



# FIRE PROTECTION ACTION PLAN

*A Clear Path towards Strengthening Community Fire Protection*

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## Background:

Community governments are responsible for providing fire protection in their communities to protect the health and safety of their residents. The level and amount of fire protection is determined by the residents of the community through decisions and support provided by elected officials. [MACA's Community Fire Protection Matrix](#) provides a general overview of the Levels of Service (LOS) available to communities.

MACA has developed a [Fire Department Assessment Tool](#) to provide community leaders with an efficient means to assess their fire department's current capacity, identify any critical gaps, and determine resource needs. Information gathered from these assessments help with the development of a detailed **Fire Protection Action Plan** towards establishing a safe, effective, and sustainable community fire service.

## Purpose:

The **Fire Protection Action Plan** is intended to help community governments identify priority activities, monitor progress, and work towards their fire protection goals. The tool also provides MACA staff with a means to track progress while providing ongoing support and guidance to communities.



## Instructions:

1. A current [Fire Department Assessment](#) should be conducted (ie. within the last year) which includes a summary of recommended next steps to help inform the development of a detailed *Fire Protection Action Plan*.

**NOTE:** Should any serious gaps be identified in the *Fire Department Assessment* **that negatively impact safety**, it is critical that a formal letter be sent to council outlining the concerns and necessity for mitigation measures (with support and guidance provided by MACA). Actions of the fire department should be limited to commensurate with the current level of training, staffing and equipment available.

2. The following **Fire Protection Action Plan** should be completed by the Senior Administrative Officer and Fire Chief, with support and guidance provided by MACA's Regional Assistant Fire Marshal.
3. It is recommended that communities review & update their **Fire Protection Action Plan** on a regular basis to ensure good progress and determine if any additional support is needed.
4. Lastly, it is important that Council approve the **Fire Protection Action Plan** and receive regular progress updates.

## Support:

MACA is mandated to support community governments in carrying out their responsibilities to provide public programs and services essential to good community life. This includes promoting and enforcing fire safety standards.

Please contact your Regional Assistant Fire Marshal to arrange for a current [Fire Department Assessment](#), and for assistance with completing your community **Fire Protection Action Plan**:

Region	Phone
North Slave	867-767-9167 (ext 21133)
Beaufort Delta	867-777-7297
Deh Cho	867-695-7230
Sahtu	867-587-7105
South Slave	867-872-6535



## Additional Resources:

Please visit MACA's Community Fire Protection **resource page** for additional information & tools towards strengthening fire protection in your community:

<http://www.maca.gov.nt.ca/en/services/community-fire-protection>

1. [Community Fire Protection Presentation](#) - *A facilitated video presentation that is available to community governments to help provide a good understanding of the critical elements of the fire service.*
2. [Community Fire Protection Matrix](#) - *A visual chart to help provide a general overview of the Levels of Service available to communities.*
3. [Fire Department Assessment Tool](#) - *An assessment tool to help community governments evaluate their fire department's current capacity, identify any critical gaps, and determine resource needs.*

# FIRE PROTECTION ACTION PLAN (Sample)

*A Clear Path towards Strengthening Community Fire Protection*

Community Name:

**Lead:** Senior Administrative Officer & Fire Chief  Date:

**Support:** MACA Regional Assistant Fire Marshal:  Date:

Council Approved by Motion/Resolution No.:  Date:

CATEGORY	ACTION ITEM	RESOURCES <sup>1</sup>	LEAD / SUPPORT	Council ENGAGEMENT <sup>2</sup> (Yes/No)	SAFETY FACTORS <sup>3</sup>	BUDGET ESTIMATE <sup>4</sup>	TIMELINE	STATUS
GOVERNANCE	MACA to conduct a high-level overview of fire department key elements	MACA CFP Presentation - Facilitator's Guide (see Appendix A: Participant Handout)	AFM / SAO & Fire Chief	No	First opportunity to identify any critical safety gaps that may exist.	N/A	December 2016	Complete
	MACA to deliver a community fire protection presentation to council	MACA Community Fire Protection Presentation	AFM / SAO & Fire Chief	Yes	Verbally communicate critical safety gaps & necessity for mitigation measures to Mayor, SAO and council	N/A	December 2016	Complete

<sup>1</sup> Visit MACA's Community Fire Protection page for more information on available tools & resources: <http://www.maca.gov.nt.ca/en/services/community-fire-protection>

<sup>2</sup> Council approval may be required for action items that may involve decision-making or budget implications related to the delivery of community programs and services.

<sup>3</sup> Safety factors include applicable requirements under NWT legislation (i.e. Safety Act) and MACA's department mandate to ensure fire safety standards are promoted and enforced in the workplace.

<sup>4</sup> Budget estimates may require additional research such as conducting an inventory of current assets and obtaining quotes on local procurement/servicing options. A summary report for the fire service should be developed and included as part of the annual budget planning cycle.

CATEGORY	ACTION ITEM	RESOURCES <sup>1</sup>	LEAD / SUPPORT	Council ENGAGEMENT <sup>2</sup> (Yes/No)	SAFETY FACTORS <sup>3</sup>	BUDGET ESTIMATE <sup>4</sup>	TIMELINE	STATUS
	MACA to assist community with completing a detailed fire department assessment	MACA Fire Department Assessment Tool	SAO & Fire Chief / AFM	No	Second opportunity to identify any critical safety gaps during thorough evaluation of key elements	N/A	January 2017	Complete
	MACA to communicate any safety concerns related to fire protection to the community government	MACA Sample Letter Template	AFM and Regional Superintendent	Yes	Should any serious gaps be identified in the fire department assessment <b>that negatively impact safety</b> , it is critical that a formal letter be sent to council outlining the concerns and necessity for mitigation measures (with support and guidance provided by MACA).	N/A	February 2017	In - progress
	MACA to assist community with developing a detailed community action plan	MACA Community Fire Protection Action Plan	SAO & Fire Chief / AFM	Yes	N/A	N/A	February 2017	In-progress
	MACA to work with community to identify and inform budget implications based on current resources and desired Level of Service (LOS) (ie. personnel, equipment, servicing, training, administration, etc.)	Equipment associated with Matrix training levels (i.e. SCG pre-course equipment evaluation form for basic LOS)  NWTFCFA: (i.e. sample budgets from other active fire departments operating within same LOS)	AFM & Superintendent / SAO & Fire Chief	No	Budget planning must reflect resource needs for the desired LOS and provide for a safe working environment	TBD	March 2017	Pending

CATEGORY	ACTION ITEM	RESOURCES <sup>1</sup>	LEAD / SUPPORT	Council ENGAGEMENT <sup>2</sup> (Yes/No)	SAFETY FACTORS <sup>3</sup>	BUDGET ESTIMATE <sup>4</sup>	TIMELINE	STATUS
	Community to formally adopt a suitable budget that fully supports the desired LOS	N/A	SAO & Fire Chief / AFM & Superintendent	Yes	Budget must be suitable for the desired LOS in order to fully support ongoing personnel, training, & equipment needs	TBD	April 2017	Pending
	Community to adopt a fire protection LOS	MACA Community Fire Protection Matrix	SAO & Fire Chief / AFM	Yes	Community government must ensure fire service is fully trained and equipped to operate within the adopted level of service (this should be re-assessed regularly) <b>Actions of the fire department should be limited to commensurate with the current level of training, staffing and equipment available.</b>	N/A	May 2017	Pending
	Community to develop and adopt a fire protection bylaw (based on the LOS)	MACA sample Fire Protection Bylaw	SAO & Fire Chief / AFM & Superintendent	Yes	A fire protection bylaw contains numerous authorities and responsibilities which pertain to ensuring a safe work environment is provided	TBD (may be some administrative costs)	June 2017	Pending
	Community to develop and adopt standard operating procedures (based on the LOS)	MACA sample Standard Operating Procedures	SAO & Fire Chief / AFM	Yes	Standard operating procedures (SOPs) contain numerous operational safety requirements which must be strictly adhered to and enforced	TBD (may be some administrative costs)	July 2017	Pending

<b>CATEGORY</b>	<b>ACTION ITEM</b>	<b>RESOURCES<sup>1</sup></b>	<b>LEAD / SUPPORT</b>	<b>Council ENGAGEMENT<sup>2</sup> (Yes/No)</b>	<b>SAFETY FACTORS<sup>3</sup></b>	<b>BUDGET ESTIMATE<sup>4</sup></b>	<b>TIMELINE</b>	<b>STATUS</b>
EQUIPMENT/ APPARATUS / INFRASTRUCTURE	Community to address equipment, apparatus, & infrastructure needs based on the detailed fire department assessment and adopted LOS (ie. servicing, replacement, or purchase of new goods)	MACA Fire Department Assessment Tool	SAO & Fire Chief / AFM	Yes	Fire department personal protective equipment, fire apparatus, support equipment, and infrastructure must be adequate and suitable for the LOS and response functions members are expected to carry out	TBD (will be based on fire department assessment & budget impact review)	August/September 2017	Pending
	Community to establish a preventative maintenance program for all equipment, apparatus & infrastructure	NWTFCA: sample inventory and maintenance schedules; list of service providers	SAO & Fire Chief / AFM & NWTFCA	Yes	Fire department equipment & apparatus must be maintained according to recognized standards, best practices, and manufacturer recommendations	TBD (based on budget impact review & local maintenance/ servicing options)	October/November 2017	Pending
PERSONNEL	Community to confirm active volunteers and register members with the fire department	Fire department membership list	SAO & Fire Chief	No	Response functions must be limited to available personnel at any given time	N/A	December 2017	Pending
	Community to confirm appointment of key fire department leadership positions (ie. fire chief, deputy chiefs, senior officers, etc.)	Community government personnel records	SAO & Fire Chief	Yes	A safe and fully functional fire department requires the establishment of key leadership positions, who are fully trained and competent to carry out the various management, administrative and operational responsibilities of the fire service	TBD (based on position appointments and assignment of responsibilities)	December 2017	Pending

<b>CATEGORY</b>	<b>ACTION ITEM</b>	<b>RESOURCES<sup>1</sup></b>	<b>LEAD / SUPPORT</b>	<b>Council ENGAGEMENT<sup>2</sup> (Yes/No)</b>	<b>SAFETY FACTORS<sup>3</sup></b>	<b>BUDGET ESTIMATE<sup>4</sup></b>	<b>TIMELINE</b>	<b>STATUS</b>
	Community to develop & implement a volunteer recruitment campaign	MACA Volunteer Recruitment & Retention Guide	SAO & Fire Chief / AFM	No	N/A	TBD (administrative and advertising costs)	January 2017	Pending
	Community to recruit & appoint members as required for the adopted LOS	Minimum staffing is highly dependent on the adopted LOS (this number can be determined from recognized standards and best practices)	SAO & Fire Chief / AFM	Yes (for appointed members)	Response functions must be limited to available personnel at any given time  Volunteers must be registered members of the fire department (worker/employer insurance protection)  All members appointed positions should have clearly defined expectations, roles & responsibilities	TBD (will depend on membership and remuneration policy)	February 2017	Pending
<b>TRAINING</b>	Community to assess current training levels and identify individual & department-wide training needs based on the adopted LOS (ie. firefighter training, officer training, first aid, etc.)	SCG & Community Training Records; MACA's Community Fire Protection Matrix	SAO & Fire Chief / SCG & AFM	No	Response functions must be limited to the training levels achieved by the fire department and its members	N/A	December 2017	Pending



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	Community to work with MACA's School of Community Government (SCG) to establish a training plan and course dates to meet training requirements for the adopted LOS	SCG Training Program; MACA's Community Fire Protection Matrix	SAO & Fire Chief / SCG & AFM	No	Response functions must be limited to the training levels achieved by the fire department and its members	TBD (SCG training is provided for free but there may be additional costs)	February 2017	Pending
	Community to participate in scheduled SCG training courses	N/A	Fire department members	No	All training must be conducted in a safe manner under the direction of a qualified instructor and/or evaluator	TBD	TBD	Pending
	Community to develop a local training program to provide ongoing skill development and retention to members	SCG Training Program	SAO & Fire Chief / SCG & AFM	Yes (if minimum training requirements identified in bylaw/SOPs)	All training must be conducted in a safe manner under the direction of a qualified instructor	TBD (depends on community remuneration policy)	March 2017	Pending
FIRE PREVENTION / AWARENESS	MACA to work with community to develop a local fire prevention program based on community needs/risks	MACA Fire Prevention & Public-Education Resource	AFM / SAO & Fire Chief	Yes (program should be identified in bylaw)	All relevant liability & safety considerations must be factored into community fire prevention programming	TBD (dependent on programming)	April 2017	Pending
	Community to implement the fire prevention program as outlined in the approved program	N/A	SAO & Fire Chief / AFM	No	All relevant liability & safety considerations must be factored into community fire prevention programming	TBD (dependent on programming)	September 2017	Pending

# FIRE PROTECTION ACTION PLAN (Blank Template)

*A Clear Path towards Strengthening Community Fire Protection*

Community Name:

**Lead:** Senior Administrative Officer & Fire Chief  Date

**Support:** MACA Regional Assistant Fire Marshal:  Date

Council Approved by Motion/Resolution No.:  Date

CATEGORY	ACTION ITEM	RESOURCES <sup>5</sup>	LEAD / SUPPORT	Council ENGAGEMENT <sup>6</sup> (Yes/No)	SAFETY FACTORS <sup>7</sup>	BUDGET ESTIMATE <sup>8</sup>	TIMELINE	STATUS

<sup>5</sup> Visit MACA’s Community Fire Protection page for more information on available tools & resources: <http://www.maca.gov.nt.ca/en/services/community-fire-protection>

<sup>6</sup> Council approval may be required for action items that may involve decision-making or budget implications related to the delivery of community programs and services.

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