

<b>Appointments Under the Fire Prevention Act – Local Assistant</b>		Amended	Office of the Fire Marshal	1202
Policy Title		New or Amended	Division / Branch / Section	Policy #
Fire Marshal		March 2016	April 2016	2021
Approved by		This policy was approved on:	This version takes effect on:	This policy will be reviewed by:
1.	<b>Purpose</b>	To inform local and municipal government administrators, who are responsible for the fire services within their territorial jurisdictions, of the requirement and procedural process of ensuring that those persons filling the role of a <b>Fire Chief</b> and/or <b>Deputy Chief</b> are appointed as a Local Assistant under the <i>Fire Prevention Act (FPA)</i> .		
2.	<b>Legislative Authority</b>	New Brunswick <i>Fire Prevention Act, Sections 6(1)</i>		
3.	<b>Scope</b>	<p>This section outlines the responsibility of local service district and municipal agencies involved with the appointment of a fire chief and/or deputy chief within their territorial jurisdictions.</p> <p>The responsibility of initiating procedures to appoint a fire chief and or deputy fire chief under the <i>FPA</i> is that of the local government authority having jurisdiction.</p> <p>The internal criteria that will generally influence whether an individual is successfully appointed or has their appointment renewed as a Local Assistant under the <i>FPA</i> are as follows:</p> <ul style="list-style-type: none"> <li>• Recommendation from the appropriate authority having jurisdiction such as the Mayor, Town Clerk, Local Service district manager or in the case of a deputy chief, the fire chief.</li> <li>• Successful outcome of a Vulnerable Sector Check,</li> <li>• Completion of Local Assistant/<i>FPA</i> training seminar provided by the OFM.</li> </ul>		
4.	<b>Definitions</b>	NA		

5.	<b>Policy Guidelines</b>	In order to ensure the legal authority and liability protection to conduct or direct fire suppression, prevention, investigation and or fire safety inspection efforts, every person holding the title of Fire Chief and or Deputy Chief in Province of NB should be appointed by the Fire Marshal as a Local Assistant under the <i>FPA</i> .
6.	<b>Procedures Process Maps / Guidelines/ Forms</b>	<p>Upon designating an individual to hold the position of fire chief or deputy fire chief of a local fire brigade, the local authority is responsible to inform the Fire Marshal of such a designation and forward appropriate documentation for appointment under the <i>FPA</i> directly to the Office of the Fire Marshal.</p> <p>Such documentation will include but is not limited to:</p> <ol style="list-style-type: none"> <li>1) Application for appointment;</li> <li>2) Completed Vulnerable Sector Check;</li> <li>3) Signed form authorizing the OFM to use the appointees picture on file with Service New Brunswick from his/her Motor Vehicle license.</li> </ol> <p>Authorities granted to a fire chief and/or deputy chief under the <i>FPA</i> will be dependent upon the delegated authorities required within their territorial jurisdiction.</p> <p>All forms required for the above noted appointment(s) are available on the OFM website or by contacting the Office of the Fire Marshal.</p>
7.	<b>Policy Owner</b>	Fire Marshal (506) 453-2004
8.	<b>Related Policy</b>	Administrators may refer to Policy 1200 for specific procedures used by the OFM regarding the internal appointment process.
9.	<b>Involved Agencies</b>	<b><i>Local Government agencies.</i></b>