

Deputy Fire Chief (Volunteer)

Part Time | Bella Coola Valley Volunteer Fire Department

ORGANISATION	LOCATION	HOURS	RATE OF PAY
Central Coast Regional District	Bella Coola Fire Hall or Hagensborg Fire Hall	Part-time, flexible (honorarium-based)	\$5,000 annual honorarium (paid quarterly)

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 Deputy Fire Chief provides hall-level leadership and operational support within the CCRD's unified fire service. Reporting directly to the Fire Chief, the Deputy Fire Chief supports training delivery, member management, equipment readiness, and incident response at their designated fire hall. There are two Deputy Fire Chief positions available — one based at the Bella Coola Fire Hall, and one based at the Hagensborg Fire Hall.

Key Responsibilities

Hall Leadership and Member Support

- ☐ Provide day-to-day leadership and guidance to volunteer members at their designated hall.
- ☐ Support the Fire Chief in building a consistent service culture grounded in professionalism and respect.
- ☐ Support recruitment, retention, and performance expectations for volunteer members.
- ☐ Act as Officer in Charge at the hall in the absence of the Fire Chief.

Training and Readiness

- ☐ Coordinate and deliver training at their hall consistent with the Fire Chief's annual training plan.
- ☐ Maintain accurate training records and attendance for hall members.
- ☐ Support officer development and skills maintenance for volunteer members.
- ☐ Report on training compliance and readiness to the Fire Chief.

Emergency Response

- ☐ Provide incident command and operational leadership at emergency scenes as required.
- ☐ Ensure apparatus and equipment at their hall are inspected, maintained, and response-ready.
- ☐ Support mutual aid and partner coordination as applicable to the Bella Coola Valley context.
- ☐ Other duties as assigned, including supporting Emergency Management response.

Safety Leadership

- ☐ Promote a strong safety culture and ensure safe work practices are followed in training, response, and station activities.
- ☐ Identify operational risks and communicate concerns to the Fire Chief.
- ☐ Support post-incident review and continuous improvement at the hall level.

Administration and Reporting

- ☐ Report regularly to the Fire Chief on hall activity, training compliance, and emerging needs.
- ☐ Support budget input processes as requested by the Fire Chief.
- ☐ Operate within CCRD bylaws and governance direction.

Qualifications

Required

- ☐ Demonstrated fire service experience, including some officer or leadership responsibilities.
- ☐ Ability to lead, train, mentor, and support volunteer members in a small community setting.
- ☐ Strong written and verbal communication skills.
- ☐ Valid Class 5 BC Driver's License with air endorsement (or ability to obtain within 3 months of appointment).

Preferred (or Ability to Obtain Within a Reasonable Timeframe)

- ☐ Fire Officer training or certification (for example, NFPA 1021 Fire Officer I or equivalent).
- ☐ Familiarity with BC Structure Firefighter Minimum Training Standards (2022 revision) and the Fire Safety Act context.
- ☐ Incident command training (ICS 100 or higher).

Working Conditions

These are part-time positions with a flexible schedule. The roles include periodic evening availability for training and meetings, and availability for emergency response as required. Work involves a combination of hall-based activities, training delivery, and incident response in varied conditions. Compensation is provided as an annual honorarium of \$5,000, paid in quarterly installments.

How to Apply

Please submit a resume and brief cover letter outlining relevant fire service leadership and training experience to:

Hiring Contact: Brittany Goulet, Fire Chief

Email: bgoulet@ccrd.ca

Closing Date: September 4th, 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.