
TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** 2023 Mar 01

FROM: FIRE CHIEF

SUBJECT: BURNABY FIRE DEPARTMENT TRAINING OFFICERS

PURPOSE: To obtain Council approval for two new training positions in the Burnaby Fire Department.

RECOMMENDATION:

1. **THAT** Council approve two new training positions in the Burnaby Fire Department to support the transition to 24 hour shifts.

REPORT

1.0 INTRODUCTION

The Burnaby Fire Department (BFD) invests heavily in training, professional development and preparation activities to provide its firefighting staff with foundational skills, knowledge, abilities and practice to ensure emergency scene performance consistent with the Department's identified level of service to the community. This training and professional development is essential to the BFD's core operational goal of saving lives in Burnaby.

The current BFD 12 hour shift pattern will be transitioning in early 2024 to a 24 hour shift model. This transition provides an opportunity to significantly increase the efficiency, effectiveness and positive impact of the Fire Department's Training Division. A restructuring of the BFD Training Division to align with the 24 hour shift model will not only enhance the service to our community but will also contribute towards the successful transition to a 24 hour shift pattern.

2.0 POLICY SECTION

Providing comprehensive professional training to support the BFD operations aligns with policy objectives contained in the City's *Moving Forward* initiative, Burnaby *Community Safety Plan (2020)* and the *BFD Strategic Plan (2022)*.

3.0 BACKGROUND

The BFD transition to a 24 hour shift pattern is a significant transition which will be undertaken with a purposeful, methodical service oriented approach to ensure successful implementation. This positive change creates an opportunity of increased service levels to the community and also contributes towards maintaining a healthy and engaged work force.

The transition to a 24 hour shift alters the shift pattern from the long standing practice across British Columbia of 12 hour shifts to cover a 24 hour period. Two Platoons are utilized to cover a 24 hour period with one Platoon working a day shift (8:00am to 8:00pm) and a second Platoon working the night shift (8:00pm to 08:00am). These Platoons would each work two day shifts followed by two night shifts and then have four days off. At the end of the four days off, the cycle would repeat itself. The 12 hour shift pattern requires a total of four Platoons to cover operational requirements. This schedule pattern continues and repeats itself throughout the year and is further illustrated in the table below.

Platoon	12 Hour Shift Pattern									
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	
A	Day	Day	Night	Night	Off	Off	Off	Off	Day	
B	Night	Night	Off	Off	Off	Off	Day	Day	Night	
C	Off	Off	Day	Day	Night	Night	Off	Off	Off	
D	Off	Off	Off	Off	Day	Day	Night	Night	Off	

The 24 hour shift pattern places staff on duty for a period of 24 consecutive hours, off for 24 hours, followed by a second 24 hour shift, within an eight day calendar week and is further illustrated in the table below.

Platoon	24 Hour Shift Pattern									
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	
A	Working	Off	Working	Off	Off	Off	Off	Off	Working	
B	Off	Working	Off	Working	Off	Off	Off	Off	Off	
C	Off	Off	Off	Off	Working	Off	Working	Off	Off	
D	Off	Off	Off	Off	Off	Working	Off	Working	Off	

4.0 SHIFT TRANSITION CONSIDERATIONS

BFD staff have commenced the significant planning and preparations required for a 24 hour shift transition, with a target date for implementation of 2024 January 01. This provides a sufficient amount of time to ensure a smooth transition without any negative operational impacts on the community.

4.1 Training Division

The transition to a 24 hour shift model presents an opportunity to assign one Training Officer to each of the four working Platoons. This in turn creates a notable increase in the number of training sessions accessible on a daily working shift. Training sessions within this expanded training division capability would be directed to undertake training 14 hours per day, seven days a week resulting in 98 hours of training weekly. This is a net increase from six hours per day, five days per week under the current 12 hour shift pattern. A net increase of 68 hours per week, equating to a 226% increase in training time is realized when each Platoon has a Training Officer.

Through the collective bargaining process, in order to ensure a successful transition to 24 hour shifts, the Department has gained the management right on key training components:

- The ability to assign members to five - eight hour, or four - 10 hour day shifts to ensure training and professional development undertaken off shift can be provided in an effective and efficient weekly format;
- On shift training sessions will be assigned on every 24 hour shift and will be scheduled in two hour time slots daily providing access to two fire companies per training session, with all fire companies provided access on each 24 hour shift;
- Modified meal breaks assigned for suppression & training staff to enable efficiency in training sessions; and
- Personal responsibility of each member for correcting all missed training sessions, by accessing on shift training staff support and resources to ensure compliance to training requirements and professional development progress.

This enhanced training requires the addition of the following two BFD FTE positions:

- Captain Training – enables the new complement of four Training Captains to be moved on to the 24 hour shift schedule
- Assistant Chief Training Officer – on shift professional development programs

4.2 Financial

It must be stressed that there is no budget increase required resulting from the transition to a 24 hour shift, as the same number of BFD staff are providing service coverage to the City as under the 12 hour shift pattern.

There is however as detailed in this report, an opportunity to significantly enhance the professional training and development provided to BFD staff resulting from the shift transition. In addition, this training enhancement will considerably contribute towards the successful transition to the 24 shift pattern.

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Increased staff training costs include:

- Captain Training Position hired in September 2023, for an estimated cost of \$62,203.00 (four months of compensation with annual cost of \$186,611.40 inclusive of benefits).
- Assistant Chief Training Officer Position hired in November 2023, for an estimated cost of \$32,843.00 (two months of compensation with annual cost of \$197,060.40 inclusive of benefits).

As outlined above the estimated costs for the two Training Division positions is \$95,046.00 for 2023. These positions were not included in the 2023 – 2027 Financial Plan. Should Council approve these positions, funding will be allocated from the Gaming Reserve in 2023. These two positions at their annualized cost would then be subsequently included in the 2024 -2028 Financial Plan process as part of the BFD operating budget.

5.0 RECOMMENDATION

It is recommended that Council approve this request for two BFD Training Officers as it provides an enhanced structured professional development model to support the operational requirements of the Department and the working staff, to ensure a continued high level of service delivery with the transition to 24 hour shifts.



Chris Bowcock
FIRE CHIEF

Copied to: Deputy Chief Administrative Officer and Chief Financial Officer
General Manager Community Safety
Chief Human Resources Officer