

Schedule Services

1. DESCRIPTION OF SERVICES

1.1 FireWise will provide the following services (collectively called the “Services”):

- (a) Conduct an inspection and audit of the Mayne Island Fire Rescue Department (MIFRD) based on the 2010 Office of the Fire Commissioner and Chief Coroner for British Columbia checklist to determine the extent to which they meet Provincial Fire Service Standards; and
- (b) Produce a report on the findings of the inspection and audit process stating the current level of operational readiness and make recommendations to address deficiencies identified in this report.

1.2 And,

- (a) Determine the level of fire service appropriate for Mayne Island by comparison to other similar communities;
- (b) Review and make recommendations on current job descriptions, remuneration, and division of responsibility among senior officers of the fire department;
- (c) Review the remuneration of the firefighters;
- (d) Review the proposed new fire hall design to determine if it will satisfy the long term needs of the fire department and the community;
- (e) Identify other governance or operational deficiencies in the operation of the fire department and make recommendations to address the deficiencies identified; and
- (f) Appear before the Mayne Island Improvement District (MIID) Board of Trustees after the reports have been delivered if required. (*see Schedule B Expenses 1.3 and 1.4*)

2. PEER REVIEW PROCESS

2.1 FireWise will ensure that the reports and recommendations made are reviewed by other staff, to ensure best practices and industry standards are considered.

3. DELIVERABLE

3.1 The deliverables are 2 reports (the “Reports”) comprising:

A report on the findings of an inspection and audit of the MIFRD based on the OFC checklist with recommendations to correct identified deficiencies.

A report on governance and operational issues in the MIFRD with recommendations.

4. TIMELINES

4.1 FireWise and the Customer agree that time is of the essence and will work together to attain the

following timelines:

Item	Timelines
Delivery of signed General Service Agreement (GSA) to the Customer	Immediate
Signed GSA	By _____, 2011
Completion of data collection and analysis	By July 30, 2011
Draft report preparation and review by FireWise peer and delivered to MIID	By August 31, 2011
Receive feedback on draft report from MIID	By September 9, 2011
Delivery of final report	By September 16, 2011
Debriefing following Delivery of Service	On request, at a mutually convenient time

5. SCOPE NOTES

- 5.1 FireWise's engagement is based on its staff being entitled to rely on information in the possession of, or provided by, the Customer and the MIFRD. It is not intended to expose incorrect or misleading information.
- 5.2 The Customer expressly acknowledges that FireWise shall not be liable for anything that results from, or in relation to, incorrect or misleading information in the possession of, or provided by, the Customer or MIFRD.