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BY EMAIL TO: dmcgovern@kw.igs.net

January 3, 2012

Dear Elmira Maple Syrup Committee:

RE: INSPECTION OF MALL AREA

During festival day, the fire department completes routine inspections of the mall and related activities. Fire safety has been recognized by most vendors; however, there are still those vendors that need encouragement in carrying out their responsibilities of adhering to the fire code. Last year, no violations were noted. Your committee is commended for their efforts.

Please ensure vendors are aware of the following:

1. All booths with cooking equipment shall be:
 - (a) Constructed of materials such as wood and/or flameproof canvas in conformance with NFPA701-1977. **PLASTIC OR POLY SHEETS, CLOTHS, TEXTILES ETC. ARE NOT ACCEPTABLE. THE CODE WILL BE ENFORCED ON THIS ISSUE.**
 - (b) A minimum of one 6(six) litre Class K ULC listed wet chemical or one 5(five) pound alkali base dry chemical fire extinguisher for control of cooking oils and fat fires. In addition to the above, a 3A40BC (5 pound ABC) extinguisher for control of fire other than named above. These extinguishers must be easily seen, accessible and maintained in accordance to NFPA10, i.e. tested and labeled. Occupants of these booths shall have knowledge in the use of fire extinguishers, dangers of cooking oil fires, location and how to shut off fuel to the appliance.
 - (c) Devices having open flames shall be securely supported on non-combustible materials and located or protected so as to prevent accidental contact of the flame with combustible materials, i.e. Coleman Stoves in good working order are acceptable; however, the stand must be sturdy so as to prevent unnecessary movement. All cooking devices shall be CSA labeled.
 - (d) There shall be an 18" clearance between the open flame and any combustible surface unless the surface is protected by a non-combustible material.
 - (e) Guidelines on how to extinguish a cooking oil fire must be posted in plain sight. Included will be procedures on shutting down all sources of fuel and heat.
 - (f) Fire Safety Plan must be in place. The Plan will include a designated person for fire watch duty. This individual will be familiar with fire safety features such as how to sound the alarm and notify the fire department, control fire hazards, how to shut off fuel supply and the use of fire extinguishers.

"Proudly remembering our past; Confidently embracing our future."

2. Cylinders containing compressed gas shall be located outside the booth and protected against possible mechanical damage. They are to be held in place by devices designed to secure them, i.e. a chain, rack or nesting. This includes home type gas barbeque cylinders. Label cylinders "Propane" with 50 mm size letters. Before use, all connections are to be leak tested, i.e. soap water.
3. Premises in use must have good housekeeping methods. An accumulation of combustible materials will not be allowed. **NOTE:** Waste products and garbage shall not be disposed of in catch basins or man holes. Upon departure, please remove all waste products and garbage from the site.
4. Fire routes must be a minimum 4 metres wide and kept maintained. Temporary "EMERGENCY NO PARKING" signs shall be posted on all fire routes and will be strictly enforced. Removal of vehicles will be towed at the owner's expense.
5. Vendor's vehicle should be identified with a card on the dash as to location of booth i.e. Vendor 41, booth west 114.

Vendors that fail to abide by these and all other sections of the Fire Code constitute offences under the Fire Protection and Prevention Act of 1997 and shall be dealt with accordingly. In this regard, most vendors have been cooperative and immediately complied with directions by fire inspectors. **NOTE:** Inspections of the mall and related activities will again be conducted as in previous years. Fire Department vehicles will be located at either end of the mall area from 8:00 am until 3:00 pm.

Best wishes for a very successful event on March 31st, 2012 at the 48th Annual Elmira Maple Syrup Festival. Thank you for your concern and cooperation in these matters.

Yours truly,

A handwritten signature in blue ink that reads "Kieran Kelly". The signature is written in a cursive, flowing style.

Kieran Kelly
Chief, Elmira Station

KK/dw