

**AGENDA
FIRE & EMERGENCY SERVICES COMMITTEE**

Monday, July 9, 2018 @ 7:00pm

Page

1. Call to Order
2. Approval of Agenda (as circulated)
3. Approval of Minutes of May 14, 2018 (as circulated)
4. Business Arising from Minutes & Unfinished Business
 - 4.1 REMO Coordinator Presentation – Planned for September
 - 4.2 Consultant re Brokerage Services 1-4
 - 4.3 Draft Amendments to Terms of References 5-7
 - 4.4 ID Cards – Update
5. New Business
6. Added Items
7. In Camera
8. Next Meeting – September 10, 2018
9. Adjournment

***Continuing Agenda**

Item	Meeting Date	Action	Status
Fire Tax Rates-Property Coding	Mar 13/17	FSC	Ongoing
Group Personnel Insurance	Mar 13/17	FSC	Ongoing
MGA – amendment	July 2017	FSC	Follow up with Mayor
Mun Review of Fire Services Report of April 2017	Sep 2017		Ongoing
Options for Fire Services Training	Nov 20, 2017	FSC	Ongoing
Options for Security Services	Nov 20, 2017	FSC	Ongoing
Priorities List	Nov 20, 2017	FSC	Ongoing
Comfort Stations - Update			

Municipality of the District of Lunenburg
Fire and Emergency Services Committee
Terms of Reference

The Fire and Emergency Service providers and Municipal Council for the Municipality of the District of Lunenburg formed the Fire and Emergency Services Committee in the summer of 1990. This committee was formed to improve communications between elected officials and Fire Service Provider.

1 **Mandate**

The Fire and Emergency Services Committee (FESC) advises Municipal Council on matters pertaining to Fire and Emergency Services. The Committee will report to Council through the ~~Municipal Clerk~~ Fire Services Coordinator.

2 **Goal**

The Goal of the FESC is to provide an advisory and consultative role to Council, respecting Fire and Emergency Services and programs.

3 **Purpose**

The purpose of the FESC is to provide input on the following within the Municipality of the District of Lunenburg:

- 3.1 Recommend improvements to the delivery of Fire and emergency Services;
- 3.2 To consider policies relating to Fire and Emergency Services and make appropriate recommendations to Council;
- 3.3 To review and make recommendations for funding principles;
- 3.4 Research and examine issues as directed by Council, and report findings to Council through the Committee;
- 3.5 Liaise between Fire and Emergency Service Providers and Municipal Council.

4 **Definitions**

"Council" means the Council for the Municipality of the District of Lunenburg

"Committee Members" means voting members appointed to the Committee by Council

5 **Membership**

5.1 The Committee shall consist of ten (10) members and the Mayor will sit as ex officio. **[Amended Nov. 1, 2016]**

5.1.1 Four fire representatives will be nominated ~~from the Annual Fire Services meeting and recommended to Council for Appointment.~~ for Committee Members, as per section 6 of the Terms of Reference, at the Annual General meeting (AGM) for Fire & Emergency Services, then recommended to Council for appointment; **[Amended Nov. 1, 2016]**

- 5.1.2 Four members will be Council representatives and appointed by Municipal Council; **[Amended Nov. 1, 2016]**
- 5.1.3 Two members will be members at-large appointed by Council, on recommendation from the FESC. **[Amended July 22, 2014 & Nov. 1, 2016]**
- 5.2 At-large members shall be sought by a publically advertised expression of interest, and may not be a member of or the spouse of a member of Council, a fire department, commission or auxiliary. Experience with non-profit boards, governance and finances would be considered assets. **[Amended July 22, 2014]**
- 5.3 All applications meeting the minimum requirements will be reviewed by a four-member subcommittee of the FESC, consisting of two Council representatives and two fire service representatives. If insufficient qualified applications are received, the subcommittee may recommend that position(s) remain unfilled. **[Amended July 22, 2014]**
- 5.4 **Terms**
 - 5.4.1 Council and fire service members shall be appointed for a one-year term or until such time as their successor(s) are appointed.
 - 5.4.2 At-large members shall be appointed for three-year terms or until such time as their successor(s) are appointed. The terms shall be staggered so that one position becomes vacant each year. The initial appointment of at-large members shall be for one one-year, one two-year, and one three-year term. **[Amended July 22, 2014]**
 - 5.4.3 Any member may re-offer for the Committee when their term expires. **[Amended July 22, 2014]**
- 5.5 The Chief Administrative Officer shall designate staff resources to support this Committee and they will have no voting privileges.

6 Nominations for Committee Members at the Annual General Meeting [Added May 15, 2018]

- 6.1 Nominations can be submitted to the Fire Service Coordinator seven days prior to the final Agenda package going out to fire services. The names will be read at the AGM when nominations for committee members are called for from the floor.
- 6.2 Nominations can be forwarded in writing for a member who will be absent from the AGM can have their name stand in the voting process.
- 6.3 Nominations can be brought forward from the floor and members who let their name stand will be included in the voting process.
- 6.4 Voting will be done by way of ballot, one vote per fire department present at the AGM
- 6.5 If a tie occurs after three consecutive votes the names will be put into a hat or similar vessel and four names picked by a person appointed by the Chair of the meeting.

7 6 Election of Chair and Vice Chair

7.1 6.1 The Committee will elect the Chair and Vice Chair at the first meeting following the Annual Fire Services Meeting for a term of one year. **[Amended July 22, 2014]**

7.2 6.2 Elections will be carried in accordance with MDL-01. *"Council Proceedings Policy"*

8 7 Quorum

8.1 7.1 A quorum of the Committee is a majority of the number of voting members in attendance as per Section 4.1 of MDL-01, *"Council Proceedings Policy."*

8.2 7.2 If a quorum for the Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, however no voting/decision making shall take place.

9 8 Roles and Responsibilities

9.1 8.1 The Chair shall preside over the meetings of the Committee and assist in reaching consensus on fundamental policy issues of concern.

9.2 8.2 The Chair with respect to FESC meetings and the Annual FES Meeting will:

- a) Enforce on all occasions the observance of order and decorum among members;
- b) Receive and submit to vote all motions presented by members;
- c) Announce results of votes;
- d) Adjourn meeting when business is concluded;
- e) Represent and support the Committee on decisions and recommendations made;
- f) Chair the Annual Fire and Emergency Service meeting.

9.3 8.3 The Vice Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair.

9.4 8.4 Committee Members shall attend and actively participate in all meetings and work with other members to attempt to reach consensus.

10 9 Meetings

10.1 9.1 The Committee shall establish regular meetings on a bi-monthly meeting;

10.2 9.2 Additional meetings of the Committee or working groups will be determined on an as needed basis.

10.3 9.3 Members will be provided with a meeting agenda and information package prior to the

meeting;

10.4~~9.4~~ Administrative Assistant will record all meeting discussions and post minutes on the Municipality's website upon approval.

10.5~~9.5~~ The Committee may meet in closed sessions in accordance with the provisions of Section 22 of the *Municipal Government Act*.

11~~10~~ **Code of Conduct**

11.1~~10.1~~ The Committee will conduct business in accordance with the Municipality's "*Code of Conduct Policy*" MDL-37.

11.2~~10.2~~ Recommendations of the Committee will reflect the best interests of both the Municipality of the District of Lunenburg and the Fire and Emergency Service Providers.

Approved by Fire and Emergency Services Committee.....	November 14, 2011
Approved by Municipal Council	December 13, 2011
Amendments Approved by FESC	July 14, 2014
Amendments Approved by Municipal Council	July 22, 2014
Amendments Approved by FESC	September 26, 2016
Amendments Approved by Municipal Council	November 1, 2016
Amendments Approved by FESC	
Amendments Approved by Municipal Council	

MEMORANDUM

Date: June 28, 2018
To: Chair and members of the Fire & Emergency Services Committee
From: Chris Kennedy, Fire & Emergency Services Coordinator
Subject: Insurance Update and Motion for Repeal

During the regularly scheduled meeting of the Fire and Emergency Services Committee(FESC) held on May 14, 2018, the following motion was made:

“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.”

This motion is about the group personnel insurance for all fire departments within the Municipality of the District of Lunenburg that the Committee has been working on for the past year.

Since the May 14th meeting, the Fire & Emergency Services Coordinator has been in touch with an insurance/risk analysis expert to get an estimate on costs to have the work completed. The insurance/risk analysis expert recommended two choices. They are:

1. To initially sit down with the direct providers of the insurance we are seeking as there are a limited number of insurance firms that provide this type of insurance to fire departments. Paperwork has been received from twenty-three departments and it was determined they deal with only two insurance firms VFIS and MEBA. At this meeting, negotiations would involve discussing the premium, extending current coverages and reducing commissions. The goal would be to negotiate a better premium, a consistent personnel coverage for all departments and decreasing the commission charged lowering the cost per department while providing consistent insurance amongst departments. A key part of this discussion would be to provide the amount of (i.e. \$100,000; \$150,000) we are seeking for the personnel insurance coverage. If negotiations are successful with one of the two insurance firms, it would be the intent for all the 24 fire departments to use this insurance firm. It would then be up to the insurance firm to decide what broker they would deal with for this insurance coverage. If individual departments wanted to add additional coverage beyond the stated amount, they would work with the insurance company/broker directly.

The estimated cost to have an expert negotiate with the insurance firms on the fire departments' behalf is estimated to be under \$2,500.

Under Policy MDL-33 Purchasing and Tendering Policy, Section 7 as inserted below, we are permitted to use a person who can give us the expertise required to fulfill our needs. We would not need to seek other quotes.

7. Procurement – Less than \$2,500

7.1 The procurement decision shall be made by the applicable Director, Department Head, Supervisor, Purchasing Coordinator or by municipal personnel designated by one of those persons, depending on their Purchasing Authority limit;

7.2 Goods and services shall be procured under a standing offer if one exists for the goods or services required, and if doing so will provide best value;

7.3 If the goods or services cannot be procured under subsection 7.2, they may be purchased from any supplier, unless municipal personnel have a reason to believe that:

7.3.1 purchasing the goods or services would not provide best value, or

7.3.2 acquiring the goods and services would otherwise not conform with the procurement principles in Section 4.

2. To hire a consultant to develop a Request for Proposals (RFP) for brokerage services. This would be going out to the market seeking proposals that would outline premiums they would charge, requesting the extended coverages we are seeking and requesting a flat fee (they would still get a net commission, but it would reduce the fee currently being paid by the departments). The estimated cost to hire an expert to put the RFP together and to evaluate the proposals is estimated between \$4,500 - \$5,000.

If option one is selected, it may result in the outcome the departments are seeking and thus, there would not be a need to issue an RFP. However, if negotiations are not successful option two would need to be enacted. The other option is not proceeding with option one and issue the RFP. The advice from the expert opinion we have sought for estimates is to proceed with option one first as it may save in issuing an RFP.

The motion that was made at the May 22, 2018 meeting did not include an amount the Committee was requesting from Council. It is the recommendation of staff that this motion be rescinded, and a new motion be made depending on the option selected tonight. The motion can be rescinded as no action has been taken on this matter as the recommendation was not forwarded to Council. The suggested motion to rescind the May 22, 2018 motion is:

“that the Committee rescind the motion made at the May 14, 2018 FESC meeting 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”

If option one is selected the following new motion is proposed:

“The Fire & Emergency Services Committee recommends to Municipal Council that Council approve up to \$2500.00 for a consultant to negotiate with the current Insurance providers of the twenty- five fire departments in the Municipality, to establish a holistic plan of required coverages and to negotiate a revised lower premium model.”

If option two is selected the following new motion is proposed:

“The Fire & Emergency Services Committee recommends to Municipal Council that Council approve up to \$5,000 for a consultant to develop a Request for Proposal for brokerage services seeking a blanket personnel insurance policy for all twenty-five fire departments within the Municipality.”

Chris Kennedy
Fire Service Coordinator