

Community Emergency Preparedness Fund

Volunteer & Composite Fire Departments Equipment & Training

2022 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

As of May 2022, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres and training
- Emergency support services
- Extreme heat mapping, assessment, and planning
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

Background

Fire departments provide fire protection services in designated areas. Fire departments may be structured differently but all structure firefighters in BC are required to meet minimum training standards. Volunteer fire departments are those that have no paid staff, except paid on-call volunteers. Composite fire departments are those that have a mix of paid staff and unpaid volunteers.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

Volunteer & Composite Fire Departments Equipment & Training Funding Stream

The intent of this funding stream is to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies through the purchase of new or replacement equipment and to facilitate the delivery of training. Ongoing operational costs and the purchase of major fire apparatus are not eligible.

2. Eligible Applicants

Eligible applicants are:

- Local governments (municipalities or regional districts) in BC
- First Nations (bands and Treaty First Nations) in BC
- Legally incorporated society-run fire departments in BC that are in good standing
- Improvement Districts in BC

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Grant Maximum

The Volunteer & Composite Fire Departments Equipment & Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

However, due to the number of fire departments that may be under their jurisdiction, regional districts can apply for a maximum of \$30,000.00 for each fire department that they have established a service area for in a single application.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Community Emergency Preparedness Fund.

4. Eligible Projects

To qualify for funding, applicants must demonstrate the extent to which proposed project(s) will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

In addition, to qualify for funding, projects must:

- Facilitate training or purchase of equipment for volunteer or composite fire departments
- Be a new project (retroactive funding is not available)
- Be capable of completion by the applicant within one year from the date of grant approval
- Meet or working towards the BC Structure Firefighter Minimum Training Standards (available in September 2022)

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution or motion as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution or motion that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

5. Requirements for Funding

As part of the approval agreement, approved applicants must agree to the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Local Government and First Nation applicants are encouraged to review the [2023 FireSmart Community Funding & Supports](#) program guide before completing this application. Depending on wildfire risk, FireSmart funding can provide up to \$200,000 for eligible activities – including all of the interface fire equipment and training that is included in this guide.

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Purchase of new or replacement equipment to enhance the ability of eligible fire departments to meet the needs of the community and Training Standards in accordance with declared level of service. This may include:
 - Equipment required to support response to structure fire (other than major fire apparatus) including turn out gear and equipment identified in Appendix 1
 - Equipment required to support response to interface fires, limited to wildland firefighting personal protective equipment and equipment identified in Appendix 2
- Training to enhance the ability of eligible fire departments to meet the needs of the community and Training Standards. For all virtual courses, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems)
 - Training to meet the BC Structure Firefighter Minimum Training Standards, in accordance with declared level of service
 - Fire-related training props to assist with in-house training, including live burn training structures
 - Cross training required to support response to interface fires limited to:
 - [Wildfire Risk Reduction Basics Course](#) (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.)
 - [Fire Life & Safety Educator](#) (public education course for fire safety education)
 - [ICS-100](#) (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online)
 - SPP-WFF1 Wildland Firefighter Level 1 (includes S-100, S-185, ICS-100)
 - [S-100](#) Basic fire suppression and safety (basic fire suppression training for contract crews) and S-100A (annual refresher)
 - [S-185](#) Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations)
 - [S-231](#) Engine Boss (training for structure protection program in a WUI event)
 - [WSPP-115](#) (training for structure protection unit crews) and WSPP-FF1 (train the trainer)
 - Task force leader (for structure protection only; course for wildfire personnel to monitor and assess specialty resources that work together to accomplish a common wildfire task)

- Structure Protection Group Supervisor (GrpS) (for structure protection only; course for wildfire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group)

The following expenditures are also eligible provided that they relate directly to the eligible activities identified above:

- Incremental applicant staff and administration costs
- Consultant costs
- Public information costs
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Translation costs and the development of culturally appropriate training materials

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Purchase of major capital items, major fire apparatus or vehicles
- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting costs; security; software or service subscriptions or membership fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project
- Regular salaries and/or benefits of applicant staff or partners
- Use of a fire department during an emergency
- Training offered through the [Provincial Emergency Management Training Program](#)
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities (excluding live burn training structures)
- Training and equipment required for search and rescue and/or road rescue
- Defibrillators
- Costs related to developing or submitting the application package

Local Government applicants are encouraged to review the [Community Works Fund](#) (Canada Community Building Fund) program materials. New and retrofit/modernization fire halls and fire stations are eligible under CWF, as well as the acquisition of a fire truck as part of an overall capital upgrade to an existing fire hall or construction of a new fire hall.

7. Application Requirements & Process

Application Deadline

The application deadline is **October 21, 2022**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

All applicants are required to submit:

- Completed Application Form and all required attachments
- Evidence of declared service level (e.g. bylaw, resolution)
- Detailed budget that indicates the proposed expenditures from the Community Emergency Preparedness Fund and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified;
- For regional projects only: resolution or motion from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

Resolutions or motions from partnering applicants must include the language above
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If the applicant is a local government, First Nation or improvement district, the following must also be submitted:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, or improvement district Trustee resolution, indicating support for the current proposed activities and willingness to provide overall grant management

If the applicant is a legally incorporated society-run fire department, they must also submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management
- Current Certificate of Good Standing

Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: cepf@ubcm.ca.

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Clearly demonstrate how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies, based on the declared level of service
- Support eligible fire departments with limited resources that impede the ability to purchase essential equipment and/or obtain training
- Provide training to specifically address the mental wellbeing of eligible fire department staff and volunteers
- Demonstrate transferability or mutual aid between local governments or First Nations in BC

- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Demonstrate cost-effectiveness

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC and the First Nations' Emergency Services Society

8. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants are awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment.

Changes to Approved Projects

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an approved project, approved applicants are required to submit:

- Amended application package, including updated, signed application form, required attachments, and an updated resolution or motion
- For regional projects only, evidence of support from partnering applicants for proposed amendments will be required
- Written rationale for proposed changes to activities and/or expenditures

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year from the date of the original final report deadline.

9. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- Detailed financial summary that indicates the actual expenditures from the Community Emergency Preparedness Fund and other sources (if applicable) and that aligns with the actual activities outlined in the final report form
- Copies of any training or capacity building materials that were produced with grant funding.
- Photos and/or media directly related to the funded project

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: cepf@ubcm.ca.

All final report materials will be shared with the Province of BC and the First Nations' Emergency Services Society.

10. Additional Information

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8
E-mail: cepf@ubcm.ca
Phone: (250) 387-4470

Appendix 1: Funding Requirements for Equipment Required to Support Response to Structure Fire

The purchase of new or replacement equipment to enhance the ability of eligible fire departments to meet the needs of the community and BC Structure Firefighter Minimum Training Standards in accordance with declared level of service is eligible for funding and must align with Table 1.

For additional information regarding apparatus, the Underwriters' Laboratories of Canada Standard, ULC S515 should be referenced. This Standard may be purchased from the Underwriters' Laboratories of Canada.

Table 1: Basic Fire Department Apparatus Equipment		
Category	Item	Quantity
Minimum Equipment Carried by Water Tenders (Mobile Water Supply)	2.7 kg axe, either pick-head or flathead	1
	2 m or longer pike pole or plaster hook	1
	Portable hand lights	2
	Approved dry chemical portable fire extinguisher with a minimum 80-B:C rating	1
	9.5 L or larger water extinguisher	1
	SCBA complying with CSA Z94.4 "Selection, Use and Care of Respirators", but not less than two, mounted or stored in containers supplied by the SCBA manufacturer	1
	Spare SCBA cylinder for each SCBA carried, each mounted or stored in a specially designed storage space	1
	First aid kit (meeting member certification)	1
	Combination spanner wrenches	2
	Hydrant wrench	1
	Minimum of 60 m of 65 mm or larger fire hose	1
	Double female adapter for 65 mm or larger fire hose	1
	Double male adapter for 65 mm or larger fire hose	1
	Wheel chocks each designed to hold the fire fighting apparatus when loaded to its maximum in-service weight, when on a 10% grade with the transmission in neutral and the parking brake released, shall be mounted in readily accessible locations	2

Minimum Equipment Carried by Water Tenders (Mobile Water Supply) - <i>continued</i>	If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection 90 mm or larger shall include a pressure relief device	As required
	Rubber mallet for use on suction hose connections shall be carried in a bracket fastened to the apparatus	1
	If the mobile water supply fire fighting apparatus is equipped with a fire pump Portable collapsible water tank of at least 5600 L capacity Portable pump with gasoline-driven engine.	1
Mobile Water Supply Fire Fighting Apparatus equipped with Fire Pump <i>Along with the minimum equipment noted above, the following shall be added:</i>	6.1 m of smooth-bore hard suction hose of size appropriate to the pump or 4.6 m of soft suction	1
	120 m of 38 mm, 45 mm or 50 mm fire hose	1
	Combination spray nozzles, 360 L/min minimum	2
Additional Equipment Recommended for Mobile Water Supply	Crowbar, 1 m minimum;	1
	Pair insulated bolt cutters with 11 mm minimum cut;	1
	Halligan-type tool with brackets	1
	Fire service claw tool	1
	2 ½ in (65 mm) Hydrant gate valve	1
	Shovel pointed, long handle	1
	Hose straps	4
	38 m length of utility rope with a minimum breaking strength of 2268 kg	1
	Portable pump	1
	Low level strainer for use with portable tanks	1
	Tool box with hammers, wrenches, screwdrivers and other assorted tools	1
	Water transfer device to be used between portable tanks	1

Required Equipment for an Engine	2.7 kg pick-head axe, with unpainted wooden handle	1
	2.7 kg flathead axe, with unpainted wooden handle	1
	1.8 m pike pole or plaster hook	1
	2.4 m or longer pike pole	1
	Portable hand lights	2
	Approved dry chemical portable fire extinguisher with a minimum 80-B:C rating	1
	9.5 L or larger water extinguisher	1
	Self-contained breathing apparatus (SCBA) complying with CSA Z94.4 "Selection, Use and Care of Respirators", for each assigned seating position, but not less than four, mounted or stored in containers supplied by the SCBA manufacturer	Minimum of 4
	Spare SCBA cylinder for each SCBA carried, each mounted or stored in a specially designed storage space	1
	First aid kit- (meeting member certification level)	1
	Combination spanner wrenches	4
	Hydrant wrenches	2
	65 mm double female adapter	1
	65 mm double male adapter	1
	Rubber mallet, suitable for use on suction hose connections	1
	Salvage covers, 3.7 m X 4.3 m	2
	Wheel chocks each designed to hold the fire fighting apparatus when loaded to its maximum in-service weight, when on a 10% grade with the transmission in neutral and the parking brake released, shall be mounted in readily accessible locations	2
	For supply hose not using sexless couplings: additional double female adapter and double male adapter required. Adapters sized to fit fire hoses 65 mm or larger and mounted in brackets fastened to the fire fighting apparatus	As required

Required Equipment for an Engine - <i>continued</i>	If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection 90 mm or larger shall include a pressure relief device	As required
	Straight ladder with roof hooks	1
	Extension ladder	1
	Attic ladder NOTE: Purchaser should specify a greater length such as 9 or 10 m as being more useful in most cases	1
	120 m of 38 mm, 45 mm or 50 mm fire hose	1
	360 m of 65 mm or larger fire hose	1
	Combination spray nozzle, 750 L/min minimum combination spray nozzle, 750 L/min minimum	1
	Combination spray nozzle, 360 L/min	1
	Playpipe with shut off and 25 mm, 29 mm and 32 mm tips;	1
	Additional of either a combination spray nozzle, 750 L/min minimum or playpipe with shut off and 25 mm, 29 mm and 32 mm tips	1
Additional Equipment Recommended for Engines (According to nature of service)	Crowbar, 1 m minimum	1
	Pair insulated bolt cutters with 11 mm minimum cut	1
	Halligan-type tool with brackets	1
	Back-pack type pump tank extinguishers	6
	2 ½ in (65 mm) hydrant gate valve	1
	Reducing gated wye, to fit hose used	1
	Hose straps	4
	38 m length of utility rope with a minimum breaking strength of 2268 kg	1
	3000 W (minimum) portable generator	1
	500 W portable lights	2

Additional Equipment Recommended for Engines (According to nature of service) - <i>continued</i>	Cord reels with a minimum 61 m cord on each, compatible with lights, and generator	2
	Portable pump	1
	Tool box with hammers, wrenches, screwdrivers and other assorted tools	1
	Fire brooms	3
	Hose clamp	1
	Metal rakes	4
	Long handle, pointed shovel	1
	Scoop shovel	1
	Master stream appliance, (3785 L/min) minimum	1
	Foam delivery equipment compatible with onboard foam system	#
	Additional 38 mm hose and nozzles for rural service	#
	Additional longer extension ladders in lieu of ladder truck support	#
	Additional self-contained breathing apparatus (SCBA) sufficient that each fire fighter fighting interior fires shall be equipped, along with one spare bottle per SCBA	As required

Appendix 2: Funding Requirements for FireSmart Structure Protection

The purchase of equipment for FireSmart Structure Protection should be in support of the completion of a FireSmart Structural Protection Trailer, a Structure Protection Community Assessment and training of structural protection personnel as outlined below.

For more information on the trailer requirements and Structure Protection Community Assessments please contact the Structure Protection Coordination Office at spco@gov.bc.ca

Phase 1 Start up

It is recommended that in this phase applicants commit to completion of a FireSmart Structure Protection Trailer and purchase initial equipment (limited to Table 2), start the process of requesting Structure Protection Community Assessments (contact the Structure Protection Coordination Office at SPCO@gov.bc.ca) and train staff to support a structure protection program.

Phase 1 was designed to ensure that a community would have a functional set of structure protection equipment while they build their overall structure protection program.

For the purpose of funding, the following are not eligible as Phase 1: Start Up expenditures: mixed oil 2 cycle, chain oil, tape (duct, Teflon or electrical), and rags.

Table 2: Eligible Activities for FireSmart Structure Protection Phase 1: Start Up		
Category	Item	Quantity
Pump	Mark 3/Wick 75	2
	Pump Tool Kit	3
	Suction Hose	3
	Fuel Can	4
	Single Fuel Line	4
	Dual Fuel Line	4
Berm	Portable Berm	2
Hose	1.5" x 100ft	15
	1.5" X 50ft	20
	Econo x 50ft	50
	Econo x 25ft	40
Nozzle	Econo	5
Valves	3-way	10
Sprinklers	Butterfly	15
	Large Sprinkler	15
	Small Sprinkler	15
	Gutter Mount	10
	Gutter Mount Bracket	10
Water thieves	1.5"	30

Portable Tank	2500 Gal	1
	Drain Kit	1
Ladder	Extension	1
Impact Tool	Impact Driver	1
Poly	Rolls	2
Tape	SPU Flagging	5 x 5 colours
Saw	Hand	1
Safety	Fire Extinguisher	1
	First Aid	1
	Cones	1