

Salt Spring Island Fire Rescue Wildfire Deployment Guidebook for Fire Personnel and Apparatus

*State of Emergency for the
Province of BC*

Fire Season 2019



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Deployment Requirements

To be eligible to be deployed on a team to support the Office of the Fire Commissioner (OFC) you must meet the following minimum requirements:

All Members:

- Current S100 (Annual) Basic Fire Suppression and Safety Training or WSPP-115 and BC Fire Services Playbook Exterior Fire Fighter,**
- Crew will have First Responder Level III,**
- All members must be physically fit,**
- SSIFR Qualified Driver Operator (pending travel distance requirements)**

Crew Leader:

- Crew Leader will require NFPA equivalent Fire Officer 1, BCWS IC4 certification or Team Leader (Playbook)**
- Crew Leader will have ICS-100 training**
- Crew Leader will have radio training, S215 or equivalent,**
- Crew Leader must have a cell phone**

INTRODUCTION

This guidebook is developed to provide guidance to Salt Spring Island Fire Rescue staff, management and Trustees. This step by step guide describes the pre-planning, response, and post response process in the event SSIFR responds to a request for Provincial assistance.

The Office of the Fire Commissioner (OFC) establishes rental rates for fire apparatus and personnel when responding to a State of Emergency declared by the province of British Columbia.

The rates included in this document reflect the reimbursement rates for structural fire department response to a provincial deployment of fire apparatus, such as during a State of Emergency declared by the Province or a provincial request for resources.

The reimbursement rates and fee schedules contained within this report are for recognized structural fire department response to an OFC request, a provincial state of emergency or provincial request for resources.

Salt Spring Island Fire Rescue's training program meets the BC Fire Service Minimum Training Standards (Full Service), SPP-WFF (Wildland Firefighter Level 1) as per NFPA 1051 Level 1 Standard and the requirements of WorkSafeBC. This document provides guidance in preparation for a deployment and response protocols if required by the OFC.

It is recommended to communicate with your family and employer prior to any deployments to ensure you are response ready. Deployments can occur within less than 24 hours' notice. Ensure you are able to be deployed for the minimum 6-14 days.

DEPLOYMENT

Apparatus and personnel deployed by the Province and reimbursed by the Province are considered a provincial resource and any decisions to re-deploy or release from an incident are determined by the Province. Regarding resources under direction of the Province, local governments or site Incident Commanders should consult with OFC representatives prior to any termination of incident or redeployment.


The primary objective of a Structural Fire Department during Wildland urban interface fires is considered protection of Priority Zone 1 as defined in FireSmart (10 metre fuel modified area immediately adjacent to structures, otherwise known as defensible space).

Deployment Process

The OFC will maintain a database of fire apparatus that recognized structural fire departments. During Provincial Declarations of Emergency or a Provincial request for resources, the OFC will make lists of specific apparatus available for provincial deployment.

Once SSIFR has been requested to send resources an email notification will be sent to all qualified department members. The approval process will begin as soon as possible ensuring a fair process is conducted and following the District Policy AG-1401-01 *Deployment of Resources Outside of District*. In certain circumstances we may require members to be Driver/Operator qualified as well as the other minimum requirements. Preference is to have a minimum of one officer qualified personnel on each shift rotation.

A signed OFC draw sheet must be completed and sent with the responding crew. The OFC will not accept apparatus or crews with out a completed and signed Service Request form (Signed Draw Down Contract)



SERVICE REQUEST

RR# _____
 Hiring Organization _____ Agreement# _____
 PHONE _____ EMAIL _____

MINISTRY SECTION

COMPANY NAME _____ BUSINESS LOCATION _____
 COMPANY CONTACT NAME _____ PH# _____ CELL# _____
 COMPANY EMAIL _____

RESOURCES REQUESTED:

QTY	Resource	QTY	Resource
1	Select Resource	1	Select Resource
1	Select Resource	1	Select Resource
1	Select Resource	1	Select Resource

STANDBY - DATES: _____ TO _____ TIMES (24 HR): _____ TO _____
Unless advised, standby requirements will lapse at the end of the above stand period.

STAND DOWN - DATE: _____ TIME (24 HR): _____ STANDBY RR# _____
You are requested to STAND DOWN the resources indicated in relation to the RR# mentioned above, at the indicated date and time.

DEPLOYED TO - _____ INCIDENT # _____
 INCIDENT ZONE NAME _____ CONTACT-CALL SIGN _____
 REQUIRED ONSITE DATE/TIME _____ PH: _____
 FINAL DAY OF WORK ONSITE DATE _____ (NOT APPLICABLE FOR CATERING)
Resources are limited to 14 work days, days of only travel are not considered work days. The above date accounts for travel to the work site plus 14 work days, but NOT return travel.

DIRECTIONS/COMMENTS:

Travel days must not exceed 12 hours unless previous approval is provided by the Ministry.
 Contact Fire Centre Dispatch via radio upon dispatch, designated intervals enroute and arrival at destination, if unsuccessful communicate by telephone. Refer to Personnel Manifest for phone numbers.

ORDER DATE/TIME _____ Logistics Officer _____ Signature _____

CONTRACTOR SECTION

By signing below, I confirm the personnel and equipment being supplied meet the requirements of the applicable Agreement.

REPRESENTATIVE NAME _____ DATE/TIME _____
 REPRESENTATIVE SIGNATURE _____ (ELECTRONIC SIGNATURE NOT ACCEPTED)

PS1479 HPR-03-2019

Personnel Transport

Personal and department vehicles used to transport personnel will be reimbursed as per the current Provincial Government mileage rate, with prior Expense Authority approval. The province will cover extraordinary costs such as ferry fares and highway tolls (receipts must be kept and provided to SSIFR management).

Personal Protective Equipment

Personnel responding to a provincial request for fire resources will report to a pre-designated location with all Personal Protective Equipment. Employers are required to provide all special clothing and maintain it in a good state of repair. The required equipment shall include, but not be limited to:

- Full Turn-Out Gear (Structure boots, gloves, balaclava, pants, coat, and structural helmet)
- CSA Approved Self-Contained Breathing Apparatus (SCBA)
- Leather work gloves
- CSA Approved Eye Protection
- CSA Ear Protection
- Approved Respiratory Protection or N95 Dust Mask
- CSA Approved hard hat with chin strap
- NFPA 1977 Complaint Coveralls or wildland shirts/pants made of Cotton or Nomex, preferably Nomex
- Minimum 6" high Lace or Zip-up Leather Work Boots
- Flashlight
- Portable Radio

Safety equipment such as leather gloves and dust masks may be replaced by the province if damaged or worn out during provincial response efforts.

Personal Protective Equipment not in the responder's possession at orientation will be issued by the province when practical, with actual cost deducted from the payment to the department or possible sent home.

Additional Personal Equipment Requirements: (Prepare to be self-sufficient for 48 Hours)

- Tent, sleeping bag, pillow.
- SSIFR T-Shirts
- Toiletries for 6 Days min.
- Cell Phone w/ charger
- Map of Area (If available)

- Copies of S100, ICS100 certifications
- SSIFR Notebook
- 1st Day snacks / water

The OFC has a zero tolerance for consuming alcohol or drugs during deployment which is consistent with the BCWS policy. This includes, but not limited to, travel days to and from incident, and off duty hours. Failure to comply with the OFC policy may involve disciplinary action and will be sent home. **Please review the Code of Conduct at the end of the Document prior to your deployment.**

Deployment Periods

The deployment periods discussed in this document are intended for requests from the OFC, a Provincial Declaration of Emergency or a Provincial request for resources.

On the initial day of deployment, reimbursement will be for actual hours travelled and/or worked. Subsequent days will be reimbursed at a minimum of 12 hours per day or for actual hours worked if greater than twelve hours. Departments returning to their home jurisdiction daily will be reimbursed for actual hours travelled and worked each day.

Deployment periods for long-term emergency events requiring provincial resourcing of apparatus and personnel will be for a minimum of 6 days and a maximum of 14 days. The province will reimburse fire departments for costs associated with crew rotations falling within the 6 to 14-day deployments (including transportation, wages and authorized expenses). Departments choosing to rotate personnel prior to a minimum 6-day deployment period shall do so at their own expense.

Transportation to the event will be in either the fire apparatus being requested, a SSIFR support vehicle or a private vehicle (if approved).

Food and Lodging

The provincial Logistics Section or local Emergency Operations Centre (EOC) may arrange for provision of meals and lodging for responders during Provincial Declarations of Emergency. This will be communicated to responding personnel at Provincial Camp and Staging. Crews are expected to stay in a fire camp during their deployment to wildland urban interface events.

When meals are not explicitly provided by the province, provincial government Group 1 per diem reimbursement rates apply. Where lodging is not explicitly

provided by the province, BC government approved accommodation rates apply and use double occupancy where possible. In areas where meals and/or accommodation are in excess of provincially approved rates, prior approval by a Provincial spending authority is required. The OFC must first authorize staying in hotels and eating restaurant meals.

Per diem - Travel Group 1	April 1, 2019
Breakfast	12.25
Lunch	14.25
Dinner	24.50
B&L	26.50
B&D	36.75
L&D	38.75
Full Day	51.00

The province is not responsible for any unauthorized expenses incurred by personnel responding on behalf of the province. Receipts for approved expenses must be provided for reimbursement.

Tactical interagency communications shall be on the OFC frequency – OFC1 (155.460 MHz). Frequency verification of SSIFR radios will occur in staging.

Post-Deployment Procedures

Apparatus and personnel shall only be released by the OFC or their representatives. Released apparatus and personnel may be subject to a check-out procedure and may be provided with a summary of their deployment to aid record keeping and invoicing.

Any damaged or lost equipment must be reported to OFC representative and a signed list of those items must be obtained prior to departure. This is particularly important for damaged or lost SPU equipment claims made for equipment that is under the care and supervision of their own personnel.

In the case of SPU equipment, substitute items may be provided until actual items are located during demobilization.

Upon arrival back home, all timecards, notebooks and an update on progress to management are required. Once the deployment has concluded and all resources are back on island, a critical incident stress management defusing may be provided. We recommend WorkSafeBC Exposures Reports to be completed and submitted (Smoke and other exposures).

APPARATUS REMUNERATION GUIDELINES

Communities and fire departments providing apparatus requested by the province will be reimbursed by the province according to the following guidelines. Apparatus has been typed according to ICS 420-1 and minimum requirements for equipment and capabilities have been listed (**all capacities are listed in US and Imp Gallons**). Apparatus to be equipped with appropriate appliances, nozzles, spanners, and hand tools to be operationally ready.

Reimbursement rates listed are for All-Found and Bare apparatus. All-Found apparatus includes vehicle, insurance, all minimum required equipment and appliances, minimum personnel, fuel and routine maintenance costs. Bare apparatus rates cover the same basic requirements as All-Found with the exception of personnel. NOTE: Costs for additional personnel above the minimum number will not be covered unless authorized in advance by the OFC.

In some circumstances, bare rates have not been listed due to specialized knowledge required to safely operate the apparatus (i.e. Truck Company). If fuel is not readily available from commercial or retail sources, it shall be provided by the province.

For both All-Found and Bare rates, routine maintenance is the responsibility of the supplying department. However, damage as a result of a provincial deployment that is reported to OFC representative prior to departure and release will be reimbursed for by the province with Expense Authority approval.

Engines*1

Minimum Requirements	Types			
	Structure Engines		Wildland Engines	
	1	2	3 & CAFS	4
Pump	1000 GPM	500 GPM	120 GPM	50 GPM
	825 IGPM	425 IGPM	100 IGPM	40 IGPM
Water Tank	400 Gal.	400 Gal.	300 Gal.	200 Gal.
	325 IG	325 IG	250 IG	175 IG
Hose 2 ½"	1200 Ft.	1000 Ft.	-	-
Hose 1 ½"	400 Ft.	500 Ft.	1000 Ft.	300 Ft.
Hose 1"	200 Ft.	300 Ft.	800 Ft.	800 Ft.
Ladder	20 Ft. Ext.	20 Ft. Ext.	-	-
Master Stream	500 GPM	-	-	-
Personnel	4 with SCBA	3 with SCBA	3 with SCBA	3 with SCBA
All-Found Rate	\$595/hour	\$492/hour	\$463 /hour	\$347/hour
Bare Rate	\$306/hour	\$273/hour	\$247/hour	\$138 /hour

Water Tender (Reserve Tender 2 RT2 is a Type 1 Tender**)**

Minimum Requirements	Types		
	1	2	3
Pump	300 GPM	120 GPM	50 GPM
	250 IGPM	100 IGPM	40 IGPM
Water Tank	2000 Gal.	1000 Gal.	1000 Gal.
	1600 IG	800 IG	800 IG
Personnel	2	2	2
All-Found Rate	\$369/hour	\$310/hour	\$281/hour
Bare Rate	\$222/hour	\$167/hour	\$136/hour

RT2 is listed as a Type 1 Tender

Other Apparatus

Fire department vehicles and/or apparatus not included on the schedules above are not compensated unless agreed to in writing by a Provincial Contract Manager and approved by an Expense Authority. Province of British Columbia Blue Book rates may apply.

Damaged Apparatus/Equipment

Any damage or loss to apparatus or equipment shall be immediately reported to OFC representatives and Operations Section Chief. The Fire Commissioner's Office intends to reimburse for uninsured losses suffered to Local Government Fire Department equipment while in the service of the Office of the Fire Commissioner. Claims shall be based on the age, kind and quality of equipment.

PERSONNEL WAGE RATES

The province may require fire fighters and management personnel as additional resources during major emergency events. Those fire fighters and management personnel who are conscripted, seconded or contracted will be reimbursed according to the following schedules.

Fire Fighters

In some circumstances, fire fighters may be required to respond as single resources without apparatus. In addition, it may be necessary to assign personnel to apparatus to increase the minimum staffing identified in the tables above. Additional and single resource personnel will be reimbursed according to the following table.

Fire Fighter Wage Rates	
Volunteer Fire Department Personnel	Salary/wages at their regular place of employment or \$44.00/hour whichever is greater
Career Fire Department Personnel	Fire Fighter Collective Agreements (wages and benefits)

Overtime entitlement and rates shall be according to Collective Agreements for personnel covered by Fire Fighter Collective Agreements, all other responders shall be paid straight time for actual hours worked. This rate table shall only be applicable for deployment purposes and where personnel are not considered part of an "all found rate" apparatus crew or Structure Protection Crew. *SSIFR payrate for firefighters responding for a deployment will be compensated at the BC rate of \$44.00 per hour or as stated in the IAFF Collective agreement.*

Specialist Positions

The OFC and province may require experienced fire service members to fill positions in the emergency management organization of the province. Personnel who are seconded, conscripted or contracted will be reimbursed according to the following schedule. Specialists will be reimbursed for actual hours travelled or worked on initial day of deployment and minimum 12 hours per day or actual hours worked if greater than 12 hours for subsequent days.

Deputies shall be paid the same rates as the Directors whom they work under since they are expected to fill the more senior position if the need arises. Where Collective Agreements, Management Contract rates, or regular hourly rates vary from the rates listed in this draft, the higher rate shall apply. All rates for specialist positions are hourly, reviewed annually and revised as required.

Ministry Operation Centre (or site level where applicable)

OFC Liaison Officer (PREOC & EOC)	\$63
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Site Level

Incident Commander (Unified Command)	\$63
Structural Branch Director	\$63
Structure Protection Specialist	\$63
Strike Force/Task Force Leader	\$63
Technical Specialist	\$63

Site or Provincial Fire Department

Regional Coordinator	\$63
Deputy Regional Coordinator	\$63

Inter-Agency Operational Procedures and Reimbursement Rates

CODE OF CONDUCT

Introduction

This policy statement applies to all persons and organizations operating under the Inter-Agency Operational Procedures and Reimbursement Rates Agreement (herein known as the IAA).

All persons operating under this agreement will exhibit the highest standards of conduct. Persons conduct while operating under this agreement must instill confidence and trust and not bring the BC Wildfire Service, Office of the Fire Commissioner, Fire Chiefs Association of BC and their respective Fire Departments into disrepute.

The requirement to comply with these standards of conduct is a condition of deployment. Persons who fail to comply with these standards may be subject to disciplinary action.

Persons working under the IAA should abide with the following;

- Act honestly and in good faith.
Confidential information, in any form, is not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information.
- Confidential information that is received through their deployment must not be used for the purpose of furthering any private interest, or as a means of making personal gains.
- Must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).
- Must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding government ministry policies.
- Must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.
- Treat each other with respect and dignity and not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

- Bullying or any other inappropriate conduct compromising the integrity of the BC Wildfire Service, Officer of the Fire Commissioner or the Fire Chiefs Association of BC.
- Responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.
- Must report any incident of violence. Anyone who becomes aware of a threat must report the threat if there is reasonable cause to believe that it poses a risk of injury. Any incident or
- threat of violence must be addressed immediately.
- Must report a safety hazard or unsafe condition or act in accordance with the provisions of the WorkSafeBC Occupational Health and Safety Regulations.
- Will not solicit a gift, benefit, or service on behalf of themselves or others.

Responsibilities

- Objectively and loyally fulfill their assigned duties and responsibilities, regardless of the party or persons in power and regardless of their personal opinions.
- Disclose and cooperate to resolve conflicts of interest or potential conflict of interest situations in which they find themselves.
- Maintain appropriate workplace behavior.
- Avoid engaging in discriminatory conduct or comment
- Check with their supervisor or manager when they are uncertain about any aspect of this policy statement.

References

- EMBC Inter-Agency Operational Procedures and Reimbursement Rates Document 2019
- The Ministry of Forests Standard Operating Guideline #1.06.01 Wildfire Suppression with Local Governments
- Salt Spring Island Fire Protection District Policy AG-140101 *Deployment of Resources Outside of District.*