

# British Columbia

## Structure Firefighter

### Minimum Training Standards



Office of the  
Fire Commissioner



Fourth Edition: July 2024

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## Table of Amendments

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## Introduction

In 2014, the British Columbia Structure Firefighter Minimum Training Standards (formerly referred to as “Playbook”) replaced the previous OFC firefighter training standards (a Minister Order that made the full National Fire Prevention Association (NFPA) firefighter 1001 the standard) that was effective as of January 1, 2003. The “Playbook” introduced revised and appropriate training requirements for the Authority Having Jurisdiction (AHJs) for their established fire departments, which continues with this updated version of the **BC Structure Firefighter Minimum Training Standards** (the ‘Training Standards’).

Office of the Fire Commissioner (OFC) - the Fire Commissioner is the senior provincial fire prevention authority in BC. Under the *Fire Safety Act* the Fire Commissioner must establish the standards for the and training of fire service personnel.

Local Governments - local authorities, as defined in OFC policy, (also referred to as Authority Having Jurisdiction - AHJ) have the role and responsibility to determine and deliver fire suppression and fire protection services to the residents in all or in any defined area of their community or jurisdiction. The establishment and provision of fire services is typically based on the community’s desire and willingness (normally through property taxes) to support this important local government service.

Fire Service - this term encompasses all structure fire suppression and prevention activities provided by local fire departments and individual firefighters of a local authority fire department.

## Authority and Purpose

Under the *Fire Safety Act*, the Fire Commissioner must establish standards for the training of fire services personnel in British Columbia.

Amendments shall be shared by being posted to the Province of BC website.

The Office of the Fire Commissioner has a unique and separate mandate within the organization of Emergency Management BC (EMBC). All Policies, Principles, Concepts, Terms and Definitions formerly embedded within this Training Standards document have been removed, updated, and are now found on the OFC Policy webpage.

The objective for the Training Standards is to identify the competencies and skills that all structure firefighters must have to enhance their personal safety and wellbeing while performing the functions of a firefighter for their community.

## Other Important Statutes

It is recognised that there are other statutory or regulatory requirements on fire services that have influence; by legislation and from organizations other than the OFC. While some important statutes are listed below, this is not an exhaustive list. Local governments, the owners and employers of the fire department and personnel, should maintain familiarity with all relevant legislations, regulations and standards that affect the management of fire services in their jurisdiction.

### **Motor Vehicle Act**

Understanding that fire departments may be operating large fire apparatus vehicles, it was determined that minimum driving requirements be included in the Training Standards. There are significant driver licensing and insurance considerations that must be addressed for a structure firefighter to operate this equipment effectively and safely for their department. These items are referenced in the Apparatus Driver sections of the Exterior and Interior Operations level competency matrix charts.

### **Workers Compensation Act and Occupational Health & Safety Regulations**

In BC, all employers are required to ensure that their employees are properly trained for their assigned jobs and properly supervised while performing their jobs or tasks. There are clear expectations identified by WorkSafeBC regarding the roles and responsibilities of Employers and Workers (AHJ and fire service members) in the *Workers Compensation Act (WCA)* and relevant *Occupational Health and Safety regulations (OHS Regulations)*.

The responsibility for providing workers with the necessary information, instruction, training, and supervision generally rests with the employer (WCA s. 21(2)(e)). There are also circumstances where an employer will have a general duty to ensure the health and safety of other workers at a workplace (WCA s.21(1)(a)(ii)).

WorkSafeBC OHS Regulation has some core worker safety requirements that apply to all workplaces including:

- Part 3: Rights and Responsibilities -- a workplace health and safety program, investigations and reports, workplace inspections, the right to refuse work and first aid.
- Part 4: General Conditions -- workplace safety, building and equipment safety, emergency preparedness, preventing violence, working alone, ergonomics, illumination, indoor air quality, smoking, and lunchrooms.
- Parts 5-19: General Hazard Requirements deal with general hazards found in several workplaces, usually higher-hazard operations. Topics include the safe use of chemicals, confined space entry procedures, guarding of machinery and the use of mobile equipment.

The OFC Training Standards is focussed on the expectations identified by WorkSafeBC regarding workers involved in structure firefighting – OHS Regulation Part 31: Firefighting which can be found here:

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-31-firefighting>

With particular focus on:

- Sec 31.2 – Application;
- Sec 31.4 – Instruction and Direction: The employer must ensure the adequate instruction and direction of structure firefighters in the safe performance of their duties;
- Sec 31.5 – Procedures: Outlines written procedures that must be established and followed by a fire department;
- Sec 31.10 to 31.18 - outline provisions for Personal Protective Clothing and Equipment;
- Sec 31.18 to 31.26 - outline provisions for Respirators, which includes the requirements for use of SCBA and corresponding requirements for Entry into Buildings;
- Sec 31.27 to 31.32 - outline provisions for Transportation;
- Sec 31.33 to 31.37 - outlines provisions for Aerial Devices and Ground Ladders; and
- Sec 31.38 to 31.39 - outlines provisions for Other Equipment including flashlights, hand lanterns, plaster hooks and pike poles.

In addition, WorkSafeBC provides associated OHS Guidelines for many of the OHS Regulation sections that are intended to assist users of their documents in the interpretation and application.

### **Amendments to the Criminal Code of Canada**

Bill C-45 (Westray Mines Bill) amended the Canadian *Criminal Code* (section 217.1) and established legal duties for workplace health and safety and imposed serious penalties for violations that result in worker injuries or death. The Bill introduced rules attributing criminal liability to organizations, including corporations, their representatives and those who undertake, or have the authority, to direct how another person does work or performs a task.

This implication imposes significant importance upon the AHJ, fire service leaders and the individual firefighter to establish, implement and enforce these Training Standards.

## Important Considerations for Authority Having Jurisdiction

The current edition of the Training Standards includes more detailed lists of training competencies in specific skill areas required for a local government's fire department to safely operate at an emergency fire incident. Skills related to the functions of Apparatus Driver, Team Leader (Exterior and Interior), Incident Safety Officer, and Incident Commander (Exterior and Interior) are addressed to enable a fire department to deliver safe fire services at the AHJ's intended service levels and within the firefighter safety OHS Regulation requirements.

It is recognized that some of the competencies may not be applicable for all jurisdictions (e.g., fire hydrants). Therefore, the AHJ can identify the competencies that do or do not have application in their jurisdiction. Where the firefighter training is to be reduced based on local circumstances, these reductions must be identified in the fire department's training program and testing processes as well as in departmental Operating Guidelines. If these reductions affect the fire department's service capacity or service level, they must be reflected in the AHJ's Fire Service Level Declaration.

The determination and declaration of a service level for a local government fire department is intended to assist in the development of a training program for their structure firefighters. The training program is expected to enable the department personnel that attends a fire scene will have the skills and abilities to safely and effectively deliver, fire services to the declared service level.

## BC Structure Firefighters Minimum Training Standards Manual

### Competency Matrix

This summary is provided to assist fire departments and AHJs when examining the Competency Matrix defined in the Training Standards for developing or modifying their respective structure firefighter training program. Readers should review the more detailed explanations of these individual requirements and refer to the appropriate identified NFPA standards, the *Workers Compensation Act*, the *Motor Vehicle Act*, and any other referenced regulations.

- Determination by the AHJ of the service level appropriate to their community needs is critical and the Training Standards document is based on three general service level categories:
  - Exterior Operations Level;
  - Interior Operations Level; and,
  - Full-Service Operations Level.
- Ensure the service level is correctly identified and declared in bylaw, policy statement, statute, or contract establishing a fire department's authority and anticipated capability.
- Ensure a training program to match the declared service level is in place that includes a comprehensive process for recording and retaining training records and at least meets the intent of the OHS Regulations 3.22 to 3.25.
- AHJ has registered with WorkSafeBC for structure firefighter coverage.
- WorkSafeBC worker safety and functional requirements are in place (*e.g., firefighter fitness records, Employer/Worker joint safety committee (or worker representative), OH&S program, OGS covering fundamental operational procedures, etc.*).
- Appropriate equipment, apparatus, personnel, and training is provided to deliver the declared service level capabilities and requirements.

The specific nature of an emergency fire incident will have a direct influence on the type of roles/positions and numbers of personnel required to manage a given incident. The typical roles or positions required on the "fire ground" to manage most fire-involved structures incidents are common from one situation to another.

The Training Standards has established a functional Competency Ladder (see Appendix A) that identifies the minimum competencies necessary to perform many of the typical roles or functions required for fire departments to effectively provide structural fire suppression services to their community at each of the defined service levels.





## All Levels of Fire Services

### **Risk Management Function:**

The responsibility for the Risk Management function typically is encompassed within the Fire Chief position/role. However, recognizing the challenge that this may pose on many small AHJs, this function may be delegated to another member of the fire department or even shared by the AHJ OHS staff, depending on the composition and structure of the department and local government. This individual(s) needs to have significant structure firefighting experience and/or appropriate training to ensure that they understand the administrative functions, structures and processes that must be in place to guide a fire department's training, safety programs and resultant operational capabilities.

The Risk Management function is not an operational role in a fire incident response but must be formally addressed by all fire departments. The individual(s) who fulfil this function is responsible for ensuring that the department has in place Operational Guidelines (OGs), training programs and other oversight processes that ensure safe and effective operations at all fire department involved incidents. In the Training Standards, the term Risk Management is applied to identify the individual responsible for overseeing the development and implementation of any processes which are necessary to ensure a fire department's practices are planned for, safe, and effective at any fire ground operations as a matter of principle.

## Risk Management – JPRs/Competencies

**SCOPE:** The Risk Management Role is an administrative function that provides guidance and oversight to ensure compliance with the Training Standards and other firefighter safety regulations and requirements. While these duties are typically performed by the fire chief, the responsibilities can be distributed among more than one person where required.

### REQUIREMENTS:

*All applicable Firefighter competencies based upon the declared level of service plus, completion of the following:*

NFPA 1250 (2020) - 4.1, 4.3, 4.4, 4.5, 4.6, 4.7, 7.1, 8.1, 9.1, 9.2, 9.3, 9.4, 9.5

NFPA 1500 (2018) - 4.1, 4.2

NFPA 1500 (2018 edition) - 5.1, 5.2, 5.3, 5.4, 5.5, 5.6

NFPA 1401 (2019) - Recommended Practice for Fire Service Training Reports and Records

#### *In-depth Knowledge of:*

OHS Regulation Part 3.1, 3.2, 3.3 (OHS Program) 3.22, 3.23, 3.24, 3.25

OHS Regulation Part 31.5 Procedures

OHS Regulation Part 31 - General: 31.12, 31.13, 31.14, 31.15, 31.16, 31.17 and 31.18

OHS Regulation Part 31 - Respiratory Program: 31.19, 31.20, 31.21, 31.22, 31.23, 31.24, 31.25 and 31.26

OHS Regulation Part 31 - Other Equipment: 31.27, 31.28, 31.29, 31.32, 31.33, 31.34, 31.35, 31.36 and 31.37

#### *General knowledge of:*

British Columbia *Interpretation Act, Community Charter, or Local Government Act*

- Fire department bylaw
- Bylaw reflecting services provided by the fire department
- Fire protection district boundaries
- Emergency Health Services regarding First Responder Program
- Fire service-related agreements for:
  - inspections, investigations, rescue services, etc.
- Written Mutual Aid agreements
- Automatic Aid agreements

Local Government Management Association (LGMA) Records Management Records (2017), Retention and Scheduling

Local government requirements for writing the hiring and evaluation policy or practices for new recruits.

## Exterior Operations Level

All functions within the Exterior Operations Level conduct structure firefighting activities from the outside of structures and are not provided with any training to safely enter any structure in an active fire incident. Exterior Operations Firefighters must not perform any fire suppression activity that requires entry into any structure, building, vehicle, dumpster, or other object regardless of an Immediately Dangerous to Life or Health (IDLH) or harmful atmosphere is present or not. Exterior Operation Firefighters must only engage in external fire suppression and/or mitigation activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the local fire department, even though they may possess equipment that would otherwise permit them to respond in a more complex manner.

In all fire scenes where there is a potential risk of an IDLH atmosphere developing, or risk of exposure exists from smoke, particulate matter, or products of combustion, even when conducting external operations, SCBA must be worn in accordance with WorkSafeBC OHS Regulation requirements.

Team leaders (Exterior) and Incident Commanders (Exterior) are trained to supervise exterior operations only.

The Exterior Operations Service Level applies to all external fire ground operational functions except support positions such as, but not restricted to: first aid, first medical responder, critical incident stress support, hazardous spill response, etc. Specific training is required for these functions, applicable to the hazards involved, and must be addressed elsewhere in departmental training programs.

## Exterior Operations Firefighter – JPRs/Competencies

**Scope:** Operating outside of a structure at the task level, the Exterior Operations Firefighter applies the following competencies to perform fire ground tasks as assigned by the Team Leader (Exterior) or Incident Commander (Exterior) in accordance with the Incident Action Plan (IAP).

### Requirements:

*Must meet the following NFPA Job Performance Requirements and related competencies below:*

#### General Knowledge, Safety and Communications:

NFPA 1001 (2019 edition) – 4.1: 4.1.1, 4.1.2  
4.2: 4.2.1, 4.2.2, 4.2.3, 4.2.4  
4.3: 4.3.2  
NFPA 1500 (2018 edition) – 8.1  
8.2: 8.2.1 to 8.2.5.2  
8.5

#### Personal Protective Clothing & Equipment, Self Contained Breathing Apparatus:

NFPA 1001 (2019 edition) – 4.1: 4.1.2  
4.3: 4.3.1, 4.3.2  
4.5: 4.5.1  
WorkSafeBC OHS Regulations Part 31 (31.10 to 31.26 & 31.38)

#### Water Supply:

NFPA 1001 (2019 edition) – 4.3: 4.3.15  
4.5: 4.5.1, 4.5.2

#### Hose Lines, Nozzles and Appliances, and Fire Streams:

NFPA 1001 (2019 edition) – 4.3: 4.3.7, 4.3.8  
4.5: 4.5.1, 4.5.2

#### Ground Ladders:

NFPA 1001 (2019 edition) – 4.3.6  
4.5.1  
WorkSafeBC OHS Regulations Part 31: 31.37

#### Scene Lighting and Utilities:

NFPA 1001 (2019 edition) – 4.3: 4.3.17, 4.3.18

#### Ropes and Knots – Hoisting Tools and Equipment:

NFPA 1001 (2019 edition) – 4.1.2  
4.3.20  
4.5.1

WorkSafeBC OHS Regulation Part 31: 31.39

**Building Construction and Fire Behaviour:**

NFPA 1001 (2019 edition) – 4.3: 4.3.11

NFPA 220 (2018 edition) – Chapter 4, Five Types of Construction;

NFPA 921 (2017 edition) – Chapter 5, Basic Fire Science.

NFPA 5000 (2018 edition) – Chapter 7, Construction Type and Heights and Area Requirements

**Gas & Electrical Safety for Firefighters:**

*(supplied by a BC Utility utilizing an evaluation mechanism)*

WorkSafeBC OSH Regulation Part 31: 31.5 (2) (f)

**Establish Safe Work Areas, Traffic and Scene Control:**

NFPA 1001 (2019 edition) – 4.3.3

WorkSafeBC OHS Regulations Part 31: 31 (1) (d) and 18

**Forcible Entry:**

NFPA 1001 (2019 edition) – 4.3.4 (not intended for firefighter entry into any structure)

**Ventilation – Horizontal:**

NFPA 1001 (2019 edition) – 4.3.11

4.5.1

**Exterior Fire Attack/Extinguishment:** *(accomplished with or without involvement of “live fire”)*

NFPA 1001 (2019 edition) – 4.3: 4.3.5, 4.3.7, 4.3.8, 4.3.16, 4.3.19

5.3: 5.3.1, 5.3.3

**Hazmat Awareness:**

NFPA 1072 (2019 edition) – Chapter 3 and Chapter 4

WorkSafeBC OHS Regulations Part 31: 31.5 (2) (C)

**ICS 100**

**Apparatus Driver/Operator (Exterior) – JPRs/Competencies**

**Scope:** The Apparatus Driver/Operator (Exterior) drives a variety of small utility vehicles and large fire trucks to and from incident scenes and in non-emergency situations. They may also operate complex vehicles and features such as fire pumps, aerial devices, water tenders, etc. upon meeting additional competencies.

**Requirements:**

*Preference for all Exterior Operations Firefighter competencies; plus, must meet all the following NFPA Job Performance Requirements and competencies to drive any fire department vehicle:*

**WorkSafeBC OHS Regulation Part 31: 31.5 (1) (e) and 31.27 to 31.32.**

**Driver’s License requirements in the Fire Service based on the size of apparatus**

- Class 5 Vehicle licence (single axle)
- Class 3 Commercial vehicle license
- Air brake endorsement

**Speciality Requirements:**

*Must meet all Apparatus Driver/Operator (Exterior) competencies above; plus, the NFPA Job Performance Requirements for each additional function that they perform below;*

**Additional Competencies for Drivers/Operators**

**Emergency Vehicle Driver – EVD:** *(for drivers of large fire apparatus)*

- NFPA 1002 (2017 edition) – 4.2
- 4.3

**Emergency Vehicle Operator – EVO:**

**For apparatus equipped with a fire pump:** *(only for drivers operating a fire pump)*

- NFPA 1002 (2017 edition) – 4.2
- 5.1
- 5.2

**For apparatus equipped with an aerial device:** *(only for drivers operating aerial devices)*

- NFPA 1002 (2017 edition) – 4.2
- 6.1
- 6.2

**For mobile water supply apparatus:** *(only for drivers operating water tenders)*

- NFPA 1002 (2017 edition) – 4.2
- 10.1
- 10.2

<b>Team Leader (Exterior) – JPRs/Competencies for those leading Exterior Ops Activities or Groups</b>
<b>SCOPE:</b> Operating outside of a structure at the task level, the Team Leader (Exterior) applies the following competencies within the scope of supervising Exterior Operations Firefighters in the performance of specific tasks as assigned by the Incident Commander (Exterior) in accordance with the Incident Action Plan (IAP), including task size-up, action planning, communications, and personnel accountability.
<b>REQUIREMENTS:</b> <i>Must meet all Exterior Operations Firefighter competencies; plus, completion of the following:</i>
<b>Incident Management:</b> NFPA 1001 (2019 edition) – 5.1: 5.1.1, 5.1.2 5.2: 5.2.2 5.3: 5.3.4
<b>Personnel Management and Supervision:</b> NFPA 1021 (2020 edition) – 4.1: 4.1.1
<b>Task Size-up:</b> NFPA 1021 (2020 edition) – 4.2: 4.2.1, 4.2.2, 4.2.3
<b>Action Planning:</b> NFPA 1021 (2020 edition) – 4.6: 4.6.1 & 4.6.2
<b>Personnel Accountability:</b> NFPA 1500 (2018 edition) – 8.5: 8.5.2, 8.5.3, 8.5.5, 8.5.6, 8.5.7, 8.5.8, 8.5.9 8.6: 8.6.4, 8.6.5, 8.6.6  WorkSafeBC OHS Regulation Part 31.5(1)(a)
<b>ICS 100</b>



<b>Incident Commander (Exterior) – JPRs/Competencies</b>
<b>SCOPE:</b> Operating outside of a structure, the Incident Commander (Exterior) manages the overall incident by applying the following competencies within the scope of tactical size-up; tactical action planning; and developing an Incident Action Plan (IAP). This function establishes Incident Command; manages communications; ensures scene safety; and supervises and accounts for all emergency responders operating at the incident in the implementation of the IAP.
<b>REQUIREMENTS:</b> <i>Must meet all Team Leader (Exterior) Competencies; plus, completion of the following:</i>
<b>Personnel Management and Supervision:</b> NFPA 1021 (2020 edition) – 4.1: 4.1.1
<b>Tactical Size-up:</b> NFPA 1021 (2020 edition) – 4.5: 4.5.2, 4.5.3
<b>Tactical Action Planning:</b> NFPA 1021 (2020 edition) – 4.6: 4.6.1 & 4.6.2
<b>Emergency Service Delivery:</b> NFPA 1021 (2020 edition) – 4.1: 4.1.2
<b>Initiate the Incident Command System – ICS:</b> NFPA 1500 (2018 edition) – 8.1: 8.1.5, 8.1.6, 8.1.7, 8.1.8
<b>Incident Size-up:</b> NFPA 1500 (2018 edition) – 8.6.8.1
<b>Personnel Accountability:</b> NFPA 1500 (2018 edition) – 8.3 8.4 8.5: 8.5.4, 8.5.12 8.6 8.7 8.9
WorkSafeBC OHS Regulations Part 31: 31.5(1)(a)
<b>Incident Safety Officer:</b> NFPA 1521 (2020 edition) – 5.2: 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.8, 5.2.9, 5.2.10, 5.2.11, 5.2.12, 5.2.13, 5.2.14, 5.2.15
WorkSafeBC OHS Regulations Part 31: 31.6
<b>ICS 200</b>

## Interior Operations Level

Interior Operation Level structure firefighters may engage in fire suppression activities within simple structures (as described in BC Building Code Part 9 – buildings of 3 stories or less with maximum of 600 sq metres of living space) or objects such as a vehicle, single family dwelling or other small structures. Interior Operations may also operate inside larger or more complex structures (multi-story, high-rises, commercial complexes, etc.) that the AHJ has allowed to be developed and constructed, where the fire department has pre-planned the structure and determined it safe for internal operations by appropriately qualified firefighters. Firefighters must be trained specifically to the risks associated with each large or complex structure.

Interior Operations Level fire services must have Operational Guidelines written and enforced by the local department, that describe the advanced training and procedures that allow for a safe fire attack within permitted structures and objects. This includes skills such as firefighter self-rescue and calling a “Mayday”.

Interior operations must be undertaken in accordance with the requirements of WorkSafeBC (especially sections 31.19 and 31.23 of the OHS Regulation; accompanied by the OHS Guideline G31.23). The Incident Commander (Interior) must recognize the need, and coordinate staff appropriately, for adherence to the OHS Regulations, including the establishment of a Rapid Intervention Team (RIT) with appropriately trained and equipped firefighters, and following the time limit requirements also outlined by WorkSafeBC OHS Regulations.

**Interior Operations Firefighter – JPRs/Competencies**

**Scope:** Capable of operating inside of a structure at the task level, the Interior Operations Firefighter applies the following competencies to perform fire ground tasks as assigned by the Team Leader (Interior) or Incident Commander (Interior) in accordance with the Incident Action Plan (IAP).

**Requirements:**

*Must meet all Exterior Operations Firefighter competencies; plus, the following NFPA Job Performance Requirements and related competencies below:*

**Communications:**

NFPA 1001 (2019 edition) – 5.2.2

**Exit a Hazardous Area:**

NFPA 1001 (2019 edition) – 4.3.5

**Conduct a Search and Rescue:**

NFPA 1001 (2019 edition) – 4.3.9

**Loss Control – Overhaul and Salvage:**

NFPA 1001 (2019 edition) – 4.3: 4.3.13, 4.3.14

**Pre-Incident Planning:**

NFPA 1001 (2019 edition) – 5.5.3

NFPA 1620 (2020 edition) Standard for Pre-Incident Planning – familiarity requirement

**Interior Fire Attack/Extinguishment:** (accomplished with or without involvement of “live fire”)

NFPA 1001 (2019 edition) – 4.3: 4.3.9, 4.3.10, 4.3.13

5.3: 5.3.1, 5.3.3 (control of flammable gas cylinder)

**Rapid Intervention Team Member – RIT:**

NFPA 1407 (2015 edition) – Chapters 4,5,7,8

WorkSafeBC OHS Regulation Part 31: 31.23

## Apparatus Driver/Operator (Interior) – JPRs/Competencies

**Scope:** The Apparatus Driver/Operator (Interior) drives a variety of small utility vehicles and large fire trucks to and from incident scenes and in non-emergency situations. They may also operate complex vehicles and features such as fire pumps, aerial devices, water tenders, etc. upon meeting additional competencies.

### Requirements:

*Preference for all Interior Operations Firefighter competencies; plus, must meet all the following NFPA Job Performance Requirements and competencies to drive any fire department vehicle:*

**WorkSafeBC OHS Regulation Part 31: 31.5 (1) (e) and 31.27 to 31.32.**

### Driver's License requirements in the Fire Service based on the size of apparatus

- Class 5 Vehicle licence (single axle)
- Class 3 Commercial vehicle license
- Air brake endorsement

### Specialty Requirements:

*Must meet all Apparatus Driver/Operator (Interior) competencies above; plus, the NFPA Job Performance Requirements for each additional function that they perform below:*

### Additional competencies for Drivers/Operators:

#### Emergency Vehicle Driver – EVD: *(for drivers of large fire apparatus)*

- NFPA 1002 (2017 edition) – 4.2
- 4.3

#### Emergency Vehicle Operator – EVO:

##### For apparatus equipped with a fire pump: *(only for drivers operating a fire pump)*

- NFPA 1002 (2017 edition) – 4.2
- 5.1
- 5.2

##### For apparatus equipped with an aerial device: *(only for drivers operating aerial devices)*

- NFPA 1002 (2017 edition) – 4.2
- 6.1
- 6.2

##### For mobile water supply apparatus: *(only for drivers operating water tenders)*

- NFPA 1002 (2017 edition) – 4.2
- 10.1
- 10.2

## Team Leader (Interior) – JPRs/Competencies

**Scope:** Capable of operating inside of a structure at the task level, the Team Leader (Interior) applies the following competencies within the scope of supervising Interior Operations Firefighters in the performance of specific tasks as assigned by the Incident Commander (Interior) in accordance with the Incident Action Plan (IAP), including task size-up, action planning, communications, and personnel accountability.

### **Requirements:**

*Must meet all Interior Operations Firefighter competencies; plus, completion of the following:*

#### **Incident Management:**

NFPA 1001 (2019 edition) – 5.1: 5.1.1, 5.1.2  
5.2: 5.2.1

#### **Personnel Management and Supervision:**

NFPA 1021 (2020 edition) – 4.1: 4.1.1  
4.2: 4.2.1, 4.2.2, 4.2.3

#### **Tactical Size-up:**

NFPA 1021 (2020 edition) – 4.5: 4.5.2, 4.5.3

#### **Risk Management:**

NFPA 1500 (2018 edition) – 4.2  
8.4  
8.5

#### **Tactical Action Planning:**

NFPA 1001 (2019 edition) – 5.3.2  
NFPA 1021 (2020 edition) – 4.6: 4.6.1 & 4.6.2

#### **Implement the Tactical Action Plan:**

NFPA 1001 (2019 edition) – 5.3.4  
NFPA 1500 (2018 edition) – 8.6: 8.6.4, 8.6.5, 8.6.6

#### **Communications:**

NFPA 1001 (2019 edition) – 5.3.2

#### **Rapid Intervention Team (RIT)**

NFPA 1500 (2018 edition) – 8.8

#### **Personnel Accountability:**

NFPA 1500 (2018 edition) – 8.5: 8.5.2, 8.5.3, 8.5.4, 8.5.5, 8.5.6, 8.5.7, 8.5.8, 8.5.9, 8.5.10, 8.5.11

WorkSafeBC OHS Regulations Part 31.5(1)(a)

**Incident Safety Officer**

NFPA 1521 (2020 edition) – 5.2

**ICS 200**

**Incident Safety Officer (ISO) (Interior Operations) – JPRs/Competencies**

**Scope:** The Incident Safety Officer (Interior Operations), when activated by the Incident Commander (Interior), monitors the safety of all emergency responders operating at an emergency incident including altering or suspending unsafe activities. This function also supports the Incident Commander (Interior) in ongoing incident size-up and the development of the Incident Action Plan (IAP).

**Requirements:**

*Must meet all Team Leader (Interior) competencies; plus, completion of the following:*

NFPA 1521 (2020 edition) – 5.3: 5.3.1, 5.3.2, 5.3.3, 5.3.4

## **Incident Commander (Interior) – JPRs/Competencies**

**Scope:** The Incident Commander (Interior) manages the overall incident by applying the following competencies within the scope of tactical size-up; tactical action planning; and developing an Incident Action Plan (IAP). This function establishes Incident Command; manages communications; ensures scene safety; and supervises and accounts for all emergency responders operating at the incident in the implementation of the IAP.

### **Requirements:**

*Must meet all Team Leader (Interior) and Incident Safety Officer (Interior) competencies; plus, completion of the following:*

### **Risk Management:**

NFPA 1500 (2018 edition) – 8.6.8.1  
8.7: 8.7.1, 8.7.4.4.1, 8.7.4.4.4, 8.7.5  
8.8: 8.8.1, 8.8.4.1, 8.8.7

### **Initiate the Incident Command System – ICS:**

NFPA 1500 (2018 edition) – 8.1: 8.1.1, 8.1.2, 8.1.3, 8.1.5, 8.1.6, 8.1.7, 8.1.8

### **Develop an Incident Action Plan – IAP:**

NFPA 1021 (2020 edition) – 4.6: 4.6.1

### **Implementation of the Tactical Action Plan:**

NFPA 1021 (2020 edition) – 4.6: 4.6.2  
NFPA 1500 (2018 edition) – 8.6: 8.6.1.3, 8.6.13, 8.6.13.1, 8.6.13.2

### **Communications:**

NFPA 1500 (2018 edition) – 8.6.15.6  
8.7: 8.7.2, 8.7.3

### **Personnel Accountability:**

WorkSafeBC OHS Regulations Part 31.5(1)(a)

## Full-Service Operations

Full-Service Operations Fire Departments are equipped and have completed the appropriate training identified in the OFC Training Standards (directly aligned with and inclusive of the NFPA standards) to provide a full spectrum of fire services.

These services are based on the Competencies included within the NFPA 1001 Firefighter 1 and 2 Standard and relevant NFPA 1021 Fire Officer Standards.

Full-Service fire departments will have Operational Guidelines that must be written and enforced by the local department, that describe appropriate training requirements in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

### **All Functions (Full-Service)**

**Competencies required for a Full-Service Fire Department to complete:**

**NFPA 1001 (FF-I & FF-II);**

**NFPA 1021 Fire Officer (FO I);**

**NFPA 1041 Fire Service Instructor I;**

**NFPA 1072 Haz Mat Operations with Specific Mission; and**

**NFPA 1521 Incident Safety Officer, Pre-Incident Planning.**

NFPA 1001 (2019 edition) – Chapter 4 and Chapter 5

NFPA 1021 (2020 edition) – 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7

NFPA 1041 (2019 edition) – 4.1, 4.2, 4.3, 4.4, 4.5

NFPA 1072 (2019 edition) – Chapter 5, 6.2, 6.6

NFPA 1521 (2020 edition) – 5.1, 5.2, 5.3, 5.6, 5.7

NFPA 1620 (2020 edition)

ICS 100, 200

BCEMS

Other NFPA Standards that local government and the Fire Chief (Risk Officer function) require to deal with hazards associated within their jurisdiction.



## Company Fire Officer

### Company Fire Officer – JPRs/Competencies

NFPA 1001 FF II; and  
NFPA 1041 Fire Service Instructor I.

#### Additional Competencies:

The duties of the Company Fire Officer are many, and range from human resource management, community relations, administration, health, and safety, to emergency service delivery and others. NFPA 1021, the Standard for Fire Officer Professional Qualifications, identifies four levels of Fire Officer, the most common being Fire Officer I (“FO-I”) and Fire Officer II (“FO-II”). Each local government and fire department must determine the nature of the role of any specific Company Fire Officer and ensure they meet the required Competencies identified in the pertinent JPR(s) of the NFPA 1021 Standard (2020 edition).

## Training Officer and Instructors

### Training Officer or Instructors – JPRs/Competencies

All NFPA Standards required to train must be completed  
Plus, completion of the following:

NFPA 1041 (2019 edition) FSI-I – 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5  
4.3.2, 4.3.3  
4.4.2, 4.4.3, 4.4.4, 4.4.5  
4.5.2, 4.5.3, 4.5.4, 4.5.5

WorkSafeBC OHS Regulation Part 31.4

An individual who is responsible for instructing a specific competency(ies) to another firefighter or fire officer to ensure they achieve the required knowledge and/or skills, must already have achieved the requirements for that competency and be considered by the department as being capable of providing such instruction of those competencies to other members of the department.

## Trainer and Assessor Competencies

Training and testing can be conducted “in-house” by qualified department personnel or be administered via third party providers. This section describes the requirements for “In-House” delivery of training requirements and assessments. Where a department has decided to use a third-party training provider, it should ensure that the training provided addresses the competencies set out in the Training Standards.

Regardless of which Service Level is declared, each local government and Fire Chief (Risk Management function) must ensure their training program meets the requirements of the OFC Training Standards to ensure that they can perform their fire scene operations in accordance with WorkSafeBC OHS Regulations.

### **Trainer competencies for “In-House” training delivery:**

The OFC Training Standards recognizes the “Trainer function”, which means the fire department member who is responsible for delivering the in-house delivery of training to other fire department members, and potentially even the evaluation of such training. The use of this term is not meant to prescribe an actual title to any position as assigned by a fire department.

<b>Trainer – JPRs/Competencies</b>
<b>Scope:</b> The In-House Trainer instructs members within their home fire department to the Level and Functions to which they are personally qualified and approved by the fire department.
<b>Requirements:</b> <i>Must meet all competencies for each Level and Function they would instruct; plus, completion of the following competencies:</i>
NFPA 1041 Fire Service Instructor (2019 edition) – Chapter 4 ( <i>accredited certification is not required</i> )

**Assessor requirements for “In-House” training delivery:**

The oversight of the testing processes used by a department for its in-house training program is the responsibility of the Officer who has oversight of the delivery and testing of the training being provided.

For each Service Level, an individual who is responsible for conducting specific testing of fire department personnel’s competency must already have achieved that competency and been determined by the department as capable of conducting such testing. While the requirements for an Assessor are the same as a Training Officer, the fire department must authorize them to perform one, or both, respective functions.

<b>Assessor – JPRs/Competencies</b>
<b>Scope:</b> The Training Officer/Assessor evaluates members within their home fire department to the Level and Functions to which they are personally qualified and approved by the fire department.
<b>Requirements:</b> <i>Must meet all competencies for each Level and Function they would assess; plus, completion of the following:</i>
NFPA 1041 Fire Service Instructor (2019 edition) – Chapter 4 ( <i>accredited certification is not required</i> )

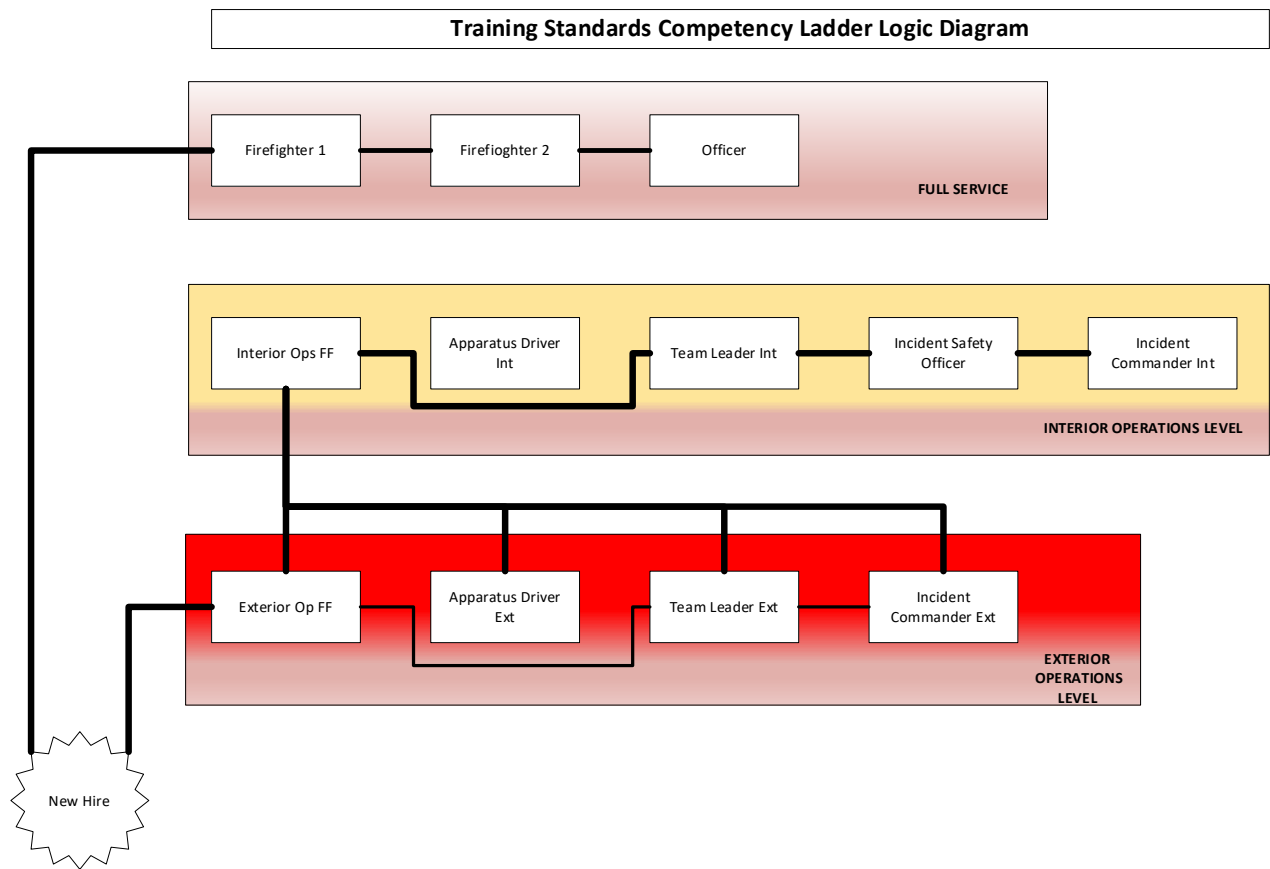
## Training Records

Each fire department's Risk Management function (the 'Fire Chief') is responsible for ensuring that accurate and current records of the training and certifications of each of its firefighters and officers are created and retained in alignment with the intent of the WorkSafeBC OHS Regulation 3.23. Third-party training providers for individual fire departments are also required to track training and maintain individual training records for each firefighter and officer.

There is no current standard for training record formats at this time, but some essential components would be:

- Name of individual
- Competency or JPR that was trained for – course name
- Date of training
- Validation or indication of actual completion of the course would be essential
- If applicable an appropriate retraining target date or timing cycle

## Appendix A – Flow diagram for the Competency Ladder



## Appendix B – Excerpt from Policy 3.200 - Procedures

### **Methods to Adopt the Training Standards:**

Fulfilling the Training Standards can be achieved through the following methods as determined by the AHJ:

- Develop and implement an in-house training and assessment program at the local level
- Utilize a third-party training provider
- Conduct a local review of individual's training records to identify prior learning that could be deemed to:
  - meet the full competency requirements for any Level or Function and allow the AHJ/Fire Department to recognize equivalency, or;
  - meet partial competency requirements for any Level or Function that could allow the AHJ/Fire Department to train the individual to only those competencies that were not covered by prior learning.
- Any combination of the methods above that the AHJ determines to meet the required competencies for individual personnel.

### **Updating existing personnel from the old Playbook to the new Training Standards:**

- Personnel who are already trained to the old Playbook Levels and Functions do not require retraining to equivalent Functions in the new Training Standards, provided that the fire department's maintenance training program complies with the new Training Standards competencies where any minor training gaps will be achieved over time.
- Personnel who perform any of the newly defined functions within the new Training Standards [*e.g., Apparatus Driver/Operator (Exterior), Apparatus Driver/Operator (Interior), Incident Safety Officer (Interior), Team Leader (Interior), Incident Commander (Exterior), and Incident Commander (Interior)*] must meet the competencies for those functions through one of the adoption methods listed above.