

AGENDA
FIRE & EMERGENCY SERVICES COMMITTEE

Monday, 19th November 2018

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1. Call to Order
2. Approval of Agenda (as circulated)
3. Approval of Minutes of September 10, 2018 (as circulated)
4. Business Arising from Minutes & Unfinished Business
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6. In Camera (if required)
7. Next Meeting – *Monday, January 14th, 2019*
8. Adjournment



Municipality of the District of Lunenburg

MEMORANDUM

TO: Chris Kennedy, Fire Services Coordinator

CC: Trudy Payne, Acting Deputy CAO
Elana Wentzell, Director of Finance
Angela Veinot, Accounting Manager

FROM: Kevin Malloy, CPA CA, Chief Administrative Officer

DATE: September 26, 2018

RE: Firefighter Personnel Insurance

Please be advised that, Municipal Council, in session on Tuesday, September 25, 2018, made the following motion:

“that Municipal Council accepts the recommendation of the Fire & Emergency Services Committee that Council contribute assistance to engage a consultant to assist with the development of an RFP for brokerage services; and further, that Municipal Council approves up to \$5,000 to hire a consultant to conduct the work as outlined in the report under options 1 & 2, to develop a Firefighter Personnel Insurance package for the Fire Departments Registered within the Municipality of the District of Lunenburg.”

Please ensure the appropriate action is taken.

Kevin Malloy, CPA CA
Chief Administrative Officer



Municipality of the District of Lunenburg

MEMORANDUM

TO: Chris Kennedy, Fire Services Coordinator

CC: Trudy Payne, Acting Deputy CAO
Sherry Conrad, Municipal Clerk

FROM: Kevin Malloy, CPA CA, Chief Administrative Officer

DATE: September 26, 2018

RE: Proposed Amendments to FES Terms of Reference

Please be advised that, Municipal Council, in session on Tuesday, September 25, 2018, made the following motion:

“that Municipal Council accepts the recommendation of the Fire & Emergency Services Committee and approves the amended Terms of Reference for the Fire & Emergency Services Committee as presented and amended.”

Please update the Terms of Reference document and make arrangements to have it posted to the MODL website.

Kevin Malloy, CPA CA
Chief Administrative Officer

KM/trb



Municipality of the District of Lunenburg

MEMORANDUM

TO: Chris Kennedy, Fire Services Coordinator
CC: Trudy Payne, Acting Deputy CAO
FROM: Kevin Malloy, CPA CA, Chief Administrative Officer
DATE: September 26, 2018
RE: **FES Member-at-Large Position**

Please be advised that, Municipal Council, in session on Tuesday, September 25, 2018, made the following motion:

“that Municipal Council accepts the recommendation of the Fire & Emergency Services Committee and appoints David Fancy for another term as a Member-at-Large on the Fire & Emergency Services Committee, the term of the appointment to be from November 1, 2018 to November 1, 2021.”

Please ensure the appropriate action is taken.

A handwritten signature in black ink, appearing to be "KM", is written above a horizontal line.

Kevin Malloy, CPA CA
Chief Administrative Officer



Municipality of the District of Lunenburg

Fire & Emergency Services

MEMORANDUM

Date: October 24, 2018

To: Chair and Members of the FESC

From: Chris Kennedy, Fire Service Coordinator

Subject: Budget Items for next Fiscal Year

November is typically the time when budget items for the Fire Services regarding grants are looked at. The FESC passed a motion for a one year 2% increase on the grants provided to Fire and Emergency services due to the projects ongoing. Those being the Recruitment and Retention Strategy that so much work put into it by all those involved, and the Subcommittee working on a possible group personnel policy to cover firefighters more equally.

The total renewal Premium for the Group Liability on Vehicles, Building and Equipment for Oct 2018 to Oct 2019 came in at \$226,309.00.

The grants approved for this year are listed below.

Matching Grant: \$40,59600
 Municipal Grant: \$61,359.12
 Insurance Grant: \$52,020.00
 Training Grant: \$10,404.00

Chris Kennedy
 ck

Request for Agenda Items

TO: Lead Staff Person

FROM: _____

DATE: _____

1. Agenda Topic

2. Do you have written material to circulate with the agenda? Yes _____ No _____

If you do, please attach it to this form. If you do not, please explain the matter.

3. What is its relevance to the committee?

4. What outcome(s) are you seeking?

Committee Member Signature

Date

Approval for agenda: Yes No

Reviewer Comments:

Lead Staff Person or Chair of Committee

Date

5.5 Narcan Kits

- Who will be responsible to replenish expired kits, which will expire in August 2019? Mr. Dumaresq advised that the Committee request that replacement costs be added to the budget for the 2018/2019 fiscal year.

This matter to be added to the last meeting of the 2018 year (November 2018) of the FES Committee. See Minutes of November 21, 2017, for further details.

**Regional Emergency Management Organization (REMO)
Comfort Center Policy
2018-05-09 (Revision from 2014 Appendix A EM Plan)**

Risk Analysis (2014) for Lunenburg County reveals the highest risks (probability and impact) are weather-related incidents. A secondary hazard associated with such incidents is power outages.

Historical evidence and predictive science suggest weather related events are likely to occur with increasing frequency. Risk Tolerance within Lunenburg County to weather-related events is decreased significantly when the impacts include power outages. Efforts to increase individual and community preparedness may increase risk tolerance.

Municipalities within the REMO are not responsible for power supply, delivery or restoration. Supply is managed by Nova Scotia Power (NSP), a private corporation. The exception to this is Town of Lunenburg, Mahone Bay and Riverport which operate electrical utilities as a step-down from the Nova Scotia Power main feeder supply.

REMO is responsible for the coordination of emergency response and recovery efforts that extend beyond site level capacity. Coordination is based on risks, impacts and available resources.

1. REMO expects Nova Scotia Power to assume Lead Agency responsibility for warnings, response to, and restoration of Power Supply to municipal residents and municipal electrical companies (Town of Mahone Bay, Town of Lunenburg, Riverport).
2. REMO will support NSP efforts as possible and appropriate within municipal resources including the activation of the Regional Emergency Operations Center.
3. REMO will maintain situational awareness and share appropriate information during emergency incidents including power outages. This may include NSP's power outage website, the Provincial Coordination Center and other means as determined necessary.
4. REMO will encourage individual preparedness and neighbour support programs through public awareness campaigns when possible.
5. REMO will manage impacts to population, property and the environment based on Emergency Plans, procedures and event-specific actions.
6. REMO will not open or operate community facilities during incidents such as power outages unless this action is a response solution to a verified community need as managed within the Regional Operations Center environment.
7. REMO may track neighborhood facility openings as part of situational awareness gathering during emergency events, but will not maintain comprehensive lists of facilities for official reporting purposes to media, Provincial Coordination Center, Nova Scotia Power or other Emergency Support Partners.
8. Municipal grant programs (ex. Generator funding) to support community facilities will remain separate from Regional Emergency Management Organization operations and decision making.



Municipality of the District of Lunenburg

Fire & Emergency Services

MEMORANDUM

Date: October 24, 2018

To: Chair and Members of the FESC

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: Resolution for Dispatch

A discussion was held on the below Resolution from the Fire Service Association of Nova Scotia (FSANS), at the Lunenburg Regional Fire and Emergency Services (FESC) meeting held on October 18, 2018 at Tri-District Fire & Rescue Station 1.

There is currently a Resolution regarding fire dispatch services in Nova Scotia from FSANS to the Minister of the Department of Municipal Affairs and Internal Services as well as the Nova Scotia Federation of Municipalities and the Association of Municipal Administrators of Nova Scotia. The resolution involves the commencement of discussions “towards rationalizing fire service dispatch across the province with the Fire Dispatch Standards as the guiding principle”

Chief Mike Nauss is the newly appointed Director for Lunenburg County by the LRFES. Chief Nauss mentioned that FSANS is looking for support from Municipal Councils in the form of letter to the different levels of government as listed above.

It was discussed to bring it to an FESC meeting scheduled for November 17, 2018 for discussion and request for MODL Council to send a letter of support.

Chris Kennedy
Fire Service Coordinator

A Resolution Regarding Fire Dispatch Services in Nova Scotia

Fire Service Association of Nova Scotia Resolution to Nova Scotia Federation of Municipalities, Association of Municipal Administrators of Nova Scotia the Minister of the Department of Municipal Affairs and the Minister of Department of Internal Services

2018/05/28

Whereas the one universal requirement for emergency service delivery in Nova Scotia is efficient, accurate, prompt and reliable dispatch services;

and

Whereas both police and ambulance services in Nova Scotia have professional dispatch services provided either directly by their responsible municipalities or by the province;

and

Whereas the largely volunteer fire service of Nova Scotia, other than the fully paid services in HRM and CBRM does not enjoy similar professional and coordinated services;

and

Whereas the recently published Nova Scotia Standard for Fire Service Dispatch clearly provides guidance as to the minimum technical, structural, and operational requirements of a professional fire dispatch service;

and

Whereas the Nova Scotia Trunked Mobile Radio System (TMR2) and the legacy Nova Scotia Emergency Mobile Radio System provide the foundational infrastructure to enable most of the technical requirements found in the Standard;

and

Whereas the current arrangements for most fire dispatch in the province are based on a competitive commercial model rather than a public service model, thus limiting the interest or ability of the current service providers to invest in contemporary structures or technology;

and

Whereas despite fire protection being a municipal responsibility, the province is the common element which could coordinate a public service model for fire dispatch;

A Resolution Regarding Fire Dispatch Services in Nova Scotia

Therefore, be it resolved that:

The Nova Scotia Federation of Municipalities, the Association of Municipal Administrators of Nova Scotia, the Department of Municipal Affairs and the Department of Internal Services immediately open a discussion with the Fire Service Association of Nova Scotia towards rationalizing fire service dispatch across the province with the Fire Dispatch Standard as the guiding principle;

and

Be it further resolved that the proposed discussion include a comprehensive examination of the current aggregate costs of providing fire dispatch across the province (excluding HRM and CBRM).

**Yearly calendar of Activities
Fire & Emergency Services Committee**

Update Nov 2, 2017

Date	Event or Activity	Who
January	FESC Regular Meeting Have motions at Council/Audit & finance – Grants/Training Grant Council considers operating budget requests FESC confirm Annual Meeting date and Location Email departments re: date for their ratepayer meetings.	FSC Council FESC FSC
February	Prepare Letter to FDs – Notice for rate Payers Meeting Advertisement Information (Deadline Feb 9) Review tentative Agenda for Annual Meeting	FSC FSC, DCAO, Admin Ass.
March	FESC Regular Meeting Finalize Annual Meeting Agenda Finalize Annual packages for Annual Meeting (Ask Melissa for Maps) Prepare Tentative Assessments for FD's (March 1 st) Check with Finance before running Prepare or ask Chair for their Annual report for Annual Meeting Run Rate Payers Advertisement – 2wks prior to earliest rate payers meeting (GL ACC # 01- 240000-295)	FSC FSC/Admin Ass. FSC FSC FSC
April	Annual Meeting Appointment of FESC members Distribution of Annual Registration Packages and Maps	Fire Service at AGM FSC/Admin Ass.
May	Typically, no meeting due to Annual meeting (If one is held Appoint Chair and Vice-Chair) Council Approves Appointments to FESC Prepare orientation binders to new members and meet to review contents and overview.	FSC/FESC FSC/Admin Ass.

**Yearly calendar of Activities
Fire & Emergency Services Committee**

June	<p>FESC Regular Meeting Appointment of Chair & Vice chair if not done at a May meeting June 15th is deadline for annual registration forms (No \$ released until submitted, Policy) Prepare memo to Council re Fire Rates and get Approval Send memo to finance Dept. re Approval of Fire Tax rates Distribute Spring Fire tax payment- (Deadline 30 days from May 31st if forms submitted Half of previous years amount, any adjustments made in November) Confirm with Councilors who may want to hand deliver After careful review – Scan all Annual forms and save to each FD’s folder in Laser Fiche</p>	<p>FESC/FSC</p> <p>FSC</p> <p>FSC</p> <p>FSC</p> <p>FSC</p> <p>FSC</p>
July	<p>Get a Training report from LRFES Motion to Council requesting Training Grant money (attach LRFES Report) Have Rates Posted Municipal Website</p>	<p>FSC</p> <p>FSC</p> <p>FSC</p>
August	<p>FESC Regular Meeting Request markup -for Fire Prevention Add GL Acc – 012240000295 Appoint Nominating Committee For member at large Advertisement for Member(s) at large to be completed</p>	<p>FSC</p> <p>FSC</p> <p>FSC</p>
September	<p>Select and recommend as per Terms of Reference FESC</p>	<p>FSC</p>
October	<p>FESC Regular meeting Recommend Members-at-Large to Council May have new members of Council appointed also or November Begin Budget Preparation/discussions at FESC Request Insurance Premium Schedule breakdown for insurance cost and grant. Upon receipt of new policy – scan for file and update equipment list File (7+1YR) after that Keep liability portion only (Errors or Omissions, General Liability)</p>	<p>FSC</p> <p>Council</p> <p>FSC/FESC</p> <p>FSC</p> <p>FSC</p>
November	<p>Council Appoints members to FESC New members of Council should be appointed by this time Prepare Final Fire Tax Payment Update Fire Department Addresses</p>	<p>Council</p> <p>FSC</p> <p>FSC</p>

**Yearly calendar of Activities
Fire & Emergency Services Committee**

December	FESC Regular Meeting Final payments distributed Forward Operation Budget Request to Council	FSC/Councilors FSC
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Municipality of the District of Lunenburg
Fire & Emergency Services

MEMORANDUM

Date: November 19, 2018

To: Chair and Members of the Fire & Emergency Services Committee

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: Proposed 2019 Meeting Dates

The Fire & Services Committee meets regularly on the 2nd Monday of every 2nd month (*see exceptions) at 7:00pm in Council Chambers at the Municipal Office located at 210 Aberdeen Road, Bridgewater.

The scheduled meetings for 2019 calendar year are as follows:

January 14, 2019
 March 11, 2019
 April 10, 2019- AGM
 *May 13, 2019 (if required)
 July 15, 2019**
 September 9, 2019
 *November 18, 2019 (Nov 11 Holiday)

****Please note, this date was agreed upon in July 2017 as an alternate meeting date to enable attendance at the annual Fire Chief Convention. Since the Convention is now scheduled for July 12-14, 2019, I would propose that we meet on the Committee's regularly scheduled date of July 8, 2019 (2nd Monday of the month).**

Please mark your calendars accordingly.

Chris Kennedy