



Nova Scotia Office of the Fire Marshal
Department of Municipal Affairs and Housing
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February 16, 2022

Dear Chiefs,

Re: Fire Reporting Requirement under the *Fire Safety Act*

I am writing to you today to ask for your support and co-operation to meet our shared responsibility for fire reporting under the Nova Scotia *Fire Safety Act (FSA)*. As Fire Chief and the Local Assistant to the Fire Marshal you are responsible to report on fire incidents that your department attends in a format that is acceptable to the Fire Marshal.

I want to Thank those Fire Chiefs who continue to work with the Office of the Fire Marshal (OFM) and are fulfilling their duties under the NS *Fire Safety Act*. You have provided fire reports in a format acceptable to the Fire Marshal previously and transitioned your reporting to the new online fire reporting system that was put into service September 20, 2021.

In advance of the new reporting system, the OFM sent correspondence with detailed information on the new reporting system via regular mail and e-mail to all fire depts. in Nova Scotia. In addition, with the support and assistance of the Fire Service Association of Nova Scotia (FSANS) information on the new reporting system was also provided to their membership. Since the system went live, the OFM has continued to follow up with numerous e-mails, phone calls and our Deputy Fire Marshals have visited some fire departments all in an effort to assist departments in the province with the online reporting. As you can see, staff with the OFM are working hard to assist you in completing this important responsibility of reporting fire incidents.

The OFM fully expected that a grace period for reporting would be required as we transitioned to the new online reporting system. The new system went live in September and given the strict reporting timelines under the FSA of 7 days a reasonable grace period would be 3 months for depts to be actively reporting.

Those departments who are currently working with the OFM and providing reporting as of January 1st, 2022, as a go forward start date will have provided the OFM with sufficient data to allow for positive recommendations on any funding programs available to the fire service and municipalities based on the status of their fire reporting.

Reasons for the reporting:

- Fire reporting is required by NS *Fire Safety Act*, Sec.32(3)
- Fire Incident data plays an important role in determining funding and programing requirements across the province and country.

- Reporting fire incidents from across the province will provide up to date data, assist with identifying any trends, which would allow the OFM and the Fire Service to focus on the proper fire prevention programing needed.
- The OFM is also partnering with other provinces and territories to provide statistics to a National Incident Data Base, which could assist in future funding and programing requirements nationally.

The attached information package will provide you with the steps to enable you to report online with the new system, should you require any training or assistance the staff at OFM are always available to help.

Thank you for your support and co-operation in meeting our shared responsibilities.

Sincerely

Original Signed By

Douglas MacKenzie
Fire Marshal

cc. Municipal Chief Administrative Officers
Executive Director, Nova Scotia Federation of Municipalities.
Paul Mason Executive Director, Nova Scotia Dept. of Municipal Affairs and Housing
Mark Peck Associate Deputy Minister, Nova Scotia Dept. of Municipal Affairs and Housing