



**MINUTES OF THE  
FOURTH FIRE SUB-COUNCIL MEETING OF 2017**

**DATE:** September 14, 2017

**TIME:** 9:00 a.m. to 2:46 p.m.

**LOCATION:** Radisson Hotel, Edmonton

**PRESENT:** *Sub-Council Members*  
Michael Walker, Chair  
Michael Baker  
Allan Blatz  
Michael Bos  
Joseph Davis (until 1:30 p.m.)  
Robbin Foxcroft, Vice Chair South  
Gary Mayorchak, Vice Chair North  
Mario Poser  
Stephen Suen

*Safety Codes Council*  
Peter Thomas, Allison Karch, Jessica Egleston

*Alberta Municipal Affairs*  
Kevan Jess (Administrator), Tina Parker, Liz Gillean, Keven Thomson

*Guests*  
Gerry Kelly, City of Leduc

**REGRETS:** Bruce Cummins  
Bob Husereau  
Bruce Schultz, BSC Liaison

**RECORDING SECRETARY:** Sandi Orr

**2017 MEETINGS:** November 21

**2018 MEETINGS:** January 11, March 22, May 10, September 13, November 22

## **1. Meeting Opening**

The meeting was called to order by the Chair at 9:06 a.m., housekeeping tips were provided and a round table introduction was held.

### **1.1. Agenda Adoption**

The agenda was revised as follows:

- 3.10. SCO Training and Practicum Questions
- 3.11. Microbreweries – Assembly Occupancy Classification

**Robbin Foxcroft / Joseph Davis moved to adopt the agenda, as amended; CARRIED**

### **1.2. Previous Minutes**

#### **1.2.1. Adoption of May 11, 2017**

**Mario Poser / Michael Bos moved to adopt the minutes of May 11, 2017, as circulated; CARRIED**

## **2. Matters for Decision**

### **2.1. Appointments and Membership**

#### **2.1.1. Nomination of Hunter Langpap to the Alberta Fire Fighters Industry Segment for a term ending January 31, 2021**

The nomination was included in the portal and reviewed.

**Robbin Foxcroft / Michael Bos moved to recommend to the Board, the appointment of Hunter Langpap to the Fire Sub-Council, representing the Alberta Fire Fighters Industry Segment, for a term ending January 31, 2021, effective immediately; CARRIED**

#### **2.1.2. Member Attendance**

It was reported that there are a few individuals that have missed several meetings and this has been brought forward, by the Council, to their nominating organizations.

A discussion was held regarding whether to recommend to the Board that these individuals be removed from the sub-council. Since the nominating organizations have just recently been made aware of the issue, it was suggested they be given more time to deal with the matter.

It was explained that the Council is having challenges with some nominating organizations for all sub-councils and these are also being dealt with by the Council. In the past, the AAMD&C representatives have been elected officials and participation has been a challenge. Other sub-councils are requesting representation from rural QMP managers.

**Gary Mayorchak / Allan Blatz moved to request that the Council follow up with the nominating organizations to determine a path forward prior to the next meeting, advising them that if a response is not received, a recommendation will be made to the Board to remove those individuals from the Fire Sub-Council; CARRIED** [Council Administration]

## **2.2. Matrix Review**

It was noted that a review was held last fall and the sub-council committed to an annual review. A discussion was held regarding the process and whether a full review be conducted to ensure that the matrix represents all industry segments or whether there are any gaps, vs. just addressing the two individual requests.

It was reported that another enquiry was received by the Chief Administrator on whether a National Regulatory representative would be appropriate on the sub-councils. It was suggested that they be advised to forward their question directly to the Council. [Jess]

The Chair agreed to lead the matrix review. [Walker]

Members were asked to provide any suggestions of potential gaps of industry segments and feedback regarding the two requests (FIAA and AACA) to the Chair no later than the week prior to the next meeting. [All]

### **2.2.1. Fire Investigation Association of Alberta (FIAA) Request**

Correspondence was received after a presentation was made by the FIAA last fall and in recent follow up, their organization is still interested in participating on the sub-council. This request will be considered during the matrix review. [Walker]

### **2.2.2. Association of Accredited Corporations of Alberta (AACA) Request**

Correspondence was included in the portal and reviewed. It was reported that the organization has also requested seats on other sub-councils. It was recognized that municipalities are well represented and there is a potential gap of representation of Accredited Corporations. This request will be considered during the matrix review. [Walker]

## **2.3. Code Harmonization Working Group**

### **2.3.1. Terms of Reference**

The Terms of Reference for the Review of Proposed Changes to the National Building Code and National Fire Code Working Group was included in the portal and reviewed.

The Chief Administrator reported that it is believed the policy direction will be to skip the 2015 code cycle, so the work should focus on the 2020 codes.

During the May 2017 meeting, discussion was also held regarding major issues that need discussion relative to code harmonization and it was believed these issues could be addressed by the same working group. The Terms of Reference will be revised and presented to the Fire Sub-Council via letter ballot. [Baker / Jess / Thomas]

It was reported that a similar Terms of Reference will be presented to the Building Sub-Council.

Members were asked to provide suggestions of any subject matter experts that would add value to the working group by providing contact information to the Working Group Chair. [All]

**Robbin Foxcroft / Joseph Davis moved to appoint Michael Baker as Chair, and Michael Bos, Mario Poser, Gary Mayorchak and Allan Blatz as members to the Review of Proposed Changes to the National Building Code and National Fire Code Working Group; CARRIED**

It was questioned regarding administrative support and confirmed that this would be provided and the support individual would be determined by the CEO.

### **2.3.2. Election of working group chair**

Michael Baker was appointed as the Working Group Chair.

## **3. Matters for Discussion**

### **3.1. Tank Vehicle Fires and Explosion Presentation**

Gerry Kelly, Deputy Fire Chief, City of Leduc was invited to the meeting and provided a presentation a tank vehicle fire and explosion. Highlights of the presentation included:

- Origin and Cause
- Weather conditions
- Characteristics of hexane
- Building layout showing fire separations
- Photographs of the incident
- Conclusions including the case being taken over by OH&S
- Change in company processes for cleaning interior of tanks

It was noted that one of the greatest challenges the fire department was faced with was identifying exactly what chemicals were in the tank because they were originally misinformed due to an error in paperwork and the WHMIS placards were completely melted off.

The floor was opened for questions and clarification was provided that the door to the boiler room was opened and they were cleaning the inside of the tank. There was not one cause but several factors, including paperwork being incorrect, poor processes, insufficient ventilation to remove the vapours, boiler room door being left open, etc.

An in-depth discussion was held regarding similar incidents that have taken place in the past, as well as challenges when cases are taken over by OH&S and little information is provided back to the fire investigators after the OH&S investigation is completed.

It was questioned whether there were any statistics on these types of incidents and clarified that statistics would be available through the Office of the Fire Commissioner (OFC), but only if reported.

A copy of the presentation will be included in the portal as information. [Council Administration]

A discussion was held regarding next steps and it was recommended that the information be shared with SCOs and industry, so they are aware of potential issues through a safety bulletin issued by the OFC.

**Michael Baker / Gary Mayorchak moved that the Fire Sub-Council recommends that this information be shared with SCOs and industry, through a safety bulletin issued by the FCO, so they are aware of potential issues and what to look for; CARRIED**

### **3.2. Grenfell Tower Fire**

As a result of this major fire, the Chair brought forward a series of questions to ensure due diligence of public safety. There is a need to ask ourselves if this could happen in Alberta. It is believed that it is not likely, but consideration needs to be taken of the findings from this fire. One of the key concerns related to the building having only one fire exit. A series of questions were included in the portal for consideration. It was noted that there are no high rises in Alberta with only one fire exit.

Some municipalities have assigned inspectors to review all high rises in their jurisdiction. Edmonton is looking at things like year of construction, sprinklered or not sprinklered, challenges for fire fighters, etc. Gary Mayorchak will ask whether the report can be provided to the sub-council once completed. [Mayorchak]

The Administrator of Accreditation will bring this discussion forward at the next Building Sub-Council meeting. [Thomas]

### **3.3. National Fire Code Change Proposal Review**

It was hoped that National Fire Code Proposed Changes would have been received by this meeting but that has not occurred. There is nothing to review at today's meeting. It was noted that this work will now be discussed and reported on by the Working Group.

### **3.4. STANDATA Review**

It was reported that there are several STANDATAs that have been redrafted but have not yet moved through the appropriate channels. A brief overview was provided on work being done on the STANDATAs for Mobile Kitchens and Rooming Houses.

### **3.4.1. Door Release Hardware for Exit Doors**

The Joint Building and Fire Variance on Door Release Hardware for Exit Doors was included in the portal and reviewed.

It was reported that the 2015 NBC includes a new Sentence 3.4.6.16.(5) with specific conditions related to using electromagnetic locking devices in Treatment-Group B, Division 2 (B2) and Care-Group B, Division 3 (B3) occupancies.

The installation of electromagnetic locks in care and treatment occupancies requires special provisions to address the compromised condition of residents and the nature of daily operations. Accordingly, to reduce the incidence of false operation by residents, transparent boxes that set off an audible signal when opened can be installed to cover the manual stations. Also, one optional additional release device (e.g. swipe card device, key pad) can be installed to facilitate the free movement of staff and visitors in the building.

The conditions included in the Variance were reviewed. Although feedback was provided that more conditions should apply, it was recognized that those additional conditions likely need to be addressed at the national level.

It was questioned that if there is a two-staged alarm system, why the doors need to unlock on an alert. Concern was expressed regarding 1) b) iv) actuation of the manual station installed within 0.5 m of each door and equipped with an auxiliary contact, which directly releases the electromagnetic lock, as there is a potential for an increase in false alarms or residents letting themselves out.

Although some believe the Variance is a stepping stone in improving the current situation in existing buildings, others do not believe this creates the solution that caregivers are looking for.

Members were asked to provide additional comments or feedback to the Technical Advisor by the middle of October. [All]

### **3.5. Chief Fire Administrator's Report**

The Chief Fire Administrator reported the following:

- Fire in Waterton Park has taken a lot of resources
- An NRC meeting was held in May 2017 and reviewed some code change proposals
- The proposed change to require fire suppression on all tanks has been withdrawn
- Another code change proposal being considered is relative to stacked stored barrels of alcohol, causing alcohol vapors greater than allowed in NFP13

- Work is occurring with several departments on understanding the definitions of different occupancies (e.g. B2, B3, etc.). There has been pushback from Alberta Health which has led to a consultation with other provinces and territories.
- There are challenges relative to the guideline for sprinkler upgrades, as there are companies relying on Ontario engineers that have little knowledge of Alberta Senior's Lodge Fire Safety Upgrading.
- An enquiry was received regarding the use of yellow jerry cans. The relative CSA Standard was reviewed and red and blue containers are recognized. Further follow up found that these yellow containers are recognized by ASTM, but they are not referenced in the CSA Standard. AMA was advised CSA is working on including these in their Standard.
- Issues continue with certification of portable fire extinguisher and letters have been sent to several companies this year.

### **3.6. Office of the Fire Commissioner Report**

Kevan Jess became the Acting Fire Commissioner on July 31, 2017. The Acting Fire Commissioner reported the following:

- A large workload has been inherited in the role of the Acting Fire Commissioner
- Even though the Waterton Fire grew from 11,000 hectares to 43,000 hectares, only one structure has been lost
- The fire spread in record time and the reason for this is still being looked into
- An overview was provided on what measures are being done to protect the townsite, some of the challenges that have been experienced and what seems to be working
- Fire Prevention Week – trying something new this year in conjunction with Habitat for Humanity and the safe egress from a single-family home (October 8 to 14)
- Focus is going to be on ensuring Field Advisors understand their roles in supporting volunteer fire fighters
- Keven Thomson will be the representative for the OFC at future meetings and Kevan Jess will be at these meetings as the Chief Fire Administrator
- An overview was provided of fire incidents and fatalities that have been reported
- A review of incident reporting continues based on the value of learnings

### **3.7. BSC/FSC Liaison Report**

Michael Bos reported the following:

- Discussions are being held regarding bedroom window limiters in high rises and Bruce Schultz is working on a report including statistics
- The BSC will also be reviewing their working group terms of reference for the 2020 codes at the next meeting
- Work is being done regarding clarification for photoluminescent exit signs
- There are issues regarding furnaces being in use while single family homes are under construction. Manufacturers are stating that if furnaces are used during construction, the warranty will be void. If so, it was predicted that the industry may respond by keeping a group of furnaces to use for temporary heat and then switching them out before occupancy.

### 3.8. Council Updates

It was reported that an additional person is now in the Sub-Council support role – Gerry Letendre.

The Council will be moving in April 2018, just a few blocks down the street from their current office.

It was reported that the New Member Orientation (November 28, 2017) and Effective Meetings Workshops (November 29, 2017) are being held at the Radisson Edmonton South. New Member Orientation is mandatory for all new members. The Effective Meetings Workshop is new and members were encouraged to participate.

Emails have been circulated to all sub-council members. Anyone interested in registering, contact Gerry Letendre ([letendre@safetycodes.ab.ca](mailto:letendre@safetycodes.ab.ca)).

An Appeals Training Workshop is being planned and further details will be provided.

### 3.9. 2018 Meeting Dates

**Michael Baker / Robbin Foxcroft moved that the 2018 dates be scheduled for:**

- **Thursday, January 11**
- **Thursday, March 22**
- **Thursday, May 10**
- **Thursday, September 13**
- **Thursday, November 22; CARRIED**

#### 3.9.1. Vice Chair North

During the discussion of meeting dates and availability, it was recognized that there was still no Vice Chair North and this would be helpful should the Chair or Vice Chair South become unavailable.

The floor was opened for nominations and Gary Mayorchak was nominated. After 3 calls and no further nominations, ***Gary Mayorchak was appointed as the Vice Chair North of the Fire Sub-Council, by acclamation, for a two-year term.***

### 3.10. SCO Training and Practicum Questions

Frustration was expressed regarding the lack of availability of the new Group B, Level 1 Practical Course. It was clarified that Lakeland is still able to conduct the practicum based on the previous course. Unfortunately, this is not what industry wants because these SCOs have already taken their training with the new course materials. In some cases, this delay is affecting salary increases.

Although larger municipalities have in-house mentoring and training, they would appreciate learning approximately when this training will be available.



The Sub-Council Liaison will follow up with the Training Department to get the questions answered regarding the new Group B, Level 1 Practicum. [Thomas]

### 3.11. Microbreweries – Assembly Occupancy Classification

Michael Baker reported that as of August 15, 2017, AGLC has issued new licenses for microbreweries. Initially these facilities only had tasting rooms and now AGLC is allowing them to host weddings, full meals, etc., which turns these facilities in assembly occupancy. There is confusion on whether it should be an F3 occupancy with one-hour fire separation or an F2 occupancy with two-hour fire separation.

The Chief Fire Administrator reported that if it is a microbrewery, producing products with less than 20% alcohol, this is non-flammable liquid and a one-hour fire separation should be sufficient. However, if it were something like a distillery where the alcohol level is higher, creating flammable liquids, a two-hour fire separation should be required.

The Chief Fire Administrator with talk with the Chief Building Administrator to initiate discussion at the next Building Sub-Council meeting and determine whether a STANDATA is necessary.

## 4. Review Matters Arising / Action List

Date	Action	Responsible	Status/Update
Nov 23, 2016	Qualified Persons Registry (E.2.06.11)	AMA & Council Mgmt	Re-evaluating
Nov 23, 2016	Food Trucks Guidelines/STANDATA draft for review	Jess	Almost ready to publish
Nov 23, 2016	Fireworks Discussion to be left on action list until info on the policy direction can be provided	Jess	If anything adopted before 2020 NFC, may pull this section from the AFC
Nov 23, 2016	Reconfirm Care Facilities Working Group members and schedule a meeting (E.1.01.11)	Jess	Work still in progress to get moving forward
Nov 23, 2016	Determine most appropriate means to get info on use of sea containers as buildings to industry (E.3.05.14)	Jess	Nothing to report
Nov 23, 2016	Provide feedback on AFC 2014 STANDATA being considered for reissuance	All	Completed, removed from action list
Mar 16, 2017	Make corrections to Policy 4.60 Certification Levels – Fire as noted in March 16 minutes.	Paradis	Completed

May 11, 2017	Work on a document regarding gel fuels that could be considered a provincial safety bulletin.	Mayorchak	Completed
May 11, 2017	Circulate list of unresolved issues regarding NFC/AFC Harmonization.	Jess	In progress
May 11, 2017	Recommend to BSC to create a joint Fire & Building Working Group to review proposed changes to the national codes that affect both disciplines.	Bos/Schultz	Completed
May 11, 2017	Create terms of reference for the new Code Harmonization Working Group.	Baker/Thomas	Completed

A copy of Edmonton’s Fire Prevention Bulletin #2017-05-30 – Gel Fuel Appliance Warning was circulated as information.

**5. Meeting Finalization**

**5.1. Meeting and Agenda Feedback**

There was nothing brought forward.

**5.2. Next Meeting**

The next meeting was reconfirmed for Tuesday, November 21 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. Members were reminded that the Council always welcomes suggestions for speaker topics.

**5.3. Meeting Adjournment**

The meeting was adjourned at 2:46 p.m.

--- NEW ACTION ITEMS ---

**2.2. Matrix Review**

It was reported that another enquiry was received by the Chief Administrator on whether a National Regulatory representative would be appropriate on the sub-councils. It was suggested that they be advised to forward their question directly to the Council. [Jess]

The Chair agreed to lead the matrix review. [Walker]

Members were asked to provide any suggestions of potential gaps of industry segments and feedback regarding the two requests (FIAA and AACA) to the Chair no later than the week prior the next meeting. [All]

**2.2.1. Fire Investigation Association of Alberta (FIAA) Request**

This request will be considered during the matrix review. [Walker]

**2.2.2. Association of Accredited Corporations of Alberta (AACA) Request**

This request will be considered during the matrix review. [Walker]

**2.3.1. Terms of Reference**

The Terms of Reference will be revised and presented to the Fire Sub-Council via letter ballot.

[Baker / Jess / Thomas]

Members were asked to provide suggestions of any subject matter experts that would add value to the working group by providing contact information to the Working Group Chair. [All]

**3.1. Tank Vehicle Fires and Explosion Presentation**

A copy of the presentation will be included in the portal as information. [Council Administration]

**3.2. Grenfell Tower Fire**

Gary Mayorchak will ask whether the report can be provided to the sub-council once completed. [Mayorchak]

The Administrator of Accreditation will bring this discussion forward at the next Building Sub-Council meeting. [Thomas]

### **3.4.1. Door Release Hardware for Exit Doors**

Members were asked to provide additional comments or feedback to the Technical Advisor by the middle of October. [All]

### **3.10. SCO Training and Practicum Questions**

The Sub-Council Liaison will follow up with the Training Department to get the questions answered regarding the new Group B, Level 1 Practicum. [Thomas]

--- MOTIONS ---

**1.1. Agenda Adoption**

**Robbin Foxcroft / Joseph Davis moved to adopt the agenda, as amended; CARRIED**

**1.2. Previous Minutes**

**1.2.1. Adoption of May 11, 2017**

**Mario Poser / Michael Bos moved to adopt the minutes of May 11, 2017, as circulated; CARRIED**

**2.1.1. Nomination of Hunter Langpap to the Alberta Fire Fighters Industry Segment for a term ending January 31, 2021**

**Robbin Foxcroft / Michael Bos moved to recommend to the Board, the appointment of Hunter Langpap to the Fire Sub-Council, representing the Alberta Fire Fighters Industry Segment, for a term ending January 31, 2021, effective immediately; CARRIED**

**2.1.2. Member Attendance**

**Gary Mayorchak / Allan Blatz moved to request that the Council follow up with the nominating organizations to determine a path forward prior to the next meeting, advising them that if a response is not received, a recommendation will be made to the Board to remove those individuals from the Fire Sub-Council; CARRIED** [Council Administration]

**2.3.1. Terms of Reference**

**Robbin Foxcroft / Joseph Davis moved to appoint Michael Baker as Chair, and Michael Bos, Mario Poser, Gary Mayorchak and Allan Blatz as members to the Review of Proposed Changes to the National Building Code and National Fire Code Working Group; CARRIED**

**3.1. Tank Vehicle Fires and Explosion Presentation**

**Michael Baker / Gary Mayorchak moved that the Fire Sub-Council recommends that this information be shared with SCOs and industry, through a safety bulletin issued by the FCO, so they are aware of potential issues and what to look for; CARRIED**

### 3.9. 2018 Meeting Dates

Michael Baker / Robbin Foxcroft moved that the 2018 dates be scheduled for:

- Thursday, January 11
- Thursday, March 22
- Thursday, May 10
- Thursday, September 13
- Thursday, November 22; CARRIED

#### 3.9.1. Vice Chair North

*Gary Mayorchak was appointed as the Vice Chair North of the Fire Sub-Council, by acclamation, for a two-year term.*