



GOVERNMENT OF BERMUDA

BERMUDA FIRE AND RESCUE SERVICE ADVISORY BOARD

PATI Information Statement

Name of Public Authority: The Bermuda Fire and Rescue Service Advisory Board

Introduction:

The Public Access to Information 201-0 (PATI) legislation was designed to make central Government, and the larger public section, more open and accountable by giving the public the legally enforceable right to request and access information subject to limited and prescribed exemptions. Each public authority is required to produce an information statement that gives the public an overview of the types of information accessible through the public authority.

This information statement provides information on the functions and services of the Bermuda Fire and Rescue Service Advisory Board and the classes of records held.

Section A: Structure, Organization and Legislation [s5(1)a]

The Bermuda Fire and Rescue Service Advisory Board is a statutory Board created under Section nine (9) of The Bermuda Fire and Rescue Service Act 1982, which informs its structure:

- (1) *There shall be a Bermuda Fire and Rescue Service Advisory Board which shall consist of nine (9) members whom—*
 - (a) *one shall be appointed by the Minister acting in accordance with the advice of the Corporation of Hamilton;*
 - (b) *one shall be appointed by the Minister acting in accordance with the advice of the Corporation of St. George's;*
 - (c) *five shall be appointed by the Minister acting in his discretion and of those five—*
 - (i) *one shall be an architect who is registered under the Architects Registration Act 1969;*
 - (ii) *one shall be an engineer who is registered under the Professional Engineers Registration Act 1972;*
 - (iii) *one shall be an interior designer;*
 - (d) *one shall be the Chief Fire Officer or his or her representative ex officio; and*
 - (e) *one shall be the General Manager of the Department of Airport Operations or his or her representative ex officio.*
- (2) *The persons appointed under subsection (1)(a), (b) and (c) shall hold office for such period and on such terms as may be determined at the time of their respective appointments.*
- (3) *The Minister shall appoint one of the members to be Chairman of the Board.*
- (4) *The Minister shall provide the Board with a secretary.*
- (5) *The Board—*
 - (a) *shall give advice to the Minister in relation to fire safety and protection measures generally and as occasion requires with respect to the duties of the Department under this Act;*
 - (b) *shall have such other duties, functions and responsibility as may be imposed upon it by or under the Fire Safety Act 2014 and Regulations made under that Act.*
- (6) *Fees shall be paid to the members of the Board in accordance with the Government Authorities (Fees) Act 1971*

Legislation:

- The Bermuda Fire and Rescue Service Act 1982 and subsequent regulations and amendments
- The Fire Safety Act 2014 and subsequent regulations and amendments
- The Fire Safety (Prescribed Forms) Regulations 2017
- The Fire Service General Orders
- National Fire Protection Association (NFPA) Standards

Section B: I) Functions, powers, duties of the Authority [s5(1)b]**The Board-**

- (a) shall give advice to the Minister in relation to fire safety and protection measures generally and as occasion requires with respect to the duties of the Department under this Act;
- (b) shall have such other duties, functions and responsibility as may be imposed upon it by or under the Fire Safety Act 2014 and Regulations made under that Act.

Section 46 Appeal to Fire Services Board**(1) A person who is aggrieved—**

- (a) by any step which would have to be taken as a condition of the certification of plans with respect to his premises or the issue of a fire certificate with respect to his premises, or by the period allowed for the taking of any steps mentioned in a fire certificate;
- (b) by the refusal of the Chief Fire Officer to issue a fire certificate with respect to his premises;
- (c) by any conditions imposed under section 14(2);
- (d) subject to subsection (2), by a condition or requirement in an enforcement notice or a prohibition notice,

may, within 21 days from the relevant date, appeal to the Fire Service Board by notice in writing under this section.

(2) A person on whom an enforcement notice or a prohibition notice is served may appeal to the Fire Services Board on any one or more of the following grounds—

- (a) that he is not the person responsible for premises;
- (b) that the premises do not present a serious fire risk;
- (c) that compliance would involve an unreasonable expense or unreasonable interference with the use of the premises;
- (d) or that the notice specifies an unreasonably short time for complying with any of its conditions or directions.

(3) On an appeal under this section, the Fire Service Board may either cancel or affirm the decision of the Chief Fire Officer or Fire Inspector, and, if it affirms it, may do so either in its original form or with such modifications as the Board may in the circumstances think fit.**(4) The Fire Services Board may, by notice in writing to both parties, require the provision of such further information or documents within the period so specified as the Board may require for the purpose of making a determination.****(5) Before determining an appeal under this section, the Fire Services Board shall, if the appellant so desires, afford him an opportunity of appearing before, and being heard by, a person appointed by the Fire Services Board from among its members for the purpose.****(6) Where an appeal is brought under this section against an enforcement or prohibition notice, the bringing of the appeal shall not have the effect of suspending the operation of the notice, unless, on the application of the appellant, the Fire Services Board so directs (and then only from the giving of the direction).****(7) In this section the “relevant date” means—**

- (a) in relation to a person aggrieved by any such refusal or requirement, or condition as is

mentioned in subsection (1) above, the date on which he was first served by the Chief Fire Officer or a Fire Inspector with notice of the refusal, requirement, condition or matter in question;

(b) in relation to a person aggrieved by the inclusion of anything in, or the omission of anything from, a fire certificate issued with respect to any premises, the date on which the inclusion or omission was first made known to him, and for the purposes of subsection (1) a person who is served with a fire certificate or a copy of a fire certificate shall be taken to have had what the certificate or that part of it does and does not contain made known to him at the time of the service on him of the certificate or copy thereof.

The Board meets on average once a month and on such occasions as required to conduct a periodic review of respective fire related incidents.

The Bermuda Fire and Rescue Service Advisory Board reports to the Minister.

Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- To **do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

As a statutory board with the aforementioned functions, the Bermuda Fire and Rescue Service Advisory Board provides advice to the Minister on any matters referred to it by the Minister or of the initiative of the Board. Therefore, it is not responsible for services, programmes or any duties of the department as outlined in section six (6) of the Act.

There is no cost for the advice offered other than the modest remuneration that the Board receives

for performing its duties.

Section D: Records and documents held [s5(1)d]

Meeting Minutes
Appeals
Fire Use Certificate Applications and supporting documents
Contemporaneous notes (research)

Section E: Administration (all public access) manuals [s5(1)e]

NFPA Standards
Bermuda Building Code 2014
Bermuda Residential Building Code 2014

Section F: Decision-making documents [s5(1)f]

NFPA
Bermuda Building Code 2014
Bermuda Residential Building Code 2014

Section G: The Information Officer [s5(1)g]

Information Officer (Interim)
Ms. Denyelle Dublin-Swan
Project Officer

Physical Address:
Bermuda Fire & Rescue Service
Clearwater Fire Station
15 Wallers Point Road
Southside St. David's DD03

Mailing Address:
Bermuda Fire & Rescue Service Headquarters
49 King Street
Hamilton HM19

Telephone:
441-292-5555 ext. 206

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Chairman of the Fire and Rescue Service Advisory Board:
Mr. Vincent Hollinsid

Section H: Any Other Information [s5(1)h]

n/a

Section I: Any Other Information To be Provided? [s5(1)i]

n/a

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: 13th January 2026

Locations of Information Statement:

Confirm copies of the Information Statement are available at the following sites:

- Your principal office: Bermuda Fire and Rescue Service –
(Hamilton Fire Station, Clearwater Fire Station, Port Royal Fire Station) Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority (www.gov.bm). Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public?
- With the Information Commissioner. N Y

Sign and Date:



13th January 2026