

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, January 22, 2018 – 7:00 p.m.

ATTENDANCE

Brian Keizer, District 1 & 2 Fire Commission, Chair
Deputy Mayor Martin Bell
Councillor John Veinot
Councillor Claudette Garland
Councillor Reid Whynot
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
Mayor Bolivar-Getson

Regrets: Chief Steve Patterson, Cornwall Fire Department, Vice Chair

Staff: Chris Kennedy, Fire Services Coordinator/Administrator
Tina Robichaud-Bond, Administrative Assistant

1. CALL TO ORDER

Mr. Keizer called the meeting to order at 7:05 p.m. and asked that everyone introduce themselves as new members were in attendance.

2. APPROVAL OF AGENDA – ADDED ITEMS

Mr. Kennedy added his presentation, “January 2018 update to Council” to the Agenda.

Mr. Lockwood added “Scotia Business, REMO, MODL”.

Moved by Tom Lockwood, seconded by Councillor Whynot that the Agenda be approved as amended. Motion Carried.

3. Approval of Minutes of November 20, 2017

Moved by Tom Lockwood, seconded by Dave Fancy that the Minutes of the Fire and Emergency Committee meeting of November 20, 2017 be approved as circulated. Motion Carried.

4. Business Arising from Minutes and Unfinished Business

4.1 Welcome Herbert Seymour, Member at Large

Mr. Keizer, on behalf of the Committee, welcomed Herbert Seymour and thanked him for re-offering for the Member-at-Large position on the Committee.

4.2 Fire Services Coordinator/Administrator Position Extension

Mr. Keizer advised that the position of the Fire Services Coordinator/Administrator had been extended to June 1, 2019.

4.3 Proposed Changes to the Registration Package & Policy MDL-36

Mr. Kennedy reported that the proposed changes to Policy MDL-36 and the Registration Package documents (circulated with Agenda) will allow the Committee to approve changes to the Registration Package without having Council’s approval. The Registration Package will be made available on the Municipality’s website for the public to access.

Moved by David Fancy, seconded by Tom Lockwood that the Fire & Emergency Services Committee recommends to Council that Municipal Council approves the proposed amendments to Policy MDL-36, as presented. Motion carried unanimously.

4.4 Budget Items for 2018/2019 Fiscal Year -Update

Mr. Kennedy reviewed his report, “Budget Items for 2018/2019 Fiscal Year” (circulated with Agenda).

He explained that the sub-committee, formed to discuss personnel insurance, had not had an opportunity to meet. Therefore, the Committee was not in a position to propose an amount of increase for the Insurance Grant. It was noted that the figures for the next fiscal year’s budget are required by the finance department by the end of January 2018.

A discussion followed regarding the timeframe of the last increase, being 2014. It was suggested that due to the timeframes involved, it would be advantageous at this time to request a 2% increase on a one-year basis, with figures being reviewed again at a later date.

Moved by Tom Lockwood, seconded by Councillor Whynot that the Fire and Emergency Services Committee recommends to Council that Municipal Council approves an increase of 2% or \$3223.12 in grants paid to the Fire and Emergency Services Providers for a one year term as follows:

Matching Grant	\$40,596.00
Municipal Grant	\$61,359.12
Insurance Grant	\$52,020.00
Training Grant	\$10,404.00

4.5 Report on Narcan Kits Distribution

Mr. Kennedy advised that the Narcan Kits had been distributed to all but four departments. He further advised that the kits had been well received by the departments.

4.6 Financial Template

Mr. Kennedy advised that a few of the fire departments had asked for help with preparing their financial documentation. The financial template (circulated with Agenda) was created as an Excel

file in an attempt to help the departments. Mr. Kennedy explained that the use of this template was not mandatory, it was a tool available for use.

Moved by Dean Schmeisser, seconded by Councillor Whynot, that the Fire and Emergency Services Committee approves the financial template, as presented. Motion carried unanimously.

4.7 Report on Insurance Subcommittee

Mr. Kennedy reported that the Insurance Subcommittee did not meet, and there was nothing to report at this time.

4.8 Update on Recruitment and Retention Plan

Mr. Kennedy reviewed the “Recruitment and Retention Strategy Update” (circulated with Agenda). The workshop date has been set for Monday, February 26, 2018 at 7:00pm.

5. NEW BUSINESS

5.1 Business Recognition – New Germany Building Supplies

Mr. Kennedy reported that the Fire & Emergency Services Committee had received a nomination from the New Germany Volunteer Fire Department (circulated with Agenda) nominating New Germany Building Supplies for the Business Recognition Award, under Policy MDL-70. The Committee agreed that the award be presented to this business.

Moved by Dean Schmeisser, seconded by Deputy Mayor Bell that the Fire and Emergency Services Committee approves the application to recognize New Germany Building Supplies as a business allowing firefighters to leave work to attend emergencies under Policy MDL-70.

5.2 Review of Recognition Certificate Program Form

Mr. Kennedy reviewed the draft Nomination Form (circulated with Agenda).

A discussion followed regarding what would be considered a “significant financial contributions” as stated on the form. The question was raised as to what a “financial contribution” could include, i.e., payment in kind.

Mr. Kennedy explained that the financial contribution was included for those businesses that do not have volunteer firefighters, but still wish to contribute financially to the fire departments.

A review of Policy MDL-70, section 3.1.2 confirmed that a donation is also considered a financial contribution. It was therefore agreed that the Nomination Form be amended to include “/donation” after the word “contribution”.

Moved by Councillor Whynot, seconded by Herbert Seymour, that the Fire and Emergency Services Committee accepts the Nomination Form as amended, in accordance to Policy

MDL-70 for recognition of a business or community groups that support the Volunteer Fire Service.

5.3 CVFSA – Giant Tiger Fire Relief Program

Deputy Mayor Bell reported that Giant Tiger and the Canadian Volunteer Fire Services Association have created a program to provide financial assistance to individuals who have suffered a loss due to fire. He advised that the Fire Loss Assistance Program is designed to help families who are forced out of their homes for a period of more than 24 hours.

Deputy Mayor Bell explained that the Fire Chiefs would be responsible for completing the form (circulated with Minutes) and providing it, via email, to one of three individuals, Jason Cochran, Paul Maynard, or Martin Bell. Photographs would be required to be provided with the form.

Although the information is not yet on the website, the program is running now.

6. ADDED ITEMS

6.1 Update to FESC & Council

Mr. Kennedy presented the “Jan 2018 Update to FESC & Council” (circulated with Minutes) which provided an overview of the work he has been doing to date.

6.2 Scotia Business, REMO and MODL

Mr. Lockwood expressed the Fire Departments’ uneasiness with how REMO and MODL are handling the matter with Scotia Business. The departments are concerned that the public’s safety is at risk.

Mayor Bolivar-Getson explained that the matter was discussed *in camera* and details cannot be provided in open session. She advised that she would have answers for the Committee by the end of the week.

Deputy Mayor Bell suggested that there was an opportunity for the departments to look into a central dispatch. It was, however, noted that this service was too expensive for the smaller departments.

7. IN CAMERA - Nil

8. NEXT MEETING – March 12, 2018

9. ADJOURNMENT

There being no further business at 8:30 p.m., it was moved by Dean Schmeisser, seconded by Tom Lockwood that the meeting adjourn. Motion Carried.



JAN 2018
UPDATE TO

FESC
&
COUNCIL



Lunenburg Regional
FES
Fire & Emergency Services



- **Continue to Interact with fire departments via phone and emails**
- **Have had several Fire Department Chiefs and Deputy Chiefs into the office just to talk and listen to them over general issues**
- **There are still a few departments to visit**



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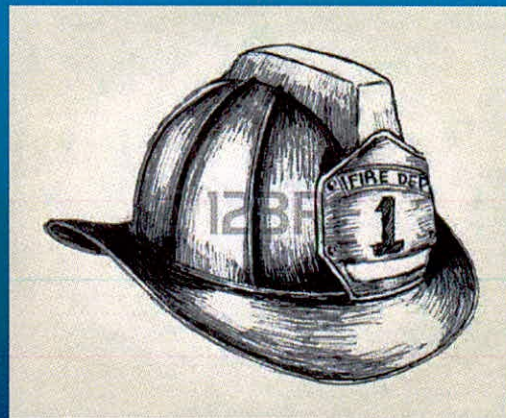
- **A Department asked if a WIFI hotspot for Fire Apparatus and a data package could be obtained through MJSB their costing**
- **An Operating Policy is being developed**



- **Encouraged Departments to revisit and possibly update coverages to Insurance for Liability, Building and Vehicles**
- **Working on a group insurance policy for Fire Department Personnel**
- **We have a financial template drafted for FESC approval and then take to fire service at the Annual meeting**



- **MJSB had surplus laptops to remove from service and were offered to interested fire departments**
- **Naloxone kit for all MODL fire departments as another type of PPE for Firefighters**



- **Fire Service survey has been underway since early December**
- **Working with Sarah Kucharski on this project and we are looking forward to see results**
- **The first Recognition Certificates for Business and Community support through MDL-70 have been awarded**



- The registration package seemed to work better however there were a couple of things that still needed to be updated
- The process for the Fire department fall checks has been updated and streamlined and June will be done this year also
- The budgeting for Fire Services will also be gone over and documented





Giant Tiger - CVFSA Fire Loss Assistance Program

A partnership between



The Canadian Volunteer Fire Services Association and Canadian retailer Giant Tiger have teamed up to offer assistance to those who have suffered a fire loss.

To make an application to the program please fill out the following information and return to the program administrator at: 'Jason Cochrane' Jason.C@cvfsa.ca

Date of incident: _____ Time of incident: ____:____ h

Fire Department jurisdiction: _____

Contact person for department: _____

Provide phone number: ____ ____ ____ and email address: _____

Nearest Giant Tiger store to pick up certificate: _____

Civic address where fire incident occurred: _____

Name of individual from household effected: _____

How many persons lived at the residence: _____

Name of Director or Fire Officer filing this claim: _____

Add any notes about incident here:

We thank Giant Tiger for their support to firefighters and their communities.