

<b>Appointments Under the Fire Prevention Act</b>		New	Office of the Fire Marshal	1200
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 processes of Fire Marshal appointments under the <i>Fire Prevention Act (FPA)</i>		
2.	<b>Legislative Authority</b>	<i>Fire Prevention Act, Sections 2(2) and 6(1)</i>		
3.	<b>Scope</b>	<p>This section outlines the responsibility of rural and municipal agencies involved with the appointment of a fire chief, deputy chief, fire investigator and/or fire prevention officer within their territorial jurisdictions.</p> <p>The responsibility of initiating procedures to appoint any of the above noted positions 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 an appointment renewed 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, 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> <li>• Any required training specified by the Fire Marshal for such an appointment.</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, Deputy Chief, Fire Investigator and/or Fire Prevention Officer in Province of NB should be appointed by the Fire Marshal.
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>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 Policies 1201- 1205 for information on specific appointments and the general procedures used by the OFM regarding the appointment process.
9.	<b>Involved Agencies</b>	Local Government agencies