

Declaration of Understanding

Appointment of Local Assistant: Fire Chief

This declaration outlines the expectations for Fire Chiefs as Local Assistants appointed under the *Fires Prevention and Emergency Response Act*. By signing, you confirm your understanding of the role and responsibilities of this position as set out in Schedule A and acknowledge your statutory obligations.

Fire Code Enforcement: Ensure the Manitoba Fire Code is enforced within your jurisdiction.

Fire Safety Inspections: Arrange for and conduct fire safety inspections of buildings that are required by law to be inspected.

Inspection Records: Keep complete and accurate records of all fire safety inspections. These records must be retained for a minimum of seven years and provided to the fire commissioner upon request.

Immediate Incident Notification: Immediately notify the fire commissioner and the police if a fire results in a death or serious injury, appears suspicious or intentionally set, involves an explosion causing injury or damage, has an undetermined cause, or results in significant loss to the local authority or residents.

Fire Investigations and Reporting: Investigate fires within your area to determine their cause, origin, and circumstances. Submit a written investigation report to the fire commissioner using the prescribed form within 14 days.

Annual Running Orders: Submit annual information to the fire commissioner outlining available emergency response resources, including personnel and equipment.

Delegation of Duties: You may delegate duties to other qualified employees, provided the delegation is made in writing and complies with all legislative requirements.

Notification of Appointments and Delegations: Promptly notify the Office of the Fire Commissioner of any new local assistant appointments or delegated responsibilities, including the names of those involved.

Compliance with Direction: Carry out any orders or instructions issued by the Office of the Fire Commissioner at the site of an emergency or disaster.



Appendix B

Delegation of Authority Local Assistant

In accordance with *The Fires Prevention and Emergency Response Act* (FPERA) Section 23(2), we, the Municipality of _____, are writing to inform you that _____ has been appointed to the position of _____ and therefore is our “local assistant” for purposes of section 23(1) of the FPERA.

All duties assigned to the local assistant shall be in accordance with the FPERA. A local assistant also falls in the definition of “designate” under the FPERA. Any duties delegated by the local assistant to another employee of the local authority will be communicated in writing to the Office of the Fire Commissioner as soon as practicable.

Should there be a change of the local assistant, we will advise you in accordance with section 23(2)(b) of the FPERA.

Municipality:

Phone:

CAO Name:

Email:

CAO Signature: _____ Date: Click or tap to enter a date.

Declaration of Understanding

I, _____, declare that I understand my responsibilities as described above and under *The Fires Prevention and Emergency Response Act* C.C.S.M. c. F80 as a local assistant.

Fire Department:

Phone:

Name:

Email:

Local Assistant Signature: _____ Date: Click or tap to enter a date.

Send completed forms to – firesafety@gov.mb.ca



Schedule A

This Schedule forms part of the appointment of a Local Assistant and certifies an understanding of the duties assigned under *The Fires Prevention and Emergency Response Act*, C.C.S.M. c. F80. (The Act).

Fire Code Enforcement — Section 20

Within the boundaries of the local authority, the Local Assistant is responsible for the enforcement of the Manitoba Fire Code in accordance with the procedures set out in The Act and associated Regulations.

Fire Safety Inspections — Subsection 21(1)

The Local Assistant is responsible for carrying out, or ensuring the carrying out of, regular fire safety inspections of prescribed buildings under the *Fire Safety Inspections Regulation* within the boundaries of the local authority.

Inspection Records — Subsection 21(2)

The Local Authority shall ensure that:

- a record in the approved form is made of every fire safety inspection;
- inspection records are made available to the fire commissioner upon request; and
- inspection records are retained for a minimum of seven years, unless otherwise prescribed by regulation.

Reporting of Appointments and Delegations — Subsection 23(2)

The Local Authority shall ensure that the Office of the Fire Commissioner is notified as soon as practicable of:

- any change in the Local Assistant (Fire Chief); and
- any delegation of the role to perform the local assistant's duties (fire safety inspector), including the names of persons to whom duties are delegated.

Delegation of Duties — Subsections 23(3) and 23(4)

The Local Assistant may delegate powers, duties, and functions under the Act in accordance with subsection 23(3). All delegations must be made in writing and are subject to limitations or conditions prescribed by regulation or set out in the delegation confirmation.

Immediate Notification of Certain Incidents — Section 24

The Local Assistant must immediately notify:

- the fire commissioner and the police w
- here a fire results in death or serious injury, or is believed to be incendiary or of suspicious origin; and
- the fire commissioner where an explosion causes injury or property damage, where the cause, origin, or circumstances of a fire cannot be determined or assistance is required, or where a fire results in significant loss to the local authority or its residents

Fire Investigation and Reporting — Section 25

Unless otherwise directed by the fire commissioner, the Local Assistant must investigate the cause, origin, and circumstances of fires occurring within the local authority and submit a report in the approved form to the fire commissioner within 14 days after the fire comes to their attention.

Annual Reporting of Emergency Response Resources — Section 26

The Local Assistant shall ensure that annual information regarding emergency response resources, including personnel and equipment, is submitted to the fire commissioner as required (running orders).

This declaration of understanding must be renewed every 3-years and submitted to the Office of the Fire Commissioner