



Corporate Report

NO.: R134

COUNCIL DATE: June 16, 2003

REGULAR

TO: **Mayor & Council**

DATE: June 13, 2003

FROM: **Fire Chief**

FILE: 7130-50 gen

SUBJECT: Emergency Program Coordinator

RECOMMENDATION

Captain Tom Lewis be appointed as Surrey's Emergency Co-ordinator.

BACKGROUND

Deputy Chief Wayne Bernard has been Surrey's Emergency Co-ordinator since March of 2001. Wayne will be retiring from the Department effective July 31, 2003. However his last day on the job is June 20, 2003 due to use of accrued time, vacation etc. Captain Tom Lewis has been promoted to Assistant Fire Chief effective August 1, 2003. He is currently working on special assignment in Administration assuming the duties of Emergency Co-ordinator. To ensure continuity and to comply with bylaw requirements, I am recommending Tom's appointment as Emergency Co-ordinator on or before June 20, 2003.

DISCUSSION

Tom Lewis has been with the Surrey Fire Service since May of 1979. He currently holds the rank of

Captain and has a strong training background with the Department. He has designed, developed and delivered numerous Fire Department training programs, and is well versed in team building, coaching, and presentation skills strategies. Tom also has an extensive working knowledge of emergency fire ground operations.

The Emergency Co-ordinator is responsible to maintain Surrey's Emergency Plan and liase with regional, provincial and local response organizations. Under Bylaw #12559 Council has the responsibility to authorize appointment of an employee to perform the functions of Emergency Co-ordinator.

CONCLUSION

The Fire Department has historically served a significant role in the Emergency Program and will likely be the first responder to any disaster or major incident. The appointment of Captain Tom Lewis (Assistant Chief August 1, 2003) to administer this program will ensure co-ordination of our emergency preparedness initiatives in the city.

Len Garis
Fire Chief

LG/jc