



**MINUTES OF THE
FOURTH FIRE SUB-COUNCIL MEETING OF 2019**

DATE: September 26, 2019

TIME: 9:00 a.m. to 2:35 p.m.

LOCATION: Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**
Michael Bos, Chair
Cameron Bardas (until 12:00 p.m.)
Joe Davis (until 11:30 a.m.)
Robbin Foxcroft, Vice Chair South
Mark Heiderich
Cammie Laird
Hunter Langpap
Gary Mayorchak, Vice Chair North
Grace O'Brien
Mario Poser
Jim Robinson
Mark Royer
Stephen Suen
Chris Taylor

Safety Codes Council
Allison Karch, Kathryn Derkach

Alberta Municipal Affairs
Tina Parker, Cindy Yan

GUESTS: Colin Belliveau (BSC Liaison), Sanah Sidhu (Council Staff),
Michael Lalonde (Council Staff)

REGRETS: Allan Blatz

RECORDING SECRETARY: Sandi Orr

2019 MEETINGS: November 14, 2019

1. Meeting Opening

The meeting was called to order by the Chair at 9:00 a.m. A round table introduction was held.

1.1. Agenda Adoption

The following item was added to the agenda:

- 4.8 Code Update Training

Joe Davis / Stephen Suen moved to adopt the agenda, as amended, with a flexible order of business; CARRIED

1.2. Adoption of March 28, 2019 Minutes

Cameron Bardas / Gary Mayorchak moved to adopt the minutes of May 14, 2019, as circulated; CARRIED

2. Matters for Decision

2.1. Vice Chair(s) Election elect as vice chair(s) for a two-year term, effective immediately

The floor was opened for nominations for Vice Chair - South. Robbin Foxcroft was nominated. After three calls and no further nominations, ***Robbin Foxcroft was appointed as Vice Chair of the Fire Sub-Council, by acclamation, for a two-year term.***

The floor was opened for nominations for Vice Chair - North. Gary Mayorchak was nominated. After three calls and no further nominations, ***Gary Mayorchak was appointed as Vice Chair of the Fire Sub-Council, by acclamation, for a two-year term.***

2.2. Matrix Review – review existing sub-council matrix to ensure it continues to appropriately represents the fire discipline

Cammie Laird / Robbin Foxcroft moved that the meeting move in camera; CARRIED

Chris Taylor / Robbin Foxcroft moved that the meeting return from being in camera; CARRIED

Robbin Foxcroft / Mario Poser moved that the Fire Sub-Council has reviewed their matrix and no changes are recommended at this time; CARRIED

2.2.1. Development of Skills Matrix

It was reported that skills matrices are being developed for each sub-council to assist nominating organizations to find nominees with the right skills and experience.

Each sub-council member was asked to define a few skills and/or qualifications for their own position that would be essential for their work on the sub-council and to forward this to the Council by October 24, 2019. [All]

An FSC matrix review document from November 2017 was posted in the portal as an example of what could be included in the skills matrix.

2.3. Reappointment of Stephen Suen to represent the Architecture industry segment

Discussion was held during the in camera session and Stephen Suen removed himself from the meeting during this discussion. Correspondence was included in the portal and reviewed. After returning from the in camera session, the following motion was made.

Robbin Foxcroft / Hunter Langpap moved to recommend to the Board the reappointment of Stephen Suen to the Fire Sub-Council to represent the Architecture industry segment for a term ending January 31, 2023, effective February 1, 2020; CARRIED

3. Review Matters Arising/Action List

	Item	Action	Date	Responsible	Status/Update
1.	Qualified Persons Registry (E.2.06.11)	Communicate status of registry UPDATE: James Orr will look into this further and report back.	Nov 23/16	Orr	No update.
2.	City of Edmonton High Rise Risk Assessment (Learnings from Grenfell Tower Fire)	Ask whether findings of evaluation of high rises in the City of Edmonton may be shared with the FSC once complete	Sep 14/17	Bardas	Cameron Bardas gave a presentation; see below. Closed, remove from list
3.	CSA B52 Clarification	There is uncertainty about which discipline is responsible for enforcement of maintenance provisions in CSA B52 and it was requested that this be brought to the inter-department working group.	May 14/19	Orr	No update available from the interdepartmental working group. Ongoing
4.	Exiting to a Public Thoroughfare	The Fire Administrator consider reviewing the matter with the Building Administrator to gain clarity on the definition of clear access to a public thoroughfare.	May 14/19	Parker	The term thoroughfare is not defined in either Building or Fire Codes because different situations warrant different types of paths. If not defined in the code, Canadian Oxford dictionary is referenced, which defines 'thoroughfare' as a path or passage route. AMA

					recommended that Fire SCOs work with their municipalities and owners/builders to ensure thoroughfares remain clear for occupants to reach a safe location, which is the ultimate goal of defining thoroughfares. The Fire Administrator will discuss further with the Building Administrator; to be added as a discussion item to next agenda
5.	Reporting fires on First Nations	Clarification was requested regarding who is responsible for reporting fires on First Nations.	May 14/19	Parker	The OFC has no jurisdiction on First Nations Land but will investigate on request of the First Nation, RCMP, or tribal police. Closed, removed from action list.

Relative to item 2 on the action list, a presentation was provided on Combustible Exteriors—A brief examination of combustible exterior fires and the NFPA EFFECT tool. An overview was provided of the Grenfell Tower Fire, including:

- Grenfell tower is 24 storeys with single stairwell, no sprinklers, shelter in place practices
- Inspection deficiencies from the Fall of 2016
- Anatomy of the cladding - not a system but a series of individual components, including an air gap – together, the cladding components became flammable
- The fire started inside a suite, moved to the exterior cladding, then moved back inside on subsequent floors through the windows
- Comparison of other exterior fires in Scotland and Dubai

UK uses B8414. Canada uses CAN/ULC S-134. An overview was provided of the performance-based test standards that are completed for both B8414 and CAN/ULC S-134. In both cases, the entire assembly is tested, not individual components.

In the City of Edmonton, a risk assessment was conducted of 160 local unsprinklered high-rises:

- Most have the original non-combustible exterior
- Renovated exteriors included non-combustible insulating components
- Some renovations occurred as maintenance without permits

Similar incidents could happen anywhere for a variety of reasons.

An overview was provided of the NFPA EFFECT Tool (www.NFPAeffect.com), which uses a risk indexing approach to assess building safety

Potential actions that could be considered by the Fire Sub-Council:

- Clarify code requirements for combustible exteriors (particularly conformance with S134)
- Support updates to code to include renovation standards
- Clarify code requirements to reflect nature of outside-in fires
- Clarify requirements on evaluation of assemblies, not products
- Strengthen the requirements for FSP's relative to building construction and operation

The presentation will be included in the portal.

[Bardas / Council Administration]

It was questioned regarding renovation standards and noted that Ontario's requirements are being considered at the national level. It was questioned when maintenance would require a permit and it is believed this is open to interpretation.

It was suggested that the Building Sub-Council may be interested in the presentation. The liaison will include it in his report. [Belliveau]

4. Matters for Discussion

4.1. Code Change Review Process and Timeline

Public review of the proposed changes to the 2015 edition of the National Fire Code will take place from October 22 to December 23, 2019. The Fire Administrator requested that the Fire Code Working Group be assembled to review the changes and report back to the Fire Sub-Council with proposed comments to provide to AMA for submission to NRC. The group would also help develop the 2021 Alberta Edition over the course of the year with the ultimate goal of harmonization with the National Fire Code.

Chris Taylor / Robbin Foxcroft moved to appoint the following members to the Fire Code Review Working Group: Chris Taylor (Chair), Gary Mayorchak, Jim Robinson, Marc Royer (pending confirmation), and Cameron Bardas (pending confirmation); CARRIED

AMA staff will support the working group.

A conference call will be scheduled during the public review period.

[Taylor]

4.2. 2020 Meeting Dates – provide input on suggested dates

The following 2020 meeting dates were recommended and will be finalized in October:

- Thursday, January 23 at 9:00am
- Thursday, March 26 at 9:00am
- Wednesday, May 13 at 9:00am
- Thursday, September 10 at 9:00am
- Thursday, November 19 at 9:00am

4.3. Working Group Reports

4.3.1 Breweries / Distilleries

An overview was given of the group's recent work:

- Consensus was reached that all distilleries are F1 occupancies.
- Industry members are developing a guide to share with future distillers to assist them as they enter into the industry.
- Work is being done on a 'roadmap' for alternative solutions using the Dow Fire & Explosion Index as a model; this will include steps for AHJ's to consider when evaluating alternative solutions.
- The group is still on track to bring final recommendations to the Building and Fire Sub-Councils in November.

4.3.2 Occupant Load

- The group has met once since becoming a joint working group with the BSC.
- Another meeting is scheduled for October 8.

4.4. BSC Liaison Report

Chris Taylor reported on the following topics under discussion by the BSC:

- Building anchorage
- Electromagnetic lock release
- Education Minister announced that seclusions rooms are acceptable, an interim standard has published by the Ministry
- Venting for fire fighting – clarification on requirements
- Stopped escalators being used as stairs, joint working group formed with EVSC
- Discussion about ammonia refrigeration plants, initiated by PESC
- Tiny Homes
- The Barrier Free Design Guide is available online for free

4.5. Administrator/AMA Report

The Administrator reported the following:

- Work is being done with historical STANDATAs, clarifying what's in force and what has been archived
- The Council is updating safety tips sheets to post on the Council website
 - If the group sees a topic that could benefit from a safety tip sheet, please let the Administrator know. (i.e. gel fueled appliances)
- An erratum to the fire code will be issued as the incorrect year is referenced in the electrical and plumbing codes; members were asked to inform the Administrator if they see anything that should be included in the erratum.
- An update was requested on the variances information previously asked for. Council staff will provide an update at the next meeting. [Council Administration]

- It was requested that Cannabis Extraction be added to the next agenda. [Council Administration]
Jim Robinson will forward the City of Calgary’s guide relative to Cannabis. [Robinson]
- 900 calls for fire code-related questions have been received through AMA’s central enquiries line, with many referred back to the authority having jurisdiction; safety tips sheets are created based on common questions.

On behalf of the Office of the Fire Commissioner, the following report was provided:

- There have been 202 fires since January, with 53 injuries and 21 fatalities reported.

4.5.1. STANDATAs

A number of revised STANDATA were added to the portal for members to review. The goal is to publish these by December 1, 2019.

Specific feedback was given about 19-FCB-XXX-Shipping Containers for consideration by the Administrator. Members were asked to provide feedback on any of the posted STANDATA to the Administrator by October 24, 2019. [All]

4.6. Council Updates

The following report was included in the portal:

- The Council is offering Member training:
 - Effective Meetings Workshop – November 12
 - Appeals Training – November 13
 - To sign up, please email Gerry.Letendre@safetycodes.ab.ca
- All Members are required to complete online FOIP training by December 31, 2019 – please contact Council Administration if you did not receive the email with the link to the training
- Work continues on the governance review, including proposed changes to streamline working group formation and processes
- Working group chairs will now be asked to provide a short written report in advance of each sub-council meeting and sample templates are available
- The Council has created a ‘subcouncils@safetycodes.ab.ca’ email for all meeting invites; sub-council members were asked to continue to use direct emails for inquiries
- A member survey was sent to all sub-council members, this is still open and members were asked to fill out the survey and provide their honest feedback
- A quarterly report of all sub-councils’ key activities has been created and will be distributed to the Board and each sub-council at the end of each quarter
- Members were asked to bring forward any communication challenges experienced between SCOs and professionals registered by APEGA or AAA
- Industry association meetings will be used to replace regional meetings for SCOs in construction disciplines

- The expense claim policy has been revised with minor changes around meal expense amounts. More information will follow from Council staff shortly.

4.7. AGLC request for occupant load cards – licensed movie theatre lobbies, individual theatres and outdoor licensed events without defined boundaries

The City of Edmonton has been asked for occupant load cards for movie theatre lobbies and outdoor festival sites without defined areas. Concern was expressed that it would be impossible to provide an occupant load for areas with no defined boundaries. It was requested that the Fire Administrator reach out to AGLC for more information. [Parker]

4.8 Code Update Training

Michael Lalonde, the Training Development Coordinator at the Council, gave a brief update on changes to code update training.

- There is a focus on making the training timelier and a better experience for SCOs
- More interactive classroom discussion focusing on the top substantive changes to help SCOs understand the context and impact of the change
- Three-column documents could be provided to SCOs ahead of seminars
- An exam will not be required
- This updated training will start with the new gas codes and would apply to the next code update for fire

5. Meeting Finalization

5.1. Round Table

The following items were brought forward by members as information:

- The quarterly reports can be used to take back to nominating organizations are information on what work is happening with the sub-councils.
- Charges under the Alberta Fire Code have been laid against a fire safety company in Calgary using ‘unqualified and uncertified persons’ for installation of life safety systems. Some companies who used this fire safety company were also fined. This report renewed the sub-council’s interest in the Qualified Persons Registry.
- The City of Calgary has its first license for mobile fueling.
- The City of Edmonton is renewing their QMP and focusing on risk assessment and reduction.
- The insurance industry is always looking at trends where they see loses, including trends in distilleries, shipping containers and exterior cladding.

5.2. Next Meeting

The next meeting was reconfirmed for Thursday, November 14, 2019 at the Council office.

5.3 Meeting Adjournment

The meeting was adjourned by the Chair at 2:35 p.m.

DRAFT

--- NEW ACTION ITEMS ---

2.2.1. Development of Skills Matrix

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The presentation will be included in the portal. [Bardas / Council Administration]

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