire department, or wear or display any fire department uniform, badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
- (5) Any person who violates section 7(1) or section 7(4) of this bylaw, shall be guilty of an offence and shall be liable upon summary conviction therefor to a penalty not exceeding Two Thousand Dollars (\$2,000) for every such violation, which penalty and cost shall be recoverable and enforceable upon summary conviction in the manner provided by the *Offence Act* (B.C.).

Corporate Legislative Officer



**Black Creek – Oyster  
Bay Fire Service  
Administration Bylaw  
No. 293, 2014**

**The following is a consolidated copy of the Black Creek – Oyster Bay Fire Service Administration Bylaw No. 293, 2014.**

Bylaw No.	Bylaw Name	Adopted	Purpose
293	Black Creek – Oyster Bay Fire Service Administration Bylaw No. 293, 2014	June 24, 2014	To regulate and establish the operational criteria and administrative parameters for the Black Creek / Oyster Bay fire protection service.
431	Black Creek – Oyster Bay Fire Service Administration Bylaw No. 293, 2014, Amendment No. 1	May 31, 2016	To establish the service level and training standards for the Black Creek / Oyster Bay fire protection service

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version clearer and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 293**

A bylaw to regulate and establish the operational criteria and administrative parameters  
for the Black Creek / Oyster Bay fire protection service

**WHEREAS** the Comox Valley Regional District has the responsibility for providing fire protection to Black Creek – Oyster Bay under Bylaw No. 1964 being “Black Creek/Oyster Bay Fire Protection Local Service Conversion/Establishment Bylaw No. 1964, 1997”;

**AND WHEREAS** the Comox Valley Regional District wishes to define the powers, authorities and responsibilities of the fire department operating in this service;

**NOW THEREFORE** the board of the Comox Valley Regional District, in open meeting assembled, enacts as follows:

#### **Definitions and interpretation**

1. (1) In this bylaw, the following terms shall have the following respective meanings:
  - (a) “apparatus” means any vehicle, equipment (including communications equipment), machinery, devices, supplies or materials used by a fire department in connection with fire suppression or dealing with an incident and any vehicle used to transport members or supplies to an incident, but does not include personal vehicles of members used to transport themselves to a fire hall;
  - (b) “automatic aid” means an arrangement whereby calls of a specified type, or calls to specified areas on or near the border, between two fire service areas will automatically involve the dispatch of both fire departments;
  - (c) “auxiliary” means a member of the fire department providing a support role during an incident;
  - (d) “board” shall mean the board of directors of the regional district;
  - (e) “CAO” shall mean the chief administrative officer of the regional district, or his or her designate;
  - (f) “department operational guidelines” means the operating guidelines governing the principal administration, operation and deployment of the fire departments, their personnel and resources; the department operational guidelines are specific to each fire department;
  - (g) “EMBC” means Emergency Management BC, or any successor organizations thereto;
  - (h) “fire chief” means the member, appointed in accordance with this bylaw, in command of a fire department;
  - (i) “fire commissioner” means the fire commissioner appointed pursuant to the *Fire Services Act* (B.C.);
  - (j) “fire department” means the Oyster River Fire Rescue department;

- (k) “fire service area” means the ordinary service jurisdiction of the fire department;
- (l) “incident” means an event or situation to which a fire department has responded or would normally respond, whether alone, or in conjunction with other fire departments or emergency services;
- (m) “incident commander” means the member in charge of an incident under the incident command system, as set forth under the B.C Emergency Response Management System and/or as defined in the fire department’s or regional district operational guidelines as applicable;
- (n) “interface fire” means any fire in a wildland-urban interface region where residential, industrial, recreational and/or agricultural structures are located proximate to or among combustible wildland fuels;
- (o) “L AFC” means local assistant to the fire commissioner, as defined in the *Fire Services Act* (B.C.);
- (p) “large scale emergency” means any incident where a fire chief has requested aid either from another fire department or other agency or under a mutual aid agreement, or any Incident or situation which requires a coordinated response from more than one fire department and another agency;
- (q) “local committee” shall mean any community-based or fire department-based society or association which provides services to, or is involved in budget oversight functions, under the terms of a services agreement with the regional district;
- (r) “member” means a person employed, whether full-time, part-time, or as a volunteer, and holding a position within a fire department as an officer, firefighter or auxiliary;
- (s) “MLFNRO” means the Ministry of Lands, Forests and Natural Resource Operations or any successor to that ministry;
- (t) “minister” means the minister referred to in the *Emergency Program Act* (B.C.);
- (u) “mutual aid agreement” means a written agreement between agencies for the sharing of emergency resources in assistance during an incident;
- (v) “NI911” means the North Island 911 Corporation or any successor thereto responsible for providing dispatch services to the fire department.
- (w) “officer” means a member who is appointed as an officer within the relevant fire department;
- (x) “public buildings” has the meaning ascribed thereto in the *Fire Services Act* (B.C.);
- (y) “regional district” means the Comox Valley Regional District;
- (z) “regional district operational guidelines” means operational guidelines developed by the regional district in consultation with the fire departments and



applicable to all fire departments under the auspices of the regional district, with such guidelines to include matters relating to human rights, liability and other matters consistent with the regional district practices;

- (aa) “services agreement” means a contractual arrangement between the regional district and a community-based or fire department-based society or association for the provision of financial administration of operational grant funding, and community engagement services for a fire department; and
  - (bb) “structural protection unit” means a trailer and its contents including pumps, hoses, hand tools and sprinklers used to protect structures from wildfire.
- (2) References in this bylaw to statutes, regulations, bylaws or policies, and to positions, titles or ministries, includes the same as may be amended, supplemented or replaced from time to time.

### **Application**

- 2. (1) This bylaw will apply to the Black Creek – Oyster Bay fire protection service area established by the regional district by Bylaw No. 1964 being “Black Creek/Oyster Bay Fire Protection Local Service Conversion/Establishment Bylaw No. 1964, 1997”.
- (2) In the absence of references in this bylaw to specific documents, existing rules and regulations will be sufficient to administer this bylaw.

### **Administration and reporting**

- 3. (1) The CAO shall:
  - (a) assist the fire chiefs in developing annual budgets and five-year financial plans for the fire department for approval by the board;
  - (b) review fire department training programs to ensure that members are trained for their roles and assigned tasks and that all necessary training records are maintained;
  - (c) work with the fire chiefs to develop, revise and maintain consistent department operational guidelines, regional district operational guidelines and related policies for fire departments, which guidelines shall cover all required provincial standards relating to the operation of a fire department (including WorkSafe BC requirements and standards stipulated under or in accordance with the *Fire Services Act* (B.C.));
  - (d) meet with local committees as may be necessary or advisable;
  - (e) in consultation with the fire chiefs and regional emergency planning agencies, develop and periodically update planning to address a large scale emergency or significant or potential interface fire, including coordinating responses with the MLFNRO, EMBC and other emergency responder agencies;
  - (f) help promote and raise the profile of the fire department and the fire service generally, within the various fire service areas;

- (g) help promote fire safety and fire prevention, including providing education in relation to managing the risks of interface fires for properties within the fire service areas of the regional district;
  - (h) nominate the fire chief or, on the advice of a fire chief, officers within the fire department, for appointment as LAFCs by the fire commissioner;
  - (i) work with the fire chiefs to evaluate and manage a regional district-wide approach to procurement of apparatus and services for fire department operations to ensure interoperability and economies of scale in making purchases;
  - (j) work with the fire chiefs to evaluate and manage a regional district-wide approach to maintenance and repair of apparatus and fire department buildings and grounds;
- (2) The CAO shall consult with the fire chiefs in relation to the implementation or material revision of any policies affecting one or more fire departments, including apparatus procurement, standards for officers (including fire chiefs), budgets, training, procedures for responding to large scale emergencies and interface fires, and other regional district operational guidelines.
- (3) Where applicable, a fire chief shall consult with the local committee in his or her fire department’s fire service area in relation to the setting of annual budgets and five-year financial plans for the fire departments, and in relation to such other matters as may be set forth in a services agreement between the regional district and the relevant local committee. Where no local committee exists, or where the local committee is not community-based, the CAO and the fire chief shall develop a process for enabling public review and comment on the fire department’s annual budget planning.
- (4) In consultation with the fire chief, the CAO shall provide advice and make recommendations in relation to general operations of the fire departments.
- (5) The CAO appoints the fire chief for the fire department.
- (6) The CAO, in consultation with the fire chief, shall develop and periodically review or revise the following:
  - (a) the process by which an individual is nominated to be a fire chief;
  - (b) the qualifications required for an individual to be appointed as a fire chief; and
  - (c) developing a policy, for board approval, for the tenure for a fire chief and terms of service (including remuneration), enabling the CAO to implement and act within said policy.
- (7) The CAO is authorized to manage employee relations, which include conducting investigations into the application of regional district and fire department operational guidelines, and may suspend or terminate any fire chief, officer or member in a progressive discipline approach, following a considered review of said guidelines and operational practices.
- (8) Despite any other section of this bylaw, the authorities and responsibilities identified in sections 3(5), 3(6) and 3(7) of this bylaw cannot be delegated.

## **Fire chiefs**

4. (1) A fire chief is authorized to conduct the day-to-day operations, including emergency responses, of his or her fire department. The fire chief shall provide reports as requested to the CAO on the operation of his or her fire department.
- (2) In managing the operations of the fire department, the fire chief shall take into consideration the level of training of members of the fire department, including those members acting as officers, and the roles to which members may be assigned during an incident for the purpose of matching training and skills to roles and responsibilities. A fire chief is empowered to maintain proper training records for all members under his or her command, and retain such records in the fire department's records management system.
- (3) Subject to relevant procedures and operational guidelines, which involve a progressive disciplinary approach, the fire chief may suspend or terminate any officer or member.
- (4) The fire chief and any officer, member or other person authorized to act on behalf of the fire chief may purchase goods and services in accordance with the current financial plan and in accordance with the regional district's delegation of purchasing authority bylaw.
- (5) The fire chief and any officer, member or other person authorized to act on behalf of the fire chief, is authorized to exercise one or more of the following powers within the relevant fire service area:
  - (a) enforce the fire department's operational guidelines and the regional district operational guidelines for the proper and efficient administration and operation of the fire department and make or amend and enforce such additional rules, policies and guidelines as are not inconsistent with the regional district operational guidelines;
  - (b) in accordance with regional district approved department operational guidelines, request any person at or near an incident to render reasonable assistance to mitigate the incident;
  - (c) enter onto and into property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire, and make an order requiring that the property owner remedy such conditions;
  - (d) enter onto and into property and premises at all times as required in order to investigate the cause, origins and circumstances of a fire;
  - (e) if property is endangered by debris caused by lumbering, land clearing or industrial operation, require the person who is carrying on or who has carried on the operation, or the owner or occupier of the land on which the debris exists, to dispose of the debris, and undertake any other actions for the purpose of removing or reducing the danger as is necessary or advisable in the circumstances;
  - (f) in relation to an incident,

- i. to take measures considered necessary to prevent and suppress fires, including the demolition or removal of buildings and other structures or things to prevent the spread of a fires or other hazard;
    - ii. to enter, at any time, premises or property where the incident is occurring and to cause any member or apparatus to enter as he or she deems necessary or advisable in order to combat, control or deal with the incident;
    - iii. to enter, pass through or over buildings or property proximate to the incident, and to cause any member or apparatus of a fire department to enter, pass through or over buildings or property proximate to the incident, where he or she deems it necessary or advisable to gain access to the incident or to protect any person or property;
    - iv. to exercise control over access to and to evacuate areas proximate to an incident (including public property, private property, buildings, streets and highways) and to manage vehicular and pedestrian traffic, as he or she deems necessary or advisable to prevent interference with the fire department’s response to the incident, or the response of other emergency services, or to reduce the risk to life or property; and
    - v. to take such other actions as the fire chief considers are advisable or necessary to remove the hazard or risk, to ensure the safety of members, other emergency responders and the public, and to prevent or reduce damage to property;
  - (g) the powers of the fire commissioner under section 25 of the *Fire Services Act* (B.C.), and for these purposes that section applies;
  - (h) deal with any matter within the scope of the *Fire Services Act* (B.C.) in a manner not contrary to that Act or the regulations under it;
  - (i) if nominated and appointed as an LAFC, to exercise the powers of an LAFC under the *Fire Services Act* (B.C.);
  - (j) to enforce this bylaw and any other regional district bylaws, rules, orders and regulations for the prevention and suppression of fires and protection of life and property;
  - (k) to administer or carry out fire inspections of public buildings, if so stipulated, under any bylaw establishing fire inspections in the relevant fire service area;
  - (l) to collect and disseminate information in regards to fires and fire hazards in the fire service area in which his or her fire department is located, and in this regard, to work with the local committee (if any) in relation to promoting fire prevention and fire safety.
- (6) The provision of first medical responder services shall be made in compliance with any requirements of British Columbia Emergency Health Services, and the fire chief may recommend entering into such agreements as may be required in connection therewith, subject to review and approval of such agreement by the board.

- (7) The fire chief may recommend to the CAO changes to the service establishing bylaw to restrict, limit, expand or otherwise alter the services offered by the fire department.
- (8) For greater certainty, an incident commander has the powers of a fire chief enumerated under section 4(5)(f) of this bylaw in relation to a response to an incident.
- (9) In consultation with the CAO, a fire chief may recommend mutual aid or automatic aid arrangements with a neighbouring fire department, either within or outside of the regional district. Any such mutual aid or automatic aid agreement shall be in writing and subject to approval by the board.
- (10) In consultation with the CAO, the fire chief will advise NI911 of any and all mutual aid and automatic aid agreements such that dispatch knows to contact appropriate fire departments for responding.

#### **Fire department authorized services**

5. (1) The service level and training standard as defined in the Office of the Fire Commissioner’s “Structure firefighters competency and training playbook” for the Oyster River fire rescue department is established at full service operations.
- (2) The fire department is authorized to provide the following services:
  - (a) fire suppression, including suppression of interface fires;
  - (b) road rescue;
  - (c) technical rescue;
  - (d) hazardous materials responses;
  - (e) first medical responder services;
  - (f) assistance to other emergency responders;
  - (g) public fire education and public fire prevention; and
  - (h) such other services, training or activities related or ancillary to any of the foregoing, such as burning buildings or structures for training fire department personnel and/or the public as required.
- (3) For certainty, at any given incident, the fire department is not required to provide one or more of the authorized services listed at section 5(2) if the fire chief or incident commander considers that there is insufficient apparatus and/or trained members to deliver such authorized service safely and in accordance with the applicable standards, including those set out under the *Fire Services Act* (B.C.) and *Workers Compensation Act* (B.C.).

#### **Fire department jurisdiction, regional assistance and mutual aid**

6. (1) The jurisdiction of the fire department shall be the fire service area set out in its service establishment bylaw, as same may be amended from time to time.
- (2) A fire department may respond to an incident outside of its fire service area in the following circumstances:

- (a) if authorized to respond by EMBC or in accordance with an agreement with or standard operating procedures established by the MLFNRO or any other provincial emergency agency;
  - (b) in accordance with the terms of a written mutual aid or automatic aid or other agreement which expressly authorizes the supply of fire services outside the boundaries of the fire service area;
  - (c) if ordered so to do by the minister, by a local authority exercising the minister’s powers, by the Lieutenant Governor in Council or by the fire commissioner, in each case under and in accordance with the *Emergency Program Act* (B.C.) and the regulations made thereunder.
- (3) Where a fire department responds outside of its service area to another part of the regional district other than a municipality, the fire chief, officers and members shall have the powers set forth in section 4(5)(f) of this bylaw in relation to managing or responding to that incident.
- (4) A fire chief or his or her designate may, in his or her sole discretion, refuse to respond to calls to incidents described in sections 6(2)(a) and 6(2)(b), provided that any refusal of a mutual aid or automatic aid request shall be in accordance with the terms of the relevant agreement.
- (5) The fire department may respond to an out-of-district deployment upon a request for assistance by fire commissioner for the structural protection unit in accordance with the regional district’s community services branch procedures.
- (6) The CAO shall be advised as soon as possible of all responses by fire departments described in section 6(2), or of a decision to refuse such a request in accordance with section 6(4).

## **Other**

- 7.
  - (1) No person shall:
    - (a) impede, hinder or obstruct any member at an incident and every person in the proximity of an incident shall comply with orders or directions of a member responding to the incident;
    - (b) during an incident, obstruct or otherwise interfere with access roads or other approaches to the incident, or fire hydrants, reservoirs or bodies of water required for fire suppression purposes;
    - (c) damage, destroy, obstruct, impede or hinder the operation of any apparatus or, unless authorized by the fire chief, incident commander or other officer, travel across a fire hose;
    - (d) refuse to permit any member to enter into or upon premises in relation to which an alarm or other request for assistance has been received, or in or upon which a member has reasonable grounds to believe that an incident has occurred or may occur;

- (e) interfere with any member or refuse to permit any member to enter into or upon premises or the scene of an incident to determine the cause and origin of a fire or the cause of activation of a fire alarm system; and
  - (f) except as authorized by the fire chief, an officer or an incident commander:
    - i. enter any structure, vehicle or area involved in or threatened by an incident; or
    - ii. refuse to move from such a structure, vehicle or area when directed to do so by a peace officer or by a member.
- (2) Persons who violate section 7(1) may, in addition to any other penalty, be removed from the scene of an incident by a peace officer or the fire chief, officer or incident commander (or their designate).
- (3) No person shall falsely represent himself or herself as a member of a fire department, or wear or display any fire department uniform, badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
- (4) Any person who violates any provision of section 7(1) or section 7(3) of this bylaw shall be guilty of an offence and shall be liable upon summary conviction therefor to a penalty not exceeding Two Thousand Dollars (\$2,000) for every such violation, which penalty and cost shall be recoverable and enforceable upon summary conviction in the manner provided by the *Offence Act* (B.C.).

### **Citation**

This Bylaw No. 293 may be cited as the “Black Creek – Oyster Bay Fire Service Administration Bylaw No. 293, 2014.”

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 510**

#### **A bylaw to delegate the purchasing authority for the Comox Valley Regional District**

**WHEREAS** under sections 229(1) and 263 of the *Local Government Act* (RSBC 2015) the board may, by bylaw, adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officer and employees;

**AND WHEREAS** the board of the Comox Valley Regional District wishes to delegate to its officers and employees certain powers, duties and functions;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled hereby enacts as follows:

#### **Repeal**

1. Bylaw No. 284 as “Comox Valley Regional District Delegation of Purchase Authority Bylaw No. 284, 2013”, and amendments thereto, is hereby repealed.

#### **Definitions**

2. In this bylaw:
  - a. **“Board”** means the board of the Comox Valley Regional District
  - b. **“CVRD”** mean the Comox Valley Regional District

#### **Procurement Transaction Authority Delegation**

3. The board hereby delegates to the CVRD’s officers and employees the powers, duties and function of the Board to enter into transactions relating to the CVRD’s activities, works or services, subject to the approved financial plan and the limitations on that delegated authority set out in this bylaw and the *Procurement Policy* adopted by the Board and as may be amended from time to time.

#### **Delegation**

4. A delegation of power, duty or function under this bylaw includes a delegation to a person who has, from time to time, been appointed to act on behalf of the delegate or is appointed by the board to act in the capacity of the delegate in the delegate’s absence including, in the event of a state of emergency, the appointed Emergency Operations Centre Director.
5. In the absence of the delegate, the powers delegated under this bylaw may be exercised by a person who has been appointed to act in the capacity of the delegate, or the executive manager of that person’s branch. In the absence of an executive manager, the powers delegated under this bylaw may be exercised by the Chief Administrative Officer or the person designated as the acting Chief Administrative Officer.

#### **Limits on expenditures**

6. Despite the authority granted in section 3, an officer or employee of the CVRD must not enter into an agreement of a capital nature under which the CVRD would incur a liability payable after the end of the then current year for a term that is for more than five years, including all rights of renewal and extension.



7. An expenditure made by a person to whom the Board has delegated authority under this bylaw must be within the CVRD’s approved financial plan.

### **Land use agreements**

8. With respect to land use agreements, the Board hereby delegates to the CVRD officers and employees the following powers, duties and functions to be exercised in accordance with the Procurement Policy adopted by the Board and as may be amended from time to time:
- a) The power to acquire, amend or discharge a statutory right of way or easement on behalf of the CVRD in connection with the operation and maintenance of any works or service of the CVRD; and
  - b) The power to enter into a lease or license of a real property necessary or convenient for the operation and maintenance of any works or service of the CVRD where the value of the rent, licence fee or other consideration for the term is included in the approved financial plan and is within the amounts listed in the authorities and responsibilities section of the Procurement Policy.

### **Citation**

This Bylaw No. 510 may be cited for all purposes as “Comox Valley Regional District Delegation of Purchasing Authority Bylaw No. 510, 2018.”

<b>Read a first and second time this</b>	<b>28<sup>th</sup></b>	<b>day of</b>	<b>November</b>	<b>2017</b>
<b>Read a third time this</b>	<b>28<sup>th</sup></b>	<b>day of</b>	<b>November</b>	<b>2017</b>
<b>Third reading rescinded this</b>	<b>23<sup>rd</sup></b>	<b>day of</b>	<b>January</b>	<b>2018</b>
<b>Amended at second reading this</b>	<b>23<sup>rd</sup></b>	<b>day of</b>	<b>January</b>	<b>2018</b>
<b>Read a third time as amended this</b>	<b>23<sup>rd</sup></b>	<b>day of</b>	<b>January</b>	<b>2018</b>
<b>Adopted this</b>	<b>23<sup>rd</sup></b>	<b>day of</b>	<b>January</b>	<b>2018</b>

***B. Jolliffe***

***J. Warren***

Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 510 being “Comox Valley Regional District Delegation of Purchasing Authority Bylaw No. 510, 2018” as adopted by the board of the Comox Valley Regional District on the 23<sup>rd</sup> day of January, 2018.

***J. Warren***

Corporate Legislative Officer

**The following is a consolidated copy of the Black Creek/Oyster Bay fire protection local service area conversion/establishment bylaw and includes the following bylaws:**

<b>Bylaw No.</b>	<b>Bylaw Name</b>	<b>Adopted</b>	<b>Purpose</b>
1964	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997	April 27, 1998	To convert from service and establishment of the Black Creek/Oyster Bay fire protection local service area
2759	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw Amendment No. 1	February 28, 2005	To define boundaries as in Schedule 'B' and replace Schedule 'A'
74	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw Amendment No. 2	November 23, 2010	To replace Schedule 'A' – Definitions and capital improvement charges and Schedule 'B'
260	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw Amendment No. 3	July 30, 2013	To define boundaries as in Schedule 'B' and replace Schedule 'A'
288	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw Amendment No. 4	January 28, 2014	To extend the Black Creek/Oyster Bay fire protection local service area (of the Comox Valley Regional District) to include the right-of-ways of Highway 19, Hamm Road and York Road
382	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997, Amendment No. 5	June 30, 2015	To include property located along the south-eastern boundary of the service area (PID is 004-814-398. LT3 PLAN 1241R BLOCK 29 LNDDST15)

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 1964**

**A bylaw to convert the “Black Creek/Oyster Bay Fire Protection Specified Area” within Electoral Areas “C” and “D” (Black Creek/Oyster Bay) to a “Local Service Area” and to provide for the first responder program.**

**WHEREAS** the Regional Board of the Regional District of Comox-Strathcona adopted “Black Creek/Oyster Bay Fire Protection Specified Area Establishment and Loan Authorization Bylaw, 1975” (Bylaw No. 176) to establish a specified area for the purpose of providing fire protection to the community of Black Creek/Oyster Bay, and “Black Creek–Oyster Bay Fire Protection Specified Area Boundary Amendment Bylaw, 1979” for the purpose of adding a portion of the Black Creek Fire Protection Specified Area to the Black Creek/Oyster Bay Specified Area:

**AND WHEREAS** pursuant to Section 775(4) of the Municipal Act, R.S.B.C. 1979, where a Regional Board exercises a power to provide a service under Section 775(3), the Regional Board may adopt a bylaw in accordance with Section 775(5) which, converts the service to a local service, exercised under the authority of an establishing bylaw;

**AND WHEREAS** the Regional Board wishes to convert the Black Creek/Oyster Bay Fire Protection Specified Area to a “Local Service Area” under Section 798(1)(g) of the Municipal Act;

**AND WHEREAS** the Directors for Electoral Area “C” and “D” have consented to the Bylaw;

**NOW THEREFORE** the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled enacts as follows:

#### **Local Services Established**

1. The local services hereby established and to be operated is the provision of:
  - (a) fire prevention;
  - (b) fire suppression; and
  - (c) assistance in response to:
    - i) requests from the Provincial Ambulance Service for extrication of persons from damaged motor vehicles;
    - ii) requests for assistance in the extrication of persons from damaged buildings, structures or natural hazards;
    - iii) emergencies, where the equipment and personnel of the Department is required and police or ambulance personnel are unavailable or are unable to respond adequately; and
    - iv) the provision of assistance under sections (i), (ii) or (iii) above, shall be subject to a determination by the Fire Chief that the personnel and equipment resources of the Fire Department are capable of responding to the emergency.

## **Boundaries of the Service Area**

2. The boundaries of the Black Creek – Oyster Bay fire protection service shall be those portions of Comox Valley Regional District Electoral Area ‘C’ (Puntledge – Black Creek) and Strathcona Regional District Electoral Area ‘D’ (Oyster Bay – Buttle Lake) as shown on the attached Schedule ‘A’ which forms part of this bylaw.

## **Participating Area**

3. Comox Valley Regional District Electoral Area ‘C’ (Puntledge – Black Creek) and Strathcona Regional District Electoral Area ‘D’ (Oyster Bay – Buttle Lake) are the participating areas for this service.

## **Cost Recovery**

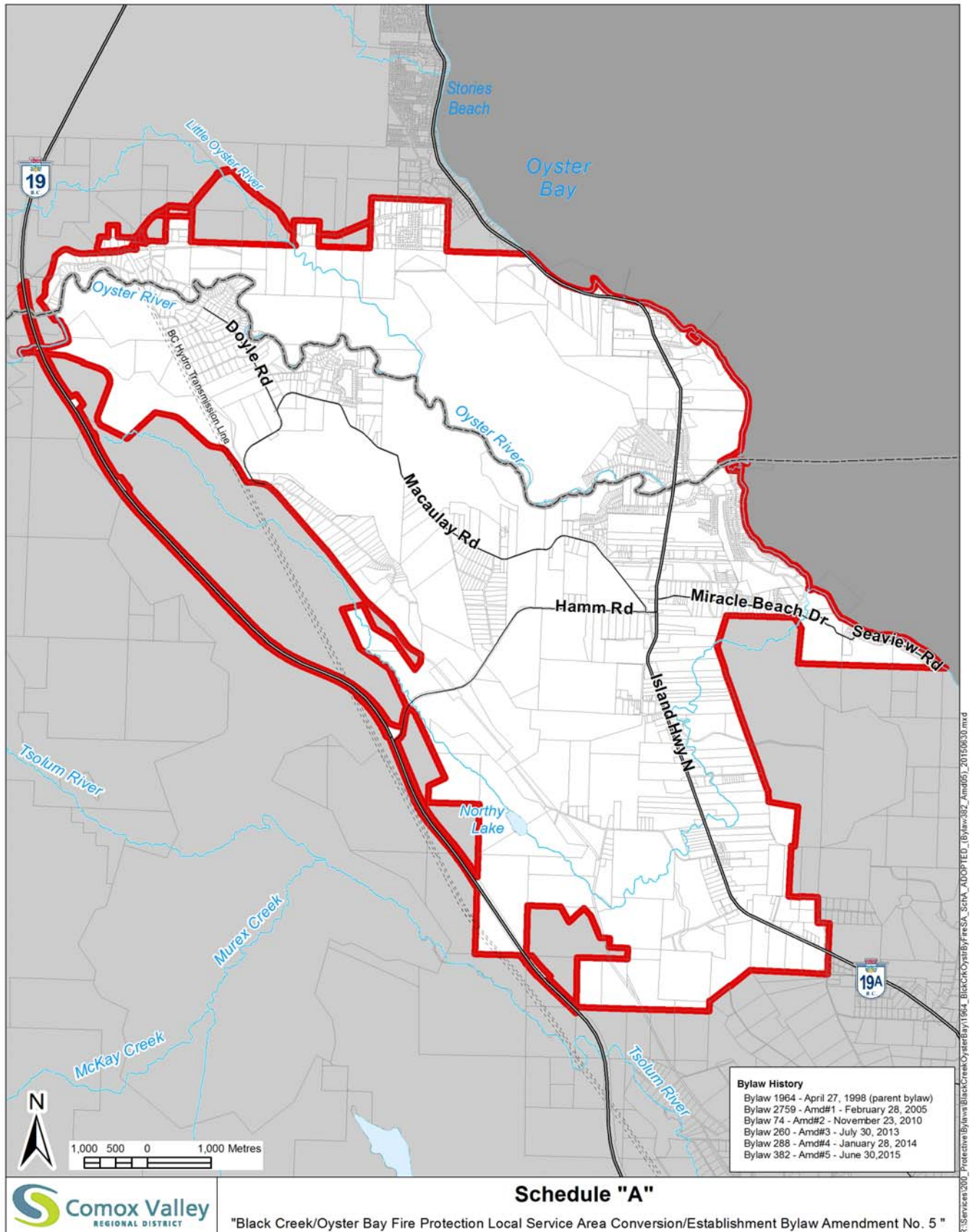
4. The annual cost for this local service shall be recovered by the requisition of money under 823 of the Municipal Act to be collected by a property value tax to be levied and collected under section 825(1) and (2) of the Municipal Act, and the by the imposition of fees and other charges that may be fixed by the Regional Board by separate bylaw for the purpose of recovering these costs.

## **Maximum Requisition**

5. In accordance with section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the service shall not exceed the greater of \$301,629 or the amount that may be raised by a property value tax rate of one dollar per one thousand dollars (\$1.00 per \$1,000) applied to the net taxable value of land and improvements for regional hospital district purposes.

## **Citation**

6. This bylaw may be cited for all purposes as “Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997”.



**The following is a consolidated copy of the Black Creek/Oyster Bay fire protection local service area conversion/establishment bylaw and includes the following bylaws:**

<b>Bylaw No.</b>	<b>Bylaw Name</b>	<b>Adopted</b>	<b>Purpose</b>
1964	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997	April 27, 1998	To convert from service and establishment of the Black Creek/Oyster Bay fire protection local service area
2759	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw Amendment No. 1	February 28, 2005	To define boundaries as in Schedule 'B' and replace Schedule 'A'
74	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw Amendment No. 2	November 23, 2010	To replace Schedule 'A' – Definitions and capital improvement charges and Schedule 'B'
260	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw Amendment No. 3	July 30, 2013	To define boundaries as in Schedule 'B' and replace Schedule 'A'
288	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw Amendment No. 4	January 28, 2014	To extend the Black Creek/Oyster Bay fire protection local service area (of the Comox Valley Regional District) to include the right-of-ways of Highway 19, Hamm Road and York Road
382	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997, Amendment No. 5	June 30, 2015	To include property located along the south-eastern boundary of the service area (PID is 004-814-398. LT3 PLAN 1241R BLOCK 29 LNDDST15)

567	Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997, Amendment No. 6	January 29, 2019	To amend the boundaries of the Black Creek - Oyster Bay Fire Protection Service
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**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**



## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 1964**

**A bylaw to convert the “Black Creek/Oyster Bay Fire Protection Specified Area” within Electoral Areas “C” and “D” (Black Creek/Oyster Bay) to a “Local Service Area” and to provide for the first responder program.**

**WHEREAS** the Regional Board of the Regional District of Comox-Strathcona adopted “Black Creek/Oyster Bay Fire Protection Specified Area Establishment and Loan Authorization Bylaw, 1975” (Bylaw No. 176) to establish a specified area for the purpose of providing fire protection to the community of Black Creek/Oyster Bay, and “Black Creek–Oyster Bay Fire Protection Specified Area Boundary Amendment Bylaw, 1979” for the purpose of adding a portion of the Black Creek Fire Protection Specified Area to the Black Creek/Oyster Bay Specified Area:

**AND WHEREAS** pursuant to Section 775(4) of the Municipal Act, R.S.B.C. 1979, where a Regional Board exercises a power to provide a service under Section 775(3), the Regional Board may adopt a bylaw in accordance with Section 775(5) which, converts the service to a local service, exercised under the authority of an establishing bylaw;

**AND WHEREAS** the Regional Board wishes to convert the Black Creek/Oyster Bay Fire Protection Specified Area to a “Local Service Area” under Section 798(1)(g) of the Municipal Act;

**AND WHEREAS** the Directors for Electoral Area “C” and “D” have consented to the Bylaw;

**NOW THEREFORE** the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled enacts as follows:

#### **Local Services Established**

1. The local services hereby established and to be operated is the provision of:
  - (a) fire prevention;
  - (b) fire suppression; and
  - (c) assistance in response to:
    - i) requests from the Provincial Ambulance Service for extrication of persons from damaged motor vehicles;
    - ii) requests for assistance in the extrication of persons from damaged buildings, structures or natural hazards;
    - iii) emergencies, where the equipment and personnel of the Department is required and police or ambulance personnel are unavailable or are unable to respond adequately; and
    - iv) the provision of assistance under sections (i), (ii) or (iii) above, shall be subject to a determination by the Fire Chief that the personnel and equipment resources of the Fire Department are capable of responding to the emergency.

**Boundaries of the Service Area**

2. The boundaries of the Black Creek – Oyster Bay fire protection service shall be those portions of Comox Valley Regional District Electoral Area 'C' (Puntledge – Black Creek) and Strathcona Regional District Electoral Area 'D' (Oyster Bay – Buttle Lake) as shown on the attached Schedule 'A' which forms part of this bylaw.

**Participating Area**

3. Comox Valley Regional District Electoral Area 'C' (Puntledge – Black Creek) and Strathcona Regional District Electoral Area 'D' (Oyster Bay – Buttle Lake) are the participating areas for this service.

**Cost Recovery**

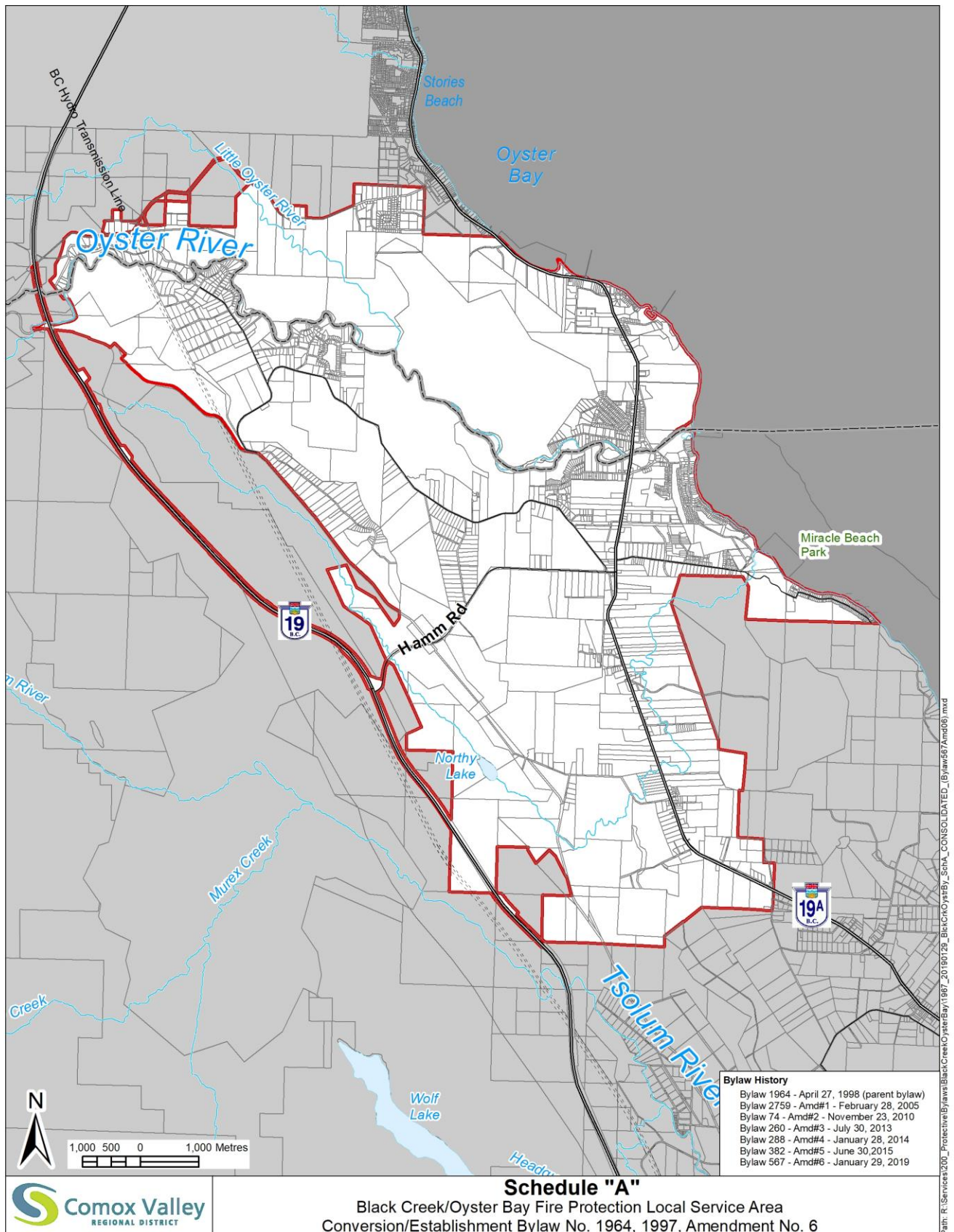
4. The annual cost for this local service shall be recovered by the requisition of money under 823 of the Municipal Act to be collected by a property value tax to be levied and collected under section 825(1) and (2) of the Municipal Act, and the by the imposition of fees and other charges that may be fixed by the Regional Board by separate bylaw for the purpose of recovering these costs.

**Maximum Requisition**

5. In accordance with section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the service shall not exceed the greater of \$301,629 or the amount that may be raised by a property value tax rate of one dollar per one thousand dollars (\$1.00 per \$1,000) applied to the net taxable value of land and improvements for regional hospital district purposes.

**Citation**

6. This bylaw may be cited for all purposes as "Black Creek/Oyster Bay Fire Protection Local Service Area Conversion/Establishment Bylaw No. 1964, 1997".



The following is a consolidated copy of the Black Creek – Oyster Bay Fire Protection Service Regulations Bylaw No. 357, 2014.

Bylaw No.	Bylaw Name	Adopted	Purpose
357	Black Creek – Oyster Bay Fire Protection Service Regulations Bylaw No. 357, 2014	November 13, 2014	To regulate the lighting of fires in the Black Creek – Oyster Bay fire protection service.
528	Black Creek – Oyster Bay Fire Protection Service Regulations Bylaw No. 357, 2014, Amendment No. 1	June 5, 2018	To amend the Black Creek – Oyster Bay Fire Protection Service Regulations to regulate high-risk activities in order to protect public health and safety and property

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version clearer and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

**COMOX VALLEY REGIONAL DISTRICT****BYLAW NO. 357****A bylaw for regulating the lighting of fires in the  
Black Creek-Oyster Bay fire protection service**

**WHEREAS** the board adopted bylaw No. 1964 being "Black Creek/Oyster Bay Fire Protection Local Service Conversion/Establishment Bylaw No. 1964, 1997" on the 27<sup>th</sup> day of April, 1998 to establish a service for the purpose of providing fire protection to the communities of Black Creek and Oyster Bay;

**AND WHEREAS** the regional district board may, by bylaw, regulate the activities under the service, including establishing regulations for the lighting of fires in the Black Creek-Oyster Bay fire protection service area;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

**Definitions**

1. For the purposes of this bylaw, unless the context otherwise requires:
  - (a) "beach fires" means an outdoor fire located on all land below the natural boundary of a body of water;
  - (b) "camp fires" means an outdoor fire started and maintained for warmth or cooking only.
  - (c) "domestic waste" means any readily combustible non-noxious dry waste material produced on the property and not derived from commercial activity;
  - (d) "extraordinary fire" means an emergency response call that, in the opinion of the fire chief, acting reasonably, requires any of the use of:
    - foam or fire retardant gels in excess of 200 litres
    - fire crew and fire truck for longer than 12 hours
    - specialized machinery
    - mutual aid resources for longer than 6 hours
  - (e) "extraordinary fire costs" means costs, over and above those costs associated with an emergency response that is not an extraordinary fire;
  - (f) "fire chief" means the fire chief of the Oyster River Fire/Rescue Department or his/her designate in the absence of the fire chief;
  - (g) "fire department" means the Oyster River Fire/Rescue Department;
  - (h) "high risk activity" means mechanical brushing; disk trenching; preparation or use of explosives; using fire- or spark-producing tools, including cutting tools; using or preparing fireworks or pyrotechnics; grinding, including rail grinding; mechanical land clearing; clearing and maintaining rights of way, including grass mowing; any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cutblock;
    - i. operating a power saw;
    - ii. mechanical tree felling, woody debris piling or tree processing, including de-limbing;
    - iii. welding;

- iv. portable wood chipping, milling, processing or manufacturing;
- v. skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock;
- vi. yarding logs using cable systems;
- (i) "natural boundary" means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself;
- (j) "noxious material" means any material which, when burned, produces harmful and polluting exhaust fumes into the air and/or leaves residues which are harmful and polluting, including but not limited to gasoline, oil, kerosene, rubber, tires, oil, tar, asphalt shingles, battery boxes, plastic material, polypropylene, polystyrene, electric wires, plastic pipe, adhesives, hydro carbons or any similar noxious material which may be toxic and which may or may not produce heavy black smoke or create a noxious odor.
- (k) "outdoor fires" means a fire in the open air where the products of combustion are not conveyed and disposed of by means of a chimney constructed and maintained in accordance with the B.C. Building Code and the B.C. Fire Code and excludes beach fires and campfires.

### General conditions

- 2. (1) This bylaw applies to outdoor fires, beach fires and camp fires on all privately-owned and publicly-owned properties located in the Black Creek-Oyster Bay fire protection service area.
- (2) In the event of a conflict between a provision of this bylaw and a provision of the *National Fire Code of Canada*, or the *Wildfire Act and Regulation* (British Columbia), the provisions of the *National Fire Code of Canada*, or the *Wildfire Act and Regulation* (British Columbia) shall prevail.
- (3) Except as permitted by this bylaw, no person shall start or maintain an outdoor fire, a beach fire or camp fire.
- (4) (a) If the fire chief is of the opinion that conditions are not safe for an outdoor fire, beach fire or campfire, owing to drought, lack of precipitation, accumulation of flammable materials, wind conditions or any other reason and the Provincial and Federal Governments have not issued a fire ban, the fire chief may enact a fire ban.
- (b) Following the enactment of a closure pursuant to section 2(4)(a) of this bylaw, the fire chief may post a notice advising that outdoor fires, beach fires, campfires and the burning of domestic waste are not allowed and no person shall start or maintain an outdoor fire, a beach fire, a camp fire or burn domestic waste until the notice is removed by the fire chief.
- (5) The fire chief must post copies of the notice in at least two locations where it is reasonable to expect that they will be visible to members of the public.
- (6) No person shall burn any garbage, animal organic waste, or noxious material
- (7) Outdoor fires, beach fires and camp fires shall from the time they are ignited until they are completely extinguished be kept under control at all times and supervised by a person at least 16 years old.
- (8) No person shall obstruct or prevent the fire chief from carrying out inspections or enforcing the regulations of this bylaw.

**Outdoor fires – permits**

3. (1) No person shall light, ignite, or maintain an outdoor fire or cause or permit an outdoor fire to be lit, ignited or maintained in the open air without first completing the application form and obtaining a fire permit from the fire chief.
- (2) The fire chief may issue permits for outdoor fires and may attach to a permit whatever conditions in his or her opinion are advisable.
- (3) The fire chief may withhold any permit or cancel any permit issued where in his or her opinion, the igniting of an outdoor fire may create a hazard to persons or property.
- (4) A permit shall be in writing and is valid only for the purpose stated in the permit and for the time set out in the permit.
- (5) A permit is not required for the burning of domestic waste in a serviceable metal or masonry container fitted with a metal screen or grill of less than 9.5 mm (3/8 inch) mesh to restrict sparks or flying debris during the hours of sunrise to sunset unless a notice that permits will be required for all or any such outdoor fires during the period specified in the notice.
- (6) Unless a notice is published that permits will be required during the period specified in the notice, no person is required to obtain a permit for the occasional burning of domestic waste material from sunrise to sunset on any day from November 1st in any year to March 31st of the following year, provided that the diameter of the pile does not exceed 2 meters.

**Beach fires**

4. (1) Beach fires shall only be ignited with wood and used for warmth or cooking.
- (2) Beach fires will be permitted only below the natural boundary and must be a minimum of three meters from driftwood, slash, grass or other combustible material.
- (3) Beach fires shall be no larger than 50 cm. in diameter.
- (4) A beach fire must be completely extinguished with water and not by covering the fire with sand or other material, by 11:00 p.m.

**Camp fires**

5. (1) No person shall ignite or maintain a camp fire within three meters of trees, stumps, logs, wooden structures or any other combustible material.
- (2) No person shall ignite or maintain a camp fire greater than 50 cm in diameter.
- (3) All flammable material shall be removed down to mineral soil for not less than one meter in all directions from the perimeter of the fire.
- (4) A person who ignites a camp fire shall ensure that an effective means of extinguishing the fire is available immediately adjacent to the fire at all times while the fire is maintained.
- (5) A camp fire, other than a camp fire ignited and maintained on private property, shall be extinguished by 11:00 p.m.

**High risk activities**

6. If at any time the Fire Chief deems it advisable, the Fire Chief may order one or more High Risk Activities to be prohibited for a specified period of time

**Cost recovery fees and charges for extraordinary fires and scene security costs**

7. (1) The owner of property on which an extraordinary fire occurs or on which scene security costs are incurred shall be liable for a charge for extraordinary fire costs

and/or scene security costs in accordance with the rates set out in schedule “A”, as amended or replaced from time to time.

- (2) The regional district may recover all costs and expenses it incurred incidentally to the taking of any measures pursuant to an extraordinary fire jointly and severally from any person who at the time had the charge, management or control of the building or property that is the subject of the charge, which costs and expenses are set out in schedule “A” attached to and forming part of this bylaw. If that person fails to pay those costs and expenses within 6 months after they were incurred, the regional district may recover those costs and expenses from the owner of the building or property by direct invoice, together with costs and interest at a rate set out in the *Taxation (Rural Area) Act*. Default on those costs, expenses and interest will result in their being added to the property taxes of the owner of the building or property.

### **Penalties**

8. Every person who:
- (a) contravenes or violates any provision of this bylaw or any permit or order issued under this bylaw;
  - (b) causes, suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw or any permit or order issued under this bylaw; or
  - (c) neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw or any permit or order issued under this bylaw;
- commits an offence and shall be liable, on summary conviction, to a fine not exceeding \$2,000.00 and, where the offence is a continuing one, each day that the offence continues must be considered a separate offence.

### **Severability**

9. Should any section or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the bylaw as a whole or any part thereof, other than the part so declared to be invalid.

### **Gender and number**

10. Wherever the singular or masculine is used in this bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context or the parties so require.

### **Repeal**

11. Bylaw No. 279 being “Black Creek-Oyster Bay Fire Protection Service Regulation Bylaw No. 279, 2014” and any amendments made hereto is repealed.

### **Citation**

This Bylaw No. 357 may be cited for all purposes as “Black Creek-Oyster Bay Fire Protection Service Regulation Bylaw No. 357, 2014.”



**SCHEDULE A****Extraordinary Fire Charge and Scene Security Costs**

1. The charge for the cost of responding to an extraordinary fire shall be calculated on the basis of the following:

Hourly cost of each fire crew and fire truck (one hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery <ul style="list-style-type: none"> <li>• (includes heavy machinery required in combating the fire)</li> </ul>	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

2. Despite section 1, if the costs of an extraordinary fire response as actually incurred by the regional district are less than the amounts calculated under section 1, the extraordinary fire charge shall be the lesser amount.

The following is a consolidated copy of the Denman Island fire protection service establishment bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
2045	Denman Island Fire Protection Local Service Establishment Bylaw No. 2045, 1998	June 29, 1998	A bylaw to convert the “Denman Island Fire Protection Specified Area” within Electoral Area “A” (Denman Island) to a “Local Service Area”
2272	Denman Island Fire Protection Local Service Establishment Bylaw, 1998, Amendment Bylaw No. 1, 2000	October 30, 2000	A bylaw to amend the Denman Island Fire Protection Local Service to indicate that it is located within Electoral Area ‘K’

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **BYLAW NO. 2045**

### **A bylaw to convert the “Denman Island Fire Protection Specified Area” within Electoral Area “A” (Denman Island) to a “Local Service Area”.**

**WHEREAS** the Regional Board of the Regional District of Comox-Strathcona adopted “Denman Island Bay Fire Protection Specified Area Establishment and Loan Authorization Bylaw, 1974” (Bylaw No. 143) to establish a specified area for the purpose of providing fire protection to the community of Denman Island;

**AND WHEREAS** pursuant to Section 775(4) of the Municipal Act, where a Regional Board exercises a power to provide a service under Section 775(3), the Regional Board may adopt a bylaw in accordance with Section 775(5) which converts the service to a local service, exercised under the authority of an establishing bylaw;

**AND WHEREAS** the Regional Board wishes to convert the Denman Island Fire Protection Specified Area to a “Local Service Area” under Section 775(5) of the Municipal Act;

**AND WHEREAS** the Director for Electoral Area “A” has consented to the Bylaw;

**NOW THEREFORE** the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled enacts as follows:

#### **Local Service Established**

1. The local service hereby established and to be operated is the provision of:
  - (a) fire prevention;
  - (b) fire suppression; and
  - (c) assistance in response to:
    - i) calls for extrication of persons from damaged motor vehicles;
    - ii) calls for assistance in the extrication of persons from damaged buildings, structures or natural hazards;
    - iii) emergencies, where the equipment and personnel of the Fire Department is required and police or ambulance personnel are unavailable or are unable to respond adequately; and
    - iv) other emergencies including explosion; flood, earthquake, landslide, or other natural event; spill, release or leak of a substance capable of injuring people or damaging property; any emergency as declared under Section 796(I)(h) of the Municipal Act or under the Emergency Program Act;
    - v) rescue operations
    - vi) the provision of assistance under sections (i) to (v) above, shall be subject to a determination by the Fire Chief that the personnel and equipment resources of the Fire Department are capable of responding to the emergency.

### **Boundaries of the Service Area**

2. The boundaries of the “Denman Island Fire Protection Local Service Area” are shown outlined in heavy black on the map attached to this bylaw as Schedule “A”.

### **Participating Area**

3. Electoral Area “K” is the sole participating area for this local service.

### **Cost Recovery**

4. The annual cost for this local service shall be recovered by one or more of the following:
  - (a) The requisition of money under Section 823 of the Municipal Act to be collected by a property value tax to be levied and collected under section 825(1) and (2) of the Municipal Act; and
  - (b) By the imposition of fees and other charges that may be fixed by the Regional Board by separate bylaw for the purpose of recovering these costs.

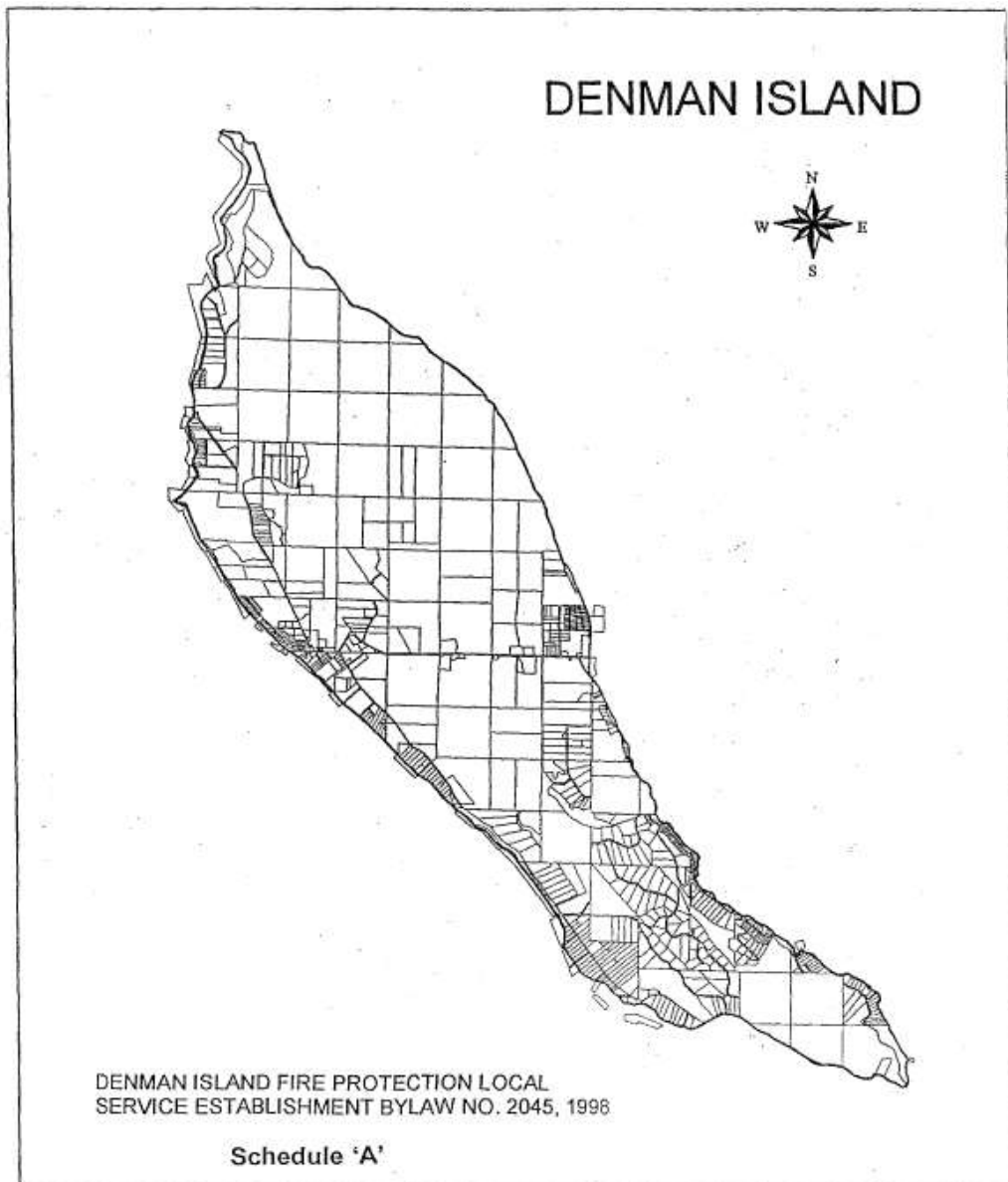
### **Maximum Requisition**

5. The maximum amount that may be requisitioned under Section 816(1) of the Municipal Act for this service is the greater of:
  - (a) the sum of \$164,433 per year; or
  - (b) the product obtained by multiplying the net taxable value of land and improvements within the service area by a property tax value rate of \$1.25 per \$1,000.00 of assessment, which when applied to the net taxable value of land and improvements within the local service area will yield the maximum amount that may be requisitioned for the service for Regional Hospital District purposes in the Local Service Area.

### **Citation**

6. This bylaw may be cited for all purposes as “Denman Island Fire Protection Local Service Establishment Bylaw No. 2045, 1998”.

**Schedule 'A'**



The following is a consolidated copy of the Denman Island Fire Protection Service Regulation Bylaw No. 281, 2013.

Bylaw No.	Bylaw Name	Adopted	Purpose
281	Denman Island Fire Protection Service Regulation Bylaw No. 281, 2013	November 26, 2013	To regulate the lighting of fires in the Denman Island fire protection service.
529	Denman Island Fire Protection Service Regulation Bylaw No. 281, 2013, Amendment No. 1	June 5, 2018	To amend the Denman Island Fire Protection Service Regulations to regulate high-risk activities in order to protect public health and safety and property

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version clearer and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 281**

#### **A bylaw for regulating the lighting of fires in the Denman Island fire protection service**

**WHEREAS** the board of the Comox Valley Regional District provides fire prevention and suppression services to persons or property situated in the Denman Island fire local service under Bylaw No. 2045 being “Denman Island Fire Protection Local Service Establishment Bylaw No. 2045, 1998”;

**AND WHEREAS** the regional district board may, by bylaw, regulate the activities under the service, including establishing regulations for the lighting of fires in the Denman Island fire protection service area;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Definitions**

1. For the purposes of this bylaw, unless the context otherwise requires:
  - (a) “beach fires” means an outdoor fire located on all land below the natural boundary of the Georgia Strait;
  - (b) “camp fires” means an outdoor fire started and maintained within a fire pit;
  - (c) “extraordinary fire” means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the use of:
    - foam or fire retardant gels
    - fire crew and fire truck
    - specialized machinery
    - mutual aid resourcesmaterially beyond what is typically required to respond to a fire;
  - (d) “extraordinary fire costs” means costs, over and above those costs associated with a fire that is not an extraordinary fire;
  - (e) “fire chief” means the fire chief of the Denman Island Fire / Rescue Department or his/her designate in the absence of the fire chief;
  - (f) “fire department” means the Denman Island Fire / Rescue Department;
  - (g) “fire pit” means an enclosure or surround of non-combustible material such as iron rings, or stone masonry surrounds no larger than one meter in diameter;
  - (h) “high risk activity” means mechanical brushing; disk trenching; preparation or use of explosives; using fire- or spark-producing tools, including cutting tools; using or preparing fireworks or pyrotechnics; grinding, including rail grinding; mechanical land clearing; clearing and maintaining rights of way, including grass mowing; any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cutblock:

- i. Operating a power saw;
  - ii. mechanical tree felling, woody debris piling or tree processing, including de-limbing;
  - iii. welding;
  - iv. portable wood chipping, milling, processing or manufacturing;
  - v. skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock;
  - vi. yarding logs using cable systems;
- (i) “members” means a volunteer fire fighter or auxiliary of the department including every officer and the fire chief and the deputy chief;
- (j) “natural boundary” means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself;
- (k) “noxious material” means any material which, burned, produces harmful and polluting exhaust fumes into the air and/or leaves residues which are harmful and polluting, including but not limited to gasoline, oil, kerosene, tar, asphalt, plastic and tires;
- (l) “outdoor fires” means a fire in the open air where the products of combustion are not conveyed and disposed of by means of a chimney constructed and maintained in accordance with the B.C. Building Code and the B.C. Fire Code and excludes beach fires and campfires.

### **General conditions**

2. (1) This bylaw applies to all privately-owned and publicly-owned properties located in the Denman Island fire protection service area.
- (2) In the event of a conflict between a provision of this bylaw and a provision of the *National Fire Code of Canada*, the *Forest Act* (British Columbia) or the *Forest Practices Code of British Columbia Act*, the provisions of the *National Fire Code of Canada*, the *Forest Act* (British Columbia) or the *Fire Practices Code of British Columbia Act* shall prevail.
- (3) Except as permitted by this bylaw, no person shall start or maintain an outdoor fire, a beach fire or camp fire.
- (4) (a) The fire chief shall adhere to and enforce any closure to outdoor fires, beach fires and campfires enacted by the Federal or Provincial Government, under a provision of the *National Fire Code of Canada*, the *Forest Practices Code of British Columbia Act* or the *Forest Act* (British Columbia) by enacting a closure to all outdoor fires, beach fires and campfires and that closure will have effect and shall take precedence over any provisions of this bylaw.
- (b) If the fire chief is of the opinion that conditions are not safe for an outdoor fire, beach fire or campfire, owing to drought, lack of precipitation, accumulation of flammable materials, wind conditions or any other reason and the Provincial and Federal Governments have not issued a fire closure, the fire chief may enact a fire closure.



- (c) Following the enactment of a closure pursuant to sections 2(4)(a) and 2(4)(b) of this bylaw, the fire chief may post a notice advising that outdoor fires, beach fires and campfires are not allowed and no person shall start or maintain an outdoor fire, a beach fire or camp fire until the notice is removed by the fire chief.
- (5) The fire chief must post copies of the notice in at least two locations where it is reasonable to expect that they will be visible to members of the public.
- (6) No person shall burn any garbage, animal organic waste, rubber, tires, oil, tar, asphalt shingles, battery boxes, plastic material, polypropylene, polystyrene, electric wires, plastic pipe, adhesives, hydro carbons or any similar material which may be toxic and which may or may not produce heavy black smoke or create a noxious odor.
- (7) Outdoor fires, beach fires and camp fires shall from the time they are ignited until they are completely extinguished be kept under control at all times and supervised by a person at least 16 years old.
- (8) No person shall obstruct or prevent the fire chief from carrying out inspections or enforcing the regulations of this bylaw.

#### **Outdoor fires – permits**

- 3. (1) No person shall light, ignite, or maintain an outdoor fire or cause or permit an outdoor fire to be lit, ignited or maintained in the open air without first completing the application form and obtaining a fire permit from the fire chief.
- (2) The fire chief may issue permits for outdoor fires and may attach to a permit whatever conditions in his or her opinion are advisable.
- (3) The fire chief may withhold any permit or cancel any permit issued where in his or her opinion, the igniting of an outdoor fire may create a hazard to persons or property.
- (4) A permit shall be in writing and is valid only for the purpose stated in the permit and for the time set out in the permit.
- (5) A permit is not required for the burning of domestic waste in a metal or masonry container fitted with a metal screen or grill of less than 9.5 mm (3/8 inch) mesh to restrict sparks or flying debris during the hours of sunrise to sunset unless a notice that permits will be required for all or any such outdoor fires during the period specified in the notice.
- (6) No person is required to obtain a permit for the occasional burning of domestic waste material from sunrise to sunset on any day from November 1st in any year to March 31st of the following year, unless a notice is published that permits will be required during the period specified in the notice.

#### **Beach fires**

- 4. (1) Beach fires shall only be ignited with wood and used for warmth or cooking.
- (2) Beach fires will be permitted only below the natural boundary and must be a minimum of three meters from driftwood, slash, grass or other combustible material.
- (3) Beach fires shall be no larger than one meter in diameter.

- (4) A beach fire must be completely extinguished with water and not by covering the fire with sand or other material, by 12:00 midnight.

### **Camp fires**

5.
  - (1) Camp fires shall not be ignited or maintained from standing trees, stumps, slash or other flammable debris or wooden structures.
  - (2) Camp fires shall not be ignited within three meters of trees, stumps, logs, wooden structures or any other combustible material.
  - (3) No person shall ignite or maintain a camp fire greater than one meter in diameter.
  - (4) No person shall ignite or maintain a camp fire except in a fire pit.
  - (5) All flammable material shall be removed down to mineral soil for not less than one meter in all directions from the perimeter of the fire pit.
  - (6) A person who ignites a camp fire shall ensure that an effective means of extinguishing the fire is available immediately adjacent to the fire pit at all times while the fire is maintained.
  - (7) A camp fire, other than a camp fire ignited and maintained on private property, shall be extinguished by 10:00 p.m.

### **High risk activities**

6. If at any time the Fire Chief deems it advisable, the Fire Chief may order one or more High Risk Activities to be prohibited for a specified period of time

### **Cost recovery fees and charges for extraordinary fires and scene security costs**

7.
  - (1) The owner of property on which an extraordinary fire occurs or on which scene security costs are incurred shall be liable for a charge for extraordinary fire costs and/or scene security costs in accordance with the rates set out in schedule “A”, as amended or replaced from time to time.
  - (2) The regional district may recover all costs and expenses it incurred incidentally to the taking of any measures pursuant to an extraordinary fire jointly and severally from any person who at the time had the charge, management or control of the building or property that is the subject of the charge, which costs and expenses are set out in schedule “A” attached to and forming part of this bylaw. If that person fails to pay those costs and expenses within 6 months after they were incurred, the regional district may recover those costs and expenses from the owner of the building or property by direct invoice, together with costs and interest at a rate set out in the *Taxation (Rural Area) Act*. Default on those costs, expenses and interest will result in their being added to the property taxes of the owner of the building or property.

### **Penalties**

8. Every person who:
  - (a) contravenes or violates any provision of this bylaw or any permit or order issued under this bylaw;
  - (b) causes, suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw or any permit or order issued under this bylaw; or

- (c) neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw or any permit or order issued under this bylaw;
- commits an offence and shall be liable, on summary conviction, to a fine not exceeding \$2,000.00 and, where the offence is a continuing one, each day that the offence continues must be considered a separate offence.

### **Severability**

- 9. Should any section or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the bylaw as a whole or any part thereof, other than the part so declared to be invalid.

### **Gender and number**

- 10. Wherever the singular or masculine is used in this bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context or the parties so require.

### **Repeal**

- 11.
  - (1) Bylaw No. 2792 being “Denman Island Fire Control Bylaw No. 2792” and any amendments made to the bylaw are repealed upon the adoption of this bylaw.
  - (2) Bylaw No. 2105 being “Denman Island Volunteer Fire Department Establishment and Regulatory Bylaw No. 2105, 1998” and any amendments made to the bylaw are repealed upon the adoption of this bylaw.

### **Citation**

This Bylaw No. 281 may be cited for all purposes as “Denman Island Fire Protection Service Regulation Bylaw No. 281, 2013.”

## SCHEDULE A

### Extraordinary Fire Charge and Scene Security Costs

1. The charge for the cost of fighting an extraordinary fire shall be calculated on the basis of the following:

Hourly cost of each fire crew and fire truck (one hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery • (includes heavy machinery required in combating the fire)	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

2. Despite section 1, if the costs of extraordinary fire suppression as actually incurred by the regional district are less than the amounts calculated under section 1, the extraordinary fire charge shall be the lesser amount.

The following is a consolidated copy of the Fanny Bay fire protection service establishment bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
1992	Fanny Bay Fire Protection Local Service Area Conversion Bylaw No. 1992, 1997	April 27, 1998	A bylaw to convert the “Fanny Bay Fire Protection Specified Area” within Electoral Area “A” to a “Local Service Area”
2101	Fanny Bay Fire Protection Local Service Area Conversion Bylaw 1998, Amendment Bylaw No. 1, 1998	January 25, 1999	A bylaw to change the boundary of the service area defined by “Fanny Bay Fire Protection Local Service Area Establishment, 1998” to remove a portion of Electoral Area “A”
2962	Fanny Bay Fire Protection Local Service Area Conversion Bylaw No. 1992, 1997, Amendment No. 2	November 27, 2006	A bylaw to amend the Fanny Bay fire protection service to include first responder activities in the scope of services
267	Fanny Bay Fire Protection Local Service <u>Area Conversion Bylaw No. 1992 Amendment No. 3.</u>	September 24, 2013	A bylaw to increase the maximum requisition amount by 25 percent (replace section 5).

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **BYLAW NO. 1992**

### **A bylaw to convert the "Fanny Bay Fire Protection Specified Area" within Electoral Area "A" to a "Local Service Area"**

**WHEREAS** the Regional Board of the Regional District of Comox-Strathcona adopted "Fanny Bay Fire Protection Specified Area Establishment Bylaw 1980" (Bylaw No. 416) to establish a specified area for the purpose of providing fire protection to the community of Fanny Bay;

**AND WHEREAS** pursuant to Section 775(4) of the Municipal Act, where a Regional Board exercises a power to provide a service under Section 775(3), the Regional Board may adopt a bylaw in accordance with Section 775(5) which converts the service to a local service, exercised under the authority of an establishing bylaw;

**AND WHEREAS** the Regional Board wishes to convert the Fanny Bay Fire Protection Specified Area to a local service under Section 798(1)(g) of the Municipal Act;

**AND WHEREAS** the Director for Electoral Area "A" has consented to the Bylaw;

**NOW THEREFORE** the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled enacts as follows:

#### **Local Service Established**

1. The local service hereby established and to be operated is the:
  - (a) Provision of fire prevention and suppression; and
  - (b) Participation in the first responder program in support of the British Columbia Ambulance Service.

#### **Boundaries of the Service Area**

2. The boundaries of the "Fanny Bay Fire Protection Local Service Area" are shown outlined in heavy black on the map attached to this bylaw as Schedule "A".

#### **Participating Area**

3. Electoral Area "A" is the sole participating area for this local service.

#### **Cost Recovery**

4. The annual cost for this local service shall be recovered by one or more of the following:
  - (a) The requisition of money under Section 823 of the Municipal Act to be collected by a property value tax to be levied and collected under Subsections 825(1) and (2) of the Municipal Act; and

- (b) By the imposition of fees and other charges that may be fixed by the Regional Board by separate bylaw for the purpose of recovering these costs.

### **Maximum Requisition**

- 5. In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the service is the greater of \$74,935 or \$1.50 per \$1,000 when applied to the net taxable value of land and improvements for hospital purposes within the service area.

267

### **Citation**

- 6. This bylaw may be cited for all purposes as “Fanny Bay Fire Protection Local Service Area Conversion Bylaw No. 1992, 1997”.





The following is a consolidated copy of the Fanny Bay Fire Protection Service Regulation Bylaw No. 283, 2013.

Bylaw No.	Bylaw Name	Adopted	Purpose
283	Fanny Bay Fire Protection Service Regulation Bylaw No. 283, 2013.	November 26, 2013	To regulate the lighting of fires in the Fanny Bay fire protection service

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version clearer and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 283**

#### **A bylaw for regulating the lighting of fires in the Fanny Bay fire protection service**

**WHEREAS** the board of the Comox Valley Regional District provides fire prevention and suppression services to persons or property situated in the Fanny Bay fire local service under Bylaw No. 1992 being “Fanny Bay Fire Protection Local Service Area Conversion Bylaw No. 1992, 1997”;

**AND WHEREAS** the regional district board may, by bylaw, regulate the activities under the service, including establishing regulations for the lighting of fires in the Fanny Bay fire protection service area;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Definitions**

1. For the purposes of this bylaw, unless the context otherwise requires:

- (a) “beach fires” means an outdoor fire located on all land below the natural boundary of the Georgia Strait.
- (b) “camp Fires” means an outdoor fire started and maintained within a fire pit.
- (c) “extraordinary fire” means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the use of:
  - foam or fire retardant gels
  - fire crew and fire truck
  - specialized machinery
  - mutual aid resourcesmaterially beyond what is typically required to respond to a fire
- (d) “extraordinary fire costs” means costs, over and above those costs associated with a fire that is not an extraordinary fire
- (e) “fire chief” means the fire chief of the Fanny Bay volunteer fire department or his/her designate in the absence of the fire chief
- (f) “fire department” means the Fanny Bay volunteer fire department.
- (g) “fire pit” means an enclosure or surround of non-combustible material such as iron rings, or stone masonry surrounds no larger than one meter in diameter.
- (h) “members” means a volunteer fire fighter or auxiliary of the department including every officer and the fire chief and the deputy chief.
- (i) “natural boundary” means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself.

- (j) “noxious material” means any material which, burned, produces harmful and polluting exhaust fumes into the air and/or leaves residues which are harmful and polluting, including but not limited to gasoline, oil, kerosene, tar, asphalt, plastic and tires.
- (k) “outdoor fires” means a fire in the open air where the products of combustion are not conveyed and disposed of by means of a chimney constructed and maintained in accordance with the B.C. Building Code and the B.C. Fire Code and excludes beach fires and campfires.

### **General conditions**

- 2. (1) This bylaw applies to outdoor fires, beach fires and camp fires on all privately-owned and publicly-owned properties located in the Fanny Bay fire protection service area.
- (2) In the event of a conflict between a provision of this bylaw and a provision of the *National Fire Code of Canada*, the *Forest Act* (British Columbia) or the *Forest Practices Code of British Columbia Act*, the provisions of the *National Fire Code of Canada*, the *Forest Act* (British Columbia) or the *Fire Practices Code of British Columbia Act* shall prevail.
- (3) Except as permitted by this bylaw, no person shall start or maintain an outdoor fire, a beach fire or camp fire.
- (4) (a) The fire chief shall adhere to and enforce any closure to outdoor fires, beach fires and campfires enacted by the Federal or Provincial Government, under a provision of the *National Fire Code of Canada*, the *Forest Practices Code of British Columbia Act* or the *Forest Act* (British Columbia) by enacting a closure to all outdoor fires, beach fires and campfires and that closure will have effect and shall take precedence over any provisions of this bylaw.
- (b) If the fire chief is of the opinion that conditions are not safe for an outdoor fire, beach fire or campfire, owing to drought, lack of precipitation, accumulation of flammable materials, wind conditions or any other reason and the Provincial and Federal Governments have not issued a fire closure, the fire chief may enact a fire closure.
- (c) Following the enactment of a closure pursuant to sections 2(4)(a) and 2(4)(b) of this bylaw, the fire chief may post a notice advising that outdoor fires, beach fires and campfires are not allowed and no person shall start or maintain an outdoor fire, a beach fire or camp fire until the notice is removed by the fire chief.
- (5) The fire chief must post copies of the notice in at least two locations where it is reasonable to expect that they will be visible to members of the public.
- (6) No person shall burn any garbage, animal organic waste, rubber, tires, oil, tar, asphalt shingles, battery boxes, plastic material, polypropylene, polystyrene, electric wires, plastic pipe, adhesives, hydro carbons or any similar material which may be toxic and which may or may not produce heavy black smoke or create a noxious odor.
- (7) Outdoor fires, beach fires and camp fires shall from the time they are ignited until they are completely extinguished be kept under control at all times and supervised by a person at least 16 years old.
- (8) No person shall obstruct or prevent the fire chief from carrying out inspections or enforcing the regulations of this bylaw.

### **Outdoor fires – permits**

3. (1) No person shall light, ignite, or maintain an outdoor fire or cause or permit an outdoor fire to be lit, ignited or maintained in the open air without first completing the application form and obtaining a fire permit from the fire chief.
- (2) The fire chief may issue permits for outdoor fires and may attach to a permit whatever conditions in his or her opinion are advisable.
- (3) The chief may withhold any permit or cancel any permit issued where in his or her opinion, the igniting of an outdoor fire may create a hazard to persons or property.
- (4) A permit shall be in writing and is valid only for the purpose stated in the permit and for the time set out in the permit.
- (5) A permit is not required for the burning of domestic waste in a metal or masonry container fitted with a metal screen or grill of less than 9.5 mm (3/8 inch) mesh to restrict sparks or flying debris during the hours of sunrise to sunset unless a notice that permits will be required for all or any such outdoor fires during the period specified in the notice.
- (6) No person is required to obtain a permit for the occasional burning of domestic waste material from sunrise to sunset on any day from November 1st in any year to March 31st of the following year, unless a notice is published that permits will be required during the period specified in the notice.

### **Beach fires**

4. (1) Beach fires shall only be ignited with wood and used for warmth or cooking.
- (2) Beach fires will be permitted only below the natural boundary and must be a minimum of three meters from driftwood, slash, grass or other combustible material.
- (3) Beach fires shall be no larger than one meter in diameter.
- (4) A beach fire must be completely extinguished with water and not by covering the fire with sand or other material, by 12:00 midnight.

### **Camp fires**

5. (1) Camp fires shall not be ignited or maintained from standing trees, stumps, slash or other flammable debris or wooden structures.
- (2) Camp fires shall not be ignited within three meters of trees, stumps, logs, wooden structures or any other combustible material.
- (3) No person shall ignite or maintain a camp fire greater than one meter in diameter.
- (4) No person shall ignite or maintain a camp fire except in a fire pit.
- (5) All flammable material shall be removed down to mineral soil for not less than one meter in all directions from the perimeter of the fire pit.
- (6) A person who ignites a camp fire shall ensure that an effective means of extinguishing the fire is available immediately adjacent to the fire pit at all times while the fire is maintained.
- (7) A camp fire, other than a camp fire ignited and maintained on private property, shall be extinguished by 10:00 p.m.

### **Cost recovery fees and charges for extraordinary fires and scene security costs**

6. (1) The owner of property on which an extraordinary fire occurs or on which scene security costs are incurred shall be liable for a charge for extraordinary fire costs and/or scene security costs in accordance with the rates set out in schedule “A”, as amended or replaced from time to time.
- (2) The regional district may recover all costs and expenses it incurred incidentally to the taking of any measures pursuant to an extraordinary fire jointly and severally from any person who at the time had the charge, management or control of the building or property that is the subject of the charge, which costs and expenses are set out in schedule “A” attached to and forming part of this bylaw. If that person fails to pay those costs and expenses within 6 months after they were incurred, the regional district may recover those costs and expenses from the owner of the building or property by direct invoice, together with costs and interest at a rate set out in the *Taxation (Rural Area) Act*. Default on those costs, expenses and interest will result in their being added to the property taxes of the owner of the building or property.

### **Penalties**

7. Every person who:
  - (a) contravenes or violates any provision of this bylaw or any permit or order issued under this bylaw;
  - (b) causes, suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw or any permit or order issued under this bylaw; or
  - (c) neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw or any permit or order issued under this bylaw;commits an offence and shall be liable, on summary conviction, to a fine not exceeding \$2,000.00 and, where the offence is a continuing one, each day that the offence continues must be considered a separate offence.

### **Severability**

8. Should any section or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the bylaw as a whole or any part thereof, other than the part so declared to be invalid.

### **Gender and number**

9. Wherever the singular or masculine is used in this bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context or the parties so require.

### **Repeal**

10. Bylaw No. 1947 being “Fanny Bay Fire Control Bylaw No. 1947, 1997” and any amendments made to the bylaw are repealed upon the adoption of this bylaw.

### **Citation**

This Bylaw No. 283 may be cited for all purposes as “Fanny Bay Fire Protection Service Regulation Bylaw No. 283, 2013.”

## SCHEDULE A

### Extraordinary Fire Charge and Scene Security Costs

1. The charge for the cost of fighting an extraordinary fire shall be calculated on the basis of the following:

Hourly cost of each fire crew and fire truck (one hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery <ul style="list-style-type: none"><li>• (includes heavy machinery required in combating the fire)</li></ul>	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

2. Despite section 1, if the costs of extraordinary fire suppression as actually incurred by the regional district are less than the amounts calculated under section 1, the extraordinary fire charge shall be the lesser amount.

The following is a consolidated copy of the Hornby Island fire protection service establishment bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
2011	Hornby Island Fire Protection Local Service Establishment Bylaw No. 2011, 1998	June 29, 1998	A bylaw to convert the “Hornby Island Fire Protection Specified Area” within Electoral Area “A” (Hornby Island) to a “Local Service Area” and to provide for the First Responder Program
2273	Hornby Island Fire Protection Local Service Establishment Bylaw, 1998, Amendment Bylaw No. 1, 2000	October 30, 2000	A bylaw to amend the Hornby Island Fire Protection Local Service to indicate that it is located within Electoral Area ‘K’
322	Hornby Island Fire Protection Local Service Establishment Bylaw No. 2011, 1998, Amendment No. 2	April 29, 2014	A bylaw to amend the service establishing bylaw for the Hornby Island fire protection service to increase the maximum requisition amount by 25 percent.

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **BYLAW NO. 2011**

**A bylaw to convert the “Hornby Island Fire Protection Specified Area” within Electoral Area “A” (Hornby Island) to a “Local Service Area” and to provide for the First Responder Program.**

**WHEREAS** the Regional Board of the Regional District of Comox-Strathcona adopted “Hornby Island Bay Fire Protection Specified Area Establishment and Loan Authorization Bylaw, 1970” (Bylaw No. 40) to establish a specified area for the purpose of providing fire protection to the community of Hornby Island;

**AND WHEREAS** pursuant to Section 775(4) of the Municipal Act, where a Regional Board exercises a power to provide a service under Section 775(3), the Regional Board may adopt a bylaw in accordance with Section 775(5) which converts the service to a local service, exercised under the authority of an establishing bylaw;

**AND WHEREAS** the Regional Board wishes to convert the Hornby Island Fire Protection Specified Area to a “Local Service Area” under Section 775(5) of the Municipal Act;

**AND WHEREAS** the Director for Electoral Area “A” has consented to the Bylaw;

**NOW THEREFORE** the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled enacts as follows:

### **Local Service Established**

1. The local service hereby established and to be operated is the provision of:
  - (a) fire prevention;
  - (b) fire suppression; and
  - (c) assistance in response to:
    - i) calls for extrication of persons from damaged motor vehicles;
    - ii) calls for assistance in the extrication of persons from damaged buildings, structures or natural hazards;
    - iii) emergencies, where the equipment and personnel of the Department is required and police or ambulance personnel are unavailable or are unable to respond adequately; and
    - iv) other emergencies including explosion; flood, earthquake, landslide, or other natural event; spill, release or leak of a substance capable of injuring people or damaging property; any emergency as declared under Section 796(I)(h) of the Municipal Act or under the Emergency Program Act;
    - v) personal injury or illness requiring first aid medical treatment;
    - vi) rescue operations



- vii) the provision of assistance under sections (i) to (vi) above, shall be subject to a determination by the Fire Chief that the personnel and equipment resources of the Fire Department are capable of responding to the emergency.

### **Boundaries of the Service Area**

- 2. The boundaries of the “Hornby Island Fire Protection Local Service Area” are shown outlined in heavy black on the map attached to this bylaw as Schedule “A”.

### **Participating Area**

- 3. Electoral Area “A” is the sole participating area for this local service.

### **Cost Recovery**

- 4. The annual cost for this local service shall be recovered by one or more of the following:
  - (a) The requisition of money under Section 823 of the Municipal Act to be collected by a property value tax to be levied and collected under section 825(1) and (2) of the Municipal Act; and
  - (b) By the imposition of fees and other charges that may be fixed by the Regional Board by separate bylaw for the purpose of recovering these costs.

### **Maximum Requisition**

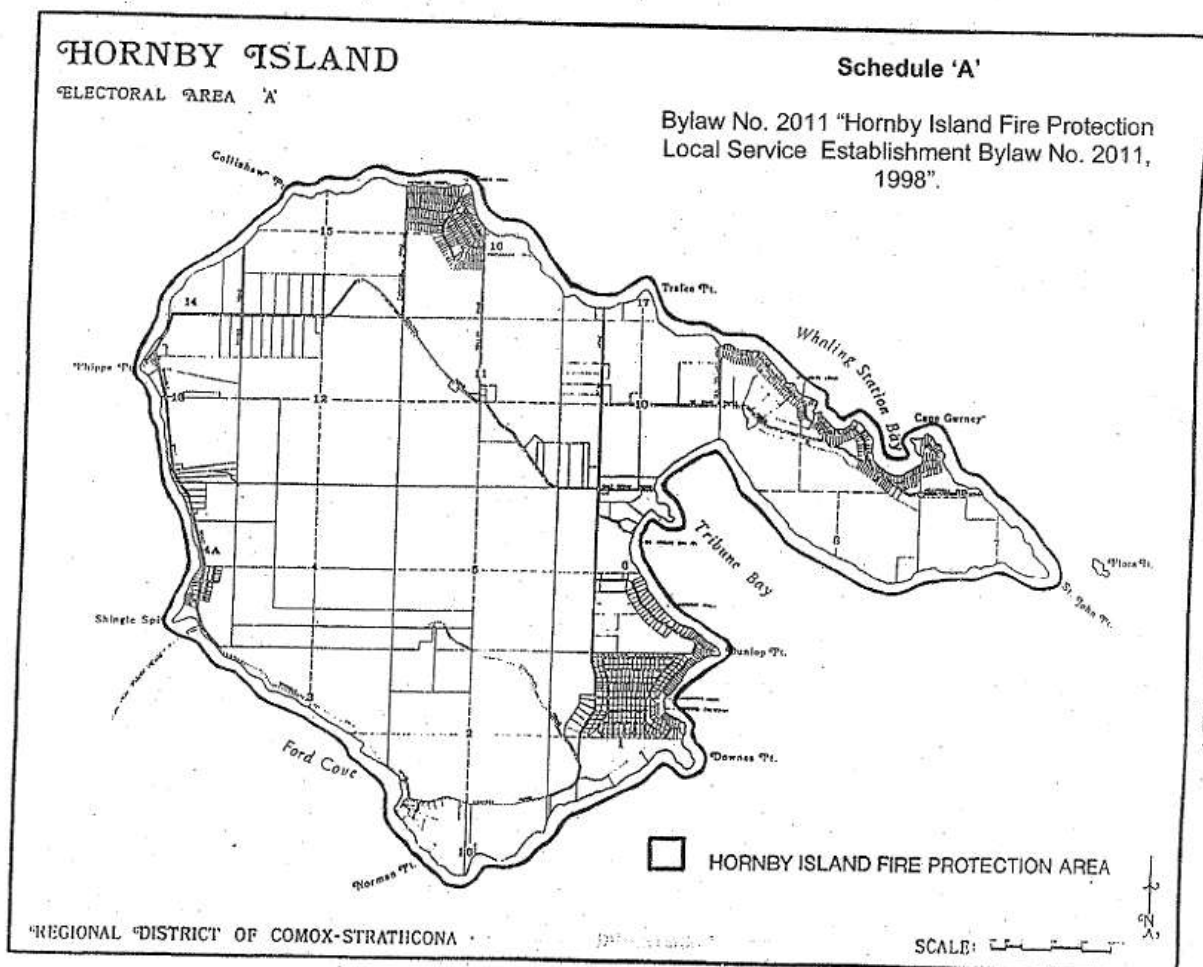
#322

- 5. In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the service is the greater of \$211,168 or \$1.25 per \$1,000 when applied to the net taxable value of land and improvements for hospital purposes within the service area.

### **Citation**

- 6. This bylaw may be cited for all purposes as “Hornby Island Fire Protection Local Service Establishment Bylaw No. 2011, 1998”.

**Schedule 'A'**



The following is a consolidated copy of the Hornby Island Fire Protection Service Regulation Bylaw No. 282, 2013.

Bylaw No.	Bylaw Name	Adopted	Purpose
282	Hornby Island Fire Protection Service Regulation Bylaw No. 282, 2013.	November 26, 2013	To regulate the lighting of fires in the Hornby Island fire protection service
530	Hornby Island Fire Protection Service Regulation Bylaw No. 282, 2013, Amendment No. 1	June 5, 2018	To amend the Hornby Island Fire Protection Service Regulations to regulate high-risk activities in order to protect public health and safety and property

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version clearer and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 282**

#### **A bylaw for regulating the lighting of fires in the Hornby Island fire protection service**

**WHEREAS** the board of the Comox Valley Regional District provides fire prevention and suppression services to persons or property situated in the Hornby Island fire local service under Bylaw No 2011 being “Hornby Island Fire Protection Local Service Establishment Bylaw No. 2011, 1998”;

**AND WHEREAS** the regional district board may, by bylaw, regulate the activities under the service, including establishing regulations for the lighting of fires in the Hornby Island fire protection service area;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Definitions**

1. For the purposes of this bylaw, unless the context otherwise requires:
  - (a) “beach fires” means an outdoor fire located on all land below the natural boundary of the Georgia Strait.
  - (b) “camp fires” means an outdoor fire started and maintained within a fire pit.
  - (c) “extraordinary fire” means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the use of:
    - foam or fire retardant gels
    - fire crew and fire truck
    - specialized machinery
    - mutual aid resourcesmaterially beyond what is typically required to respond to a fire
  - (d) “extraordinary fire costs” means costs, over and above those costs associated with a fire that is not an extraordinary fire
  - (e) “fire chief” means the fire chief of the Hornby Island fire / rescue department or his/her designate in the absence of the fire chief
  - (f) “fire department” means the Hornby Island fire / rescue department.
  - (g) “fire pit” means an enclosure or surround of non-combustible material such as iron rings, or stone masonry surrounds no larger than one meter in diameter.
  - (h) “high risk activity” means mechanical brushing; disk trenching; preparation or use of explosives; using fire- or spark-producing tools, including cutting tools; using or preparing fireworks or pyrotechnics; grinding, including rail grinding; mechanical land clearing; clearing and maintaining rights of way, including grass mowing; any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cutblock:

- i. operating a power saw;
  - ii. mechanical tree felling, woody debris piling or tree processing, including de-limbing;
  - iii. welding;
  - iv. portable wood chipping, milling, processing or manufacturing;
  - v. skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock;
  - vi. yarding logs using cable systems.
- (i) “members” means a volunteer fire fighter or auxiliary of the department including every officer and the fire chief and the deputy chief.
- (j) “natural boundary” means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself.
- (k) “noxious material” means any material which, burned, produces harmful and polluting exhaust fumes into the air and/or leaves residues which are harmful and polluting, including but not limited to gasoline, oil, kerosene, tar, asphalt, plastic and tires.
- (l) “outdoor fires” means a fire in the open air where the products of combustion are not conveyed and disposed of by means of a chimney constructed and maintained in accordance with the B.C. Building Code and the B.C. Fire Code and excludes beach fires and campfires.

### **General conditions**

2. (1) This bylaw applies to all privately-owned and publicly-owned properties located in the Hornby Island fire protection service area.
- (2) In the event of a conflict between a provision of this bylaw and a provision of the *National Fire Code of Canada*, the *Forest Act* (British Columbia) or the *Forest Practices Code of British Columbia Act*, the provisions of the *National Fire Code of Canada*, the *Forest Act* (British Columbia) or the *Fire Practices Code of British Columbia Act* shall prevail.
- (3) Except as permitted by this bylaw, no person shall start or maintain an outdoor fire, a beach fire or camp fire.
- (4) (a) The fire chief shall adhere to and enforce any closure to outdoor fires, beach fires and campfires enacted by the Federal or Provincial Government, under a provision of the *National Fire Code of Canada*, the *Forest Practices Code of British Columbia Act* or the *Forest Act* (British Columbia) by enacting a closure to all outdoor fires, beach fires and campfires and that closure will have effect and shall take precedence over any provisions of this bylaw.
- (b) If the fire chief is of the opinion that conditions are not safe for an outdoor fire, beach fire or campfire, owing to drought, lack of precipitation, accumulation of flammable materials, wind conditions or any other reason and the Provincial and Federal Governments have not issued a fire closure, the fire chief may enact a fire closure.

- (c) Following the enactment of a closure pursuant to sections 2(4)(a) and 2(4)(b) of this bylaw, the fire chief may post a notice advising that outdoor fires, beach fires and campfires are not allowed and no person shall start or maintain an outdoor fire, a beach fire or camp fire until the notice is removed by the fire chief.
- (5) The fire chief must post copies of the notice in at least two locations where it is reasonable to expect that they will be visible to members of the public.
- (6) No person shall burn any garbage, animal organic waste, rubber, tires, oil, tar, asphalt shingles, battery boxes, plastic material, polypropylene, polystyrene, electric wires, plastic pipe, adhesives, hydro carbons or any similar material which may be toxic and which may or may not produce heavy black smoke or create a noxious odor.
- (7) Outdoor fires, beach fires and camp fires shall from the time they are ignited until they are completely extinguished be kept under control at all times and supervised by a person at least 16 years old.
- (8) No person shall obstruct or prevent the fire chief from carrying out inspections or enforcing the regulations of this bylaw.

#### **Outdoor fires – permits**

- 3. (1) No person shall light, ignite, or maintain an outdoor fire or cause or permit an outdoor fire to be lit, ignited or maintained in the open air without first completing the application form and obtaining a fire permit from the fire chief.
- (2) The fire chief may issue permits for outdoor fires and may attach to a permit whatever conditions in his or her opinion are advisable.
- (3) The chief may withhold any permit or cancel any permit issued where in his or her opinion, the igniting of an outdoor fire may create a hazard to persons or property.
- (4) A permit shall be in writing and is valid only for the purpose stated in the permit and for the time set out in the permit.
- (5) A permit is not required for the burning of domestic waste in a metal or masonry container fitted with a metal screen or grill of less than 9.5 mm (3/8 inch) mesh to restrict sparks or flying debris during the hours of sunrise to sunset unless a notice that permits will be required for all or any such outdoor fires during the period specified in the notice.
- (6) No person is required to obtain a permit for the occasional burning of domestic waste material from sunrise to sunset on any day from November 1st in any year to March 31st of the following year, unless a notice is published that permits will be required during the period specified in the notice.

#### **Beach fires**

- 4. (1) Beach fires shall only be ignited with wood and used for warmth or cooking.
- (2) Beach fires will be permitted only below the natural boundary and must be a minimum of three meters from driftwood, slash, grass or other combustible material.
- (3) Beach fires shall be no larger than one meter in diameter.

- (4) A beach fire must be completely extinguished with water and not by covering the fire with sand or other material, by 2:00 a.m.

### **Camp fires**

- 5.
  - (1) Camp fires shall not be ignited or maintained from standing trees, stumps, slash or other flammable debris or wooden structures.
  - (2) Camp fires shall not be ignited within three meters of trees, stumps, logs, wooden structures or any other combustible material.
  - (3) No person shall ignite or maintain a camp fire greater than one meter in diameter.
  - (4) No person shall ignite or maintain a camp fire except in a fire pit.
  - (5) All flammable material shall be removed down to mineral soil for not less than one meter in all directions from the perimeter of the fire pit.
  - (6) A person who ignites a camp fire shall ensure that an effective means of extinguishing the fire is available immediately adjacent to the fire pit at all times while the fire is maintained.
  - (7) A camp fire, other than a camp fire ignited and maintained on private property, shall be extinguished by 11:00 p.m.

### **High Risk Activities**

- 6. If at any time the Fire Chief deems it advisable, the Fire Chief may order one or more High Risk Activities to be prohibited for a specified period of time.

### **Cost recovery fees and charges for extraordinary fires and scene security costs**

- 7.
  - (1) The owner of property on which an extraordinary fire occurs or on which scene security costs are incurred shall be liable for a charge for extraordinary fire costs and/or scene security costs in accordance with the rates set out in schedule “A”, as amended or replaced from time to time.
  - (2) The regional district may recover all costs and expenses it incurred incidentally to the taking of any measures pursuant to an extraordinary fire jointly and severally from any person who at the time had the charge, management or control of the building or property that is the subject of the charge, which costs and expenses are set out in schedule “A” attached to and forming part of this bylaw. If that person fails to pay those costs and expenses within six months after they were incurred, the regional district may recover those costs and expenses from the owner of the building or property by direct invoice, together with costs and interest at a rate set out in the *Taxation (Rural Area) Act*. Default on those costs, expenses and interest will result in their being added to the property taxes of the owner of the building or property.

### **Penalties**

- 8. Every person who:
  - (a) contravenes or violates any provision of this bylaw or any permit or order issued under this bylaw;
  - (b) causes, suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw or any permit or order issued under this bylaw; or

- (c) neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw or any permit or order issued under this bylaw;
- commits an offence and shall be liable, on summary conviction, to a fine not exceeding \$2,000.00 and, where the offence is a continuing one, each day that the offence continues must be considered a separate offence.

### **Severability**

- 9. Should any section or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the bylaw as a whole or any part thereof, other than the part so declared to be invalid.

### **Gender and number**

- 10. Wherever the singular or masculine is used in this bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context or the parties so require.

### **Repeal**

- 11.
  - (1) Bylaw No. 1948 being “Hornby Island Fire Control Bylaw No. 1948, 1997” and all amendments made to the bylaw are repealed upon the adoption of this bylaw.
  - (2) Bylaw No. 2012 being “Hornby Island Volunteer Fire Department Establishment and Regulatory Bylaw No. 2012, 1998” and all amendments made to the bylaw are repealed upon the adoption of this bylaw.

### **Citation**

This Bylaw No. 282 may be cited for all purposes as “Hornby Island Fire Protection Service Regulation Bylaw No. 282, 2013.”



## SCHEDULE A

### Extraordinary Fire Charge and Scene Security Costs

1. The charge for the cost of fighting an extraordinary fire shall be calculated on the basis of the following:

Hourly cost of each fire crew and fire truck (one hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery • (includes heavy machinery required in combating the fire)	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

2. Despite section 1, if the costs of extraordinary fire suppression as actually incurred by the regional district are less than the amounts calculated under section 1, the extraordinary fire charge shall be the lesser amount.

The following is a consolidated copy of the Mount Washington Resort Community Fire Protection Service Establishment Bylaw No. 433, 2016 and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
433	Mount Washington Resort Community Fire Protection Service Establishment Bylaw No. 433, 2016	September 20, 2016	To establish a service to provide fire protection to the Mount Washington resort community

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version more clear and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 433**

**A bylaw to establish a service to provide fire protection to the Mount Washington resort community**

**WHEREAS** under section 332 of the *Local Government Act (RSBC, 2015, C. 1)* a regional district may operate any service the board considers necessary or desirable for all or part of the regional district;

**AND WHEREAS** the board of the Comox Valley Regional District wishes to establish a service to provide fire protection to the Mount Washington resort community;

**AND WHEREAS** the approval of the inspector of municipalities has been obtained under section 342 of the *Local Government Act (RSBC, 2015, C. 1)*; and

**AND WHEREAS** the approval for the participating areas was obtained by assent of the electors under section 344 of the *Local Government Act (RSBC, 2015, C. 1)*;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Service**

1. (1) The service established by this bylaw is to provide fire protection to the Mount Washington resort community.
- (2) The service shall be known as the Mount Washington resort community fire protection service (the 'service').

#### **Boundaries**

2. The boundaries of the service shall be that portion of Electoral Area 'C' (Puntledge – Black Creek) as identified in schedule 'A' attached to and forming part of this bylaw.

#### **Participating areas**

3. Electoral Area 'C' (Puntledge – Black Creek) includes the participating area in the service.

#### **Cost recovery**

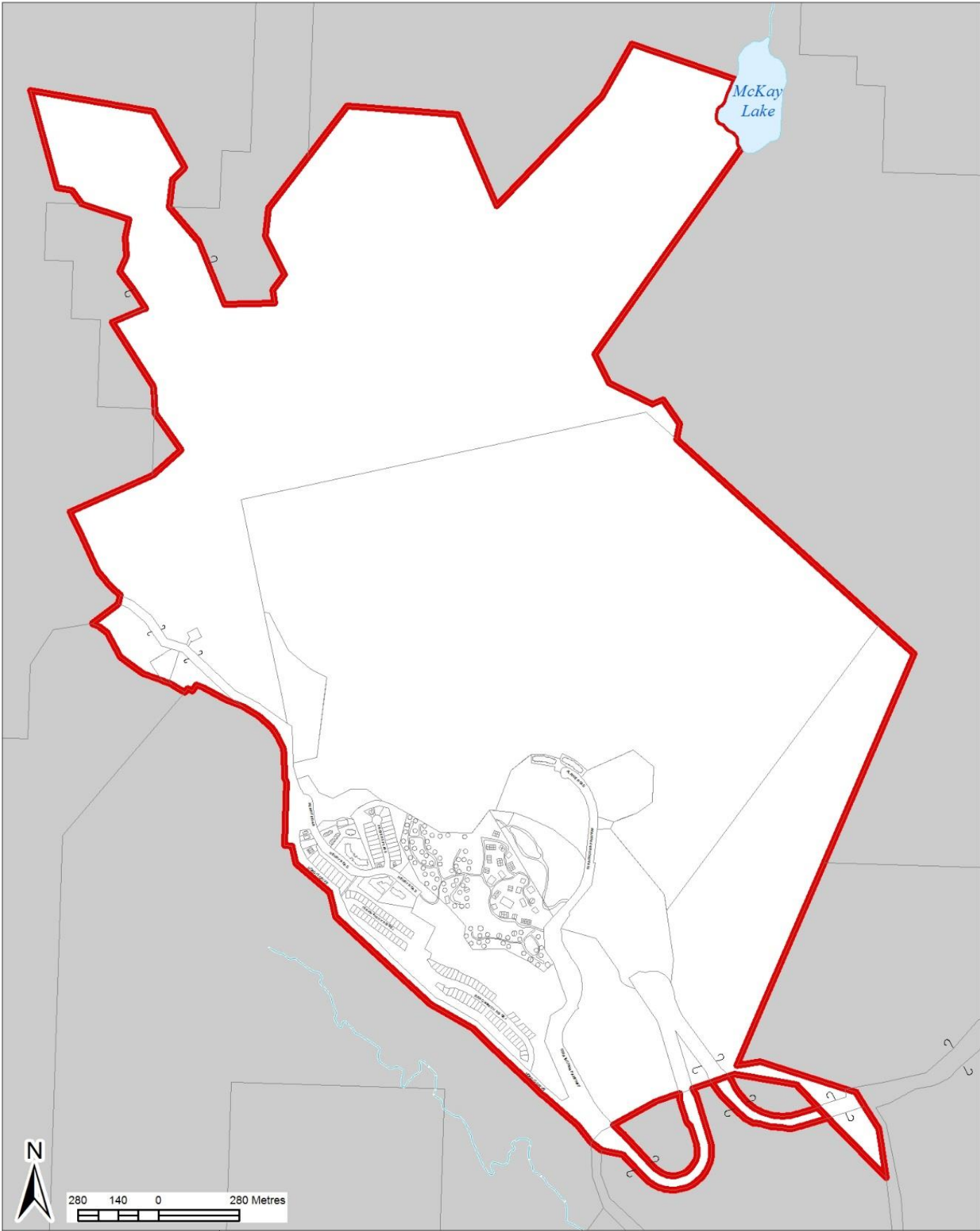
4. As provided in section 378 of the *Local Government Act (RSBC, 2015, C. 1)*, the annual cost for this service shall be recovered by one or more of the following:
  - (a) property value taxes;
  - (b) parcel taxes;
  - (c) fees and charges imposed under section 363 of the *Local Government Act (RSBC, 2015, C. 1)*;
  - (d) revenues raised by other means authorized by the *Local Government Act (RSBC, 2015, C. 1)* or another Act; and
  - (e) revenues received by way of agreement, enterprises, gift, grant or otherwise,

**Maximum requisition**

5. In accordance with section 339(1)(e) of the *Local Government Act (RSBC, 2015, C. 1)*, the maximum amount that may be requisitioned annually for the cost of the service is the greater of \$150,000.00 or \$1.15 per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.

**Citation**

This Bylaw No. 433 may be cited as “Mount Washington Resort Community Fire Protection Service Establishment Bylaw No. 433, 2016”.



The following is a consolidated copy of the rural Cumberland fire protection service bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
192	Rural Cumberland Fire Protection Service Establishment Bylaw No. 192, 2011	December 13, 2011	A bylaw to convert the Cumberland Fire Protection District to a Comox Valley Regional District service
202	Rural Cumberland Fire Protection Service Establishment Bylaw No. 192, 2011, Amendment No. 1	January 31, 2012	To increase the maximum requisition for the service by 25 percent
425	Rural Cumberland Fire Protection Service Establishment Bylaw No. 192, 2011, Amendment No. 2	November 29, 2016	To increase the maximum amount of funds that may be requisitioned annually by 25 percent
521	Rural Cumberland Fire Protection Service Establishment Bylaw No. 192, 2011, Amendment No. 3	March 19, 2019	To extend the boundaries to include the Cumberland Campground, the entirety of the Courtenay Fish and Game Club and seventeen (17) other adjacent properties

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

**COMOX VALLEY REGIONAL DISTRICT**  
**BYLAW NO. 192**

**A bylaw to establish a service within Electoral Area 'A' and Electoral Area 'C' to provide fire protection services in the rural Cumberland area (formerly the Cumberland Fire Protection District)**

**WHEREAS** under section 800 (1) of the *Local Government Act* a regional district may establish and operate a service;

**AND WHEREAS** Order in Council no. 540 was issued by the Lieutenant Governor in Council ordering the transfer of obligations from the Cumberland Fire Protection District to the Comox Valley Regional District;

**AND WHEREAS** the rural Cumberland fire protection service was established as a Comox Valley Regional District service by the conversion of the Cumberland Fire Protection District to a Comox Valley Regional District service effective December 31, 2011;

**AND WHEREAS** participating area approval has been obtained in writing from the director of Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands) and the director of Electoral Area 'C' (Puntledge – Black Creek) under section 801.5 of the *Local Government Act*;

**AND WHEREAS** the approval of the inspector of municipalities has been obtained under section 801 of the *Local Government Act*;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

**Service Established**

1. The service hereby established and to be operated is the rural Cumberland fire protection service.

**Boundaries of the service area**

2. The boundaries of the rural Cumberland fire protection service are shown as outlined on the map attached to this bylaw as schedule 'A'.

**Participating area**

3. The participating areas for this service are Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) and Electoral Area 'C' (Puntledge – Black Creek).

**Cost recovery**

4. As provided in section 803 of the *Local Government Act*, the annual cost for this service shall be recovered by one or more of the following:
  - a) property value taxes;
  - b) revenues raised by other means authorized by the *Local Government Act* or another Act; and
  - c) revenues received by way of agreement, enterprises, gift, grant or otherwise.

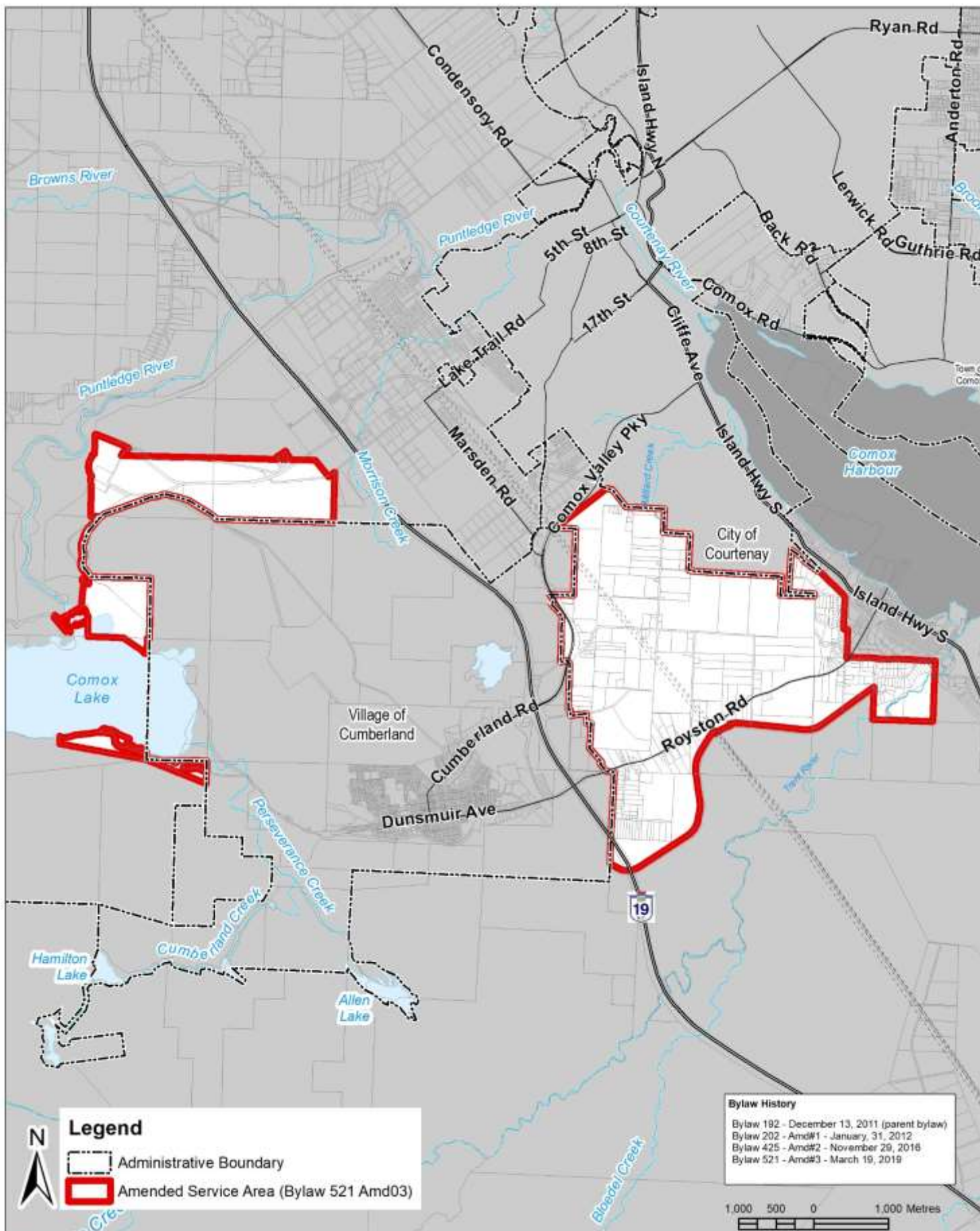
**Maximum requisition**

5. In accordance with section 339(1)(e) of the *Local Government Act* (SBC, 2015, c.1), the maximum amount that may be requisitioned annually for the cost of the service is the greater of \$171,875 or \$1.23 per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.

**Citation and effective date**

This Bylaw No. 192 may be cited for all purposes as “Rural Cumberland Fire Protection Service Establishment Bylaw No. 192, 2011” and is effective on January 1, 2012.





## Schedule "A"

"Rural Cumberland Fire Protection Service Bylaw No.192 2011, Amendment No.3"

The following is a consolidated copy of the rural Cumberland fire protection service bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
258	Rural Cumberland Fire Service Regulation Bylaw No. 258, 2013	July 30, 2013	To establish regulations for the rural Cumberland fire protection service
532	Rural Cumberland Fire Service Regulations Bylaw No. 258, 2013, Amendment No. 1	June 5, 2018	To amend the Rural Cumberland Fire Protection Service Regulations to regulate high-risk activities in order to protect public health and safety and property

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 258**

**WHEREAS** the board of the Comox Valley Regional District established the rural Cumberland fire protection service by adopted Bylaw No. 192 being “Rural Cumberland Fire Protection Service Establishing Bylaw No. 192, 2011” on December 13, 2011;

**AND WHEREAS** the service is to be provided within the service area by the fire department of the Village of Cumberland under an agreement under the *Local Government Act*;

**NOW THEREFORE** the board of the Comox Valley Regional District, in open meeting assembled, enacts as follows:

### **CITATION**

1. This Bylaw No. 258 may be cited for all purposes as “Rural Cumberland Fire Service Regulations Bylaw No. 258, 2013”.

### **INTERPRETATION AND GENERAL REGULATIONS**

#### **Definitions**

2. In this bylaw:

“**apparatus**” means any vehicle provided with machinery, devices equipment or materials for fire-fighting as well as vehicles used to transport fire firefighters or supplies

“**approved**” means approved by the fire chief

“**building**” means any structure used or intended for supporting or sheltering any use or occupancy

“**building code**” means the current version of the British Columbia Building Code adopted as a regulation under the *Local Government Act*, as amended or replaced from time to time

“**campfire**” means a fire not exceeding one meter in diameter and one meter in height used for the purpose of cooking or to provide heat and light associated with camping, backyard fire pits and recreation

“**combustible material**” means any material which is capable of catching fire and burning

“**domestic waste**” means any combustible material that is generated on or within a residential property and includes, but is not limited to, yard clippings, tree branches and limbs, but does not include any debris that results from land clearing activities

“**equipment**” means any tools, contrivances, devices or materials used by the fire department to combat any incident or other emergency

“**extraordinary fire**” means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the use of:

- foam or fire retardant gels

- fire crew and fire truck
- specialized machinery
- mutual aid resources

materially beyond what is typically required to respond to a fire in the Village of Cumberland

**“extraordinary fire costs”** means costs, over and above those costs associated with a fire that is not an extraordinary fire

**“fire chief”** means a person appointed by the regional district board of directors to be in charge of the fire department and the firefighting personnel of the regional district, and includes a deputy fire chief and any other person authorized to act on behalf of the fire chief

**“fire code”** means the current version of the British Columbia Fire Code adopted as a regulation under the *Fire Services Act*, as amended or replaced from time to time

**“fire department”** means the Comox Valley Regional District fire rescue established by this bylaw

**“high risk activity”** means mechanical brushing; disk trenching; preparation or use of explosives; using fire- or spark-producing tools, including cutting tools; using or preparing fireworks or pyrotechnics; grinding, including rail grinding; mechanical land clearing; clearing and maintaining rights of way, including grass mowing; any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cutblock:

- i. operating a power saw;
- ii. mechanical tree felling, woody debris piling or tree processing, including de-limbing;
- iii. welding;
- iv. portable wood chipping, milling, processing or manufacturing;
- v. skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock;
- vi. yarding logs using cable systems

**“incident”** means a fire, explosion, human made disaster, natural disaster or any event, situation or emergency that constitutes or may constitute a threat to life, property, the environment or any combination thereof, where the fire department has attended

**“land clearing activities”** means any tasks or activities associated with commercial or industrial forestry or agricultural operations or in relation to land development

**“member”** means any person appointed by the fire chief as a member of the fire department

**“nuisance”** includes the emission into the atmosphere of smoke which disturbs the comfort or convenience of persons in the vicinity

**“officer”** includes the fire chief, deputy fire chief or captain, and any person appointed as a bylaw enforcement officer by the board of the regional district

“**open burning**” means the combustion or burning of any substance or materials in the open air by any means

“**permit holder**” means a person holding a valid permit issued under this bylaw

“**peace officer**” includes a police officer, police constable, constable or other person employed for the preservation and maintenance of the public peace

“**regional district**” means the Comox Valley Regional District

“**scene security costs**” means costs associated with securing a fire-damaged premise from unauthorized entry

“**smoke**” means the gases, particulate matter and all other products of combustion emitted into the atmosphere when a substance or material is burning, including smoke, dust, gas, spark, ash, soot, cinders, fumes or other effluvia.

### **Interpretation**

3. Unless otherwise defined, all words and phrases in this bylaw must be construed in accordance with the meanings assigned to them by the current building code, the *Fire Services Act* or the fire code, as the context and circumstances may require.

### **Adoption of fire code**

4. The fire code, as amended or replaced from time to time, is adopted and made part of this bylaw as a fire regulation of the regional district.

### **Application**

5. The provisions of this bylaw apply to all buildings, structures, premises and conditions within the regional district and, for certainty, apply equally to existing buildings and buildings under construction.

### **Conflict**

6. In the event of a conflict, discrepancy, variation or inconsistency between this bylaw and the *Fire Services Act*, the fire code or the building code, as the case may be, prevail over the provisions of this bylaw to the extent of any conflict, discrepancy, variation or inconsistency.

### **Severability**

7. Should any section or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the bylaw as a whole or any part thereof, other than the part so declared to be invalid.

### **Gender and number**

8. Wherever the singular or masculine is used in this bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context or the parties so require.

## **ESTABLISHMENT AND ADMINISTRATION OF THE FIRE SERVICE**

### **Jurisdiction**

9. This bylaw applies within the service area established by Bylaw No. 192 being “Rural Cumberland Fire Protection Service Establishing Bylaw No. 192, 2011.”

### **Fire chief**

10. (1) Subject to section 10(2), the board may, by resolution, appoint a suitable person to hold the position of fire chief, who is designated an officer of the regional district.
- (2) During the term of an agreement for fire protection services to be provided by the Village of Cumberland, the fire chief for the Village of Cumberland shall be the fire chief for the purposes of this bylaw.
- (3) The fire chief is responsible for the administration of this bylaw and all inspections required under this bylaw.

### **Powers of the fire chief**

11. The fire chief, or any member of other person authorized by the fire chief to act in his or her place, may exercise one or more of the following powers:
- (a) enter on property at all reasonable times and inspect premises for conditions that may cause a fire, increase the danger of a fire, or increase the danger to persons or property from a fire;
  - (b) take all measures considered necessary for the prevention, control and extinguishment of fires and for the protection of life and property;
  - (c) require an owner or occupier of real property to undertake any actions directed by the fire chief or other authorized member for the purpose of removing or reducing anything or condition that person considers is a fire hazard or increases the danger of fire;
  - (d) exercise some or all of the powers provided to the fire chief by the *Fire Services Act* including all powers of the fire commissioner under section 25 of that act, and for these purposes that section applies;
  - (e) enforce the provisions of the *Fire Services Act*, the fire code, this bylaw and other bylaws, rules, orders and regulations for the prevention and suppression of fire and the protection of life and property;
  - (f) provide for assistance response to incidents;
  - (g) inquire into, investigate and record the causes of fires in the regional district;
  - (h) collect and disseminate information in regard to fires in the regional district;
  - (i) investigate and hold inquiries into fires; and
  - (j) provide advice and make recommendations to the regional district manager of fire services, other officers and employees of the regional district and the public in relation to:

- (i) the establishment and administration of fire brigades and departments;
- (ii) the provision of adequate water supply and pressure;
- (iii) the installation and maintenance of fire protection equipment;
- (iv) the enforcement of measures for the prevention or suppression of fire and the protection of life and property; and
- (v) fire prevention generally.

### **Operations and procedures**

12. (1) The fire chief or, in his or her absence, the senior ranking member present, shall have control, direction and management of all apparatus, equipment and manpower assigned to an incident and, where a member is in charge, he or she must continue to act until relieved by a more senior member.
- (2) The fire chief or any other member in charge at a fire is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he or she deems it necessary to prevent the spread of fire to other buildings, structures or things.
- (3) The fire chief or any other member in charge at an incident is empowered to enter premises or property where the incident occurs and to cause any member, apparatus or equipment of the fire department to enter, as he or she deems necessary, in order to combat, control or deal with the incident.
- (4) The fire chief or any other member in charge at an incident is empowered to enter or pass through or over buildings or property proximal to an incident and to cause members of the fire department, and the apparatus and equipment of the fire department, to enter or pass through or over buildings or property, where he or she deems it necessary to gain access to the incident or to protect any person or property.
- (5) In the event of a fire or other incident, the fire chief or any other member in charge may evacuate any building, premises or property that is threatened by fire, explosion or any condition that may expose occupants to danger.
- (6) The fire chief, or any other member in charge at an incident, may, at his or her discretion, establish boundaries or limits and keep all persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him or her.
- (7) The fire chief or any other member in charge at an incident may request peace officers to enforce restrictions on persons entering within the boundaries or limits established under the authority of section 12(6).
- (8) The fire chief or any other member in charge of a fire or other incident may request persons who are not members to assist in removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing it and in demolishing a building or structure at or near the fire or other incident.

- (9) The fire chief or any other member in charge of an incident is empowered to commandeer privately-owned equipment which he or she considers necessary to deal with the incident.
- (10) Any person called upon to assist as provided in this bylaw will, for the time he or she does so assist, be deemed to be a volunteer of the regional district.

### **Prohibitions**

- 13. (1) A person at an incident must not enter the boundaries or limits of an area established under the authority of section 12(6) unless authorized to do so by the fire chief or the member in charge.
- (2) A person at an incident must not impede, obstruct or hinder a member of the fire department or other person in the execution of their duties or while assisting or acting under the direction of the fire chief or the member in charge.
- (3) A person must not damage or destroy fire department apparatus or equipment.
- (4) A person at an incident must not drive a vehicle over any hose or other equipment, unless permitted to do so by the fire chief or the member in charge.
- (5) A person must not obstruct or otherwise interfere with access roads or streets or other approaches to any fire or other incident, or any fire hydrant, cistern, or body of water designated for fire-fighting purposes.
- (6) A person must not obstruct, impede or hinder in any manner whatsoever the fire chief, a member or a peace officer while proceeding to, returning from or while engaged at the scene of a fire or other incident.
- (7) A person must not tamper with, remove, destroy, render inoperative or interfere with any fire protection equipment or part thereof which is provided for the protection of property or persons, whether public or private.
- (8) A person must not refuse to obey the direction or command of the fire chief, a member or a peace officer at or near the scene of any fire or other incident that is authorized by this bylaw or the *Fire Services Act* of British Columbia.
- (9) Except as authorized by the fire chief or other member, a person must not:
  - (a) enter any building threatened by an incident;
  - (b) enter within any area, across or around any or all streets, lanes, alleys or buildings that are designated by ropes, guards, tapes or other means erected by or under the direction of a peace officer or member in charge.
  - (c) Refuse to move from an area designated in section 13(9)(b) when directed to do so by a peace officer or member.
- (10) Every person at or near an incident must obey all traffic control directions given by a peace officer, the fire chief or any member of the fire department.



### **Fire damaged buildings**

14. (1) The owner of a fire-damaged building must promptly take all necessary steps to secure the building against the entry or unauthorized persons, including, but not limited to, guarding the building and securing all openings into the building.
- (2) If an owner fails to provide the necessary security to a fire-damaged building within a reasonable time or when directed to do so by the fire chief, the regional district may enter on the property and cause the necessary work to be carried out by its employees, agents or contractors, at the cost of the owner.

## **FIRE PREVENTION REGULATIONS**

### **Forest fire hazard**

15. (1) The fire chief may, for the purpose of preventing forest fires within the regional district:
  - (a) order the temporary closure to public use of outdoor trails, camping areas, and other facilities located in or near forested areas, whether on regional district land, Crown land or private land;
  - (b) order the notification of the public regarding the closures referred to in section 15(1)(a), including without limitation, the erection of signs and the publication and broadcasting of notices;
  - (c) order that a person not light, ignite, start or maintain, or allow or cause to be lighted, ignited, started or maintained a campfire;
  - (d) order that the procedures, activities or work program of any business, contractor, facility or their operations within one kilometer of a forest be stopped or modified;
  - (e) order one or more High Risk Activities to be prohibited for a specified period of time
  - (f) modify and rescind any order under this section; and
  - (g) exempt, in writing, any person or group of persons from an order issued under this section where in the opinion of the fire chief, such exemption is unlikely to cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire.
- (2) An order under section 15(1) does not prevent any persons from travelling to and from or occupying his or her residence or using a highway, as defined in the *Highway Act*.
- (3) A person must not tamper with or remove any sign or notice placed pursuant to section 15(1).
- (4) It is an offence under this bylaw to violate any order issued pursuant to section 15(1).

### **Requirement for a permit**

16. (1) A person may apply to the fire chief for a permit to carry out open burning and the fire chief is authorized to issue the permit where he or she considers that:
- (a) the open burning does not create an unreasonable risk to the land or premises or surrounding lands;
  - (b) because of the location of the land on which the burning is to occur, the open burning will not unreasonably impair air quality of the surrounding lands.
- (2) In issuing a permit under 16(1), the fire chief may impose one or more of the following conditions
- (a) limit the duration of the burning;
  - (b) limit the size of the burning;
  - (c) limit the amount or type of material that may be burned; and
  - (d) precautions to be observed during burning.
- (3) The fire chief may withhold any permit or cancel any permit when in his opinion the igniting of a fire may create a hazard to persons or property.
- (4) No person shall burn any garbage, animal waste, rubber, tires, oil, tar, asphalt shingles, battery boxes, plastic material, or any other materials which produce heavy black smoke or create a noxious odour.
- (5) Permits are required at all times for campfires.
- (6) Open burning is only permitted from October 15 to April 30 and requires a permit, unless a notice is published or posted under section 17.
- (7) Permits are required at all times for the burning of debris that results from land clearing activities.
- (8) All fires must be attended by a competent person at least 16 years old who shall supervise any burning and shall ensure that sufficient equipment, functioning hoses, tools and material in order to contain the fire and extinguish it if necessary, are available.
- (9) A person who is issued a permit for burning debris from land clearing activities under section 16(7) shall be charged a cost of \$500.

### **Cancellation, modification and suspension of permits**

17. (1) At any time, the fire chief or an officer may, on account of hazardous fire conditions, cancel or suspend any permit issued under this bylaw, or may impose such further regulations, terms, conditions, restrictions and provisions on the permit as the fire chief or officer deems necessary.
- (2) Despite any other provision of this bylaw, where the fire chief determines or identifies that hazardous fire conditions exist, the fire chief may order a suspension or total ban on open air burning, at any time and for any duration. A person must

not light, ignite, start, maintain or allow or cause to be lighted, ignited, started or maintained any fire in contravention of the fire chief’s order under this section.

- (3) A permit holder who fails to comply with the conditions of a permit must, upon direction of the fire chief or person acting under the authority of the fire chief, immediately extinguish any and all fires. If the permit holder fails to extinguish the fire(s) as directed, the fire chief or person acting under this or her authority may cause the fire(s) to be extinguished.

### **Burning restrictions**

18. (1) A person must not light, ignite, start, maintain or allow or cause to be lighted, ignited, started or maintained a campfire, or permit smoke to emanate from a campfire, unless:
  - (a) the only materials burned in the campfire are dry, seasoned wood;
  - (b) the campfire is continuously controlled and supervised by a competent person equipped with extinguishing equipment and materials; and
  - (c) the smoke from the campfire does not create a nuisance.
- (2) A permit holder must not burn prohibited material as defined under the British Columbia Ministry of Environment “Open Burning Smoke Control Regulations” under the *Environmental Management Act*.
- (3) Every permit holder must ensure that a permitted fire that is smouldering or burning is under the immediate care and control of a competent person who has been provided with sufficient equipment to prevent the fire from burning out of control, causing damage or becoming dangerous to life and property.

### **Accumulation of combustible material**

19. (1) An owner or occupier of premises must not cause or permit wastepaper, hay, grass, straw, litter or other highly combustible material, waste or rubbish to accumulate on a roof or in a yard, vacant lot, carport, garage or open space, which in the opinion of the member in charge constitutes a fire hazard.
- (2) Every owner or occupier of premises must ensure that any accumulation of brush, vines, trees, branches or other highly combustible material deposited on the property from land clearing activities is removed from the property as soon as reasonably possible or, where the fire chief issues an order for its removal, within the time period specified in such order.
- (3) Every owner of a vacant building must at all times ensure that the building is free from debris and highly combustible materials or flammable substances, and must keep all openings to the building securely closed and fastened to prevent entry of unauthorized people.
- (4) If an owner fails to secure a vacant building within a reasonable time or on notice by the fire chief, then, in addition to any other penalty imposed under this bylaw, the fire chief may enter on the property and cause the necessary work to be conducted by employees, agents or contractors of the regional district, at the owner’s cost.

### **Authorization to enter**

20. The fire chief is authorized to enter at all reasonable times upon any property in order to ascertain whether the requirements of this bylaw, the *Fire Services Act* or the fire code are being complied with and, in addition to the powers vested by the *Fire Services Act*, the fire chief is authorized and empowered to inspect premises for conditions which may cause fire or increase the danger of fire or the danger to persons and to deal with any matter in a manner inconsistent to any provision of the *Fire Services Act* or its regulations.

### **FEES AND CHARGES**

#### **Cost recovery fees and charges for extraordinary fires and scene security costs**

21. (1) The owner of property on which an extraordinary fire occurs or on which scene security costs are incurred shall be liable for a charge for extraordinary fire costs and/or scene security costs in accordance with the rates set out in schedule A, as amended or replaced from time to time.
- (2) The regional district may recover all costs and expenses it incurred incidentally to the taking of any measures pursuant to an extraordinary fire or section 14 jointly and severally from any person who at the time had the charge, management or control of the building or property that is the subject of the charge, which costs and expenses are set out in Schedule "A" attached to and forming part of this bylaw. If that person fails to pay those costs and expenses within 6 months after they were incurred, the regional district may recover those costs and expenses from the owner of the building or property by direct invoice, together with costs and interest at a rate set out in the *Taxation (Rural Area) Act*. Default on those costs, expenses and interest will result in their being added to the property taxes of the owner of the building or property.

### **ENFORCEMENT AND PENALTIES**

#### **Penalties**

22. Every person who:
- (a) contravenes or violates any provision of this bylaw or any permit or order issued under this bylaw;
  - (b) causes, suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw or any permit or order issued under this bylaw; or
  - (c) neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw or any permit or order issued under this bylaw;
- commits an offence and shall be liable, on summary conviction, to a fine not exceeding \$2,000.00 and, where the offence is a continuing one, each day that the offence continues must be considered a separate offence.

## SCHEDULE A

### Extraordinary Fire Charge and Scene Security Costs

1. The charge for the cost of fighting an extraordinary fire shall be calculated on the basis of the following:

Hourly cost of each fire crew and fire truck (1 hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery <ul style="list-style-type: none"><li>• (includes heavy machinery required in combating the fire)</li></ul>	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

2. Despite section 1, if the costs of extraordinary fire suppression as actually incurred by the regional district are less than the amounts calculated under section 1, the extraordinary fire charge shall be the lesser amount.

The following is a consolidated copy of the rural Cumberland fire protection service bylaw and includes the following bylaws:

<b>Bylaw No.</b>	<b>Bylaw Name</b>	<b>Adopted</b>	<b>Purpose</b>
261	Tsolum Farnham Fire Protection Service Regulations Bylaw No. 261, 2013	July 30, 2013	To establish regulations for the Tsolum Farnham fire protection service
533	Tsolum Farnham Fire Service Regulations Bylaw No. 261, 2013, Amendment No. 1	June 5, 2018	To amend the Tsolum Farnham Fire Protection Service Regulations to regulate high-risk activities in order to protect public health and safety and property

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 261**

#### **A bylaw to establish regulations for the Tsolum Farnham fire protection service**

**WHEREAS** the “Black Creek Fire Protection Local Service Conversion Bylaw 2069, 1998” was adopted on the 26<sup>th</sup> day of October, 1998 to establish a local service to provide fire prevention, fire suppression and emergency response assistance within the Black Creek fire protection service area;

**AND WHEREAS** the Black Creek fire protection service was renamed to the Tsolum Farnham fire protection service in 2013;

**AND WHEREAS** the CVRD board desires to establish regulations for the Tsolum Farnham fire protection service;

**AND WHEREAS** the service is to be provided within the service area by the fire department of the City of Courtenay under an agreement under the *Local Government Act*;

**NOW THEREFORE** the board of the Comox Valley Regional District, in open meeting assembled, enacts as follows:

#### **CITATION AND REPEAL**

1. (1) This Bylaw No. 261 may be cited for all purposes as “Tsolum Farnham Fire Protection Service Regulations Bylaw No. 261, 2013”.
- (2) Bylaw No. 2465 being “Black Creek Fire Protection Service Area Fire Control Bylaw No. 2465, 2002” and any amendments to the bylaw are hereby repealed.

#### **INTERPRETATION AND GENERAL REGULATIONS**

##### **Definitions**

2. In this bylaw:

“**apparatus**” means any vehicle provided with machinery, devices equipment or materials for fire-fighting as well as vehicles used to transport fire firefighters or supplies

“**approved**” means approved by the fire chief

“**building**” means any structure used or intended for supporting or sheltering any use or occupancy

“**building code**” means the current version of the British Columbia Building Code adopted as a regulation under the *Local Government Act*, as amended or replaced from time to time

“**campfire**” means a fire not exceeding one meter in diameter and one meter in height used for the purpose of cooking or to provide heat and light associated with camping, backyard fire pits and recreation

“**combustible material**” means any material which is capable of catching fire and burning

**"domestic waste"** means any combustible material that is generated on or within a residential property and includes, but is not limited to, yard clippings, tree branches and limbs, but does not include any debris that results from land clearing activities

**"equipment"** means any tools, contrivances, devices or materials used by the fire department to combat any incident or other emergency

**"extraordinary fire"** means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the use of:

- foam or fire retardant gels
- fire crew and fire truck
- specialized machinery
- mutual aid resources

materially beyond what is typically required to respond to a fire in the City of Courtenay

**"extraordinary fire costs"** means costs, over and above those costs associated with a fire that is not an extraordinary fire

**"fire chief"** means a person appointed by the regional district board of directors to be in charge of the fire department and the firefighting personnel of the regional district, and includes a deputy fire chief and any other person authorized to act on behalf of the fire chief

**"fire code"** means the current version of the British Columbia Fire Code adopted as a regulation under the *Fire Services Act*, as amended or replaced from time to time

**"fire department"** means the City of Courtenay fire department

**"high risk activity"** means mechanical brushing; disk trenching; preparation or use of explosives; using fire- or spark-producing tools, including cutting tools; using or preparing fireworks or pyrotechnics; grinding, including rail grinding; mechanical land clearing; clearing and maintaining rights of way, including grass mowing; any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cutblock:

- i. operating a power saw;
- ii. mechanical tree felling, woody debris piling or tree processing, including de-limbing;
- iii. welding;
- iv. portable wood chipping, milling, processing or manufacturing;
- v. skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock;
- vi. yarding logs using cable systems

**"incident"** means a fire, explosion, human made disaster, natural disaster or any event, situation or emergency that constitutes or may constitute a threat to life, property, the environment or any combination thereof, where the fire department has attended



**"land clearing activities"** means any tasks or activities associated with commercial or industrial forestry or agricultural operations or in relation to land development

**"member"** means any person appointed by the fire chief as a member of the fire department

**"nuisance"** includes the emission into the atmosphere of smoke which disturbs the comfort or convenience of persons in the vicinity

**"officer"** includes the fire chief, deputy fire chief or captain, and any person appointed as a bylaw enforcement officer by the board of the regional district

**"open burning"** means the combustion or burning of any substance or materials in the open air by any means

**"permit holder"** means a person holding a valid permit issued under this bylaw

**"peace officer"** includes a police officer, police constable, constable or other person employed for the preservation and maintenance of the public peace

**"regional district"** means the Comox Valley Regional District

**"scene security costs"** means costs associated with securing a fire-damaged premise from unauthorized entry

**"smoke"** means the gases, particulate matter and all other products of combustion emitted into the atmosphere when a substance or material is burning, including smoke, dust, gas, spark, ash, soot, cinders, fumes or other effluvia

### **Interpretation**

3. Unless otherwise defined, all words and phrases in this bylaw must be construed in accordance with the meanings assigned to them by the current building code, the *Fire Services Act* or the fire code, as the context and circumstances may require.

### **Adoption of fire code**

4. The fire code, as amended or replaced from time to time, is adopted and made part of this bylaw as a fire regulation of the regional district.

### **Application**

5. The provisions of this bylaw apply to all buildings, structures, premises and conditions within the regional district and, for certainty, apply equally to existing buildings and buildings under construction.

### **Conflict**

6. In the event of a conflict, discrepancy, variation or inconsistency between this bylaw and the *Fire Services Act*, the fire code or the building code, as the case may be, prevail over the provisions of this bylaw to the extent of any conflict, discrepancy, variation or inconsistency.

### **Severability**

7. Should any section or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the bylaw as a whole or any part thereof, other than the part so declared to be invalid.

### **Gender and number**

8. Wherever the singular or masculine is used in this bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context or the parties so require.

## **ESTABLISHMENT AND ADMINISTRATION OF THE FIRE SERVICE**

### **Jurisdiction**

9. This bylaw applies within the service area established by Bylaw No. 2069 being "Black Creek Fire Protection Local Service Conversion Bylaw 2069, 1998."

### **Fire chief**

10.
  - (1) Subject to section 10(2), the board may, by resolution, appoint a suitable person to hold the position of fire chief, who is designated an officer of the regional district.
  - (2) During the term of an agreement for fire protection services to be provided by the City of Courtenay, the fire chief for the City of Courtenay shall be the fire chief for the purposes of this bylaw.
  - (3) The fire chief is responsible for the administration of this bylaw and all inspections required under this bylaw.

### **Powers of the fire chief**

11. The fire chief, or any member or other person authorized by the fire chief to act in his or her place, may exercise one or more of the following powers:
  - (a) enter on property at all reasonable times and inspect premises for conditions that may cause a fire, increase the danger of a fire, or increase the danger to persons or property from a fire;
  - (b) take all measures considered necessary for the prevention, control and extinguishment of fires and for the protection of life and property;
  - (c) require an owner or occupier of real property to undertake any actions directed by the fire chief or other authorized member for the purpose of removing or reducing anything or condition that person considers is a fire hazard or increases the danger of fire;
  - (d) exercise some or all of the powers provided to the fire chief by the *Fire Services Act* including all powers of the fire commissioner under section 25 of that act, and for these purposes that section applies;
  - (e) enforce the provisions of the *Fire Services Act*, the fire code, this bylaw and other bylaws, rules, orders and regulations for the prevention and suppression of fire and the protection of life and property;

- (f) provide for assistance response to incidents;
- (g) inquire into, investigate and record the causes of fires in the regional district;
- (h) collect and disseminate information in regard to fires in the regional district;
- (i) investigate and hold inquiries into fires; and
- (j) provide advice and make recommendations to the regional district manager of fire services, other officers and employees of the regional district and the public in relation to:
  - (i) the establishment and administration of fire brigades and departments;
  - (ii) the provision of adequate water supply and pressure;
  - (iii) the installation and maintenance of fire protection equipment;
  - (iv) the enforcement of measures for the prevention or suppression of fire and the protection of life and property; and
  - (v) fire prevention generally.

### **Operations and procedures**

12. (1) The fire chief or, in his or her absence, the senior ranking member present or a member appointed by the fire chief, shall have control, direction and management of all apparatus, equipment and manpower assigned to an incident and, where a member is in charge, he or she must continue to act until relieved by a duly appointed member.
- (2) The fire chief or any other member in charge at a fire is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he or she deems it necessary to prevent the spread of fire to other buildings, structures or things.
- (3) The fire chief or any other member in charge at an incident is empowered to enter premises or property where the incident occurs and to cause any member, apparatus or equipment of the fire department to enter, as he or she deems necessary, in order to combat, control or deal with the incident.
- (4) The fire chief or any other member in charge at an incident is empowered to enter or pass through or over buildings or property proximal to an incident and to cause members of the fire department, and the apparatus and equipment of the fire department, to enter or pass through or over buildings or property, where he or she deems it necessary to gain access to the incident or to protect any person or property.
- (5) In the event of a fire or other incident, the fire chief or any other member in charge may evacuate any building, premises or property that is threatened by fire, explosion or any condition that may expose occupants to danger.
- (6) The fire chief, or any other member in charge at an incident, may, at his or her discretion, establish boundaries or limits and keep all persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him or her.

- (7) The fire chief or any other member in charge at an incident may request peace officers to enforce restrictions on persons entering within the boundaries or limits established under the authority of section 12(6).
- (8) The fire chief or any other member in charge of a fire or other incident may request persons who are not members to assist in removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing it and in demolishing a building or structure at or near the fire or other incident.
- (9) The fire chief or any other member in charge of an incident is empowered to commandeer privately-owned equipment which he or she considers necessary to deal with the incident.
- (10) Any person called upon to assist as provided in this bylaw will, for the time he or she does so assist, be deemed to be a volunteer of the regional district.

### **Prohibitions**

- 13. (1) A person at an incident must not enter the boundaries or limits of an area established under the authority of section 12(6) unless authorized to do so by the fire chief or the member in charge.
- (2) A person at an incident must not impede, obstruct or hinder a member of the fire department or other person in the execution of their duties or while assisting or acting under the direction of the fire chief or the member in charge.
- (3) A person must not damage or destroy fire department apparatus or equipment.
- (4) A person at an incident must not drive a vehicle over any hose or other equipment, unless permitted to do so by the fire chief or the member in charge.
- (5) A person must not obstruct or otherwise interfere with access roads or streets or other approaches to any fire or other incident, or any fire hydrant, cistern, or body of water designated for fire-fighting purposes.
- (6) A person must not obstruct, impede or hinder in any manner whatsoever the fire chief, a member or a peace officer while proceeding to, returning from or while engaged at the scene of a fire or other incident.
- (7) A person must not tamper with, remove, destroy, render inoperative or interfere with any fire protection equipment or part thereof which is provided for the protection of property or persons, whether public or private.
- (8) A person must not refuse to obey the direction or command of the fire chief, a member or a peace officer at or near the scene of any fire or other incident that is authorized by this bylaw or the *Fire Services Act* of British Columbia.
- (9) Except as authorized by the fire chief or other member, a person must not:
  - (a) enter any building threatened by an incident;

- (b) enter within any area, across or around any or all streets, lanes, alleys or buildings that are designated by ropes, guards, tapes or other means erected by or under the direction of a peace officer or member in charge.
  - (c) Refuse to move from an area designated in section 13(9)(b) when directed to do so by a peace officer or member.
- (10) Every person at or near an incident must obey all traffic control directions given by a peace officer, the fire chief or any member of the fire department.

### **Fire damaged buildings**

- 14.
  - (1) The owner of a fire-damaged building must promptly take all necessary steps to secure the building against the entry or unauthorized persons, including, but not limited to, guarding the building and securing all openings into the building.
  - (2) If an owner fails to provide the necessary security to a fire-damaged building within a reasonable time or when directed to do so by the fire chief, the regional district may enter on the property and cause the necessary work to be carried out by its employees, agents or contractors, at the cost of the owner.

## **FIRE PREVENTION REGULATIONS**

### **Forest fire hazard**

- 15.
  - (1) The fire chief may, for the purpose of preventing forest fires within the regional district:
    - (a) order the temporary closure to public use of outdoor trails, camping areas, and other facilities located in or near forested areas, whether on regional district land, Crown land or private land;
    - (b) order the notification of the public regarding the closures referred to in section 15(1)(a), including without limitation, the erection of signs and the publication and broadcasting of notices;
    - (c) order that a person not light, ignite, start or maintain, or allow or cause to be lighted, ignited, started or maintained a campfire;
    - (d) order that the procedures, activities or work program of any business, contractor, facility or their operations within one kilometer of a forest be stopped or modified;
    - (e) order one or more High Risk Activities to be prohibited for a specified period of time;
    - (f) modify and rescind any order under this section; and
    - (g) exempt, in writing, any person or group of persons from an order issued under this section where in the opinion of the fire chief, such exemption is unlikely to cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire.

- (2) An order under section 15(1) does not prevent any persons from travelling to and from or occupying his or her residence or using a highway, as defined in the *Highway Act*.
- (3) A person must not tamper with or remove any sign or notice placed pursuant to section 15(1).
- (4) It is an offence under this bylaw to violate any order issued pursuant to section 15(1).

#### **Requirement for a permit**

- 16. (1) A person may apply to the fire chief for a permit to carry out open burning and the fire chief is authorized to issue the permit where he or she considers that:
  - (a) the open burning does not create an unreasonable risk to the land or premises or surrounding lands;
  - (b) because of the location of the land on which the burning is to occur, the open burning will not unreasonably impair air quality of the surrounding lands.
- (2) In issuing a permit under 16(1), the fire chief may impose one or more of the following conditions
  - (a) limit the duration of the burning;
  - (b) limit the size of the burning;
  - (c) limit the amount or type of material that may be burned; and
  - (d) precautions to be observed during burning.
- (3) The fire chief may withhold any permit or cancel any permit when in his opinion the igniting of a fire may create a hazard to persons or property.
- (4) No person shall burn any garbage, animal waste, rubber, tires, oil, tar, asphalt shingles, battery boxes, plastic material, or any other materials which produce heavy black smoke or create a noxious odour.
- (5) A permit is not required for the burning of domestic waste material between sunrise and sunset provided it is burnt in a domestic incinerator fitted with a metal screen or grill with a mesh of less than 9.5 mm (3/8") to restrict sparks or flying debris.
- (6) No person is required to obtain a permit for the occasional burning of domestic waste material from sunrise to sunset on any day from November 01 to April 01 unless a notice is published or posted under section 17.
- (7) Permits are required at all times for the burning of debris that results from the cutting and felling of trees and from land clearing activities.
- (8) All fires must be attended by a competent person at least 16 years old who shall supervise any burning and shall ensure that sufficient equipment, functioning hoses, tools and material in order to contain the fire and extinguish it if necessary, are available.

### **Cancellation, modification and suspension of permits**

17. (1) At any time, the fire chief or an officer may, on account of hazardous fire conditions, cancel or suspend any permit issued under this bylaw, or may impose such further regulations, terms, conditions, restrictions and provisions on the permit as the fire chief or officer deems necessary.
- (2) Despite any other provision of this bylaw, where the fire chief determines or identifies that hazardous fire conditions exist, the fire chief may order a suspension or total ban on open air burning, at any time and for any duration. A person must not light, ignite, start, maintain or allow or cause to be lighted, ignited, started or maintained any fire in contravention of the fire chief's order under this section.
- (3) A permit holder who fails to comply with the conditions of a permit must, upon direction of the fire chief or person acting under the authority of the fire chief, immediately extinguish any and all fires. If the permit holder fails to extinguish the fire(s) as directed, the fire chief or person acting under this or her authority may cause the fire(s) to be extinguished.

### **Burning restrictions**

18. (1) A person must not light, ignite, start, maintain or allow or cause to be lighted, ignited, started or maintained a campfire, or permit smoke to emanate from a campfire, unless:
- (a) the only materials burned in the campfire are dry, seasoned wood;
  - (b) the campfire is continuously controlled and supervised by a competent person equipped with extinguishing equipment and materials; and
  - (c) the smoke from the campfire does not create a nuisance.
- (2) A permit holder must not burn prohibited material as defined under the British Columbia Ministry of Environment "Open Burning Smoke Control Regulations" under the *Environmental Management Act*.
- (3) Every permit holder must ensure that a permitted fire that is smouldering or burning is under the immediate care and control of a competent person who has been provided with sufficient equipment to prevent the fire from burning out of control, causing damage or becoming dangerous to life and property.

### **Accumulation of combustible material**

19. (1) An owner or occupier of premises must not cause or permit wastepaper, hay, grass, straw, litter or other highly combustible material, waste or rubbish to accumulate on a roof or in a yard, vacant lot, carport, garage or open space, which in the opinion of the member in charge constitutes a fire hazard.
- (2) Every owner or occupier of premises must ensure that any accumulation of brush, vines, trees, branches or other highly combustible material deposited on the property from land clearing activities is removed from the property as soon as reasonably possible or, where the fire chief issues an order for its removal, within the time period specified in such order.

- (3) Every owner of a vacant building must at all times ensure that the building is free from debris and highly combustible materials or flammable substances, and must keep all openings to the building securely closed and fastened to prevent entry of unauthorized people.
- (4) If an owner fails to secure a vacant building within a reasonable time or on notice by the fire chief, then, in addition to any other penalty imposed under this bylaw, the fire chief may enter on the property and cause the necessary work to be conducted by employees, agents or contractors of the regional district, at the owner's cost.

#### **Authorization to enter**

20. The fire chief is authorized to enter at all reasonable times upon any property in order to ascertain whether the requirements of this bylaw, the *Fire Services Act* or the fire code are being complied with and, in addition to the powers vested by the *Fire Services Act*, the fire chief is authorized and empowered to inspect premises for conditions which may cause fire or increase the danger of fire or the danger to persons and to deal with any matter in a manner inconsistent to any provision of the *Fire Services Act* or its regulations.

#### **FEES AND CHARGES**

##### **Cost recovery fees and charges for extraordinary fires and scene security costs**

21.
  - (1) The owner of property on which an extraordinary fire occurs or on which scene security costs are incurred shall be liable for a charge for extraordinary fire costs and/or scene security costs in accordance with the rates set out in schedule A, as amended or replaced from time to time.
  - (2) The regional district may recover all costs and expenses it incurred incidentally to the taking of any measures pursuant to an extraordinary fire or section 14 jointly and severally from any person who at the time had the charge, management or control of the building or property that is the subject of the charge, which costs and expenses are set out in Schedule "A" attached to and forming part of this bylaw. If that person fails to pay those costs and expenses within 6 months after they were incurred, the regional district may recover those costs and expenses from the owner of the building or property by direct invoice, together with costs and interest at a rate set out in the *Taxation (Rural Area) Act*. Default on those costs, expenses and interest will result in their being added to the property taxes of the owner of the building or property.



## **ENFORCEMENT AND PENALTIES**

### **Penalties**

22. Every person who:

- (a) contravenes or violates any provision of this bylaw or any permit or order issued under this bylaw;
- (b) causes, suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw or any permit or order issued under this bylaw; or
- (c) neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw or any permit or order issued under this bylaw;

commits an offence and shall be liable, on summary conviction, to a fine not exceeding \$2,000.00 and, where the offence is a continuing one, each day that the offence continues must be considered a separate offence.

## SCHEDULE A

### Extraordinary Fire Charge and Scene Security Costs

1. The charge for the cost of fighting an extraordinary fire shall be calculated on the basis of the following:

Hourly cost of each fire crew and fire truck (1 hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery <ul style="list-style-type: none"><li>• (includes heavy machinery required in combating the fire)</li></ul>	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

2. Despite section 1, if the costs of extraordinary fire suppression as actually incurred by the regional district are less than the amounts calculated under section 1, the extraordinary fire charge shall be the lesser amount.

The following is a consolidated copy of the Fire Hazard Permit Bylaw No. 41, 1996 and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
41 (MFPD)	Fire Hazard Permit Bylaw No. 41, 1996	October 15, 1996	To regulate the lighting of fires and prevention of fires in the Merville Fire Protection District

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version more clear and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

**COMOX VALLEY REGIONAL DISTRICT**

**BYLAW NO. 41**

**A bylaw for regulating the lighting of fires and prevention of fires in the  
Merville Fire Protection District**

**WHEREAS** in the pursuance of the objects of the Merville Fire Protection District it is considered necessary to regulate the lighting of fires within the Merville Fire Protection District and to provide for the issuance of fire permits in order to safeguard property within the said District;

The Trustees of the Merville Fire Protection District in open meeting duly assembled, enact as follows:

1. No owner or occupant of any land situated within the Merville Fire Protection District, or any other person, shall light, ignite, or maintain any fire or cause or permit any fire to be lit, ignited or maintained in the open air without first obtaining a fire permit, from an appointed Deputy of the Merville Fire Protection District, except those fires in a contained pit.

For the purposes of this bylaw, the Fire Chief of the City of Courtenay Fire Department, or his designate, or such other person as the Trustees may from time to time appoint or designate shall be appointed Deputy of the Merville Fire Protection District.

- a. The Fire Chief may, when in his opinion it is safe to do so, issue permits for outdoor fires and may attach to a permit whatever conditions in his opinion are advisable;
- b. In his discretion, the Fire Chief may withhold any permit or cancel any permit issued where in his opinion, the igniting of a fire in any area may create a hazard to persons property. This would also pertain to fires within an enclosed pit;
- c. Any permit issued by the Fire Chief shall be in writing and is valid only for the purpose stated and for the time set out in the permit;
- d. A permit is not required for the burning of domestic waste in an metal or masonry container fitted with a metal screen or grill of less than 9.5 mm (3/8") mesh to restrict sparks or flying debris during the hours of sunrise to sunset unless a notice that permits will be required for all or any such fires during the period specified in the notice;
- e. No person is required to obtain a permit for the occasional burning of domestic waste material from sunrise to sunset on any day from November 1<sup>st</sup> in any year to April 15<sup>th</sup> of the following year, unless a notice is published that permits will be required during the period specified in the notice;

- f. Permits shall be required at all times for the burning of debris which resulted from the felling or destruction of trees unless a notice is published that permits will not be required during the period specified in the notice;  
  
NOTE: Notice declaration shall be made by a notice being inserted in a newspaper regularly circulated in the Merville Fire Protection District.
- g. In all instances where burning is allowed in this bylaw regardless of the requirement to obtain a permit, a competent adult shall supervise any burning and shall ensure that a equipment necessary for fire control is available.
- 2. No person shall burn any animal organic waste, rubber, tires, oil, tar, asphalt shingles, battery boxes, plastic material, or any such similar materials which produce heavy black smoke or create a noxious odour.
- 3.
  - a. A person who violates any provision of this bylaw shall be liable, upon summary conviction, to a fine of not less than \$25.00 and not greater than \$2,000.00;
  - b. Where any violation continues, each day in which it continues shall be deemed to be a separate violation for the purpose of prosecution under this bylaw.
- 4. **Citation**  
  
This Bylaw may be cited as "Fire Hazard Permit Bylaw No. 41, 1996".

The following is a consolidated copy of the Merville Fire Protection Service Establishment Bylaw No. 484, 2017 and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
484	Merville Fire Protection Service Establishment Bylaw No. 484, 2017	August 29, 2017	To establish the Merville Fire Protection Service
501	Merville Fire Protection Service Establishment Bylaw No. 484, 2017, Amendment No. 1	November 28, 2017	To include certain properties into the service area that had been omitted through previous boundary amendments and through the conversion process (Replace Schedule A)
515	Merville Fire Protection Service Establishment Bylaw No. 484, 2017, Amendment No. 2	June 5, 2018	To expand the boundaries of the Merville Fire Protection Service to include the Tsolum Farnham Fire Protection Service

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. Titles and whereas clauses may be different than in original bylaws to make this consolidated version more clear and identify historical changes and conditions. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 484**

#### **A bylaw to establish the Merville Fire Protection Service**

**WHEREAS** under section 332 of the *Local Government Act* (RSBC, 2015, C. 1) a regional district may operate any service the board considers necessary or desirable for all or part of the regional district;

**AND WHEREAS** the board of the Comox Valley Regional District wishes to establish a service to provide for fire protection in the Merville community following the conversion of the Merville Fire Protection District to a Comox Valley Regional District service on June 15, 2017;

**AND WHEREAS** the approval of the inspector of municipalities has been obtained under section 342 of the *Local Government Act* (RSBC, 2015, C. 1); and

**AND WHEREAS** the approval for the participating areas is not required due to the level of consultation and engagement conducted during the Improvement District conversion process;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Service**

1. (1) The service established by this bylaw is to provide a fire protection service in the Greater Merville community.
- (2) The service shall be known as the Greater Merville Fire Protection Service (the 'service').

#### **Boundaries**

2. The boundaries of the service are portions of Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek) as identified in schedule 'A' attached to and forming part of this bylaw.

#### **Participating areas**

3. Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek) include a participating area in the service.

#### **Cost recovery**

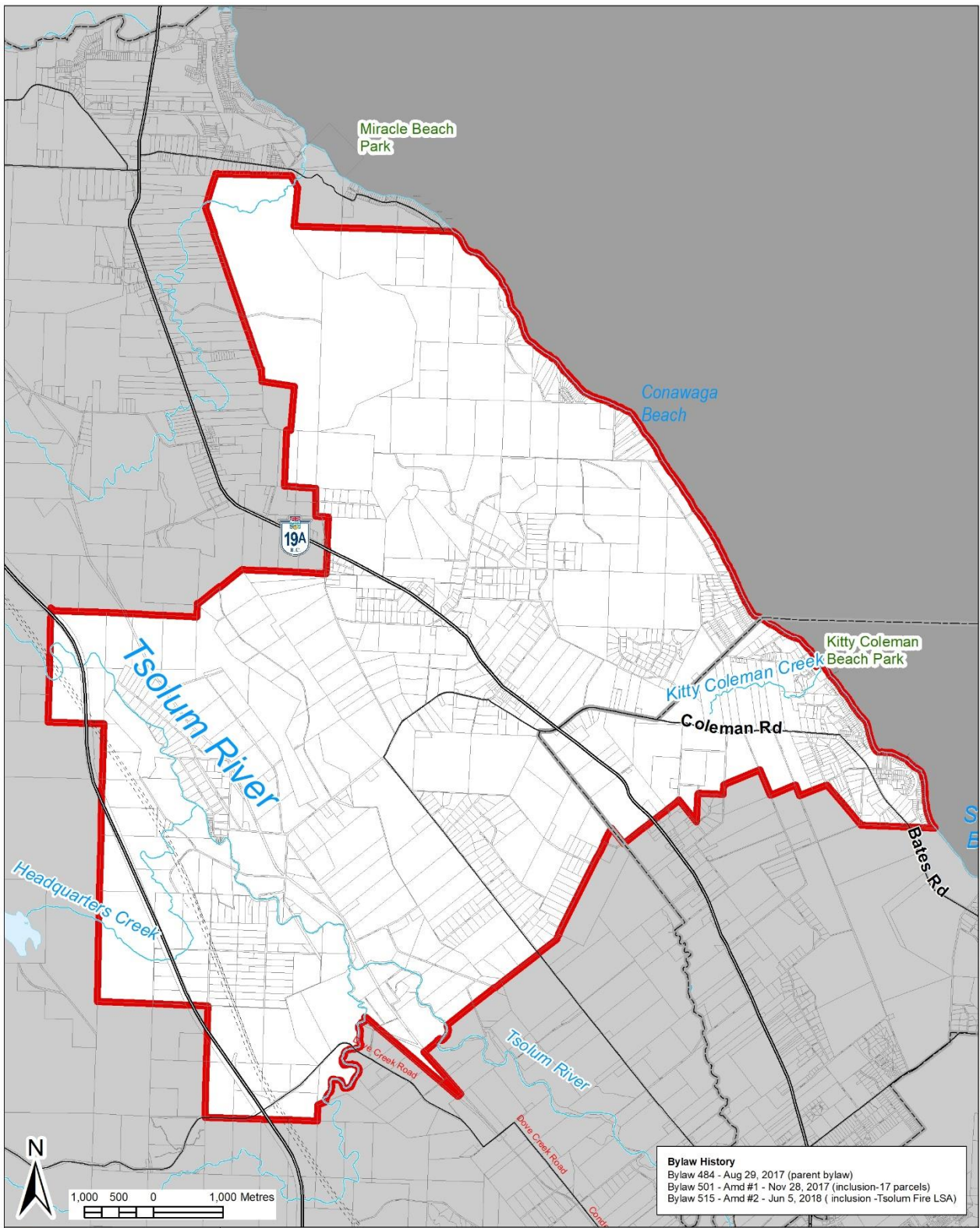
4. As provided in section 378 of the *Local Government Act* (RSBC, 2015, C. 1), the annual cost for this service shall be recovered by one or more of the following:
  - (a) property value taxes;
  - (b) parcel taxes;
  - (c) fees and charges imposed under section 397 of the *Local Government Act* (RSBC, 2015, C. 1);
  - (d) revenues raised by other means authorized by the *Local Government Act* (RSBC, 2015, C. 1) or another Act; and

- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise,

**Maximum requisition**

5. In accordance with section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is the greater of \$446,106 or \$0.6228 per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.





**Bylaw History**  
Bylaw 484 - Aug 29, 2017 (parent bylaw)  
Bylaw 501 - Amd #1 - Nov 28, 2017 (inclusion-17 parcels)  
Bylaw 515 - Amd #2 - Jun 5, 2018 (inclusion - Tsolum Fire LSA)



### Schedule "A"

"Merville Fire Protection Service Establishment Bylaw No. 484, 2017, Amendment No. 2"

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<b>Subject:</b> Fire departments workers compensation		
<b>Category:</b> Community Services (Fire Services)		<b>Procedure Reference:</b> 7200-00

***PURPOSE***

To establish a policy with regard to Workers Compensation for fire departments under the jurisdiction of the regional district.

***POLICY***

***THAT Workers' Compensation Board coverage be provided for all volunteer fire department members.***

***PROCEDURE***

The matter of obtaining Workers' Compensation is the responsibility of the payroll and benefits department.

**Approval History**

Policy adopted:	July 25, 1977
Amended:	August 28, 2000
Repealed:	

<b>Subject:</b> Fire departments workers compensation		
<b>Category:</b> Community Services (Fire Services)		<b>Procedure Reference:</b> 7200-00

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**Approval History**

Policy adopted:	July 25, 1977
Amended:	August 28, 2000
Repealed:	

<b>Subject:</b> Risk management policy statement	
<b>Category:</b> Executive Management Branch	<b>Procedure Reference:</b> 2470-00

## Purpose

Risk management is the process of making and carrying out decisions that will minimize the adverse effect of accidental losses upon our community.

The risk management process can be defined as protection of the public against harm, protection of the regional district against liability exposure and the protection of regional district assets. In financial terms it is vital to our ability to pursue our goals, commence and operate our programs, and to perform duties in a manner which will be recognized as professional by those we serve.

## Policy

### Goals & Objectives

1. To **avoid** exposures to accidental loss by not undertaking by function or contact, programs or activities which present a potential for accidental loss greater than the benefit to be derived from such program or activity.
2. To **prevent** loss by identifying loss exposures, implementing techniques to reduce the chance of loss, monitoring the success of those techniques, and adapting them to changing conditions.
3. To **control** losses when they do occur by:
  - a) rapid reporting of incidents/accidents to risk management representative or designate and through them to the Municipal Insurance Association of B.C.;
  - b) maintaining physical evidence;
  - c) recording pertinent information surrounding the loss;
  - d) assisting and supporting the injured party but making no admission of liability;
  - e) maintaining confidentiality after the event and referring claims inquiries to senior management.
4. To **raise the awareness** of all members of staff, volunteers and the public concerning risk management.
5. To **delegate** to the Comox Valley Regional District risk management committee the authority to development risk management policies for consideration by the board and to pursue sound risk management practices and procedures throughout all departments.

### **Risk Management Committee**

Chair: Risk manager, corporate financial officer pursuant to the *Local Government Act*  
 Representatives: Executive management branch  
 Property services branch  
 Community services branch  
 Public affairs and information systems branch

6. To **gain** the assistance and cooperation of all department heads, supervisors, employees and the public to utilize their expertise to suggest ways of improving risk management practices in the regional district.
7. To **cooperate** with and provide input to, the Municipal Insurance Association in order to achieve the common goal of reducing accidental losses and their resulting costs for all subscribers.
8. **Staff Responsibilities:** It is the responsibility of all Comox Valley Regional District employees to identify, remedy where possible and report any concerns relating to public safety. Staff that become aware of a hazard or potential for hazard shall report this information to the appropriate risk management representative or designate.
9. **Confidentiality:** All matters related to incidents or injury shall remain confidential. Any requests for information regarding an accident or injury shall be forwarded to the risk manager.

**Approval History**

Policy approved:	October 29, 2001
Amended:	

<b>Subject:</b> Bylaw Enforcement Policy	
<b>Category:</b> Governance	<b>Policy Reference:</b> 4000-00

**Purpose:** The objective of this policy is to obtain a certainty and consistency in bylaw enforcement. For enforcement to be effective, compliance must be obtained in an efficient and effective manner. Compliance is directly related to the certainty of enforcement to prosecution. Without this certainty, compliance decreases.

The Bylaw Enforcement Policy is intended to identify roles, responsibilities, authority, and methods for the enforcement of bylaws.

**Guiding principles:**

1. Guiding principles include:
  - (a) Education of regulations;
  - (b) Timely response to inquiries and complaints;
  - (c) Confidentiality;
  - (d) Objectivity of the interests of the corporation;
  - (e) Written complaints;
  - (f) Quarterly reporting of enforcement activities; and
  - (g) Protection of person(s) and/ or agent(s) while carrying out bylaw enforcement activities.

**Roles and responsibilities: board**

2. Fundamental responsibility for the enforcement of regional district bylaws rests with the board of the Comox Valley Regional District.
  - (a) The Board is responsible to enact bylaws on matters that the board wishes to regulate or is required to regulate by law. Regulatory bylaws shall identify the enforcement jurisdiction and the person and/ or agent authorized to enforce those regulations.
  - (b) The board may delegate to officers, employees, and agents of the regional district to enter, at all reasonable times, on any property to inspect and determine whether all regulations, prohibitions, and requirements are being met.
  - (c) The board shall consider all enforcement matters that may require Supreme Court or direct action enforcement on the part of the board.
  - (d) All board inquiries relating to bylaw enforcement shall be directed to the chief administrative officer or the general manager of corporate services.
  - (e) The board has no duty on the part of the regional district to take enforcement action with respect to every contravention of every bylaw that may be occurring within its jurisdiction. However discretion must be exercised by the regional district board on a case-by-case basis and must not be made in bad faith.

**Roles and responsibilities: chief administrative officer**

3. Subject to the overall jurisdiction of the board, the chief administrative officer holds the statutory authority for the enforcement of regional district bylaws.
  - (a) The chief administrative officer shall, as delegated through the general manager of corporate services, direct enforcement action relating to voluntary compliance and quasi-criminal proceedings in provincial court.
  - (b) On each enforcement matter that may require Supreme Court or direct action on the part of the board, a report will be provided to the board that includes the enforcement history and recommended action. All matters that are enforced by the Supreme Court or direct action method shall be included on the quarterly legal status report.

**Roles and responsibilities: general managers**

4. The general manager of corporate services shall oversee and review the enforcement activities of the manager of protective services and shall ensure that reports are made to the board in accordance with the guidelines set out in this policy.
  - (a) The general manager of community planning shall oversee and review the enforcement activities of the manager of building inspection and shall ensure that reports are made to the board in accordance with the guidelines set out in this policy.
  - (b) The general managers of corporate services, community planning, and operational services are appointed as bylaw enforcement officers, as delegated from time to time by the chief administrative officer.

**Roles and responsibilities: enforcement officers**

5. All enforcement officers shall ensure the following:
  - (a) Investigations are carried out, as may be required, to ascertain the extent and nature of alleged infractions;
  - (b) Maintain a detailed reporting of enforcement activity in a database format; and
  - (c) Provide a quarterly report on enforcement activity for submission to a board committee.
  - (d) All enforcement officers shall have the enforcement jurisdiction as set out in any regulatory bylaw and the ticket information system bylaw, in addition to the responsibilities in this policy.
  - (e) If an enforcement officer is verbally or physically threatened and evidence is required, then no further investigative action shall be carried out until a private security firm can be hired to accompany the enforcement officer.

**Building Bylaws**

6. The manager of building inspection or delegates shall administer the enforcement of the regional district building bylaws.

**Zoning Bylaws**

7. The manager of protective services or delegates shall administer the enforcement of regional district zoning bylaws.

**Noise, Unsightly Premises, Fireworks and any other regulatory bylaws not listed separately**

8. The manager of protective services or delegates shall administer the enforcement of the regional district regulatory bylaws that are not listed here separately.

**Animal Control Bylaws**

9. The manager of protective services shall oversee the enforcement of the regional district animal control bylaws. The animal control officers or delegates shall administer the enforcement of the regional district animal control bylaws.

**Fire Control Bylaws**

10. The manager of protective services shall oversee the enforcement of the regional district fire control bylaws. The fire chief, deputy fire chief, or delegates shall administer the enforcement of the regional district fire control bylaws.

**Enforcement authority**

11. The *Local Government Act* and the *Community Charter* provide four distinct means of enforcing bylaws:
  - (a) Voluntary compliance;
  - (b) Quasi criminal proceedings (prosecution) in Provincial Court;
  - (c) Injunction proceedings, both interlocutory and final, in Supreme Court and;
  - (d) Direct enforcement, without the involvement of a court.
  - (e) In considering the means of enforcing an alleged offence the following shall be taken into account:
    - (i) any danger to health, safety or property;
    - (ii) inconvenience to the public or other property owners;
    - (iii) the duration of the alleged violation;
    - (iv) the previous conduct of the violator and whether similar violations have occurred in the past, and;
    - (v) whether complaints have been received;
    - (vi) policy implications.

**Voluntary Compliance:**

12. The individual is contacted personally or by letter and the alleged violation is outlined. Their co-operation is sought and a deadline to comply is negotiated. In most cases, compliance is obtained via this method.



**Quasi-Criminal Proceedings in Provincial Court:**

13. Because of its relative speed, low cost, and the availability of fines, prosecution is the preferred procedure for most regional district bylaw infractions. The regional district ticket information system is in this category.

**Injunction Proceedings:**

14. An injunction is a court order directing a person to do, or not to do, a specified act. Because the Provincial Court has no jurisdiction to grant injunctions, orders in respect to acts that are breaches of regional district bylaws must be sought in Supreme Court. As a result, injunction proceedings are usually conducted by a lawyer and require a board resolution before any action is commenced.

**Direct Enforcement:**

15. Direct enforcement involves carrying out enforcement remedies such as demolishing buildings and adding the cost of doing so to the taxes without the authorization of a court decision. An example would be the cleanup of an unsightly property, the costs of which would be put on the property as taxes in arrear should the owner not pay the cleanup fee by the end of that calendar year. Direct enforcement action requires a board resolution before any action is commenced.

**Delegation of enforcement authority**

16. The authority to enforce bylaws through voluntary compliance and quasi-criminal proceedings is delegated to the enforcement officers pursuant to sections B.2, B.3, and B.4 of this policy.

**Inquiry/ Complaints**

17.
  - (a) All inquiries regarding bylaws shall be handled in a timely and responsive manner by the department responsible for the service.
  - (b) Complaints will be considered for investigation when a written complaint form is received.
    - (i) All written complaints are to be forwarded to the manager of protective services except for matters relating to building bylaws that are to be forwarded to the manager of building inspection.
    - (ii) The *Freedom of Information and Protection of Privacy Act*, section 15(1)(d) gives the regional district discretion in identifying a confidential source of law enforcement information. However, a complainant may need to be identified if the complainant's evidence is crucial to an enforcement action.
  - (c) Observations/concerns – Regional district staff observations or concerns regarding a potential bylaw violation are to advise the appropriate general manager or chief administrative officer.

**Publicity and media relations**

18. All enforcement matters are considered confidential. Media inquires regarding the status of a bylaw enforcement matter shall be directed to the general manager of corporate communications.

**APPROVAL HISTORY**

Policy adopted:	February 23, 2010
Policy amended:	

<b>Subject:</b> Respect in the workplace	<b>File:</b> 2510-00
<b>Branch:</b> Human resources – internal	<b>Implemented:</b> October 2007
<b>Approved by:</b> Chief Administrative Officer	<b>Revised:</b> July 19, 2010 March 5, 2012

## PURPOSE

The Comox Valley Regional District (CVRD) is committed to provide a workplace where all individuals conduct themselves honestly and professionally in a respectful environment that is free of discrimination and harassment.

## DEFINITION

The term ‘employee’ used in this policy includes CVRD managers and exempt and union staff. The term ‘non-employee’ includes business contacts, clients, customers, contractors, suppliers, and members of the public.

## POLICY

It is CVRD policy that all employees:

- Have the right to work in an environment free of discrimination and harassment.
- Have a responsibility to respect the dignity and human rights of every person, and comply with the provisions of the British Columbia Human Rights Code.
- In the workplace, or at any other location where an incident may affect work relationships, status or environment, not engage in or make any action, conduct, comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone.
- Will not place an improper condition on employment, benefits, training or promotional opportunities, work assignments or compensation; or create an environment that is hostile, intimidating, or offensive for any reason relating to:
  - age
  - sex
  - race
  - colour
  - religion
  - ancestry
  - political belief
  - place of origin
  - family status
  - marital status
  - sexual orientation
  - physical or mental disability
  - criminal or summary conviction offence unrelated to employment

## **RESPONSIBILITIES**

It is the responsibility of all individuals to act in accordance with this policy and to support an atmosphere of understanding and respect for the dignity and rights of each individual. Employees must carry out their responsibilities professionally and to the highest standard of integrity and take all necessary steps to prevent and eliminate harassment in the workplace. Employees must report harassment, bullying, and discrimination incidents, including those involving non-employees.

## **HARASSMENT**

Workplace harassment for the purposes of this policy is any improper conduct by an individual that is directed at and offensive to another person or persons in the workplace, and that the individual knew or ought to have known would cause offence or harm. Many of these behaviours also fall under the definition of bullying. Harassment and discrimination are illegal and will not be tolerated regardless of the source.

Harassing behaviour, although unwelcome, can occur between colleagues, between managers and staff, employees and elected officials, and between employees and non-employees. It can involve verbal, visual, or physical misconduct, which has the intent or effect of creating an intimidating, hostile, or offensive work environment. It comprises any objectionable act, comment, or display that demeans, belittles, or causes personal humiliation or embarrassment. Workplace harassment may include but is not limited to:

- demeaning jokes or “kidding around” that is clearly unwanted or considered offensive by others
- racial or ethnic slurs
- demeaning comments about a person’s ability, appearance, or personal situation
- posters, images, photos, cartoons, emails, screensavers, etc., that depict inappropriate content
- threatening comments or shouting
- aggressive remarks or insulting comments
- intentional isolation of an individual
- notes containing comments related to any of the above or other inappropriate content
- sharing of information of personal nature which is not work related and which could have a negative impact on the person being discussed

## **SEXUAL HARASSMENT**

It is CVRD policy that every employee has the right to work in an environment free from sexual harassment. No employee shall engage in any sexual harassment including, but not limited to: sexually oriented comments, conduct, gestures, visual displays, and physical contact including remarks, innuendoes, leering, touching, or other behaviour which a person knows, or reasonably ought to know, will or might make another person uncomfortable or intimidated.

## **PROCEDURE FOR HANDLING DISCRIMINATION AND HARASSMENT COMPLAINTS**

Employees who believe they have been the target of discrimination, harassment, or other offensive and inappropriate behaviour by another employee, elected official, or non-employee can address their concerns in the following ways:

***Direct action:***

There are times when the person committing the behaviour is unaware that the behaviour is offensive to others. It is therefore recommended that you provide the person the opportunity to be made aware of the impact of their behaviour and provide them the opportunity to apologize and take corrective measures. If you are comfortable doing so, tell the person that you would like them to stop the behaviour that you find offensive and which you believe is contrary to this policy. Keep a record of what happened, including the date(s) of the incident(s), and who was present or whom you spoke to about the incident soon after it happened. If the offender is an elected official or a non-employee, and the circumstances are sensitive, report the incident to your manager or general manager or human resources for assistance in this regard. See Assisted Action below.

***Assisted action:***

The circumstances surrounding harassment can be sensitive and individuals must feel comfortable in a procedure to address their complaint, therefore the process that CVRD has set out in this policy is in no way intended to regiment or restrict the individual to a finite process. The individual may want to initially speak to their manager, the union, human resources, or a general manager. The procedure can be flexible enough to accommodate the individual's comfort zone.

If you are witness to an incident that falls under the definition of bullying or harassment, you are obligated to inform the appropriate manager or the executive manager of human resources.

Eventually, you must report your concerns to your manager or to the executive manager of human resources, who will ask you for information and then will discuss with you what options exist to deal with your concerns. This is important to allow the employer to take appropriate action.

Your manager can assist you in various ways, including:

- Coaching: to help you deal with the other person if you are comfortable doing so.
- Follow-up: if you decide to deal directly with the concern after speaking with a manager, the manager will follow-up with you to ensure that your concerns have been addressed.
- Record-keeping: the manager will make a record of your concern(s) and how it was resolved.

The manager will inform the executive manager of human resources about this incident. Human resources can assist you in various way including:

- Intervention: this could include a discussion with the other person about the behaviour you find offensive and about the importance of taking no retaliatory action.
- Mediation: the parties can agree to meet with a neutral person to assist in reaching resolution.
- Investigation: this will happen when there is disagreement on the facts; when there could be a widespread problem; when information from another person is required; or when human resources believes that an investigation is warranted.
- Follow-up: if you decide to deal directly with the concern after speaking with human resources, human resources will follow up with you to ensure that the concerns have been resolved.

The human resources department has a responsibility to investigate an employee complaint under this policy. It has the discretion to tailor the investigation process to the specific needs of the circumstances, but it will generally involve an interview with the complainant and respondent and witnesses if any.

At the end of the investigation process, human resources will report its findings back to the complainant and the respondent although the report will be confidential. Human resources will make every effort to complete the investigation within a reasonable period of time after it is initiated.

The investigation will be conducted by a member of the human resources department, or when human resources believe it is appropriate, an external investigator. If the employee is unionized, the union representative may attend the investigation interview.

All employees are expected to fully and honestly participate in the investigation process to the utmost of their ability. Failure to do so may result in discipline, up to and including termination for cause.

At the end of the investigation, copies of the report will be filed with the human resources department.

### **OUTCOME**

If the complaint is validated, the offender is subject to disciplinary, corrective and/or preventive action as determined by the CVRD management. This can include but is not limited to:

- apology to the complainant from the offender
- informational feedback, training, or coaching to educate the offender
- disciplinary letter in the offender's personnel file
- suspension with or without pay
- termination of the offender's employment
- police investigation where illegal actions have been discovered

If the complaint is not found to be valid, there will be no negative consequences to the complainant or the alleged offender. No record will be posted to either of the respective personnel files.

If there is insufficient information or evidence to validate or invalidate the complaint, the file will stay open. Human resources will advise of any follow-up action(s) to either gather more information, or to prevent recurrence.

Any employee who makes a complaint is protected against reprisal, no matter what the final outcome of the investigation. However, filing a complaint that is frivolous or that the employee knows to be false is a serious matter that is subject to disciplinary action.

### **CONFIDENTIALITY**

Allegations of harassment may involve sensitive disclosures. Confidentiality must be maintained to ensure that those who may have been harassed feel free to come forward and are confident that reputations will be protected throughout the process.

All information is confidential with disclosure only to those involved with the investigation. Confidentiality cannot be guaranteed for individuals who initiate proceedings or make comments outside the CVRD's internal procedures.

**THIS POLICY IS NOT INTENDED TO INTERFERE WITH NORMAL SOCIAL INTERACTION BETWEEN/AMONGST EMPLOYEES NOR IS IT INTENDED TO PREVENT THE EMPLOYER FROM EXERCISING, IN GOOD FAITH, ITS NORMAL MANAGERIAL/SUPERVISORY RIGHTS AND RESPONSIBILITIES.**

<b>Subject:</b> Fleet management policy	
<b>Category:</b> Strategic and long range planning - public	<b>Policy Reference:</b> 1280-00

### **Purpose**

1. To establish guidelines for the operation, maintenance and management of the Comox Valley Regional District (CVRD) fleet vehicles.

### **Scope**

2. The policy applies to the CVRD fleet vehicles, which includes all motor vehicles and mobile equipment as well as boats and bicycles owned or leased by the CVRD, collectively referred to as “fleet vehicles”. For the purpose of this policy the following definitions apply:

“Bicycle”	is a vehicle consisting of a light frame mounted on wheels and pedals or a small motor by which it is driven.
“Boat”	refers to a vessel that travels on water.
“Fire apparatus”	refers to the firefighting equipment attached to a fleet vehicle such as fire appliances, fire tenders, water ladder, pumper and pump-ladder.
“Fleet manager”	is the manager of transit and sustainability.
“Mobile equipment”	means a vehicle mainly used off public roads, on the property of the CVRD; designed with a seat for the operator; and may provide mobility for permanently attached equipment.
“Motor vehicle”	means a vehicle, designed to be self-propelled to travel on public roads.
“Shared fleet vehicle”	means a fleet vehicle, which is not assigned to one specific CVRD employee or department.

### **Guiding principle**

3. That the CVRD has a safe, effective and efficient fleet, where fuel usage, lifecycle costs, green house gas (GHG) emissions and risks are minimized.

## **Policy statements**

### **Fleet inventory**

4.
  - (1) The composition of fleet vehicles is determined by the operational requirements of each department in consultation with the fleet manager.
  - (2) In support of the CVRD’s corporate objective of being carbon neutral, the composition of the fleet inventory will be designed to produce the least amount of greenhouse gas emissions.
  - (3) The financial services department will maintain a full inventory of all fleet vehicles in accordance with public sector accounting board requirements.

### **Acquisition and disposal**

5.
  - (1) The acquisition of vehicles is conducted by individual departments in conjunction with the financial plan and in consultation with the fleet manager.
  - (2) To demonstrate leadership and in accordance with the Comox Valley sustainability strategy guidelines and the corporate energy plan, where they can be shown to meet operational requirements, the CVRD will prioritize the purchase of vehicles that use renewable fuels/energy rather than conventional gasoline engines.

- (3) When purchasing a new vehicle the department manager responsible to oversee this purchase must complete the vehicle request form attached as appendix 1 and consult with the fleet manager to ensure that the following criteria are considered:
- (a) Right-sizing so that the vehicle is appropriate to its average anticipated use, based on the following:
    - i. average load capacity;
    - ii. average passenger capacity;
    - iii. average operational terrain; and infrequent vehicle needs that exceed the ability or capacity of a vehicle are to be met through vehicle sharing or renting.
  - (b) Life cycle cost taking into account the costs and environmental impacts of the vehicle while owned by the CVRD, that should include:
    - i. capital costs of vehicle;
    - ii. service/maintenance costs of vehicle over 6 years;
    - iii. fuel cost over 100,000 km based on:
      - 1. average local fuel cost at time of purchase plus 25% to account for future increase;
      - 2. average fuel consumption data from Natural Resources Canada EnerGuide Fuel Consumption Guide or EPA sources; and
    - iv. a GHG cost per tonne of carbon dioxide emissions, as determined by the fleet manager from time to time.
  - (c) Disposal of fleet vehicles shall be approved by the CAO based on recommendations by the fleet manager working in cooperation with department managers. Taking into consideration the vehicle condition, resale value and available budget to replace a fleet vehicle, vehicles will be assessed for disposal if they meet any of the following criteria:
    - i. 6 years old;
    - ii. reach 100,000 km;
    - iii. are considered underutilized;
    - iv. not appropriate to the operational requirements;
    - v. result in excessive fuel usage and GHG emissions;

#### **Vehicle registration, insurance and accidents**

6. (1) One of the following authorized personnel must sign all insurance and transfer documentation:
- (a) the chief administrative officer;
  - (b) the corporate financial officer;
  - (c) the manager of financial planning; or
  - (d) the corporate legislative officer.
- (2) Those managers acquiring fleet vehicles, must provide at the time of the award, purchase or transfer between departments (as applicable), notice and other required documentation to the CVRD financial services assistant to arrange for appropriate registration, insurance and recording in the fleet inventory.
- (3) Original documentation for the registration, inspection, warrantee, purchase or disposal of any vehicle or equipment shall be forwarded to the CVRD financial services assistant.
- (4) Copies of insurance documents shall be carried in the vehicle at all times.
- (5) Boats must be registered and marked according to applicable legislation.
- (6) If a driver is involved in an accident they must:
- (a) Contact 911 if there are injuries, if the vehicles block traffic, or if there is suspicion of driver impairment such as alcohol or drug use;



- (b) Collect as much information as possible, including the date, time, sketch or photo of accident site, other driver information (license number, phone number), names and phone numbers of witnesses;
  - (c) Do not admit liability or fault for the accident;
  - (d) Report this to their department manager or supervisor as soon as possible who will complete a risk management form, available from the financial services assistant, and report this to the corporate risk manager and fleet manager.
- (7) An accident checklist and pen must be kept in all vehicles.
- (8) Accident damage should be repaired promptly by the applicable department.

### Decals

7. (1) The *Motor Vehicle Act* requires that the name of the CVRD be displayed on both sides of the vehicle no less than 5 cm high, in a manner that makes the name clearly visible to the public.
- (2) All CVRD fleet vehicles, on the driver's door and the front passenger door, shall display the coloured corporate logo closely resembling the decal as shown below:



- (3) The fleet manager, or for fire service vehicles the fire chief, is responsible for determining the length of decal to be applied. There are three sizes to choose from: 12", 18" or 24" in length.
- (4) After the size of decal has been selected the department managers responsible for the acquisition of the vehicle need to make the necessary arrangements to have it displayed on the vehicle.
- (5) Unit number decals must be applied to all vehicles that travel on public roads. Where possible, decals should be applied to the front fenders and on the rear of the vehicle.
- (6) Wraps for public education opportunities may be used on fleet vehicles (such as on the tailgate of the water department vehicles), only with approval from the fleet manager and in consultation with the general manager of public affairs and information systems branch.

### Maintenance

8. (1) The policy follows a decentralized approach for vehicle maintenance. The manager assigned to a fleet vehicle(s) is responsible to keep the vehicle(s) in a good mechanical state; to retain records pertaining to servicing and maintenance; and to forward applicable and relevant information to the financial services department for their records.
- (2) All vehicles should be maintained according to the manufacturer's recommendations.
- (3) The following minimum maintenance requirements must be adhered to:
- (a) oil changes;
  - (b) fluid levels;
  - (c) lubrication;
  - (d) inspection of tire condition;
  - (e) inspection of brakes;
  - (f) inspection of lights; and
  - (g) inspection of wind shield wipers.
- (4) All authorized drivers are responsible to:
- (a) maintain fleet vehicles in a clean state; and

- (b) report to the fleet manager, when noticing that the odometer reading is close to the service mileage indicated on the service sticker.

### Safety

- 9.
  - (1) Fleet vehicles shall comply with ICBC and WorkSafe BC's (WCB) safety requirements.
  - (2) Managers responsible for fleet vehicles in their respective departments need to ensure that any required safety inspections are performed and applicable certificates are kept with the vehicles. This should be done in accordance with the requirements of the Commercial Vehicle Inspection Program (CVIP), the *Motor Vehicle Act* and regulation (MVAR), and relevant BC Motor Carrier licensing provisions.
  - (3) For construction of new fire apparatus the applicable standards set by the National Fire Protection Association must be followed.
  - (4) For the construction of used and rebuilt fire apparatus the applicable recommendations of the Fire Underwriters Survey and applicable standards set by the Underwriters Laboratories of Canada, must be followed
  - (5) All motor vehicles must carry the following equipment:
    - (a) a level I, first-aid kit;
    - (b) a triangle warning signs;
    - (c) a blanket;
    - (d) a flashlight; and
    - (e) a high visibility vest.
  - (6) Motor vehicles travelling in areas that during severe winter conditions must use suitable tires and chains and bring additional safety equipment available from the winter emergency kit.
  - (7) All cargo must be secured and transported in a safe manner.
  - (8) All drivers must use seatbelts when operating a fleet vehicle and require their passengers to do the same.
  - (9) Before using a fleet vehicle, the driver or operator shall do a visual inspection and report anything damaged or missing to the fleet manager as soon as possible.
  - (10) Before using a fleet vehicle, the driver or operator must review the owner's manual and become familiar with the controls of the particular fleet vehicle.
  - (11) Employees may use a cellular phone or smartphone while operating a vehicle provided that the following conditions are met:
    - (a) It is not held in their hand;
    - (b) It is secured on their body or within the vehicle in such a way that it does not impede sight lines to mirrors or vehicle windows;
    - (c) It is configured for use with a hands-free device that is operated using voice recognition or by pressing a single button – only once - to accept or initiate communication;
    - (d) If a hands-free device is in the form of a headset, the headset must be in place prior to operation of the vehicle, and may only be attached to one ear, not both.
  - (12) The department manager responsible for any boats must ensure that the vessel conforms to relevant regulations and has all the mandatory equipment on board.
  - (13) When travelling to remote or distant destinations or where severe road conditions will be experienced, at the discretion of the drivers manager or supervisor, minimum requirements for checking in while using a fleet vehicle will be utilized as follows:
    - (a) Prior to departure the driver will check in with their administrative staff and identify expected time of arrival at destination. The driver will check in again upon arrival at destination.
    - (b) This applies to departure and return trips from the office or home.

### Authorized drivers and passengers

10. (1) Only authorized drivers are allowed to operate fleet vehicles and must comply with all legislative requirements and the provisions of the fleet management policy.
- (2) The following are considered to be authorized drivers:
  - (a) CVRD directors;
  - (b) CVRD staff;
  - (c) CVRD fire chiefs, deputy chiefs, officers and members of fire departments; and
  - (d) Contractors and consultants, only as required, and for the term of a current agreement with the CVRD with written permission of the CAO. Written permission may include additional conditions of use and shall be forwarded to the applicable manager to ensure conditions are met and to the financial services assistant for insurance purposes.
- (3) Prior to operating a fleet vehicle, authorized drivers must submit the following information as permitted in the *Freedom of Information and Protection of Privacy Act*, which will be kept confidential and used only for the purpose of determining access to fleet vehicles:
  - (a) proof of having a valid driver's licence, with the understanding that such licence is issued by the government of any province and/or territory of Canada, and that non-residents may use approved international driving permits;
  - (b) a copy (at the expense of the driver) of their driving record for the past six months;
  - (c) motor vehicle forms MV2520 and MV2610 (signed at least once) to allow the CVRD to request a driver's abstract;
  - (d) employees who use a fleet vehicle and do not have a vehicle licensed and insured in B.C. are encouraged to obtain a "Drivers Policy" (A Drivers Policy is offered thru ICBC and provides third party liability coverage for persons who wish to protect themselves for liability while driving non-owned vehicles. This would apply to a person who does not own a vehicle that is licensed and/or frequently drives vehicles belonging to someone else). Should employees who submitted a copy of such a policy change insurance companies; it is the responsibility of the driver to update the CVRD financial services assistant;
  - (e) for boat operators, any applicable certificates required.
- (4) The following are permitted as passengers in a fleet vehicle:
  - (a) CVRD directors, staff and fire department members;
  - (b) staff from other levels of government;
  - (c) volunteers or consultants and contractors as required to conduct CVRD business;
  - (d) those with the written permission of the CAO including partners and family members of authorized drivers while accompanying them to a conference or similar event which is out of town and more than one day long. Written permission may include additional conditions of use and shall be forwarded to the applicable manager to ensure conditions are met, and to the financial services assistant for insurance purposes.
- (5) Drivers are responsible for reporting all violation ticket or convictions of driving related offences within 15 days of the event to their managers or supervisors. All costs associated with violations, convictions or offences are the responsibility of the individual driver. Drivers may be required to undertake additional driver training.
- (6) A valid driver's or operator's license/certificate with a class designation appropriate (under the *Motor Vehicle Act* and or *Canadian Shipping Act* as the case may be) must be carried while driving or operating a fleet vehicle. People with learners or novice licenses will not be authorized to use fleet vehicles without written permission from the corporate risk manager. No employee shall drive a fleet vehicle when:

- (a) the driver's license has been suspended, terminated or otherwise revoked or invalidated;
- (b) the driver is aware of any medical condition that would cause their driver's license to be suspended, terminated or otherwise revoked;
- (c) the driver's license is the subject of a driving prohibition.

**Logbooks and personal usage of vehicles**

- 11. (1) A log book assigned to a vehicle must be kept in the glove box of the vehicle.
- (2) Drivers are responsible for recording personal use mileage. Keeping an ongoing log of activity provides support of personal versus business use if a Canada Revenue Agency audit was to occur. If the vehicle is normally only used for business purposes, make a note of this in the logbook and record only personal use mileage.

**Fuel use and idling**

- 12. (1) If a fuel purchasing card has been assigned to a vehicle, it must be kept in the glove box of the vehicle. Prior to travelling check that the card is in the vehicle and if not, follow-up with the most recent driver. Immediately report any missing cards to the financial services department.
- (2) Only use other means of payment if an assigned fuel purchasing card cannot readily be used.
- (3) When the fuel tank is below half full at the end of a trip, fill the fuel tank before parking the vehicle.
- (4) Fuel data must be tracked by the financial services department and managed to enable the consistent analysis of energy and GHG costs, and to facilitate accurate reporting of fuel use for carbon tax and offset purposes.
- (5) The CVRD will provide educational material and or training to authorized drivers of fleet vehicles to maximize fuel efficiency.
- (6) While understanding that this policy does not override vehicle manufacturer's specification for warm-up and shut down requirements; idling should be minimized, since excessive idling is rarely required and can lead to increased wear and maintenance in addition to increased fuel costs and air pollution. Therefore all authorized drivers shall:
  - (a) not unnecessarily idle the engine for more than 30 seconds after starting the vehicle once the windows are clear;
  - (b) once a vehicle has been started, not unnecessarily idle the engine for more than 10 seconds unless the vehicle is in traffic; is in the course of performing a specific duty that requires the vehicle to be left running; or if the temperature is below -10 degrees Celsius and doing so would compromise human safety or the mechanical integrity of the vehicle; and
  - (c) when the engine must be left running for any reason, the operator must remain with the vehicle.

**Trip planning and vehicle booking**

- 13. (1) Before using a fleet vehicle, all drivers must take into account the following considerations:
  - (a) the distance and potential opportunities to use active transportation, such as walking or cycling;
  - (b) the most efficient route to follow;
  - (c) opportunities to car pool;
  - (d) opportunities to consolidate multiple trips;
  - (e) trip reduction strategies, such as coordinating work scheduling and using telephone conference calls or webinars;

- (f) the vehicle that has the lowest fuel emissions, such as a hybrid or 4-cylinder engine or a vehicle that uses alternative fuels, while being the most suitable for the proposed trip; and
  - (g) when travelling off road and in winter conditions give priority to vehicles with 4-wheel or all-wheel drive capabilities.
- (2) Book shared fleet vehicles through the appropriate program and for safety purposes provide the following information: the full name of department followed by driver's name and the location(s) of the trip.

**Regulations for use**

14. (1) Smoking is prohibited in fleet vehicles.
- (2) Upon return to the main office after the completion of a trip using a shared vehicle, authorized drivers are responsible to return the keys immediately.
- (3) The CVRD will not be responsible for any personal items left in a fleet vehicle.

**Parking of shared fleet vehicles at the CVRD corporate facilities**

15. (1) When not in use, all fleet vehicles kept at the CVRD's corporate office and other facilities are to be parked in secured parking compounds.
- (2) Before leaving a fleet vehicle, ensure that the vehicle is locked and that all tools and equipment are secured.
- (3) The first person into the compound on a workday is to unlock the gates and roll them back and secure the lock back into the loose end of the chain so it cannot disappear.
- (4) All staff and drivers are responsible for ensuring that the parking compounds are locked during weekdays between 4:30 p.m. and 8:00 a.m. and at all times during weekends.
- (5) In the compound located at 550 Comox Road (shared with Ministry of Transportation and Infrastructure), parking is prohibited in parking spots marked MOTI.
- (6) When returning a vehicle to the compound located at 600 Comox Road adjacent to the gravel parking area, ensure that sufficient space has been left to park four vehicles on each side.
- (7) Always back fleet vehicles in to the parking space.
- (8) When using a shared fleet vehicle for more than one day, the parking spot vacated in a secured compound may be used for the parking of a private vehicle overnight, owned by the authorized driver or passenger, with the understanding that the CVRD will not take responsibility for the security of that private vehicle.

**Approval history**

Policy adopted:	February 28, 2005
Policy amended:	July 31, 2012

## Appendix 1

### Vehicle requirements form

Department: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact telephone  
and email \_\_\_\_\_

In accordance with the CVRD fleet management policy, consideration must be given to a fleet vehicle's average anticipated use. Infrequent transportation needs can be met through sharing of fleet vehicles and potential rental. The objective is to obtain the right vehicle for the job while maximizing fuel efficiency and reducing life cycle cost.

<b>Describe what the vehicle would be typically used for:</b>
<b>Describe the average expected operational terrain (e.g. dirt roads, highway, in city, at facility site):</b>
<b>Describe the average expected passenger capacity (i.e. how many people):</b>
<b>Describe the average expected load capacity of the vehicle (e.g. how much of and what you would carry) :</b>

<b>Type of vehicle required - pickup, SUV, car, van, specialty (e.g. fire truck, dump truck), other:</b>
<b>Special features required (e.g. vinyl floor, 4-wheel or all-wheel drive, tow package, canopy)</b>
<b>Describe how vehicle is consistent with CVRD's corporate energy plan and sustainability strategy goals:</b>

Manager requesting the purchase of a new vehicle:

Department: _____	Name: _____	Signature: _____	Date: _____
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<b>Subject:</b> Comox Valley Regional District – Black Creek Oyster Bay Services Committee Financial Planning Policy	
<b>Branch:</b> Executive Management Branch	
<b>Department:</b> Financial Services	<b>Policy Reference:</b> 1700-00

### Purpose

To establish a policy that guides the financial planning process and financial decision making for the Black Creek/Oyster Bay (BC/OB) services committee.

### Scope

This policy provides a framework for the development, communication and approval process of the Black Creek/Oyster Bay services committee financial plans.

### Statement of purpose

The Black Creek/Oyster Bay services committee is responsible for the cross jurisdictional governance and oversight of two services being the Black Creek/Oyster Bay fire protection service and the Black Creek/Oyster Bay water service. These two services are responsible for the provision of fire protection and water to residents in the local service area that covers part of Area ‘D’ of the Strathcona Regional District (SRD) and part of Area ‘C’ of the Comox Valley Regional District.

A financial planning policy for the BC/OB services committee guides the budgeting process by determining the commitment of financial resources to the achievement of CVRD board strategic priorities for the BC/OB fire and water services. Since economic circumstances and community needs can change from year to year, the BC/OB services committee financial planning policy is intended to guide financial decision making in any given budget cycle.

### Guiding principles

The financial plans for the BC/OB services:

- Incorporate the priority objectives of the BC/OB fire and water services as part of the Comox Valley Regional District (CVRD) strategic plan. The CVRD strategic plan provides the goals and objectives of the board over the three year term of office and provides a level of continuity from board term to term.
- Consider the relevant policies as outlined in the CVRD regional growth strategy, the Comox Valley sustainability strategy and electoral area official community plans.
- Provide resources to meet the BC/OB services committee’s priority objectives as directed through the CVRD strategic planning process.
- Provide financial information that enables the BC/OB services committee to make informed decisions.
- Balance the area’s economic environment with ensuring that there is adequate cash flow for service continuity and level of service commitments.
- Follow life cycle costing principles in budgeting for capital reserve contributions, asset replacement and maintenance costs.
- Build trust through ongoing respect of the work performed by board members and staff.

**Policy statement**

1. Balanced budget
  - a) The financial plan for each service must be balanced with revenues available to cover planned expenditures.
2. Five year plan
  - a) The financial plans are five year plans as per section 815 of the *Local Government Act*.
  - b) The financial plans are intended as a means to manage resources and achieve strategic goals in the most effective manner.
  - c) The financial plans determine the capacity to match community needs with available resources.
4. Costs of services
  - a) Each service budget must include all projected costs related to providing the service including a share of general administration costs allocated as per CVRD board policy.
5. Reserve funds
  - a) The financial plans consider reserve fund levels for services that expose the CVRD to a level of risk and/or that require the ongoing replacement and acquisition of capital items. Budgeted reserve contributions strive to balance immediate service needs and tax payer impacts with longer term funding requirements.
  - b) The financial plans consider reserve contribution requirements of the services where an asset management plan is an integral part of the service's long term fiscal management.
6. Borrowing
  - a) Borrowing is an appropriate method of financing projects (mostly capital) that have a useful life of at least the term of the debt. The term of the debt is determined by the lifespan of the asset and the capacity of the service to pay for the annual debt servicing costs.
7. Revenue and expenditures
  - a) Wherever possible, ongoing operations should be funded from ongoing revenue sources such as taxation and user fees. Reserve funds and/or long term debt are appropriate funding sources for capital expenditures and significant long term projects.
8. Legal obligations
  - a) As services of the Comox Valley Regional District, the financial plans for the BC/OB fire and water services are prepared in compliance with the relevant sections of the *Local Government Act*.
  - b) The CVRD five year financial plan is required to be adopted by March 31<sup>st</sup> as per section 815(1) of the *Local Government Act*.
9. Strategic and regulatory alignment/compliance
  - a) The financial plans contain resources necessary to meet regulatory requirements such as Vancouver Island Health Authority's (VIHA) *Drinking Water Protection Regulation* in the case of water supply systems.
10. Timeline and schedule
  - a) The financial plans for the BC/OB water and fire services are presented to the BC/OB services committee and are included as part of the CVRD financial plan. Table 1 below outlines the timing and content of the financial planning process for the BC/OB services committee.



Table 1- BC/OB services committee financial planning schedule

Budget Type	Timeline	Time Period	Content
Proposed consolidated CVRD financial plan (Includes BC/OB services)	January of new budget year	Consolidated year 1	<ul style="list-style-type: none"> <li>Consolidated budget year 1</li> </ul>
Proposed Service Budgets (5 year plan)	January to February new budget year	5 years	<ul style="list-style-type: none"> <li>Budget summaries – 5 years with prior year to date actuals</li> <li>Staff reports for service budgets</li> </ul>
Recommended	February/March of new budget year	5 years	<ul style="list-style-type: none"> <li>Budget summaries – 5 years with prior year to date actuals</li> <li>Budget summaries reflect changes made to proposed budgets</li> <li>Changes are initiated from the BC/OB committee members or staff based on new and/or updated information.</li> </ul>
Recommended (Included in the CVRD financial plan bylaw)	March of new budget year with 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> reading of budget bylaw (CVRD board)	5 years	<ul style="list-style-type: none"> <li>Financial plan and capital expenditure program bylaw and full 5 year service operating and capital budget summaries</li> </ul>
Adopted (Included in the CVRD financial plan bylaw)	March of new budget year with final reading of budget bylaw (CVRD board)	5 years	<ul style="list-style-type: none"> <li>Financial plan and capital expenditure program bylaw and full 5 year service operating and capital budget summaries</li> </ul>

The five year financial plan is required to be adopted by March 31<sup>st</sup> as per section 815(1) of the *Local Government Act*.

#### 11. Presentation of the financial plan

- The financial plans are provided to the BC/OB services committee and the CVRD board in open session.
- The five year proposed financial plans include the five year line item budget for each service. See appendix 'A' for a sample of the financial plan format.
- The financial plans are presented in a format that enables the BC/OB committee to make informed decisions.
- The BC/OB services committee financial planning policy will be presented to the committee for information purposes at the beginning of each annual financial planning cycle.

#### 12. Public Access – publication of details

- As per 816(1) of the *Local Government Act*, “A board must undertake a process of public consultation regarding the proposed financial plan before it is adopted.” Financial plans are presented in open session at all committee meetings throughout the budgeting process.
- Financial plan summaries and presentation materials are posted on the CVRD website throughout the proposed, recommended and adopted stages.
- Notice of meetings are posted and available to the public on the CVRD website.
- Meeting agendas and minutes are posted and available to the public on the CVRD website.

**13. Approvals**

- a) Service budgets are approved and/or amended throughout the financial planning cycle at the committee level through discussion and committee recommendations.
- b) The CVRD board shall only make changes of an administrative nature, such as a mathematical correction, subsequent to any budget approvals by the BC/OB services committee.
- c) The BC/OB fire and water services financial plans are included in the CVRD financial plan bylaw that is adopted by the CVRD board prior to March 31<sup>st</sup> in each year.

**14. Amendments**

- a) Budget amendment requests, that arise after the financial plan is adopted, are considered by the board throughout the budget year. During the year, budget amendments are considered by the BC/OB committee and if approved are consolidated into the financial plan and capital expenditure program bylaw amendment. This amendment is approved each year for that current financial plan at the November CVRD board meeting.

**Approval history**

Policy adopted:	June 25, 2013
Policy amended:	

Appendix 'A' – Sample of the "Budget report - budget summary level"

<b>Subject:</b> Procurement Policy	
<b>Category:</b> Financial Services	<b>Policy Reference:</b> 1790.00

## 1. PURPOSE

The purpose of the procurement policy is to set out the responsibilities and accountability associated with the effective, efficient and economical acquisition of goods and services. The policy applies to all Comox Valley Regional District (CVRD) services (functions) and includes all purchases, leases and rentals using operating, capital and restricted funds of the CVRD.

## 2. POLICY STATEMENT

It is the policy of the CVRD to acquire goods and services through a public process whenever practical that results in supply arrangements that offer best value with consideration towards total cost, quality, expertise, as well as environmental and social sustainability.

## 3. THE ROLE OF THE BOARD

### 3.1 Delegation of Authority

The Board has delegated the authority to execute contracts and purchase agreements to staff as outlined in Bylaw No. 510, being the “Comox Valley Regional District Delegation of Purchasing Authority Bylaw No. 510, 2018” and this policy.

### 3.2 Separation of Roles

To ensure the need for a clear and transparent separation of political and administrative functions, the Board has established this policy and approved expenditures through the CVRD’s Financial Plan approval process.

To remove any potential or perceived appearance of political influence or bias, the Board recognizes the need to be removed from procurement processes from the time a procurement is issued to the market to the point where a contract has been awarded to the successful bidder, except where the Board is presented with a recommendation to approve the contract award in accordance with this policy.

The Board maintains the ability to identify specific procurements of interest that require additional Board approval for reasons such as those that are of a high value, involve significant risk or are of significant interest to the community. Staff maintain the ability to identify contract awards or procurements in which they feel Board approval is in the best interest of the CVRD.

When recommending contract awards for Low Bid Procurements, CVRD staff shall provide the Board with each compliant bidder’s tendered price. When recommending contract award approval for Best Value Procurements, staff shall provide the Board with the ranking of each compliant response. In all cases, when recommending contract award, the Board will be provided with a description of the procurement process undertaken, the number of responses received, and the value of the award.

## **4. EXCEPTIONS**

### **4.1 Emergencies**

In an unforeseen circumstance that requires immediate action, such that inaction would result in harm to a person or harm or damage to real or personal property of any type, the methods and procedures set out within this policy may be waived as approved expressly by the CAO or, in the event of a state of emergency, by the Emergency Operations Centre Director or designate; whether that be a designate from the CVRD or from a member municipality. A report summarizing the emergency procurement will be presented to the Board following the emergency.

### **4.2 Exemptions**

All exemptions that exist in NWPTA, CFTA, CETA or their successors shall apply to this policy. In general these exemptions include:

- Procurement of health, social and treasury services and services provided by lawyers and notaries.
- Purchases from philanthropic institutions, prison labour or persons with disabilities.
- Purchases from a public body or non-profit organization.
- Goods, services or construction are required to respond to an unforeseeable situation of urgency as laid out in section 4.1.
- Goods intended for resale to the public.
- In the absence of a receipt of any responses to a Public Competitive Process.

## **5. AUTHORITIES AND RESPONSIBILITIES**

### **5.1 Roles and Responsibilities**

Procurement activities not requiring a Public Competitive Process are the responsibility of each branch, which are delegated the authority for acquiring goods, equipment, services and construction for all operational and capital requirements per Bylaw No. 510 and this policy.

Procurement processes requiring a Public Competitive Process are the responsibility of the Financial Services Department which will ensure the procurement is conducted in accordance with this policy, common law and any trade treaty requirements.

The officer responsible for financial administration for the CVRD is responsible and accountable for the management of the acquisition of goods and services, protection and disposal of assets.

The purchasing officer for the CVRD is the Manager of Operating and Capital Procurement, who is responsible for the implementation of the day-to-day administration of the procurement policy, and will establish and employ such practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of procurement.

### **5.2 Authority for Procurement Transactions**

Procurement Transactions cannot be completed unless the need has first been identified, budgeted for and approved by the Board in the Financial Plan. The Board may wish to approve the method of procurement during the adoption of the Financial Plan, otherwise all Procurement Transactions shall be completed according to this policy.

Market research procurement methods may take place when the interest is to develop a budget and Scope of Work for approval by the Board.

Contract awards as well as Change Orders exceeding the Board approved Financial Plan will either be:

- (i) held until the Board approves a Financial Plan amendment, or
- (ii) cancelled due to insufficient budget and may be reissued under a refined Scope of Work.

### **5.3 Commitment Authority Thresholds**

Subject to the terms of this policy, any statutory requirements, and CVRD Bylaw No. 510, the following positions have authority to execute contracts and change orders for Procurement Transactions up to the identified value limits excluding taxes:

- Assistant Managers, Supervisors, Fire Chiefs or Executive Assistant: \$10,000
- Managers: \$25,000
- Senior Managers: \$50,000
- General or Executive Managers: \$100,000

Subject to the terms of this policy, any statutory requirements, and CVRD bylaws, the following positions have authority to execute contracts and change orders for Procurement Transactions beyond the identified value limits:

- CAO and one General or Executive Manager: \$100,000

Persons with spending, commitment and signing authority have the following responsibilities:

- a. Ensure the value of the contract or change order is within the approved Financial Plan.
- b. Ensure that the CVRD is able to meet its obligations within the terms of the contract and that it is likely the other party can meet their obligation.
- c. Ensure that the contract complies with WorkSafeBC legislation, labour legislation, employee collective agreements, tax legislation, and other legislative and regulatory requirements.
- d. Be aware of any financial and other benefits that are expected to flow to the CVRD as a result of the contract.
- e. Review intellectual property requirements and consider physical, bodily injury and personal injury indemnities and risk exposure.

### **5.4 Contract Management**

The Executive Management Branch shall maintain a register of contractual documents as follows:

- a. A list of the contractual documents
- b. The name of other party or parties signing the documents
- c. The contact name, address and phone number of the other party or parties' representative
- d. CVRD function code and staff responsibility for administering the contract
- e. A brief description of the subject matter contained in the documents
- f. The date of execution
- g. The insurance requirements pursuant to the contract and confirmation note to indicate that they have been met
- h. The critical dates such as performance related requirements, if any
- i. Total contract commitment
- j. Available budget
- k. The payment terms

- l. Effective start and termination date and the actual or estimated amount of each contractual obligation
- m. Change order or amendment terms

### **5.5 Authority for Procurement Method**

Where not outlined within this policy, staff of the CVRD will approach the Board with a recommendation to determine the method to be used to procure the goods or services required.

### **5.6 Responsibility for the Scope of Work or Specifications**

User Departments are responsible for defining the needs of the procurement in the Scope of Work or Specifications.

User Departments may seek assistance from consultants or procurement staff and may utilize market research techniques as defined in section 9.1.

Consultants assisting in the development of a CVRD procurement will not be permitted to compete for the resulting opportunity.

Direct contact with Vendors should be avoided when preparing a Scope of Work or Specifications.

Scope of Works and Specifications shall be generic and not specific to any one vendor to ensure competition is not reduced.

Scope of Works and Specifications substantially deviating from that which was presented and approved in the Financial Plan are to be reviewed by the Manager of Financial Planning to determine if an amendment to the Financial Plan is required prior to a public procurement taking place.

## **6. ETHICAL CONSIDERATIONS**

### **6.1 Conflict of Interest and Confidentiality**

Staff or anyone in a position that could influence the evaluation of bids, tenders, quotes and proposals shall conduct evaluations with the removal of bias, positive or negative, against both existing and potential vendors. Any and all qualified vendors within jurisdictions covered by trade treaties levied on the CVRD shall be treated transparently, fairly, equally and without discrimination.

CVRD staff with a real or perceived conflict of interest in a vendor or a potential vendor must report this interest immediately to the Financial Services Department. The Financial Services Department will review the interest and may remove the staff member from involvement in the procurement recommending a suitable staff member for replacement.

CVRD staff and non-staff evaluating quotes, offers, bids, tenders and proposals, which includes serving on an evaluation committee, will not disclose any information gained during the course of their evaluation except to other CVRD staff who may in the normal course of CVRD business have a need for such information.

CVRD staff and non-staff participating on an evaluation committee will be required to sign a declaration of non-conflict of interest and confidentiality statement.

## 6.2 Supplier Code of Conduct

All suppliers, vendors and individuals including volunteers offering goods or services to the CVRD are expected to comply with the code of conduct detailed below. Failure to follow this code of conduct may result in the termination of a contract and disqualification from future opportunities.

### Professionalism

All employees, volunteers, agents, and contractors or vendors under agreement or contract with the CVRD are required to:

- Carry out their responsibilities in a professional and competent manner.
- Continue to improve their knowledge, competence, skills, and professional ability.
- Be aware of and abide by the British Columbia Human Rights Code.
- Not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location.
- Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services.
- Not make any public comments that denigrate, disparage, or are disrespectful of the CVRD, employees, and elected officials, and refrain from making negative comments about the credibility of the CVRD, employees, and elected officials.
- Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.
- Refrain from engaging in any other practice that could unfavorably reflect upon the CVRD as identified solely by the CVRD.

## 6.3 Lobbying

No bidder/proponent/vendor or anyone involved in preparing bids or proposals shall lobby any elected official or CVRD staff in an effort to secure a contract. During a competitive procurement process all communications are to be made through the Financial Services Department unless the procurement document explicitly states otherwise. Vendors found to be lobbying for a contract award will be disqualified from consideration for the procurement and may be disqualified from future procurement opportunities. The following will be deemed as inappropriate communication during an active procurement:

- (a) commenting on, or attempting to influence views on, the merits of the vendor's response Proposal, or in relation to responses of other vendors;
- (b) influencing, or attempting to influence, the evaluation and ranking of responses, the selection of the vendor, or any negotiations with the preferred vendor;
- (c) promoting the vendor or its interests in the services, including in preference to that of other vendor;
- (d) commenting on or criticizing aspects of the procurement, the evaluation process or the scope of services, including in a manner which may give the vendor a competitive or other advantage over other vendors; and
- (e) criticizing the responses of other vendors.

## 6.4 Gifts

CVRD staff shall avoid accepting gifts, discounts or other favours from vendors of moderate or material value. Immaterial gifts can be accepted provided they do not result in personal gain for the receiver or result in favourable treatment of the vendor.

## **6.5 Transaction/Contract Splitting**

CVRD staff shall not split transactions or procurements in an effort to fall below thresholds set out in sections 5.3 or 8.0.

## **7. SUSTAINABLE PROCUREMENT**

In an effort to leverage procurement dollars to benefit the community and society; the CVRD may include the consideration of sustainability in Best Value Procurements.

Sustainability could include attention to environmental, ethical and corporate social responsibility as well as social value.

The CVRD is committed to sustainable procurement and will endeavor to design opportunities to minimize environmental and ethical impacts and maximize social value.

Sustainability considerations will be balanced against best value requirements for each individual procurement. The weighting toward sustainability in each procurement may be based on the marketplace, Scope of Work and/or level of risk inherent with the procurement.

When evaluating sustainability factors, CVRD staff shall look to third party verification and certifications when awarding points and may also look to utilize reference checks to verify claims made in response to a CVRD public solicitation.

### **7.1 Environmental Responsibility**

When evaluating environmental responsibility in CVRD procurements, points may be awarded where proponents:

- Minimize environmental harm, including end of life impacts.
- Maximize resource efficiency (e.g. reduce energy and water consumption and minimize waste).
- Minimize carbon emissions.

### **7.2 Ethical Responsibility**

When evaluating ethical responsibility, points may be awarded where proponents:

- Maximize fair trade opportunities.
- Ensure sound working conditions throughout the supply chain that meet or exceed provincial, national or international employment standards.

### **7.3 Social Value**

When considering social value, points may be awarded where proponents:

- Maximize employment, training and apprenticeship opportunities among local, disadvantaged, equity-seeking or marginalized individuals and populations.
- Maximize the diversification of the supply chain by including non-profit organizations, social enterprises and small-medium enterprises.
- Contribute to the strengthening of the community by supporting the social goals and objectives of the CVRD.
- Include any corporate social responsibility initiatives undertaken by the organization that contribute to social wellbeing.



## 8. PROCUREMENT THRESHOLDS AND METHODS

The following thresholds will guide the method of procurement used to purchase goods or services. Authority to commit to goods or services is governed by Bylaw No. 510 and this policy.

### Goods and General Services

Value	Procurement Method (minimum)	Issued By
<\$100	Direct award	User Department
\$100 - \$7,500	Single informal quote	User Department
\$7,500 - \$25,000	Request three written quotes	User Department
\$25,000 – \$50,000	Request three written quotes or Public Competitive Process	Financial Services Department
\$50,000 +	Public Competitive Process	Financial Services Department

### Professional Services

Value	Procurement Method (minimum)	Issued By
<\$50,000	Single written quote/proposal or request three written quotes/proposals	User Department
\$50,000 - \$75,000	Request three written quotes/proposals or Public Competitive Process	Financial Services Department
\$75,000 +	Public Competitive Process	Financial Services Department

### Construction

Value	Procurement Method (minimum)	Issued By
<\$50,000	Single written quote (rotate suppliers)	User Department
\$50,000 - \$150,000	Three written quotes or Public Competitive Process	Financial Services Department
\$150,000 +	Public Competitive Process	Financial Services Department

## 9. PROCUREMENT AND AWARD METHODS

### 9.1 Procurement Methods

#### Market Research Methods

Market research methods are public solicitations that do not result in the award of CVRD business. They are utilized to assess the marketplace for potential CVRD opportunities and to offer the market transparent and fair input into a resulting competitive procurement process.

- a. Request for Information  
To request general information regarding goods and/or services provided by vendors, and to invite input regarding the development of procurement strategies. May also request a response for high level budgetary considerations.
- b. Request for Expressions of Interest  
To determine the market interest in a competitive solicitation process.

#### Non-Competitive Methods

- a. Direct Award and Notice of Intent (NOI) to Award  
The award of CVRD business directly to a vendor for a low value procurement or where it can be demonstrated that only one vendor can supply the good or service. A NOI is used to provide public notice of the CVRD's intent to direct award, where the CVRD cannot strictly demonstrate that there is only one vendor as required under this clause. If a successful challenge is received, an appropriate procurement process will be undertaken.

NOIs will be posted to the regional district bid site as well as BC Bid for any direct award in excess of \$75,000 and subject to the requirements of NWPTA, CFTA and CETA.

To proceed with a direct award where more than one quote is required, specific details, in writing, must be provided to the Manager of Operating and Capital Procurement justifying the requirement for direct award according to the following exceptions:

- i. To ensure compatibility with existing products or methods, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
  - ii. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;
  - iii. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
  - iv. For the purchase of goods on a commodity market;
  - v. For the acquisition of services from not-for-profit organizations;
  - vi. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or the lessor's pre-approved suppliers;
  - vii. For work to be performed by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work or equipment;
  - viii. For a contract to be awarded to the winner of a design contest;
  - ix. For the procurement of a prototype of a first good or pilot of a first service to be developed in the course of a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
  - x. For the purchase of goods under exceptionally advantageous circumstances such as used goods, bankruptcy, auction or receivership, but not for routine purchases;
  - xi. For the procurement of utilities
  - xii. For the procurement of employee benefits;
  - xiii. For the procurement of real property;
  - xiv. Where a Public Competitive Process is impractical because of the need to obtain unique third party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining or retaining an existing contractor for a specific task;
  - xv. Where the CAO in conjunction with another general manager approves the direct award purchase as requested.
- b. Informal Quote  
A quote that has been requested by phone or email and may be received verbally, via fax or email.
- c. Written Quote  
A formal quote offering goods or services. May include terms and conditions.

### Competitive Methods

Competitive methods are formal procurements for goods or services that will be publically available on the CVRD's bid page, BC Bid and potentially other public tendering systems. Once a Public Competitive Process has been undertaken all vendors covered under the CFTA and the NWPTA who submit compliant responses will be considered in a fair and transparent manner without discrimination.

a. Request for Proposals (RFP)

A process to acquire services (primarily) where price is not the only consideration in selecting a contractor. The award is value-based and awarded to the proponent with the highest score and offering best overall value.

b. Invitation to Tender (ITT)

To acquire construction and other services where price is the only deciding factor. Used when the work to be undertaken can be specified in detail and must be adhered to by the contractor. Award is generally to the lowest compliant bidder.

c. Request for Standing Offers (RSO)

To acquire offers for goods or services that are needed on an ongoing basis, where the CVRD enters into contract only when an order is placed, as needed. Can be either price-based or value-based.

d. Request for Qualifications (RFQu)

To create a pre-qualification list of vendors who are eligible to participate in subsequent procurement processes. Shortlists are created using qualitative factors only and price would not normally be considered.

e. Request for Quotations (RFQ)

To acquire goods or services when price is the predominant deciding factor. Awarded to the lowest price bid that meets all mandatory requirements and Specifications.

f. Request for Corporate Supply Arrangement or Master Standing Agreements

To acquire goods or services on behalf of a collaborative or co-operative buying group or purchasing consortium. Award is either price based or value-based.

## **9.2 Award Methods**

Commitment and spending authority limits are governed by Bylaw No. 510 and this policy. The following award methods will be used when finalizing a purchase commitment. The staff member authorizing the award will be responsible for deciding on the type of award and may seek consultation from the Financial Services Department. User departments are responsible for managing contracts and agreements following the award.

### Petty Cash

- g. Used for low value purchases of less than \$150.

### Purchasing Card

- h. Used for low value purchases, foreign exchange purchases within spending thresholds, and as permitted by the CVRD purchasing card policy.

### Cheque Requisition

- i. Used for low value purchases where an invoice has been received and a Purchase Order is not applicable or has not been issued.

Purchase Order

- j. Generally used to purchase goods or equipment of low to high value or a service of low value with minimal risk and a defined Scope of Work.

Contract / Agreement

- k. Used for purchasing all types of general, professional and construction services.
- l. May require legal review for complex or high value contracts.

Change Orders / Contract Amendment

- m. Used to update, alter, extend or otherwise modify a contract.
- n. Changes to contract value must be within the approved Financial Plan or, if exceeding the financial plan, have received Board approval to amend the Financial Plan.

Corporate Supply Arrangements and Master Standing Agreements

- o. Used by a buying group to form a contract for goods or services.

**10. VENDOR PERFORMANCE MANAGEMENT**

In an effort to ensure open and transparent communication with existing vendors, Contract Managers will actively monitor the performance of vendors and contractors and work directly with vendors to resolve any minor or isolated moderate performance issues. In instances where severe performance issues or an unsatisfactory accumulation of minor or moderate performance issues occur, Contract Managers are to contact the Financial Services Department and a formal vendor performance review will be undertaken. In most cases (excepting the most extreme instances), vendors will be provided an opportunity to respond and resolve any performance issue(s) identified in a vendor performance review.

Vendors may be subject to termination of a contract or disqualification from future business if there is sufficient evidence of consistent failure to meet the standards specified by the CVRD. The CVRD will maintain vendor performance files as required. Information in this file will be supplied by the Contract Manager, receivers and procurement staff. Vendors may be evaluated based on price, quality of the product or service, contract adherence and performance, customer service and their responsiveness to requests from the CVRD. Upon reasonable notice in writing to the vendor involved, and after a reasonable opportunity for response, a vendor can have their contract terminated and can be disqualified for a period not exceeding five years from participation in a solicitation for goods or services.

Vendors or proponents shall be disqualified when:

- a. Serious breach of contract indicating unwillingness to perform a contract in accordance with the terms and conditions or Specifications or a record of unsatisfactory performance of one or more contracts in accordance with the terms and conditions thereof or in accordance with its Specifications or both.
- b. An inducement to an official or employee of CVRD by a vendor or proponent for consideration in an attempt to influence continued or future procurement opportunities.
- c. Conviction for a criminal offense of a person or a director or official or such person relating to obtaining or attempting to obtain a contract or subcontract. An indication of lack of business integrity or honesty which directly and seriously affects the responsibility of the vendor or proponent.

A written decision shall be issued to the vendor or proponent disqualified or suspended setting out its reasons for disqualification or suspension, to the usual business address of that vendor or proponent as shown in the records of the Financial Services Department.

Vendor or proponent disqualification will be approved by the CAO.

## **11. OTHER PRACTICES**

### **11.1 Debriefing**

Within 60 days of notice of award, an unsuccessful bidder or proponent may request an opportunity to be debriefed by the CVRD on the reasons for not being awarded a particular opportunity.

### **11.2 Document Retention**

A procurement file for any completed publically posted procurement shall be finalized and filed. The file shall be retained for a period of not less than seven years in accordance with the CVRD Records Management Program.

### **11.3 Unsolicited Proposals**

The CVRD will accept unsolicited proposals for unique, innovative products or services that will result in demonstrated savings to the CVRD. Unsolicited proposals are to be sent to the Manager of Operating and Capital Procurement and will be reviewed. Business will be awarded based on the requirements laid out within this policy and the requirement for a Public Competitive Process will not be precluded by the receipt of an unsolicited proposal.

### **11.4 Tie Bids**

In the rare case of a tie bid or quote, when all factors including pricing are considered equal, a coin toss shall be used to determine which of the tied bidders receive the award.

### **11.5 Single Bid / Proposal**

When only one bid or proposal is received in response to a competitive procurement method, CVRD staff or representatives shall evaluate the response to ensure fair value will be acquired. Once CVRD staff are confident that the response represents fair value, the contract may be awarded.

Should CVRD staff find that the response does not represent fair value, staff may elect to negotiate or cancel and reissue the procurement.

### **11.6 Review by Legal Counsel**

The CAO will approve all requests for legal services which should be supported by a quote outlining the cost for the service.

Legal services relating to procurement may be required for:

- Procurements with significant risk
- Procurements of a value higher than \$1,000,000 for Best Value Procurements and \$10,000,000 for Tenders
- Award decisions when not awarding to low bid or the highest scoring proponent
- The disqualification of a vendor due to either bid non-compliance or poor performance on a contract
- Non-standard forms of contracts
- Substantial changes to the CVRD standard contract template

### **11.7 Collaborative Procurement**

The CVRD may look to work with other procuring entities within the region, province or otherwise in an effort to maximize value and achieve economies of scale. When considering a collaborative procurement opportunity the CVRD shall evaluate:

- The impact to the local vendor community and its ability to submit a potential response to a competition.

- The collaborative procurement group’s ability to represent the values and meet the strategic goals of the CVRD in relation to the procurement.

### **11.8 Service Delivery**

Agreements between the CVRD and other local governments for the management of direct service delivery for a CVRD function, must obtain Board approval.

### **11.9 Land Acquisition**

All acquisitions of land shall be approved by the Board.

## **12. DEFINITIONS**

In this Policy:

“Best Value Procurement” means a procurement that considers factors other than only price.

“CAO” means the Chief Administrative Officer of the Comox Valley Regional District.

“CETA” means the Comprehensive Economic and Trade Agreement between Canada and the European Union.

“CFTA” means the Canada Free Trade Agreement between the federal government and the provinces and territories of Canada. Replaces the Agreement on Internal Trade.

“Contract Manager” means the manager from a User Department responsible for administering the contract.

“CVRD” means the Comox Valley Regional District.

“Emergency Operations Centre Director” means the person appointed to the position in the event of the activation of an Emergency Operations Centre in response to a state of emergency; usually the CAO of the CVRD or, as designated, the CAO of one of its member municipalities.

“Financial Plan” means the Board approved budget and five year financial plan adopted by the CVRD Board each year as a result of the CVRD financial planning process.

“General or Executive Manager” means any employee of the CVRD that holds a position of General Manager or Executive Manager and includes the Chief Administrative Officer, the Corporate Legislative Officer, the Corporate Finance Officer and the Executive Manager of Human Resources.

“Low Bid Procurement” means a procurement that considers price as the predominant deciding factor from qualified bidders.

“NWPTA” means the New West Partnership Trade Agreement between the provinces of British Columbia, Alberta, Saskatchewan and Manitoba.

“Procurement Transactions” means all functions that pertain to the acquisition of goods or services.

“Public Competitive Process” means a procurement where the CVRD will request competitive bids and/or proposals from the public marketplace.

“Scope of Work” means a description of work or services that is to be performed by a vendor.

“Specifications” means a description of a good or finished product that is to be delivered by a vendor.

“User Department” means a department or branch of the CVRD.

### **Approval History**

Adopted by CVRD Board:	January 23, 2018
Amended:	

<b>Subject:</b> Comox Valley Regional District Financial Planning Policy	
<b>Branch:</b> Executive Management Branch	
<b>Department:</b> Financial Services	<b>Policy Reference:</b> 1700-00

### **Purpose**

To establish a policy that guides the financial planning process and financial decision making for the Comox Valley Regional District (CVRD).

### **Scope**

This policy provides a framework for the development, communication and approval process of the CVRD five year financial plan. The policy also guides the overall fiscal planning and management of the CVRD services.

### **Statement of purpose**

The CVRD manages over 90 services on behalf of the residents of the Comox Valley. The CVRD is made up of three municipalities (Comox, Courtenay and Cumberland) and three electoral areas (Baynes Sound-Denman/Hornby Islands, (Area 'A'); Lazo North, (Area 'B'), & Puntledge-Black Creek, (Area 'C')). The municipalities and the electoral areas participate in a variety of services that are provided to residents in their areas. Each service includes a combination of participants depending on what the service is and where the service is provided. For example, regionally provided services such as Comox Valley Search and Rescue or Comox Valley Exhibition Grounds are paid for by residents in the three municipalities and the three electoral areas whereas localized services such as an electoral area fire service would be paid for by residents in a prescribed service area only.

The financial planning policy guides the budgeting process by determining the commitment of financial resources to services provided by the CVRD and to the achievement of board strategic priorities. Since economic circumstances and community needs can change from year to year, the financial planning policy is intended to guide financial decision making in any given budget cycle.

### **Guiding principles**

The financial plan for the CVRD:

- Incorporates the priority objectives of the Comox Valley Regional District Strategic Plan. The CVRD strategic plan provides the goals and objectives of the board over the three year term of office and provides a level of continuity from board term to term.
- Considers the relevant policies as outlined in the CVRD regional growth strategy, the Comox Valley sustainability strategy and electoral area and member municipality official community plans.
- Provides resources to meet the board's priority objectives as directed through the strategic planning process.
- Provides financial information that enables the board to make informed decisions.
- Balances the community's economic environment with ensuring that there are adequate cash flows for service continuity and level of service commitments.



- f) Follows life cycle costing principles in budgeting for capital reserve contributions, asset replacement and asset maintenance costs.
- g) Builds trust through ongoing respect of the work performed by board members and staff.

**Policy statement**

1. Balanced budget
  - a) The financial plan must be balanced with revenues available to cover planned expenditures.
2. Five year plan
  - a) The financial plan is a five year plan as per section 815 of the *Local Government Act*.
  - b) The financial plan is intended as a means to manage resources and achieve board strategic goals in the most effective manner.
  - c) The financial plan determines the capacity to match community needs with available resources.
3. Establishment of new services
  - a) Ongoing funding obligations are considered for new services in context of those residents impacted by the establishment and ongoing revenue requirements for the service.
  - b) Jurisdictional responsibilities are determined prior to considering new service establishments.
4. Costs of services
  - a) Each service budget must include all projected costs related to providing that service including a share of general administration costs allocated as per board policy.
5. Reserve Funds
  - a) The financial plan considers reserve fund levels for those services that expose the CVRD to a level of risk and/or that require the ongoing replacement and acquisition of capital items. Budgeted reserve contributions strive to balance immediate service needs and tax payer impacts with longer term funding requirements.
  - b) The financial plan considers reserve contribution requirements of services where an asset management plan is an integral part of the service's long term fiscal management.
6. Borrowing
  - a) Borrowing is an appropriate method of financing projects (mostly capital) that have a useful life of at least the term of the debt. The term of the debt is determined by the lifespan of the asset and the capacity of the service to pay for the annual debt servicing costs.
7. Revenue and expenditures
  - a) Wherever possible, ongoing operations should be funded from ongoing revenue sources such as taxation and user fees. Reserve funds and/or long term debt are appropriate funding sources for capital expenditures and significant long term projects.
8. Legal obligations



- a) The CVRD financial plan is prepared in compliance with the relevant sections of the *Local Government Act*.
- b) The five year financial plan is required to be adopted by March 31<sup>st</sup> as per section 815(1) of the *Local Government Act*.

9. Strategic and regulatory alignment/compliance

- a) The financial plan contains resources necessary to meet regulatory requirements. The broad range of services provided by the CVRD necessitates compliance with a variety of legislative and regulatory requirements such as Vancouver Island Health Authority's (VIHA) *Drinking Water Protection Regulation* in the case of water supply systems or the BC Ministry of Environment requirement to complete and comply with a solid waste management plan.

10. Timeline and schedule

- a) All budgets are open for final discussion and revision based on approved board motion.
- b) The financial plan is presented to the CVRD board as per the following schedule:

Budget Type	Timeline	Time Period	Content
Preliminary (1yr) for selected budgets as per direction from CAO (i.e. 300, 335, 780, 512)	By December of the current budget year	1 year	<ul style="list-style-type: none"> <li>Budget Summary Year 1</li> <li>Capital Plan Details, as applicable</li> </ul>
Proposed Consolidated	January of new budget year	Consolidated year 1	<ul style="list-style-type: none"> <li>Consolidated Budget Year 1</li> </ul>
Proposed Service Budgets(5 year plan)	January to early March of new budget year	5 years	<ul style="list-style-type: none"> <li>Budget Summaries – 5 Years with prior year to date actuals</li> <li>Staff reports for selected service budgets</li> </ul>
Recommended	February/March of new budget year	5 years	<ul style="list-style-type: none"> <li>Budget Summaries – 5 Years with prior year to date actuals</li> <li>Budget Summaries reflect changes made to proposed budgets</li> </ul>
Recommended	March of new budget year with 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> reading of budget bylaw	5 years	<ul style="list-style-type: none"> <li>Financial Plan and Capital Expenditure Program Bylaw and full 5 year service operating and capital budget summaries</li> </ul>
Adopted	March of new budget year with final reading of budget bylaw	5 years	<ul style="list-style-type: none"> <li>Financial Plan and Capital Expenditure Program Bylaw and full 5 year service operating and capital budget summaries</li> </ul>

11. Presentation of the financial plan

- a) The financial plan is provided to the CVRD board in open session.
- c) The five year proposed financial plan includes the five year line item budget for each service. See appendix 'A' for a sample of the financial plan format.
- d) The financial plan is presented in a format that enables the board to make informed decisions.
- e) The financial planning policy will be presented to the board for information purposes at the beginning of each annual financial planning cycle.

12. Public Access – Publication of Details

- a) As per 816(1) of the *Local Government Act*, "A board must undertake a process of public consultation regarding the proposed financial plan before it is adopted." Financial plans are presented in open session at all relevant committee meetings throughout the budgeting process.
- b) Financial plan summaries and presentation materials are posted on the CVRD website throughout the proposed, recommended and adopted stages.
- c) Notice of meetings are posted and available to the public on the CVRD website.
- d) Meeting agendas and minutes are posted and available to the public on the CVRD website.

13. Approvals

- a) Service budgets are approved and/or amended throughout the financial planning cycle at the committee level through discussion and committee recommendations.
- b) The financial plan is adopted by the CVRD board by way of a budget bylaw in March and must be adopted prior to March 31<sup>st</sup> as per section 815(1) of the *Local Government Act*.

14. Amendments

- a) Budget amendment requests, that arise after the financial plan is adopted, are considered by the board throughout the budget year. During the year, budget amendments are considered by the relevant committee and if approved are consolidated into the financial plan and capital expenditure program bylaw amendment. This amendment is approved each year for that current financial plan at the November board meeting.

**Approval History**

Policy adopted:	September 18, 2012
Policy amended:	

Attachments: Appendix 'A' – Sample of the "Budget Report — budget summary level"

<b>Subject:</b> Use and Impact of Social Media Policy	
<b>Branch:</b> Executive management branch	
<b>Department:</b> Human Resources - external	<b>Policy Reference:</b> 2510-00

### Purpose

This policy governs the publication, interaction and management of social media by employees of the Comox Valley Regional District (CVRD). This policy is in addition to and complements any existing or future policies regarding the use of technology, communications, personal and CVRD issued electronic devices and the Internet. CVRD employees should also read and understand this policy in connection with the ‘respect in the workplace’ policy and the ‘code of conduct’. All CVRD employees who participate in social media are expected to understand and follow this policy.

The CVRD also recognizes the role that social media may play in the personal lives of its employees. The personal use of social media may have a bearing on CVRD employees in their official capacity and upon the image of the CVRD. It’s a result of that impact that potential damage to the CVRD could be foreseen by the employee. As such, this policy addresses specific personal social media uses that are prohibited by all CVRD employees.

### Scope

This policy applies to all employees defined as including supervisors, managers, exempt and union staff as well as any persons representing or acting on behalf of the CVRD including but not limited to consultants, contractors, and volunteers.

This policy also applies to employees, volunteers and paid on-call members of the following fire departments:

- Oyster River Fire Rescue
- Fanny Bay Fire Department
- Hornby Island Fire Rescue
- Denman Island Fire rescue

### Definitions

**“Social media”** refers to a category of Internet-based resources that integrates user generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), professional networking sites (LinkedIn), microblogging sites (Twitter), photo and video sharing sites (Flickr, Instagram, YouTube), wikis (Wikipedia), blogs and news sites.

**“Post”** refers to content created or shared by a user on a social media site. It includes but is not limited to online communications such as posts, wall posts, tweets, document posting, video posting, comments, replies, direct messages, events and invitations.

### Guiding Principle - Use of social media in the workplace

Application of the *Freedom of Information and Protection of Privacy Act*

Social media content is a **“record”** for the purposes of the *Freedom of Information and Protection of Privacy Act* (“the *Act*”). **Authorized employees** using CVRD social media accounts are responsible for compliance with the *Act* in terms of access to records and protection of privacy.

## **1. Personal social media accounts**

The CVRD recognizes that employees may wish to use social media in their personal lives. This policy is not intended to discourage nor limit the freedom of employees to express themselves as private citizens on social media sites.

However, employees owe a duty of loyalty to the CVRD and should guide their actions accordingly. Employees should recognize the potential for damage to be caused (either directly or indirectly) to the CVRD in certain circumstances via their personal use of social media if they are identified as a CVRD employee.

When using social media, CVRD employees should be mindful that their speech on social media becomes a permanent part of the worldwide electronic domain and commentary offered as individuals may be mistakenly associated to them professionally.

## **2. Inappropriate uses of social media**

Examples of inappropriate use of social media include but are not limited to the following:

- a) illegal activity;
- b) behaviour contrary to the BC *Human Rights Code*, *Workers Compensation Act*, or any other Federal, Provincial or Municipal statute
- c) behaviour that contravenes any CVRD policies including to but not limited to the *Respectful Workplace Policy and Code of Conduct*;
- d) revelations of personal information about other employees or any confidential information relating to the CVRD;
- e) critical comments about the CVRD, its elected officials or management;
- f) any comment that has the potential to damage the reputation of the CVRD.

## **3. Guidelines for what is not appropriate to posting**

The following is a non-exhaustive list of topics that should guide employees with respect to their social media behaviour. Inappropriate topics include:

- a) Comments not topically related to the particular site or blog article;
- b) Slandorous or defamatory remarks, obscene language or sexual content;
- c) Content that promotes, fosters or perpetuates discrimination on basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- d) Promotion of commercial services or products other than significant sponsors, affiliations or business partnerships;
- e) Promotion of political candidates;
- f) Promotion of illegal activity;
- g) Information that may compromise the safety or security of the public or public systems;
- h) Content that is confidential or personal in nature without having consent;
- i) Content that violates a legal ownership interest or any other party.

## **4. Consequences of Inappropriate use**

What is deemed to be inappropriate use will depend on the circumstances and the content of the post. Inappropriate use of social media may not be limited to CVRD social media accounts but may extend to information posted to employees' personal social media accounts.

**Inappropriate use of social media accounts (either CVRD or personal) may result in discipline, up to and including termination.**

**Approval History**

CAO Policy Approved:	August 29, 2016
Policy amended:	



<b>Subject:</b> Driver's abstracts and criminal record check policy	
<b>Branch:</b> Executive services	
<b>Department:</b> Human resources	<b>File code:</b> 2590-00

### Purpose

The purpose of the policy is to govern the requirement for employees and volunteers of the Comox Valley Regional District (CVRD) to secure criminal record checks and driver's abstracts as a condition of hire, and in identified positions of trust, to require submission of criminal record checks and driver's abstracts on a predictable periodic basis as per policy guidelines.

### Scope

This policy applies to employees of the CVRD defined as including supervisors, managers, exempt and unionized staff as well as persons representing or acting on behalf of the CVRD including but not limited to consultants, contracts, and all volunteers of the CVRD. This includes all employees, volunteers and paid on-call members of the Oyster River Fire Rescue, Fanny Bay Fire Rescue Department, Hornby Island Fire Rescue and Denman Island Fire Rescue.

**"Positions of Trust"** include those positions designated by the CVRD as positions operating in a relationship of trust that is of higher impact on the organization due to their responsibilities and potential risk to the organization. These positions include those regulated under the *Fire Services Act*, Building Code of BC and bylaw enforcement legislation.

### Policy Statement

#### 1. Driver's abstracts

Drivers abstracts are required from employees who operate a CVRD fleet vehicle as part of their regular course of employment as a condition of hire with the CVRD. No employee shall operate any apparatus of the CVRD (fire department and other) with a suspended license. Any suspension of license must be immediately reported to manager or designate regardless of the length of suspension.

Employees identified above are required to immediately report any significant driving infraction, change in driver's license classification or new restrictions (ie corrective lenses) to manager or designate. This includes any infraction that could impact their ability to operate a motor vehicle.

CVRD action related to a driver's license suspension or excessive infraction pertinent to the CVRD will be based on the individual circumstances of the case and may include (but not be limited to) restrictions on the ability to operate any CVRD apparatus (including fire department apparatus), suspension or termination.

## **2. Criminal record check**

A criminal record check is required with all new employees as a condition of employment with the CVRD. A criminal record check and clearance working with “vulnerable persons” is required as a condition of employment with employees who work with exposure to the population sector considered “vulnerable”. Within the CVRD this includes:

- appointments that have an ongoing or significant relationship with vulnerable people, where the nature of the work places them in a position of trust or care; or where the appointment requires unsupervised access to vulnerable people in the ordinary course of employment or providing services;
- appointments where the primary duties involve protecting the security of people and /or material assets;
- appointments responsible for regulatory and/or inspectional work involving bylaw enforcement related to public safety and which generate revenue collections for the CVRD;
- appointments responsible for managing, collecting or accessing unverified amounts of cash without supervision or outside the application of financial controls.

All employees are required to immediately report any charge under a provincial or federal statute (ie the Criminal Code of Canada) that may impact the reputation of the CVRD or by extension, the department itself. This could include but is not limited to impaired driving offences, sexual offences, theft offenses and so on)

## **3. Positions in Trust**

The CVRD deems specific positions within the CVRD to be “positions in trust”. These positions exercise significant discretion and have independent power to decide issues such that a person within that role could be susceptible to corruption and therefore cause damage to the CVRD and members of the general public. Given this criteria it is relevant and necessary for these positions to be subject to periodic criminal record checks and periodic requests for driver's abstracts. The positions in trust designated by the CVRD include:

- appointments responsible for regulatory and or/inspectional work involving bylaw enforcement related to public safety and which generate revenue collections for the CVRD;
- appointments where the primary duties involve protecting the security of people and/or material assets;
- appointments responsible for managing, collecting or accessing unverified amounts of cash without supervision or outside the application of financial controls.

The individuals who hold these roles within the CVRD will be required to submit a criminal record check and a driver's abstract every five years, the cost of which will be borne by the CVRD.

### **Approval History**

Policy adopted:	May 18, 2016
Policy amended:	

<b>Subject:</b>	Fire Service - Code of Conduct	
<b>Branch:</b>	Executive management branch	
<b>Department:</b>	Human Resources - external	<b>Policy Reference:</b> 2510-00

### Purpose

This policy has been approved by the Comox Valley Regional District (CVRD) board to provide for a positive work environment in which everyone conducts themselves professionally, ethically, and safely. The responsibility for creating a positive and productive work environment rests with all individuals who are associated with the regional district.

### Scope

The policies apply to all identified individuals within the fire departments of the Comox Valley Regional District.. Failure to comply and commission of any violation could lead to corrective/preventive actions and/or discipline up to and including termination for cause.

## POLICY

### *Professionalism*

Applicable to all employees, volunteers, agents, and contractors who are required to:

- Carry out their responsibilities in a professional and competent manner.
- Continue to improve their knowledge, competence, skills, and professional ability.
- Be aware of and abide by the British Columbia *Human Rights Code* and all other applicable legislation (ie *Workers Compensation Act*)
- Not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location.
- Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services.
- Not make any public comments that denigrate, disparage, or are disrespectful of the CVRD, employees, and elected officials, and refrain from making negative comments about the credibility of the CVRD, employees, and elected officials.
- Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.

### *Ethical Responsibility*

Applicable to all employees and volunteers who are required to:

- Carry out their responsibilities to the highest standard of integrity.
- Carry out their responsibilities with impartiality and equality of service to customers.
- Not use confidential information for their personal gain, or discuss matters being dealt with by the board in-camera.
- Declare any interest or indirect interest which might create a conflict of interest, or a perceived conflict of interest.



- Not use work time, equipment, or facilities of the employer for personal or private purposes, pursuits, or gain.
- Not engage in any business or other employment that may bring them into conflict with their responsibilities as an employee of the regional district.
- Not accept gifts, hospitality, or other benefits that could be construed as being given in anticipation of future special considerations.
- Not conduct themselves in any way in their professional or personal lives which is likely to affect their judgment, or their ability to perform their duties, or prejudice the image of integrity, professionalism, or the reputation of the regional district.

### ***Other Employment***

Applicable to all employees. Employees with outside business interests or employment shall advise their manager. The manager will review the situation on its own merits, and draw any concerns or potential conflicts with this policy to the attention of the executive manager of human resources and the chief administrative officer.

### ***Basic Safety Rules of Conduct***

Applicable to all employees, volunteers, agents, and contractors who are required to:

#### Vehicles and Equipment

- Obey all speed limits and drive defensively.
- Wear seatbelts in all equipment and vehicles so equipped. Removal of seatbelts from a vehicle or equipment is prohibited.
- Only operate vehicles and equipment that you are trained and certified.
- Only carry passengers in vehicles or equipment when required for regional district business and only when there are passenger seatbelts.

#### Personal

- Refrain from horseplay.
- Wear appropriate personal protective equipment for the work being done.
- Be physically and mentally fit for work, unimpaired by medication, drugs, alcohol, or any other reason.
- Use handrails when using stairs.
- Follow job and hazard specific work and safety procedures.

#### Emergency Procedures

- Know where the nearest emergency equipment is located (e.g. showers, eyewashes, self-contained breathing apparatus, and fire extinguishers).
- Report all hazards to your supervisor immediately. Take whatever measures you can to correct the unsafe condition without putting yourself at risk.
- Refuse unsafe work and report unsafe conditions to your supervisor immediately (e.g. un-shored or improperly shored trenches and excavations, unauthorized or unsafe entry into a confined space, seatbelts not being worn, lockout violations, use of overhead equipment near power lines).

#### Injuries, Accidents and Close Call Incidents

- Report all accidents and close call incidents immediately to your supervisor.
- Report all injuries immediately to a trained, designated first aid attendant.

#### Tools, Equipment, and Housekeeping

- Make sure all tools and equipment are cleaned and stored after finishing a job. Keep equipment and stored materials out of pedestrian areas and away from exits, firefighting equipment, stairways, fire doors, electrical panels, valves, and emergency eyewashes and showers.
- Make sure tools are in good condition and only use tools appropriate for the job.
- Keep worksites and buildings clean, tidy, and in good repair.

#### **Approval History**

Policy adopted:	May 1, 2012
Policy amended:	May 16, 2016

<b>Subject:</b>	Fleet Tracking Policy	
<b>Branch:</b>	Community Services	
<b>Department:</b>	Transit and Sustainability	<b>File code:</b> 1280-00

### Purpose

To assist the applicable Comox Valley Regional District (CVRD) departments in supporting maintenance initiatives with fleet vehicles utilizing GPS technology

### Scope

This policy shall apply to all fleet vehicles owned or used by the CVRD to monitor vehicles for information such as speed, location, acceleration/braking, idling, total kilometres and other vehicle maintenance parameters. The GPS system is used to ensure the safety of CVRD employees, improve vehicle maintenance monitoring, reduce fuel consumption and provide more input into greenhouse gas emissions, provide input into driver performance, ensure compliance with all regional district policies including the board approved fleet management policy and for improving maintenance reporting.

### Guiding Principle

In the course of ensuring the safety of our employees and the public, as well as providing oversight into public dollars spent on the maintenance of fleet vehicles, the CVRD may establish fleet tracking to monitor the maintenance of our fleet vehicles. Recognizing that the collection of information under the fleet tracking program entails access to personal information, this policy seeks to ensure compliance with the *Freedom of Information and Protection of Privacy Act* as well as other applicable BC statutes.

### Policy Statement

1. The fleet tracking program will involve installation of GPS monitoring systems on each fleet vehicle and use of an office computer based program for managing vehicle information.
2. Overall responsibility for ensuring compliance with this policy and the operation of the GPS fleet tracking system shall be the duty of the general manager of community services or delegate.
3. Recognizing that this policy includes collection of some personal information, this policy seeks to ensure compliance with the Freedom of Information and Protection of Privacy Act and adhere to other applicable BC statutes pertinent to privacy.
4. Access to information gathered under this policy will be restricted to authorized department managers participating in the fleet tracking program.

5. Information collected under the GPS fleet tracking program may be reviewed and disclosed as follows:
- For the purposes of maintaining the safety and security of individuals, assets and property; or
  - For the purposes of monitoring vehicles for maintenance purposes
6. This policy shall be reviewed on an annual basis.

**Approval History**

Policy adopted:	August 24, 2015
Policy amended:	If necessary



# CVRD FIRE DEPARTMENTS

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## OCCUPATIONAL HEALTH and SAFETY PROGRAM MANUAL



## **TABLE OF CONTENTS**

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PART 1	OCCUPATIONAL HEALTH AND SAFETY PROGRAM
PART 2	WRITTEN AND PRACTICAL SAFE WORK PROCEDURES
PART 3	TRAINING FOR FIREFIGHTERS AND OFFICERS
PART 4	SUPERVISION OF THE WORKER
PART 5	REGULAR INSPECTIONS AND MONITORING
PART 6	HAZARDOUS MATERIALS AND SUBSTANCES
PART 7	MONITORING OF WORKPLACE EXPOSURES
PART 8	MEDICAL EXAMINATIONS AND HEALTH MONITORING
PART 9	FIRST AID SERVICES AND EQUIPMENT
PART 10	INVESTIGATIONS OF ACCIDENTS AND DISEASES
PART 11	OCCUPATIONAL, HEALTH AND SAFETY COMMITTEE
PART 12	RECORDS AND STATISTICS
PART 13	REVIEW, OF OCCUPATIONAL HEALTH AND SAFETY PROGRAM

## **PART 1**

### **OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

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#### **POLICY STATEMENT**

- 1.01 The Comox Valley Regional District is committed to providing safe and healthy working conditions and promoting positive attitudes toward health and safety within the organization. To achieve this, the organization needs the support, participation, and cooperation of all personnel in this comprehensive program of occupational health and safety.
- 1.02 The document titled "CVRD Fire Department Occupational Health and Safety Program Manual" shall describe the details of the program.
- 1.03 The purpose of this program is to identify both organizational and individual requirements and responsibilities to achieve a safe and healthy work place. The Program serves as a basis for development of operational guidelines and standing orders, established primarily to reduce risk of injury.
- 1.04 Fire Department Fire Chiefs are responsible for ensuring that all personnel are trained to perform their duties safely, for enforcing safe work procedures, and for correcting unsafe activities.
- 1.05 All personnel are responsible to know the safe working procedures and to perform their duties in a safe manner.
- 1.06 All personnel are expected to report safety exposures, assist in correcting unsafe conditions, and work collaboratively toward the prevention of accidents.

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Fire Chief

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Date

## **PART 2**

### **WRITTEN AND PRACTICAL SAFE WORK PROCEDURES**

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#### **PERSONAL PROTECTIVE CLOTHING**

- 2.01 Appropriate personal protective clothing will be provided to all personnel.
- 2.02 All personal protective clothing shall meet the requirements of Work Safe BC regulations.
- 2.03 Personnel must be trained in the limitations, safe use, inspection, and maintenance of personal protective clothing before using.
- 2.04 Members are responsible for regularly inspecting and maintaining their personal protective clothing at least once a month.
- 2.05 Personnel shall use appropriate protective equipment in addition to personal protective clothing whenever they may be exposed to hazards, in accordance with operational guidelines.

#### **SELF-CONTAINED BREATHING APPARATUS (SCBA)**

- 2.05 All self-contained breathing apparatus shall meet the requirements of Work Safe BC regulations and be inspected and maintained in accordance with operational guidelines.
- 2.06 Personnel must be trained in the limitations, safe use, inspection, and maintenance before using self-contained breathing apparatus.

#### **EQUIPMENT & FACILITIES**

- 2.07 All equipment shall meet the requirements of Work Safe BC regulations and be inspected and maintained in accordance with operational guidelines.
- 2.08 Personnel must be trained in the limitations, safe use, inspection, and maintenance of equipment before using.
- 2.09 Good housekeeping is synonymous with health and safety in the work place; therefore all personnel must exercise good housekeeping practices in the work place.
- 2.10 Personnel must report any accidents or injuries in accordance with fire department operational guidelines and must make note of the incident in the appropriate first -



aid book as well as complete the necessary Work Safe of BC forms and fire department accident/incident investigation forms.

## **SMOKING**

- 2.11 The fire department discourages smoking. As a healthy work environment is of concern to all personnel, smoking will be prohibited during all fire department training sessions, whether they are classroom presentations or practical evolutions. Officers will plan training sessions however; to allow personnel to have breaks for relaxation, smoking and other pursuits.  
Such breaks will be given at least once every two hours, but may be given more often at the Officer's discretion.
- 2.12 Smoking is not permitted in any fire department facility.
- 2.13 Smoking is not permitted in any fire department vehicle.

## **PART 3**

### **TRAINING FOR THE FIREFIGHTER AND OFFICER**

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- 3.01 The fire department operates a training and education program with the goal of preventing occupational accidents, injuries, illness and death. This training program must also provide personnel with the necessary skills to become proficient in the performance of their duties. Firefighters will be trained according to their department declared Playbook level.
- 3.02 The training and education provided to the personnel shall address the applicable provisions of the Work Safe BC and the standards set out in the fire department operational guidelines and standing orders.
- 3.03 The fire department shall provide training and education programs for all personnel that are appropriate to their duties and responsibilities. Personnel shall be offered a minimum of eight hours training per month (meetings included). Personnel will be required to meet an annual attendance requirement for training sessions in accordance with fire department operational guidelines
- 3.04 Persons selected to join the fire department shall successfully complete the designated recruit training program in an acceptable period of time before becoming regular members of the fire department.
- 3.05 Personnel shall be required to meet the fire department driver training standard as set out in the operational guidelines before being authorized to operate fire department vehicles.
- 3.06 When conducting “live fire” training sessions the fire department shall follow the live fire standard operating guideline and will be further guided by the operational guidelines which are based on the National Fire Protection Association 1403 "Standard on Live Fire Training Evolutions".
- 3.07 The fire department shall maintain written procedures that describe the actions to be taken in situations involving special hazards and dangerous goods, and must include these in the training and education program.

## **PART 4**

### **SUPERVISION OF WORKERS**

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- 4.01 Fire Department Officers are responsible for ensuring that personnel are properly instructed to perform their duties safely, for enforcing safe work procedures and for correcting unsafe activities, as described in the appropriate fire department operational guideline and standing orders.

## **PART 5**

### **REGULAR INSPECTIONS AND MONITORING**

- 5.01 Fire department facilities must comply with all applicable Health, Safety, Building and Fire Code requirements.
- 5.02 Fire department facilities will be maintained in accordance with all applicable codes to minimize any negative effect on personnel regarding Health and Safety Standards.
- 5.03 The Occupation Health and Safety Committee in the course of its regular meetings will inspect fire department facilities. All fire department personnel are responsible for identifying any hazard jeopardizing Health and Safety, as well as recording and reporting such deficiencies.
- 5.04 Other equipment must be inspected for safe operation at the prescribed equipment check. Any unsafe condition is to be corrected or reported.
- 5.05 Equipment that is found to be defective, unserviceable or in unsafe condition must be removed from service, tagged and repaired or replaced.
- 5.06 The fire department will consider Health and Safety as a primary concern in the specification, design, construction, acquisition, operation, maintenance, inspection and repair of all vehicles and equipment.
- 5.07 Fire department vehicles must be operated in full compliance with provisions of the Motor Vehicle Act and fire department operational guidelines.
- 5.08 Personnel responding for duty in private vehicles shall obey all applicable traffic laws, the British Columbia Motor Vehicle Act, and fire department rules, regulations, and guidelines.
- 5.09 Fire department vehicles must be inspected at regular intervals as set out in fire department operational guidelines. All vehicles must be maintained as per the fire department maintenance program.
- 5.10 Fire department self-contained breathing apparatus (SCBA) must be tested, serviced and maintained in accordance with fire department operational guidelines, based upon manufacturer's specifications, Work Safe BC and the results recorded.
- 5.11 Fire department ground ladders must be tested in accordance with fire department operational guidelines and Work Safe BC based on National Fire Protection Association standard #1932 "Standard on Use, Maintenance and Service Testing of Fire department Ground Ladders", and the results recorded.

- 5.12 Fire department portable fire extinguishers must be inspected and serviced as specified in National Fire Protection Association standard # 10 "Standard for Portable Fire Extinguishers".
- 5.13 In any new purchase of fire department vehicles and equipment consideration will be given for hearing conservation and will take into account to reducing the effect of noise where possible.

## **PART 6**

### **HAZARDOUS MATERIALS AND SUBSTANCE**

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- 6.01 The fire department will establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous material and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, use and disposal.
- 6.02 The fire department Safety Officer (Chair of the Safety Committee, see Part 11.03 of this Program.) will be responsible for the implementation and maintenance of the WHMIS program. The WHMIS program will conform to all applicable Work Safe BC Regulations.
- 6.03 The fire department Safety Officer will establish an inventory of controlled products.
- 6.04 The fire department Safety Officer will ensure that WHMIS labeling and data sheets are in place.
- 6.05 The fire department Safety Officer will determine the hazards of controlled products in the workplace. The fire department Safety Officer will establish controls for such products.
- 6.06 The fire department Safety Officer in cooperation with the fire department Training Officers will provide education for the WHMIS program to all personnel.
- 6.07 In consultation with the fire department Occupational Health and Safety Committee, the fire department Safety Officer will review and update the WHMIS program annually.

## **PART 7**

### **MONITORING OF WORKPLACE EXPOSURES**

- 
- 7.01 The workplace environment will be monitored to prevent exposures to harmful substances.
  - 7.02 The fire department Safety Officer (See Part 11.03 of this Program.) in consultation with the fire department Occupational Health and Safety Committee and the Work Safe BC regulations will identify any workplace areas that require specific monitoring (as applied to workplace air sampling).
  - 7.03 The Incident Commander at any incident is also considered the Incident Safety Officer unless he appoints a separate Incident Safety Officer in accordance with Fire department operational guidelines. The Incident Safety Officer will be responsible for monitoring the safety of operations at the incident.
  - 7.04 All fire department personnel are responsible for the ongoing monitoring of the workplace and the reporting of hazards on the appropriate form.

## **PART 8**

### **MEDICAL EXAMINATIONS AND HEALTH MONITORING**

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- 8.01 Prior to becoming a firefighter in a CVRD Fire Department, individuals will be required to be examined by a physician and certified as being medically and physically fit for fire fighting duties.
- 8.02 Personnel may request a hearing test.
- 8.03 Following a long term or debilitating illness, personnel must be examined by a physician and certified as being medically and physically fit for fire fighting duties. Personnel on Work Safe BC compensation must provide written medical confirmation of ability to return to work prior to doing so.
- 8.04 The fire department will provide Hepatitis B vaccinations for all personnel as per fire department operational guidelines.
- 8.05 The fire department recognizes the benefits of good mental health for its personnel. The fire department will provide Critical Incident Stress counseling, as outlined in fire department operational guidelines.
- 8.06 The fire department recognizes the benefits of good physical fitness for its personnel and will support access to fitness programs.
- 8.07 The fire department recognizes the benefits of a prudent life style.  
The fire department will not encourage the use of drugs or alcohol and will limit the use of alcohol in the fire station. The fire department will not encourage smoking. As a healthy work environment is of concern to all personnel, smoking will be prohibited during all fire department training sessions, whether they are classroom presentations or practical evolutions. Officers will plan training sessions however; to allow personnel to have breaks for relaxation, smoking and other pursuits. Such breaks will be given at least once every two hours, but may be given more often at the Officer's discretion.  
Smoking is not permitted in any fire department facility.  
Smoking is not permitted in any fire department vehicle.



## **PART 9**

### **FIRST AID SERVICES AND EQUIPMENT**

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- 9.01 In conformance with the applicable Work Safe BC Regulations, the Fire Chief, in consultation with the fire department Occupational Health and Safety Committee, will ensure that the necessary first aid equipment is provided, maintained, and a sufficient number of trained first aid attendants or first responders are available to provide appropriate first aid services.
- 9.02 All first aid equipment supplied on fire department vehicles and in fire department facilities is available to a worker in case of personal injury.
- 9.03 Personnel who are injured are required to report, or have the injury reported, immediately to a trained first aid attendant or first responder.
- 9.04 All injuries and accidents must be reported to an Officer. All applicable forms/reports and record books must be completed in accordance with Work Safe BC and Part 12 of this Program.

## **PART 10**

### **INVESTIGATION OF ACCIDENTS AND DISEASES**

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10.01 All accidents and occupational diseases must be investigated.

The intent of any accident or occupational disease investigation is to:

- Determine the cause or causes.
- Identify any unsafe conditions or unsafe acts.
- Identify any unsafe procedures, which contributed to the results.
- Develop and take corrective action to prevent similar accidents or diseases.

10.02 The fire department Safety Officer (See Part 11.03 of this Program.) will coordinate all accidents and occupational diseases investigations. Investigations will be conducted by a minimum of two persons; at least one of who will be a member of the Occupational Health and Safety Committee. The fire department Training Officer will arrange for training in the principles of accident investigation for members of the Occupational Health and Safety Committee.

10.03 An Accident Investigation Report Form will be forwarded to the Fire Chief and any information leading to the prevention of additional accidents must be shared with all personnel and the fire department Occupational Health and Safety Committee.

The Fire Chief will ensure that prompt action is taken to rectify any deficiencies found during the investigation.

10.04 Equipment being suspect in any accident must be secured and taken out of service by the Officer. The Officer must include any action of this kind in his report to the Fire Chief.

10.05 Work Safe BC must be notified immediately of any accident resulting in serious injury or death to fire department personnel. Notification to the Work Safe BC will be in accordance with Part 12 of this Program.

## **PART 11**

### **JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

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- 11.01 A joint Occupational Health and Safety Committee is to be established and maintained in the fire department as required by the Work Safe BC regulations. The committee serves in an advisory capacity to the fire chief and the members on those items pertaining to Occupational Health and Safety. The committee must include supervisory personnel as well as firefighters. It will function in accordance with the fire department operational guidelines, Health and Safety Program, the bylaws of the Association and Work Safe BC regulations.
- 11.02 The joint occupational health and safety committee shall consist of 4 members. A co-chair, one supervisory committee member and an alternate shall be appointed by the fire chief from amongst the fire officers having supervisory responsibilities and shall represent the “employer”. The other co-chair, one member and an alternate shall be elected by the membership consistent with the bylaws of the Association and shall be deemed to represent the “employees”.
- 11.03 The fire chief may assign such additional personnel and resources as may be needed to fulfill the requirements of this program.
- 11.04 The Fire Chief will respond to all items recommended by the Committee. Minutes of the meeting will be taken and a copy posted in the fire station for reference. One copy of the minutes of all Occupation Health & Safety Committee meetings must be retained for review by Work Safe BC.

Revised January 5, 2015



## **PART 12**

### **RECORDS AND STATISTICS**

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- 12.01 CVRD Fire Departments will establish a data collection system to maintain permanent records of all accidents, injuries, illness or deaths, which may be job, related. Records must be maintained of an individual's exposure to suspected toxic products or contagious diseases.
- 12.02 It is the responsibility of all personnel to identify any of the above and have it entered and witnessed on the forms provided, in accordance with fire department operational guidelines.
- 12.03 CVRD Fire Departments will maintain training records for all personnel indicating dates, subjects covered and certifications achieved.
- 12.04 CVRD Fire Departments will maintain inspection, maintenance, repair, and service records for all vehicles and equipment used for emergency operations.
- 12.05 The Officers will ensure the recording and reporting of any injury or industrial disease reported to them, based on the fire department operational guidelines.

## **PART 13**

### **REVIEW OF THE OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

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- 13.01 A copy of the fire department Occupational Health and Safety Program will be posted in the fire station and distributed to all personnel so that they can become familiar with it. Comments and suggestions to the Fire Chief or members of the Occupational Health and Safety Committee are welcome at any time.
- 13.02 The Occupational Health and Safety Program must be reviewed annually by the Occupational Health and Safety Committee.
- 13.03 The review is intended to identify the extent and effectiveness of existing Health and Safety activities as well as to identify deficiencies. The review will consider the potential for future loss, and act as an indicator of the fire department current safety effort. The review will include all elements of the Health and Safety Program.
- 13.04 A written report will be presented to the Fire Chief, who, on receipt of the report and in consultation with the Occupational Health and Safety Committee, will prioritize recommendations, establish an action plan, implement corrective action and follow up on such action.

## **Four Level Pandemic Response Plan**

This is meant to be a high level four level firehall operations response plan during a pandemic. Level 4 will be business as normal and Level 1 will be a full firehall closure. During all four levels provincial health orders/recommendations will be followed in regard to PPE, physical distancing and sanitization as well as our safety plan.

### **Level 4**

- Normal crew levels on vehicles for responses.
- Regular practices.
- Firehall open to firefighters and families.
- Firehall open to use by the public.
- Permits issued as normal.

### **Level 3**

- Restricted number of responders set for each vehicle for responses. (OG 4.5.1.11)
- Large group practices done virtually.
- Small group hands on training (max 6 members per group outside). (OG 4.5.1.10)
- Firehall open to firefighters.
- Firehall closed to public use.
- Permits issued with precautions put in place.

### **Level 2**

- Restricted number of responders for each vehicle for responses. (OG 4.5.1.11)
- Large group practices done virtually.
- Small group hands-on training (max 3 members per group outside). (OG 4.5.1.10)
- Firehall closed to members other than training and responding.
- Firehall closed to the public.
- No permits will be issued.

### **Level 1**

- Restricted number of responders for each vehicle for responses. (OG 4.5.1.11)
- All practices done virtually.
- No hands-on training.
- Firehall closed to members other than responding.
- Only essential staff in the office, work from home if possible.
- Firehall closed to public.
- No permits issued, possibly put on burn ban to reduce chance of fires and interaction with public.

**Comox Valley Regional District  
FIRE SERVICES  
RESPIRATORY PROGRAM**

The Respiratory Program defines safe work practices for fire department members using Self Contained Breathing Apparatus (S.C.B.A.) when required to work in a hazardous or potentially hazardous atmosphere.

When using S.C.B.A., fire department members' responsibilities include, but are not limited to:

- knowing the limitations of the respiratory equipment provided by the fire department,
- following the procedures set out in the fire department's instruction and training program provided for the use of the equipment,
- mask fit testing on an annual basis,
- ensuring that the PASS device is turned on when using S.C.B.A.,
- maintaining the equipment and preventing damage to the equipment,
- tagging and removing defective equipment from service, and reporting the defect to the fire chief or officer in charge

Classifications of hazards requiring the use of respiratory protection (normally S.C.B.A.) include, but are not limited to:

- all working fires, including salvage and overhaul the investigation of the cause of a fire,
- all hazardous material incidents,
- all oxygen deficient atmospheres,
- all confined space entries,
- other occasions as determined by the Incident Commander.

Atmospheres where respiratory protective equipment has been required will remain classified as hazardous until declared by the Incident Commander to be within safe limits.

The following training will be provided to all fire department members:

- instruction in the nature, extent and effects of respiratory hazards,
- instruction in the operation, limitations and capabilities of S.C.B.A.
- instruction and practice in procedures for S.C.B.A. pre-use inspections, donning and removal of S.C.B.A., and checking of fit and seal of mask,
- instruction and practice in procedures for inspection, cleaning, maintenance and storage of S.C.B.A.,
- instruction and practice in emergency use of S.C.B.A.



All respiratory protection equipment must be inspected and maintained in accordance with manufacturers recommendations and with fire department procedures. This will include, but is not limited to:

- regular inspections of the equipment and repairs as required,
- regular servicing of the SCBA as determined by the manufacturer
- testing of compressed gas cylinders hydrostatically within specified times,
- conduct air sample analysis within specified times.

<b>Subject:</b> Fitness For Duty Policy and Definitions	
<b>Branch:</b> Executive Management Branch	
<b>Department:</b> Human Resources – Internal	<b>File code:</b> 2510-00

## Purpose

The Comox Valley Regional District (CVRD) is committed to the health and safety of its employees, customers, contractors, volunteers, suppliers, environment, property, and the public. It is the intent of the CVRD to maintain a safe and efficient working environment, while ensuring individuals are treated fairly and with respect.

This includes ensuring employees are fit for duty, which means reporting for work mentally and physically fit to perform their assigned tasks safely and reliably.

The use of alcohol, illicit drugs, the misuse of and/or failure to take prescribed medications and extreme fatigue, can have serious effects on job safety and the performance of people, as well as place CVRD property and operations at risk.

This policy is intended to set out the standards and expectations around alcohol and drug use and possession, the procedures that will be followed to investigate possible violations of these standards, and ensure that employees with disabilities are provided with assistance and accommodation as required under the BC *Human Rights Code*.

## Scope

This policy applies to all employees, volunteers and contractors while engaged on CVRD business, when on CVRD worksites or when on scheduled call. Employees in safety sensitive positions are held to a higher standard outlined in this policy, and are subject to more serious consequences due to the direct impact that these positions have on safety and safe operations.

All independent contractors will be advised of the applicable provisions of this policy and will be expected to enforce these requirements for their employees, sub-contractors and agents. Any contravention will be considered a breach of their contract.

## Policy Statement and Expectations

The *Workers Compensation Act* requires the CVRD to ensure the health and safety of its workers and others at CVRD worksites.

In addition, the CVRD and all of its employees are subject to the following legal requirements under the *Occupational Health and Safety Regulation (B.C)*:

### 4.19 Physical or mental impairment

- (1) *A worker with a physical or mental impairment which may affect the worker's ability to safely perform assigned work must inform his or her supervisor or employer of the impairment, and must not knowingly do work where the impairment may create an undue risk to the worker or anyone else.*
- (2) *A worker must not be assigned to activities where a reported or observed impairment may create an undue risk to the worker or anyone else.*

#### ***4.20 Impairment by alcohol, drug or other substance***

- (1) A person must not enter or remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.*
- (2) The employer must not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.*
- (3) A person must not remain at a workplace if the person's behaviour is affected by alcohol, a drug or other substance so as to create an undue risk to workers, except where such a workplace has as one of its purposes the treatment or confinement of such persons.*

All employees are required to report and remain fit for duty, free of the negative effects of alcohol and other drugs and/or extreme fatigue. It is strictly prohibited to be on duty or to be in control of a CVRD vehicle or equipment while experiencing the effects of extreme fatigue and/or under the influence of alcohol or other drugs, including the after-effects of such use.

#### **Definitions**

Contractor refers to any person or entity, including their employees that has been contracted, sub-contracted or otherwise engaged to provide services to the CVRD.

Drug means any substance, including but not limited to alcohol, marijuana, illicit drugs, medications or other mood altering substances, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For the purposes of this Policy, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively.

- Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.
- Marijuana: includes cannabis and its preparations and derivatives in any form (leaves, oil, seeds, edibles, etc.)
- Illicit Drug: any drug or substance whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g., street drugs such as cocaine, and methamphetamine).
- Medication: a drug obtained legally, either over-the-counter or through a doctor's prescription.

Employee includes all regular full-time, part-time, temporary, casual and term employees on the CVRD payroll.

Extreme Fatigue means physical and/or mental exhaustion that reduces a person's alertness such that a safety hazard is created or results in an inability to safely perform work.

Drug Paraphernalia refers to any personal property which is associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful or restricted in Canada. This includes any product or device that may be used to attempt to tamper with a testing sample.

Fit for Duty in the context of this policy means an employee is able to safely and/or acceptably perform assigned duties without any limitations result from but not limited to: the use or after effects of illicit drugs, alcohol and/or medications; the misuse of and/or failure to take prescribed medications; and/or extreme fatigue.

Medical marijuana means cannabis legally prescribed by a duly qualified medical practitioner in accordance with the *Access to Cannabis for Medical Purposes Regulations* (SOR/2016-230).

Safety-Sensitive Position refers to any position in which individuals have a direct and key role in an operation where performance impacted by alcohol or drug use could result in a significant incident or a failure to respond to a significant incident, and could affect the health, safety or security of the employee, other persons, property or the environment. This includes all individuals who directly supervise individuals who hold a safety-sensitive position.

Medical Review Officer is a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program that has knowledge of substance disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant bio medical information.

Significant Event includes, but is not limited to, an incident that results in, or may reasonably have resulted in, any of the following:

- an injury that results in an employee, member of the public or other third party not directly associated with the CVRD, but injured as a result of CVRD business, that includes:
  - a. a fatality
  - b. lost-time injury
  - c. medical treatment injury or other recordable occupational injury or illness
- safety procedure violation with no injury, illness or damage, but likely to have resulted in a serious injury;
- an environmental spill that is reportable under Provincial or Federal legislation;
- any significant loss or damage to property, equipment, including mobile equipment, or vehicles (includes all associated CVRD, customer, public and other third party damage or loss);
- any other work-related incident or a 'near miss' considered to have had significant potential for serious consequences.

Worksite includes, but is not necessarily restricted to, all land, facilities, mobile equipment and vehicles owned, leased or otherwise directly controlled by the CVRD. This includes any location to which employees have been assigned for the purpose of conducting business.

Volunteer includes those positions where the CVRD provides oversight for the tasks performed. This includes all volunteers within the fire services, parks and recreation and emergency services

#### **Chief Administrative Officer Approval History**

Policy adopted:	September 28, 2018
Policy amended:	

<b>Subject:</b> Non-smoking	
<b>Branch:</b> Executive Management	
<b>Department:</b> Human resources	<b>Policy Reference:</b> 2510-00

***PURPOSE***

To establish a non-smoking policy with regard to Regional District facilities and vehicles.

***POLICY***

THAT with the exception of the Farmers' Institute Building, all Regional District facilities and vehicles be designated as "non-smoking".

**Approval History**

Policy adopted:	June 1, 1990
Amended:	
Repealed:	

<b>Subject:</b> Occupational Health and Safety	
<b>Branch:</b> Executive Management	
<b>Department:</b> Human Resources	<b>Policy Reference:</b> 2640-00

## OCCUPATIONAL HEALTH AND SAFETY

### POLICY STATEMENT

It is the policy of Comox Strathcona Regional District to provide a safe work environment, which is designed, operated and maintained in accordance with occupational health and safety standards.

It is the responsibility of the Comox Strathcona Regional District's management to develop, implement and maintain programs designed to prevent injuries and occupational diseases throughout Comox Strathcona Regional District workplaces by ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.

Supervisory personnel will be responsible for ensuring that all subordinates are fully trained in safe work procedures and all pertinent regulations, to enable optimal performance without accident and/or industrial disease.

It is the duty of every employee to follow safe and proper work procedures, to observe all rules and regulations pertaining to the job in hand, and to co-operate in attaining the objective of an accident and disease free environment.

Though the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees, Regional District of Comox-Strathcona will promote healthy and safe working conditions and attitudes as integral parts of its operations.

Signed on behalf of the Comox Strathcona Regional District.

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Jim Abram  
Chair

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Bruce Williams  
Chief Administrative Officer

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Date

### Approval History

Policy adopted:	October 27, 2003
Policy amended:	

**Comox Valley Regional District**

**Prevention of Violence**  
**in the Workplace**  
**Program**

July 2018

## Contents

REFERENCES .....	4
PURPOSE .....	4
SCOPE .....	4
POLICY .....	4
DEFINITIONS.....	4
RESPONSIBILITIES.....	5
Employer .....	5
Managers / Supervisors .....	5
Workers .....	5
Joint Health & Safety Committees .....	5
PROGRAM DETAILS.....	6
Reporting Violent Incidents.....	6
Violence Prevention Process.....	6
Response to Violence .....	8
TRAINING REQUIREMENTS.....	9
Goal .....	9
Performance Objectives .....	9
Summary of Training.....	10
PROGRAM MAINTENANCE .....	10
DOCUMENTATION.....	10
APPENDICES .....	11
Appendix A – Hazard Identification .....	11
How to Complete the Risk Assessment Worksheet.....	11



Appendix B – Risk Assessment .....	14
Appendix C - Recognizing and Responding to Potential Violence.....	16
1.    Threats from a Distance.....	16
Responses to Threats of Violence from a Distance .....	16
2.    Threats in Person.....	17
Response to Threats of Violence in Person .....	17
Lockdown Procedures.....	18
Upon alert to lockdown: .....	18
Actions to avoid:.....	18
Following the lockdown:.....	18
Run Hide Fight .....	19
Active Shooter.....	19

## REFERENCES

WorkSafeBC OHS Regulation Section 4.24 – 4.26 Workplace Conduct

WorkSafeBC OHS Regulation Section 4.27 - 4.31 Violence in the Workplace

## PURPOSE

The purpose of this program is to provide policies, procedures and information to help maintain a safe workplace and to help in the prevention and management of workplace violence.

## SCOPE

This program applies to all Comox Valley Regional District (CVRD) workplaces, employees, volunteers and contractors.

## POLICY

The CVRD recognizes violence in the workplace as an occupational hazard and is committed to providing a safe work environment where the risk of violence is eliminated or minimized. Any behaviour that threatens the safety of CVRD workers will not be tolerated.

## DEFINITIONS

Improper Activity or  
Behavior

Includes:

- (a) the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes any threatening statement or behavior which gives the worker reasonable cause to believe he or she is at risk of injury, and
- (b) horseplay, practical jokes, unnecessary running or jumping or similar conduct.

Workplace Violence

Means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

## **RESPONSIBILITIES**

### **Employer**

It is the employer's responsibility to ensure that a program is developed and implemented that identifies sources of workplace violence, provides training to employees, and develops and implements procedures to minimize the risk of workplace violence towards employees.

### **Managers / Supervisors**

It is the responsibility of Managers / Supervisors to ensure that:

- Violence in the workplace risk assessments are conducted and documented.
- Implement violence prevention plans for their work area(s).
- Workers:
  - Are trained in violence recognition and are aware of the hazards due to workplace violence.
  - Are aware of and understand the policies, procedures and work arrangements that are in place to prevent violence.
  - Know how to report violent incidents.
  - Are aware of the resources available to help them if they are the victims of a violent incident.
  - Employees are made aware of the hazards in their area and are informed about the appropriate action to take for protection from violent acts or threats of violence.
  - Violent incidents are reported and investigated.
  - The effectiveness of corrective actions is evaluated.

### **Workers**

It is the responsibility of all CVRD employees to:

- Provide input into risk assessments.
- Participate in education and training activities on violence prevention.
- Follow workplace procedures for violence prevention.
- Report violent incidents.
- Cooperate in the investigation of violent incidents.

### **Joint Health & Safety Committees**

It is the responsibility of the Joint Occupational Health and Safety Committee(s) to:

- Assist in conducting violence risk assessments.
- Make recommendations to management on possible solutions and corrective actions as a result of the assessments and investigations.

## **PROGRAM DETAILS**

### **Reporting Violent Incidents**

The CVRD defines violence as "any physical force causing injury and any incident that results in the worker's belief that he or she is at risk".

Verbal abuse or harassment may not be violent, however, it becomes violent if it includes threats and the worker has reasonable cause to believe that he/she, or his/her family, is at risk of injury because of those threats.

Whenever a worker has cause to believe that he or she has been threatened and is at risk, the worker must report the incident in writing to his/her Manager/Supervisor.

### **Violence Prevention Process**

There are five steps in the violence prevention process:

- 1. Violence Hazard Identification and Risk Assessment**
  - a. Identify hazards through risk assessment and review of historical incident reports.
  - b. Rate the severity of the risk as low, moderate or high using the risk assessment forms in **Appendix A (Instructions) and Appendix B (Forms).**
- 2. Identify Solutions** - Identify possible solutions that will eliminate or minimize the risk and choose the most appropriate one.
- 3. Implementation** - Implement the solutions.
- 4. Instruction of Workers** - Instruct workers on the procedures or work arrangements that have been implemented.
- 5. Document the process.**

**Note:** The JOHS Committee must be involved in this process.

#### **1. Violence Hazard Identification and Risk Assessment**

Each CVRD department must conduct a risk assessment to determine the risk of violence to staff. Typical examples of risk may include, but are not limited to:

**Violence in the Workplace  
Prevention**

- Working alone in a reception area
- Dealing with irate or hostile members of the public
- Telephone threats
- Traveling to various worksites
- Working alone
- Dealing with intoxicated members of the public
- Risk of assault
- Bomb threats
- Handling cash
- Enforcing bylaws
- Traffic control

Supervisors working with other trained workers, including members of the JOHS Committee and affected employees, will perform hazard identifications and risk assessments on the risks of potential violence identified by the employees.

Instructions for the hazard identification and risk assessments are included in **Appendix A – Hazard Identification** (forms are included in **Appendix B – Risk Assessment Worksheet for Violence**).

**Note:** The supervisor may elect not to be involved in the actual assessment but must ensure the process is completed.

1. Identify hazards that present the possibility of violence
2. Determine the level of risk to workers
3. Determine the potential solutions that can be put in place

## **2. Identify Solutions**

Identify possible solutions to eliminate or minimize the risk. When it is not possible to eliminate the risk of violence, the risk must be minimized. This is done through the development and implementation of policies, procedures, and work environment arrangements.

When minimizing the risk it is important to follow a hierarchy of solutions, as per the following:

1. **Eliminate**

First, try to eliminate the task that comprises the risk.

2. **Substitute**

If elimination is not possible, attempt to substitute either a different procedure or changes to the procedure in order to minimize the risk.

### **3. Engineering Controls**

If it is not possible to substitute, try to implement engineering controls. These include technological changes as well as guards, barriers, changes to counter heights, etc.

### **4. Administrative Controls**

If engineering controls cannot solve the problem, the next possible solution is administrative controls. Administrative controls include changes to the way the staff are scheduled and located.

### **5. Personal Protective Equipment**

Finally, look at personal protective equipment. This is not practical or possible in most cases however an example would be the use of Kevlar vests for police officers.

## **3. Implementation**

When the most appropriate solution has been identified, it must be implemented. The violence hazard, the risk of injury, and the appropriate corrective action are documented.

The proposed policy, procedure and work arrangement should be reviewed with the JOHS Committee.

## **4. Instruction of Workers**

It is very important for managers and supervisors to ensure that all workers are aware of the risk of violence in the workplace. The results of violence hazard identification and risk assessments must be shared with all affected workers.

In particular, knowledge about the existence of potentially violent clients must be shared with all workers who may be affected. Any client with a history of violence must be identified for staff who may come in contact with that individual. It is important to remember that it is very difficult for staff to identify potentially violent clients in the absence of a photograph or detailed description. Whenever possible, detailed descriptions of potentially violent clients will be developed and circulated to staff.

## **5. Document the Process**

### **Response to Violence**

The CVRD has a zero tolerance for violence against workers. If a worker is involved in a violent incident, the first step is to inform the client that the behavior is not acceptable. Workers should follow effective defusing techniques and violence prevention techniques. An example of typical

violence recognition and response is included in **Appendix C – Recognizing and Responding to Potential Violence**. All workers are encouraged to call the police whenever they feel a situation is threatening to escalate to violence.

### **Post Incident Follow-up**

Supervisors must ensure that there is counseling for affected workers. This includes referral to medical services, as well as referral to the Employee Assistance program.

Supervisors, along with a member of the JOHS Committee, will complete an incident investigation to determine the causes of the incident and to make recommendations to prevent recurrences.

Any incident of violence must be the subject of supervisor/crew talks. All workers must have an opportunity to review the violent incident. The JOHS Committee will solicit input from workers regarding any concerns that have not been addressed by the violence prevention recommendations.

## **TRAINING REQUIREMENTS**

### **Goal**

All workers at risk of workplace violence will be trained in the policies, procedures, work arrangements and violence response necessary to eliminate or minimize the risk of violence.

### **Performance Objectives**

- How to recognize potential violence
- Preventive measures that are in place at the workplace
- Appropriate responses to potentially violent situations
- How to get assistance in the event of a violent incident
- How to report violent incidents
- The support systems in place in case of violent incidents, and how to access them

## **Summary of Training**

- Policy and regulatory requirements
- Definitions used in the program
- How to recognize potentially violent situations
- Responsibilities of the organization
- Responsibilities of managers
- Responsibilities of supervisors
- Responsibilities of JHS Committee and workers
- Risk assessments
- How to report violent incidents
- Typical control procedures
- Counseling process for victims of violence

## **PROGRAM MAINTENANCE**

The violence prevention procedures must be reviewed whenever a report of an incident of violence is investigated.

The violence prevention program must be reviewed whenever there is a change in the situation at the workplace that might result in an increased risk of violence to workers.

Risk assessments must be reviewed whenever there is a significant change in job procedures or duties that would affect the risk of violence.

## **DOCUMENTATION**

The documentation for this program includes:

- Investigation reports into incidents of violence
- Violence hazard identifications and risk assessments



- Examples of correspondence with potentially violent clients
- Training records of affected workers
- Violence prevention policies, procedures, and work arrangements

## **APPENDICES**

### **Appendix A – Hazard Identification**

The following instructions and worksheets are designed to help determine whether or not a risk of violence to workers exists within CVRD. The worksheets guide the user through the assessment process:

1. Identify the hazards
2. Identify the risk
3. Assess the risk as to its severity
4. Determine the best method for correcting or minimizing the risk. Appendix C gives a list of typical methods that may be helpful when looking at solutions
5. Determine the priority for potential risks and possible corrective actions
6. Document the proposed corrective action using the form in Appendix E.

### **How to Complete the Risk Assessment Worksheet**

1. At the top of the form identify the worker or workers whose risk of violence is being assessed.

Use your knowledge of the workplace, incidents from other municipal workplaces, hazards related to the location of the workplace and the circumstances of your workplace to identify specific risks of the task or procedure or job position being examined.

2. For each of the hazards and examples listed in Column A and Column B, on the worksheet, list the threat of violence that would occur in your workplace in Column C.

**Violence in the Workplace  
Prevention**

Ask the question: "Has violence happened in my workplace as a result of this hazard?"

Look at first aid records, and violence reports. Talk to workers about their experiences. Ask about the number and severity of the incidents. Consider the results from questionnaires.

3. Ask the question: "Has violence happened in similar work environments as a result of the hazard?"

Review the information provided as a result of the survey conducted as part of this project. The statistical information on percentage of total injuries due to violence is located at Appendix C.

4. Ask the question: "Does the location of your workplace and this hazard cause a risk of injury?"

Is there something about your location that increases the risk of violence? Consider the access to the building and parking, clients of adjoining buildings or offices, street people, location of liquor stores and bars, isolation at night, lack of street lighting, and police reports of violence in the area.

5. Finally, ask the question: "Do the circumstances of your workplace and this hazard cause a risk of injury?"

Consider the organization in terms of isolation of front line workers, staff scheduling, requirements to work alone and procedures to check on others. Consider the age and gender of workers. Consider the types of clients. Consider the layout of the workplace in terms of sight lines between workers and the ability to monitor interview rooms. Consider décor, furniture, barriers and fences, lighting, glass partitions, and hiding places for assailants.

6. Once you have identified the risk of threat or injury, turn to the Violence Rating Score Sheet and establish the scores under each of the headings for Consequence, Exposure and Likelihood. Remember that likelihood includes the incident and its consequence.

7. Multiply the scores from columns D, E and F ( $D \times E \times F$ ) to determine a risk score. Enter the risk score in Column G. The risk scores for corrective action are listed at the bottom of the worksheet.

## **Evaluation**

Based on the outcome of the risk assessment and the risk score for each identified hazard, priorities can be set for dealing with the hazards.

## **Solutions**

Brainstorm solutions, beginning with the issues with the highest risk score. Determine the practicability of the solution. Solutions should be addressed in this order:

- Eliminate - Begin by trying to eliminate the task
- Substitute - If the task cannot be eliminated, try to substitute a different way of doing it
- Engineering controls - Changing the physical environment to protect the worker
- Administrative controls - Changing work organization
- Personal protective equipment - To be used as a last resort. For example: bullet proof vest for police officers

Some examples of violence control measures are provided in Appendix C.

Now evaluate each of the solutions based on cost, effectiveness, and negative impacts.

## Appendix B – Risk Assessment

What are the hazards	Staff affected	Existing controls/procedures	Further actions needed	Risk Matrix		
				Probability of injury	Consequence	Risk L/M/H
Angry customers	<ul style="list-style-type: none"> <li>All staff</li> </ul>	<ul style="list-style-type: none"> <li>Violence in the workplace training</li> <li>Call 9-1-1</li> <li>Incident reporting</li> <li>Lockdown</li> <li>Manager call for help</li> <li>Silent alarms</li> </ul>				
Angry Staff or Family Member	<ul style="list-style-type: none"> <li>All staff</li> </ul>	<ul style="list-style-type: none"> <li>Violence in the workplace training</li> <li>Call 9-1-1</li> <li>Incident reporting</li> <li>Lockdown</li> <li>Manager call for help</li> <li>Silent alarms</li> </ul>				
Robbery	<ul style="list-style-type: none"> <li>Front staff</li> </ul>	<ul style="list-style-type: none"> <li>Cash is hidden and locked</li> <li>Lockable doors</li> <li>Silent alarms</li> <li>Manager call for help</li> </ul>				
Overdose customer	<ul style="list-style-type: none"> <li>Front staff</li> <li>Outside staff</li> </ul>	<ul style="list-style-type: none"> <li>Naloxone program &amp; training</li> </ul>				
Risk of violence while out in the community	<ul style="list-style-type: none"> <li>bylaw</li> <li>building</li> <li>parks</li> <li>water dept</li> </ul>	<ul style="list-style-type: none"> <li>use lone worker app/cell phones</li> <li>know your clients</li> <li>work with others when possible</li> <li>stay in visible areas</li> </ul>				
Risk of violence while attending meetings	<ul style="list-style-type: none"> <li>Directors</li> <li>planners</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>Meet in populated areas</li> <li>Work activities usually non-confrontational – very low risk of assault</li> </ul>				
	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>				

### Considerations:

- past violent incidents;
- violence that happens in workplaces similar to yours;
- the conditions in which the work is done (e.g., alone, late at night);
- the interactions (e.g., working with the public) that happen in doing
- the work; and
- the physical location and layout of the workplace

		IMPACT			
		MINOR	MODERATE	MAJOUR	EXTREME
PROBABILITY	RARE	LOW	LOW	MEDIUM	MEDIUM
	UNLIKELY	LOW	MEDIUM	MEDIUM	MEDIUM
	MODERATE	MEDIUM	MEDIUM	MEDIUM	HIGH
	LIKELY	MEDIUM	MEDIUM	HIGH	HIGH
	VERY LIKELY	MEDIUM	HIGH	HIGH	HIGH

Probability		
RARE	Extremely unlikely that exposure will occur	1
UNLIKELY	Conceivable, but unlikely	2
MODERATE	Remotely possible	3
LIKELY	Exposure is very likely to occur	4
VERY LIKELY	Might well be expected	5

Consequence		
MINOR	Potential for minor injury or illness	1
MODERATE	Minor injury, illness or disease requiring first aid	2
MAJOR	Significant injury, illness or disease resulting in medical treatment	3
EXTREME	Fatality or Immediate danger to life and health conditions	4

Risk Rating	LOW	MEDIUM	HIGH
Actions	Additional controls normally not required	Must be verified that all controls are in place and have been reviewed and found to be appropriate	Engineering controls and the use of appropriate PPE must be used. Immediate and extensive controls must be implemented prior to commencing work and must be monitored for effectiveness throughout. A risk rating of "L" or "M" must be achieved prior to commencing work.

## **Appendix C - Recognizing and Responding to Potential Violence**

There are two basic types of potential violence that all workers who deal with the public must be prepared for:

### **1. Threats from a Distance**

Most bomb threats are made by telephone. Although history has shown us that most bomb threats are made by callers who want to cause disruption to the workplace by creating an atmosphere of general anxiety or panic, all such calls must be taken seriously.

Threats of personal physical harm by telephone or letter, from an individual, whether known or unknown to the victim must also be taken seriously.

### **Responses to Threats of Violence from a Distance**

If you receive a bomb threat by phone try to remain calm. Write down the exact wording of any threat. Try to get as much information from the caller as possible. Prepare a written report of the incident and submit it to your supervisor.

If you receive a personal threat of violence by phone try to identify the caller. If possible, suggest to the caller that speaking with your supervisor is the proper way of handling this call. If possible have someone listen in on an extension phone. Inform your supervisor of the situation immediately. Call the local police. Complete a written detailed report of the event as soon as possible.

If you receive a personal threat of violence by letter inform your supervisor as soon as possible. Avoid unnecessarily handling the correspondence as it may be subject to fingerprint analysis. Prepare a written report of the incidence and forward it to your supervisor. It will be used as a basis for the police investigation.

## **2. Threats in Person**

Potential violence can be as the result of an escalation of an interpersonal incident. Abusive statements may be derogatory or bullying, or psychologically or emotionally disturbing. They become violent if they include a threat or behavior, which gives you reasonable cause to believe that you are at risk of injury.

Watch for tension in the posture. Watch for a red face, or white lips. Clenched hands, or hands made into fists are also warning signs of potential violence. Watch for the individual who raises their voice.

Listen for statements that would alert you to the fact that the individual is no longer connected to the environment. These are sometimes called “final straw” statements such as “I don't know what I will do now”. Listen for language that alerts you to the fact that the individual is trying to make you part of the problem.

### **Response to Threats of Violence in Person**

The best way to prevent personal violence is to acquire skills in defusing hostile situations. Preventive measures for reducing the risk of violence include arranging work areas so there are sight lines between workers. Establish a physical barrier such as a desk between yourself and the client. Your desk or other furniture should not block you in.

Remove any potentially dangerous items from the countertop, desktop, or outside work areas that could be used as a weapon or thrown. If you are working from a pickup truck, be aware of potential weapons in your truck box and make sure they are secured so they cannot be easily grabbed. If you are directing traffic establish a safe getaway path. If you are involved with an irate motorist, use your radio to let others know of your situation while you escape.

If an individual becomes violent and your safety is at risk, leave the area immediately if there is a safe way out. Obtain assistance from your supervisor or any other nearby staff. Have someone call the police. Do not try to apprehend, or restrain the individual. Do not hesitate to shout for help. In some cases shouting “Fire” may get a better response.

## **Lockdown Procedures**

- A notification to occupants to lockdown may be sent by CVRD management or emergency personnel. Since each department in the CVRD is unique, individuals may receive notification to lockdown through various means.
- It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

### **Upon alert to lockdown:**

- If you are in a room or office, stay there, secure the door and windows and await further instructions (or an escort from emergency personnel).
- If the door does not lock, barricade the door with heavy items.
- If you are in a corridor, go into the closest office not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet
- Cell phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
- Follow instructions from emergency personnel only.
- If the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
- Follow instructions from police at all times to avoid harm and ensure the best possible response. For their own safety, emergency personnel must initially consider all individuals as potential threats

### **Actions to avoid:**

- Do NOT open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door.
- Do NOT use or hide in washrooms that cannot be secured.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas.
- Do NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.

### **Following the lockdown:**

- Cooperate with emergency personnel to assist in an orderly evacuation.



- Proceed to the designated assembly area if advised.
- The police may require individuals to remain available for questioning following a lockdown.

## **Run Hide Fight**

### **Active Shooter**

An active shooter is a person actively shooting at people, usually at random, in a confined space or populated area.

#### **What to do if there is an active shooter in your building!**

- If you determine it is safe, **RUN (get out)!** This is your first and best option.
- Leave your belongings behind.
- Advise others not to enter the danger zone.
- Call 9-1-1 as soon as it is safe to do so.

#### **What to do if evacuation from your building site is not safe!**

- If evacuation is not possible, find a place to **HIDE!**
- Lock and /or barricade doors.
- Turn off or silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Stay low, below window level and be quiet.
- Close curtain or blinds where possible.
- Await instruction or escort from law enforcement.

#### **What to do if your life is in danger!**

- As a last resort, and if you feel your life is in danger, **FIGHT!**
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, call 9-1-1.

#### **What to do when law enforcement arrives!**

- Keep your **EMPTY** hands raised and visible.

- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on the way.
- The area is a crime scene. Police may secure all witnesses until identified and questioned.

<b>Subject:</b>	Video Surveillance	
<b>Branch:</b>	Executive Management	
<b>Department:</b>	Internal/External	<b>File code:</b> 0580-00

### Purpose

This policy is intended to insure that any digital video system utilized by the Comox Valley Regional District (CVRD) respects privacy and complies with all statutory laws in the province of British Columbia.

### Scope

The policy applies to all digital video surveillance systems owned and operated by the CVRD.

### Definitions

For the purposes of this policy:

- The “**corporate legislative officer**” as designated under the CVRD Bylaw No. 21 being “Comox Valley Regional District Officer Bylaw, No. 21” is the corporate legislative officer.
- **Personal information** means recorded information about an identifiable individual including, but not limited to, information relating to an individual’s appearance or activities
- **Video surveillance systems** include all systems that enable continuous or periodic recording of events, assets, individuals or CVRD property with the exception of personal data assistants, portable phones or other personal recording devices.
- **Privacy Impact Assessment (PIA)** – A privacy impact assessment identifies and mitigates the risks to personal information arising from the implementation of new projects and assists with compliance to *Freedom of Information and Protection of Privacy Act* (FIPPA).

### Policy Statements/Process

1. All video surveillance systems must collect, use, maintain, share and protect personal information only in accordance with the provisions of FIPPA.
2. The terms of any collective agreements between the CVRD and its unions regarding the use of monitoring will be maintained. Video surveillance systems cannot be used to monitor staff attendance or performance unless there is a reasonable belief of an illegal act being committed by staff of the CVRD.
3. A PIA is required for all video recording systems utilized by the CVRD, whether or not they collect personal information.
4. The corporate legislative officer has responsibility overall for all of the CVRD video surveillance systems.
5. General managers for each branch are responsible for operations of video surveillance within their branch, including the identification of a maximum of two staff positions in each location who have access to the video surveillance system operations log and content.
6. A log will be created and maintained within each branch showing the dates and times of operation, location of video surveillance cameras and staff positions who have access to information within the surveillance system.

7. The CVRD will exercise a high degree of care when using video surveillance system in order to protect privacy rights.
8. FIPPA requires the CVRD to notify individuals when personal information may be collected. The method of notice will be consistent with purpose of the video surveillance system. Corporate standards for signage must be used.
9. Other than at a public event, a video surveillance system that collects personal information (or may collect personal information) can only be used when it is directly related to and necessary for a CVRD program or activity. This would include the maintenance of safety or security of individuals and the system can be only as intrusive as is “reasonably” expected to meet the requirements of the program or activity.
10. In meeting the requirements of FIPPA, a PIA must be completed before implementing or making a material change in use or purpose of an existing video surveillance system. The PIA will be submitted to the corporate legislative officer from another CVRD officer, as defined in the CVRD officers bylaw for approval requesting a modification or addition to the system in place at the CVRD.
11. Documentation needs to be maintained for the existing system or for modifications to the existing system and will be housed within each branch for which video surveillance operates. The documentation shall include:
  - Records and logs as identified in this policy
  - A map indicating location and coverage of video surveillance
12. Any information may be released to the public through the freedom of information process of the CVRD as required by law. Freedom of information requests are the responsibility of the corporate services branch and all requests are made through the corporate legislative officer or deputy. Video surveillance can be released to law enforcement by anyone authorized to review footage with use of the law enforcement release form.

### **Use and Disclosure**

Information recorded by video surveillance systems may only be used or disclosed for the purpose for which it was collected or as otherwise authorized by law.

The corporate legislative officer may authorize disclosure of information. Logs must be kept for each disclosure indicating name, purpose, date and time of disclosure.

Information recorded by video surveillance is subject to access and privacy legislation. Access requests must be forwarded to the manager of administration, corporate services branch.

Unauthorized access to use or disclosure of information from a video surveillance system that collects personal information is a breach of this policy.

### **Records Management**

Records created by video surveillance are subject to FIPPA and records management procedures within the CVRD, which sets out retention guidelines.

All video surveillance recordings must be retained for a period of no longer than 65 days and destroyed at the end of that period unless:

- i) The recorded information reveals an incident that contains personal information about an individual and the CVRD uses this information to make a decision that directly affects the individual, in which case the records must be retained for the same length of time that other related records are retained for and in accordance with the CVRD records classification and retention schedule under the CVRD records management program and in accordance with FIPPA;
- ii) A request is made for longer retention as a result of contemplated or current litigation.

### **Breach of Policy**






Complaints about breach of this policy must be made to the corporate legislative officer or the CVRD officer responsible for the video surveillance activity in question. Where there is allegation that the breach was by an employee and an investigation is to take place, human resources must be notified in advance of the investigation.

Breach of this policy or any procedure created pursuant to it by an employee may result in discipline up to and including discharge.

Breach of this policy or any procedure created pursuant to it by any person may result in legal proceedings, including criminal prosecution.

### **Approval History**

Policy approved by the CAO:	January 31, 2017
Policy amended:	

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.1.1
   	Section 3.1: Definitions		Page 1 of 1		
	Title	Operational Guideline Definitions			
	Sub:				

**PURPOSE:** The actions are to be performed. If "how to" descriptions are used, this The PURPOSE of the O.G. is described in general terms. One or two brief sentences are used.

**SCOPE:** The SCOPE identifies the members of the CVRD Fire Department to whom the O.G. applies.

**POLICY:** A POLICY states the guiding principle or course of action to be adopted while achieving the objective or purpose of the O.G.






**PROCEDURE:** A PROCEDURE states the circumstances under which certain actions are to be taken and sometimes those actions are listed. This section describes what actions are to be taken but should avoid describing how section becomes unnecessarily long. "How to" descriptions belong in a training manual and not in the O.G.

**FORMAT:** **CVRD** Fire Departments will use the Operational Guideline format as provided (see attached).

**REFERENCE:** This section lists document references such as legislation, training standards or departmental training documents that apply.

**ALSO SEE O.G. #:** Other O.G.s may be related to this O.G. These are referenced here.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.1.2
   	Section 3.1:		Introduction		Page 1 of 1	
	Title		Operational Guideline Policy			
	Sub:					

**PURPOSE:** To provide for the safe and efficient operation of the CVRD Fire Departments, in conformance with all Federal, Provincial and Municipal, Acts, Regulations and Bylaws, and to require fire fighters to follow safe work practices for all designated job duties.

**SCOPE:** All fire department personnel.

**POLICY:** In accordance with the authority provided by the *Fire Services Administration Bylaw*, made pursuant to Section 297 of the B.C. Local Government Act (RSBC, 2015, c.1), all current Operational Guidelines that have been established and signed by the Fire Chief, shall be adhered to by all fire department personnel identified within the scope of each guideline. Operational Guidelines will be approved by the CVRD Board.






**PROCEDURE:** All elements of the CVRD Fire Department Operational Guidelines, as adopted by the Fire Chief, including all forms and documents either referenced or encompassed within, become part of the CVRD Fire Department Operational Guidelines.

**FORMAT:** **CVRD** Fire Departments will use the Operational Guideline format as provided (see attached).

**REFERENCE:** **CVRD** Fire Department Operational Guidelines.  
Chapter 143, Fire Department Act.  
Chapter 144, Fire Services Act.  
Occupational Safety and Health Regulations, Workers Compensation Board of British Columbia.

**ALSO SEE O.G. #:** Other O.G.s may be related to this O.G. These are referenced here.

James Bast	This O.G. Replaces:
Signature of Fire Service Manager	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Safety		Page 1 of 1
	Title		Occupational Health & Safety Program		
	Sub:				

**PURPOSE:** To provide a safe and healthy workplace and working conditions, and to promote a positive attitude towards Health and Safety within the CVRD Fire Departments. To require all fire department personnel to follow safe work practices for designated job duties.

**SCOPE:** All fire department personnel.

**POLICY:** All fire department personnel shall be familiar with and carry out their responsibilities specified in the CVRD Fire Department Occupational Health and Safety Program approved by the CVRD Board.

**PROCEDURE:** All elements of the CVRD Fire Department Occupational Health and Safety Program, including all forms and documents encompassed within, and as adopted by the CVRD Fire Department, and CVRD Board become part of Operational Guideline 3.2.1.






**FORMAT:**

**REFERENCE:** Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.  
CVRD Fire Department Occupational Health and Safety Program Manual.

**ALSO SEE** 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8  
**O.G. #:**

James Best	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:



				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.10
   	Section 3.2:		Safety	Page 1 of 1	
	Title		Personal Protective Equipment		
	Sub:		Personal Protective Clothing Cleaning		

**PURPOSE:** To ensure that all personnel protective clothing is maintained in a clean and functional condition.

**SCOPE:** All fire department personnel involved in emergency incidents or training exercises.

**POLICY:** Personal protective clothing will be inspected regularly for defects and cleaned when required to remove contamination.

**PROCEDURE:**

1. Each member must insure that his/her personal protective clothing is maintained in good condition. Members will inspect and report any deficiencies to the Fire Chief immediately.
2. Prolonged periods without cleaning can cause a deterioration of the fire retardant properties of turnout clothing due to the buildup of unburned hydrocarbons which could burn. Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect.
3. Turnout clothing should be washed regularly as per manufacturer's guidelines to remove any buildup of unburned hydrocarbons or other materials.






**FORMAT:**

**REFERENCE:**

**ALSO SEE**

**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
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				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.11
   	Section 3.2:		Safety		Page 1 of 1
	Title		Personal Protective Equipment		
	Sub:		Personal Alert Safety Device		

**PURPOSE:** To establish an alerting system for firefighters in jeopardy.

**SCOPE:** All suppression personnel.

**POLICY:** Personal alarm devices will be turned on prior to entering hazardous environments, and will not be turned off until the firefighter has returned to a safe area.

Continuous sounding of the alarm will cause a roll call to be initiated and search and rescue efforts commenced as soon as possible.

**PROCEDURE:** All air packs shall be equipped with PASS alarm devices.

PASS alarm devices shall be activated prior to entry into any building or area requiring the use of breathing apparatus.

Failure of a PASS device to test properly when initially activated shall require the unit be replaced prior to any hazardous environment entry.

An immediate roll call followed by search and rescue efforts shall be conducted upon the continuous sounding of any PASS alarm.






**FORMAT:**

**REFERENCE:**

**ALSO SEE**

**O.G. #:**

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				Comox Valley Regional District	O.G.# : 3.2.12	
				Section 3.2:	Safety	Page 1 of 1
				Title	Incident Safety	
				Sub:	Personnel Accountability (Passport)	

**PURPOSE:** To establish a system to account for the location and safety of all personnel within an emergency incident perimeter.

**SCOPE:** All personnel in attendance at emergency incidents.

**POLICY:** All Fire Departments shall use the Emergency Incident Accountability (Passport) system in conjunction with the Incident Command System to identify individual members of a team and their assignment, and to account for the assignment of teams and units at an emergency incident.

**PROCEDURE:** Incident Commanders at an incident shall use the Passport system to account for companies and teams within their direct span of control.

Company Officers, Team Leaders and individual firefighters are accountable for the safety of themselves and other members of the team.

Passports, name tags and portable status boards shall be properly utilized in the operation of the passport system.

Transfer of name tags shall be done prior to participating in any activities at an incident.

An emergency roll call shall be conducted immediately when the Incident Commander is informed of the possibility that a firefighter or team is missing or trapped.

**PROCEDURE:** Search and rescue efforts will commence as soon as possible at the last known location of the missing personnel.

If it becomes evident that a structure failure is imminent, an evacuation order shall be initiated.






**FORMAT:**

**REFERENCE:** Passport System Guidelines  
BCERMS Standard – ICS 100.  
Justice Institute of British Columbia, ICS 100 Orientation Manual.

**ALSO SEE**

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				Standard Operational Guidelines		
   				Comox Valley Regional District		O.G.# : 3.2.13
				Section 3.2:	Safety	Page 1 of 1
				Title	Incident Safety	
				Sub:	Safety Officer	

**PURPOSE:** To ensure a safety function is established for the health and safety of firefighters at emergency incidents.

**SCOPE:** All fire department personnel.

**POLICY:** At all incidents, the Incident Commander are responsible for the safety of fire department personnel.  
The Incident Commander is the Safety Officer until such time as another individual is appointed as the Safety Officer to perform that function.






**PROCEDURE:** The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.

**QUALIFICATIONS:** Incident Safety Officer must meet the requirements set out in the playbook for their level of service.

**REFERENCE:** BCERMS Standard – ICS 100

**ALSO SEE O.G. #:**

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Date of Issue: September 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.14
   	Section 3.2:		Safety		Page 1 of 1
	Title		Incident Safety		
	Sub:		Incident Rehabilitation Sector		

**PURPOSE:** To ensure a rehabilitation sector is established for the health and safety of firefighters at emergency incidents.

**SCOPE:** All fire department personnel.

**POLICY:** A rehabilitation sector shall be established at all major incidents for monitoring and refreshing suppression personnel who have performed strenuous physical activities or where exposure effects from heat or cold exist.

**PROCEDURE:** If BCAS is in charge of rehab then their policy supersedes this OG.

At major incidents, a rehabilitation officer shall be assigned to establish, monitor and control the rehabilitation of firefighters.

When available, ambulance personnel shall be assigned to this sector to assist in monitoring and evaluating staff. Criteria for evaluating members in rehab are heart rate and temperature. Critical levels for increased rehabilitation requirements are where the heart rate exceeds 110 beats per minute and/or the temperature exceeds 100.6 degrees Fahrenheit and or blood pressure exceeds 160/100.






Any firefighter from Hornby Island utilizing two air cylinders shall be required to attend rehabilitation. Any firefighter from Denman Island, Fanny Bay or Oyster River utilizing one cylinder shall be required to attend rehabilitation.

Firefighters shall not be reassigned until liquids have been replenished and pulse, blood pressure rates and temperature rates have returned to acceptable levels.

**REFERENCE:** Passport System Guidelines  
BCERMS Standards – ICS 100

**ALSO SEE** 3.2.12, 3.2.13  
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Date of Issue: September 2016	
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				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.15
   	Section 3.2:		Safety		Page 1 of 2
	Title		Incident Safety		
	Sub:		Operational Readiness & Rehabilitation		

**PURPOSE:** To establish guidelines which require each member performing emergency operations to be responsible for monitoring his/her capabilities and fatigue levels.

**SCOPE:** All fire department personnel.

**POLICY:** Each member shall be responsible for ensuring the Incident Commander is advised of any limitations or fatigue levels that may affect their ability to adequately perform assigned duties.

**PROCEDURE:**

**Monitoring:** Firefighters engaged in operations which require strenuous physical exertion should monitor their fatigue level. Fatigue lowers one's personal perception; therefore, there is an emphasis on team members and individuals to monitor each other for signs of fatigue.






**Treating Fatigue:** The "two air cylinder rule", or forty-five (45) minutes of strenuous worktime, is recommended as an acceptable level prior to mandatory rehabilitation. The treatment for fatigue is rest and rehydration until recovery.

**Rest:** Rest should not be less than ten minutes and may exceed an hour as determined by the rehab officer. Criteria for evaluation members are heart rate, blood pressure and temperature. Heart rates in excess of 110 beats per minute and/or blood pressure rates in excess of 160/100 and/or temperature in excess of 100.6 degrees Fahrenheit will require extended rehabilitation.

**Rehydration:** A critical factor in the prevention of heat stress is the maintenance of water and electrolytes. Water is the key element to hydrate firefighters. Drinks such as coffee or pop are discouraged for 'on scene' hydration as they slow absorption into the system. Members assigned to the rehab sector shall be responsible for replacing lost fluids during proceeding physical exertion at a rate of at least eight ounces for each air cylinder consumed (or equivalent work). In general, one litre of water should be consumed per hour.

**Nourishment:** The Fire Department shall provide nourishment at extended operations where companies are engaged as required.

James Bast	This O.G. Replaces:
Manager of Fire Services	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.15
   	Section 3.2:		Safety	Page 2 of 2	
	Title		Incident Safety		
	Sub:		Operational Readiness & Rehabilitation		






## FORMAT

## REFERENCE

**ALSO SEE** 3.2.12, 3.2.14

**O.G. #:**

James Bast	This O.G. Replaces:
<b>Manager of Fire Services</b>	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.2.16
				Section 3.2:	Safety	Page 1 of 2
				Title	Incident Safety	
				Sub:	Rapid Intervention Team	

**PURPOSE:** To increase the overall level of safety for all firefighters who may be exposed to an IDLH atmosphere or to other incident hazards that may require/necessitate a rescue. The objective of a Rapid Intervention Team is to have a fully equipped rescue team on-site, in a ready state, to react and respond to rescue injured or trapped firefighters.

**SCOPE:** All fire department personnel.

**POLICY:** A Rapid Intervention Team (RIT) shall be established at all offensive attack structure fires and other incidents where fire department members are subject to hazards that would be immediately dangerous to life and/or health in the event of an equipment failure, sudden change of conditions, or mishap.

For fire suppression activities the RIT will be established within ten (10) minutes of the entry of the initial attack team and before a second entry team is sent in.

**PROCEDURE: 1. INITIAL RAPID INTERVENTION**

Four (4) firefighters shall be assembled at the scene prior to conducting an offensive attack. When two (2) firefighters enter on initial attack, one (1) shall be responsible to operate the pump and perform accountability functions and the additional person must remain outside maintaining communications and prepared and equipped with PPE, SCBA, and radio to perform immediate rescue if required.

They may assist by placing themselves on the exterior of the doorway and feeding fire hose as required. A second hose line shall be deployed as soon as possible






**2. RIT ESTABLISHMENT**

A Rapid Intervention Team (RIT) made up of a minimum of two (2) trained firefighters shall be established and suitably equipped on the scene within ten (10) minutes after the initial interior attack or before sending in a second entry team. The RIT will obtain a briefing from the Incident Commander.

Rapid Intervention Teams will assume a ready state, with personal protective equipment appropriate to the hazards. The RIT should have all the appropriate tools for the type of incident. (e.g. For structures, this will

James Bast	This O.G. Replaces:
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Date of Issue: September 2016	
	Issued on:



				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.2.16
   	Section 3.2:		Safety		Page 2 of 2	
	Title		Incident Safety			
	Sub:		Rapid Intervention Team			

include a charged hose line long enough to access the furthest point, lanterns, forcible entry tools, hose straps, radios, and escape SCBA packs.)

The designated individuals of a RIT are permitted to take on other tasks provided that they do not interfere with the responsibility to account for those individuals in the hazard area. Any task being performed by the RIT must be such that work can be abandoned without placing offensive firefighters at additional risk if must be such that work can be abandoned without placing offensive firefighters at additional risk if rescue or assistance is needed.

The RIT shall remain in readiness until the Incident Commander declares the incident under control and there is no longer an IDLH atmosphere.

### **3. RIT ACTIVATION**

Upon report of a lost, trapped, or missing firefighter, an “emergency traffic” signal shall be initiated. Command will deploy the RIT to the last reported location of the company. The RIT will be assigned a Rescue Group designation. Whenever an RIT is deployed it shall be replaced as soon as possible with a minimum of two (2) firefighters to back up crews involved in the rescue operation.

If a RIT is required to a location where the company officer or team leader is incapacitated (physically or emotionally) the RIT (Rescue Group) Leader will assume responsibilities for the area in which the emergency exists. They will coordinate all activities to maximize the rescue operation.






#### **FORMAT:**

**REFERENCE:** Workers’ Compensation Board Regulation

**ALSO SEE** 3.2.12.

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James Bast	This O.G. Replaces:
Manager of Fire Services	
Date of Issue: September 2016	
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				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.2.17
   	Section 3.2:		Safety	Page 1 of 1		
	Title		Incident Safety			
	Sub:		Emergency Evacuation Alert			

**PURPOSE:** To establish a procedure that ensures all personnel are promptly alerted when an emergency scene must be withdrawn or abandoned immediately. Withdraw meaning with all tools and equipment. Abandon meaning drop all tools and equipment and abandon immediately.

**SCOPE:** All fire department personnel.

**POLICY:** When an Incident Commander determines that the conditions at an incident have or may soon deteriorate to the point where firefighters working within the hazard area may be in danger, an emergency withdraw or abandon order shall be issued.

Firefighters shall immediately leave the danger area and report to the holder of their passport, Incident Commander or Passport Control Officer.

**PROCEDURE:** When the Incident Commander determines that it is necessary for crews to evacuate an emergency scene the following procedure will be followed.






1. The Incident Commander will broadcast a message over the radio and air horn will sounds that all crews are to withdraw or abandon the scene immediately.
2. Upon withdraw or abandon all personnel are to report to the officer that is in control of their passport.
3. When withdraw or abandon is complete the Incident Commander will conduct a roll call of all personnel involved at the emergency scene.

**FORMAT:**

**REFERENCE:** Workers' Compensation Board Regulation

**ALSO SEE** 3.2.12  
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James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>	
				<b>Comox Valley Regional District</b>	<b>O.G.# : 3.2.18</b>
   	<b>Section 3.2: Safety</b>		<b>Page 1 of 1</b>		
	<b>Title</b>	<b>Incident Safety</b>			
	<b>Sub:</b>	<b>Initial Fire Attack Team</b>			

**PURPOSE:** To establish criteria for the initial fire attack team at structure fires.

**SCOPE:** All suppression personnel.

**POLICY:** A minimum of four firefighters (including the Officer) must be assembled on the fire ground before attempting offensive suppression or rescue operations in a building or enclosed structure, which is involved in a fire situation beyond the incipient stage.

**PROCEDURE:** When self-contained breathing apparatus must be used to enter a building, or similar enclosed location, the entry must be made by a team of at least two (2) firefighters. Effective voice communication must be maintained between firefighters inside and outside the enclosed location. When two (2) firefighters enter on initial attack, one (1) shall operate the pump and perform accountability functions and the additional person must remain outside maintaining communications and be prepared and equipped with PPE, SCBA and radio to perform immediate rescue if required.

Where less than four firefighters are actually assembled on the fire ground, only exterior defensive firefighting operations shall be initiated until additional personnel arrive on scene. This could include establishing water supply, laying attack lines, defensive attack and/or transitional attack.

The second team arriving at the incident scene will establish a Rapid Intervention Team in accordance with O.G. 3.2.16. Subsequent teams may back-up the first team or be assigned according to the needs of the incident.






**FORMAT:**

**REFERENCE:**

**ALSO SEE** 3.2.16

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Signature of Fire Chief	
Date of Issue: September 16, 2016	
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				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.19
   	Section 3.2: Safety		Page 1 of 1		
	Title	Incident Safety			
	Sub:	Personnel Risk			

**PURPOSE:** To establish personnel risk guidelines for fire ground operations.

**SCOPE:** All suppression personnel.

**POLICY:** Fire Departments are committed to extending every possible effort to the saving of life and protection of property within our community.  
 Within the scope of this policy there shall be a balance of personnel safety and welfare in relation to the protection of life and property. **In all cases, personnel safety shall be considered ahead of property.**

**PROCEDURE:**

- a) Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects must be considered in the extent of actions employed.
- b) Activities that are routinely employed to protect or save property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
- c) No risk to the safety of members shall be acceptable when there is no possibility of saving lives or savable property.
- d) No risk to the safety of members shall be acceptable for training exercises or the rescue of pets or animals.






**FORMAT:**

**REFERENCE:**

**ALSO SEE**

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James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.2.2
   	Section 3.2:		Occupational Health & Safety		Page 1 of 1	
	Title		Respiratory Protection Program			
	Sub:					

**PURPOSE:** To require fire fighters to follow safe work practices for designated job duties which shall include provisions for the wearing of approved respiratory protection equipment.

**SCOPE:** All fire department personnel who in the course of duty, may be exposed to respiratory hazards.

**POLICY:** Every fire fighter in the department shall be trained in the use, limitations, maintenance and regulations regarding self-contained breathing apparatus (SCBA) and shall subscribe to the CVRD Fire Department Respiratory Protection Program.






**PROCEDURE:** All elements of the CVRD Fire Department Respiratory Protection Program, become part of Operational Guideline 3.2.2.

**FORMAT:**

**REFERENCE:** Occupational Health and Safety Regulation, Workers Compensation Board of British Columbia.  
IFSTA Essentials of Fire Fighting Training Manual  
Jones and Bartlet

**ALSO SEE** 3.2.1  
**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.20
   	Section 3.2:		Safety	Page 1 of 1	
	Title		Incident Safety		
	Sub:		Traffic Control		

**PURPOSE:** To provide traffic control to ensure safety for emergency responders, victims and members of the public.

**SCOPE:** All fire department personnel.

**POLICY:** Incident Commanders are to ensure that effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, victims and members of the public. All members performing traffic control must be trained to the emergency scene traffic control standard.

**PROCEDURE:**






1. RCMP provides the most effective means of traffic control. Where it is evident that traffic control will be required to provide a safe working area Incident Commanders must establish traffic control immediately.
2. Trained Firefighters may provide temporary emergency scene traffic control to ensure for personnel safety.
3. Only firefighters trained and certified to W.C.B. and M.O.T.I requirements may provide traffic control beyond temporary limits.
4. During the course of minor incidents Incident Commanders are to ensure that apparatus operators utilize traffic cones to provide a safe working area for fire department members.

**FORMAT:**

**REFERENCE:** Motor Vehicle Act.  
Workers' Compensation Board Regulation.

**ALSO SEE**  
**O.G.#:**

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Date of Issue: September 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.2.21
				Section 3.2:	Safety	Page 1 of 3
				Title	Incident Safety	
				Sub:	Violence Program – On-Scene	

**PURPOSE:** To establish a Prevention of Workplace Violence Program for the purpose of preventing or defusing incidents of workplace violence through training and communications.

**SCOPE:** All fire department personnel.

**POLICY:** The fire department Incident Commander shall identify and react to situations that involve or are likely to involve violence. All fire department personnel shall be familiar with and carry out their responsibilities as established by the Prevention of Workplace Violence Program.






**PROCEDURE:**

1. When fire department personnel are dispatched to an incident where known or suspected violence is a threat; the Incident Commander shall communicate directly or through dispatch with the law enforcement personnel to ensure the safety of fire department members.
2. In such violent situations, the fire department Incident Commander shall stage all fire department resources in a safe area until the law enforcement agency has secured the scene.
3. When violence occurs after emergency operations have been initiated, the fire department Incident Commander shall either secure immediate law enforcement agency protection or shall withdraw all fire department members to a safe staging area.
4. At all incidents where crowd control is required for either:
  - a) establishing a working area,
  - b) ensuring for the safety of fire department personnel, or
  - c) for protecting the public's own safety;

The Incident Commander shall establish a 'Fire Line'. Command must identify the area to be controlled to the Police Commander, who will assume responsibility for keeping unauthorized persons outside of that area.
5. Should fire department personnel encounter interference from anyone at the scene of an incident, a specific request shall be made to the Police identifying the type of problem encountered and the desired action.
6. If unexpectedly faced with a threatening action of violence at any time, the Incident Commander or individual involved will attempt to defuse the situation (depending on the risk).
7. If caught in this situation:
  - i. Assess your:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:



				<b>Standard Operational Guidelines</b>	
				<b>Comox Valley Regional District</b>	<b>O.G.# : 3.2.21</b>
   	<b>Section 3.2: Safety</b>		<b>Page 2 of 3</b>		
	<b>Title</b>	<b>Incident Safety</b>			
	<b>Sub:</b>	<b>Violence Program – On-Scene</b>			

- a) means of egress (for immediate escape if needed)
- b) aggressor's state of mind (alcohol or drugs involved?)
- c) environment (protection, weapons that could be used against you)
- d) means of obtaining assistance.
- ii. Maintain a minimum seven (7) foot "Safe Zone". Do not turn your back on the individual!  
If individual walks towards you back away.
- iii. Attempt to defuse (calm) the individual.
  - a) Speak to the person (try to determine the focus of the aggression)
  - b) Direct the individual to the Incident Commander or Police Officer – forewarn that individual of the situation
  - c) Provide assistance to individual if able
  - d) DO NOT continue communications if the individual is becoming more agitated.






**DO NOT ATTEMPT TO SUBDUE THE INDIVIDUAL!**

- iv. Call for assistance. (often the individual will submit if you are not alone)
  - a) Call/phone co-worker
  - b) Notify Incident Commander
- v. Be a "GOOD" witness.
  - a) Try to write down pertinent information and facts
  - b) Watch the direction the individual moves
  - c) Be available to co-workers, supervisors, and/or RCMP
- 8. Upon returning to the hall, IC and/or individual members involved will complete a report on the incident. Copies will be distributed to the Occupational Health and Safety Committee representative and the Safety Officer who will distribute to the Occupational Health and Safety Committee and the Fire Chief.
- 9. Where circumstances are such that the incident could likely be repeated, all staff shall be notified in a timely fashion.

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James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:








				<b>Standard Operational Guidelines</b>	
				Comox Valley Regional District	O.G.# : 3.2.21
   	Section 3.2: Safety		Page 3 of 3		
	Title	Incident Safety			
	Sub:	Violence Program – On-Scene			

**REFERENCE:** Industrial Health and Safety Regulations 8.88 – 8.96, Workers’ Compensation Board of British Columbia.  
CVRD Prevention of Workplace Violence Program

**ALSO SEE**  
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Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Incident Safety		Page 1 of 1
	Title		Vehicle Response Safety		
	Sub:		Warning Devices In Emergency Operations		

**PURPOSE:** To ensure the safe operation of Fire Department vehicles when responding to emergencies, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

**SCOPE:** All Fire Department members responding to emergency situations.

**POLICY:** The B.C. Motor Vehicle Act explicitly specifies the use of red lights and sirens on Fire Department vehicles during response to emergency situations (Code 3). Emergency situations are defined as those situations where life and/or property are directly endangered. The Fire Department will utilize warning devices on emergency vehicles in accordance with these criteria.

**The driver of an emergency vehicle may exceed the highway regulations provided he has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm to members of the public should those privileges not be exercised.**

**PROCEDURE:** Emergency Vehicle Warning Devices. Emergency vehicles will respond on an emergency basis only when all warning devices are in continuous operation.

Officers are responsible for ensuring for the safety of the firefighters and citizens while vehicles are responding to incidents.

Officers shall ensure that a barricade formed by safety cones shall be erected in the area of operations at the earliest possible instance.

This barricade shall be arranged in such a fashion as to protect the workers from vehicular traffic and to give motorists adequate warning to stop their vehicles. The barricade shall be removed when the need for such protection has terminated.

Air Horn. The air horn may be used in connection with the siren.






**FORMAT:**

**REFERENCE:** Motor Vehicle Act Section 122

**ALSO SEE**

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	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.23
   	Section 3.2:		Incident Safety		Page 1 of 2
	Title		Vehicle Response Safety		
	Sub:		Warning Devices In Non-Emergency Operations		

**PURPOSE:** To ensure the safe operation of Fire Department vehicles when responding to non-emergencies and conducting non-emergency business, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

**SCOPE:** All Fire Department members responding to non-emergency situations.

**POLICY:** All Fire Department vehicles shall be operated in accordance with this Operational Guideline when responding to non-emergency situations.






**PROCEDURE:**

- Vehicles responding to non-emergency type incidents, such as public assists, will not use red lights and siren.
- Red lights will be used when backing into the apparatus room.
- During station tours, pumper demonstrations, etc., red lights and sirens can be used as part of demonstrations as long as this use is determined to be safe and not confusing to adjacent motorists and citizens.
- Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.
- Fire Department apparatus, when involved in non-emergency business (tours, inspections, hydrant maintenance and other related activities), shall be driven and parked in accordance with the posted signage.
  - If, while conducting non-emergency business, it is not possible to park in compliance with posted signage, or if Fire Department vehicles encroach upon a travelled thoroughfare to the extent that they present a hazard, then, officers shall ensure that parking complies with **Operational Guideline, "Emergency Lights and Precautions - Response To A Travelled Thoroughfare.**
- All the above will apply unless directed by command.

**FORMAT:**






**REFERENCE:** Motor Vehicle Act Section 122  
Motor Vehicle Act Regulation 133/98  
Workers Compensation Board Regulation 52.06 (1, 2 and 3)

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Incident Safety		Page 2 of 2
	Title		Vehicle Response Safety		
	Sub:		Warning Devices In Non-Emergency Operations		

**ALSO SEE**  
**O.G.#: 3.2.22**

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				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.2.24
   	Section 3.2:		Incident Safety		Page 1 of 3	
	Title		Vehicle Response Safety			
	Sub:		Vehicle Response Safety			

**PURPOSE:** To ensure the safe and efficient response of personnel and apparatus during emergency and non-emergency operations.

**SCOPE:** All fire department personnel responding to emergency and non-emergency operations, and all persons being transported in fire department vehicles.

**POLICY:** The driver of any fire department vehicle bears full responsibility for adherence to this guideline and conformance with the B.C. Motor Vehicle Act.

The driver of any fire department vehicle responding to an incident, must continually assess whether exercising the privileges of Section 122(4) of the Motor Vehicle Act pose an inordinate risk to members of the public.






**PROCEDURE:** The driver of an emergency vehicle may exercise the privileges granted in Section 122(4) of the Motor Vehicle Act if the driver has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm should those privileges not be exercised. Factors which will increase the risk of harm for the purposes of this section include: the nature, use and condition of the highway, the amount of traffic, visibility and pedestrians.

1. **Driver Training:** Only personnel who have the necessary licenses and endorsements for the apparatus being operated, as required by the B.C. Motor Vehicle Act, and who are acceptable to the Incident Commander, are permitted to drive department vehicles, except when under supervision of a trainer for the purpose of driver training.
2. **Vehicle Readiness:** The driver of any fire department vehicle is responsible to ensure that his vehicle is in a state of readiness at all times. The driver is to ensure that all equipment is in place and stored safely, and to ensure that all doors are closed and secure prior to exiting the station.
3. **Secure Positions:** The driver of any fire department vehicle shall not move the vehicle until all passengers have signaled that they are in a secure position. All passengers being transported by fire department vehicles shall ride only in secure positions.

In accordance with WCB Regulations, seat belts shall be used by all personnel when equipment is in motion.






No person shall ride on the tailboard.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>	
				<b>Comox Valley Regional District</b>	<b>O.G.# : 3.2.24</b>
   	<b>Section 3.2: Incident Safety</b>		<b>Page 2 of 3</b>		
	<b>Title</b>	<b>Vehicle Response Safety</b>			
	<b>Sub:</b>	<b>Vehicle Response Safety</b>			

4. **Exiting the Station:** The driver shall be aware of other vehicles leaving the station and check for pedestrians and vehicles within the vicinity of the station. On leaving the station, the driver shall lightly apply the brakes to ensure their proper operation.
5. **Warning Devices and Vehicle Lights:** Warning devices and vehicle lights shall be operated in conformance with Operational Guidelines 3.2.23 and 3.2.22.
6. **Speed:** The driver shall always maintain a speed consistent with safe operation of the vehicle under prevailing conditions. If conditions permit, the maximum speed limit may be exceeded, in accordance with the B.C. Motor Vehicle Act.
7. **Driving in the Oncoming Traffic Lane:** Driving in the oncoming traffic lane may be dangerous and should be avoided whenever possible. If it is necessary to drive in the oncoming traffic lane, extreme caution must be exercised and a safe operating speed must be maintained.
8. **Intersections:** Intersections are one of the most dangerous areas to approach during an emergency response. The following precautions shall be observed by all responding vehicles.
  - When a responding vehicle must approach an intersection in the oncoming traffic lane the driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the responding vehicle has a green light at a controlled intersection.
  - When approaching a controlled intersection with a stop sign or red light, the vehicle shall come to a complete stop until other traffic in the intersection has yielded.
  - The maximum allowable speed through any intersection shall be the posted speed limit.
9. **Passing Emergency Vehicles:** Passing other emergency vehicles can be dangerous. If passing is necessary, radio contact should be made with the driver of the other vehicle, prior to passing.
10. **Driver Attention:** The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver should not operate the radio or emergency warning devices. When another crew member is beside the driver, the operation of radio and emergency warning devices should be delegated to that crew member. If there is no passenger, drivers of command vehicles may operate the radio and emergency warning devices if it can be done safely.
11. **Reduced Response:** The first Command or Company Officer to arrive

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.2.24
				Section 3.2:	Incident Safety	Page 3 of 3
				Title	Vehicle Response Safety	
				Sub:	Vehicle Response Safety	

at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding vehicles not needed at the scene shall be advised of a status change and re-directed as required.

12. **Approach Safely:** When approaching an emergency scene the driver shall watch for emergency vehicles approaching from other directions. The driver should be on the alert for civilians, fire fighters and other emergency service personnel who may inadvertently step in front of the approaching apparatus.
13. **Backing Up:** Before backing up the vehicle the driver must ensure that he/she is guided by at least one other firefighter using recognized hand signals. This guide should be safely positioned at the rear of the vehicle on the driver side.
14. **Personal Vehicles:** Members responding to the fire station or the incident are not provided any special privileges and must adhere to ALL regulations of the Motor Vehicle Act.

#### FORMAT:






**REFERENCE:** Motor Vehicle Act Section 122  
Motor Vehicle Act Regulation 133/98  
Workers Compensation Board Regulation 52.06 (1, 2 and 3)

**ALSO SEE** B.C. Motor Vehicle Act RS Chapter 318.

**O.G.#:** Workers' Compensation Board of British Columbia Regulation.  
Jones and Bartlett.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
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	Issued on:



				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.25
   	Section 3.2: Incident Safety		Page 1 of 1		
	Title	Equipment Safety & Maintenance			
	Sub:	Self-Contained Breathing Apparatus			

**PURPOSE:** To ensure that all Self Contained Breathing Apparatus (SCBA) is properly cleaned and maintained to provide for safe operation and use.

**SCOPE:** All fire department personnel required to use or clean and maintain SCBA.

**POLICY:** All SCBA shall be cleaned and maintained in accordance with the CVRD Fire Department Respiratory Protection Program, and the manufacturers' guidelines.

**PROCEDURE:** All SCBA must be cleaned and inspected as soon as possible, in accordance with the CVRD Fire Department Respiratory Protection Program, and the manufacturer's guidelines, after each use in emergency operations and training exercises.

Records of each use, cleaning and inspection must be kept in accordance with the CVRD Fire Department Respiratory Protection Program.

**FORMAT:**






**REFERENCE:** CVRD Fire Department Occupational Health and Safety Program  
 CVRD Fire Department Respiratory Protection Program  
 IFSTA Essentials of Fire Fighting Training Manual  
 Workers' Compensation Board Regulations  
 Jones and Bartlett  
 NFPA 1981

**ALSO SEE**

**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:



				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Incident Safety		Page 1 of 1
	Title		Infectious Disease Control and Prevention		
	Sub:				

**PURPOSE:** To ensure fire department personnel do not endanger their health or the health of others while on medical calls.






**SCOPE:** This operational guideline applies to all fire department personnel.

**POLICY:** Fire department personnel shall ensure that steps are taken to prevent exposure to infectious diseases while on and returning from responses.

**PROCEDURE:**

1. Fire department personnel who respond and work with the patient shall wear appropriate PPE for all calls. PPE includes but not limited to:
  - a. medical gloves.
  - b. eye protection.
  - c. bunker gear or coveralls.
  - d. as needed- N95 mask, gown and splash shield.
2. Responders shall be aware of their surroundings and try not to place equipment in areas that may be contaminated. Responders shall also make every effort not to kneel when responding to avoid clothing from becoming contaminated.
3. After all call's responders shall wipe down (while wearing medical gloves) the equipment used with sanitizer wipes. If the equipment is suspected to be contaminated it should be sanitized using precept tabs when back at the firehall.
4. If turn out gear or coveralls are contaminated, they shall be removed and bagged at the scene. Once back at the hall it shall be put into the washing machine using medical gloves and washed with hot water, laundry soap and bleach as needed.
5. All responders shall use hand sanitizer once they remove their gloves and wash their hands once they return to the hall.

	This O.G. Replaces:
Signature of Manager of Fire Services	
Date of Issue: March 5, 2020	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.2.27
				Section 3.2:	Incident Safety	Page 1 of 2
				Title	Training During COVID 19	
				Sub:		

**PURPOSE:** To establish a risk analysis and risk mitigation procedure for firefighter training during the COVID-19 Pandemic

**SCOPE:** This operational guideline applies to all fire department personnel.

**POLICY:** During the COVID-19 pandemic all training plans must be assessed using the COVID-19 Risk Assessment Tool to determine what risk mitigation is required for training to commence.






- PROCEDURE:**
1. Ensure that all appropriate personal protective equipment is worn correctly while conducting this procedure PPE includes but not limited to:
    - a. non-medical gloves.
    - b. eye protection.
    - c. bunker gear or coveralls.
    - d. non-medical mask or as N-95 as needed
  2. Prior to commencing with training the Officer in Charge (OIC) or Training Officer (TO) must assess each training session using the COVID-19 Risk Assessment Tool to determine:
    - Risk Factors
    - Risk Mitigation
    - If the training is essential or non-essential
    - Risk level to personnel in proceeding with training

The completion of the Risk Assessment Tool will inform if the training should proceed, and what steps need to be implemented to mitigate a potential Covid-19 exposure.

3. The identified risk factors and risk mitigations for each training session shall be shared with personnel prior to the training commencing.

4. Implement standard COVID-19 risk mitigation for all personnel; the OIC






Signature of Manager of Fire Services Date of Issue: May 20, 2020	This O.G. Replaces:
	Issued on: May 20, 2020

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Incident Safety		Page 2 of 2
	Title		Training During COVID 19		
	Sub:				

or TO will ensure all personnel are oriented and understand these policies and procedures:

- All personnel will perform good hand hygiene including frequent hand washing and sanitizing of hands when entering and exiting the fire station.
- No personnel will attend with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
- Maintaining 2m social distancing and not congregate prior, during or after training in training rooms, offices, apparatus bays, on apparatus or while donning or doffing PPE.
- Understand where to wait prior to the start of training.
- Understand the procedure for isolating and sending home anyone who becomes sick during training.
- Understand the procedure for cleaning apparatus and after use.
- Understand the procedure for use and cleaning high touch surfaces.
- Understand the procedure for use and cleaning of firefighting tools and PPE.

	This O.G. Replaces:
Signature of Manager of Fire Services	
Date of Issue: May 20, 2020	Issued on: May 20, 2020

				<b>Standard Operational Guidelines</b>	
				<b>Comox Valley Regional District</b>	<b>O.G.# : 3.2.28</b>
   	<b>Section 3.2: Incident Safety</b>		<b>Page 1 of 2</b>		
	<b>Title</b>	<b>Responding During COVID 19</b>			
	<b>Sub:</b>				

**PURPOSE:** To establish a risk analysis and risk mitigation procedure for firefighter responding during the COVID-19 Pandemic






**SCOPE:** This operational guideline applies to all fire department personnel.

**POLICY:** During the COVID19 pandemic all emergency responses shall be altered to allow for reduced risk of transmission of COVID 19.

**PROCEDURE:**






1. No person shall attend an emergency call if:
  - They have symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing. If they have these symptoms, they must self-isolate for 10 days.
  - Anyone under the direction of the provincial health officer to self-isolate must follow those instructions
  - Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
2. All members shall sanitize their hands as they enter the hall.
3. Maintain 2 meters physical distancing while in the hall and on the response whenever possible.
4. Wear a non-medical face mask when physical distancing is not possible.
5. Trucks shall role with the following numbers of firefighters wearing non-medical masks:
  - 41- 4, driver, officer, 1 FF behind officer and 1 FF behind driver.
  - 42- 4 driver, officer, 1 FF behind Officer and 1 FF behind driver
  - 43-3 driver, officer and 1 FF in back.
  - 45-3 driver, officer and 1 FF in back
  - 48-4 driver officer and 1 FF per row of seats
  - All other firefighters can grab their gear and respond to the scene in their personal vehicle as required by command.

	This O.G. Replaces:
Signature of Manager of Fire Services	
Date of Issue: May 20, 2020	
	Issued on: May 20, 2020

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Incident Safety		Page 2 of 2
	Title		Responding During COVID 19		
	Sub:				

6. Firefighters shall sanitize their hands before returning to the hall in the trucks.
7. Once back at the hall all equipment used and trucks must be sanitized before they go back into service. This includes your personal vehicle if it was driven to the scene.
8. Firefighters shall sanitize their hands as they leave the hall and wash the clothes they were wearing on the call when they get home.
9. PPE required for calls: at all times firefighters must follow physical distancing guidelines when possible.
  - **First responder calls** (patient contact) - N-95 mask, full face shield, tyvek suit, and medical gloves.
  - **MVI's-** patient contact - N-95 mask, full face shield, Tyvek suite and medical gloves.
  - **MVI's** - non patient contact- turn out gear, N-95 masks and helmet with shield down.
  - **Fire calls** - turn out gear and SCBA as needed. If dealing with a patient use PPE per first responder calls.

Signature of Manager of Fire Services Date of Issue: May 20, 2020	This O.G. Replaces:
	Issued on: May 20, 2020

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.3
   	Section 3.2:	Safety	Page 1 of 1		
	Title	Occupational Health & Safety			
	Sub:	Occupational Health & Safety Policy			

**PURPOSE:** To establish an Occupational Health and Safety Policy for CVRD Fire Departments.

**SCOPE:** All fire department personnel.

**POLICY:** All fire department personnel shall be familiar with the Occupational Health and Safety Policy and shall perform their duties in a safe manner. It is the duty of all members to follow safe work practices and to actively participate in making their work environment safer.






**PROCEDURE:** The Occupational Health and Safety Policy contained in the CVRD Fire Department Occupational Health and Safety Program is adopted and forms part of Operational Guideline 3.2.1.

**FORMAT:**

**REFERENCE:** Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.  
CVRD Fire Department Occupational Health and Safety Program.

**ALSO SEE** 3.2.1  
**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Safety		Page 1 of 1
	Title		Occupational Health & Safety		
	Sub:		Regular Inspections and Monitoring		

**PURPOSE:** To provide for the routine inspection and monitoring of all fire department facilities, equipment, machinery, work processes, work practices and procedures to ensure that dangers to fire department personnel are eliminated or effectively controlled.

**SCOPE:** All fire department personnel.

**POLICY:** The routine inspection and monitoring of all fire department facilities and equipment, machinery, work processes, work practices and procedures must comply with the CVRD Fire Department Occupational Health and Safety Program.






**PROCEDURE:** The requirements for routine inspection and monitoring contained in the CVRD Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 3.2.1.

**FORMAT:**

**REFERENCE:** Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.  
CVRD Fire Department Occupational Health and Safety Program.

**ALSO SEE** 3.2.1  
**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Safety		Page 1 of 1
	Title		Occupational Health & Safety		
	Sub:		Medical Examination & Health Monitoring		

**PURPOSE:** To establish a procedure for medical examinations and monitoring, to ensure the health of fire department personnel.

**SCOPE:** All fire department personnel.

**POLICY:** All fire department personnel shall comply with the medical examination and health monitoring requirements of the CVRD Fire Department Occupational Health and Safety Program.

**PROCEDURE:** The requirements for medical examination and health monitoring contained in the CVRD Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 3.2.1.






**FORMAT:**

**REFERENCE:** Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.  
CVRD Fire Department Occupational Health and Safety Program.

**ALSO SEE** 3.2.1  
**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:



				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.6
   	Section 3.2:	Safety	Page 1 of 1		
	Title	Occupational Health & Safety			
	Sub:	First Aid Services & Equipment			

**PURPOSE:** To provide first aid services and equipment in accordance with the Workers' Compensation Board of British Columbia Regulations.

**SCOPE:** All fire department personnel.

**POLICY:** First aid equipment and services shall be provided by the fire department in accordance with the requirements of the CVRD Fire Department Occupational Health and Safety Program. All injuries and accidents must be treated, documented and reported in accordance with Part 9 of the Occupational Health and Safety Program.






**PROCEDURE:** The requirements for first aid services and equipment contained in the CVRD Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 3.2.1.

**FORMAT:**

**REFERENCE:** Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.  
British Columbia Emergency Response Management System Standard, August 2000.  
CVRD Fire Department Occupational Health and Safety Program.

**ALSO SEE** 3.2.1  
**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
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	Issued on:

				<b>Standard Operational Guidelines</b>		
				<b>Comox Valley Regional District</b>		<b>O.G.# : 3.2.7</b>
				<b>Section 3.2:</b>	<b>Safety</b>	<b>Page 1 of 1</b>
				<b>Title</b>	<b>Occupational Health &amp; Safety</b>	
				<b>Sub:</b>	<b>Records &amp; Statistics</b>	

**PURPOSE:** To establish a system of maintaining records and statistics to meet the requirements of the Workers' Compensation Board of British Columbia.

**SCOPE:** All fire department personnel.

**POLICY:** All records and forms shall be completed and maintained in accordance with the requirements of the CVRD Fire Department Occupational Health and Safety Program.






**PROCEDURE:** The requirements for the maintenance of records and statistics as specified in the CVRD Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 3.2.1.

**FORMAT:**

**REFERENCE:** Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.  
CVRD Fire Department Occupational Health and Safety Program.

**ALSO SEE** 3.2.1  
**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.8
   	Section 3.2:	Safety	Page 1 of 1		
	Title	Occupational Health & Safety			
	Sub:	Critical Incident Stress (CIS) Defusing			

**PURPOSE:** To ensure that all personnel are provided with CIS counselling when required.

**SCOPE:** All fire department personnel.

**POLICY:** CIS debriefing and counseling will be provided to personnel when deemed necessary by the fire chief.

**PROCEDURE:** **Activation** – When a member recognizes the need for stress defusing, a C.I.S. facilitator shall be contacted to coordinate the implementation of a defusing session.

**CRITICAL INCIDENT STRESS FACILITATORS CONTACT INFORMATION:**

Work Safe CIS: 1-888-922-3700






**FORMAT:**

**REFERENCE:** Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**ALSO SEE**

**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.2:		Safety		Page 1 of 2
	Title		Personal Protective Equipment		
	Sub:		Personal Protective Clothing Inspection & Use		






**PURPOSE:** To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

**SCOPE:** All fire department personnel involved in emergency incidents or training exercises.

**POLICY:** Appropriate personal protective clothing must be worn by all personnel at the scene of any emergency incident or training exercise.

- PROCEDURE:**
- For the purpose of this procedure, full personal protective clothing consists of helmet with face shield, hood, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed with the coat collar turned up.  
**Forestry** clothing consists of; fire resistant coveralls, helmet, goggles, gloves, breathing mask, ear plugs
  - All clothing must be issued or approved by the Fire Department. Alterations to any clothing, such as the removal of coat liner or attachments to helmet, are prohibited. If an alteration is needed, it must first be approved by the Fire Chief.
  - Protective clothing must be worn by all personnel according to the following guidelines:
    - Under no circumstances is any aspect of personal safety to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective equipment.
    - All firefighting personnel must wear full protective clothing when responding to any type of alarm. All protective clothing must be donned prior to boarding the apparatus. Helmets are not to be worn in the vehicle.
    - All firefighting personnel must wear full protective clothing during training exercises and emergency incidents unless specifically directed otherwise.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.2.9
   	Section 3.2:	Safety	Page 2 of 2		
	Title	Personal Protective Equipment			
	Sub:	Personal Protective Clothing Inspection & Use			

- d) Personnel operating at the scene of a medical incident must wear whatever protective clothing is necessary to assure personal safety during the incident.
  - e) Gloves must be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.
  - f) Damage to personal protective clothing must be immediately reported to the Incident Commander. The Incident Commander will inspect the damaged article and have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired must be replaced.
  - g) Incident Commanders may use their discretion to determine the appropriate level of protective clothing required for personnel operating at incidents where no specific guidelines have been established. Circumstance may arise when it is preferable to allow less than full protective clothing (removal of turnout coats by personnel carrying equipment in the hot sun may prevent heat stroke, for example). In all cases, however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
4. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
- SCBA must be worn in all circumstances where there may be oxygen deficient or hazardous atmosphere.
  - Safety vests must be worn when directing traffic or operating near moving traffic.
  - Leg protectors and protective hearing devices must be worn when operating chain saws or forcible entry saws.
  - Goggles and hearing protectors must be worn as appropriate.






## FORMAT

**REFERENCE:** WCB, Occupational Health and Safety

**ALSO SEE**

**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>		
				<b>Comox Valley Regional District</b>		<b>O.G.# : 3.3.1</b>
				<b>Section 3.3:</b>	<b>Operations</b>	<b>Page 1 of 2</b>
				<b>Title</b>	<b>Incident Command System</b>	
				<b>Sub:</b>		

**PURPOSE:** To establish a command system that may be applied consistently to all Fire Department incident responses.






**SCOPE:** All department personnel who assume command of an incident.

**POLICY:** O.G. # 3.3.1 "Incident Command" shall be applied to all incident responses carried out by a CVRD Fire Department. All department personnel identified within the scope of O.G. # 3.3.1 shall be familiar with, and carry out their responsibilities identified within this Guideline. The referenced "Incident Command Guidelines" form part of O.G. # 3.3.1.

**PROCEDURE:**

1. The first in Company/Chief Officer will assume Command of the incident.
2. The IC will conduct a size-up and broadcast an initial report.
3. The IC will establish a Command location.
4. The IC will request additional support and stage incoming units as required.
5. The IC will initiate offensive or defensive action.
6. The IC will ensure the tactical priorities of:
  - Rescue victims and life safety of fire fighters
  - Evacuation if required
  - Ventilation
  - Attack
  - Salvage and Overhaul
7. The IC will provide for the safety and welfare of all fire fighters on the fire ground.
8. The IC will sector the fire ground as/if required.
9. Communication to and from:
  - a) Dispatch - will be through the IC
  - b) Command - will be through dispatch or Sector Officers (where applicable).
10. The IC will maintain operational control.
11. Change of Command may take place upon the arrival of a senior officer and following:
  - a) A report from the existing IC as to fire ground conditions, personnel and tasks assigned (preferably face to face).
  - b) A broadcast of assumption of command by the IC.

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Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>	
				Comox Valley Regional District	O.G.# : 3.3.1
   	Section 3.3: Operations		Page 2 of 2		
	Title	Incident Command System			
	Sub:				






12. The new IC will continue to evaluate the incident and base his/her actions on the changing conditions.
13. The IC will ensure assistance is provided for persons who are displaced as a result of the incident.
14. The IC will wind down and terminate the incident as conditions dictate.

**FORMAT:**

**REFERENCE:** BCERMS Standard – ICS Program  
Note: IC refers to Incident Commander.

**ALSO SEE**  
**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>	
				Comox Valley Regional District	O.G.# : 3.3.2
   	<b>Section 3.3: Operations</b>		<b>Page 1 of 2</b>		
	<b>Title</b>	<b>Communications</b>			
	<b>Sub:</b>				

**PURPOSE:** To provide fire department members with procedures for using radio communications.

**SCOPE:** All fire department personnel.

**POLICY:** Fire Department personnel to use standard communication protocols when using radios.

**PROCEDURE:** Radio equipment will be used for fire department business only. Fire Department members will use “clear text” only, no codes.

- Always wait until the frequency is “clear” before making a transmission.
- When making a transmission, identify the unit or person you are calling FIRST followed by your identity.
- When transmitting over a repeater frequency wait two seconds after keying the microphone before speaking.
- DO NOT transmit message until receiver acknowledges the call.
- Coarse language will not be tolerated.
- All communications will be brief, factual and without personal content.
- Prevent “radio feedback” when transmitting by maintaining adequate distance between radio and pager equipment.
- Repeat back transmissions.
- Use tactical frequencies for fire ground operations, request channel from fire dispatch.

When responding to a call, notify dispatch as to:






- when the apparatus is enroute
- the number of fire department members on board
- provide a brief status report of incident upon arrival and upon conclusion of incident
- provide periodic updates
- when the apparatus is returning to Hall, and
- when the apparatus is back in service.

**FORMAT:**

**REFERENCE:**






James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:



				<b>Standard Operational Guidelines</b>		
				<b>Comox Valley Regional District</b>		<b>O.G.# : 3.3.2</b>
				<b>Section 3.3:</b>	<b>Operations</b>	<b>Page 2 of 2</b>
				<b>Title</b>	<b>Communications</b>	
				<b>Sub:</b>		

**ALSO      SEE**  
**O.G. #:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>	
				Comox Valley Regional District	<b>O.G.# :</b> <b>3.3.4</b>
				<b>Section 3.3: Operations</b>	<b>Page 1 of 1</b>
				<b>Title</b>	
				<b>Sub:</b>	
				<b>Response To Calls</b>	

**PURPOSE:** To establish response procedures for local call outs.

**SCOPE:** All dispatchers and suppression personnel.

**POLICY:** CVRD Fire Fighters equipped with pagers shall, upon hearing the page respond to the Fire hall ASAP.

**PROCEDURE:** Proceed directly to the Fire Department, even if you have to pass the incident on route, adhering to All Motor Vehicle Act regulations (no special privileges are provided for). Four way flashers may be used to warn other drivers you need their cooperation.

Get into your full Personnel Protective Clothing before departing, open the bay doors.

The passenger to communicate to Dispatch the number of firefighters on board each vehicle.

**Radio Operator dispatch,** See NI911 OG

**Scene Arrival**

Radio the on scene incident commander at the driveway entrance for instructions

**After the Incident check**






- all gear is back in its correct place
- water tanks are full
- truck fuel tanks are full
- small engines refueled
- chainsaw is maintained
- damaged equipment reported and repair arranged

**FORMAT:**

**REFERENCE:** Local Service Area Establishment Bylaws.

**ALSO SEE**  
**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>	
				<b>Comox Valley Regional District</b>	<b>O.G.# : 3.3.6</b>
   	<b>Section 3.3: Operations</b>		<b>Page 1 of 1</b>		
	<b>Title</b>	<b>Ventilation</b>			
	<b>Sub:</b>				

**PURPOSE:** To ensure a safe environment fire fighters entering a burning structure, ventilation will be as determined by Incident Command.

**SCOPE:** All fire department personnel.

**POLICY:** A burning structure must be adequately ventilated as determined necessary by Incident Command. Any fire fighters entering the structure must be equipped with a radio in contact with the IC and be in PPE, SCBA.

**PROCEDURE:** The Incident Commander will establish a ventilation team equipped with a radio.

The IC will determine the type of ventilation to be used and the specific location on the structure for the ventilation to occur.

Upon direction from the IC the Ventilation team will commence to ventilate the structure.






**FORMAT:**

**REFERENCE:**

**ALSO SEE** 3.2.16

**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 3.3.7
   	Section 3.3: Operations		Page 1 of 1		
	Title	Response To Calls			
	Sub:	Out of District			

**PURPOSE:** To establish response procedures to requests for assistance to areas outside either the Fire Protection Local Service Area or the Mutual Aid Districts.

**SCOPE:** All dispatchers and suppression personnel.

**POLICY:** CVRD Fire Departments shall not respond to calls for assistance to areas outside of the Fire Protection Local Service Area (except to Mutual Aid Districts for specific services as defined in Operational Guidelines).

**PROCEDURE:** CVRD Fire Departments are not authorized to provide service to areas outside the fire protection area without contractual agreements (Mutual Aid) or the permission of the Manger of Fire Services.

Requests for service that are clearly outside these areas or are the primary responsibility of other agencies shall be denied.

Where there is some ambiguity on borderline type calls, units are to be dispatched and may be stood down if the incident is clearly outside the response district.

Where life is at risk or extension of the incident may impact upon the specified fire protection area, service may be provided to borderline incidents provided good judgment is used to justify the borderline proximity (1/2 km) and the need for service.

The RCMP or Ministry of Forests may order assistance be provided to serious incidents outside normal response areas. Under such an Order, units are to respond and the Manger of Fire Services is to be notified as soon as possible

**Order** – must be stated that the request is an Order under Provincial or Federal statute.

**FORMAT:**






**REFERENCE:** Local Service Area Establishment bylaws.

Local Fire Service Administration bylaws

**ALSO SEE**

**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>	
				<b>Comox Valley Regional District</b>	<b>O.G.# : 3.3.8</b>
   	<b>Section 3.3: Operations</b>		<b>Page 1 of 2</b>		
	<b>Title</b>	<b>SCBA</b>			
	<b>Sub:</b>	<b>Self-Contained Breathing Apparatus</b>			

**PURPOSE:** To provide Fire Department personnel with the knowledge and requirements for wearing self-contained protective breathing apparatus (SCBA), the procedures for donning and doffing SCBA, and the proper care and maintenance of SCBA equipment.

**SCOPE:** Applicable to all Fire Department personnel required to wear SCBA.

**POLICY:** All Fire Department personnel will wear SCBA at all times where the fire fighter could encounter hazardous atmospheres, including the following:

- Oxygen deficiency
- Elevated temperatures
- Smoke
- Toxic atmosphere (with or without fire)

SCBA will be worn and maintained in accordance with the CVRD Fire Department Respiratory Protection Program.

All fire personnel shall wear SCBA before entering any atmosphere that is unknown, oxygen deficient and/or hazardous IDLH (immediately dangerous to life and health).

**PROCEDURE:** All Fire Department personnel shall, at entry level, be trained in practical manners, in the use, limitations and maintenance requirements of the SCBA. All Fire Fighters shall receive a fit review annually. Fit review shall be completed by a person qualified and trained in the procedures.






All Fire Department personnel shall be expected to maintain their proficiency in the use of SCBA. This will be done by recording and reviewing of training sessions on Fire Department training documents.

All Fire Department personnel will receive the appropriate training and information as SCBA equipment is upgraded and changed.

**FORMAT:**






**REFERENCE:** CVRD Fire Department Health and Safety Program  
 CVRD Fire Department Respiratory Protection Program  
 IFSTA Essentials of Fire Fighting Training Manual  
 Jones and Barttlet Training Manual  
 Workers' Compensation Board Health and Safety Regulations  
 NFPA 1981

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>	
				<b>Comox Valley Regional District</b>	<b>O.G.# : 3.3.8</b>
				<b>Section 3.3: Operations</b>	<b>Page 2 of 2</b>
				<b>Title</b>	
				<b>Sub:</b>	
				<b>SCBA</b>	
				<b>Self-Contained Breathing Apparatus</b>	

**ALSO SEE**  
**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.3.9
				Section 3.3:	Operations	Page 1 of 2
				Title	Fire Suppression	
				Sub:	Vehicle	

**PURPOSE:** To establish firefighting procedures for gasoline and/or alternate fueled vehicles involved in fire.

**SCOPE:** All fire department personnel responding to vehicle fires.

**POLICY:** It shall be the responsibility of the Incident Commander to develop an initial strategy and implement effective tactical operations to successfully control and extinguish vehicles involved in fire and to conduct these operations in a safe manner.

**PROCEDURE:** 1. **Positioning Attack Vehicle Safely:** The following factors must be considered by the Incident Commander and implemented at his/her discretion, based on the conditions encountered.

If possible, avoid passing a vehicle that is fully involved in fire.

Position the pumper a safe distance (at least 30m) from a vehicle involved in fire.

If possible, position the pumper on high ground and upwind. The only exception to placing the pumper on high ground would be if the vehicle was fueled with Liquefied Natural Gas (LNG), which is lighter than air.

2. **Fire Fighting Tactics:** The following firefighting tactics shall be implemented at the discretion of the Incident Commander, based on the conditions encountered.

Personnel must wear full protective clothing and S.C.B.A., in accordance with O.G. # 3.3.8 "SCBA".






Two (2) 38mm fog lines must be employed and the initial attack, if possible, made towards the front of the vehicle, and at an angle of approximately 45 degrees. Observe the interior of the vehicle for occupants.

Locate the fire. Apply a water stream to the fuel tank for cooling purposes. Extinguish the fire with second 38mm hose line.

In the event of a vehicle fully or extensively involved in fire, the Incident Commander may order the first 38mm hose line adjusted to a straight stream and directed on the vehicle. The second 38mm hose line is to be used for protection of personnel.

When advancement is made after this initial application, the straight stream should be adjusted to a fog pattern and the Incident Commander should employ effective tactical operations to control and extinguish the fire.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.3.9
				Section 3.3:	Operations	Page 2 of 2
				Title	Fire Suppression	
				Sub:	Vehicle	

Note: There is nothing in this Operational Guideline that restricts the Incident Commander from using foam to combat a vehicle fire.

**FORMAT:**






**REFERENCE:**

**ALSO SEE**            3.3.8

**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:



				<b>Standard Operational Guidelines</b>	
				Comox Valley Regional District	<b>O.G.# :</b> <b>3.4.1</b>
				<b>Section 3.4:</b>	<b>Training</b>
				<b>Title</b>	<b>Standards</b>
				<b>Sub:</b>	
				<b>Page 1 of 1</b>	

**PURPOSE:** To commit the Fire Department to the training of fire fighters to a standard to enable them to perform their duties safely and effectively.

**SCOPE:** All fire fighters, fire suppression officers and command officers in the Fire Department.

**POLICY:** The Fire Department will train all fire fighters on a regular basis to Provincial standards.

**PROCEDURE: General:**






1. In order to assist fire fighters in training, the Fire Chief will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Fire Department.
2. Fire Department training will be designed to meet the playbook training in accordance with the declared level of service being provided.
3. All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Fire Department.

**FORMAT:**

**REFERENCE:** CVRD Fire Department Operational Guidelines  
IFSTA Essentials of Fire Fighting Training Manual  
Jones and Bartlett Training Manual  
British Columbia Fire Service Minimum Training Standards, Structure  
Firefighters Competency and Training PLAYBOOK

**ALSO SEE**  
**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>		
				<b>Comox Valley Regional District</b>		<b>O.G.# : 3.4.2</b>
				<b>Section 3.4:</b>	<b>Training</b>	<b>Page 1 of 1</b>
				<b>Title</b>	<b>Standards</b>	
				<b>Sub:</b>	<b>Volunteer Fire Fighters</b>	

**PURPOSE:** To commit the Fire Department to the training of volunteer fire fighters to a standard to enable them to perform their duties safely and efficiently.

**SCOPE:** All volunteer fire fighters and officers in the Fire Department.

**POLICY:** The Fire Department will train volunteer fire fighters on a regular basis to Provincial Standards.

**PROCEDURE:** **General:**






1. Volunteers at each hall will practice at least one evening each week and each practice will be a minimum of 2 hours duration. Christmas Eve and New Year's Day will be the only practices normally cancelled.
2. Volunteer fire fighters are expected to attend 70% of all scheduled practices in order to maintain their standing as members of the Department. Volunteer fire fighters should also be able to attend 40% of callouts in order to maintain their standing as members of the Department.
3. Workers Compensation requires that CVRD Fire Department have sufficiently trained first aid attendants.

**FORMAT:**

**REFERENCE:** British Columbia Fire Service Minimum Training Standards, Structure Firefighters Competency and Training PLAYBOOK

**ALSO SEE** For Firefighter recruit, and Officer standards. See local OG's per department  
**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.4:		Training		Page 1 of 1
	Title		Standards		
	Sub:		Junior Fire Fighters		

**PURPOSE:** To commit the Fire Department to the training of junior fire fighters to a standard to enable them to perform their duties safely and effectively.

**SCOPE:** This procedure applies to all junior in the Fire Department.

**POLICY:** The Fire Department will train all volunteer junior fire fighters on a regular basis to Provincial standards.

**PROCEDURE:** **General:**

1. Junior volunteer fire fighters will practice at least one evening each week and each practice will be a minimum of two hours duration. Christmas Eve and New Year's Day will be the only practices normally cancelled.
2. Junior fire fighters are expected to attend 70% of all scheduled practices. Junior fire fighters should also be able to attend 30% of callouts in order to maintain their standing in the fire department.
3. Junior fire fighters may participate up to age 18 in all but Live Fire and Driving Department Vehicles






**FORMAT:**

**REFERENCE:**

**ALSO SEE**

**O.G.#:** 3.4.1 and 3.4.2

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.5.1
				Section 3.5:	Administration	Page 1 of 1
				Title	Code Of Conduct	
				Sub:		

**PURPOSE:** To establish Code of Conduct for all Firefighters.

**SCOPE:** All Fire Department personnel.

**POLICY:** All Fire Department Personnel shall be familiar with the “Code of Conduct” for the use of the fire department hall and facilities as established by the Fire Chief.

**PROCEDURE:**






1. Personal Protective Equipment (PPE) may only be worn in professional capacity while performing duties representing the Fire Department. Any other use of PPE must have the approval of the Fire Chief.
2. Fire Fighters as valued members of the local community are expected to act in a professional manner at all times.
3. Fire Fighters may use the Fire Hall and its facilities as long they are members in good standing. Guests are allowed; Fire hall security must not be breached.
4. Junior Fire Fighters may only use the Fire Hall if accompanied by a Fire Fighter and may only bring one guest into the Fire hall.
5. Personal use of Fire Department tools and equipment must have prior approval of the Fire Chief.
6. Consumption of alcoholic beverages in the Fire hall or at any fire department event will follow provincial regulations.
7. Return all CVRD training manuals and material when resigning from the department.

**FORMAT:**

**REFERENCE:** CVRD Code of Conduct #2510-00

**ALSO SEE**  
**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.5:		Administration		Page 1 of 1
	Title		Hiring Guidelines		
	Sub:				

- PURPOSE:** To establish hiring guidelines for joining CVRD Fire Departments.
- SCOPE:** All Fire Department personnel.
- POLICY:** All Fire Department personnel shall be familiar with the hiring guidelines.
- PROCEDURE:**
1. Complete CVRD application form.
  2. At the fire Chiefs discretion he may request or ask for the following be provided:
    - a) Valid Driver's License
    - b) Drivers abstract
    - c) Criminal records check
    - d) References from other fire fighters
    - e) Doctors medical clearance
  3. The following medical conditions may limit or prevent joining the Fire Department.
    - a) Asthma
    - b) Diabetes
    - c) Heart condition
    - d) Contact lenses
    - e) Hearing disability
    - f) Junior must have written parent or guardian approval






**FORMAT:**

**REFERENCE:** Driver's abstract and criminal record check policy 2590-00

**ALSO SEE**

**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				<b>Standard Operational Guidelines</b>		
				<b>Comox Valley Regional District</b>		<b>O.G.# : 3.6.1</b>
				<b>Section 3.6:</b>	<b>Inter-Agency</b>	<b>Page 1 of 1</b>
				<b>Title</b>	<b>Office Of Fire Commissioner</b>	
				<b>Sub:</b>		

**PURPOSE:** To establish a procedure for notifying and/or contacting the Office of the Fire Commissioner for assistance.

**SCOPE:** Applies to the Officer in Charge, Incident Commander, Local Assistant to the Fire Commissioner or Investigating Officer of any incident.

**POLICY:** The Office of the Fire Commissioner shall be notified and/or contacted for assistance in the following circumstances:

- fire death(s), serious injury or suspicious fire;
- fires of unusual circumstance or large dollar loss;
- to report unsafe premises with respect to fire safety;
- in the event of a potential building or area evacuation.

**PROCEDURE:** Depending upon the nature of the incident, it is the responsibility of the Officer in Charge, Incident Commander, and Local Assistant to the Fire Commissioner or the Investigating Officer to contact the nearest Regional Office of the Fire Commissioner.

**Contact the Office of the Fire Commissioner 24-hour 1-888-988-9488**






**Contact Vancouver Island Fire Service Advisor (250) 952-4913**

**FORMAT:**

**REFERENCE:** Fire Services Act - Section 13  
Fire Services Act - Section 25

**ALSO SEE**  
**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.6.2
				Section 3.6:	Inter-Agency	Page 1 of 1
				Title	Ministry Of Forests	
				Sub:	Wildland Fire Reporting Procedures	

**PURPOSE:** To establish notification procedures with the Ministry of Forests for wildland fires.

**SCOPE:** All fire department and dispatch personnel.

**POLICY:** The Ministry of Forests shall be notified of all wildland fires occurring in the Fire Protection District.

**PROCEDURE:**

1. Wildland fires occurring **INSIDE** fire department boundaries.
  - a) Where Forest Service assistance is required the following procedures should be followed:
    - i) The Incident Commander shall advise dispatch immediately and request that the appropriate Fire Base be contacted with a request for assistance.
    - ii) The Incident Commander shall provide Dispatch with the, location, rank and approximate size of the wildland fire.
  - b) Where Forest Service assistance is not required the following procedures should be followed:
    - i) The Incident Commander shall advise Dispatch at the earliest convenience, and request the appropriate Fire Base be informed with the location, rank and approximate size of the wildland fire.

The Forest Service would like to be informed of any wildland fires that have occurred in protection boundaries. They need this information for statistical purposes and for identifying areas with a high incidence of wildland fires.

2. Wildland fires occurring **OUTSIDE** fire department boundaries.

When a department responds on these fires it is considered that the department is responding / acting on behalf of the B.C. Forest Service.






**FORMAT:**

**REFERENCE:** Ministry of Forests

**ALSO SEE** 3.3.7

**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
   	Section 3.6:		Inter-Agency		Page 1 of 1
	Title		Mutual Aid		
	Sub:		Requesting Assistance		

**PURPOSE:** To provide guidelines for CVRD fire departments to request mutual aid assistance

**SCOPE:** Incident Commander, Fire Chief, Deputy Chief.

**POLICY:** Where the officer in charge determines that an emergency exists that is beyond the capabilities of their Fire Department, they may request additional resources from mutual aid agreement partners, including:

- City of Courtenay
- Town of Comox
- Village of Cumberland
- Union Bay Improvement District
- Ships Point Improvement District
- City of Campbell River, and
- Department of National Defense, CFB Comox.

**PROCEDURE:** Through Dispatch, the Incident Commander may request additional resources from a mutual aid partner.

The requesting Fire Department has command and control of the assisting Fire Department resources until they are no longer required.

The requesting Fire Department will immediately release the assisting Fire Department if they are required in their own area of jurisdiction.

The requesting Fire Department shall advise the assisting Fire Department in a timely manner when their resources are no longer required.

The assisting Fire Department is not typically used for clean-up.

**FORMAT:**






**REFERENCE:** Comox Valley Fire and Rescue Services Agreement  
Memorandum of Understanding with Department of National Defense.  
CVRD Fire Service Administration bylaws, No. 280 and No. 293.

**ALSO SEE:**

**O.G.#:** Local OG,  
3.6.4

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:



				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.6.4
				Section 3.6:	Inter-Agency	Page 1 of 1
				Title	Mutual Aid	
				Sub:	Providing Assistance	

**PURPOSE:** To provide guidelines for CVRD fire departments to provide mutual aid assistance

**SCOPE:** Fire Chief, Deputy Chief, Senior officer in charge.

**POLICY:** The Fire Chief may provide emergency resources to a mutual aid agreement partner, including:

- City of Courtenay
- Town of Comox
- Village of Cumberland
- Union Bay Improvement District
- Ships Point Improvement District
- City of Campbell River, and
- Department of National Defense, CFB Comox.

**PROCEDURE:** Through Dispatch, the Fire Chief may be requested to provide additional resources to a mutual aid partner.

The requesting Fire Department has command and control of the assisting Fire Department resources until they are no longer required.

The requesting Fire Department will immediately release the assisting Fire Department if they are required in their own area of jurisdiction.

The requesting Fire Department shall advise the assisting Fire Department in a timely manner when their resources are no longer required.

The assisting Fire Department is not typically used for clean-up.






**FORMAT:**

**REFERENCE:** Comox Valley Fire and Rescue Services Agreement  
Memorandum of Understanding with Department of National Defense.  
CVRD Fire Service Administration bylaws, No. 280 and No. 293.

**ALSO SEE:**

**O.G.#:** Local OG,  
3.6.3

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 3.6.5
   	Section 3.6:		Inter-Agency		Page 1 of 1	
	Title		Ministry Of Forests			
	Sub:		Forest Fire - Operations			

**PURPOSE:** To establish procedures for inter-agency operations at bush/forest fire incidents.

**SCOPE:** All suppression and dispatch personnel.

**POLICY:** CVRD Fire Department and the Ministry of Forests fire suppression personnel shall work cooperatively with the mutual goal of controlling and extinguishing forest fires. Incident Command procedures will be utilized for inter-agency command and control.

**PROCEDURE:** Ministry of Forests fire suppression personnel shall attend and work with the CVRD Fire Department Incident Commander at all major forest fires if requested by Incident Commander.

The CVRD Fire Department Incident Commander shall determine what fire department resources can be committed to the incident and shall be responsible for the specific operation of these resources.

The Fire Commissioners radio frequency shall be utilized for inter-agency communications by the Commanders. (OFC1 = 155.460 MHz)

**FORMAT:**

**REFERENCE:** Inter-Agency Operational Procedures and Reimbursement Rates (Revised March 2019)

**ALSO SEE**

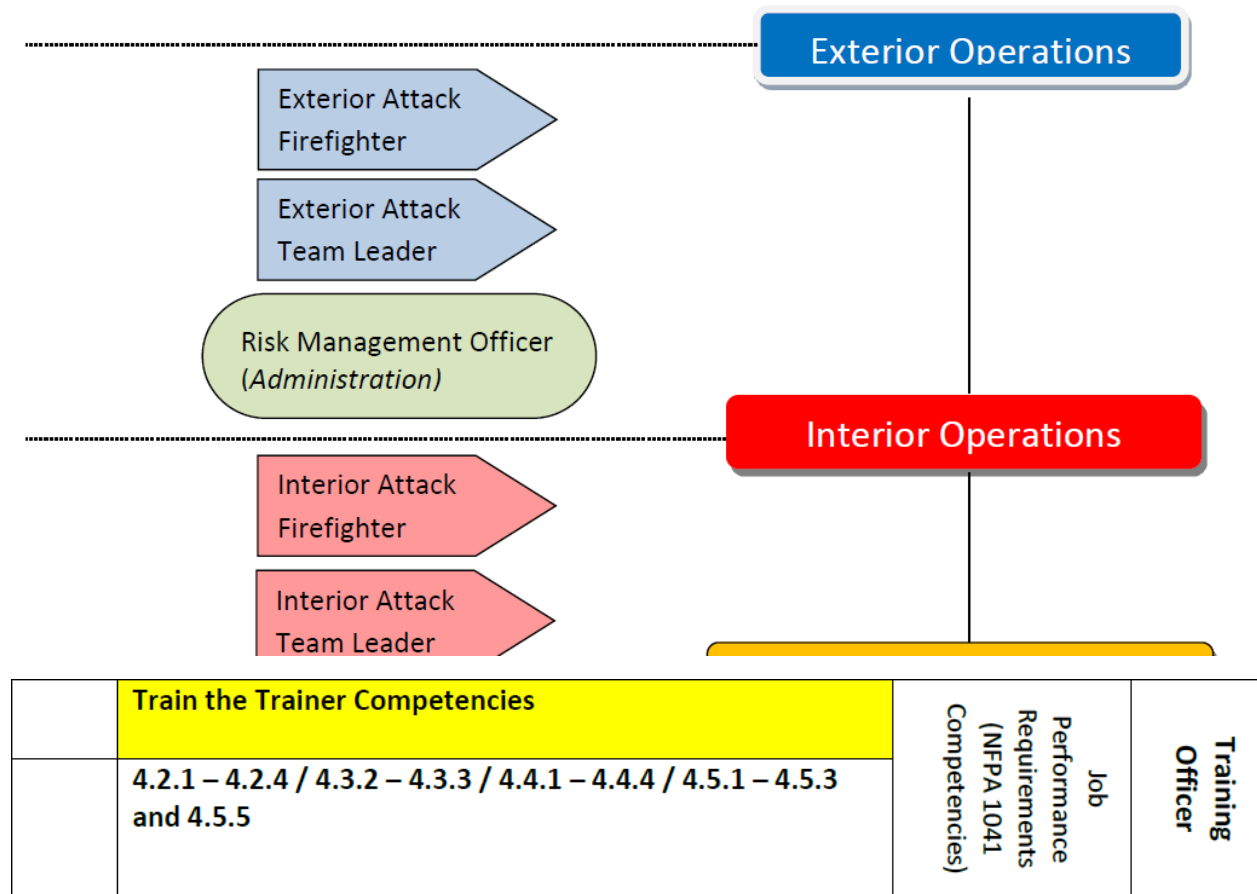
**O.G.#:**

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

## Denman Island Service Level

### Position Competency Ladder

### Service Level



## Denman Island Service Level

<p><i>The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</i></p>		<p>Job Performance Requirements (Exterior Firefighter Competencies)</p>	<p>Exterior Operations - Firefighter</p>
	Emergency Scene Traffic NFPA 1001 5.3.3		
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000		
	Dangerous Goods or Hazmat Awareness (from NFPA 472) <sup>1</sup>		
	Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) <sup>2</sup>		
	Incident Command System 100 (from BCERMS curriculum) <sup>3</sup>		
<p><i>All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1</i></p>		<p>Job Performance Requirements (NFPA 1001 – FF1 Competencies)</p>	<p>Interior Operations - Firefighter</p>
	Organization, Safety and Communications NFPA 1001 5.2.4		
	RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500		
	Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9		
	Search and Rescue NFPA 1001 5.3.9		
	Fire Behavior NFPA 1001		
	Fire Extinguishers NFPA 1001 5.3.16		
	Building Construction NFPA 1001 5.3.11, 5.3.12		
	Forcible Entry NFPA 1001 5.3.4		
	Ventilation NFPA 1001 5.3.12		
	Loss Control NFPA 1001 5.3.13, 5.3.14		
	Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19		

## Denman Island Service Level

	All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of:	Job Performance Requirements (NFPA 1001 – FF2 Competencies)	Full Service Operations - Firefighter
	Live Fire Exterior and Interior		
	Hazmat Operations ( <i>NFPA core competencies plus 6.6.1.1.2</i> )		

	<b>Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021:<sup>4</sup></b>	Job Performance Requirements (NFPA 1021 – Competencies)	Team Leader Exterior & Interior
	Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3		
	Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2		
	Fire ground Accountability NFPA 1021 4.6.1, 4.6.2		
	Live Fire – Exterior ( <i>Recommended for Exterior Operations</i> ) NFPA 1001 5.3.7, 5.3.8, 5.3.10		
	<b>Live Fire Exterior and Interior (<i>Recommended for Interior Operations</i>)</b>		
	<b>Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area):</b>	One of  One of	Risk Management Officer
	Incident Action Planning (NFPA 1021 4.6.1, 4.6.2) <sup>5</sup>		
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 ( <i>operational</i> )		
	FCABC/LGMA: Effective Fire Service Administration		
	Beyond Hoses and Helmets, or equivalent ( <i>administrative</i> )		
	Fire Officer 1 (NFPA 1021)	Job Performance Requirements (NFPA 1021 – Competencies)	Company Fire Officer
	Incident Command 200		
	Fire Service Instructor 1 (NFPA 1041 Chapter 4)		
	Emergency Scene Management (4.6.1, 4.6.2)		

### Interior Operations Service Level

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-



## Denman Island Service Level

planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafe BC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation*). The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the WorkSafe BC requirements.

Interior Operations Team Leaders are trained to supervise interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.2.1.1
			Section 4.5.1	Safety	Page 1 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

**PURPOSE:** To ensure the safe and efficient response of personnel and vehicles to the scene of an emergency, training ground or other Fire Department business.

**SCOPE:** This Operational Guideline applies to all fire department personnel.

**POLICY:** The driver of each vehicle bears full responsibility for operating the vehicle in accordance with the B.C. Motor Vehicle Act and the policies of the Fire Department.



- QUALIFICATIONS:**
1. All drivers must have the requisite driver's license including air brake endorsement as required.
  2. All drivers must successfully complete an emergency driving course such as *Emergency Driving in the Rural Fire Department*.
  3. All drivers must complete a precision skills course within the fire department.
  4. All drivers must be approved by the Fire Chief for the designated apparatus.
  5. All personnel shall make their driver's license available to the Fire Department for inspection and verification when requested.

- PROCEDURE:**
1. Personnel driving Engines or Rescues will complete a "**once around**" before moving these vehicles. This includes before moving a vehicle for an "**Emergency Response**". A "**once-around**" consists of a **complete** walk around the vehicle looking for any apparent hazards and unsafe conditions.

During an Emergency Response the driver shall know the direction he is going before the vehicle leaves the station.

2. All Fire Department vehicles shall be driven with the headlights on at all times.



Don Luckett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.2.1.1
			Section 4.5.1	Safety	Page 2 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

3. The driver must focus his **FULL ATTENTION** on the safe operation of the vehicle at all times. An Officer or Firefighter acting in that capacity, (hereafter referred to as the "Officer") may **order** a driver to reduce his speed but shall not **order** a driver to increase his speed.
4. The Officer is responsible to assist the driver by operating the emergency warning devices when requested by the driver. The map book, radio, pre-plans and other resources shall also be used to assist the driver in responding safely. The Officer will determine the mode of response.
5. Both audible and visual emergency warning devices must be in use when responding in the "EMERGENCY MODE" and exercising privileges under Section 122 of the British Columbia Motor Vehicle Act.  
  
If **BOTH** the audible and visual emergency warning devices are **NOT** in use then the response mode would be considered a "**ROUTINE MODE**" response and no privileges shall be exercised under Section 122 of the British Columbia Motor Vehicle Act.  
  
During an "**EMERGENCY MODE**" response the audible emergency warning devices may have to be turned off in order to communicate on the radio or with other members of the crew. If this is necessary the driver shall operate in a routine response mode.
6. At no time, while responding "**EMERGENCY MODE**" shall the driver exceed the posted speed limit by more than 25 kph. The driver must always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions.
7. Driving in the oncoming traffic lanes or on the wrong side of a median is extremely dangerous and shall be done **ONLY** if it is deemed appropriate and safe to do so. Straddling the centerline of a roadway shall be done **ONLY** when there are no other options and it is deemed safe to do so.

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:





			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.2.1.1
			Section 4.5.1	Safety	Page 3 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

These are aggressive maneuvers that may confuse other drivers approaching your vehicle and should be avoided as much as possible. If it is necessary and deemed safe to encroach into any oncoming traffic lane drivers shall reduce their speed, use extreme caution and ensure they are operating both the audible and visual emergency warning devices.

8. Intersections are the most dangerous areas to approach. All responding vehicles must observe the following special precautions:
  - a. When a Fire Department vehicle must approach an intersection in or partially in the oncoming traffic lane or on the wrong side of a median, the driver shall ensure that both audible and visual emergency devices are operating and come to a **COMPLETE STOP** at the intersection. The driver may only proceed when **ALL** other traffic has yielded the right of way and the intersection is deemed to be safe.
  - b. Regardless of the **response mode** or traffic conditions, Fire Department vehicles will come to a **COMPLETE STOP** before entering any intersection with a **negative** right-of-way (red light or stop sign).
    - i. The Fire Department vehicle will proceed only when all other traffic has yielded the right-of-way and the intersection is deemed safe.
  - c. The maximum allowable speed through any intersection shall be the posted legal speed limit.
9. Passing other moving emergency vehicles during an emergency response is dangerous and should be avoided. If it is necessary to pass another emergency vehicle, establish radio contact with that emergency vehicle, ensure that both your audible and visual warning devices are on and then only pass when safe to do so.
10. Backing up Fire Department vehicles can be dangerous and should be done with extreme caution. Refer to the Fire Department procedure on Backing up Fire Department Vehicles.

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.2.1.1
			Section 4.5.1	Safety	Page 4 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

11. No person will attempt to step off or on any Fire Department vehicle while it is in motion.
12. Fire Department personnel will chock the wheels of Fire Department Engine and Rescue vehicles any time they are parked any place other than inside the fire station. These vehicles will be chocked on the downhill side of the tire.
13. Seat belts will be used at all times when the apparatus is in motion and the crew capacity on each apparatus shall not exceed the number of seat belts.
14. Driving while impaired by drugs or alcohol is both illegal and unacceptable. Fire Department personnel found to be driving a fire department vehicle while impaired by drugs or alcohol will be disciplined.

**REFERENCE:**

**ALSO SEE O.G. #:**

Don Luckett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

## **BACKING UP VEHICLES**

### **A) GENERAL RULES:**



1. If you can avoid backing up, don't back up!
2. Never be in a hurry when backing up.
3. Do not start to back-up when unsure of the area.
4. When possible back off of a roadway and not on to one.
5. Do not put the vehicle into reverse gear before coming to a complete stop.
6. Roll the driver's side window down before backing up.
7. **If at all possible use a spotter** and make visual or verbal contact with the spotter.  
(A portable radio may be used for verbal communications)
  - a. If no spotter is available:
    - a) Reconsider backing up. Is it really necessary?
    - b) Make a reasonable attempt to get someone to act as a spotter.
    - c) If a spotter cannot be obtained, get out of the unit and walk around the unit completely and survey the area that you are backing into.  
Before proceeding to back up the unit up, be sure to check overhead clearance.
8. When backing off or onto a roadway always use fire fighters for traffic control if available.

### **B) OPERATOR RESPONSIBILITIES:**

1. Bring the unit to a complete stop.
2. Make visual or verbal communication with the spotter. "If you cannot see or hear the spotter, do not backup!" (A portable radio may be used for verbal communications)
3. Make sure a spotter is in place a safe distance to the left rear of the unit.
4. Be able to see the spotter in the left view mirror. **"If you cannot see the spotter do not backup!"**
5. The driver and spotter must establish and continue eye contact in the left mirror.
6. Drivers and spotters must be familiar with hand signals.
7. The spotter will signal the driver when it is safe to back up.

### **C) SPOTTER RESPONSIBILITIES:**

1. Survey the right side and rear of the vehicle for obstacles and overhead clearances.
2. Place yourself a safe distance to the left rear of the unit.
3. Make sure the operator can see and hear you.
4. Be familiar with hand signals. (See attachment).
5. Maintain eye contact with the driver at all times.
6. In cases where the vehicle must back-up over a long distance the spotter should stop vehicle each time he repositions himself. He should not be walking backwards and signaling the vehicle at the same time.

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.2.1.2</b>
			<b>Section 4.5.1</b>	<b>Safety</b>	<b>Page 1 of 2</b>
			<b>Title</b>	<b>Forestry Interface Incidents and Personal Protective Clothing</b>	
			<b>Sub:</b>		

**PURPOSE:** To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency interface incident while maintaining the highest degree of personal safety during emergency operations and training exercises

**SCOPE:** This Operational Guideline applies to all fire department personal.



**POLICY:** All personnel shall have completed the S-100/S-100A Basic Fire Suppression and Safety Course.

All personnel at the scene of any emergency interface incident or training exercise must wear appropriate personal protective clothing.

**PROCEDURE:**

1. For the purpose of this procedure, full protective clothing consists of a hard hat, coveralls, leather boots and gloves. All clothing is to be properly fastened and closed.
2. Protective clothing must be worn by all personnel according to the following guidelines:
  - (a) Personal safety is not to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective clothing.
  - (b) All firefighting personnel must wear full protective clothing when responding to any type of interface incident. All protective clothing must be donned prior to boarding the apparatus. Hardhats, gloves are optional for drivers and officers during the response.
  - (c) All firefighting personnel must wear full protective clothing during training exercises and emergency interface incidents unless specifically directed otherwise.
  - (d) Gloves must be worn at all times when hand tools, power tools, hose, ladders or any other equipment is used that could cause injuries to the hands. Similarly, boots must be completely laced

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.2.1.2</b>
			<b>Section 4.5.1</b>	<b>Safety</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Forestry Interface Incidents and Personal Protective Clothing</b>	
			<b>Sub:</b>		



and/or secured at all times. This includes all work details, maintenance operations and training exercises involving interface incidents.

- (e) Officers in charge must determine the appropriate level of protective clothing required for personnel operating at interface incidents where no specific guidelines have been established. Circumstances may arise when it is preferable to allow less than full protective clothing. Loosening of coverall or removal of hardhats by personnel carrying equipment in the hot sun may prevent heat stroke. In all cases however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
- 4. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
  - (a) Hearing protection must be worn when operating chain saws or pumps.
  - (b) Goggles must be worn as appropriate.
- 5. Prolonged periods without cleaning can cause a deterioration of the fire-retardant properties of protective clothing such as coveralls due to the build-up of unburned hydrocarbons. Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect. Therefore, coveralls should be washed regularly.

**REFERENCE:** WCB Regulation 31.10

**ALSO SEE**  
**O.G. #:**

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
			Section	Safety	Page 1 of 1
			Title	PPE for Wildfire Incidents	
			Sub:		

**PURPOSE:** To ensure that all personnel responding to a wildfire incident are equipped with and properly use PPE designed to minimize the risk of injury.

**SCOPE:** This OG applies to all fire department members



**POLICY:** All personnel responding to a wildfire incident must wear and carry the full compliment of PPE issued by the fire department for this type of operation and have completed the S-100/S-100A Basic Fire Suppression and Safety Course.

**PROCEDURE:**

1. All firefighters and Auxiliary members are issued a full set of PPE to be used for responding to a wildfire incident. This equipment includes: fire-resistant coveralls, safety helmet, eye protection, ear protection, bandana, particulate masks, flashlight, whistle, gloves, 8" leather safety boots.
2. All personnel are trained in the proper fit and use of this PPE.
3. No member will be allowed to enter the scene of a wildfire incident or training exercise without the complete complement of wildfire PPE properly donned.
4. On a case-by-case basis, Command may permit members to wear less than the full complement of protective equipment.
5. Hearing, sight and hand protection must always be used when operating a chain saw.
6. It is the responsibility of each firefighter to maintain their PPE. Damaged articles must be immediately repaired or replaced. Coveralls should be washed periodically to remove unburned hydrocarbons (soot).
7. Members are to advise the Fire Chief after the coveralls have been washed about 15 times (fire resistance is reduced with repeated washing)

**REFERENCE:** WCB Regulation 31.10; 13.11; 31.12



Don Lockett	This O.G. Replaces: 1.01.16
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

				Standard Operational Guidelines	
				Comox Valley Regional District	
			Section	Safety	Page 2 of 1
			Title	PPE for Wildfire Incidents	
			Sub:		

**ALSO SEE**

**O.G. #:**

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Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines	
			Comox Valley Regional District	
			O.G.# : 4.2.1.4	
			Section	Training
			Title	Attendance at Training Sections
			Sub:	
			Page 1 of 1	

**PURPOSE:** To ensure that all fire department personnel receive and maintain up-to-date knowledge and applied skills to a level sufficient for them to perform their duties efficiently, effectively and safely.

**SCOPE:** Applies to all fire department personnel.



**POLICY:** The fire department will provide comprehensive training programs for all fire department members. Each member must make the commitment to participate in as many training sessions as practically possible to maintain their level of training and their standing in the fire department.

**PROCEDURE:**

1. DIFR will conduct regular training sessions for firefighters every Thursday evening at 19:00 at the Fire hall, 5555 Denman Road. Sessions will normally last two hours. A posted schedule of the scope of training sessions will be maintained with a minimum of one month advance notice of upcoming training.
2. First Responders will meet for emergency medical assistance training once per month on a Tuesday evening at 19:00. First Responders will receive advance notice of these meetings by email.
3. The trained Auxiliary will meet once a month normally on the first Thursday of the month. Advanced notice will be emailed to each member of the Auxiliary indication the time and scope of practice.
4. No training sessions will be scheduled on or between December 24<sup>th</sup> and the following January 1<sup>st</sup>.
5. To maintain their standing and be allowed to participate fully at incident scenes, any member must attend at least 65% of their appropriate training sessions. Attendance records will be maintained by the Administrative Officer and made available at any time requested by the Fire Chief.
6. If a member is ill or notifies the Fire Chief in advance that he/she cannot attend a training session for an acceptable reason (scheduled vacation, family emergency, etc.) , that absence will not cost against their attendance record.



Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



				Standard Operational Guidelines	
				Comox Valley Regional District	
			Section	Training	Page 2 of 1
			Title	Attendance at Training Sections	
			Sub:		

7. Based on the periodic review of attendance records by the Fire Chief, a member who does not achieve 65% attendance will be interviewed by the Fire Chief and may be asked to take a leave of absence until attendance can be improved or may be asked to resign.
8. Any member not attending training for five consecutive sessions without valid reason is deemed to have resigned from the Fire Department

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			<b>Standard Operational Guidelines</b>	
			<b>Comox Valley Regional District</b>	<b>O.G.# : 4.2.1.5</b>
			<b>Section</b>	<b>Wildfire Strike/Contact Procedures</b>  <b>Page 1 of 1</b>
			<b>Title</b>	
			<b>Sub:</b>	

**PURPOSE:** To ensure the safe and efficient response to all fire department personnel to the scene of an emergency, training ground or other fire department business.



**SCOPE:** The Operational Guidelines applies to all department personnel.

**POLICY** The driver of each vehicles bears full responsibility for operating a vehicle in accordance with the B.C. Motor Vehicle Act and the policies of the Fire Department.

**QUALIFICATIONS** If, while responding to a callout or during a fire department incident, a vehicle you are operating comes into contact with any wildlife notify Fire Dispatch. When appropriate, notify DI-FR radio dispatch or IC and Fire Chief.

**PROCEDURE** Personnel will report any incident of wildlife contact. On Denman Island the Wildfire person (s) to contact would be Dennis Forsyth (250-335-1146), Peter Karsten (250-335-1640), Chis Danks (250-335-1838) or, alternately Mike Nestor or Dean Heyland. If on a call in a department vehicle you are unable to stop (due to structure fire/MVI/or other incident) let Fire Dispatch know and have them call (landline) one of the above people.

Don Luckett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
			Section		Page 1 of 1
			Title	Duty Officer Page	
			Sub:		

**PURPOSE:** To establish a procedure for responding to and acknowledging receipt of Duty Officer Pages by Fire Dispatch.



**SCOPE:** This Operational Guideline applies to all Department Officers.

**POLICY:** Duty Officer Pages from Fire Dispatch will be answered in order of Officer rank.

**PROCEDURE**

1. In the event of a Duty Officer Page from Fire Dispatch, the Fire Chief will respond acknowledge the page via his personal portable radio.
2. If the Fire Chief is unavailable and has not responded to the Page in approximately one minute, the Deputy Chief will respond and confirm receipt of the page via his personal portable radio.
3. If the Deputy Chief has not responded within 30 seconds, the first available Officer will respond and confirm.
4. The Fire Chief, Deputy Chief or Officer answering the Duty Officer Page will determine from the information received whether a General Page Out is required.
5. If a General Page Out is not required, the responding individual will advise Fire Dispatch when he/she is enroute (if necessary) and make sure that he/she is monitored by Fire Dispatch at all times.

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
			Section		Page 1 of 1
			Title	Hose Testing	
			Sub:		

**PURPOSE:** To ensure that Fire Department fire hoses are properly used and maintained, and tested regularly, so that firefighters are not injured by hose failures.

**SCOPE:** This Operational guideline applies to all Fire Department personnel.

**POLICY:** Fire hose must be maintained as per manufacturers' guidelines and tested annually in accordance with this procedure.

**PROCEDURE: MAINTENANCE**

1. Fire hose must be maintained according to manufacturers' recommendations.

In the absence of specific manufacturers' guidelines, the following applies:



- a) Hose must be visually inspected after each use to detect possible damage or weaknesses.
- b) Hose must be brushed regularly to remove any dust, dirt or soot deposits. If necessary, it must be washed and scrubbed with clear water.
- c) Any oil or grease on the hose must be removed with a solution of mild soap and water, then rinsed with clear water.
- d) Hose couplings must be cleaned by immersing in warm soapy water. Female swivels must be turned to dislodge any dirt or foreign material. Male swivels must be cleaned with a brush.

2. Wet resistant hose may be reloaded onto an apparatus wet, but only if necessary. It should be dried if possible.

Natural fibre fire hose must not be reloaded wet unless unavoidable in order to maintain an apparatus in service.

3. Hose must be stored on racks in a single donut roll for 1 1/2" and 2 1/2" or straight roll for 4". Hose must be fully dry before being placed into storage.



Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines	
				Comox Valley Regional District	
			Section		Page 2 of 1
			Title	Hose Testing	
			Sub:		

## TESTING

4. All hose must be tested every two years. (under review)  
Procedures for 1 1/2", 2 1/2" and 4" hoses are as follows:
  - a) Inspect hose for any visible defects in the outer jacket.  
Look for damage to the couplings.  
Replace worn or missing gaskets.
  - b) Connect the hose testing gate valve to an apparatus outlet, with the valve open.
  - c) Connect a 2 1/2" (for testing) from the gate valve to the hose testing manifold.
  - d) Connect lines to be tested to the hose testing manifold to a maximum of 300 feet off each connection.  
End all lengths with a nozzle.
  - e) Mark the hose at the end of each coupling shank with a soft pencil.
  - f) Fill the lines with water at 50 psi and bleed off all trapped air.
  - g) Close the hose testing gate valve.
  - h) With all the air evacuated from the lines, all nozzles closed and **the gate valve closed**, increase pump pressure to 300 psi and hold for five (5) minutes.
  - i) From a safe distance, check for leaks and/or sweating along the hose lines and at the couplings.
  - j) Slowly reduce the pressure and drain the hose.
  - k) Inspect the markings at each coupling to ensure that the couplings have not moved.
  - l) Record the identifying number of each hose tested on a test record sheet, noting whether it has passed successfully or been sent for repair.
  - m) Tag defective hose, indicating the problem.
  - n) Hose in good condition is then dried, rolled and placed back in service.
  - o) Record result and forward to the Fire Chief.

Don Luckett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.#: 4.2.1.7
			Section		Page 3 of 1
			Title	Hose Testing	
			Sub:		

6. Procedures for 4" hose are as in the preceding section, **except that maximum test pressure is 200 psi.**
7. Repairable damaged hose must be:
  - a) Removed from service.
  - b) Tagged at female coupling indicating type and location of damage.
  - c) Stored separately from usable hose and tag it for repair as soon as possible, with appropriate couplings.
  - d) Not less than forty (40) feet in length, except for short lengths of hose used in monitor operations and as hydrant fillers.
  - e) Tested as outlined for annual testing, after having been repaired and prior to being placed back in service.
8. Couplings from unrepairable damaged hose will be cut off and saved for future use. Unrepairable damaged hose must be:
  - a) Removed from service and disposed of.
  - b) Recorded in the hose test record sheet as TOS (Taken Out of Service), with the reason for its disposal recorded.
  - c) Deducted from the Fire Department hose inventory and replacement hose ordered in the following budget year.

### **NEW HOSE**

9. New hose received must be visually checked for defects and damage. Each length of new hose must be marked with "DIFR" and an identification number on the shank of the female coupling and recorded on the hose test record prior to being placed in service.

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.2.1.8
			Section		Page 1 of 1
			Title	Kubota Utility Vehicle Rescue #57	
			Sub:		

**PURPOSE:** Operation of department vehicles represents one of the more hazardous routine operations in which members participate. Drivers of the Kubota Utility Vehicle, Rescue #57 will be adequately trained to safely operate this vehicle.

**SCOPE:** This Operational Guideline applies to all Department personnel.



**POLICY:** All drivers/operators must participate in and satisfactorily complete an initial orientation and ongoing driver/operator training. All drivers/operators must possess a current BC driver's license and be over the age of 18.

**PROCEDURE:**

1. This vehicle is not intended for use on regular roads but does have the appropriate permit to cross roads if necessary.
2. Seat belts must be worn all times while the vehicle is in motion.
3. This vehicle is not to be used for personal use.
4. When this vehicle is in motion, all occupants must remove their helmets and store them in a safe and secure manner.
5. A crew of 2 is required for operation of this vehicle.
6. All radio communications will be carried out by the member riding as passenger.
7. All radio communications will be carried out by the member riding as passenger.
8. Care and caution must be used when loading and unloading the vehicle on the trailer.
9. All pre and post vehicle inspections are applicable.

**CURRENT USES:** Fire Suppression / Fire Patrol / Search and Rescue

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		
			O.G.#: 4.2.1.9		
			Section	Operations	Page 1 of 1
			Title	Post Call-out Procedures	
			Sub:		

**PURPOSE:** To ensure that all vehicles are safe to respond to any incidents.

**SCOPE:** All fire department members.

**POLICY:** All members returning from a call out must ensure that the vehicles used for that call out are inspected and returned to service as follows.

**PROCEDURE Post-trip Vehicle Inspection**



- Following a call-out or any trip that takes a fire vehicle away from the fire hall, a complete post trip inspection will be performed involving, at least, two Fire Department personnel.
- Procedures are laid out on the forms provided for each vehicle. These forms must be completed and initialed.
- Any problem with the vehicle must be reported to an Officer and necessary maintenance or repairs carried out, if possible.
- If a repair cannot be carried out on the spot, an Officer may declare the vehicle temporarily out of service.

**Restocking of Equipment and Supplies**

- Ensure that all gear is returned to its correct locations on the truck
- All water tanks are refilled water tanks are full
- Vehicles have sufficient fuel
- Small engines are refueled
- Chainsaws, if used, are fueled and sharpened
- Any damaged equipment is immediately reported to an officer and repaired if possible.
- All unrepairable equipment is put out of service and repairs arranged

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:





			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.#: 4.2.1.9</b>
			<b>Section</b>	<b>Operations</b>	<b>Page 2 of 1</b>
			<b>Title</b>	<b>Post Call-out Procedures</b>	
			<b>Sub:</b>		

### SCBA

- All empty or partially used cylinders are filled.
- All SCBA's used are cleaned according to Fire Department procedures

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.2.2.1
			Section	Operations	Page 1 of 1
			Title	Radio Communications	
			Sub:		



**PURPOSE:** To establish DIVFD Communication procedures.

**SCOPE:** All Fire Department personnel.

**POLICY:** All Fire Department personnel to use standard communication protocols and plain language when using radios.

- PROCEDURE**
1. Test Pager Procedures:
    - To ensure that radios and pagers are operating properly.
    - Thursday Practice - Chiefs Page (120#) and General Page (100#) between 18:00 and 18:25.
    - Auxiliary and First Responder Practices – General Page (100#) between 18:30 and 18:45.
      - Test Pages may also be used to advise members of special events, to search for lost pagers/radios or to test quality of transmission/reception
      - Radio operator must clearly advise that this is a “Test Page Only” by repeating that phrase three times followed by time of day.
  2. Incident Response Procedures:
    - Duty Officer (refer to Duty Officer Page) will respond to a page out from
    - Fire Dispatch acknowledging receipt of the page and asking for further details.
    - All vehicles will report to Fire Dispatch when they are leaving the Fire hall and when they arrive at the scene.
  3. Incident Scene Procedures:
    - IC will have priority for all radio transmissions
    - IC upon arriving at scene will describe the situation, advise arriving trucks on staging, request special personnel or equipment needs
    - IC will advise specialized units (e.g. tankers and pump operator) to communicate on one of the tactical channels.

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.#: 4.2.2.1</b>
			<b>Section</b>	<b>Operations</b>	<b>Page 2 of 1</b>
			<b>Title</b>	<b>Radio Communications</b>	
			<b>Sub:</b>		

- Traffic control personnel will communicate with IC by radio but will speak to each other using walkie talkies.
- Radio operators at the fire hall will monitor the IC's communications, record important events at the scene on the call-out form and respond to any request from the IC for equipment, more personnel or land-line contact with other individuals or groups (e.g. BC Ferries).
- IC will periodically advise Fire Dispatch on the status of the incident and terminate the call when response to the incident is over.
- All vehicles will advise Fire Dispatch that they are leaving the scene of the incident and will also report when they have arrived back at the Fire hall.

4. Other Procedures:

- Be brief, speak clearly and slowly. Plain language will be used for radio transmissions. "10 codes" are not used.
- Swearing on air is not permitted and the transmittal of personal or sensitive information must be avoided, wherever possible.
- The IC will advise when tactical channels are to be used by all or some of the personnel at the scene. And each radio changing to a tactical channel will perform a radio check on that frequency.
- IC will advise when personnel on the tactical channels can return to the main frequency.

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		
			O.G.#: 4.2.2.2		
			Section	Operations	Page 1 of 1
			Title	Response to call-outs	
			Sub:		

**PURPOSE:** To establish response procedures for all call outs.

**SCOPE:** All Fire Department Personnel.

**POLICY:** Fire Department personnel shall, upon hearing the page proceed to the Fire h immediately. For First Responder calls, only certified First Responders will respond unless a request for additional personnel is broadcast.

**PROCEDURE** Proceed directly to the Fire Department, even if you have to pass the incident on route, adhering to **All Motor Vehicle Act regulations** (no special privileg are provided for). Four way flashers may be used to warn other drivers you need their cooperation.

Get into appropriate PPE before departing. Do not wear helmets in the fire vehicles. Stow in a safe location.

Order of Truck Departures is:

- First Responder calls – Rescue 53 then Rescue 50
- All other incidents – Rescue 50, Rescue 53, Engine 55, Tanker 54, Tanker 51, Tanker 52, private vehicles, Utility 57 (if needed)

**Radio procedures** are outlined in OG # 4.2.2.1

**Radio Operators at the Fire hall will** log all vehicle departures arrivals, personnel on scene, and significant events during the incident.



Identify nearest water sources and check existing files, where available for any hazards (fuel storage, etc).

**For** Structure Fire call ambulance via 911 to stand by

Once attack team enters fire, Radio operator to ask IC for a personnel check every 10 minutes

Radio dispatcher to notify any other Agency as directed by the Incident Commander (e.g. BC Ferries)

Don Luckett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.2.2.3
			Section	Safety	Page 1 of 1
			Title	Tire Chains	
			Sub:		

**PURPOSE:** To ensure that all DIFR vehicles are equipped with tire chains, when needed.

**SCOPE:** This OG applies to all DIFR members.

**POLICY:** All Fire Department vehicles with the exception of Utility 57 will be equipped with tire chains that are to be used when snow on the road exceeds ten (10) centimeters (4").



**PROCEDURE:**

1. Tire chains specifically designed to fit the wheels/tires of each DIFR vehicle will be kept at the fire hall and maintained in good condition.
2. Prior to winter, all members will be trained in the proper installation of tire chains on all vehicles.
3. A general page from the Fire Chief or an appropriate officer will alert all members to come to the hall to install the tire chains.
4. All vehicles will have chains installed on rear tires, both sides. The four-wheel drive vehicles 50 and 53 will also have chains installed on both front wheels.
5. When travelling with tire chains installed, no DIFR vehicle will exceed the speed of 30 km/h.
6. A general page from the Fire Chief or an appropriate officer will alert all members to come to the hall to remove the tire chains.
7. Chains will be inspected for damage following each use.

**REFERENCE:**

**ALSO SEE** 4.2.2.5  
**O.G. #:**

Don Luckett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.#: 4.2.2.4</b>
			<b>Section</b>	Administration	<b>Page 1 of 1</b>
			<b>Title</b>	Payment Provided for Training Courses	
			<b>Sub:</b>		

**PURPOSE:** To have a procedure for paying for authorized training courses and incidental expenses.

**SCOPE:** Applies to all members of Denman Island Fire Rescue

**POLICY:** Pursuant to OG # 3.4.1, DIFR will provide the opportunity for training to all members and will pay the full cost of the course and in certain circumstances, incidental expenses incurred by the member taking the course.

**PROCEDURE:**



1. DIFR will pay the full cost of courses deemed appropriate for any member of the Department to successfully achieve the skills and knowledge expected for their position.
2. If training is to take place off Denman Island, DIFR, with the approval of the Fire Chief, will pay full out-of-pocket expenses for travel, meals and accommodation.
3. If training is to take place off Denman Island, DIFR, with the approval of the Fire Chief, will pay full out-of-pocket expenses for travel, meals and accommodation.
4. If a member of the Department fails to successfully complete a course, the Fire Chief at his discretion, may authorize a second, fully paid attempt to complete the course.
5. Members wishing to take courses that do not directly relate to the skills or knowledge required for their position on the Fire Department may apply to the Fire Chief for payment for the course and incidental expenses.

**REFERENCE:** CRA Published mileage rates

**ALSO SEE** 3.4.1 Training Standards

**O.G. #:**

Don Luckett	This O.G. Replaces: 1.01.16
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.2.2.5
			Section	Operations	Page 1 of 1
			Title	Vehicles	
			Sub:		

**PURPOSE:** To describe the type of apparatus employed by the Fire Department



**SCOPE:** All Fire Department personnel.

**POLICY:** The use of all fire department vehicles must comply with the Fire Department Occupational Health and Safety Program. All drivers must be eighteen years or older and have a valid driver's license and successfully completed the Fire Department's Driver Training program.

**PROCEDURE** **Fire Department Vehicles:**

- Rescue 50 also known as the Duty Vehicle is the first vehicle to leave the Fire hall for all types of incidents except First Responder calls. Usually carries one firefighter who will be the initial IC. The vehicle carries a fire extinguisher, axe, TIC and portable radio. The vehicle can also be used by Fire Department personnel when travelling off-island on Fire Department business.
- Tanker 51 is used primarily to carry water to an incident. It has pumping capabilities and carries a limited amount of hose. (Water capacity - 5000 litres)
- Tanker 52 is used exclusively to transport water to an incident.(Water capacity - 5000 litres)
- Rescue 53 carries the First Responder equipment and most of the rescue equipment. It is the first vehicle to leave the fire hall for First Responder calls. It is equipped with a pump, carries 1500 litres of water and can deliver foam. This vehicle carries substantial quantities of 1½ and 2 ½ inch hose. This vehicle carries three SCBU units and 2 extra bottles.
- Tanker 54 is the principle vehicle for delivering water to a fire. (Capacity 8500 litres) It has an on-board pump and carries a limited amount of hose. Drivers must have an Air Brakes endorsement on their Drivers Licence.
- Engine 55 is the principal pumper at all fire scenes. It carries 4000 litres of water and can deliver foam through a substantial quantity of 1 ½ and

Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.#: 4.2.2.5</b>
			<b>Section</b>	<b>Operations</b>	<b>Page 2 of 1</b>
			<b>Title</b>	<b>Vehicles</b>	
			<b>Sub:</b>		

2 ½ inch hose, a wide variety of hose connections and appliances. This vehicle is equipped with six SCBA units and nine spare bottles.

- Utility Vehicle 57 – This All-Terrain Vehicle is used for fire patrol in the dry season and for accessing remote areas. It can carry a chainsaw, shovel and axe as well as a limited volume of water, pump and hose for very small fires. It can also be used to transport firefighters and equipment to and from a remote scene. See also OG 2.03a.

### **Call-out Order:**

First Responder calls:

Rescue 53 is first to respond with a minimum of 2 First Responders

Rescue 50 is second to respond with one to four personnel

All other incidents

Rescue 50 with one Firefighter

Rescue 53 with 3 to 4 firefighters

Engine 55 with 2 or three firefighters

Tanker 54 with one to 3 firefighters and Auxiliary member

Tanker 51 with one or more firefighters/Auxiliary members

Tanker 52 with one or two Auxiliary members

Private vehicles (as needed)

Utility 57 (if needed)

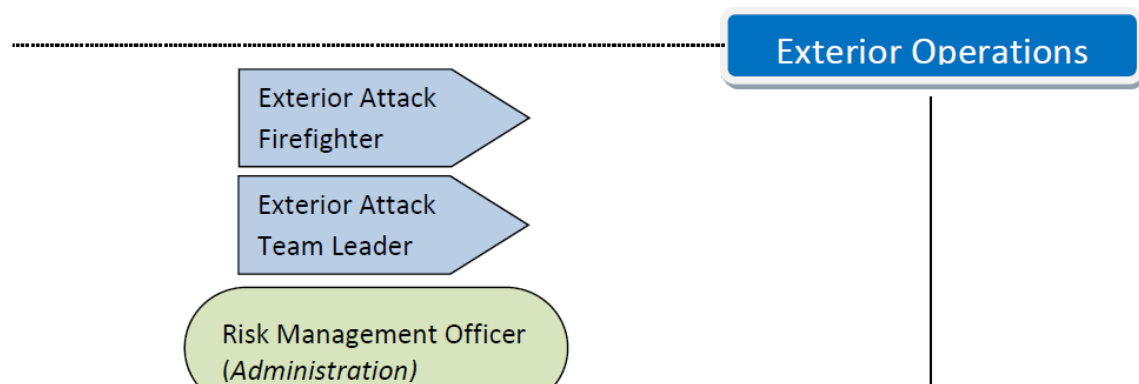
Don Lockett	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



## Fanny Bay Service Level

### Position Competency Ladder

### Service Level



<p><b>The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</b></p>		<p><b>Job Performance Requirements (Exterior Firefighter Competencies)</b></p>	<p><b>Exterior Operations - Firefighter</b></p>
	Emergency Scene Traffic NFPA 1001 5.3.3		
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000		
	Dangerous Goods or Hazmat Awareness (from NFPA 472) <sup>1</sup>		
	Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) <sup>2</sup>		
	Incident Command System 100 (from BCERMS curriculum) <sup>3</sup>		

## Fanny Bay Service Level

	<b>Train the Trainer Competencies</b>	Job Performance Requirements (NFPA 1041 Competencies)	Training Officer
	4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5		

	<b>Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021:<sup>4</sup></b>	Job Performance Requirement: (NFPA 1021 – Competencies)	Team Leader Exterior & Interior
	Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3		
	Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2		
	Fire ground Accountability NFPA 1021 4.6.1, 4.6.2		
	Live Fire – Exterior ( <i>Recommended for Exterior Operations</i> ) NFPA 1001 5.3.7, 5.3.8, 5.3.10		

### Exterior Operations Service Level

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside. Where the IDLH atmosphere no longer exists as a result of fire suppression operations or otherwise, subject always to an appropriate risk assessment by the Incident Commander, it may be appropriate for members of an Exterior Operations **Service Level** department to enter the structure.



Where there is a potential risk of an IDLH atmosphere developing, or risk from smoke or particulate matter when conducting external operations (including overhaul), SCBA must be worn in accordance with WorkSafe BC requirements.

Exterior Operations Team Leaders are trained to supervise exterior operations only.

## Fanny Bay Service Level

The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the **Playbook** requirements and other relevant regulations and standards.

The Exterior Operations **Service Level** applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.1.1
			Section		Page 1 of 1
			Title	Attendance at Training, Practice Sessions and Incidents	
			Sub:		

**PURPOSE:** To identify an acceptable level of attendance at scheduled training and practice sessions to ensure the maintenance of firefighters operational competence and familiarity with equipment. The intention is to establish an attendance frequency that in addition to ensuring the competency requirements, will demonstrate the due diligence of the department, in the event of an accident and/or liability issues.



**SCOPE:** This Operational Guideline (O.G.) refers to attendance and active participation at regularly scheduled Tuesday evening practice, training sessions and incidents.

**POLICY:** Firefighters (all ranks) shall endeavor to attend at least 50 % of the annually scheduled practice/training evenings. Practice/training evenings are scheduled for every Tuesday, between 1900 Hrs. and 2100 hrs. The policy is established to ensure the safety of all firefighters and the public served by same.

**PROCEDURE:** Firefighters who wish to remain on operational status shall attend at least 50 per cent of regularly scheduled practice /exercise sessions. This OG is not intended to be punitive for firefighters who cannot attend 50 %, however it may be utilized to identify firefighters who will require additional training should they wish to remain on operational status. It is the intention of this OG to enable the Chief or his delegate to identify firefighters who may be considered to have maintained operational status and capability, and those who have been unable to do so for any reason.

- 1) The Chief will maintain and make available to Captains, a list of firefighters who are considered to have maintained operational status, and only those firefighter may be deployed by “Fanny Bay Command” in the event of an emergency tasking by Dispatch.
- 2) Firefighters who have for any reason been unable to maintain 50 per cent attendance, and their operational status, may work with the Chief/Deputy and Training Officer to arrange for additional training that will ensure their operational status.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			<b>Standard Operational Guidelines</b>	
			<b>Comox Valley Regional District</b>	<b>O.G.#: 4.3.1.1</b>
			<b>Section</b>	<b>Attendance at Training, Practice Sessions and Incidents</b>  <b>Page 2 of 1</b>
			<b>Title</b>	
			<b>Sub:</b>	

- 3) Scheduled Tuesday evening practice evenings are to include training; exercising; running of equipment; maintenance checks of equipment, familiarity with equipment operation and operational procedures; and, dissemination of operational or administrative information.
- 4) Attendance at training/practice sessions ensures firefighters maintain a level of competence with firefighting and other emergency practices; familiarity with the operation of all emergency equipment; and, receive updated information on fire department issues with respect to training, equipment, procedures, and special events.
- 5) Firefighters shall attend the scheduled Tuesday evening sessions by ensuring they arrive at the fire hall in sufficient time to prepare for the practice or training session to begin at 1900 Hrs.

#### **FIREFIGHTERS PAY FOR TRAINING:**



- 1) Firefighters are required to attend at least 50 per cent of annual training (Tuesday evening) sessions. Pay will be awarded annually at a rate of \$10 per training session for those who can attend up to 60 per cent of annual training sessions.
- 2) Firefighters who attend between 60 per cent and 75 per cent of annual training sessions will be awarded annually at a rate of \$15 per training session.
- 3) Firefighters who attend in excess of 75% of annual training sessions will be awarded at a rate of \$20 per training session.

#### **REMUNERATION FOR TRAVEL AND ATTENDANCE AT WEEKEND/EVENING TRAINING.**

Firefighters who attend authorized training sessions on weekends or evenings shall be remunerated;

- 1) Firefighters will submit vehicle distance to training location and return, and be reimbursed at the established rate.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.1.1
			Section		Page 3 of 1
			Title	Attendance at Training, Practice Sessions and Incidents	
			Sub:		



- 2) Firefighters will be paid at a rate of \$5 per hour for authorized training.

**REMUNERATION FOR ATTENDANCE AT INCIDENTS.**

Members who attend incidents will be paid an honorarium of \$15 per incident.

NOTE: This OG is intended to ensure the physical safety of firefighters and the public they serve. It is also intended to show in the event of an accident with any suggestion of negligence, that every reasonable effort is being made to ensure operational competency.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.1.2
			Section		Page 1 of 1
			Title	Duty Officer Page Out	
			Sub:		

**PURPOSE:** To provide direction when a call is received from Dispatch for a Duty Officer Response to any reported incident.

**SCOPE:** Fire Department Members.

**POLICY:** Fire dispatch receives calls from concerned citizens and others relating to suspected or anticipated issues in the Fanny Bay Fire Protection Area. A Duty Officer Page is initiated. This requires that a Fire Officer call Dispatch and get the details then respond to the scene and determine if a full department response is required.

**PROCEDURE:** Most Members have a pager that can receive Duty Officer Pages. Duty Officer Pages have a distinctive sound different from a general page. When a page is received, an Officer will contact Dispatch on the radio to determine the details, the Officer will ask Dispatch to open the Repeater Radio Channel then proceed to the Fire Hall.



Members who are available and receive the page report to the Fire Hall. Once an Officer arrives at the Fire Hall they will investigate the page and either report their findings to Dispatch or initiate a general page to all members.

AT NO TIME WILL ONE OFFICER INVESTIGATE A DUTY OFFICER PAGE. For safety and legal reason one officer and one other member will investigate a Duty Officer Page.

Members investigating a Duty Officer Page shall either wear their full turnout gear or take their full turnout gear with them.

Duty Officer Pages will be investigated using Fire Vehicle DO 82.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.1.3
			Section		Page 1 of 1
			Title	Duty Officer Vehicle	
			Sub:		

**PURPOSE:** This OG provides for the use, storage and operational criteria for Duty Officer Vehicle #82.

**SCOPE:** All FBVFD personnel.



**POLICY:**

1. All emergency operating vehicle rules and regulations will be followed.
2. The vehicle will be used only for Fire Department business.
3. Additional Keys will be retained by the Fire Chief, Deputy Chief and Assistant Chief (Training).
4. The vehicle will, whenever possible, be utilized on all Duty Officer Taskings and authorized (by Chief or Deputy) fire patrols.
5. Persons other than FBVFD Members and other recognized fire departmental members may not ride as passengers in the vehicle. The vehicle may only be operated by FBVFD Members as directed by the Fire Chief, Deputy Chief or Fanny Bay Command in dispatch situations.

**REFERENCE:**

Mike Smith	This O.G: Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.4
			Section		Page 1 of 1	
			Title	Fire Patrols		
			Sub:			

**PURPOSE:** This guideline is intended the process to be followed when conducting fire patrols in the Fanny Bay Fire Protection area.



**SCOPE:** All FBVFD personnel.

**POLICY:** Fire patrols will be authorized by the Chief, Deputy or Assistant Chief.

**PROCEDURE:**



1. The fire department vehicle to be used for patrols is 82.
2. Fire patrols will be conducted by an officer and one other firefighter.
3. Appropriate clothing will be worn to properly represent FBVFD. This will include station uniform or coveralls with appropriate foot-wear (no sandals, runners or flip-flops etc). Full turn-out gear is to be taken on patrol, in addition to a portable radio and flash lights.
4. Radio designation will be Fanny Bay Duty Officer. Fire Dispatch is to be advised when departing on a patrol, and request to open the radio channel. Fire Dispatch shall be advised when the patrol is completed.
5. Fire patrols will only enter private property when an open fire is observed. Patrolling officer shall identify himself/herself to the property owners and state the reason for the visit.
6. Any private or public property with visible fire and large or suspicious crowd shall be treated with caution. Any approach to these situation shall be proceeded by radio call to Fire Dispatch to advise them of the situation and address.
7. Upon entering any property contact must be made soonest with the owner or occupant, providing identity and purpose.
8. Property owners or occupants or private citizens (on public land) who are not willing to comply with a request to put out an open fire, shall be advised that this is being referred to a senior officer for action, and the patrol then leave the property or vicinity. Chief, Deputy or Assistant Chief is to be contacted by cell or through Dispatch.

Mike Smith	This O.G: Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.4
			Section		Page 2 of 1	
			Title	Fire Patrols		
			Sub:			



9. Any open fires found that are considered to be an immediate threat to land, property or persons, should be called in to Dispatch with all information and a request for a general page and fire department response.

Mike Smith	This O.G: Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.1.5
			Section		Page 1 of 1
			Title	Incidents involving Clandestine Drug Labs, Grow Operations or Other Illegal Sites	
			Sub:		

- PURPOSE:** To ensure the safety of fire department personnel at incidents involving clandestine drug labs, marijuana grow operations or other illegal sites.
- SCOPE:** This Operational Guideline applies to all Fire Department Personnel.
- POLICY:** Fire department personnel will take additional precautions when working at incidents involving clandestine drug labs, marijuana grow operations or other similar sites.
- RATIONALE:** Sites involving clandestine drug labs, marijuana grow operations or other illegal activities often involved additional hazards not commonly found at legal sites. The potential for increased danger including rapid fire extension, explosion, toxic vapors, and personal injury is far greater. It is for these reasons that fire department personnel working at these sites shall take additional precautions.
- PROCEDURE:**
1. Sites involving clandestine drug labs, marijuana grow operations or other illegal activities shall be referred to as “Special Operations Sites”.
  2. If a site is identified as a “Special Operations Site” **prior** to firefighters entering the structure Command shall determine if entry can be avoided by using an exterior attack or if entry can be made safer by adjusting normal operating procedures.
  3. If Command identified a site as a “Special Operations Site” **after** firefighters have already entered the structure he will immediately recall them. Radio communication should be avoided unless all of the radio equipment being used is intrinsically safe as the interior firefighter may be in an explosive atmosphere. Therefore Emergency Evacuation shall be implemented as outlined in OG of that title paragraph #3 (b).
  4. Command shall re-access his action plan to determine if entry can be avoided by using an exterior attack or if entry can be made safer by adjusting normal operating procedures.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.1.5
			Section		Page 2 of 1
			Title	Incidents involving Clandestine Drug Labs, Grow Operations or Other Illegal Sites	
			Sub:		

5. If interior firefighters discover a “Special Operations Site” they should immediately exit the structure and advise Command of their findings. They should exit without touching any switches and should avoid using water until the site can be better accessed.

Radio communication should be avoided until the firefighters are out of the structure unless all the radio equipment being used is intrinsically safe. Command shall assess these firefighters to determine if they need to be decontaminated before returning to service. Command will also record the time, length and type of exposure the firefighters faced.

6. Once a site has been identified as a “Special Operations Site” Command shall: Request mutual aid from COMOX FIRE/ RESCUE or similarly equipped Department that is part of CVMOU. This will be achieved through 911/Fire Dispatch.  
(See attachment “A”, “Special Operation Site” check list)
  - a. Request that the fire departments “Special Operations” trailer responded to the site. Once on site the fire departments decontamination equipment will be deployed.
  - b. Ensure that the electric utility company has been called to cut all power to the structure.
  - c. Ensure that any natural gas or propane supplying the structure has been turn-off.
  - d. Ensure that the RCMP has been called to attend at the site.
  - e. Ensure that BCAS has been called to attend at the site.
  - f. Ensure that proper personnel protective equipment is used by all persons involved in the incident.
  - g. Ensure that a both Safety Officer and a Rescue Team (RIT) has been assigned and briefed.
  - h. Ensure that no unnecessary personnel enter the Hot Zone.
7. Where a “Special Operations Site” does not involve a fire, it must be recognized that many of the same hazards still exist, and the same precautions should be taken.
8. Any firefighters or equipment that may have become contaminated might require decontamination.



Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.1.5
			Section		Page 3 of 1
			Title	Incidents involving Clandestine Drug Labs, Grow Operations or Other Illegal Sites	
			Sub:		

9. These “Special Operations” sites shall be considered HAZ-MAT sites. All personnel that have been in the HOT ZONE shall be assessed to determine the need for decontaminated.

**ATTACHMENTS** “Special Operation Site” check list

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.6
			Section		Page 1 of 1	
			Title	Radio Communications		
			Sub:			

**PURPOSE:** This is intended to promote professional, efficient and effective use of Fanny Bay Volunteer Fire Department (FBVFD) radio communications systems.

**SCOPE:** All FBVFD personnel.

**POLICY:** The Operational Guideline Policy, No. O.G. # 3.1.2 requires “To provide for the safe and efficient operation of the CVRD Fire Departments, in conformance with all Federal, Provincial and Municipal, Acts, Regulations and Bylaws, and to require fire fighters to follow safe work practices for all designated job duties.

**PROCEDURE:** **General**

- Users may not interrupt transmissions from another station.
- Users may not transmit unnecessary signals.
- Users may not transmit a message (conversation) containing profane or obscene words.
- Users shall not transmit false distress signals.
- Users are prohibited from discussing policy or personnel matters over the radio.
- Users shall transmit information using plain English in a clear and concise manner.
- Users must have the message clearly in mind before the mic is opened.



**Fire Department Response to Page Outs**

Upon receipt of a page, one designated member of a fire department shall acknowledge to dispatch that the page out was successful:

**“Fire Dispatch - FBVFD: Page received and assembling”**

If a Page is received for a location not in our protection area, Fire Dispatch shall immediately be notified.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.6
			Section		Page 2 of 1	
			Title	Radio Communications		
			Sub:			

Do not respond until at least three members, one of whom is an officer, are assembled and ready to go.

### **Fire Department Response to Fire Scenes – Dispatch Involved**

Officers responding directly from private residences to fire scenes may announce to dispatch, at their discretion, when they are responding and when they have arrived.

These times will be tracked by fire dispatch.

Fire apparatus responding from stations shall announce to dispatch when the apparatus is “en-route” and when the apparatus has arrived “on-scene”. These times will be tracked by fire dispatch.

At no time shall fire department members, other than mentioned above, announce to fire dispatch that they are en-route from their residence to a fire station.

To terminate a call, the Incident Commander shall announce, “Fire Dispatch - Command is terminated”. Upon hearing this statement, fire dispatch assumes that ALL vehicles assigned to that incident are returning to the station.

### **Fire Department use of Dispatch Channels**



In many cases, multiple fire departments share a common dispatch frequency.

Priority use of the channel will be granted to the fire departments involved in operations that require monitoring by fire dispatch. New calls on the channel will be paged and the dispatcher may need the affected fire department to switch to Direct (Channel# 2) or a Tactical frequency (Channel# 3 or 4).

In all cases of multi-call situations, every effort shall be made to give priority to the fire department responding to the most urgent emergency.

In all cases, every effort shall be made to minimize radio traffic on a common dispatch frequency by switching to the Direct or a Tactical frequency.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.6
			Section		Page 3 of 1	
			Title	Radio Communications		
			Sub:			

At No time shall a department use a common dispatch frequency for the purpose of directing traffic, conducting training operations or notifying other members of non-emergency functions.

Use the term “exercise, exercise” when communicating on all practice sessions on the Dispatch Repeater Channel or Direct Channel.

### **GLOSSARY OF TERMS**

#### **WORD OR PHRASE**

#### **MEANING**

**ACKNOWLEDGED** Let me know that you have received and understood this message.

**AFFIRMATIVE** Yes or permission granted.

**BREAK** Indicates the separation between portions of the message.

**BROADCAST** Transmission of information for which an acknowledgement is not expected.

**CONFIRM** My version is .... Is that correct?

**CORRECTION** An error has been made in this transmission (message indicated). The correct version is ...

**DISREGARD** Consider this transmission as not sent.

**DUTY OFFICER** One designated member from a department assigned to be a contact/responder for non-emergency calls within a fire protection area.

**E.T.A.** Estimated time of arrival.



**GO AHEAD** Proceed with your message.

**HOW DO YOU READ?** Self-explanatory.

**MAYDAY** (m'aider) The spoken word for distress communications.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.6
			Section		Page 4 of 1	
			Title	Radio Communications		
			Sub:			

MAYDAY RELAY The spoken word for relaying a distress signal.

MUTUAL AID Request for assistance from another department.

MONITOR Listen on (frequency).

NEGATIVE No, or that is not correct, or I do not agree.

OVER My transmission is ended; I expect a response.

OUT My conversation is ended; I expect no response.

PAN PAN Message of urgency.

PROCEED Carry on.

READ BACK Repeat all of this message back to me exactly as received after I have given it.

ROGER I have received and understood all of your last transmission.

SAY AGAIN Self-explanatory, (do not use “REPEAT”).

STAND BY I must pause for a few seconds or minute(s), please wait.

THAT IS CORRECT Self-explanatory.



UNABLE Indicates inability to comply with a specific instruction or request.

VERIFY Check coding, check text with originator and send correct version.

ENROUTE When any fire unit is responding and on the way to an incident.

ON SCENE When the responding fire unit has arrived at the scene of the incident.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.6
			Section		Page 5 of 1	
			Title	Radio Communications		
			Sub:			



COMMAND TERMINATED When incident activity at the fire scene has ceased.

### **PHONETIC ALPHABET PHONETIC NUMERALS**

A ALPHA	N NOVEMBER	0 ZE - RO
B BRAVO	O OSCAR	1 WUN
C CHARLIE	P PAPA	2 TOO
D DELTA	Q QUEBEC	3 TREE
E ECHO	R ROMEO	4 FOW - ER
F FOXTROT	S SIERRA	5 FIFE
G GOLF T	TANGO	6 SIX
H HOTEL	U UNIFORM	7 SEV - EN
I INDIA	V VICTOR	8 AIT
J JULIET	W WHISKEY	9 NIN - ER
K KILO	X X-RAY	
L LIMA	Y YANKEE	
M MIKE	Z ZULU	

### **REFERENCE:**

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.7
			Section		Page 1 of 3	
			Title	Response Procedure Details		
			Sub:			

**PURPOSE:** To provide the local procedures for vehicle manning and procedures when responding to a fire call



**SCOPE:** Fire Department Members.

**POLICY:** A page is received and all members respond to the fire hall. The engines are manned and leave the fire hall to the incident location.

**PROCEDURE:**



1. A page is received and all members who are available and receive the page report to the Fire Hall. Members will NOT call the Chief or the Fire Hall to inquire as to details of the call.
2. The first member arriving at the fire hall will disengage the intrusion alarm, open the bay doors and turn on the bay lights and write the address and a one or two word description of the call on the white board and circle the address on the map in the hallway for late arriving members.
3. Arriving members will don turnout gear, and the senior member present will assign positions based on the training each attending member has completed.
4. Every effort will be made to respond with all vehicles.
5. Engine 81 will respond to all calls. The Driver will secure the truck using wheel chocks and traffic cones and is the pump operator, the Engine IC is in the right front seat, the Rear Left Seat is Nozzle Attack Team 1 and Rear Middle Seat is Backup and Radio Attack Team 1, the Rear Right Seat is Hydrant/Water Supply. The Engine IC is responsible for Engine 81 and will assign/or reassign tasks as directed by Command. If the Engine IC is the most senior member present, they will assume Overall Incident Command until relieved. Members sitting in SCBA storage seats are expected to don the SCBA units enroute and be ready for fire attack on arrival at the scene under direction of Command.

Mike Smith	This O.G: Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.7
			Section		Page 2 of 3	
			Title	Response Procedure Details		
			Sub:			



6. Tanker 84 will respond where sufficient qualified members are available to safely operate the unit. The Tanker 84 Driver will stage where Command directs and secure the truck using Wheel Chocks and Traffic Cones and be tasked by Command as required. The Tanker 84 IC is in the Right Seat and will be tasked by Command as required.
7. Duty Officer 82 will respond as required but in any event make every effort to attend incidents.
8. In every small country fire department there is always the possibility that when the page is issued only a few members are in the area and receive the page. If sufficient members do not respond or those members who do respond do not have the training required to perform tasks required for a safe and effective handling of the incident, call Dispatch on the Mobile Radio in Engine 81 and ask for a Mutual Aid call from either Ships Point FD or Deep Bay FD. Proceed with the members in Engine 81 and Tanker 84 to the incident, secure the area and perform those tasks trained for until assistance arrives. Automatic Mutual Aid calls are already set up with Ships Point FD for any structure fire in both areas.
9. Late arriving members at the fire hall should call Command on the Office Portable for tasking. Once at the scene they will report to the staging area which is the safest side of Engine 81 at the pump access step. The pump operator will advise command of arrival of late members for tasking.
10. The driver's job is to drive the Engine. The driver will not be distracted from his/her job. All other tasks IE: taking on the Radio, using the Alert System, etc. will be performed by the Vehicle IC in the right seat.
11. Members arriving in FD units will attach their accountability tags to the plates or Command Board in each unit and the Engine IC will deliver the plates and tags to Command. Late arriving Members will deliver their accountability tags directly to Command when they arrive on scene and are assigned a job.
12. Command will direct the fire attack so as to get water on the fire as soon as possible. Command will do a 360 degree assessment/size up of any fire before committing to a fire attack strategy.

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Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.1.7
			Section		Page 3 of 3	
			Title	Response Procedure Details		
			Sub:			

13. Members who find themselves unable to get themselves to the fire hall due to circumstances such as being blocked on the highway by an MVI will stop at the incident and assume incident command until relieved. **DO NOT DRIVE THROUGH THE SCENE.** Contact the fire hall via phone or radio saying you are at the scene and bring your turnout gear. Members are encouraged to keep their coveralls with them in their personnel vehicles so as to make it easier to identify themselves at the scene in this circumstance.

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Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.1.8
			Section		Page 1 of 1
			Title	Shipboard Firefighting	
			Sub:		

**PURPOSE:** To establish guidelines for response to fires on board marine vessels.

**SCOPE:** All Officers and suppression personnel.

**POLICY:** The Canadian Coast Guard is the authority having jurisdiction for fires on vessels underway or at anchor. Structural firefighters must not respond to such ship board fires.



**FANNY BAY** Fire Departments will respond to small boat fires when the vessel is in dock in accordance with standard procedures. Primary responsibility of **FANNY BAY** Fire Department is the protection of adjacent properties. Direct suppression activities on the vessel shall be limited to above decks operations.

**PROCEDURE:** Marine firefighting is a highly specialized and dangerous operation. Therefore, the Canadian Coast Guard has established an understanding with specialized marine firefighting organizations to respond to marine fires. In all cases, the Rescue Coordination Centre should be notified to initiate the appropriate response. The **FANNY BAY** Fire Department will provide support to specialized response teams, but will not be directly involved in primary attack activities where specialized skills are required.

**REFERENCE:**

**ALSO SEE**  
**O.G. #**

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.#: 4.3.1.9</b>
			<b>Section</b>	<b>Training Fanny Bay</b>	<b>Page 1 of 2</b>
			<b>Title</b>	<b>Standards</b>	
			<b>Sub:</b>	<b>Volunteer Fire Fighters</b>	

**PURPOSE:** To commit the Fire Department to the training of volunteer fire fighters to a standard to enable them to perform their duties safely and efficiently.

**SCOPE:** This procedure applies to all volunteer fire fighters and officers in the Fire Department.

**POLICY:** The Fire Department will train volunteer fire fighters on a regular basis to Provincial and Municipal Standards.



**PROCEDURE: General:**

1. Volunteers will practice at least one evening each week and each practice will be a minimum of 2 hours duration. Christmas Eve and New Year's Day will be the only practices normally cancelled.
2. Volunteer fire fighters are expected to attend 50% of all scheduled practices in order to maintain their standing as members of the Department. Volunteer fire fighters should also be able to attend 40% of callouts in order to maintain their standing as members of the Department.
3. All Volunteer fire fighters will be trained in First Aid Level OFA-1.

**Recruit Fire Fighters**

1. When a fire fighter applicant is accepted for training by the Fire Chief, he/she must successfully complete the Volunteer Recruit Basic Training program and then the volunteer 6 month probationary period, before being considered for acceptance as a full member of the Department.
2. During the recruit program and during probationary training, each trainee will be assessed at regular intervals and informed of his/her progress. During these periods a trainee may be dismissed by the Fire Chief if found unsuitable.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.#: 4.3.1.9</b>
			<b>Section</b>	<b>Training Fanny Bay</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Standards</b>	
			<b>Sub:</b>	<b>Volunteer Fire Fighters</b>	

3. Recruit fire fighters will be issued turnout clothing upon start of the Recruit Basic Training program. They will be issued pagers upon beginning the probationary period and will then attend Hall functions, training and call outs.
4. During his/her probationary period, a volunteer fire fighter will:
  - a) complete the Department Probationary Training program;
  - b) complete the Department Driver Training program;
  - c) qualify in CPR; and
5. During the probationary period volunteer trainees may attend general meetings of their Hall.
6. Upon completion of 6 months as a probationary volunteer fire fighter and with the Fire Chief's recommendation, a probationary volunteer fire fighter may begin training in the BC Minimum Standards Playbook.

### **Fire Fighters**



1. All Department volunteer fire fighters will be trained to meet the British Columbia Minimum Standards Playbook requirements.
2. Volunteer fire fighters may be expected to participate in additional specialized training pertinent to their Hall (for example, hazardous materials, decontamination). Fire fighters may participate in additional specialized training offered by the Department (for example, Forestry Structural Protection) as available and as selected.

### **Volunteer Officers**

1. Upon selection as a volunteer officer, fire fighters will make themselves familiar with Department Operational Guidelines, in order to function efficiently as an officer. Officers will meet the standards of training set for fire fighters, and are expected to attend additional training necessary to fulfill their officer functions (Incident Command System, instructional techniques, for example).
2. Volunteer officers are expected to attend Officer Training sessions held by the Fire Department.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:





			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.#: 4.3.1.9</b>
			<b>Section</b>	<b>Training Fanny Bay</b>	<b>Page 3 of 2</b>
			<b>Title</b>	<b>Standards</b>	
			<b>Sub:</b>	<b>Volunteer Fire Fighters</b>	

3. Junior Volunteer Fire Fighters up to age 18 are restricted from participating with Live fire and Driving Department vehicles.
4. Auxiliary Volunteer Fire Fighters – (to be determined)

**REFERENCE:** British Columbia Fire Service Minimum Training Standards, Structure Firefighters Competency and Training PLAYBOOK.

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.3.2.1
			Section		Page 1 of 1	
			Title	Vehicle Inspections		
			Sub:			

**PURPOSE:** To provide for the safe operation of fire apparatus and comply with the Motor Vehicle Act requirements for pre trip and post trip inspections.

**SCOPE:** Fire department apparatus operators.

**POLICY:**

1. Inspections: at least weekly or at each training session, or daily when the apparatus is to be used for other non-emergency purposes, such as training or hydrant testing.
2. Post trip inspections: following an incident response where the apparatus was utilized, a post trip inspection will be completed within 24 hours.



**PROCEDURE:** The driver is responsible for filling in pre and post trip inspection reports. Written reports will only be filled out monthly on equipment checklist training nights.

Inspection reports will remain with the vehicle until replaced with a new inspection report.

If a post trip inspection is not done, the Officer in Charge shall be notified and the vehicle will be tagged "Out of Service" until the inspection is done.

**REFERENCE:** Motor Vehicle Act Regulations, Part 4, section 37.22 and 37.23  
WorkSafeBC Regulation Part 16 – Mobile Equipment

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Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.3.2.2
			Section		Page 1 of 1
			Title	Water Supply	
			Sub:		

**PURPOSE:** To provide direction as to what water supplies are available and the priority of use

**SCOPE:** All Fire Department Members

**POLICY:** A constant and reliable water supply is required for fire department operations and training.

**PROCEDURE:** Water for fire operations is available in the Fanny Bay Water Works (FBWW) hydrants located strategically in a small section of Fanny Bay. Incident Command (IC) will notify FBWW at 250 465 9043 as soon as practical when using a hydrant for training or fire suppression.

In areas where no hydrants are available, water is delivered via Tanker Shuttle to drop tanks. Tankers are filled from hydrants on the FBWW system. IC will notify FBWW at 250 465 9043 as soon as practical when using a hydrant for training or fire suppression.

Tankers can also be filled from the hydrant at the Ships Point Improvement District (SPID) water well site at 290 Ships Point Road. Incident Command will notify SPID at 250 335 0617 OR 250-659-1899 prior to using this hydrant for training or fire suppression.



**As a last resort**, tankers can be filled using the Hydrant at the Buckley Bay Terminal on the Union Bay Improvement District (UBID) system. Incident Command will notify UBID prior to using this hydrant at (250)-218-5127. This hydrant will **ONLY** be used for fire suppression.

**REFERENCE:**

**ALSO SEE**

**O.G. #**

Mike Smith	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines	
			Comox Valley Regional District	
			O.G.#: 4.3.2.3	
			Section	
			Title	Wildfire Suppression and Mutual Aid
			Sub:	
			Page 1 of 1	

**PURPOSE:** This guideline is received yearly from the BC Wildfire Management Branch and is inserted into the OG Manual.

**SCOPE:** All FBVFD personnel.

**POLICY:**

**PROCEDURE:**

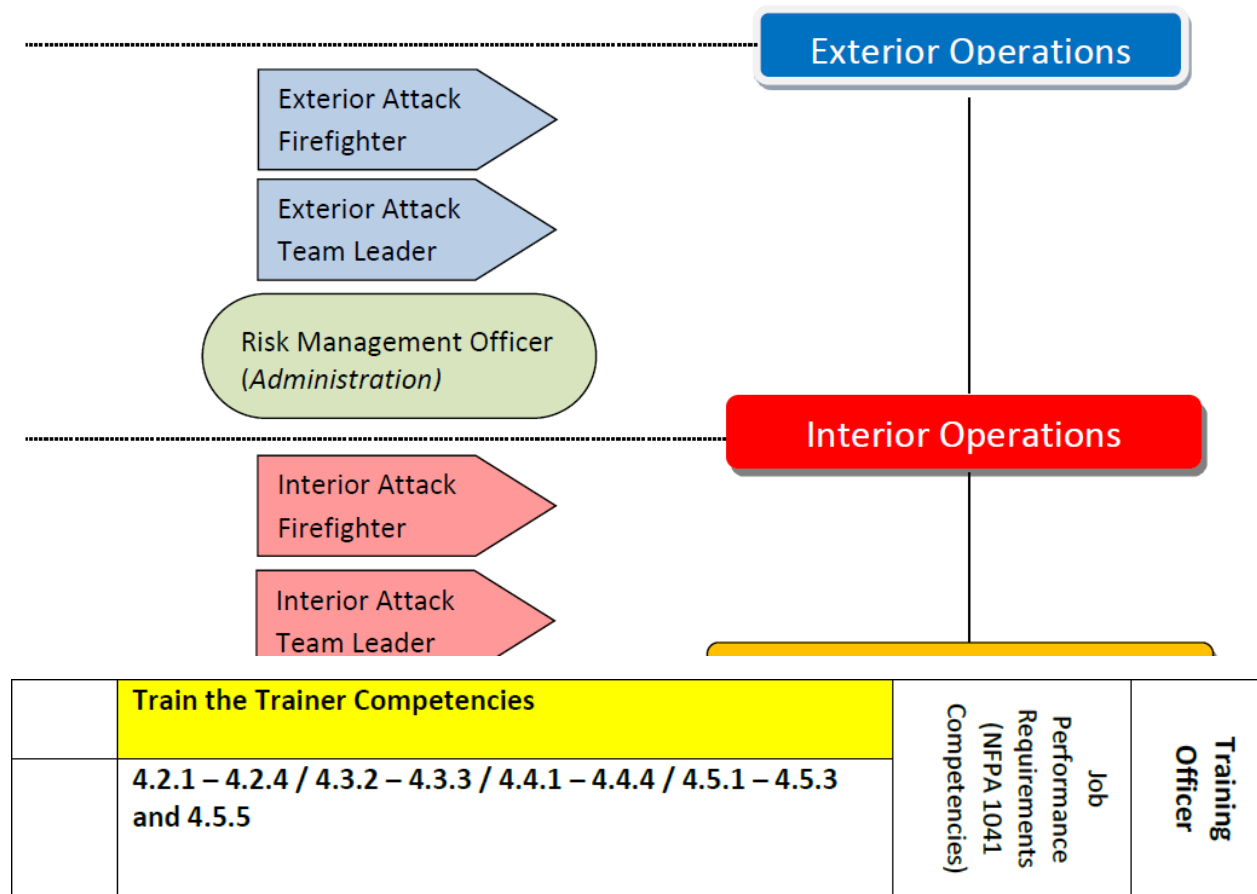
**REFERENCE:** Refer to Supporting Documents Manual

Mike Smith	This O.G. Replaces
Signature of Fire Chief	
Date of Issue:	
	Issued on:

## Hornby Island Service Level

### Position Competency Ladder

### Service Level



## Hornby Island Service Level

<p><i>The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</i></p>		<p>Job Performance Requirements (Exterior Firefighter Competencies)</p>	<p>Exterior Operations - Firefighter</p>
	Emergency Scene Traffic NFPA 1001 5.3.3		
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000		
	Dangerous Goods or Hazmat Awareness (from NFPA 472) <sup>1</sup>		
	Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) <sup>2</sup>		
	Incident Command System 100 (from BCERMS curriculum) <sup>3</sup>		
<p><i>All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1</i></p>		<p>Job Performance Requirements (NFPA 1001 – FF1 Competencies)</p>	<p>Interior Operations - Firefighter</p>
	Organization, Safety and Communications NFPA 1001 5.2.4		
	RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500		
	Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9		
	Search and Rescue NFPA 1001 5.3.9		
	Fire Behavior NFPA 1001		
	Fire Extinguishers NFPA 1001 5.3.16		
	Building Construction NFPA 1001 5.3.11, 5.3.12		
	Forcible Entry NFPA 1001 5.3.4		
	Ventilation NFPA 1001 5.3.12		
	Loss Control NFPA 1001 5.3.13, 5.3.14		
	Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19		

## Hornby Island Service Level

	All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of:	Job Performance Requirements (NFPA 1001 – FF2 Competencies)	Full Service Operations - Firefighter
	Live Fire Exterior and Interior		
	Hazmat Operations (NFPA core competencies plus 6.6.1.1.2)		

	Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021: <sup>4</sup>	Job Performance Requirements (NFPA 1021 – Competencies)	Team Leader Exterior & Interior
	Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3		
	Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2		
	Fire ground Accountability NFPA 1021 4.6.1, 4.6.2		
	Live Fire – Exterior (Recommended for Exterior Operations) NFPA 1001 5.3.7, 5.3.8, 5.3.10		
	Live Fire Exterior and Interior (Recommended for Interior Operations)		
	Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area):	One of	Risk Management Officer
	Incident Action Planning (NFPA 1021 4.6.1, 4.6.2) <sup>5</sup>		
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 (operational)		
	FCABC/LGMA: Effective Fire Service Administration		
	Beyond Hoses and Helmets, or equivalent (administrative)		
	Fire Officer 1 (NFPA 1021)	Job Performance Requirements (NFPA 1021 – Competencies)	Company Fire Officer
	Incident Command 200		
	Fire Service Instructor 1 (NFPA 1041 Chapter 4)		
	Emergency Scene Management (4.6.1, 4.6.2)		

### Interior Operations Service Level

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.



## Hornby Island Service Level

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafe BC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation*). The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the WorkSafe BC requirements.

Interior Operations Team Leaders are trained to supervise interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.



			Standard Operational Guidelines		
			Comox Valley Regional District		
			O.G.# : 4.4.1.1		
			Section	Defintions	Page 1 of 4
			Title	Operational Guideline Definitions	
			Sub:		

**PURPOSE:** To provide common definitions for terms used in Department policies and procedures.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** In Department Operational Guidelines, unless the context otherwise requires, the following definitions of terms will apply. References in the singular will include the plural and the masculine will include the feminine.

**PROCEDURE** **Apparatus familiarization** – see *driver training*.

**Apparatus** means a Fire Department emergency vehicle used for rescue, fire suppression or other specialized functions.

**Chief** means the Hornby Island Fire Chief or his designate.

**Class 3 driver training** – see *driver training*.

**Command Officer** means those members of the Department who supervise the work and are responsible for the actions of Company Officers. In the Department, Command Officers are the Fire Chief and the Deputy Chief.

**Company Officer** means those designated Officers of the Department who supervise the work and training of their assigned group of firefighters.



**Confined space** is an area:

- a) that is not designed for continuous human occupancy,
- b) that is large enough for human entry,
- c) where egress and access points are limited, and
- d) that may pose serious life and safety hazards, especially due to atmospheric hazards

**Department** means the Hornby Island Fire Department.

**Driver training** in the Department consists of *Apparatus familiarization* which is that training needed for a member with a minimum class 5 licence to become familiar with each apparatus and is conducted by instructors designated by the Chief. The Department will also make available training

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			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.1.1
			Section	Defintions	Page 2 of 4
			Title	Operational Guideline Definitions	
			Sub:		

courses for obtaining air brake endorsement and upgrading the members' driver license classes.

**Emergency callouts** refers to any Department callout to respond to an emergency incident.

**Emergency response** means the response of an emergency vehicle with emergency lights and siren activated.

**Fire apparatus** – see *apparatus*.

**Firefighter** (as a general term) means a volunteer member of the Fire Department. Firefighter may also be used specifically as a rank in the Department.

**Firefighting personal flotation devices** are those personal flotation devices designed and approved to be worn by firefighters in turnout clothing and involved in fire suppression activities. These devices are not designed for nor appropriate for water rescue activities.



**Heavy urban rescue** is one involving structures that have collapsed or are in imminent danger of collapsing due to structural instability:

- where substantial shoring and stabilizing the structure would be required before entry,
- where heavy cranes or lifting equipment would be required,
- where egress and access points are limited, or
- that may pose serious life and safety hazards, especially due to possible burial or entrapment

**High angle rescue** is one from an elevated position which cannot be made without the use of special, technical rope skills. High angle rescue could include rescue from cliffs and steep embankments.

**Improper activity or behaviour** includes the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes any threatening statement or behaviour which gives the worker reasonable cause to believe they are at risk of injury; and horseplay,

	This O.G. Replaces:  <
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			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.1.1
			Section	Defintions	Page 3 of 4
			Title	Operational Guideline Definitions	
			Sub:		

practical jokes, unnecessary running or jumping or similar conduct. See also *violence*.

**Individual at high risk for HIV** is an individual known to be infected with HIV or who engages in high risk practices (intravenous drug use, homosexual or multiple sexual partners, for example). If the source of a possible exposure is unknown, or is unable or unwilling to consent to be tested, consider the individual at high risk.

**Live fire training** refers to the use of actual fire for training purposes in acquired structures or in designated burn buildings. It does not normally refer to outside training such as the use of burn pans for extinguisher training or vehicles for vehicle fire training.

**Member** is defined to include rookies, probies, firefighters, officers and Chief.

**Other duties** refer to annual hose testing, annual ladder testing, monthly truck checks, and public education duties as authorized by the Chief, training duties as authorized by the Chief Training Officer, and other duties as authorized by the Fire Chief.



**Power equipment** means equipment that is normally powered by a gas engine, electricity or hydraulics.

**Professional competence** is the required education, experience and ability or a combination thereof to meet the established criteria for a position in the Department as set forth by the Fire Chief.

**Regular training** refers to the time spent by instructors and firefighters in scheduled training sessions as defined in Department Operational Guidelines.

**Routine response** means the response of an emergency vehicle without emergency lights and siren activated, and obeying all traffic regulations.

	This O.G. Replaces:  
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			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.1.1
			Section	Defintions	Page 4 of 4
			Title	Operational Guideline Definitions	
			Sub:		

**Trench or below grade excavation** is an area:

- a) that is deeper than 1.2 meters,
- b) that represents the possibility of bank slippage or cave-ins due to unstable soils,
- c) where egress and access points are limited, and
- d) that may pose serious life and safety hazards, especially due to possible burial or entrapment

**Violence in the workplace** means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that they are at risk of injury. See also *improper activity or behaviour*.

Signature of Fire Chief	This O.G. Replaces:
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.0.2
			Section	Definitions	Page 1 of 1
			Title	Management Style	
			Sub:		

**PURPOSE:** To clarify the Department management style.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The Department is committed to a philosophy of “participative leadership” as its management style.

- PROCEDURE**
1. The Department is committed to a philosophy of “participative leadership” as its mode of management, in order to encourage the participation of members in all Department activities.
  2. Participative leadership includes:
    - a) Management seeking member input and feedback as part of any decision making process, whenever possible. When seeking input and feedback, management will make it clear whether it is for information, recommendation or decision.
    - b) Management keeping members informed of operations and initiatives in which the Department is engaged.
    - c) Management making themselves available to address member concerns.
    - d) Management ensuring the efficient operation of the Department, including information and guidance to members to assist them to provide input and give feedback.
    - e) Management participating on Department Committees as appropriate, working with members for the advancement of the Department.
    - f) Management retaining the responsibility to make decisions, especially at emergency incidents, and adapting the style of leadership as appropriate to the situation.
    - g) Members providing input and feedback as appropriate, ensuring that management is aware of their ideas and recommendations.
    - h) Members participating on Department Committees as appropriate, working with management for the advancement of the Department.
    - i) Members accepting leadership roles themselves, in line with their knowledge, skills and abilities.

**RELATED GUIDELINES:** 4.4.13.7 Leadership Training

This O.G. Replaces: 0.01.02	
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.0.3
			Section	Definitions	Page 1 of 2
			Title	Operational Guidelines	
			Sub:		

**PURPOSE:** To commit the Department to the production and use of Operational Guidelines to maintain safe, efficient operations.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The Department will produce Operational Guidelines for the guidance of personnel in day to day operations. The Department will train to and use these Operational Guidelines as appropriate in its routine and emergency operations.

**PROCEDURE**



1. Draft Operational Guidelines and draft amendments to Operational Guidelines will be written by the Chief, or a member designated by him.
2. They will be posted at the Hall for members to read. They will then be reviewed and adopted by the Department Operational Guideline Committee, at an open meeting before production of a final draft. All interested members may attend and speak at this meeting. Only Committee members will decide upon the final draft.
3. The final draft of an Operational Guideline will be approved by the Fire Chief prior to implementation.
4. Upon implementation, Operational Guidelines will be maintained in an Operational Guidelines manual, kept at the Hall, available for the use of all members. The Department will train to and use the Operational Guidelines as appropriate in its routine and emergency operations.
5. In the normal course of events, Department members are expected to follow Department Operational Guidelines. Extraordinary circumstances may call for deviations from these guidelines.
6. Operational Guidelines will be categorized as:
  - a) Critical -- those Guidelines with immediate life safety impact, which all members must be aware of to safely carry out their duties. They will be printed on yellow paper.

		This O.G. Replaces: 0.02.01	
Signature of Fire Chief			
Date of Issue: November 16, 2017		Issued on: March 31, 2016	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.0.3
			Section	Definitions	Page 2 of 2
			Title	Operational Guidelines	
			Sub:		

- b) Major -- those Guidelines with general life safety or operational impact, which all officers and senior members must be aware of for efficient and safe Department work. They will be printed on blue paper.
  - c) General -- those Guidelines with limited or no life safety or operational impact, which members must be generally aware of for the smooth functioning of the Department. They will be printed on white paper.
7. Operational Guidelines will be reviewed at least once every three years.

	This O.G. Replaces: 0.02.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.0.4
			Section	Definitions	Page 1 of 1
			Title	Training and Scenario Lesson Plans	
			Sub:		

**PURPOSE:** To ensure the production and use of Training and Scenario Lesson plans to develop and maintain safe, effective training and operations.

**SCOPE:** This Operational Guideline applies to all Department personnel.



**POLICY:** The Department will produce Training and Scenario Lesson Plans for the guidance of personnel in on-going training. The Department will use these Training and Scenario Lesson Plans as appropriate in training evolutions.

**PROCEDURE**

1. Training and Scenario Lesson Plans will be written by the Training Officer, or a member designated by him.
2. The Training Officer will approve the final draft of a Training or Scenario Lesson Plan following review at the Officers' bi-monthly meeting.
3. Training and Scenario Lesson Plans manuals will be maintained in the Hall and be available for the use of members. The Department will train to and use Training and Scenario Lesson Plans as appropriate.
4. Department members responsible for training will be expected to use the Training and Scenario Lesson Plans as resources when developing their hall practice sessions.
5. Training and Scenario Lesson Plans will be categorized as:
  - a) Training Lesson Plans -- focused on classroom presentations that follow the lecture format for presentation of information.
  - b) Scenario Lesson Plans -- used for review of knowledge and information in skills based presentations, which require the active involvement of participants.
6. Training and Scenario Lesson Plans will be reviewed at least once every three years.

	This O.G. Replaces: 0.02.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	



				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 4.4.1.1
			Section	Safety	Page 1 of 1
			Title	Occupational Safety and Health Program	
			Sub:		

**PURPOSE:** To provide a safe, healthy workplace and working conditions; to promote a positive attitude towards safety and health within the Department; and to ensure that all Department personnel follow safe work practices.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** All Department personnel will be familiar with and carry out their responsibilities as specified in the Department Occupational Safety and Health Program.

**PROCEDURE:**

1. The Department will post in the Hall a copy of the Department Occupational Safety and Health Program. It is the responsibility of each member to read the Program and to carry out their responsibilities as specified in the program.
2. The Department will carry out its responsibilities as specified in the Department Occupational Safety and Health Program.
3. Included as part of this guideline is:
  - a) Hornby Island Fire Department Occupational Safety and Health Program, dated February 3, 2003

	This O.G. Replaces: 1.01.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

**HORNBY ISLAND  
FIRE DEPARTMENT**



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**OCCUPATIONAL**

**SAFETY**

**AND**

**HEALTH**

**PROGRAM**

# **HORNBY ISLAND FIRE DEPARTMENT SAFETY COMMITTEE**

## **MISSION STATEMENT**

**To maintain a safe working environment for Department members based on knowledge, training and understanding of the environment in which they work.**

## **GOALS**

1. To monitor for unsafe practices and to recommend safety policies, procedures and training for Department personnel.
2. To ensure that all members are aware of proper clothing and equipment essential for the safe completion of the task they are performing.
3. To assess the use of safe work practices at all times.
4. To investigate and review all accidents and provide recommendations to prevent re-occurrence.
5. To set a positive example by always using safe work practices.

## TABLE OF CONTENTS

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Part 1	Occupational Safety and Health Program	4
Part 2	Joint Occupational Safety And Health Committee	4
Part 3	Written And Practical Safe Work Procedures	5
Part 4	Training For Firefighters And Officers	6
Part 5	Supervision Of Workers	7
Part 6	Regular Inspections And Monitoring	7
Part 7	Hazardous Materials And Substance	8
Part 8	Monitoring Of Workplace Exposures	8
Part 9	Medical Examinations And Health Monitoring	9
Part 10	First Aid Services And Equipment	9
Part 11	Investigation Of Accidents And Diseases	10
Part 12	Records And Statistics	10
Part 13	Review Of The Occupational Safety And Health Program	11

## **PART 1        OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

- 1.01    The Fire Department is committed to providing safe and healthy working conditions, and to promoting positive attitudes toward safety and health within the Department. To achieve this, everyone is expected to participate in the Occupational Safety and Health Program.
- 1.02    This program contains a description of a comprehensive program of firefighter occupational safety and health. It will be adhered to by all members of the Hornby Island Fire Department.
- 1.03    The purpose of this program is to identify organizational and individual requirements and responsibilities necessary to achieve a safe and healthy work place. This plan serves as an Operational Guideline, established to improve firefighter safety and health.
- 1.04    Department officers are responsible for ensuring that firefighters and others are properly instructed to perform their duties safely, for enforcing safe work procedures and for correcting unsafe activities.
- 1.05    All Fire Department members are responsible for performing their duties in a safe manner and for knowing appropriate safe working procedures.
- 1.06    Every member of the Department is expected to report unsafe conditions and activities, to assist in correcting such conditions and to work collectively toward the prevention of accidents.

## **PART 2        JOINT OCCUPATIONAL SAFETY AND HEALTH COMMITTEE**

- 2.01    An Occupational Safety and Health Committee has been established in the Department as required by the WCB regulations. The committee serves in an advisory capacity to the Fire Chief on those items pertaining to Occupational Safety and Health. The committee will include members of management as well as firefighters. It will function in accordance with the terms of reference outlined in Department Operational Guidelines and WCB regulations.
- 2.02    The Department will appoint a Safety Representative and an alternate in accordance with Department Operational Guidelines. The Safety Representative will attend Safety Committee meetings, provide day to day safety guidance at the Firehall and participate in accident investigations.
- 2.03    For the purpose of management of the Occupational Safety and Health Program, the Department representative on the Department Safety Committee is the Department Safety Officer. The Department Safety Officer is responsible for the management of the Occupational Safety and Health Program. In order to carry out the requirements of the program, the Fire Chief may assign such additional personnel and resources as may be needed to fulfill the requirements of this program.

- 2.04 The Department will take action on all items recommended by the Committee. Minutes of the meeting will be taken and a copy posted in the Firehall for reference. One copy of the minutes of all Safety Committee meetings will be retained for review by the Occupational Safety Officer of the Workers' Compensation Board.

### **PART 3 WRITTEN AND PRACTICAL SAFE WORK PROCEDURES**

- 3.01 The Hornby Island Fire Department will provide each member with the appropriate protective clothing and equipment to provide protection from the hazards of the work environment to which the member may be exposed.
- 3.02 In accordance with Department Operational Guidelines, Department members will use this protective equipment whenever they may be exposed to hazards.
- 3.03 Members will be fully trained in the use, inspection, maintenance and limitations of such protective equipment.
- 3.04 All personal protective clothing will meet the Workers Compensation Board's regulations. It will be maintained in a good, clean operating condition in accordance with Department Operational Guidelines.
- 3.05 The Department will provide Self Contained Breathing Apparatus and Department members will use it in compliance with Department Operational Guidelines.
- 3.06 All SCBA will be inspected and maintained according to the Department Operational Guidelines and WCB Regulations.
- 3.07 Members operating Department equipment and apparatus will be trained to do so. They will operate such equipment and apparatus having due regard for the safety of others and themselves. They will comply with all applicable Department Operational Guidelines and the manufacturer's operating instructions.
- 3.08 All equipment and apparatus will be maintained in a good, clean operating condition. Members will report any unsafe equipment or apparatus promptly and tag and remove the item from service, if necessary.
- 3.09 Good housekeeping is synonymous with safety and health in the work place; therefore all members will exercise good housekeeping in the work place at all times.
- 3.10 Members will report any accidents or injuries in accordance with Department Operational Guidelines and will make note of the incident in the appropriate accident book as well as complete the necessary WCB forms and Department accident/incident investigation forms.
- 3.11 As a healthy work environment is of concern to all members of the Department, smoking will be restricted during all Department training. Smoking will be prohibited during actual training sessions, whether they be classroom presentations or practical evolutions.

Instructors will plan training sessions to allow members rest breaks. Such rest breaks will be given at least once every two hours, but may be given more often at the instructor's discretion. During the rest breaks, smoking will be permitted in designated areas.

## **PART 4      TRAINING FOR FIREFIGHTERS AND OFFICERS**

- 4.01    The Fire Department operates a training and education program with the goal of preventing occupational accidents, illness, injuries and death. This training program will also provide the firefighter with the necessary skills to become proficient in the performance of his duties. The applicable NFPA, Provincial and Departmental Firefighter Training Standards will be used as guidelines in the development of the training program in the Department.
- 4.02    The training and education provided to the members will address all of the applicable provisions of the Workers Compensation Board Regulations and the standards set out in the Department Operational Guidelines.
- 4.03    The Department will provide training and education programs for all members proportional with the duties and the function that they are expected to perform. Firefighters will be offered a minimum of eight hours per month of theoretical and practical training. Members are required to attend a minimum number of training sessions per year in accordance with Operational Guidelines.
- 4.04    New firefighters to the Department will successfully complete the Recruit Training Program prior to being considered for membership.
- 4.05    Members required to be a driver/operator of a Department apparatus will meet the driver training standard as set out in Department Operational Guidelines.
- 4.06    Training for Department officers will be based upon the Provincial Firefighter Training Standards, as well as the Fire Service Instructor and Fire Officer programs offered by the Fire Academy, Justice Institute of British Columbia. Regular ongoing in-service training will be provided for Department officers.
- 4.07    All Department members will be trained to Department Operational Guidelines on the Incident Command System.
- 4.08    Training in fireground operations will be based on the Operational Guidelines of the Hornby Island Fire Department.
- 4.09    The Department Operational Guidelines, based on NFPA 1403 "Standard on Live Fire Training Evolutions in Structures", will be used as the guideline at any training sessions involving live fires.
- 4.10    The Fire Department will maintain written guidelines that describe the actions to be taken in situations involving special hazards and dangerous goods, and will include these in the training and education program.

## **PART 5        SUPERVISION OF WORKERS**

- 5.01    Department officers are responsible for ensuring that the firefighters and others are properly instructed to perform their duties safely, for enforcing safe work procedures and for correcting unsafe activities, as described in the appropriate Department Operational Guidelines.

## **PART 6        REGULAR INSPECTIONS AND MONITORING**

- 6.01    All Department facilities will comply with all applicable Safety, Health, Building and Fire Code requirements.
- 6.02    Firehalls will be designed and constructed in accordance with all applicable codes and to minimize any negative effect on the worker regarding safety and health standards.
- 6.03    Department facilities will be inspected by the Safety and Health Committee in the course of its regular meetings. Each Department employee is responsible for identifying any hazard jeopardizing safety and health, as well as recording and reporting such deficiencies.
- 6.04    Other equipment must be inspected for safe operation regularly. Any unsafe condition is to be reported, corrected and inspected.
- 6.05    Fire fighting equipment that is found to be defective or in unserviceable condition will be removed from service, tagged, reported and repaired, or replaced if necessary.
- 6.06    The Department will consider safety and health as primary concerns in the specification, design, construction, acquisition, operation, maintenance, inspection and repair of all vehicles and equipment. Department vehicles will be operated in full compliance with provisions of the Motor Vehicle Act and Department Operational Guidelines.
- 6.07    All new fire apparatus will be specified and ordered in accordance with the guidelines of NFPA 1901 (Standard for Automotive Fire Apparatus) and UL Standard S515.
- 6.08    When members respond to an incident or to the Firehall in their own vehicle, the operation of these vehicles will be governed by all applicable traffic laws and the BC Motor Vehicle Act.
- 6.09    All Department vehicles will be inspected at regular intervals as set out in Operational Guidelines. All vehicles will be maintained as per the Department maintenance program in place. Fire pumps on apparatus will be tested annually and the results recorded.
- 6.10    All Department Self-Contained Breathing Apparatus (SCBA) will be tested, serviced and maintained in accordance with Operational Guidelines, based upon manufacturer's specifications, WCB regulations and British Columbia Fire Academy guidelines, and the results recorded.



- 6.11 All Department ground ladders will be tested in accordance with Operational Guidelines, based on NFPA 1932 "Standard on Use, Maintenance and Service Testing of Fire Department Ground Ladders", and the results recorded.
- 6.12 All Department hose will be inspected and tested as specified in Operational Guidelines, based on NFPA 1962 "Standard on Care and Use of Fire Hose", and the results recorded.
- 6.13 All Department portable fire extinguishers will be inspected and serviced as specified in NFPA 10 "Standard for Portable Fire Extinguishers", and the results recorded.
- 6.14 In any new purchase of apparatus and equipment, hearing conservation objectives will be taken into account to reduce the effect of noise where possible.

## **PART 7 HAZARDOUS MATERIALS AND SUBSTANCE**

- 7.01 The Department will establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous material and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, use and disposal.
- 7.02 The Department Safety Officer will be responsible for the implementation and maintenance of the WHMIS program. The WHMIS program will conform to all applicable WCB Regulations.
- 7.03 The Department Safety Officer will establish an inventory of controlled products.
- 7.04 The Department Safety Officer will ensure that WHMIS labelling and data sheets are in place.
- 7.05 The Department Safety Officer will determine the hazards of controlled products in the workplace. The Department Safety Officer will establish controls for such products.
- 7.06 The Chief Training Officer will provide firefighter education for the WHMIS program.
- 7.07 In consultation with the Occupational Safety and Health Committee, the Department Safety Officer will review and update the WHMIS program annually.

## **PART 8 MONITORING OF WORKPLACE EXPOSURES**

- 8.01 The workplace environment will be continually monitored to prevent exposures to harmful substances.

- 8.02 The Department Safety Officer in consultation with the Occupational Safety and Health Committee and the WCB will identify any workplace areas that require specific monitoring (as applied to workplace air sampling).
- 8.03 The Incident Commander at any incident will be or will appoint an Incident Safety Officer in accordance with Operational Guidelines. The Incident Safety Officer will be responsible for monitoring the safety of operations at the incident.
- 8.04 All Department personnel are responsible for the ongoing monitoring of the workplace and the reporting of hazards on the appropriate form.

## **PART 9 MEDICAL EXAMINATIONS AND HEALTH MONITORING**

- 9.01 Prior to becoming a recruit of the Department, individuals will be examined by a physician and certified as being medically and physically fit for fire fighting duties.
- 9.02 All firefighters will maintain eye sight suitable to obtain a provincial class 3 driver's license.
- 9.03 All firefighters will submit to a hearing test, as required by the WCB Regulation, performed annually by the Department. Those firefighters holding a current hearing test ticket are exempt from Department testing provided that they furnish proof for the Department files.
- 9.04 Following a long term or debilitating illness, firefighters will be examined by a physician and certified as being medically and physically fit for fire fighting duties and the results provided to the Department. Employees on WCB compensation will provide written medical confirmation of ability to return to work prior to doing so.
- 9.05 The Department will provide Hepatitis B vaccinations for all firefighters as per Operational Guidelines.
- 9.06 The Department recognizes the benefits of good mental health for productive members. The Department will provide Incident Stress counselling, and provide an Employee Assistance Program to all Department members, as outlined in Operational Guidelines.

## **PART 10 FIRST AID SERVICES AND EQUIPMENT**

- 10.01 In conformance with the applicable WCB Regulations, the Department, in consultation with the Occupational Safety and Health Committee, will ensure that the necessary first aid equipment is provided and maintained, and that a sufficient number of trained first aid attendants are available to provide appropriate first aid services.
- 10.02 All first aid equipment supplied on apparatus and in the Firehall is available to the worker in case of personal injury.

- 10.04 All injuries and accidents will be reported. All applicable forms/reports and the treatment record book kept in the Firehall will be completed in accordance with WCB Regulations and Part 12 of this Program.

## **PART 11 INVESTIGATION OF ACCIDENTS AND DISEASES**



- 11.01 All accidents and occupational diseases will be investigated. The intent of any accident or occupational disease investigation is to:
- determine the cause or causes.
  - identify any unsafe conditions or unsafe acts.
  - identify any unsafe procedures which contributed to the results.
  - develop and take corrective action to prevent similar accidents or diseases.
- 11.02 The Department Safety Officer will coordinate all accident investigations. Investigations will be conducted by a minimum of two persons, at least one of whom will be a member of the Occupational Safety and Health Committee. The Department Training Officer will arrange for training in the principles of accident investigation for members of the Occupational Safety and Health Committee.
- 11.03 An Accident Investigation Report Form will be forwarded to the Fire Chief and any information leading to the prevention of additional accidents will be shared with the employees and the Department Occupational Safety and Health Committee. The Fire Chief will ensure that prompt action is taken to rectify any deficiencies found during the investigation.
- 11.04 Any equipment being suspect in any accident will be secured and taken out of service.
- 11.05 Workers Compensation Board will be notified immediately of any accident resulting in serious injury or death to employees. Notification of WCB will be in accordance with Part 12 of this Program.

## **PART 12 RECORDS AND STATISTICS**

- 12.01 The Department will collect data to maintain permanent records of all accidents and occurrences which may be job related. Records will be maintained of an individual's exposure to suspected toxic products or contagious diseases.
- 12.02 It is the responsibility of the worker to identify any of the above and have it entered and witnessed on the forms provided, in accordance with Department Operational Guidelines.
- 12.03 The Department will maintain training records for each member indicating dates, subjects covered and certifications achieved.
- 12.04 The Department will maintain inspection and maintenance records for all vehicles and power equipment used for emergency operations.

## **PART 13      REVIEW OF THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

- 13.01    A copy of the Department Occupational Safety and Health Program will be provided to each new member of the Department and posted in the Hall so that members can become familiar with it. Comments and suggestions are welcome at any time.
- 13.02    The Occupational Safety and Health Program will be reviewed annually in consultation with the Department Occupational Safety and Health Committee.
- 13.03    The review is intended to identify the effectiveness of existing safety and health activities, and to identify any deficiencies. The review will consider the potential for future loss, and act as an indicator of the Department current safety effort.

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 4.4.1.2
			Section	Safety	Page 1 of 4
			Title	Occupational Safety and Health Committee	
			Sub:		



**PURPOSE:** To ensure effective accident prevention as a co-operative and continuing effort of both labour and management, working together to plan work procedures safely and carefully.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The Fire Department will actively implement all applicable WCB regulations, and will maintain an active Department Occupational Safety and Health Committee.

**PROCEDURE:**

1. The Department will seek to control workplace hazards through engineering applications, better education of the work force, more knowledgeable supervision of the work process, investigation of all reported accidents and implementation of corrective action to prevent recurrence of accidents, if applicable.
2. A copy of the Workers' Compensation Board Industrial Health & Safety Regulations will be available at the Fire Hall.
3. The Department will form an Occupational Safety and Health Committee, as set out in the Occupational Safety and Health Program.
4. The Occupational Safety and Health Committee will be composed of the Fire Department Safety Officer, one member of the HIRRA Fire Committee and a Department representative designated by the Chief. They will elect a chairman from amongst themselves.
5. The terms of reference of the Department Occupational Safety and Health Committee are as set out in the attachment to this procedure.
6. Any Fire Department member may submit, in writing, to the Occupational Safety and Health Committee, any question and/or statement relative to possible or potential safety problems which may exist within the Department.
7. The Committee will review such submissions and forward recommendations on any submission to the Fire Chief.

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.1.2</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 2 of 4</b>
			<b>Title</b>	<b>Occupational Safety and Health Committee</b>	
			<b>Sub:</b>		

8. Regardless of the course of action taken by the Committee, the member who submitted the question and/or statement must receive, in writing from the Committee, notification of the disposition of the review
9. Included as part of this procedure are:
  - a) General Duties and Requirement – Safety Representative.
  - b) Occupational Safety and Health Committee Terms of Reference.

**ATTACHMENTS:** Appendix A  
Appendix B

**RELATED GUIDELINES:** 4.4.1.1 Occupational Health and Safety Program  
4.4.1.3 Accident Occurrence Investigation  
4.4.3.1 Incident Safety Officer

## **APPENDIX A:**

### **General Duties And Requirements – Safety Representative**

1. The Safety Representative reports to the Fire Chief and is a member of the Fire Department Safety Committee.

### **Nature and Scope of Work**

2. The Safety Representative is responsible for representing all Fire Department members in areas regarding safe working conditions and work practices.

### **Illustrative Examples of Duties**

3. Without restricting the general nature and scope of the work, the following are illustrative examples of work which may be expected of the classification:
  - a) Familiar with all Fire Department rules and regulations concerning safety.
  - b) Familiar with all Workers Compensation Board regulations pertaining to fire departments.
  - c) Attends all Fire Department Safety Committee meetings.
  - d) Represents the members of the Fire Department in their concerns regarding safety in the workplace.
  - e) Takes part in Safety Committee duties as prescribed in Department Operational Guidelines.
  - f) Aids the Fire Department and the Fire Chief in educating Fire Department members in safe work habits.
  - g) Aids the Fire Department and the Fire Chief in encouraging Fire Department members to adopt safe work habits.
  - h) Acts on behalf of the Fire Chief by reminding members of safety rules and regulations, and keeps the Fire Chief informed of his actions and the results.
  - i) Investigates with the Fire Chief accidents and injuries, and makes suggestions and recommendations as may be appropriate as to those methods or changes which will prevent the recurrence of similar accidents or injuries in the future.
  - j) Acts as an Incident Safety Officer at an emergency scene when so appointed by the Incident Commander.
  - k) Acts as prescribed by WHMIS regulations in monitoring MSDS, labeling and the associated safe work practices.

### **Preferred Training and Experience**

4. Firefighting skills and knowledge, including:
  - a) Knowledge of Fire Department rules and regulations pertaining to safety.
  - b) Knowledge of WCB regulations pertaining to fire departments.
  - c) Considerable experience in all Fire Department methods and practices.
  - d) Ability to communicate orally and in writing.
  - e) Ability to deal effectively with other members of the Fire Department.
  - f) Ability to deal tactfully with other members of the Fire Department in difficult situations pertaining to unsafe work methods and practices and the correction thereof.

## **APPENDIX B:**

### **Occupational Safety And Health Committee – Terms Of Reference**

The Committee is a joint committee of HIRRA and the Fire Department consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the Fire Hall.

The functions of the Committee are:



- a) To make recommendations for the establishment and enforcement of safety and health policies and practices.
- b) To participate in the identification of danger to safety and health at the Fire Hall, and to recommend means of controlling the dangers.
- c) To obtain information from such sources as necessary regarding the identification of existing or potential dangers to safety and health at the Fire Hall.
- d) To advise on and to promote safety and health programs for the education and information of the members of the Department.
- e) To receive, consider and, where necessary, investigate complaints respecting the safety and health of members at the Fire Hall, and where necessary to make recommendations to the Fire Chief.
- f) To maintain records regarding the complaints received and the resolution of those complaints.
- g) Where applicable, to review the information from monitoring and measuring procedures and, where necessary, make recommendations to the Chief.
- h) To participate in inspections at the Fire Hall concerning the safety and health of members.
- i) To perform any other duties that a WCB officer may assign to the committee.

The Committee will keep accurate records of all matters that come before it.

The Committee will meet once a month (except for July and August) and may meet more often as specified or approved by the Fire Chief. Special meetings, if required, will be held at the call of the chairperson. A minimum of two committee members are required at each meeting.

Minutes will be prepared as soon as possible after the meeting and will be made available to HIRRA, the Department members and the WCB.



			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.1.3</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 1 of 2</b>
			<b>Title</b>	<b>Accident (Occurrence) Investigation</b>	
			<b>Sub:</b>		

**PURPOSE:** To establish uniform guidelines for the investigation and reporting of occurrences and industrial diseases suffered by members in the course of, or as a result of, their official duties.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Through its accident prevention program the Department will strive to prevent accidents, injuries and industrial diseases. The Department will investigate and report all occurrences or industrial diseases involving Department members and take measures to prevent their recurrence.

**PROCEDURE:**

1. If, in the course of an accident or occurrence, a firefighter suffers serious injury or death, or is involved in an accident involving a risk of serious injury or death, the senior firefighter present must immediately impound the protective and other equipment used by the firefighter and keep the equipment out of service until released by the Workers Compensation Board.
2. The Department must, without delay, notify the Workers Compensation Board of any structural failure or manufacturing defects detected in a firefighting vehicle, apparatus or other emergency equipment.
3. When an injury accident occurs, the supervisor will ensure that members requiring medical treatment as a result of the accident, injury or industrial disease receive such treatment as soon as possible.
4. The Department Safety Officer will ensure that all accident/occurrences are investigated by the Department, with recommendations made to the Fire Chief to prevent recurrence. The Fire Chief will send a copy of the forms and reports from the investigation to the Occupational Safety and Health Committee. The Committee will conduct a fact-finding review of the case and submit its recommendations for preventive measures to the Fire Chief. The Fire Department will maintain a record of all accident/occurrences.

	This O.G. Replaces: 1.01.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.1.3</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Accident (Occurrence) Investigation</b>	
			<b>Sub:</b>		

5. All members must report to their officer any occurrence or industrial disease they have been exposed to while engaged in Department activities. The officer will ensure that any such occurrence or industrial disease is recorded and reported.
6. The forms and records to be completed within 72 hours of an occurrence are:
  - a) WCB Form 6A: Worker's Report of Injury or Industrial Disease to Employer. This form is to be completed by the member involved in the accident, whether or not there is any time loss. It may be completed at any time by a member to establish a record of the incident or exposure.
  - b) Form 7: Employer's Report of Injury or Occupational Disease. This form will be completed by Administration and forwarded to WCB.
  - c) WCB Form 7A: First Aid Report. This form will be completed by the member who administers first aid treatment to a member injured or exposed to an industrial disease, detailing the treatment rendered.
  - d) Hall First Aid Attendant's Accident Record Book. The member injured is to ensure that a record of the incident is entered in this book.
  - e) Department Form 1.01.03: Employee Accident and Occurrence Report. This report is to be completed by the member and officer for any occurrence or exposures requiring investigation.
7. If there are subsequent time losses that were not originally reported (either from the Department or from the member's regular employment), the member must report such time losses in writing to the Chief as soon as they occur.
8. Included as part of this guideline are:
  - a) Employee Accident and Occurrence Report

**ATTACHMENTS:** Employee Accident Occurrence Report

**RELATED GUIDELINES:** 4.4.1.1 Occupational Safety and Health Program  
 4.4.1.2 Occupational Safety and Health Committee  
 4.4.3.1 Safety Officer

	This O.G. Replaces: 1.01.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	

(USE INK. PLEASE PRINT)

# HORNBY ISLAND FIRE DEPARTMENT

[illegible]

DATE SIGNED

# EMPLOYEE ACCIDENT AND OCCURRENCE REPORT

(USE INK. PLEASE PRINT)

# HORNBY ISLAND FIRE DEPARTMENT

## OCCURRENCE INVESTIGATION

A. DESCRIBE JOB BEING DONE AT THE TIME OF THE OCCURRENCE

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B. MARK FACTORS HAVING A BEARING ON THE OCCURRENCE. MORE THAN ONE MAY APPLY.

- |   |  |
|---|--|
| 1. LACK OF OR INADEQUATE GUARDS AND SAFETY DEVICES              | 18. TAKING AN UNSAFE POSITION OR POSTURE                         |
| 2. MATERIAL OR EQUIPMENT FAILURE                                | 19. CLOSE CLEARANCE AND CONGESTION HAZARDS                       |
| 3. OPERATING OR USING EQUIPMENT WITHOUT AUTHORITY               | 20. NOT AWARE OF HAZARD EXISTENCE                                |
| 4. LACK OF OR INADEQUATE WARNING SYSTEMS                        | 21. SERVICING MOVING, ENERGIZED OR OTHERWISE HAZARDOUS EQUIPMENT |
| 5. WEATHER CONDITIONS   | 22. LACK OF JOB PLANNING   |
| 6. FAILURE TO SECURE AGAINST UNEXPECTED MOVEMENT                | 23. RIDING HAZARDOUS MOVING EQUIPMENT                            |
| 7. FIRE AND EXPLOSION HAZARDS                                   | 24. HAZARDOUS ARRANGEMENT, PLACEMENT OR STORAGE                  |
| 8. WRONG WORK METHOD  | 25. NOT FAMILIAR WITH WORK AT HAND                               |
| 9. OPERATING OR WORKING AT AN UNSAFE SPEED                      | 26. HORSEPLAY, DISTRACTING, ETC.                                 |
| 10. UNEXPECTED MOVEMENT HAZARDS                                 | 27. HAZARDOUS DEFECTS OF TOOLS, EQUIPMENT, ETC.                  |
| 11. USING WRONG TOOL OR EQUIPMENT                               | 28. UNAWARE OF SAFE METHOD                                       |
| 12. FAILURE TO WARN OR SIGNAL AS REQUIRED                       | 29. HAZARDOUS PERSONAL ATTIRE                                    |
| 13. POOR HOUSEKEEPING HAZARDS                                   | 30. CONDITION IMPAIRED, TIRED, DRUGS, ETC.                       |
| 14. NOT USING PROTECTIVE DEVICES                                | 31. INADEQUATE ILLUMINATION                                      |
| 15. REMOVING OR MAKING SAFETY DEVICE INOPERATIVE                | 32. INTENSE NOISE  |
| 16. PROTRUDING OBJECT HAZARDS                                   | 33. OTHER FACTORS (DESCRIBE THEM)                                |
| 17. INADEQUATE WEARING APPAREL OR PERSONAL PROTECTION EQUIPMENT |  |

DESCRIBE THE FACTORS ABOVE:

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C. MARK THOSE ACTIONS TAKEN TO PREVENT RECURRENCE. MORE THAN ONE ITEM MAY APPLY.

- |   |   |
|---|---|
| 1. REINSTRUCTION OF PERSON(S) INVOLVED    | 10. IMPROVED PERSONAL PROTECTIVE EQUIPMENT  |
| 2. DISCIPLINE OF PERSON(S) INVOLVED       | 11. ORDER REGULAR PRE-JOB INSTRUCTIONS      |
| 3. REINSTRUCTION OF OTHERS DOING JOB      | 12. ACTION TO ESTABLISH IMPROVED PROCEDURES |
| 4. ACTION TO IMPROVE CLEAN-UP             | 13. ORDER USE OF SAFER MATERIALS            |
| 5. EQUIPMENT REPAIR OR REPLACEMENT        | 14. CHECK WITH MANUFACTURER                 |
| 6. ACTION TO IMPROVE DESIGN               | 15. INFORM ALL DEPARTMENTAL SUPERVISION     |
| 7. ACTION TO IMPROVE CONSTRUCTION         | 16. REFER TO SAFETY COMMITTEE               |
| 8. INSTALLATION OF GUARD OR SAFETY DEVICE | 17. OTHER THAN ABOVE                        |
| 9. CORRECTION OF UNNECESSARY CONGESTION   |   |

EXPLAIN ABOVE CORRECTIVE ACTION IN DETAIL AND RECOMMEND ANY CORRECTIVE ACTION TO PREVENT RECURRENCE

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(COMPLETE ON SEPARATE SHEET IF NECESSARY)

PERSON(S) RESPONSIBLE FOR CORRECTIVE ACTIONS	DATE TO COMPLETE	DATE COMPLETED
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THE ABOVE REVIEW, COUNSELLING, INSTRUCTIONS AND/OR OTHER ACTIONS TO PREVENT RECURRENCE HAS BEEN INITIATED.

SIGNATURE OF SUPERVISOR

DATE

SAFETY REPRESENTATIVE

REVIEWED BY	DATE	COMMENTS AND/OR FURTHER ACTION

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.1.4
			Section	Safety	Page 1 of 2
			Title	Fire Department Safety Officer	
			Sub:		

**PURPOSE:** To ensure that the Department maintain a safe working environment for all members.



**SCOPE:** This Operational Guideline applies to all Department members.

**POLICY:** The Fire Department Safety Officer (FDSO) is responsible for ensuring that the Department maintains a safe working environment for all Department members, including Department compliance with Workers Compensation Board and other applicable regulations.

**PROCEDURE:**

1. The Fire Department Safety Officer (FDSO) is a member of the Department Safety Committee and is responsible for the management of the Occupational Safety and Health Program.
2. The FDSO will keep the Fire Chief advised of changes in Workers Compensation Board and other regulations affecting the Department, and will ensure that Department activities are in accordance with such regulations.
3. The FDSO will ensure that all Department facilities comply with applicable Safety, Health, Building and Fire Code requirements, and will inspect Department facilities with the Occupational Safety and Health Committee as necessary.
4. The FDSO is responsible for the maintenance of the Department WHMIS program, maintaining an inventory of controlled products and ensuring that WHMIS labelling and data sheets are in place.
5. The FDSO will coordinate all accident investigations, and will maintain Department records on accidents and occurrences.
6. The FDSO will oversee the training and activities of Incident Safety Officers.



	This O.G. Replaces: 1.01.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.1.4
			Section	Safety	Page 2 of 2
			Title	Fire Department Safety Officer	
			Sub:		

**RELATED  
GUIDELINES:**

- 4.4.1.1 Occupational Safety and Health Program
- 4.4.1.2 Occupational Safety and Health Committee
- 4.4.1.3 Accident (Occurrence) Investigation
- 4.4.3.1 Incident Safety Officer
- 4.4.12.7 Incident Safety Officer Training

	This O.G. Replaces: 1.01.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.1.5
			Section	Safety	Page 1 of 1
			Title	Firefighter Health and Fitness	
			Sub:		

**PURPOSE:** To encourage firefighters to remain physically and mentally capable of performing the duties of a firefighter.

**SCOPE:** This Operational Guideline applies to all Department firefighters.



**POLICY:** Although health and fitness is the responsibility of each individual firefighter, the Department will encourage firefighters to maintain their physical and mental capabilities to perform the duties of a firefighter.

**PROCEDURE:**

1. The Department will assess each applicant's physical fitness prior to selection.
2. Where practical, the Department will provide a space in the Firehall to allow members to set up an exercise area for their own use.
3. If there is reason to believe that a firefighter may not be fit for the firefighting role, the Department may require that the firefighter obtain a physician's opinion at the Department's expense, using the form in Operational Guideline 5.01.01. A firefighter may request a physical exam, at the Department's expense, on a biannual basis.
4. Should the physician indicate that the firefighter is not capable of performing the duties of a firefighter or should a firefighter fail to provide a physician's opinion when required, the firefighter will be put on Leave of Absence until able to provide a satisfactory opinion.

**RELATED GUIDELINES:** 4.4.14.1 Selection of New Recruits

	This O.G. Replaces: 1.01.06
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 4.4.2.1
			Section	Safety	Page 1 of 2
			Title	Respiratory Protection Program	
			Sub:		

**PURPOSE:** The Fire Department recognizes that proper respiratory protection can be critical in protecting members from breathing contaminants which may be encountered in a variety of situations. This guideline is to ensure that all firefighters are trained and tested in the proper use and fit of self-contained breathing apparatus.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** Formal training in the use of respiratory protection must be provided to all firefighters. When hazards exist and respiratory protective equipment is necessary for safety in the work environment, firefighters must wear the appropriate respiratory protection equipment. Firefighters who use a self-contained breathing apparatus must be clean shaven to ensure the mask forms a positive seal against the face.

**PROCEDURE:**

1. Firefighters who use a self-contained breathing apparatus must be clean shaven to ensure the mask forms a positive seal against the face. When using SCBA, firefighter responsibilities include, but are not limited to:
  - a) knowing the limitations of the respiratory protective equipment provided by the Department;
  - b) following the procedures set out in Department instructions and training in the use of the equipment;
  - c) preventing damage to equipment; and
  - d) not using defective equipment, but rather taking it out of service, tagging it and reporting the defect to their immediate supervisor.
2. Because of the unusual nature and scope of work involved in firefighting, the potential for coming in contact with hazardous substances is high and is generally not predictable. Classifications of hazards requiring the use of respiratory protective (normally SCBA) have been identified. These classifications include, but are not limited to:
  - a) all working fires, including the investigation of the cause of the fire.
  - b) all hazardous materials incidents.
  - c) all oxygen deficient atmospheres.
  - d) all confined space entries.

	This O.G. Replaces: 1.02.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016





				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 4.4.2.1
			Section	Safety	Page 2 of 2
			Title	Respiratory Protection Program	
			Sub:		

- e) other occasions as determined by the Incident Commander or Incident Safety Officer.
- 3. Atmospheres where respiratory protective equipment has been required will remain classified as hazardous until the air quality has been tested, recorded and declared by the Incident Commander to be within safe limits.
- 4. The following training will be provided to all firefighters:
  - a) instruction in the nature, extent and effects of respiratory hazards.
  - b) instruction in the operation, limitations and capabilities of SCBA.
  - c) instruction and practice in procedures for SCBA pre-use inspections, donning and removal of SCBA, and checking of fit and seal.
  - d) instruction and practice in procedures for inspection, cleaning, maintenance and storage of SCBA.
  - e) instruction and practice in hazard classification and emergency use of SCBA.
- 5. Department respiratory protection equipment must be inspected and maintained in accordance with Department guidelines.

**RELATED  
GUIDELINES:**

- 4.4.2.2 Respirator Protection During Fire Investigation
- 4.4.6.1 Self Contained Breathing Apparatus Maintenance
- 4.4.6.1 Self Contained Breathing Apparatus

	This O.G. Replaces: 1.02.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 4.4.2.2
			Section	Safety	Page 1 of 1
			Title	Respiratory Protection During Fire Investigations	
			Sub:		

**PURPOSE:** Smoke and toxic fire gases present a hazard to firefighters involved in the investigation of fires. Adequate respiratory protection must be provided to ensure the safety of firefighters during such investigations.

**SCOPE:** This Operating Guideline applies to all firefighters conducting fire investigations.

**POLICY:** Suitable respiratory protection must be worn by firefighters during all fire investigations.



**PROCEDURE:**

1. During fire investigations, if the atmosphere is suspected to be hazardous, including oxygen deficiencies or the presence of toxic atmospheres, air quality detectors must be used to test the atmosphere. Respiratory protection must be worn by firefighters entering the suspect area unless the atmosphere has been tested with air quality testing equipment, the readings recorded and the Incident Commander or senior member conducting the fire investigation has declared the atmosphere to be safe.
2. Self contained breathing apparatus must be worn by firefighters during fire investigations unless:
  - a) the scene of the investigation is cold, and
  - b) there is no smoke, steam, fumes or mist visible or apparent, and
  - c) there is no reason to believe that an oxygen deficiency exists, or
  - d) the atmosphere has been tested with air quality testing equipment, the readings recorded and the atmosphere is within safe limits.

**RELATED GUIDELINES**

- 4.4.2.1 Respiratory Protection Program
- 4.4.4.1 Air Monitoring
- 4.4.6.1 Self Contained Breathing Apparatus Maintenance

	This O.G. Replaces: 1.02.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.4.2.3
			Section	Safety	Page 1 of 1
			Title	Eye Protection	
			Sub:		

**PURPOSE:** To protect the eyes of members from contamination or injury when performing their duties.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Firefighters will wear appropriate eye protection whenever there is a risk of eye contamination or injury.

**PROCEDURE:**

1. Firefighters will ensure that they have approved eye protection in place when they are in a work area where there is a risk of eye injury.
2. The Department will provide eye protective goggles for use with power tools. Firefighters will wear appropriate eye protection when using reciprocating saws, air chisels and other tools where there is a risk of eye injury.
3. The Department will provide splash goggles in each First Responder jumpbag. Firefighters will wear the splash goggles whenever there is a possibility of blood or body fluids being splashed or sprayed on to the member.
4. If a firefighter wears eyeglasses and purchases lenses suitable for wear with SCBA, the Department will reimburse the cost of the lenses.

	This O.G. Replaces: 1.03.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.3.1	
			Section	Safety	Page 1 of 2
			Title	Incident Safety Officer	
			Sub:		

**PURPOSE:** To ensure that emergency scenes are safe for firefighters, other emergency service personnel and civilians.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** The Incident Commanders (IC) will ensure that there is an Incident Safety Officer (ISO) at all emergency incidents. The ISO will work to minimize the hazards to all individuals at the scene: firefighters, other emergency service personnel and civilians. On-scene firefighters will work with the ISO to recognize and minimize risks associated with incident environment and operations.

**PROCEDURE:**

1. Until an ISO is appointed, the IC will assume all duties and responsibilities of the ISO.
2. The ISO will wear a high-visibility “Safety Officer” vest. Sector Officer, Company Officers and Team Leaders will report hazards to the ISO in the course of operations. The ISO will have the authority of the IC to stop or alter any operation, action, or personal exposure that presents a threat to the life safety of firefighters or other individuals on scene. Any changed, altered, or stopped assignment made by the ISO shall be immediately communicated to the IC.
3. Upon appointment, the ISO will:
  - a) Report to the IC and confirm the status of the incident and any safety related actions that have been taken.
  - b) Don a high-visibility “Safety Officer” vest.
  - c) Utilize the ISO checklist and prioritize safety efforts. Hazards found shall be communicated to the appropriate crew and the IC.
  - d) When significant safety violations are found, take action to ensure that the violation is addressed.
  - e) Immediately report to the IC upon hearing a “MAYDAY”, witnessing a collapse or noting any other firefighter emergency condition, and assist with developing a systemic approach to the rescue and recovery of firefighters.

This O.G. Replaces: 1.04.03	
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.3.1</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Incident Safety Officer</b>	
			<b>Sub:</b>		

- f) Assist the Department Safety Officer and the IC in the investigation and documentation of firefighter injuries on scene.
4. The ISO has the authority at an incident scene to enforce all safety rules and regulations. If the problem impacts significantly upon the tactical objectives of the Incident Commander and is not life threatening, the ISO will liaise with the Incident Commander to resolve the problem. Life threatening safety infractions will be remedied immediately by the ISO, if possible.
5. The ISO may request the appointment of assistant safety officers if the size, scope or duration of the incident warrants assistance. The ISO will carry a radio and monitor radio transmissions. Imminent hazards will be communicated to the IC and affected crews as soon as possible.
6. The ISO will refrain from assisting with any task assignment and shall maintain an observer role to best provide consultant information to the IC.

**ATTACHMENTS:** Included as part of this guideline is:  
Incident Safety Officer Checklist

**RELATED GUIDELINES:** 4.4.12.7 Incident Safety Officer Training

	This O.G. Replaces: 1.04.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

## Incident Safety Officer Checklist

- ☐ Don Safety Officer vest
- ☐ Report to IC obtain briefing – Action & Safety Plan
- ☐ Walk the incident – 360 Degrees – Establish a perimeter
- ☐ Track incident time – Log major events
- ☐ Monitor Radio Communications

### Concerns:

- ☐ Protective Clothing Turnouts, Hoods, Boots, Gloves, Helmet/faceshield
- ☐ SCBA – PASS Devices
- ☐ Passport Accountability System
- ☐ Rapid Intervention Team Setup Location
- ☐ Utilities Secured Hydro, Gas, Propane, Electrical, Water
- ☐ Structural Condition Collapse Zones, Roof, Walls, Floors, Facades, Soffits
- ☐ Lighting Required for safe operation
- ☐ Tactics Hose placement, Equipment and Tool use, Safety Gear
- ☐ Incident Command set-up Sectoring
- ☐ Ladders Length, Footing, Placement, Secured
- ☐ Apparatus Placement Collapse Zone, Overhead wires, Smoke, Egress route, Chocked
- ☐ Hazardous Materials
- ☐ Support Services Public Works, PDA, Salvation Army
- ☐ Communicate with Incident Command and Sector Officers
- ☐ Scene Survey - Continue 360 degrees
- ☐ Exercise Authority to Stop *Unsafe Actions*
- ☐ Ensure ALL personnel are aware of Special Situations or Hazards
- ☐ Initiate Accident or Injury Investigation with IC– document
- ☐ Communicate with IC

**Sketch of Scene:**

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**Hazards:**

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**Incident Command:**

**Sectors:**

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**Notes**

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				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 4.4.3.2
			Section	Safety	Page 1 of 2
			Title	Critical Incident Stress – Peer Support Group	
			Sub:		

**PURPOSE:** To provide intervention and assistance for Department members after significant incidents, with the intent to minimize stress-related problems to personnel.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The Department recognizes that incidents encountered by personnel may cause them to experience a distressing emotional reaction known as Critical Incident Stress (CIS). The Department will train and maintain a Peer Support Group to assist all Department personnel in dealing with Critical Incident Stress.

- PROCEDURE:**
1. The Incident Commander must make every effort to minimize personnel's exposure to critical incidents without interfering with on-going operations. The Incident Commander may reduce this exposure by rotating personnel and by removing unnecessary personnel from the scene as soon as possible.
  2. The Incident Commander must be alert for acute stress reactions and provide support, encouragement and consultation and will implement the appropriate steps at the scene to assist personnel in dealing with stress reactions.
  3. Any incident encountered by Department personnel that causes them to experience a distressing reaction should be considered for CIS intervention. Intervention will be supplied by the Peer Support Group at group meetings following the "defusing" model recognized by the Department.
  4. All incidents within the following categories will be followed by defusing:
    - a) Where there is the death or severe injury of a child.
    - b) Where there is the death of an adult resulting from accident or fire.
    - c) Where the Department actions have resulted in death or severe injury.
    - d) Where there is serious injury or death of a Department member.
    - e) Any situation where a Department member requests a defusing.

	This O.G. Replaces: 1.04.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	



				Standard Operational Guidelines	
				Comox Valley Regional District	O.G.# : 4.4.3.2
			Section	Safety	Page 2 of 2
			Title	Critical Incident Stress – Peer Support Group	
			Sub:		

- f) Any multi-casualty situation where triage was needed.
5. When a defusing is needed, the Incident Commander will:
    - a) Use a member of the Peer Support Group from the Hall , if that member was not involved in the incident, or
    - b) Contact two members of the Peer Support Group who may have attended the scene. These members should receive a follow-up defusing from a neutral party as soon as practically possible.
  6. The Peer Support Group members will conduct a defusing as soon as possible, ideally as soon as members have returned from the incident and before they leave. The defusing model requires that:
    - a) Only those members actually involved in the incident will participate:
    - b) A CIS Defusing Report will be completed.
    - c) A debriefing, if deemed necessary, will be held between 24 and 72 hours after the incident. The debriefing will be arranged by the Fire Chief and lead by a professional. Debriefings will be only for those members and other agency personnel (if appropriate) involved in the incident.
    - d) Follow-up assistance will be provided by the Department as necessary.
  7. It is recognized that many of the signs and symptoms of CIS may occur days, weeks, months or even years after the incident. The Department will make available, professional assistance to any member who requests consultation.
  8. Included as part of this guideline is:
    - a) Critical Incident Stress Defusing Report.

**ATTACHMENTS:** Appendix A

**RELATED GUIDELINES:** 4.4.1.1 Occupational Safety and Health Program

	This O.G. Replaces: 1.04.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	

**HORNBY ISLAND FIRE DEPARTMENT**

**Appendix A**

**CRITICAL INCIDENT STRESS DEFUSING REPORT**

To: Fire Chief

A CIS defusing was held at \_\_\_\_\_ on \_\_\_\_\_.

**Incident Number:** \_\_\_\_\_

**Incident Date:** \_\_\_\_\_

**Description of Incident:**

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**Defusers Names:** \_\_\_\_\_

**Number of Members Present:** \_\_\_\_\_

**Comments:** (maintain confidentiality)

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**Reported by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.3.3
			Section	Safety	Page 1 of 1
			Title	Traffic Control	
			Sub:		

**PURPOSE:** To ensure the safety of Department personnel and the public at emergency incidents.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** In all emergency responses, the Fire Department will utilize appropriate traffic control devices at the emergency scene.

**PROCEDURE:**

1. Where a traffic obstruction created by emergency vehicles and personnel exists, at the earliest possible instance the Incident Commander will ensure that a barricade formed by traffic cones is erected, arranged in such a fashion as to give traffic sufficient warning to stop or avoid the obstruction.
2. When conditions are present that require a flag person to ensure the safety of emergency personnel and the public, the flag person will be a member of the Department, the Police or a trained flag person.
3. Firefighters working as flag persons must use all traffic control devices and equipment appropriate to the circumstances to ensure safety and efficiency. Such devices may include safety vests, traffic cones, traffic control paddles, flashlights, portable radios, etc.
4. When requesting police assistance for traffic control, the Incident Commander will make the request to Dispatch, specifying the exact location of the need and the nature of the request. When special traffic control measures are needed, such as with hazardous materials incidents, this must be relayed through Dispatch with a request for a Police Supervisor at the Command Post.

	This O.G. Replaces: 1.04.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.4.3
			Section	Safety	Page 1 of 2
			Title	HIV/AIDS Post-Exposure Management	
			Sub:		



**PURPOSE:** To expedite diagnosis and treatment of members exposed to AIDS/HIV.

**SCOPE:** This Operating Guideline applies to all Department personnel.

**POLICY:** Department members who have reason to believe that they have been exposed to AIDS/HIV should seek appropriate medical attention as soon as possible.

- PROCEDURE:**
1. When a member is exposed to any blood and/or body fluids from an individual at high risk for HIV, the following steps should be taken:
    - a) Clean the wound and encourage passive bleeding.
    - b) Obtain a risk assessment at the St Joseph's Hospital Emergency Room or another appropriate hospital.
    - c) Obtain immediate counselling regarding the use of the five-day starter pack of antiretrovirals which is available in the hospital emergency room (provided by the BC Centre for Excellence in HIV/AIDS).
  2. It is also recommended that the member:
    - a) Seek medical evaluation of any illness that occurs within 12 weeks after exposure.
    - b) Seek post-exposure risk assessment and counselling.
    - c) Refrain from blood, plasma, organ, tissue and sperm donations until counselled as to the safety of doing so.
    - d) Refrain from sexual intercourse until counselled regarding any potential risk and preventative measures.
    - e) Refrain from sharing toothbrushes, razors, needles or other implements which may be contaminated with blood and/or body fluids.
    - f) Avoid becoming pregnant.
    - g) Discontinue breast feeding.
  3. If there are any questions about blood or body fluid exposure related to HIV/AIDS, or the treatment received for HIV/AIDS exposure, the

	This O.G. Replaces: 1.04.06
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.4.3
			Section	Safety	Page 2 of 2
			Title	HIV/AIDS Post-Exposure Management	
			Sub:		



member should contact the BC Centre for Excellence in HIV/AIDS 24-hour hotline at 1-800-665-7677.

4. All HIV/AIDS exposure incidents must be reported as soon as possible after the incident in accordance with Department accident investigation guidelines.

**RELATED  
GUIDELINES:**

- 4.4.1.1 Occupational Safety and Health Program
- 4.4.1.3 Accident Investigation
- 4.4.4.2 Protective Measures for Infectious Disease Control

	This O.G. Replaces: 1.04.06
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.3.5</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 1 of 2</b>
			<b>Title</b>	<b>Violence in the Workplace</b>	
			<b>Sub:</b>		

**PURPOSE:** To minimize the risk of violence towards Department employees and to provide guidelines for the reporting and investigation of violence in the workplace.



**SCOPE:** This Operational Guideline applies to all Department members.

**POLICY:** The Department will conduct regular risk assessments to identify the possibility of violence in the workplace. The Department will establish procedures for reporting, documenting and investigating workplace violence. The Department will provide appropriate training for members to handle potential violence in the workplace.

**PROCEDURE:**

1. The Fire Chief will ensure that a risk assessment is conducted to identify the possibility of injury to members from violence in the workplace as it relates to Department members. This risk assessment will be updated at least once every five years. It must include:
  - a) previous experience in the workplace,
  - b) occupational experience in similar workplaces, and
  - c) the location and circumstances in which work will take place.
2. If a risk of injury is identified by the assessment, the Department will establish procedures, policies and work environment arrangements to minimize the risk to members. Members who may be exposed to the risk of violence will be informed of the nature and extent of the risk.
3. Training will be provided to all Department members in:
  - a) the means for recognition of the potential for violence,
  - b) the procedures, policies and work environment arrangements which have been developed to minimize or effectively control the risk to members from violence,
  - c) the appropriate response to incidents of violence, including how to obtain assistance, and
  - d) procedures for reporting, investigating and documenting incidents of violence.

	This O.G. Replaces: 1.04.07
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.3.5</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Violence in the Workplace</b>	
			<b>Sub:</b>		

4. When confronted with an act or threat of violence, members will tactfully disengage remove themselves from the situation. The incident must be immediately reported to their supervisor.
5. Members reporting an injury or adverse symptom as a result of an incident of violence will be advised by their Supervisor to consult a physician of the member's choice for treatment or referral. Where necessary, the Supervisor will refer the member to their family physician and advise the member of the Department's Employee Assistance Program.
6. Members will report all incidents of violence in the workplace using the form in the appendix to this Operational Guideline. The Supervisor will ensure that an investigation of the incident is conducted, and the form forwarded to the Safety Committee. If the member has sustained a physical injury, has been threatened with a weapon or has indicated sufficient concern regarding threats or other behaviour to give the member cause to believe that there is risk of injury, the Supervisor will report the incident to the Police.
7. The Department Safety Committee will review all reported incidents of violence in the workplace and make recommendations to the Chief for corrective actions and for measures to minimize the risk of violence in the workplace.
8. Included as part of this Guideline is:
  - a) Violent Incident Report Form.

**ATTACHMENTS:** Hornby Island Fire Department Violent Incident Report Form

**RELATED GUIDELINES**

4.4.3.2	Critical Incident Stress -- Peer Support Group
4.4.14.8	Harassment in the Workplace

This O.G. Replaces: 1.04.07	
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

## HORNBY ISLAND FIRE DEPARTMENT VIOLENT INCIDENT REPORT FORM

Employees who have experienced an act or threat of violence in the workplace should complete this form to document the incident. This form should be forwarded to the immediate Supervisor for completion and then sent to the Human Resources Department.

### 1. EMPLOYEE INFORMATION:

**CONFIDENTIAL**

**(This page to be completed by the employee.)**

Name:	Medical Attention: <input type="checkbox"/> yes <input type="checkbox"/> no
Employee Number:	First Aid: <input type="checkbox"/> yes <input type="checkbox"/> no
Job title:	Other:
Department:	

### 2. INCIDENT INFORMATION:

Date and time of incident:	at	am/pm
Location:		
Name of witness: (If applicable)		

### 3. TYPE OF INCIDENT:

<input type="checkbox"/> Verbal Threat/Intimidation	<input type="checkbox"/> Attempt to use physical force
<input type="checkbox"/> Possession of a weapon (Specify type)	<input type="checkbox"/> Use of a weapon (Specify type)
<input type="checkbox"/> Assault	<input type="checkbox"/> Other
Do you believe you are at risk of injury and the RCMP should be notified <input type="checkbox"/> Yes <input type="checkbox"/> No	

### 4. DESCRIPTION OF INCIDENT:

(What lead up to the threat or act of violence and what was said? Use a second page, if necessary.)


### 5. DETAILS (If Known):

Name of Individual:
Address:
Telephone No.:

Appearance	Voice Tone	Manner	Vehicle
Sex	Loud	Calm	Make
Est. Age	Soft	Emotional	Model
Est. Weight	Harsh	Joking	License
Est. Height	Pitch	Irrational	Colour
Hair	Accent	Intoxicated	
Glasses			

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date





**6. OTHER INFORMATION:****(This section to be completed by Supervisor.)**

Has this individual been involved in any previous violent incidents with staff?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, what measures were in place to deal with this individual?		
Did you speak with the individual regarding this incident?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, please describe what was said:		
Were the RCMP notified?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Name of Investigating Officer:		
Case #:		

**7. CORRECTIVE ACTION:**

What measures will be implemented to eliminate, or where not possible, to minimize the risk of a similar incident?		
Have the applicable employees been informed of these measures?	<input type="checkbox"/> yes	<input type="checkbox"/> no

\_\_\_\_\_  
Supervisor's Signature\_\_\_\_\_  
Date

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.3.6
			Section	Safety	Page 1 of 1
			Title	Fall Protection Program	
			Sub:		

**PURPOSE:** To ensure that all firefighters located on an aerial platform wear a full body harness and lanyard, and are trained in its use.



**SCOPE:** This Operational Guideline applies to all personnel located on an aerial platform.

**POLICY:** The Department will provide training in the use of fall protection devices to all aerial apparatus operators. All personnel located on an aerial platform will wear full body harness and lanyard.

**PROCEDURE:**

1. Personnel located on an aerial platform will wear fall protection consisting of full body harness and lanyard, whenever the platform is located such that:
  - a) a fall of 3 m (10 ft) or more may occur, or
  - b) a fall from a lesser height involves an unusual risk of injury.
2. The operator of the aerial device is responsible for ensuring that all personnel are using fall protection as described above. Training in the use of fall protection devices will be included as part of the qualification program for aerial device operators.
3. Full body harness and lanyard will be inspected regularly as part of the apparatus check, ensuring that they are kept free from substances and conditions that could contribute to their deterioration and that they are maintained in good working order.
4. A full body harness or lanyard that has arrested the fall of a worker will be removed from service and not returned to service until it has been inspected and recertified as safe for use by the manufacturer or authorized agent.

	This O.G. Replaces: 1.04.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.3.7
			Section	Safety	Page 1 of 1
			Title	Safety of Members Working Alone	
			Sub:		

**PURPOSE:** To ensure the safety of members when working on their own and when responding to complaints.

**SCOPE:** This Operational Guideline applies to all personnel.



**POLICY:** Members will maintain contact with Dispatch as appropriate to ensure their safety when working on their own.

**PROCEDURE:**

1. Members will advise Dispatch of their arrival on scene at a complaint, and ensure a response from Dispatch. They may advise Dispatch that they are working alone, and request that this Guideline be followed.
2. Dispatch will conduct a radio check with the member once every 15 minutes or as arranged, to ensure their safety.
3. Upon a size-up of the situation, if members believes that the occupants or other circumstance may pose a safety hazard, they shall ensure their safety by one of the following (or other appropriate procedures):
  - a) Advise Dispatch that there is a safety hazard at the location and that they will return at a later time, then make a note as to the circumstances. When returning, they will advise Dispatch as per normal routine when responding to a complaint.
  - b) Advise Dispatch that there is a safety hazard at the location and request RCMP assistance. They should then remain in a safe area and await the RCMP.
  - c) Advise Dispatch that there is a safety hazard at the location and request that the Hall respond. They should then remain in a safe area and await the Hall response.

**RELATED GUIDELINES:** 4.4.7.8 Duty Officer

	This O.G. Replaces: 1.04.10
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.4.1</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 1 of 1</b>
			<b>Title</b>	<b>Air Monitoring</b>	
			<b>Sub:</b>		

**PURPOSE:** To establish guidelines for the use of air monitoring equipment.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** Only qualified personnel will use the Department air monitoring equipment to determine the classification of atmospheres. All readings taken will be recorded.

- PROCEDURE:**
1. When air monitoring is done to determine the need for Department members to use respiratory protective equipment, the air monitoring equipment must be operated by a member trained in its use. The member doing the testing is to employ respiratory protective equipment while doing the testing.
  2. The readings obtained will be recorded on the air monitoring record and filed with the incident field report. Air monitoring equipment will be “zeroed” in clean air before use, in accordance with the manufacturer’s User’s Manual.
  3. Air monitoring equipment will be calibrated at least quarterly with the calibration gas mixture. Zero and span values will be recorded on the Calibration Tracking Form. The equipment will also be calibrated whenever the reading vary beyond the manufacturer's guidelines or error messages occur.
  4. Included as part of this procedure is the:
    - a) Air Monitoring Record, dated 96.07.02.
    - b) Calibration Tracking Form, dated 96.07.02.

**ATTACHMENTS:** Air Monitoring Record  
Calibration Tracking Form

**RELATED GUIDELINES:** 4.4.2.1 Respiratory Protection Program  
4.4.2.2 Respiratory Protection During Fire Investigation  
4.4.6.1 Self Contained Breathing Apparatus Maintenance

	This O.G. Replaces: 1.05.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.4.1</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 2 of 1</b>
			<b>Title</b>	<b>Air Monitoring</b>	
			<b>Sub:</b>		

WCB Industrial Health & Safety Regulations, Appendix A, Table 1

	This O.G. Replaces: 1.05.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

## HORNBY ISLAND FIRE DEPARTMENT

1.05.01 Annex A

### AIR MONITORING RECORD

EMERGENCY ADDRESS:		INCIDENT #:
DATE:	EQUIPMENT USED BY:	
WEATHER:		

IS THE PERSON TAKING THE READING WEARING  
RESPIRATORY PROTECTIVE EQUIPMENT?

Time	Location	CO	HS	EX	OX

Comments:

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Acceptable levels:

**CO = Carbon Monoxide:** The sensors alarm at 25 ppm.

**HS = Hydrogen Sulphide:** The sensors alarm at 10 ppm.

**EX = Combustible:** The sensors alarm at 10% LEL.

**OX = Oxygen:** The sensors alarm at 19.5%.

# HORNBY ISLAND FIRE DEPARTMENT

### 1.05.01 Annex B

## CALIBRATION TRACKING FORM

Model \_\_\_\_\_  
Serial # \_\_\_\_\_

[illegible]

### Carbon Monoxide and Hydrogen Sulphide Sensor Calibration:

If the SPAN VALUE increased by 40% or decreased by 20% from the NEW sensor value, the sensor is no longer effective or safe and must be replaced!

If the SPAN VALUE is greater than 230, the sensor must be replaced.

# HORNBY ISLAND FIRE DEPARTMENT

### 1.05.01 Annex B

## CALIBRATION TRACKING FORM

[illegible]

### Combustible Sensor Calibration:

If the SPAN VALUE changes by +/-20% of the NEW sensor value, the sensor is no longer effective or safe and must be replaced!



If the SPAN VALUE is greater than 230 or less than 80, the sensor must be replaced.

If the ZERO VALUE is greater than 150 or less than 5, the sensor must be replaced.

### Oxygen Sensor Calibration:

If the SPAN VALUE increase beyond 50% from the NEW sensor value (top of the column) or is greater than 190, the oxygen sensor is no longer effective or safe and must be replaced!



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.4.2
			Section	Safety	Page 1 of 2
			Title	Protective Measures for Infectious Disease Control	
			Sub:		



**PURPOSE:** To protect Fire Department members involved in the handling of a patient suspected of or found to have any form of a communicable or infectious disease.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Protective measures must be taken by all Department members to protect themselves from communicable and infectious diseases. Any exposure of Department members to communicable or infectious diseases must be documented and reported to the Fire Chief.

- PROCEDURE:**
1. All Department members will be advised of the risk of Hepatitis B and offered vaccinations upon completion of their recruit training. They must sign the appropriate form shown as Attachment A to indicate whether or not they wish to have the vaccinations. Initial vaccinations should be taken within the first month with the Department so that protection is provided as soon as possible.
  2. Members with open wounds on hands, arms or face must not involve themselves in patient treatment if there is any possibility of coming in contact with the patient's excretions or bodily fluids.
  3. The following protective measures will minimize exposure to contamination:
    - a) Ask the patient to turn his head and cover the mouth when coughing or sneezing.
    - b) Minimize Department members in the exposure area.
    - c) Wear disposable surgical gloves when treating any patient. Wear a surgical mask and/or eye protection when appropriate.
    - d) Avoid skin or mucous membrane contact with saliva, sputum, tears, sweat, blood, urine, feces, vomit or other bodily fluids.
    - e) Avoid wiping your nose, mouth or eyes with your hands until you have washed.
    - f) Thoroughly wash your hands and other exposed body surfaces as soon as possible after patient treatment.

	This O.G. Replaces: 1.05.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	

				<b>Standard Operational Guidelines</b>	
				<b>Comox Valley Regional District</b>	<b>O.G.# : 4.4.4.2</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Protective Measures for Infectious Disease Control</b>	
			<b>Sub:</b>		

- g) Use extreme caution when handling and packaging contaminated needles or other sharp objects.
4. At the scene, contaminated equipment such as gloves, airways and disposable oxygen therapy equipment must be isolated in disposable plastic garbage bags provided by the Department. These bags are considered medical waste and should be disposed of in the Hall medical garbage container immediately upon return to the Hall. All medical waste must be double bagged prior to disposal in the general garbage bins.
  5. Turnout or uniform clothing contaminated with blood or bodily fluids must be removed as soon as possible. Showering is then advised. Contaminated clothing should be kept in plastic bags until washed on a hot cycle. Contaminated clothing should not be combined with non-contaminated clothing for washing.
  6. Other soiled or contaminated equipment must be thoroughly washed and disinfected by allowing it to soak for a 30 minute period (if possible) in a 1:10 solution of bleach and water.
  7. Exposure to communicable or infectious diseases must be documented on WCB form 6A and entered in the Hall First Aid book. When appropriate, the Fire Chief will arrange for follow-up testing and treatment. Exposed members may directly request testing, if they desire.

**ATTACHMENTS:** Included as an attachment to this guideline is:

- a) Hepatitis B Vaccination Program Handout

**RELATED GUIDELINES**

4.4.1.1	Occupational Safety and Health Program
4.4.1.3	Accident Investigation
4.4.3.4	HIV/AIDS Post Exposure Management

	This O.G. Replaces: 1.05.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	

# HORNBY ISLAND FIRE DEPARTMENT

## OG 1.05.02 Attachment A

### PROTECTIVE MEASURES FOR INFECTIOUS DISEASE EXPOSURE HEPATITIS B VACCINATION PROGRAM

#### THE DISEASE

Most people recover completely following infection with Hepatitis B virus. However, approximately 10% develop complications of acute or chronic infection. One in every several hundred persons infected will die from acute overwhelming infection. Some become chronic asymptomatic carriers; others develop chronic hepatitis, cirrhosis and liver cancer.

#### THE RISK

The occupational risk of Hepatitis B infections for "First Responders" and health care workers is well established. The risk is directly related to the degree of direct contact with blood and blood products. Firefighters have been identified as belonging to a group at high risk due to their Fire Department activities and are therefore encourage to participate in the Department vaccination program.

#### THE VACCINE

- a) **Safety and Efficiency:** The vaccine is derived from Hepatitis B surface antigen (HBsAg) produced by a recombinant strain of the yeast "Saccharomyces Cerevisial." Since no substances of human origin are used on the production of Engerix B, the potential for transmission of diseases associated with blood and blood products is eliminated. The vaccine has undergone extensive well controlled clinical trials and has been shown to be both safe and effective. More than 90% of healthy adults and children develop a protective antibody following vaccination.
- b) **Dosage and Administration:** Immunization consists of three 1 ml injections of 20 mcg of Engerix B intramuscularly in the deltoid region. The second dose is given at one month, and the third at six months after the first injection.
- c) **Adverse Reactions:** No serious or severe reactions to the vaccine have been reported. Most commonly reported location reactions were soreness, erythema and swelling at the injection site. Systemic complaints such as fever, headache, nausea, dizziness and fatigue, myalgia and arthralgia have occurred rarely.

#### REPORTED ADVERSE REACTIONS TO HEPATITIS B VACCINE

- You may experience soreness, redness and swelling at the injection site for a couple of days.
- Fever, headache, nausea, dizziness and fatigue occur rarely.
- As with any vaccine, hypersensitivity reaction is possible but very rare.
- Generally this vaccine is very well tolerated.

  <hr/> Initials
---------------------------

## HORNBY ISLAND FIRE DEPARTMENT

The HORNBY ISLAND Fire Department has a vaccination program with the Hepatitis B vaccine for all staff. Please advise if you wish to be vaccinated or not **by initialing the back of this page and completing the appropriate block below** and returning this form.

**Information concerning the Hepatitis B vaccine has been provided to me. I wish to participate in the HORNBY ISLAND Fire Department Hepatitis B vaccination program.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Before receiving your vaccine, please answer the following questions:

- \_\_\_\_\_ 1. Do you have an active infection?
- \_\_\_\_\_ 2. Do you have an immunodeficiency?
- \_\_\_\_\_ 3. Do you have a serious heart, lung or bleeding disorder?
- \_\_\_\_\_ 4. Are you pregnant or breast feeding?
- \_\_\_\_\_ 5. Have you had a serious reaction to another vaccine?



**Information concerning the vaccine has been provided to me. I have been given the opportunity to be vaccinated and do not wish the vaccination.**

If previously vaccinated, please state when \_\_\_\_\_ and where \_\_\_\_\_.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information on this form is collected under the authority of the Municipal Act. The information will be used for the purpose of an operating program of the municipality. If you have any questions about the collection and use of this information, contact the Information and Privacy Coordinator.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.4.3
			Section	Safety	Page 1 of 1
			Title	Safety Equipment	
			Sub:		

**PURPOSE:** To ensure the safety of Department members by the use of appropriate safety equipment.



**SCOPE:** This Operational Guideline applies to all Department members.

**POLICY:** It is the responsibility of each member of the Department to wear the appropriate safety equipment at any worksite.

**PROCEDURE:**



1. In addition to any specific requirements for safety equipment contained in other Operational Guidelines, the following general guidelines apply for the wearing of appropriate safety equipment.
2. Ear protection will be worn by pump operators when the noise of the apparatus warrants their use.
3. Appropriate gloves will be worn at all times when working with equipment that could cause injury to the hands.
4. Members on traffic control duties will wear a reflective traffic control vest and carry a reflective stop/slow paddle. They will also have a traffic flashlight if directing traffic after dark.
5. When testing ground ladders, members will wear appropriate safety shoes or boots.

	This O.G. Replaces: 1.05.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.4.4</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 1 of 1</b>
			<b>Title</b>	<b>Exhaust Extraction Systems</b>	
			<b>Sub:</b>		

- PURPOSE:** To ensure that Department exhaust extraction systems are correctly used for the safety of Department members.
- SCOPE:** To ensure that Department exhaust extraction systems are correctly used for the safety of Department members.
- POLICY:** Department members will be trained in the correct use of installed exhaust extraction systems, and will use them as trained.
- PROCEDURE:**
1. The Department will install appropriate systems in fire halls to ensure the removal of vehicle exhaust gas components in accordance with Workers Compensation Board regulations.
  2. Where a Nedermann system is installed, the extraction hose will be left attached after the apparatus is started, and allowed to detach automatically. If the vehicle is not moved out of the Hall as soon as possible, engine revs must be kept low in order to keep exhaust gas temperatures low so that the hoses are not damaged.
  3. When backing into a Hall where a Nedermann system is installed, the apparatus will be stopped outside of the Hall and the extraction hose attached to the vehicle while stopped and prior to entry into the Hall. The hose will not be attached while the apparatus is in motion.
  4. When driving into a Hall where a Nedermann system is installed, both bay doors will be opened and the apparatus will proceed directly to the parking space and the hose then attached. The hose will not be attached while the apparatus is in motion.
  5. Nedermann and other exhaust extraction systems will be maintained as recommended by the manufacturer.

	This O.G. Replaces: 1.05.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.5.1
			Section	Safety	Page 1 of 1
			Title	Driver Responsibilities	
			Sub:		

**PURPOSE:** To ensure the safe operation of Fire Department vehicles.

**SCOPE:** This Operational Guideline applies to all Fire Department members.

**POLICY:** The driver of each vehicle bears full responsibility for operating the vehicle in accordance with the BC Motor Vehicle Act and the policies of the Department.



**PROCEDURE:**

1. The driver must focus full attention on the safe operation of the vehicle. The choice of a maximum safe driving speed is the driver's responsibility, although the Company Officer may order the driver to proceed slower.
2. A firefighting vehicle must not be moved if the vision of the driver is obscured, except on a signal from a designated person, who must ensure that the vehicle can be moved safely. The driver of the apparatus is to use the vehicle horn intended movement:
  - a) three blasts before moving forward;
  - b) two blasts before backing up;
  - c) one blast when stopped.
3. Department vehicles will be driven with headlights on at all times.
4. Members will notify the Fire Chief immediately of any changes in their licensing which affects their ability to drive or operate Fire Department vehicles.

**RELATED GUIDELINES:**

4.4.5.3	Firefighter Vehicle Safety Responsibilities
4.4.13.5	Driver Training

This O.G. Replaces: 1.06.03	
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.5.2
			Section	Safety	Page 1 of 2
			Title	Snow Chains	
			Sub:		

**PURPOSE:** To ensure that snow chains are used and maintained in a safe and efficient manner.

**SCOPE:** This Operational Guideline applies to all Department firefighters.



**POLICY:** Snow chains are available for all emergency apparatus to provide an additional margin of safety in extreme snow or ice conditions.

**PROCEDURE:**

1. Snow chains will be stored in clean, dry storage containers in the Hall. Each set of chains will be identified in the storage location as to its unit number.
2. Immediately after the winter season, the chain sets will be thoroughly inspected and all repairs will be made to ensure their readiness for the following winter season.
3. All Hall members will be trained in the proper method of mounting, removing, storage and inspection of the chain sets.
4. Snow chains will only be mounted on the apparatus on the decision of the Chief, or in his absence, the Deputy Chief or Duty Officer. On the decision that chains are to be mounted, or removed, a crew will be organized to do so immediately.
5. Snow chains should be used when snow or ice conditions are such that apparatus may not be able to safely negotiate the streets. This is more likely to be the situation on packed snow or ice than on light falls of fresh snow. Generally, Utility and Rescue trucks might use chains when there is more than 100mm of snow; Pumpers and Tankers, 150mm. Other factors such as ice, packed snow, drifting snow and the ability of Highways crews to keep the roads clear and accessible should be taken into consideration. As a precaution, Tankers and Rescue trucks may be chained up while other apparatus are not.

	This O.G. Replaces: 1.06.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	





			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.5.2
			Section	Safety	Page 2 of 2
			Title	Snow Chains	
			Sub:		

6. When snow chains are used, the maximum speed will be 40 km/h on snow and 30 km/h on bare pavement. Members are reminded that snow chains will increase the ability of apparatus to move through the snow or ice but may not provide the additional control required for higher speeds.
7. When mounted, chains are to be visually inspected at every opportunity to ensure that they have not become loose, the cross links have not broken, and that there is no damage occurring to the apparatus. Tanker crews are to check the chains at both the fill and unloading stations during tanker runs for water supply. All apparatus crews will check the chains on the apparatus at both the incident or practice location and before their return to Hall.
8. Should it be found that chains may cause, or are causing, damage to the apparatus, or that conditions have changed so that chains are no longer required, the apparatus crew will immediately remove the chains.
9. When the chains have been removed from an apparatus, they are to be visually inspected and any repairs required are to be made as soon as possible. In order to facilitate in-Hall or field repairs, the Hall will keep a small stock of spare cross links and the tool required to change cross links will be kept with the Duty Officer.

**RELATED  
GUIDELINES:**

4.4.5.3 Firefighter Vehicle Safety Responsibilities

This O.G. Replaces: 1.06.05	
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.5.3
			Section	Safety	Page 1 of 1
			Title	Firefighter Vehicle Safety Responsibilities	
			Sub:		

**PURPOSE:** To ensure the safe operation of Fire Department vehicles.

**SCOPE:** This Operational Guideline applies to all Fire Department members operating Fire Department vehicles.

**POLICY:** Individual members bear full responsibility for their actions when riding Department vehicles. They will always act in accordance with the BC Motor Vehicle Act and the policies of the Department.



**PROCEDURE:**

1. The capacity of the crew accommodation on each apparatus will be limited to the number of seat belts. Seat belts will be used when the apparatus is in motion. When the vehicle is in motion, dressing or donning of equipment will only be done while wearing a seat belt.
2. No member will board or leave any apparatus while it is in motion.

**RELATED GUIDELINES:**

4.4.5.1	Driver Responsibilities
4.4.13.5	Driver Training

	This O.G. Replaces: 1.06.06
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.1
			Section	Safety	Page 1 of 2
			Title	Self-Contained Breathing Apparatus Maintenance	
			Sub:		



**PURPOSE:** To ensure that Department Self Contained Breathing Apparatus (SCBA) is properly maintained.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** All Department SCBA must be maintained regularly in accordance with the manufacturer's specifications and this guideline.

- PROCEDURE:**
1. All firefighters are responsible for cleaning, inspecting and restoring to service SCBA after use, following the procedures contained in the annexes to this guideline. If a problem is discovered, the SCBA unit is to be immediately reported to the supervising Officer and is to be tagged "Out of Service" and scheduled for repairs.
  2. SCBA in need of repair must be placed on the steel maintenance workbench, tagged for repair. The tag will contain the unit number and a description of the problem. All SCBA must be in a clean and sanitary condition.
  3. If SCBA has been worn in an environment that could deteriorate rubber, the SCBA must be tagged and placed out of service as in procedure 2, for a complete evaluation and possible replacement of rubber components.
  4. Monthly SCBA inspections must be carried out in accordance with the appendices to this guideline, and a record kept.
  5. The After Use & Monthly Maintenance Form (Appendix B) must be kept in the log book until full, then filed in the Fire Hall records.
  6. SCBA must be serviced annually and a record of such service maintained by the Fire Chief.
  7. Included as part of this guideline are:
    - a) SCBA After Use and Monthly Inspection (mask mounted regulator).
    - b) After Use & Monthly Maintenance Record Form.

	This O.G. Replaces: 1.07.01
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.1
			Section	Safety	Page 2 of 2
			Title	Self-Contained Breathing Apparatus Maintenance	
			Sub:		

**ATTACHMENTS:** Appendix A  
Appendix B

**RELATED GUIDELINES:** 4.4.6.4 Pressurized Vessel Maintenance and Testing

Signature of Fire Chief Date of Issue: November 16, 2017	This O.G. Replaces: 1.07.01
	Issued on: March 31, 2016

## HORNBY ISLAND FIRE DEPARTMENT

### Appendix A

#### SCBA AFTER USE AND MONTHLY INSPECTION (Mask Mounted Regulator)

- Step 1 ***Note: Step 1 should be done before any mask is stored.*** Check the face piece for buildup of soot, excessive scratching on lens, damaged seal, dry or cracked mask and broken, dry or cracked straps. Ensure the straps are fully extended. If parts are found to be defective, remove the mask from service and tag for repair.
- Step 2 Check that the diaphragm works properly. Check that the cylinder valve and shut-off are closed and the system is not pressurized. Gently inhale through the regulator outlet for 10 seconds. If negative pressure is maintained, there should be no leakage. Gently exhale through the regulator outlet for 10 seconds. If positive pressure is maintained, there is no leakage.
- Step 3 Open the cylinder valve. Don a mask and connect the regulator to the mask. Ensure the regulator is locked into place. Inhale deeply and quickly, the regulator should supply all the air demanded. Open and close the bypass valve to check for full air flow. Close the cylinder valve and breathe normally drawing down the air pressure in the regulator while listening for the warning alarm to sound at approximately 500 to 800 psi on the regulator gauge. Remove the regulator and close the mainline valve. If the bellows in the regulator, the bypass valve or the alarm does not work properly, tag for repair.
- Step 4 Check the cylinder, if below 1800 psi replace with a full cylinder. Inspect the O-ring at the high pressure hose-air cylinder connection, replacing the O-ring if necessary.
- Step 5 Reconnect the high pressure hose to the cylinder. Open the cylinder valve and compare the two gauges, they should be within 200 psi of each other. Close the cylinder valve, the air pressure showing on the regulator gauge will be trapped inside the regulator and the high pressure hose. The air pressure should not leak at a rate of more than 100 psi in 10 seconds. If the regulator does hold the air pressure, bleed off the residual pressure and close the mainline valve. Attach the regulator to the waistband mount.
- Step 6 Check all hoses for wrinkles, cracks, cuts or obvious wear.
- Step 7 Inspect the harness for cuts, tears or abrasions. Ensure that the harness straps are fully extended.
- Step 8 Check the PASS device for battery life and operation.
- Step 9 Clean and sanitize the SCBA if it has been used. Return unit to storage.
- Step 10 Complete the record form.



# HORNBY ISLAND FIRE DEPARTMENT

## Appendix B

## SCBA AFTER USE AND MONTHLY MAINTENANCE RECORD

SCBA #\_\_\_\_\_

[illegible]

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.2
			Section	Safety	Page 1 of 1
			Title	Breathing Air Quality Analysis	
			Sub:		

**PURPOSE:** To ensure that Department compressed breathing air meets the requirements of WCB and CSA.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Department compressed breathing air will be tested at least once per year to determine if it meets the requirements of CSA Standards.



**PROCEDURE:**

1. At least once annually, the Department will send a regular service SCBA cylinder for air quality testing. The cylinder will have a current hydrostatic test date stamped on it and will be filled in the normal Department procedures, preferably in the middle of filling a batch of cylinders, if possible.
2. The cylinder is to be marked with the full Department name. It is to be shipped in compliance with WCB and Transportation of Dangerous Goods requirements.
3. If the air sample fails to meet the WCB Regulations for air quality, the Department will take immediate corrective action and then submit another sample for analysis.

**RELATED GUIDELINES:**

4.4.6.1	Self-Contained Breathing Apparatus Maintenance
4.4.6.4	Pressurized Vessel Maintenance

	This O.G. Replaces: 1.07.02
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.6.3	
			Section	Safety	Page 1 of 1
			Title	Vehicle Air Brake System Check	
			Sub:		

**PURPOSE:** To ensure that all apparatus air brake systems are checked on a regular basis.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** The braking system on air brake equipped apparatus must be checked after each use of the vehicle. Any problems with the braking system are to be reported to the Fire Chief.

**PROCEDURE:**

1. Monthly and after each use of the apparatus, firefighters will conduct a check of the air brakes on vehicles with air brake systems. (See attachment.) If the air brake system does not perform as expected, the Fire Chief must be informed and will arrange for maintenance. If the problems with the system make the vehicle unsafe to drive, it will be taken out of service until repairs can be made.
2. Included as part of this procedure is:
  - a) Apparatus – Monthly and after Service Brake Check.

**ATTACHMENTS:** Monthly and Post-trip Air Brake Check-list

	This O.G. Replaces: 1.07.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016



# **HORNBY ISLAND FIRE DEPARTMENT**

## **Attachment A**

### **Monthly and Post-trip Air Brake Check-list**

Chock wheels. Parking brake applied.

- Check under hood: compressor, governor, all visible air lines, air filter indicator.
- Check front slack adjusters and brake chambers. Slack should be equal between the two brakes and rod travel should be between  $\frac{3}{4}$ " and  $1\frac{1}{4}$ " ( $\frac{3}{4}$  to 1" is preferable).
- Check rear brakes. Note that the plastic tie-wraps position is no more than  $1\frac{1}{4}$ " out.

In cab – Battery on, key on, engine off.

- Release parking brake.
- Fan brakes down, check that low air warnings (buzzer and light) come on at 60 psi or higher.
- Check that parking brakes come on fully at 45 to 20 psi.
- Push-pull valve should be all the way out at this point.

Start engine.

- Check oil pressure gauge.
- Check air pressure gauge, low air warning devices.
- Once oil pressure is in the operating range, build up air with engine at 1000-1200 rpm.
- Air must build from 50 to 90 psi in less than 3 minutes.
- Meanwhile, low air warning must come off at 60 psi or higher.
- Note compressor cut-off and air dryer starting purge cycle at 125 psi.

Release parking brake – to prevent compounding.

- Fan brakes down to 90 psi.
- Note governor operation (low end). Rebuild air to over 100 psi.



Stop engine.

- Apply the brakes fully for 1 minute. Check that the air loss is less than 3psi. Listen for air leaks.
- Apply parking brake.

Start engine.

- Remove wheel chocks.
- Tug-test parking brake to 1000 rpm.
- Release parking brake.
- Pull ahead and stop, using foot valve.

\*Monthly: check all bleeder valves.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.4
			Section	Safety	Page 1 of 1
			Title	Pressurized Vessel Maintenance and Testing	
			Sub:		

**PURPOSE:** To ensure that records are kept on the use, testing and maintenance of all pressurized vessels in the Department.

**SCOPE:** This guideline applies to all firefighters.

**POLICY:** Records are to be kept on all SCBA bottles, oxygen bottles and all fire extinguishers used in the Department.

**PROCEDURE:**

1. All SCBA bottles will be numbered and records kept of inspections, hydrostatic tests and maintenance. They will be inspected after use and monthly by the crew. They will be hydrostatic tested as required by the manufacturer. All SCBA bottles that have been damaged, dropped or subject to high heat will be hydrostatically tested before use again.
2. In order to maintain good breathing air in SCBA bottles, they must be purged and refilled at three (3) month intervals, if not used. A record of refills of each bottle will be maintained on the form given in the Attachment to this Guideline.
3. SCBA bottles sent for refill or hydrostatic testing must be in a clean and sanitary condition.  
Cylinders must not be drained completely when sent in for repair or refilling. Approximately 200 psi should be left in the cylinder to minimize moisture and contamination problems. Cylinders are to be drained slowly to minimize condensation.
4. Portable fire extinguishers and other pressurized containers used by the Department will be numbered. They will be inspected, maintained and hydrostatically tested as required by the manufacturer and records kept.

**ATTACHMENTS:** SCBA Cylinder Fill Log



	This O.G. Replaces: 1.07.07
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

# HIFD

**OG 1.07.07 ATTACHMENT**

## SCBA Cylinder Fill Log

[illegible]

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.5
			Section	Safety	Page 1 of 2
			Title	Ground Ladder Maintenance and Testing	
			Sub:		

**PURPOSE:** To ensure that Department ground ladders are regularly maintained and tested, to minimize possible ladder failures.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** Ground ladders will be maintained as per manufacturers' guidelines and tested annually in accordance with this procedure.

**PROCEDURE:**

1. It is the responsibility of the Fire Chief to insure that proper care and procedures are utilized during the maintenance, testing and use of ladders.
2. Ground ladders will not be painted except for the top and bottom 12 inches of the beams for identification or visibility purposes.
3. Department ground ladders must be service tested:
  - a) annually
  - b) any time the ladder is suspected of being unsafe
  - c) after the ladder has been subjected to overloading
  - d) after impact loading or unusual condition of use
  - e) after heat exposure
  - f) after repair, unless the only repair was replacing the halyard
  - g) after purchase, prior to going into service
4. Safety of personnel is a major concern during ladder testing as there is a possibility of sudden failure of the ground ladder during service testing. All possible precautions should be taken to avoid injury including the following:
  - a) A minimum of three firefighters will be employed during testing.
  - b) All participating personnel will wear gloves and steel toed boots.
  - c) All personnel will familiarize themselves with the testing procedure prior to starting the tests.
  - d) Only the authorized tests stated in this Operational Guideline will be performed.
  - e) Only Fire Department testing equipment will be used.

	This O.G. Replaces: 1.07.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.6.5	
			Section	Safety	Page 2 of 2
			Title	Ground Ladder Maintenance and Testing	
			Sub:		

- f) Great care will be taken to ensure the loading or unloading of free weights on ladders is evenly distributed over the width of the ladder.
  - g) When weights are being loaded or unloaded, two members will load the weights simultaneously while a third member stationed at the end of the ladder will guide their actions.
5. If there are any signs of failure during service testing the ladder is to be removed from service and either repaired and retested or destroyed.
  6. *NFPA 1932: Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders, 1991 Edition*, is the Department standard for service tests. Appendix A describes these service tests.
  7. Records must be kept of all strength service tests, repairs and retesting on the appropriate Department forms.

**ATTACHMENTS:**    Ground Ladder Testing  
                               Ground Ladder Test Record

	This O.G. Replaces: 1.07.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

## HORNBY ISLAND FIRE DEPARTMENT

### GROUND LADDER TESTING

#### 1. VISUAL INSPECTION

Heel	Pass	N/A	Fail	Check for loose or dull heel plates.
Beam	Pass	N/A	Fail	Check that beams are not bent or warped.
	Pass	N/A	Fail	Check that tie bolts are tight.
	Pass	N/A	Fail	Check that guides and stops are tight.
	Pass	N/A	Fail	Check for wear spots.
Rungs	Pass	N/A	Fail	Check that rungs are straight.
	Pass	N/A	Fail	Check that rungs are tight.
	Pass	N/A	Fail	Check for wear spots.
Halyard	Pass	N/A	Fail	Check that the rope is in good condition. If in doubt, replace.
Cable	Pass	N/A	Fail	Check that the clamps are tight.
	Pass	N/A	Fail	Check that the cables are not frayed or worn.
Pulleys	Pass	N/A	Fail	Check both the halyard and cable pulleys. The wheels and pins must not be worn.
Stops and Guides	Pass	N/A	Fail	Fully extend and retract sections to ensure all moving sections travel smoothly.
Locking Mechanism	Pass	N/A	Fail	Check that the screws and bolts are tight and the mechanism operates smoothly.
Entire Ladder	Pass	N/A	Fail	Check that there are no cracked or loose rivets.

#### 2. HEAT SENSOR CHECK

- Check the heat sensor label for change indicating heat exposure.
- For ladders without a heat sensor label, check for signs of heat exposure: bubbled or blackened paint or labels, heavy soot deposits, deformation of the ladder.

#### 3. FOLDING LADDER HORIZONTAL BENDING TEST

- Rest the ladder on the provided supports, 6 inches (150mm) from each end.
- Center the test load area (16 inches long) over the actual center of the ladder.
- Add the preload test weights slowly until 150 pounds (68 kg) are in place. Allow the load to sit for one minute, then remove the weights.
- Measure and record the distance from the bottom of each side rail to the ground.
- Apply the test load of 225 pounds (102 kg) to the ladder. Allow the load to sit for five minutes, and then remove the weight.
- Five minutes after the load has been removed, again measure the distance from the bottom of each side rail to the ground. The difference in distances should be less than ½ inch (13 mm).
- Any ladder that does not fall within these measurements, fails and is to be removed from service.

## HORNBY ISLAND FIRE DEPARTMENT

### 4. ROOF OR EXTENSION LADDER HORIZONTAL BENDING TEST

- a) Rest the ladder on the provided supports, 6 inches (150mm) from each end. If the ladder is an extension ladder, it must be fully extended.
- b) Center the test load area (32 inches long) over the actual center of the ladder.
- c) Add the preload test weights slowly until 350 pounds (159 kg) are in place. (For ladders made before 1984, use 300 pounds (136 kg)). Allow the load to sit for one minute, then remove the weights.
- d) Measure and record the distance from the bottom of each side rail to the ground.
- e) Apply the test load of 500 pounds (227 kg) to the ladder. (For ladders made before 1984, use 400 pounds (181 kg)). Allow the load to sit for five minutes, and then remove the weight.
- f) Five minutes after the load has been removed, again measure the distance from the bottom of each side rail to the ground. The difference in distances should be less than as follows:

Length of ladder	Difference in measurements
25 feet or less (7.6 m)	½ inch (13 mm)
26 to 34 feet (7.7 m to 10.4 m)	1 inch (25 mm)
25 feet and over (10.5 m and over)	1 ½ inch (38 mm)

- g) Any ladder that does not fall within these measurements, fails and is to be removed from service.

### 5. HARDWARE (PAWLS) TEST – Use the Portapower equipment for ladder testing and the booklet that comes with it.

- a) Extend the extension ladder at least one rung; ensure the pawls are engaged. Place the ladder fly section up on the provided supports. Move halyard to one side so that it does not interfere with the Portapower testing equipment.
- b) Working from underneath, place the hardware test plate on two rungs of the bed section, with the cradle end of the test plate facing toward the tip end of the ladder.
- c) Slide “U” shaped fixture onto ram of Portapower.
- d) Remove pin from cradle of hardware test plate. Put “U” shaped fixture with ram onto rung of fly section. Drop ram into cradle of hardware test plate. **REPLACE PIN.**
- e) Pump Portapower up to test load of 1000 pounds, and leave applied for one minute.
- f) Remove the load by releasing the pressure from the Portapower. Remove the testing equipment. Inspect the ladder for distortion or weakened parts. Ensure that the pawls function properly.
- g) If there is distortion or weakened parts, or if the pawls do not function properly, the ladder fails and is to be removed from service.

## **HORNBY ISLAND FIRE DEPARTMENT**

### **6. ROOF LADDER HOOK TEST – Use the Portapower equipment for ladder testing and the booklet that comes with it.**

- a) Place roof ladder in a flat horizontal position, on a solid smooth surface on the ground.
- b) Place the front of the roof hook jig under the first rung, set the jig down on the second rung. Slide lever over the first rung to hold the jig in place.
- c) Use the protractor to establish the position of the hook tips before the test and record the position.
- d) Slide “V” shaped fixture onto Portapower ram. Attach ram on the roof hook test jig.
- e) Adjust height of fixture to the level of the roof hook tips by loosening nut on top of jig.
- f) Ensure roof hooks are at equal distances from the centre of the “V” shaped fixture, to ensure that pressure will be uniformly distributed on both ladder hooks.
- g) Pump Portapower up to the test load of 1000 pounds, and leave applied for one minute.
- h) Remove the load by releasing the pressure from the Portapower. Remove the testing equipment.
- i) Use the protractor to again establish the position of the hook tips. Inspect the ladder for distortion or weakened parts. Ensure that the hooks function properly.
- j) If there is any deflection of the hook tips, if there is distortion or weakened parts, or if the pawls do not function properly, the ladder fails and is to be removed from service.



# HORNBY ISLAND FIRE DEPARTMENT

## GROUND LADDER TEST RECORD

Ladder ID # \_\_\_\_\_ Apparatus \_\_\_\_\_

Ladder Type:    \_\_\_ Extension    \_\_\_ Roof    \_\_\_ Folding    Length: \_\_\_\_\_



Reason for test: Annual service test, suspected damage, overload, unusual use, exposed to heat, retest after repair or other.

**Circle to indicate whether the ladder passed or failed each item.**

1) Visual inspection (See detail in Appendix A.):	Pass	Fail
2) Heat sensor check (See detail in Appendix A.):	Pass	Fail
3) Folding ladder horizontal bending test (See detail in Appendix A.): ___ Weight used: 225 pounds ___ Amount of deformation: _____ inches	N/A	Pass    Fail
4) Horizontal bending test (See detail in Appendix A.): ___ Weight used: 500 pounds ___ Amount of deformation: _____ inches	N/A	Pass    Fail
5) Hardware (pawls) test (See detail in Appendix A.): ___ Weight used: 1000 pounds ___ Amount of deformation: _____ inches	N/A	Pass    Fail
6) Roof ladder hook test (See detail in Appendix A.): ___ Weight used: 1000 pounds ___ Amount of deformation: _____ inches	N/A	Pass    Fail
7) Status of ladder as a result of test: ___ <b>PASSED</b> – In service ___ <b>FAILED</b> – Out of service for repair      ___ <b>FAILED</b> ___ Destroyed ___ Other (attach note)		

Test date: \_\_\_\_\_

Person completing test: \_\_\_\_\_  
Name and Signature

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.6
			Section	Safety	Page 1 of 1
			Title	Fire Hose Maintenance and Testing	
			Sub:		



- PURPOSE:** To ensure that Department fire hose is regularly maintained and tested, to minimize hose failures on the fire ground.
- SCOPE:** This Operational Guideline applies to all Department firefighters.
- POLICY:** Fire hose must be maintained as per manufacturers' guidelines and tested in accordance with this Guideline.
- PROCEDURE:**
1. It is the responsibility of the Fire Chief to insure that proper care and procedures are utilized during the maintenance, testing and use of fire hose.
  2. Each length of new hose will be marked on the shank of the female coupling with a sequential identification number with paint pen prior to being placed in service.
  3. Fire hose must be maintained and tested according to manufacturers' recommendations, following the procedures given in the appendix to this Operational Guideline. All hose must be tested when new and every second year thereafter. It will also be tested after any repairs.
  4. Hose must be hung in the hose tower after cleaning and remain in the tower at room temperature until the jacket is dry. If possible, rubber or synthetic fiber hose should be dried in the hose tower but it may be reloaded onto an apparatus wet if necessary. Natural fiber hose must not be reloaded wet unless unavoidable in order to maintain an apparatus in service.
- ATTACHMENTS:** Fire Hose Maintenance and Testing

	This O.G. Replaces: 1.07.10
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

# HORNBY ISLAND FIRE DEPARTMENT

## FIRE HOSE MAINTENANCE AND TESTING

1. In the absence of specific manufacturers' guidelines, the following maintenance applies to all Department hose:
  - a) Hose must be visually inspected after use to detect possible damage.
  - b) Hose must be washed after use to remove any dust, dirt or soot deposits. If necessary to remove oil or contaminants, it must be brushed and scrubbed with a solution of mild soap and water, then rinsed with clear water.
  - c) Hose couplings must be cleaned after use to dislodge any dirt or foreign material.
2. Procedures for testing hoses are as follows:
  - a) Inspect hose for any visible defects in the outer jacket. Look for damage to the couplings. Replace worn or missing gaskets.
  - b) Connect the hose testing gate valve to an apparatus outlet, with the hose testing gate valve in the open position.
  - c) Connect a 2 1/2" hose from the gate valve to the hose testing manifold.
  - d) Connect lines to be tested to the hose testing manifold to a maximum of 300 feet from each manifold connection. End all lengths with a nozzle.
  - e) Mark each hose at the end of each coupling shank with a soft pencil.
  - f) Fill the lines with water at 50 psi and bleed off all trapped air.
  - g) Close the hose testing gate valve; **this is a key safety factor.**
  - h) Increase pump pressure to 250 psi and hold for five (5) minutes. **Note: maximum test pressure for 4 inch hose is 200 psi.**
  - i) From a safe distance, check for leaks and/or sweating along the hose lines and at the couplings.
  - j) Slowly reduce the pressure and drain the hose.
  - k) Inspect the markings at each coupling for excess movement.
  - l) Record the identifying number of each hose tested, noting whether it has passed successfully or been sent for repair.
  - m) Tag defective hose, indicating the problem and send it to repair.
  - n) Cut the couplings from unrepairable hose and save them for future use. Hose less than 4" diameter will be taken out of service if it is shorter than 40 feet, with the exception of lengths for special applications such as for preconnects or tank filler lines.
  - o) Hose in good condition is then dried, rolled and placed back in service.
  - p) Record results and forward same to the Department Safety Officer.
3. Repairable damaged hose must be removed from service and:
  - a) Tagged at the female coupling indicating type and location of damage.
  - b) Sent for repair with the appropriate couplings.
  - c) Tested as outlined above, prior to being put back into service.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.7
			Section	Safety	Page 1 of 2
			Title	Rope Inspection and Maintenance	
			Sub:		

**PURPOSE:** To ensure that Department ropes are properly used and maintained, and tested regularly, so that firefighters are not injured by rope failures.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Rope must be maintained as per manufacturers' guidelines and tested annually in accordance with this procedure.

**PROCEDURE:**



1. It is the responsibility of the Fire Chief to ensure that proper care and procedures are utilized during the maintenance, testing and use of rope.
2. Rope must be maintained according to manufacturers' recommendations. In the absence of specific manufacturers' guidelines, the following inspection criteria apply:
  - a) Rope will be inspected after each use and at least annually.
  - b) A visual and tactile inspection must be done on each rope after each use to detect possible damage or weaknesses.
  - c) Rope must be kept clean. If dirty or chemically stained, it must be washed with clear water and allowed to dry.
  - d) After the rope has dried, it must be checked again before storing.
  - e) Any kinks must be straightened before storage.
3. Damaged rope must be retired from service. This includes ropes showing evidence of:
  - a) cuts or severe abrasions
  - b) musty odours or brownish spots
  - c) bunching or thinness of core in kernmantle rope
  - d) spots or severe discolouration
  - e) kinks that are impossible to remove
  - f) strand hockles
4. Rope must be kept in a cool, dry storage area.
5. Records of the use and inspection of rescue ropes and ropes used for training in rescue will be maintained in a **rope inspection log**.

	This O.G. Replaces: 1.07.13
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.7
			Section	Safety	Page 2 of 2
			Title	Rope Inspection and Maintenance	
			Sub:		

6. New rope will be checked for defects and damage, and measured for length. It must then be tested as outlined for annual testing. Each length of new rope will be marked with a Department identification and a rope inspection log started for it.

	This O.G. Replaces: 1.07.13
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.8
			Section	Safety	Page 1 of 1
			Title	Vehicle Maintenance	
			Sub:		

**PURPOSE:** To ensure that all vehicles will be maintained ready for emergency response at all times.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Department apparatus will be serviced after each use. A regular twice yearly maintenance schedule for all apparatus will be established by the Fire Chief.

**PROCEDURE:**

1. All apparatus will be made ready for the next alarm after each use. Vehicles will be:
  - a) Refilled with water.
  - b) Refueled if less than  $\frac{3}{4}$  full.
  - c) Checked that all equipment is in its appropriate place and ready for use.
  - d) Washed.
  - e) Checked that the apparatus is ready for use with all switches and controls in the appropriate settings.
  - f) Plugged in for electrical circuits and air lines, where applicable.
2. Planned maintenance will be done on all vehicles spring and fall on a schedule set out by the Fire Chief. Required maintenance at other times will be done through the Fire Chief.

	This O.G. Replaces: 1.07.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.6.9
			Section	Safety	Page 1 of 1
			Title	Equipment Test and Reports	
			Sub:		

**PURPOSE:** To ensure that all equipment tests and reports are completed and maintained.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Equipment testing must be done to ensure that equipment meets the safety standards set by the Workers Compensation Board and the Department. Records of these tests are to be maintained.



**PROCEDURE:**

1. Equipment tests as directed by the applicable Operational Guidelines are to be made and the test results recorded on the appropriate forms. Equipment not meeting the standard is to be taken out of service until the appropriate repairs have been made and the equipment meets the standard.
2. The records of completed equipment tests are to be forwarded to the Department Safety Officer who will maintain a file available for inspection by a WCB officer or worker safety representative.
3. The Fire Chief will notify the WCB Prevention Division in the case of structural failure or manufacturing defects detected with any firefighting vehicle, apparatus or other emergency equipment.

**RELATED GUIDELINES:**

- 4.4.6.1 Self Contained Breathing Apparatus Maintenance and Testing
- 4.4.6.4 Pressurized Vessel Maintenance and Testing
- 4.4.6.5 Ground Ladder Maintenance and Testing
- 4.4.6.6 Fire Hose Maintenance and Testing
- 4.4.6.7 Rope Maintenance and Testing

	This O.G. Replaces: 1.07.14
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.4.7.1
			Section	Operations	Page 1 of 1
			Title	Department Organization	
			Sub:		

**PURPOSE:** To ensure that the organization of the Department is understood by all members.

**SCOPE:** This operational guideline applies to all Department personnel.

**POLICY:** The structure of the Department is in two basic forms:



- a) Operational Organization.
- b) Administrative Organization.

**PROCEDURE:**

1. The Department organization is as follows:
  - a) Operational organization -- for operational and emergency response situations. This is a line organization, as shown in Attachment A to this guideline.
  - b) Administrative organization -- for day to day administrative situations. This is a staff organization, as shown in Attachment B to this guideline.
2. In the Fire Chief's absence, a Command Officer will be designated Fire Chief.
3. In the absence of the Fire Chief or designate, the Duty Officer will be the Fire Chief's designate at emergency incidents. In the absence of Duty Officer, the Senior Officer on scene will be the Fire Chief's designate.
4. Included as part of the guideline are:
  - a) Department Operational Organization
  - b) Department Administrative Organization

	This O.G. Replaces: 2.01.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	



			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.7.2	
			Section	Operations	Page 1 of 1
			Title	Tactical Priorities	
			Sub:		

**PURPOSE:** To ensure a considered priority in task assignments at emergency incidents.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** The priority at emergency incidents will be the ordered sequence of life safety, property and the environment.

**PROCEDURE:**

1. At an emergency scene the Incident Commander will assume overall command and control of personnel and apparatus, operating at the strategic level.
2. The order of priorities at an emergency scene will be firefighter safety, rescue, property conservation and the environment. These are both strategic and tactical level priorities.
3. The Incident Commander will determine the appropriate strategies to achieve the above priorities and communicate them to the Team Leaders, who will determine the appropriate tactics to achieve these strategic priorities and communicate the tactics and tasks to their Teams.
4. Team Leaders will provide regular progress reports to the Incident Commander; the Incident Commander will keep them informed of strategic priorities.

	This O.G. Replaces: 2.02.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.7.3
			Section	Operations	Page 1 of 1
			Title	Mutual Aid	
			Sub:		

**PURPOSE:** To ensure that agreements are in place with neighbouring Departments to supply staffing, apparatus and equipment to assist in major incidents.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Incident Commanders must be aware of agreements for mutual aid that exist between Hornby Island Volunteer Fire Department and other jurisdictions.

**PROCEDURE:**

1. Currently the Hornby Island Volunteer Fire Department has a Mutual Aid agreement in place with Denman Island Volunteer Fire Department. This agreement is to provide staff, apparatus and equipment specifically outlined in the agreement
2. The Fire Chief, Duty Officer, or Senior Officer will be notified of any requests for providing or requesting mutual aid.
3. The Fire Chief will be advised of requests for staff, apparatus or equipment to respond to areas with which the Department does not have a Mutual Aid agreement, and will obtain approval from the Comox Valley Regional District.

	This O.G. Replaces: 2.02.03
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.7.4</b>
			<b>Section</b>	<b>Operations</b>	<b>Page 1 of 2</b>
			<b>Title</b>	<b>Staging</b>	
			<b>Sub:</b>		



**PURPOSE:** To alleviate congestion at an incident and to allow the Incident Commander to order up apparatus and equipment in a safe, orderly and efficient manner.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** All Department apparatus will automatically stage as outlined in this Operational Guideline, unless instructed otherwise by the Incident Commander or a designated prefire plan.

- PROCEDURE:**
1. Unless otherwise indicated by a prefire plan or the Incident Commander, staging will automatically apply to all emergency responses. This will:
    - a) Prevent apparatus congestion at the scene.
    - b) Provide time for the Incident Commander to evaluate conditions and formulate a plan prior to assigning apparatus and manpower.
    - c) Place apparatus in an uncommitted location close to the immediate scene to facilitate effective assignment by the Incident Commander.
    - d) Produce effective communications by virtue of reducing radio traffic during the critical initial stages of emergency operations.
  2. Command and personal vehicles will not stage on arrival at an incident. These units will be parked outside the operational area where they will not restrict access to the scene, and personnel will report to the Command Post.
  3. In the absence of an initial Incident Command, the initial arriving apparatus should go directly to the scene, take position, assume command and direct operations.
  4. Apparatus approaching after the initial arriving unit should stop well clear of entrance to scene, announce their location and remain uncommitted until ordered into action by the Incident Commander. This position should allow a maximum number of options without impeding access to the scene. This is called Level I staging.
  5. Where the emergency operation is large, complex and lengthy, the Incident Commander may designate a specific location where apparatus

	This O.G. Replaces: 2.02.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016



			Standard Operational Guidelines	
			Comox Valley Regional District	O.G.# : 4.4.7.4
	Section	Operations	Page 2 of 2	
	Title	Staging		
	Sub:			

can be conveniently staged over a longer period of time. The units in this area will be under the command of an appointed Staging Officer. This is called Level II staging.

6. The Staging Officer will be responsible for:
  - a) Coordinating all access required for the Staging Area, including liaison with the Police to block streets or intersections.
  - b) Ensuring apparatus are maintained in a "ready" position, including fuel supplies and necessary repairs.
  - c) Maintaining a list of units available in the Staging Area and an inventory of all specialized equipment.
  - d) Making periodic reports to the Incident Commander indicating the number and type of units available.
  - e) If necessary, providing refreshments for the personnel located in the Staging Area.

**RELATED GUIDELINES:**      4.4.7.5      Law Enforcement Liaison

	This O.G. Replaces: 2.02.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.7.5</b>
			<b>Section</b>	<b>Operations</b>	<b>Page 1 of 2</b>
			<b>Title</b>	<b>Law Enforcement Liaison</b>	
			<b>Sub:</b>		



**PURPOSE:** To establish liaison procedures for the safe, efficient resolution of emergency incidents requiring coordination between the Fire Department and the Police.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The Department will utilize all available community resources in the resolution of an emergency incident.

- PROCEDURE:**
1. The Department will participate in ongoing communications with representatives of the RCMP.
  2. All requests for Police assistance at a Fire Department operation, with the nature of the assistance required, will be made through Dispatch.
  3. At major incidents, a Police Supervisor should be requested to report to and remain at the Command Post to provide interagency communication. Where this is not possible, the Incident Commander will appoint a Liaison Officer to provide communication with the Police.
  4. The Liaison Officer will assist in coordinating and communicating with the Police in all aspects of the interagency activities.
  5. At major incidents where the Police have requested Fire Department assistance, the Fire Department Incident Commander or an appointed Liaison Officer will report to and remain at the Police Command Post to provide communication and coordination between the two agencies.
  6. The Police will, on request, enforce a Fire Line as identified by the Fire Department. The Incident Commander must identify the area to be controlled to the Police, keeping in mind the possible dangers of the situation and the area needed for operations.
  7. At incidents involving exposure of large numbers of citizens to some danger, such as dangerous goods incidents, it may become necessary to use Police to effect and maintain evacuation of an area. In these cases, it is essential that the two agencies coordinate manpower needs and

	This O.G. Replaces: 2.02.07
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.7.5
			Section	Operations	Page 2 of 2
			Title	Law Enforcement Liaison	
			Sub:		

assignments, establish perimeters and exchange information. Accurate and timely information must be shared by both agencies to minimize risks to members and the public.

8. Bodies are a responsibility of the Police, delegated by the Coroner and requests for a Coroner must be made by the Police.

<b>RELATED GUIDELINES:</b>	4.4.3.3	Traffic Control
	4.4.7.6	Department Emergency Plan
	4.4.11.4	Explosives and Bomb Threats

	This O.G. Replaces: 2.02.07
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.7.6
			Section	Operations	Page 1 of 1
			Title	Department Emergency Plan	
			Sub:		

**PURPOSE:** To provide guidelines for the Department preparations for, and response to, a major disaster.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** In the event that a catastrophic emergency is imminent or has occurred on Hornby Island, every effort will be made to maintain or re-establish communications links within the Department.

**PROCEDURE:**

1. The Department Emergency Plan will be implemented in the event of any incident that taxes or will tax the resources of the Department to its maximum capability. This will maximize and coordinate the immediate resources available to the Department by:
  - a) alerting all Department members
  - b) establishing a Department Emergency Operations Centre
2. The Department Emergency Plan will be reviewed at least annually and exercised at least annually.

	This O.G. Replaces: 2.02.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines	
			Comox Valley Regional District	O.G.# : 4.4.7.7
	Section	Operations	Page 1 of 2	
	Title	Crowd Control		
	Sub:			

**PURPOSE:** To establish procedures for the safe, efficient control of crowds at emergency incidents.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The Department will utilize Police resources in the control of crowds at emergency incidents.

- PROCEDURE:**
1. At all emergency incidents where the Fire Department assumes incident command, a “fire line” will be established. This fire line may be a physical barrier or the perceived perimeter of the area of operations. The safety of all personnel within the fire line is the responsibility of the Department and only authorized personnel should be allowed within that area. The Police may be requested to assist in enforcing the fire line.
  2. Where the Department is requested to aid the Police at an incident, the Fire Department Incident Commander will communicate with the Police Supervisor if it is felt that an operational perimeter should be established. Should the Police request assistance in establishing a perimeter, the Department will provide resources and assist.
  3. Unstable civil situations are a Police responsibility. Fire Department members and equipment must not be used in violent crowd control situations except in self-defense.
  4. Should Department members encounter interference from the public at an incident, the Police may be requested to attend to help mitigate the problem. If the situation reaches a point where Fire Department members are physically endangered, units must withdraw until the Police Department can stabilize the situation.
  5. When firefighters are called to an incident involving violence or the threat of violence (for example, crimes, assaults, family disputes), they must assure their own safety, staging and awaiting the arrival of the Police, if necessary. Incident Commanders must not commit firefighters to scenes where they may themselves become victims.



	This O.G. Replaces: 2.02.12
Signature of Fire Chief	
Date of Issue: November 16, 2017	



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.7.7
			Section	Operations	Page 2 of 2
			Title	Crowd Control	
			Sub:		

**RELATED**            4.4.3.3        Traffic Control  
**GUIDELINES:**    4.4.7.5        Law Enforcement Liaison

	This O.G. Replaces: 2.02.12
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.7.8
			Section	Operations	Page 1 of 1
			Title	Duty Officer	
			Sub:		

**PURPOSE:** To ensure that a member of the Department is available at all times.

**SCOPE:** This Operational Guideline applies to all Department Command Officers.



**POLICY:** A Command Officer of the Department must be on duty, available 24 hours a day, seven days a week, to function as Department Duty Officer.

**PROCEDURE:**

1. The Duty Officer will be appointed in rotation, for one week at a time at the regular practice night.
2. The Duty Officer will be notified by Dispatch of (and respond as appropriate to):
  - a) all requests for assistance
  - b) all requests to provide or obtain mutual aid.

**RELATED GUIDELINES:** 4.4.7.3 Mutual Aid

	This O.G. Replaces: 2.02.14
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.8.1	
			Section	Operations	Page 1 of 1
			Title	Radio Traffic Priorities	
			Sub:		

**PURPOSE:** To ensure that adequate radio communications are maintained at an emergency scene by establishing priorities for radio traffic.

**SCOPE:** This Operational Guideline applies to all Department members.

**POLICY:** Priorities for Department radio traffic will be as established in this Guideline.



**PROCEDURE:**

1. Department emergency incident radio communications will take priority over all other radio communications. With emergency incident radio traffic, the priorities are:
  - a) Dispatch of alarm orders.
  - b) Emergency traffic.
  - c) Response to an alarm.
  - d) Incident scene.
2. Other Department radio communications will not normally be allowed during an emergency incident until the incident has been declared under control by the Incident Commander. Within non-emergency incident traffic, the priorities are:
  - a) Training.
  - b) Pager tests and radio checks.

**RELATED GUIDELINES**

4.4.7.2	Tactical Priorities
4.4.8.2	Emergency Traffic
4.4.8.4	Mayday Procedure
4.4.11.1	Emergency Evacuation of Personnel
4.4.11.2	Hazardous Condition Warning

This O.G. Replaces: 2.03.02	
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.10
			Section	Operations	Page 1 of 1
			Title	Response to Sensitive Locations	
			Sub:		

**PURPOSE:** To reduce the possibility of emergency lights and sirens causing panic or injury to farm animals.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** It is recognized that Hornby Island has a rural farming community and that some types of farm animals or livestock may panic under the stress of exposure to unfamiliar noise or lights.

Where appropriate, responding apparatus will shut off sirens and emergency marker lights and reduce their response to “routine” to avoid causing panic or injury to farm animals.

**PROCEDURE:**

1. Where a horse or other large animal is being led or ridden on the roadway or immediately adjacent to the roadway, sirens and emergency marker lights will be shut off prior to approaching the animal and until the apparatus is clear of the immediate area.
2. Where an emergency response is to or through any livestock farming operation, sirens and emergency lights will be shut off while the apparatus is within the boundaries of the farm.
3. Where an emergency response is adjacent to a livestock farming operation, the Incident Commander and/or apparatus operator should immediately assess the need for emergency lights and sirens, shutting off the equipment if it is not necessary.
4. Examples of livestock which may panic when exposed to emergency lights and sirens include horses, turkeys, ostriches and cattle.

	This O.G. Replaces: 2.05.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		
			O.G.# : 4.4.8.11		
			Section	Operations	Page 1 of 1
			Title	Routine Incident Standard Response	
			Sub:		

**PURPOSE:** To ensure the safety of firefighters and the public when apparatus are responding to incidents of a non-emergency nature.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** In recognizing that certain types of incidents are not emergencies, the response to those non-emergency incidents will be “routine”.

**PROCEDURE:**

1. A routine response is without lights and siren, obeying all traffic regulations. The following incidents will be considered non-emergencies and the response will be routine:
  - a) alarm reset or alarm where a "responsible person" has advised that the alarm is false
  - b) routine transport of patient
  - c) small controlled fires, such as bonfires, cooking fires and burning complaints
  - d) carbon monoxide detector alarm
  - e) fire watch
  - f) gasoline/diesel spill
  - g) investigating abandoned drums, barrels or containers
  - h) investigating unknown odours
  - i) police and/or ambulance assist
  - j) post fire inspection
  - k) road clean-up after an MVA
2. Any of the above incidents may be upgraded to an “emergency” response should information change that would indicate the necessity to do so.
3. Apparatus responding routine to a non-emergency incident may use only emergency lights (and not the siren) where required in order to ensure arrival on scene in a timely manner. Apparatus responding in this fashion will conform to all traffic regulations.

	This O.G. Replaces: 2.05.06
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.2
			Section	Operations	Page 1 of 1
			Title	Emergency Traffic	
			Sub:		

**PURPOSE:** To ensure that emergency radio communications can be established at an emergency scene.

**SCOPE:** This Operational Guideline applies to all Department members.

**POLICY:** **“Emergency traffic”** will establish a priority for radio communications at an emergency incident second only to the dispatch of additional alarm orders.



**PROCEDURE:**

1. When there is an emergency within the emergency incident itself (for example, a firefighter trapped in a hazardous situation), it may be necessary to restrict radio traffic event at the scene itself. The phrase **“Emergency traffic”** will establish a priority for radio communications second only to the dispatch of additional alarms.
2. **Emergency traffic** may be initiated by anyone, and lasts until cancelled by the Incident Commander. Traffic of a lesser priority is prohibited while emergency traffic is in effect.
3. When the need for emergency traffic has ended, the Incident Commander will broadcast **“Emergency traffic ended”** to indicate that normal radio communications may resume. Dispatch will immediately rebroadcast this transmission.

**RELATED GUIDELINES:**

4.4.8.4	MAYDAY Procedure
4.4.11.1	Emergency Evacuation of Personnel
4.4.11.2	Hazardous Condition Warning

This O.G. Replaces: 2.03.03	
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.3
			Section	Operations	Page 1 of 1
			Title	Serious Injury or Death Notification	
			Sub:		

**PURPOSE:** To provide a notification system in case a Department member is seriously injured or dies during Department activities.

**SCOPE:** This Operating Guideline applies to all members.



**POLICY:** On duty serious injury or death notification will be implemented by the Fire Chief in a caring and timely manner, acting directly and immediately to assist the affected family during the initial emotional stress period.

**PROCEDURE:**

1. The Incident Commander will immediately notify the Duty Officer of an on duty serious injury or death. The Duty Officer will notify the Fire Chief and the Critical Incident Stress Coordinator.
2. The Fire Chief or another senior Department officer will personally notify the member's immediate family.
3. The Fire Chief will assist in providing for the family. This may include:
  - a) care for the children by a neighbour, close friend or relative
  - b) contact of other family, friends or spiritual leader
  - c) other assistance as requested or directed by the member's partner.
4. The Fire Chief will ensure that the family suffering the loss is not left alone and will arrange appropriate transportation for the family.

**RELATED GUIDELINES:** 4.4.1.3 Accident Occurrence Investigation

	This O.G. Replaces: 2.03.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.4
			Section	Operations	Page 1 of 2
			Title	Mayday Procedure	
			Sub:		

**PURPOSE:** To ensure that a systematic and disciplined procedure is used to assist or rescue firefighters in life threatening situations.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** The radio broadcast **“MAYDAY”** will establish that a life threatening situation has developed and that an immediate response is required to fire personnel who may be trapped, in imminent danger, or in immediate need of assistance.

**PROCEDURE:**

1. Should firefighters find themselves threatened by grave or imminent danger and require immediate assistance due to entrapment or similar circumstances or, become aware that other firefighters are in those circumstances, they will broadcast a **“MAYDAY”** as a call for help, indicating the nature of the emergency.
2. Upon receipt of the **“MAYDAY”** broadcast, the Incident Commander will initiate immediate action to provide assistance to the firefighters in distress. The Incident Commander will consider:
  - a) Announcement of the radio message **“EMERGENCY TRAFFIC”**.
  - b) Direction of the Rapid Intervention Team to assist, if a RIT has been established at the incident.
  - c) Dispatch of any Mutual Aid necessary to complete intervention.
  - d) Dispatch of a response by the BC Ambulance Service.
  - e) Dispatch of an additional Rescue apparatus to the scene, if the Mutual Aid alarm has not already done so.
  - f) Notification of the Duty Officer and/or Fire Chief of the situation.
3. When the firefighters are no longer in distress, the Incident Commander will cancel the distress message. When the need for emergency traffic has ended, the Incident Commander will broadcast **“Emergency traffic ended”** to indicate that normal radio communications may resume. Dispatch will immediately rebroadcast this transmission.

	This O.G. Replaces: 2.03.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	





			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.4
			Section	Operations	Page 2 of 2
			Title	Mayday Procedure	
			Sub:		

4. All Department personnel should be aware that the **“MAYDAY”** broadcast is a call for help only, not an order to evacuate or to cease ongoing fire ground operations.

**RELATED**            4.4.8.1        Radio Traffic Priorities  
**GUIDELINES:**    4.4.8.2        Emergency Traffic

	This O.G. Replaces: 2.03.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.5
			Section	Operations	Page 1 of 1
			Title	Clear Text Terminology	
			Sub:		

- PURPOSE:** To ensure clear communications among users of the Department radio communications system.
- SCOPE:** This Operational Guideline applies to all Department members.
- POLICY:** Clear text terminology will be used on the Department radio communications system whenever possible. Clear text terminology having a specific interpretation will be used as indicated in this Operational Guideline.
- PROCEDURE:** 1. Department members will use Clear text terminology on the Department radio communications system. Some Clear text terminology may have specific interpretations, indicated in the attachment to this Guideline for the Department.
- ATTACHMENTS:** Department Clear Text Terminology
- RELATED GUIDELINES:**
- 4.4.8.1 Radio Traffic Priorities
  - 4.4.8.2 Emergency Traffic
  - 4.4.8.4 Mayday Procedure
  - 4.4.11.2 Hazardous Condition Warning

	This O.G. Replaces: 2.03.06
Signature of Fire Chief	
Date of Issue: November 16, 2017	

## DEPARTMENT CLEAR TEXT TERMINOLOGY



RESOURCE	CLEAR TEXT RADIO CALL	COMMENTS
Ambulance	Ambulance	Replaces EHS or BCAS. Give number if appropriate.
Chief Officers	Rank and last name	
Command	Command	
Dispatch	Fire Dispatch	Use to initiate contact. Can use <i>Dispatch</i> thereafter.
Emergency Operations Centre	Hornby EOC	Use for Department EOC on fire network
Engine/Pumper	Engine or Pumper and number	HIFD will use <i>Pumper and Truck number</i> .
Fire Boat	Fire Boat and number	<i>Not being used by HIFD at this time.</i>
Hazardous Materials Unit	Hazmat and number	<i>Not being used by HIFD at this time.</i>
Rescue Boat	Rescue Boat and number	<i>Not being used by HIFD at this time.</i>
Rescue Company	Rescue and number	
Support Vehicle	Utility and number	HIFD will use <i>Utility Name</i> . Includes Hydro, Telus.
Water Tanker	Tanker and number	HIFD will use <i>Truck number</i> .
Respond with lights and sirens	Respond Emergency	Replaces <i>code 3</i> .
Respond without lights and sirens	Respond Routine	Replaces <i>code 1 and 2</i> .
Responding to incident	Responding	HIFD uses Hornby (Unit#) responding
At the scene	On scene (giving location)	First on scene establishes command.
Available at the scene	Available on scene	IC to make apparatus available as appropriate.
Available on air	Available on radio	Contact should be made by radio. Includes a delayed response.
Leaving scene; returning to Hall	Returning to Hall	
Back in quarters and remaining there	Available at Hall	Implies can be reached by telephone. HIFD will not normally use.
Staged	Staged (giving location)	

## DEPARTMENT CLEAR TEXT TERMINOLOGY

APPARATUS STATUS	CLEAR TEXT RADIO CALL	COMMENTS
Out of service; will not respond	Out of service.	
Establishing command	(Identification) is command	Use rank and name with location
Establishing sector, geographical or functional	Sector	Division is geographical; group is functional.
Investigating alarms ringing	Investigating alarms ringing	
Nothing showing	Nothing showing	Then indicate what actions are being taken.
Smoke and fire showing	Smoke and fire showing	Describe structure and extent. <i>Used for small, one room fire.</i>
Smoke showing	Smoke showing	Describe structure and extent.
Fully involved	Fully involved fire	Describe structure and extent. <i>Used for major, multi-room fire.</i>
Completion of primary search	Primary search all clear	
Forward progress of fire stopped; situation under control	Situation under control	Indicates that the emergency is over and the radio system available for non-emergency use.
Fire out	Fire struck	<i>Not being used by HIFD at this time.</i>
Personnel left at scene to watch	Fire Watch	<i>Command</i> is assumed by Fire Watch.
Leave scene; situation terminated	Command terminated	For HIFD, assumes that all personnel are leaving scene.
Emergency evacuation of building	Emergency evacuation	See Operational Guideline 2.24.01.
Emergency traffic radio priority	Emergency traffic	See Operational Guideline 2.03.03.
Firefighter injured on scene	Man down	Refers to firefighters. Civilians are <i>patients</i> or <i>victims</i> and description.
Immediate help needed for firefighters	Mayday	For use in life threatening situations only. See Operational Guideline 2.03.05.

## DEPARTMENT CLEAR TEXT TERMINOLOGY

ICS ACTIONS	CLEAR TEXT RADIO CALL	COMMENTS
Member in trouble; police assistance needed	Member in trouble or RCMP emergency	If possible, provide details over secure telephone line.
Yes / no	Affirmative / negative	Note that <i>affirmative</i> and <i>roger</i> are not identical.
Okay; I agree	Roger	Note that <i>affirmative</i> and <i>roger</i> are not identical.
Designation of side of incident	Alpha, Bravo, Charlie, Delta	Alpha is the front or address side.
AIDS or patient with communicable disease	Communicable disease	Firefighters should interpret as requiring extra caution.
Arson	Suspicious Fire	Give details as available and appropriate.
Burn victim	Burn victim	Give details as available and appropriate.
Dangerous goods	Dangerous goods or hazmat	Give details as available and appropriate.
Fire	Fire	Give details as available and appropriate.
Fire Death	Casualty	Give details as available and appropriate.
Medical incident	Medical assist	Give details as available and appropriate.
Motor Vehicle Accident	MVA (specify number of vehicles)	Give details as available and appropriate.
Public Service	Public service or public assistance	Give details as available and appropriate.
Sudden death	Sudden death	Give details as available and appropriate.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.6
			Section	Operations	Page 1 of 1
			Title	Tactical Channel Assignments	
			Sub:		

**PURPOSE:** To reduce the volume of radio traffic on the Dispatch Channel, to provide more air time for those already on the Dispatch Channel and to ensure a coordinated transfer of operations to a Tactical Channel.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The transfer of radio communications from the Dispatch Channel to a Tactical Channel may be initiated by Dispatch or the Incident Commander

The Incident Commander will maintain at least one radio/pager monitoring the Dispatch Channel.

- PROCEDURE:**
1. Dispatch will use the following format to assign a Tactical Channel:
  2. Incident Commanders will use the following format to assign a Tactical Channel:
  3. All responders who have been assigned to a Tactical Channel will switch radios to the assigned channel when they arrive on scene. The Incident Commander will ensure that one radio/pager at the incident scene remains on the Dispatch channel.
  4. Responding units will advise Dispatch on the Dispatch Channel of their arrival and that they are switching to the Tactical Channel. They will then advise the Incident Commander of their arrival on the Tactical Channel. Dispatch will assist in the coordination of all responders to the assigned Tactical Channel. The Incident Commander will maintain at least one radio/pager on scene monitoring the Dispatch Channel.
  5. All transmissions to dispatch must be made on the Dispatch Channel. Dispatch will not necessarily monitor the Tactical Channel.
  6. As units are released from the scene, radios will be switched back to the Dispatch Channel and Dispatch advised of the movement.

	This O.G. Replaces: 2.03.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.7
			Section	Operations	Page 1 of 1
			Title	Accident Involving Department Vehicles	
			Sub:		

**PURPOSE:** To ensure that all motor vehicle accidents involving Fire Department vehicles are properly investigated and reported.

**SCOPE:** This Operational Guideline applies to all Department personnel.



**POLICY:** All motor vehicle accidents involving Fire Department vehicles will be investigated by the Fire Department and, where applicable, reported to the RCMP.

**PROCEDURE:**

1. Any Department vehicle involved in a motor vehicle accident must stop and:
  - a) immediately give first aid to any injured persons
  - b) notify the Duty Officer
  - c) request the attendance of the RCMP
  - d) request the attendance of an ambulance, if necessary
2. Providing that the vehicle is safe to operate, if the vehicle is responding to an emergency call and there are no injuries, it will continue, leaving one member on scene to collect all details and await the arrival of the police. If there are any injuries, the vehicle and crew are to remain on scene, advising Dispatch of the circumstances and that they are out of service.
3. Details of all motor vehicle accidents must be collected at the scene. Photographs should be taken of the accident scene and the vehicles or parties involved. The Duty Officer will complete a written report of the accident and the applicable Department Accident Forms on return to the Hall. The Fire Chief will be advised.
4. Members must not make statements nor enter into debate as to where fault or blame for the accident lies.

**RELATED GUIDELINES:** 4.4.8.8 Recovery and Towing of Vehicles

This O.G. Replaces: 2.04.01	
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.8
			Section	Operations	Page 1 of 1
			Title	Recovery and Towing of Vehicles	
			Sub:		

**PURPOSE:** To ensure that towing companies have a clear understanding of the service required and to minimize possible damage caused by recovery and towing of Department vehicles.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Recovery and towing of private vehicles will not be undertaken by Department vehicles.



**PROCEDURE:**

1. No private vehicles are to be recovered or towed by Department vehicles.
2. When calling for a tow truck through Dispatch, the Incident Commander will indicate what type of tow truck is required, specifying whether it is for a Department vehicle or private vehicle, and whether the request is for recovery or towing.
3. In the case of pumpers or tankers, the water will be drained prior to recovery or towing. The drive shaft will be disconnected (refer to owner's manual) prior to towing.
4. As a public service, the Department may call for a tow truck at the request of a private vehicle owner. Such requests should be coordinated with the Police, if they are on scene, to avoid duplication. The following information will be given to Dispatch:
  - a) That it is a private vehicle owner's request.
  - b) Make of vehicle.
  - c) Owner's preference of tow company, if any.

**RELATED GUIDELINES:** 4.4.8.7 Accident Involving Department Vehicles

	This O.G. Replaces: 2.04.02
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.8.9
			Section	Operations	Page 1 of 1
			Title	Emergency Incident Minimum Response	
			Sub:		

**PURPOSE:** To ensure response to emergency incidents provides sufficient resources on scene for a safe, successful resolution.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** The Duty Officer, or firefighter acting in that capacity, will ensure that apparatus respond with adequate crew under the prevailing circumstances. The Incident Commander will not hesitate to call out additional resources to ensure the safe, successful resolution of emergency incidents.

**PROCEDURE:** 1. The minimum responses indicated in this Operational Guideline are not meant to constrain the decisions made by the Incident Commander.

Decisions made on scene must take into account the prevailing circumstances of the incident as well as the requirement to conduct operations in a safe and efficient manner.

2. To ensure the safety of firefighters and the successful resolution of the incident, the following minimum guidelines are suggested for responding apparatus:
  - a) Pumper – the pumper will respond with a minimum of two firefighters.
  - b) Rescue – the rescue vehicle to respond with a minimum of two firefighters.
  - c) Medical – the apparatus to respond to medical calls with a minimum of two firefighters who are qualified in First Responder First Aid and one with a Class #4 driver's license.
  - d) Tanker – tankers to respond with a minimum of two firefighters.

	This O.G. Replaces: 2.05.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.1
			Section	Operations	Page 1 of 1
			Title	Fire Hydrants and Water Sources	
			Sub:		

**PURPOSE:** To ensure adequate maintenance of fire hydrants and water sources and to maintain good public relations in regards to water use.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** The Department will advise HIRRA of major problems with water sources.

**PROCEDURE:**

1. If problems are experienced in the use of a fire hydrant in High Salal development, the Department will notify the strata council using the form attached to this operational guideline.
2. Water restrictions regulations will be posted in Fire Hall. During extremely dry weather conditions there will be no unnecessary use of water for practice sessions. For public relations purposes, apparatus washing and other uses of water will be limited.
3. The Department will ensure the Community Water Tanks are routinely inspected and maintained by:
  - a) incorporating tank/stand pipe drafting and filling operations in regular training practice scenarios;
  - b) ensuring each tank is inspected at a minimum annually and all valves exercised during the operations, with records kept on Attachment B and Department RMS;
  - c) ensuring each recognized Fire Hydrant tank installations (not including High Salal) are inspected and exercised every 3 months and results recorded on Attachment B. This record is to be forwarded annually to the local FUS office.

**ATTACHMENTS:** Attachment A – High Salal Fire Hydrant report

Attachment B – FUS Dry Hydrant Inspection and Maintenance Record

	This O.G. Replaces: 2.06.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

**Attachment A**

**TO:**           Hornby Island Residents & Ratepayer Association

**FROM:**       Hornby Island Fire Rescue

**DATE:**       \_\_\_\_\_

The following hydrant(s) and/or water source malfunctioned during a:

FIRE \_\_\_\_\_ PRACTICE \_\_\_\_\_

HYDRANT NO.	ADDRESS	PROBLEM EXPERIENCED

## Attachment B



**Fire Underwriters Survey**  
A Service to Insurers and Municipalities

### Dry Hydrant Inspection and Maintenance Record



[www.fireunderwriters.ca](http://www.fireunderwriters.ca)

Page 1 of 1

### Dry Hydrant Inspection and Maintenance Record

<b>GPS Location:</b>		
Latitude:	Longitude:	Datum:
Inspection Date:		By:
Depth of water from surface to top of strainer (ft):		Greater than 2 ft: <input type="checkbox"/> Yes <input type="checkbox"/> no
Environmental conditions affecting hydrant (silt, debris, vegetation growth, etc.):		
Erosion around hydrant, access road, bank of water supply:		
System back-flushed? <input type="checkbox"/> Yes <input type="checkbox"/> no <u>Problems found:</u>		
Flow available by actual test (IGPM):		
Weed control measures taken:		
Condition of access road, drainage:		
Sign present: <input type="checkbox"/> yes <input type="checkbox"/> no <u>Clarity of information on sign:</u>		
Maintenance performed, special observations, remarks:		
Signed AHJ or Fire Chief:		Date:

[www.fireunderwriters.ca](http://www.fireunderwriters.ca)

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.10
			Section	Operations	Page 1 of 1
			Title	Large Animal Rescue	
			Sub:		

**PURPOSE:** To ensure a safe and efficient response to requests from the public to assist in the rescue of large animals.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** The general public calls the Fire Department for all types of rescue assistance, including large animals. The Department will respond to assist the general public with large animals needing rescue.

**PROCEDURE:**

1. The Department will train firefighters in emergency first aid for large animals such as horses, llamas, livestock and deer. The Department will respond to assist the general public with large animals needing rescue.
2. The Incident Commander will call upon veterinarians and/or the SPCA for assistance as necessary. The Department will maintain a list of local veterinarians willing to provide assistance. The SPCA is the only agency that has the actual authority to order an animal destroyed, if the owner is not present.
3. Both veterinarians and the SPCA are present on scene at an emergency incident as resources for the Incident Commander. Normally, the Incident Commander will defer to the knowledge and experience of veterinarians or the SPCA with respect to treatment of the animal. The safety of firefighters remains, however, with the Incident Commander. The response of both veterinarians and the SPCA should be cancelled if they are found to be no longer necessary.
4. When the Department leaves the emergency scene, the Incident Commander must ensure that a specific individual or organization has taken responsibility for the injured animal and note the name of that individual or organization on the incident report.

	This O.G. Replaces: 2.16.11
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.9.2	
			Section	Operations	Page 1 of 1
			Title	Tanker Operations	
			Sub:		

**PURPOSE:** To ensure early and adequate water supply when fighting fires.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Tankers will respond to all emergencies with potential fire risk.

**PROCEDURE:**

1. Tankers will be 2nd apparatus to respond to all fires.
2. If first-in apparatus are required to proceed far from main roads, supply lines will be laid from the main road. Tankers will be kept on main roads with adequate maneuvering area whenever possible.
3. When tanker operations are in progress all tanker trucks will respond emergency to and from water sources, unless the situation is under control or an adequate water supply is already available.

	This O.G. Replaces: 2.06.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.9.3	
			Section	Operations	Page 1 of 1
			Title	Rope Rescue Equipment	
			Sub:		

**PURPOSE:** To ensure that Department ropes marked and used only for rescue purposes will be maintained in a state of readiness.

**SCOPE:** This Operational Guideline applies to all Department personnel.



**POLICY:** Rope marked and used only for rescue purposes will be used only in emergency incidents and for training for emergency incidents.

**PROCEDURE:**

1. Department rescue rope will be carried in appropriate containers to prevent contamination and deterioration. These containers will be marked to readily distinguish rescue ropes from training and other general purpose ropes. Such rope will be used only in actual emergency operations and training.
2. Rescue rope will be inspected and maintained after each use in accordance with Department guidelines.
3. Rope similar in nature to the rescue rope that is used for general purpose operations will not be used to raise or lower actual people. It will be stored so that it is readily distinguishable from rescue ropes.
4. Training rope will be inspected and maintained after use in accordance with Department procedures.

**RELATED GUIDELINES:** 4.4.6.7 Rope Inspection and Maintenance

	This O.G. Replaces: 2.10.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.4
			Section	Operations	Page 1 of 1
			Title	Rural Heavy Rescue	
			Sub:		

**PURPOSE:** Incidents which require Department members to enter collapsed or unstable structures present very serious potential dangers. Special precautions must be taken to ensure the safety of personnel during such incidents.

**SCOPE:** This Operational Guideline applies to all Department firefighters.



**POLICY:** Only personnel trained in heavy rescue operations will enter such areas.

**PROCEDURE:**

1. For the purposes of this Operational Guideline, heavy rescue is one involving structures that have collapsed or are in imminent danger of collapsing due to structural instability:
  - a) where substantial shoring and stabilizing the structure would be required before entry,
  - b) where heavy cranes or lifting equipment would be required,
  - c) where egress and access points are limited, or
  - d) that may pose serious life and safety hazards, especially due to possible burial or entrapment.
2. Until such time as Department members are trained in heavy rescue operations, the Department will support the operations of other agencies, but will not itself participate in such operations.

	This O.G. Replaces: 2.16.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016





			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.5
			Section	Operations	Page 1 of 2
			Title	Confined Space Rescue Awareness	
			Sub:		

- PURPOSE:** To ensure that appropriate safety precautions are taken during the response to a Confined Space incident.
- SCOPE:** This Operational Guideline applies to all Department members.
- POLICY:** All Department members will be trained in confined space rescue awareness. Awareness trained members may perform non-entry retrievals and begin preparations for confined space rescue, but will not enter confined spaces.
- PROCEDURE:**
1. By definition, a confined space is an area:
    - a) that is not designed for continuous human occupancy,
    - b) that is large enough for human entry,
    - c) where egress and access points are limited, and
    - d) that may pose serious life and safety hazards, especially due to atmospheric hazards.

Confined spaces include caverns, tunnels, pipes, tanks, and other locations where ventilation and access are restricted by the configuration of the space.
  2. Awareness level functions for confined space rescue incidents will include the following:
    - a) Size-up of existing and potential conditions.
    - b) Recognition of confined spaces.
    - c) Initiation of contact and establishment of communications with victims where possible.
    - d) Recognition and identification of the hazards associated with nonentry confined space emergencies.
    - e) Procedures to perform a nonentry retrieval.
    - f) Procedures for implementing the response system for confined space emergencies, including notifying Dispatch that the incident is a Confined Space Rescue.
    - g) Procedures for implementing site control and scene management.

	This O.G. Replaces: 2.16.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.5
			Section	Operations	Page 2 of 2
			Title	Confined Space Rescue Awareness	
			Sub:		

**ATTACHMENTS:** Confined Space Rescue Awareness Checklist, dated 03.12.15.



**RELATED GUIDELINES:** 4.4.9.5 Confined Space Rescue Awareness

	This O.G. Replaces: 2.16.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

**HORNBY ISLAND FIRE DEPARTMENT  
CONFINED SPACE RESCUE AWARENESS CHECKLIST**

**2.16.02 Attachment A**

- ☐ Conduct a scene size-up and establish incident command.
- ☐ Conduct a scene survey. Confer with site personnel, if possible. Declare a Confined Space Rescue, if appropriate.
- ☐ Consider:
  - 1. Hazards.
  - 2. Victims – number and location.
  - 3. Resources on scene.
- ☐ Update the status report.
- ☐ Request additional assistance as required, including Mutual Aid Fire Departments, RCMP, BC Ambulance Service, and other agencies.
- ☐ Secure the site, establish perimeters and operational zones.
- ☐ Begin atmospheric monitoring, if possible.
- ☐ Initiate positive pressure ventilation of the area, if appropriate.
- ☐ Initiate other incident mitigation actions as resources allow, **without entering the confined space.**
- ☐ Record all data.
- ☐ Control and monitor utilities (gas, electrical, water, mechanical).

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.9.6	
			Section	Operations	Page 1 of 1
			Title	High Angle Rescue	
			Sub:		

**PURPOSE:** Incidents which require Department members to make rescues from elevated positions present serious potential dangers to the rescuers. Special precautions must be taken to ensure the safety of personnel during such incidents.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** Only personnel trained in appropriate high angle rescue techniques will attempt such rescues.

**PROCEDURE:**

1. For the purposes of this Operational Guideline, a high angle rescue is one from an elevated position which cannot be made without the use of special, technical rope skills. High angle rescue would include rescue from cliffs and the exterior of high buildings.
2. Only department members trained in high angle rescue operations, will perform high angle rescue operations.

	This O.G. Replaces: 2.16.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.7
			Section	Operations	Page 1 of 2
			Title	Response to Motor Vehicle Accidents	
			Sub:		

**PURPOSE:** To establish guidelines for the coordinated areas of responsibilities between emergency services responding to motor vehicle accidents (MVAs).



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Fire Department personnel will coordinate their efforts with Police and Ambulance personnel to ensure the safe and efficient conclusion of incidents involving motor vehicle accidents.

**PROCEDURE:**



1. Firefighters will respond to motor vehicle accidents at the request of the Fire Dispatch, Police or the BC Ambulance Service. When on scene, firefighters will establish the following priorities:
  - a) Safety of all personnel on scene.
  - b) Suppression and prevention of fires.
  - c) Extrication of trapped patients.
  - d) Provision of 1st Responder care
  - e) Assistance to ambulance personnel with patient care.
  - f) Prevention of pollution of the environment.
  - g) Assistance to police with traffic control.
2. Firefighters assist BC Ambulance Service personnel by extricating patients trapped by motor vehicle accidents. Firefighters will only remove patients from a motor vehicle under the direction of a 1st Responder Level III or BC Ambulance Service personnel, unless there is an immediate life threatening risk to the patient where the moving or removal of the patient is the only method of removing that risk.
3. Firefighters will aid the Police in their investigation of motor vehicle accidents by ensuring the accident scene is undisturbed, except as it may be necessary to do so in order to provide patient care, suppress or prevent fires, or prevent pollution of the environment.
4. At the request of BC Ambulance Service personnel, a firefighter will accompany the ambulance to provide additional aid to the patient. The BC Ambulance Service will provide return transportation for the firefighter on request.

	This O.G. Replaces: 2.16.06
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.7
			Section	Operations	Page 2 of 2
			Title	Response to Motor Vehicle Accidents	
			Sub:		

5. At the request of the Police, the Fire Department will provide whatever services can be safely provided to aid in traffic control, scene preservation, scene investigation and scene cleanup.

	This O.G. Replaces: 2.16.06
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.8
			Section	Operations	Page 1 of 2
			Title	Trench Rescue Awareness	
			Sub:		

**PURPOSE:** Incidents which require Department members to enter trenches and other below grade excavations present very serious potential dangers. Special precautions must be taken to ensure the safety of personnel during such incidents.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** All Department members will be trained in trench rescue awareness. Awareness trained members may make non-entry extrications of non-injured or minimally injured victims as well as begin preparations for trench rescue operations, but will not enter trenches or excavations.

**PROCEDURE:**

1. By definition a trench or below grade excavation is an area:
  - a) that is deeper than 1.2 meters,
  - b) that represents the possibility of bank slippage or cave-ins due to unstable soils,
  - c) where egress and access points are limited, and
  - d) that may pose serious life and safety hazards, especially due to possible burial or entrapment.
2. Awareness level functions for trench rescue incidents will include the following:
  - a) Size-up of existing and potential conditions.
  - b) Recognition of a trench rescue.
  - c) Identification of the resources necessary to conduct safe and effective trench and excavation emergency operations.
  - d) Initiation of contact and establishment of communications with victims where possible.
  - e) Recognition and identification of the hazards associated with trench and excavation emergencies, and the procedures necessary to mitigate these hazards within the general rescue area.
  - f) Recognition of typical trench and excavation collapse patterns, the reasons trenches and excavations collapse and the potential for secondary collapse.
  - g) Recognition of the unique hazards associated with the weight of soil and its associated entrapping characteristics.

	This O.G. Replaces: 2.16.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016



			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.9.8	
			Section	Operations	Page 2 of 2
			Title	Trench Rescue Awareness	
			Sub:		

- h) Procedures to perform a rapid, non-entry extrication of non-injured or minimally injured victims.
- i) Procedures for implementing the response system for trench emergencies, including notifying Dispatch that the incident is a Trench Rescue.
- j) Procedures for implementing site control and scene management.

**RELATED**            4.4.9.8            Trench Rescue Awareness  
**GUIDELINES:**

	This O.G. Replaces: 2.16.09  <
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			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.9.9
			Section	Operations	Page 1 of 1
			Title	Water Rescue	
			Sub:		

**PURPOSE:** To ensure a safe and efficient response to incidents requiring water rescue.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** Water rescue operations that require Department members to work on or in the water will be carried out only by water rescue trained personnel. Personnel not trained in water rescue will only provide support from positions on land.

**PROCEDURE:**

1. All Department firefighters will receive training in basic water survival.
2. In emergencies on or in still water, rescue efforts will be conducted from land, whenever possible. If it is necessary for members of the Department to enter the water, they must wear appropriate safety equipment (including life jackets and safety lines). Swimming rescues should be attempted only by qualified personnel and only as a last resort.
3. In emergencies on or in running water, Department personnel will work only within the limits of their training -- this will normally mean that they will stand by on land to provide what assistance they can from shore and to assist in communications.
4. When emergency operations are required on or in running water, Department members will have Dispatch call for assistance from:
  - a) the Canadian Coast Guard Rescue Coordination Centre

	This O.G. Replaces: 2.16.10
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.1
			Section	Operations	Page 1 of 2
			Title	Flammable Liquid Incidents	
			Sub:		

**PURPOSE:** To ensure the safe and efficient resolution of flammable liquid incidents.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Incidents involving flammable liquids will be resolved in a safe and efficient manner in conformance with this guideline.



**PROCEDURE:**

1. Incidents involving flammable liquids represent a wide range of possibilities and hazards. Type and amount of fuel, incident location, terrain, environmental concerns and weather are factors which will cause variations in the response procedures.
2. The order of strategic and tactical priorities will be firefighter safety, rescue and/or evacuation, property conservation and the environment.
3. As soon as possible, an operational perimeter should be established. Access to the interior of that perimeter must be strictly limited to personnel directly involved in resolving the incident.
4. Where the possibility of a BLEVE (Boiling Liquid Exploding Vapor Explosion) exists, the operational perimeter must be established to reflect the size of the area affected should a BLEVE occur.
5. Should it become necessary to evacuate residents from their homes and businesses, the police will be asked to assist and the Fire Commissioner notified. The Hornby Island Emergency Plan will be activated.

**RELATED GUIDELINES:**



- 4.4.2.1 Respiratory Protection Program
- 4.4.3.1 Incident Safety Officer
- 4.4.7.2 Tactical Priorities
- 4.4.7.4 Staging
- 4.4.7.5 Law Enforcement Liaison
- 4.4.7.7 Crowd Control

	This O.G. Replaces: 2.17.02
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

				Standard Operational Guidelines	
				Comox Valley Regional District	
			Section	Operations	Page 2 of 2
			Title	Flammable Liquid Incidents	
			Sub:		

- 4.4.7.8 Duty Officer
- 4.4.8.9 Emergency Incident Minimum Response
- 4.4.10.5 Structure Fires
- 4.4.11.2 Hazardous Condition Warning
- 4.4.11.5 Security Of Property

	This O.G. Replaces: 2.17.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.10
			Section	Operations	Page 1 of 1
			Title	Emergency First Aid Supplies	
			Sub:		

**PURPOSE:** To ensure that Department members are provided with equipment to respond to medical emergencies.

**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** The Department will provide and maintain first aid equipment as specified by the First Responder Program.

**PROCEDURE:**

1. The BC Ambulance Service has agreed to replace supplies used in patient care as specified in Annex A. These supplies will be replaced by the Ambulance to which the patient is being transferred.
2. Other first aid supplies and equipment not specified in Annex A must be ordered through the First Responder Officer.
3. The Department will maintain a minimum complement of spare supplies in order to ensure that first aid equipment in each hall can be maintained.

**ATTACHMENTS:** Annex A -- BCAS Supplies for Fire Departments.

	This O.G. Replaces: 2.22.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

**HORNBY ISLAND FIRE DEPARTMENT  
OPERATIONAL GUIDELINE**



**ANNEX A**

**BCAS SUPPLIES FOR FIRE DEPARTMENTS**

Date: \_\_\_\_\_

PRODUCT NUMBER	DESCRIPTION	UNIT OF ISSUE	QTY. PER UNIT	QTY. NEEDED
6515-290200	AIRWAY PLASTIC #00	EA	1	
6515-290201	AIRWAY PLASTIC #0	EA	1	
6515-290202	AIRWAY PLASTIC #1	EA	1	
6515-290203	AIRWAY PLASTIC #2	EA	1	
6515-290204	AIRWAY PLASTIC #3	EA	1	
6515-290205	AIRWAY PLASTIC #4	EA	1	
6515-290206	AIRWAY PLASTIC #5	EA	1	
6515-290207	AIRWAY PLASTIC #6	EA	1	
6510-020531	TRIANGULAR BANDAGE 36" X 48"	PG	12	
6510-067001	ABDOMINAL PAD 6" X 8"	PG	25	
6510-067002	ABDOMINAL PAD 8" X 10"	PG	25	
6510-020501	CONFORMING GAUZE BANDAGE	PG	20	
6510-020505	ELASTIC CREPE BANDAGE	EA	1	
6510-041855	DRESSING PRESSURE 6"	EA	1	
6510-041856	DRESSING TRAUMA 10" X 30"	EA	1	
6545-304600	KIT BURN	EA	1	
6505-174308	SODIUM CHLORIDE	CS	12	
6510-088305	SPONGES NU GAUZE NON-STERILE	PG	100	
6510-098506	TAPE POROUS DERMICEL HYPOALLERGENIC	BX	24	

\_\_\_\_\_  
FR Officer

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.2
			Section	Operations	Page 1 of 1
			Title	Garbage Container Fires	
			Sub:		

**PURPOSE:** To ensure the safe and efficient suppression of garbage container fires.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** Garbage container fires will be extinguished in a safe and efficient manner in conformance with this guideline.

**PROCEDURE:**

1. Garbage container fires are often viewed by suppression crews as “routine”. Due to the many unknowns and wide array of possible variables, response to all garbage container fires should be treated the same as structure fires.
2. Garbage container fires represent a possible wide range of hazards involving toxic gases, and an infinite number of dangerous goods due to the possibility of virtually any product having been deposited in the garbage container. Garbage containers often represent possible hazards to exposures due to the possibility of the container being located too close to structures.
3. All firefighters operating handlines or approaching the burning container will be in full protective clothing, including SCBA.
4. Where the garbage containers are found to be closer than 3 meters from a building, the Local Assistant to the Fire Commissioner will be notified within 3 working days.

**RELATED GUIDELINES:** 4.4.10.5 Structure Fires

	This O.G. Replaces: 2.17.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.3
			Section	Operations	Page 1 of 1
			Title	Firefighting at Waterborne Structures	
			Sub:		

**PURPOSE:** To ensure that firefighters engaged in fire suppression activities at water borne structures wear approved firefighting Personal Flotation Devices.

**SCOPE:** This Operational Guideline applies to all Department firefighters.



**POLICY:** Any firefighters engaged in fire suppression on a water borne structure will wear an approved firefighting Personal Flotation Device.

**PROCEDURE:**

1. Incidents which require Department members to work on or near bodies of water present very serious potential dangers. Special precautions must be taken to ensure the safety of personnel during such incidents. Fire fighters will be trained in the use, care and maintenance of the Personal Flotation Devices.
2. When appropriate to the conditions, life lines will be attached to the firefighting Personal Flotation Device harness to aid in the safety of the firefighter.
3. Firefighting Personal Flotation Devices are to be used for fire suppression activities only and are not appropriate for water rescue activities.

**RELATED GUIDELINES:** 4.4.9.9 Water Rescue

	This O.G. Replaces: 2.17.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.4
			Section	Operations	Page 1 of 1
			Title	Mailbox Fires	
			Sub:		

**PURPOSE:** To ensure the safe and efficient resolution of incidents involving mailboxes.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Incidents involving mailboxes will be resolved in a safe and efficient manner in conformance with this guideline.

- PROCEDURE:**
1. Fires and other incidents involving mailboxes represent a unique situation. The contents of mailboxes may be of high value, destroyed items may never be identified and the owner may not become aware of the loss.
  2. The order of strategic and tactical priorities will be firefighter safety and property conservation.
  3. To reduce damage to the mailbox contents, the preferable method of extinguishment will be dry chemical extinguisher. Where only water is available, it should be used sparingly.
  4. Where a rural, unlocked mailbox is involved, all mail or remaining parts thereof, should be salvaged and delivered to the mailbox owner. If the owner is not available, the mail should be delivered to the nearest Canada Post Office during regular office hours.
  5. Where a locked mailbox is involved, the Incident Commander will have Dispatch notify the emergency contact for Canada Post, who will be asked to attend to open the box and salvage the contents.
  6. All incidents where there appears to have been a deliberate attempt to destroy a mailbox or its contents will be reported to the Police.

	This O.G. Replaces: 2.17.05
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	



			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.10.5	
			Section	Operations	Page 1 of 2
			Title	Structure Fires	
			Sub:		



**PURPOSE:** To ensure the safe and efficient suppression of structure fires.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Structure fires will be extinguished in a safe and efficient manner in conformance with this guideline.

- PROCEDURE:**
1. Structure fires represent a full range of possibilities, restricted only by the structure type and occupancy use. The order of strategic and tactical priorities will be firefighter safety, rescue, fire suppression, property conservation and the environment.
  2. In compliance with WCB regulations, when SCBA must be used to enter a building, the entry must be made by a Team of at least 2 firefighters. During the initial stages of the entry, at least one firefighter must remain outside, prepared and equipped to perform immediate rescue, if required. Including the pump operator, this means that at least 4 members must be on scene prior to conducting an initial interior attack if SCBA is required. Effective voice communications must be maintained between firefighters inside and outside the building.
  3. A Rapid Intervention Team (RIT) must be established within ten minutes of the first Team entering the building and before a second Team enters the building. All firefighters in interior attack positions will be in full protective clothing, including SCBA. Interior attacks should not be combined with defensive exterior attacks.
  4. As early as possible into the incident, steps should be taken to salvage the personal possessions of the occupants, recognizing that some possessions can never be replaced.
  5. All structure fires must be investigated to determine the fire cause and a report on the fire is to be submitted to the Office of the Fire Commissioner.
  6. Prior to the completion of the fire cause investigation, access to the structure by non-fire department personnel must be restricted. Should



	This O.G. Replaces: 2.17.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.10.5</b>
			<b>Section</b>	<b>Operations</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Structure Fires</b>	
			<b>Sub:</b>		

anyone be allowed to enter the structure they must be accompanied by a member of the Fire Department.

<b>RELATED GUIDELINES:</b>	4.4.2.1	Respiratory Protection Program
	4.4.2.2	Respiratory Protection During Fire Investigations
	4.4.3.1	Incident Safety Officer
	4.4.7.2	Tactical Priorities
	4.4.7.4	Staging
	4.4.7.7	Crowd Control
	4.4.7.8	Duty Officer
	4.4.8.9	Emergency Incident Minimum Response
	4.4.9.2	Tanker Operations
	4.4.11.1	Emergency Evacuation Of Personnel
	4.4.11.2	Hazardous Condition Warning
	4.4.11.5	Security Of Property

	This O.G. Replaces: 2.17.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.6
			Section	Operations	Page 1 of 1
			Title	Underground Fires	
			Sub:		

**PURPOSE:** To ensure a safe and efficient response when dealing with underground fires, such as in basements and other enclosed spaces below ground.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Firefighters will respond to underground fires in a manner that will ensure their own safety while resolving the incident.



**PROCEDURE:**

- Underground fires will be considered “incidents where self-contained breathing apparatus must be used to enter a building or similar enclosed location” and the guidelines for a Rapid Intervention Team will be followed.
- Other Department Guidelines will be followed as appropriate.

**RELATED GUIDELINES:**

4.4.7.2	Tactical Priorities
4.4.8.9	Emergency Incident Minimum Response
4.4.9.5	Confined Space Rescue Awareness
4.4.10.5	Structure Fires
4.4.11.1	Emergency Evacuation of Personnel

	This O.G. Replaces: 2.17.12
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.7
			Section	Operations	Page 1 of 1
			Title	Emergency First Aid	
			Sub:		

**PURPOSE:** To ensure that Department members are trained in basic first aid to respond to medical emergencies and incidents where members of the general public have been injured.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** In order to treat patients at emergency incidents, Department members must be trained to Level III of the First Responder Program provided by the Paramedic Academy of the Justice Institute of British Columbia.

- PROCEDURE:**
1. The Department will train and provide ongoing training to all of its firefighters to a minimum of CPR Level C. All members are expected to maintain this standard.
  2. The First Responder Program has been adopted by the Department for firefighters when treating the public at medical emergency incidents. We offer training to all Firefighters at First Responder Level III. Firefighters responding to an emergency do not have protection under the Good Samaritan Act. The First Responder is licensed under Emergency Health Services legislation and is afforded protection from liability when treating victims in an emergency.
  3. Liability protection for First Responders is limited to treatment for which they are trained. A firefighter providing treatments beyond their level of training can be held personally liable if found to be negligent.
  4. The apparatus responding to medical emergencies must be outfitted with First Aid equipment as recommended by the Paramedic Academy First Responder Program.
  5. All First Responders must follow Response Protocols.

**RELATED GUIDELINES:** 4.4.4.2 – Protective Measures for Infectious Disease Control

	This O.G. Replaces: 2.22.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.8
			Section	Operations	Page 1 of 1
			Title	Response to Calls for Medical Assistance	
			Sub:		

**PURPOSE:** To ensure the Department will, in a medical emergency, utilize all resources available in an effort to provide the optimum of patient care.

**SCOPE:** This Operational Guideline applies to all Fire Department members responding to a medical emergency.

**POLICY:** The Department will participate as First Responders in coordination with the BC Ambulance Service (BCAS).



**PROCEDURE:**

- The Fire Department will respond to any request for medical assistance from the BCAS, the RCMP, or the general public. These would normally be:
  - Emergency medical calls, as requested by BCAS Dispatch.
  - Injury motor vehicle accidents.
  - Other responses as requested by BCAS or RCMP where the Fire Department may be of assistance. For example, rescue and auto extrication, advanced life support responses where the ambulance response is insufficient or delayed, or where ambient surroundings may pose an immediate hazard.
  - Members of the general public who may walk into the fire hall.
- In responding to calls for medical assistance, Hall response will consist of the first response vehicle and a minimum of two responders. Members and apparatus beyond the first response vehicle may stand by at the Hall, in case further assistance is required.
- Generally, the Department will not be dispatched to:
  - BCAS pre-arranged transport calls.
  - Calls where a doctor, or other qualified person at the scene, specifically indicates that they do not require the Fire Department to attend and the BCAS dispatcher is satisfied that this is appropriate.

**RELATED GUIDELINES:**

4.4.10.7	Emergency First Aid
4.4.10.9	“No CPR” Order

	This O.G. Replaces: 2.22.02  Issued on: March 31, 2016
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.10.9
			Section	Operations	Page 1 of 2
			Title	“No CPR” Order	
			Sub:		

**PURPOSE:** To provide guidance for members responding to medical calls with "NO CPR" orders.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Where proper “NO CPR” orders are in place, Department members will respect such orders and not attempt resuscitation of patients.

If there is any doubt as to the appropriateness of the "NO CPR" order or if the member questions whether the order is still appropriate under the circumstances of the incident, Department members will follow normal medical response procedures and begin resuscitation.

- PROCEDURE:**
1. There are occasions when physicians will issue orders **not** to resuscitate a patient. Members responding to such incidents will comply with these direct “No Cardiopulmonary Resuscitation” (No CPR) orders if one of the following circumstances apply:
    - a) The crew is presented with a copy of the “Ministry of Health No Cardiopulmonary Resuscitation” form (See Attachment A.) The name of the physician signing the No CPR form should be written on the Field Report.
    - b) The physician is at the patient's residence and gives direct instructions to the crew not to resuscitate.
    - c) The crew or Dispatch is in contact with the physician by telephone and receive direct instructions not to resuscitate.
  2. The crew must be satisfied that the No CPR order is valid. If there is any doubt as to the appropriateness of the “No Cardiopulmonary Resuscitation” order or if the member questions whether the No CPR order is still appropriate under the circumstances of the incident, Department members will follow normal medical response procedures and begin resuscitation. (An example of a No CPR order not “appropriate under the circumstances of the incident” might be when the relatives present insist upon resuscitation.)



		This O.G. Replaces: 2.22.03	
Signature of Fire Chief			
Date of Issue: November 16, 2017		Issued on: March 31, 2016	

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.10.9	
			Section	Operations	Page 2 of 2
			Title	“No CPR” Order	
			Sub:		

**ATTACHMENTS:** Ministry of Health/BCMA form HLTH 302.1/NO CPR Rev.  
2003/05/01

**RELATED GUIDELINES:** 4.4.10.8 Response to Calls for Medical Assistance

Signature of Fire Chief Date of Issue: November 16, 2017	This O.G. Replaces: 2.22.03
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.11.1
			Section	Operations	Page 1 of 2
			Title	Emergency Evacuation of Personnel	
			Sub:		

**PURPOSE:** To assure the quick and complete evacuation of a structure or area, should it become necessary during operations or training.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** An emergency evacuation may be initiated by any member aware of an imminent change in the incident or exercise that will be a life threat to personnel on scene.

**PROCEDURE:**

1. Circumstances such as building collapse, explosion or release of toxic vapors at an incident or training exercise may necessitate the immediate evacuation of personnel to assure life safety.
2. Should a member become aware of an occurring or imminent change at an incident or training exercise that will be life threatening to personnel on scene, that member must initiate an immediate evacuation of the area of danger.
3. If time permits, the member should communicate with the Incident Commander and the Incident Commander initiate the evacuation. If the danger is imminent, the member should initiate immediate evacuation without first contacting the Incident Commander.
4. An emergency evacuation will be initiated by a broadcast of the words "All stations, [call sign]. Emergency Traffic -- all personnel immediately evacuate ..." followed by a description of the area to be evacuated.
  - a) The member will then advise the Incident Commander as soon as possible of the reason for the evacuation.
  - b) Upon hearing an "emergency evacuation" broadcast, all apparatus operators will sound their vehicle sirens and air horns for 15 seconds to alert personnel that may not have heard the radio broadcast.
  - c) Upon hearing the "emergency evacuation" broadcast or signal, Sector Officers and Team Leaders will assemble their crews and proceed to a safe area.

	This O.G. Replaces: 2.24.01  Issued on: March 31, 2016
Signature of Fire Chief	
Date of Issue: November 16, 2017	





			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.11.1
			Section	Operations	Page 2 of 2
			Title	Emergency Evacuation of Personnel	
			Sub:		

- d) Upon reaching the safe area, each Sector Officer will conduct a roll call of personnel in that sector and report the results to the Incident Commander.
- e) When appropriate, the Incident Commander will end the emergency traffic by broadcasting “All Stations, Command. Emergency traffic ended.”

<b>RELATED GUIDELINES:</b>	4.4.8.1	Radio Traffic Priorities
	4.4.8.2	Emergency Traffic
	4.4.8.4	MAYDAY Procedure
	4.4.11.2	Hazardous Condition Warning

	This O.G. Replaces: 2.24.01  Issued on: March 31, 2016
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.11.2
			Section	Operations	Page 1 of 2
			Title	Hazardous Condition Warning	
			Sub:		

**PURPOSE:** To warn of a hazardous condition, should it become necessary during operations or training.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** A hazardous condition warning may be initiated by any member aware of an imminent change in the incident or exercise that will be a life threat to personnel on scene.

**PROCEDURE:**

1. Circumstances such as building collapse, explosion, release of toxic vapors or the potential for such an occurrence at an incident or training exercise may necessitate the immediate warning of the hazardous condition to all personnel to ensure personnel safety.
2. Should a member become aware of an occurring or imminent change at an incident or training exercise that will be an immediate hazard to personnel on scene, that member will initiate a hazardous conditions warning.
3. If time permits, the member should communicate with the Incident Commander and the Incident Commander initiate the warning. If the hazard is imminent, the member should immediately initiate a hazardous conditions warning, without first contacting the Incident Commander.
4. A hazardous conditions warning will be indicated by a broadcast of the words "All stations [call sign]. Hazardous conditions warning. All personnel should be aware of ..." followed by a description of the hazard and the area. Upon hearing the hazardous conditions warning, all Sector Officers and Team Leaders will acknowledge the signal and take action appropriate to the conditions.



	This O.G. Replaces: 2.24.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.11.2</b>
			<b>Section</b>	<b>Operations</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Hazardous Condition Warning</b>	
			<b>Sub:</b>		

**RELATED GUIDELINES:**

4.4.8.2	Emergency Traffic
4.4.8.4	MAYDAY Procedure
4.4.11.1	Emergency Evacuation of Personnel

	This O.G. Replaces: 2.24.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.11.3
			Section	Operations	Page 1 of 1
			Title	Public Evacuation	
			Sub:		

**PURPOSE:** To ensure the safe and orderly evacuation of the public during an emergency incident.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** Should it become necessary during an emergency incident to evacuate a building, buildings or area in order to ensure the safety of the public, the Incident Commander will do so in a safe and orderly manner, following local and provincial regulations.

**PROCEDURE:**

1. The Incident Commander may initiate a voluntary evacuation of a building, buildings or area as appropriate to ensure the safety of the public. If a forced evacuation is necessary, the Incident Commander must contact the Office of the Fire Commissioner and obtain permission.
2. Evacuation operations are a Police responsibility. The Incident Commander will request the assistance of the Police to help conduct an actual evacuation and to maintain security for the evacuated area.
3. If assistance is needed in providing transportation, accommodations or other help to those evacuated, the Incident Commander will contact the Hornby Island Emergency Social Services Director to activate Emergency Social Services.
4. When conducting an evacuation, the Incident Commander will ensure that a record is kept of individual occupancies evacuated and that all occupants are accounted for.

	This O.G. Replaces: 2.24.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.11.4
			Section	Operations	Page 1 of 1
			Title	Explosives and Bomb Threats	
			Sub:		

**PURPOSE:** To ensure the safe and efficient response of personnel and apparatus to the scene of a reported bomb threat.



**SCOPE:** This Operational Guideline applies to all members of the Department.

**POLICY:** Bomb threats are a police responsibility. Fire Department response is to ensure the availability of personnel and apparatus for rescue and fire suppression in case a bomb detonates. Fire Department members will not become involved in the actual search for a bomb.

**PROCEDURE:**

1. Under no circumstances are members of the Fire Department to become involved in the search for a bomb. Only the Duty Officer and the Incident Commander will respond to the scene; all other apparatus will stage.
2. When advised of a bomb threat, the Dispatcher will dispatch the appropriate Hall and advise the Duty Officer.
3. When dispatching the Hall, the Dispatcher will request the Hall to “Respond to the Hall and call Dispatch”. When advising the Duty Officer, the Dispatcher will request the Duty Officer to “Call Dispatch”. **No mention of a bomb threat** is to be announced over the radio.
4. The Hall will respond routine and stage at a safe position, suitable for a quick response to the incident site should a bomb detonate. The Incident Commander will proceed to the incident site and establish liaison with the Police. The Incident Commander will then respond the apparatus as necessary.
5. If deemed advisable, the Duty Officer will respond to the scene and make contact with the Incident Commander, to assist as necessary.

	This O.G. Replaces: 2.25.08
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.11.5	
			Section	Operations	Page 1 of 1
			Title	Security of Property	
			Sub:		

**PURPOSE:** To ensure that valuables located or found at incidents are secured and returned to the property owner.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** The Incident Commander will take the appropriate steps to ensure the security of private property and personal possessions at any incident where the Department has assumed operational command.

**PROCEDURE:**

1. During incidents where the Department assumes operational command, the personal property and possessions of the property owner will be secured until it can be returned to the property owner or left in the care of the Police.
2. When valuables are found or received at an incident the Incident Commander will be advised. The Incident Commander will then make the necessary arrangements to ensure the security of those items.
3. Should a property owner report the loss of a possession during an incident while the property was in the care of the Department, an immediate investigation will be undertaken by the Department to ascertain, if possible, the loss of the item and the circumstances of the loss.

**RELATED GUIDELINES:** 4.4.7.7 Crowd Control

	This O.G. Replaces: 2.25.09
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.11.6
			Section	Operations	Page 1 of 1
			Title	Site Security During Fire Investigations	
			Sub:		

**PURPOSE:** To ensure that the site of a fire cause investigation remains in the control of the Fire Department and that the continuity of the evidence contained therein is maintained.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Where an incident site is being investigated as to the cause of a fire, during the entire course of the fire cause investigation, site security will be maintained by Department personnel.

**PROCEDURE:**

1. Where an incident site is being investigated, site security will be maintained during the entire course of the investigation. Such site security will be by Department personnel in the form of a Fire Watch, with enough personnel maintained at the site to ensure security of the scene.
2. The Fire Watch crew will maintain a log to record their activities and to record the entrance to the site of any non-Department parties.
3. During the course of the Fire Watch, no persons, other than members of the Police who are on official business, will enter the site without being accompanied at all times by a member of the Department.
4. Where persons other than the Police or Fire Department enter the site, a log will be maintained of their activities and of any possessions removed from the site by themselves. This will usually only take place when the owner or occupant is allowed to enter to retrieve specific personal property.
5. The area to be secured will be clearly marked with fire tape.

	This O.G. Replaces: 2.26.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.11.7
			Section	Operations	Page 1 of 1
			Title	Incident Site Responsibility	
			Sub:		

**PURPOSE:** After an incident, to ensure that after an incident that the property owner, occupant or their agent is fully aware of any site responsibilities and acknowledges them in writing.

**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** When possible, prior to leaving a site after an incident, the Incident Commander will complete a “responsibility notice”, have it signed by the property owner, occupant or their agent, and leave a copy with that person.

**PROCEDURE:**

1. After a fire-related incident at a site where a property owner, occupant or their agent can be located, the Incident Commander will ensure that a “responsibility notice” is completed and a copy left with that person.
2. The property owner, occupant or their agent will be considered to be responsible for the site. This could include a relative, neighbour or employee of the property owner or occupant, or any other person who states that they are responsible for the property during the owner or occupant’s absence.
3. The Incident Commander will ensure that the notice is completed, signed and witnessed. The original will be left with the owner, occupant or agent, and the copy attached to the Incident Report.
4. When further action is required by the Department (for example, a follow-up site inspection), a copy of the “responsibility notice” will be sent to the individual responsible for the further action.

**ATTACHMENTS:** Responsibility Notice

	This O.G. Replaces: 2.26.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016



# Hornby Island Volunteer Fire Department

## RESPONSIBILITY NOTICE

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Incident Number: \_\_\_\_\_  
yy/mm/dd

To the owner/occupant/agent: \_\_\_\_\_

Location: \_\_\_\_\_

The Hornby Island Volunteer Fire Department attended your premises at the above time and date.  
Upon leaving, your premises were left in the following condition:

- A. ☐ Fire alarm system  
☐ Sprinkler system  
☐ Non-approved burning  
☐ Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. ☐ System requires servicing  
☐ System out of service  
☐ Burning to be extinguished  
☐ Fire watch to be maintained  
☐ Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are reporting this condition to you directly. It is necessary that you:

- remedy the situation, and
- take all necessary precautions to protect life and property

You have been given an opportunity to discuss the situation with the Fire Department representative on scene.

You should ensure that you are clear about the Department requirements. A copy of this form will be provided to you for that purpose.

When the situation is remedied, you must call the Fire Department at 335-2611 and leave a message. Failure to do so will result in a follow-up by the Fire Department.

\_\_\_\_\_  
(Name of owner/occupant/agent - please print)



Phone: \_\_\_\_\_

\_\_\_\_\_  
(Signature of owner/occupant/agent)

Fire Department:

\_\_\_\_\_  
(Name of Representative - please print)

\_\_\_\_\_  
(Signature of Representative)

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.11.8
			Section	Operations	Page 1 of 1
			Title	Incident Reports	
			Sub:		

**PURPOSE:** To ensure that the circumstances related to any incident that the Department attends and the actions taken to resolve that incident are fully documented.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** When the Department has responded to an incident, whether emergency or non-emergency in nature, Department personnel will complete a written Incident Report documenting the facts of the incident and the actions taken to resolve it.

**PROCEDURE:**



1. Incident Commanders will ensure that a Incident Report is completed for each incident they attend. As a minimum, the initial observations of the first arriving personnel and the actions taken by the Department will be documented on the Incident Report.
2. When the Department responds to a medical emergency and a First Responder Report, Occurrence Report, DNR Order, Refusal of Treatment, or other legal document is completed, a copy of all the documents will be attached to the Incident Report.
3. The Fire Chief will review Incident Reports for completeness and accuracy.
4. The Department will maintain a file of all incidents, containing the Incident Report and all related documents.

**ATTACHMENTS:** Incident Report

**RELATED GUIDELINES**

4.4.10.7	Emergency First Aid
4.4.11.6	Site Security During Fire Investigations

	This O.G. Replaces: 2.26.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.12.1
			Section	Operations	Page 1 of 1
			Title	Use of Civilians	
			Sub:		

**PURPOSE:** To ensure the safety and control of civilians, whether enlisted or volunteered, during Department operations.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** Department members will keep the safety of the public foremost in their minds. They must refrain from utilizing civilians whenever possible, and restrain or prohibit their participation whenever they are not needed or whenever conditions are too dangerous to allow their involvement.

**PROCEDURE:**

1. Whenever Department personnel enlist or allow civilians to assist in any way during Department operations (whether by conscious acknowledgment or tacit consent), the Department automatically assumes liability for both the safety of such civilians and for their actions and the results of their actions.
2. The Incident Commander is responsible for overall control of an emergency scene and will ensure control over the use and safety of civilians (whether they have been enlisted or have volunteered) during Fire Department operations.
3. If civilians are assisting at an emergency scene, the Incident Commander will arrange to relieve them as soon as possible, thank them for their help and cover that task with a firefighter.

**RELATED GUIDELINES:** 4.4.3.3 Traffic Control  
4.4.7.7 Crowd Control

	This O.G. Replaces: 2.27.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.12.2
			Section	Operations	Page 1 of 1
			Title	Incident Meals and Refreshments	
			Sub:		

**PURPOSE:** To provide refreshments or meals as appropriate at incident scenes and while returning apparatus and equipment to service, so that the efficiency of our members is maintained.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** The Department will provide appropriate refreshments or meals to firefighters in order to maintain their efficiency, both at emergency incident scenes and during extended times for returning apparatus and equipment to service.

**PROCEDURE:**

1. The Incident Commander will ensure that firefighters are provided appropriate refreshments or meals, either at emergency incident scenes or back at the Hall when completing the return to service of apparatus and equipment, so that the efficiency of the firefighters is maintained.
2. Typically, refreshments or meals will include:
  - a) Bottled water available on all apparatus.
  - b) Energy bars available on all apparatus.

	This O.G. Replaces: 2.27.06
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.12.3
			Section	Operations	Page 1 of 1
			Title	Firefighter Vehicle Identification	
			Sub:		

**PURPOSE:** To provide member vehicle identification when responding to emergency incidents or attending at Department training.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** In order to provide identification of member vehicles, the Department will provide each member with a Department identification plate.

**PROCEDURE:**

1. The Department will provide members with a Department “firefighter vehicle identification plate”, for use on the front of their vehicle. The intent is to provide member identification when responding to emergency incidents or when in attendance at Department training.
2. Members may purchase decals or additional plates at their own expense, for use on vehicles which they drive. This identification is not intended for use by other family members nor the general public.
3. Members may keep any plates they have purchased, when they leave the Department, but it is required that they remove them from their vehicles when they are no longer an active member of the Department.

	This O.G. Replaces: 2.27.08
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.12.4	
			Section	Operations	Page 1 of 1
			Title	Mutual Aid	
			Sub:		

**PURPOSE:** To plan for requests for assistance from the Denman Island Volunteer Fire Department.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** In response to a request for assistance from the Denman Island Volunteer Fire Department (DIVFD), the Department will be prepared to provide equipment and personnel as per the Limited Mutual Aid Agreement.

**PROCEDURE:**

1. Responding firefighters will bring their coveralls, forestry kit or turnout gear as appropriate for the nature of the request for Mutual Aid.
2. The Duty Officer will keep an accurate list of the responding members. The Duty Officer will maintain an activities log, beginning immediately on deployment.
3. The Department will work to keep spouses and families fully informed.
4. The criteria for initial selection of those to respond will be:
  - a) Firefighter.
  - b) Available immediately (without reservations).
  - c) Good physical condition
  - d) Limited number of officers.
5. The Duty Officer will determine who will respond to the call for assistance.

**ATTACHMENTS:** Letter of Intent For Mutual Aid Agreement between HIFD and DIVFD  
Vehicle and Member Activity Logs

	This O.G. Replaces: 2.28.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	

**HORNBY ISLAND FIRE DEPARTMENT  
OPERATIONAL GUIDELINE**



**Attachment B**

**VEHICLE AND MEMBER ACTIVITY LOG**

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Time Out	Time In	Members	Activity

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.12.5
			Section	Training	Page 1 of 2
			Title	Training Standards	
			Sub:		

**PURPOSE:** To provide a training standard for firefighters to enable them to perform their duties safely and efficiently.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** The Department will train firefighters on a regular basis to Provincial standards.

- PROCEDURE:**
1. The Department will practice at least once per week, normally on Thursday evenings. Where the normal practice falls on a statutory holiday, the practice will be cancelled.
  2. Firefighters are expected to attend 60% of all scheduled practices in order to maintain their standing as qualified members of the Department.
  3. All firefighters will be trained to meet the British Columbia Firefighter Standards, and will participate in the British Columbia Firefighter Certification program.
  4. Firefighters may participate in additional specialized training offered by the Department (auto extrication, First Responder Level III, for examples) as available and as selected.
  5. Officers will make themselves familiar with Department Operational Guidelines, in order to function efficiently as an officer. Officers will meet the standards of training set for firefighters, and are expected to attend additional training necessary to fulfill their officer functions.
  6. The authority and responsibility for the adoption and approval of various training requirements will be vested in the Fire Chief.
  7. The Training Officer and the Fire Chief are responsible for:
    - a) Developing training program format, schedule and content.
    - b) Evaluating the training needs of the Department.
    - c) Evaluating continuity of training.
    - d) Scheduling special training sessions.

	This O.G. Replaces: 3.01.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	





			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.12.5</b>
			<b>Section</b>	<b>Training</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Training Standards</b>	
			<b>Sub:</b>		

- e) Maintaining training records for all members of the Department.
- f) Providing audio-visual and other resources in order for Department Instructors to fulfill their responsibilities.

8. Department instructors are responsible for:

- a) Instructing as per department training schedules, utilizing applicable Operational Guidelines, as well as Department and other training aids.
- b) Completing lesson plans and class attendance as soon as possible after classes are completed and forwarding them to the Training Officer.

	This O.G. Replaces: 3.01.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.12.6
			Section	Training	Page 1 of 1
			Title	Rookie and Probationary Training	
			Sub:		

**PURPOSE:** To provide an initial training standard for rookies to enable them to perform their duties safely and efficiently.



**SCOPE:** This Operational Guideline applies to all rookies.

**POLICY:** The Department will train rookies to Provincial standards.

**PROCEDURE:**

1. When an applicant is accepted for training by the Department, the proposed member must successfully complete the Rookie Basic Training program and a probationary period in the Department, before being considered for acceptance as a full member of the Department. Rookies will be evaluated periodically as to their suitability. Until the completion of probation, a rookie may be dismissed by the Fire Chief if found unsuitable.
2. Prior to the completion of probation, a rookie will complete the First Responder First Aid course, level III, including CPR.
3. Upon completion of probation, a rookie will be required to successfully complete the Department Fire Fighter Exam.

	This O.G. Replaces: 3.01.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.12.7
			Section	Training	Page 1 of 1
			Title	Incident Safety Officer Training	
			Sub:		

**PURPOSE:** To maintain a system that provides a dedicated Safety Officer to respond to significant incidents in order to assist the Incident Commander in ensuring the safety of firefighters.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** The Department will select and train eligible firefighters to serve as Incident Safety Officers (ISOs). The selected firefighter's will adhere to the training and procedural requirement when acting as ISOs.

**PROCEDURE:** 1. The Department will train eligible firefighters to serve as Incident Safety Officers (ISOs) utilizing the Department ISO training program.

**RELATED GUIDELINES:** 4.4.3.1 Incident Safety Officer

	This O.G. Replaces: 3.01.04
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.12.8
			Section	Training	Page 1 of 1
			Title	Maintenance of Qualifications	
			Sub:		

**PURPOSE:** To ensure that Department members maintain current qualifications and skills required for the performance of their duties.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** The Department will provide opportunities for members to receive training and be qualified in the skills required for the performance of their duties. Members must maintain current qualifications of all applicable skills.



**PROCEDURE:** 1. The Department will offer training and qualification in the following:

- a) BC Class 4 driver's license
- b) BC driver's license air brake endorsement
- c) First Responder Level III First Aid, including CPR

The Department will offer training and evaluations as necessary to allow members to maintain these qualifications.

2. If members allow their qualification in a license listed in paragraph 1 to lapse, they will be advised of that fact and may be placed on limited duty until the qualification is renewed. If applicable, the Department will ensure that training and evaluation are made available to the member for requalification.
3. If the qualification is not renewed within one year of the member being advised and placed on probation, they will be suspended from these specific duties with the Department.
4. Firefighter driving skills will be monitored by the Chief. Any firefighters demonstrating skills insufficient for handling Department apparatus during emergency responses will be restricted from driving Department apparatus until further training has been taken and their skills improved to an acceptable level.

	This O.G. Replaces: 3.02.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.12.9
			Section	Training	Page 1 of 1
			Title	Critical Incident Stress – Peer Support Group Training	
			Sub:		

**PURPOSE:** To provide training in Critical Incident Stress management for Department members.

**SCOPE:** This Operating Guideline applies to all Fire Department personnel.



**POLICY:** The Department will provide training to all Department personnel to assist them in dealing with Critical Incident Stress.

**PROCEDURE:**

1. Critical Incident Stress awareness and management training will be provided to all Department members at least once every second year. The Department will train designated Peer Support Group members for defusing and informal CIS assistance, as well as for conducting the Department training sessions.
2. Peer Support Group members will be trained by the Department and a list of current members will be maintained by the Peer Support Group Coordinator.

**RELATED** 4.4.1.1 Occupational Safety and Health Program  
**GUIDELINES:** 4.4.3.2 Critical Incident Stress -- Peer Support Group

	This O.G. Replaces: 3.02.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.1
			Section	Training	Page 1 of 3
			Title	Live Fire Training – Instructors and Participants	
			Sub:		

**PURPOSE:** To ensure that Live Fire Training is conducted with the highest degree of personnel safety.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** In order to ensure safe operations, Live Fire Training must be conducted only by qualified Instructors, with all participants having achieved a minimum level of basic training.

**PROCEDURE:**

1. In order to ensure safety during live fire training exercises all participating personnel must have achieved the minimum level of basic training specified in this guideline. (Live Fire Training includes acquired structures, propane and natural gas props.) All instructors must be qualified by the Fire Department to deliver Live Fire Training.
2. Additional instructors must be designated as deemed necessary to secure proper levels of safety taking into account other factors such as extreme temperatures, larger groups, and long duration classes, etc.
3. All gas Prop Operators must be qualified by the Department to deliver Live Fire Training. There will be a 20 lb. (minimum) dry chemical extinguisher located at the control valves when gas props are in use.
4. The Gas Prop Operators sole job is the safe operation of the prop. While training is occurring, the prop operator must be at the valve controlling the flow of gas to the prop, constantly monitor the progress of training. If there are any potential problems, the Prop Operator is to shut down the flow of gas immediately.
5. Only ONE gas prop will be used at a time. Prior to the ignition of any fire, instructors must ensure that all required protective clothing and equipment is worn and used. Gas Props must be ignited using a continuously burning flame placed near the prop before the gas is

	This O.G. Replaces: 3.03.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.1
			Section	Training	Page 2 of 3
			Title	Live Fire Training – Instructors and Participants	
			Sub:		



turned on. The igniting device is to be removed before the scenario commences.

6. Following an evolution, the instructors must conduct a critique of the overall evolution and of the students' interaction, evaluating the students' participation and abilities.
7. Where **Interior** fire fighting is being conducted instructors must make a head count when entering and exiting an actual attack evolution. Instructors must closely monitor and supervise all assigned personnel during the evolution.
8. Prior to participating as students in **Exterior** live fire training evolutions, personnel must have achieved a minimal level of training to ensure their safety. This includes instruction in:
  - a) Personal Protective Equipment
  - b) Fire Behavior
  - c) Fire hose, nozzles and appliances
  - d) Fire streams
  - e) Fire suppression
  - f) Self-Contained Breathing Apparatus
  - g) Safety
9. IN ADDITION, prior to participating as students in **Interior** live fire training evolutions, personnel must have received a minimal level of training to ensure their safety. This includes instruction in:
  - a) Forcible entry
  - b) Rescue
  - c) Ladders
  - d) Ventilation

**ATTACHMENTS:** Live Fire Training Report.

Flammable Gas Prop Checklist.

	This O.G. Replaces: 3.03.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.1
			Section	Training	Page 3 of 3
			Title	Live Fire Training – Instructors and Participants	
			Sub:		

**RELATED  
GUIDELINES:**

- 4.4.13.2 Live Fire Training – Safety
- 4.4.13.3 Live Fire Training – Acquired Structure Site Preparations
- 4.4.13.4 Scenario Based Training
- 4.4.13.1 Live Fire Training Instructors and Participants

	This O.G. Replaces: 3.03.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016



**HORNBY ISLAND FIRE DEPARTMENT  
LIVE FIRE TRAINING REPORT**

**Attachment A**

**The Chief Instructor is to complete Parts 1 to 12 of this report prior to starting Live Fire Training. Parts 13 and 14 are to be completed after the session.**

---

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

CHIEF INSTRUCTOR: \_\_\_\_\_

INSTRUCTORS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAFETY OFFICERS: \_\_\_\_\_

---

**Part A      All Live Fire Training**

1.    \_\_\_\_\_ Live Fire Training Operational Guidelines have been read.
2.    \_\_\_\_\_ Burn site tour conducted by Chief Instructor.
3.    \_\_\_\_\_ Safety hose lines, as required, are manned and in place.
4.    \_\_\_\_\_ Command Officer has been appointed.
5.    \_\_\_\_\_ Safety Officer has been appointed.
6.    \_\_\_\_\_ Gas Prop Operator is identified.
7.    \_\_\_\_\_ All personnel participating in the exercise are wearing approved protective clothing, including self-contained breathing apparatus.
8.    \_\_\_\_\_ All communications are checked before starting the exercise.
9.    \_\_\_\_\_ All participants have a briefing to discuss the sequence of the exercise.
10.   \_\_\_\_\_ Description of training session activities and comments of success of evolutions.

**Part B      Live Fire Training using Acquired Structures.**

11. \_\_\_\_ Burn site approved by Chief Training Officer.
12. \_\_\_\_ Department has written permission to burn structure and/or vehicles.
13. \_\_\_\_ Burn site inspected by Chief Instructor as to:
- \_\_\_\_ Hazards                \_\_\_\_ Flammability                \_\_\_\_ Adequate water supply.
- \_\_\_\_ Interior                \_\_\_\_ Exterior                \_\_\_\_ Emergency Exit Obstructions
- \_\_\_\_ Entrance points                \_\_\_\_ Exit points
14. \_\_\_\_ Material used to cover any openings in a structure can be removed from inside with minimal force.
15. \_\_\_\_ A drawing of the site plan showing configuration of buildings, staging areas, equipment placement, etc, has been attached.

**COMMENTS:**

SIGNED: \_\_\_\_\_  
             CHIEF INSTRUCTOR



## HORNBY ISLAND FIRE DEPARTMENT FLAMMABLE GAS PROP CHECKLIST

### Attachment B

Chief Instructor	<input type="checkbox"/> Begin training session with a description of the exercise and a walk around the prop.
Chief Instructor	<input type="checkbox"/> Describe the criteria for successful extinguishment of the fire.
Chief Instructor	<input type="checkbox"/> Ensure that full PPE (including hoods, gloves and face shields) is worn by all Operators and Ignitors while props are in operation.
Chief Instructor	<input type="checkbox"/> Ensure that flammable gas prop operator is a current live fire instructor (or in training under the direct supervision of one).
Chief Instructor	<input type="checkbox"/> Assign an Ignitor and Safety Officer – may be one individual.
Gas Prop Operator	<input type="checkbox"/> Ensure a dry chemical extinguisher is at the valve (minimum 20 lbs).
Gas Prop Operator	<input type="checkbox"/> Unlock only one valve controlling the flow of gas at a time.
Gas Prop Operator	<input type="checkbox"/> Close and lock all valves if leaving the control station.
Gas Prop Operator	<input type="checkbox"/> Ensure that the gas is <b>OFF</b> when the igniting device is placed in the prop.
Gas Prop Operator	<input type="checkbox"/> Ensure that the Ignitor retreats to a safe distance <b>BEFORE</b> the gas valve is opened.
Gas Prop Operator	<input type="checkbox"/> Step back from the control valve when the ignition device is retrieved.
Gas Prop Operator	<input type="checkbox"/> Remain in constant visual contact with the Ignitor and Safety Officer.
Gas Prop Operator	<input type="checkbox"/> Shut down the prop if any unsafe action is seen.
Chief Instructor	<input type="checkbox"/> Ensure that the Safety Officer confirms that the prop is completely extinguished when all evolutions are completed.

\_\_\_\_\_  
Chief Instructor

\_\_\_\_\_  
Flammable Gas Prop Operator

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.10
			Section	Inter-Agency	Page 1 of 1
			Title	Wildland Fire Suppression on Crown Properties	
			Sub:		

**PURPOSE:** To ensure the understanding of responsibilities for wildfire suppression between the Wildland Fire Service of the Ministry of Forests and the Department.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** The Department will establish mutual aid as soon as possible with the Wildland Fire Service of the Ministry of Forests for all fires on Hornby Island involving crown lands.

**PROCEDURE:**

1. The Hornby Island Fire Department is responsible for fire suppression on all lands within the boundaries of the Island.
2. Where wildfire threatens forest or other wildland areas, the Wildland Fire Service of the Ministry of Forests, has responsibility to ensure that appropriate fire suppression takes place, regardless of ownership or land status.
3. The Wildland Fire Service has, by Operational Guideline, a mutual aid agreement in place. This agreement covers the compensation, at set rates, to the Fire Department for wildland fires on Crown Land on the Island.

**RELATED GUIDELINES:** 4.4.12.4 Mutual Aid

	This O.G. Replaces: 4.06.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.2
			Section	Training	Page 1 of 3
			Title	Live Fire Training – Safety	
			Sub:		



**PURPOSE:** To ensure that Live Fire Training is conducted with the highest degree of personnel safety.

**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** While practical experience is the objective of Live Fire Training, personnel safety must remain the first consideration of all participants.

- PROCEDURE:**
1. The Chief Instructor of a live fire training evolutions must determine, prior to each specific evolution, how many lines and backup lines will be necessary. An adequate water supply must always be available. Each hose line must be capable of delivering a minimum of 60 gpm for five minutes (300 gallons of water per line). Depending on the drills to be conducted, the following should be considered:
    - a) Nature and extent of suppression operations.
    - b) Calculation of required fire flow for the structure, contents and exposures.
    - c) Additional reserve of 50% of required fire flow for interior fires.
  2. The Chief Instructor must then:
    - a) Assign one instructor to each functional crew:
      - not to exceed three recruits for all fire training
      - not to exceed five students for interior fires
      - not to exceed eight firefighters for exterior fires
    - b) Assign one instructor and necessary personnel to each “backup line” required.
  3. At least one instructor must be designated as a Safety Officer for all live fire training evolutions. Safety Officers **MUST NOT** be assigned other duties inconsistent with their safety responsibilities. Safety Officers are not to be included when calculating student/instructor ratios.
  4. Responsibilities of Safety Officers include but are not limited to:
    - a) Prevention of unsafe acts.
    - b) Elimination of unsafe conditions.

	This O.G. Replaces: 3.03.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.2
			Section	Training	Page 2 of 3
			Title	Live Fire Training – Safety	
			Sub:		

- c) Maintaining visual contact between the Safety Officer and the Gas Prop Operator while the scenario is in progress.

Safety Officers must provide for the safety of all personnel on the scene, including participants, instructors, visitors and spectators.

5. Safety Officers **HAVE THE AUTHORITY, REGARDLESS OF RANK**, to intervene and control any aspect of the operations when, in their judgment, a potential or real danger or unsafe condition exists.
6. Additional safety personnel, as deemed necessary by the Safety Officer, may be strategically placed within the site or structure to react to any unplanned or threatening situation or condition.
7. Attack and backup lines must be supplied from a separate water supply for interior fires.
8. A pre-burn briefing session must be conducted for all participants. All personnel assignments and all proposed evolutions must be discussed. A tour of the site or structure must be conducted to be sure all participants are familiar with the site and to facilitate a possible emergency evacuation.
9. Communications must be established to coordinate Command, all sectors, Safety Officers and external requests for assistance.
10. For Interior fires the Interior Instructor is to radio Command when the evolution is ready to proceed. Command will advise to all backup personnel (for example: pump operators, backup sector, interior sector, exterior sector, and safety officer). When the evolution is over the same procedure will be used.
11. Emergency first aid services may be available on site to handle any injuries.
12. One Instructor will be designated to control the materials being burned and to ignite the training fire. This Instructor must wear full personal protective equipment. For exterior fires, this may include SCBA. For interior fire, this must include SCBA. The decision to ignite the training

	This O.G. Replaces: 3.03.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.2
			Section	Training	Page 3 of 3
			Title	Live Fire Training – Safety	
			Sub:		



fire will be made by the Chief Instructor in coordination with the Safety Officer.

13. No person(s) shall be placed inside a building or vehicle to play the role of victim in a live fire scenario.
14. When using gas props the Safety Officer and the Gas prop operator must maintain visual contact while the scenario is in progress. In an emergency, the signal to shut off the gas and terminate the exercise will be an arm swung parallel to the ground in a slashing motion and the words “Stop the Scenario” broadcast on the radio.
15. Exposing recruit firefighters to live fire training presents special safety considerations. All instructors should anticipate that first exposures to live fire conditions may be less than orderly. To reduce the possibility of injury, span of control for (interior) live fire training operations must not exceed **THREE** recruits for each instructor. To reinforce safety procedures, a protective clothing and equipment inspection should be conducted on all recruits immediately prior to their engaging in Live Fire Training. The inspection must ensure that all clothing and apparatus are serviceable and worn in a manner to provide the maximum personal protection.

**RELATED  
GUIDELINES:**

4.4.13.1 Live Fire Training – Instructors and Participants

Signature of Fire Chief Date of Issue: November 16, 2017	This O.G. Replaces: 3.03.02
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.3
			Section	Training	Page 1 of 2
			Title	Live Fire Training – Acquired Structure Site Preparations	
			Sub:		

**PURPOSE:** To ensure that Live Fire Training is conducted with the highest degree of personnel safety.



**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** Sites used for Live Fire Training must be inspected for hazards, exposures and water supply prior to use. Site preparations must be sufficient to ensure the safety of personnel during Live Fire Training.

- PROCEDURE:**
1. Prior to accepting a structure for a live fire training drill an inspection must be conducted to determine suitability for the desired training objectives. This inspection will determine if:
    - a) The structure will provide an opportunity for training which is advantageous to the Department.
    - b) The live fire training will have a detrimental effect on the surrounding properties, residences or environment.
    - c) The structural components are capable of withstanding the weight of contents, drill participants and any accumulated water utilized in the drill.
    - d) An adequate water supply is available or can be supplied to meet the Department Live Fire Training Guidelines.
    - e) All identified hazards can be corrected or removed to provide a safe training site.
  2. If the structure is accepted for use in live fire training, the following documentation must be obtained:
    - a) Evidence of clear title of the structure, and a title search, if necessary.
    - b) Written permission from the owner to allow Fire Department use to conduct live fire training.
    - c) Proof of insurance cancellation.
    - d) Written documentation to owner indicating anticipated condition of structure at conclusion of drill.

	This O.G. Replaces: 3.03.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016





			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.3
			Section	Training	Page 2 of 2
			Title	Live Fire Training – Acquired Structure Site Preparations	
			Sub:		

3. Prior to conducting any live fire training, all hazards must be addressed. Specific attention must be given to removing hazards in the following areas:
  - a) Floors, railings, stairs
  - b) Chimney
  - c) Walls and ceilings
  - d) Interior and exterior debris
  - e) Extraordinary weight above the training area
  - f) Disconnection of utilities and removal of water heaters
  - g) Provision of adequate ventilation above the training area
  - h) Removal of toxic weeds, insect hives, and vermin
  - i) Location of septic tanks, soap boxes, etc.
4. Any exposed adjacent buildings, structures or utilities must be removed or protected from damage by smoke, heat or fire during the drill.
5. Adjacent property users, the RCMP and Fire Dispatch must be notified of the date and time of the live fire training drill. The live fire training drill should not create a hazard to adjacent streets or highways, but if the drill cannot be accomplished without creating a hazard, the RCMP must be contacted to limit access to the affected area.
6. Pedestrian traffic must be excluded from the operations area and any downwind areas affected by smoke or products of combustion. The operations area perimeter must be clearly marked with fire line tape to prevent entry by unauthorized individuals.
7. An area must be designated to park fire apparatus which are not a part of the evolution so as to not interfere with fireground operations. A parking area for an ambulance or emergency medical services vehicle must be designated. Consideration must be given to locating this area for prompt response in the event of a personal injury to participants in the evolution.

**RELATED**      4.4.13.1      Live Fire Training – Instructors and Participants  
**GUIDELINES:**    4.4.13.2      Live Fire Training – Safety

	This O.G. Replaces: 3.03.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.4
			Section	Training	Page 1 of 1
			Title	Scenario Based Training	
			Sub:		

**PURPOSE:** To ensure a common format for conducting Scenario Based Training.

**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** The Department shall use of scenario based training to maintain the skills of firefighters at a high level.

**PROCEDURE:**

1. The Department will use scenario based training for the maintenance of firefighter skills. The objective of this training will be to involve members in review and practice of skills that they would use at incidents.
2. Scenarios shall be planned and reviewed with the Chief or Training Officer, preferably a minimum of one week in advance of the scenario. Scenarios require a written lesson plan with the following clearly stated:
  - a) Objective(s)
  - b) Required Resources
  - c) Timeline
  - d) Student and Instructor activities
  - e) Evaluation of training and recommendations for further training
3. Scenarios may vary in size from one truck to multi-vehicle responses. Scenarios may involve the use of a number of skills which relate to the situations which may be required at an incident.
4. Each scenario shall have a lead instructor and as many instructors as are required to properly coordinate and evaluate the skills being practiced in the scenario.

**ATTACHMENTS:** Scenario Based Training Lesson Plan.



	This O.G. Replaces: 3.03.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

## HORNBY ISLAND FIRE DEPARTMENT

### Appendix A

### SCENARIO BASED TRAINING LESSON PLAN

Instructors:		Date:
Required Resources:		
Scenario Overview (including time line – use back of page, if necessary):		
Component Objective:	Component Activities:	
	Instructor:	
Component Objective:	Component Activities:	
	Instructor:	
Component Objective:	Component Activities:	
	Instructor:	
Component Objective:	Component Activities:	
	Instructor:	
Component Objective:	Component Activities:	
	Instructor:	
Evaluation of Scenario:		
Suggestions for Further Training:		

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.5
			Section	Training	Page 1 of 2
			Title	Driver Training	
			Sub:		

**PURPOSE:** To ensure firefighters are adequately trained to drive Department apparatus.



**SCOPE:** This Operational guideline applies to all personnel.

**POLICY:** All firefighters licensed to drive, must complete the Department Driver Training Program. Only personnel who have completed the Program and have obtained their appropriate class driver's license will operate Department apparatus, unless the vehicle is being operated under the direct supervision of an instructor as part of the Driver Training Program.

**PROCEDURE:**

1. All members of the Department licensed to drive, must complete the Department Driver Training Program as part of their training. Rookies already having a valid BC Class 5 driver's license (or better) with an air brake endorsement must complete all components of the Department Driver Training Program, other than the air brake components.
2. All Department driver training must be done by driving instructors appointed by the Chief and conversant with the Department Driver Training Program, including assessment policies and procedures.
3. Student drivers must be in possession of a valid BC Class 5 license prior to driving Department apparatus. When instructing student drivers, the instructor will place a "Driver Training" sign on the rear of the vehicle for public relations.
4. The driving instructor will complete the anecdotal record after each driving session so that all instructors may keep current on a student's progress.
5. The air brake practical examination following the Air Brake course will be done by a certified Air Brake Instructor. The member is responsible for the written ICBC Driver Services Centre examination and for obtaining the air brake endorsement.

	This O.G. Replaces: 3.04.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.13.5</b>
			<b>Section</b>	<b>Training</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Driver Training</b>	
			<b>Sub:</b>		

6. Members shall be encouraged to obtain their Class 4 license as part of the Driver Training Program. On successful completion of the Department training and examination by the Department Examiner, the member is responsible for obtaining the class 4 license from the ICBC Driver Services Centre.
7. As part of regular training, the Department will review Emergency Response Driver Training, Air Brakes and Defensive Driving at least once every three years.
8. Firefighter driving skills will be monitored by the Chief and designated driving instructors. These skills will be assessed at least once every 3 years, using the Department Vehicle Road Test Assessment and Pre-Trip Inspections. Any firefighters demonstrating skills below the appropriate license class requirements will be restricted from driving Department apparatus until further training has been taken and their skills improved to an acceptable level.
9. The Chief will post and maintain a driver qualification list which identifies members and their status as apparatus driver/operators. This list will state which members are capable and authorized to operate apparatus under emergency, routine and training situations.

**ATTACHMENTS:**

- a) Driver Training anecdotal form
- b) Vehicle Road Test Assessment
- c) Post-Trip Inspection Test Results
- d) Post-Trip Inspection Report
- e) Post-Trip Air Brake System Check

	This O.G. Replaces: 3.04.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	

**HORNBY ISLAND FIRE DEPARTMENT  
DRIVER TRAINING**

---

Driver: \_\_\_\_\_

Apparatus: \_\_\_\_\_

---

Date: \_\_\_\_\_

Length of time driving: \_\_\_\_\_

Weather: \_\_\_\_\_

Time of day: \_\_\_\_\_

Training: \_\_\_\_\_

Comments: \_\_\_\_\_

Instructor: \_\_\_\_\_

---

Date: \_\_\_\_\_

Length of time driving: \_\_\_\_\_

Weather: \_\_\_\_\_

Time of day: \_\_\_\_\_

Training: \_\_\_\_\_

Comments: \_\_\_\_\_

Instructor: \_\_\_\_\_

---

Date: \_\_\_\_\_

Length of time driving: \_\_\_\_\_

Weather: \_\_\_\_\_

Time of day: \_\_\_\_\_

Training: \_\_\_\_\_

Comments: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Length of time driving: \_\_\_\_\_

Weather: \_\_\_\_\_

Time of day: \_\_\_\_\_

Training: \_\_\_\_\_

Comments: \_\_\_\_\_

Instructor: \_\_\_\_\_

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Date: \_\_\_\_\_

Length of time driving: \_\_\_\_\_

Weather: \_\_\_\_\_

Time of day: \_\_\_\_\_

Training: \_\_\_\_\_

Comments: \_\_\_\_\_

Instructor: \_\_\_\_\_

---

Date: \_\_\_\_\_

Length of time driving: \_\_\_\_\_

Weather: \_\_\_\_\_

Time of day: \_\_\_\_\_

Training: \_\_\_\_\_

Comments: \_\_\_\_\_

Instructor: \_\_\_\_\_

# HORNBY ISLAND FIRE DEPARTMENT VEHICLE ROAD TEST ASSESSMENT

Examiner

Driver

Date

VEHICLE CONTROL					REGULATION KNOWLEDGE				
STARTING STOPPING	1. Stops too close to vehicle ahead	2			STOP SIGNS & RAILWAY SIGNS	1. Stops too far ahead / back	5		
	2. Parking brake set / stalls	2				2. Fails to come to complete stop	10		
	3. Improper service brake use	2				3. Fails to observe before starting	10		
	4. Fails to cover / apply brake (Auto)	5				4. Improper RR'ing stop / start	10		
	5. Rides brake	5				5. Violation / dangerous action			<b>F</b>
	7. Fails to observe conditions / blind spot	5			TRAFFIC LIGHTS	1. Fails to anticipate	5		
	8. Dangerous action			<b>F</b>		2. Stops too far ahead / back	5		
STEERING	1. Uncertain – forward / backward	5				3. Speeds up to make green / amber	10		
	2. Improper posture – hands / arms	5				4. Fails to stop on amber	10		
	3. Off track – left / right	10				5. No caution – flashing amber / green	10		
	4. Wanders	10				6. Stops on green	10		
	5. Dangerous action			<b>F</b>		7. Starts before green	10		
SIGNALLING	1. Too soon / late	5				8. Fails to come to a complete stop	10		
	2. Improper / not cancelled	5				9. Violation – red / flashing red			<b>F</b>
	3. No signal given	10				10. Dangerous action			<b>F</b>
	4. Wrong signal given	10			RIGHT OF WAY	1. Uncertain – take / yield	5		
BACKING	1. Fails to sound horn	2				2. Assumes	10		
	2. Speed – excessive / inconsistent	5				3. Stops unnecessary	10		
	3. Uncertain – steering / braking	5				4. Fails to yield to vehicle / pedestrian	10		
	4. Poor observation – before / while	10				5. Depends on others for safety	10		
	5. Vehicle too far from loading dock /	10				6. Violation / dangerous action			<b>F</b>
	6. Vehicle strikes loading dock / cones	10			SPEED	1. Too slow for conditions	5		
	7. Dangerous action			<b>F</b>		2. Tendency to hurry	5		
STARTING ON A HILL	1. Rolls back	5				3. Uneven speed control	5		
	2. Losses control			<b>F</b>		4. Approach too fast	5		
PARKING	1. Improper position	2				5. Too fast for conditions	10		
	2. Uncertain steering / braking	5				6. Improper use of engine retarder	10		
	3. Fails to set brake	5			ROAD POSITION	7. Violation / dangerous action			<b>F</b>
	4. Unable to park – each attempt	5				1. Too far left / right	5		
	5. Poor observation – before / while	10				2. Late choosing lane	5		
	6. Strikes other vehicle / object	10				3. Too long in left lane	5		
	7. Climbs curb	10				4. Wrong lane	10		
	8. Dangerous action			<b>F</b>		5. Straddles lanes	10		
RIGHT TURNS	1. Uncertain steering / recovery	5				6. Fails to observe conditions / blind	10		
	2. Turns wide	5			INTERSECTIO NS	7. Improper lane change	10		
	3. Cuts corner	10				8. Dangerous action			<b>F</b>
	4. Improper setup for turn	10				1. Stops too far ahead / back	5		
	5. Ends in wrong lane	10			PASSING	2. Fails to observe / late	10		
	6. Fails to observe – before turn	10				3. Dangerous action			<b>F</b>
	7. Dangerous action / climbs curb			<b>F</b>		1. Fails to sound horn	2		
LEFT TURNS	1. Uncertain steering / recovery	5				2. Uncertain	5		
	2. Turns wide	5			FOLLOWING	3. Fails to check rear	10		
	3. Cuts corner	5				4. Violation / dangerous action			<b>F</b>
	4. Improper setup for turn	10			MERGING EXITING HIGHWAY	1. Too close	10		
	5. Ends in wrong lane	10				2. Dangerous action			<b>F</b>
	6. Fails to observe – before turn	10				1. Lane use – improper / unsafe	5		
	7. Dangerous action / climbs median			<b>F</b>		2. Poor observation before / after	10		
PUMP OPERATION	1. No wheel chocks	2				3. Dangerous action			<b>F</b>
	2. Improper / unfamiliar pump engage	5							
	3. Failed to obtain pump pressure			<b>F</b>					

TEST RESULTS: \_\_\_\_\_ DEMERITS

3.04.01 Attachment B

MAXIMUM ALLOWABLE: **35 DEMERITS**

00.03.07



# HORNBY ISLAND FIRE DEPARTMENT POST-TRIP INSPECTION TEST RESULTS

Driver's License No. \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Examinee: \_\_\_\_\_ Signature of Examiner: \_\_\_\_\_

Under Hood	YES	NO
Engine		1
Engine oil		1
Coolant		1
Battery		1
Belts		1
Hoses		1
Air compressor		1
Steering components		1

In Cab	YES	NO
<b>Seats</b>		1
Seat belts		1
Mirrors		1
Oil pressure indicator		1
Charge rate indicator		1
Fuel gauge		1
Interior lights		1
Instrument lights		1
Horn(s)		1
Windows		1
Windshield condition		1
Windshield wipers		1
Windshield washer test		1
Heater		1
Defroster(s)		1
Steering slack		1
Brakes, parking system		1
Brakes, service system		3

Trip Inspection Report	YES	NO
Vehicle information/date		1
Post-trip declaration (no defects)		1
Post-trip defects		1
remarks		1
signature		1

Outside Vehicle	YES	NO
<b>General</b>		
Block wheels		1
Axles		1
Suspension		1
Brake chambers		1
Air lines		1
Mud flaps		1
License plates		1
Inspection decal(s)		1
Drive shaft		1
Fuel tanks		1
Fuel caps		1
Storage compartment(s)		1
Body/frame/structural supports		1
Exhaust system		1
Doors/security		1
<b>Lights</b>		
Low beam headlights		1
High beam headlights		1
4 way emergency flashers		1
Turn signals		1
Clearance/marker/reflectors		1
Brake lights		1
Licence plate light(s)		1
<b>Wheels</b>		
Tire condition		1
Lug nuts		1
Rims		1

Air Brakes	YES	NO
Reservoirs		1
Drive belts (under hood check)		1
Low pressure warning devices		3
Leakage test		3
Build-up time		1
Governor operation		1
Slack adjustment		3
Emergency system operation		3
Brake response test		3
Cannot adjust brakes		F

<b>Vehicle Post-Trip Insp. Test</b>		<b>Air Brake Post-Trip Insp. Test</b>	
<b>Demerits:</b>		<b>Demerits:</b>	
<b>Disqualification – more than <u>9</u> demerits</b>		<b>Disqualification – more than <u>3</u> demerits</b>	

# HORNBY ISLAND FIRE DEPARTMENT

## TRIP INSPECTION REPORT

(for Post-trip Inspection Test)

\_\_\_\_\_  
Driver's License No.

Apparatus No. \_\_\_\_\_

Date: \_\_\_\_\_

☐ I have completed a pre-trip inspection on this motor vehicle and detected no defects or deficiencies that are likely to affect the safety of its operation or result in its mechanical breakdown.

I have found the following defect(s) and / or deficiencies during my pre-trip inspection of this vehicle. Check the appropriate box(es) and provide explanation(s) in the Remarks section below.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Air Compressor         | <input type="checkbox"/> Door/Compartments     | <input type="checkbox"/> Mirrors                   |
| <input type="checkbox"/> Axles                  | <input type="checkbox"/> Drive lines           | <input type="checkbox"/> Mud Flaps                 |
| <input type="checkbox"/> Batteries              | <input type="checkbox"/> Emergency Equipment   | <input type="checkbox"/> Oil Pressure              |
| <input type="checkbox"/> Belts/Hoses            | <input type="checkbox"/> Engine                | <input type="checkbox"/> Seats                     |
| <input type="checkbox"/> Body/Frame             | <input type="checkbox"/> Exhaust system        | <input type="checkbox"/> Suspension                |
| <input type="checkbox"/> Brakes, Adjustment     | <input type="checkbox"/> Fuel System           | <input type="checkbox"/> Steering Mechanism        |
| <input type="checkbox"/> Brakes, Service System | <input type="checkbox"/> Fuel Tanks            | <input type="checkbox"/> Transmission              |
| <input type="checkbox"/> Brakes, Parking System | <input type="checkbox"/> Heat/Defrost          | <input type="checkbox"/> Wheels/Tires/Studs        |
| <input type="checkbox"/> Clutch                 | <input type="checkbox"/> Horns                 | <input type="checkbox"/> Windows/Visibility        |
| <input type="checkbox"/> Cooling System         | <input type="checkbox"/> Lights/Reflectors     | <input type="checkbox"/> Windshield/Wipers/Washers |
| <input type="checkbox"/> Coupling Devices       | <input type="checkbox"/> Load security Devices | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> CVIP Inspection Decal  | <input type="checkbox"/> Lubrication System(s) |  |

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person completing report

# HORNBY ISLAND FIRE DEPARTMENT

## POST-TRIP AIR BRAKE SYSTEM CHECK

(For practice purposes)

1	Chock both sides of rear wheel	
2	Unplug electrical cords	
3	Release parking brake	
4	"S" cam brake slack adjustment (1/2"-3/4" front and rear)	
5	Disc brakes slack adjustment (3/4" – 1" front and rear).t	
6	Manually drain all reservoirs.	

### **BUILD UP AIR PRESSURE WATCHING THAT:**

7	Warning device cuts out at MINIMUM 60 psi.	
8	Pressure builds from 50 to 90 psi within 3 minutes	
9	Governor cuts out 125 psi maximum.	

### **AT MAXIMUM PRESSURE:**

10	Release parking brake to prevent compounding	
11	Shut off motor	
12	Make full brake application	
13	Check for excessive pressure drop	
14	Check that there are no audible air leaks	

### **START MOTOR AND FAN BRAKES:**

15	Stop fanning at 100 psi and check if governor cuts in (needle will start to climb)	
----	--	--

### **SHUT OFF MOTOR (KEY ON), CONTINUE FANNING:**



16	Warning device should start to operate at MINIMUM 60 psi.	
17	Parking brake should apply between 45 to 20 psi.	

### **REBUILD PRESSURE TO MAXIMUM**

18	With parking brake set, remove wheel chocks	
19	Gently tug test against parking brakes in low gear	

### **RELEASE PARKING BRAKE AND MOVE VEHICLE AHEAD SLOWLY**

20	Make a FULL brake application to check brake response	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.6
			Section	Training	Page 1 of 1
			Title	Driver Training Instructors	
			Sub:		

**PURPOSE:** To ensure driving instructors are qualified to train Department members as drivers.



**SCOPE:** This Operational guideline applies to all personnel providing driver training and familiarization for Department members.

**POLICY:** Driving Instructors will be appointed by the Fire Chief. Their driving abilities will be assessed regularly.

**PROCEDURE:**

1. All Department driver training will be done by Driving Instructors appointed by the Fire Chief and conversant with the Department Driver Training Program.
2. Driving Instructors will be reassessed every three years, to ensure that their driving skills are current and adequate. Driving Instructors must complete a Defensive Driving course within one year of their initial appointment.
3. Department requirements to be a Driving Instructor are:
  - a) Valid class 4 driving license and air brake endorsement, or better.
  - b) Good driving record.
  - c) Minimum of 5 years' experience driving apparatus or other heavy vehicles.

	This O.G. Replaces: 3.04.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.7
			Section	Training	Page 1 of 1
			Title	Leadership Training	
			Sub:		

**PURPOSE:** To provide Department members leadership training to enhance the Department's management style.

**SCOPE:** This Operational Guideline applies to all Department personnel.



**POLICY:** The Department will provide leadership training to enhance a philosophy of "participative leadership" as its management style.

**PROCEDURE:**

1. The Department will provide leadership training for its members, including:
  - a) Leadership styles
  - b) Situational leadership
  - c) Management styles
  - d) Conflict resolution
  - e) Communications skills

**RELATED GUIDELINES:** 4.4.0.2 Management Styles

	This O.G. Replaces: 3.05.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.8
			Section	Training	Page 1 of 1
			Title	Dangerous Goods Training	
			Sub:		

**PURPOSE:** To ensure Dangerous Goods training is provided to all members by the Department.

**SCOPE:** This Operational Guideline applies to all firefighters.



**POLICY:** The Department will train all firefighters to the NFPA 472 Dangerous Goods Awareness level to provide for individual safety.  
The Department will train selected firefighters to NFPA 472 Dangerous Goods Operations level to provide Department response to dangerous goods incidents.

**PROCEDURE:**

1. All members of the Department will be trained to NFPA 472 Awareness level in dangerous goods response. Members will successfully complete a review of Awareness level training at least once every three years.
2. Members trained to the Operations level will successfully complete a review of Operations level training approximately every three years.

**RELATED GUIDELINES:** 4.4.12.8 Maintenance of Qualifications.

	This O.G. Replaces: 3.06.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.13.9
			Section	Training	Page 1 of 1
			Title	Officer Training	
			Sub:		



**PURPOSE:** To train Department officers to a standard to enable them to perform their duties safely and efficiently.

**SCOPE:** This Operational Guideline applies to all Department firefighters.

**POLICY:** The Department will train officers on a regular basis.

**PROCEDURE:** 1. Officers will meet the standards of training set for firefighters, and are expected to attend additional training necessary to fulfill their officer functions.

	This O.G. Replaces: 3.07.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.14.1</b>
			<b>Section</b>	<b>Administration</b>	<b>Page 1 of 2</b>
			<b>Title</b>	<b>Selection of New Recruits</b>	
			<b>Sub:</b>		

**PURPOSE:** To ensure that the selection of firefighters is a careful, deliberate and efficient process.

**SCOPE:** This Operational Guideline applies to all applicants for Department firefighter positions.



**POLICY:** Selection of firefighters for enrollment in the Department Recruit Training Program will include careful consideration of their application and the results of the evaluations in this Operational Guideline. Successful candidates must meet the requirements of this Operational Guideline.

**PROCEDURE:**

1. Recruit training classes will be held annually every Fall, or as required. The Department will then advertise for applicants.
2. Applicants must meet all of the following Fire Department required entrance qualifications:
  - a) be a Canadian citizen or a permanent resident (Landed Immigrant);
  - b) be at least 16 ½ years of age;
  - c) have the use of both eyes; vision may be corrected with lenses. Diplopia (double vision) is not acceptable;
  - d) have no convictions for criminal offenses or summary convictions such as theft, sexual offense, motor vehicle offenses, drug or alcohol misuse, addiction, violence, or assault, etc. Any violation will be judged on the basis of its relation to this occupation. If the applicant has received a pardon then a copy of that document must be available at the interview;
  - e) have normal hearing without artificial aids;
  - f) meet the medical and physical fitness requirements as established by the Hornby Island Fire Department;
  - g) undergo a thorough investigation and evaluation of character, including criminal history, before being accepted into the Fire Department.

	This O.G. Replaces: 5.01.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	





			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.14.1</b>
			<b>Section</b>	<b>Administration</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Selection of New Recruits</b>	
			<b>Sub:</b>		

3. Applicants must complete the Firefighter Application form during the recruiting period. Completed applications will be forwarded to the Fire Chief.
4. The Fire Chief will shortlist applicants based upon the applications. This shortlist of applicants will be interviewed by a Selection Panel consisting of The Fire Chief, Deputy, Officers or Firefighter appointed by the Fire Chief, using the guidelines attached to this Procedure.
5. As a result of the Selection Panel interview, applicants will again be shortlisted for further consideration. These applicants will:
  - a) provide a RCMP Criminal Record check
  - b) provide a Motor Vehicle Branch Driver's License transcript
  - c) have their doctor complete the Department Firefighter Medical Examination
6. Upon consideration of all interviews, checks and examinations listed above, the Selection Panel will make a list of successful applicants to be included in the Recruit Training class.
7. The Fire Chief will inform the successful applicants of their selection and advise them of the start date of the Recruit Training class. Unsuccessful candidates will be advised of the completion of the recruiting process.

**RELATED  
GUIDELINES:**

- 4.4.14.2      Selection of Officers  
4.4.14.3      Evaluation of Firefighters

	This O.G. Replaces: 5.01.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District	O.G.# : 4.4.14.10	
			Section	Administration	Page 1 of 1
			Title	Discipline	
			Sub:		



**PURPOSE:** To provide procedures for the discipline of members.

**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Members of the Department are subject to the discipline procedures of this Guideline.

- PROCEDURE:**
1. Suspension or dismissal may result from major or continual infractions of the Department rules and regulations. Under normal circumstances, the sequence of disciplinary steps for members of the Department will be:
    - a) Verbal caution, not recorded -- this may be carried out by any senior fire fighter. Training or counselling may be suggested, if appropriate.
    - b) Verbal caution, recorded in the member's personal file -- this may be carried out by Company Officers only. Training or counselling may be suggested or required, if appropriate.
    - c) Written caution, recorded in the member's personal file -- this may be carried out by Company Officers only. Training or counselling may be suggested or required, if appropriate.
    - d) Written caution and suspension, recorded in the member's personal file -- this may be carried out by Company Officers only, with the approval of the Fire Chief. Training or counselling may be suggested or required, if appropriate.
    - e) Dismissal. This may be done only by the Fire Chief.
  2. Any disciplinary steps resulting in a record in the member's personal file must be brought to the attention of the Fire Chief.

	This O.G. Replaces: 5.01.18
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.14.2
			Section	Administration	Page 1 of 1
			Title	Selection of Officers	
			Sub:		

**PURPOSE:** To ensure the selection of officers is a careful, deliberate and successful process.

**SCOPE:** This Operational Guideline applies to all members of the Department.

**POLICY:** Selection of officers will be based upon ability, knowledge and experience as established in this Operational Guideline.



**PROCEDURE:**

1. Officers (Captains and Lieutenants) will be appointed annually by the Fire Chief.
2. In the event that an officer position becomes vacant due to a personal leave of absence, the Fire Chief, may temporarily appoint a firefighter or officer to the position in an acting capacity. The individual in an acting capacity will assume the role and responsibilities associated with the position.

**RELATED GUIDELINES:**



4.4.14.1	Selection of New Recruits
4.4.14.3	Evaluation of Firefighters

	This O.G. Replaces: 5.01.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.14.3
			Section	Administration	Page 1 of 2
			Title	Evaluation of Firefighters	
			Sub:		

- PURPOSE:** To aid in the identification of the individual strengths and weaknesses of Department firefighters.
- SCOPE:** This Operational Guideline applies to all firefighters.
- POLICY:** Performance evaluations for each firefighter will be completed at least every second year.
- PROCEDURE:**
- The retention of qualified and capable personnel is vital to the Department. Identification of individual strengths and weaknesses encourages those whose talents are recognized and allows the firefighter to work on self-improvement where skills can be upgraded.
  - The Fire Chief will evaluate all members at least every second year, providing the firefighter with:
    - An opportunity to discuss strengths and weaknesses, as well as progress.
    - Identified areas of self-improvement.
  - Recruits and probationary members of the Department will be evaluated:
    - On conclusion of the Recruit Training Program by the Training Officer.
    - After 4 months in the Hall by the Fire Chief.
  - The Fire Chief should work with the officers in making evaluations, using the guidelines contained within this procedure.
  - The Fire Chief will interview firefighters individually, showing them their evaluation and discussing the written comments.
  - Firefighters will sign their evaluation to indicate that they have seen it but this will not be construed as an approval or disapproval of the contents of the evaluation.

	This O.G. Replaces: 5.01.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.# : 4.4.14.3
			Section	Administration	Page 2 of 2	
			Title	Evaluation of Firefighters		
			Sub:			

**ATTACHMENTS:**

Included as part of this Guideline are Annexes:

- a) Firefighter Evaluation Report
- b) Guidelines for Completing Firefighter Evaluations
- c) Officer Evaluation Report
- d) Guidelines for Completing Officer Evaluations
- e) Recruit Firefighter Evaluation Report
- f) Guidelines for completing Recruit Firefighter Evaluations

	This O.G. Replaces: 5.01.05  Issued on: March 31, 2016
Signature of Fire Chief	
Date of Issue: November 16, 2017	

## HORNBY ISLAND FIRE RESCUE FIREFIGHTER EVALUATION

### 5.01.05 Attachment A

#### CONFIDENTIAL WHEN COMPLETED

Date of evaluation: \_\_\_\_\_

NAME: \_\_\_\_\_

1 - Unsatisfactory

3 - Meets standard

5 - Outstanding

2 - Needs improvement

4 - Above standard

**All evaluations should receive supporting comments.**

**Participation:**

- |   |     |   |   |   |   |
|---|-----|---|---|---|---|
| 1. Is readily available for emergency callout.  | 1   | 2 | 3 | 4 | 5 |
| 2. Attends regularly at practices (60%minimum). | 1   | 2 | 3 | 4 | 5 |
| 3. Participates in other Department activities. | N/A | 3 | 4 | 5 |   |

Comments: \_\_\_\_\_

**Training:**

- |  |     |   |   |   |   |
|--|-----|---|---|---|---|
| 1. Completes required training.                              | 1   | 2 | 3 | 4 | 5 |
| 2. Practices required skills, knowledge and techniques.      | 1   | 2 | 3 | 4 | 5 |
| 3. Displays willingness and ability to learn new techniques. | 1   | 2 | 3 | 4 | 5 |
| 4. Effectively plans and delivers training sessions.         | N/A | 3 | 4 | 5 |   |

Comments: \_\_\_\_\_

**Operations:**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Demonstrates ability driving/operating apparatus and equipment. | 1 | 2 | 3 | 4 | 5 |
| 2. Demonstrates appropriate knowledge and skills at incidents.     | 1 | 2 | 3 | 4 | 5 |
| 3. Is resourceful in emergency conditions.                         | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_

**Attitude and Safety:**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Displays positive attitude to assigned duties.      | 1 | 2 | 3 | 4 | 5 |
| 2. Gets along well with peers, supervisors and others. | 1 | 2 | 3 | 4 | 5 |
| 3. Performs assigned tasks in a safe manner.           | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Promotion:**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Demonstrates suitability for promotion or added responsibility. | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVALUATOR'S ADDITIONAL COMMENTS**

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

**FIREFIGHTER COMMENTS**

Date: \_\_\_\_\_

Firefighter's Signature: \_\_\_\_\_\*

\* Signature indicates that the firefighter has seen and discussed this evaluation with a supervisor and has been given an opportunity to add comments. Agreement with its content is not necessarily implied.

Date: \_\_\_\_\_

Fire Chief's Signature: \_\_\_\_\_

## **HORNBY ISLAND FIRE RESCUE OPERATIONAL GUIDELINE**

### **5.01.05 Attachment B**

#### **GUIDELINES FOR COMPLETING FIREFIGHTER EVALUATIONS**

The following general criteria will be used:

- a) The evaluation must be impartial and unbiased, with the evaluator not allowing personal feelings toward the individual to have any bearing on the evaluation.
- b) The Fire Department work record of the individual being evaluated will be compared with members having the same or similar qualifications and doing the same or similar types of duties.
- c) Each individual must be evaluated on the basis of typical performance in line with the expectations of the position. The evaluation must be based on performance during the evaluation period itself.
- d) Evaluations must be done in an objective manner based on all relevant information and data. Over-assessment or concealment of any kind must be avoided as it destroys the usefulness of all evaluations by rating the individual in a different manner than the individual's peers. Creating a "halo effect" because of one specific strength is as destructive to the process as an evaluation as "average" to be kind and uncritical.
- e) Comments should be included for each section.

Evaluations must be two-way communications -- the firefighter being evaluated is to be given time to reflect and comment on the evaluation. The intent is to let the individuals know what is expected and their standing in relation to those expectations. The Fire Chief must study their members, know their strengths and weaknesses and evaluate them accordingly. All applicable areas of the evaluation form must be completed.

The following suggestions for the completion of evaluations for firefighters are meant as guidelines only. They are given item by item, using the same numbering as the evaluations forms themselves.



## **Participation:**

### **1. Is readily available for emergency callout**

The evaluation reflects the member's worth to the Department. The reasons for low or high attendance should be noted, but do not affect the evaluation.

1 - 0 to 24% of callouts

4 - 55 to 79%

2 - 25 to 39%

5 - 80 to 100%

3 - 40 to 54%

Possible comments or factors in evaluation include:

- a change in call-out attendance based on past performance.
- picking and choosing calls.
- consistently coming late to calls.
- actual availability - hours of work, health problems, unemployment.

### **2. Attends regularly at practices (60% minimum).**

1 - 0 to 49% of practices

4 - 80 to 89%

2 - 50 to 69%

5 - 90 to 100%

3 - 70 to 89%

Possible comments or factors in evaluation include:

- a change in practice attendance based on past performance.
- health problems.

### **3. Participates in other Department activities.**

N/A - no evaluations of 1 or 2 are used, as the activity is optional

3 - participates

4 - actively participates

5 - very actively participates

Possible comments or factors in evaluation include:

- hall tours
- Association Executive or Social Committee
- Fire hall related activities
- work bees
- optional training or trainer positions
- optional committees

## **Training:**

### **1. Completes required training.**

Required training includes:

1. Basic firefighter skills
2. First Responder First Aid, level III
3. Class 5 driver's license air brake endorsement
4. Knows and understands Operational Guidelines
5. Rescue

### **2. Practices required skills, knowledge and techniques.** This category is very subjective. The standard should be based on a comparison to the group as a whole. Possible comments or factors in evaluation include:

- 1 - doesn't participate / disruptive

- 2 - appears reluctant to participate
- 3 - participates in training sessions / learns lessons
- 4 - eager to participate and helpful
- 5 - eager to participate and helpful to others and instructors

**3. Displays willingness and ability to learn new techniques.** Possible comments or factors in evaluations include:

- 1 - unwilling to accept changes and new techniques
- 2 - slow to accept changes and new techniques
- 3 - easily adapts to changes and new techniques
- 4 - eager to accept changes and new techniques
- 5 - a leader in accepting changes and new techniques

**4. Effectively plans and delivers training sessions.**

Possible comments or factors in evaluation include:

- N/A - not evaluated, as planning and delivery of training is not required for firefighters
- 3 - effectively plans and delivers training sessions
- 4 - displays and demonstrates skills as a role model to firefighters
- 5 - very innovative, creative in planning and delivering training sessions

**Operations:**

**1. Demonstrates ability driving/operating apparatus and equipment.** Possible comments or factors in evaluation include:

- 1 - driving and operating abilities poor or dangerous
- 2 - driving and operating abilities needs improvement
- 3 - driving and operating abilities meet standard
- 4 - driving and operating abilities better than average abilities
- 5 - driving and operating abilities outstanding abilities

**NOTE: Unsafe driving habits would overshadow ability; safety may upgrade average driving habits.**

**2. Demonstrates appropriate knowledge and skills at incidents.**

The standard is that a member performs at incidents as trained, as expected. Members who do not perform as expected are below the standard; those who are particularly skilled or show initiative are above the standard.

**3. Is resourceful in emergency conditions.**

An opportunity to say positive things about initiative and resourcefulness, as well as willingness to improvise. Other factors that might be commented on here are rigidity to old methods or lack of initiative.

**Attitude and Safety:**

**1. Displays positive attitude to assigned duties.**

An opportunity to say positive things about cooperative or exceptionally cooperative members. Other factors that might be commented on here are laziness, argumentativeness and negativity.

**2. Gets along well with peers, supervisors and others.** Possible comments or factors in evaluation include:

- courteous or not courteous
- ability to work with other Hall members, including supervisors.
- cooperation and attitude towards other emergency services

**3. Performs assigned tasks in a safe manner.** Possible comments or factors in evaluations include:

- ignores safety regulations
- unsafe practices
- accidents or accident prone
- safety conscious
- a leader in safety

**Promotion:**

- 1. Demonstrates suitability for promotion or added responsibility.** This category is very subjective. The evaluator should not build false hopes, but should show the way for advancement through education or a change in character or participation. Comments should be specific about areas of promotion -- instructor, officer or other appointments.

## HORNBY ISLAND FIRE RESCUE OFFICER EVALUATION

### 5.01.05 Attachment C

#### CONFIDENTIAL WHEN COMPLETED

Date of evaluation: \_\_\_\_\_

NAME: \_\_\_\_\_

1 - Unsatisfactory

3 - Meets standard

5 - Outstanding

2 - Needs improvement

4 - Above standard

**All evaluations should receive supporting comments.**

#### **Participation:**

- |  |     |   |   |   |   |
|--|-----|---|---|---|---|
| 1. Is readily available for emergency callout.         | 1   | 2 | 3 | 4 | 5 |
| 2. Attends regularly at practices (70% minimum).       | 1   | 2 | 3 | 4 | 5 |
| 3. Participates in other Department activities.        | N/A | 3 | 4 | 5 |   |
| 4. Attends regularly at officer meetings (70% minimum) | 1   | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_

#### **Training:**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Maintains recommended training.                           | 1 | 2 | 3 | 4 | 5 |
| 2. Practices required skills, knowledge and techniques.      | 1 | 2 | 3 | 4 | 5 |
| 3. Displays willingness and ability to learn new techniques. | 1 | 2 | 3 | 4 | 5 |
| 4. Effectively plans and delivers training sessions.         | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_

#### **Operations:**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Demonstrates ability operating apparatus and equipment.      | 1 | 2 | 3 | 4 | 5 |
| 2. Demonstrates appropriate knowledge and skills at incidents.  | 1 | 2 | 3 | 4 | 5 |
| 3. Assumes leadership roles at incidents.                       | 1 | 2 | 3 | 4 | 5 |
| 4. Is resourceful in emergency conditions.                      | 1 | 2 | 3 | 4 | 5 |
| 5. Works in accordance with Department policies and procedures. | 1 | 2 | 3 | 4 | 5 |
| 6. Completes field reports and other paperwork as appropriate.  | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_

**Attitude and Safety:**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Displays positive attitude to duties; accepts responsibility. | 1 | 2 | 3 | 4 | 5 |
| 2. Gets along well with peers, supervisors and others.           | 1 | 2 | 3 | 4 | 5 |
| 3. Performs assigned tasks in a safe manner.                     | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Promotion:**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Demonstrates suitability for promotion or added responsibility. | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVALUATOR'S ADDITIONAL COMMENTS**

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

**OFFICER COMMENTS**

Date: \_\_\_\_\_

Officer's Signature: \_\_\_\_\_\*

\* Signature indicates that the officer has seen and discussed this evaluation with a supervisor and has been given an opportunity to add comments. Agreement with its content is not necessarily implied.

Date: \_\_\_\_\_

Fire Chief's Signature: \_\_\_\_\_

## **HORNBY ISLAND FIRE RESCUE OPERATIONAL GUIDELINE**

### **5.01.05 Attachment D**

#### **GUIDELINES FOR COMPLETING OFFICER EVALUATIONS**

The following general criteria will be used:

- a) The evaluation must be impartial and unbiased, with the evaluator not allowing personal feelings toward the individual to have any bearing on the evaluation.
- b) The Fire Department work record of the individual being evaluated will be compared with members having the same or similar qualifications and doing the same or similar types of duties.
- c) Each individual must be evaluated on the basis of typical performance in line with the expectations of the position. The evaluation must be based on performance during the evaluation period itself.
- d) Evaluations must be done in an objective manner based on all relevant information and data. Over-assessment or concealment of any kind must be avoided as it destroys the usefulness of all evaluations by rating the individual in a different manner than the individual's peers. Creating a "halo effect" because of one specific strength is as destructive to the process as an evaluation as "average" to be kind and uncritical.
- e) Comments should be included for each section.

Evaluations must be two-way communications -- the officer being evaluated is to be given time to reflect and comment on the evaluation. The intent is to let the individuals know what is expected and their standing in relation to those expectations. The Fire Chief must study their members, know their strengths and weaknesses and evaluate them accordingly. All applicable areas of the evaluation form must be completed.

The following suggestions for the completion of evaluations for Officers are meant as guidelines only. They are given item by item, using the same numbering as the evaluations forms themselves.

## **Participation:**

### **1. Is readily available for emergency callout**

The evaluation reflects the member's worth to the Department. The reasons for low or high attendance should be noted, but do not affect the evaluation.

- |                          |                |
|--------------------------|----------------|
| 1 - 0 to 24% of callouts | 4 - 56 to 79%  |
| 2 - 25 to 39%            | 5 - 80 to 100% |
| 3 - 40 to 55%            |                |

Possible comments or factors in evaluation include:

- a change in call-out attendance based on past performance.
- picking and choosing calls.
- consistently coming late to calls.
- actual availability - hours of work, health problems, unemployment.

### **2. Attends regularly at practices (70% minimum).**

- |                           |                |
|---------------------------|----------------|
| 1 - 0 to 49% of practices | 4 - 80 to 89%  |
| 2 - 50 to 69%             | 5 - 90 to 100% |
| 3 - 70 to 89%             |                |

Possible comments or factors in evaluation include:

- a change in practice attendance based on past performance.
- health problems.

### **3. Participates in other Department activities.**

N/A no evaluations of 1 or 2 are used, as the activity is optional

- 3 - participates
- 4 - actively participates
- 5 - very actively participates

Possible comments or factors in evaluation include:

- hall tours
- Association Executive or Social Committee
- Fire hall related activities
- work bees
- optional training or trainer positions
- optional committees
- Officer training sessions

### **4. Attends regularly at officer meetings (70% minimum).**

- |                          |                |
|--------------------------|----------------|
| 1 - 0 to 49% of meetings | 4 - 80 to 89%  |
| 2 - 50 to 69%            | 5 - 90 to 100% |
| 3 - 70 to 89%            |                |

Possible comments or factors in evaluation include:

- a change in practice attendance based on past performance.
- health problems.

## **Training:**

### **1. Maintains recommended training.**

Recommended training includes:

1. Basic firefighter skills
2. First Responder First Aid, Level III
3. Fire Officer 1
4. Incident Command System
5. Rescue
6. Officer training lectures, courses

### **2. Practices required skills, knowledge and techniques.** This category is very subjective. The standard should be based on a comparison to the group as a whole. Possible comments or factors in evaluation include:

- 1 - doesn't participate / disruptive
- 2 - appears reluctant to participate
- 3 - participates in training sessions / learns lessons
- 4 - eager to participate and helpful
- 5 - eager to participate and helpful to others and instructors

### **3. Displays willingness and ability to learn new techniques.** Possible comments or factors in evaluations include:

- 1 - unwilling to accept changes and new techniques
- 2 - slow to accept changes and new techniques
- 3 - easily adapts to changes and new techniques
- 4 - eager to accept changes and new techniques
- 5 - a leader in accepting changes and new techniques

### **4. Effectively plans and delivers training sessions.**

Possible comments or factors in evaluation include:

- 1 - does not effectively plan or deliver training sessions
- 2 - does not effectively plan training sessions or does not effectively deliver training sessions
- 3 - effectively plans and delivers training sessions
- 4 - displays and demonstrates skills as a role model to firefighters
- 5 - very innovative, creative in planning and delivering training sessions



## **Operations:**

- 1. Demonstrates ability operating apparatus and equipment.** Possible comments or factors in evaluation include:

- 1 - driving and operating abilities poor or dangerous
- 2 - driving and operating abilities needs improvement
- 3 - driving and operating abilities meet standard
- 4 - driving and operating abilities better than average abilities
- 5 - driving and operating abilities outstanding abilities

**NOTE: Unsafe driving habits would overshadow ability; safety may upgrade average driving habits.**

- 2. Demonstrates appropriate knowledge and skills at incidents.**

The standard is that a member performs at incidents as trained, as expected. Members who do not perform as expected are below the standard; those who are particularly skilled or show initiative are above the standard.

- 3. Assumes leadership role at incidents.**

The standard is that officers assume leadership roles willingly at incidents using the methods as laid out by the Department. Decisions made by officers should reflect good sound judgment based on those standards. Officers who do not assume leadership roles are below the standard; those who are particularly skilled or show initiative are above the standard.

- 4. Is resourceful in emergency conditions.**

An opportunity to say positive things about initiative and resourcefulness, as well as willingness to improvise. Other factors that might be commented on here are rigidity to old methods or lack of initiative.

- 5. Works in accordance with Department policies and procedures.**

The standard is that officers follow Department policies and procedures. Decisions made by officers should reflect good sound judgment based on those standards. Officers who do not follow procedures are below the standard; those who are particularly skilled or show initiative are above the standard.

- 6. Completes field reports and other paperwork as appropriate.**

It is expected that officers assist in Department administrations by completing training, operational and other reports as appropriate. Officers are expected to show initiative and efficiency in doing so. Officers who do not complete or inadequately complete the required reports are below the standard; those who are particularly skilled or show initiative are above the standard.

**Attitude and Safety:****1. Displays positive attitude to assigned duties.**

An opportunity to say positive things about cooperative or exceptionally cooperative members. Other factors that might be commented on here are laziness, argumentativeness and negativity.

**2. Gets along well with peers, supervisors and others.** Possible comments or factors in evaluation include:

- courteous or not courteous
- ability to work with other members, including supervisors.
- cooperation and attitude towards other emergency services

**3. Performs assigned tasks in a safe manner.** Possible comments or factors in evaluations include:

- ignores safety regulations
- unsafe practices
- accidents or accident prone
- safety conscious
- a leader in safety

**Promotion:****1. Demonstrates suitability for promotion or added responsibility.** This category is very subjective. The evaluator should not build false hopes, but should show the way for advancement through education or a change in character or participation. Comments should be specific about areas of promotion, or other appointments.

**HORNBY ISLAND FIRE RESCUE  
RECRUIT FIREFIGHTER EVALUATION**

**5.01.05 Attachment E**

**CONFIDENTIAL WHEN COMPLETED**

**Date of evaluation:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

---

1 - Unsatisfactory      3 - Meets standard      4 - Above standard  
2 - Needs improvement      5 - Outstanding

---

**All evaluations should receive supporting comments.**

**Participation:**

1. Attends all training or pre-arranges to make up missed sessions.	1	2	3	4	5
2. Completes homework and other assignments.	1	2	3	4	5
3. Helpful in class to instructors and class members.	1	2	3	4	5

Comments: \_\_\_\_\_

---

---

**Training:**

1. Participates in and completes required training.	1	2	3	4	5
2. Practices required skills, knowledge and techniques.	1	2	3	4	5
3. Displays willingness and ability to learn new techniques.	1	2	3	4	5

Comments: \_\_\_\_\_

---

---

**Attitude and Safety:**

1. Completes all forms and documentation accurately and promptly.	1	2	3	4	5
2. Displays positive attitude to assigned duties.	1	2	3	4	5
3. Gets along well with peers, supervisors and others.	1	2	3	4	5
4. Performs assigned tasks in a safe manner.	1	2	3	4	5

Comments: \_\_\_\_\_

---

---

## EVALUATOR'S ADDITIONAL COMMENTS

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

## RECRUIT FIREFIGHTER COMMENTS

Date: \_\_\_\_\_

Firefighter's Signature: \_\_\_\_\_\*

\* Signature indicates that the firefighter has seen and discussed this evaluation with a supervisor and has been given an opportunity to add comments. Agreement with its content is not necessarily implied.

Date: \_\_\_\_\_

Fire Chief's Signature: \_\_\_\_\_

## **HORNBY ISLAND FIRE RESCUE OPERATIONAL GUIDELINE**

### **5.01.05 Attachment F**

#### **GUIDELINES FOR COMPLETING RECRUIT FIREFIGHTER EVALUATIONS**

The following general criteria will be used:

- a) The evaluation must be impartial and unbiased, with the evaluator not allowing personal feelings toward the individual to have any bearing on the evaluation.
- b) The Fire Department work record of the individual being evaluated will be compared with members having the same or similar qualifications and doing the same or similar types of duties.
- c) Each individual must be evaluated on the basis of typical performance in line with the expectations of the position. The evaluation must be based on performance during the evaluation period itself.
- d) Evaluations must be done in an objective manner based on all relevant information and data. Over-assessment or concealment of any kind must be avoided as it destroys the usefulness of all evaluations by rating the individual in a different manner than the individual's peers. Creating a "halo effect" because of one specific strength is a destructive to the process as an evaluation as "average" to be kind and uncritical.
- e) Comments should be included for each section.

Evaluations must be two-way communications -- the member being evaluated is to be given time to reflect and comment on the evaluation. The intent is to let the individuals know what is expected and where the individual stands in relation to those expectations. Recruit Instructors must study their class, know their strengths and weaknesses and evaluate them accordingly. All applicable areas of the evaluation form must be completed.

Actual marks obtained during the recruit program will be recorded on the evaluation.

The following suggestions for the completion of evaluations for recruit firefighter are meant as guidelines only. They are given item by item, using the same numbering as the evaluations forms themselves.

**Participation:****1. Attends all training or pre-arranges to make up missed sessions.**

The reasons for low attendance should be noted, but do not affect the evaluation. Comments should be made on late attendance or reasons for missing classes.

- 1 - less than 70% attendance or makeup of classes
- 2 - less than 100% attendance or makeup of classes
- 3 - 100% attendance or makeup of classes

Late attendance would lower the overall evaluation.

**2. Completes homework and other assignments.**

- 1 - never completes homework and other assignments
- 2 - rarely completes homework and other assignments
- 3 - usually completes homework or other assignments
- 4 - always completes homework and other assignments
- 5 - always completes homework and other assignments; assists others

**3. Helpful in class to instructors and class members.**

- 1 - never assists others in class; is not a team player
- 2 - rarely assists others in class; is not usually a team player
- 3 - usually assists others in class; is part of the team
- 4 - always assists others in class; is a good team member
- 5 - always assists others in class; is a good team member; assists instructor

**Training:****1. Participates in and completes required training.**

Active participate in class discussions is the norm (a "3"). Individuals who usually or always participate in class should be evaluated above norm. Individuals who never or hardly participate in class or who participate only when asked by the instructor should be evaluated below norm.

**2. Practices required skills, knowledge and techniques.**

Active participation in practical sessions is the norm (a "3"). Individuals who usually or always participate in practical sessions should be evaluated above norm. Individuals who never or hardly participate in practical sessions or who participate only when asked by the instructor should be evaluated below norm.

**3. Displays willingness and ability to learn new techniques.**

The expected standard is that the individual will be willing to accept and learn the new techniques associated with the Department skills (a "3"). Eagerness to do so should be evaluated above norm. Hesitancy or unwillingness to do so should be evaluated below norm.

### **Attitude and Safety:**

#### **1. Completes all forms and documentation accurately and promptly.**

The expectation is that all forms will be completed accurately and on time. It is not anticipated that an individual would be evaluated above norm.

- 1 - Forms are completed inaccurately and tardily.
- 2 - Forms are completed inaccurately or tardily.
- 3 - Forms are completed correctly and on time.

#### **2. Displays positive attitude to assigned duties.**

The expectation is that a recruit will willingly complete all assigned duties.



- 1 - never completes assigned duties.
- 2 - rarely completes assigned duties.
- 3 - usually completes assigned duties.
- 4 - always completes assigned duties.
- 5 - always completes assigned duties, assists on own initiative, helps other.

#### **3. Gets along well with peers, supervisors and others.**

Again, the expectation is that the individual will work effectively and courteously as part of a team. Assumptions of a leadership role should be evaluated above norm. Reluctance to work as a team member or disruptive behaviour should be evaluated below norm.

#### **4. Performs assigned tasks in a safe manner.**

Expectation is that the individual should not have an opportunity to deviate from safety rules and practices. Evaluation higher than norm are not anticipated. Evaluation lower than norm might result from an individual's reluctance or inability to follow instructions.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.14.4
			Section	Administration	Page 1 of 1
			Title	Conduct of Department Members	
			Sub:		

**PURPOSE:** To ensure the proper conduct of Department members in order that they present a favourable image to the public.

**SCOPE:** This Operational Guideline applies to all Department personnel.



**POLICY:** Members will maintain proper deportment, be neat and tidy in appearance and will not do, cause or wear anything that will deter from the efficiency, good conduct and well-being of the Department.

**PROCEDURE:**

1. It is the responsibility of each member of the Department to remember that much of the knowledge and information commonly discussed among firefighters is of a privileged and confidential nature and considerable discretion is needed in conversation with others.
2. No member of the Department will participate in department training or operations while under the influence of intoxicating beverages or drugs.
3. No member of the Department will personally accept a reward, gift or gratuity for services rendered. Firefighters are expected to courteously decline such offers with the explanation that service rendered is a normal part of their duties and that a donation instead may be made to the Department.
4. Paraphernalia with the Department name or logo must be approved by the Fire Chief prior to production or sale.

	This O.G. Replaces: 5.01.07
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.14.5
			Section	Administration	Page 1 of 1
			Title	Department Uniform	
			Sub:		



**PURPOSE:** To ensure that Department members are appropriately dressed when representing the Department.

**SCOPE:** This Operational Guideline applies to all Department members.

**POLICY:** The Department will provide uniforms for all firefighters.

- PROCEDURE:**
1. The Department encourages the use of uniforms by personnel at Fire Department related meetings, parades, tours, conferences, courses, etc. Uniforms must be maintained and worn to be a credit to the Department.
  2. The Department will issue suitable coveralls to all firefighters. These coveralls may be kept at home. They are for use only at training, emergency calls, Department work and other Department functions.
  3. The rank insignia of the Department will be as in the attachment to this Guideline.
  4. Firefighters will wear the Department uniform only while engaged in Departmental functions or with the consent of the Chief. No member, without the permission of the Chief, will sell tickets or solicit advertising, subscriptions, gifts or contributions for any purpose whatsoever, while in uniform or while implying that the Fire Department is involved.
  5. No member of the Department, while in uniform, will consume alcohol in public.
  6. Members in good standing who leave the Department after more than 5 years' service may keep their dress shirt. When attending functions or ceremonies with uniformed members of the Department, ex-members should identify themselves to the senior Department member present and be included with the group of uniformed members.

	This O.G. Replaces: 5.01.08
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.14.6
			Section	Administration	Page 1 of 1
			Title	Alcoholic Beverages in the Firehall	
			Sub:		

**PURPOSE:** To ensure that the performance of members of the Department is not impaired by alcohol in the workplace.



**SCOPE:** This Operational Guideline applies to all Department members.

**POLICY:** Alcoholic beverages will not be kept readily available in the fire hall for the casual consumption by members.

**PROCEDURE:**

1. The casual use of alcoholic beverages is not encouraged in the Firehall.
2. A quantity of wine, beer and cider may be purchased for use in the Firehall for special events like the Christmas party or end of summer barbecue, or celebrations. Other alcoholic beverages may be consumed in the Firehall during other volunteer get-togethers as approved by the Fire Chief.
3. Alcoholic beverages may not be stored at the Firehall between special events.
4. No hard liquor will be stored or consumed at the Firehall.

	This O.G. Replaces: 5.01.11
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.14.7
			Section	Administration	Page 1 of 1
			Title	Personal Information	
			Sub:		

**PURPOSE:** To ensure that the information on file for all members of the Department is current.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** It is the responsibility of each member of the Department to ensure that their personal information is current.

**PROCEDURE:**

1. It is the responsibility of each member to update their personal information at least annually.
2. Current personal information will be provided to each member by the Department in January of each year. Members will correct any errors and enter all changes in marital status, address, telephone numbers, allergies, immunizations, medications, medic alerts, etc. They will then return the information to the Department for updating.
3. The Department will then update its files.

	This O.G. Replaces: 5.01.13
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.14.8</b>
			<b>Section</b>	<b>Administration</b>	<b>Page 1 of 1</b>
			<b>Title</b>	<b>Harassment in the Workplace</b>	
			<b>Sub:</b>		

**PURPOSE:** To provide a harassment free work environment for all members of the Department.

**SCOPE:** This Operational Guideline applies to all Department members.

**POLICY:** The Department will treat every member of the Department fairly in a workplace environment free of harassment. Members of the Department are responsible for treating the public and other employees with respect and are themselves entitled to have a workplace free of harassment.

**PROCEDURE:**

1. The Department will provide training to educate members in their rights and responsibilities. The Department will also provide procedures for members to follow if they feel that they are being harassed.
2. The Department will inform all members of the Department of the "Harassment in the Workplace" policy.
3. The Department will provide a Department redress procedure for dealing with harassment complaints. Confidentiality of complaints will be maintained. Complaints will be resolved without undue delay. The Department will ensure that persons conducting complaint investigations are impartial and trained in conducting investigations.
4. The Department will monitor any situations of harassment to ensure that corrective measures have been undertaken and were successful.

**ATTACHMENTS:** Hornby Island Fire Department "Harassment in the Workplace Redress Procedure".

**RELATED GUIDELINES:** 4.4.14.10 Discipline  
Hornby Island Fire Department "Harassment in the Workplace" brochure

	This O.G. Replaces: 5.01.16
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

## **HORNBY ISLAND FIRE DEPARTMENT HARASSMENT IN THE WORKPLACE REDRESS PROCEDURE**

1. A member of the Department who considers that he or she has been subjected to harassment should, whenever possible, immediately make his or her disapproval or unease clearly known to the alleged offender. The member should retain a written record of dates, times, the nature of the offensive behaviour, witnesses, discussions, etc.
2. Whenever possible, members of the Department are encouraged to attempt to informally resolve problem situations involving alleged harassment.
3. Members who would like advice on how to handle possible harassment situations or who would like to proceed with a harassment complaint on an informal basis can report the incident to:
  - a) the Chief,
  - b) their Company Officer,
  - c) any other senior member of the Department,
  - d) any member of the Fire Committee
4. Although the informal approach and resolution are encouraged, members are not required to engage in this step and may choose to file a formal complaint directly.
5. Persons responding to a complaint must respect the sensitivity and confidentiality of all individuals involved in the complaint. All information and documentation concerning the complaint will be treated in a confidential manner. No information nor reference to the fact that a member has lodged a complaint will be retained on the member's personal file.
6. Absolute confidentiality cannot be provided in all circumstances as it may be necessary to release confidential information in certain situations such as third party review or as a result of investigations under the BC Human Rights Act or the Freedom of Information Act. The decision to release such information will be made by the Fire Chief.
7. Any member of the Department who considers or alleges that they have been harassed has the right to:
  - a) file a complaint through any of the redress methods noted in this procedure.
  - b) be represented or accompanied by a person of the member's choice during interviews related to the complaint.
  - c) ensure that any written comments related to the complaint be excluded from the member's personal file.
  - d) be kept informed throughout the process.
  - e) be provided with written results of any investigation pertaining to the complaint.
8. Any member of the Department who has been accused of harassment has the right to:
  - a) be informed that a complaint has been received
  - b) be informed of the allegations and afforded an opportunity to respond to them
  - c) be represented or accompanied by a person of the member's choice during interviews related to the complaint

- d) ensure that any written comments related to the complaint be excluded from the member's personal file unless and until such time as the complaint is determined to be founded and any remedial action is taken
  - e) be kept informed throughout the process
  - f) be provided with written results of any investigation pertaining to the complaint
9. Company Officers are responsible for:
- a) ensuring that harassment is not allowed, ignored or condoned. They may be considered party to the harassment if they fail to take corrective action
  - b) ensuring that any situation of harassment is dealt with immediately, whether there is a formal complaint or not
  - c) assisting members of the Department to deal with harassment-related concerns
10. Department investigation of complaints will include the following stages:
- a) Fact finding -- The Fire Chief will conduct confidential interviews with the relevant parties to obtain information and to clarify the details of the reported incident. Both parties will have an opportunity to identify witnesses and others to be interviewed.
  - b) Preliminary findings -- Where the information revealed early in the investigation suggests a reasonable possibility of resolution, the Chief may propose an early settlement prior to conducting the entire investigation. When such a situation arises, the Chief will convene a meeting with the parties involved to discuss the preliminary findings of the investigation and inform the participants of the possibility and nature of the early settlement and the reasons for it. This stage will allow all parties to become aware of the tentative findings and presents an opportunity, based on the information, to resolve the matter upon agreement of all parties without further investigation. Where an agreement is reached and the matter deemed resolved, the Chief will prepare a summary report for filing.
  - c) Further investigation -- Where a resolution cannot be reasonably proposed or achieved as a result of the preliminary findings, or where the Chief finds that file closure would not be appropriate at this point, further investigation will be conducted.
  - d) Notification and discussion of results -- The Chief will schedule meetings with the complainant and the alleged harasser to discuss the findings and conclusions of the investigation. Separate meetings may be convened if necessary. All parties involved have the right to be represented.
  - e) File retention and disposal -- Upon determination of a decision and notification of the parties involved, the Chief will close and retain the file for a period of not less than seven years from the date of closing. A closed file may be reopened if:
    - i) new and relevant information regarding the case is brought forward
    - ii) new incidents of post-closure harassment by the same individual are brought forward
    - iii) reprisal is alleged to have occurred

## Harassment in the Workplace Policy

The Hornby Island Fire Department has implemented the following Harassment in the Workplace Policy.

The Department will treat every member of the Department fairly in a workplace environment free of harassment. The Department will provide training and procedures to ensure that members of the public and other employees also treat every member of the Department fairly in a workplace environment free of harassment.

in order to make this policy work, Department members will have to show one another mutual respect and understanding.

The Hornby Island Fire Department will not, and members must not, condone workplace behaviour that harasses other members of the Department or the public with whom we work and that is likely to undermine work relationships or efficiency.

Personal harassment based on race, ancestry, political belief, marital status, age, colour, place of origin, religion, sexual orientation, physical or mental disability, sex, family status or criminal conviction or charge (unrelated to employment) are all prohibited under the British Columbia Human Rights Act.

The Department takes harassment to mean any conduct, comment, gesture or contact based on any of the above prohibited grounds

of discrimination that is likely to cause offense or humiliation to any person or that might, on reasonable grounds, be perceived as placing a condition on employment or any opportunity for training or promotion within the Department.

Harassment by an employer or employee in the workplace is a serious offense, subject to disciplinary action up to and including dismissal, and will be treated accordingly by the Department.

Members of the Department who believe they are being subjected to harassment in the workplace should bring their complaint to the attention of their Company Officer, Fire Chief, senior fire fighter or member of the Fire Committee.

The name of the complainant will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint or taking any related disciplinary measures.

Members should also be aware that provisions of the British Columbia Human Rights Act pertain to the harassment and discrimination and that they may seek redress through the British Columbia Human Rights Commission.

### Complaint Guidelines

Members of the Department who believe they are being harassed should take the following

steps to stop the harassment and prevent reoccurrence:

Make their disapproval or unease clearly known to the alleged offender.

Retain a written record of dates, times, the nature of the offensive behaviour, witnesses, discussions, etc.

Whenever possible, attempt to informally resolve problem situations involving alleged harassment.

If the harassment does not stop, speak to your Company Officer, then confirm your conversation in a letter. Formal harassment complaints must be in writing. They can be made to:

- a) the Chief,
- b) the Company Officer,
- c) any senior member of the Department,
- d) any member of the Fire Committee.

### General Information

The rights of a person accused of harassment in the workplace must also be protected. An individual who is accused of harassment must be provided the opportunity to fully explain the situation and to have that explanation properly considered.

To intentionally accuse another employee of harassment, knowing it to be a false

accusation, is a serious matter and would be treated as such by the Department.

Any member of the Department, feeling that they are a victim of harassment, has the right to:

- a) file a complaint through any of the redress methods noted in the Department Harassment in the Workplace procedure.
- b) be represented or accompanied by a person of the member's choice during interviews related to the complaint.
- c) ensure that any written comments related to the complaint be excluded from the member's personal file.
- d) be kept informed throughout the process.
- e) be provided with written results of any investigation pertaining to the complaint.

Any member of the Department, alleged to be an offender in a harassment complaint, has the right to:

- a) be informed immediately that a complaint has been filed.
- b) be presented with a written statement of the allegations and afforded an opportunity to respond to them.
- c) be represented or accompanied by a person of the member's choice during interviews related to the complaint.
- d) ensure that any written comments related to the complaint be excluded from the member's personal file unless and until such time as the complaint is determined to be founded and any remedial action is taken.

- e) be kept informed throughout the process.
- f) be provided with written results of any investigation pertaining to the complaint.



#### **What to do if you are accused of harassment**

If you are asked by a co-worker to stop behaviours which constitute harassment, assess your behaviour seriously. Understand that, even if you did not mean to offend, your behaviour has been perceived as offensive. Cease the behaviour that the person finds offensive and apologize. Failure to cease the behaviour will leave you more vulnerable to a formal complaint which could lead to disciplinary action, if the complaint is substantiated.

If you believe the complaint to be unfounded or made in bad faith, discuss the matter with the Fire Chief. In any event, document your version of the alleged incident, including times, places, what happened and any witnesses.

# **HORNBY ISLAND FIRE DEPARTMENT HARASSMENT IN THE WORKPLACE POLICY**



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.14.9
			Section	Administration	Page 1 of 1
			Title	Medical Restrictions	
			Sub:		

**PURPOSE:** To ensure that members of the Department do not endanger their health and well-being while medically restricted in their abilities.



**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Department members who are medically restricted in their abilities to function on the emergency scene may be restricted in their response to any incident or participation in practical training.

**PROCEDURE:**

1. A physician's certificate of fitness to use SCBA must be provided to the Department by a firefighter who:
  - a) experiences breathing difficulty while using the apparatus,
  - b) is known to have heart disease, impaired pulmonary function, or any other condition that can adversely affect the firefighter to use SCBA,
  - c) Department members who are restricted in their abilities to function on an emergency scene for medical reasons shall so advise the Fire Chief. The Fire Chief will determine their suitability to remain active with the Department.
2. The Training Officer may approve training for medically restricted members, if such training is not affected by and does not affect the disability.
3. Pregnancy related medical restrictions are covered by this Operational Guideline. Pregnant members will determine their ability to carry out their duties in consultation with their physician and the Fire Chief.

	This O.G. Replaces: 5.01.17
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.15.1
			Section	Administration	Page 1 of 1
			Title	Fire Hall Use	
			Sub:		

**PURPOSE:** To ensure the appropriate use of the Fire Hall.



**SCOPE:** This Operational Guideline applies to all members.

**POLICY:** The Fire Hall will be available for the use of members, subject to the needs of the Department. The Department may allow other groups to use the Hall, subject to the needs of the Department and the use by the members.

**PROCEDURE:**



1. Members using the recreational area for their private use are responsible for the care of the hall.
2. Members are responsible for their guests.
3. Rookie members may have only one guest at any one time, unless previously arranged with the duty officer and are responsible for the behaviour of their guest.
4. The use of the Fire Hall by other groups will be with the approval of the Fire Chief.
5. Pets are not permitted in the Fire Hall unless the member is responding to an emergency; during which time the pet may be safely secured in the Hall.
6. All Department tools are for Department use only. The Fire Hall is not to be used for repairing personal vehicles.

	This O.G. Replaces: 5.01.20
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.15.2
			Section	Administration	Page 1 of 1
			Title	Security of Fire Hall	
			Sub:		

- PURPOSE:** To ensure the security of the Fire Hall by restricting access to the door combination.
- SCOPE:** This Operational Guideline applies to all Department members.
- POLICY:** The security of Department equipment and premises is always a concern. Access to the door combination will be restricted to the personnel described in this Guideline.
- PROCEDURE:**
1. Access combination will be issued only to active members of the Department. The combination may be issued at the discretion of the Fire Chief for specific purposes, such as janitorial work, freight deliveries or apparatus maintenance.

	This O.G. Replaces: 5.01.22
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.15.3
			Section	Administration	Page 1 of 2
			Title	Practice Honorarium	
			Sub:		

**PURPOSE:** To provide a monetary recognition to Fire Fighters and Recruits for the time and effort they expend on behalf of the Department in training during regular weekly practices and related Department activities.



**SCOPE:** This Operational Guideline applies to Fire Fighter and qualifying Recruit members of the Department.

**POLICY:** The Honorarium for Fire Fighters and Recruits attending regular training practices and other related activities will be made at a rate based on the annual Fire Department Budget for Practice Honorarium.

**PROCEDURE:** APPLICATION

1. The honorarium will be available only to Fire Fighters and qualifying Recruits, hereinafter referred to as Members.
2. The honorarium will be based on attendance at regular weekly fire practices in each separate half-year period, with the periods being January to June and July to December. Members must attend a minimum of 60% of regularly scheduled fire practices (Thursday night) in a period, except as noted below.
3. Members may apply for temporary leave and be eligible for the honorarium upon return, provided they attend a minimum of 60% of the regular practices in that period, excepting the time they are on leave.
4. Each practice and approved activity attended by a qualifying Member will be recorded as one "credit" with the Department "credit" total divided into the budget amount for each half year period to determine the value of one "credit". The qualifying Members will then receive their portion of the half-year period honorarium based on their "credit" total.
5. For the purposes of the honorarium, "regular training practice" refers to the regular Thursday night practice. Other qualifying activities will include:

	This O.G. Replaces: 5.02.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.15.3
			Section	Administration	Page 2 of 2
			Title	Practice Honorarium	
			Sub:		

- a) Instructor and assistant(s) for regular recruit training sessions which are held outside the regular Department practice night;
  - b) Instructor and assistant(s) for extra recruit training sessions which are held outside regular recruit and Department practice sessions, as approved by the Fire Chief;
  - c) Other scheduled Department practice sessions;
  - d) Extra Member training sessions on Hornby Island, which are held outside the regular Department practice sessions, as approved by the Fire Chief;
6. A Recruit having passed their Fire Fighter test will be qualified for receiving the honorarium credits starting from the meeting at which they completed the test.



#### PAYMENT

7. The honorarium cheques will be issued in July and December of each year to qualifying Fire Fighters.

#### RELATED GUIDELINES:

4.4.14.3 Evaluation of Firefighters

	This O.G. Replaces: 5.02.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		
			O.G.# : 4.4.15.4		
			Section	Administration	Page 1 of 2
			Title	Extra Training Reimbursement	
			Sub:		

**PURPOSE:** To reimburse Members for the time and effort they expend on behalf of the Department in extra training courses required by the Department.



**SCOPE:** This Operational Guideline applies to qualifying Members of the Department.

**POLICY:** Reimbursement for Members attending extra training sessions will be made at a rate established by the Fire Chief.

**PROCEDURE:** APPLICATION

1. Reimbursement will be available only to Members as defined in 5.02.01, except as noted in Section 3 below
2. For the purposes of reimbursement, "extra training session" is defined as two types of training not addressed in OG 5.02.01 Practice Honorarium:
  - a) Regular "off Island" training will be reimbursed at the daily rate No.1, as shown in Attachment A:
    - i) This daily rate applies for each day the Members is required to be off Hornby Island, including travel days to and from the course;
    - ii) This rate applies to all training and or courses as approved by the Fire Chief.
  - b) Priority required training will be reimbursed at the hourly rate No.2, as shown in Attachment A:
    - i) Priority required training will be identified as such by the Fire Chief in the interests of the Department;
    - ii) This rate will apply only for identified training occurring during Monday to Friday, inclusive;
    - iii) Priority required training occurring on Hornby Island during the weekend (Saturday and Sunday), will be reimbursed at the daily rate No.1, as per 2.a) above, unless the Member has regular scheduled employment on the weekend, in which case reimbursement will be at the hourly rate No.2;

		This O.G. Replaces: 5.02.02	
Signature of Fire Chief			
Date of Issue: November 16, 2017		Issued on: March 31, 2016	

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.4.15.4</b>
			<b>Section</b>	<b>Administration</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Extra Training Reimbursement</b>	
			<b>Sub:</b>		

iv) Priority required training occurring “off Island” will be reimbursed as per i, ii and iii above with a full day (7 1/2 hour) credit applied for each day of the course. Travel days not occurring on course day will be reimbursed at daily rate No.1.

3. Recruits attending Live Fire training, prior to completing their Fire Fighter Test, will be reimbursed as per Section 2 a) above.

**ATTACHMENTS:** Reimbursement Rates

**RELATED GUIDELINES:** 4.4.15.3 Practice Honorarium

	This O.G. Replaces: 5.02.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

**HORNBY ISLAND FIRE DEPARTMENT  
OPERATIONAL GUIDELINE**

5.02.02 Attachment A



**EXTRA TRAINING REIMBURSEMENT**

Rate No.1 – daily rate of \$50.00

Rate No.2 –

Payment will be calculated at 1/2 hour increments for scheduled training time, up to a maximum of 7 1/2 hours per day at the rate of \$20.00 per hour.



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.15.5
			Section	Administration	Page 1 of 1
			Title	Authorized Expenses	
			Sub:		

**PURPOSE:** To reimburse members of the Department for out-of-pocket and other expenses incurred while participating in Department required or authorized activities.



**SCOPE:** This Operational Guideline applies to all members.

**POLICY:** The Department will reimburse members for authorized expenses incurred while participating in Department activities.

**PROCEDURE:**

1. The Department may reimburse members for mileage, food and lodging for attendance at courses and conferences, at the prevailing rates.
2. The Department will reimburse members for registration, tuition and other such fees for attendance at authorized courses and conferences.
3. The Department will reimburse members for medical and other examinations that are required by the BC Motor Vehicle Branch in order to maintain their class 4 driver's license and air brake endorsement.

	This O.G. Replaces: 5.02.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.15.6
			Section	Administration	Page 1 of 1
			Title	Use of Department Equipment	
			Sub:		

**PURPOSE:** To ensure the proper use of Department apparatus and equipment.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The use of Department apparatus and equipment will be limited to the normal Department business and activities. Other uses will only be allowed with the authorization of the Fire Chief.

**PROCEDURE:**

1. Apparatus and equipment will not be used for any private purpose without the authorization of the Fire Chief.
2. All members will carefully protect Department material and equipment from waste or abuse. No member will loan nor dispose of any Department material or equipment without the authorization of the Chief.
3. Department telephones will be used with discretion.

	This O.G. Replaces: 5.02.05
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.15.7
			Section	Administration	Page 1 of 1
			Title	Solicitation of Donations	
			Sub:		

**PURPOSE:** To ensure that donations received from community service clubs or the public are utilized in an efficient and worthwhile manner.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** The Department will not normally solicit donation for its operations. If community service clubs or the public offer funds towards the purchase of materials or equipment to be used by the Department, acceptance of such donations and the subsequent purchases must be authorized by the Fire Chief prior to any commitments to accept the donation.

**PROCEDURE:**

1. Members of the Department will not approach any community service club or member of the public for the donation of funds, materials or equipment to be used by the Department or Volunteer Fund without prior approval by the Fire Chief of the donation and the subsequent purchase.
2. Should an offer of a donation towards purchase of material or equipment be made to a Department member:
  - a) The member will advise the person(s) making the offer that all such donations must be authorized by the Fire Chief.
  - b) The member will advise the Fire Chief of the offer, its purpose and the source.
  - c) The Fire Chief will decide if the material or equipment to be purchased will benefit the Department and the community it serves.
  - d) Those making the offer will be advised of the decision to accept or reject the donation. Should the decision be to accept the offer, a Department liaison person will be appointed to coordinate the acceptance.

	This O.G. Replaces: 5.02.07
Signature of Fire Chief	
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.16.1
			Section	Administration	Page 1 of 1
			Title	Inspection Frequency	
			Sub:		

**PURPOSE:** To ensure that Hornby Island supports an active Fire Prevention Program.



**SCOPE:** This Operational Guideline applies to all members conducting inspections.

**POLICY:** The Department will endeavour to conduct inspections on all businesses on Hornby Island on a regular basis.

- PROCEDURE:**
1. Fire inspections will be conducted on a regular basis in substantial compliance with the BC Fire Services Act and Regulations, the BC Building Code, and other regulations pertaining to fire and life safety.
  2. The Department will endeavour to conduct inspections using the following intervals as guidelines:

<b>Occupancy Type as defined by the BC Building Code</b>	<b>Frequency</b>
A1 and A2 A3 and A4	every 6 months yearly
B1, B2	every 6 months
C	yearly
D	yearly
E (over 600 square metres) E (under 600 square metres)	yearly every 18 months
F1 F2 (over 600 square metres) F2 (under 600 square metres) F3	every 6 months yearly every 18 months every 18 months

	This O.G. Replaces: 5.03.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.16.2
			Section	Administration	Page 1 of 1
			Title	News Media Releases	
			Sub:		

**PURPOSE:** To ensure appropriate and accurate information for the news media.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** All media inquiries concerning incidents will be directed to the Fire Chief.

**PROCEDURE:**

1. Information concerning incidents will normally be released by the Fire Chief or a designated Department senior officer.
2. In the absence of the Fire Chief, news releases may be made by the Duty Officer in liaison with the Incident Commander. In order to facilitate good relations with the news media, at least the following information should be provided:
  - a) Time of incident.
  - b) General location of incident (exact addresses should not be given due to the Privacy of Information Act).
  - c) Department response (apparatus and firefighters).
  - d) Type of occupancy and type of incident.
  - e) Cause (only if definitely known. If the cause is still under investigation, then that should be stated.)
  - f) Injuries -- types and numbers, but no specific names.
  - g) Estimates of damage in general terms, but not with specific dollar values:
    - i) No damage -- self-explanatory.
    - ii) Slight damage -- damage not enough to cause the occupants to move out.
    - iii) Considerable damage -- structural and wiring damage to the point that the occupants cannot occupy the building until damages have been repaired.
    - iv) Extensive damage -- the structure cannot be repaired, but will have to be rebuilt.

This O.G. Replaces: 5.04.01	
Signature of Fire Chief	Issued on: March 31, 2016
Date of Issue: November 16, 2017	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.16.3
			Section	Administration	Page 1 of 1
			Title	Fire Service Paraphernalia	
			Sub:		

**PURPOSE:** To ensure that Department members present a positive image of the Fire service to the public.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Department members will not create, sell, display nor wear paraphernalia that presents a negative image of the Fire Service to the public.

**PROCEDURE:**

1. Paraphernalia referring in any way to the Hornby Island Fire Department may not be created nor sold by Department members without the approval of the Fire Chief.
2. Fire Service paraphernalia worn or displayed by Department members will present a positive image of the Fire Service to the public.

	This O.G. Replaces: 5.04.02
Signature of Fire Chief	
Date of Issue: November 16, 2017	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.16.4
			Section	Administration	Page 1 of 1
			Title	Telephone Numbers of Department Members	
			Sub:		

**PURPOSE:** To ensure that the privacy of Department members is respected.



**SCOPE:** This Operational Guideline applies to all Department personnel.

**POLICY:** Telephone numbers of Department members will not be given out to the general public.

**PROCEDURE:**

1. If requests are received from the general public for the home telephone numbers of Department members, the name and telephone number of the caller will be taken and the caller advised that the member will be contacted and requested to return the call. Home telephone numbers of Department members will not be given out to the general public.

	This O.G. Replaces: 5.04.03
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.4.16.5
			Section	Administration	Page 1 of 1
			Title	Fire Hall Tours	
			Sub:		

**PURPOSE:** To ensure that Hall tours are conducted in a professional and courteous manner.

**SCOPE:** This Operational Guideline applies to all firefighters.

**POLICY:** Hall tours will be conducted in a courteous and professional manner.

**PROCEDURE:**

1. Pre-arranged Hall tours will be scheduled by the Fire Chief.
2. Non-scheduled Hall tours may occur when members of the general public request members at a Hall to show them fire apparatus and equipment. If possible, every reasonable effort should be made to honour such citizen requests.
3. While conducting hall tours, members will:
  - a) always behave in a courteous, helpful and professional manner
  - b) remain with those persons on the tour and avoid taking them into possible areas of danger
  - c) give instructions to those on the tour as to what to do in case the Hall is called out on an emergency
  - d) conduct such tours so as not to place apparatus and or equipment in a non-serviceable condition
  - e) cover major points of interest, such as:
    - i) Fire apparatus and equipment
    - ii) Protective clothing
    - iii) Fire safety and prevention

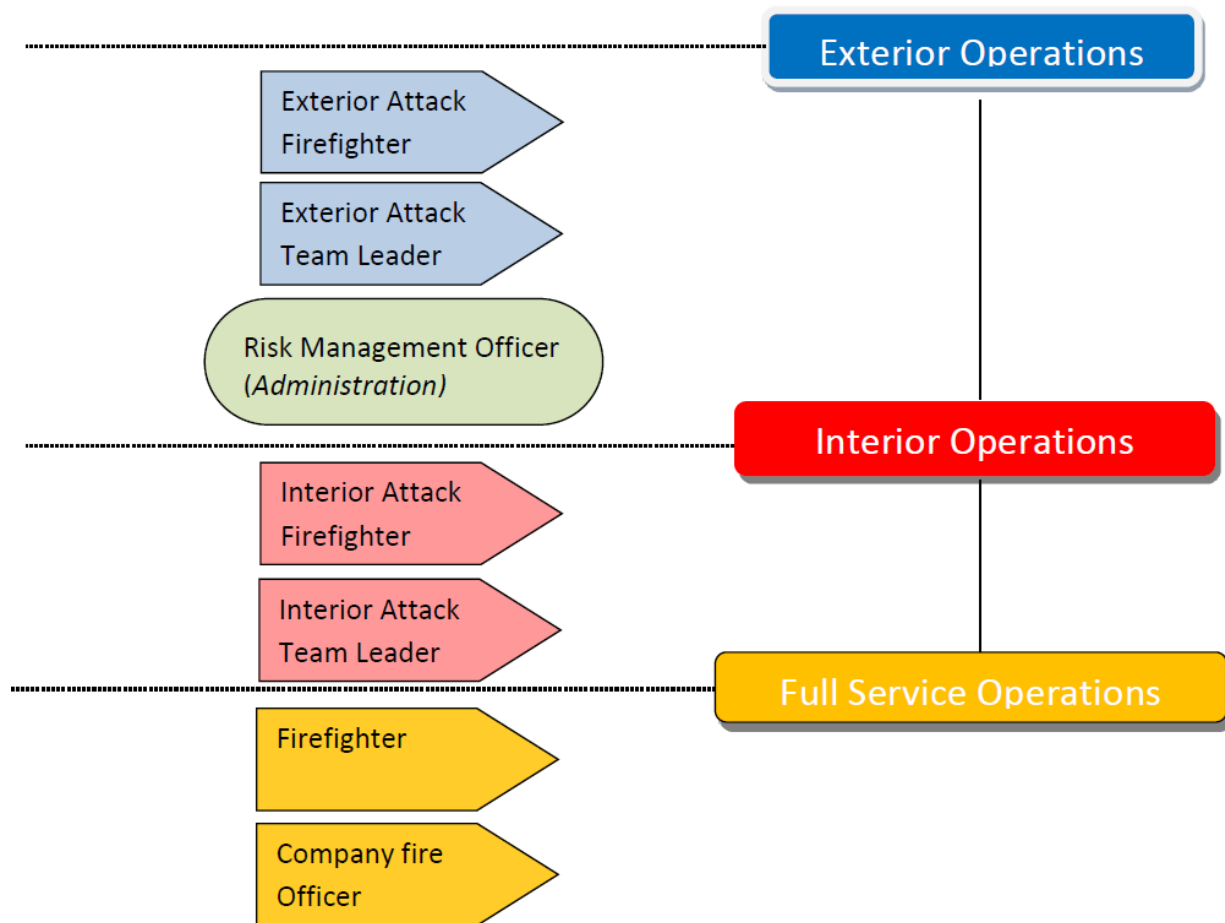
	This O.G. Replaces: 5.05.01
Signature of Fire Chief	
Date of Issue: November 16, 2017	
	Issued on: March 31, 2016



## Oyster River Service Level

### Position Competency Ladder

### Service Level



	<b>Train the Trainer Competencies</b>	Job Performance Requirements (NFPA 1041 Competencies)	Training Officer
	4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5		

## Oyster River Service Level

	<b><i>The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</i></b>	<b>Job Performance Requirements (Exterior Firefighter Competencies)</b>	<b>Exterior Operations - Firefighter</b>
	Emergency Scene Traffic NFPA 1001 5.3.3		
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000 Dangerous Goods or Hazmat Awareness (from NFPA 472) <sup>1</sup>		
	Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) <sup>2</sup>		
	Incident Command System 100 (from BCERMS curriculum) <sup>3</sup>		
	<b><i>All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1</i></b>	<b>Job Performance Requirements (NFPA 1001 – FF1 Competencies)</b>	<b>Interior Operations - Firefighter</b>
	<b>Organization, Safety and Communications NFPA 1001 5.2.4</b>		
	<b>RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500</b>		
	<b>Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9</b>		
	<b>Search and Rescue NFPA 1001 5.3.9</b>		
	<b>Fire Behavior NFPA 1001</b>		
	<b>Fire Extinguishers NFPA 1001 5.3.16</b>		
	<b>Building Construction NFPA 1001 5.3.11, 5.3.12</b>		
	<b>Forcible Entry NFPA 1001 5.3.4</b>		
	<b>Ventilation NFPA 1001 5.3.12</b>		
	<b>Loss Control NFPA 1001 5.3.13, 5.3.14</b>		
	<b>Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19</b>		

## Oyster River Service Level

	All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of:	Job Performance Requirements (NFPA 1001 – FF2 Competencies)	Full Service Operations - Firefighter
	Live Fire Exterior and Interior		
	Hazmat Operations ( <i>NFPA core competencies plus 6.6.1.1.2</i> )		

	<b>Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021:<sup>4</sup></b>	Job Performance Requirements (NFPA 1021 – Competencies)	Team Leader Exterior & Interior
	Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3		
	Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2		
	Fire ground Accountability NFPA 1021 4.6.1, 4.6.2		
	Live Fire – Exterior ( <i>Recommended for Exterior Operations</i> ) NFPA 1001 5.3.7, 5.3.8, 5.3.10		
	<b>Live Fire Exterior and Interior (<i>Recommended for Interior Operations</i>)</b>		
	<b>Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area):</b>	One of	Risk Management Officer
	Incident Action Planning (NFPA 1021 4.6.1, 4.6.2) <sup>5</sup>		
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 ( <i>operational</i> )		
	FCABC/LGMA: Effective Fire Service Administration		
	Beyond Hoses and Helmets, or equivalent ( <i>administrative</i> )	One of	
	Fire Officer 1 (NFPA 1021)	Job Performance Requirements (NFPA 1021 – Competencies)	Company Fire Officer
	Incident Command 200		
	Fire Service Instructor 1 (NFPA 1041 Chapter 4)		
	Emergency Scene Management (4.6.1, 4.6.2)		



### Full Service Level

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in the **Playbook** to provide a full spectrum of fire services. These services are based on the Competencies included within the NFPA 1001 Firefighter 2 Standard and relevant NFPA 1021 Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

## Oyster River Service Level

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.1
			Section	Safety	Page 1 of 1
			Title	Medical Restriction	
			Sub:		

**PURPOSE:** To ensure fire department personnel do not endanger their health or the health of others while medically restricted (sick or injured).

**SCOPE:** This operational guideline applies to all fire department personnel.



**POLICY:** Fire department personnel who are medically restricted in their abilities to function safely and effectively will not respond to emergency incidents nor participate in operational functions or tasks that may aggravate or extend this condition.

- PROCEDURE:**
- Fire department personnel who:
    - are suffering from a long-term sickness and under the care of a doctor
    - or injured and under the care of a doctor
    - or are seeking to collect compensation from the Work Safe BC
    - or are seeking to collect insurance or other compensation.

Shall be considered “medically restricted” and will be restricted in their operational duties.
  - Personnel who are medically restricted shall inform the Fire Chief in writing, in a timely manner, when a medically restricted situation exists and the nature of this restriction.
  - The Fire Chief may, at his sole discretion approve light duties for personnel who are medically restricted if the duties do not affect the medical restriction. These duties could be time limited or permanent.
  - Personnel with long-term or on-going medical restrictions may need to retire from the department.
  - Personnel returning from a medical restriction must first provide a written note from their doctor advising the fire department that they are fit and ready to return to full operational duties.

**REFERENCE:** WCB Regulation 31.10, Also See O.G. #: 3.2.5

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.2
			Section	Safety	Page 1 of 2
			Title	Forestry Interface Incidents and Personal Protective Clothing.	
			Sub:		

**PURPOSE:** To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency interface incident while maintaining the highest degree of personal safety during emergency operations and training exercises



**SCOPE:** This Operational Guideline applies to all fire department personal.

**POLICY:** All personnel shall have current training to the Structural Protection Program Wildland Firefighter Level 1 or equivalent.  
All personnel at the scene of any emergency interface incident or training exercise must wear appropriate personal protective clothing.

**PROCEDURE:**

1. For the purpose of this procedure, full protective clothing consists of a hard hat, coveralls, leather boots and gloves. All clothing is to be properly fastened and closed.
2. Protective clothing must be worn by all personnel according to the following guidelines:
  - (a) Personal safety is not to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective clothing.
  - (b) All firefighting personnel must wear full protective clothing when responding to any type of interface incident. All protective clothing must be donned prior to boarding the apparatus. Hardhats, gloves are optional for drivers and officers during the response.
  - (c) All firefighting personnel must wear full protective clothing during training exercises and emergency interface incidents unless specifically directed otherwise.
  - (d) Gloves must be worn at all times when hand tools, power tools, hose, ladders or any other equipment is used that could cause injuries to the hands. Similarly, boots must be completely laced and/or secured at all times. This includes all work details, maintenance operations and training exercises involving interface incidents.



Bruce Green	This O.G. Replaces: 1.03.01.03
Signature of Fire Chief	
Date of Issue: September 01, 2019	
Issued on: April 12, 2016	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.2
			Section	Safety	Page 2 of 2
			Title	Forestry Interface Incidents and Personal Protective Clothing.	
			Sub:		

- (e) Officers in charge must determine the appropriate level of protective clothing required for personnel operating at interface incidents where no specific guidelines have been established. Circumstances may arise when it is preferable to allow less than full protective clothing. Loosening of coverall or removal of hardhats by personnel carrying equipment in the hot sun may prevent heat stroke. In all cases however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
4. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
  - (a) Hearing protection must be worn when operating chain saws or pumps.
  - (b) Goggles must be worn as appropriate.
5. Prolonged periods without cleaning can cause a deterioration of the fire-retardant properties of protective clothing such as coveralls due to the build-up of unburned hydrocarbons. Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect. Therefore, coveralls should be washed regularly.

**REFERENCE:** WCB Regulation 31.10, ALSO SEE O.G. #: 3.2.9

Bruce Green	This O.G. Replaces: 1.03.01.03
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: April 12, 2016

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.5.1.3
			Section	Safety	Page 1 of 2	
			Title	Firefighter Decontamination		
			Sub:			

**PURPOSE:** To define a procedure for carrying out personal decontamination following any firefighting activities while protecting the user and Decon crew.

**SCOPE:** This Operational Guideline applies to all fire department personnel.

**POLICY:** All Fire personnel will follow a standard procedure to decontaminate themselves and their personal protective equipment (PPE) following normal structural firefighting activities. The procedures will be carried out following notification by the Incident Commander (IC) or Officer recognizing the need for decontamination

**PROCEDURE:**

1. **Upon tasks being completed and when relieved by the IC or the Officer, the firefighter will exit the structure and report to the designated Decontamination (Decon) area.**  
Personnel designated to conduct Decon by IC or Officer will be familiar with the procedures and assemble the equipment necessary for on scene decontamination. A standard garden hose shall be utilized. Decon crew will wear PPE: FR gloves and N95 mask at minimum.



2. **Decon procedure will take place as stated below.**

***NOTE: DO NOT remove SCBA, face mask, or any PPE prior to Decon.***

- a. Using gentle water spray, the Decon crew will flush contaminants from head to toe working from top down. Special care shall be taken to avoid forcing contaminants into any opening such as neck or cuffs.
- b. Initial rinse will be followed with a helmet to boot application of "TURN OUT CLEAN" which will be allowed to sit for a few minutes then scrubbed with a brush.
- c. Rinse again thoroughly from top to bottom.
- d. Remove SCBA from back, keeping mask on face.

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Signature of Fire Chief	
Date of Issue:	
	Issued on:



			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.#: 4.5.1.3</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Firefighter Decontamination</b>	
			<b>Sub:</b>		

- e. With the assistance of the Decon crew, remove PPE items as per emergency Decon procedures. Every effort shall be made to avoid contact with skin and clothing.
- f. SCBA mask will be the last item removed. SCBA harness will be managed by an assistant.
- g. Use wipes to clean hands, face and neck.
- h. Firefighters will proceed to clean area for rehab and medical evaluation as necessary and can be provided coveralls to wear if necessary.
- i. As soon as possible, firefighter is to remove clothing worn underneath bunker gear and shower at the Hall and change into clean clothes.
- j. SCBA harness / backpack and helmet to be sprayed inside and out with “TURN OUT CLEAN” and allowed to sit for a few minutes then rinsed off.
- k. All PPE to be bagged and transported to the Hall for washing.
- l. An N95 mask and gloves to be worn when removing PPE and transferring it for washing.

**FORMAT:**

**REFERENCE:**



**ALSO SEE**

**O.G. #:**

**DECON KIT CONTENTS**

- 4- N-95 Masks
- 3- 15ft 5/8” hose lengths
- 2-5/8” spray nozzles
- One brush
- 2- Bottles and sprayers of turn out gear cleaner.
- 1- 1.5” to 15/8” reducer
- 1- package fire wipes
- 10-Large garbage bags

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.4
			Section	Safety	Page 1 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

**PURPOSE:** To ensure the safe and efficient response of personnel and vehicles to the scene of an emergency, training ground or other Fire Department business.



**SCOPE:** This Operational Guideline applies to all fire department personnel.

**POLICY:** The driver of each vehicle bears full responsibility for operating the vehicle in accordance with the B.C. Motor Vehicle Act and the policies of the Fire Department.

- QUALIFICATIONS:**
1. All drivers must have the requisite driver's license including air brake endorsement as required.
  2. All drivers must successfully complete an emergency driving course such as *Emergency Driving in the Rural Fire Department*.
  3. All drivers must complete a precision skills course within the fire department.
  4. All drivers must be evaluated by an outside agency. (Frontline)
  5. All drivers must complete a Pumps and Pumping course
  6. All drivers must be approved by the Fire Chief for the designated apparatus.
  7. All personnel shall make their driver's license available to the Fire Department for inspection and verification when requested.



- PROCEDURE:**
1. Personnel driving Engines or Rescues will complete a "**once around**" before moving these vehicles. This includes before moving a vehicle for an "**Emergency Response**". A "**once-around**" consists of a **complete** walk around the vehicle looking for any apparent hazards and unsafe conditions.  
  
During an Emergency Response the driver shall know the direction he is going before the vehicle leaves the station.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.4
			Section	Safety	Page 2 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

2. All Fire Department vehicles shall be driven with the headlights on at all times.
3. The driver must focus his **FULL ATTENTION** on the safe operation of the vehicle at all times. An Officer or Firefighter acting in that capacity, (hereafter referred to as the "Officer") may **order** a driver to reduce his speed but shall not **order** a driver to increase his speed.
4. The Officer is responsible to assist the driver by operating the emergency warning devices when requested by the driver. The map book, radio, pre-plans and other resources shall also be used to assist the driver in responding safely. The Officer will determine the mode of response.
5. Both audible and visual emergency warning devices must be in use when responding in the "EMERGENCY MODE" and exercising privileges under Section 122 of the British Columbia Motor Vehicle Act.  
  
If **BOTH** the audible and visual emergency warning devices are **NOT** in use then the response mode would be considered a "**ROUTINE MODE**" response and no privileges shall be exercised under Section 122 of the British Columbia Motor Vehicle Act.  
  
During an "**EMERGENCY MODE**" response the audible emergency warning devices may have to be turned off in order to communicate on the radio or with other members of the crew. If this is necessary the driver shall operate in a routine response mode.
6. At no time, while responding "**EMERGENCY MODE**" shall the driver exceed the posted speed limit by more than 25 kph. The driver must always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions.
7. Driving in the oncoming traffic lanes or on the wrong side of a median is extremely dangerous and shall be done **ONLY** if it is deemed appropriate and safe to do so. Straddling the centerline of

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Date of Issue:	
	Issued on:



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.4
			Section	Safety	Page 3 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

a roadway shall be done **ONLY** when there are no other options and it is deemed safe to do so.

These are aggressive maneuvers that may confuse other drivers approaching your vehicle and should be avoided as much as possible. If it is necessary and deemed safe to encroach into any oncoming traffic lane drivers shall reduce their speed, use extreme caution and ensure they are operating both the audible and visual emergency warning devices.

8. Intersections are the most dangerous areas to approach. All responding vehicles must observe the following special precautions:
  - a. When a Fire Department vehicle must approach an intersection in or partially in the oncoming traffic lane or on the wrong side of a median, the driver shall ensure that both audible and visual emergency devices are operating and come to a **COMPLETE STOP** at the intersection. The driver may only proceed when **ALL** other traffic has yielded the right of way and the intersection is deemed to be safe.
  - b. Regardless of the **response mode** or traffic conditions, Fire Department vehicles will come to a **COMPLETE STOP** before entering any intersection with a **negative** right-of-way (red light or stop sign).  
  
The Fire Department vehicle will proceed only when all other traffic has yielded the right-of-way and the intersection is deemed safe.
  - c. The maximum allowable speed through any intersection shall be the posted legal speed limit.
9. Passing other moving emergency vehicles during an emergency response is dangerous and should be avoided. If it is necessary to pass another emergency vehicle, establish radio contact with that emergency vehicle, ensure that both your audible and visual warning devices are on and then only pass when safe to do so.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.4
			Section	Safety	Page 4 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

10. Backing up Fire Department vehicles can be dangerous and should be done with extreme caution. Refer to the Fire Department procedure on Backing up Fire Department Vehicles.
11. No person will attempt to step off or on any Fire Department vehicle while it is in motion.
12. Fire Department personnel will chock the wheels of Fire Department Engine and Rescue vehicles any time they are parked any place other than inside the fire station. These vehicles will be chocked on the downhill side of the tire.
13. Seat belts will be used at all times when the apparatus is in motion and the crew capacity on each apparatus shall not exceed the number of seat belts.
14. Driving while impaired by drugs or alcohol is both illegal and unacceptable. Fire Department personnel found to be driving a fire department vehicle while impaired by drugs or alcohol will be disciplined.



**REFERENCE:** ALSO SEE O.G. 3.3.22, 3.2.24

## **BACKING UP VEHICLES**

### **A) GENERAL RULES:**

1. If you can avoid backing up, don't back up!
  2. Never be in a hurry when backing up.
  3. Do not start to back-up when unsure of the area.
  4. When possible back off of a roadway and not on to one.
  5. Do not put the vehicle into reverse gear before coming to a complete stop.
  6. Roll the driver's side window down before backing up.
  7. **If at all possible use a spotter** and make visual or verbal contact with the spotter.  
(A portable radio may be used for verbal communications)
- If no spotter is available:
- a) Reconsider backing up. Is it really necessary?
  - b) Make a reasonable attempt to get someone to act as a spotter.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.4
			Section	Safety	Page 5 of 5
			Title	Fire Department Vehicle Operations	
			Sub:		

c) If a spotter cannot be obtained, get out of the unit and walk around the unit completely and survey the area that you are backing into.

Before proceeding to back up the unit up, be sure to check overhead clearance.

8. When backing off or onto a roadway always use fire fighters for traffic control if available.



#### **B) OPERATOR RESPONSIBILITIES:**

1. Bring the unit to a complete stop.
2. Make visual or verbal communication with the spotter. "If you cannot see or hear the spotter, do not backup!" (A portable radio may be used for verbal communications)
3. Make sure a spotter is in place a safe distance to the left rear of the unit.
4. Be able to see the spotter in the left view mirror. **"If you cannot see the spotter do not backup!"**
6. The driver and spotter must establish and continue eye contact in the left mirror.
7. Drivers and spotters must be familiar with hand signals.
8. The spotter will signal the driver when it is safe to back up.

#### **C) SPOTTER RESPONSIBILITIES:**

1. Survey the right side and rear of the vehicle for obstacles and overhead clearances.
2. Place yourself a safe distance to the left rear of the unit.
3. Make sure the operator can see and hear you.
4. Be familiar with hand signals. (See attachment).
5. Maintain eye contact with the driver at all times.
6. In cases where the vehicle must back-up over a long distance the spotter should stop vehicle each time he repositions himself. He should not be walking backwards and signaling the vehicle at the same time.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.5
			Section	Safety	Page 1 of 1
			Title	Working Alone at the Hall or a Scene	
			Sub:		

**PURPOSE:** To define a procedure for members who are working alone or responding alone.

**SCOPE:** This Operational Guideline applies to all fire department personnel.

**POLICY:** All Fire personnel will follow a standard procedure when they are assigned to work alone or in isolation. All workers will be informed of the hazards and risks of the job knowing this might not be possible in all circumstances.

**PROCEDURE:**

1. Any duty officer who responds to a duty officer call must let dispatch know when they are leaving and returning, and set up an hourly or ½ hour check-in, they can ask for a 10 min check in if they feel the need.
2. Any member who is assigned to work alone or in isolation must check in with the chief or deputy every hour by phone call or text message until the job is done.
3. If a duty officer fails to check in fire dispatch will follow their internal protocol, which would include notifying the chief or deputy.
4. If a member fails to check in the chief or deputy will arrange for someone to go a check on the member.
5. If at anytime a member feels threatened while working alone they are to remove themselves from the situation and call for backup.
6. The person designated to establish contact with the Duty office or worker must document the check-in results.



**REFERENCE:** WorkSafe BC regulation 4.21

**ALSO SEE**

**O.G. #:**

Bruce Green	This OG replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.6
			Section	Safety	Page 1 of 16
			Title	Ground Ladder Testing and Inspecting	
			Sub:		

**PURPOSE:** To ensure that Fire Department ground ladders are properly maintained and tested, so that firefighters are not injured by ladder failures.

**SCOPE:** This Operational Guideline applies to all fire department personnel.

**POLICY:** Ground ladders will be tested as per Work Safe BC regulations and maintained as per manufacturers' guidelines

**PROCEDURE:**

1. The fire department will ensure that proper care and procedures are utilized during the maintenance, testing and use of all ground ladders.
2. Fire Department ground ladders must be maintained according to manufacturers' recommendations.



In the absence of specific manufacturers' guidelines, ladders must be inspected after each use. These inspections must include but are not limited to checking:

- a) The heat sensor labels for colour change indicating heat exposure.
- b) All rungs for snugness and tightness.
- c) All bolts and rivets for tightness.
- d) Welds for any cracks or apparent defects.
- e) Beams and rungs for cracks, splintering, breaks, gouges, checks, wavy conditions or deformation.
- f) Hook assemblies on roof ladders for proper operation.  
In addition, the assembly should not show signs of rust, the hooks should not be deformed, and parts should be firmly attached with no sign of looseness.
- g) Extension ladders for:
  - 1) Proper operation of pawl assemblies.
  - 2) Fraying and kinking of the halyard.
  - 3) Free-turning pulleys.
  - 4) The condition of the guides and free movement of the fly sections.

**If any deficiencies are found, the ladder will be removed from service and repaired.**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	Revised on:



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.6
			Section	Safety	Page 2 of 16
			Title	Ground Ladder Testing and Inspecting	
			Sub:		

3. Ground ladders are to be kept free of moisture.  
Pawl assemblies must be kept clean and lubricated as necessary.
4. Fire Department ground ladders must be service tested:
  - a) Every year.
  - b) Any time the ladder is suspected of being unsafe.
  - c) After the ladder has been subjected to overloading.
  - d) After the ladder has been subjected to impact loading or unusual condition of use.
  - e) After heat exposure.
  - f) After any deficiencies have been repaired, unless the only repair was replacing the halyard.
5. If there are any signs of failure during service testing the ladder shall be removed from service and either repaired and re-tested or destroyed.

6. **All fire service ground ladder must be inspected and tested** as per Workers' Compensation Board Occupational Health & Safety Regulations, **Part 31 sentence 31.37 (2)**. April 15, 1998 edition.

31.37(2) *"A ground ladder must be used, tested and maintained in accordance with the requirements of NFPA 1932, Use, Maintenance, and Service Testing of Fire Department Ground Ladders, 1989 Edition, or other standards acceptable to the board."*



This standard applies to all fire service ground ladders manufactured after 1984.

For fire service ground ladders manufactured before 1984, WCB board will accept testing and inspection to **NFPA 1931, 1979 edition**.

**Note: Ladders manufactured before 1984 will most likely fail if tested to the newer standards. Any ladder that fails these inspections and tests shall be removed from service.**

7. Records will be kept of all service tests, repairs and re-testing on the forms provided by the Fire Department.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Revised on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.1.6
			Section	Safety	Page 2 of 16
			Title	Ground Ladder Testing and Inspecting	
			Sub:		

**FORMAT:**

**REFERENCE:** WorkSafe BC regulation 4.21

**ALSO SEE O.G.**

**#:**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Revised on:

## **Procedures for Fire Service Ground Ladder Inspections as per NFPA 1931, 1979 edition & NFPA 1932, 1989 editions**

### **Heat Sensors:**

- ◆ If the heat sensors have changed colour, the ladder shall be removed from service. A hardness test will then have to be performed.
- ◆ All heat sensors shall have an expiry date on them. If expired replace with current ones.
- ◆ Heat sensors shall be located on the inside of each beam of each section immediately below the second rung from the tip of each section and immediately below the center rung of each section. (Four sensors per section)

### **Safety Labels:** (electrical and climbing angle labels)

- ◆ One of each label on each side of the bed section between the fourth & fifth rungs.

### **Rungs:**

- ◆ Check rungs for snugness, tightness, punctures, cracks, breaks, wavy conditions, worn serrations or deformation. Repair or replace where needed.

### **Beams:**

- ◆ Check beams for cracking, breaks, gouges, wavy condition or deformation.

### **Welds:**

- ◆ Check welds for cracks or apparent defects.

### **Butt Spurs:**

- ◆ Check butt spurs for excessive wear or other defects and replace if needed.

### **Halyards:**

- ◆ Check halyards for fraying or kinks and replaced if needed.

### **Ladder Slide Areas:**

- ◆ Check slide areas for galling and cleanliness. Clean and wax if required.

### **Surfaces of Ladder:**

- ◆ Check for surface corrosion. To preserve the surface finish and inhibit corrosion, an occasional application of a good automotive paste wax shall be used. Steel wool shall not be used on the ladders.

### **Roof Hooks:**

- ◆ Check roof hooks for function, cleanliness, sharpness and lubricate if needed.

### **Pawls and other Moving Parts:**

- ◆ Check pawls and other moving parts for proper working order and clean and lubricate if needed.

**Wire Cable or Rope:**

- ◆ Check cable or rope for fraying, kinks and proper working order and replace if needed.

(Attachment “B”)

## Procedures for Fire Service Ground Ladder Testing

(NFPA 1932, 1989 edition)

### **Horizontal Bending Test (Roof & Extension Ladders)**

\* Not for folding ladders

- ◆ The ladder shall be placed in a horizontal position supported under the first rung from each end of the ladder. The support shall be a one-inch cylindrical support.
- ◆ Extension ladder shall be extended to their maximum extended length with pawls engaged for this test. Straps or ties that do not increase the strength of the ladder may be used to ensure that the ladder locks remain engaged during the test.
- ◆ The test loads shall be applied equally to a center span covering 16” each side of the center. ( a piece of 5/8” plywood 24”x32” should be used for this)
- ◆ The test load shall consist of free weights in increments consistent with safety and ease of handling. The test loads shall include the weight of the plywood.
- ◆ The ladder shall be loaded with a pre-load of **350 lbs.** The load shall remain for at least one minute to “set” the ladder prior to completing the rest of the test.
- ◆ After removing the pre-load, the distance between the bottom edge of each side rail and the ground shall be measured and recorded. All measurements shall be taken at a consistent location as near as practical to the center of the ladder.
- ◆ The ladder shall then be loaded with the **500-lb.** test load and this load shall remain in place for five minutes.
- ◆ The test load shall then be removed and after five minutes more have elapsed, a second measurement shall be taken and recorded from the same places and the first measurements.
- ◆ Differences in measurements shall not exceed the following:
  - ◆ Ladder 25’ or less not more than 1/2”
  - ◆ Ladders 26’ to 34’ not more than 1”
  - ◆ Ladders 35’ or over not more than 1 1/2”
- ◆ There shall be no visible permanent change or failure of any hardware during this test.

### **Hardware Test (extension ladders) (1979 & 1989 editions)**

---

- The ladder shall be extended at least one rung beyond the bedded position.
- A test load of **1000** pounds shall be applied to the rung(s) of the fly section for a minimum of one minute. This shall be done in a safe manner.
- The ladder shall sustain this test load with no permanent deformation or other visible weakening of the ladder.

**Any ladder that does not meet this criterion shall be removed from fire service.**

### **Roof Ladder Hook Test**

- ◆ The ladder shall be hung solely by the roof hooks, with the hooks supported by the points of the hooks.

- ◆ The ladder shall be secured in such a manner to retain the ladder should the hooks fail.
- ◆ A test load of **1000** pounds shall be placed over as many rungs as needed for a minimum of one minute. This shall be done in a safe manner.
- ◆ The ladder shall sustain this test load with no permanent deformation or other visible weakening of the ladder.

(Attachment “C”)

## Procedures for Fire Service Ground Ladder Testing (NFPA 1931, 1979 edition)

### Horizontal Bending Test (Roof & Extension ladders)

#### \* Not for folding ladders

- ◆ The ladder shall be placed in a horizontal position supported under the first rung from each end of the ladder. The support shall be a one-inch cylindrical support.
- ◆ Extension ladder shall be extended to their maximum extended length with pawls engaged for this test. Straps or ties that do not increase the strength of the ladder may be used to ensure that the ladder locks remain engaged during the test.
- ◆ The test loads shall be applied equally to a center span covering 16’ each side of the center. ( a piece of 5/8” plywood 24”x32” should be used for this)
- ◆ The test load shall consist of free weights in increments consistent with safety and ease of handling. The test loads shall include the weight of the plywood.
- ◆ The ladder shall be loaded with a pre-load of **300 lbs.** The load shall remain for at least one minute to “set” the ladder prior to completing the rest of the test.
- ◆ After removing the pre-load, the distance between the bottom edge of each side rail and the ground shall be measured and recorded. All measurements shall be taken at a consistent location as near as practical to the center of the ladder.
- ◆ The ladder shall then be loaded with the **400-lb.** Test load and this load shall remain in place for five minutes.
- ◆ The test load shall then be removed and after five minutes more have elapsed, a second measurement shall be taken and recorded from the same places and the first measurements.
- ◆ Differences in measurements shall not exceed the following:
  - ◆ Ladder 25’ or less not more than 1/2”
  - ◆ Ladders 26’ to 34’ not more than 1”
  - ◆ Ladders 35’ or over not more than 1 1/2”
- ◆ There shall be no visible permanent change or failure of any hardware during this test.

### Hardware Test (extension ladders) (1979 & 1989 editions)

---

- The ladder shall be extended at least one rung beyond the bedded position.
- A test load of **1000 pounds** shall be applied to the rung(s) of the fly section for a minimum of one minute. This shall be done in a safe manner.
- The ladder shall sustain this test load with no permanent deformation or other visible weakening of the ladder.

### Roof Ladder Hook Test

- a) The ladder shall be hung solely by the roof hooks, with the hooks supported by the points of the hooks.
- b) The ladder shall be secured in such a manner to retain the ladder should the hooks fail.

- c) A test load of **500** pounds shall be placed over as many rungs as needed for a minimum of one minute. This shall be done in a safe manner.
- d) The ladder shall sustain this test load with no permanent deformation or other visible weakening of the ladder.

**Any ladder that does not meet this criterion shall be removed from fire service.**



(Attachment “D”)

## **Procedures for Fire Service Folding Ladder Testing** **(NFPA 1931, 1979 & NFPA 1932, 1989 edition)**

### **Horizontal Bending Test (Folding Ladders, attic)**

**\* Not for roof or extension ladders**

- ◆ The ladder shall be placed in a horizontal position supported six inches from each end of the ladder. The support shall be a one-inch cylindrical support.
- ◆ The test loads shall be applied equally to a center span covering 8” each side of the center. ( a piece of 5/8” plywood 24”x16” should be used for this)
- ◆ The test load shall consist of free weights in increments consistent with safety and ease of handling. The test loads shall include the weight of the plywood.
- ◆ The ladder shall be loaded with a pre-load of **160 lbs.** The load shall remain for at least one minute to “set” the ladder prior to completing the rest of the test.
- ◆ After removing the pre-load, the distance between the bottom edge of each side rail and the ground shall be measured and recorded. All measurements shall be taken at a consistent location as near as practical to the center of the ladder.
- ◆ The ladder shall then be loaded with the **225-lb.** Test load and this load shall remain in place for five minutes.
- ◆ The test load shall then be removed and after five minutes more have elapsed, a second measurement shall be taken and recorded from the same places and the first measurements.

Differences in measurements shall not exceed 1/2”. Any ladder that does not meet this criterion shall be removed from fire service. There shall be no visible permanent change to the ladder or hardware.

**Any ladder that does not meet this criterion shall be removed from fire service.**

(Attachment "E")

## NFPA 1931, 1979 Ed.

Test

Date \_\_\_\_\_

### ***Ground Ladder Annual Inspection and Test Record***

=====

===

Fire Department Ladder Identification # \_\_\_\_\_

Ladder Manufacturer Company \_\_\_\_\_

Manufacturer's Ladder Identification Number or Code \_\_\_\_\_

Date of ladder purchase \_\_\_\_\_ In Service Date \_\_\_\_\_

Suppliers Name \_\_\_\_\_

Where is the ladder is normally located? \_\_\_\_\_

Type of ground ladder? (Circle one) Roof    Extension    Folding(attic)    other

Ladder Construction? (Circle one) Solid Beam    Truss Beam

Extended length of ladder ? \_\_\_\_\_ Sections (circle one)    1    2    3

### **Inspection**

(circle

one)

- |   |       |     |          |
|---|-------|-----|----------|
| ◆ Heat sensors labels are in placed and have not changed color.   | Yes   | No  |          |
| ◆ Expiry date on heat sensors.                                    | _____ |     |          |
| ◆ Are safety labels in place (electrical and climbing angle)      | Yes   | No  |          |
| ◆ All rungs are tight, snug and are generally in good shape.      | Yes   | No  |          |
| ◆ Beams are not cracked, deformed and are generally in good shape | Yes   | No  |          |
| ◆ Welds, joints are not cracked and are generally in good shape   | Yes   | No  |          |
| ◆ Butt spurs are not excessively worn                             | Yes   | No  |          |
| ◆ Surfaces of the ladder are generally in good shape              | Yes   | No  |          |
| ◆ Halyard is not frayed, kinked and is generally in good shape    | Yes   | No  | NA       |
| ◆ Ladder slide areas are generally in good shape                  |       | Yes | No    NA |
| ◆ Pawl assemblies in working order                                |       | Yes | No    NA |
| ◆ Roof hooks function properly and are sharp                      | Yes   | No  | NA       |

Any "No" answers during the visual inspection shall be sufficient cause to remove the ladder from service until repaired.

Service items: (metal ladders only)

- ◆ To preserve the surface finish and inhibit corrosion, an occasional application of a good automotive paste wax shall be used. Steel wool shall not be used to remove corrosion. Candle wax should be used for slide areas.

- ◆ Pawl assemblies shall be cleaned and lubricated in accordance with manufacturer instruction. (lubricant)
- ◆ Roof hook assemblies shall be cleaned and lubricated in accordance with manufacturer instruction. (lubricant)
- ◆ Halyards shall be replaced when they become frayed or kinked.  
(Halyard shall not be less than 3/8" diameter having a breaking strength of 825 lbs.)

**Service Testing:** (as tested in accordance with N.F.P.A #1931, 1979 edition)

Fire Department Ladder Identification # \_\_\_\_\_

**Reason for this testing?** \_\_\_\_\_

(Annual test, overloading, heat exposure, ladder dropped, repairs, complaint)

a) **Horizontal Bending Test:** (circle one) **Passed** **Failed**

Pre-load measurement \_\_\_\_\_ Test load measurement \_\_\_\_\_  
(300 lb. Load) (400 lb. Load)

Difference in measurement between **pre-load and test load:** \_\_\_\_\_

**Differences shall not exceed 1/2" for ladders 25' or less, 1" for ladders 25" to 34" and 1 1/2" for ladders 35' or over.**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

b) **Hardware Test:** (1000 lbs.) (Circle one) **Passed** **Failed** **N.A.**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

c) **Roof Hook Test:** (500 lbs.) (Circle one) **Passed** **Failed** **N.A.**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

---

**These tests were conducted in accordance with**

**N.F.P.A standard #1931, 1979** edition and on this date the ladder:

**PASSED or FAILED**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME PRINTED

\_\_\_\_\_  
DATE

---



---

**Ladders that have failed these tests must be removed from service until repaired and re-tested.**

**Repairs required :**

\_\_\_\_\_

---

**Repairs completed by :** \_\_\_\_\_ **Date** \_\_\_\_\_

(Attachment "F")

## NFPA 1932, 1989 Ed.

Test

Date \_\_\_\_\_

### **Ground Ladder Annual Inspection and Test Record**

=====

===

Fire Department Ladder Identification # \_\_\_\_\_

Ladder Manufacturer Company \_\_\_\_\_

Manufacturer's Ladder Identification Number or Code \_\_\_\_\_

Date of ladder purchase \_\_\_\_\_ In Service Date \_\_\_\_\_

Suppliers Name \_\_\_\_\_

Where is the ladder is normally located? \_\_\_\_\_

Type of ground ladder? (Circle one) **Roof**   **Extension**   **Folding(attic)**   **other**

Ladder Construction? (Circle one) **Solid Beam**   **Truss Beam**

Extended length of ladder ? \_\_\_\_\_ Sections (circle one)   **1**   **2**   **3**

### **Inspection**

(circle

one)

- |   |       |     |         |
|---|-------|-----|---------|
| ◆ Heat sensors labels are in placed and have not changed color.   | Yes   | No  |         |
| ◆ Expiry date on heat sensors.                                    | _____ |     |         |
| ◆ Are safety labels in place (electrical and climbing angle)      | Yes   | No  |         |
| ◆ All rungs are tight, snug and are generally in good shape.      | Yes   | No  |         |
| ◆ Beams are not cracked, deformed and are generally in good shape | Yes   | No  |         |
| ◆ Welds, joints are not cracked and are generally in good shape   | Yes   | No  |         |
| ◆ Butt spurs are not excessively worn                             | Yes   | No  |         |
| ◆ Surfaces of the ladder are generally in good shape              | Yes   | No  |         |
| ◆ Halyard is not frayed, kinked and is generally in good shape    | Yes   | No  | NA      |
| ◆ Ladder slide areas are generally in good shape                  |       | Yes | No   NA |
| ◆ Pawl assemblies in working order                                |       | Yes | No   NA |
| ◆ Roof hooks function properly and are sharp                      | Yes   | No  | NA      |

Any "No" answers during the visual inspection shall be sufficient cause to remove the ladder from service until repaired.

### **Service items: (metal ladders only)**

- ◆ To preserve the surface finish and inhibit corrosion, an occasional application of a good automotive paste wax shall be used. Steel wool shall not be used to remove corrosion. Candle wax should be used for slide areas.

- ◆ Pawl assemblies shall be cleaned and lubricated in accordance with manufacturer instruction. (lubricant)
- ◆ Roof hook assemblies shall be cleaned and lubricated in accordance with manufacturer instruction. (lubricant)
- ◆ Halyards shall be replaced when they become frayed or kinked.  
(Halyard shall not be less than 3/8" diameter having a breaking strength of 825 lbs.)

**Service Testing:** (as tested in accordance with N.F.P.A #1932, 1989 edition)

Fire Department Ladder Identification # \_\_\_\_\_

**Reason for this testing?** \_\_\_\_\_  
(Annual test, overloading, heat exposure, ladder dropped, repairs, complaint)

a) **Horizontal Bending Test:** (circle one)      **Passed**      **Failed**

Pre-load measurement \_\_\_\_\_ Test load measurement \_\_\_\_\_  
(350 lb. Load) (500 lb. Load)

Difference in measurement between **pre-load and test load:** \_\_\_\_\_

**Differences shall not exceed 1/2" for ladders 25' or less, 1" for ladders 25" to 34" and 1 1/2" for ladders 35' or over.**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

b) **Hardware Test:** (1000 lbs.) (Circle one)      **Passed**      **Failed**      **N.A.**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

c) **Roof Hook Test:** (1000 lbs.) (Circle one)      **Passed**      **Failed**      **N.A.**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

---

**These tests were conducted in accordance with**  
**N.F.P.A standard #1932, 1989** edition and on this date the ladder:  
**PASSED      or      FAILED**

\_\_\_\_\_  
SIGNATURE                                  NAME PRINTED                                  DATE

---



**Ladders that have failed these tests must be removed from service until repaired and re-tested.**

**Repairs required :** \_\_\_\_\_

---

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Repairs completed by : \_\_\_\_\_ Date \_\_\_\_\_

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.5.1.7</b>
			<b>Section</b>	<b>Safety</b>	<b>Page 1 of 3</b>
			<b>Title</b>	<b>Hose Testing, Inspecting and Maintenance</b>	
			<b>Sub:</b>		

**PURPOSE:** To ensure that Fire Department fire hoses are properly used and maintained, and tested regularly, so that firefighters are not injured by hose failures

**SCOPE:** This Operational Guideline applies to all fire department personnel.

**POLICY:** Fire hose must be maintained as per manufacturers' guidelines and tested annually in accordance with this procedure.

- MAINTENANCE PROCEDURE:**
- Fire hose must be maintained according to manufacturers' recommendations.  
In the absence of specific manufacturers' guidelines, the following applies:
    - Hose must be visually inspected after each use to detect possible damage or weaknesses.
    - Hose must be brushed regularly to remove any dust, dirt or soot deposits. If necessary, it must be washed and scrubbed with clear water.
    - Any oil or grease on the hose must be removed with a solution of mild soap and water, then rinsed with clear water.
    - Hose couplings must be cleaned by immersing in warm soapy water. Female swivels must be turned to dislodge any dirt or foreign material. Male swivels must be cleaned with a brush
  - Hose must be placed on the hose racks after cleaning and remain on the rack until the jacket is fully dry to avoid mildew.  
Wet resistant hose may be reloaded onto an apparatus wet, but only if necessary. It should be dried on the racks, if possible.  
Natural fibre fire hose must not be reloaded wet unless unavoidable in order to maintain an apparatus in service.
  - Hose must be stored on racks in a single donut roll for 1 1/2" and 2 1/2" or straight roll for 4". Hose must be fully dry before being placed into storage.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Revised on:



## TESTING:



1. All hose must be tested every year.

### **Procedures for 1 1/2", 2 1/2" and 4" hoses are as follows:**

- a) Inspect hose for any visible defects in the outer jacket.  
Look for damage to the couplings. Replace worn or missing gaskets.
  - b) Connect the hose testing gate valve to an apparatus outlet, with the
  - c) Connect a 2 1/2" (for testing) from the gate valve to the hose testing manifold.
  - d) Connect lines to be tested to the hose testing manifold to a maximum of 200 feet off each connection. End all lengths with a nozzle.
  - e) Mark the hose at the end of each coupling shank with a soft pencil.
  - f) Fill the lines with water at 50 psi and bleed off all trapped air.
  - g) Close the hose testing gate valve.
  - h) With all the air evacuated from the lines, all nozzles closed and **the gate valve closed**, increase pump pressure to 300 psi and hold for five (5) minutes.
  - i) From a safe distance, check for leaks and/or sweating along the hose lines and at the couplings.
  - j) Slowly reduce the pressure and drain the hose.
  - k) Inspect the markings at each coupling to ensure that the couplings have not moved.
  - l) Record the identifying number of each hose tested on a test record sheet, noting whether it has passed successfully or been sent for repair.
  - m) Tag defective hose, indicating the problem.
  - n) Hose in good condition is then dried, rolled and placed back in service.
  - o) Record result and forward to the Fire Chief.
2. Procedures for 4" hose are as in the preceding section, **except that maximum test pressure is 200 psi.**
  3. Repairable damaged hose must be:
    - a) Removed from service.
    - b) Tagged at female coupling indicating type and location of damage.
    - c) Stored separately from usable hose and tag it for repair as soon as possible, with appropriate couplings.
    - d) Not less than forty (40) feet in length, except for short lengths of hose used in monitor operations and as hydrant fillers.
    - e) Tested as outlined for annual testing, after having been repaired and prior to being placed back in service.
  4. Couplings from unrepairable damaged hose will be cut off and saved for future use.  
Unrepairable damaged hose must be:
    - a) Removed from service and disposed of.
    - b) Recorded in the hose test record sheet as TOS (Taken Out of Service), with the reason for its disposal recorded.
    - c) Deducted from the Fire Department hose inventory and replacement hose ordered in the following budget year.

**NEW HOSE:**

1. New hose received must be visually checked for defects and damage. Each length of new hose must be marked with "ORFR" and an identification number on the shank of the female coupling and recorded on the hose test record prior to being placed in service.

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.5.2.1
			Section	Operations	Page 1 of 2
			Title	Radio Communications	
			Sub:		

**PURPOSE:** A key to safe and effective emergency service operations is clear and proper radio communication. Establishing a guideline for radio use will enable the fire department to use this important equipment more effectively.

**SCOPE:** This Operational Guideline applies to all Fire Department Personnel.

**POLICY:** All members of the fire department will be trained in the proper use of the radios operated by this fire department. The radio system is to be used for the transfer of necessary information only.

**PROCEDURE: BASE STATION RADIO:**

1. The first person arriving at the fire station (or a person in the station at the time of the page-out) plays a very important role in the successful response to the incident. This person **must** confirm with Fire Dispatch via the radio that the page has been received.

**MOBLIE RADIO:**

1. When responding to an incident in a fire department vehicle the officer (right side, front seat) will contact fire dispatch and advise that the unit is "In Service". He will also state the size of his crew. Example: "Fire Dispatch Engine 41 is in service with six".



This information is very useful to the Incident Commander as he can better determine the time of arrive and the size of the crews for the various units responding.

2. When arriving at an incident in a fire department vehicle the crew leader will advise Fire Dispatch of the arrival. (Example: "Fire Dispatch, Engine 41 on scene".)
3. When leaving an incident in a fire department vehicle the crew leader will advise Fire Dispatch. (Example: "Fire Dispatch, Engine 41 is returning".)

It is not necessary to advise Fire Dispatch when you have arrived at the fire station.

4. All other communications with Fire Dispatch shall be done through the Incident Commander.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.5.2.1
			Section	Operations	Page 2 of 2
			Title	Radio Communications	
			Sub:		

### PORTABLE RADIOS:

1. The Duty Officer will have a portable radio readily available while he is on duty.
2. Portable radios shall remain on the dispatch direct channel (CVNID) unless directed otherwise by the incident commander.
3. Officer portable radios shall remain on the dispatch repeated channel (CVNIR) unless directed otherwise by the incident commander.
4. Where operationally appropriate the incident commander shall switch to a tactical channel as soon as possible. This is especially critical if another department is operating on the dispatch channel.

Traffic control will normally be switched to a tactical channel by the incident commander.

5. Responding crews will distribute these portable radios for use at the incident. If possible each member of the crew should have a portable radio. If this is not possible firefighters should be put in teams of two, sharing a radio.
6. If a team of two firefighters have two portable radios one of these should be turned off and only used if the first radio fails, otherwise they will feedback off of each other.
7. Firefighters entering the staging area will give their portable radios to the Staging Officer.



The Staging Officer will distribute these portable radios to crews returning for duties.

The Staging Officer will try to re-charge these radios when they are not in use.

8. In most cases communications via portable radios shall be directed through Incident Command. Crews using portable radios may be directed to contact a supervisor instead of Incident Command at some larger incidents

**REFERENCE:** ALSO SEE O.G. #: 3.3.2

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.5.2.2
			Section	Operations	Page 1 of 2
			Title	Emergency Response Vehicle Assignments	
			Sub:		

**PURPOSE:** To ensure an orderly escalation of the response to an emergency incident, without over committing resources or unduly compromising the fire department's ability to respond to other incidents

**SCOPE:** This Operational Guideline applies to all Fire Department Personnel.

**POLICY:** Initial dispatch of fire department resources to an emergency incident will be determined by this operational guideline based upon information available. Subsequent dispatch of resources will be as requested by the Incident Commander. Standard responses are as outlined in this procedure. The Duty Officer as necessary may request variations on these standard responses.

**PROCEDURE:** The following information is a Guideline for the running order of fire department vehicles. The Duty Officer/ Incident Commander may alter this order in response to the situation.

**Structure or, Alarms, Gas Leaks, or Similar (Standard Response):**

Calls for **areas with hydrants** will be:

- Engine #41, followed by Engine #42, followed by Tender #44

Calls for areas **without hydrants** will be:

- Engine #41, followed by Tender #44, followed by Engine #42.

**Chimney Fires**

- Engine #42, followed by Engine #41, followed by Tender #44



**Vehicle Fires:**

- Engine #41 followed by Engine #42. Other equipment as needed.

**Vehicle Rescue:**

- Engine #41 followed by Engine #42. Other equipment as needed.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.5.2.2
			Section	Operations	Page 2 of 2
			Title	Emergency Response Vehicle Assignments	
			Sub:		

**Groundcover Fires (Bush, forest, beach):**

- Engine #41 followed by Tender #44 with SPU, followed by Engine #42.

**Boat Fire:**

- Engine #41 followed by Engine #42

**First Responders, Medical Aid (Simultaneous Responses)**

- Engine #41

**Hazardous Materials Response:**

- Engine #41 Campbell River FD, Comox FD, CFB 19 Wing FD as needed.

The Incident Commander may request mutual-aid resources to support the incident or respond to other incidents any time their assistance is deemed beneficial.



Under normal conditions the fire department vehicles responding to an emergency from the fire station will respond in “emergency mode” unless otherwise advised by the Incident Commander.

The “first in” Officer may cancel units or alter response modes at any time.

**FORMAT:**

**REFERENCE:** Also See O.G. # 3.3.3

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.5.2.3
			Section	Operations	Page 1 of 2
			Title	Minimum Staffing Levels for Responses	
			Sub:		

**PURPOSE:** To ensure that there are sufficient resources for safest operations possible at these emergency incidents

**SCOPE:** This Operational Guideline applies to all fire department personnel.



**POLICY:** The Incident Commander will call out sufficient resources to allow personnel to operate as safely as they can at emergency incidents.

The Crew Officer or firefighter acting in that capacity on responding apparatus will ensure that the apparatus respond with the optimum number of personnel under the prevailing circumstances. The Incident Commander will not hesitate to call out additional personnel and other resources to provide for the safest operations possible at emergency incidents.

**PROCEDURE:**

1. The minimum responses indicated in this Operational Guideline are meant to be a **guide**. They are not meant to constrain decisions made by the Duty Officer or Incident Commander. Decisions made on scene must take into regard the prevailing circumstances of the incident as well as the requirement to conduct operations in a safe manner.
2. To ensure the safety of firefighters operating at an emergency incident, the following minimum response guidelines are set for responding apparatus:
  - a) Engine 41 is to respond with a minimum of four (4) firefighters and a maximum of eight (8) firefighters. (Including officer and driver)
  - b) Engine 42 is to respond with a minimum of three (3) firefighters and a maximum of five (5) firefighters. (Including officer and driver.) If engine 42 is being used as a tanker then the minimum two (2) a driver and officer.
  - c) Tender #44 shall always have 2 and only 2 members responding
3. Aggressive on-scene operations must not be attempted unless there are sufficient personnel and resources on scene to provide for safe operations. Offensive interior attack on an involved structure requires a minimum of two (2) teams of two (2) firefighters each. One attack team and one rescue team (RIT team)

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.5.2.3
			Section	Operations	Page 2 of 2
			Title	Minimum Staffing Levels for Responses	
			Sub:		



**REFERENCE:**

**ALSO SEE**

**O.G. #:**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:



			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.5.2.4</b>
			<b>Section</b>	<b>Operations</b>	<b>Page 1 of 1</b>
			<b>Title</b>	<b>Responding for Duty</b>	
			<b>Sub:</b>		

**PURPOSE:** To ensure Fire Department personnel respond safely to the station and understand what duties are expected of them.



**SCOPE:** This operational guideline applies to all fire department personnel.

**POLICY:** When called upon to respond to an emergency, Fire Department personnel will respond directly to the fire station in a safe manner. Once at the fire station they will perform the duties assigned to them.

**PROCEDURE: Responding to Emergencies:**

1. Fire Department personnel who respond to the fire station for emergencies must do so in a safe manner. They must obey all laws, rules and regulations. They must not expose others or themselves to danger while responding to an incident. Personnel found to be breaking any laws, rules or regulations will be disciplined.
2. Personnel may improve their response time to the fire station by ensuring that they are prepared to respond. They can do this by:
  - a) Parking their vehicle in the direction of travel. It is unsafe to back-up a vehicle without first looking behind it.
  - b) Place your vehicle keys in the same spot all the time or having a second set of keys in a location near the door. Valuable time can be lost looking for vehicle keys.
  - c) Have appropriate clothing ready. Placing your fire department coveralls near your bed at night is one example of this. Appropriate footwear should also be left in a location near the door.
3. Other than exceptional circumstances, personnel will respond directly to the station and not directly to the incident. In a case where a member must pass through or by the incident to get to the station they may stop if they feel they can be of assistance and it is safe to do so. Personnel who go out of their way to respond directly to an incident are subject to discipline.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: February 1, 2015

			Standard Operational Guidelines	
			Comox Valley Regional District	O.G.# : 4.5.2.4
	Section	Operations	Page 2 of 1	
	Title	Responding for Duty		
	Sub:			

- When arriving at the fire station personnel will park in a designated parking spot in a safe manner. They must bear in mind that other personnel will also be responding for duty. They must avoid crossing in front of the fire station vehicle bays (either with their vehicle or on foot) as fire department vehicles may be on the move.

#### **At the Fire Station:**



- The first person arriving at the fire station (or a person in the station at the time of the page-out) plays a very important part of a successful incident. This person **must** acknowledge the page if not already done, and confirm with Fire Dispatch the correct address and nature of the incident.

Note: The person completing the above task shall also respond on the first-out vehicle. If that vehicle is already full the last member to board the vehicle shall give up their seat to this person.

- All vehicles designated to the first alarm assignment for the particular type of response shall respond unless advised otherwise by a Chief or Duty Officer.
- Personnel remaining at the station once the first alarm assignment has left shall remain there until the Incident Command or the senior member at the station clears them. The Incident Commander will request additional resources if he feels they are needed. After the Incident Commander has arrived at the incident and has had a chance to assess it he should be updated via radio from the station as to how many members are at the station.
- Personnel remaining at the station should be prepared to assist the returning crews with clean-up and returning the vehicles to operational readiness.

**REFERENCE:** ALSO SEE O.G. # 3.3.4

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
Issued on: February 1, 2015	

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.2.5
			Section 4.5.2	Operations	Page 1 of 2
			Title	First Responder Response	
			Sub:		

**PURPOSE:** To ensure Fire Department personnel respond safely and effectively to First Responder emergency calls.



**SCOPE:** This operational guideline applies to all fire department personnel.

**POLICY:** When called upon to respond to a first responder emergency, Fire Department personnel will respond directly to the fire station unless otherwise permitted.

**PROCEDURE: Responding to Emergencies:**

1. First Responders receiving a first responder page, must respond to the Fire Hall, unless the following conditions apply:
  - a) Your First Responder certificate is current and,
  - b) The location of the call is on your normal route to the Fire Hall and,
  - c) You have appropriate personal protection with you including, but not limited to, gloves and eye protection and,
  - d) You have available appropriate first aid equipment including, but not limited to, a pocket mask or equivalent and,
  - e) You have equipment and training appropriate to the nature of the call and,
  - f) You deem yourself to be more than one kilometer from the hall and
  - g) There is not already an Oyster River Volunteer Fire Rescue member on scene, or
  - h) It is evident that stopping at the location of the incident can be done safely, and that there is a clear defensible benefit to persons at risk that will result from a direct response.
2. If (a) – (g) or (h) applies, a first responder may choose *(but is not obligated)* to respond directly to the scene and initiate first response.
3. The Fire Chief may, for reasons related to the location of the first responder's residence or place of work within the fire protection area, exempt named first responders from provision 1(b) above
4. As of December 05, 2017, there are three first responders (Martyn Thomas, Janet Marriott) that are exempt from provision (b):

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
Issued on: February 25,2015	

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.5.2.5</b>
			<b>Section 4.5.2</b>	<b>Operations</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>First Responder Response</b>	
			<b>Sub:</b>		

5. The Fire Chief and the Duty Officer are exempt from the provisions of this operating guideline and are normally expected to respond directly to the scene.
6. Firefighters responding to a First Responder call shall dress in bunker gear or coveralls, wear protective gloves and eye ware.
7. Firefighters responding to a First Responder call shall have a N 95 respiratory mask available.
8. Firefighters without a valid first responder certificate may only respond to the Fire Hall and may provide appropriate assistance only at the discretion of the officer in charge.



**At the Fire Station:**

1. The first person arriving at the fire station (or a person in the station at the time of the page-out) plays a very important part of a successful incident. This person **must** acknowledge the page if not already done and confirm with Fire Dispatch the correct address and nature of the incident.

Note: The person completing the above task shall also respond on the first-out vehicle. If that vehicle is already full the last member to board the vehicle shall give up his seat to this person.

2. Personnel remaining at the station once the first alarm assignment has left shall remain there until the Incident Command or the senior member at the station clears them. The Incident Commander will request additional resources if he feels they are needed. After the Incident Commander has arrived at the incident and has had a chance to assess it he should be updated via radio from the station as to how many members are at the station.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: February 25,2015

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.2.6
			Section	Operations	Page 1 of 2
			Title	First Responder Special Response Areas	
			Sub:		

**PURPOSE:** To provide the opportunity for some members to respond to first responder emergency calls within a designated response area.

**SCOPE:** This Operational Guideline applies only to members whose primary residence is within a designated response area.

**POLICY:** **Under the defined conditions only**, members living in one of three designated response areas may respond directly to first response calls.

Special Zones: The designated response areas are those areas within the Black Creek – Oyster Bay Fire Protection area as follows:



1. West of the intersection of York Road and Highway 19A.
2. West of the intersection of Nailer Road and Macaulay Road.
3. South of the Highway 19A Black Creek Bridge.

**PROCEDURE: Responding to First Responder Emergencies:**

Members with a valid First Responder III certificate, whose primary residence is located within one of the three designated areas, may respond directly to first responder calls, within the designated area in which their primary residence is located subject to the following provisions:



1. As with all emergency responses, eligible members must obey all traffic laws when responding to an incident.
2. Members must park their vehicle a minimum of 50 m from the location of the incident.
3. Members must not leave their vehicle and respond to the incident until an Officer or otherwise authorized member (see OG 4.5.2.5) has arrived at the incident and indicated that they can attend.
4. Members shall listen to their pagers for any information related to the call that might provide additional information. If there is any indication of conditions that may be unsafe, members must stay a minimum of 100 m from the incident and shall only proceed to the scene when they have been advised that it is safe to do so.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: May 6, 2015

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.2.6
			Section	Operations	Page 2 of 2
			Title	First Responder Special Response Areas	
			Sub:		

5. Responding members **must** wear fire department issued coveralls with reflective markings, solid footwear that that fully encloses the feet and at a minimum have available first responder gloves, eye protection and an N95 respiratory mask.
6. Members participating in this trial, are strongly encouraged to access Active 911 and to indicate on the system when they are responding to a page.
7. The provisions of this OG apply **only** to medical first responder calls.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: May 6, 2015

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.5.2.7
			Section	Operations	Page 1 of 1
			Title	Firefighting Over or Near Water	
			Sub:		

**PURPOSE:** To ensure safe firefighting over and near water.

**SCOPE:** This Operational Guideline applies to all Fire Department Personnel.

**POLICY:** All personnel of Oyster River Fire Rescue will follow the protocols contained in this operational guideline

**PROCEDURE:** Any activity within 3 meters (10ft) of water shall be accomplished by the use of personal floatation devices. All firefighters shall take the precautions to use firefighting equipment and not to jeopardize the buoyancy of the structure, vessel or dock during the firefighting operations.

Firefighters shall annually review the limitation of personal protection equipment including SCBA with personal floatation devices. Steps should also be taken to ensure pre-planning for fixed areas that could involve large fire operations, over or near water.

**FORMAT:**



**REFERENCE:** NFPA 1500

Workers' Compensation Board Rules and Regulations Part 31.5(b)

**ALSO SEE**

**O.G. #:**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
Issued on: December 17, 2014	

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.5.2.8
			Section	Operations	Page 1 of 1	
			Title	Emergency Keys		
			Sub:			

**PURPOSE:** To provide emergency "KEY ACCESS" to fire and rescue personnel for entry into buildings or gates where persons with keys are not present on site.

**SCOPE:** This Operational Guideline applies to all Fire Department Personnel.

**POLICY:** Some buildings are fitted with Fire Department lock boxes or the Department may carry emergency keys.

EMERGENCY KEYS are to be used for **EMERGENCY ACCESS** only.

The Fire department pre-plan books contain EMERGENCY KEYS.

Fire department pre-plan books will be carried in the Chief's vehicle, the Duty Officer Vehicle, and Engine 41.

When a Fire Department EMERGENCY KEY is used, the user shall replace and secure the building keys.

Incident reports shall include that an EMERGENCY KEY was used and was put back in proper order.

**PROCEDURE:** When responding to an emergency, Fire Department personnel will check the fire department pre-plan book to determine if the gate or building has a EMERGENCY KEY and if so where it is located on that building

If the building has an EMERGENCY KEY, the Duty Officer shall take a lock box key with him to the main entrance

**FORMAT:**



**REFERENCE:**

**ALSO SEE**

**O.G. #:**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: May 6, 2016



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.#: 4.5.2.9
			Section	Operations	Page 1 of 1
			Title	Swift Water Rescue Operations	
			Sub:		

**PURPOSE:** To ensure that all personnel are able to safely and efficiently participate in swift water rescue operations.

**SCOPE:** This Operational Guideline applies to all Fire Department Personnel.

**POLICY:** All personnel of Oyster River Fire Rescue will follow the protocols contained in this operational guideline

**PROCEDURE:**

1. Members who, during their fire department duties, could be called to respond to a swift water rescue shall be trained to the swift water rescue awareness level.
2. Members participating in swift water rescue operations will exercise every safety precaution and have the following priorities:
  - i. Self-Rescue.
  - ii. Security to fellow members and the public.
  - iii. Patients.
3. Members shall wear all appropriate PPE for swift water operations including a PFD.
4. When responding to an incident involving swift water rescue operations, the chiefs or duty officer shall request CVGSAR or CRGSAR be requested as soon as possible through fire dispatch.
5. Members are not permitted to enter into any moving water.



**FORMAT:**

**REFERENCE:**

**ALSO SEE**

**O.G. #:**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.3.1
			Section	Training	Page 1 of 2
			Title	Training Attendance	
			Sub:		

**PURPOSE:** To ensure that fire department emergency responders achieve and maintain training to a level sufficient for them to perform their duties safely, effectively and efficiently.



**SCOPE:** This operational guideline applies to all fire department personnel.

**POLICY:** The Department will provide training sessions for all members. Members must participate in a minimum number of training sessions to maintain their level of training and their standing in the fire department.

**PROCEDURE:**

- The Fire Department will conduct regular training sessions every Wednesday evening starting no later than 19:00 hours and continuing until 21:00 hours. The Fire Department may schedule additional training sessions to enable fire department personnel an opportunity to meet the required minimum attendance requirements.
- Regular Wednesday evening training sessions will be not be held between the dates of December 24<sup>th</sup> through January 1<sup>st</sup> inclusive and these Wednesdays will not be included attendance calculations.
- Members are required to participate in:
  - Quarterly: A minimum of 65% of eligible Wednesday evening practices, which may also include supplementary training as approved by the fire chief, starting on December 1<sup>st</sup>, and
  - Annually: A minimum of 65% eligible Wednesday evening practices, which may also include supplementary training as approved by the fire chief, starting on December 1st.
- Practices and or meetings missed with an accepted reason will be excluded from the attendance requirement calculation. Missed practices or meetings, where no request was received, the request was late, or the request was denied, will be included in the attendance requirement.
- Training attendance will be assessed each quarter. Members who do not maintain the minimum training attendance may be directed by the fire chief to attend additional training sessions.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: September 15, 2016

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.5.3.1</b>
			<b>Section</b>	<b>Training</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Training Attendance</b>	
			<b>Sub:</b>		



6. Members who fail to achieve the minimum training requirement over two consecutive quarters or annually will be directed by the fire chief to:
  - a) Take a leave of absence until such time as attendance can be improved or
  - b) Resign from the Fire Department.
7. Any member who, in the absence of an approved LOA misses more than five consecutive Wednesday practices or meetings, without advising the Fire Chief or designate of their absence, shall be deemed to have resigned from the department

**FORMAT:**

**REFERENCE:**

**ALSO SEE**      O.G. # 3.4.2

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: September 15, 2016

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.3.2
			Section	Training	Page 1 of 1
			Title	Firefighter Standard	
			Sub:		

**PURPOSE:** To ensure firefighters are trained prepared to respond to emergencies.

**SCOPE:** This operational guideline applies to all fire department personnel.

**POLICY:** The Department will provide members with opportunities to receive training and be qualified in the skills required for the performance of their duties.

**PROCEDURE:** Firefighters will meet the following minimum standard prior to participating in emergency responses:

- a) BC Playbook Exterior FF. All members will work towards completion of BC Playbook Full Service Operations Level within 2 years.
- b) First Responder Level 3 (Module 10) if attending to a patient

**Other Training:**

The following training shall be undertaken annually, either through responses to emergency events or through training:

- SCBA
- Ground Ladders
- Auto Extrication
- Building Searches
- SPP-WWF1



The following training shall be undertaken at least once every three years, either through responses to emergency events or through training:

- Traffic Control
- Basic Rope Rescue
- Live Fire Training
- Gas System Awareness Training
- Electrical Safety Awareness Training

**REFERENCE:**

**ALSO SEE** O.G. # 3.4.1

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: February 9, 2011

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.3.3
			Section	Training	Page 1 of 1
			Title	Childminders Standard	
			Sub:		

**PURPOSE:** To ensure childminders are trained to look after children during a practice or response.

**SCOPE:** This Operational Guideline applies to all Childminders who watch other firefighter's children during practices and emergency responses.

**POLICY:** The Department will provide members with opportunities to receive training and be qualified in the skills required for the performance of their duties.

**PROCEDURE:**

1. Childminders will meet the following minimum standard prior to participating in childminding services:
  - a) 20-hour responsible adult course.
  - b) A clear Criminal Record check.
  - c) First-aid ticket that includes CPR
  - d) Other training deemed appropriate.
2. Childminders will be paid according to SOG 4.5.5.10



**FORMAT:**

**REFERENCE:**

**ALSO SEE**

**O.G. #:**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.1
			Section	Administration	Page 1 of 2
			Title	Use of Alcohol and Drugs	
			Sub:		

**PURPOSE:** To minimize the risk associated with the use of alcohol and/or drugs by fire department personnel. The use of alcohol and/or drugs by fire department personnel risks impairing their coordination and judgment, which could jeopardize the safety of members and the public.



**SCOPE:** This operational guideline applies to all fire department personnel.

**POLICY:** Fire Department personnel must not report for duty or perform operational activities while impaired by alcohol or drugs.

Any member found to be participating in an operational function or task while impaired by alcohol or drugs will be disciplined.

- PROCEDURE:**
1. Consumption of alcohol following a practice or emergency response shall be limited to the equivalent of one drink (12 oz. beer, or 5 oz of wine or 1.5 oz of spirits) in a 12-hour period.
  2. Consumption of, and the presence of alcohol is only permitted in the small training room following practice and emergency responses, and in both the small and large training room during sanctioned social events.
  3. Junior members are not permitted to consume alcohol at any time in or about the fire hall.
  4. All social activities sanctioned by the Social Committee where alcohol is either sold or provided to non-members must be appropriately permitted.
  5. While members and guests are responsible to ensure that they avoid driving when uncertain about their sobriety, alternatives to driving after social events will normally be available.
  6. Consumption and possession of illegal drugs is not permitted about the fire hall.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: January 12, 2010

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.5.5.1</b>
			<b>Section</b>	<b>Administration</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Use of Alcohol and Drugs</b>	
			<b>Sub:</b>		

7. Members must be aware that some prescription and non-prescription medications may cause impairment and are not to participate in fire department operational activities, including practices, when taking medications at doses that can cause impairment.
8. While in departmental uniform, members shall not consume alcohol at unsanctioned public events. When in doubt, members shall assume the public event is unsanctioned.
9. Each member is responsible to advise a supervisor of suspected violations of the Department's alcohol and drug policy.
10. Any member found to be in contravention of this policy or procedure will be disciplined. Discipline options include suspension and dismissal.



**FORMAT:**

**REFERENCE:**

**ALSO SEE**

**O.G. #:**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on: January 12, 2010

				Standard Operational Guidelines	
				Comox Valley Regional District	
			Section	Administration	Page 1 of 3
			Title	Paid on Call (POC)	
			Sub:		

**PURPOSE:** To establish procedures for the distribution of paid on call (POC) funds for fire department members.

**SCOPE:** This Operational Guideline applies to all Fire Department personnel except the chief and deputy chief.

**POLICY:** Within fire department budgetary constraints, all firefighters who have completed probation shall receive hourly compensation, in order of priority, for:



- Relevant Training, Meetings and childminding
- Extraordinary fire department service as approved by the fire chief.
- Emergency calls

**PROCEDURE:**

- All eligible members who have completed probation shall receive compensation that, in total, does not exceed the approved operating budget allocation.
- Where there are insufficient budgetary funds available to compensate all eligible members for the three identified categories in the policy, funding shall be paid to members in the order that the categories are presented until there are no longer funds to pay all eligible members for that category at which time payment for that category shall be prorated amongst the members.
- Compensation will be paid annually in December, no later than the 15<sup>th</sup> of the month.
- Program fees, as determined by the membership, shall be deducted from the member's part-time compensation cheques and paid into the collective membership account.
- Individual member program fees shall not exceed the balance of a member's account at the time of deduction.
- Members leaving the department are not eligible for a refund of their program fees.



Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: September 17, 2009



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.10
			Section	Administration	Page 2 of 3
			Title	Paid on Call (POC)	
			Sub:		

7. Regular Wednesday training and meeting nights shall be considered to be 2 hours in length (19:00 – 21:00) unless deemed otherwise by the fire chief.
  - a. Members who do not sign in for meetings and practices before 19:00 hours shall not receive compensation for the first hour of training or meeting participation. Members who leave the hall prior to 21:00 and in advance of the completion of a practice or meeting will not receive compensation for the second hour.
8. Members shall receive compensation for approved relevant training and meetings other than Wednesday practice nights. These training and meeting times shall be rounded to the nearest hour. All off site training and meetings shall be approved by the fire chief. Travel time shall not be eligible for compensation unless approved by the fire chief.
9. Childminders shall be paid their rate of \$15/hour when they are at the fire hall watching other firefighter's children during regular Wednesday practices or emergency responses
10. Extraordinary activities:
  - a. Extraordinary activities shall be paid to all members at the same hourly rate.
  - b. Extraordinary activities shall be a minimum of 2 hours before being eligible for compensation
  - c. Extraordinary activities exclude public service events such as the annual polar bear swim, fall fair (other than a fire prevention component), the Food Hamper Drive, funeral Services, demonstration events, parades and recruitment events.
11. Extraordinary activities shall be approved in advance by the fire chief and rounded to the nearest hour.
12. Members shall receive compensation for emergency calls from the time of the page until the conclusion of the call. The officer in charge shall determine the time that the call is completed. Members responding to an emergency call, but not attending the call, will be paid a minimum of 30 minutes provided they sign in within 15 minutes of the first alarm.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: September 17, 2009

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.10
			Section	Administration	Page 3 of 3
			Title	Paid on Call (POC)	
			Sub:		

13. The initial rate of hourly rate of compensation for extraordinary activities in 2018 shall be:

- All members \$ 15.00

14. The initial rate of hourly rate of compensation for training and emergency calls in 2018 shall be:

- Recruit Firefighter/Childminder -\$15.00
- Firefighter Level 2 - \$ 18.00
- Officer - \$21.00



15. Compensation rates shall be reviewed annually.

**REFERENCE:**

**ALSO SEE**

**O.G.**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: September 17, 2009

				Standard Operational Guidelines		
				Comox Valley Regional District		O.G.#: 4.5.5.11
			Section	Administration	Page 1 of 1	
			Title	Probationary Firefighter		
			Sub:			

**PURPOSE:** To establish a process for becoming a member of the fire department.

**SCOPE:** This operational guideline applies to all recruit fire department personnel.

**POLICY:** The Department will provide recruits with the process needed to become a firefighter with Oyster River Fire Recue.



**PROCEDURE:**

1. Recruits shall pick up and drop off a completed application.
2. Recruits shall attend an information session for them and their partners.
3. Recruits shall have an interview with department personnel to determine their suitability to join the department.
4. Once accepted into the department the recruit will be on probation until such time as they have completed the exterior program.
5. At any time during their probation period, if it is determined by the officers that the recruit isn't suitable, they can be dismissed.
6. After completing the exterior program, the officers will vote on the recruit's acceptance into the department.
7. Once a recruit is accepted as a full member of the department they will be entitled to start receiving funds as a POC firefighter according to OG 4.5.5.10

**REFERENCE:**

**ALSO SEE** 3.5.2  
**O.G.**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.2
			Section	Administration	Page 1 of 1
			Title	Payment for Training Courses Provided	
			Sub:		

**PURPOSE:** To have a system for paying for training courses.

**SCOPE:** This Operational Guideline applies to all members of Oyster River Fire Rescue.

**POLICY:** The Department will provide members with opportunities to receive training and be qualified in the skills required for the performance of their duties.

**PROCEDURE:**



1. The fire department will pay for all training required for firefighters to complete the full-service level. This includes one attempt at Fire Attack 1 & 2.
2. If a firefighter fails to complete a course and wish to take the course again they will do so at their own expense.
3. The fire department will offer to front the cost of the second attempt with the firefighter agreeing to the money being held back from their POC cheque in December.
4. If the firefighter fails to complete the course due to a medical reason, approved by the chief or deputy chief, the fire department will pay for a second attempt at the course.
5. If the firefighter fails to complete the second attempt after a medical reason all other attempts will be based on 3 above.

**REFERENCE:**

**ALSO SEE**



**O.G. #:**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue:	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.3
			Section	Administration	Page 1 of 2
			Title	Child-minding During Practices and Responses	
			Sub:		

- PURPOSE:** To establish a procedure for childminding at Oyster River Fire Hall
- SCOPE:** This Operational Guideline applies to the childminding service that is/may be provided during a Wednesday practice or an emergency response only. This service will not be provided for any association social functions and is only to be used by firefighters.
- POLICY:** The Department will provide members with opportunities to receive childminding during Wednesday practices and emergency responses.
- PROCEDURE:**
1. The fire department will provide a qualified childminder (see OG 3.02.03) at the fire department for firefighters who have children that need to be watched.
  2. There will be no more than, 4 children if one is under 36 months and no more than 8 if all are over 36 months, per responsible adult.
  3. The service will be provided on Wednesday evenings from 7-9pm and will be in training room B with access to the patio and grassy area in front of the firehall.
  4. The department will try to provide the service for emergency responses, however if a childminder fails to show up the fire fighter with children at the hall will not be able to respond.
  5. The department will cover all the cost of the childminder as per OG 4.5.5.10
  6. The firefighters shall notify the chief or deputy chief if they require a childminder for a Wednesday practice the Tuesday before said practice, so arrangements can be made.
  7. The chief or deputy chief will advise the firefighter if no childminding will be available for a Wednesday evening.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
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	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.3
			Section	Administration	Page 2 of 2
			Title	Child-minding During Practices and Responses	
			Sub:		



8. At no time will a child be left at the firehall unattended.
9. This service is for children/grandchildren of firefighters only.

**FORMAT**

**REFERENCE:** Childcare Licensing Regulation Schedule E Section 29

**ALSO SEE O.G.** 5.01.02, 2.10  
#

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on:

			Standard Operational Guidelines	
			Comox Valley Regional District	O.G.# : 4.5.5.4
	Section	Administration	Page 1 of 2	
	Title	Fire Department Uniforms		
	Sub:			

**PURPOSE:** The Fire Department desires to have uniforms for all of its personnel. These uniforms should be worn in a consistent manner so that personnel wearing them look uniform.

**SCOPE:** This Operational Guideline applies to all Fire Department personnel.



**POLICY:** The Fire Department will budget for funds to provide uniforms items for Fire Department personnel

**PROCEDURE:**

- The Fire Department will provide uniform items to its personnel to a level not exceeding the amount that has been budgeted for this issue each year.
- The following items will consist of the uniform (will be supplied by the fire department as the budget permits):
  - Dark uniform trousers (dress slacks or cargo pants)
  - Dark uniform skirt (female firefighters if they choose)
  - Navy blue uniform shirt, c/w Fire Department cresting for all members
  - Light blue uniform shirt, c/w Fire Department cresting for Officers
  - White uniform shirt, c/w Fire Department cresting for Chiefs
  - Black tie
  - Black Fire Department belt
  - Name tag
  - Appropriate rank insignia
- The rank insignia of the Fire Department will be:
 

Fire Chief:	5 gold stripes, 5 gold bugles, gold shoulder flashes
Deputy Fire Chief:	4 gold stripes, 4 gold bugles, gold shoulder flashes
Assistant Fire Chief:	3 gold stripes, 3 gold bugles, gold shoulder flashes
Captain:	2 gold stripes, 2 gold bugles, gold shoulder flashes
Lieutenant:	1 gold stripe, 1 gold bugle, gold shoulder flashes
Firefighter:	Firefighter shoulder flashes
Junior	Junior shoulder flashes

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: February 9, 2011

			<b>Standard Operational Guidelines</b>		
			<b>Comox Valley Regional District</b>		<b>O.G.# : 4.5.5.4</b>
			<b>Section</b>	<b>Administration</b>	<b>Page 2 of 2</b>
			<b>Title</b>	<b>Fire Department Uniforms</b>	
			<b>Sub:</b>		

4. The uniform shirts, and rank insignias, must be worn with the uniform trousers (skirt), belt, and nametag. The uniform tie shall be worn as appropriate to the occasion or by direction of the Fire Chief.
5. All uniform items furnished to personnel by the Fire Department will remain the property of the Fire Department and will be returned when the members leaves the Fire Department.  
On occasion personnel may retain their uniform items with the consent of the Fire Chief.
6. Fire Department personnel will only wear the Fire Department uniform while engaged in Fire Department functions or with the consent of the Fire Chief. No member will sell tickets, solicit advertising, subscriptions, gifts or contributions for any purpose whatsoever, while in uniform or while implying that the Fire Department is involved without the consent of the Fire Chief.
7. No member will take part in any parade or other public functions while in Fire Department uniform without the consent of the Fire Chief.
8. No member, while in Fire Department uniform, will consume alcoholic beverages in a licensed establishment without the consent of the Fire Chief.
9. Members with 20 years of service shall be issued blue blazers.

**FORMAT**



**REFERENCE:**

**ALSO SEE**

**O.G.**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: February 9, 2011



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.5
			Section	Administration	Page 1 of 2
			Title	Conduct of Members	
			Sub:		

**PURPOSE:** To provide guidelines for the appropriate conduct of fire department members.

**SCOPE:** This Operational Guideline applies to all Fire Department personnel.

**POLICY:**

Members shall conduct themselves in a legal, ethical, confidential, professional and respectful manner.

Members shall endeavor to support the mandate, integrity, efficiency and wellbeing of the department.



Members shall not accept rewards, gifts or gratuities for services rendered.

Members shall not cause or support behavior that is detrimental to the operation or reputation of the department.

**PROCEDURE:**

1. It is the responsibility of each member to always remember that much of the knowledge and information commonly discussed among firefighters is of a privileged and confidential nature and considerable discretion, relevant to such information, is needed in conversation with others.
2. Members shall not participate in an operational function or task while impaired by any substance. Each member is responsible to immediately report to a supervisor any violation of fire department Fit for Duty policy.
3. Individual members are expected to decline any offers of a reward, gift, or gratuity.
4. Members are expected to comply with all fire department policies, guidelines, and rules.
5. Members are expected to comply with all local, provincial and federal laws, rules and regulations.
6. Bullying, sexual harassment or mental abuse will not be tolerated.
7. Members are expected to act in a professional and courteous manner when representing the CVRD fire service.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: September 17, 2009

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.5
			Section	Administration	Page 2 of 2
			Title	Conduct of Members	
			Sub:		



8. Members may be disciplined for not complying with fire department operational guidelines, policies, rules and regulations.

## FORMAT

**REFERENCE:** CVRD Fire Service Code of Conduct

**ALSO SEE O.G.** 3.5.1

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: September 17, 2009

			Standard Operational Guidelines		
			Comox Valley Regional District		
			O.G.# : 4.5.5.6		
			Section	Administration	Page 1 of 1
			Title	Leave of Absence	
			Sub:		

**PURPOSE:** To retain experienced fire department personnel who may require a temporary absence from fire department duties by providing for a leave of absence.

**SCOPE:** This Operational Guideline applies to all Fire Department personnel.

**POLICY:** Fire department personnel wishing to seek a leave of absence, shall make a written request to the Fire Chief describing the reason making the request and the proposed length of the leave. The Fire Chief will consider the request and respond to the member.

- PROCEDURE:**
1. Any member, who in the absence of an approved LOA, misses more than five consecutive Wednesday evening practices/meetings without advising the fire chief or designate of his or her reason for the absence shall be deemed to have resigned from the department.
  2. Any member, who provides written notification to the fire chief or designate may, after consideration of the circumstances, be granted a leave of absence for a period that will not normally exceed a total of 6 months every two years.
  3. While on a leave of absence, a member is not be permitted to respond to emergency incidents and shall not carry a fire department pager.
  4. Following a leave of absence exceeding 3 months, the member will be required to undertake an orientation session to ensure the member's skills are current.
  5. All leaves of absence will be recorded in the member's personal file.



**FORMAT**

**REFERENCE**

**ALSO SEE**

**O.G.**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: February 9, 2011

			Standard Operational Guidelines		
			Comox Valley Regional District		
			O.G.# : 4.5.5.7		
			Section	Administration	Page 1 of 1
			Title	Discipline	
			Sub:		

**PURPOSE:** To provide procedures for the disciplining of Fire Department personnel if necessary.

**SCOPE:** This Operational Guideline applies to all Fire Department personnel.

**POLICY:** Members of the Fire Department are subject to the discipline procedures of this Operational Guideline.

**PROCEDURE:**

1. Suspension or dismissal may result from major or continual infractions of the Fire Department rules, regulations, policies or guidelines.
2. Under normal circumstances, the sequence of disciplinary steps for members of the Fire Department will be:
  - a) Verbal caution, recorded in the member's personal file -- this may be carried out by any officer.  
Training or counselling may be suggested or required, if appropriate.
  - b) Written caution, recorded in the member's personal file -- this may be carried out by Chiefs only.  
Training or counselling may be suggested or required, if appropriate.
  - c) Written caution and suspension, recorded in the member's personal file -- this may be carried out by Chiefs only.  
Training or counselling may be suggested or required, if appropriate.
  - d) Dismissal. Only the Fire Chief may carry this out.
3. Any disciplinary steps resulting in a record in the member's personal file must be brought to the attention of the Fire Chief.



**FORMAT**

**REFERENCE**

**ALSO SEE**

**O.G.**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: September 17, 2009

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.7
			Section	Administration	Page 1 of 4
			Title	Non-Operational Use of the Fire Station by Fire Department Personnel	
			Sub:		

**PURPOSE:** To provide for the use of some fire department facilities for non-operational events (social events).

**SCOPE:** This Operational Guideline applies to all Fire Department personnel.



**POLICY:** Fire department personnel may from time to time, with the permission of the Fire Chief use some areas of the fire station.

**PROCEDURE:**

1. Fire department personnel may make a request in writing to the Fire Chief for use of either of the classroom areas and the patio area of the fire station for private functions. The use is limited to events for direct family members, The Fire Chief may after considering the request grant permission to a fire department member to use the designated areas.
2. Use will be granted on a first come basis keeping in mind that fire department operation, training and other uses will take precedence over private use.
3. In order to allow all members an opportunity to use these facilities use by individual members may be limited.
4. There will be no fee for this use providing that the areas used are cleaned after the event.
5. The user before the use must sign a "Facility User Agreement Waiver Indemnity" form (Attached).
6. All private users must abide by all "Facility User Rules and Regulations" (Attached).

Failure to abide to these rules and regulations will result in loss of privileges and could be subject to further fire department discipline procedures.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: February 08, 2001

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.7
			Section	Administration	Page 2 of 4
			Title	Non-Operational Use of the Fire Station by Fire Department Personnel	
			Sub:		

**ATTACHMENTS:** Facility Users Agreement Wavier Indemnity.  
Facility User Rules and Regulations

**REFERENCE**

**ALSO SEE O.G.**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: February 08, 2001

## **Facility User Agreement Wavier Indemnity**

The users agrees that there is no warranty expressed or implied on the part of the Comox Valley Regional District or the Oyster River Volunteer Fire Rescue Association as to the suitability or condition of the premises hereby demised and that the user accepts the said premises at their own risk and that the users covenants the indemnity and save harmless the Comox Valley Regional District or the Oyster River Volunteer Fire Rescue Association from all loss, costs, and damage which may arise as a consequence either directly or indirectly of the granting of this use.

The user agrees to indemnify the Comox Valley Regional District or the Oyster River Volunteer Fire Rescue Association for any loss or damage to Comox Valley Regional District or Oyster River Volunteer Fire Rescue Association property or any adjoining property due to the use of the premises or related uses.

The users understand and agrees that this use may be revised or cancelled at any time with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages because of this cancellation.

**I the undersigned agree to accept the conditions as stated above, and to abide by the “Facility User Rules and Regulations” set out as an attachment to this document.**

Signature of Users: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_



## **Facility Users Rules and Regulations**

**The following rules and regulations must be abided by during private uses of the fire department facility.**

- a) At least one firefighter must be on site at all times.
- b) Users must comply with all applicable by-laws, regulations, and fire code. Fire exits must remain clear at all times and seating capacity shall not be exceeded. No smoking anywhere inside of the building, smoking is only allowed in a designated outside area. (patio)
- c) Special arrangements must be made if alcohol is to be used. All applicable liquor rules and regulations must be followed.  
Copies of licenses and permits must be forwarded to the Fire Chief before the event.  
If liquor is to be used a designate driver program must be in place and proof of this provided to the Fire Chief.
- d) Access is restricted to the classrooms, kitchen, patio and the washrooms. Guests are not allowed in the offices, apparatus room, or outside training areas.
- e) Use is restricted to private social events. No commercial activity shall take place during the event.
- f) No parking is allowed beside the building.  
This area is needed for responding firefighters.  
Parking is provided behind fire station on rear paved area.
- g) All areas used must be cleaned immediately following the event.
- h) Lights in building must be turned off at the end of the event.
- i) All windows and doors must be secured, and security enabled at the end of the event.
- j) No illegal activities shall take place on the premises.
- k) Equipment is not normally included in the use unless prior arrangements have been made.

**Members will lose their privileges if the above rules and regulations are not followed.**



			Standard Operational Guidelines		
			Comox Valley Regional District		O.G.# : 4.5.5.9
			Section	Administration	Page 1 of 1
			Title	Smoking in the Fire Hall or during Fire Department Operations	
			Sub:		

**PURPOSE:** To provide a "smoke-free" atmosphere for the health, welfare and comfort of all personnel who may be in the Fire Station or involved with Fire Department operations from time to time

**SCOPE:** This Operational Guideline applies to all Fire Department personnel.

**POLICY:** The Oyster River Fire Hall is designated a non-smoking building. Therefore, no smoking is permitted anywhere inside of the building at any times. This includes the apparatus area.

All personnel shall respect the health, welfare and comfort of non-smokers and cooperate to provide a smoke-free atmosphere by smoking only at designated times and locations outside of the building. Smoking will not normally be allowed at emergency incidents, training sessions and other Fire Department operations except occasionally at times and locations designated by the Fire Chief.

- PROCEDURE:**
1. The Fire Station is designated a "no smoking" building. No smoking is permitted anywhere inside of the building. Smoking shall occur only outside of the building in designate areas.  
The Fire Chief will designate the appropriate smoking areas.
  2. All Fire Department vehicles are also designated "no smoking" areas. No smoking is permitted in any Fire Department vehicle at any time.

**FORMAT**

**REFERENCE**

**ALSO SEE**

**O.G.**

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 01, 2019	
	Issued on: February 11, 2010