



COUNCIL REPORT  
Fire Rescue Services  
For the May 26, 2020 Council Meeting

---

DATE: May 13, 2020  
TO: Paul Gipps, CAO  
FROM: Jason Brolund, Fire Chief  
RE: Fire Inspection Frequency

---

**RECOMMENDED MOTION:**

**THAT** Council adopt the attached policy “*West Kelowna Fire Rescue - Fire Inspection Frequency*”.

**RATIONALE:**

The BC Office of the Fire Commissioner (OFC) directs that it is the responsibility of Council to establish a regular system of inspections.

At present there is no formal council policy in place on the frequency of inspections.

**LEGISLATIVE REQUIREMENTS:**

The authority and mandate to perform fire inspections of fire hazards, gain entry and issue orders to correct infractions is given in the *BC Fire Services Act*, including mandating a municipality to provide for a regular system of inspection of hotels and public buildings within the City.

The City of West Kelowna (CWK) Fire Prevention Bylaw 0114 legislates that an annual prevention inspection of occupancies and buildings as required by the *Fire Services Act*, shall be carried out by or on behalf of the City. The bylaw allows for the system of fire prevention inspections to be revised as necessary throughout the year to take into account a number of factors that may prevent all inspections being completed.

**BACKGROUND:**

The WKFR Fire Prevention Branch performs a number of vital activities related to the health and safety of West Kelowna firefighters, residents and visitors. This includes Fire and Life Safety Inspections, FireSmart Property Assessments, Development/Subdivision/Building Permit Reviews and Business Licensing Inspections. The Fire Prevention Branch staff also function as Incident Safety Officers at all major emergencies as well as perform Fire Investigations.

The branch has two staff assigned whose primary role is to conduct fire inspections across the City as well as on WFN Territory, as a part of our long term fire services agreement. This includes a Fire Prevention Captain as well as a Fire Inspector.

Fire Crews conduct one-third (33%) of inspections in-between emergency calls and training. This helps increase the overall number of inspections performed as well as provide the fire crews an opportunity to conduct site visits and familiarize themselves with occupancies in advance of an emergency.

|                                   | CWK | WFN | TOTAL |
|-----------------------------------|-----|-----|-------|
| 2020<br>Inspectable<br>Properties | 983 | 367 | 1350  |

Since 2011, there has been a 22% increase in inspectable properties.

In 2019 WKFR staff conducted 1038 inspection visits (meeting 76% of the current frequency) and 359 re-inspection visits for a total of 1397 inspections.

Presently, WKFR relies on an internal guideline to establish the frequency of inspections.

The OFC suggests that the occupancy type of building be the basis on which to determine risk and establish inspection frequencies. Each occupancy and building within the West Kelowna Fire Protection area is assigned an occupancy classification under the BC Building Code.

Other considerations mentioned by the OFC are the age of the building, the condition of the building, housekeeping and owner cooperation. The OFC advises that Council may increase or decrease these frequencies in line with available staff. The OFC stresses that inspections must be regular, fair, adequate and the frequency justified by a responsible policy agreed to by Council.

A Council Policy has been proposed (attached) that is reasonable, without compromising life or fire safety. It takes into account available resources (staff) and is based on local knowledge and conditions as well as local factors that have been shown to increase fires or risk.

The new proposal meets or exceeds the National Fire Protection Association (NFPA) recommended minimum frequencies and is consistent with other fire services across the region (see Appendix A).

Establishment of this Council policy is recommended practice by the BC Fire Commissioners Office.

**REVIEWED AND APPROVED BY:**

Warren Everton, Director of Finance/CFO  
Tracey Batten, Deputy CAO/Corporate Officer  
Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

**Attachments:**

Appendix 'A' – Analysis of Current, Comparable, Recommended and Proposed Fire Inspection Frequencies  
DRAFT Council Policy – West Kelowna Fire Rescue Fire Inspection Frequency

## Appendix 'A'

### Analysis of Current, Comparable, Recommended and Proposed Fire Inspection Frequencies

| OCCUPANCY<br>Type        | CWK<br>Current | NFPA 1730<br>Recommended | KELOWNA<br>Comparable | CWK<br>Proposed<br>(changes bolded) |
|--------------------------|----------------|--------------------------|-----------------------|-------------------------------------|
| Group A                  |                |                          |                       |                                     |
| Div. 1 - Theatres        | 1 YEAR         | 1 YEAR                   | 2 YEARS               | 1 YEAR                              |
| Div. 2                   |                |                          |                       |                                     |
| Churches, Halls          | 1 YEAR         | 1 YEAR                   | 2 YEARS               | 1 YEAR                              |
| Night Clubs              | 1 YEAR         | 1 YEAR                   | 6 MOS.                | 1 YEAR                              |
| Schools                  | 1 YEAR         | 1 YEAR                   | 1 YEAR                | 1 YEAR                              |
| Large Day Cares          | 1 YEAR         | 1 YEAR                   | 1 YEAR                | 1 YEAR                              |
| Restaurants/Pubs         | 6 MOS.         | 1 YEAR                   | 6 MOS.                | <b>1 YEAR</b>                       |
| Coffee Shop/Delis        | 1 YEAR         | 3 YEARS                  | 2 YEARS               | <b>2 YEARS</b>                      |
| Div. 3 - Arenas          | 1 YEAR         | 1 YEAR                   | 2 YEARS               | 1 YEAR                              |
| Group B                  |                |                          |                       |                                     |
| Div. 1 – Det. Centres    | N/A            | 1 YEAR                   | <not specified>       | <b>1 YEAR</b>                       |
| Div. 2 - Hospitals       | N/A            | 1 YEAR                   | 6 MOS.                | <b>1 YEAR</b>                       |
| Div. 3 - Care Facilities | 6 MOS.         | 1 YEAR                   | 6 MOS.                | <b>1 YEAR</b>                       |
| Group C                  |                |                          |                       |                                     |
| Hotels, Motels           | 1 YEAR         | 1 YEAR                   | 1 YEAR                | 1 YEAR                              |
| Apartments               | 1 YEAR         | 1 YEAR                   | 1 YEAR                | 1 YEAR                              |
| Strata Communities       | 1 YEAR         | <not specified>          | 1 YEAR                | <b>2 YEARS</b>                      |
| Bed and Breakfast        | 1 YEAR         | <not specified>          | INITIAL ONLY          | <b>Discretionary</b>                |
| Home Daycares            | 1 YEAR         | <not specified>          | <not specified>       | <b>Discretionary</b>                |
| Lock boxes/Gates         | 1 YEAR         | <not specified>          | <not specified>       | <b>2 YEARS</b>                      |
| Group D – Biz/Service    | 1 YEAR         | 3 YEARS                  | 2 YEARS               | <b>2 YEARS</b>                      |
| Group E - Mercantile     | 1 YEAR         | 3 YEARS                  | 2 YEARS               | <b>2 YEARS</b>                      |
| Group F                  |                |                          |                       |                                     |
| Div. 1 General           | 1 YEAR         | 1 YEAR                   | 1 YEAR                | 1 YEAR                              |
| Bulk Plants              | 1 YEAR         | 1 YEAR                   | 1 YEAR                | 1 YEAR                              |
| Spray Operations         | 1 YEAR         | 1 YEAR                   | 1 YEAR                | 1 YEAR                              |
| Div. 2 General           | 1 YEAR         | 2 YEARS                  | 1 YEAR                | <b>2 YEARS</b>                      |
| Service Stations         | 1 YEAR         | 1 YEAR                   | 1 YEAR                | 1 YEAR                              |
| Service Garages          | 1 YEAR         | 2 YEARS                  | 1 YEAR                | <b>2 YEARS</b>                      |
| Div. 3 General           | 1 YEAR         | 2 YEARS                  | 1 YEAR                | <b>2 YEARS</b>                      |
| Food Trucks              | None           | <not specified>          | 1 YEAR                | <b>1 YEAR</b>                       |
| Major Construction Sites | None           | <not specified>          | <not specified>       | <b>30 DAYS</b>                      |
| Tactical Inspections     | None           | <not specified>          | <not specified>       | <b>36 per YEAR</b>                  |