

THE DISTRICT OF METCHOSIN VOLUNTEER FIRE DEPARTMENT REVIEW

February 2008

An opportunity to enhance the quality of your Fire Service

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EXECUTIVE SUMMARY

This report outlines the findings of a fire protection survey of the District Municipality of Metchosin and was developed to assist the Elected Officials, the Municipal Administration and the Fire Chief to enhance the Fire Department's operations, resulting in the provision of a reasonable degree of fire / life safety in the community.

In drafting this report, the hazards within the community were reviewed and measured against the standards of acceptable fire protection. The report addresses a number of areas within the Fire Department including: administration, management, fire prevention, training, personnel, planning, fire apparatus / equipment, water supplies and emergency preparedness. The fifty nine (59) recommendations are intended to enhance service delivery and provide a safer environment for the community, as well as the volunteer Fire fighters.

The District of Metchosin Volunteer Fire Department presently consists of 31 dedicated and enthusiastic members that provide protection to the rural bedroom community of approximately 4795 persons.

The District of Metchosin is almost triangular in shape totalling 67.6 square kilometres (30 sq. miles) and consists largely of rural acreage-sized residential parcels of property (97%) and farms. A large percentage of the undeveloped portion of the municipality remains heavily forested, which presents its own fire protection challenges.

The Municipal Council has an excellent opportunity to enhance the fire and life safety services provided to its citizens with the implementation of the recommendations contained in this report.

THE DISTRICT MUNICIPALITY OF METCHOSIN

The District of Metchosin is mostly a rural community, located approximately 16 kilometres southwest of downtown Victoria. The District is bordered by the Strait of Juan de Fuca, the City of Colwood, the District of Langford and the Juan de Fuca Electoral Area and on the west by the Juan de Fuca Electoral Area (including the East Sooke portion) and the Becher Bay Indian Reserve.

The District is 67.7 square kilometres or (30 square miles) in area and the population was recorded as 4795 in the 2006 Census. The District was incorporated as a Municipality in the year 1984.

Metchosin is recognized as an area which provides opportunities for rural living on a larger acreage sized residential lots. Metchosin has a large amount of agricultural land and a diverse environment, including the marine environment.

Sooke Road is a section of Provincial Highway 14 which passes through the District and provides a connection between Langford to the east and Sooke to the west. There are several arterial roads in the Municipality but many of the roads were designed to accommodate the needs of local traffic only.

It was reported that approximately 40% percent of the District is serviced by fire hydrants available for fire fighting and the remainder with several static water supply sources, which are more demanding for Fire Fighters to effectively and efficiently establish a water supply.

REVIEW / ASSESSMENT

WATER SUPPLY FOR FIRE FIGHTING

It is reported that approximately 40% of The District of Metchosin has fire hydrants available for use by the Fire Department, with the remainder of the District being supplied with water for fire suppression by static water sources or transported by Fire Department apparatus, including a tanker truck.

The water supply system has been upgraded and improved over the years by expanding and infilling the system. The findings of this review are consistent with that of the Fire Underwriters Report dated January 2002.

Recommendation # 1

Continue the improvements to the water distribution system as per the Fire Underwriters Survey recommendations contained in their report dated January 2002. The expansion and infilling of the water distribution system is an important fire protection measure for the community.

Recommendation # 2

Continue the development of static water supply sources as required, including dry hydrants for drafting, in areas of the community not yet serviced by the water distribution system and fire hydrants.

TRAINING

The Metchosin Fire Department training program is consistent with other Departments of similar size and has improved and continued to expand over the last number of years. The training program is scheduled weekly and is in conformance with recognized NFPA. Standards. Attendance is required at 70% of the weekly training sessions over a year and a method of dealing with non conformance is in place.

It was noted that Metchosin Fire Department does not have a practical skills training building or a live burn training facility. Performance during training sessions is observed and recorded in the training files of individual Fire Fighters and Fire Officers, then reviewed periodically by the Training Officer.

A new Emergency Vehicle Operator's driver training program is underway in the Department for new and existing Fire Fighters, to maintain their skill levels. The EVO. Training is an important safety /accident prevention program and the Department is to be commended.

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Recommendation #4

All the Fire Officers should receive additional supervisory / management training, which does not have to be specific to the fire service.

Recommendation #5

All the Fire Officers should strive to attain a Fire Officer level (2) Certification.

Recommendation #6

The Maintenance/Fire Information Person should obtain current Fire Inspector Level (1) NFPA. Certification.

Recommendation #7

The Fire Chief and Maintenance / Fire Information Person should obtain current Fire Investigator Level 1 and Level 2 NFPA. Certifications.

Recommendation #8

The Training Officer and one other Fire Officer should obtain Live Fire Instructor Certification in order to support the need for on going live fire training.

Recommendation #9

All Fire Fighters and Fire Officers should receive annual live fire training to maintain critical skills, due to the limited exposure to actual working fire incidents.

Recommendation #10

The Junior Fire Fighting Program should remain as part of the Department's Training and Public Education Programs. The program details should be outlined in the Operational Guidelines. The program has proven to be an excellent Fire Fighter recruitment and public educational tool in the past.

Recommendation #11

A regular system of joint training sessions should be established to ensure that all mutual aid partners are utilizing compatible command, accountability and operating systems.

Recommendation #12

The District of Metchosin should consider the construction of a training tower building to enhance the practical training evolutions so necessary to maintain skill levels.

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The fire reporting system presently utilized by the Metchosin Volunteer Fire Department is not consistent with the Office of the Fire Commissioner's reporting criteria and should be amended to conform to the new system.

During the review, it was noted that a by-law for the maintenance of static water sources was not in place and could assist the Municipality to ensure the maintenance of the water sources and dry hydrants.

The B.C. Forestry Fire Smart Guidelines should be put into a by-law covering new construction, which would greatly enhance the prevention of Wildland Urban Interface Fires in the District. The adoption of a Municipal Policy for the prevention of Wildland fires would also have a positive effect with regards to fire prevention for existing properties, as well as serve to educate property owners about the need for enhanced Fire Department access to private property during a Wildland and / or structure fires.

A plan should be drafted for the District of Metchosin for the suppression of Wildland Urban Interface Fires, due to the prevalence of heavily forested areas within the District and the serious risk to life and property with the occurrence of a Wildland fire. The Fire Chief and representatives from the British Columbia Forestry Service should pursue this matter with some urgency. Upon completion the plan should be communicated to all Fire Department members, Emergency Program planners / representatives and exercised with mutual aid partners.

Recommendation #13

The Fire Chief should establish a frequency of fire inspections as per the Fire Service Act for the District, as well as enhance the current fire inspection form, by adding more items to be covered during the inspection process. The frequency of fire inspections and the enhanced fire inspection form should be included in the Fire Prevention Section of the Department's Operational Guidelines when developed.

Recommendation #14

The Fire Department Establishment By-law No.73 should be revised by adding the frequency of fire inspections to be conducted in the District Municipality of Metchosin.

Recommendation #15

The District of Metchosin should draft and adopt a smoke alarm by-law, which should apply to all new and existing residential buildings.

Recommendation #16

The Fire Chief should place into service a Pre-Fire Planning Program, which would ensure up to date and detailed pre-fire plan information for emergency scene management.

FIRE APPARATUS / EQUIPMENT

A life cycle plan for the replacement of auxiliary fire fighting equipment would assist in the budgeting process and should be included in the Fire Department Annual Business Report.

In January 2002 a Fire Underwriters Survey Report was conducted for The District of Metchosin. The report outlined in detail the replacement schedule for fire apparatus, including the purchase of multi-purpose style fire apparatus. The multi-purpose fire apparatus, as an example, could carry road rescue equipment on a Class A pumper, provide the necessary Firefighter seating capacity and have a full range of fire fighting and medical aid equipment available on scene with one vehicle. A number of fire departments in the Capital Regional District have recently purchased multi-purpose fire apparatus and found them to have increase efficiencies and reduced expenditures.

In reviewing the January 2002 Fire Underwriters Report with regards to the purchase and utilization of fire apparatus, it was determined that the recommendations are well founded and consistent with industry standards. The District of Metchosin Municipal Council should endeavour to follow the fire apparatus replacement schedule outlined in the Fire Underwriters Report.

It was noted that the present in-service fire apparatus receives pump maintenance on a regular bases, however, the pumps are not tested annually to ensure that they perform to their plated rating, which is an operational and risk management concern that needs attention. The annual pump testing program should be included in the Operational Guidelines of the Fire Department.

Work Safe B.C. Regulations (W.C.B.) require that all ground ladders which are used for fire fighting are to undergo non-destructive load testing annually and records are to be maintained. During the review it was noted that no testing has taken place and no records are on file. This is a safety and risk management issue that should be addressed immediately.

The air compressor for the self contained breathing apparatus has an annual maintenance program, which includes the testing of the air quality only once a year. Work Safe B.C. Regulations require the air quality be tested twice a year and this requirement should be included in the Operational Guidelines of the Fire Department. This is a safety and risk management issue that should be addressed immediately.

The current program for safety inspections of Fire fighting Personal Protective Clothing should be included in detail within the Operational Guidelines of the Fire Department along with the process of regular vehicle inspections, routine maintenance and mechanical repairs.

The fire hall vehicle and fire apparatus bays should be equipped with a vehicle exhaust extraction system to safely remove vehicle exhaust directly to the exterior of the building. Work Safe B.C. would have safety concerns with the present situation, which is a safety issue and needs to be addressed.

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Recommendation #32

Wildland Fire Sprinkler Protection Units should be purchased and the Fire fighters should be familiar with the set up and operation of the sprinklers.

ADMINISTRATION

The administration, day to day management and short term / long term planning are key components for the efficient and effective operation of any fire department, including the District of Metchosin Volunteer Fire Department. During the course of the review, it was noted that some advancements have been made in the administration of the Fire Department, however significant efforts to further enhance the areas of administration, management and planning have been identified. A number of the areas identified are quite achievable and are clearly the direct responsibility of the Fire Chief, while other specific recommendations will require considerable knowledge, effort and administrative skills to effectively achieve the necessary results. As an example; the review, overhaul and expanding of the Department's Operational Guidelines, including job descriptions will be a significant undertaking.

Recommendation #33

The District of Metchosin should draft and adopt a revision to the Fire Department Establishment By-law No. 73, which would authorize the Fire Department to carry out the specialized operations they are presently performing, beyond fire suppression.

Recommendation #34

The Fire Chief should enhance the present hose testing program by upgrading the data collection and record management to be consistent with industry standards. The protocols of the hose testing program should be included in the Department's Operational Guidelines.

Recommendation #35

The Fire Chief should draft and adopt a hose replacement plan, which would ensure the safe and reliable operation of the hose and identify the need for replacement. The identified fire hose then becomes part of the Equipment Replacement Section of the Fire Department Annual Business Plan.

Recommendation #36

The Fire Chief should purchase a computer program that would enhance the administration and record management of both the Training and Fire Prevention Division. The Fire Chief should research a partnership with a larger fire department that presently utilizes the FDM. Computer system and purchase a sub-licence, proving access to the program, increasing efficiencies and generating cost savings.

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Recommendation #43

The Fire Chief should place into service the use of a Fire Guard Agreement and include the protocols for use of the document in the Operational Guidelines. The document acts as a risk management tool for the Fire Department and Municipality. Owners of the property, occupiers or insurance representatives of the building involved sign the agreement to either request the Fire Department remain on scene to guard against rekindling of the fire or release the Fire Department. Cost recovery has been achieved for the standby by some Municipalities.

Recommendation #44

The Fire Chief should adopt and implement a Fire Department Inventory Program, which ensures that all the assets of the Fire Department are recorded and tracked, preferably utilizing a computer based system.

Recommendation #45

The Fire Chief should develop and adopt a standard response policy for each of the services delivered by the Fire Department. The policy should include the response time and level of service that can be expected by any resident within the District of Metchosin at any time of the day or night. The policy can assist in educating the community regarding the level of fire service available and helps eliminate any unreasonable level of service expectation on the part of the public. The standard also provides guidelines to the Fire fighters for emergency response and should be consistent with Work Safe B.C. Regulations.

PERSONNEL

The management of personnel is one of the four major components of Fire Service Management, which can be both challenging and demanding. An effective manager of fire service personnel should put into place a number of programs and policies to assist the Municipality, as a whole. A Performance, Planning and Review Program, a Dispute Resolution Program, a Harassment Policy, as well as a Code of Conduct will assist the Fire Chief in effectively managing personnel issues. The effective management of personnel is also highly dependant on an accurate and up to date record management system.

The recruiting and retention of volunteer personnel to serve in the Fire Department during daylight hours on week-days is an on going challenge for any bedroom community, such as Metchosin. It has been reported that there are instances where the turnout of volunteers has been less than the level that can safely attack a fire during the initial critical period. There are no easy solutions to this problem and the topic was recently discussed in an article on the National Fire Protection Association NFPA. Website entitled, "NFPA President testifies in Support of SAFER Act. (staffing levels for adequate Fire Emergency Response)". The article is USA. based but has relevancy in Canada as well.

Recommendation #48

The Fire Chief should place into service a dispute resolution program. All members of the department should be educated in the availability of the program and how to access the program. The outline of the dispute resolution program should be consistent with the Justice Institute course material and could include selected members of the public that are skilled in such matters. The dispute resolution program should be detailed in the Department's Operational Guidelines.

Recommendation #49

The Fire Chief should develop a harassment policy and an associated Code of Conduct that is consistent with the District of Metchosin's current policies and with legal requirements, and ensure the appropriate training and familiarization is completed with all members of the Fire Department. The program details should be incorporated into the Fire Department Operational Guidelines.

Recommendation #50

The District of Metchosin should enhance the administration, management, planning and operations of the Fire Department by putting into place a minimum 50% career Fire Chief. Within this management model, the Deputy Fire Chief would be required to undertake additional responsibilities in the Training and Fire Suppression Divisions. The enhanced management positions would improve the department as a whole and help to reduce the present risk of exposure to civil liability to a more reasonable level.

Recommendation #51

The Fire Chief should ensure that all personnel records and data are complete and up to date in the Record Management System.

Recommendation #52

The District of Metchosin presently awards an annual stipend to the Metchosin Volunteer Fire fighters Association, which is reasonably consistent with other fire departments of similar size. If a potential recruiting and retention problem should arise Council may wish to review the level of compensation and incentives for volunteer Fire Officers and Fire Fighters at that time.

Recommendation #53

The Fire Chief should review the option of re engaging retired volunteer members of the Fire Department to perform specific non fire fighting tasks. The re engaged members would have to be refreshed in their specific duties and the program outlined in detail within the Operational Guidelines. The program could provide additional personnel able to assist the department, especially during week days, which is an on going challenge for all bedroom communities. The District of Metchosin should also attempt to specifically recruit members of the community that could respond as fully trained Fire fighters during the day-light hours of week days.

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f. Municipal Council in By-law 493 has limited the term of service on the Committee to two years and Council could consider a maximum of two terms if considered appropriate for the community. This type of system allows for greater participation from the community and often results in new and innovative ideas being developed by the committee. The two-year terms should be off set to maintain continuity on the committee, which is also addressed quite well in the present By-law No. 493

g. The Fire Advisory Committee chairperson and committee members must conduct the Committee in conformance to The District of Metchosin Advisory Select Committee Bylaw No. 493 or Council faces the strong possibility of loosing the confidence of the public and the volunteer membership of the Fire Department.

EMERGENCY PREPAREDNESS

Emergency Preparedness is a key element to saving lives and reducing suffering during a major emergency incident. The successful management of an emergency incident is highly dependant on team work on the part of all Emergency Services, volunteers and the community. The Metchosin Volunteer Fire Department will be called upon to play a major part in the successful management of any major emergency incident occurring in the District of Metchosin. The successful outcome of an emergency event will be highly dependent upon the working relationship and previous training that the Fire Department and Emergency Program members have undertaken as a unified body. Facilities, such as the firehall, will be a very important during the event and will be a gathering point for persons in need of assistance, as well as being a hub for emergency operations for the Fire Department.

Recommendation #56

The Fire Chief should maintain an open line of communications with the Emergency Program Planners and make every effort to be involved in emergency exercises both table top simulation and full-scale exercises.

Recommendation #57

The Fire Chief should ensure that all the Fire Officers are aware of the Emergency Program in the District and clearly understand their role within the Emergency Plan. The Fire Department Operational Guidelines should include the Emergency Program operational criteria.

Recommendation #58

The District of Metchosin should retain an engineering consultant to review the earthquake resistant capabilities of the firehall building and make recommendations for any necessary upgrading.

REFERENCES / INFORMATION REVIEW

The following National Fire Protection Association (NFPA) Standards and other documents were referenced during the review of the District of Metchosin Fire Department:

1. NFPA. 551 A Guide for Evaluation of Fire Risk Assessment
2. NFPA. 1201 Standard for Providing Emergency Services to the Public, 2004 Edition
3. NFPA. 1144 Standard for Protection of Life and Property from Wildfire, 2002 Edition
4. NFPA. 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments, 2004 Edition
5. NFPA. 1500 Standard for Fire Department Occupational Safety and Health Program
6. NFPA. 1231. Standard for Suburban and Rural Fire Fighting
7. NFPA. 1401. Recommended Practice for Fire Service Training Reports and Records
8. Office of the Auditor General - Managing Interface Fire Risks Report 2001/2002
9. Partners in Protection (2002) Fire-Smart: Protecting your community from Wildfire.
10. Staffing for adequate fire emergency response – NFPA. Website
11. Fire Underwriters Survey Report – District of Metchosin, dated January 2002
12. Fire Underwriters Survey – Insurance Grading Recognition of Used or Rebuilt Fire Apparatus
13. The British Columbia Building Code – Access Route Design – covers the minimum requirements for fire department access roadways, including expected loads imposed by fire apparatus.
14. District of Metchosin By-law 493, The Fire Department Establishment By-law and the Terms of Reference, Fire Advisory Select Committee, Policy C-100.70

In addition to the above noted documents and standards, a number of other Fire Department documents, reports, by-laws and files were examined during the course of the survey.

The National Fire Protection Association Standards (NFPA.) is an international consensus based standard making body. The NFPA - Standards are widely utilized by fire officials, administrators and regulatory agencies such as Work Safe B.C., as well as the legal community when assessing compliance with industry standards.

SUMMARY OF RECOMMENDATION

Recommended priority code: critical **** / high *** / medium ** / low *

Water Supply

1. Continue the improvements to the water distribution system as per the Fire Underwriters Survey recommendations contained in their report dated January 2002. ***
2. Continue the development of static water supply sources as required, including dry hydrants for drafting in areas of the community not serviced by fire hydrants. ***

Training

3. Develop and implement a series of performance standards into the training program. **
4. All the fire officers should receive additional supervisory / management training, which does not have to be specific to the fire service. **
5. All the Fire Officers should strive to attain a Fire Officer level (2) NFPA. Certification **
6. The Maintenance/Fire Information Person should obtain a Fire Inspector Level (1) NFPA. Certification.***
7. The Fire Chief and Maintenance/ Fire Information Person should obtain current Fire Investigator Level 1 and Level 2 NFPA. Certifications **
8. The Training Officer and one other Fire Officer should obtain Live Fire Instructor Certification in order to support the need for on going live fire training. **
9. All Fire fighters and Fire Officers should receive annual live fire training to maintain critical skills, due to the limited exposure to actual working fire incidents. ***
10. The Junior Fire fighter Program should remain as part of the Department's Training and Public Education Programs and detailed in the Operational Guidelines. *
11. A regular system of joint training sessions should be established to ensure that all mutual aid partners are utilizing compatible command, accountability and operating systems. ***

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25. The District of Metchosin should endeavour to follow the fire apparatus replacement schedule as outlined in the Fire Underwriters Survey Report dated January 2002. ****

26. The Fire Chief should ensure that all fire apparatus pumps undergo Underwriters service testing, at the recommended intervals, to ensure they are performing to their plated pump rating. ****

27. The Fire Chief should ensure that all ground ladders are tested annually and detailed records of the testing be maintained as per the Work Safe B.C. Regulation and NFPA Standards. ****

28. The Fire Chief should ensure that the breathing air produced by the SCBA. air compressor is quality tested twice annually and recorded as per industry standards and the Work Safe B.C. Regulation. ****

29. The Fire Chief should include the check list for the Fire fighting Personal Protective Clothing Inspection Program in the Departmental Operational Guidelines. **

30. The Fire Chief should develop an Operational Guideline detailing the process of regular vehicle inspections, routine maintenance and mechanical repairs. The annual Provincial Vehicle Testing Program and the Fire Apparatus Pump Testing Program should be included in the Guidelines. ***

31. The Fire Chief should purchase and install a vehicle exhaust extraction system in the firehall apparatus bay, to safely remove vehicle exhaust directly to the exterior of the building. ***

32. Wildland Fire Sprinkler Protection Units should be purchased and the fire fighters should be familiar with the set up and operation of the sprinklers. **

Administration

33. The District of Metchosin should draft and adopt a revision to the Fire Department Establishment By-law No.73, which would authorize the fire department to carry out the specialized operations they are presently performing, beyond fire suppression. ***

34. The Fire Chief should enhance the present hose testing program by upgrading the data collection and record management to be consistent with industry standards. The protocols of the hose testing program should be included in the Department's Operational Guidelines. ***

35. The Fire Chief should draft and adopt a hose replacement plan including expected capital expenditures. **

36. The Fire Chief should purchase a computer program that would enhance the administration and record management of both the Training and Fire Prevention Division. The Fire Chief should research a partnership with a larger fire department that presently utilizes the FDM computer system and purchase a sub-licence, proving access to the program, increase efficiencies and generate cost savings. ***

45. The Fire Chief should develop and adopt a standard response policy for each of the services delivered by the Fire Department. The policy should include the response time and level of service that can be expected by any resident within the District of Metchosin at any time of the day or night. The policy can assist in educating the community regarding the level of fire service available and helps eliminate any unreasonable level of expectation on the part of the public. The standard also provides guidelines to the Fire fighters for emergency incident response and should be consistent with Work Safe B.C Regulations. ****

Personnel

46. The Fire Chief should place into service a Performance, Planning and Review Program. The program is a method for individual Fire Officers, Fire fighters and the full time staff member to be recognized for their performance during the previous year by reviewing their past practices. The program includes planning for the future and any recommendations for training. The program also provides an opportunity for the Fire Chief to enhance individual performance as required, by identifying constructive solutions and planning a course of corrective action. **

47. The Fire Chief should provide a dispute resolution training course to a number of Fire Officers and Fire fighters. The Justice Institute of British Columbia offers such a training program. **

48. The Fire Chief should place into service a dispute resolution program. All members of the department should be educated in the availability of the program and how to access the program. The outline of the dispute resolution program should be consistent with the Justice Institute course material and could include selected members of the public that are skilled in such matters. The dispute resolution program should be detailed in the Department's Operational Guidelines. **

49. The Fire Chief should develop a harassment policy and an associated Code of Conduct that is consistent with the District of Metchosin's current policies and with legal requirements, and ensure the appropriate training and familiarization is completed with all member of the Fire Department. The program details should be incorporated into the Fire Department Operational Guidelines. ***

50. The District of Metchosin should enhance the administration, management, planning and operations of the Fire Department by putting into place a minimum 50% career Fire Chief. Within this management model, the Deputy Fire Chief would be required to undertake additional responsibilities in the Training and Fire Suppression Divisions. The enhanced management positions would improve the department as a whole and help to reduce the present risk of exposure to civil liability to a more reasonable level. ****

51. The Fire Chief should ensure that all records and data are complete and up to date in the Record Management System on a regular basis. ****

P.29

f. Municipal Council in By-law 493 has limiting the term of serve on the committee to two years and Council could consider a maximum of two terms if considered appropriate for the community. This type of system allows for greater participation from the community and often results in new and innovative ideas being developed by the committee. The two year terms should be off set to maintain continuity on the committee, which is also addressed quite well in the present By-law No. 493.

g. The Fire Advisory Committee chairperson and committee members must conduct the Committee in conformance to The District of Metchosin Advisory Select Committee By-law 493 or Council faces the strong possibility of loosing the confidence of the public and the volunteer membership of the Fire Department.

Emergency Preparedness

56. The Fire Chief should maintain an open line of communications with the Emergency Program Planners and make every effort to be involved in emergency exercises both table top simulation and full-scale exercises. **

57. The Fire Chief should ensure that all the Fire Officers are aware of the Emergency Program in the District and clearly understand their role within the Emergency Plan. The Fire Department Operational Guidelines should include the Emergency Program operational criteria. **

58. The District of Metchosin should retain an engineering consultant to review the earthquake resistant capabilities of the firehall building and make recommendations for any necessary upgrading. ***

Fire Department Access

59. The Fire Chief should review the District and identify specific private roads, bridges or properties that do not provide for adequate fire department access to the property. The individual property owners should be notified of the concerns and requested to remedy the situation. The individual property owners should be advised to notify their respective insurance companies in regards to the lack of adequate Fire Department access to their property. The Fire Department Incident Pre-Plan Program should reflect the findings of the review and be updated regularly to reflect the most up to date information with regards to these specific properties. Municipal Council should consider drafting and adopting a fire protection by-law covering Fire Department access route design for fire fighting, which should apply to all properties within the District, including private properties. ****

