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Expression of Interest: FireSmart Coordinator

BACKGROUND

The Squamish-Lillooet Regional District (SLRD) has received funding from the 2023 Union of BC Municipalities Community Resiliency Investment (CRI) to maintain and expand its FireSmart capacity across the region.

The SLRD is seeking interest from qualified persons with the appropriate certifications and expertise to provide FireSmart Coordinator services within each of the SLRD's four Electoral Areas (A, B, C, and D). Services will involve the coordination and delivery of selected activities within scope of the SLRD *2023 FireSmart Community Funding and Supports* project on a fixed-term contract between February 5 and November 8, 2024.

SCOPE OF WORK

The Services consist of the following components:

- With the SLRD's Local FireSmart Representatives (LFR), work to obtain x10 FireSmart Neighbourhood Recognition for communities across the regional district, including conducting Neighbourhood Wildfire Hazard Assessments and creating a FireSmart Neighbourhood Plan for each community.
- With the SLRD's LFR, oversee the delivery of x10 FireSmart Community Education Days in the context of FireSmart Canada Neighbourhood Recognitions for selected SLRD communities.
- Develop and coordinate x1 Farm and Ranch Wildfire Preparedness workshop in SLRD North (includes Electoral Area A & Electoral Area B).
- Develop and coordinate x1 Farm and Ranch Wildfire Preparedness workshop in SLRD South (includes Electoral Area C and Electoral Area D).
- Travel to and complete required work in rural and remote areas throughout the SLRD's four electoral areas.

REQUIREMENTS

- Minimum two-year diploma or equivalent experience in Forest Technology, Natural Resource Management or similar (an equivalent combination of education and experience would be considered).
- Strong knowledge of wildfire behaviour and wildfire management principles
- Strong knowledge of the FireSmart BC Program and the FireSmart Canada Neighbourhood Recognition Program
- Experience in planning and coordinating wildfire mitigation activities associated with community protection.
- Ability to work flexible work hours, including evenings and weekends.
- A valid Local FireSmart Representative or Wildfire Mitigation Specialist certification.
- A valid Class 5 BC Driver's Licence and have access to a vehicle appropriate for all-season travel to rural and remote communities throughout the SLRD.

The successful proponent must have (and provide proof of) WorkSafeBC coverage (or if applicable, proof that WorkSafeBC coverage is not required) throughout the term. The successful proponent is responsible for all fines, levies, penalties and assessments made or imposed under the Workers Compensation Act and regulations relating in any way to the services.

The successful proponent must have and maintain the following insurance throughout the term:

- (a) Automobile liability insurance coverage throughout the term in an amount not less than two million dollars (\$2 000 000);
- (b) Commercial general liability insurance throughout the term providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services an amount not less than three million dollars (\$3 000 000) per occurrence and three million dollars (\$3 000 000) in the aggregate and shall meet the following requirements:
 - i. name the SLRD as additional insured;
 - ii. include blanket contractual liability coverage, cross liability, and severability of interest;
 - iii. be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
 - iv. be primary without right of contribution from any insurance carried by the SLRD, and will stipulate that it shall not be cancelled or materially changed without first providing thirty (30) days written notice to the SLRD;
 - v. stipulate that it not be cancelled or materially changed without the insurer providing the SLRD with thirty (30) days written notice stating when such cancellation or change is to be effective;
 - vi. include a deductible not greater than \$5 000 per occurrence;
 - vii. be on other reasonable terms acceptable to the SLRD.

The successful proponent must provide the SLRD with certificates of insurance confirming the placement and maintenance of such insurance at the signing of the Service Agreement and thereafter as requested to do so from time to time by the SLRD. If the proponent insurance expires or terminates before the end of the term, the proponent must deliver a new certificate of insurance evidencing the new policies of insurance not less than ten (10) days before the new policies go into effect.

To facilitate a higher level of buy-in to the residential FireSmart program, preference will be given to proposals delivered by proponents who possesses a good knowledge of SLRD communities and demographics, and demonstrates experience delivering wildfire mitigation and FireSmart projects to local governments.

CONTRACT VALUE

The maximum budget for services is **\$26 000** inclusive of expenses.

Payment for services will be monthly upon receipt of an invoice detailing all billable charges for the month.

APPLICATION

To apply for this position please provide:

- A signed cover letter identifying the proponent's name and contact information as well as the name and contact information for the individual who will serve as the primary contact for the project.
- A resume highlighting experience related to the FireSmart program and working in rural areas in wildfire risk reduction.
- Proof of Local FireSmart Representative or Wildfire Mitigation Specialist certification.
- As this contract will involve contact with the community members at their homes and properties, the provision of a satisfactory BC Criminal Record Check is a prerequisite for the FireSmart Coordinator and Local FireSmart Representatives (available through the RCMP).
- At least two (2) references. References must include the name, phone number, and email address of a past or current employer or client who can confirm the satisfactory quality of work performed for projects or work of a similar nature completed within the past five years.

Interested candidates are invited to submit the above by email **no later than 4:00 p.m. on January 12, 2024**, to Maude Lussier, SLRD Wildfire Mitigation Lead at mlussier@slrd.bc.ca. Questions can be submitted via email to the above.