

AGENDA
FIRE & EMERGENCY SERVICES COMMITTEE

January 22, 2018, 7:00pm

Page

1. Call to Order
2. Approval of Agenda (as circulated)
3. Approval of Minutes of November 20, 2017 (as circulated)
4. Business Arising from Minutes & Unfinished Business
 - 4.1 Welcome Herbert Seymour, Member at Large
 - 4.2 Fire Services Coordinator/Administrator Position Extension..... 1
 - 4.3 Proposed Changes to the Registration Package & Policy MDL-362-17
 - 4.4 Budget Items for 2018/2019 Fiscal Year – Update 18
 - 4.5 Report on Narcan Kits distribution
 - 4.6 Financial Template.....19-23
 - 4.7 Report on Insurance Subcommittee
 - 4.8 Update on Recruitment and Retention plan 24
5. New Business
 - 5.1 Business Recognition – New Germany Building Supplies.....25-26
 - 5.2 Review of Recognition Certificate Program Form27-28
 - 5.3 CVFSA – Giant Tiger Fire Relief Program (M. Bell)
6. In Camera - *Nil*
7. Next Meeting – March 12, 2018
8. Adjournment



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Fire & Emergency Services Committee
Chris Kennedy, Fire Services Coordinator/Administrator

CC: Sherry Darling, Payroll Clerk

FROM: Kevin Malloy, Chief Administrative Officer

DATE: December 6, 2017

RE: Fire Services Coordinator/Administrator Position Extension

Please be advised that Municipal Council, in session on Tuesday, November 28, 2017, made the following motion:

“that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and extends the Fire Services Coordinator position to June 1, 2019”.

Regards

Kevin Malloy, CPA CA
Chief Administrative Officer

/re

MEMORANDUM

Date: January 12, 2018

To: Chair and Members of the FESC

From: Chris Kennedy, Fire & Emergency Services Coordinator/Administrator

Subject: Proposed Changes to MDL-36 and Registration Package.

I have made some proposed changes to the registration package and amendments to Policy MDL-36 (attached). I have reviewed these proposed amendments with the Municipal Clerk and the Solicitor to ensure they meet our requirements.

The proposed amendments remove any reference to the Schedules from the Registration Package as well as the Policy. By removing this reference, changes to the Registration Package will not have to be approved by Council. This Committee will be able to approve the changes. Amendments to Policy MDL-36 will still have to go to Council for approval.

The Registration Package, as it will no longer be attached to the Policy, will be put on the Municipal Website for the public to access. If changes are made to the package, the copy of the website will be updated.

If the Committee is in agreeance with these proposed changes and amendments, the following motion is in order:

“that the Fire & Emergency Services Committee recommends to Council that Municipal Council approves the proposed amendments to Policy MDL-36, as presented.”

Chris Kennedy
CK

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
ANNUAL FIRE AND EMERGENCY SERVICES PROVIDER UPDATE**

Fire Department Official Name: **DRAFT COPY**

Act of Incorporation:

If information noted above is incorrect, please make changes below:

Fire Department Official Name:

Act of Incorporation:

Please mark the **service** to which you will be providing for *current Fyscal year here*

1. Attach Annual Report from Scotia Business or similar for call number & response type

2. Fire and Fire Related Emergencies N/A Structural Defensive

Structural - activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles or vessels

Defensive- actions intended to control a fire by limiting its spread to a defined area, exterior or exposures.

**Number of
Frefighters
Trained for
Services
checked off
Below**

**-Number
FF Trained**

3. Medical Emergencies N/A Medical First Response Medical Assistance

MFR - registered through EHS Program MA - responders who have standard or emergency first aid

	N/A	Awareness	Operational	Technician	
4. Vehicle Extractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Structural/Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Low Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. MVC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Rapid Intervention Team (RIT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Rehab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Lifelight Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Awareness - Recognize situation, call for trained personnel, secure area and provide minimum intervention
 Operations - Respond in defensive fashion to control, prevent a worsening of the incident and provide services within capabilities
 Technician - Contain and control the incident. High degree of intervention

18. Ground Search and Rescue N/A Provider Assistance

Provider - Meets NS Emergency Measures provincial standards for SAR teams
 Assistance - Members under control of SAR team

MUNICIPALITY OF THE DISTRICT OF LUNENBURG ~~Schedule A~~
ANNUAL FIRE AND EMERGENCY SERVICES PROVIDER UPDATE

24. Are there limits on the level of service that will be provided in respect to any of the services checked on Page 1? If so, please indicate.

25. Does the Department have the equipment to perform the services checked on the previous page?

26. Does the Department have the training or experience necessary to perform this services checked on Page 1?

19. Number of Active Firefighters	
20. Number of Auxiliary Members	
21. Number of Junior Fire Fighters	
22. Number of Honourary Members	

23. Firefighter Personnell Accident Insurance - Please attach ~~copy of Invoice~~

LIABILITY INSURANCE

Based on the *Municipal Government Act*, the Municipality of the District of Lunenburg must ensure that every Fire Department carries Liability Insurance.

Vehicle Facility Firefighters

Registration with the Municipality of the District of Lunenburg, when approved by the Municipality of the District of Lunenburg, continues in force until withdrawn by the Municipality of the District of Lunenburg for cause or the emergency services provider requests that the registration be revoked.

This registration does not make an emergency services provider an agent of the Municipality of the District of Lunenburg. A registered emergency services provider is not a municipal enterprise pursuant to the *Municipal Finance Corporation Act*.

I/we hereby certify that the above mentioned organization will provide the fire and/or emergency service indicated above and this service is being provided to the Municipality of the District of Lunenburg on a not-for-profit basis. It is also understood that the Municipality or any other organization will not provide the same service for the same area.

Name of Individual Completing Form	
Telephone Number (above individual)	
Authorization Given by:	
Telephone Number (of signer)	
Date:	
Preferred Email Address:	

Fire Department Organization

~~Schedule A~~

Equipment

Generators	Yes/No	Watts	Thermal Imager Type and number	Portable Pump	GPM	Other Information
Bunker Gear	# of Units	Annual Inspection	NOTES:			
Wildland Equipment			Additional Forestry equipment info: (Back Tanks, etc.)			
Nomex Coveralls						
SCBA Circle one or write in type.	# of Units	Date of Flow Test*	Date of Manufacture	* Attach copy of the latest SCBA flow test results		
Type: Scott, MSA, Other:				Other comments:		
Cylinder size circle one 2216 psi/ 4500 psi						
Hose	Feet of 1 1/2"	Feet of 1 3/4"	Feet of 2 1/2"	Feet of 3"	Feet of 4"	Feet of 5"

Fire Department Organization

Dry Hydrants, Dispatch, FF Complements, Communications Equipment, Station Information

Location	
Location	
Location	

COMMUNICATION EQUIPMENT

Number of Pagers											
Dispatch Method (Explain)	Scotia Business Center										
Other											
Radio Equipment	<table border="1"> <tr> <td>TMR2 Portables</td> <td>TMR2 Mobiles</td> <td>VHF Portables</td> <td>VHF Mobiles</td> <td>Other</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	TMR2 Portables	TMR2 Mobiles	VHF Portables	VHF Mobiles	Other					
TMR2 Portables	TMR2 Mobiles	VHF Portables	VHF Mobiles	Other							
Quantity											

FIREFIGHTER COMPLEMENT

Number of Fire Fighters	Number of Fire Fighters with Level 1 Training	Number of Officers	Number of Officers with Officer Training

FIRE STATION INFORMATION

(this is the location where your equipment is stored)

Community Name		Non-Emergency Number
Civic Number		Road Name
Number of Bays		
Other		

**FIRE TAX RATE/MONEY REQUEST FORM
FOR THE PERIOD APRIL 1 *Start fiscal year* TO MARCH 31, *ending fiscal year***

Please return completed form by June 15, *current year*

Please note that only Section A or B is to be completed, not both

SECTION A

Rate approved by the Fire Department and/or Rate Payers per \$100.00 of assessment

SECTION B

Amount of money approved by the Fire Department and/or Rate Payers

As an Officer of the Fire Department, I hereby certify that the above information is correct.

Date _____

Authorized Signature _____

Position _____

Your current assessment is \$_____ subject to Section 84 and Appeals. All categories of assessment are still taxable under the *Municipal Government Act* -- there is no change from last year.

An advance of 50% of the previous year for tax revenue will be paid to you in the month following the due date of the interim tax bill, and the balance will be paid in the month following the final tax bill.

OFFICER INFORMATION FORM

FOR THE PERIOD APRIL 1, *Start fiscal year* TO MARCH 31, *Ending fiscal year*

Please return completed form by June 15, *current year*

Please send all correspondence from the Municipal Office to:

Name:

Address:

Postal Code:

Email Address:

FIRE DEPARTMENT

Chief Name:

Telephone Number:

Deputy Chief Name:

Telephone Number:

Secretary Name:

Telephone Number:

Treasurer Name:

Telephone Number:

COMMISSION

Chairman Name:

Telephone Number:

Secretary Name:

Telephone Number:

Treasurer Name:

Telephone Number:

MATCHING GRANT FORM
FOR THE PERIOD APRIL 1, *Start fiscal year* TO MARCH 31, *End fiscal year*

Please return completed form along with your financial statement by June 15, *Current year*

RECEIPTS

Funds raised from Community*:

Card and garden parties	
Suppers	
Dances	
Bottle drives	
Raffles	
Walk-a-thon	
Bingo	
Yard Sales	
Ladies Auxiliary	
Other (specify) Donations	

Total

Other Revenue:

Membership Dues	
Hall and Equipment Rentals	
Bank Interest	
Other (specify)	

Total Revenue

Municipality of Lunenburg:

Matching Grant	
Municipal Grant	
Municipal Insurance Grant	
Fire Tax Levies	
Other	

Total

TOTAL RECEIPTS

*The Matching Grant will be the total of funds raised by the Community to a **maximum of ~~\$1,500.00~~ \$1,530.00**. The Matching Grant will be paid to you each year in the month following the due date of the final tax bill.



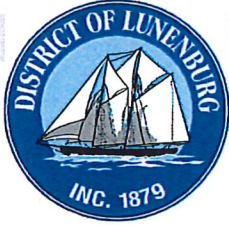
MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Application for Firefighter Recognition

The Municipality will provide a onetime framed print to all ACTIVE firefighters who have volunteered for 20 years of firefighting service. Please submit names of firefighters who have served 20 years or greater, **who have not yet received the Firefighter Recognition**. By way of this completed **application, fire chiefs** are providing names of all eligible firefighters. This form must be completed and returned to the Municipal Office by June 15, *Current year*

Firefighters names that have been submitted, will receive an invitation to attend the awards presentation.

Firefighter Name:	
Years of Service:	
Mailing Address:	
Phone Number:	
Firefighter Name:	_____
Years of Service:	_____
Mailing Address:	_____
Phone Number:	_____
Firefighter Name:	_____
Years of Service:	_____
Mailing Address:	_____
Phone Number:	_____
Fire Chief:	
Fire Department:	
Date:	
Signature:	

Fire Chiefs are required to sign this form.



**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Application for Department Recognition
Plaque and Helmets**

The Municipality will provide an Inaugural Plaque to any fire department having a special event celebrating their years of dedication and volunteer service to the community. The Inaugural Plaque will be presented to a fire department celebrating a minimum of 15 years of service. The Plaque has been designed to allow placement of helmets in recognition of a fire department celebrating a minimum of five years additional service. The Councillor of the District will present the Inaugural Plaque and helmets.

Fire Department Name:	
Date of Anniversary Celebration:	
Established Date:	
Year of Service for Anniversary:	
Requested by:	
Date:	
Contact Phone #:	

Plaques shall be requested no less than 6 weeks prior to the celebration by either the Councillor of the District or a member of the fire department.

Municipality of the District of Lunenburg POLICY

Title: Fire and Emergency Services	
Policy No. MDL-36	
Effective Date: September 11, 2007	Amended Date: Feb. 12, 2008, Oct. 13, 2009, Feb. 8, 2011, Jan. 28, 2014, May 9, 2017

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting fire and emergency services in the Municipality of the District of Lunenburg:

1.0 Definitions:

- 1.1 “Fire Department” means the incorporated entity that provides the service, assists others in providing the service, or works with others to provide the service or a combination of means to properties in the Municipality of the District of Lunenburg.
- 1.2 “Municipality” means the Municipality of the District of Lunenburg.
- 1.3 “Rate Payer” means the name(s) of the person assessed for the property.
- 1.4 “Registration” means the acceptance of the Municipality to permit a “Fire Department” to provide fire and emergency services to a prescribed area within the Municipality.
- 1.5 “Body Corporate” refers to the incorporated organization requesting to be registered as a fire and emergency services provider.
- 1.6 Incorporated organization refers to those organizations that are set up to provide Fire Protection and are incorporated by way of; an Act of Legislature, The Rural District Fire Act, or the Society’s Act.
- 1.7 Acts of Incorporation refer to the organizations memorandum of Association and/or articles of incorporation and/or by-laws.

2.0 Form of Request

Requests for registration as a fire and/or emergency services provider shall be ~~completed on the application for registration form (see schedule A [amended May 9, 2017])~~ made through the completion of the Fire and Emergency Service Providers Registration package. The registration package can be found on the Municipality’s website. Requests must be accompanied with the organization’s Act of Incorporation and a description of the area of coverage. The application must be signed by the individual(s) as assigned with signing authority under the incorporation document.

3.0 Considerations for Approval

- 3.1 The Municipality must be satisfied that the body corporate is capable of providing the services it has applied to provide.
- 3.2 The Body Corporate carries liability insurance in the minimum amount of \$10,000,000.00 [amended Jan.28, 2014]
- 3.3 The Body Corporate does not provide the fire and or emergency services for profit.
- 3.4 The Municipality does not provide the same service for the same area.
- 3.5 The Body Corporate carries accident and sickness insurance or workers’ compensation coverage for all its members. [amended Feb. 8, 2011]

4.0 Registration

The Municipality, if satisfied by all categories of Section 3, shall register the Body Corporate as a fire and emergency services provider. This registration shall continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked.

- 4.1 Annual updates of the registration form shall be submitted to the Municipality no later than June 15th of each year; **[amended Jan. 28, 2014]**
- 4.2 Any changes to the services provided by the body corporate shall be filed immediately with the Municipality throughout the year; **[amended Jan. 28, 2014]**
- 4.3 All other required forms and documentation, including the annual registration form updates, financial statements, officer, rate and grant forms shall be submitted to the Municipality no later than June 15th, in order to receive collected fire taxes and grant monies; **[amended Jan. 28, 2014]**
- 4.4 All fire tax payments shall be made available to fire service providers 30 days from the due date of municipal taxes. **[amended Jan. 28, 2014]**

5.0 Notification

The Municipality shall advise any new Body Corporate, by providing a letter stating approval as a registered Fire and Emergency Services provider as per sec 4. ~~(See attached schedule "B")~~.

6.0 Rate Payers Meeting

Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings must be maintained in the minute books of the organization.

- 6.1 Fire Service providers shall have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget shall be linked to the service levels being provided; **[amended Jan. 28, 2014]**
- 6.2 Fire Service providers may conduct an information session on the proposed budget seven (7) days prior to the ratepayers meeting to assist the ratepayers in understanding the fire service levels being provided and any costs associated with providing such service; **[amended Jan. 28, 2014]**
- 6.3 All proposed fire tax rates shall be supported by the service provider's budget, which is to be presented to the ratepayers at the annual ratepayers meeting. **[amended Jan. 28, 2014]**
- 6.4 Ratepayers shall have the opportunity to discuss service level expectations during a ratepayer meeting. **[amended Jan. 28, 2014]**
- 6.5 Ratepayers shall not request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision. **[amended Jan. 28, 2014]**

- 6.6 The notice of the annual ratepayers meeting must be advertised in the local paper (a weekly circular) for a minimum of (2) two weeks prior to the annual meeting date. This advertisement shall include the following:
- fire service provider name;
 - date of meeting;
 - location of meeting;
 - contact name and phone number; and
 - where proposed budget documents may be viewed. **[amended Jan. 28, 2014]**

For the departments that are required to have an annual ratepayer's meeting to set the fire tax rate that must be specified as well.

- 6.7 All annual ratepayer's meetings must be conducted before June 15th of the following fiscal year.
- 6.8 Requests shall be made to the Municipality for appropriate rate payer's list a minimum of (2) weeks prior to the meeting date.
- This list will provide the chair of the meeting with information to confirm that only those who are ratepayers may vote on motions that are made at the meeting. **[amended Jan. 28, 2014]**
 - The Municipality will also provide upon request a property civic report to help the department locate properties **[amended Jan. 28, 2014]**
 - Since fire departments members do not need to be a ratepayer or a resident of the area, a member of the fire department can move motions but the seconder shall be a ratepayer.
 - Once the question has been called, only ratepayers can vote on the motion. 50 % + one of the ratepayers in attendance at the meeting in favor of the motion shall be required to pass a motion.
 - Voting may be done by secret ballot. **[amended Oct. 13, 2009]**
- 6.9 All fire tax requests by a registered fire and emergency services provider shall be provided to the Municipality on the approved registration package forms found on the Municipal website. (~~see Schedule C~~) no later than June 15th of the current year. **[amended Jan. 28, 2014]**
- 6.10 For all registered fire and emergency services providers who do not have fire taxing power provided by their Act of Incorporation, the Municipality shall approve the rates.

For those providers that have taxing power for fire tax, these approved rates will be added to the fire tax schedule for inclusion with approved rates for that fiscal year.

Annotation for Official Policy Book

Date of Adoption:	<u>September 11, 2007</u>
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	<u>January 21, 2014</u>
Date of Passage of Amendments:	<u>January 28, 2014</u>
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	<u>April 27, 2017</u>
Date of Passage of Amendments:	<u>May 9, 2017</u>
I certify that the amendments to this the <i>"Fire and Emergency Services Policy"</i> was adopted by Council as indicated above.	
_____ Sherry A. Conrad, Municipal Clerk	_____ Date

MDL-36

DRAFT

MEMORANDUM

Date: November 17, 2017
To: Chair and Members of FESC
From: Chris Kennedy, Fire & Emergency Services Coordinator/Administrator
Subject: Budget items for 2018/2019 Fiscal year.

The following are the current amounts from 2017/2018 for the Municipal Grants provided by MODL to the Fire & Emergency services.

These will need a motion if accepted for Council's consideration for the upcoming year.

They are as follows:

- | | |
|--------------------|-------------|
| 1. Matching Grant | \$39,800.00 |
| 2. Municipal Grant | \$60,156.00 |
| 3. Insurance Grant | \$51,000.00 |
| 4. Training Grant | \$10,200.00 |

Motion:

The Fire and Emergency Services Committee recommends to Municipal Council that the following Grant amounts be approved for the fiscal year 2018/2019.

Matching Grant	\$39,800.00
Municipal Grant	\$60,156.00
Insurance Grant	\$51,000.00
Training Grant	\$10,200.00

/ck

FIRE DEPARTMENT NAME
Income Statement for the year ended March 31/2018

	<u>2017/18</u>	<u>2016/17</u>
REVENUE		
Bar & Canteen	\$ -	
Catering	-	
Fire Tax Levy	-	
Fundraising & Donations	-	
Grants	-	
Matching Grant	-	
Municipal Grant	-	
Municipal Insurance Grant	-	
Other Grants	-	
Interest	-	
Ladies Auxilliary	-	
Membership Dues	-	
Rentals	-	
Miscellaneous revenue	-	
Ways & Means	-	
TOTAL REVENUE	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURES		
General & Administrative		
Accounting & Legal	\$ -	
Advertising & Promotions	-	
Bar & Canteen	-	
Catering	-	
Communications	-	
Depreciation Expense	-	
Electricity	-	
Entertainment	-	
Fire Equipment	-	
Fire Prevention	-	
Fuel for Vehicles	-	
Furnace Oil	-	
Insurance	-	
Janitorial	-	
Licenses	-	
Loan Interest & Bank Charges	-	
Medical	-	
Membership Fees	-	
Miscellaneous expenses	-	
Office Supplies	-	
Personal Protective Equipment	-	
Property Repairs & Maintenance	-	
Telephone, Internet, & Security	-	
Training	-	
Uniforms	-	
Ways & Means	-	
	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>
NET INCOME (LOSS)	<u>\$ -</u>	<u>\$ -</u>
Capital		
Asset Sales		
Communications Equipment	\$ -	
Fire Hall/Building	-	
Personal Protective Equipment	-	
Vehicles	-	
	<u>\$ -</u>	<u>\$ -</u>
Reserve Transfers	\$ -	
	-	
	<u>\$ -</u>	<u>\$ -</u>
Principal Payments	-	
Cash Position	<u>\$ -</u>	<u>\$ -</u>

FIRE DEPARTMENT NAME
 Monthly Income Statement for the year ended March 31/2025

	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
REVENUE													
Bar & Canteen													
Catering													
Fire Tax Levy													
Fundraising & Donations													
Grants													
Matching Grant													
Municipal Grant													
Municipal Insurance Grant													
Interest													
Landlord's Liability													
Membership Dues													
Rentals													
Miscellaneous revenue													
Ways & Means													
EXPENDITURES													
Accounting & Legal													
Advertising & Promotions													
Bar & Canteen													
Catering													
Communications													
Electricity													
Entertainment													
Fire Equipment													
Fire Prevention													
Fuel for Vehicles													
Lubricant Oil													
Insurance													
Janitorial													
Licenses													
Loan Interest & Bank Charges													
Medical													
Membership Fees													
Miscellaneous expenses													
Office Supplies													
Personal Protective Equipment													
Property Repairs & Maintenance													
Telephone, Internet, & Security													
Training													
Uniforms													
Ways & Means													
Capital													
Communications Equipment													
Fire Hall/Building													
Personal Protective Equipment													
Vehicles													
Reserve Transfers (in/-out)													
Loan Payments													
HST RECEIVABLE (-)													
HST PAYABLE													
BANK													
BEGINNING BALANCE													
ENDING BALANCE													

FIRE DEPARTMENT NAME
Balance Sheet as at March 31/2018

	<u>2017/18</u>	<u>2016/17</u>
ASSETS		
Current Assets		
Cash Floats		
Petty Cash		
Bank Account - savings		
Bank Account - chequing		
Short Term Investments		
Accounts Receivable		
HST Rebate Receivable		
	<u>\$ -</u>	<u>\$ -</u>
Long Term Assets		
Capital Assets		
Fire Hall		
Trucks		
Other		
Long term investments		
	<u>\$ -</u>	<u>\$ -</u>
TOTAL ASSETS	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
LIABILITIES		
Current Liabilities		
Bank Overdraft		
Accounts Payable		
HST Payable		
	<u>\$ -</u>	<u>\$ -</u>
Long Term Liabilities		
Bank Loans		
	<u>\$ -</u>	<u>\$ -</u>
TOTAL LIABILITIES	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
EQUITY		
Retained Earnings - prior years		
Retained Earnings - current year	\$ -	
Investment in Capital Assets		
	<u>\$ -</u>	<u>\$ -</u>
TOTAL EQUITY	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

FIRE DEPARTMENT NAME
Operating Budget for the year ended March 31/2018

	<u>BUDGET</u> <u>2016/17</u>	<u>ACTUAL</u> <u>2016/17</u>	<u>BUDGET</u> <u>2017/18</u>
REVENUE			
Bar & Canteen			
Catering			
Fire Tax Levy			
Fundraising & Donations			
Grants			
Matching Grant			
Municipal Grant			
Municipal Insurance Grant			
HST Rebate			
Interest			
Ladies Auxiliary			
Membership Dues			
Rentals			
Miscellaneous revenue			
Ways & Means			
TOTAL REVENUE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURES			
General & Administrative			
Accounting & Legal			
Advertising & Promotions			
Bar & Canteen			
Catering			
Communications			
Electricity			
Entertainment			
Fire Equipment			
Fire Prevention			
Fuel for Vehicles			
Furnace Oil			
Insurance			
Janitorial			
Licenses			
Loan Interest & Bank Charges			
Medical			
Membership Fees			
Miscellaneous expenses			
Office Supplies			
Personal Protective Equipment			
Property Repairs & Maintenance			
Telephone, Internet, & Security			
Training			
Uniforms			
Ways & Means			
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital			
Communications Equipment			
Fire Hall/Building			
Personal Protective Equipment			
Vehicles			
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Reserve Transfers			
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Loan Payments			
TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET INCOME (LOSS)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**FIRE DEPARTMENT NAME
5 YEAR CAPITAL BUDGET**

Description	2017/18 Current	2018/19	2019/20	2020/21	2021/22	2022/23
Communications Equipment						
Fire Hall/Building	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Personal Protective Equipment						
	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Vehicles						
	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Reserve Transfers						
	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Loan Payments						
	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Net Cost	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$



Recruitment & Retention Strategy Update January 2018

- Public survey conducted, over 500 respondents
- Two focus groups held, 8 attendees in total
- Internal survey of current firefighters – 175+ respondents

Highlights:

- Firefighters are well respected and believed to be dedicated and brave.
- Only half of the public survey respondents believe there is a shortage of firefighters.
- The most common reason for not applying is feeling that they are not in good enough physical shape. The second most common reason is the inability to leave work.
- The primary reason people join the fire service is their strong sense of community.

Next steps:

Select a time for a workshop, roughly 2 hours needed, to review the data and identify elements for inclusion in a strategic plan.

Potential workshop dates:

Monday, February 5	7 - 9 pm
Monday, February 12	7 - 9 pm
Monday, February 26	7 - 9 pm

All research and reports will be provided to FESC at least one week prior to the workshop.

MEMORANDUM

Date: December 1, 2017

To: Chairperson and Members of Fire & Emergency Services Committee

From: Chris Kennedy, Fire & Emergency Services Coordinator/Administrator

Subject: Business Recognition Award

The following request for business recognition under MDL-70 was received from the New Germany Volunteer Fire Department. They would like to recognize the New Germany Building Supplies for over 35 years of support by allowing Firefighters to leave work to attend emergencies and that this qualifies for such recognition under this Policy.

The following motion is in order,

**“The Fire & Emergency Services Committee Approves the application to recognize the New Germany Building Supplies as a business allowing firefighters to leave work to attend Emergencies under Policy MDL-70
Furthermore, to send a memo for information purposes to the MODL Council regarding this award. “**

Chris Kennedy
ck



New Germany Volunteer Fire Department

November 23, 2017

Chris Kennedy, Fire Service Coordinator/Administrator

Municipality of the District of Lunenburg

Re: Policy MDL-70

Dear Chris,

New Germany Fire would like to request a certificate of recognition for Gary and Laura-Lee Seamone of New Germany Building Supplies Limited.

Many of their employees are members of our Department and they have always been allowed to attend fire calls with no loss of pay during the work day.

In addition, they help us very often in sourcing supplies and equipment we need for operations.

Not to mention that Gary has been a member for thirty-five years and Laura-Lee has volunteered in countless activities over the years.

Please let me know if you need any further info for this.

Sincerely,

A handwritten signature in black ink, appearing to read "Blair Lantz".

Blair Lantz, Chief

Don't Give Fire a Place to Start!

MEMORANDUM

Date: January 5, 2018
To: Chair & FESC Members
From: Chris Kennedy, Fire & Emergency Services Coordinator/Administrator
Subject: Nomination Form

There was discussion around generating a form for fire departments to fill out to nominate Businesses and Community groups for recognition under MDL-70 Policy. Please see the attached form to see if this meets with the committee's requirements a motion to use this form for fire departments wishing to nominate said groups for recognition is in order.

“The FESC accepts the form as presented in accordance to policy MDL-70 for recognition of Business or Community groups that support the Volunteer Fire Service.”

Chris Kennedy
ck

Date: _____

To: Fire Service Coordinator/Administrator

The _____ (*fire department name*) is delighted to participate in the Municipality's program to recognize businesses that allow their employees, who are active volunteer firefighters, to leave work to respond to emergencies in their communities. Also, the Department is pleased to participate in the program designed to recognize businesses that have made significant financial contributions.

We believe the Recognition Certificate Program developed by the Municipality in partnership with the Lunenburg Regional Fire & Emergency Services and the Fire & Emergency Services Committee is an excellent initiative deserving of support.

We have identified and confirmed that the following companies allow firefighters to leave work to attend emergencies within the communities served by _____ (*fire department name*).

Businesses Allowing Firefighters to Leave Work	

Additionally, the following entities have made significant financial contributions to the _____ (*fire department name*) during the past year.

Entities Who Have Made Significant Financial Contributions	

Respectfully Submitted,

Fire Chief

(*Fire Department*)

President, Executive Committee or
Commission (*can be deleted if not
required*)