

Appointments Under the Fire Prevention Act – Fire Prevention Officer		Amended	Office of the Fire Marshal	1203
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.	Purpose	To inform/provide direction to local, municipal and or provincial government administrators, who are responsible for the fire safety inspection services within their territorial jurisdictions, of the requirement and procedural process of ensuring that those persons filling the role of a Fire Prevention Officer are appointed as such under the <i>Fire Prevention Act (FPA)</i> .		
2.	Legislative Authority	New Brunswick <i>Fire Prevention Act, Sections 2(2)</i>		
3.	Scope	<p>This section outlines the responsibility of rural, municipal and provincial government agencies involved with the appointment of a Fire Prevention Officer within their territorial jurisdictions.</p> <p>The responsibility of initiating procedures to appoint a Fire Prevention Officer 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 Fire Prevention Officer under the <i>FPA</i> are as follows:</p> <ul style="list-style-type: none"> • Recommendation from the appropriate authority having jurisdiction such as the Mayor, Town Clerk, Local Service district manager, Fire Chief; • Successful outcome of a Vulnerable Sector Check; • Meets the qualifications set forth by the OFM; • Is employed as a Fire Prevention Officer within the Province of NB; • Completion of Local Assistant/FPA training seminar provided by the OFM 		

4.	Definitions	Fire Prevention Officer – a person who is appointed by the Fire Marshal to carry out limited authority of the Fire Prevention Act and its regulations throughout the province.
5.	Policy Guidelines	In order to ensure the legal authority and liability protection to conduct fire safety inspections and relevant fire prevention efforts, every person holding the title of Fire Prevention Officer in Province of NB should be appointed by the Fire Marshal as a Local Assistant under the <i>FPA</i> .
6.	Procedures Process Maps / Guidelines/ Forms	<p>Upon designating an individual to hold the position of Fire Prevention Officer, 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"> 1) Application for appointment; 2) Completed Vulnerable Sector Check; 3) Signed form authorizing the OFM to use the appointees picture on file with Service New Brunswick from his/her Motor Vehicle license. 4) Proof of any relevant training (certificates, etc.) <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> <p>Persons holding the appointment of Fire Prevention Officer will receive an appropriate designation as a statement of willingness to carry out the authority of ss. 11, 12, 13(3), 16, 19(3) and 21(1) and 23 of the <i>Fire Prevention Act</i>.</p>
7.	Policy Owner	Fire Marshal (506) 453-2004
8.	Related Policy	Administrators may refer to Policy 1200 for specific procedures used by the OFM regarding the internal appointment process.
9.	Involved Agencies	<i>Local Government agencies.</i>