

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of a Meeting of  
**FIRE AND EMERGENCY SERVICES COMMITTEE**  
Held in Council Chambers, 210 Aberdeen Road, Bridgewater, NS  
**Monday, March 12, 2018 – 7:00 p.m.**

**ATTENDANCE**

Brian Keizer, District 1 & 2 Fire Commission, Chair  
Chief Steve Patterson, Cornwall Fire Department, Vice Chair  
Councillor John Veinot  
Councillor Claudette Garland  
Deputy Chief Dean Schmeisser, Dayspring & District Volunteer Fire Department  
David Fancy, Member-At-Large  
Herbert Seymour, Member-At-Large  
Mayor Carolyn Bolivar-Getson

Regrets: Chief Tom Lockwood, Indian Point Fire Department  
Councillor Martin Bell  
Councillor Reid Whynot

Staff: Chris Kennedy, Fire Services Coordinator/Administrator  
Tina Robichaud-Bond, Administrative Assistant

**1. CALL TO ORDER**

Mr. Keizer called the meeting to order at 7:00 p.m.

**2. APPROVAL OF AGENDA – ADDED ITEMS**

**Moved by Mayor Bolivar-Getson, seconded by Chief Patterson that the Agenda be approved as circulated. Motion Carried.**

**3. Approval of Minutes of January 22, 2018 Meeting**

**Moved by Mayor Bolivar-Getson, seconded by Deputy Chief Schmeisser that the Minutes of the Fire and Emergency Committee meeting of January 22, 2018 be approved as circulated. Motion Carried.**

**4. Business Arising from Minutes and Unfinished Business**

**4.1 Annual Grant Increases**

Mr. Kennedy reviewed the memorandum, “Fire Services Request for Annual Grant Increase”, advising that Council passed the motion to increase the grant budget by 2%.

## **4.2 Update from Insurance Sub-Committee**

Mr. Keizer advised that the insurance sub-committee will be drafting specifications for the FES Committee to review which in turn would be provided to Lunenburg Regional for review. He further indicated that the sub-committee had had difficulty with arranging mutually-convenient meeting times which has delayed progress.

Mr. Kennedy suggested that a consultant be used to help decipher the best type of policy to cover all departments. A question was raised as to who would cover the cost of a consultant. It was noted that a consultant would not be able to determine the actual amount of coverage for each fire fighter.

Mayor Bolivar-Getson suggested that there may be an opportunity for the fire departments to work with the Municipality for a review of insurance requirements, as the Municipality will be doing their own insurance review. It was agreed that Mr. Kennedy meet the CAO to determine if there are grounds to pursue this route.

A discussion followed on the various factors that have to be considered in choosing an insurance provider. It was noted that at this time the Departments have differing policies for their members, and that these policies have not been reviewed in some time. It was suggested that a blanket insurance to cover all firefighters, including auxiliary and volunteers, would be beneficial, and that it cover more than life insurance, i.e., disability insurance, responding to scene in personal vehicle.

Chief Patterson reminded the members that all active firefighters are currently covered with a \$10,000 life insurance policy by the Canadian Volunteer Fire Service Association (“CVFSA”), with the cost of membership to the Association.

## **4.3 Review of Recruitment & Retention Workshop of February 26, 2018**

Mr. Kennedy advised that the workshop was a good session.

Chief Patterson advised that an extensive retention project had been taken on by the Fire Services Association of Nova Scotia a few years ago. Chiefs were provided with copies of the report. He suggested that the Committee review before the next workshop. It was further suggested that the Municipality’s Communications Officer be provided with a copy or directed to the FSANS website.

## **5. NEW BUSINESS**

### **5.1 AGM Annual Meeting**

The Committee was advised of the 2018 Annual General Meeting date of April 11, 2018 at 6:00pm at the Hebbville Fire Department.

## **5.2 Upcoming meetings – May and July**

Mr. Kennedy asked the Committee of their preference of whether or not to hold a meeting in the month of May, since the AGM will be held in April. It was suggested that because the insurance coverage matter is a top priority, a May meeting should be scheduled. It was also noted that the vote for a new Chair and Vice Chair of the Fire & Emergency Services Committee would be in order after the AGM in April. Therefore scheduling a meeting in May would be beneficial.

Mr. Kennedy advised that the Committee had agreed to change the date of the July 2018 meeting due to a schedule conflict with the Fire Chief Convention date. Mr. Kennedy had since been advised that the date of the convention was changed and now posed a conflict with the new FES Committee meeting date. It was therefore agreed that the July date be changed again to reflect the originally scheduled date of the 2<sup>nd</sup> Monday of the month.

**Moved by Deputy Chief Schmeisser, seconded by Mr. Seymour, that the Fire & Emergency Services Committee hold a meeting on Monday, May 14, 2018, and change the date of the July meeting to Monday, July 9, 2018. Motion carried.**

## **5.3 Policy MDL-36 Approval**

Mr. Kennedy reported that Council approved the amendments to Policy MDL-36 as requested by the Committee. Committee members were provided with copies of the updated Policy to include in their Membership binders. Mr. Kennedy further reported that the Policy can be found on the Municipality's website.

## **5.4 Recruitment & Retention Workshop March 26, 2018**

Mr. Kennedy advised that there will be a further Recruitment and Retention workshop to be held at the Municipal office on Monday, March 26, 2018 at 6:00 p.m. All committee members are invited to attend.

## **5.5 Volunteer Firefighters Identification Tags**

A discussion was had regarding the importance of firefighting personnel to have proper identification to identify them as such at emergency scenes. The Committee felt that it would be a task that the Fire Services Coordinator could take on, as it could be the beginning of developing a database of information regarding personnel.

The Committee discussed how the cards would be set up. It was suggested that they be colour coded to match existing levels of training, and it would be important that the card not be able to be duplicated.

It was agreed that the Fire Services Coordinator look into the details and the costs associated with creating the identification cards for firefighting personnel, more specifically, information to put on cards, costs of cards, cost of printing machine, and return to the Committee with guidelines.

**Moved by Deputy Chief Schmeisser, seconded by Chief Patterson that the Fire & Emergency Services Committee agree to allow the Fire Service Coordinator/Administrator the required time to fulfill the request made by the LRFS group; that is, preparing and printing ID cards for all Firefighters within that group, acknowledging the possibility that some of his duties may not be met in a timely fashion as a result.**

**6. Added Items**

**6.1 Comfort Stations**

Mr. Keizer requested an update on the issue which arose between the EMO coordinator and a couple of fire departments with respect to opening the department as a comfort centre before the 72 hours had elapsed. Mayor Bolivar-Getson advised that this matter was scheduled to come before Council, and an update would be forthcoming.

**7. IN CAMERA- Nil**

**8. NEXT MEETING – May 14, 2018**

**9. ADJOURNMENT**

**There being no further business at 7:55 p.m., it was moved by Mr. Seymour, seconded by Deputy Chief Schmeisser that the meeting adjourn. Motion Carried.**