

TABLE OF CONTENTS

- INTRODUCTION..... 1**
- DEFINITIONS 2**
- 1.0 OFFICE OF THE FIRE MARSHAL – CONTACT INFORMATION 4**
 - 1.1 Office of the Fire Marshal Headquarters 4
 - 1.2 24-Hour Fire Marshal Emergency Pager Number 4
 - 1.3 The Office of the Fire Marshal Regional Contact Information 4
- 2.0 ROLES AND RESPONSIBILITIES 5**
 - 2.1 The Fire Chief/Local Assistant 5
 - 2.1.1 Mobilizing Firefighters 5
 - 2.1.2 Retaining Firefighters 5
 - 2.2 The Senior Administrative Officer and the Council of the Community Government 6
 - 2.2.1 Working with the Senior Administrative Officer and the Community Council 6
 - 2.3 The Office of the Fire Marshal 7
- 3.0 LEGISLATION 11**
 - 3.1 Fire Prevention Act 11
 - 3.2 Fire Prevention Regulations 11
 - 3.3 Fireworks Regulations 11
 - 3.4 Propane Cylinder Storage Regulations 11
- 4.0 APPOINTMENTS..... 12**
- 5.0 FIRE INVESTIGATIONS BY FIRE CHIEFS/LOCAL ASSISTANTS..... 13**
 - 5.1 General 13
 - 5.2 Investigation Procedures 13
 - 5.2.1 General 13
 - 5.2.2 Right of Entry 13
 - 5.2.3 Securing the Scene 14
 - 5.2.4 Tools and Equipment for an Investigation 14
 - 5.2.5 When a Fire Chief/Local Assistant Suspects Arson 14
 - 5.2.6 Fire Chief’s/Local Assistant’s Written Statement 15
 - 5.2.7 Large Loss Property Fires 15
 - 5.2.8 Fatality of Injury 15
 - 5.2.9 Ignition/Cause of Fire 16
- 6.0 FIRE REPORTS..... 17**
- 7.0 FIRE CASUALTY REPORTS 18**
- 8.0 FIRE INSPECTIONS AND FIRE MARSHAL'S ORDERS..... 19**
 - 8.1 Authority to Write A Fire Marshal's Order 19
 - 8.2 Service of Orders 20
 - 8.3 Writing a Fire Marshal's Order 21
- 9.0 OCCUPANCY LOAD CALCULATIONS..... 25**

10.0 EMERGENCY VEHICLE OPERATION	26
10.1 Fire Apparatus Operators Licensing Requirements	26
10.2 Operation of Emergency Vehicles	26
10.3 Accidents Involving Emergency Vehicles	27
11.0 VOLUNTEER FIRE FIGHTERS	29
11.1 Leave	29
11.1.1 Government of the Northwest Territories Employees	29
11.1.2 Private Sector Employees.....	29
11.2 Workers' Safety and Compensation Commission Coverage	29
11.3 Jury Duty Exemption.....	30
12.0 ANNUAL REPORT INFORMATION SUBMISSIONS	31
13.0 PROGRAMS AND RESOURCES.....	32
13.1 Learn Not To Burn Program.....	32
13.2 Audio Visual Film and Video Tape Library	32
14.0 TRAINING COURSES	33
14.1 Defensive Firefighting	33
14.2 Offensive Firefighter Levels I and II	33
14.3 Offensive Level III	33
14.4 Fire Command	33
14.5 Fire Service Instructor.....	33
14.6 Fire Investigation.....	34
14.7 Fire Inspection	34
15.0 NORTHWEST TERRITORIES FIRE CHIEF'S ASSOCIATION	35
16.0 FIRE SERVICES EXEMPLARY SERVICES MEDAL	36
17.0 FIRE SERVICE MERIT AWARDS PROGRAM.....	37
17.1 Length of Service Awards	37
17.2 Fire Service Merit Awards.....	37

APPENDICES

TAB

1. *Fire Prevention Act*
2. *Fire Prevention Regulations*
3. *Fireworks Regulations*
4. *Propane Cylinder Storage Regulations*
5. Office of the Fire Marshal NO ENTRY sign
6. Fire Report
7. Fire Casualty Report
8. National Fire Code of Canada, 2005, Building and Occupant Fire Safety
9. Fire Inspection Checklists
 - i. Occupancy Type A
 - ii. Occupancy Type A 2
 - iii. Occupancy Type B (*Pending*)
 - iv. Occupancy Type C
 - v. Occupancy Type D and E
 - vi. Occupancy Type F (*Pending*)
10. National Building Code of Canada, 2005, Occupancy Classification List
11. Occupancy Load Certificate
12. *Motor Vehicles Act*, s 258-262
13. Volunteer Fire Fighter Request to Employer
 - i. Response by Volunteer Fire Fighters to Local Emergencies
 - ii. Employer Release Form
14. Job Description – Fire Chief/Local Assistant

INTRODUCTION

Fire Chiefs are, by virtue of their office, the Local Assistant to the Fire Marshal and Local Assistants are a vital part of the fire protection system for the Northwest Territories. You are the focal point for information flow among the community fire department, the community government and the Office of the Fire Marshal. You are the face of fire protection within your community.

Your appointment carries with it specific authorities and responsibilities. Whether you have been on the job for years or only for a few hours, you may be asked to do certain things or to provide information on fire protection matters.

To help you do your job, the Office of the Fire Marshal is pleased to provide this Handbook. This Handbook will be updated regularly and will strive to provide you with useful and up-to-date information.

The contents provide answers to the questions often asked by Fire Chiefs/Local Assistants and will provide useful reference material. Fire Chiefs/Local Assistants change often, so it is important to have a Handbook to help you along the way. Also, some issues are not dealt with often, so it can be helpful having a Handbook to refer to when dealing with these issues. If there is an issue you are dealing with where you need some help, and it is not included in this Handbook, please contact your regional Assistant Fire Marshal. If you feel something is missing from this Handbook, please contact the Office of the Fire Marshal. This Handbook is meant to help and support you and so we want to continue to improve it and make it as useful as possible.

The Office of the Fire Marshal is confident that this Handbook, in combination with continuing technical support from our Regional staff, will help you to perform your duties in the best possible manner.

Your dedication to reducing the annual fire loss in the Northwest Territories is greatly needed and much appreciated.

DEFINITIONS

“**Assistant Fire Marshal**” is appointed by the Minister to carry out the duties set out in the *Fire Prevention Act* and supporting regulations.

“**Career Firefighter**” is a person who performs firefighting responsibilities as a full-time primary means of income.

“**Deputy Fire Marshal**” is appointed by the Minister to carry out the duties set out in the *Fire Prevention Act* and supporting regulations.

“**Fire Chief**” is the officer in charge of a community's fire department or departments.

“**Fire Department**” is the department of a community government that has the responsibility of preventing and extinguishing of fires.

“**Fire Investigation**” is the analysis of fire-related incidents.

“**Fire Inspection**” is the formal examination of the scene of a fire for the purpose of limiting the occurrence and/or spread of fire, and to ensure occupant safety.

“**Fire Marshal**” is appointed by the Minister to carry out the duties set out in the *Fire Prevention Act* and supporting regulations. The Fire Marshal is the “Authority Having Jurisdiction” for the Northwest Territories.

“**Fire Prevention Act**” is the legislation governing the authority of the Office of the Fire Marshal.

“**Fire Prevention Regulations**” are the adopted codes and standards used to apply the *Fire Prevention Act*.

“**Fireworks Regulations**” are the legislation that regulates the possession, selling, purchasing, storing and setting off of fireworks in the Northwest Territories.

“**Local Assistant**” is a term in the *Fire Prevention Act* that identifies the assistant to the Fire Marshal within a community. The Fire Chief or the Acting Fire Chief normally fills this role and in their absence, the Senior Administrative Officer assumes this role. A member of the Royal Canadian Mounted Police (RCMP), while on duty in the Northwest Territories, also has the powers of a local assistant under the *Fire Prevention Act*.

“**National Building Code**” is the adopted code of the requirements for construction of any structure in the Northwest Territories.

“**National Fire Code**” is the adopted code of the fire safety requirements to operate any structure in the Northwest Territories.

“Paid-on-Call Firefighter or Part-Time Firefighter” is a person who receives a wage for performing the duties of a firefighter on an on-call or part-time basis.

“Plan Review” means an in-depth review of the written plan to build to ensure compliance to applicable regulations and codes.

“Propane Cylinder Storage Regulations” are the legislation that regulates the possession, storage and disposal of propane cylinders in the Northwest Territories.

“Volunteer Fire Fighter” is a person who performs the duties of a firefighter with no regular wage attached.

1.0 OFFICE OF THE FIRE MARSHAL – CONTACT INFORMATION

1.1 Office of the Fire Marshal Headquarters

The Office of the Fire Marshal Headquarters address, mailing address and telephone numbers are:

Street Address: 6th Floor Northwestel Tower
5201 50th AVENUE
YELLOWKNIFE NT X1A 3S9

Mailing Address: Office of the Fire Marshal
Municipal and Community Affairs
Government of the Northwest Territories
YELLOWKNIFE NT XIA 3S9
Telephone: (867) 873-7469
Facsimile: (867) 873-0260

1.2 24-Hour Fire Marshal Emergency Pager Number

1(867) 920-2303

1.3 The Office of the Fire Marshal Regional Contact Information

Deh Cho: Tyrone Larkin	BOX 240 Fort Simpson, NT X0E 0N0	Phone: (867) 695-7230 Fax: (867) 695-2029
Sahtu: David Wilcox	BOX 70 Norman Wells, NT X0E 0V0	Phone: (867) 587-7115 Fax: (867) 587-2044
South Slave: William Reimer	Box 127 Fort Smith, NT X0E 0P0	Phone: (867) 872-6535 Fax: (867) 872-6526
North Slave: Kevin Whitehead	Box 1320 Yellowknife, NT X1A 2L9	Phone: (867) 920-8081 Fax: (867) 873-0622
Inuvik: Greg Zimmerman	Bag Service #1 Inuvik, NT X0E 0T0	Phone: (867) 777-7297 Fax: (867) 777-7352

2.0 ROLES AND RESPONSIBILITIES

2.1 The Fire Chief/Local Assistant

The Fire Chief/Local Assistant is responsible for directing the activities of the Fire Department to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized within the community. The Fire Chief/Local Assistant reports to Council through the Senior Administrative Officer.

The Fire Chief/Local Assistant is sole authority and command at the scene of a fire. The Fire Chief/Local Assistant is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief/Local Assistant is also responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order.

The Fire Chief/Local Assistant develops all policies and procedures concerning fire fighting in accordance with the municipal bylaw, federal and territorial legislation and policies and in accordance with the Office of the Fire Marshal.

The Fire Chief/Local Assistant is responsible for maintaining records on incidence of fire, injuries and loss of property, monitoring the firefighting budget, and implementing fire prevention education and awareness programs.

For a full description of the duties and responsibilities of the Fire Chief/Local Assistant, please see **Appendix 14**.

2.1.1 Mobilizing Firefighters

An efficient communications system is absolutely crucial to reach and direct firefighters during an emergency and/or to communicate with the SAO to mobilize other resources as required.

Most communities use a siren-based community alerting system that has the advantage of being inexpensive to install and to maintain but there is no assurance that the message has been received. Larger community fire departments may use a radio-based communications system.

In some communities, it is possible to make arrangements with a local cab companies for rush pick-ups of volunteer firefighters during emergencies. These arrangements would have to be determined by the community's Fire Chief/Local Assistant and local cab company.

2.1.2 Retaining Firefighters

Fire departments are often a hub for activities that keep firefighters involved and close to the fire hall. It is important to acknowledge the efforts and the work that firefighters

give to their community and to the community's residents. Some examples of recognition could include:

- Remuneration for volunteer time – some fire departments have a pay structure for volunteers to recover their expenses from being away from their full-time employment;
- Recognition in the way of gifts (such as fire department jackets) and/or nominations for the Fire Service Merit Awards; and
- Further training opportunities also motivate firefighters and give them an opportunity to expand their skills and knowledge and to increase their stature in the fire department.

2.2 The Senior Administrative Officer and the Council of the Community Government

The Senior Administrative Officer (SAO) and the Council of the community government play an important role in a community's fire protection and prevention. The SAO and the Council work in partnership with the community's Fire Chief/Local Assistant, Fire department and the Office of the Fire Marshal. The Council of the community government, with support from the SAO, is responsible for:

- Adopting a fire protection bylaw that states the levels of fire services (i.e. fire response, dangerous goods response) that are available, the cost of the services and the protection area covered by the community's fire department;
- Setting the budget for the community fire department based on levels of fire service provided; and
- Planning and budgeting for major expenditures such as fire halls and replacing fire apparatuses.

The SAO, Council and the Fire Chief/Local Assistant are encouraged to meet regularly to discuss the activities and status of the community's fire department. These meetings are an opportunity to learn what the fire department is currently engaged in and to plan for the future.

2.2.1 Working with the Senior Administrative Officer and the Community Council

The Fire Chief/Local Assistant and the SAO are encouraged to build a good working relationship in order to effectively manage new and ongoing issues and day-to-day operational activities. It is important for the SAO to have a firm understanding of the fire department and its operations as the SAO is the alternate for the Fire Chief/Local Assistant should he/she be absent.

Fire Chiefs/Local Assistants in small communities typically do not have spending authorities or may only have a small spending authority. In these situations,

expenditures and requests for expenditures should be brought to the SAO for approval. When preparing a request for expenditures, the Fire Chief/Local Assistant should ensure that adequate information is provided to clearly indicate why the expense is necessary for the fire department.

The Fire Chief/Local Assistant should seek approval from the SAO prior to discussing or engaging in issues with Council members, Members of the Legislative Assembly, or other elected officials. If elected officials bring concerns to the Fire Chief/Local Assistant, he/she should ensure that the SAO is aware of the issue and has received the same information.

The Fire Chief/Local Assistant should attend monthly Council meetings and be prepared to advise Council on the current activities and status of the fire department.

The Fire Chief/Local Assistant should ensure that the SAO is informed of and approves all staff changes to ensure that personnel records are up-to-date. It is important to maintain current records in the event of a chronic illness due to firefighting or an injury on the fire scene.

2.3 The Office of the Fire Marshal

The purpose of the Office of the Fire Marshal (OFM) is to protect the public from loss of life and property as a result of fire. The OFM has direct contact with fire departments and the public across the Northwest Territories (NWT).

The OFM plays a regulatory role by enforcing the *Fire Prevention Act* and its associated regulations, namely, the *Fire Prevention Regulations*, *Fireworks Regulations*, and *Propane Cylinder Storage Regulations*. The OFM also has a developmental role to fulfill and works together with administrative staff and technical personnel to:

- Provide assistance and direction to the public, fire departments, government agencies and industry on fire safety matters;
- Coordinate territorial-wide programs including upgrading fire safety in homes and fire education in schools;
- Distribute fire prevention and protection information through public meetings, newspaper articles, radio and TV;
- Review national and Territorial standards and regulations relating to fire safety;
- Provide educational seminars and practical programs on fire prevention; and
- Establish standards and aids in the training of fire departments;

- Review construction plans and set requirements to ensure compliance with the National Building Code, National Fire Code and the standards of the National Standards Directory;
- Investigate conditions under which fires may occur;
- Regularly inspect buildings and construction projects for fire safety;
- Carry out fire and arson investigations;
- Collect and distribute information about fires in the NWT;
- Consult with manufacturers and evaluate fire fighting equipment;
- Evaluate fire prevention materials and equipment; and
- Study methods of fire prevention.

In addition to the previous stated responsibilities, the Fire Marshal advises and makes recommendations to the Minister of Municipal and Community Affairs with respect to:

- The establishment of fire departments, the necessary organization and equipment of fire departments, and the establishment of training programs for firefighters;
- Provision of adequate water supplies for fire fighting purposes;
- The installation and maintenance of fire alarm systems and firefighting equipment;
- The storage, use, and sale of combustibles, explosives, or other flammable material;
- The construction and maintenance of fire escapes, and other exit facilities in the event of fire or the alarm of fire;
- The types and adequacy of fire alarms in communities and in or on any building or property;
- Fire prevention precautions in the construction or major alteration of or addition to any structure or property;
- Assessing fire hazards; and
- The enactment and enforcement by municipalities of by-laws for the prevention and suppression of fire and the safeguarding of persons and property in the event of fire or the alarm of fire.

The Office of the Fire Marshal

- **DOES** advise various government departments as to acceptable standards of purchased fire equipment;
- **DOES** advise on appropriate equipment and supplies for community fire departments;
- **DOES** provide information on qualified personnel or companies in the repair and or service of equipment, detection systems, etc.;
- **DOES** act as a liaison between fire departments and community governments, and government;
- **DOES** provide information services, such as audio visual material, training information and resource listings;
- **DOES** coordinate and/or deliver regional training programs funded by Municipal and Community Affairs;
- **DOES** support and advise local councils and Fire Chiefs/Local Assistants in developing and organizing community fire departments;
- **DOES** support community fire departments with their efforts on fire inspections, fire prevention programs and fire investigations to the extent of their capacity;
- **DOES** conduct community inspections, fire prevention programs and fire investigations only when the community fire department does not occupy the field or does not possess enough staffing capacity;
- **DOES** assist Fire Chiefs/Local Assistants in the enforcement of the *Fire Prevention Act*;
- **DOES** provide guidance and interpretive information regarding legislation (Acts and Regulations), Codes, and Standards;
- **DOES** investigate concerns regarding fire safety brought to its attention by fire departments, government, private industry, and the general public; and
- **DOES** enforce the *Fire Prevention Act* and *Building and Fire Code Regulations*.

The Office of the Fire Marshal:

- **DOES NOT** approve or disapprove community fire department purchase requests;
- **DOES NOT** directly buy, replace or repair fire equipment;
- **DOES NOT** repair fire alarm, sprinkler or communications equipment;
- **DOES NOT** recharge air cylinders or fire extinguishers;
- **DOES NOT** provide money for fire fighter training;
- **DOES NOT** provide money for demolition of vacant buildings;
- **DOES NOT** pay airfare or accommodation for fire fighters wishing to attend training courses;
- **DOES NOT** pay fire fighters for attending meetings, fires or training sessions; and
- **DOES NOT** purchase or repair fire apparatus.

3.0 LEGISLATION

3.1 Fire Prevention Act

The present *Fire Prevention Act* of the Northwest Territories has been in effect since the 1970's. Several minor revisions have occurred since that time. The last revisions were completed in 1998.

NOTE: The *Fire Prevention Act*, in its entirety, is included in this Handbook as **Appendix 1** for your information. Please familiarize yourself with this and if there is anything unclear, contact the Office of the Fire Marshal. Various regulations fall under the *Fire Prevention Act* and are outlined below.

3.2 Fire Prevention Regulations

The *Fire Prevention Regulations* provide valuable information on the codes and standards in force in the Northwest Territories. They also define the types of buildings that are exempt from the requirements of Plan Review. The *Fire Prevention Regulations* are included in this Handbook as **Appendix 2**.

3.3 Fireworks Regulations

The *Fireworks Regulations* apply to fireworks purchased within the Northwest Territories, and to which were purchased outside and imported into the Northwest Territories. The *Fireworks Regulations* of the Northwest Territories are included in this Handbook as **Appendix 3**.

3.4 Propane Cylinder Storage Regulations

The *Propane Cylinders Storage Regulations* came into force in the Northwest Territories on July 26, 1991. The regulations control the storage, possession and disposal of propane cylinders. The *Propane Cylinder Storage Regulations* are included in this Handbook as **Appendix 4**.

4.0 APPOINTMENTS

Local Assistants play an important role in the fire protection system for their community and for the Northwest Territories and are the face of fire protection in their community.

The Fire Chief or Acting Fire Chief of community fire department is, by virtue of his/her office, a Local Assistant. In communities where no fire department is established, the SAO or other person appointed by the Council is, by virtue of his/her office, a Local Assistant.

A member of the RCMP, while on duty in the Northwest Territories, has all the powers of a Local Assistant.

The community Council is responsible to notify the Fire Marshal of the full name, address and occupation of the person who is the Local Assistant. The OFM will issue an identification card to the Local Assistant. In areas outside a community, a person appointed by the Minister has the powers and authority to carry out the functions and duties of a Local Assistant.

Local Assistants receive direction from the Fire Marshal to carry out the requirements of the *Fire Prevention Act*. A Fire Chief/Local Assistant has authority, in the performance of his/her duty, to exercise the powers provided to him/her through the *Fire Prevention Act*.

It is against the law to interfere with Fire Chief/Local Assistant in the performance of their duties can be prosecuted. Fire Chiefs/Local Assistants who fail to carry out their responsibilities can also be prosecuted.

For more information please refer to the *Fire Prevention Act* (**Appendix 1**).

5.0 FIRE INVESTIGATIONS BY FIRE CHIEFS/LOCAL ASSISTANTS

5.1 General

Subsection 7(1) of the *Fire Prevention Act* states that:

A local assistant shall investigate, or cause to be investigated in a general way, the cause and origin and circumstances of every fire in his or her jurisdiction by which property has been destroyed or damaged, with the special view of ascertaining whether the fire was the result of negligence, carelessness, accident or design.

NOTE: The reference to investigation by a Local Assistant means that the Fire Chief/Local Assistant can do a simple investigation and make basic routine inquiries into the cause and origin of the fire. **When the cause of the fire cannot be determined or is suspicious, the Fire Chief/Local Assistant is expected to contact the Fire Marshal immediately.** Fire Chiefs/Local Assistants should not conduct an investigation on their own because of the legal implications.

5.2 Investigation Procedures

5.2.1 General

There are required procedures in the investigation of every fire. It is essential that Fire Chief/Local Assistant understand the procedures to be followed so that evidence is not lost or destroyed. The success of a case involving either criminal or civil liability depends on the accuracy and completeness of the investigation. In other than basic and obvious fire cause incidents, Fire Chief/Local Assistant must secure the fire scene and contact the Office of the Fire Marshal for further instruction.

5.2.2 Right of Entry

As a Fire Chiefs/Local Assistants, you have right of entry into a fire-damaged premise from subsection 6(1) of the *Fire Prevention Act*. In addition, subsection 6(2) of the *Fire Prevention Act* sets out the specific powers you have while conducting an investigation. You must contact the Office of the Fire Marshal before starting any in-depth investigation that will require you to collect, remove and retain evidence.

5.2.3 Securing the Scene

Whenever you investigate a fire involving suspicious circumstances, death or serious injury, it may be necessary to secure the building while waiting for the arrival of the OFM. To properly secure a building in preparation for a complete investigation and examination, the following steps must be followed:

- (a) Board up or secure all points of entry that may allow unauthorized persons to enter the premises;
- (b) Close in and/or cover all areas that may allow weather contamination of the scene (snow, rain);
- (c) Post a Fire Marshal's NO ENTRY notice at all common entry points (see **Appendix 5** for an example);
- (d) Do not allow anyone except a peace officer in the execution of his or her duties, to enter the scene;
- (e) Assign a guard to the scene so that unauthorized persons are further prevented from entering the area; and
- (f) Notify the Fire Marshal and the RCMP.

5.2.4 Tools and Equipment for an Investigation

To properly investigate the fire scene, you may be required to arrange for the provision of the following materials:

- (a) Generators and lighting;
- (b) Hand Tools and manpower;
- (c) Temporary heating;
- (d) Heavy equipment; and
- (e) Tarps, boards, sheathing; etc.

These items should be arranged and obtained before the arrival of the Fire Marshal's investigator.

5.2.5 When a Fire Chief/Local Assistant Suspects Arson

Subsection 7(2) of the *Fire Prevention Act* states, "Where a local assistant has reason to believe that a fire has been caused deliberately, the local assistant shall *immediately* advise the Fire Marshal to that effect."

Note: "Immediately" means without delay. Any deliberate fire is to be reported immediately. Reporting is to be done by direct telephone communication (a secure land line is preferable –remember cell phones can be monitored). The reporting number is (867) 920-2303 and is answered 24 hours a day, seven days a week. Arctic Alarm answers the emergency line and then contacts the on-call person at the Office of the Fire Marshal. You will receive a return call within minutes.

If the RCMP are not already at the fire scene, ensure that they are contacted.

5.2.6 Fire Chief's/Local Assistant's Written Statement

Subsection 7. (3) states,

A local assistant shall, **immediately** after an investigation under subsection (1), provide the Fire Marshal, on a form to be supplied by the Fire Marshal, with a written statement of all the facts that can be ascertained relating to the cause and origin of the fire, and any further information that may be required by the Fire Marshal.

Note: "Immediately" means without delay. The required form is the NWT Fire Report with the code number **NWT 5270-80/0285** in the lower left hand corner of the form (see **Appendix 6**). Where all the required information is not available, an interim report must be submitted. Send the report by fax to (867) 873-0260. The Fire Marshal may contact you to clarify and/or seek additional information.

5.2.7 Large Loss Property Fires

Any large loss property fire (\$500,000 or more) is to be reported directly to the Fire Marshal by phone (867) 873-7469 during the workday or (867) 920-2303 after hours. Arctic Alarm answers the emergency line and then contacts the on-call person at the Office of the Fire Marshal. You will receive a return call within minutes.

5.2.8 Fatality of Injury

Subsection 7(4) states, " where a local assistant investigates a fire under subsection (1), the local assistant shall, **without delay**, report in writing, to the Fire Marshal on any fatality or injury caused by the fire."

Note: "Without delay" means immediately. The required form is the NWT Casualty Report with the code number **NWT 6013-80/0881** in the lower left hand corner of the form (see **Appendix 7**). Where all the required information is not available, an interim report must be submitted. Send the report by fax to (867) 873-0260. The original can follow by regular mail. The Fire Marshal may contact you to clarify information in the report or to seek additional information.

Note: ANY SERIOUS INJURY OR FATAL FIRE IS TO BE REPORTED IMMEDIATELY TO THE FIRE MARSHAL. This report is necessary in order to initiate the immediate involvement of the Office of the Fire Marshal in the investigation. Contact the Fire Marshal by dialling (867) 873-7469 during the workday or (867) 920-2303 after hours. Arctic Alarm answers the emergency line and then contacts the on-call person at the Office of the Fire Marshal. You will receive a return call within minutes.

5.2.9 Ignition/Cause of Fire

If you determine that a particular product or fuel source (gas, electrical, etc.) was instrumental in the cause of the fire, you should report that information along with your fire report. Information pertaining to product failure or malfunction may need to be investigated further by the appropriate regulatory authority. Removal of such items by the Fire Chief/Local Assistant should only be completed after consultation with the Office of the Fire Marshal.

6.0 FIRE REPORTS

NWT Fire Report **5270-80/0285** is the official fire report that is required to be submitted for fires (see **Appendix 6**). The Fire Report is essential to the accurate collection of fire loss data for the Northwest Territories.

Send the Fire Report to the Office of the Fire Marshal by fax to (867) 873-0260 on the day of the fire. Section 7(3) of the *Fire Prevention Act* states:

A local assistant shall, immediately after an investigation under subsection (1), provide the Fire Marshal, on a form supplied by the Fire Marshal, with a written statement of all the facts that can be ascertained relating to the cause and origin of the fire, and any further information that may be required by the Fire Marshal.

It is important that Fire Chiefs/Local Assistants fill out the Fire Report in its entirety. There are two sides to the document. Do not leave any questions or areas unanswered.

The Office of the Fire Marshal, in both Headquarters and the Regions, will help any Fire Chiefs/Local Assistants to complete the Fire Report. Help is available either in person or by telephone.

7.0 FIRE CASUALTY REPORTS

NWT Fire Casualty Report **6013-80/0881** is the official fire casualty report that is required to be submitted for fire related injuries (see **Appendix 7**). The Fire Casualty Report is essential to the accurate collection of fire injury loss data for the Northwest Territories.

The Fire Casualty Report is to be submitted to the Office of the Fire Marshal by FAX to (867) 873-0260 on the day of the fire. Section 7(4) of the *Fire Prevention Act* states, "Where a local assistant investigates a fire under subsection (1), the local assistant shall, without delay, report in writing to the Fire Marshal on any fatality or injury caused by the fire."

It is important that Fire Chiefs/Local Assistants fill out the Fire Casualty Report in its entirety. Do not leave any questions or areas unanswered.

The Office of the Fire Marshal, in both Headquarters and the Regions, will help any Fire Chiefs/Local Assistants to complete the Fire Casualty Report. Help is available either in person or by telephone.

8.0 FIRE INSPECTIONS AND FIRE MARSHAL'S ORDERS

The *Fire Prevention Act* permits Fire Chiefs/Local Assistants to conduct fire inspections.

Section 11 of the *Fire Prevention Act* states that:

The Fire Marshal, Deputy Fire Marshal, Assistant Fire Marshal or local assistant *may*, on complaint of any interested person, or without complaint when he or she considers it necessary, inspect *any* structure or premises within his or her jurisdiction, and for that purpose, may at any reasonable hour, enter into, or on, such structures or premises.

Note: "His or her jurisdiction" means the community where you are appointed local assistant.

The Fire Marshal recommends that Fire Chiefs/Local Assistants conduct their initial fire inspections to only identify immediate fire safety hazards that must be corrected.

Most of these hazard violations are listed in Part 2 of the National Fire Code (see **Appendix 8**). Good familiarity with Part 2 of the National Fire Code will help you to quickly identify fire safety hazards. It is recommended that you take the time to both read and understand the National Fire Code. As your experience under Part 2 increases, you can move on to other areas of the National Fire Code.

Use the National Fire Code is to be used as your base document for gaining compliance in the correction of fire safety deficiencies and to cross-reference in any inspection orders that you may write.

The level and extent to which you conduct these fire inspections should be in line with your level of experience and knowledge. As your skills and understanding of the various codes and regulations develop, the extent of your inspections may also develop.

To help, the Office of the Fire Marshal is developing a series of checklists to follow during inspections (see **Appendix 9**). These checklists are designed for specific occupancy types, as listed in the appendix (A) of the National Building Code of Canada (see **Appendix 10**). Concerns beyond those on the checklists and/or that are not within your level of training should be brought to the attention of the Regional Assistant Fire Marshal. In addition, included in Appendix 8 are some quick Code references from the National Building Code of Canada and National Fire Code of Canada.

8.1 Authority to Write A Fire Marshal's Order

You must issue a Fire Marshal's Order and serve it on the person in order to require persons to correct a violation of the regulations identified under the *Fire Prevention Act* (e.g., National Fire Code). Section 12 of the *Fire Prevention Act* outlines the conditions

for issuing a Fire Marshal's Order. You can also write a Fire Marshal's Order under sections 18(1) and 20 of the *Fire Prevention Act*.

A Fire Inspection Report may be used to identify deficiencies and provide time to correct without using an Order. However, it is not enforceable as an Order. **Immediate life safety issues must be addressed with a Fire Marshal's Order.**

Fire Marshal's Orders are required to initiate corrective action and as the first step toward prosecuting owners, agents or occupants for failure to remedy identified fire safety deficiencies.

A Fire Marshal's Order is a formal written order issued pursuant to the *Fire Prevention Act* directing an owner, agent or occupant to initiate corrective action to remedy a hazardous fire safety condition.

A Fire Marshal's Order is the only legal means to compel persons who are in violation of the *Fire Prevention Act* to correct identified deficiencies.

Note: An ordinary letter that merely identifies fire deficiencies and which is neither identified as, nor written as a Fire Marshal's Order, cannot be enforced under the *Fire Prevention Act*.

A valid Fire Marshal's Order must clearly identify:

- (a) The date of the Order;
- (b) The specific violation, including the name of the legislation (whether the *Fire Prevention Act* or one of the regulations), and the section or subsection number;
- (c) The corrective action necessary;
- (d) The date by which the work is to be completed;
- (e) A statement that the Order may be appealed, and how that is done;
- (f) The penalty provision for failure to comply with the Order; and
- (g) The signature of the person making the Order and his/her authority (e.g., Bill Smith, Fire Chief, Hamlet of Town of Goodness).

Fire Marshal's Orders must be reasonable. That is, the time frame given for corrective action must not only be reasonable in the eyes of the inspector, but must be seen to be reasonable by the average man. For example, an Order to replace all the room doors in a sixty-room hotel with fire rated doors within 10 days would be seen as an example of being unreasonable.

8.2 Service of Orders

A Fire Marshal's Order must be sent by double registered mail or be hand delivered, in order to prove service of the Order on the owner, agent or occupant. In the case of hand delivery, an affidavit of service must be sworn. (See Example C) You must ensure

that the Commissioner of Oaths attaches a proper exhibit stamp to the copy of the Order, and fills it in correctly.

Fire Chiefs/Local Assistants as authorized under Section 13 of the *Fire Prevention Act* cannot issue Fire Marshal's Orders leading to building closures.

Corrective action and Building Closure Orders under Section 13 of the *Fire Prevention Act* can only be issued by the Fire Marshal, Deputy Fire Marshal, or Assistant Fire Marshals.

8.3 Writing a Fire Marshal's Order

Fire Marshal's Orders can be written in two ways:

1. A direct quote from the *Fire Prevention Act* referencing the specific violation section and the specific corrective action as stated in the *Act*. (See Example A)
2. An Order written by the inspector wherein he or she identifies the noted violation as per a regulation and then identifies the required corrective action. (See Example B)

EXAMPLE A

FIRE MARSHAL'S ORDER

DOUBLE REGISTERED MAIL

DATE

Mr. John Doe
123 MAIN STREET
ANYTOWN NT X#X #X#

Dear Mr. Doe:

Abandoned Building -Lot 3. Block 2. Plan 10 – Anytown, NT

Please be advised that the captioned structure, owned by you, is in contravention of Section 12(l)(a) of the *Fire Prevention Act*, in that the structure is, by reason of dilapidated condition, so situated as to endanger other structures or property.

Therefore, in accordance with Section 12(l)(e) of the *Fire Prevention Act*, you are hereby ordered to destroy the structure by DATE.

Please be advised that pursuant to Section 14 of the *Fire Prevention Act*, you have the right of appeal, by addressing such appeal, in writing, to the Fire Marshal, Government of the Northwest Territories, Department of Municipal and Community Affairs, #600 5201 50th Avenue, Yellowknife, NT, XIA 3S9, within 10 days of receiving this order.

A person who fails to comply with a Fire Marshal's Order is liable, upon summary conviction, to a fine not exceeding \$500.00 for each day of failure to comply therewith.

Sincerely,

Jane Smith
Fire Chief/Local Assistant
Anytown, NT

EXAMPLE B

FIRE MARSHAL'S ORDER

PERSONAL SERVICE

DATE

Mrs. Nearly New
456 DOWNTOWN ROAD
ANYTOWN NT X#X #X#

Dear Mrs. New:

Fire Inspection -Fat Man Boutique – Anytown, NT

A fire inspection conducted on DATE, on the captioned premises, owned by you, has identified the following fire safety deficiency that requires correction.

1. VIOLATION: Combustible material stored in exit stairwell. (2.4.1 .I.(4) National Fire Code of Canada), contrary to s. 2(1)(b) of the *Fire Prevention Regulations*, R.N.W.T. 1990, c. F-12, as amended.

CORRECTIVE ACTION: Clear combustible material out of exit stairwell and maintain stairwells clear of storage at all times. (IMMEDIATE)

In accordance with Section 12(h) of the *Fire Prevention Act*, you are hereby ordered to correct the noted deficiencies by the dates or times indicated in brackets following each corrective action notation.

Please be advised that pursuant to Section 14 of the *Fire Prevention Act*, you have the right of appeal, by addressing such appeal, in writing, to the Fire Marshal, Government of the Northwest Territories, Department of Municipal and Community Affairs, #600 5201 50th Avenue, Yellowknife, NT, XIA 3S9, within 10 days of receiving this order.

Sincerely,

Sparky Flame
Fire Chief/Local Assistant
Anywhere, NT

AFFIDAVIT OF SERVICE

I, _____ of the _____ of _____,
(name) (City, Town, etc.) (name)

Northwest Territories, MAKE OATH AND SAY AS FOLLOWS:

1. That I am a Local Assistant as defined in the *Fire Prevention Act*, R.S.N.W.T. 1988, c. F-6 as amended, and as such, have personal knowledge of the matters hereinafter deposed to, save and except where stated to be based on information and belief, and where so stated, I verily believe them to be true.

2. THAT attached to this Affidavit and marked Exhibit "A" is a true copy of a Fire Marshal's Order dated _____, 20____, which I personally did serve on _____ at _____ in the _____ of _____,
(name) (address/location) (City, Town)

Northwest Territories, at ____ hours, on _____, 20____.
(date)

SWORN BEFORE ME at the _____)
_____ of _____)
in the Northwest Territories)
this ____ day of _____, 20____)
_____)
_____)

(Commissioner of Oaths)

(signature)

9.0 OCCUPANCY LOAD CALCULATIONS

The National Building Code of Canada (NBC) uses two methods to determine the maximum allowable occupant load in buildings: the capacity of the exits, and the total clear floor space per person. The maximum permissible occupant load for any room of public assembly (Group A) shall be calculated on the basis of the lesser of the net floor area or the exit door widths.

Liquor licensed premises, dining and beverage serving and cafeteria spaces are measured on the basis of 1.2 m² of free floor space per person in section 3.1.17.1¹ or the occupant load for which exits are provided according to section 3.4.3.4.

The width of each exit door shall be measured in millimetres and divided by 6.1 mm, per person where the door is at grade level or leads to a ramp that has a gradient less than 1:8. The door width for doors that lead to stairs or ramps that have a gradient more than 1:8, shall be divided by 9.2 mm per person to determine the number of people that can exit that door. Refer to section 3.4.3.4 for exit capacity requirements.

If there is only one exit door from a room, then the total number of occupants cannot exceed 60 people and it cannot be more than two storeys above grade.

For non-liquor licensed events and other assembly uses, such as space with non-fixed seats, theatres, space with non-fixed seats and tables, standing space, billiard rooms, classrooms, school shops and labs, reading rooms and lounges, use the areas per person in square meters, in section 3.1.17.1, and the same exit door width calculations.

NOTE: Net floor space is the useable floor space in a room, excluding areas occupied by structural features, walls and columns and fixtures such as the liquor service bars, planters, pool tables, vending machines and equipment.

The owner shall post the occupancy load certificate (**see Appendix 11**) in the room and a copy shall be sent to the Liquor Board in Hay River. Another copy shall be sent to the Regional Assistant Fire Marshal's Office and the Office of the Fire Marshal for future reference.

¹ All section references refer to section numbers in the 2005 National Building Code of Canada.

10.0 EMERGENCY VEHICLE OPERATION

10.1 Fire Apparatus Operators Licensing Requirements

A Class 5 driver's license permits the operation of any two-axle fire apparatus or water truck.

A Class 3 driver's license is required only if the fire apparatus has three or more axles. An air brake endorsement is a separate requirement for any apparatus equipped with air brakes.

A Class 4 driver's license for emergency vehicles is **NOT** required to operate fire apparatus in the Northwest Territories.

Despite the above, Fire Chiefs/Local Assistants should check to see whether the insurance policy, by-laws, or Standard Operating Procedures of his or her community or Fire Department, requires a specific driver's license category for fire department members.

10.2 Operation of Emergency Vehicles

Emergency vehicles are required to be operated in a responsible and careful manner. Numerous firefighter deaths and injuries are recorded annually throughout Canada because emergency vehicle operators ignore safe vehicle operation guidelines. In fact, responding to and from the scene continues to be a leading cause of death for firefighters.

It is important that all fire fighters understand the requirements of the *Motor Vehicles Act* as it relates to the safe operation and use of emergency vehicles.

Section 1 of the *Motor Vehicles Act* defines an emergency vehicle as:

- (a) a motor vehicle that is used for emergency purposes, carries rescue or first aid equipment and has markings on the outside of the vehicle indicating that it is used for emergency purpose; or
- (b) a motor vehicle that is operated by a member of a fire department in the performance of his or her duties and has markings on the outside of the vehicle indicating that it is used by a fire department.

The *Motor Vehicles Act* has several sections that relate directly to the operation of an emergency vehicle. Section 240(1) of the *Act* states:

Subject to subsections (2) and (3), the driver

- (a) of an emergency vehicle, when responding to an emergency call or alarm, ...

may drive the emergency or enforcement vehicle, as the case may be, in contravention of this *Act* or the regulations, the *Public Airports Act*, or a By-law of a municipal corporation where it is necessary to do so.

- (2) Subsection (1) does not apply to a driver of an enforcement or emergency vehicle, unless:
 - (a) when the vehicle is moving, it is emitting an audible signal by bell or siren and the flashing lights on the vehicle are activated; or
 - (b) when the vehicle arrives at its destination and parks, the flashing lights on the vehicle are activated.
- (3) Where the driver of an enforcement or emergency vehicle contravenes this *Act* or the regulations, the *Public Airports Act*, or a By-law of a municipal corporation under subsection (1), the driver shall drive the vehicle with regard for the safety of traffic using the highway taking into account all circumstances of the case including:
 - (a) the condition of the highway;
 - (b) the amount of traffic that is on or might reasonably be expected to be on the highway;
 - (c) the nature of the use being made of the enforcement or emergency vehicle at that time; and
 - (d) the time of day.

NOTE: Remember that a fully loaded fire apparatus has considerable weight. It is quite different from operating a small truck or car. Rapid reaction to a potential accident may not be possible in all circumstances. Emergency vehicle operators should be taught to have respect for the apparatus they are operating, other users of the road and for fellow fire fighters who are riding in/on the apparatus. Improper or reckless use of fire department apparatus should be dealt with in a very serious manner.

10.3 Accidents Involving Emergency Vehicles

Emergency vehicles involved in an accident while responding to a call may be required to continue to the call in cases where no other emergency vehicles are available to take their place. Immediate contact should be initiated with someone who can immediately contact the police in order to report the accident. This is especially true if significant property damage or injury occurs. It may be necessary to leave one or more of the fire fighters from the apparatus behind, to attend to injured persons and await the arrival of the police.

The *Motor Vehicles Act* is silent on the duties of emergency vehicle operators involved in an accident while enroute to an emergency. Accordingly, emergency vehicle operators should follow the rules pertaining to accident reporting to the letter. Sections 258 through 262 cover accident-reporting requirements (**see Appendix 12**).

The following sections of the *Motor Vehicles Act* are provided for information purposes because they refer to spotlights, flashing lights and sirens:

Section 129(2) permits the use of a spotlight by persons in an emergency vehicle.

Section 132(3) states that an emergency vehicle may be equipped with one or more red flashing lights.

Section 133 states that no person shall activate the flashing lights of a motor vehicle unless the person is authorized by the proper authority to activate the flashing lights.

Section 136(1) permits an emergency vehicle to be equipped with a siren.

Section 136(2) states that no person shall activate a siren of an emergency vehicle unless the person is authorized by the proper authority to operate the siren.

NOTE: All fire department members in possession of a valid operators license should be given the opportunity to regularly practice operating fire apparatus.

11.0 VOLUNTEER FIRE FIGHTERS

11.1. Leave

11.1.1 Government of the Northwest Territories Employees

The Government of the Northwest Territories (GNWT) allows participation of its employees, upon approval, in community volunteer fire fighting activities. The Human Resource Manual and the Code of Conduct describe regulations and types of leave an employee may apply for. Employees should refer to Section 800 of the Human Resources Manual for up-to-date and comprehensive information regarding leave during working hours.

The Human Resource Manual states:

- that employees may be granted up to five days per fiscal year to take firefighting training and/or CASAR training where operational requirements permit the employee's absence (Section 812.23); and
- that special leave with or without pay may be granted for emergencies affecting the community or place of work including firefighting (section 812.25).

Employees must apply in writing with supporting documentation to the Deputy Head for Leave with Pay.

11.1.2 Private Sector Employees

Persons engaged in private sector employment, who are members of volunteer fire departments, will have to work out an agreement with their employer in order to attend fire emergencies and/or fire department training during working hours.

There is no mandatory requirement for a private sector employer to grant such absences. The Office of The Fire Marshal has produced a template that can be used by firefighters to assist obtaining permission from employers to attend emergency response call-outs (**see Appendix 13**).

11.2 Workers' Safety and Compensation Commission Coverage

A volunteer fire fighter is defined as a local resident who freely offers his services to the community to assist in fire fighting duties as required because the needs of the community do not warrant a full time fire brigade. The community must approve his membership.

Volunteer fire fighters are covered for Workers' Safety and Compensation Commission (WSCC) purposes under the Government of the Northwest Territories' assessment premium. There is no charge to a community for this coverage.

Claims made on behalf of volunteer fire fighters are treated in the same manner as claims of all other workers.

The benefits payable in the event of injury or death are the same for a volunteer fire fighter as for any other worker in any other industry.

Volunteer fire fighters are covered:

- (a) from the time the phone rings for the fire call or alarm sounds;
- (b) on the way to the fire hall or fire;
- (c) while carrying out the duties of a fire fighter;
- (d) while returning to the fire hall or using the most direct or uninterrupted route; and
- (e) claims for personal injuries are allowable.

If a person is injured while actively engaged in the duties of a volunteer fire fighter, the local Fire Chief, or other authorized civic authority, should sign the Employer's portion of the Report of an Accident.

Volunteer fire fighters are also covered when called out for special types of emergencies such as water rescue, disasters or to assist the RCMP, if this function is identified in the Fire Bylaw, and/or the Standard Operating Procedures of the Fire Department.

11.3 Jury Duty Exemption

The *Jury Act* of the Northwest Territories states that certain persons are exempt from jury duty. Section 6 of the *Jury Act* states "The following persons are exempt from service as jurors: ...(g) salaried fire fighters...."

Both the Chief Judge of the Territorial Court and the Chief Judge of the Northwest Territories Supreme Court have ruled that the exemption under Section 6(g) of the *Jury Act* includes volunteer fire fighters.

Any fire fighter who is served with a jury summons may request to be excused from service by contacting the Sheriff's Office as indicated on the jury summons.

The fire department can forward a list of its members to the Sheriff's Office by September 15 of every year, the Sheriff's Office will make an effort to have the names of the fire department members removed from the jury lists for the following year.

12.0 ANNUAL REPORT INFORMATION SUBMISSIONS

By January 31 of each year, Fire Chiefs/Local Assistants are requested to provide the following information to the Office of the Fire Marshal:

- List of Fire Department Personnel including:
 - Name of Chief and Deputy Chief; and
 - Total number of Volunteer Fire Fighters.

- List of Major Fire Department Equipment including:
 - The type of equipment with make and model information;
 - Description of the equipment; and
 - Year of equipment.

- Description of Municipal Fire Alarm System including:
 - Type of equipment used; and
 - Description of system established.

- Description of Municipal Water Supply System and Distribution Method including:
 - Reservoir and Pumphouse capacity;
 - Gallons per minute (GPM); and
 - The number of hydrants and water trucks available.

- Detailed information on all fire, rescue and dangerous goods responses by the local fire department (including false alarms) from the previous year, including:
 - Date, time, and location of incident;
 - Property information including smoke detectors, sprinkler systems, alarm systems, type of occupancy and number of occupants;
 - Fatalities and injuries to occupants and/or responders;
 - Projected dollar loss of incident;
 - Names of responders;
 - Weather at time of incident; and
 - Emergency apparatus responding to incident.

13.0 PROGRAMS AND RESOURCES

13.1 Learn Not To Burn Program

The National Fire Protection Associations' "Learn Not to Burn" curriculum is the official Northwest Territories fire education program.

The "Learn Not to Bum" curriculum is a proven program, which, over the years, has educated thousands of school children across North America in following fire safe behaviours. The program is delivered to schoolchildren from kindergarten to grade eight. In the Northwest Territories, the program is delivered primarily to a target group of school children from kindergarten to grade three. This target group was selected because as a group, they are responsible for most of the fires involving children in the NWT.

The program is delivered free of charge to NWT schools by Regional Assistant Fire Marshals.

Fire Chiefs/Local Assistants who want information about the program, want to obtain support material or who want to have the program delivered in their community should contact their Regional Assistant Fire Marshal.

13.2 Audio Visual Film and Video Tape Library

The audiovisual film and video tape library is presently limited to use by members of the Office of the Fire Marshal, and the associated instructor base in the NWT for training purposes. The Office of the Fire Marshal has been developing PowerPoint presentations for training and is willing to share these as needed with fire department Training Officers.

14.0 TRAINING COURSES

The following training courses are available through the Office of the Fire Marshal:

14.1 Defensive Firefighting

Basic 40 hours of fire fighter training which covers twelve modules of instruction. There is no cost associated. The hosting Fire Department must provide classroom, fire apparatus, equipment and building suitable for smoke house. The Fire Department training officer can also teach the course in-house if they are qualified at a National Fire Protection Association (NFPA) 1041 Level II. Successful completion of practical examination is required. This course is designed to provide the tools required to keep firefighters safe on the fire ground, while containing the fire to the building of origin.

14.2 Offensive Firefighter Levels I and II

Offensive level I and II are designed to teach firefighters how to progress from a defensive posture as taught in the defensive package to operating during an interior or Offensive fire attack. Each course is 40 hours in duration, and can be taught in some communities, depending on the equipment they have available.

14.3 Offensive Level III

Designed to complete the NWT curriculum and allow firefighters into the Fire Emergency Training Center (ETC) stream of NFPA 1001 training.

All courses in NFPA 1001 are offered by the Office of the Fire Marshal, or will be offered in the near future.

14.4 Fire Command

The Office of the Fire Marshal currently offers NFPA 1021 Fire Officer courses through Fire ETC on an annual basis. We are developing a plan to offer these more often in a web-based format that is certified to the 1021 standard.

14.5 Fire Service Instructor

Three, forty-hour courses are currently promoted by the Office of the Fire Marshal. NFPA 1041 Level I, Part 1 and 2 provides the instructor with the ability and confidence to teach any course from Fire ETC that they have already taken themselves. Part 1 alone provides the ability to assist a Level I qualified instructor. NFPA 1041 Level II

provides the instructor with the expertise to organize and plan the courses, as well as evaluation of the students.

14.6 Fire Investigation

The Office of the Fire Marshal has developed two courses through Fire ETC for fire investigation in the NWT and offers them when there is sufficient demand to warrant a class. These are Fire Origin and Cause Determination and Fire Investigation Procedures.

14.7 Fire Inspection

The Office of the Fire Marshal does not have a curriculum developed for the NWT but is working towards that. Students have been directed to the Fire Inspector program through the Manitoba Emergency Services College. The Office is also developing a series of levels for fire inspections that will simplify the needs of the fire department performing them.

Contact your Regional Assistant Fire Marshal or the Fire Marshal's Office in Yellowknife for additional information.

NOTE: Fire Service Training in the NWT is done through a contract between MACA and Fire ETC. Courses are arranged through MACA's School of Community Government. The Office of the Fire Marshal continues to develop the Fire Service training programs according to the specific needs of the Northwest Territories. Input is required to make this the best program it can be. If it does not meet your needs, please advise the Office of the Fire Marshal.

15.0 NORTHWEST TERRITORIES FIRE CHIEF'S ASSOCIATION

Every Fire Chief and Deputy Fire Chief of every fire department in the NWT, regardless of the fire department's classification, has the right to belong to the Northwest Territories Fire Chiefs Association (NWTFCA) as an active member. An annual payment of dues is required.

The NWTFCA is a territorial wide organization representing the interests of NWT Fire Chiefs and the NWT Fire Service as a whole.

The NWTFCA maintains regular correspondence with its members and holds its annual general meeting during the second week of June each year.

For further information and membership application, you can contact the Northwest Territories Fire Chiefs Association by either writing or phoning any member of its Executive. The names of the NWTFCA Executive can be obtained from the Office of the Fire Marshal.

16.0 FIRE SERVICES EXEMPLARY SERVICES MEDAL

In mid-1985 the Government of Canada accepted the proposal for the creation of a service medal for full-time and volunteer members of the numerous components of Canada's Fire Services. As a result, the Fire Services Exemplary Service Medal was created on August 29, 1985.

Any person who is/was a member of the fire service on or after August 29, 1985, and has completed 20 years as a member of the fire service, where that service is of such a good standard as to warrant an award, is eligible to receive the Fire Services Exemplary Service Medal.

A person who has been awarded the medal is eligible to be awarded a Bar in respect of each additional 10 year period of service in the fire services in Canada, after the 20 year period, in respect of which he was awarded the Medal, if that service is of such good standing as to warrant an award.

In order to nominate a person to receive the medal, you must contact the NWT Chair of the Awards Committee and provide the following information:

- (a) The name of the person being nominated;
- (b) Their time of service YEAR/MTH to YEAR/MTH and the name(s) of each fire department served in; and
- (c) A letter requesting that the person be nominated to receive the medal from the municipal council, Fire Chief, Fire Marshal, etc.

The Chair of the NWT Awards Committee is Stephen Moss of the Office of the Fire Marshal. The Chair can be contacted by writing to:

Office of the Fire Marshal
Government of the Northwest Territories
Municipal and Community Affairs
#600, 5201 50 Avenue
Yellowknife, NT XIA 3S9

or by facsimile at (867) 873-0260 or by phone at (867) 873-7469.

17.0 FIRE SERVICE MERIT AWARDS PROGRAM

The Department of Municipal and Community Affairs (MACA) through the Fire Service Merit Awards Program acknowledges and recognizes the important contributions made by firefighters and community fire departments. The Fire Service Merit Awards Program includes Length of Service Awards and Fire Service Merit Awards and an Honours award, all of which may be awarded annually.

Information and application forms are available from MACA regional offices and on the MACA website (www.maca.gov.nt.ca).

17.1 Length of Service Awards

MACA recognizes volunteer and paid firefighters who have served for lengths of two, five, 10, 15 and 20 years. Recognition takes the form of individual certificates and length of service pins for each period.

Firefighters recognized for 10, 15 and 20 years service receive a bronze, silver or gold medal, respectively, recognizing their commitment to fire protection in the NWT. Firefighters being recognized for more than 25 years of service will receive a commemorative clasp along with service bars to be added to the 20-year medal ribbon.

All volunteer and paid firefighters are eligible to receive length of service awards corresponding to the number of years served in the Northwest Territories.

As the Department does not maintain records on community firefighters, an annual call is issued to community fire departments and community governments for applications for each level of award as firefighters become eligible. Length of service will be verified by the community Senior Administrative Officer or Fire Chief on each application.

17.2 Fire Service Merit Awards

Fire Service Merit Awards are presented to individual firefighters and/or community fire departments that have made significant contributions to the Northwest Territories' fire service and community fire protection.

An Honours designation may also be awarded in recognition of an individual and/or community fire departments' contribution to the fire service on a territorial basis.

All community fire departments, volunteer and paid firefighters in the Northwest Territories are eligible to receive a Fire Service Merit Award or an Honours Fire Service Merit Award.

Any member of the public may nominate individual firefighters and/or community fire departments for a Fire Service Merit Award. Individual firefighters cannot nominate themselves.

Nominees are considered based on their contribution to the Northwest Territories' fire service and/or community fire protection. This contribution may include but is not limited to an outstanding achievement in fire protection, an innovative idea/solution to a fire related issue, a high degree of personal commitment or a demonstrated improvement over the past year (including training achievements). The impact of achievements on the community and/or the territory may also be considered.

Information and application forms are available through community government offices, MACA regional offices, and on the MACA website (www.maca.gov.nt.ca). The deadline for nominations each year is established and announced by the Department of Municipal and Community Affairs.