

Community Emergency Preparedness Fund

Volunteer and Composite Fire Departments Equipment and Training

2024 Program and Application Guide

Applications will be accepted July 1, 2024 to October 18, 2024 using the [LGPS Online Application Tool](#)

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding streams intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural **hazards** in a changing climate. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

As of July 2024, the funding streams include:

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

Please refer to [Appendix 1](#) for definitions of terms used in this Program Guide. All defined terms are in **bold** in the program guide.

Background

Fire departments provide fire protection services in designated areas. **Fire departments** may be organized differently but all structure firefighters in BC are required to meet the published minimum training standards.

The [BC Structure Firefighter Minimum Training Standards](#) include the requirement for **fire departments** to declare their **level of service**. This applies to all local governments, Treaty First Nations, and any independent 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.

Under the *Fire Services Act*, all fires must be reported through FIRES incident reporting to the Office of the Fire Commissioner (OFC).

Compliance with fire incident reporting is a requirement for eligible applicants under the 2024 Volunteer and Composite Fire Departments Equipment and Training funding stream intake.

For more information, please contact OFC@gov.bc.ca

Volunteer and Composite Fire Departments Equipment and Training Funding Stream

The intent of this funding stream is to enhance the ability of **volunteer fire departments** and **composite fire departments** to prepare for and respond to emergencies. Ongoing operational costs and the purchase of major fire apparatus are not eligible.

2. Eligible Applicants

Eligible applicants are:

- First Nations (bands and Treaty First Nations) in BC.
- Local governments (municipalities or regional districts) 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 funding stream intake. This includes applying as a partnering applicant in a regional application.

Please note that eligible applicants must be a **fire department** as per the definitions in order to apply. Wildfire crews are not considered to be fire departments and are not eligible.

3. Grant Maximum

The Volunteer and Composite Fire Departments Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$40,000.00.

However, due to the number of **fire departments** that may be under their jurisdiction, regional districts can apply for a maximum of \$40,000.00 for each fire department that they have established a service area for in a single application.

Eligible applicants (other than regional districts) that can demonstrate geographical constraints (e.g., significant distance and/or barriers, such as mountain ranges, between reserves or communities) and a clear case for **fire department** equipment and training in each reserve or community may be eligible to exceed the funding maximum. For more information, please contact UBCM in advance of submitting an application.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

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 CEPF.

4. Eligible Projects

To qualify for funding, proposed activities must enhance the ability of **volunteer fire departments** and **composite fire departments** to prepare for and respond to emergencies.

In addition, to qualify for funding, projects must be:

- A new or subsequent phase of a project (retroactive funding is not available).
- Capable of completion by the applicant within one year from the date of grant approval.
- Where applicable, eligible for required approvals, authorizations, and permits.
- Implementing full adoption of the [BC Structure Firefighter Minimum Training Standards](#).

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 **sub-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 both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

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.
- 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.
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible Costs and Activities

First Nation and local government applicants are encouraged to review the [2025 FireSmart Community Funding and Supports](#) program guide before completing this application. Depending on wildfire risk, FireSmart funding can provide up to \$200,000 for eligible activities – including all 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.

[Table 1](#) identifies activities that are eligible for funding. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding

1. Purchase of new or replacement equipment to enable or enhance the ability of eligible fire departments to meet the needs of the community and the [Minimum Training Standards](#) in accordance with declared level of service.

*For the purpose of CEPF funding, if minor renovations of a firehall are proposed, the firehall must be a **First Nation owned building** or **publicly owned building** or an asset owned by the **primary applicant** or a **sub-applicant**.*

- Equipment required to support response to structure fire (other than major fire apparatus) including turn out gear and equipment identified in [Appendix 2](#).
- Fire-related training props to assist with in-house training, including live burn training structures (limited to live burning using Class B fuels only).
- Equipment required to support response to interface fires, limited to wildland firefighting personal protective equipment and equipment identified in [Appendix 3](#).
- Minor renovations (wiring, plumbing, cabling, installation of shelving, etc.) to support installation of eligible equipment.

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, 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).

If approved applicants attend training provided through the Office of the Fire Commissioner or the Provincial Emergency Management Training Program only travel costs (including accommodations and per diems) will be eligible for funding.

Approved applicants are required to use qualified trainers, and are encouraged to identify local providers for training.

- All courses and functions defined in the [BC Structure Firefighter Minimum Training Standards 2022](#) in accordance with declared level of service, such as:
 - Emergency vehicle operations
 - Emergency scene and traffic control
 - Water supply and pumping
 - Ropes and knots
 - Rapid intervention
 - Hazmat awareness
 - Fire Officer 1 training (Fire Service Instructor I, Fire Leadership I, Emergency Scene Management I)
 - Fire Officer 2 training (Fire Service Administration II, Emergency Scene Management II, ICS-300 (full-service only), Frontline Leadership in the Fire Service I and II, Fire Cause and Origin)
- Other specific training intended to build the resiliency of fire departments, including:
 - Strategy and tactics
 - Front Line Leadership
 - Live fire evaluations training (limited to live burning using Class B fuels only)
 - Firefighter survival

- Fire investigations
- Mental wellness (e.g., Resilient Minds™, Critical Incident Stress Management)
- Incident Command System (relevant levels in accordance with declared level of service)
- Level 1 and 2 first aid
- Indigenous Cultural Safety and Cultural Humility Training, in alignment with the [CEPF funding stream](#)

3. 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).
- [FireSmart BC Wildfire Resiliency and Training Summit](#) (only eligible conference).
- [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).
- [S-100](#) Basic fire suppression and safety 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).
- [SPP-WFF1 Wildland Firefighter Level 1](#) (includes ICS-100, S-100, S-185).
- [S-231 Engine Boss](#) (training for structure defense program in a WUI event).
- [WSPP-115](#) (training for structure protection unit crews) and WSPP-FF1 (train the trainer).
- Task force leader (TFL-1 & TFL-Advanced) (for structure defense only; course for structural fire personnel to monitor and assess specialty resources that work together to accomplish a common task).
- Structure Division/Group Supervisor (DivS/GrpS) (for structure defense only; course for structural fire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group).

Additional Eligible Costs and Activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified in [Table 1](#):

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations, such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, agricultural sector, critical infrastructure owners, etc).
- 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.
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies).

- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Presentation to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.
- Where applicable, costs related to required approvals, authorizations, and permits.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.
- Examination fees for eligible training courses.

Ineligible Costs and Activities

Any activity that is not outlined in [Table 1](#) or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g., heating, cooling and lighting; security; software or service subscriptions; membership fees).
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Duplication of recently developed information, maps, or imagery (e.g., LiDAR that is currently available through the [Open LiDAR Data Portal](#)) provided the information remains accurate.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Costs related to individual or household preparedness, including the purchase of emergency supplies (e.g., first aid kits, evacuation supplies).
- Development of curriculum for Kindergarten to Grade 12 education.
- Major capital improvements or major renovations to existing facilities and/or construction of new, permanent facilities (excluding live burn training structures).
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols).
- Use of a fire department during an emergency.
- Training provided and paid for by the Office of the Fire Commissioner or the [Provincial Emergency Management Training Program](#) (if travel costs are incurred, they are eligible).
- Training intended for:
 - Chainsaw operation, including basic chainsaw course.
 - Helicopter landing zones.
 - Search and rescue, including high angle rescue and high bank training.
 - Road rescue, including electric vehicle response training and vehicle extrication training.
 - Medical assist, including Level 3 First Aid and First Responder training.
 - Aircraft rescue, including airside vehicle operator permit and AVOP-D training.
- Conferences (except the [FireSmart BC Wildfire Resiliency and Training Summit](#)).
- Development or update of Emergency Management Plans and/or emergency response plans.
- Trailers and/or canopies for utility vehicles.
- Refer to [Appendix 2](#) for examples of specific equipment that is not eligible for funding.

Local Government applicants are encouraged to review the [Community Works Fund](#) (Canada Community-Building Fund) program materials. New and retrofit/modernization of 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 and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 4](#) for full information.

Application Deadline

The application deadline is October 18, 2024. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

As of July 1, 2024, applicants will have the option to submit a Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that are from a single applicant and request less than \$50,000 in funding.

All regional applications, and all applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

The OFC and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

All applicants are required to complete the [LGPS Online Application Form](#) and submit an electronic copy of the following:

- Completed Application Worksheet and all required attachments;
- Evidence of declared service level (e.g., bylaw, resolution); and
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

If the applicant is a local government, First Nation, or improvement district, they must also submit:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from Band Manager, CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

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; and
- Current Certificate of Good Standing.

For regional projects only:

- Band Council, Treaty First Nation, or local government resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 4](#) for the information that will be required to be submitted during each step, including all application questions.

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

All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca

Review of Applications

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

As required, the Evaluation Committee will assess and score all eligible applications. 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.

Higher application review scores will be given to projects that:

- Align with the intent of the Volunteer and Composite Fire Departments Equipment and Training funding stream:
 - 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 and physical health and wellbeing of eligible fire department staff and volunteers.
- Demonstrate partnerships, transferability, or mutual aid with neighbouring jurisdictions.
- Contribute to a comprehensive, cooperative, and regional approach and benefits.
- Are cost-effective.

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

UBCM may share all applications with the Province of BC and the
First Nations' Emergency Services Society

8. Grant Management and Applicant Responsibilities

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

Approved applicants are 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 and Payments

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.

The Approval Agreement 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 the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date.
- Description of funds expended to date; (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)).
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

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**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- An amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution/letter of support/motion.
- For regional projects only, evidence of support from **sub-applicant(s)** 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.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original final report deadline.

Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

9. Final Report Requirements and Process

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

The OFC and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

Final Reports

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 CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- Examples of any materials that were produced with grant funding.
- Photos of funded activities and/or completed projects.
- Links to media directly related to the funded project.

Submission of Reports

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

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca.

Review of Final Reports

UBCM will review all final reports to ensure the required report contents have been submitted.

UBCM may share all applications with the Province of BC and the First Nations' Emergency Services Society

10. Additional Information

Union of BC Municipalities

Email: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Please refer to [CEPF Definitions](#) for defined terms used throughout the CEPF program and application materials.

The following definitions apply to the Volunteer and Composite Fire Departments Equipment and Training funding stream.

Approved project: Activities included in the approved application and costs included in the approved budget.

Career fire department: A fire department that has a complete roster of fulltime members that ensure that the fire services required by the local government can be provided to the residents of a defined fire protection area. Any roster of volunteers within the department is not essential to the ability of the fire department to function in their service provision. The volunteer roster is strictly for succession or an introductory path of community members to assist in fire services and only there for surge capacity if ever needed.

Composite fire department: A fire department that has a mixture of fulltime paid members and volunteers (unpaid, honorarium, or paid on call). The capability of the department is fully dependent on the volunteer roster for the department to provide the required fire services to residents of a defined fire protection area.

Fire department: A department established and operated as a Local Authority service responsible for the prevention or suppression of fires in a defined Fire Protection Area by a Local Authority or a board, or commission of a registered society having the responsibility for the management or conduct of work or services through a service agreement, or equivalent of any of the above.

In-kind contributions: The use of resources of the approved primary applicant or sub-applicant(s) for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved primary applicant or sub-applicant(s) can be an in-kind contribution.

Level of service: The determination and declaration of a service level (*exterior, interior, and full-service*) for a local government fire department is intended to assist in the development of a training program for their structure firefighters. The training program is expected to enable the department personnel that attends a fire scene will have the skills and abilities to safely and effectively deliver fire services of the declared service level.

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

Sub-applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Volunteer fire department: A fire department that has a complete roster of volunteers (unpaid, honorarium or paid on call) members that are available either on a scheduled rotation or on-call to provide the fire services of the department for the residents of a defined fire protection area.

Appendix 2: 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 2.

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.

Eligible Costs and Activities

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 firefighting 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
	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

Category	Item	Quantity
Minimum Equipment Carried by Water Tenders (Mobile Water Supply) - <i>continued</i>	Rubber mallet for use on suction hose connections shall be carried in a bracket fastened to the apparatus	1
	If the mobile water supply firefighting 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
	Gas Engine trash pump	
	Portable bladder(s)	
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

Category	Item	Quantity
Required Equipment for an Engine - <i>continued</i>	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 firefighting 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 firefighting apparatus	As required
	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	

Category	Item	Quantity
Required Equipment for an Engine - <i>continued</i>	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
	Quick Connect deluge gun	1
Additional Equipment Recommended for Engines (According to level 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
	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	As required
	Additional 38 mm hose and nozzles for rural service	As required
	Additional longer extension ladders in lieu of ladder truck support	As required
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	

Category	Item	Quantity
Additional Equipment Recommended for Engines (According to nature of service) - <i>continued</i>	Electric power blower	
	Saws (chain, electric, cordless, circular, reciprocating, etc.) in support of RIT	
	Drills (power or cordless)	
Incident Command Equipment	Radios	As required
	ICS Command Boards	1
	Leatherman	
	Binoculars or similar	
	Map books (primarily backroads or trails knowledge)	
Training items <i>All live fire devices must be limited to Class B fuels to limit exposures to firefighters</i>	Digital Fire simulator	
	Smoke generator	
	Palmer dollhouse	
	Manuals and workbooks (e.g., International Fire Service Training Association)	

Additional Eligible Costs and Activities for Equipment Required to Support Response to Structure Fire

In addition to the activities identified in [Table 2](#), the following expenditures are also eligible provided they relate directly to eligible activities:

- Gear locker and hangers
- Personal alert safety systems
- Pressure washer (including installation) for vehicle maintenance and hose cleaning
- Decontamination washing machine and dryer
- Auto-inflating PFD (limited to use near a body of water where fire suppression on water is provided)
- Traffic safety lights
- Rapid Intervention Team training basics bag (halogen light/fire axe/harness)
- Relay tanks
- Hydrant appliances
- High combat hose
- Piercing nozzle kit

Ineligible Costs and Activities for Equipment Required to Support Response to Structure Fire

The following items are not eligible as equipment required to support response to structure fire:

- Major capital items, major fire apparatus, or vehicles
- Foam, flammable liquid, and/or batteries (except when used for training purposes only)
- Defibrillators
- Weather metres and/or weather stations
- GPS devices and compasses
- Drones
- IT equipment

- CPR training dummies
- Tents, sleeping bags, and sleeping mats
- Spill kits
- Equipment required for search and rescue, high angle rescue, road rescue (including jaws of life and rescue struts), and/or medical assist (including stretcher mule, basket stretcher)
- Wildland fire training equipment
- Fire blankets and car blankets
- Shop bench and storage
- Electric vehicle car plug
- Aircraft props

Appendix 3: 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.

Leasing of structure protection trailers or equipment is not eligible for funding.

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 3), 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 purposes 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 3: Eligible Activities for FireSmart Structure Protection Phase 1: Start Up		
Category	Item	Quantity
Pump	Mark 3/ Wick 375/ Watson	2
	Pump Tool Kit	3
	Suction Hose with Foot Valve	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
	1.5"	6
Valves	3-way	10
Sprinklers	Butterfly	15
	Large Sprinkler	15
	Small Sprinkler	15
	Gutter Mount	10
	Gutter Mount Bracket	10

Category	Item	Quantity
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

Appendix 4: LGPS Online Application Tool

As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions are required to be answered on the Application Worksheet:

1. Primary Applicant Name (First Nation, Local Government, or Fire Department).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. Location of Proposed Activities. For the purpose of CEPF funding, fire halls must be a First Nation owned building or publicly owned building or owned by the primary applicant or a sub-applicant. Identify the ownership of the fire hall:

- Fire hall is a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
 - Fire hall is a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
 - Fire hall is owned by the primary applicant or sub-applicant.
4. Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application:
- a) Name of each fire department.
 - b) Membership (volunteer or composite) of each department.
 - c) Declared level of service of each department.

Copies or extracts of the available evidence of declared level of service are required to be submitted with the application.

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.

5. FIRES Incident Reporting. Compliance with fire incident reporting is a requirement for eligible applicants. Please confirm below that each fire department included in this application has met this requirement. *Note: this is not applicable for First Nations on federal reserves.*
6. Operating Budget(s).
- a) Please indicate the annual operating budgets of each fire department included in this application.
 - b) Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.
7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.
- a) Purchase of equipment, including installation of and training for eligible equipment.
 - b) Training. Please list specific courses. *Note: training is for fire department members only and not community members. All proposed training activities must include the name of the course.*
8. Resiliency. Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.
9. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.
10. Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability, or mutual aid to neighbouring jurisdictions.
11. Additional Information. Please share any other information you think may help support your submission.

Required Attachments

The following separate attachments are required to be submitted with the completed Application Worksheet.

All applicants are required to submit:

- Evidence of declared service level will be required (e.g. bylaw, resolution).
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in this application worksheet. Although additional funding or support

is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

First Nation, local government, or improvement district applicants must submit:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, and applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

Legally incorporated society-run fire department applicants must submit:

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

Regional project applicants must submit:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.