

Neighbourhood Recognition Program Specialist (NRP) Background

Purpose of the NRP Program

The Neighbourhood Recognition Program Specialist (NRP Specialist) is the link between communities, fire professionals and FireSmart Provincial Coordinators and Liaisons. Their role is to guide neighbourhoods through the NRP process by providing support, facilitating education events and completing Neighbourhood Wildland Fire Hazard Assessments. The FireSmart Canada Neighbourhood Recognition Program is delivered by the provinces and territories in partnership with NRP Specialists and NRP Champions with support from FireSmart Canada.

Role of the NRP Specialist

The NRP Specialist is an individual who has completed both Level 1 and Level 2 training and has been trained in the delivery of the Neighbourhood Recognition Program to assist residents to prepare for and reduce wildland fire risks within and adjacent to their neighbourhood. Supporting residents and neighbourhoods to participate in all aspects of the NRP and its specific requirements, including but not limited to: building a relationship with a Neighbourhood Champion and helping them to form a FireSmart Neighbourhood Committee, completing the Neighbourhood Wildland Fire Hazard Assessment, assisting in the development of a Neighbourhood FireSmart Mitigation Plan, working with the neighbourhoods to hold annual FireSmart events, applying for Recognition, and Renewing Annually.

Activities and Responsibilities of the NRP Specialist

1. Engage with a Neighbourhood Champion and Neighbourhoods who are interested in participating in the NRP.
2. Support the Champion in setting up a Neighbourhood Committee and an NRP account in the Portal.
3. Assist neighbourhoods within your local area with all the aspects of the FireSmart Canada NRP (Site visits, assessment, support the committee in planning, volunteer and resource tracking sheets and recognition applications).
4. Support neighbourhoods in their event ensuring proper safety precautions are taken, that the event aligns with their plan and track volunteers, resources and recognition.
5. Additional responsibilities such as providing changes to program, champion and committees, updates to Provincial Liaison, provide any grant information applicable to the committee and participate in ongoing training.
6. Use forms and materials provided on the FireSmart Canada webpage or NRP Portal and follow brand and use guidelines.
7. Provide expertise consistent with Level 2 training and within the scope of abilities / experience – refer questions related to FireSmart activities and tasks to Provincial Liaisons.

FireSmart Canada
NRP Specialist Expectations

Commencing May 1, 2024

FireSmart Canada has the following expectations of NRP Specialists:

- i) Complete the FireSmart 101 - online training course (Optional).
- ii) Successful completion of the Level 1 – FireSmart Ambassador training.
- iii) Successful completion of the Level 2 - NRP Specialist training online portion and in the field portion.
- iv) Participate in any refresher training as it is made available.
- v) Provide an annual activity report to the Program Coordinator and/or Provincial or Territorial Liaison.
- vi) Conduct themselves in a courteous and professional manner at all times and represent the FireSmart brand in a positive and engaging light.
- vii) Meet the NRP Specialist Role activities and responsibilities as outlined in order to support participants in the FireSmart Neighbourhood Recognition Program.
- viii) Read, understand and sign the NRP Specialist expectations document, indicating that they understand the role expectations, and meet the minimum qualifications, knowledge, skills and abilities.

By signing this document, I am verifying that I have read this document as well as the NRP Specialist role description, that I understand expectations of me in this role and am committed to fulfilling it to the best of my abilities.

NRP Specialist Signature - (Keyboard text entry acceptable as signature)

Print Name

Date

* All currently qualified FSC LFR's will have until January 1, 2025, to meet the new qualification standard. LFR's who do not complete online training and submit an expectations document by April 30, 2025 will not appear on the FSC National Qualified NRP Specialist List and will no longer be able to act as a representative.