



**REGIONAL DISTRICT  
of Fraser-Fort George**

**INSPECTIONS AND AUDITS**

**OF THE**

**REGIONAL DISTRICT OF FRASER-FORT GEORGE**

**VOLUNTEER FIRE/RESCUE DEPARTMENTS**

**REQUEST FOR PROPOSALS**

**PS 03-10**

Regional District of Fraser-Fort George  
155 George Street, Prince George BC V2L 1P8  
Telephone (250) 960-4400 / Toll Free 1-800-667-1959 / Fax (250) 562-8676  
<http://www.rdffg.bc.ca>

**TABLE OF CONTENTS**

<b>1. INVITATION AND INSTRUCTIONS.....</b>	<b>3</b>
Objective .....	4
Scope of Work.....	4
<b>2. GENERAL INFORMATION AND INSTRUCTIONS TO PROPONENTS.....</b>	<b>6</b>
Errors, Omissions, Clarifications .....	6
Proposal Submissions.....	6
Proposal Format.....	6
<b>3. PROPOSAL EVALUATION AND PROPONENT SELECTION PROCESS .....</b>	<b>7</b>
Proposal Evaluation .....	7
Initial Proponent Selection Process .....	7
Selected Proponent Negotiations .....	7
Termination of Negotiations and/or RFP Process .....	8
Non-Compliance with RFP Requirements .....	8
Regional District’s Right to Reject Proposal .....	8
Proposal as Part of Future Contract .....	9
<b>4. PROPONENT SELECTION CRITERIA.....</b>	<b>9</b>
<b>5. CONTRACT SCHEDULE .....</b>	<b>9</b>
Award of Contract .....	9
<b>BIDDER CHECKLIST .....</b>	<b>10</b>
<b>SCHEDULE OF PRICES .....</b>	<b>11</b>
<b>APPENDIX I – INSPECTION AND AUDIT DOCUMENT .....</b>	<b>12</b>
<b>APPENDIX II – KILOMETRES FROM PRINCE GEORGE .....</b>	<b>25</b>

## **1. INVITATION AND INSTRUCTIONS**

The Regional District of Fraser-Fort George (the "Regional District") invites proposals from qualified proponents to conduct inspections and audits of twelve Fire/Rescue Departments within the Regional District.

Two (2) complete copies of your proposal must be submitted in a sealed package labelled "**RFP PS 03-10 Inspections and Audits of Regional District of Fraser-Fort George Volunteer Fire/Rescue Departments**" to Diane Hiscock, General Manager of Financial Services by **2:00 p.m. local time, January 28, 2011**. The proponent's name and return address must be clearly marked on the outside of your proposal submission package. Late proposals will not be accepted and will be returned unopened to the proponent. **Proposals received by fax will not be accepted.**

### **Proposals must be sent to:**

Diane Hiscock, General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8

### **All questions relating to this project must be directed to the Project Manager:**

Melanie Perrin, Fire Services Coordinator  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8  
Telephone: 250-960-4400  
Fax: 250-562-8676  
Email: [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca)

The Regional District reserves the right, in its sole discretion, to waive informalities in proposals, reject any or all proposals, or accept the proposal deemed most favourable in the interests of the Regional District. The proponents will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience before a contract is awarded.

**The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of documents pertaining to this Proposal.** The accuracy and completeness of the Proposal is the proponent's responsibility.

Request for Proposal ("RFP") documents may be obtained on, or after, November 24, 2010.

- a) In a PDF (public document format) file format from the Regional District's website [www.rdffg.bc.ca](http://www.rdffg.bc.ca); or
- b) In hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding statutory holidays.

### Objective

The objective of this project is to review the operations of the Fire/Rescue Departments within the Regional District and assess compliance with safe work procedures with an emphasis on providing actionable recommendations. The review will be used as a tool by the Regional District in assessing current capabilities of the Fire/Rescue Departments within the Regional District.

### Scope of Work

The following Fire/Rescue Departments within the Regional District will be the focus of this project:

1. Bear Lake Volunteer Fire Department, 353 Grizzly Avenue, Bear Lake, BC;
2. Buckhorn Volunteer Fire Department, 5645 Buckhorn Lake Road, Prince George, BC;
3. Hixon Volunteer Fire Department, 367 Von Lienen Road, Prince George, BC;
4. McBride District Volunteer Fire Department, 875 South West Frontage, McBride, BC;
5. Mackenzie Volunteer Fire Department, 60 Centennial Avenue, Mackenzie, BC;
6. Ness Lake Volunteer Fire Department, 9770 Lakeside Drive, Prince George, BC;
7. Pilot Mountain Volunteer Fire Department, 9070 Syms Road, Prince George, BC;
8. Pineview Volunteer Fire Department, 8535 Pooley Road, Prince George, BC;
9. Red Rock/Stoner Volunteer Fire Department, 4030 Red Rock East, Prince George, BC;
10. Salmon Valley Volunteer Fire Department, 5155 Salmon Valley Road, Prince George, BC;
11. Shell Glen Volunteer Fire/Rescue Department, 3985 Shelley Road, Prince George, BC; and
12. Valemount & District Volunteer Fire Department, 1380 5<sup>th</sup> Avenue, Valemount, BC.

Upon completion of the inspections and audits the proponent will prepare a report that will include:

1. copies of all completed audit documents;
2. summary of outstanding issues per department;
3. itemized action plan to address issues of non-compliance per department; and
4. an executive summary report of the process and of the findings.

#### Phase 1 – Review Regional District Fire/Rescue Operational Guidelines Manual

The successful proponent will review, assess, and provide written recommendations on the Regional District Fire/Rescue Operational Guidelines Manual, including the Appendices addressing the Respiratory Program and Occupational Health and Safety Program, to ensure the Regional District Fire/Rescue Operational Guidelines Manual is compliant with all legislative and regulatory requirements and adequately addresses needs arising from the fire rescue services provided by the Regional District volunteer fire/rescue departments. The successful proponent will provide written recommendations on improvements to the Operational Guidelines Manual where it is determined that the Operational Guidelines Manual does not adequately address the services provided and the legislative and regulatory requirements needing to be met.

#### Phase 2 – Review the Mackenzie Fire Department Operational Guidelines Manual

The successful proponent will review, assess, and provide written recommendations of the Mackenzie Fire Department's Operational Guidelines Manual, including the Appendices, to ensure the Mackenzie Fire Department's Operational Guidelines Manual is compliant with all legislative and regulatory requirements and adequately addresses needs arising from the fire rescue services provided by the Mackenzie Fire Department. The successful proponent will provide written recommendations on

improvements to the Operational Guidelines Manual where it is determined that the Operational Guidelines Manual does not adequately address the services provided and the legislative and regulatory requirements needing to be met.

### Phase 3 – Individual Fire Department Assessments

The successful proponent will be required to do site visits at each fire/rescue hall listed in the Regional District of Fraser-Fort George to review, assess, and provide written recommendations resulting from findings in the following areas for each fire department:

#### 1. Administration:

- Assess:
  - adequacy of personnel record keeping;
  - implementation of Regional District Fire/Rescue Operational Guidelines Manual;
  - completeness and adequacy of safe work procedures;
  - completeness of equipment testing as required;
  - adequacy of fire department overall record keeping and retention;
  - adequacy of personal protective equipment to provide service;
  - emergency equipment inventory adequacy to provide service;
  - apparatus suitability to provide the service; and
  - apparatus is equipped with necessary equipment to provide the service.

#### 2. Training and competency:

- Assess:
  - adequacy of training materials to train to standard as indicated in the Regional District Fire/Rescue Operational Guidelines Manual;
  - adequacy of training records;
  - adequacy of training program; and
  - fire department members training attendance (to meet the minimum criteria set out in the Regional District Fire/Rescue Operational Guideline Manual).

#### 3. Occupational Health and Safety:

- assess Occupational Health and Safety Program in each fire department for adequacy and compliance with WorkSafeBC regulations.

4. Conduct assessment of each fire department's ability to respond to the incident types indicated in volunteer fire department specific response manual (response manual for each fire department to be provided).

5. Review maintenance records for major capital assets to ensure appropriate maintenance practices are being followed.

6. Review Bill C45 WorkSafeBC and identify actions necessary to achieve compliance.

7. Complete the Inspection and Audit document, attached as Appendix 1. The successful proponent may recommend additional items to be added to the Inspection and Audit document for consideration by the Regional District.

8. Recommend inclusion of items not specifically identified within the Scope of Work for this project for consideration by the Regional District which may have related and substantial benefits to the Regional District.
9. Provide a written report on findings for each fire/rescue department in relation to the Scope of Work conducted and provide follow-up recommendations as a result of the findings.
10. Identify items which should be considered for future review.
11. Provide final overall summary report and present final summary report to Regional Board.
12. The successful proponent will engage and consult with the Fire Chiefs and the Regional District Fire Services Coordinator throughout the process.
13. The successful proponent will provide a project schedule. The project will be expected to be completed by June 30, 2011.

## **2. GENERAL INFORMATION AND INSTRUCTIONS TO PROPONENTS**

### Errors, Omissions, Clarifications

All questions and requests for clarifications relating to the RFP process, and/or identification of any errors or omissions in the RFP documents, shall be made in writing and may be mailed, hand delivered, sent by fax to **250-562-8676**, or by email to: [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca), to the Regional District office, Attention: **Melanie Perrin, Fire Services Coordinator**.

### Proposal Submissions

Two (2) signed copies of each proposal shall be submitted. Each copy shall be complete and unabridged, and shall not refer to the other copy for additional information, clarification or details.

### Proposal Format

Proponents are asked to respond in a similar manner. The following format and sequence should be followed in order to provide consistency in responses and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a. Title page including RFP title and number, proponent's name and address, telephone number, fax number, email address and contract representative.
- b. One page Letter of Introduction **SIGNED** by the person(s) authorized to sign on behalf of the proponent which will bind the proposed statements made in the proposal.
- c. Table of Contents including page numbers.
- d. An Executive Summary of the key features of the proposal.
- e. Proposal to conduct inspections.
- f. Completed Schedule of Prices.
- g. Additional information that a proponent may choose to provide.
- h. Include three references along with contact information for similar work completed.

### **3. PROPOSAL EVALUATION AND PROPONENT SELECTION PROCESS**

#### Proposal Evaluation

All proposals will be evaluated by the Regional District to assess the qualifications and capabilities of proponents to meet the Scope of Work specified in the RFP.

The proposal evaluation through to proponent selection will be based on the following process as deemed appropriate by the Regional District:

1. Initial proposal evaluation by the Regional District.
2. Follow up question(s) from the Regional District to proponent(s). (Optional at discretion of Regional District.)
3. Further question(s) from the Regional District to proponent(s). (Optional at discretion of Regional District.)
4. Interview(s) of selected proponent(s) by Regional District. (Optional at discretion of Regional District.)
5. Follow-up interview of selected finalist(s). (Optional at discretion of Regional District.)
6. RFP criteria scoring by the Regional District.
7. Recommendations to Board.

#### Initial Proponent Selection Process

As a result of the initial written proposal evaluation, the Regional District may, at its sole discretion, request oral presentations, and enter into detailed discussions with initially selected proponents prior to preparing a short-list of qualified proponents.

The Regional District may, at its sole discretion, prepare a "short-list" of proponents which initially appear to have the necessary qualifications, based solely on the information contained in the written proposals. The Regional District will be under no obligation to obtain additional clarification from any proponent(s) prior to preparing an initial "short-list" or before entering into detailed discussions, or negotiations, with any proponent.

#### Selected Proponent Negotiations

The Regional District, at its sole discretion, reserves the right to enter into negotiations with a selected proponent(s) based only on the evaluation of the written proposals, and/or an evaluation of the combination of the written proposals, oral presentations, and detailed discussions.

The Regional District reserves the right to enter into negotiations with any proponent without requiring any other proponents to make any presentations, or require any other proponents to enter into detailed discussions with the Regional District.

#### Termination of Negotiations and/or RFP Process

The Regional District reserves the right to terminate negotiations with any proponent, and to enter into negotiations with any other proponent(s), if in the opinion of the Regional District at any time, the negotiations with the initially selected proponent(s) will not be satisfactorily completed in the best interests of the Regional District.

The Regional District may, at its sole discretion, reject any or all proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiation process.

#### Non-Compliance with RFP Requirements

Unless explicitly stated in the proposals, all proposals shall be assumed by the Regional District to be in full compliance with the RFP requirements without exception.

All items in the Proposal that are **not** in full compliance, or that vary from the specific RFP requirements, shall be clearly identified in the Proposal as non-compliant and/or variances, and shall include specific reference to the relevant section in the RFP, and the precise nature of the variance or non-compliance.

Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, shall be at the sole discretion of the Regional District, without any obligation by the Regional District, to either request clarifications, enter into detailed discussions, or negotiations with the proponent(s).

#### Regional District's Right to Reject Proposal

The lowest of any proposal will not necessarily be accepted. The Regional District reserves the right to waive informalities in the proposal, reject any or all proposals, or accept the proposal deemed most favourable in the interests of the Regional District, and at its sole discretion, without prejudice.

The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.

The Regional District reserves the discretion to reject any proposal submitted by a proponent, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that proponent (or in the case of a proposal submitted by a proponent who is an individual person), where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting this proposal, the proponent further confirms that neither the proponent (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee, or director of the Regional District.

The Regional District reserves the right to reject any proposal submitted by a proponent that is, or whose principals are, at the time of proposal submission, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

Proposal as Part of Future Contract

All proposals accepted by the Regional District shall be considered an integral part of any future contract that may be reached between a proponent and the Regional District.

Therefore, all proposal responses including all statements, claims, declarations, and prices in the Proposal, and follow-up proponent responses to Regional District requests for clarification(s) shall be considered firm and irrevocable for purposes of contract negotiations, unless specifically waived in writing by the Regional District.

**4. PROPONENT SELECTION CRITERIA**

Regional District Scoring and Ranking of Proponents

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful proponent on a combination of the following criteria:

Criteria	Percentage of Total Score
1. Proven, successful experience providing similar Scope of Work.	40%
2. Ability to meet the minimum requirements in accordance with the RFP.	10%
3. The clarity and responsiveness of the proposal to all detailed RFP requirements.	10%
4. Proposed price and payment schedule. Provide detailed breakdown of fees.	30%
5. References.	5%
6. Schedule and completion date.	5%

**5. CONTRACT SCHEDULE**

Award of Contract

The Award of Contract is expected to be made not later than February 17, 2011. All proponents will be advised in writing of the final results of the RFP evaluation process.

For purposes of this RFP, the Contract will become effective on the date the Purchase Order is issued.

Contract completion date will be no later than June 30, 2011.

The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

### **BIDDER CHECKLIST**

Before submitting your proposal by 2:00 p.m., January 28, 2011, check the following points:

- Have you included the signed Letter of Introduction? (Page 6)
- Have you included the completed Schedule of Prices? (Page 11)
- Are two (2) copies of the Proposal provided? (Page 6)
- Was the proposal format followed? (Page 6)
  - Title page including RFP title and number, proponent's name and address, telephone number, fax number, email address and contract representative.
  - One page Letter of Introduction SIGNED by the person(s) authorized to sign on behalf of the proponent which will bind the proposed statements made in the proposal.
  - Table of Contents including page numbers.
  - An Executive Summary of the key features of the proposal.
  - Proposal to conduct inspections.
  - Completed Schedule of Prices.
  - Additional information that a proponent may choose to provide.
  - Include three references along with contact information for similar work completed.
- Are all of the foregoing pages included with the Proposal?

**Note: Your proposal may be disqualified if ANY of the applicable foregoing points have not been complied with.**

Ensure that the proposal submitted is in a **SEALED** package clearly labelled with the following:

- Diane Hiscock, General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8
- RFP PS 03-10 Inspections and Audits of  
Regional District of Fraser-Fort George Volunteer Fire/Rescue Departments
- Proponent's name and return address

**SCHEDULE OF PRICES**

Prices submitted below reflects the full costs, with taxes shown separate, for the Inspections and Audits of the fire/rescue departments within the Regional District, as listed in the Scope of Work. This price sheet must accompany the bid package submitted.

Price Schedule:

Phase 1 – Review Regional District Fire/Rescue Operational Guidelines Manual	\$ _____
Phase 2 – Review the Mackenzie Fire Department Operational Guidelines Manual	\$ _____
Phase 3 – Individual Fire Department Assessments	\$ _____
Tax	\$ _____
Total:	\$ _____

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX I – INSPECTION AND AUDIT DOCUMENT**

	YES	NO
1. Are the following types of records available for inspection:		
a. Apparatus maintenance, including inspection and repair?		
b. Maintenance records including pump and maintenance tests?		
c. Driver training records?		
d. Vehicle pre-trip inspection?		
e. Vehicle post trip inspection (back in service inspections and/or call logs acceptable)?		
f. Trip Log?		
g. Weekly air brake checks?		
h. Vehicle weights?		
i. Overweight permits (if required)?		
j. Practice (training) attendance?		
k. Call attendance?		
l. Equipment maintenance (including SCBA, turnout gear, ropes, gas testing equipment, and PASS alarms)?		
m. Hose Testing?		
n. Ladder Testing?		
o. Training records, including new firefighter and officer training?		
p. Map indicating water supplies?		
2. Is there a published and posted organization chart?		
Does this chart show the chain of command?		
3. Are there posted rules and regulations?		
4. Is there is a clear, documented distinction between operational and social activities?		

	YES	NO
5. Does a senior officer conduct a formal post-incident critique (aka lessons learned) for a major incident and all calls that resulted in injury or had a "near miss" of injury?		
Are the findings from injury or near miss incidents documented and effectively communicated?		
6. Do you have a junior fire fighting program?		
7. Are written policies developed providing restriction of duties for junior firefighters and probationary members?		
8. Do you use at least the first step of your disciplinary system?		
9. Has a Local Assistant to the Fire Commissioner been duly appointed?		
10. Have pre-plans been developed?		
Are these pre-plans used in training?		
11. Is there a training officer in place?		
a. If yes, do they conduct training?		
b. Has a training schedule been developed?		
12. Is inter-agency training conducted?		
a. With Mutual Aid partner departments?		
b. With Ministry of Forests, Mines and Land?		
13. What percentage of fire department members have completed the recruit training program?		%
Are there documents verifying that recruit training has taken place?		
14. What percentage of fire department members have completed a minimum of 60 hours of training in a 12 month period?		%
Are there documents verifying that this training has taken place?		

**OCCUPATIONAL HEALTH AND SAFETY – QUESTIONNAIRE FOR OFFICERS**

This questionnaire section shall be completed separately by the officer group.

The intent of this questionnaire is to gauge the level of awareness among department Officers of the department Occupational Health and Safety Program. Responses for this section will be kept anonymous and answers summarized.

	YES	NO	DON'T KNOW	COMMENTS
1. Are workplace (fire halls and training sites) safety inspections conducted monthly?				
2. Are health and safety committee meetings held monthly?				
3. Are first aid records maintained and available for review?				
4. Are there informal workplace safety inspections?				
5. Have supervisors received safety and health training?				
6. Is there a formal process for reports or observations of unsafe acts or conditions?				
7. Is there an operational guideline or policy regarding harassment and discrimination?				
8. During a major incident, are incident command system procedures established?				
9. During a major incident does the Incident Commander assign a Safety Officer?				
10. Are Officers trained in the following incident command principles:				
a. Establishing and transferring of command?				
b. Single or unified command structure?				
c. Management of incident objectives?				
d. Development of incident action plans?				
e. Resource management?				

	YES	NO	DON'T KNOW	COMMENTS
f. Unity and chain of command?				
g. Manageable span of control?				
h. Personnel accountability?				
i. Communications?				
11. Are there regular Officers' meetings?				
12. Do the Officer Meetings contain a component where occupational health and safety issues are discussed?				
13. Have you participated at an Officers' meeting where health and safety issues are discussed?				
14. Do Officer's meetings adequately address health and safety matters, such as:				
a. Injuries?				
b. Prevention strategies?				
15. Are you aware of what accidents to report to WORKSAFEBC?				
16. Is there an accident investigation for each incident that resulted in injury, involved equipment failure, or was a "near miss"?				
17. Are accident investigation reports reviewed by Officers and the Joint Health and Safety Committee?				
18. Are copies of accident reports forwarded to the Regional District?				
19. Are the recommended corrective actions communicated to firefighters and/or incorporated into training?				
a. Do you ensure that corrective action is taken?				
b. Is this corrective action reported to the Regional District?				
20. Do you think you have adequate authority to develop, instruct and enforce:				

	YES	NO	DON'T KNOW	COMMENTS
a. Safe work rules and procedures?				
b. Employee work practices?				
21. Are written work procedures (Operational Guidelines) referred to when conducting training sessions?				
22. Are you aware of your rights and responsibilities as a supervisor, as outlined in the WORKSAFEBC regulation?				
23. Are you aware of your rights and responsibilities with regard to the refusal of unsafe work?				
24. Does your department provide training for the following:				
a. Workplace hazard identification?				
b. Presenting safety talks with crew?				
c. Follow-up on worker training?				
d. Controlling emergency incident hazards?				
e. Instruction on your legal requirements as a "supervisor"?				
f. How to conduct task hazard analysis to check and revise work procedures?				
g. Traffic control at incident?				
h. Operation of fire fighting vehicles in emergency and non-emergency travel as per the <i>Motor Vehicle Act</i> ?				
i. Operation of personal vehicle to and from work/fire station.				
25. Is the fire department held accountable by the Regional District to meet health and safety responsibilities?				
26. Do you know your legal requirements in ensuring that the firefighters under your supervision understand and follow the safety and health rules?				

	YES	NO	DON'T KNOW	COMMENTS
27. Does your department provide PFDs or lifejackets in compliance with WORKSAFEBC reg. 8.27 (a-d)?				
28. Are there Operational Guidelines for firefighter rescue and rehabilitation?				
Does they include the following:				
a. Hydration after one tank or approximately 30 minutes of strenuous work?				
b. Sit out after two tanks or approximately 60 minutes of strenuous work?				
c. Assessment of blood pressure, heart rate, and temperature after 10 minutes rest with criteria for returning to work/training?				
29. Does your department provide fall protection training for firefighters?				
30. Are the last three Occupational Health and Safety meeting minutes posted at the hall?				
31. Is there a written personnel accountability system?				
32. Is there a critical incident stress debriefing program?				
33. Is there a written respiratory protection program?				
a. Does it include the following:				
- Maintenance program?				
- Air quality testing ANNUALLY?				
- Records keeping?				
- Fit testing?				
- Scheduled training?				
- Appropriate Operational Guidelines?				
b. Is there interior inspection of air cylinders at intervals acceptable to WorkSafeBC and consistent with the manufacturer's recommendations?				

	YES	NO	DON'T KNOW	COMMENTS
c. Are SCBA and regulators serviced and repaired by qualified persons?				
d. Are air cylinders hydrostatic tested at intervals as required?				
e. Are records kept and available for SCBA and air cylinders?				
f. Are four SCBA units and four full spare cylinders available on each engine?				
g. Is there a personal alert safety system (PASS) for each SCBA?				
h. Does the PASS device meet the requirements of the current NFPA standard? (NFPA 19823, 1993 EDITION)				
i. Is there an Operational Guideline related to PASS devices				
j. Is the PASS system tested:				
- Weekly?				
- Before each use?				
34. Is there an Operational Guideline instructing structural firefighters to not enter a building if RIT is expected to not be in place within 10 minutes of initial entry?				
35. Are there Operational Guidelines for the control of vehicle exhaust emissions in the fire hall?				
36. Is vehicle exhaust mechanically removed from the hall?				
37. Is there a flashlight available to each firefighter? (Meeting CSA C22.1-94 Class 1 Div 2 Group A, B, C)				
38. Are there four hand lanterns on each fire fighting vehicle? (Meeting CSA 22.1-94 Class 1 Div 2 Group A, B, C.)				
39. Are plaster hooks and pike poles fitted with non-conductive shafts?				
40. Does Personal Protective Clothing issued include:				
a. Helmets for Structural Fire Fighting meeting the requirements of the current NFPA standard.				

	YES	NO	DON'T KNOW	COMMENTS
b. Bunker gear coats, pants, and flash hood, meeting the requirements of the current NFPA standard.				
c. Gloves meeting the requirements of the current NFPA standard.				
d. Hard hats (safety headgear) only for fire prevention, investigation, and brush fires.				
e. Fire resistant coveralls only for investigation and brush fires meeting the requirement of the current NFPA standard.				



**OCCUPATIONAL HEALTH AND SAFETY – QUESTIONNAIRE FOR FIREFIGHTER**

This questionnaire section shall be completed separately by the firefighter group. Responses for this section will be kept anonymous and answers summarized.

The intent of this questionnaire is to gauge the level of awareness among department firefighters of the department Occupational Health and Safety Program.

	YES	NO	DON'T KNOW	COMMENTS
1. Are workplace (fire halls and training sites) safety inspections conducted monthly?				
2. Are health and safety committee meetings held monthly?				
3. Are first aid records maintained and available for review?				
4. Is there a formal process for reports or observations of unsafe acts or conditions?				
5. Is there an operational guideline or policy regarding harassment and discrimination?				
6. Are there regular Officer's meetings?				
7. Do the Officer Meetings contain a component where occupational health and safety issues are discussed?				
8. Are you aware of what accidents to report to WORKSAFEBBC?				
9. Is there an accident investigation for each incident that resulted in injury, involved equipment failure or was a "near miss"?				
10. Are the recommended corrective actions communicated to firefighters and/or incorporated into training?				
11. Are written work procedures (Operational Guidelines) referred to when conducting training sessions?				

	YES	NO	DON'T KNOW	COMMENTS
12. Are you aware of your rights and responsibilities as a supervisor, when called upon to fill this role, as outlined in WORKSAFEBC regulation?				
13. Are you aware of your rights and responsibilities with regard to the refusal of unsafe work?				
14. Does your department provide training for the following:				
a. Rules, procedures and work practices for controlling emergency incident hazards?				
b. Occupational Health & Safety Regulations?				
c. First Aid?				
d. WHIMIS?				
e. Traffic control at incident?				
f. Operation of fire fighting vehicles in emergency and non-emergency travel as per the <i>Motor Vehicle Act</i> ?				
g. Operation of personal vehicle to and from work/fire station?				
15. Are you held accountable by your fire department for meeting your health and safety responsibilities?				
16. Does your department provide PFDs or lifejackets in compliance with WORKSAFEBC reg. 8.27 (a-d)?				
17. Are there Operational Guidelines for firefighter rescue and rehabilitation?				
Does they include the following:				
a. Hydration after one tank or approximately 30 minutes of strenuous work?				
b. Sit out after two tanks or approximately 60 minutes of strenuous work?				
c. Assessment of blood pressure, heart rate, and temperature after 10 minutes rest with criteria for returning to work/training?				

	YES	NO	DON'T KNOW	COMMENTS
18. Does your department provide fall protection training for firefighters?				
19. Are the last three Occupational Health and Safety meeting minutes posted at the hall?				
20. Is there a written personnel accountability system?				
21. Is there a critical incident stress debriefing program?				
22. Is there an Operational Guideline instructing structural firefighters not to enter a building if RIT is expected to not be in place within 10 minutes of initial entry?				
23. Are there Operational Guidelines for the control of vehicle exhaust emissions in the fire hall?				
24. Is vehicle exhaust mechanically removed from the hall?				
25. Is there a flashlight available to each firefighter? (Meet CSA C22.1-94 Class 1 Div 2 Group A, B, C.)				
26. Are there four hand lanterns on each fire fighting vehicle? (Meet CSA 22.1-94 Class 1 Div 2 Group A, B, C.)				
27. Are plaster hooks and pike poles fitted with non-conductive shafts?				
41. Does Personal Protective Clothing issued include:				
a. Helmets for Structural Fire Fighting meeting the requirements of the current NFPA standard.				
b. Bunker gear coats, pants, and flash hood, meeting the requirements of the current NFPA standard.				
c. Gloves meeting the requirements of the current NFPA standard.				
d. Hard hats (safety headgear) only for fire prevention, investigation, and brush fires.				
e. Fire resistant coveralls only for investigation and brush fires meeting the requirement of the current NFPA standard.				



**APPENDIX II – KILOMETRES FROM PRINCE GEORGE**

<b><u>FIRE/RESCUE AGENCY</u></b>		<b><u>LOCATION</u></b>	<b><u>CIVIC ADDRESS</u></b>
1.	Bear Lake Volunteer Fire Department	72 km north of Prince George	353 Grizzly Ave Bear Lake BC
2.	Buckhorn Volunteer Fire Department	14 km south of Prince George	5645 Buckhorn Lake Rd Prince George BC
3.	Hixon Volunteer Fire Department	58 km south of Prince George	367 Von Lienen Rd Prince George BC
4.	Mackenzie Volunteer Fire Department	182 km north of Prince George	60 Centennial Ave Prince George BC
5.	McBride District Volunteer Fire Department	220 km east of Prince George	875 South West Frontage Rd McBride BC
6.	Ness Lake Volunteer Fire Department	33 km northwest of Prince George	9770 Lakeside Dr Prince George BC
7.	Pilot Mountain Volunteer Fire Department	20 km northwest of Prince George	9070 Syms Rd Prince George BC
8.	Pineview Volunteer Fire Department	10 km southeast of Prince George	8535 Pooley Rd Prince George BC
9.	Red Rock/Stoner Volunteer Fire Hall	25 km south of Prince George	4030 Red Rock East Prince George BC
10.	Salmon Valley Volunteer Fire Department	23 km north of Prince George	5155 Salmon Valley Rd Prince George BC
11.	Shell-Glen Volunteer Fire Department	20 km east of Prince George	3985 Shelley Rd Prince George BC
12.	Valemount & District Volunteer Fire Department	300 km east of Prince George	1380 5 <sup>th</sup> Ave Valemount BC