



# REGIONAL DEPUTY CHIEF

## Legacy Regional Protective Services

Station 1 – Lloydminster, Saskatchewan (serving participating municipalities including Town of Marshall, Town of Lashburn, and the RM of Wilton)

### Hours of Work

40 hours per week (flexible schedule required, including evenings, weekends, and emergency response)

### Reporting Relationship

Reports directly to the Regional Fire Chief and serves as a key member of the Regional Command Team.

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### Position Summary

The Regional Deputy Chief provides senior leadership and operational oversight to ensure continuous emergency response readiness in alignment with Saskatchewan Public Safety Agency (SPSA) standards, provincial legislation, and best practices for fire and emergency services.

This position supports the Regional Fire Chief in delivering coordinated fire suppression, rescue, medical response support, hazardous materials response, and emergency management services within a regional and municipal framework. The Deputy Chief contributes to provincial interoperability, emergency preparedness, and community resilience initiatives consistent with SPSA guidance.

### Key Responsibilities

#### Leadership & Governance

- Demonstrate professionalism, dedication, integrity, and ethical conduct at all times.
- Provide strategic and operational leadership as part of the Regional Command Team.
- Act on behalf of the Regional Fire Chief during their absence, as required.
- Assist the Regional Fire Chief in establishing departmental goals, objectives, policies, and long-term strategies.
- Support a positive, inclusive, and safety-focused culture across all stations and personnel.



## Operations & Emergency Response

- Ensure continuous operational readiness for fire and emergency response services across the region.
- Perform Incident Command and Command Staff functions at emergency incidents in accordance with Saskatchewan-adopted Incident Command System (ICS).
- Ensure interoperability and coordination with mutual aid partners, SPSA resources, and allied emergency services.
- Ensure compliance with provincial legislation, municipal bylaws, OH&S requirements, and applicable NFPA standards.
- Participate in emergency responses as required, including after-hours and on-call duties.

## Emergency Management

- Support municipal and regional compliance with *The Emergency Planning Act* and SPSA emergency management requirements.
- Serve as, or support the role of, Community Emergency Management Coordinator (CEMC) in accordance with SPSA guidance.
- Assist in the development, maintenance, testing, and activation of Emergency Response Plans (ERP) and Emergency Operations Plans (EOP).
- Participate in Emergency Operations Centre (EOC) activation and coordination using Saskatchewan-adopted Incident Command System (ICS) principles.
- Act as a liaison with SPSA, municipal leadership, and partner agencies during emergencies and planned events.

## Administration & Management

- Oversee administrative functions including payroll support, fire reporting, training records, and documentation.
- Ensure accurate and timely completion of incident reports and regulatory reporting.
- Support budget planning, resource allocation, and cost-effective operations.

## Training & Professional Development

- Support, coordinate, and participate in volunteer firefighter training programs, including evenings and weekends.
- Ensure compliance with mandatory training standards and certifications.
- Promote ongoing professional development for all members, including personal continuous learning.

## Facilities, Equipment & Assets

- Manage and oversee maintenance, inspection, and readiness of all emergency response apparatus, equipment, and facilities.
- Ensure compliance with safety standards, maintenance schedules, and inspection requirements.

## Community & Public Education

- Promote and support public education, fire prevention, and community risk reduction initiatives.
- Represent the organization professionally with municipal partners, community stakeholders, and the public.



## Required Qualifications

### Education & Certifications (Minimum)

- NFPA 1001 – Firefighter Level II
- NFPA 472 – Hazardous Materials Awareness and Operations (or NFPA 1072 equivalent)
- NFPA 1041 – Fire Instructor Level I
- Auto Extrication Certification
- ICS 200 (ICS 300 considered an asset)

### Experience

- Minimum of five (5) years of progressive experience in fire service operations.
- Demonstrated experience in leadership or supervisory roles within a fire service environment.
- Practical and current knowledge of firefighting techniques, emergency response operations, and incident management.

### Skills & Competencies

- Strong leadership, mentoring, and team-building abilities.
- Excellent judgment, decision-making, and problem-solving skills under pressure.
- Ability to handle sensitive and confidential matters with discretion.
- Strong written and verbal communication skills.
- Ability to work independently while supporting organizational objectives.

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### Assets (Considered an Advantage)

- NFPA 1021 – Fire Officer Level I or II
- ICS 300 / ICS 400
- Experience in regional or volunteer fire service environments
- Experience with emergency management, EMO coordination, or municipal governance

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## Application Process

Interested applicants are invited to submit a resume and cover letter outlining their qualifications and experience to:

**Dean Peters**

Regional Fire Chief

Legacy Regional Protective Services

Email: [chief@legacyregional.ca](mailto:chief@legacyregional.ca)

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## Closing Date

Posting will remain open until the position is filled.

*Only applicants selected for an interview will be contacted.*