



Office of the
Fire Commissioner



FIRES

Fire Reporting
Training

2023



Message from Deputy Fire Commissioner Sheldon Young

- Welcome
- Mandate
- Reporting Compliance
& Funding





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Fire Services Act Part 1, Section 9

“an investigation into a fire must start within three days of the incident, excluding holidays. The fire must be reported to the Office of the Fire Commissioner when the investigation is completed”.



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OUTLINE

- 1. Learn the How, Why, What & When of fire reporting
- 2. A quick overview of the steps involved in a Fire Incident Report
- 3. Discuss Exposure/Casualty reports
- 4. Statistics and how FIRES can work for you.
- 5. Questions

WHY Report

- ✓ Assess trends
- ✓ Public Education
- ✓ Fire-Risk Reduction
- ✓ Department
Funding/Support





Career Only	Volunteer/Paid on Call Only	Composite: Career/Volunteer
4037 Reported Fires	360 Reported Fires	2741 Reported Fires
\$128 Million in Loss	\$27 Million in Loss	\$121 Million in Loss
103 Injuries	11 Injuries	67 Injuries
11 Fatalities	14 Fatalities	21 Fatalities



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Once a week?

End of the
month?

Every 6 months?

End of the year?

Immediately upon
completion of the
investigation?



WHEN to Report



Who can report

- LAFC
- FIRE CHIEF
- ADMINISTRATOR
- FIRE SERVICE ADVISOR
- FIRE REPORTING OFFICER



HOW to report

Release 6.2.07

FIRE System Login



User Id:

Password:

Login

- The Office of the Fire Commissioner's Fire Reporting System:
- <https://www.ofc.gov.bc.ca/OFC/fireLogin.jsp>
- FDM, FIREPRO, Firehall.net
- Hard copy – scanned and manual entry by the OFC Staff



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FIRES Fire Reporting Quick Reference Guide

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Create a new incident

To create a new fire incident report:

- Navigate to the “Fire Incident Reporting” dropdown menu at the top-centre of the webpage
- Select “Create New Fire Incident Report” from the dropdown menu

The screenshot shows the top navigation bar of the Office of the Fire Commissioner website. The navigation bar is blue and contains the following elements:

- Home | Links | News
- Log out | Help | Contacts | Password
- BRITISH COLUMBIA logo
- Office of the Fire Commissioner
Emergency Management BC
- Coat of arms of British Columbia

The 'Fire Incident Reporting' dropdown menu is open, showing the following options:

- Create New Fire Incident Report
- Pending Fire Incident Reports
- Create New Juvenile Fire Setter Incident Report
- Search ▶
- Generate Reports ▶
- Fire Report Upload ▶

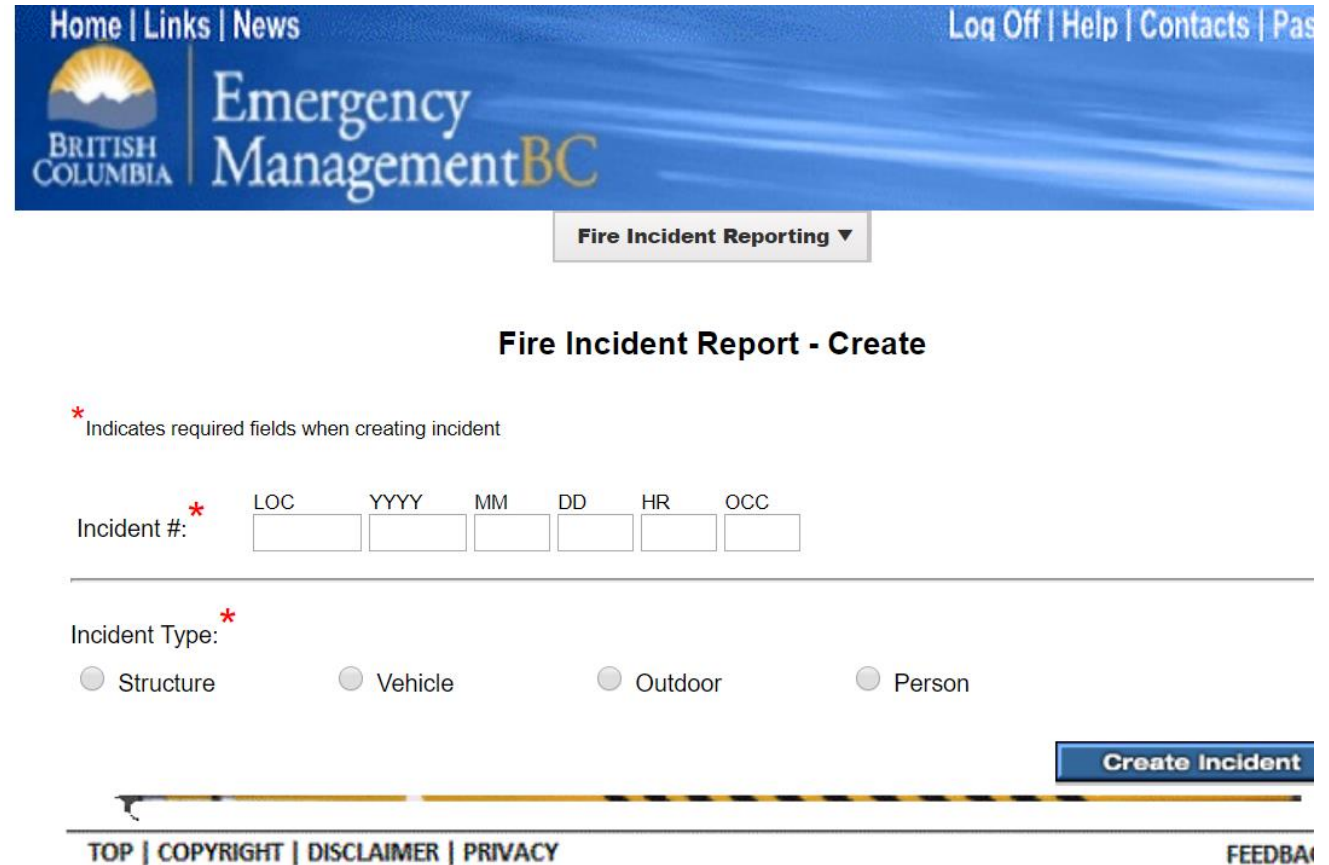
Partial text visible on the page includes 'FI' and 'This is the h'.

INCIDENT NUMBER and TYPE

- **LOC** – 3 letter code for your reporting area (or numeric for FN)

Example: **DNS** for North Saanich

- **YYYY** – Year
- **MM** – Month
- **DD** – Day
- **HR** – Hour (the time of the callout)
- **OCC** – Occurrence (originating fire is '01'. Exposure fires are '02', '03' etc.)



Home | Links | News Log Off | Help | Contacts | Pas

BRITISH COLUMBIA | Emergency Management BC

Fire Incident Reporting ▼

Fire Incident Report - Create

* Indicates required fields when creating incident

Incident #: * LOC YYYY MM DD HR OCC

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Incident Type: *

Structure Vehicle Outdoor Person

[Create Incident](#)

TOP | COPYRIGHT | DISCLAIMER | PRIVACY FEEDBA



Wildland and interface fires

Toggle the following checkbox if your incident is related to a wildland or interface fire:

Related to Wildland / Interface Fire

Fire Loss Statistics

From 2013/01/01 To 2023/11/02
Related to Wildland / Interface Fires
All BC Locations

Year	# of Fires	Property Loss	Contents Loss	Total Loss	Injuries	Fatalities	# Wild/Int Fires
2023	885	\$530,640,368	\$256,750,308	\$787,390,676	0	0	885
2022	60	\$5,442,157	\$1,935,005	\$7,377,162	0	0	60
2021	429	\$162,479,185	\$93,998,600	\$256,477,785	0	2	429
2020	43	\$1,345,133	\$933,007	\$2,278,140	0	0	43
2019	36	\$764,001	\$106,001	\$870,002	1	0	36
2018	24	\$61,978	\$0	\$61,978	0	0	24
2017	42	\$2,488,057	\$1,309,691	\$3,797,749	0	0	42
2016	11	\$220,628	\$80,304	\$300,932	0	0	11
2015	31	\$1,282,657	\$609,127	\$1,891,784	0	0	31
2014	32	\$339,000	\$155,000	\$494,000	0	0	32
2013	21	\$2,001	\$3,001	\$5,002	0	0	21
	1614	\$705,065,165	\$355,880,044	\$1,060,945,210	1	2	1614



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WHAT to report

- Guidelines
- OFC website
- Fire Services Act



Reporting guidelines

All fires that cause damage to property, injuries or fatalities, or which require fire department resources to suppress must be reported. Examples include:

Structure fires

- Buildings
- Piers
- Decks and patios
- Parkades and covered parking lots

Vehicle fires

- Cars and trucks
- Trains
- Boats
- Planes
- All-terrain vehicles (ATVs)
- Recreational vehicles (RVs)

Outdoor fires

- Dumpsters
- Playground equipment
- Telephone/Hydro poles
- Grass
- Bark mulch

FAQ's

- Do I report a beach/backyard fire? Attended or unattended?

Beach Fire – if you are required to put it out – YES





CODES

Enter Codes: **

PC - Property Complex

3400 RESIDENTIAL - SINGLE DETACHED

[Search](#)

PR - Property Classification

3110 YEAR-ROUND USE DWELLING - 1-FAMILY

[Search](#)

GC - General Construction

2000 PROTECTED COMBUSTIBLE CONSTRUCTION - WOOD PR

[Search](#)

BH - Building Height

0020 2 STORIES ABOVE GRADE

[Search](#)

GF - Ground Floor Area

[Search](#)

YC - Year Of Construction

[Search](#)

MF - Manual Fire Protection

[Search](#)



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Fire Reporting Manual on the OFC Website

All of the information required to complete a fire report is found on the OFC website under the Fire Reporting tab at the link below:

<https://www2.gov.bc.ca/gov/content/safety/emergency-management/fire-safety/fire-reporting/guidelines-forms#manual>

Fire Reporting Manual (2004)



IG - Igniting Object

1030



STOVE, RANGE, TOP BURNER AREA - INVOLVING FIRE IN

Search

FU - Fuel Or Energy

4300



FUEL GAS - OTHER (DESCRIBE)

Search

FH - Form Of Heat

4000



DIRECT FLAME

Search

MI - Material First Ignited

8210



FOOD, STARCH (POTATO, RICE, PASTA)

Search

AO - Act Or Omission

7800



DISTRACTED, PREOCCUPIED

Search

Remarks: Explain circumstances under which fire originated.

Home owner, FLINTSTONE was making french fries on the stove but was distracted by bowling on TV and forgot about them. Fuel was a pot with vegetable oil (FU4300), etc.



When you need to describe a code – you enter it in the remarks

NEW CODES

PC3750: PC – (structure only) Encampments of persons experiencing homelessness

PR3780: PR – (vehicle only) Vehicle used as a residence in an encampment of persons experiencing homelessness (includes cars, light trucks and vans, single body units, motorhomes) (excludes all vehicles not in a homeless encampment complex)

PR8199: PR – (outdoor only) Outdoor property inside an encampment of persons experiencing homelessness (includes brush, trees, grass & light ground cover, trash)



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Liz – update slide to show new rechargeable battery codes

Products and equipment report

Select the “Add Product/Equipment” tab and complete the Product and Equipment report when/if there are products or equipment found to be directly related to the source of ignition or if vehicles were lost as contents of the fire incident.

Products and Equipment Report:
(List vehicles, boats, appliances or other equipment applicable)

[Add Product/Equipment](#)

#	Item Type	Item Desc	Make	Model
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Products and Equipment Report

* Indicates required fields

Incident Number:

CCH200602100501

Product and Equipment No.:

1 of 1

Log #:

Item Type: *

AUTOMOBILE

Item Description:

CAR

Make:

Nissan

Certification Agencies:

Model:

Sentra

Year:

2012

License No:

1234562

Serial No:

Comments:

Add New

Save & Return

Delete

Incident Details









BURL FIRE
Caused by discarded (marijuana)
cigarette.

Photo Submitted by
FSA Brad McDonald
with comments on investigation.

Casualty Report

Fire Incident Report - Casualty Details

Age: ** Gender: ** Status: ** CIVILIAN

Date of Death: (yyyy/mm/dd)

Nature of Casualty: **

Condition of Casualty: **

Action of Casualty: **

Ignition of Clothing or Other Fabrics: **

Type of Fabric or Material Ignited: **

Cause of Failure to Escape: **

Initial Cause of Injury: **



*Age is a
mandatory
field. Leave
pending and
follow up!!!*

Search Results Summary:

Total Incidents: 380
Total \$ Loss: \$4,205,510
Total Injuries: 1
Total Deaths: 0

**Search Result Details:**

Incident #	Incident Type	Street #	Street Name	\$ Loss	# Injured	# Deaths
CKA202301030201	Outdoor	444	ST PAUL ST	\$0	0	0
CKA202301030501	Outdoor		TRANS CANADA HWY	\$500	0	0
CKA202301060801	Outdoor		VICTORIA ST	\$0	0	0
CKA202301102101	Vehicle	177	TRANQUILLE RD	\$21,000	0	0
CKA202301131001	Structure	2096	SIFTON AVENUE	\$15,000	0	0
CKA202301151801	Outdoor	750	FORTUNE DR	\$0	0	0
CKA202301151901	Outdoor	855	8TH ST	\$0	0	0
CKA202301170901	Outdoor	712	SEYMOUR ST	\$0	0	0
CKA202301172001	Vehicle		TRANS-CANADA HWY	\$5,000	0	0
CKA202301190501	Outdoor	180	SEYMOUR ST	\$0	0	0
CKA202301190601	Structure	1435	SUMMIT DR	\$150	0	0
CKA202301200501	Outdoor	529	SEYMOUR STREET	\$100	0	0
CKA202301201601	Outdoor		VICTORIA ST	\$0	0	0
CKA202301210301	Outdoor	181	VICTORIA ST	\$500	0	0
CKA202301211901	Outdoor		MARS DR	\$0	0	0

How to estimate Property and Contents Loss

The million dollar question (pun intended)...

Loss (\$)	Property: *	Contents: *	Total:
Estimate	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Remarks:

Summary of Insurance Info:

[Add Insurance Claim](#)

#	Adjuster Name	Policy No	Insurance Name	Claim No
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[Add New Name](#)

[Save & Return](#)

[Delete](#)

[Incident Details](#)



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How to calculate loss:

Structures: <https://www.bcassessment.ca/Property/AssessmentSearch>

Vehicles: <https://www.canadianblackbook.com/>

Contents: There is no standard app/website that can assess the value of personal belongings. Keep in mind that insurance companies will be calculating the cost to REPLACE the items.



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EXPOSURE REPORT

- Incident number – exactly the same except the Occurrence number is '02'
- Igniting Object Code: IG8100-IG8900
- Remarks: Note exposure. Example "Exposure as a result of..."



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Exposure FAQ's

- Car parked in the driveway?
- Cars in an underground parkade?
- Shed?
- Fence?
- Backyard shrubs/trees – forest?
- Heat exposure (example – damage to siding on neighbour's house)



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Is the white car an
Exposure report?



Investigating Officer: **

Last Name:	First Name:	Badge#:	Tel#:	Report Date:
<input type="text" value="Rubble"/>	<input type="text" value="Barney"/>	<input type="text" value="2131"/>	<input type="text" value="250"/> - <input type="text" value="656"/> - <input type="text" value="2244"/>	<input type="text" value="2020/01/13"/>
Police/RCMP Detachment:		Police/RCMP File #:		
<input type="text"/>		<input type="text"/>		

Fire Report References:

Add Ref.

#	File No	File Type	File Date
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Save as Pending

Save as Complete



This is a Mandatory Field. You must enter the Investigator's name, phone number and date the report is completed. LAFCH is not mandatory



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Your data entry allows us to obtain valuable information

- Anyone care to guess what the leading cause of fires is?

- Top 4?



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Anglemont Fire Department



2020

Igniting Object Statistics		
Top 4 Sources of Ignition in Structure Fires		
1	Cooking Equipment	Examples: Stove, range, oven top burner, toaster, deep fryer,
2	Match / Lighter <i>(Not used in Conjunction with Smoking)</i>	Examples: Match, lighter, candle, torch, hot ashes
3	Heating Equipment	Examples: Furnace, wood stove, fireplace insert, space heater, baseboard heater
4	Smoker's Material	Examples: Cigarette, pipe, cigar, match/lighter <i>(when used in conjunction with smoking)</i>

Igniting Object Statistics 2022
Top 4 Sources of Ignition in Structure Fires

- 1 Cooking**
- 2 Match/Lighter**
- 3 Electrical**
- 4 Smoking**



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Statistics/Reports

- Any code you put into the system – you can pull a report out.
- A way to assess trends/issues in your communities
- A great record's management tool

2nd Quarter Statistics | Apr 1, 2022 – Jun 30, 2022

New Fires



Structure
530 Fires
11 Deaths
28 Injuries



Vehicle
174 Fires
4 Deaths
0 Injuries



Outdoor
839 Fires
1 Death
2 Injuries



Person*
6 Fires
0 Deaths
4 Injuries

*Accidental or otherwise involving a person and fire i.e. refueling, fireworks, campfire etc.

Fire Loss Statistics

# of Fires	Property Loss	Contents Loss	Total Loss	Injuries	Deaths
1,549	\$71 Million +	\$20 Million +	\$91 Million +	34	16

Areas of Interest for this Quarter



There were **397 fires (27%)** reported that were considered to be incendiary or suspicious.



154 structure fires (25%) this quarter were initially detected by a heat/smoke alarm.



194 structure fires occurred in single, detached residences, resulting in **10 injuries** and **five deaths**.



There were **six incidents** of drapery catching fire, resulting in **one death**.

Areas of Interest for this Quarter



44 fires were reported at an encampment of people experiencing homelessness, resulting in **one injury** and **one death**.



410 fires were ignited in areas containing trash/rubbish/recyclables, including dumpster containers.



17 fires were ignited by a candle, resulting in **two deaths** and **\$23 million** in losses.



There were **60 fires** in structures built in 1920 or earlier. There were **two deaths** recorded in these incidents.



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FOI

Freedom of Information

Fire Reports



E14

SMOKE ALARMS
SAVE LIVES
404.543.6780

SURREY
FIRE
RITCHIE

TOM





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FAQ's

- If two suites in an apartment building are damaged – is that 2 reports?
- Is a BBQ on a balcony an outdoor fire or a Structure Fire?
- If the vehicle fire is a result of a MVA do I need to report it?
- If the location is on Federal Land – do I need to report it?



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FAQ's continued

- Is a trailer that someone is living in considered a structure or a vehicle?
- Dock fire?



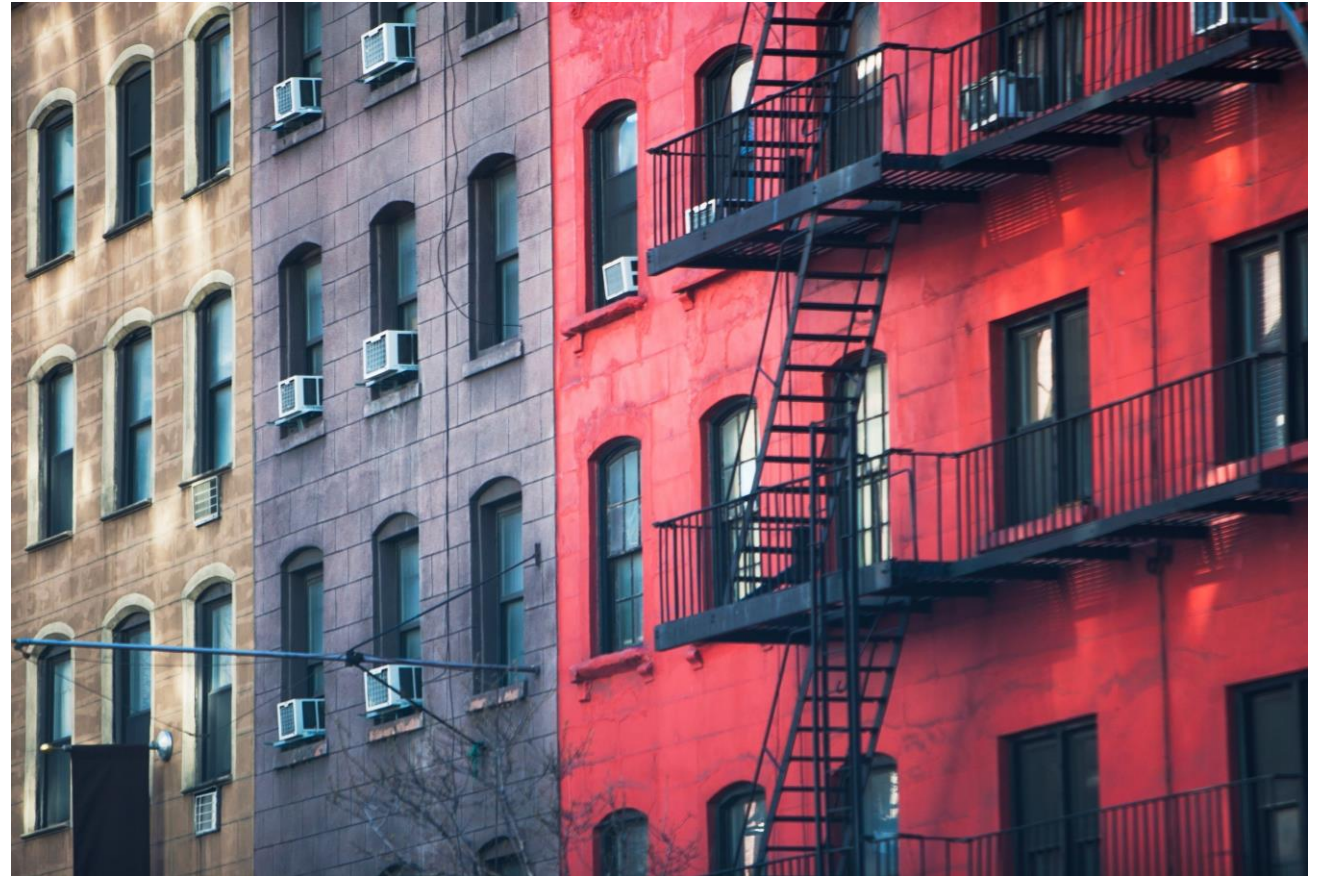
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In the event of a fire death...

You must immediately inform the Office of the Fire Commissioner by way of the **Emergency Coordination Center (ECC)** at EMCR or your local Fire Service Advisor.

ECC# 1-800-663-3456





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OFC@GOV.BC.CA

