

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, September 10, 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
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

Regrets: Deputy Mayor Martin Bell
Councillor Reid Whynot

Staff: Chris Kennedy, Fire Services Coordinator/Administrator
Trudy Payne, Acting Deputy Chief Administrative Officer
Tina Robichaud-Bond, Executive Assistant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved by Dean Schmeisser, seconded by Tom Lockwood that the agenda be approved as circulated. Motion Carried.

3. Approval of Minutes of July 9, 2018 Meeting

Moved by Tom Lockwood, seconded by David Fancy that the Minutes of the Fire and Emergency Committee meeting of July 9, 2018 be approved as circulated. Motion Carried.

4. Business Arising from Minutes and Unfinished Business

4.1 Update on REMO – Heather Mackenzie-Carey

Heather Mackenzie-Carey was in attendance.

Ms. Mackenzie-Carey provided information on the structure of the Regional Emergency Management Organization (REMO), the Emergency Operations Centre (EOC), and updated the Committee on Comfort Centres, highlighting the following

- REMO
 - shared service with the five municipalities in Lunenburg County; MODL, MODC, Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay
 - REMO is formed by three distinct groups; REMO advisory committee, planning committee, and the Regional Operations Centre (EOC)
- EOC
 - focuses on coordination matters, not operational matters
 - direct connection with elected officials
 - main role is to support first responders & keep elected officials informed
 - liaises with the Province
 - put in place & maintain essential services
 - follows an ECC protocol
- Comfort Centres
 - There has been a change of policy, approved by Advisory Committee
 - A new communications strategy will be presented to the Advisory Committee on September 17, 2018
 - A regional emergency support personnel meeting will be held on September 19, 2018

Ms. Mackenzie-Carey clarified that first responders make the operational decisions – REMO helps with coordinating the details associated with those decisions.

Ms. Mackenzie-Carey left the meeting.

5. OLD BUSINESS

5.1 Consultant re Brokerage Services

Chief Patterson advised that the person who may have been interested in working with the committee as a broker declined the offer.

A discussion followed regarding hiring a consultant to do the leg work. The Committee was reminded that a sub-committee had been formed and had met several times regarding this matter, and that a motion was made on May 14, 2018 to request that Municipal Council contribute financial assistance to hire a consultant to help with developing an RFP for brokerage services. At a subsequent meeting, it was decided that the motion of May 14, 2018 be put on hold until further information could be brought forward.

Councillor Garland arrived at the meeting.

It was discussed and agreed that the Fire & Emergency Services Committee take the motion made at the May 14, 2018 Fire & Emergency Services Committee meeting to Council with a recommendation that Council agree to approve a contribution of up to \$5000 towards the cost of hiring a consultant to conduct the work required to develop a personnel insurance package.

5.2 Record Keeping for In-Camera Meetings

Ms. Payne reported that notes are taken during In Camera meetings of Council, and the directions of staff are recorded. The Minutes are reviewed by the Municipal Clerk then printed copies are kept in a Minute Book stored in the vault, and a copy stored electronically. Councillors are not provided copies or see the in camera minutes. Ms. Payne advised that a minute taking policy is being developed which will be brought forward to the committee once approved.

5.3 ID Cards – Update

Mr. Kennedy advised that the ID card machine was functional, but the format of the identification cards need to be developed.

5.4 FES draft Terms of Reference

Mr. Kennedy reviewed the changes that had been made to the draft Terms of Reference (circulated with the Agenda).

It was agreed that further changes were required to sections 5.4.2 and 5.4.3, and with the discussed changes, the draft Terms of Reference would be taken to Council for approval.

Moved by Herbert Seymour, seconded by Tom Lockwood, that the Fire & Emergency Services Committee requests that Municipal Council, for The Municipality of the District of Lunenburg approve the amended Terms of Reference for the Fire & Emergency Services Committee. Carried unanimously.

5.5 Recruitment & Retention – Update

Mr. Kennedy advised of the possible dates (circulated with the Agenda) available to take the recruitment and retention presentation to Council. Mr. Keizer indicated that he would work out a date with Sarah Kucharski, MODL's Communications Officer.

5.6 Priorities List

Mr. Kennedy reviewed the Priorities List (circulated with the Agenda) which shows what the Committee ranked as priorities and provided updates as required.

It was agreed that the following items be removed from the list:

- Fire Dispatch Communication Pool
- Grants by rate versus Amount
- Comparison of Rates Provincially
- Workers Compensation

It was recommended that all fire departments in the Municipality be listed on the MODL website with a link to their respective departments.

6. NEW BUSINESS

6.1 Member at Large Nominating Sub-Committee

Mr. Kennedy reviewed his report, “Member at Large Position” (circulated with the Agenda) and advised that no submissions had been received for the position of member-at-large on the Fire & Emergency Services Committee.

Mr. Kennedy further advised that David Fancy, current member of the Committee, had re-submitted his name for consideration.

Moved by Dean Schmeisser, seconded by Herbert Seymour that the Fire & Emergency Services Committee recommends to Council that Council for the Municipality of the District of Lunenburg appoints David Fancy for another term as Member-at-Large on the Fire & Emergency Services Committee, the term of the appointment would be from November 1, 2018 to November 1, 2021. Carried Unanimously.

6.2 FES Annual Update

Mr. Kennedy reviewed his presentation “September 2018 Fire Service Coordinator Update” (circulated with the Agenda) which provided an update on his activities to date as Fire Services Coordinator. He advised that this update would be presented to Municipal Council on September 11, 2018.

Discussions followed regarding the following:

- Expiration dated on Naloxone kits
- False alarm calls
- Medical calls

Councillor Veinot left the meeting.

6.3 2017-2018 FES Registration

Mr. Kennedy reviewed his report “Information from 2017/2018 Fire & Emergency Services Registration” (circulated with the Agenda), highlighting the following points:

- The number of Active Firefighters is 655 – there was a typo in the report
- The information provided is based on the registration packages received

Mr. Kennedy clarified that the information contained in his report was based on the information received from the completed registration packages. It was noted that not all firefighters are trained as Medical First Responders.

A question was raised as to the cost of yearly insurance for coverage on buildings, trucks, liability, etc., not including personnel insurance. Mr. Kennedy advised that he would provide the information to members. It was requested that this information be included with future updates.

6.4 Dispatching Room

Deputy Chief Schmeisser advised that a meeting was held with all the fire departments that have decided to continue their association with Scotia Business Centre on July 25, 2018. It was discussed at this meeting whether Council would consider leasing a space to Scotia Business in the proposed new administration building to provide them with a secure premise for a dispatch centre.

The following concerns were raised:

- This proposal was not taken to Lunenburg Regional
- Tax payers would be getting into private business
- Scotia Business is a private enterprise and does more than just fire dispatching
- This request did not come from the Fire Services

It was clarified that 18 fire departments in MODL made the decision to remain with Scotia Business Centre for dispatching services. It was noted that Chester uses Scotia Business for dispatch services also.

This information was brought to the Committee as information. A letter will be sent to Council making a request for Council to consider creating a space in the proposed new Administration Building to include a dispatch room and lease it at the going market rate to a commercial business offering this service.

6.5 Detour Signage

Deputy Chief Schmeisser reported that there had been issues with emergency personnel arriving at scenes due to the detour signage in the East LaHave area.

Moved by Dean Schmeisser, seconded by Tom Lockwood that the Fire & Emergency Services Committee request that Council for the Municipality of the District of Lunenburg write a letter addressing concerns to TIR, asking for clarification on procedure and placement of detour signage for first responders.

6.6 Funding for Oil Absorbent Pads

Councillor Garland reported on the incident of an oil spill from a bus on the LaHave Ferry. She advised that a fire department chief was on board and suggested that oil absorbent pads be purchased. Councillor Garland inquired as to where to get the pads.

Deputy Chief Schmeisser advised that there was a large supply of these pads at both the Bridgewater Fire Department and the Oakhill Fire Department. These are paid for by the province and are available upon request.

Councillor Garland left the meeting at 8:05 p.m.

6.7 Fire Services Study & Sub-Committee

Mr. Keizer reported that Lunenburg Regional had set up a sub-committee to review the results of an upcoming Fire Services study.

6.8 Continuing Agenda

Mr. Keizer and Mr. Kennedy agreed that the continuing agenda (circulated with Agenda) could be updated based on the priorities list.

6.9 Request Form for Agenda Items

Ms. Payne suggested that committee members use the Request for Agenda Items form, recently adopted by Council, to provide agenda items. She explained that this form would be beneficial to the Chair and lead staff person when creating the agenda and preparing for the meeting.

Staff was directed to create a template of the Request for Agenda Items form to be reviewed at the next Fire & Emergency Services meeting.

7. IN CAMERA (Nil)

8. NEXT MEETING – November 19, 2018

9. ADJOURNMENT

There being no further business at 8:58 p.m., it was moved by Deputy Chief Schmeisser, seconded by Chief Lockwood that the meeting adjourn. Motion Carried.