



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 7200 01

**SUBJECT:** Fire Services Policy Update

**DESCRIPTION:** Report from Darcy Mooney, Manager, Operations Management, dated October 6, 2017. Policy update for the Fire Services function.

**RECOMMENDATION #1:** THAT: the Board endorse the amendment to Policy No. W-9 "Appointment of Fire Chiefs" and approve its inclusion into the CSR D Policy Manual.

## SHORT SUMMARY:

At the July 2017 Board meeting, staff was given direction to amend the Fire Chief Appointment Policy to delegate the responsibility of fire chief appointment and rescinding to the Chief Administrative Officer. The Fire Services Operational Criteria Bylaw No. 5587 outlines operational standards and procedures and is no longer relevant, as the CSR D Standard Operating Guidelines are utilized by the Fire Services function and all fire departments. As a result, Bylaw No. 5587 is included in the October 2017 Board Agenda under the Bylaws section, with a corresponding resolution to repeal it and its amendments.

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<b>VOTING:</b>	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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## BACKGROUND:

The CSR D has developed operating standards for all its fire departments through the CSR D Standard Operating Guidelines, which were approved by the Board in 2014, along with Policy No. W-10 "Fire Services Standard Operating Guidelines". Policy No. W-10 delegates the authority to the CSR D Manager of Operations Management to approve changes to the guidelines as necessary. The Fire Department Operational Criteria Bylaw requires repeal as it is generally procedural in nature and duplicates information either already defined in Provincial legislation or covered by the CSR D Standard Operating Guidelines.

Policy No. W-9 "Appointment of Fire Chiefs" requires an amendment to provide the Chief Administrative Officer with the authority to appoint and remove a fire chief as necessary, rather than the Board.

## POLICY:

Amendments to a CSR D policy requires approval from the Board. The repeal of a bylaw requires a resolution from the Board.

## FINANCIAL:

There is risk associated with the provision of fire services. In order to mitigate risk and potential costly litigation, the Chief Administrative Officer should be responsible for human resources and personnel matters within CSR D fire departments, the same as CSR D staff.

## KEY ISSUES/CONCEPTS:

The proposed policy amendments will allow for a more efficient process in the appointment of, or rescinding the appointment of, fire chiefs.

**IMPLEMENTATION:**

If approved, staff will update the Policy manual and also include the amended Policy No. W-9 on the CSRD website.

**DESIRED OUTCOMES:**

Staff recommendation be supported by the Board.

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

**LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:**

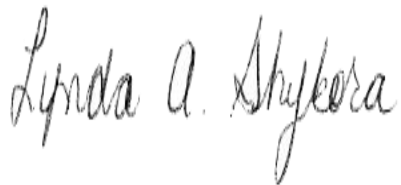
**Report Approval Details**

Document Title:	Fire Chief Appointment Process Board Report.docx
Attachments:	- 19Oct2017 Policy W-9 Appointment of Fire Chiefs Update blackline version.docx
Final Approval Date:	Oct 10, 2017

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Darcy Mooney was completed by assistant Phaedra Turner**

**Darcy Mooney - Oct 10, 2017 - 10:54 AM**



**Lynda Shykora - Oct 10, 2017 - 11:26 AM**



**Charles Hamilton - Oct 10, 2017 - 2:54 PM**