



Badge File **xxxx**
File
Cliff # **xxxx**

[Date]

Fire Chief **xxxx**
Address of FD

Dear Fire Chief

Re: Local Assistant to the Fire Commissioner Appointment

This acknowledges receipt of your letter of **[date]** informing us of your authorization of **[name of LAFC]** as Local Assistant to the Fire Commissioner (LAFC) for the **[municipality of xxxx]** pursuant to Section (6)(1)(a) of the *Fire Services Act*.

I have assigned **[name of LAFC]** badge number **xxxx** and I am enclosing an identification card for carrying out the duties of a LAFC. The identification card is valid for three years, commencing on **[Date of this letter]**.

In order for any newly appointed Local Assistants to carry out their responsibilities, the Fire Commissioner strongly recommends that appointees complete the online **LAFC Introduction Course** as soon as possible. To enroll in this course, please contact Lorraine Lang, Administrative Assistant, who will provide the information necessary to access the online course. Lorraine can be contacted by e-mail at Lorraine.Lang@gov.bc.ca, or by phone at 1-888-988-9488.

Please inform us one month before the expiry date to renew the identification card should the appointment remain valid. I draw your attention to Subsection 41(3) of the *Fire Services Act* which requires that the badge be returned to this office when the authority of the holder under the *Act* ceases.

By accepting the badge and identification card **[name of LAFC]** is obligated to:

- carry out the responsibilities of a LAFC under the *Fire Services Act*, and
- act in accordance with the powers given to the LAFC for the purposes of the *Fire Services Act*.

Some of the main responsibilities are, but not limited to:

- investigation of fires;
- reporting fires;
- fire and life safety inspections; and
- issuing orders.

Depending on the size of your fire department and personnel, the above duties may be shared by all LAFC in your jurisdiction. The *Fire Services Act* is available electronically on the OFC website or via

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this link: www.pssg.gov.bc.ca/firecom/#legislation. The appointed LAFC must read through this document and understand the responsibilities that come with this appointment.

For fire reporting purposes, the location code assigned to your jurisdiction is “XXX”.

The Office of the Fire Commissioner will provide technical support and assistance to all LAFC in carrying out their duties. Please contact us anytime at 1-888-988-9488.

Sincerely,

Rebecca F. Denlinger
Fire Commissioner

Enclosures