

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Fire Department
POLICY #:	5.1
SUBJECT:	Fire Inspections
ADOPTED:	January 1, 1999
REVISED:	2004
ADMINISTERED BY:	Fire Chief

Policy Statement:

It is the responsibility of council to provide a regular system of fire safety inspections pursuant to Sections 26(1) and 38(3) of the Fire Services Act. The Fire Chief is responsible and accountable to Council for fire inspections within the fire protection area. The purpose of a regular system of fire safety inspections is to identify and eliminate fire hazards.

The attached Schedule A outlines the type of buildings in the District of Fort St. James, occupancy, frequency of inspections, and the group or division assigned to them. The frequency of inspection has been based on the level of risk of fire hazards using the following criteria:

- occupancy of each building.
- age and condition of each building.
- level of maintenance (housekeeping) and owner/occupant cooperation.
- fire protection systems (fire alarms, detectors, sprinkling system, exits, lighting, etc.)

Also taken into consideration when preparing the frequency of inspections in Schedule A, is that the District of Fort St. James has only one paid staff (Fire Chief) to carry out these inspections.

DISTRICT OF FORT ST. JAMES

FIRE INSPECTIONS

OCCUPANCY	DIV./GROUP	FREQUENCY	# OF INSPECT.
Schools	A-2	12 months	6
Restaurants	A-2	12 months	17
Hotel, Apartment	C	12 months	18
Lic. Bev. Est	A-2	12 months	6
Theatres	A-1	12 months	5
Churches	A-2	12 months	7
Arenas	F-2	12 months	2
Day Cares	A-2	12 months	6
Hospitals	B-2	12 months	1
Stores (Retail)	E	24 months	29
Offices	D	24 months	54
Bulk Plants	F-1	24 months	3
Service & Rep Air Shops	F-2	24 months	36
Manufacture (Mills)	F-2	24 months	5

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Schools	RD/Mun	Civic Address	Ph/Fax	Contact	Last Inspect.
FSJ Secondary	Mun	450 Douglas Ave	1-800-903-4771 996-7126 996-7708 (f)	Lynne Maksymchak Norm Leggatt	
David Hoy Elementary	Mun	400 Birch St.	996-8237 996-8729 (f)	Mr. Gus Ladner	April/1998 May/1998 Fire Drill
Nak'albun Elementary	Mun	Lakeshore Drive	996-8441 996-2229 (f)		
Sowchea Elementary	RD	Sowchea Road	996-8248 996-7860 (f)	Mr. Harvey Goff	
Free Evangelical Church (Nursery School)	Mun	720 - 4th Ave. W	996-7261		
FSJ Adult Centre For Education	Mun	250 Stuart Dr. E.	996-7712 996-8544 (f)		

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Restaurants	RD/Mun	Civic Address	Phone/Fax	Contact	Last Inspect.
King's Restaurant	Mun	Stuart Drive	996-7666 996-7407 (f)		
Classic Restaurant	Mun	Stuart Drive	996-7331		
Perkin Beans	Mun	250 Stuart Drive			
St. James Restaurant	Mun	Stuart Drive	996-8431		
Larry's Café - FSJ Hotel	Mun	Stuart Drive	996-7534 996-8204	Irma Whitely Cyndy Slorstad	Mar.1998 Apr.1998
Duffy's Kitchen (Eagle Crest Pub)	Mun	Stones Bay Road			
Linda's Gourmet Deli	Mun	Stuart Drive	996-7522 996-7599		May 1998
Sunflower Restaurant and Store	Mun	449 Stuart Drive	996-7011		
FSJ Curling Club Kitchen	Mun	Stuart Drive	996-7022		
Mr. G Shell Self Serve	Mun	Stuart Drive	996-7305	Dennis Gladue	
Murray Ridge Ski Area	RD	Tachie Road	996-8515	Kirk Nielsen	

		Chalet Drive	996-7880		
Whiskey Jack Restaurant	RD	North Road	996-8828		
Lakeview Bakery	Mun	Stuart Drive	996-8821	Daryl Gross	Apr.1998 May 1998

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

**Hotels/Motels/Apart/
Group Homes**

RD/Mun

Civic Address

Phone/Fax

Contact

Last Inspect.

W-D Apartments	Mun	301 Stuart Dr.E.	996-7347 996-7209		
FSJ Hotel Inc.	Mun	283 Fort Ave. W.	996-8204 996-8815		Mar. 1998 Apr.1998
Sitka Inn	Mun	Stuart Dr			
Chundoo Motor Inn	Mun	Stuart Dr.	996-8216		
New Cal Motel	Mun	167 Douglas	996-8051 996-8061 (f)		Feb.1998
Pitka Bay Motel	RD	Pitka Bay Rd.	996-8585		
Rainbacker Apt.	Mun	Pineridge Way	996-7309		
Lakeview Apt.	Mun	Stuart Drive			
Northside Apt.	Mun				
Glenhaven Apt.	Mun	2nd Ave. W			
Spruce Manor Apt.	Mun	Stuart Drive			
Stuart Townhouses	Mun	24-268 Stuart Drive	996-8347		

Nak'azdli Group Home	RD		996-2191		
Pioneer Place	Mun	200 School Road			
Bay Field Apt.	Mun				
Stuart Lodge	RD	Stones Bay Road	996-7917		
BC Rail Bunkhouse	Mun				
Camp Morice	RD	Sowchea Road	996-7881		

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Theatres	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
Lido Theatre	Mun	Stuart Drive		Kirk Nielsen	
Music Makers Hall	Mun	2nd Ave W		Kathy Korolek	
FSJ National Historic Park	Mun	Chief Kwah Rd	996-7191	Bob Grill	
Stuart Lake Seniors Rec Centre	Mun	Douglas Ave.	996-8814		
FSJ Youth Centre	Mun	Manson	996-7166		

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Churches	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp
United Church	Mun	222-2nd Ave.W	996-7238		Nov.1998
Anglican Church	Mun	Stuart Drive	996-7838		Nov.1998
Free Evangelical	Mun	720-4th Ave.W.	996-7261	Mr. Brent Walker	
Kingdom Hall of Jehovah's Witnesses	Mun	603 Dogwood St.	996-7482		
Victory Christian Centre	Mun	251 Stuart Drive E.	996-8399 996-2153		
S.J.S.S.F.S. Gur Sikh Temple	Mun	400 Ash Street	996-7472		
Zion Chapel Pentecostal Church	Mun	231 Stuart Dr	996-7884		

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Arenas	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
Fort Forum	Mun	301 Stuart Dr. East	996-7600	Lars Sabbe PW Supt.	
Fall Fair Society Grounds	RD	Highway 27	996-8086		

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Day Cares	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
Donna's Daycare	Mun	479 Dogwood St.	996-7074		
Chickadee Daycare	RD	Sowchea Road	996-8836		
A.B.C. Daycare	Mun	821 Douglas	996-8678		
Christine Curtis	Mun	291 Dogwood	996-7248		
Lana's Daycare	Mun	Grove Street			Nov 1998
Kathy's Daycare	Mun	Birch Street	996-8085		

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Hospitals	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
Stuart Lake Hospital	Mun	Stuart Drive	996-8201		June 1998

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Stores	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
All Season's Sports & Rentals	Mun	179 Douglas	996-8636		
All West Glass	RD	Highway 27	996-0105		
Aro Automotive	Mun	140 Stuart Dr	996-7123 996-7330 (f)		
Bumper to Bumper	Mun	335 Stuart Dr	996-8281 996-2200 (f)		
Eve's Essentials	Mun	135-250 Stuart	996-8884		
Field's Stores	Mun	Stuart Drive	996-8485		May 1998
Fireweed Womens Collective Society	Mun	161-250 Stuart	996-7227		
FSJ Pharmacy	Mun	382 Stuart	996-7202 996-7366 (f)		May 1998
Gov't Liquor Store	Mun	Stuart Drive	996-8414		
MacLeods True Value	Mun	Stuart Drive	996-8505		May 1998
Mount Pope Building	Mun	Stuart Drive	996-8284		

Supply			996-7888 (f)		
Mumma Sue's	Mun	642 Stuart	996-8882		April 1998

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Stores (Retail)	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
Nechako Valley Electronics	Mun	449 Stuart	996-7240		
Northern The	Mun	289 Stuart	996-8321 996-8653 (f)		
Northwest Workwear	Mun	470 Stuart	996-7766		May 1998
Ouellette Bros. Construction Ltd.	RD	Highway 27	996-7457 996-7157 (f)		
Overwaitea	Mun	Stuart Drive	996-8333		April 1998 May 1998
Rose Bowl The	Mun	470 Stuart	996-7373		Apr.1998 May 1998
Royal Bank	Mun	Stuart Drive	996-7111		May 1998
Scuttlebutt Gifts	Mun	470 Stuart	996-7550 996-7560 (f)		Apr.1998 May 1998
Sears Canada Inc.	Mun	122-250 Stuart	996-7181		

Shoppers Food Mart	Mun	346 Stuart	996-7241 996-8277		
Sunflower Store	Mun	140 Stuart	996-7510 996-8917 (f)		

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Stores (Retail) RD/Mun Civic Address Phone/Fax Contact Last Insp.

Tannis Gold	Mun	Stuart Drive			
Tire Magic North	Mun	190 Portage	996-2717		
Window Box The	Mun	439 Stuart Drive	996-8848 996-8850(f)		
Video Update	Mun	187 Stuart Drive	996-0003		
Village Stationers	Mun	207 Douglas Ave	996-2256 996-7765(f)		
Suspenders Store	RD	Sowchea Road			Sept.1998

DISTRICT OF FORT ST. JAMES**OCCUPANCY LIST****MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA**

Office	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
Barton Insurance	Mun	Stuart Drive	996-7141		May 1998
CIBC	Mun	Stuart Drive	996-8256		May 1998
Caledonia Courier	Mun	360 Stuart Dr	996-8482		May 1998
Canada Post	Mun	374 Stuart Dr	996-8688		
College of New Caledonia	Mun	366 Stuart Dr	996-7019		May 1998
Community Futures Development Corp.	Mun	1-360 Stuart	996-0112 996-0191		
Dakeih Nauean Nacaceah Society	Mun	140 Stuart	996-7675 996-7058 (f)		
Dene Law Centre	Mun	250 Stuart	996-7700 996-7704 (f)		
Evans Vision Care Clinic	Mun	250 Stuart	996-7885		
Fort Alcohol & Drug Services	Mun	160 Stuart	996-8411		
Fort Outreach	Mun	250 Stuart	996-8251 996-8898 (f)		

Fort Photo	Mun	366 Stuart	996-8151		May 1998
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Offices	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
FSJ Cares	Mun	122 Stuart	996-7810 996-7443 (f)		
FSJ Chamber of Commerce	Mun	115 Douglas	996-7023 996-7047 (f)		
FSJ Dental Clinic	Mun	511 Stuart	996-8995		
FSJ Medical Clinic	Mun	270 Stuart Dr	996-8291 996-8212 (f)		
Get Nailed	Mun	401 Manson	996-8377		May 1998
G.M. Goodwin & Co.	Mun	250 Stuart	996-7025 996-8750 (f)		
RCMP	Mun	178 Stuart	996-8269		
BC Gov't Office	Mun	Stuart Drive	996-7585		Apr.1998 May 1998
Northland Bus Lines Greyhound	Mun	260-2nd Ave	996-8421		
Hank Klassen Realty	Mun	250 Stuart	996-7121 996-8759 (f)		
Hokhold Andrew Dr.	Mun	511 Stuart	996-8995		

Office (retail) RD/Mun Civic Address Phone/Fax Contact Last Insp.

Hope Heinrich	Mun	260 Stuart	996-8687		
Leidl Services (Laundromat)	Mun	270 Douglas	996-7334		
L & M Contracting	Mun	11-126-2nd Ave	996-8471		
Loomis Courier Service Ltd.	Mun	470 Stuart	996-2542		
Mane Street Hair Design	Mun	401 Manson	996-0002		May 1998
Northern Interior Fire Training Centre	Mun	Stones Bay Rd.	996-8670 996-7474 (f)		
Nechako Vally Community Services	Mun	250 Stuart	996-7645 996-7647 (f)		
Pacific Northern Gas	RD	Highway 27	996-7434		
Remax Lakeshore Realty	Mun	470 Stuart Dr	996-8618 996-8621 (f)		April 1998
Results Gym & Health Centre	Mun	Stuart Dr	996-7000 996-7070 f)		
Shas Gallery	Mun	360 Stuart Dr	996-7879 996-7890 (f)		May 1998
Stones Bay Holdings Ltd.	Mun	108 Douglas	996-8912 996-8976 (f)		

Offices	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
T-2 Data	Mun	250 Stuart	996-7554 996-7502 (f)		
T & S Communications	Mun	206 Douglas	996-7676		
Tl'azt'en Nation	Mun	250 Stuart	996-8733		
U-Haul Co.(Canada) Ltd.	Mun	160-2nd Ave	996-0066		
Ubleis Logging Ltd.	Mun	190-2nd Ave	996-8344		
Wingham Chris Law Corp.	Mun	470 Stuart	996-7411		May 1998
Provincial Court House	Mun	672-2nd Ave	996-8314		
BC Ambulance Station	Mun	100 Manson	996-7768		
Ministry for Children & Families	Mun	250 Stuart Dr	996-7148		
Prov. Gov't Health Unit	Mun	470 Stuart	996-7148	BCBC 564-2470 Pat Short	Apr.1998 May 1998
BC Forestry Office	Mun	Stones Bay	996-5200		
District of FSJ	Mun	389 Stuart Dr	996-8233		
District of FSJ-Firehall	Mun	Manson	996-8670		
District of FSJ-Library	Mun	389 Stuart Dr	996-7431		

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OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Bulk Plants	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
Chevron Canada	Mun	BCR Stuart Lake Lumber Road	996-7236		
McDougall Auto Body Ltd.	Mun	2nd Avenue	996-7822 996-7832 (f)		
Esso Bulk Plant	Mun	Tachie Road			
Chevron Card Lock	Mun	North Road			

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Repair Shops/Service Stn RD/Mun Civic Address Phone/Fax Contact Last Insp.

Don's Repair Service	Mun	306 Morice	996-8711		
Driftwood Contracting	Mun	108 Douglas	996-8937 996-8235(f)		
Electro Tech Services	Mun	160-2nd Ave	996-7475		
Fort Diesel Ltd.	Mun	264 Douglas	996-7466		
Fort Machine Works	Mun	Tachie Road	996-8231 996-2298(f)		
FSJ Contracting	RD	Highway 27	996-8287		
FSJ Town Pantry	Mun	324 Stuart Dr	996-7715		
Harry-O Contracting	Mun	335 Stuart Dr	996-7711		
Hat Lake Logging	RD	Highway 27	996-7463 996-7877(f) 996-8531		
Highway 27 Towing	RD	Highway 27	996-7077		
K & D Logging	Mun	290-2nd Ave	996-8032		
Kal Tire	Mun	206 Douglas	996-8266		

Kerry's Automotive Repair	Mun	Stuart Drive	996-7060		
Interior Helicopters	RD	Airport Road	996-8644 996-8655(f) 996-8467		

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Repair Shops/Service Stn RD/Mun Civic Address Phone/Fax Contact Last Insp.

Lakeview Holdings Ltd.	Mun	North Road	996-7858 Office 140 Stuart Dr 996-7805(f)		
Little River Excavating	RD	Highway 27	996-7463		
Lodge Contracting					
Merger Contracting	Mun	North Road	996-7900		
Newland Enterprises	Mun	Highway 27	996-8838 996-8839(f)		
Northern Mill Construction Ltd.	RD	Highway 27	996-0120 996-0126(f)		
Pacific Western Helicopters Ltd.	Mun	Tachie Road	996-7208 996-7266(f)		
Paul Bunyan Contracting	Mun	197-2nd Ave	996-2235		
Pinewood Holdings Ltd.	Mun	Tachie Road	996-7770 996-7326(f)		

Pronto Auto Glass	Mun	190A Portage St	996-2290 996-8425(f)		
Russell Transfer	RD	Highway 27	996-8363 996-8900(f)		
School Bus Garage	Mun		996-7835		

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Repair Shops/Service Stn RD/Mun Civic Address Phone/Fax Contact Last Insp.

Shell Self Serve	Mun	602 Stuart	996-7305		
Pitka Bay Marina	RD				
Stuart River Campground (Marina)	RD	Roberts Road	996-8690		
Tsayta Aviation Ltd.	RD	Hanger Airport	996-8543		
Tsayta Contracting Ltd.	Mun	290-2nd Ave	996-8032 996-8522(s)		
Bill Tuck Logging Ltd.		North Road	996-7516		
2C Welding & Machining		190B Portage	996-2240 996-2100(f)		
Dept of Highways Yellowhead	RD	Highway 27	996-8422		

Road & Bridge					
Public Works Shop - DFSJ		Stones Bay	996-7161		

DISTRICT OF FORT ST. JAMES

OCCUPANCY LIST

MUNICIPAL AND REGIONAL DISTRICT FIRE PROTECTION AREA

Manufacturing	RD/Mun	Civic Address	Phone/Fax	Contact	Last Insp.
Canfor	Mun		996-8241 996-5402(f)		Nov.1998
FSJ Specialty Woods	Mun	Tachie Road	996-8987 996-8765(f)		
Apollo Forest Products	Mun		996-8297 996-8730(f)		

Stuart Lake Lumber	Mun	North Road	996-8259		
Pinewood Pole Yard (Mill)	Mun	Tachie Road	996-7770		