

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, May 14, 2018 – 7:00 p.m.**

**ATTENDANCE**

Brian Keizer, District 1 & 2 Fire Commission, Chair  
Councillor Martin Bell, Vice Chair  
Chief Steve Patterson, Cornwall Fire Department  
Councillor John Veinot  
Councillor Reid Whynot  
Councillor Claudette Garland  
Chief Tom Lockwood, Indian Point Fire Department  
Deputy Chief Dean Schmeisser, Dayspring & District Volunteer Fire Department  
David Fancy, Member-At-Large  
Herbert Seymour, Member-At-Large

Staff: Chris Kennedy, Fire Services Coordinator/Administrator  
Alex Dumaresq, Deputy Chief Administrative Officer  
Trudy Payne, Acting Deputy Chief Administrative Officer  
Sarah Kucharski, Communications Officer  
Tina Robichaud-Bond, Administrative Assistant

**1. CALL TO ORDER**

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

**2. ELECTION OF OFFICERS**

**2.1 Chair**

Those nominated by ballot for the position of Chair were:

Steve Patterson  
Brian Keizer  
Martin Bell

Chief Patterson and Councillor Bell withdrew their names, therefore Brian Keizer was appointed as Chair.

**2.2 Vice Chair**

Those nominated by ballot for the position of Vice Chair were:

Chief Tom Lockwood  
Chief Steve Patterson  
Councillor Claudette Garland  
Councillor Reid Whynot  
Councillor Martin Bell

Chief Tom Lockwood, Councillor Whynot and Councillor Garland withdrew their names.

There was a tie vote on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> ballots. Councillor Bell was elected Vice-Chair by draw.

### **3. APPROVAL OF AGENDA**

**Moved by Councillor Garland, seconded by Tom Lockwood that the agenda be approved as circulated. Motion Carried.**

### **4. Approval of Minutes of March 12, 2018 Meeting**

**Moved by Councillor Reid, seconded by David Fancy that the Minutes of the Fire and Emergency Committee meeting of March 12, 2018 be approved as circulated. Motion Carried.**

### **5. Business Arising from Minutes and Unfinished Business**

#### **5.1 Recruitment & Retention – Draft Strategy**

Sarah Kucharski, Communications Officer, reviewed her draft report, “Fire Service Volunteer Recruitment and Retention Strategy” (circulated with Agenda), detailing the proposed strategies for recruitment and retention of firefighting personnel in the Municipality. She discussed the timeline involved with the proposed strategy, the objectives, and the target audiences, highlighting the key messages regarding the targeted audience.

Ms. Kucharski further discussed the proposed strategic approach to be taken by both the Fire Services and the Municipality, as well as the recruitment and retention tactics for each and the possible costs associated with each.

The Committee discussed the various responsibilities of both the Fire Services and the Municipality with respect to the Recruitment tactics and Retention tactics, and made the following comments:

- Under Recruitment Tactics, Fire Service Responsibilities, paragraph 3 “Develop a social media presence”, remove the reference departments not using Facebook to provide information on individual fire incidents. This could be dealt with in a Terms of Reference document.
- It was noted that receiving a rebate was the #1 response from current firefighters on the what could help keep them involved as volunteers with the fire services, as well as being a strong recruitment tactic. Mr. Dumaresq advised that under the current MGA, the Municipality cannot offer a “tax rebate” but could, however, offer an honorarium. It was suggested that the Municipality could advocate to have the MGA amended to permit the Municipality to provide tax rebates under these circumstances. It was suggested that the draft Strategy be re-worded to say that the Municipality will “explore the opportunity” to advocate a tax rebate.

- A summer marketing student could be hired to actualize the tactics discussed. A discussion followed regarding additional costs and the requirement of having to go before Council if further resources were required.
- Mr. Kennedy explained the Employee Family Assistance Program (EFAP). A discussion followed regarding the costs associated with the program and the possibility of it being available through FSANS or a personnel insurance package. It was suggested that the wording in this section be changed to say “explore this option with our partners at FSANS”.

It was suggested that the draft Plan be provided to other departments for information before any further steps be taken. Ms. Kucharski explained that the next step should be taking the draft strategy to Council for review and amendments if required, then to fire chiefs at Lunenburg Regional, then back to Council for adoption. It was suggested that at the end of the consultation phase with fire services, the Plan comes back to the FES Committee for a more detailed review and consultation with the feedback of the fire service in hand.

Ms. Kucharski proposed that the draft Strategy be presented at a Lunenburg Regional meeting, provide those in attendance time to discuss with the respective departments, and allow them an opportunity to provide feedback.

The Committee suggested that the Chair, along with Ms. Kucharski, present the draft Strategy to both Council and Lunenburg Regional.

**Move by Herbert Seymour, seconded by Dean Schmeisser that the Fire & Emergency Services Committee recommends the amended Recruitment and Retention Strategy to Council. Carried Unanimously.**

A discussion followed on how this strategy would affect staff resources, namely, the Fire & Emergency Services Coordinator. Ms. Kucharski advised that these details would be considered and determined after Council’s approval of the strategy. The budget items as outlined in the draft Strategy are a rough estimate of costs. There is currently a budget to begin with the marketing campaign.

Ms. Kucharski left the meeting

## **5.2 Annual Appointment of Members to Fire & Emergency Services Committee**

Mr. Kennedy reviewed the memo from Kevin Malloy, Chief Operating Officer, “Fire and Emergency Services Committee Reappointments” (circulated with Agenda), and announced that the following individuals were reappointed to the Fire & Emergency Services Committee:

- Brian Keizer
- Chief Tom Lockwood
- Chief Steve Patterson
- Deputy Chief Dean Schmeisser

### 5.3 Insurance Matter – Update

Mr. Kennedy review his report, “FESC Subcommittee on Firefighter Personnel Insurance” (circulated with Agenda), highlighting the following points:

- Insurance Sub-Committee met with Bruce Langille
- A standardized policy for all fire fighters is recommended
- Next Steps, i.e., procurement process, decision making, buy in

The Committee discussed the importance of all fire fighters having equal coverage. A further discussion was had regarding the retention of a consultant to help with deciding what the coverage should include. The Committee does not have a quote from the consultant at this time.

Mr. Dumaresq advised that it is important to engage the procurement process. It is significant to know how the departments would transition to a single policy and what the process would be to change from individual contracts to a blanket coverage.

**Moved by Councillor Whynot, seconded by Herbert Seymour that the Fire & Emergency Services Committee make a request to Municipal Council that Council contribute financial assistance to engage a consultant to assist with the development of an RFP for brokerage services. Carried Unanimously.**

### 5.4 ID Cards

Mr. Kennedy advised that the identification card machine had to be sent to Halifax for repair.

A discussion followed regarding the type of identification the Committee was suggesting for the fire fighters, i.e., photos, colour coded. It was determined that Mr. Kennedy would create examples of cards and provide to the Committee for review.

## 6. NEW BUSINESS

### 6.1 Code of Conduct

Mr. Keizer reported that the Fire & Emergency Services Committee members are required follow the Code of Conduct Policy (MDL-37). He suggested that each member review the policy and ensure they understand and respect the policy.

### 6.2 Nomination Procedures at AGM

Mr. Dumaresq reviewed his memo, “Nominations for the Fire & Emergency Committee Annual General Meeting”.

The Members discussed various possible processes for nominating members to the Fire & Emergency Committee and determined that it is important that members attending the Annual General Meeting be familiar with the nomination process.

Mr. Kennedy was directed to prepare a draft policy and present it to the Committee at the next meeting.

**6.3 Fire Services Representatives on REMO Committee**

Mr. Lockwood questioned why REMO has no fire services representative on their committee. A discussion followed as to how REMO works and how it has changed practices over the years.

It was suggested that Heather MacKenzie-Carey be invited to speak to the Committee regarding the role of REMO.

**7. ADDED ITEMS - Nil**

**8. IN CAMERA - Nil**

**9. NEXT MEETING – July 9, 2018 @ 7:00pm**

**10. ADJOURNMENT**

**There being no further business at 9:30p.m., it was moved by Tom Lockwood, seconded by Dean Schmeisser that the meeting adjourn. Motion Carried.**