



MINUTES OF THE SECOND FIRE SUB-COUNCIL MEETING OF 2018

DATE: March 22, 2018

TIME: 9:00 a.m. to 3:24 p.m.

LOCATION: Radisson Hotel, Edmonton

PRESENT: **Sub-Council Members**
Michael Walker, Chair
Mike Baker
Cameron Bardas
Allan Blatz
Michael Bos
Joseph Davis (arrived at 9:13 a.m.)
Robbin Foxcroft, Vice Chair South
Cammie Laird
Gary Mayorchak, Vice Chair North
Mario Poser
Stephen Suen
Chris Taylor

Safety Codes Council
Allison Karch, Susan Rossmann, Jai Basra, John Ziarko

Alberta Municipal Affairs
Tina Parker, Keven Thomson, Liz Gillean, Jon Elliott

Guests
Rick Gratton, Don Edgecombe

REGRETS: Hunter Langpap

RECORDING SECRETARY: Sandi Orr

2018 MEETINGS: May 10, September 13, November 22

1. Meeting Opening

The meeting was called to order by the Chair at 9:00 a.m., housekeeping tips were provided and a round table introduction was held. Members were reminded of the primary duty of all Council Members is to act in the interest of safety in the built environment for the benefit of all Albertans.

1.1. Agenda Adoption

The following items were added to the agenda:

- 4.11. Practical Evaluation for Group A, B, C
- 4.12. Standardization of Life Safety Systems
- 4.13. AGLC Licensing of Salons, Spas

Mike Baker / Gary Mayorchak moved to adopt the agenda, as amended; CARRIED

1.2. Previous Minutes

1.2.1. Adoption of January 11, 2018

Mike Baker / Robbin Foxcroft moved to adopt the minutes of January 11, 2018, as circulated; CARRIED

2. Matters for Decision

2.1. Draft STANDATA

2.1.1. Emergency Shut-Off

The Variance STANDATA was included in the portal and reviewed. Background was provided on when the emergency shut-off became a requirement in the National Fire Code and the additional requirement where the operator is, for self serve facilities which occurred in 2005. Rationale was provided regarding the purpose of the variance. Clarification was provided regarding a series of questions asked prior to the meeting and this list will be included in the portal.

[Council Administration]

It was reported that a proposed code change has been submitted to NRC regarding this requirement.

Concern was continued to be expressed when there is only one operator and they are away from the monitor or distracted. It was suggested that the issue is more from a compliance perspective. Statistics from the Fire Commissioners Office were unknown. No rationale for the 2005 change has been provided by NRC.

It was reported that the Variance was modelled from an Ontario variance and this has now been changed in the Ontario Fire Code. It is hoped that same wording will be included in the National Fire Code.

Concern was expressed that we don't know the rationale of why it was added into the code, so it is challenging to agree to no longer require it. Concern was expressed that the reason being suggested to remove it is because there is little compliance on the requirement.

It was clarified that the motion was sent out by letter ballot and needs to be addressed. It is believed that the Variance provides an alternate solution, but two shut-offs could still be required.

Concern was expressed of whether most authorities having jurisdiction are even aware that this requirement is not being complied with if this has been given over to PTMAA.

It was questioned regarding what would occur if the cameras were later removed and it was clarified that the Variance requires the cameras to be interlocked.

The Fire Administrator reported that she would investigate whether the variance must be allowed or whether it can be up to the authority having jurisdiction to allow or not allow, and if that is the case, wording could be included that it is up to the AHJ to allow the variance.

[Parker]

The Letter Ballot motion to support the Variance was rescinded.

2.1.2. Portable Fire Extinguisher Tags

The Information Bulletin STANDATA was included in the portal and reviewed.

It was questioned regarding new extinguishers and it was clarified that all new extinguishers placed in service must be inspected and tagged. This will be clarified in the STANDATA.

Gary Mayorchak / Mike Baker moved to support the publishing of the Portable Fire Extinguisher Tags Information Bulletin, as amended; CARRIED

2.1.3. Fixed Fire Suppression & Exhaust Systems – Cooking and Cleaning

The Joint Building/Fire Interpretation STANDATA was included in the portal and reviewed.

- Several references to ABC 6.2.2.6. of the Building Code, it was suggested this be removed as it is not applicable.
- Questioned about engineering requirement
- Questioned about stainless steel head – typically not required in most cases
- How does ventless frying systems fit into this requirement – fire suppression system still needs to be maintained and this is noted in the manufacturers instructions – it was suggested this be clarified in the STANDATA
- It was suggested that mini donut fryers be specifically referenced
- It was suggested that some of the wording be revised (e.g. frank discussion, etc.)
- It was suggested that further research be done regarding industrial kettle corn makers

- It was suggested that portable systems / carts should be clarified
- Clarification is needed relative to which pizza ovens do or do not require suppression
- It was questioned regarding shut off of electricity when wet chemicals are used, and this could be a major hazard
- Clarification was provided regarding referenced Standards and the ability to use newer Standards through a variance
- Clarification was provided regarding vertical / upright rotisseries and that two or less existing appliances would not require the installation of a suppression/ventilation system, clarification to add “new restaurant” rather than new machine
- Clarification about movement of new appliances – could be noted to check with your authority having jurisdiction or the expert states that engineering does not required – it should not require additional engineering for a pre-engineered piece of equipment
- Clarified that the question mark shouldn’t be there at the top of 11
- Are there allowances in codes and/or standards for limited usage facilities? Clarification will be provided, that this is not applicable to mobile kitchens

The Fire Administrator will make the recommended revisions and will bring back and the May 2018 meeting. [Parker]

2.2. Results of Letter Ballot 01-18 FSC – NFC 2015 – Alberta Edition

The letter ballot results were included in the portal and reviewed.

Mike Baker / Robbin Foxcroft moved to accept the results of Letter Ballot 01-18 FSC (NFC 2015 – Alberta Edition), as information; CARRIED

2.3. Course Validation: Fire, Group E, Tanks Inspection, AFC 2014 (100174)

Access to the Tanks Inspection Course Material was included in the portal. Gary Mayorchak reported that the course has been reviewed, feedback was provided to the Council and revisions have been made where appropriate. The document referenced for information is relative to the U.S. and therefore not necessarily applicable.

Gary Mayorchak / Mike Baker moved to approve the course material for Fire, Group E, Tanks Inspection, AFC 2014 (100174); CARRIED

2.4 Draft Occupant Load Working Group Terms of Reference

The first version of the Terms of Reference was included in the portal and reviewed. Clarification was provided on the following:

- It was agreed that it was an ad-hoc committee
- Purpose was revised to read: to provide recommendations on the appropriate occupant load for various types of occupancies / events
- It was noted that the Building Sub-Council did not feel the need to be involved at this time

- It was clarified that any external members outside of the FSC could served on the working group without it being a joint working group
- Cameron Bardas (Chair), Mike Baker, Michael Bos, Gary Mayorchak, Stephen Suen, David Flanagan (City of Edmonton) volunteered for the Working Group

Concern was expressed regarding the Building Sub-Council not wishing to participate in this working group because the idea was to gain consistency between building and fire. It was questioned if the Building Sub-Council could simply be consulted on the STANDATA and it was suggested that this would not resolve the issue because the two disciplines do not agree.

It was clarified that the new National Fire Code and .4 factor will be a challenge. It was suggested that focussing on the harmonization piece will need to be part of the working group’s discussion.

Robbin Foxcroft / Cameron Bardas moved to approve the Working Group Terms of Reference, as revised; CARRIED

3. Review Matters Arising/Action List

Date	Action	Responsible	Status/Update
Nov 23, 2016	Qualified Persons Registry (E.2.06.11)	AMA & Council Mgmt	Still being reviewed
Nov 23, 2016	Food Trucks Guidelines/STANDATA draft for review	Parker	On agenda
Nov 23, 2016	Fireworks Discussion to be left on action list until info on the policy direction can be provided Update: Policy direction email from James Orr will be added to the portal.	Jess/Parker	Removed from action list
Nov 23, 2016	Use of sea containers as buildings – PFA will continue to work on the Shipping Containers Info Bulletin (E.3.05.14) Update: Nothing is being done on the STANDATA as clearer direction is needed, the PFA will bring forward a draft STANDATA for support of the sub-council	Parker	In progress
May 11, 2017	Circulate list of unresolved issues regarding NFC/AFC Harmonization. Update: Items that will take more time to resolve will not be harmonization and will remain as currently in the Alberta Fire Code. This will be brought forward at the next meeting.	Parker	In progress
Sept 14, 2017	Ask whether finding of evaluation of high rises in the City of Edmonton may be shared with the FSC once complete (arose during Grenfell Tower Fire discussion)	Bardas	In progress

Sept 14, 2017	Bring the Grenfell Tower Fire discussion forward at the BSC January 25/18	Bos	Completed
Nov 21, 2017	Ask BSC Chair to poll BSC Members about whether they want to participate on the FSC Occupant Load Working Group/Joint Working Group	Council Administration/ Dessario	Completed
Nov 21, 2017	Draft Terms of Reference for Occupant Load Working Group	Council Administration	On agenda, completed, remove from action list
Nov 21, 2017	Builder Licensing presentation was provided to BSC and this presentation could be made to FSC or posted in the portal.	AMA/ Council Administration	Included in Shared Document, completed, remove from action list
Jan 11, 2017	AFC Amendment Regulation – it was suggested that AMA provide rationale for the name change and what processes would be used to ensure code users know the right code in force, especially if the Regulation will not be amended in future.	Gillean / Parker	Reason explained, removed from agenda
Jan 11, 2017	Bring up the AFC name change to <i>2015 National Fire Code – Alberta Edition</i> at BSC	Bos	Completed, remove from action list
Jan 11, 2017	Code Change Proposal Working Group will work with PFA on the harmonization project	Working Group/Parker	Combine with May 11, 2017 item
Jan 11, 2017	14-FCB-001 Portable Fire Extinguishers – provide feedback to PFA by Jan 25, 2018	All	Completed, removed from action list
Jan 11, 2017	Draft 14-BCB-FCB Occupancy of Buildings Under Construction - provide feedback to PFA by Jan 25, 2018	All	Completed, removed from action list
Jan 11, 2017	2017-10-20_Draft BCB Commissioning - provide feedback to PFA by Jan 25, 2018	All	Completed, removed from action list

4. Matters for Discussion

4.1. FIAA Correspondence

Correspondence from the Fire Investigation Association of Alberta was included in the portal and received as information.

4.2. Clarity on Evaluating Equivalencies from NFPA 1031 and 1033 Level 1 and 2 Certification

It was reported that correspondence from the Council seems to keep change over the years regarding equivalencies. Potential SCOs would like to see what courses are equivalent and which

still need to be taken for which levels of Fire SCO. This feedback will be provided to the Administrator of Certification. [Council Administration]

4.3. Fog Security Systems

It was reported that a system has recently been installed in St. Albert and there is one in Red Deer. This information was provided to heighten awareness.

A discussion was held regarding a previous draft STANDATA that was never published. The Council will attempt to find that old draft STANDATA. [Council Administration]

4.4. Lockdowns and Fire Alarm Systems – Single Stage / 2-Stage Alarms in Schools

It was reported that a school has been asking to install a 2-stage fire alarm system due to the recent number of shootings at schools and the desire for the school officials to keep the student in place.

It was reported that Edmonton has an advisory committee on this topic as present. It was recognized that additional training would be needed to understand all factors as part of fire safety plan. This wouldn't be allowed in an unsprinklered building.

Concern was expressed regarding teaching students to stay in place when they've always been taught to evacuate. More issues could be created, and different problems could arise if staying in place. Concern was also expressed that some older PA systems are barely legible.

This item was left on the agenda for further discussion.

4.5. Sub-Council Governance Discussion

The Manager of Stakeholder Relations provided a high-level overview of all the work that has been done on the governance review, starting with the Board.

Briefing notes were included in the portal and the Council Policy Framework (Draft Mar 13, 2018) was circulated. An overview was provided of the existing bylaws and a series of questions were asked to gather input.

A round table discussion was held, and input was provided on a variety of areas including:

- What the TCC and the Sub-Council's roles should be
- How code adoption should flow
- How often the TCC should meet
- TCC membership
- How the Council should address Energy Codes

An overview was provided on how the Letter Ballot process is being revised to provide more background information and the opportunity for discussion prior to voting.

An overview was provided of the following Next Steps:

- This same presentation will be provided to gain input from each sub-council
- A summary report will be provided on what was heard from the Technical Coordinating Committee as well as all sub-councils
- A draft Terms of Reference will be developed for the TCC and each of the sub-councils for review at a future meeting
- Changes will be anticipated to the bylaws
- Survey in the fall to gather feedback

4.6. Office of the Fire Commissioner Report

Keven Thomson reported on the work being done on community risk reduction initiatives that is in the early stages and that the OFC is aligning efforts with accreditation and certification for improvements.

4.7. Municipal Affairs Report

Food Truck Safety Information from NFPA was included in the portal. The draft STANDATA was included in the portal.

It was suggested that the STANDATA is not clear enough on cleaning and it needs to be the same as restaurants and done by certified companies.

It was reported that AMA is interviewing for 2 fire technical advisors.

Robbin Foxcroft / Mike Baker moved to support the issuance of the Joint Mobile/Temporary Cooking Equipment Interpretation STANDATA as revised; CARRIED

4.7.1. AFC 2014 Section 6.7. Smoke Alarms and Carbon Monoxide Alarms

The wording of AFC 2014 Section 6.7 was included in the portal along with proposed changes for the NFC 2020. It was recognized that charges are laid with regard to leased dwelling units based on the AFC 2014.

4.8. BSC Liaison Report

It was reported that one issue asked to bring forward was relative to a fatality because of a Carbon Monoxide Detector. The Minister is aware of the issue and discussions are being held in the Department. This will be added as a new item on the agenda.

4.9. TCC Report

The Chair reported the following highlights from the last TCC meeting:

- Elevator FEO need building permits
- Unfinished concrete issues under gas furnaces

- Governance review
- Continuing Education of Safety Codes Officers
- Council Connect presentation provided
- Relocation of Council
- Child Falls from Windows moving forward
- Grenfell report
- Calgary / Edmonton representatives now on TCC
- Solar issues
- Stair changes

4.10. Council Updates

The following report was provided:

- Registration is now open for the Conference
- Overview of move was provided
- Meetings will be moved there in September
- Members asked to provide the Council with alternate personal email

4.10.1. Staff Liaison

It was reported that Danielle Paradis is the new Council Liaison.

4.10.2. Grenfell Tower Fire Report

The Grenfell Tower Fire Report will be added to the portal and a notice will be sent out to all FSC members. [Council Administrator]

4.11. Practical Evaluation for Group A, B, C

It was reported that there does not appear to be a coordinated effort between the Council and the FCO. It was clarified that a meeting is already scheduled with Danielle Paradis, Administrator of Certification, Safety Codes Council, Sonya Irvine, Manager, Certification, Public Safety Division, Municipal Affairs, and Tina Parker, Provincial Fire Administrator, Alberta Municipal Affairs, to resolve the issues.

4.12. Standardization of Life Safety Systems

It was suggested that Life Safety System maintenance forms should be more consistent throughout the province. Allan Blatz volunteered to gather more information to bring to the next meeting. [Blatz]

4.13. AGLC Licensing of Salons, Spas

It was reported that AGLC has adopted new rules regarding salons and spas and this will have an affect on occupant load calculations. Calgary is using a 4.9 factor. This item was just brought forward to heighten awareness.

The new AGLC rules will be added to the portal.

[Baker / Council Administration]

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

There was nothing further brought forward.

5.2. Next Meeting

The next meeting was reconfirmed for Thursday, May 10, 2018 at 9:00 a.m. in Edmonton.

5.2.1. 2018 AGM

The 2018 AGM and Conference will be held from May 30 to June 1, 2018 at the Rimrock Hotel in Banff.

5.3. Meeting Adjournment

The meeting was adjourned at 3:24 p.m.

--- NEW ACTION ITEMS ---

2.1.1. Emergency Shut-Off

Clarification was provided regarding a series of questions asked prior to the meeting and this list will be included in the portal. [Council Administration]

The Fire Administrator reported that she would investigate whether the variance must be allowed or whether it can be up to the authority having jurisdiction to allow or not allow, and if that is the case, wording could be included that it is up to the AHJ to allow the variance. [Parker]

2.1.3. Fixed Fire Suppression & Exhaust Systems – Cooking and Cleaning

The Fire Administrator will make the recommended revisions and will bring back and the May 2018 meeting. [Parker]

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This feedback will be provided to the Administrator of Certification. [Council Administration]

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4.12. Standardization of Life Safety Systems

Allan Blatz volunteered to gather more information to bring to the next meeting. [Blatz]

4.13. AGLC Licensing of Salons, Spas

The new AGLC rules will be added to the portal. [Baker / Council Administration]

--- MOTIONS ---

1.1. Agenda Adoption

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1.2.1. Adoption of January 11, 2018

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2.1.2. Portable Fire Extinguisher Tags

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2.2. Results of Letter Ballot 01-18 FSC – NFC 2015 – Alberta Edition

Mike Baker / Robbin Foxcroft moved to accept the results of Letter Ballot 01-18 FSC (NFC 2015 – Alberta Edition), as information; CARRIED

2.3. Course Validation: Fire, Group E, Tanks Inspection, AFC 2014 (100174)

Gary Mayorchak / Mike Baker moved to approve the course material for Fire, Group E, Tanks Inspection, AFC 2014 (100174); CARRIED

2.4 Draft Occupant Load Working Group Terms of Reference

Robbin Foxcroft / Cameron Bardas moved to approve the Working Group Terms of Reference, as revised; CARRIED

4.7. Municipal Affairs Report

Robbin Foxcroft / Mike Baker moved to support the issuance of the Joint Mobile/Temporary Cooking Equipment Interpretation STANDATA as revised; CARRIED