
Vancouver Island Emergency Response Academy

Advisory Committee Terms of Reference

ADVISORY COMMITTEE DEFINITION:

The Advisory Committee is a group of stakeholders with a vested interest in Pro Board Accredited certification in the field of firefighting and emergency response. These stakeholders include:

- Fire Chiefs
- City Managers or Administrators
- Industry Managers or Supervisors
- Representatives from the Office of the Fire Commissioner of BC
- Key Leaders from non-profit groups such as the Fire Chief's Association, the Volunteer Firefighter's Association, Training Officer's Association

MISSION STATEMENT:

To provide stakeholders a forum in which they can voice their opinion and provide advice and recommendations to the Board of Directors on the development and ongoing management of Pro Board Accredited programs.

ADVISORY COMMITTEE REPRESENTATION:

- Nanaimo Fire Rescue Department
- British Columbia Career Fire Departments
- British Columbia Volunteer Fire Departments
- Industrial Emergency Response Representative
- BC Fire Chiefs Association
- BC Training Officers Association
- BC Office of the Fire Commissioner
- BC Zone 1 Emergency Coordinators Group

ADVISORY COMMITTEE OBJECTIVES:

To provide advice and recommendations to the Academy Director on the following:

- Recommendations on which NFPA standards the Academy should seek and maintain accreditation.
- Recommendations to program methodology.
- Review and recommend changes and/or approval to course curriculum.
- Review and recommend changes and/or approval to exam instruments, i.e. written exam banks and practical skills check list.
- Recommendations of special emergency response groups' eligibility for training and evaluation.

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- Recommendations on equivalency granting.
 - Recommendations on marketing strategies.

ADVISORY COMMITTEE MEETINGS:

- The Advisory Committee Chair will be the VIERA Director and the Co-Chair will be the Accreditation Manager.
- Advisory Committee meetings will be as required.
- An open form is established on the VIERA web page that allows for continuous feedback from all VIERA stakeholders.