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Expression of Interest

FireSmart Coordinator and Local FireSmart Representatives

BACKGROUND

The Squamish-Lillooet Regional District (SLRD) has received funding from the 2022 Union of BC Municipalities Community Resiliency Investment to continue and expand on FireSmart activities across the SLRD. These funds will be applied in a number of projects, including the SLRD's Residential FireSmart Rebate Program, the provision of Residential Home Ignition Zone Assessments, FireSmart Community Education Days, FireSmart Neighbourhood Recognitions, and the delivery of FireSmart educational material to electoral area residents.

SCOPE OF WORK

The SLRD is seeking interest from qualified persons with the appropriate certifications, experience, and expertise for the provision of FireSmart Project Coordinator and Local FireSmart Representative services within each of the SLRD's four electoral areas (A, B, C, and D). Services will involve the coordination of the SLRD *2022 FireSmart Community Funding and Supports* project on a fixed-term contract from August 1, 2022, to March 14, 2023.

Proponents with local knowledge, demonstrated existing stakeholder and community relationships within each of the electoral areas are preferred to facilitate a higher level of buy-in to the residential FireSmart program. Further, the successful proponent will be supported by a more senior FireSmart Coordinator who will oversee their work across each of the four electoral areas and mentor them in the conduct of Community Education Days, FireSmart Neighbourhood Recognitions, and the chairing of Community FireSmart Resiliency Committees. The purpose of this initiative is to develop a cadre of experienced FireSmart "champions" who collectively hold a high degree of local knowledge across the SLRD's four electoral areas and can successfully advocate for wildfire risk reduction activities in ways that resonate with local community members.

The Services consist of the following components:

- A maximum of x10 FireSmart Community Education Days, with at least x2 being conducted in each SLRD electoral area. Each education day delivered by the FireSmart Coordinator and the Local FireSmart Representative assigned to that electoral area. Communities will be selected in partnership with the SLRD.
- Conduct of x4 Community FireSmart Resiliency Committee Meetings in SLRD North (includes Electoral Area A & Electoral Area B).

- Conduct of x4 Community FireSmart Resiliency Committee Meetings in SLRD South (includes Electoral Area C & Electoral Area D).
- Work to obtain x1 FireSmart Neighbourhood Recognition for a community in each electoral area, in partnership with community members. The community will be selected in partnership with the SLRD based on the degree of community engagement on FireSmart initiatives.
- In coordination with the SLRD FireSmart Administrator, schedule the provision of vegetative debris disposal options for property owners, within the scope of the funding available.
- Local FireSmart Representatives to conduct up to 300 Home Ignition Zone Assessments with across all of the SLRD's electoral areas and then provide copies of those Assessments to the SLRD in electronic format.
- Local FireSmart Representatives to conduct up to 150 FireSmart Rebate Program Work Hours Assessment forms across all of the SLRD's electoral areas, conducted at the same time as the Home Ignition Zone Assessments for community members who intend to take part in the SLRD FireSmart Rebate Program. These forms will also be provided to the SLRD in electronic format.
- Travel to and complete required work in rural and remote areas throughout the SLRD's four electoral areas.

REQUIREMENTS

Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).

Excellent written and verbal communication skills.

Strong organizational and planning skills.

Ability to work flexible work hours, including evenings and weekends.

A valid Local FireSmart Representative 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 \$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 30 days written notice stating when such cancellation or change is to be effective;
 - vi. include a deductible not greater than \$5,000.00 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.

Preference will be given to proposals that utilize Local FireSmart Representatives who have significant local knowledge and existing community relationships within the Electoral Area where the Home Ignition Zone Assessment is being conducted.

Preference will be given to proposals delivered by proponents that demonstrate detailed knowledge of SLRD communities and demographics, and have previous experience delivering successful FireSmart projects to the SLRD and other local governments.

CONTRACT VALUE

The maximum budget for services is \$77,600 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 cover letter (maximum 1 page), identifying the proponent, contact information, experience as a FireSmart Coordinator, experience working with a diverse range of community members, and local knowledge of the electoral areas;
- A resume highlighting experience related to the FireSmart program, organizational skills, communications skills, experience working in remote and rural areas including personal safety considerations, and experience in wildfire risk reduction;
- Proof of valid Local FireSmart Representative Certifications;
- 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 Monday, July 25, 2022**, to Emergency Program Coordinator Mike Fusca at mfusca@slrd.bc.ca. Questions can be submitted via email to the above.