



*building communities together*

## **2022 Business Plan West Fraser Fire Protection (1331)**

*Stuart Larson, Manager of Protective Services*

***Working in partnership with communities large and small to offer local, sub-regional, and regional services to ensure that the Cariboo Chilcotin is a socially, economically, and environmentally desirable region.***

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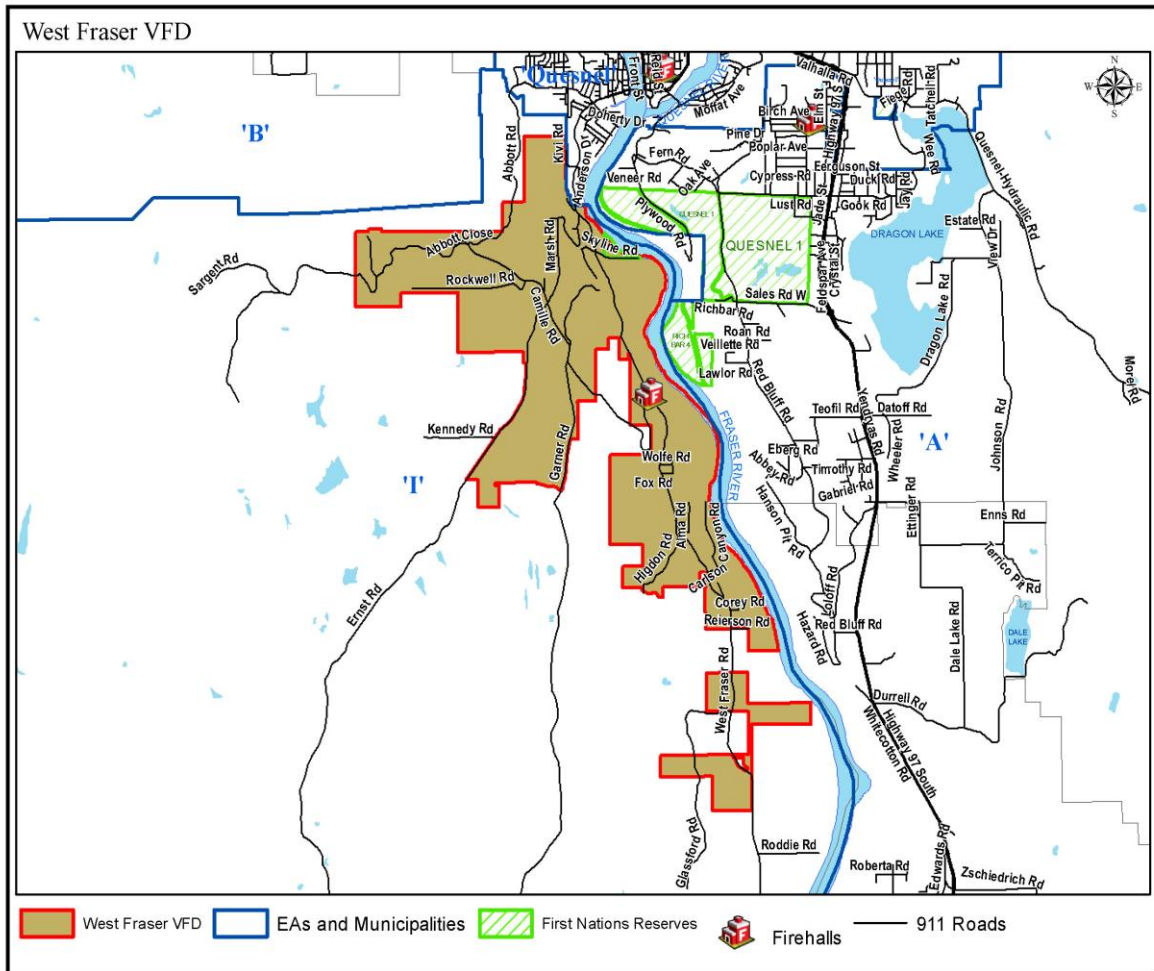
### **Department/Function Services**



The West Fraser Volunteer Fire Department, authorized by Bylaw No. 2500 (1991), was established as a function of the Cariboo Regional District in 1990 by means of a referendum assented to by the property owners within the local service area. West Fraser Fire Protection was amended in 2008 by Bylaw No. 4458. West Fraser Fire Protection is funded by a taxation rate applied against the assessed value of land and improvements within the local service area. The maximum taxation rate that can be collected is the greater of \$38,500 or \$2.84/\$1,000 of assessed value.

The West Fraser Volunteer Fire Department provides fire protection and suppression services only, within their specified area. They also have a blanket mutual aid agreement with all of the other CRD and municipal fire departments in the North Cariboo.

As the Director for Electoral Area I is the only stakeholder, and the *Local Government Act* requires more than one vote, the entire Board is responsible for the governance of this service.



## Business Plan Goals, Rationale & Strategies

### 2022 Regional Goals

1. **Goal:** Ensure compliance with OH&S.  
**Rationale:** Staff has enacted various programs throughout 2021 but has not been able to solidify them due to compounding regional emergencies and a temporary reduction in staffing levels. Compliance monitoring and mentorship will resume in October of 2021 and will continue forward on an on-going basis.  
**Strategy:** Use operational funds and support organizational change with Protective Services staff.
  
2. **Goal:** Records Information Management System (RIMS).  
**Rationale:** Staff will work with VFD personnel to implement and maintain records management for all fire department documents as per mandated requirements.

- Strategy:** Staff to sync FDM with Laserfiche for all records to be submitted to the RIMS at the main CRD office, and to ensure proper records are being updated and maintained.
3. **Goal:** Purchase turnout gear and PPE.  
**Rationale:** Ensure all members have NFPA compliant Personal Protective Equipment, keeping within the 10-year lifespan. Plan on purchasing two new sets each year.  
**Strategy:** Use operational funds.
  4. **Goal:** Ensure training plans are in accordance with core service(s).  
**Rationale:** Training must reflect the primary functions listed within the Fire Services Bylaw. Exterior operations certification will be the sole focus for membership. Leadership training will be developed and delivered by CRD staff.  
**Strategy:** Use operational funds and internal resources to achieve success.

### 2022 West Fraser VFD Specific Goals

5. **Goal:** Increase training opportunities for VFD members.  
**Rationale:** Due to newly appointed officers and a new Chief, members will need to receive additional training for their roles, adding additional costs for travel and instruction.  
**Strategy:** Support with Protective Services Staff.

### Significant Issues & Trends

**Issues:** Recruitment and Retention; Proper Monitoring for Compliance; and Building Capital Reserves.

The sustainability of small volunteer departments is being challenged not only by rapidly increasing legislative requirements and related costs but all the increasing administrative demands which accompany these requirements. The 2020 audit of the internal operations of the VFD will allow staff and the Board to review the findings and prepare a strategy to ensure the department has the tools and support necessary to provide this service for the community in the safest and most cost-effective manner while adhering to all mandated regulations and policies.

- **Recruitment:** Protective Services will continue to work in conjunction with Communications to enhance advertising programs started in 2021 to ensure maximum exposure on multiple platforms in regard to recruiting.
- **Proper Monitoring of Fire Departments:** Fire departments must be monitored to ensure compliance of WorkSafe, NFPA/ULC, CRD policies and Operational

Guidelines. CRD staff will engage in person with departments to ensure compliance, reduce administrative burden, and promote fiscal responsibility.

- **Build Capital Reserves:** With the continual strain on current budgets, all CRD VFDs are struggling to maintain acceptable capital reserves. Staff must implement cost saving measures and ensure capital reserve yearly contributions are being maintained. This will include the disposal of unnecessary equipment.