



Agenda No: 7.11

Mtg. Date: November 12, 2015

Governance and Services Committee

TO: Governance and Services Committee

FROM: Chris Radford
Director of Community Services

DATE: November 3, 2015

SUBJECT: Electoral Area Fire Prevention Program – Service Review

Purpose: To present a Service Review Report for the Electoral Area Fire Prevention Program and confirm if there are any additional issues the Board wishes to have addressed.

Executive Summary:

On January 16, 2014 the Board approved a Service Establishment Bylaw Review Schedule that has every service the Regional District provides reviewed every five (5) years. In 2015 the Electoral Area Fire Prevention Program is one of ten services that are subject to review. In preparing this Service Review Report staff reviewed the program's mandate, goals, and activities to confirm we are achieving the Board's objective of providing efficient, cost effective services.

The primary objective of this program is to increase fire prevention through education & enforcement, reduce the loss of life, increase public safety, as well as teaching people how to protect their property and the environment.

The Fire Prevention Service is currently meeting the Board's mandate and requirements of the public, although staff has identified areas that the Board could consider for review, amendment and improvement. Areas for review would include revision of the Fire Prevention Bylaw 1066, incorporation of any recommendations coming from the independent review of the Local Fire Service Areas and consider the implications of potential changes to the service due to amendments of the BC Fire Services Act which are currently under consideration.

At this time staff would be pleased to answer any questions the Board may have regarding this report and ask the Board if it has any other issues they would like followed up on in this review.

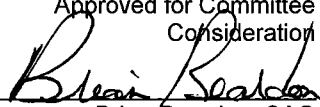
RECOMMENDATION:

THAT the Governance and Services Committee recommend the Board provide direction to staff to review and update the Fire Prevention Bylaw No.1066 and bring back to the Board for consideration of amendment.

AND THAT the Governance and Services Committee recommend the Board continue to support the current service delivery model for the Electoral Area Fire Prevention Program.

Respectfully Submitted:


C. Radford
Director of Community Services

Approved for Committee
Consideration

Brian Reardon, CAO

Prepared by: D. Wildeman, Manager of Fire and Inspections Services

Implications of Recommendation:

Policy: Board Policy Five Year Service Review Cycle.

Background:

The Regional Board adopted a five year cycle of service reviews on January 16, 2014. Electoral Area Fire Prevention is scheduled for review in 2015.

The mandate of Fire Prevention Services is to provide oversight of the Electoral Area fire departments; increase fire prevention and help protect the public. In doing so, the function works to find efficiencies and cost savings within the provisions of the service; providing additional support with purchasing, budgeting and administration to the electoral area fire departments and Regional Rescue and Emergency Management. In recent years the coordinated approach for group purchasing and training has resulted in cost savings to local fire departments. Fire Prevention Services ensures that all necessary training levels and equipment standards and procedural requirements remain in effect and in compliance with all Worksafe, Office of the Fire Commissioner and other regulatory authorities. With the implementation of the new Office of the Fire Commissioner "Playbook" and the expected changes to the BC Fire Services Act, Fire Prevention Services has never been more critical and the requirement to implement standardized operating guidelines across all areas is essential.

An area within Bylaw No. 1066 that staff is currently reviewing is a fee for burning permits. Currently there is no fee associated with the permit although there are associated administrative costs with provision of this program.

In 2015 the Regional Board, directed that a fire service review be conducted by an independent 3rd party. The review which will evaluate all four regional departments will also review management roles associated with the Fire Prevention Service. The independent review is expected to be delivered to the Board in November of 2015.

It should also be noted that the Electoral Area Directors provided a letter to the Regional Board seeking support to withdraw from the Electoral Area Fire Prevention Service- 019. The Board denied that request and the Area Directors were advised there is a formal process that will need to be followed for withdrawal from the Electoral Area Fire Prevention Service- 019.

The Electoral Area Fire Prevention service currently has 0.82 FTE's, comprised of an Administrative support and Management oversight.

The following pages provide more detailed background for Board review.

REGIONAL DISTRICT OF CENTRAL OKANAGAN SERVICE REVIEW

Service Under Review: **019 - Electoral Area Fire Prevention**

Service Review Requested by: Regional Board (Service Establishment Bylaw Review
Schedule Approved-Jan 16, 2014)

Year of Review: 2015

Current Mandate:

Provide the Electoral Areas with regulation and ways to increase fire prevention through education and enforcement to help protect the public from the effects of fire.

Proposed Update to Mandate

- *To provide the Electoral Areas with regulation and means to increase fire prevention through education and enforcement, to help protect the public from the effects of fire.*
- *To Manage and oversee the Regional District Fire Departments to ensure compliance with all requirements and regulations while ensuring the safety of fire department members and the public.*
- *To provide oversight on the Regional Rescue Program, Emergency Management and Dispatch.*

Program Management Goals:

To reduce loss of life, increase public safety, protect property and the environment:

- Provide for the management and administration support of all fire departments of the Regional District.
- Develop a clear expectation of the Regional District with respect to the requirements of each of the Regional fire departments and clearly identify each department's mandate.
- Ensure each of the departments understand the requirements of the Regional District to protect the public from the effects of fire, injury or need for medical aid. To protect both personal liability of members and the corporate liability of the Regional District.
- Assist in standardizing regional training requirements and coordinate delivery of Regional District Fire/Rescue Training Programs to fulfill the mandate of each fire protection area.
- Ensure compliant training to meet the requirements of the Office of the Fire Commissioners "Playbook" while meeting the chosen service level.
- Work closely with each of the fire departments to understand the ability of each department to meet the chosen service level.
- Review, sign off and retain files of all training records and incident reports.

- Manage contracts, prepare appropriate regulatory and prevention bylaws, and assist in administering the fire protection areas of Lakeshore Road, Brent Road, June Springs and Country Rhodes.
- Participate with Regional Emergency Services Committee, Technical Committee and Volunteer Chiefs Committee.
- Develop terms of reference for studies, work on provincial initiatives, and apply for provincial funding opportunities.
- Work closely with Regional Rescue service providers and Emergency Management program.
- Provide education, management and inspection and the enforcement of fire related management control issues as identified and established through the Fire Prevention Bylaw 1066.
- Provide education of residents particularly with respect to minimizing the risk of fires in interface areas. Support and promote the Fire Smart program as a training tool.
- Provide for fire prevention inspections of public facilities requiring inspections under the BC Fire Services Act, throughout the electoral areas. (If required)
- Enforce cost recovery as appropriate and provided for under Fire Prevention Bylaw 1066.

Program Activities:

- Support and encourage public fire and safety education and awareness through community interaction and public speaking events.
- Maintain the RDCO Fire Services Web site to insure messaging is consistent and endorsed by all departments. This site also promotes each department and provides for special messaging.
- Support recruitment and of firefighters by issuing media releases and encouraging the public to apply, also promoting the RDCO Fire Department web pages. This Web site has application forms and manuals with overviews of the departments and the required commitment to become a paid on call firefighter.
- Continue to review and recommend amendments to our Fire Prevention Bylaw 1066, Smoke Control Bylaw 773 and Ticket Bylaws 1302 as required and ensure a consistent message and enforcement.
- Manage, administer, and communicate with the Regional District's paid-on call fire departments.
- Meet with departments on a regular basis to discuss fire related matters and maintain a conduit between the regional fire departments and the Regional District.
- Manage and assist in administration of contracts, bylaws & regulations for Lakeshore Road, June Springs and Brent Road Fire Protection areas.
- Assist in coordinating delivery of Regional District Fire / Rescue Training Programs.
- Management of personnel files, training records and incident reports.

- Ensure compliance with the requirements of the “Playbook” as implemented by the Office of the Fire Commissioner. This “Playbook” is the minimum training level required to engage in different tactical operations at a fire scene. Example of service levels would be exterior operations, interior operations or full service.
- Develop and distribute standardized documents to ensure consistency among the departments.
- Develop and distribute Operational Guidelines and Policy as required.
- Provide administrative support for fire departments to ensure timely and accurate submissions of reports, payroll, purchasing and other records.
- Developing RFP’s and RFQ’s for the purchase of new apparatus and equipment. Review submissions and select the vendor. Monitor progress of apparatus construction and delivery while ensuring quality control and noting deficiencies.
- Work with the Fire Underwriters Survey to access RDCO water systems, apparatus and fire department makeup and reflect the results in the Canadian Insurance Grading Index. Through this rating system we are able to demonstrate the level of fire protection which in turn is taken into consideration when establishing insurance rates.

Participating Members:

Funding:	Central Okanagan West and Central Okanagan East Electoral Areas
Committees:	Regional District Volunteer Fire Chiefs Committee Regional Fire Technical Advisory Committee Regional Emergency Services Committee Governance and Services Committee
Contracts / Agreements:	Regional Fire Prevention Bylaw BC Fire Code Office of the Fire Commissioner (OFC) Westside Fire Department North Westside Road Volunteer Fire / Rescue, Wilson’s Landing, Ellison and Joe Rich Volunteer Fire Departments. City of Kelowna and District of Peachland (for the fire protection areas of June Springs, Lakeshore Road, Brent Road, Tower Ranch, and Country Rhodes.) Mutual Aid Agreement Big White Fire Rescue and the Regional District of Kootenay Boundary

Objective of Service Review

- The Objective of this review is to confirm Electoral Area Fire Prevention is an efficient and cost effective service that ensures the safety of the public and RDCO firefighters while limiting the Regional Districts vulnerability to litigation and loss.

Concerns Regarding Current Provision of Service

The current level of oversight and administration may not accurately reflect the current FTE allocation as presented. The introduction of the document issued by the Office of the Fire Commissioner "Playbook" has also required additional administrative pressures on Fire Prevention duties.

Authority Under Which The Service Is Approved

- Bylaw No. 1066 and No. 773

Participants

By Requisition – Central Okanagan West and Central Okanagan East Electoral Areas

By Contract – N/A

Historical Cost of Service by Participant5 Year Actuals

Year	2010	2011	2012	2013	2014
Expenses	71,019	77,186	57,798	81,251	81,497

2015 Program Budget– as attached

2015 – 2019 Projected Budgets– as attached

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2015 PROGRAM BUDGET**

Program: 019 -- Electoral Area Fire Prevention Program

Department: Community Services (Fire Protection)

General Revenue Fund Budget

	2014 Budget	2014 Actual	Variance 2014 Act. vs. Bud.	2015 Budget	Variance: 2015 vs. 2014 Budget
Revenue:					
Tax Req - EA Cent Ok. West	(54,024)	(54,015)	9	(51,794)	2,230
Tax Req - EA Cent Ok East	(44,836)	(44,845)	(9)	(46,556)	(1,720)
Previous Year's Surplus/Deficit	(2,290)	(2,290)	0	(7,401)	(5,111)
Administration OH	12,577	12,577	0	13,553	976
MTI's	0	(325)	(325)	0	0
Total Revenue	(88,573)	(88,898)	(325)	(92,198)	(3,625)
Expenses:					
Operations	88,573	81,497	(7,076)	92,198 a	3,625 a
Total Expenses	88,573	81,497	(7,076)	92,198	3,625
(Surplus) / Deficit	0	(7,401)	(7,401)	0	0
FTE's	0.650			0.820 a	0.170
Tax Levy:					
Tax Requisition	(98,860)			(98,350)	510
Residential Tax Rate (per \$1000 of assessment)	0.0571			0.0569	(0.0002)
Operating Reserve Fund Balance at Y/E		-9,711 b		-9,808	

2015 Budget Notes:

a. Increases: Payroll (added 0.17 FTE) \$7.7k. Decreases: Training & Education \$1.7k, Legal \$1k & Misc.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2015 - 2019 Five Year Program Budget Projections**

Program: 019 -- Electoral Area Fire Prevention Program

Department: Community Services (Fire Protection)

General Revenue Fund Budgets

	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
Revenue:					
Tax Req - EA Cent Ok. West	(51,794)	(56,805)	(57,942)	(59,100)	(60,283)
Tax Req - EA Cent Ok East	(46,556)	(51,061)	(52,082)	(53,124)	(54,186)
Previous Year's Surplus/Deficit	(7,401)	0	0	(0)	0
Administration OH	13,553	13,824	14,101	14,383	14,670
Total Revenue	(92,198)	(94,042)	(95,923)	(97,841)	(99,798)
Expenses:					
Operations	92,198 a	94,042	95,923	97,841	99,798
Total Expenses	92,198	94,042	95,923	97,841	99,798
(Surplus) / Deficit	0	0	(0)	0	0
FTE's	0.820 a	0.820	0.820	0.820	0.820
Tax Levy:					
Tax Requisition	(98,350)	(107,866)	(110,024)	(112,224)	(114,469)
Residential Tax Rate (per \$1000 of assessment)	0.0569	0.0615	0.0618	0.0621	0.0624
Operating Reserve Balance at Y/E	-9,808	(9,906)	(10,005)	(10,105)	(10,206)

Notes

a. Increases: Payroll (added 0.17 FTE) \$7.7k. Decreases: Training & Education \$1.7k, Legal \$1k & Misc.

Other Financial Implications to Consider

- Reserve Balance Yes (X) No ()
 - Projected \$ 9808 Operating Reserve at the end of 2015

- Capital Investment Yes () No (x)

Options For Consideration

1. Status Quo

2. Expand the Service to meet requirements if legislation changes.
 - An increase in staff would be requested if the Regional District is required to perform Fire and Safety inspections of public buildings within RDCO boundaries due to changes to the Fire Service Act.
 - Due to the implementation of the Playbook and extensive documentation a small increase to administrative support may be brought forward for consideration.

Future Service Review Considerations

- Recommendations from the independent Fire service Review.
- Potential changes and requirements for Fire and Safety / BC Fire Code inspections may require more time to meet legal obligations.

Next Proposed Service Review Period

- 2020 as per Board resolution of five year cycle.

Recommendation(s) to the Regional Board

- *That the Regional Board approve the continuation of the services as provided by Electoral Area Fire Prevention and consider expansion of the service should Regional Districts be required to perform Fire and Safety Inspections.*