



## General Steps in Establishing a Local Fire Department

### Regional District Okanagan-Similkameen

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<b>Step 1</b>	Rural Organizing Committee Approaches RDOS.
<b>Step 2</b>	<p>Carry out an “economic and technical” feasibility study.</p> <p>This should be done as a joint exercise between the organizing committee and the Regional District.</p>
<b>Step 3</b>	<p>Obtain the necessary “approvals”</p> <p>The following approvals will be necessary in order for the fire protection service to become a reality:</p> <ul style="list-style-type: none"><li>a) Electoral approval: Those expected to benefit and pay,</li><li>b) Government: Regional District Province</li></ul>
<b>Step 4</b>	<p>Put the service in operation.</p> <p>Once the fire protection service has been established as a local government responsibility, the Regional District will pass a bylaw for the establishment as required by the <i>Local Government Act</i>.</p>

#### Reference

Establishing and Operating a Fire Department, Office of the Fire Commissioner, Province of British Columbia



## ESTABLISHING A FIRE DEPARTMENT

### PROCESS CHECKLIST

Date	Item	Complete
	Community Support (survey)	
	Electoral Area Director Support	
	Initial budget implications \$5,000 - \$7,000	
	Preliminary RDOS Assessment (Regional Assessment (Fire Chief Review), service area mapping, financial assessment analysis	
	Proceed	Yes      No
	Fire Underwriters Survey - Site Inspection Request	
	Fire Underwriters Survey - Report Received	
	Proceed	Yes      No
	Joint RDOS/Stakeholder Committee Considerations <sup>1</sup>	
	Schedule A material reviewed by RDOS Protective Services Manager	
	Proceed	Yes      No
	GIS produce service area map and assessment data	
	Budgets, operating and capital submitted for Finance Department Review and Analysis	
	Bylaws presented to the Regional District Board	
	Proceed	Yes      No
	Bylaws forwarded to the Province for approval	
	Joint RDOS/Stakeholder Committee to conduct public information meeting(s)	
	Referendum	
	Proceed	Yes      No
	Joint RDOS/Stakeholder Committee to meet with Finance Department	
	Joint RDOS/Stakeholder Committee to meet with Protective Services Manager to outline fire department establishment schedule	
	Master Plan Complete <sup>2</sup>	
	Joint RDOS/Stakeholder Committee work towards establishing fire department	
	Present Fire Department Establishment Bylaw to Regional Board	
	Fire Department work with FUS and RDOS to attain FUS rating	
	On receipt of confirmed rating RDOS submit a Press Release	

<sup>1</sup> Schedule A

<sup>2</sup> Schedule B

## Schedule A

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Major items which must be considered when forming a volunteer fire department are:

1. Fire apparatus
  - a. Must be compatible with water sources
2. Fire fighting equipment
  - a. Including personal equipment
3. Fire station
  - a. Location and design
4. Staffing
  - a. As many members as possible (a minimum of 20 is recommended)
5. Communication system
  - a. From the public to the fire department
  - b. From the fire department to the fire fighter
  - c. Between fire fighters
  - d. Between mutual aid agencies
6. Water supplies
  - a. Hydrants
  - b. Standpipes
  - c. Lakes, streams and other man made sources
  - d. Reliability and quantity
7. Private property
  - a. The ability of a fire department to enter onto private property to extinguish a fire which is endangering surrounding property or buildings
8. Mutual aid
  - a. Legal agreements with adjacent fire departments
9. Personal protection
  - a. Compensation for the fire fighters in the event of an accident
10. Geographical boundaries
  - a. What areas will be included in the fire protection area
  - b. Mutual aid areas
  - c. Areas where fire protection will be required in the future
11. Population data
  - a. The total population now
  - b. Projected population in 5 years
  - c. Seasonal variations

## Schedule A

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12. Physical data
  - a. The road system
  - b. Topography
  - c. Weather conditions
  
13. Land use
  - a. Total area
  - b. Urban
  - c. Rural
  - d. Residential
  - e. Wild land
  - f. Grasslands
  - g. Commercial
  - h. Industrial
  - i. Agricultural
  
14. Legal considerations
  - a. Workers' Compensation Board requirements
  - b. Indemnification of local government and fire department members
  
15. Funding
  - a. Long term capital planning in place to ensure the resources are available to future capital improvements
  - b. Fund the day today operations of the department

## Schedule B

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### Master Planning Process

A basic, systematic approach should result in determining the answers to the following questions:

1. What are the financial resources of the community?
2. What is the availability of volunteer personnel at various times of the day and night?
3. What is the frequency of emergency incidents?
4. What will be the range of services provided by the fire department?
5. What type of fire department is preferred by the community?
6. What is the demographic characteristic of the community?
7. What is the level of fire risk in the community?
8. What are the real fire problems?
9. Do people know how to behave in fires?
10. Do we have "high risk" groups of people in the area?
11. What kind of fires have occurred, and what losses have resulted from these fires?
12. How could the fires have been prevented or the losses reduced?
13. What specific fire risks now exist or are expected to exist in the foreseeable future?
14. Is there an increase or decrease in the population?
15. What is the present economic make-up?
16. What are the future growth projects, and land use and zoning plans?
17. What is the condition of housing?
18. What is the projected industrial growth?
19. What are the transportation conditions?
20. What plans are in existence at community, local government (regional district or improvement district) or provincial levels which could influence the planning?