



# A PRACTICAL GUIDE TO FIRE PROTECTION



Indigenous Services  
Canada

Services aux  
Autochtones Canada



Canada 

# PREFACE

This document is intended as a reference tool to provide First Nations with information on accessing resources to plan and implement an effective, sustainable Fire Protection Program. As Indigenous Services Canada (ISC) Policies and processes change from time to time and this Guide may be updated accordingly. We encourage you to send us your ideas and comments to keep this document current, relevant and useful over time.

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# INTRODUCTION

This guide provides various fire protection options for communities in support of enhancing their existing capacity or to develop a basic level of fire protection capacity based on their current circumstances. It also provides information to First Nations on-reserve with options for accessing fire protection funding resources from Indigenous Services Canada (ISC).

Fire protection on-reserve is delivered by residents, community members, First Nations' fire departments or through Municipal/Mutual Type Service Agreements (MTSA) with neighbouring local governments.

In 2015, INAC developed a three tiered approach to fire protection. The intent of each Tier is to detail a series of activities or steps to support the enhancement of the overall level of fire protection within First Nations' communities.

The tiered approach works as a continuum. In some instances, communities may have existing Fire Departments, including assets from previous years that were established prior to the Tiered Approach being implemented. Therefore, it is recommended that these communities work to establish Tier 1 and 2 programs/activities in order to further support their Fire Departments' capacity.

First Nations that do not already have existing Fire Departments, including assets, and wish to explore resourcing requirements for establishing a fire department, are recommended to work towards establishing operational and sustainable Tier 1: Home Fire Protection and Tier 2: Community Fire Protection programs prior to considering submitting a request for a Fire Department.

No fire protection program can be sustained over time without Chief and Council's on-going support and involvement. Chief and Council are also key in encouraging and empowering their community members to be active participants in the community's fire protection strategy and programs, including public education and awareness.

Therefore, Chief and Council are recommended to consider the requirements for a fire department capacity, recruitment and on-going costs of operations and maintenance. The information provided in this guide will support them in determining their community's capacity for ensuring the longer term sustainability of a fire department

## Did you know?

**FIRE PROTECTION** *refers to measures taken to prevent, detect and reduce the impact of an uncontrolled fire to save lives and property.*

**FIRE SUPPRESSION** *refers to putting out a fire and keeping it from spreading.*



**MODULE**

**1**



**FIRE  
PROTECTION  
TIERS**

## ISC BC Region's Fire Protection Tiers

### Tier 1: Home Fire Protection

Addresses fire safety activities that have the greatest potential for preventing fires and saving lives. For example, providing educational and awareness tips and tools, installation of smoke and carbon monoxide detectors household fire safety and escape plans, fire extinguishers, et cetera.

Focusses on enhancing fire safety education and awareness in communities, including the negotiation of an MTSA (if possible) for fire protection services. This tier emphasizes community activities such as public education and community fire prevention and maintenance programs that require a greater degree of community organization and support in order to be effective.

### Tier 2: Community Fire Protection

### Tier 3: Fire Departments

The capacity of community Fire Departments' is further enhanced when sustainable Tier 1 & 2 prevention activities have been established. This tier highlights several factors such as capacity, recruitment and ongoing operations and maintenance to ensure the long-term sustainability of a fire department.

## Tier 1: Home Fire Protection

Tier 1 emphasizes activities to enhance individual home fire safety, focussing on fire prevention in the home as well as the development of alerting mechanisms for occupants in the event of a fire. According to a number of studies, modern homes burn more quickly and occupants have less than five minutes to escape once a fire starts. Home fire safety programs have the greatest potential to save lives.

Critical considerations for home fire protection should include nominating a Fire Safety Champion, including a team of volunteers to implement a comprehensive Home Fire Safety Program. The program should include, but is not limited to, annual visits to each home to inspect, service or install the items listed below [for a complete list, please refer to Appendix A (Home Fire Safety Checklist) and B (Tier 1, 2 & 3's best practices/key considerations)].

### Did you know?

*Over 20,000 smoke alarms have been distributed to BC First Nations homes through the Smoke Alarm Initiative!*

*Check out the #BeFireSafe campaign at:*

*[www.afac-acpi.ca/  
FirePrevention](http://www.afac-acpi.ca/FirePrevention)*

- Install smoke alarms above all sleeping areas. Test them regularly and replace them after 10 years of operation to prolong their long-term effectiveness.
- Service, clean and adjust all furnaces and boilers heated by flame (e.g., fuel oil, gas, wood pellets, et cetera) once a year. Install carbon monoxide detectors.
- Place a working fire extinguisher in every kitchen and check it annually.



## Tier 2: Community Fire Protection

Tier 2 addresses fire protection measures that require a greater degree of community organization and involvement to implement, such as public education and community awareness sessions. This Tier may also involve establishing effective community fire safety programs and administering the delivery of fire protection services through an MTSA.

Everyone in the community should be familiar with the community's emergency communication systems and fire safety procedures to protect themselves and their neighbours from fire. Community members should be aware of the fastest and safest way to leave any public building in the case of a fire.

Critical considerations should include, but are not limited to the following (for a complete list, please refer to Appendix B Tier 1, 2 & 3's best practices/key considerations):

- Execute a Band Council Resolution (BCR) or Fire Bylaws that outline roles, responsibilities, fire service standards and delivery of fire protection programs.
- Regular workshops with Chief and Council, Administration, Fire Chief or Fire Safety Champion to plan fire protection programs and establish roles and responsibilities for all leaders in those programs.
- Acquire fire insurance for all buildings; investigate Fire Underwriter Survey supported initiatives and practices that could reduce insurance premiums (<http://optaintel.ca/Solutions/Fire-Underwriters-Survey-FUS>).
- Name all streets and provide all buildings and residences with numbering that is clearly visible from the street.
- Where possible, establish a 9-1-1 or other emergency communication dispatch system on-reserve (for police, fire and ambulance service). Consider a community-wide emergency warning system (e.g., siren).
- Ensure fire safety equipment in all public buildings is operational (e.g., sprinklers, alarms and detectors) and that proper evacuation procedures are posted in all public areas.

## Did you know?

### **The First Nations Emergency Services Society (FNESS)**

*offers workshops on Leadership, Governance, Public Fire Safety Education and on how to start a Community Fire Prevention Program.*

*Check out their website at:  
[www.fness.bc.ca](http://www.fness.bc.ca)*



## Municipal/Mutual Type Services Agreements (MTSA)

MTSAs are an option for delivering community fire protection services and a great alternative for a community who does not have the capacity to operate and maintain a fire department. Fire protection services are purchased from a neighbouring First Nation community or local government on a fee-for-service basis or other mutually agreed to terms. The service agreement should clearly identify the following:

- The level of service provided (e.g., quality, quantity, frequency of service and any limitations on the service).
- The rate or amount to be paid for the service and how that rate or amount is determined.
- The length of the agreement and provisions for renewal.
- The geographic area served by the fire protection service.
- Roles and responsibilities for all aspects of the service delivery (e.g., construction, asset renewal, operations and maintenance, communications).
- Clauses for the suspension of services, termination and notification provisions.
- How future growth and development will be serviced.
- How differences and disputes will be addressed.

If you are considering whether a fire protection services MTSA is right for your community or are in the early stages of the negotiation process, please refer to the *“Pathways to Service Delivery: A First Nations’ Guide to Developing and Re-negotiating Municipal Services Agreements”*, which can be found at [www.pathwaysforservice.ca](http://www.pathwaysforservice.ca).

For service agreement templates and other resources to support the development of MTSAs, please refer to the Federation of Canadian Municipalities’ First Nations – Municipal Community Infrastructure Partnership Program at [www.fcm.ca/home/programs/community-infrastructure-partnership-program.htm](http://www.fcm.ca/home/programs/community-infrastructure-partnership-program.htm).

Critical considerations should include, but are not limited to the following (for a complete list, please refer to Appendix B Tier 1, 2 & 3’s best practices/key considerations):

- Regular meetings with your service provider’s staff to discuss service issues, changing service needs and any other issues. These should be pre-scheduled meetings so that everyone knows when to expect them.
- Elected representatives should meet at least annually to discuss the success of the MTSA between the communities, how to improve it and how to address any new opportunities.
- Develop processes to ensure that services are being delivered as agreed and that payments are made as agreed.

## Tier 3: Fire Departments

The average set-up costs for a BC First Nations' own fire department is approximately \$1M to \$3.5M for the fire hall, truck, equipment and start-up training. This does not include the on-going costs for operations and maintenance.

Critical considerations should include, but are not limited to the following (for a complete list, please refer to Appendix B Tier 1, 2 & 3's best practices/key considerations):

- Determine the level of fire protection service your fire department should provide (e.g., residential fire suppression, first responder, road rescue etc.). Note that ISC provides capital and operations & maintenance funding for exterior attack fire suppression activities only.
- Execute a Fire Service BCR/Bylaw confirming fire service standards, delivery of fire protection programs, and policy and procedure guidelines.
- Develop a Maintenance Plan detailing schedules to maintain the fire hall and keep the fire truck and all equipment serviced and operational.
- Train Fire Chief and Assistant Fire Chief in the operations and management of an "Exterior Attack" level Fire Department.
- Keep a roster of trained firefighters; confirm the minimum anticipated to be available at any time to respond to a fire; match the equipment inventory to the minimum crew size.
- Train all firefighters and officers to a minimum of Basic Exterior Attack Firefighter certification [such as the training provided by FNESS, Justice Institute of British Columbia (JIBC) and other accredited organizations and implement training programs for all new firefighter recruits.
- Appoint a Fire Chief to direct fire department operations (e.g., recruitment, training, succession planning, budgeting, accounting, and human resources).
- Appoint a Fire Hall Manager to oversee the implementation of a maintenance plan for minor repairs and maintenance services, inventory control, and equipment and apparatus service schedule and maintenance.
- Administration:
  - track, record and manage records related to Fire Protection programs.
  - maintain firefighter personnel files.
  - track progress of recruitment and succession planning.
  - identify training programs.
  - collect, track and record fees to be recovered from third parties for the provision of fire protection services.

## Three Key Considerations for Developing and Maintaining Fire Departments

### #1 Capacity

The measure of a fire department's performance is its ability to respond to a fire with a complete team of equipped and trained firefighters, using operational apparatus within 15 minutes after an alarm is registered.

A fully-operational fire department can be challenging and costly to maintain. Before assuming responsibility for a fire department, Chief and Council will need to consider the on-going recruitment of volunteer firefighters, scheduling formal training and regular practices, and having fully-trained and equipped recruits.

### #2 Recruitment

### #3 Operations and Maintenance

Operating and maintaining a fire department requires commitments to the on-going financial and personnel resources in order to maintain and service the community fire service and equipment.

NOTE (#2 & #3): The on-going costs of operating and maintaining a fire department typically exceeds the funding assistance that ISC is able to provide. Therefore, Chief and Council are requested to explore and confirm other sources of funding and/or First Nations own-sourced revenues required in order to provide sustainable funding support to fire protection services within their communities.

## ISC's National Fire Protection Tiers

INAC's National Fire Protection Tiers were developed based on BC Region's Tiers. They can be found at the following links:

[www.aadnc-aandc.gc.ca/prev-prev/eng/1478084921403/1478085111738](http://www.aadnc-aandc.gc.ca/prev-prev/eng/1478084921403/1478085111738)

[www.aadnc-aandc.gc.ca/prev-prev/eng/1100100010632](http://www.aadnc-aandc.gc.ca/prev-prev/eng/1100100010632)

### Tier 1: Fire Prevention and Educational Programming

The approach begins with fire prevention and awareness – Communities are encouraged to have:

- Band Council Resolutions for fire service and/or fire prevention programs.
- Education and home fire safety programs.
- Working smoke alarms in all homes.
- Community-sponsored fire programming and services.
- Third party fire safety officers doing inspections.

Improving community fire safety – Once communities have established an awareness program for fire prevention, they may consider enhancing fire protection services and are encouraged to have:

- Firefighter recruitment and retention plans.
- Firefighter training.
- Fire services assessments.
- Community risk assessment/reduction plans.
- Capital investment plans.
- Maintenance management plans for fire assets.

### Tier 2: Capacity Development and Training

### Tier 3: Capital Investments

Improving fire departments – Once Tier 1 and 2 requirements are met, INAC capital projects can be considered, such as:

Firefighting vehicles:

- Fire pumper truck.
- Fully equipped brush truck.
- Trailer with water tank.

Buildings:

- Single bay fire hall or additions to an emergency response centre.

Firefighting equipment:

- Turnout gear.
- Pumps and hoses.
- Respirators.
- Water dugout and trash pump.
- Fire resistant coveralls.
- Head protection and hand tools.

**MODULE**

**2**



**FIRE  
SUPPRESSION  
OPTIONS**

## Minimum Requirements for Funding of Fire Department Assets

ISC's minimum requirements for funding of fire department assets are listed below. The level of funding requests is dependent on the complex fire suppression needs of the community.

**Tier 1: Home Fire Protection** and **Tier 2: Community Fire Protection** mechanisms are recommended to be in place before INAC is able to consider funding for a Tier 3 Fire Department. The following are required for consideration of funding:

- A copy of your Community Fire Protection By-law or Band Council Resolution (BCR) which regulates fire safety in homes and the community. This By-law or BCR should include requirements for a Home Fire Safety Program and on-going public fire safety education for community members.
- A copy of your Fire Services By-law or Band Council Resolution (BCR) which identifies the type and level of fire protection services the First Nation will provide in their community, with the requirement for Chief and Council to provide the necessary financial resources to the fire department.
- A copy of the proposed annual budget and annual maintenance plan to accommodate the ongoing costs of operating a fire department.
- A copy of a roster naming all volunteer firefighters who can be available on short notice.
- Confirmation of the minimum number of firefighters that will be available at a fire scene.
- Names of individuals who will fill the positions of Fire Chief, Fire Hall Manager and Records Management.
- Copy of fire hall, truck and apparatus annual maintenance plan.
- Copy of annual maintenance plans for Home Fire Safety and Community Fire Prevention programs.

## Municipal/Mutual Type Services Agreement

ISC encourages communities, where possible, to enter into negotiations with local fire services providers in order to achieve an MTSA for fire protection services. ISC will fund 90% of the eligible costs of fire protection services provided through an MTSA. This option is available to all First Nation communities regardless of size. It can be combined with other levels of fire protection to cover areas of a community that cannot be accessed by a First Nation's own fire service within a response time of 15 minutes. For further details on the application process for MTSA's, please refer to Module 3: Funding and Capacity Building.

## Levels of Fire Suppression Service

ISC BC Region adapted the National Continuum Level of Service Model to help determine a community's requirement for fire suppression and funding amounts. This model outlines the minimum requirements for fire suppression services based on the size of a community and capacity to field a roster of volunteers. For a complete summary table please refer to Appendix C: Summary of Levels of Fire Protection Services - BC Region.

## ISC BC Region's Continuum of Level of Service Model

LEVEL OF SERVICE MODEL				
1	2	3	4	5
Very Small Community	Small Community	Medium Community	Large Community	Very Large Community
 minimum 2 community volunteers	 minimum 2 firefighters	 minimum 4 firefighters	 minimum 6 firefighters	 minimum 10 firefighters
 less than 40 homes	 40-80 homes	 80-120 homes	 120-200 homes	 200-600 homes

*INAC BC Region Capital Management Officer.*

### Level 1: minimum of 2 community volunteers; less than 40 homes

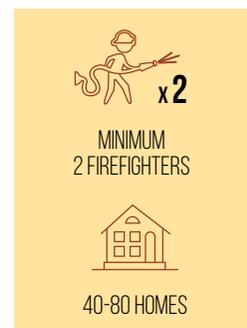
For communities of less than 40 homes, ISC may support investments in strategically placed caches of hose equipment in locked cabinets to be connected to an existing, serviced hydrant system (i.e., fire boxes); or a trailer with water tank, pump and hose.

Community volunteers must be trained in firefighting safety and on the use of the equipment. Personal Protective Equipment (PPE) may be considered for funding at this level on a case-by-case basis, however, Self-Contained Breathing Apparatus (SCBA) are not funded at this level.



### Level 2: minimum of 2 firefighters; 40 to 80 homes

Level 2 serves 40 to 80 homes with a minimum of two trained and fully-equipped firefighters on scene from a roster of four (or more) firefighters. Funding may be provided for the acquisition of a fully-equipped brush truck crew cab to be stored in a single bay fire hall that is insulated, heated and secure. Four sets of PPE and SCBA gear and related equipment and hand tools may be funded at this level.



### Level 3: minimum of 4 firefighters; 80 to 120 homes

Level 3 serves 80 to 120 homes with a minimum of four trained and fully-equipped firefighters on scene from a roster of eight (or more) firefighters. At Level 3, ISC may fund the acquisition of a fully-equipped mini-pumper with Compressed Air Foam System crew cab stored in an insulated, heated and secure single bay fire hall. Funding may also be provided for eight sets of PPE, six sets of SCBA gear and related equipment and hand tools.



MINIMUM  
4 FIREFIGHTERS



80-120 HOMES

### Level 4: minimum of 6 firefighters; 120 to 200 homes

Level 4 serves communities of 120 to 200 homes with a minimum of six trained and fully-equipped firefighters on scene from a roster of twelve firefighters. Apparatus that may be funded at this level includes a fully-equipped triple combination pumper crew cab stored in an insulated, heated and secure single bay fire hall with a second bay expansion option. Funding may be provided for 12 sets of PPE, eight sets of SCBA gear, and related equipment and hand tools.



MINIMUM  
6 FIREFIGHTERS



120-200 HOMES

### Level 5: minimum of 10 firefighters; 200 to 600 homes

Level 5 serves communities of 200 to 600 homes with a minimum of ten trained and fully-equipped firefighters on scene from a maximum roster of twenty firefighters. Apparatus that may be funded for Level 5 fire protection services includes a fully-equipped triple combination crew cab pumper. Additional funding may be provided for a fully equipped mini pumper with Compressed Air Foam System (CAFS) crew cab OR a fully-equipped brush truck, stored in an insulated, heated and secure double bay fire hall with a third bay expansion option. Funding may cover 20 sets of PPE and 12 sets SCBA gear, and related equipment and hand tools.



MINIMUM  
10 FIREFIGHTERS



200-600 HOMES

#### Note:

1. For Levels 2 to 5 a Maintenance Management Plan for the maintenance of the fire hall, truck and equipment is required.
2. When selecting pump capacity, consideration must be given to the maximum flow capacity of the First Nation's water, hydrant and reservoir systems.

**MODULE**

**3**



**INAC FUNDING  
AND CAPACITY  
BUILDING**

## ISC Funding Support

ISC's Capital and Facilities Maintenance Program (CFMP) can provide funding support for fire protection services to First Nations communities ([www.aadnc-aandc.gc.ca/eng/1100100016395/1100100016396](http://www.aadnc-aandc.gc.ca/eng/1100100016395/1100100016396)).

### Fire Prevention Funding

ISC funding for Tier 1: Home Fire Protection & Tier 2: Community Fire Protection is allocated through a subsidy of \$60 per house every year to assist with the costs of fire protection in First Nations communities. The General Fire Protection Funding Subsidy may be used for:

- Community fire prevention training
- A home fire safety inspection program
- Installing smoke/carbon monoxide alarms, maintaining fire extinguishers
- Training community volunteers
- Any other activities that support community fire protection that are deemed eligible by INAC

ISC BC Region also uses information derived from the results of Fire Safety Assessments (FSA) conducted in communities to make informed decisions with regard to the type(s) of fire protection and funding support it may offer. An FSA aims to provide communities with recommendations in order to assist them with enhancing their community's overall level of fire protection. FSAs begin with demonstrating to community members and the community at large, the importance of developing and maintaining home fire safety programs as well as community fire protection and prevention programs. It is recommended that these programs be in place prior to other levels of fire protection being considered; e.g., capital investments for fire departments and equipment.

### Fire Suppression Funding

ISC's Level of Service Standard (LOSS) for fire suppression is the departmental directive which operates under the CFMP and aims to provide comparable service to what would be available in off-reserve communities of similar size and circumstance.

Any requests for capital investments for fire protection must be identified through the community's First Nations' Infrastructure Investment Plan (FNIIP). Items supported may include fire halls, fire trucks, equipment and tools, et cetera.

ISC may also provide funding through a subsidy of 90% of the calculated costs for operations and maintenance of fire halls, fire boxes and fire trucks. The on-going costs of operating and maintaining a fire department typically exceeds the funding assistance that ISC is able to provide. Therefore, Chief and Council are requested to explore and confirm other sources of funding and/or First Nations own-sourced revenues required in order to provide sustainable funding support to fire protection services within their communities.

## Municipal/Mutual Type Service Agreements (MTSA)

ISC supports 90% of the costs of fire protection services acquired from a neighbouring local government through the MTSA process. Eligible costs are for the residential portion of a community occupied by First Nations. MTSA funding does not cover the cost of fire suppression on leased lands, commercial or industrial facilities. Block funded recipients have this funding built into their funding agreement.

## Capacity Building & Training

### First Nations' Emergency Services Society

ISC provides annual funding to the First Nations' Emergency Services Society (FNESS) to support fire protection capacity building in BC First Nations communities. Their programs include:

- Distributing smoke/carbon monoxide alarms and kitchen fire extinguishers for First Nations' homes.
- Public education programs for community members and Leadership.
- Assistance with the development of community fire prevention programs.
- Workshops for Chief and Councils and Band Administrators on governance leadership required for successful fire protection planning and initiatives.
- Firefighter certification training.
- Advice and support to community leadership.

For more information on FNESS's programs and initiatives, please contact them at 1-888-822-3388 (toll free) or visit their website at: <http://fness.bc.ca/>.

## Inquiries

For any questions/inquiries regarding ISC's Fire Protection Program please contact us at AANDC.CapitalProjectsBC-Projetsd'immobilisationsCB.AADNC@aandc-aadnc.gc.ca or your BC Regional Capital Management Officer (CMO).

# MODULE 4



RESOURCES  
AND  
TOOLS

<p>Aboriginal Firefighters Association of Canada (AFAC)  <a href="http://www.afac-acpi.ca/FirePrevention.html">www.afac-acpi.ca/FirePrevention.html</a></p>	<p>First Nations Health Authority  <a href="http://www.fnha.ca/Documents/FNHA_Programs_Compndium.pdf">www.fnha.ca/Documents/FNHA_Programs_Compndium.pdf</a></p>
<p>ASTTBC Technology Professionals  <a href="http://www.ASTTBC.org">www.ASTTBC.org</a></p>	<p>ISC Fire Education and Awareness  <a href="http://www.aadnc-aandc.gc.ca/eng/1317842518699/1317842725065">www.aadnc-aandc.gc.ca/eng/1317842518699/1317842725065</a></p>
<p>BC Fire Training Officers Association (BCFTOA)  <a href="http://www.bcftoa.com">www.bcftoa.com</a></p>	<p>ISC's Infographic for Funding Fire Protection on-reserve  <a href="http://www.aadnc-aandc.gc.ca/prev-prev/eng/1478084921403/1478085111738">www.aadnc-aandc.gc.ca/prev-prev/eng/1478084921403/1478085111738</a></p>
<p>BC Ministry of Forests, Lands and Natural Resource Operations, BC Wildfire Service  <a href="http://bcwildfire.ca/hprscripts/wildfirenews/DisplayArticle.asp?ID=2558">bcwildfire.ca/hprscripts/wildfirenews/DisplayArticle.asp?ID=2558</a></p>	<p>ISC's Joint First Nations Fire Protection Strategy (2016-2021)  <a href="http://www.aadnc-aandc.gc.ca/eng/1462282755363/1462282783925">www.aadnc-aandc.gc.ca/eng/1462282755363/1462282783925</a></p>
<p>Emergency Management BC – 24/7 Emergency Coordination Centre  Toll-Free: 1-800-663-3456</p>	<p>ISC's Level of Service Standards (LOSS)  <a href="http://www.aadnc-aandc.gc.ca/prev-prev/eng/1100100010632">www.aadnc-aandc.gc.ca/prev-prev/eng/1100100010632</a></p>
<p>Emergency Management, ISC BC Region  <a href="http://www.aadnc-aandc.gc.ca/eng/1100100022184/1100100022185">www.aadnc-aandc.gc.ca/eng/1100100022184/1100100022185</a></p>	<p>Justice Institute of British Columbia (JIBC)  <a href="http://www.jibc.ca">www.jibc.ca</a></p>
<p>Environment and Climate Change Canada  <a href="http://www.ec.gc.ca/edf-fde/default.asp?lang=En&amp;n=BD1220D8-1">www.ec.gc.ca/edf-fde/default.asp?lang=En&amp;n=BD1220D8-1</a></p>	<p>JIBC Aboriginal Disaster Resiliency Planning On-line Tool  <a href="https://adrp.jibc.ca/">https://adrp.jibc.ca/</a></p>
<p>Fire Chiefs Association of BC (FCABC)  <a href="http://www.fcabc.ca">www.fcabc.ca</a></p>	<p>National Fire Protection Association (NFPA)  <a href="http://www.nfpa.org">www.nfpa.org</a></p>
<p>First Nations Building Officers Association  <a href="http://www.fnnboa.ca">www.fnnboa.ca</a></p>	<p>Office of the Fire Commissioner of BC  <a href="http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/fire-safety">www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/fire-safety</a></p>
<p>First Nations' Emergency Services Society of British Columbia  Toll-Free: 1-888-822-3388  <a href="http://www.fness.bc.ca">www.fness.bc.ca</a></p>	<p>Public Safety Canada  <a href="http://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/index-en.aspx">www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/index-en.aspx</a></p>

# MODULE 5



# APPENDICES

## Appendix A



Indigenous Services  
Canada

Services aux  
Autochtones Canada

### Home Fire Safety Checklist

NOTE: This checklist can be used to assess the overall home fire safety for each home in the community. This form is available in MS Excel format upon request.

Date:

Resident / Address:

Safety Inspector:

YES	NO	The home has smoke alarms on all levels.
YES	NO	The home has a smoke alarm protecting all sleeping areas.
YES	NO	Smoke alarms are located at least 10 feet from all cooking appliances (e.g., stoves, toasters).
YES	NO	For larger homes (where the interior floor area on a given level is greater than 1,000 square feet), there is an average of at least one smoke alarm for every 500 square feet.
YES	NO	Smoke alarms are interconnected so when one sounds, they all sound. (Best protection)
YES	NO	Home has ionization smoke alarms.
YES	NO	Home has photoelectric smoke alarms.
YES	NO	All smoke alarms are regularly tested and they are currently in working order.
YES	NO	The family knows their home fire escape plan.
YES	NO	The family practices their home fire escape plan at least twice a year.
YES	NO	The home fire escape plan can accommodate any occupant(s) that require assistance to escape a fire or emergency situation.
YES	NO	All residents know how to quickly and safely vacate the home.
YES	NO	The house number is visible from the street.
YES	NO	Windows used for escape open easily. They are not blocked by furniture, security bars or nailed/painted shut.
YES	NO	Security bars, if present, have a quick release-device.
YES	NO	Home has a home fire sprinkler system. (Best protection)
YES	NO	The home has a carbon monoxide alarm monitoring all flame heat sources (e.g., wood, gas, propane, et cetera).

## Appendix A

### Throughout the Home

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Smokers smoke outside the home.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Large ashtrays are provided outside for smokers.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Matches and lighters are stored in a secure cabinet.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Lit candles are not left unattended.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	A minimal amount of flammable liquids is stored in the home.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	The home is not cluttered with clothes, magazines, newspapers and other flammable items.

### Kitchen

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Things that can burn are removed from the stovetop.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Small appliances are unplugged when not in use.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	There is adult supervision at all times when the stovetop is in use.

### Bedrooms

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	All bedrooms have two ways out (e.g., a window and a door).
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### Basement

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	The workshop area is not cluttered with flammable items.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	The hot water tank is set at a maximum of 120° F (48° C).
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Flammable items are kept at least 3 feet (.9 meters) from the furnace.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Furnace is inspected and cleaned annually.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	All chimneys are inspected regularly. Wood-fired chimneys are cleaned annually.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	The clothes dryer lint filter is cleaned after each use. Dryer ducts are vacuumed annually.

### Garage

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	There is a solid door and adequate fire separation between the garage and the residence.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Gasoline is stored in an approved safety container in an outside shed or garage separate from the home.

## Appendix A

### Outside the Home

YES	NO	Outside electrical receptacles are all Ground Fault (GFCI) and they are in good working condition.
YES	NO	There is no accumulation of rubbish, trash, grass, weeds, brush or tree trimmings around the house.
YES	NO	Firewood is stored separately, not under the house.
YES	NO	The barbecue grill is only used outdoors.
YES	NO	Swimming pool or hot tub is enclosed with locked gates. All heaters and pumps are properly grounded.

### Electrical

YES	NO	AFCIs (arc-fault circuit interrupters) are installed throughout the home and they are working properly (new home construction only).
YES	NO	Kitchen and bathrooms have GFCI outlets on countertop surfaces within 6 feet of running water outlets and they are working properly.
YES	NO	All receptacle and switch faceplates are installed and in good condition.
YES	NO	Receptacles have been tested and are in good working condition — no evidence of arcing or overheating.
YES	NO	Switches are in good condition — no evidence of arcing or overheating.
YES	NO	Lighting fixture canopies are fastened in place and fixtures are in good condition.
YES	NO	Bulbs in light fixtures are the correct wattage for the lighting fixture.
YES	NO	Flexible cords and cables are not used as fixed wiring, run through holes in walls, ceiling or floors, or through doorways or windows or under carpets or attached to building surfaces.
YES	NO	If there are young children in the home, the home has tamper-resistant outlets.
YES	NO	Panel board and distribution equipment is accessible for inspection and in good condition — no evidence of overheating, corrosion or other damage.
YES	NO	Service entrance raceways or cables are fastened in place, grounded, readily accessible and in good condition.

## Appendix A

### Stair Safety

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	All stairs have proper handrails.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	All stairs can be illuminated for night-time use.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Stair tread depth and riser height are uniform.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Stair landing nosing projections are consistent with other nosings on the stair flight.
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	(You can determine this by doing a "crouch and sight" test. Crouch down at the top landing of the stair. All the nosings from the landing to the bottom step should line up.)

The "No" items may put occupants at risk - these should be addressed as soon as possible to preserve occupant health and safety. This checklist is not intended to be inclusive as some future conditions that may arise, such as failure of components, wiring or human behavior.

## Appendix B

### Fire Protection Tiers Best Practices and Key Considerations

#### Tier 1: Home Fire Protection

- Install smoke alarms above all sleeping areas. Test them regularly and replace them after 10 years of operation.
- Service, clean and adjust all furnaces and boilers heated by flame (e.g., fuel oil, gas, wood pellets, etc.) once a year. Install carbon monoxide detectors.
- Store matches, lighters and candles in a safe place away from the reach of children.
- Place a working fire extinguisher in every kitchen and check it annually.
- Sweep all wood-fired chimneys of creosote and vacuum lint from all dryer ducts annually. Assess chimney and duct installations for safety issues.
- Store flammable materials such as fuel and paint, empty propane cylinders, and tires away from sources of heat.
- Remove brush and debris within 2 metres around every house.
- Ensure that children, Elders and people with disabilities are aware of at least two ways to leave a home safely and quickly in case of a fire.

#### Tier 2: Community Fire Protection

- Execute a Band Council Resolution (BCR) or Fire Bylaws that outline roles, responsibilities, fire service standards and delivery of fire protection programs.
- Hold regular workshops with Chief and Council, Administration, Fire Chief or Fire Safety Officer to plan fire protection programs and establish roles and responsibilities for all leaders in those programs.
- Acquire fire insurance for all buildings (if available); investigate Fire Underwriter Survey supported initiatives and practices that could reduce insurance premiums.
- Name all streets and provide all buildings and residences with numbering that is clearly visible from the street.
- Where possible, establish a 9-1-1 or other emergency communication dispatch system on-reserve (for police, fire and ambulance service). Consider a community-wide emergency warning system (e.g., siren).
- Ensure fire safety equipment in all public buildings is operational (e.g., sprinklers, alarms and detectors) and that proper evacuation procedures are posted in all public areas.

## Appendix B

- Consider establishing a formal development, building and occupancy permit and/or inspection process to ensure fire and building code compliance.
- Invite guest speakers to speak on public fire safety topics, practices and new developments. Build interest in public safety programs.
- Organize public fire safety workshops each year to promote fire safety practices.
- Emphasize fire safety messages through regular newsletters, advisory bulletins or posters.
- Plan events focused on fire safety such as poster competitions or community barbecues to foster community interest and involvement.
- Consider implementing a Neighbourhood Watch program so residents can assist in monitoring community safety.
- Include non-First Nation residents, businesses and others in the fire protection programming.
- Inspect public buildings, schools, daycares and Elder care facilities to assess that they are safe and code compliant.
- Coordinate a public works program to allow access to the community at all times (e.g., snow removal, road repairs). Ensure that fire hydrants are operational and accessible.

### Tier 3: Fire Departments

- Determine the level of fire protection service your fire department should provide (e.g., residential fire suppression, first responder, road rescue etc.). Note that INAC provides capital and operations & maintenance funding for exterior attack fire suppression activities only.
- Execute a Fire Service BCR/Bylaw confirming fire service standards, delivery of fire protection programs, and policy and procedure guidelines.
- Ensure firefighters are properly fitted for personal protection equipment (e.g., coveralls, respirators, turnout gear and self-contained breathing apparatus), and that all equipment is maintained ready for immediate use.
- Schedule firefighter practice sessions twice a month with the entire roster in full gear and equipment.
- Develop a Maintenance Plan detailing schedules to maintain the fire hall, and keep the fire truck and equipment serviced and operational.
- Prepare a financial plan to replace turnout gear, self-contained breathing apparatus (SCBA), truck and truck equipment, fire hall and hall equipment. NOTE: the amortized lifespan is 10 years for SCBA and turnout gear; 20 years for a truck; 35 to 50 years for a fire hall.

## Appendix B

- Establish Standard Operating Guidelines and a Code of Conduct for all Fire Safety Officers and Firefighters.
- Assess the ongoing annual cost of operating, maintaining and administering a Fire Department and all revenue sources and budget accordingly.
- Register all firefighters with WorkSafeBC and/or confirm personal injury insurance availability to protect all firefighters.
- Consider a fee schedule for recovering the costs of fire services provided to “for profit” enterprises, non-First Nation, lessees, seasonal visitors, et cetera.
- Consider other sources of funding including own source revenue, to support fire service related to first responder medical emergencies, grass and forest fires, motor vehicle accidents, et cetera.
- Consider negotiating service agreements for fire suppression and 9-1-1 services.
- Keep a roster of trained firefighters; confirm the minimum anticipated to be available at any time to respond to a fire; match the equipment inventory to the minimum crew size.
- Train Fire Chief and Assistant Fire Chief in the operations and management of an “Exterior Attack” level Fire Department.
- Train all firefighters and officers to a minimum of Basic Firefighter certification [as provided by FNESS and Justice Institute of British Columbia (JIBC)] as exterior attack structural firefighters and implement training programs for all new firefighter recruits.
- Where the First Nation has determined that a fire department will be a provided service, select and train suitable candidates for specialized training (e.g., airbrakes, pumps, high alpine rescue, hazmat remediation, confined space, first responder, et cetera) as needed by the First Nation.
- Hold regular Fire Chief and Firefighter workshop sessions to clarify roles and responsibilities, build knowledge of fire safety, fire department operations, fire suppression and the fire department organizational structure.
- Invite nearby Municipal or Aboriginal Fire Departments or other experts to demonstrate their fire safety “best practices” to firefighters and the community. Exchange fire protection resources and information with your neighbours.
- Accelerate recruitment in times of high off-reserve employment to compensate for anticipated roster loss. Consider female firefighters (if not already done), and an Elder monitored daycare for children of firefighters (if needed).
- Appoint a Fire Chief to direct fire department operations (e.g., recruitment, training, succession planning, budgeting, accounting and human resources).

## Appendix B

- Appoint a Fire Hall Manager to oversee the implementation of a maintenance plan for minor repairs and maintenance services, inventory control, and equipment and apparatus service schedule and maintenance.
- Appoint an Individual to:
  - track, record and manage records related to Fire Protection programs.
  - maintain firefighter personnel files.
  - track progress of recruitment and succession planning.
  - identify training programs.
  - collect, track and record fees to be recovered from third parties for the provision of fire protection services.

## Appendix C

SUMMARY OF LEVELS OF FIRE SUPPRESSION SERVICES - BC REGION					
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Description	Very Small	Small	Medium	Large	Very large
Population	< 40 Homes	40-80 homes	80-120 homes	120-200	200-600 Homes
Officer Certification	Name Fire Chief & Fire Hall Manager	Name Fire Chief; Asst. Fire Chief; & Fire Hall Manager.	Name Fire Chief; Asst. Fire Chief; Team Leader; & Fire Hall Manager.	Name Fire Chief; Asst. Fire Chief; Team Leader; Risk Mgmt. Officer; & Fire Hall Manager.	Name Fire Chief; Asst. Fire Chief; Training Officer; Team Leader; Risk Mgmt. Officer & Fire Hall Manager.
Firefighter Certification?	Name all Officers & Firefighters & their level of Certification (min. Officer 1 / Basic Firefighter).	Name all Officers & Firefighters & their level of Certification (min. Officer 1 / Basic Firefighter).	Name all Officers & Firefighters & their level of Certification (min. Officer 1 / Basic Firefighter).	Name all Officers & Firefighters & their level of Certification (min. Officer 1 / Basic Firefighter).	Name all Officers & Firefighters & their level of Certification (min. Officer 1 / Basic Firefighter).
Roster & Crew Size?	Roster = 4; Crew = 2	Roster = 8; Crew = 4	Roster = 12; Crew = 6	Roster = 16; Crew = 8	Roster = 20; Crew = 10
Personal Protective Equipment (PPE)	Four (4) sets Turnout Gear; Four (4) sets SCBA; Four (4) spare tanks; Four (4) Nomex Coveralls / respirators	Eight (8) sets Turnout Gear; Six (6) sets SCBA; Six (6) spare tanks; Eight (8) Nomex Coveralls / respirators	Twelve (12) sets Turnout Gear; Eight (8) sets SCBA; Eight (8) spare tanks; Twelve (12) Nomex Coveralls / respirators	Sixteen (16) sets Turnout Gear; Ten (10) sets SCBA; Ten (10) spare tanks; Sixteen (16) Nomex Coveralls / respirators	Twenty (20) sets Turnout Gear; Twelve (12) sets SCBA; Twelve (12) spare tanks; Twelve (12) Nomex Coveralls / respirators
Fire Hall / Trucks / Equipment?	Mini-Pumper in insulated, heated and secure Single Bay Fire Hall/ Workshop	Mini Pumper in insulated, heated and secure Single Bay Fire Hall/ Workshop	Triple Comb. or Mini Pumper in insulated, heated and secure Single Bay Fire Hall/ Workshop	Triple or 2 Mini Pumper in insulated, heated and secure Single Bay Fire Hall/ Workshop	Triple + Mini Pumper in insulated, heated and secure Single Bay Fire Hall/ Workshop
Home Fire Safety Program?	YES	YES	YES	YES	YES

## Appendix C

SUMMARY OF LEVELS OF FIRE SUPPRESSION SERVICES - BC REGION					
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Public Fire Safety Program?	YES	YES	YES	YES	YES
Fire Bylaw?	YES	YES	YES	YES	YES
Maintenance Management Plan (MMP)?	YES (+ Hydrants).				
Fire Services Bylaw?	YES	YES	YES	YES	YES
Standard Operating Guidelines (SOG)?	YES	YES	YES	YES	YES
Code Of Conduct?	YES	YES	YES	YES	YES
Firefighter Training & Practice Plan?	YES	YES	YES	YES	YES
Municipal/ Mutual Type Service Agreement (MTSA) Verified for level of service and/or feasible option for respective community?	YES	YES	YES	YES	YES

## Appendix D



Indigenous Services  
Canada

Services aux  
Autochtones Canada

### Fire Department Application Checklist

DATE:

APPLICANT:

First Nations that have demonstrated Home Fire Safety and Community Fire Prevention Programs may submit an application to ISC for fire apparatus, equipment or facility funding in support of establishing a Fire Department. All requests should be completed and submitted to their Capital Management Officer, with the following checklist to be completed and attached:

YES	NO	Chief, Council & Band Administration have attended <b>governance workshops</b> (FNESS) focused on the management, administration and documentation of fire protection programs.
YES	NO	A <b>record keeping system</b> is in place to record fire losses, firefighter training and certification, equipment inventory, maintenance, repair, servicing and testing, and to document any other fire-related issues.
YES	NO	A Fire Safety Champion has been appointed by C&C to lead a crew of volunteers in a <b>Home Fire Safety Program</b> of annual inspections that is supported by a "Fire Smart" program.
YES	NO	All major Capital Assets are <b>insured against fire loss</b> (where available). Liability insurance is in place to offset any loss due to the personal injury of any Band Administration.
YES	NO	The Band schedules a minimum of two (2) <b>Public Fire Safety Education</b> events each year as well as regular fire drills for the benefit of adults, children, elders and persons with disabilities.
YES	NO	The Band has a <b>Public Works program</b> in place to ensure that all roads and fire safety systems (reservoirs, hydrants, sprinklers, et cetera.) are maintained and "fire ready" at all times.
YES	NO	The Band has investigated <b>alternate arrangements with any third parties</b> to join forces to enhance public safety through Mutual Aid agreements, MTSAs, or fee-for-service arrangements, et cetera.

## Appendix D

YES	NO	Provide a copy of a recent (within 3 years) <b>Fire Safety Assessment (FSA)</b> confirming the current overall level of risk within the community and their ability to respond to a fire emergency.
YES	NO	Provide a copy of an executed <b>Fire Bylaw</b> confirming the obligation of all citizens to protect their neighbours from fire with enforcement parameters for those who do not.
YES	NO	Provide a copy of a <b>Roster of firefighter volunteers</b> living on reserve and available 24/7, confirming any fire certification achieved.
YES	NO	Confirmation of the <b>minimum assured crew of firefighters</b> available 24/7 to operate apparatus at any given fire scene.
YES	NO	Written confirmation that <b>all operating firefighters will first be trained to a minimum of "NFPA Basic Firefighter - Exterior Structural Attack Only"</b> as supported by JIBC, FNESS and other accredited organizations/Institutions.
YES	NO	Provide an indication of the person(s) to hold the position of <b>Fire Chief, Assistant Fire Chief / Team Leader, Risk management Officer, and Fire Hall manager (if applicable)</b> , indicating their qualifications and/or level of officer training achieved.
YES	NO	Provide a copy of the inventory of equipment required and the proposed <b>Maintenance Management Plan (MMP)</b> listing all agencies and service intervals required for all specialized fire equipment.
YES	NO	Provide copies of any <b>proposed fire services agreements with third parties</b> for the provision of fire services either on- or off-reserve on a fee-for-service basis (e.g., off-reserve, non-First Nation, Lessees and other "for profit" enterprises).
YES	NO	Provide a copy of a business plan and proposed annual budget to accommodate the ongoing cost of operating a volunteer Fire Department throughout the anticipated lifespan of all Capital Assets.

## Appendix D

YES	NO	Provide a copy of a <b>Fire Services Bylaw</b> confirming the <b>C&amp;C obligation to provide fire suppression service</b> , citing the <b>operating boundaries</b> , the <b>Standard Operating Guidelines (SOG)</b> for the Fire Department and <b>Code of Conduct</b> to be followed by all firefighters.
YES	NO	Provide a copy of the proposed firefighter <b>training and practice schedules</b> (practices held bi-weekly for 2-3 hours in full dress are recommended) . Confirm a <b>recruitment &amp; succession plan</b> .

