

ITEM  
MANAGER'S REPORT NO. 69  
COUNCIL MEETING Nov. 1/76

Re: FIRE PREVENTION BY-LAW AMENDMENT

As requested by members of Council at the regular meeting on October 25, 1976, the job descriptions for the Director - Fire Services and the Chief - Fire Operations are attached for information.

The descriptions have been written so as to accent the difference in emphasis of the positions. The Director - Fire Services will concentrate on policy, planning and administrative areas while the Chief - Fire Operations will be primarily responsible for operational matters. However, it should be noted that the Director is clearly accountable for the Department as a whole.

The job descriptions have been drafted from preliminary drafts and/or questionnaires completed by the incumbents and the final drafts were reviewed and concurred in by both Mr. Nairn and Mr. Buckley.

This is for the information of Council.

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DISTRICT OF BURNABY

Position Description

ITEM	7
MANAGER'S REPORT NO.	69
COUNCIL MEETING	Nov. 1/76

112

Position: Director - Fire Services  
Department: Fire Department  
Incumbent: Thomas Nairn  
Location: Fire Hall #1  
Reports to: Municipal Manager  
Date: October, 1976

General Accountability

Reporting to the Municipal Manager, the Director - Fire Services is accountable for the protection of life and property from loss due to fires and for the minimization of losses when fires occur. The principal area of activity is in administration, manpower planning and development, long range planning and budget control.

Nature and Scope

This position is one of sixteen reporting to the Municipal Manager, the other fifteen being Department or Sub Department Heads in charge of other municipal services such as treasury, engineering or parks.

Reporting to this position is one position as follows:

Chief - Fire Operations - Co-ordinates firefighting, emergency rescue and first aid and fire prevention activities carried out by personnel on four shifts and carries out a wide variety of special assignments or research projects at the request of the Director - Fire Services. Staff size - (195) one hundred ninety five,

though the Director is required to communicate with other senior officers on questions of policy, planning and administration.

In order to achieve its prime accountability, this position must balance the ideal of total prevention and safety with the practical and economical limitations of available resources and financial constraints. The position must, therefore, seek to achieve the optimum standard of service consistent with economy in utilizing the resources allocated to the Department. Based on an analysis of the needs of the community and consistent with the policy and standards of service set by Council, the Director prepares and recommends to the Manager the annual budget of the Department which includes recommendations on required personnel, equipment and capital expenditures and the allocation of these resources.

The Director is expected to maintain a high standard of morale within the Department and, through consultation with the Board of Administration, to develop and implement manpower planning and development programs to ensure that all personnel are able to function to their level of ability. This position consults regularly with representatives of employees to ensure good communications within the department and to resolve any problems as they might arise. During negotiations, the Director will make

ITEM	7
MANAGER'S REPORT NO.	69
COUNCIL MEETING	Nov. 1/76

recommendations for possible changes to the collective agreement and will provide advice on the acceptability of or possible alternatives to any proposals by the union.

This position is Chairman of the Board of Administration which consists of all senior officers of the Department and meets regularly to review changes in technology, operating procedures and administrative procedures. In addition, the Board discusses and may make recommendations to the Director on departmental policy and on training requirements. The Director is expected to keep abreast of changes in technology and to respond innovatively to changing circumstances.

As the senior representative of the Provincial Fire Marshall's Office, this position is accountable for the conformance of all structures to fire prevention and safety laws and regulations and for the investigation of fires to determine causes and, where appropriate, to lay charges.

The major challenge of the position is to maintain a high degree of proficiency and professionalism and to provide for an efficient and responsive service.

Dimensions

Budget	\$ 4.3 MM
Salaries	\$ 3.4 MM
Area	37 sq. miles
Population	140,000
Staff	197

Specific Accountabilities

The General Accountability of this position requires the Director to:

1. Enforce fire prevention and related by-laws and ensure a safer environment through improved fire safety standards and greater public awareness of fire safety procedures.
2. Reduce fire losses, both human and property, by providing for effective response to and combatting of fires as they occur.
3. Develop and implement training programs that will ensure the competence of all department personnel.
4. Organize and allocate personnel, equipment and other resources to the various Fire Halls in such a way as to ensure their most efficient use.

Page Three

ITEM	7
MANAGER'S REPORT NO.	69
COUNCIL MEETING	Nov. 1/76

114

5. Provide for comprehensive and efficient record keeping, reporting and controls on budget, personnel and equipment.
6. Analyse changes in circumstances and improvements in technology and respond innovatively with changes in procedures or organizations.
7. Seek advice and assistance from and consult regularly with the Board of Administration and all members of the Board.

ITEM	7
MANAGER'S REPORT NO.	69
COUNCIL MEETING	Nov. 1/76

DISTRICT OF BURNABY

Position Description

Position: Chief - Fire Operations  
 Department: Fire Department  
 Incumbent: L.H. Buckley  
 Location: Fire Hall #1  
 Reports to: Director - Fire Services  
 Date: October, 1976

General Accountability

Reporting to the Director - Fire Services, the Chief - Fire Operations is accountable for the operational readiness and effectiveness of departmental personnel and equipment to respond to emergency situations and to carry out fire prevention duties. The principle area of activity is in fire and fire prevention operations, technical training and promotion and discipline.

Nature and Scope

This position is the only one reporting directly to the Director - Fire Services though the Director may communicate directly with others to obtain information or consult on long term planning matters.

Reporting to this position are seven positions as follows:

Assistant Fire Chief - (4) - Directs firefighting, emergency rescue and first aid and those fire prevention activities carried out by firefighting personnel on an assigned shift and implements training and manpower development programs for all personnel on that shift. Staff size - (37) thirty-seven.

Chief Fire Warden - Directs the fire prevention activities of the Department which includes the review and approval of plans for construction to ensure conformance with the National Fire Code and the inspection of structures on a regular basis to ensure safety. Staff size - (10) ten.

Training Officer - Fire - Develops, recommends and assists line officers in implementing technical training of all types for personnel at all levels of the Department and monitors performance of fire crews in order to identify and meet training needs.

Senior Motor Mechanic - Fire - Develops, directs and participates in an ongoing maintenance program for all mobile equipment of the Department including emergency repair services as required. Staff size - (2) two.

ITEM	7
MANAGER'S REPORT NO.	69
COUNCIL MEETING	Nov. 1/76

Page Two

116

In order to achieve its prime accountability, this position must ensure that all men and equipment are in a constant state of readiness to respond to emergency situations and are fully capable of effectively combatting fires or carrying out rescue work. This is achieved by maintaining current operating policies and procedures and by constant review of fire tactics in response to changes in the physical environment.

This position must ensure a high level of morale within the Department ensuring that clear policies and standards are maintained by reviewing disciplinary actions taken by subordinate officers to make sure that standards are applied consistently. This position may discipline, suspend or terminate employees as circumstances require and will represent the Corporation in any grievances or arbitration hearings.

This position ensures that all equipment is maintained and will make recommendations for replacement or additional purchases.

Through the Training Officer - Fire, the Chief - Fire Operations directs a continuing program of specialized training for recruits and all other personnel in the department. In addition, this position oversees an ongoing program of fire prevention inspection through the Chief Fire Warden and the Assistant Fire Chiefs and ensures coordination of activities and cooperation among all divisions within the Department.

This position is a member of the Fire Administration Board and, in the Director's absence, acts as Chairman. The Board consists of all senior officers of the Department and meets regularly to review changes in technology, operating procedures and administrative procedures. In addition, the Board discusses and may make recommendations to the Director on Departmental policy and training requirements.

The major challenge of the position is to maintain a high degree of proficiency and professionalism and to provide for an efficient and responsive service.

Dimensions

Budget	\$ 4.3 MM
Salaries	\$ 3.4 MM
Area	37 sq. miles
Population	140,000
Staff	195

Page Three

ITEM	7
MANAGER'S REPORT NO.	69
COUNCIL MEETING	Nov. 1/76

Specific Accountabilities

The general accountability of this position requires the Chief - Fire Operations to:

1. Maintain current and effective operating policies, procedures and tactics.
2. Ensure availability of trained manpower and equipment to effectively respond to emergency situations.
3. Implement training programs to ensure technical competence of all personnel.
4. Enforce fire prevention and related by-laws to ensure conformance of structures to fire codes.
5. Recommend improvements in policies and procedures to the Fire Administration Board and/or the Director - Fire Services.
6. Ensure maintenance of proper discipline and conduct through enforcement of policies and standards.
7. Keep operational expenditures within the approved budget and to assist in the preparation of operating and capital budgets.