

Re: BURNABY FIRE DEPARTMENT - TRAINING PROGRAM 1978

Following is a report from the Director of Fire Services regarding his Department's training program for the current year.

This is for the information of Council.

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TO: MUNICIPAL MANAGER  
FROM: DIRECTOR - FIRE SERVICES  
RE: BURNABY FIRE DEPARTMENT - TRAINING PROGRAM 1978

FIRE DEPARTMENT  
1978 MARCH 22

The Board of Administration, having discussed the past and current training programs, has expressed a desire to review and, where possible, participate in local and external training courses which will have an immediate and long range value to the Department.

Accordingly, and in view of the requirement to obtain Council's permission for personnel to attend external training courses where the cost exceeds \$350, I feel the time is opportune to review the administrative and technical changes being undertaken and proposed, to bring into effect the basic philosophy of maintaining the strengths and correcting the weaknesses of Burnaby Fire Department. A philosophy which, if pursued by all concerned, will provide for the increased efficiency and improved morale of the Department.

Administration - Fire Prevention Bureau - Arson Branch

Accommodation

The recent move of the Fire Prevention Bureau from the first to the second floor of #1 Fire Hall has been completed at minimal cost.

Provision of these much needed and improved facilities will, in addition to providing the Fire Prevention Bureau with adequate accommodation for the next decade, allow for the proposed development of a Headquarters Administrative Section, the provision of which will eliminate the somewhat fragmented approach we are experiencing, due in large measure to the former problem of inadequate space.

Arson Branch

With the creation of an Arson Branch, lack of proper facilities has been a decided factor in the preventing of Inspector R. Roberts establishing a most necessary filing and crime indexing system.

This drawback, with the subsequent move to the second floor, has now been eliminated so that in the natural course of events, coupled with Council's

approval to permit Inspector Roberts to attend an advanced arson course in California, the crimes of arson and related incendiarism will be pursued with increased vigour in Burnaby.

Training - Administration Level

The creation of a central administrative section will require the senior staff members to review and change their present administrative functions insofar as one of the prime objectives of this proposed development is the elevation of these officers to that of policy makers and program developers with greater involvement through the Board of Administration with all departmental divisions.

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With the expectation we will be developing this role in 1978, Chief-Fire Operations H. O. Brown will attend a Senior Administrative Course in Yakima during April 1978. Completion of this course by Chief Brown will allow for the introduction and acceptance of recognized administrative principles into the Department. 112

In keeping with the concepts of administrative training, Chief Training Officer H. McDonald, at the request of the British Columbia Fire Marshal, has just participated in a Middle Management Training Programme at the B. C. Police College, 1978 February 27 - March 10 inclusive.

Essentially the prime purpose for Mr. McDonald's attendance was to provide an evaluation of the course content to the Fire Marshal. If deemed suitable for Fire Service needs, arrangements may be made to provide similar training for the Provincial Fire Services through the Fire Marshal's office. A move along these lines could then well be the beginning of a Provincial Fire College. Chief McDonald's Report attached as Appendix "A" details the course content which ranges over the wide spectrum of Communicating - Management - Interaction - Analyzing Performances - Coping with Stress, factors which undoubtedly will form part of our program Administrative Training for the Senior Departmental Officers and as such, if adopted by the Fire Marshal's office in his Training Programmes, will be a most valuable resource in our officer development programmes.

Essentially then, the main thrust of our administrative development will see the creation of the necessary office accommodation, followed by the introduction of a centralized system of filing which will provide all senior officers with the opportunity to develop and assimilate current administrative practices through the Board of Administration.

#### Fire Prevention Bureau

I believe it would be somewhat repetitious to detail the numerous local and in-service courses being pursued by the members of the Fire Prevention Bureau. Numerically, these total twelve (12) to date and reflect the positive approach by Chief Fire Prevention Officer S. B. Wilson for the need to maintain a current relationship with accredited fire prevention organizations in the G.V.R.D.

Projecting ahead is somewhat difficult in this complex field as there are many variables to consider. However, discussions with C.F.P.O. S. B. Wilson portrays an awareness on his part as to the increasing role of his division as Burnaby expands in the industrial field, a factor which, following further evaluation, may well result in the need to restructure the Bureau to meet the challenge of the eighties.

#### Operational Division

##### Accommodation

The question of training and recreational facilities at #1 Fire Hall has given rise to considerable discussion by the Board of Administration during the last two meetings. As you are aware, following an onsite inspection, these are, to say the least, extremely limited and in the case of the Training Division non-existent.

To resolve this problem area, meetings have been held with the Building Department and Local 323 I.A.F.F. As a consequence the following action has been taken.

The area previously occupied by the Fire Prevention Bureau has been adapted to meet the reference library and recreational needs of the operational personnel at little or no cost, due to the personnel participating in its conversion.

With reference to the Training Division, preliminary plans which will allow for the creation of a lecture training area and offices adjacent to the Administrative Section are in the design stage which, if approved, will provide for our training needs into the foreseeable future.

### Training

The Board of Administration, cognizant of the need to stay abreast of current operational training, have recommended and obtained permission from Council to have one of our senior operational officers, Assistant Chief B. Morrison, attend an advanced course in fire suppression at Yakima, Washington, in April 1978.

Recommendations from Chief Morrison as to the value of this course in preparing personnel for future promotion will be reviewed by the Board of Administration.

Inservice training continues at an acceptable level with arrangements for onsite training at the major oil refineries being currently implemented by the operational Chiefs and the Training Division.

Coupled with these ongoing programs, the Department will be training in the use of large diameter hose this year to determine its role in our future operational procedures.

As previously mentioned, the projected role of the senior operational officers is that of an administrator and program developer, towards which, and as noted in the Minutes of recent Board of Administration meetings, various tasks have been delegated to them for study and evaluation. These tasks include assessment of protective clothing, evaluating the future needs in rescue and safety, public relations and a comprehensive study of recreational and related fitness programs in each Fire Hall.

In pursuing the foregoing programs I believe it worthy of mention that the operational procedures are one of the departmental strong points and, as such, must be borne constantly in mind when assessing fire ground techniques at the inovative level. It is therefore of prime importance that we research new concepts most thoroughly prior to their adoption.

### Training Division

#### Accommodation

I am pleased to advise that the Training Division, despite the prolonged illness of the Assistant Training Officer, is functioning at a most efficient level. A level which, apart from the present lack of permanent training facilities, is meeting the demands of the operational division.

As previously noted under Accommodation - Operational Division, preliminary plans are being produced to provide adequate lecture/training accommodation on the second floor level at #1 Fire Hall. These plans, if approved, will accommodate both service and public groups and allow for the development of public education programs presently under review.

#### Training

Chief Training Officer H. McDonald, with the hiring of an Assistant Training Officer, is now able to devote much more time developing and researching new concepts in training, a factor which, as previously noted, will allow for a complete evaluation of new methods in training and provide for their gradual introduction into the operational division.

One area which I feel must be addressed to is a future replacement for Chief McDonald, who will be retiring within three years. In this regard, an invitation has been accepted by the President of Local 323 I.A.F.F. to attend the next Board of Administration meeting, at which time we can exchange thoughts on this subject as I feel time is of the essence if we are to provide future continuity of training.

Current programs under review relate to a modified Supervisors Course, it being my expectation once this course content is determined, we can proceed this Spring. The value of this course has been demonstrated by the Municipal Employees Training Programs, and as such, will, with appropriate modifications, be of the utmost benefit to the Fire Department.

Mechanical Division

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Accommodation

Further to our submission under the 1978 C.I.P. to build a Fire Department Workshop in 1979, discussions are being held with the Building and Planning Departments. Should approval be obtained to proceed with this project at #1 Fire Hall, it will fill a most necessary need in terms of accommodation, productivity, reduction of noise level and the ability to undertake additional preventative maintenance programs.

Training

Notwithstanding the retirement of Captain J. Etches, the Mechanical Division staff are maintaining a high level of workmanship


Training, in terms of outside courses, will, due to the current workload, be restricted to local seminars provided through such educational facilities as the B.C.I.T. and/or the Vocational School in 1978.

Once the new Senior Mechanic has been hired in April this year, I expect, after a period of adjustment, future training programs for his staff will be developed.

In summation, there are many other facets to be reviewed this year, of which several readily come to mind:

- a) Adopting the C.R.T. (Cathode Ray Tube) to our Departmental needs.
- b) Fire Hall Location Study.
- c) Adoption of the National Fire Code.
- d) Mutual Aid Programs.
- e) Continued development of the Board of Administration.
- f) Zero base budgeting as it applies to the Department.

I feel this report would not be complete without a resume of the training programs for 1978, towards which I attach these as Appendix A.

  
T. G. Nairn  
DIRECTOR - FIRE SERVICES

TGN:ep

Attachments

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APPENDIX "A"



THE CORPORATION  
OF THE DISTRICT OF  
**BURNABY**

4867 Sperling Avenue, Burnaby, B.C. V5E 2S9  
Fire Department Headquarters

Telephone (604) 294-7190

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Presentation of Projects: (Gib Skuse-RCMP) Excellent for Captains  
and Chief Officers.

Note: For Fire College purposes, where the word 'Police' is used  
substitute the words 'Fire Department'.

In summary, I would firstly commend the College and staff for the high standard of the facility and course presentation, and cannot over-emphasize the obvious need and importance of establishment of a like facility for the fire service in British Columbia. Flowing from such an institution would, in my view, be the beginning of a universal standardization of training, operational procedures and equipment with the concomitant increase in efficiency and economic benefit to the taxpayer, and an expected decrease in property and life loss.

Yours truly,

*H. McDonald*

H. McDonald  
CHIEF TRAINING OFFICER

HMc:ep

cc: C. M. Foster  
Supervisor - Training  
Office of the Provincial Fire Marshal  
2780 East Broadway, Vancouver, B.C.  
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Administrative Branch

**Director Fire Services:**

Effective Communications Course as arranged by the Municipal Manager's Office.

Industrial Relations Management Association - Seminar in Vancouver  
78 04 06

Canadian Association of Fire Chiefs Annual Conference - August 1978

**Chief - Fire Operations:**

Effective Communications Course as arranged by the Municipal Manager's Office.

Yakima Command School - April 1978, designed for Senior Fire Service Administrators

British Columbia Fire Chiefs Annual College - Powell River, May 1978

**Mr. F. Izzard - Records Clerk:**

Has just completed a Speed Reading and Comprehension Course which increased his reading speed by 500% (1541 w.p.m.) with a comprehension of 80%.

**Clerical Staff:**

The new clerk typist, after completion of her probationary period, will be encouraged to participate in suitable upgrading courses.

Fire Prevention Bureau - Arson Branch

British Columbia FPO Association monthly meetings - designed to keep abreast of current problems in the fire prevention field.

British Columbia FPO Association Annual Seminar - will be attended by all members of the Bureau this year in June, location North Vancouver 3 day seminar dealing with the current codes and fixed fire suppression equipment.

Greater Vancouver Fire Protection Association - monthly educational meetings - all FPO staff are encouraged to attend.

Institute Fire Engineers - Annual Seminar - participants (2) graduate members - date and location not yet determined.

Annual Northwest Fire and Arson Seminar - Inspector Roberts - date and location to be determined. Designed to permit Arson Investigators the opportunity to review arson trends and preventative procedures.

International Association Arson Investigators; Anaheim, California - Inspector Roberts, April 1978 - this seminar will round out Mr. Roberts' training as an Arson Investigator.

Canadian Fire Investigators Course; Western Canada - date, time, location to be determined - candidate Inspector Roberts.

International Association of Arson Investigators Bi-monthly Meetings, location GVRD - participants-all members of the Bureau, purpose - to teach the fundamentals of inspections and arson investigation.

Orientation Course B.C. Fire Marshal's Office - location Vancouver usually in May, purpose - to teach the Fire Inspector how to interpret the Fire Marshal's Act and Regulations.

Weekly Education Meetings - location FPO Burnaby, conducted by CFPO S. Wilson, purpose - to upgrade and monitor current inspection procedures.

Greater Vancouver Fire Protection Association - Annual Course - location Vancouver, September 1978, participant - (1) Inspector, purpose - to teach the recognition of industrial fire hazards.

Douglas College Fire Sciences Certificate Program - participants - all FPO members are encouraged to attend, will be held in spring and fall 1978. Course content: smoke detectors and fire alarm systems.

B.C.I.T. - Supervisory and Management Courses (Night Classes) fall and winter 1978, participants - all members seeking promotion are encouraged to attend.

Yakima Command School - this will be dependent on CFO H.O. Brown's evaluation of this program following his attendance in April 1978.

#### Operational Division

Yakima Command School - Fire Ground Operations Service Command Course - Attending Assistant Chief P.B. Morrison, April 1978, Course content: Multi-company fire ground operations for Senior Operational Officers - this course will be reviewed by Chief Morrison as to its value in selecting future Operational Senior Officers in this department.

Industrial First Aid Instructors Course - this course, if successfully completed by the two candidates, will provide the department with (3) three qualified Industrial First Aid Instructors and allow for the continued development of our Rescue and Safety program. This course is of two weeks duration and will be held in Vancouver in April 1978.

B.C. Fire Marshal Orientation Course - purpose to familiarise Fire Service personnel with the Fire Marshal Act and Regulations, candidate - Acting Chief W. Corbett, course will be held in Vancouver April 1978.

Oil Refinery Bulk Oil Storage Fire Fighting Course - Nevada - candidate to be determined, date July 1978. Course content: to teach the techniques of fire suppression in major oil installations.

In Service Training - comprehensive preplanning has just been completed at Burnaby General Hospital due to its recent expansion. This has entailed onsite visits by all operational personnel. Supplemented by training programs for the nursing staff.

Oil Refinery and Bulk Oil Depots - the training division in conjunction with the Operational Fire Chiefs are formulating a training program in conjunction with the Oil Refinery Safety Officers. This program will be ongoing and provide the Operational Division with a thorough knowledge of the properties at risk.

Large Diameter Hose 4" - training will commence this year in the use of 4" diameter hose to determine its future role in the department.

#### Mechanical Division

With the appointment of a new Senior Motor Mechanic in April 1978, it is expected this appointee will determine what training needs are required by his staff for the coming year, 1979.

APPENDIX "B"

It is not expected, due to the present workload, that time will be available to send members of this division on upgrading courses during 1978 unless these are of a local nature such as the B.C.I.T. or the Vocational School.

Training Division

With the provision of an Assistant Training Officer and a lecture training room at #1 Fire Hall, the Chief Training Officer is now devoting himself to immediate and long range planning, towards which Mr. McDonald will be attending the Municipal Fire Departments Instructors Conference at McMaster University, May 1978.

Course content will deal with Rescue Training - Metrication in the Fire Service - developments in the American Fire Service through their National Fire Academy.

Chief H. McDonald, at the request of the Provincial Fire Marshal, has just recently attended a joint police/fire Middle Management Course at the B.C. Police College, of two weeks duration.

Mr. McDonald will be providing the Fire Marshall with a written evaluation of the course with the expectation, if favourable, it will result in the development of a Provincial Fire School to be run in conjunction with the police college.

Supervisory Training Course (In Service)

On 78 04 04, the Director Fire Services - CTO H. McDonald, Mr. D. Dick and Mr. D. Cawood, Industrial Psychologist, will be meeting to review a proposed Supervisors Course, specially adapted for the Fire Department.

Mr. D. Cawood, through previous discussions, will, it is expected, be able to evaluate the proposed course content as it relates to a Para-military organization.