



# Fire Chief

Part Time | Bella Coola Valley Volunteer Fire Department

ORGANISATION	LOCATION	HOURS	RATE OF PAY
Central Coast Regional District	Bella Coola Valley (two halls)	10–15 hrs/week	\$33.00 per hour

## About the Service

The Central Coast Regional District (CCRD) operates a single, unified fire service in the Bella Coola Valley, with two fire halls located in Bella Coola and Hagensborg. This structure supports improved coordination, shared training, and effective emergency response across the valley, while meeting evolving provincial requirements and training standards.

## Position Summary

The Fire Chief provides leadership for the CCRD fire service across both halls. The role is focused on building a strong safety culture, maintaining training and operational readiness, and supporting coordinated emergency response. The Fire Chief is a public-facing leader who works with volunteer members, CCRD administration, partner agencies, and the broader community. Responsibilities include budget preparation and presenting service information to the Board and community as required.

## Key Responsibilities

### Leadership and Culture

- Lead, coach, and support members across both halls, building a consistent service culture grounded in professionalism and respect.
- Recommend the appointment of Deputy Fire Chiefs for each hall and provide direction and mentorship to those roles.
- Support recruitment, retention, and performance expectations for volunteer members.

### Training and Readiness

- Organise and oversee annual training plans and maintain accurate training records to ensure members meet required standards and remain response-ready.
- Promote continuous improvement in tactics, teamwork, and safe operations.
- Ensure officer development and skills maintenance are supported across the service.

### Emergency Response

- Provide command and leadership at incidents as required and support coordinated response across the two-hall model.
- Ensure apparatus and equipment readiness through coordinated checks, scheduled maintenance, and follow-up on deficiencies.
- Participate in mutual aid and partner coordination as applicable to the Bella Coola Valley context.
- Other duties as assigned, including supporting Emergency Management response.

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### Safety Leadership

- Promote a strong safety culture and ensure safe work practices are followed in training, response, and station activities.
- Identify operational risks and implement appropriate mitigations, including safe training design, PPE compliance, equipment readiness, and post-incident learning.

### Administration and Governance

- Prepare annual operating and capital budget inputs in consultation with CCRD administration, including training, equipment, and hall needs.
- Present budget and service information to the Board and community as requested, supporting transparent public communication.
- Prepare reports and updates for CCRD administration and the Board as required, including service activity, training compliance, and emerging needs.
- Operate within CCRD bylaws and governance direction for both departments.

### Community Engagement

- Serve as a public-facing representative of the fire service, supporting community education and engagement on fire safety and preparedness.
- Build positive relationships with community partners and support preparedness and safety messaging across the valley.

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## Qualifications

### Required

- Demonstrated fire service leadership experience, ideally in a volunteer or combination department environment.
- Minimum 2 years of progressively responsible fire service experience, including officer or leadership responsibilities.
- Strong written and verbal communication skills, including the ability to present to elected officials and the public.
- Valid Class 5 BC Driver's Licence with air endorsement (or ability to obtain within 3 months of appointment).

### Preferred (or Ability to Obtain Within a Reasonable Timeframe)

- Recognised fire officer and incident command training (for example, NFPA 1021 Fire Officer certification and ICS 200 or higher).
- Familiarity with provincial fire service training expectations, including the BC Structure Firefighter Minimum Training Standards (2022 revision) and the Fire Safety Act context.
- Experience preparing and managing operating and capital budgets and supporting grant or funding opportunities for training and equipment.

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## Working Conditions

This is a part-time position with a flexible schedule. The role includes periodic evening availability for training and meetings, and availability for emergency response as required. Work involves a combination of administrative tasks, hall-based activities, training delivery, and incident response in varied conditions.

### How to Apply

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Please submit a resume and cover letter outlining relevant leadership, training, and incident command experience to:

**Hiring Contact:** Curtis Slingerland, Chief Administrative Officer

**Email:** [cao@ccrd.ca](mailto:cao@ccrd.ca)

**Closing Date:** May 15, 2026

### Territorial Acknowledgement

*The Central Coast Regional District is located within the traditional and unceded territories of the Heiltsuk Nation, Nuxalk Nation, Wuikinuxv Nation, Kitasoo/Xai'Xais Nation, and Ulkatcho Nation.*



# Fire Chief

## Job Description | Part Time

DEPARTMENT	REPORTS TO	POSITION TYPE	WAGE
Bella Coola Valley Volunteer Fire Department	Chief Administrative Officer	Part Time	\$33.00 per hour

## Role Purpose

The Fire Chief is accountable for the leadership and effective operation of the CCRD fire service across two halls (Bella Coola and Hagensborg) within a single, unified service model. The position builds a strong culture of safety and service, ensures training and operational readiness, supports coordinated emergency response, and provides budget and reporting support to CCRD administration, the Board, and the community.

## Key Accountabilities

### Leadership, Culture, and People Management

- Set and model expectations for professionalism, respectful conduct, and service culture across both halls.
- Support recruitment, retention, mentorship, and performance expectations for volunteer members.
- Recommend the appointment of Deputy Fire Chiefs for each hall, clarify responsibilities, and provide ongoing direction and coaching.

### Training and Competency Management

- Establish annual training priorities and a training plan aligned with required standards and local risks.
- Ensure training is organised, delivered, documented, and reviewed, including skills maintenance and officer development.
- Maintain training records and readiness reporting as required for compliance and governance reporting.

### Emergency Response and Incident Leadership

- Provide leadership and incident command at emergency scenes as required, and support coordinated response across the two-hall model.
- Ensure apparatus and equipment readiness through coordinated checks, maintenance scheduling, and follow-up on deficiencies.
- Participate in mutual aid and partner coordination as applicable to the Bella Coola Valley context.

### Safety Leadership and Operational Risk Management

- Promote a strong safety culture and ensure safe work practices are followed in training, response, and station activities.

- Identify operational risks and implement mitigations, including safe training design, PPE compliance, equipment readiness, and post-incident learning.

### Administration, Budgeting, and Governance Reporting

- Prepare annual budget inputs (operating and capital) in consultation with CCRD administration, including training, equipment, and hall needs.
- Present budget and service information to the Board and community as requested, and support transparent public-facing communication.
- Prepare reports and updates as required by the CAO and Board, including service activity, readiness, training compliance, and emerging needs.
- Operate within CCRD bylaws and governance direction for both departments.

### Community Engagement and Public Education

- Represent the fire service in a public-facing capacity, including community meetings, public education, and fire prevention support.
- Build positive relationships with community partners and support preparedness and safety messaging.

Other duties as assigned.

### Decision Making and Scope

- Works under the direction of the CAO, bylaws, policies, and approved budgets.
- Recommends Deputy Fire Chief appointments for each hall.
- Provides operational leadership and recommendations on training, readiness, and risk controls.
- Ensure the operations of the fire halls meet the policies and regulations of the Province of British Columbia, the Office of the Fire Commissioner and the Central Coast Regional District.

### Qualifications and Experience

#### Required

- Minimum 2 years of progressively responsible fire service experience, including officer or leadership responsibilities.
- Budgeting experience.
- Demonstrated ability to lead, train, mentor, and organise volunteer members in a small community setting.
- Strong written and verbal communication skills, including the ability to present to elected officials and the public.
- Valid Class 5 BC Driver's Licence with air endorsement (or ability to obtain within 3 months of appointment).

#### Preferred (or Ability to Obtain Within a Reasonable Timeframe)

- Fire Officer certification and incident command training (for example, NFPA 1021 and ICS 200 or higher).

## Job Posting | Fire Chief (Part Time)



**Central Coast**  
REGIONAL DISTRICT  
*That we may be good people together*

- Familiarity with provincial fire service training expectations, including the BC Structure Firefighter Minimum Training Standards (2022 revision) and the Fire Safety Act context.
- Experience preparing and managing operating and capital budgets and supporting grant or funding opportunities for training and equipment.

## Key Competencies

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- Leadership and team development
- Safety leadership and risk awareness
- Training planning and delivery
- Incident leadership and sound judgement under pressure
- Organised administration and record keeping
- Clear public communication and relationship building
- Written skills (report writing) and budgeting experience

## Working Conditions

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- Flexible schedule with periodic evening availability for training and meetings, and availability for emergency response when required.
- Combination of office-based administrative work, hall-based activities, training delivery, and incident response in varied conditions.

## Appointment

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The Fire Chief is appointed by the Chief Administrative Officer. The job description and terms of service are issued by the CAO subject to CCRD Policy.