City of Richmond

Report to Committee

to Community Safety – Nov. 13, 2003

To:	Community Safety Committee	**Date:**	October 30, 2003
From:	Jim Hancock Fire Chief	**File:**	0125-01
Re:	**2005 Fire Rescue Canada Conference**		

Staff Recommendation

That the City of Richmond, Richmond Fire Rescue Department be a designated Host City for the Canadian Association of Fire Chiefs (CAFC) 2005 conference.

Jim Hancock
Fire Chief
(2700)

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CONCURRENCE OF GENERAL MANAGER

1080819

Staff Report

Origin

The Canadian Association of Fire Chiefs (CAFC) has requested that Richmond Fire Rescue host the Annual Fire Rescue Conference for 2005.

Background

The Canadian Association of Fire Chiefs (CAFC) is *"the national public service association dedicated to reducing the loss of life and property from fire, and advancing the science and technology of the Fire and Emergency Service in Canada."* This is accomplished through the sale of publications, networking and the Annual Fire Rescue Conference which have been in place since 1909.

The mission of the CAFC is to *"strive for excellence in representation, information, education and service delivery to its members and customers."*

In years past, the CAFC Conference was more about business of the association rather than the current emphases on training and education. Richmond has a exceptional opportunity to have an impact on important safety and training issues that face the emergency services of today.

Analysis

The City has an opportunity to partner with business and showcase our award winning city for this national event usually held in the third week of September every year.

The conference is structured with joint responsibilities between the CAFC and the Host City. A memorandum of understanding is signed between the two parties to ensure there is are clear definition of responsibilities. Typically the responsibilities are divided as follows:

- CAFC: Conference administration including; selection and negotiation for venue, education component, conference registration and collection of fees, keynote speaker, and arrangement for national sponsorships.

- Host City: Opening ceremonies and memorial service, transportation for VIPs, volunteers to staff information desk, local sponsorship and advertisers, equipment displays and coordination of companion program.

Staff recommend that a working committee be designated to coordinate the Host City responsibilities. This would include a volunteer program to ensure no unnecessary staff time is incurred as a result of the conference.

Financial Impact

There is no direct financial impact other than the use of staff time and resources.

Conclusion

The 2005 CAFC conference is a wonderful opportunity to not only showcase the City of Richmond's focus on safety, but to involve a variety of city staff in a national event.

Jim Hancock
Fire Chief
(2700)

JDH:gdt