

**ANNUAL GENERAL MEETING  
AGENDA  
FIRE AND EMERGENCY SERVICES COMMITTEE**

Wednesday, April 11, 2018  
7:00 p.m., Hebbville Fire Dept

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1. Call to Order
2. Introduction of Committee Members & Councillors
3. Approval of Minutes of Annual Meeting of April 12, 2017 .....1-3
4. Chair's Annual Report – Fire and Emergency Services Committee.....4
5. Fire Services Coordinator's Report
6. Items Circulated with Registration Package – to be returned by JUNE 15<sup>th</sup>
  - 6.1 Annual Fire and Emergency Services Provider Update Form
  - 6.2 Fire Tax Rate/Money Request Form
  - 6.3 Officer Information Form
  - 6.4 Matching Grant Form
  - 6.5 Application for Firefighter Recognition (Medals and Print)
7. Other Items Circulated
  - 7.1 Application for Fire Department Recognition (Plaques and Helmets)
  - 7.2 Updated Maps for Road Map Series Book
  - 7.3 Updated Civic Maps
8. Appointment of Four Representatives to Fire & Emergency Services Committee
9. New Items
  - 9.1 Set Date for 2019 Annual General Meeting
10. Adjournment

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**Fire and Emergency Services Committee Members:**

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

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of an Annual General Meeting of  
**FIRE & EMERGENCY SERVICES COMMITTEE**  
Held at the Hebbville Fire Hall, 215 Century Drive, Hebbville, N.S.  
**Thursday, April 7, 2016 – 7:00 p.m.**

**ATTENDANCE**

Conquerall Bank Fire Department  
Cornwall Fire Department  
Dayspring and District Fire Department  
District 1 and 2 Fire Commission  
Hebbs Cross Fire Department  
Hebbville Fire Department  
Hemford Fire Department  
Indian Point Fire Department  
Italy Cross/Middlewood Fire Department  
Lahave Fire Department  
Martin's River Fire Commission  
Midville Fire Department  
New Germany Volunteer Fire Department  
Oakhill and District Fire Department  
Pleasantville and District Fire Department  
Riverport Fire Commission  
Tri District Fire Services  
United Communities Fire Commission  
Walden Fire Department  
Wileville Fire Department

Also in attendance:

Mayor Don Downe  
Councillor John Veinot  
Councillor Terry Dorey  
Councillor Frank Fawson  
Councillor Don Zwicker  
David Fancy, Member-At-Large  
Herbert Seymour, Member-At-Large

Staff: Rachel Eisenhauer, Administrative Assistant  
Sherry Conrad, Municipal Clerk

**1. CALL TO ORDER**

Deputy Chief John Robart, Chair called the meeting to order at 7:00 p.m.

**2. INTRODUCTION OF COMMITTEE MEMBERS**

Deputy Chief Robart introduced the members of the Fire and Emergency Services Committee and Councillors that were in attendance.

**3. APPROVAL OF MINUTES OF ANNUAL MEETING OF APRIL 30, 2015**

**Moved by Mr. Keizer, seconded by Chief Lockwood that the minutes of the Annual Fire and Emergency Services meeting of April 30, 2015 be approved as circulated. Carried.**

**4. ANNUAL REPORT – FIRE AND EMERGENCY SERVICES COMMITTEE**

Deputy Chief Robart reviewed the Chair's Annual Report (attached to original set of minutes).

**5. FIRE SERVICES COORDINATOR POSITION**

Deputy Chief Robart reviewed the Fire Services Coordinator/Administrator job description. He noted that staff created a draft job description, which was sent to the Lunenburg Regional Fire and Emergency Service (LRFES) and they created a draft job description as well. The Fire and Emergency Services Committee discussed the two draft job descriptions and a subcommittee was created to come up with the current job description being presented. The Fire and Emergency Service Committee feels the current job description is appropriate and is looking for consensus from the Fire Departments represented at this meeting. If consensus is reached, it will give Kevin Malloy, Chief Administrative Officer, authority to move forward with the hiring process.

Councillor Fawson added that any initiatives that a Department wants to see the Fire Services Coordinator take on, should be brought forward to the Fire and Emergency Services Committee and they will forward the items to Council and the CAO. Initiatives can come from a Fire Department, the LRFES, Council or the CAO.

Chief Lockwood also noted that the Committee worked over the last year to ensure this job description would benefit both the Fire Service and the Municipality and it was felt that a two year term was important to see how the position was working.

The Fire Departments in attendance gave consensus for the Fire Services Coordinator/Administrator job description.

Question arose regarding what the next steps were for this position. Ms. Eisenhauer advised that by giving consensus, Mr. Malloy now has authority to begin the hiring process. The job will be advertised shortly.

**6. ITEMS CIRCULATED TONIGHT – TO BE RETURNED BY JUNE 15, 2016**

- 6.1 Fire Tax Rate/Money Request Form**
- 6.2 Officer Information Form**
- 6.3 Matching Grant Form**
- 6.4 Annual Fire and Emergency Services Provider Update Form**
- 6.5 Application for Firefighter Recognition (Medals and Plaques)**

Deputy Chief Robart noted these forms are the same as last year. The forms are due by June 15, 2016 in order to receive June payments in a timely fashion.

**7. OTHER ITEMS CIRCULATED TONIGHT**

- 7.1 Application for Fire Department Recognition Plaques and Helmets**
- 7.2 Updated Maps for Road Map Series Book**
- 7.3 Updated Civic Maps**

**8. APPOINTMENT OF FIVE REPRESENTATIVES TO FIRE SERVICE COMMITTEE**

Those nominated for the Committee were: Brian Keizer, Chris Kennedy, Tom Lockwood, Steve Patterson, John Robart and Corey Zinck.

On the first ballot Brian Keizer, Chris Kennedy, Tom Lockwood, Steve Patterson and John Robart received the highest number of votes and were elected as representatives on the Fire Services Committee.

**Moved by Chief Graham Campbell, seconded by Chief Tony Allen that Brian Keizer, Chris Kennedy, Tom Lockwood, Steve Patterson and John Robart be recommended to Council as appointees to the Fire and Emergency Services Committee. Motion Carried.**

**Moved by Chief Kennedy, seconded by Chief Tony Allen that the ballots be destroyed. Motion Carried.**

**9. ADJOURNMENT**

**There being no further business at 7:50 p.m., it was moved by Mr. Keizer, seconded by Chief Kennedy that the meeting adjourn. Motion Carried.**

**Municipality of The District of Lunenburg**

**Annual Report of the Fire and Emergency Services Committee (FESC)**

**April 1/17 to March 31/18**

The FESC has been very active over the past year. As John Robart noted in his annual report last year “there are always changes, new challenges and innovative ideas to be discussed and policies developed that work for us all”.

In following with that I want to thank the members of the committee, the representatives of the Fire service, Municipal Councillors and members at large. This group of people met for 5 regular meetings, 2 workshops and an insurance sub committee that had 5 meetings. As the chair I feel the group worked hard to bring forward issues within the fire service and to commit the two nights to a workshop centered around Recruitment and Retention of Fire Service Volunteers. This item will be further reviewed at our future FESC meetings with a Strategy being brought to you soon, as a “tool” to assist Fire Departments and Commissions.

The Fire Fighter Group Insurance sub-committee has been busy working with Chris, our Fire Services Coordinator/Administrator to review, analyse and prepare documentation as we move forward to having a proposal for the Fire Service to review. In basic terms the Committee is committed to bring forward a proposal that will ensure all fire fighters will have adequate insurance coverage and to standardize benefits at premiums that are affordable.

Your Fire Service representatives get an opportunity to share their experience with council members and to promote a positive relationship with those members. It is a forum for debate and information sharing and we feel that we are all learning from various things that have happened through the past year.

This year we were successful in having our Grants increased by 2% which will help in covering the ever-increasing fire protection costs.

As the Fire Services Coordinator/Administrator position is relatively new we feel that we can bring items (things done by volunteers) forward to the committee for review, discussion and assignment to the Coordinator. Chris will be able to coordinate and manage items that will help all members, from training, to I-D cards just to name a few.

In closing I can only say that our job is not over, but with a commitment from people who will volunteer their time to make things better we can lay the foundation to a future that we can be proud of.

Respectively Submitted

Brian Keizer, Chair FESC