

## APPLICATION TO PARTICIPATE IN THE TECHNICAL HIGH ANGLE ROPE RESCUE PROGRAM

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**Purpose:** To define requirements for funding and application to the Technical High Angle Rope Rescue Program.

**Scope:** This procedure applies to provincially-recognized fire departments.

### **Background**

The Technical High Angle Rope Rescue Program (THARRP) was developed to assist the training needs of provincially-registered fire departments that have demonstrated that rope rescue capabilities would be of benefit to their funding WSBC Classification Units (CU's) community. The program provides funding for the training of rope rescue instructors, replacement of these instructors due to attrition, and procurement of predetermined rope rescue equipment for participating fire departments.

### **Application for Acceptance into the Technical High Angle Rope Rescue Program**

To make application for acceptance into the program, a letter from the Fire Chief or City Manager is required which addresses the following:

- Specialized rescue, such as high angle rope rescue, falls within the fire department's mandated level of service.
- Options for mutual aid or a regional rescue team have been explored with neighbouring municipalities.
- The department has sufficient full time staff to provide and maintain an effective technical high angle rope rescue service.
- There are sufficient funding CU's within the jurisdiction where high angle rope rescue may be required.
- Expected projects involving work by funded CU's as listed in THARRP Operating Guidelines ADM2.
- Geographic changes that may affect construction activities of population served.
- A guarantee that THARR training by approved instructors will meet NFPA 1670 - 2017 edition and NFPA 1006 - 2017 Edition Standards.

The application letter should also state the number of rope rescue equipment packages and instructors needed. A fire department may choose to send more than their allotted number of instructors to the program for training; however, funding extends only to those pre-approved for funding.

Applications will also be accepted from departments where there is a desire to form a regional rescue team. In this instance letters from each department's Fire Chief or City Managers must be submitted with the application.

The submit your application:

1. Submit your letter to [tharrp@bccsa.ca](mailto:tharrp@bccsa.ca)
2. Submit an electronic application for an account at <https://tharrp.bccsa-services.ca/#signup>

Under "Justification" please indicate that the letter has been submitted to the THARRP administrator, or re-enter to content of the letter.

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### **Processing Applications**

Upon receipt of the letter of application, the THARRP Representative will send a letter (attached) within seven (7) working days confirming that the application was received. The application will be considered at the next regularly scheduled meeting of the THARRP Steering Committee. If there is no meeting scheduled within two months of receipt of the request, the THARRP Representative in consultation with the Committee Chair, may distribute an electronic ballot to members for a decision on the matter at hand. A letter of acceptance (attached) or denial will be sent out to the applicant directly thereafter. In the event an application is rejected the THARRP Steering Committee will provide written reasons for the refusal.

### **Appealing Refused Applications**

The applicant may appeal the decision by supplying the THARRP Steering Committee with a written letter of appeal. This letter should include any new information the applicant deems relevant. The Chair of the THARRP Steering Committee, in consultation with the other committee members, shall make a decision on the appeal within thirty (30) days of receipt of the appeal and shall render a decision to the applicant in writing.

Funding for Technical High Angle Rope Rescue Program is limited to provincially-registered fire departments that meet the established criteria. Other parties may take the training, however, funding will not be considered.

### **Maintenance of Technical High Angle Rope Rescue Teams**

Once a Fire Department has received the training and equipment, it is expected that internal training will be conducted and rope rescue services will be available to the community within one year of the first instructor completing the program's training course. Failure to provide rope rescue service to the community within this time frame could cause any or all future program funding to that department to be suspended. The THARRP Representative, on behalf of the THARRP Steering Committee shall forward a letter to the Fire Chief requesting a date be given when rope rescue services will be available.

A fire department that discontinues the provision of rope rescue services or the continued training that supports the competencies of its rope rescue team may not be eligible for future program funding. The suspension or termination of funding for a fire department will be at the discretion of the THARRP Steering Committee. Affected fire departments will be notified in writing of any such actions by the committee chair.

- **Sample Letter of Receipt of Application**
- **Sample Letter of Acceptance**

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**Appendix 1 SAMPLE LETTER – OF RECEIPT OF APPLICATION**

DATE

Fire Department

**Attention:**

Address

City, B.C., Postal Code

Dear (as above):

We have received your application for participation in the Technical High Angle Rope Rescue Program. The Steering Committee will be meeting on (Date) to discuss your application for funding. We will be contacting you next month with a decision.

On behalf of the Technical High Angle Rope Rescue Steering Committee, I would like to thank you for expressing an interest in this important program. If you have any further questions regarding this program, please do not hesitate to call the undersigned.

Technical High Angle Rope Rescue Program Representative

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### Appendix 2: SAMPLE LETTER OF ACCEPTANCE

DATE

Fire Department

**Attention:**

Address

City, B.C. Postal Code

Dear (as above):

On behalf of the Technical High Angle Rope Rescue Program (THARRP) Steering Committee, I would like to thank you for your interest in the Technical High Angle Rope Rescue Program. After careful review of your submission by the Committee, I am pleased to inform you that your fire department has been accepted into the program. This approval allows your fire department to apply for reimbursement of funds for the training of (Number) Train-the-Trainer candidate(s) who enroll in the approved training courses.

*To ensure that this future service will be made available to firms operating in your community, the THARRP Steering Committee requires a letter from the Fire Chief on behalf of the Mayor or City Manager that acknowledges that this program will be supported. Please ensure that this letter is sent, attention to the THARRP Representative, on or before (Date). This information is required on file before any reimbursement can be made. **(Optional if letter already provided)***

**It is your responsibility to register candidates directly with your chosen training provider.** Training from training agencies and through in-house fire department resources must comply with the respective current NFPA standards.

Please note that reimbursements for department candidate's expenses for course costs, backfilling, accommodation, meals and travel will be made according to FIN2 of the Technical High Angle Rope Rescue Standard Operating Procedures. Please complete the request for reimbursement, and Fire Chiefs Equivalency Sign-off Sheet, and forward them to the THARRP Representative **within 60 days** of the candidate successfully completing **each** course. ***All reimbursement requests must be submitted in the year the training is undertaken.***

Reimbursement for the purchase of approved rope rescue equipment will only be forwarded upon the successful completion of required training, by at least one candidate and the 'Application for Initial Purchase and Reimbursement of Authorized Equipment Packages' has been submitted and approved. Forms to apply for equipment expense reimbursements are included in the enclosed Operational Guidelines (See FIN1).

Thank you for your participation in this program.

Technical High Angle Rope Rescue Program Representative

***All Operating Guidelines have been reviewed and approved by the Technical High Angle Rope Rescue Steering Committee.***