

**REGIONAL DISTRICT OF NANAIMO**

**FIRE SERVICES ADVISORY COMMITTEE MEETING  
TO BE HELD MAY 14, 2015 AT 7:00 PM**

*(RDN Committee Room)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**INTRODUCTIONS**

**MINUTES**

- 2–4 Minutes of the Fire Services Advisory Committee meeting held November 28, 2012 for information.

**TERMS OF REFERENCE**

- 5–6 Terms of Reference for Committee, provided for information only.

**COMMUNICATIONS/CORRESPONDENCE**

- 7–37 Office of the Fire Commissioner Playbook & FCABC Playbook – Questions and Answers – for discussion – impacts on Fire Departments, training requirements, Fire Services Agreements and Bylaws.

**REPORTS**

- 38–46 Draft Regulatory Bylaw template. (update) (verbal W. Idema)

**NEW BUSINESS**

- Superior Tanker Shuttle – Chief Poirier, Coombs – Hilliers.
- RDN support model for regional fire services/departments.

**ADJOURNMENT**

*Distribution:* J. Stanhope (Chair), M. Young, J. Fell, B. Rogers, B. Veenhof, Extension Volunteer Fire Department, Nanoose Volunteer Fire Department, Errington Volunteer Fire Department, Coombs-Hilliers Volunteer Fire Department, Dashwood Volunteer Fire Department, Bow Horn Bay Volunteer Fire Department, Paul Thorkelsson, W. Idema, T. Armet, G. Garbutt

*For information:* A. McPherson, H. Houle, B. Bestwick, B. McKay, J. Hong, B. Yoachim, W. Pratt, J. Kipp, I. Thorpe, M. Lefebvre, T Westbroek, C. Haime, North Cedar Improvement District, Cranberry Fire Protection District, Mountain Fire Protection District, Deep Bay Improvement District



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE FIRE SERVICES ADVISORY COMMITTEE  
MEETING HELD ON WEDNESDAY, NOVEMBER 28, 2012 AT 2:00 PM  
IN THE RDN COMMITTEE ROOM**

**Present:**

Director G. Holme	Chairperson
Director M. Young	Electoral Area C
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Dave Willie	Town of Qualicum Beach
Brad Knorr	D/Chief, Errington Volunteer Fire Department
Troy Baxter	Fire Chief, Errington Volunteer Fire Department
Don Alberg	Chairperson, Dashwood Fire Department
Nick Acciavatti	Fire Chief, Dashwood Fire Department
Gerry Caille	Trustee, Bow Horn Bay Fire Department
Steve Anderosov	Fire Chief, Bow Horn Bay Fire Department
Doug Penny	Fire Chief, Nanoose Bay Fire Department
Will Geselbracht	Nanoose Fire Protection Society

**Also in Attendance:**

Paul Thorkelsson	Acting Chief Administrative Officer
Wendy Idema	Director of Finance
Tom Armet	Manager, Building, Bylaw & Emergency Planning
Kathy Sihota	Recording Secretary

**Regrets:**

Bill Grose	Trustee, Extension Volunteer Fire Department
Brandon Britt	Deputy Fire Chief, Extension Fire Department
Jeff Hein	Captain, Extension Fire Department
Dave Neden	Chair, Coombs Hilliers Fire Department
Steve Stahley	Director, Coombs Hilliers Fire Department
Patti Whittaker	Chairperson, Errington Fire Department
Eric Lacey	Acting Fire Chief, Coombs Hilliers Fire Department

**CALL TO ORDER**

The meeting was called to order at 2:10 pm and the attendees introduced themselves.

**MINUTES**

MOVED Director Veenhof, SECONDED Director Stanhope, that the minutes of the Fire Services Advisory Committee meeting held March 15, 2012 be adopted.

CARRIED

**CORRESPONDENCE**

**Email from Nick Acciavatti, Fire Chief Dashwood Volunteer Fire Department**

Fire Chief Nick Acciavatti sent correspondence for discussion regarding several items. These items were discussed individually as noted below.

## REPORTS

### **Fire Services Act Review – Response from the Office of the Fire Commissioner**

MOVED Director Veenhof, SECONDED Director Fell, that the report, Improving Fire Services – the Office of the Fire Commissioner’s Response to the FSLG Report, be received for information.

CARRIED

### **Draft Regulatory Bylaw Template**

Wendy Idema advised that Nancy Avery had drafted a Regulatory bylaw for review by each fire department and if they approved it, would customize it for each fire service area. Revisions to the draft were suggested. Staff to make revisions and bring back to Committee.

### **Draft Burning Bylaw (update) (verbal)**

Committee members agreed to delay further discussions on Burning Bylaws until after the Regulatory Bylaws are finalized.

### **MIA Information on Liability Insurance for Volunteer Fire Departments (verbal)**

Wendy Idema advised that changes to the MIA liability insurance coverage for volunteer firefighters will come into effect January 2013. Coverage will only be applied to firefighters carrying out activities included under contract with the local government. Board members for fire department societies will not have coverage. There was discussion around some of the changes and staff will seek further information on the application of the policy and the possibility of liability coverage through other insurance providers.

### ***Items from Fire Chief Acciavatti’s email***

#### **Fire Apparatus Fleet Servicing by RDN**

Chief Acciavatti asked whether it is possible for the fire departments to utilize RDN mechanical fleet services. Wendy Idema advised that it has been discussed with Dennis Trudeau General Manager of Transportation and Solid Waste Services. There was general discussion around whether this would be useful for departments, and that the use of these services would be at the discretion of the fire department.

MOVED Director Stanhope, SECONDED Director Fell, that staff be directed to examine the servicing requirements of RDN owned fire department equipment and the feasibility of this servicing being undertaken by RDN Transportation Services.

CARRIED

#### **RDN Information Technology Support for Fire Departments**

Discussion on seeking IT support from RDN for all fire departments interested. Staff to follow up and report back to Committee.

### **Advertising and Public Information Dissemination**

Discussion on how fire departments can utilize the RDN to get information to public. Suggestions included use of the RDN Website, quarterly newsletters, inserts in utility billing and Eyes on BC website. Staff to follow up with Adrienne Mercer, RDN Communications Coordinator for future publications.

### **Incentives for Encouraging Retention of Volunteer Firefighters**

Discussion on retention incentives and recruiting of volunteer firefighters such as recreation passes and group benefits. Director Veenhof noted programs such as this would have applicability to all volunteer groups providing service. Staff to research options available for such programs and how they could be funded.

### **Regulations of fireworks in the RDN (verbal)**

Tom Armet advised that RDN has no fireworks bylaws. Regional Districts do not have authority under *Local Government Act* to legislate discharge of fireworks but can regulate sales. District 68 has regulation but it is a Provincial Regulation.

MOVED Director Veenhof, SECONDED Director Stanhope that staff review options relating to the sale and use of fireworks and report to the RDN Board.

CARRIED

### **NEW BUSINESS**

Fire Chief Steve Anderosov raised the concern of visibility of house numbers from the street. Staff will include reminders in newsletters and other publications for residents to ensure they have visible house numbers in case of emergency.

Discussion around Agreements between fire departments and the North Island 911 Corporation. Agreements to be approved by the RDN. Wendy Idema to follow up regarding the insurance clauses in the agreements.

Director Veenhof asked whether this committee's information could be shared with Improvement District Fire Departments. It was agreed that it could and that Improvement District Fire Departments within RDN boundaries would be invited to attend the meetings as well.

### **ADJOURNMENT**

The Chair thanked all in attendance advising that the next meeting will be at the call of the Chair.

MOVED Director Stanhope, SECONDED Director Veenhof, that this meeting be adjourned.

CARRIED

TIME: 3:25 PM

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CHAIRPERSON

## REGIONAL DISTRICT OF NANAIMO

### ELECTORAL AREAS FIRE SERVICES ADVISORY COMMITTEE TERMS OF REFERENCE

October 2010

#### PURPOSE:

The Committee is an Advisory Committee and is intended to provide a forum to exchange information and to coordinate approaches to administrative and operational aspects of the fire services provided in the Regional District of Nanaimo, with the objectives of ensuring that fire protection and emergency response services are provided in a safe, operationally effective and financially responsible manner.

#### BACKGROUND:

The Regional District of Nanaimo may under the *Local Government Act* establish services which benefit the community. At the present time, the Regional District has adopted bylaws establishing fire protection and emergency response services for the following areas:

Area C	Extension Fire Protection Service	Bylaw	1439
Area E	Nanoose Bay Fire Protection Service	Bylaw	991
Area F	Coombs Hilliers Fire Protection Service	Bylaw	1022
	Errington Fire Protection Service	Bylaw	821
Area G	Parksville (Local) Fire Protection Service	Bylaw	1001
	French Creek Fire Protection Service	Bylaw	794
Area H	Dashwood Fire Protection Service (F, G & H)	Bylaw	964
	Bow Horn Bay Fire Protection Service	Bylaw	1385

\* a number of the service areas cross electoral area boundaries

In the Province of BC a Regional District is the corporate entity which establishes the authority to provide a service and to raise funds to support the delivery of a service. A Regional District has the legal responsibility to ensure that the service is provided in an operationally sound manner, including ensuring that vehicles, buildings, equipment and personnel operate in a safe environment.

The Regional District of Nanaimo has entered into service contracts with incorporated Societies to assist in the delivery of fire protection and emergency response services in some parts of the Regional District. The Boards of the Societies are responsible for the day to day operations of the fire department including administration, personnel recruitment, training and management, operating and maintaining vehicles, equipment and buildings and providing advice on operating and capital budgets.

#### COMMITTEE ROLES AND RESPONSIBILITIES:

1. The Committee shall consider information and/or reports from any member of the Committee and may make recommendations where applicable for consideration by the Regional Board,
2. The Committee may review and provide advice to the Regional Board with respect to policies affecting fire and emergency services within the Regional District of Nanaimo.
3. The Committee shall follow up on matters referred to it by the Regional District Board and report back as required.

Topics which may be considered by the Committee include, but are not limited to:

- Communications initiatives and protocols
- Operational guidelines regarding the use of equipment, vehicles and buildings
- Firefighter training standards and training opportunities
- Regulatory bylaws
- Boundary alignments/realignments
- Purchasing
- Capital improvement projects for vehicles, equipment or buildings
- Financial record keeping
- Budgeting
- Selection and Recruitment
- WorkSafe BC issues and orders
- Administrative support
- Mutual Aid/Emergency 911 operations

**MEMBERSHIP:**

- The Electoral Area Director from Electoral Areas C, E, F, G and H
- The Chairperson or Vice Chairperson of each operating Society
- The Fire Chief or Deputy Fire Chief of each operating Society
- General Manager Finance & Information Services
- General Manager, Development Services
- Other Society Board members or Fire department personnel as required from time to time
- Other Regional District staff as required from time to time

**CHAIRPERSON:**

The Chair of the Committee shall be appointed annually by the Chair of the Regional District of Nanaimo from among the Electoral Area Directors.

**MEETINGS:**

1. The Committee shall meet approximately three times per year in the spring, mid-year and fall or as required.
2. There shall be no minimum attendance requirement to establish a forum for conducting a meeting.
3. Decisions of the Committee will be made by consensus whenever possible. If necessary, votes may be taken.
4. Regional District staff will contact each Committee member to solicit topics for discussion prior to agenda preparation.
5. Regional District staff will be assigned to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.
6. No remuneration for participation on the Committee is provided but if Committee activities coincide with meal times, meals will be provided.



# Media Release

FIRE CHIEFS' ASSOCIATION OF BC  
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Coquitlam, BC V3J 4T6  
Phone: 604 492-3080  
Email: [admin@fcabc.ca](mailto:admin@fcabc.ca)

## **BC'S FIRE CHIEFS' APPLAUD OFC TRAINING PLAYBOOK**

For Immediate Release

October 14, 2014 - The Fire Chiefs' Association of British Columbia (FCABC) is pleased to see the official launch of the training Playbook by the Province of BC. The Playbook sets out fire department service level options for local government as well as training standards for firefighters in BC. Developed in partnership with the Office of the Fire Commissioner and the British Columbia Fire Training Officers Association, the Playbook is a vital step in addressing the need for minimum training standards.

FCABC President, Fire Chief Timothy Pley states "Local governments, especially in rural communities, can now consider the level of fire protection needed in their community, taking into consideration the level of service that their community is capable of supporting. That decision can then drive the level of training required for firefighters. Providing training that is congruent with the clearly defined level of fire protection that is provided in each community, improves safety for firefighters and the communities they serve. We applaud the government of British Columbia for taking the lead and bringing this important project to fruition."

The 2009 Public Safety in BC: Transforming the Fire/Rescue Service report outlined 14 recommendations for improving the delivery of fire and rescue services in British Columbia. Eight of those recommendations are addressed through these minimum training standards.

The Fire Chiefs Association of British Columbia represents British Columbia's fire service at all levels. The FCABC advocates for the fire service, works to improve fire protection for British Columbians and visitors, and provides mentorship and educational opportunities to its members, who represent over 300 fire departments in British Columbia.

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For more information contact:

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Media Releases also available at [www.fcabc.ca](http://www.fcabc.ca)



# British Columbia Fire Service Minimum Training Standards

*Structure Firefighters  
Competency and Training*

## **PLAYBOOK**



September 2014

Pursuant to section 3(b) of the *Fire Services Act* of B.C.

## ***Acknowledgements***

The Office of the Fire Commissioner wishes to acknowledge the contributions of the following organizations in the compilation, consultation, evaluation and drafting of the B.C. Fire Service Minimum Training Standards:

Fire Chiefs Association of British Columbia

British Columbia Fire Training Officers Association

Justice Institute of British Columbia

Vancouver Island Emergency Response Agency

College of the Rockies

It was through the efforts of these organizations as well as staff and other individuals within the fire service that this Playbook was created. In moving forward, the Playbook is intended to be a living document that will be periodically reassessed with a view to enhancing or clarifying aspects identified by the fire service.

## 1. Purpose:

To establish minimum standards of training required for fire services personnel in British Columbia. This Playbook sets out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The level of minimum standards that must be met by each fire department is determined by the Service Level provided by a fire department as determined by the Authority Having Jurisdiction that is responsible for that fire department.

## 2. Scope:

This **Playbook** and establishment of the **Service Level** requirement are intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. It is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

This Playbook establishes the minimum standards of training that must be met and does not encompass all roles or functions of the fire service. Some roles and functions will require additional training. This **Playbook** does not preclude the need for fire services to obtain and maintain training in these other roles or functions (example: pump operator).

This document is applicable to any fire service/department in British Columbia that provides fire services and includes municipal fire departments, volunteer fire departments, and fire departments established as a society under the *Society Act* of BC. For the purpose of this document, the term "Authority Having Jurisdiction" or "AHJ" correctly describes local or regional government. It does not apply to provincial Wildfire Management Branch (WMB) resources.

This document and program establishes the minimum standards for the skills and training necessary to perform the role of a firefighter and team leader at each designated level of competency.

This document and program does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Team. **The competencies and/or requirements of these and other specific fire operations functions should be addressed through other applicable training programs and standards.**

## 3. Principles:

Each AHJ must select and declare its firefighting **Service Level** in order for the AHJ to determine which set of minimum standards are to be met. This declared **Service Level** needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;

- the realities of the community in terms of demographics, travel distances, fire hall locations, and staffing models; and
- the ability of the jurisdiction or organization to financially support the operations and meet all applicable safety and operational requirements.

There are three (3) **Service Level** options available under this **Playbook**. Each AHJ must carefully examine what level of service its department is mandated to provide and then meet the appropriate training and operations identified in the competency ladder. Ensuring compliance with minimum standards established in this Playbook is the responsibility of the AHJ.

It is the responsibility of each AHJ to immediately take steps to ensure implementation of the training requirements associated to the **Service Level** selected. The AHJ is responsible to ensure that any training provided internally or by an outside agency, meets the competencies and minimum standards identified in this **Playbook**. As a competency-based program, formal accreditation, while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all competencies, both theoretical classroom and hands-on practical skills, that are identified in the curriculum. Assessments/evaluations of competencies can be carried out by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** and that detailed records of firefighter training and evaluation are maintained.

#### 4. Competencies

The Playbook establishes and describes the minimum competencies required of firefighter roles in the following three (3) categories:

- Exterior Operations Level Firefighter
- Interior Operations Level Firefighter
- Full-Service Operations Level Firefighter

In addition, the Playbook establishes three new fire ground supervisory descriptions related to training competencies. These are:

- Exterior Operations Level Team Leader
- Exterior Operations Level Risk Management Officer
- Interior Operations Level Team Leader

The fire service has a number of well-established officer ranks within its structure. However, use of departmental officer rank identification is not included within this Playbook as they do not necessarily signify an operational role on the fire ground. The supervisory descriptions identified above do not require new “positions” in the department; they simply reflect specific skills and training required to lead a functional crew. Each department must determine the number of these trained individuals required for their AHJ/department.

## 5. Terminology:

### **Team Leader:**

In this **Playbook** the term **Team Leader** is applied to identify the individual, whether they be a firefighter or officer, responsible for a specific crew function at an emergency incident.

*Background: On the fire ground most departments operate in a manner whereby not all activities are supervised by an officer; commonly there are simply not enough officers for all the functions being performed. Usually a functional role being performed, such as ventilation, results in the identification and assignment of a **Team Leader**. This individual may commonly be referred to as the Ventilation **Team Leader**, or some other functional description. Frequently a senior or more qualified firefighter will lead the team, even if they are not of officer rank. This reality is identified and accounted for in this **Playbook**. This terminology also recognizes the reality of elected officers in some department structures who may/may not have advanced operational qualifications or skills.*

**Team Leaders** require a higher degree of competency than those they are supervising. This is a worker safety requirement of WorkSafeBC as well as being operationally sound. This **Playbook** therefore identifies the minimum training competencies required for those individuals who will be assuming **Team Leader** roles within Exterior and Interior Operations Service Level departments.

### **Risk Management Officer:**

The Incident Commander (IC) manages a specific incident in a safe and effective manner, while the Risk Management Officer role ensures that the department has in place Operational Guidelines, training programs and other administrative processes that ensure safe and effective operations at all incidents. In this **Playbook** the term **Risk Management Officer** is applied to identify the individual, usually a senior officer, responsible for ensuring administrative processes are followed to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle. This position does not replace either the Incident Commander (IC) or Safety Officer (ISO) role at a scene.

The **Risk Management Officer** may be the Fire Chief, or they may be another senior officer depending on the composition and structure of the department. Regardless of who performs the role, it is not a single incident function. Individuals may be trained, or assume, multiple diverse roles within a department or during fire ground operations.

## 6. Instruction and Evaluation:

The instruction and evaluation components of this Playbook are detailed within the document. There are clear expectations identified related to training materials, lesson plans, instructional qualifications, evaluation instruments, and training records database management. Training and evaluation can occur via either a 3<sup>rd</sup> party accredited training organization, or “in-house” using non-accredited instructors and evaluators. The decision on the most appropriate method for each department rests with the AHJ.

It is the responsibility of all fire departments/AHJ's to be able to accurately identify, record, edit and report out on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with WorkSafeBC Regulations and any other regulatory requirements.

#### 7. Maintenance Training:

This Playbook identifies the minimum training competencies required of all firefighters at each service level. The maintenance of training competencies is the responsibility of the Authority Having Jurisdiction and it is expected that this will be accomplished through ongoing skills maintenance training and education.

#### 8. Authority to Amend:

The Fire Commissioner is empowered to make minor amendments in the form of corrections or clarifications to the content of the Playbook without approval of the Minister, providing there is no substantive change to the minimum standards outlined. Any other amendments are subject to the approval of the Minister pursuant to section 3 of the *Fire Services Act*. Amendments shall be posted to the Office of the Fire Commissioner (OFC) website.

## Definitions

For the purpose of this Playbook, the following definitions apply:

**Appliances** – various purpose-designed and built devices which can be deployed, to assist in the acquisition and delivery of water flows (e.g. nozzle, wye, gate valve).

**Authority Having Jurisdiction (AHJ)** – for the purpose of this document the AHJ is any local government or other entity or organization that provides fire services in British Columbia

**Basic Firefighter Training Program** – This was a “made in British Columbia” training program designed for firefighters working in fire services that provide only exterior fire suppression practices. The program is based upon the NFPA 1001 training curriculum involving those components which specifically address skills relevant to exterior firefighting only. Firefighters only trained in the Basic Firefighter Training Program are not trained to undertake offensive, interior attacks at structural or other fires and never should do.

**Certification/Accreditation** – is awarded to firefighters trained or qualified to meet or exceed a specific operational standard AND who are successfully evaluated by a third party organization, or by an agency on their behalf.

**Competency/Requirement** – is achieved by firefighters trained or qualified and evaluated to meet the operational requirements of a given standard or program but not necessarily certified by an accredited agency to that standard. Competency is recognized if full training and evaluation records for a given skill performed by the individual firefighter can clearly demonstrate that all identified competency requirements of the standard have been met.

**Exterior Operations** – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment.

**Full Service Operations** – is the **Service Level** that includes activities that are undertaken by firefighters trained in the full spectrum of competencies outlined in the NFPA 1001 *Standard for Fire Fighter Professional Qualifications*.

**Hose** – water hose which is purpose-designed and built for structural firefighting. Size and type must be appropriate to the hazards and intended use.

**IDLH** (Immediately dangerous to life and health) - Is a descriptor commonly used to describe incident conditions that present an immediate threat to a person’s safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air).

**Incident Commander** – is a designated and specifically trained individual responsible for safety, strategies and tactics during any fire service operation.

**Incident Safety Officer (ISO)** – is a trained firefighter with fire ground experience and education in identification of incident hazards before they become issues and capability of generating solutions or direct actions to avoid such hazards.

**Interior Operations** – is the **Service Level** that includes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level**.

**Maintenance Training** – ongoing training provided to firefighters to ensure previously acquired skills, abilities and knowledge are retained at a level sufficient to meet the associated competencies.

**NFPA 1001** - National Fire Protection Association *Standard for Fire Fighter Professional Qualifications*. Pursuant to the *Fire Services Act (BC)* and this **Playbook**, NFPA standards have been identified in British Columbia as the standards upon which all firefighter competency training will be based and evaluated. The most current version of NFPA 1001 must be used.

**PASS Alarm** – Personal Alert Safety System. A purpose-designed and built device worn by a firefighter during operations that quickly identifies and sounds an alarm should the firefighter become incapacitated. PASS Alarms may be incorporated into an SCBA device by manufacturers.

**Personal Protective Equipment (PPE)** – Typically consists of purpose-made and regulated garments for structural firefighting including: protective boots, turn-out coat and pants, balaclava, helmet and firefighting gloves.

**Pumping Apparatus** – a purpose-designed built structural firefighting engine/pumper originally designed and built based upon NFPA 1901 and/or ULC S-515. This vehicle must be capable of delivering water flows to a fire hose and nozzle which are suitable for the hazards present in the community. It must have an on-board initial water supply and capability of drawing water from external sources for extended periods.

**Rapid Intervention Team (RIT)** – a dedicated crew of firefighters, at a minimum trained to conduct Interior Operations as set out in this **Playbook** and assembled within the time frames required under s. 31.23(4) of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, ready to engage in firefighter rescue operations.

**Risk Management Officer** – an administrative position created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of concern include: training program design, training records management, Bylaw management, Operational Guidelines, adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk.

**SCBA (Self-contained breathing apparatus)** - is purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres.

**Service Level** – means Exterior Operations, Interior Operations or Full Service Operations

**Team Leader** – a firefighter or officer trained/qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based, nor necessarily applicable, to a department rank. Requirements are set out in the Standards and Requirements sections of this document.



# Instruction and Evaluation Requirements

Training and evaluation may be administered via 3<sup>rd</sup> party accredited providers, or be done “in-house” by qualified department personnel. The following describes the requirements for “In-House” delivery of **Playbook** training related requirements. If departments choose to utilize a 3<sup>rd</sup> party, providers will facilitate all training and evaluation instruments. It is recommended that departments ensure compliance when organizing training with any 3<sup>rd</sup> party provider to ensure compliance with the competencies required, at minimum.

## 1. Training Materials for departments choosing to train “In-House”

Exterior Operations Level:

- Exterior Operations Level training materials will be those included as part of the Exterior Operations Level Train-the-Trainer curriculum package, as provided by the OFC. Lesson plans, instructional techniques and evaluation tools and instruments are included as part of the curriculum package

Interior and Full-Service Operations Levels:

- Interior and Full-Service Level training materials must be obtained by the fire department from recognized third party instructional material providers such as IFSTA (Essentials), Jones & Bartlett (Fundamentals), or other organizations recognized by the OFC. These comprehensive materials include detailed reference articles, lesson plans, and skill sheets that can be used as a portion of the overall evaluation.

## 2. Instructor Qualification requirements for “In-House” training delivery

Exterior Operations Level:

- The fire service member responsible for the delivery of Exterior Operations Level training to firefighters must be a graduate of a current Train-the-Trainer for the Exterior Operations Level from a program recognized by the Office of the Fire Commissioner of BC. Contact the OFC for a list of qualifying programs.

Interior Operations Level:

- The fire service member responsible for the delivery of Interior Operations Level training programs must possess current NFPA 1001-FF2 Certification. It is optionally recommended that they also be certified as a Fire Service Instructor 1. In addition the individual responsible must ensure the training meets the requirements of *the Occupational Health and Safety Regulation* under the *Workers Compensation Act*, Part 31:

### **31.4 Instruction and direction**

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.

Full-Service Operations Level:

- The fire service member responsible for the delivery of Full-Service Operations Level training programs must possess current NFPA 1001-FF2 Certification **and** certification as a Fire Service Instructor 1. In addition the individual responsible must ensure the training meets the requirements of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, Part 31:

#### **31.4 Instruction and direction**

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.

### **3. Evaluator Qualification** requirements for “In-House” training delivery

Exterior Operations Level:

- Evaluations for the Exterior Operations Level must be conducted as part of the training program and under the direct responsibility of a graduate of a current BC Fire Training Officers Association (BCFTOA) Train-the-Trainer (TTT) program. Evaluation instruments for firefighter skill competencies are included as part of the Train-the-Trainer curriculum.

Interior and Full-Service Operations Levels:

- Evaluations for the Interior Operations and Full-Service Levels must be conducted as part of the training program and under the direct responsibility of a qualified instructor. Evaluation checklists can be obtained from the British Columbia Fire Training Officers Association (BCFTOA). Skill sheets and other basic evaluation tools included within the curriculum materials should be used. In addition, relevant competency evaluations based upon the current NFPA 1001 Standard should be utilized.

### **4. Student Tracking**

Training providers and individual departments are required by WorkSafeBC to track training. Globally, the BCFTOA will voluntarily track all departments utilizing this Playbook as best they can. Departments are strongly encouraged to update the BCFTOA on a regular basis.

### **5. Exams and Skill Sheets**

The BCFTOA can assist in the creation of evaluation tools for all service levels contained within this Playbook. Skills sheets will be available for all levels as well. Evaluation packages will be distributed to individual departments for “in-house” delivery upon request. Third party provider agencies, whose programs have been vetted as compliant with program competencies by the OFC and BCFTOA, are expected to utilize their own internal training and evaluation instruments.

### **6. Bridging and Prior Learning Assessment**

Bridging from one level to a higher one within the Playbook is possible.

Provider agencies have agreed to recognize all graduates of training programs from other providers that meet, or exceed, the core competencies as described in this Playbook and as determined by the OFC. Only the core competencies will be universally recognized. Any materials covered above the core competencies can be evaluated for equivalency by the provider being considered.

Departments that train in-house **and** complete one of the accredited provider agencies evaluation processes will also be accepted by alternative providers.

In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the Fire Chief to put in place any processes whereby the department determines, to their satisfaction, whether the prior learning and competencies of a firefighter meet the required training of that department.

## **7. Important Considerations for local decisions on Service Level and Training**

It is important to recognize that a number of the certification components may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ must identify the competencies that do not have application in their jurisdiction. These areas must be identified in the Service Level Policy Statement and must be reflected in the training program description and evaluation processes.

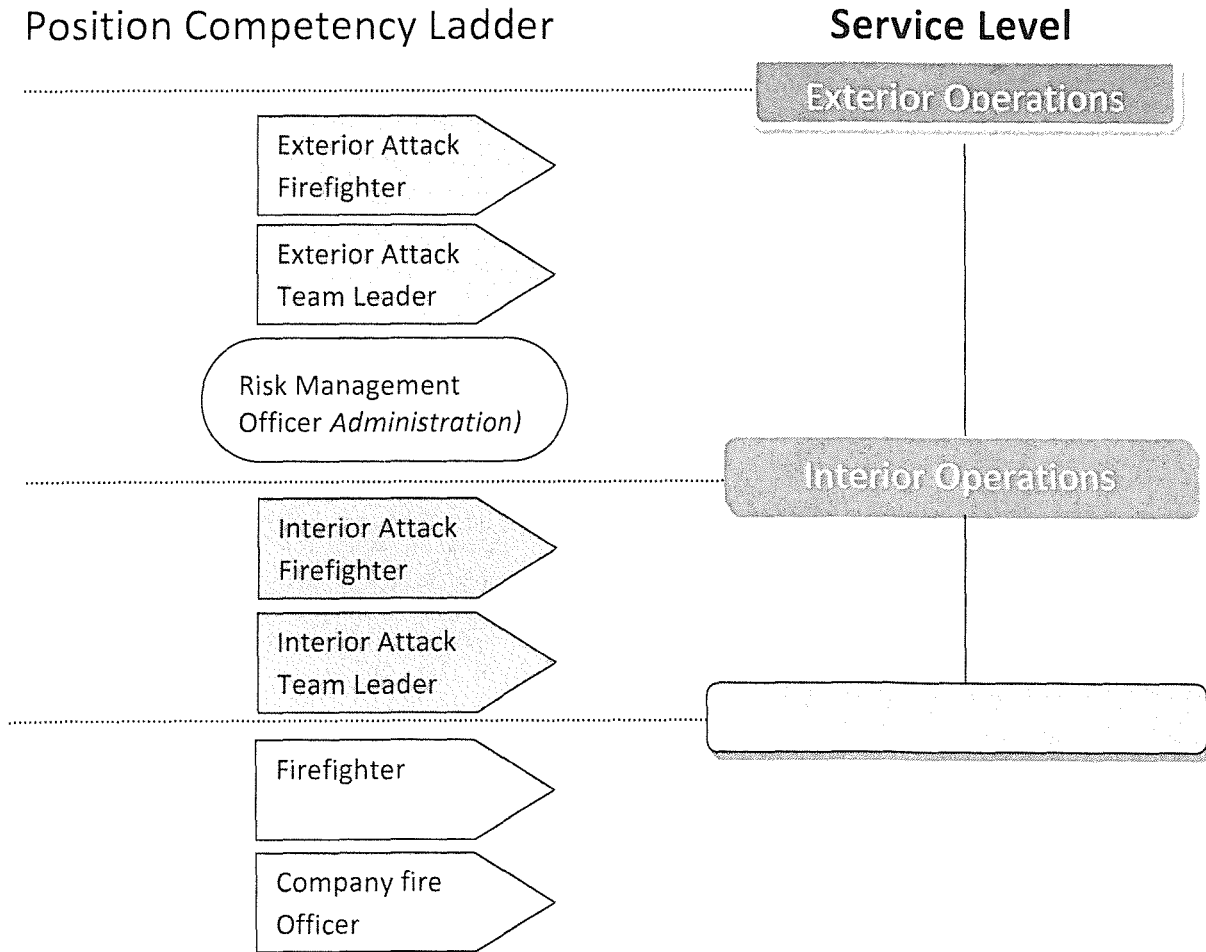
In addition, this Playbook is not an “all encompassing” program: additional training and competency in specific skill areas is required for a department to operate at an emergency incident such as driver training, pump operations, rapid intervention team, incident safety officer and others. These aspects of fire service function are beyond the scope of this Playbook, but are nonetheless still critical areas that must be addressed through training and operational procedure.

# BC Firefighter Competency Matrix

## Requirements

- Determination by the AHJ of the Service Level appropriate to community needs
- Policy Statement describing fire department's authority and Service Level
- WorkSafeBC firefighter coverage in place
- WorkSafeBC safety and functional requirements in place (Eg. firefighter fitness records, Employer/Worker OH&S program representatives, Rapid Intervention Team OG)
- A Training Record recording and retention process which permits ready identification of the current training level and/or certification of each firefighter. It must also provide for retention of all records previously undertaken by every firefighter and kept indefinitely, regardless if they leave the department
- Appropriate equipment and apparatus available to meet the declared Service Level requirements

## Position Competency Ladder



**\*\* Each level in the Competency Ladder has identified requisite minimum training requirements described within this document that must be met.**

	<p><i>The following competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</i></p>	<p>Job Performance Requirements (Exterior Firefighter competencies)</p>	<p>External Operations - Firefighter</p>		
	<p>Emergency Scene Traffic NFPA 1001 5.3.3</p>				
	<p>Safety &amp; Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18</p>				
	<p>PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1</p>				
	<p>Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1</p>				
	<p>Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2</p>				
	<p>Ventilation NFPA 1001 5.3.11, 5.5.1</p>				
	<p>Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2</p>				
	<p>Ladders NFPA 1001 5.3.6, 5.5.1</p>				
	<p>Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584</p>				
	<p>Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000</p>				
	<p>Dangerous Goods or Hazmat Awareness (from NFPA 472)<sup>1</sup></p>				
	<p>Gas &amp; Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism)<sup>2</sup></p>				
	<p>Incident Command System 100 (from BCEMS curriculum)<sup>3</sup></p>				
	<p><b>All of Exterior Operations Firefighter PLUS completion of the following competencies from NFPA 1001 – FF1</b></p>	<p>Job Performance Requirements (NFPA 1001 – FF1 competencies)</p>	<p>Interior Operations - Firefighter</p>		
	<p>Organization, Safety and Communications NFPA 1001 5.2.4</p>				
	<p>RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500</p>				
	<p>Self Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9</p>				
	<p>Search and Rescue NFPA 1001 5.3.9</p>				
	<p>Fire Behavior NFPA 1001</p>				
	<p>Fire Extinguishers NFPA 1001 5.3.16</p>				
	<p>Building Construction NFPA 1001 5.3.11, 5.3.12 (not sure how far the exterior takes the Building Construction)</p>				
	<p>Forcible Entry NFPA 1001 5.3.4</p>				
	<p>Ventilation NFPA 1001 5.3.12</p>				
	<p>Loss Control NFPA 1001 5.3.13, 5.3.14</p>				
	<p>Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19</p>				

All of NFPA 1001 – FF2 competencies (except Hazmat and Medical Response) and with the addition of:	Job Performance Requirements (NFPA 1001 – FF2 competencies)	Full Service Operations - Firefighter
Live Fire Exterior and Interior		
Hazmat Operations ( <i>NFPA core competencies plus 6.6</i> )		

<i>Completion of the Operational Firefighter requirements for either the Exterior or Interior Service Level PLUS the following competencies from NFPA 1021:</i> <sup>4</sup>	Job Performance Requirements (NFPA 1021 – competencies)	Team Leader Exterior & Interior
- Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3		
- Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2		
- Fire ground Accountability NFPA 1021 4.6.1, 4.6.2		
Live Fire – Exterior ( <i>Recommended for Exterior Operations</i> )NFPA 1001 5.3.7, 5.3.8, 5.3.19		
Live Fire Exterior and Interior ( <i>Recommended for Interior Operations</i> )		
<i>Completion of the Team Leader requirements for the Exterior Operations level PLUS the following courses (1 from each area):</i>	One of  One of	Risk Management Officer
Incident Action Planning ( <i>operational</i> ) <sup>5</sup>		
Incident Safety Officer NFPA 1521 6.1 – 6.7.2 ( <i>operational</i> )		
FCABC/LGMA Chief Officer Orientation ( <i>administrative</i> )		
Beyond Hoses and Helmets, or equivalent ( <i>administrative</i> )		
Fire Officer 1 (NFPA 1021)	Job Performance Requirements (NFPA 1021 – competencies)	Company Fire Officer
Incident Command 200		
Fire Service Instructor 1		
Emergency Scene Management (Fireground control)		

**Footnotes:**

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCEMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Recognized program with subject matter covering areas such as strategies and tactics, fire ground command, emergency scene management, or other program acceptable to the OFC

## Exterior Operations Service Level Definition

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident, such as a pot on the stove or electrical outlet fire and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside.

Exterior Operations require at least three personnel to be carried out safely and effectively. A target response time, as applicable and acceptable to the AHJ, should be established.

Exterior Operations Team Leaders are trained to supervise safe exterior operations only. The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the relevant regulations and standards.

The External Operations Level applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

# Exterior Operations Requirements

## Administration

- Policy Statement from governing organization describing authority to operate and mandated service level
- WorkSafe BC coverage in place
- The AHJ must create and retain records of the training taken by each firefighter
- Completion of Exterior Attack Training Requirements

## Equipment

- Personal Protective Equipment (as required by WSBC/NFPA)
- Pumping Apparatus, hose and appliances
- Adequate water supply and flow

## Fire Ground Requirements (WorksafeBC)

- Incident Commander (Supervision)
- SCBA worn for any IDLH atmospheres
- A firefighter must be trained and provided with the appropriate resources/PPE in order to perform the work expected



## Interior Operations Service Level Definition

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include other structures that the AHJ has assessed and pre-planned for such that they determine the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specific to the risks associated with these structures.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafeBC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation* made under the *Workers Compensation Act* (BC)).

Before any entry to a fire-involved structure is made, the fire department must have qualified Team Leaders on scene and ensure that the correct requirement for water and suppression activities can be maintained at all times as per the Incident Action Plan.

Interior Operations require a contingent of personnel on scene to meet the WorkSafeBC *Occupational Health and Safety Regulation* requirements. A target response time, as applicable and acceptable to the AHJ, should be established.

Interior Operations Team Leaders are trained to supervise safe interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the requirements of WorkSafe BC Regulations.

# Interior Operations Requirements

## Administration

- Policy Statement from governing organization describing authority to operate and service level
- WorkSafe BC coverage in place
- The AHJ must create and retain records of the training taken by each firefighter
- Completion of Interior Attack Training Requirements

## Equipment

- Personal Protective Equipment (as required by WSBC/NFPA)
- Pumping Apparatus, hose and appliances
- Adequate water supply and flow

## Fire Ground Requirements (WorkSafe BC)

- Incident Commander (Supervision)
- SCBA worn
- Rapid Intervention Team (RIT) capability (s. 31.23(4) OS&H Reg.)
- PASS Alarm (may be integrated into SCBA)
- A firefighter must be trained and provided with the appropriate resources/PPE in order to perform the work expected

## Full Service Level Definition

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in this **Playbook** to provide a full spectrum of fire services. These services are based on the competencies included within the NFPA Firefighter and Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

Full-service level fire services should utilize Incident Action Plans based on standardized responses for all types of fire suppression activities matched against an established benchmark.

## Full Service Operational Requirements

- Policy Statement from governing organization describing authority to operate and service level
- Worksafe BC coverage in place
- The AHJ must create and retain records of the training taken by each firefighter
- Completion NFA 1001 Firefighter 2 training competencies
- Completion of NFA 1021 Level 1 Fire Officer training competencies

- Personal Protective Equipment (as required by WSBC/NFA)
- Pumping Apparatus, hose and appliances
- Adequate water supply and flow

- Incident Commander (Supervision)
- SCBA worn
- Rapid Intervention Team (RIT) capability (s. 31.23(4) OS&H Reg.)
- PASS Alarm (may be integrated into SCBA)
- A firefighter must be trained and provided with the appropriate resources/PPE in order to perform the work expected

# Playbook Compliance Checklist

(Fire Department Internal Use)

Department Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Fire Fighter Competency and Training Playbook Checklist</b>		
<p>1. Does your local government have a bylaw to establish the fire department or if you are a registered society, do your constitution and bylaws provide the mandate to establish a fire department?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", identify the functions that the fire department is authorized by the local authority to deliver?</i></p>		
<p>2. Is your local authority/registered society registered with WorkSafe BC?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan.</i></p>		
<p>3. Is there a policy statement determining if the fire department will provide either a defensive/exterior or an offensive/interior structure fire attack type for fire suppression?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p>		
<p>4. Is there a policy statement determining the training standards to which the fire department will train?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", what standards have been adopted for the fire department?</i></p>		
<p>5. Who coordinates your department's firefighter training? Please list positions:</p>		
<p>6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p>		
<p>7. Does the training records system maintain records for every members training in perpetuity (their lifetime)?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p>		
<b>Fire Department Service Level Identification</b>	Yes	No
Exterior Operations – Buildings, Vehicles, Dumpsters		
Interior Operations – Simple structures		
Full Service		
<b>Other Comments</b>		

\_\_\_\_\_  
Name of Individual completing the Checklist

\_\_\_\_\_  
Title/Position

## **Training Organizations**

*(Information only)*

The following professional organizations can assist with agency direction and training provider contacts:

**FCABC – Fire Chiefs Association of BC** [www.fcabc.ca](http://www.fcabc.ca)

**BCFTOA – BC Fire Training Officers Association** [www.bcftoa.com](http://www.bcftoa.com)

**OFC – Office of the Fire Commissioner of BC** <http://embc.gov.bc.ca/ofc/index.htm>

**BC Wildfire Management Branch** [www.bcwildfire.ca](http://www.bcwildfire.ca)

**FPOABC – Fire Prevention Officers Association of BC** [www.fpoabc.bc.ca](http://www.fpoabc.bc.ca)

**FNESS – First Nations Emergency Services Society of BC** [www.fness.bc.ca](http://www.fness.bc.ca)

# ***PLAYBOOK – Questions & Answers***

(2014-11-03)

The concepts in the ***British Columbia Structure Firefighter Competency and Training Playbook*** are designed to ensure that appropriate minimum levels of training are established which will make firefighters effective and safe on the fire ground, while being realistic, affordable and attainable. This ***Playbook*** establishes a process under which training requirements are explicitly linked to the level of service being provided. As a fire department develops, or its services expand or evolve, the level of training required will also increase. The selected service delivery level needs to be reflected in the policies guiding the fire department and its training, including where services are provided by a society or other responsible entity. Where there is no local government involved in the delivery of the fire service (e.g., an industrial fire brigade), the entity providing the service must establish such policies. We refer to the party responsible for setting such policies as the “Authority Having Jurisdiction” or “AHJ”.

The following question/answers are provided to help clarify some questions that have arisen. Additional material will be added as necessary from time to time.

## **1. Why was the Playbook created?**

- a. In recognition that many fire departments provide a level of service to their communities that does not require NFPA 1001 level training. The broad scope and application of the previous minimum training standard left many communities in a position of non-compliance with that standard. The Playbook is a direct response to the recommendations of the Fire Services Liaison Group (FSLG) report.

## **2. Who was involved in its creation?**

- a. Fire Chiefs Association of BC
- b. BC Fire Training Officers Association
- c. Office of the Fire Commissioner
- d. Training Providers – Justice Institute of BC, College of the Rockies, Vancouver Island Emergency Response Academy.
- e. Consultation with a variety of other stakeholders during the development process.

## **3. What organization is responsible for oversight and governance of the Playbook?**

- a. Office of the Fire Commissioner.

## **4. Will this result in decreased service levels?**

- a. No. It continues to be the responsibility of the local government (LG) to determine what level of fire service will be provided. The Playbook now permits the LG to clearly identify the specific training that is associated with their chosen level of service. This further allows a more accurate assessment of the resources needed for that service.

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5. **Does it require local or regional government to immediately change the operations of local fire departments to comply?**
  - a. The authority having jurisdiction (AHJ) needs to clearly identify which level of service it is going to provide.
  - b. The AHJ needs to ensure it takes immediate steps to comply with the standard however it is recognized that some departments may not be immediately in compliance in all respects.
  - c. The AHJ needs to demonstrate its due diligence in its actions to achieve compliance. This may include establishing a plan, complete with timeline, to come within full compliance of the new minimum training standard.
6. **It there a transition or grace period?**
  - a. There is no hard deadline to be compliant, in recognition that some departments will require time to meet all of the requirements, however the same comment applies with respect to demonstrating due diligence.
7. **How much will the training cost?**
  - a. This will be dependent upon the level of service selected and the methods of training selected by the AHJ for training delivery.
  - b. The Exterior Operations Level program allows for fire departments to accomplish the Exterior Level through in-house delivery.
  - c. Training can also be taken for all service levels from post-secondary provider agencies (COTR, JIBC, VIERA) or it can be delivered by other departments or contractors authorized to deliver training. Costs will be determined by the training provider and the client department and may vary depending on whether the training selected is accredited or not.
  - d. The Playbook does more clearly define the responsibility of the AHJ to establish an appropriate training budget for their chosen level of service.
8. **What are the penalties if a fire service or local government does not comply?**
  - a. The Minimum Standard was established pursuant to the authority of the Fire Services Act and a failure to comply could result in potential legal liabilities for the AHJ. Communities should consult their own legal counsel and WorkSafe BC for advice in this regard.
9. **Who is regulating compliance?**
  - a. As stated in the standard (Playbook), the AHJ is responsible for ensuring compliance (see page 4).
10. **What organizations are permitted to teach the various levels?**
  - a. Local Fire Departments with the completion of the Exterior Train the Trainer
  - b. JIBC
  - c. College of the Rockies
  - d. Vancouver Island Emergency Response Academy

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- e. other departments or organizations as permitted by accredited agencies or the OFC

**11. How will individuals be evaluated?**

- a. The Exterior program has written and practical evaluation tools within the Exterior Operations Level Train the Trainer, if a fire department wish to use them. Fire departments that have the Train the Trainer will be able to complete the evaluations in house
- b. Provider agencies (JIBC, COTR and VIERA) have provision for evaluation to occur.
- c. There is no requirement for formal certificate level evaluation at any level of the Playbook. The Playbook only requires evaluations that ensure the competencies listed have been achieved. This entire process can be done internally by the department if it so chooses with approval of the AHJ and maintenance of records to substantiate how compliance was achieved.

**12. Who will be keeping the records of the evaluations?**

- a. Records Management is the responsibility of the AHJ, or fire service, as described in the WorkSafeBC Regulations.
- b. The BCFTOA has offered to support local governments/fire departments by use of the fillable documents that the Exterior Operations Level Fire Fighter Train the Trainer program has available.

**13. What level does my department need to train to?**

- a. Level of training is dependent upon level of service. The AHJ determines which level of service is to be provided, and by extension, the level of training.

The AHJ's decision should consider factors affecting that community, which may include:

- local conditions;
- level of service desired by community;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond; the realities of the community in terms of demographics, travel distances, fire hall locations, and staffing models; and
- the ability of the jurisdiction or organization to financially support the operations of a chosen service level and meet all applicable safety and operational requirements.

**14. What local and departmental bylaws or policies/guidelines are required, and why?**

As with any service that is provided, the AHJ should have a bylaw or policy statement that clearly expresses the specific service level to be delivered for the community. This service level must be recognized and included in any guidelines or procedures provided to the fire department. It is the responsibility of the AHJ to ensure this takes place.

**Important Considerations** for local decisions on Service Level and Training

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It is important to recognize that some of the certification components may not be applicable for all jurisdictions (eg. fire hydrants). Therefore, the AHJ may identify if there are competencies that do not have application in their jurisdiction. These areas may be identified in the Service Level Policy Statement and may be reflected in the training program description and evaluation processes.

**15. Whose decision is it to decide what level is needed in our community?**

- a. The authority having jurisdiction (AHJ).

**16. Will this affect our local Fire Underwriters Insurance Grading?**

- a. The Fire Underwriters Survey was consulted in the development of the Playbook.
- b. Unless dramatic changes occur within the operation of the department it is not expected that a change in insurance grading will occur. Local government should contact the Fire Underwriters Survey directly to ensure local conditions and expectations are understood and evaluated, prior to considering changes in level of service.

**17. If we are an Exterior Level department but we have equipment for interior operations and some members are trained for Interior Level, can they go inside?**

- a. The level of service identified establishes the minimum training to provide those types of action with the level. Departments that train to a higher level and are properly equipped, could operate at a higher level, providing: (1) That decision to provide an additional Level of Service is made by the AHJ and described within the appropriate bylaw or policy statement, (2) the personnel operating in such a situation are trained in accordance with the requirements of the Playbook, and (3) at all times, the requirements of WorksafeBC must be met before any such action can occur.
- b. In the event that an AHJ envisions a fire department being able to, at times, provide Interior Operations level service, the AHJ should permit that level of service within their bylaw or policy statement, and an operational guideline should be implemented that restricts interior operations to only those situations where necessary resources are assembled to enable interior operations.

**18. What is expected of an Exterior Level fire service?**

**Exterior Operations** – Is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment.

**19. What types of structures does the Interior Level apply to?**

**Interior Operations** – Is the **Service Level** that includes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of

fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level**. Interior Level operations are restricted to simple structures, and isolated more complex ones with a pre-existing, documented and comprehensive pre-incident plan that has been trained to and practiced by all members who would make entry.

**20. What happens to the old Standard issued by the Province?**

- a. The previous standard establish January 1, 2003 has been rescinded and is no longer in effect.

**21. What about all the other fire service roles, such as Incident Commander, Safety Officer, driver/operator, etc?**

The Playbook only addresses the role of base firefighter skills for all the specific service levels. It does not, and is not intended to, provide direction or training materials for other specific skill roles necessary on the fireground. There are many other specialty roles - some examples are described below – that are also required in some manner and are the responsibility of the local jurisdiction/fire department to identify and train to using outside or internal resources and expertise.

**As defined in the Playbook;**

**Team Leader** – a firefighter or officer trained/qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based, nor necessarily applicable, to a department rank. Requirements are set out in the Standards and Requirements sections of this document.

**Incident Safety Officer (ISO)** – a trained firefighter with fire ground experience and education in identification of incident hazards before they become issues and capability of generating solutions or direct actions to avoid such hazards.

**Risk Management Officer** – an administrative position created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of concern include: training program design, training records management, Bylaw management, Operational Guidelines, adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk.

**22. Is the Basic Firefighter program equivalent? Do I need to re-take the Exterior Level training?**

- a. The Basic program is applicable to the Exterior Level but there are a few additional competencies to be completed.
- b. Other programs from other provider agencies may also be equivalent. Check with your contract agency and/or the Office of the Fire Commissioner to be sure.

**23. What happens to the Basic Firefighter Program now?**

- a. The Basic program belongs to the JIBC Fire and Safety Division. What happens now to the Basic Program is a decision for the JIBC Fire & Safety Division.

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- 24. If I am a trainer for the Basic Program can I teach Exterior Level?**
- You can teach the Exterior level.
- 25. Do the programs that were taught by the JIBC, College of the Rockies or VIERA still exist?**
- Yes each provider has levels of the NFPA 1001 Fire Fighter I and II if fire departments want to use or continue to use these programs they should confirm with the Provider
  - These Providers may also have programs that can be taken that meet the requirements of each Service Level in the Playbook. Check with them directly.
- 26. Can my training transfer to other Provinces?**
- Non-accredited may, but should be checked for each circumstance.
  - Accredited training/certification levels that are completed with a recognized Provider agency should have no issues from Province to Province based on the NFPA 1001 criteria.
- 27. Where do I get training materials to instruct the Exterior program in house?**
- Train the Trainer qualified instructors can obtain the materials for the BCFTOA.
  - NFPA materials can be purchased from IFSTA or Jones and Bartlett or Book Stores, or other training Providers.
- 28. Will I get a certificate? Will it be recognized by other departments/organizations?**
- Provider agencies typically provide certificates of some kind, but clients should check with the provider to be sure.
  - If an Exterior Operations Level Fire Fighter wants to have a certificate the department needs to produce the records as per the provided form that the written and practical applications and other training courses have been completed, and the BCFTOA will issue a certificate.
- 29. Does an Incident Commander have to have Fire Officer 1?**
- The Team Leader is required to meet the competencies of Fire Officer 1 but the Playbook does not address the requirements for other positions such as Incident Commander. Those requirements would be determined by the AHJ.
- 30. We have existing instructors/evaluators for our 1001 program delivery, will they be granted equivalency?**
- Qualified instructors/evaluators remain qualified as long as the agency that approved them continues to accept their credentials.
- 31. How do I get the training materials for the Exterior Level?**
- Visit the BC Fire Training Officers website for course registrations and for questions regarding materials contact: [admin@bcftoa.com](mailto:admin@bcftoa.com)

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**32. I see there is reference to “Live Fire Exterior” what is that referring to?**

Where the term “Live Fire Exterior” was used, that is not the best description as it implies a ‘live firefighting course’ which is not the intent. Overall, the various JPR’s that are listed in each level are broken out into categories that they are related to, however, as a whole the level contains JPR training related to knowledge to fight exterior fires, but not a live course. Similarly, in the Interior level there are JPR’s listed that equate to live fire training but they are broken out into the various subject categories. When the first amendments to the Playbook are undertaken the wording will be clarified to make this aspect easier to follow.

**33. Who is the AHJ where the local government has contracted with a society to provide fire protection services?**

The Local Government.

**34. Who is the AHJ where an unincorporated group is providing fire services, not supported by a local government structure?**

Under definitions; “...the AHJ is any local government or *other entity or organization* that provides fire services in British Columbia” (*italics added*)

**35. If my department is “Interior Operations” level, what happens if we show up to a scene and we don’t have enough personnel qualified at that level present?**

As with any incident you are limited by the qualifications of the personnel present in terms of what action can be undertaken. If you don’t have enough Interior trained personnel to effect an interior attack then you revert to defensive operations. One incident response does not define the service level of the department. The service level that is declared is the one you must train to meet and you must have the administrative components in place supporting that decision. Notwithstanding that commitment it is always possible to be faced with an incident where your resources (i.e. specifically trained staff) are not available in sufficient numbers, which requires a modified response.

**36. Who do I contact if I have more questions?**

**a. Office of the Fire Commissioner**

Bob Cooper, Fire Service Advisor  
email: [bob.cooper@gov.bc.ca](mailto:bob.cooper@gov.bc.ca)  
250-952-4307

**b. BC Fire Training Officers Association**

Executive Administrative Assistant  
Cinnamon Phillips  
PO Box 415  
Parksville BC V9P 2G5  
Business: 250-586-7717  
Cell: 250-228-8834  
Email: [admin@bcftoa.com](mailto:admin@bcftoa.com)

*This document is intended to assist in the understanding of the interpretation and requirements of the B.C. Fire Service Minimum Training Standards (“Playbook”). It is not intended to provide legal advice and should not be relied upon as such.*

Alternatively, the following organization may be able to assist

**Fire Chiefs Association of BC (FCABC)**

Christine McLenan - Administrator

871 Oakview Street

Coquitlam, BC V3J 4T6

Phone: 604 492 3080 Fax:

Cell: 604 369 3080

email: [admin@fcabc.ca](mailto:admin@fcabc.ca)

REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. XXXX

A BYLAW TO ESTABLISH RULES  
FOR THE ADMINISTRATION AND REGULATION  
OF FIRE PROTECTION WITHIN THE  
XXXXXXXXXX FIRE PROTECTION SERVICE

**WHEREAS** by Section 798 of the *Local Government Act*, the Board has all necessary powers to do anything incidental or conducive to the exercise or performance of any power, duty or function conferred on a board or regional district;

**AND WHEREAS** under Section 522 of the *Local Government Act* a Board may by bylaw, make rules respecting the authority of the fire chief and deal with any matter within the scope of the *Fire Services Act* in a manner not contrary to that Act or the regulations under it;

**AND WHEREAS** the Board of the Regional District of Nanaimo deems it necessary to make rules for the provision, operation and administration of the service established for fire protection, prevention and suppression and the provision of assistance in response to other classes of circumstances that may cause harm;

**NOW, THEREFORE**, the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

1. **Repeal of Prior Bylaw**

“Regional District of Nanaimo (xxxxxxxxx) Fire Services Regulatory Bylaw No. xxxx, xxxx” is hereby repealed.

2. **Title**

This bylaw may be cited as the “xxxxxxxxxxxxxx Regulatory Bylaw No. xxxx, 2012”.

3. **Interpretation**

In this bylaw unless the context otherwise requires:

“**Apparatus**” means any vehicle provided with machinery, devices, equipment or materials for the purpose of fire protection and assistance response as well as vehicles used to transport fire fighters or supplies.

“**Building Code**” means the Building Regulations of British Columbia as amended from time to time.

“**Equipment**” includes any hoses, tools, contrivances, devices or materials used by the fire department to combat an Incident.

“**Fire Chief**” means the Fire Chief of the Fire Department or his/her authorized agent.

**“Fire Code”** means the National Fire Code of Canada 2005 adopted as the British Columbia Fire Code or such other code as may be from time to time designated as the British Columbia Fire Code pursuant to the *Fire Services Act*).

**“Fire Protection”** means all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-planning, fire investigation, public education and information, training or other staff development and advising and response to Incidents.

**“Fire Department”** means a fire department operating within the Service Area under the direction of a Society that by contract with the Regional District provides Fire Protection within the Service Area.

**“Incident”** includes fire prevention and suppression and attending fires for the purpose of containment and extinguishment of a fire and to provide assistance to persons and animals; and other classes of emergency as follows:

- (a) explosion or risk of explosion;
- (b) flood, tempest, earthquake, landslide, tidal wave or other natural event;
- (c) building collapse
- (d) motor vehicle or other accident;
- (e) spill, release or leak or risk of spill, release or leak of a substance capable of injuring property or the health and safety of a person;
- (f) an emergency declared by the Regional District under Section 798.1 of the *Local Government Act* or as otherwise declared under the *Emergency Program Act*;
- (g) first response to medical emergencies;
- (h) rescue operations;
- (i) responses under authorized mutual aid agreements [REVISED WORDING FOR GRAMMAR]

**“Member”** means a person that is so designated in accordance with the rules established for the selection and appointment of Members by an operating Society providing Fire Protection services under contract to the Regional District.

**“Mutual Aid Services”** means assistance response pursuant to an agreement between the Regional District and another public authority.

**“Occupier”** includes a person having a right to use land or a building under a license or permit.



**“Officer”** means a Member that is so designated in accordance with the rules established for the selection and appointment of Officers by a Society providing Fire Protection services under contract to the Regional District and who is given specific authority to assist the Fire Chief in his/her duties.

**“Public Fire Hydrant”** means a fire hydrant operated and maintained by the Province, a regional district, a municipality, an improvement district or a Society or a fire hydrant located on:

- (a) a public highway or right of way;
- (b) provincial, regional district, municipal or improvement district property; or
- (c) an easement or statutory right of way in favour of the Province, a regional district, municipality or improvement district for the purpose of installing and maintaining the water distribution system.

**“Regional District”** means the Board of the Regional District of Nanaimo or any committee or commission established by the Board of the Regional District of Nanaimo with responsibility for fire services matters.

**“Service”** means the service of fire protection and assistance response established by Regional District of Nanaimo Bylaw No. xxx, xxxx and all subsequent amendments.

**“Service Area”** means the boundaries of the Service(s) established under Regional District of Nanaimo Bylaw(s) No. xxxx and all subsequent amendments.

**“Society Board”** means a society incorporated under the laws of British Columbia and in good standing, having as its purposes fire protection and suppression and response to other classes of incidents.

#### 4. **Jurisdiction**

- (1) A Fire Department shall not respond beyond the boundaries of the Service Area:
  - (a) without the express authorization of a written contract or agreement providing for the supply of fire fighting and assistance response services outside the boundaries of the Service Area; or
  - (b) without the express authorization of the Regional District; or
  - (c) unless an emergency is declared under Section 798.1 of the *Local Government Act* or under the *Emergency Program Act*.

5. **False Representation**

- (1) No person who is not a Member shall represent himself or herself as being a Member.

6. **Authority of Fire Department Members**

- (1) Officers and Members shall carry out duties and responsibilities assigned by the Society Board in accordance with its agreement with the Regional District.

7. **Fire Chief**

- (1) The Fire Chief is authorized to:
- (a) administer this bylaw;
  - (b) act as the Local Assistant to the Fire Commissioner, if so approved by the Fire Commissioner and be responsible for the enforcement of the Fire Code.
  - (c) organize or establish programs and policies designed to inform the public or specified classes of the public, on matters regarding fire safety, use of flammable materials, prevention, containment or suppression of fires or other circumstances that may cause harm to persons or property and escape from fires or other classes of circumstances that may cause harm to persons or property;
  - (d) enter onto any land or premises during normal business hours or at any other reasonable time to inspect conditions which may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire subject to (j) below;
  - (e) the right of entry under 3(i) with respect to private property is subject to the provisions of Section 16 (5) of the Community Charter which requires any of the following:
    - (a) the Occupier of private property consents;the Fire Chief or the Regional District has given the Occupier at least 24 hours written notice of the entry and the reasons for it;the entry is made under the authority of a warrant under this or another Act;
    - (b) the person exercising the authority has reasonable grounds for believing that failure to enter may result in a significant risk to the health of safety of the Occupier or other persons
    - (c) the entry is for the purpose to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to this bylaw
  - (f) make orders or take measures to ensure that flammable material is:
    - (a) removed from land or premises;
    - (b) removed to another part of land or premises;
    - (c) rendered harmless or suitably safeguarded against fire by requiring the placement and maintenance of barricades or the posting of "No

Admittance” signs or the placement of locks on doors or windows or any combination of these;

- (g) order the demolition of buildings, structures or improvements or the destruction and clearing of materials, vegetation or debris to prevent the spreading of fire.

## 8. **Conduct at Incidents**

- (1) The Fire Chief or in his or her absence, the senior ranking Officer or Member present, shall have control, direction and management of all Fire Department apparatus, equipment or personnel assigned to an Incident and where the Member is in charge, he/she shall continue to act until relieved by a senior Officer.
- (2) No person shall in any way obstruct or interfere with any Member of the Fire Department or any other person assisting or acting under the direction of the Fire Chief or Member in charge at any Incident.
- (3) Where the Fire Chief or Member in charge at an Incident is of the opinion that there is imminent and serious danger to life or property, or that panic is imminent in an emergency arising from an Incident, he or she is authorized to do one or more of the following:
  - (a) order or cause people to be removed from a building or an area;
  - (b) order or cause the evacuation of a building or area;
  - (c) call upon a peace officer to assist and to provide security to an evacuated area;
  - (d) obtain assistance from other persons as he or she considers necessary or advisable in order to discharge his or her duties and responsibilities under this bylaw
  - (e) make one or more orders or take one or more steps he or she considers necessary or advisable to remove a hazard or risk;
  - (f) establish lines marked by tape, rope, guards, barricade or similar means;
  - (g) request persons who are not Members to assist in whatever manner he or she considers necessary to deal with the Incident, including removing furniture, goods and merchandise from any building on fire or in danger of catching fire and in guarding and securing a building, in demolishing a building structure at or near the fire or other Incident;
  - (h) assume control of privately owned equipment that he/she considers necessary to deal with an Incident without the consent of the owner;

- (i) enter onto or order Fire Department Members to enter onto any property or into any premises and damage, break up, remove or destroy any part or parts of any premises including any buildings, structures, improvements or vegetation on any premises, when the Fire Chief or Member in charge at an Incident is of the opinion that there is imminent and serious danger to life or property arising from a fire, fire hazard or risk of explosion;
- (4) The Fire Chief or the Member in charge at an Incident is authorized during the Incident to enter, pass through or over buildings or property adjacent to an Incident and to cause Members of the Fire Department, Apparatus or Equipment of the Fire Department to enter or pass through or over buildings or property, where he or she considers it necessary or advisable to gain access to the Incident or to protect any person or property.
- (5) No person shall, except with the permission of the Fire Chief or the Member in charge at an Incident, be permitted to enter any burning building or structure, or within the lines established by the Fire Chief or the Member in charge which are marked by tape, rope, guards, barricades or similar means .
- (6) No person shall drive, push or pull a vehicle of any kind over Fire Department Equipment without the permission of the Fire Chief or the Member in charge at an Incident.
- (7) No person shall damage, destroy, obstruct or interfere with, impede or obstruct or interfere with the operation of any Fire Department Apparatus or Equipment.
- (8) No person shall place or maintain any object or matter on a sidewalk or highway which interferes with free access or approach to any Public Fire Hydrant, or Stand Pipe or cistern or body of water required for designated for firefighting purposes, for a distance of 7.6 metres (25 feet) on either side of the hydrant, standpipe, cistern or body of water.

9. **Parking Prohibited**

No person shall park or leave a vehicle within 7.6 meters (25 feet) of a Public Fire Hydrant or Standpipe.

10. **Open Flames Prohibited**

- (1) Where, in the opinion of the Fire Chief, open flames may create a fire, risk of fire or explosion hazard, the Fire Chief may prohibit open flames in a building used for public assembly purposes including but not limited to a theatre, public hall, assembly hall, dance hall, school auditorium, skating rink, arena, or place used for public amusement, sport or public assembly or any structure or open space in which combustible materials are handled, stored, manufactured or sold.
- (2) Where, in the opinion of the Fire Chief, open flames should be prohibited to prevent a fire, risk of fire or explosion hazard, he or she may give notice in writing to require the owner or Occupier as the case may be, of premises identified in 10(1) to post suitable signs that open

flames are prohibited in or about such premises or buildings and the owner or Occupier of the premises as the case may be shall prohibit open flames as ordered.

- (3) For the purposes of this section an open flame shall include the flame from a lighter, candle, sparkler, lighted stick or flame of any kind which is not enclosed in a shade or other non-combustible guard.

#### 11. **Maintenance of Premises**

- (1) An owner or Occupier of real property in the Service Area shall remove any matter or thing in or about any building or structure, which, in the opinion of the Fire Chief, is a fire hazard or increases the danger of fire.
- (2) An owner or Occupier of real property which is an unoccupied or abandoned building or structure shall secure the building against entry by unauthorized persons.
- (3) No owner or Occupier of any building or structure shall allow any paper, wood, debris or other combustible rubbish or material to accumulate within or around a building or structure or upon the roof of the building or structure, which could contribute to or cause a fire or a risk of fire to buildings or other property.
- (4) Subsection 3 does not apply to:
  - (a) firewood in reasonable amounts having regard to the firewood needs of the owner or Occupier of the building or structure
- (5) Any person who makes, uses or has charge of shavings, paper bags, litter or other combustible material shall, at the close of each day, ensure that they are safely stored or disposed of so as to be safe from fire.
- (6) No person, in that part of any building where there is an accumulation of hay, straw, shavings or other readily flammable material, or liquids, shall smoke, or have in their possession any lighted pipe, cigar or cigarette, shall not light or carry any open flame or light not enclosed in a shade or other non-combustible guard.
- (7) No person shall deposit any ashes or allow any ashes to be deposited or remain:
  - (a) in any combustible container;
  - (b) on the floor of any building; or
  - (c) in any metallic container which is within 300 mm (12 inches) of any woodwork or any other combustible material.
- (8) No person shall deposit, or allow or cause to be deposited, any paper, straw, hay, shavings or other combustible or flammable material or thing, in or among any ashes or other materials or things taken from any stove, furnace, or fireplace.

- (9) No person shall keep any waste, rags, papers, or other substance liable by spontaneous combustion to cause fire, except in a container made of metal or other non-combustible material and with an air-tight top or lid of the same type of material.

12. **Public Fire Hydrants**

An owner of a Public fire Hydrant or Standpipe purposes shall keep the Private Hydrant in good working order , clearly identify the location of the Public fire Hydrant clear of ice, snow, shrubs, trees, structures and other obstructions. If said Public Fire Hydrant is out of service for repair or not yet in service it shall be wrapped in XXXXXXXXXXXXXXXXXXXX.

13. **Chimneys, Stovepipes, Flues, Furnaces**

- (1) No owner or Occupier of any building shall permit any chimney, stovepipe or flue to remain in any condition which may cause or create a fire hazard.
- (2) Every owner or Occupier of any building shall keep all openings in any chimney in such buildings, while such openings are not in use, closed by a proper stopper of metal or other non-combustible material.
- (3) Where he or she considers it necessary or advisable, the Fire Chief or his or her designate may examine any chimney, flue, fireplace, hearth, oven, furnace, heater, boiler, stove, stem-pipe, funnel or any other equipment deemed to be a fire hazard.
- (4) Where any chimney, flue, fireplace, hearth, oven, furnace, heater, boiler, stove, steam pipe, funnel or any other equipment is found to be a fire hazard or increases the danger of fire, the Fire Chief shall notify the owner or Occupier of the building of the condition and indicate the remedy and the time within which the condition shall be remedied.

14. **Fire Escapes**

- (1) Each storey above the ground floor of any building used as a school, hotel, duplex, multi dwelling unit building, personal care or care services building, resort condominium development or place of public assembly as those are defined in Bylaws No. 500 or Bylaw No. 1285 as amended from time to time and as the case may be, shall be provided by the owner with an adequate fire escape or adequate fire escapes, and the owner, and the Occupier, if any, shall maintain the same in good repair and condition.
- (2) No door to any exit leading to a fire escape in any building shall be closed or fastened except with a standard panic or exit bolt, which may be readily opened without the aid of a key or other device.

**15. Flammable Liquids**

- (1) Except as authorized in writing by the Fire Chief, no person shall store or keep flammable liquids except in a container that meets applicable regulatory standards.
- (2) Except in a place especially provided for the purpose and/or approved by the Fire Chief, it shall be unlawful for any person to keep, store or use any combustible or explosive or flammable compound, liquid or material in any part of a building used or maintained as a school, hotel, duplex, multi dwelling unit building, personal care or care services building, resort condominium development or place of public assembly as those are defined in Bylaws No. 500 or Bylaw No. 1285 as amended from time to time and as the case may be.

**16. Notices**

- (1) Where, in the opinion of the Fire Chief, any fire hazard condition exists or any unoccupied building or structure is not properly secured, the Fire Chief may give written notice to the owner or Occupier at their last known address or the address that appears on the registered title for the land or by posting a notice in a conspicuous place on the building, structure or premises.
- (2) In any notice under this section, the Fire Chief shall indicate the nature of the condition to be remedied, and the time within which the owner or Occupier must comply.

**17. Enforcement**

- (1) Any person who violates any provision of this bylaw commits an offence and is liable upon conviction to the penalties provided in the *Offence Act*.
- (2) Where any violation continues, each day of which it continues shall be deemed to be a separate violation for the purposes of prosecution under this bylaw.

Introduced and read three times this day of \_\_\_\_\_, 2012.

Adopted this day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DIRECTOR, CORPORATE SERVICES