

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, May 13th, 2019 – 7:00 p.m.

ATTENDANCE

Brian Keizer, District 1 & 2 Fire Commission, Chair
Deputy Chief Steve Patterson, Cornwall Fire Department
Mayor Carolyn Bolivar-Getson
Councillor Reid Whynot, Vice Chair
Councillor Wade Carver
Councillor Martin Bell
Chief Tom Lockwood, Indian Point Fire Department
Deputy Chief Dean Schmeisser, Dayspring & District Volunteer Fire Department
Herbert Seymour, Member-At-Large
David Fancy, Member-At-Large

Regrets: Councillor John Veinot

Staff: Chris Kennedy, Fire Services Coordinator
Alex Dumaresq, Deputy Chief Administrative Officer
Sandra Challis, Administrative Assistant

1. CALL TO ORDER

Chris Kennedy called the meeting to order at 7:00 p.m.

2. ELECTION OF OFFICERS

2.1 Chair

Those nominated by ballot for the position of Chair were:

Steve Patterson
Brian Keizer
Herbert Seymour

Deputy Chief Patterson and Herbert Seymour withdrew their names; therefore, Brian Keizer was appointed as Chair.

2.2 Vice Chair

Those nominated by ballot for the position of Vice Chair were:

Councillor Reid Whynot
Councillor Martin Bell
Chief Tom Lockwood

Deputy Chief Steve Patterson
Herbert Seymour

Councillor Bell, Chief Lockwood and Herbert Seymour withdrew their names; and Councillor Whynot was elected Vice-Chair by ballot.

**Moved by Herbert Seymour, seconded by David Fancy that all ballots be destroyed.
Carried Unanimously**

3. APPROVAL OF AGENDA

**Moved by Councillor Whynot seconded by Chief Lockwood that the agenda be approved as circulated.
Carried unanimously.**

4. Approval of Minutes of March 11, 2019 Meeting

**Moved by Deputy Chief Patterson, seconded by David Fancy that the Minutes of the Fire and Emergency Services Committee meeting of March 11, 2019 be approved as circulated.
Carried unanimously.**

5. Business Arising from Minutes and Unfinished Business

5.1 Firefighter Personnel Insurance - Update

It was reported that the Municipal Solicitor is currently reviewing the prepared documentation.

5.2 Recruitment & Retention - Update

The Recruitment & Retention Strategy had been presented at the most recent Lunenburg Regional Fire & Emergency Services (L.R.F.E.S.) meeting. Members had the opportunity to provide feedback and comments. Sarah Kucharski collected these comments and would report back to L.R.F.E.S, where they would then have further opportunity to comment, before a report was brought back to the Fire & Emergency Services Committee.

It was reported that a Committee member had been approached by a member of the public to attend a couple of recent Rate Payer's Meetings as representation from the F.E.S.C. He had declined. It was agreed that any future requests should be directed to the Fire Services Coordinator.

5.3 Letter to TIR re Detour Signage - Update

To date, no reply from the Department of Transportation and Infrastructure Renewal has been received regarding the letter from the Mayor expressing concerns regarding the placement of detour signage.

5.4 Fire Departments Budget - Update

Mr. Kennedy advised that the budget requests made at previous meetings were due to be voted on at the Budget Council Meeting on May 14, 2019.

5.5 Terms of Reference – Nomination Process Review

It was reported that there are still some concerns with the wording of the Terms of Reference in relation to the Nomination Process. It was intended to bring back some language revisions. A discussion followed, and the following points were noted:

- Unclear how to convey to members attending the AGM that Committee members had re-offered; perhaps a list should be read of the re-offering Committee Members, so that AGM attendees are aware
- Should Committee members receive a nomination from the floor, rather than self-nominate?
- The cleanest way would be to only accept nominations from the floor
- Allowances should be made for people who may be absent from the AGM, perhaps they could provide an indication that they prepared to stand if nominated.
- Process should be clear and easy to follow, without being intimidating

5.6 Fire Department Insurance – Update

The Committee was advised that this matter is progressing.

5.7 Fire Services Strategic Planning Workshop

At a previous meeting, the request was made for a workshop for members of the Committee. June 10th is the confirmed date, and will be held in the EMO room beginning at 5p.m. Supper will be provided.

5.8 Memo – Recommendation for Reappointment of Fire & Emergency Services Committee Members

Mr. Kennedy reviewed the memo (circulated with agenda) and announced that the following individuals were reappointed to the Fire & Emergency Services Committee:

- Brian Keizer
- Chief Tom Lockwood
- Chief Steve Patterson
- Deputy Chief Dean Schmeisser

5.9 Fire & Emergency Call Lists – Fiscal or Calendar Years? (From AGM)

It was identified at the AGM that there were differences in periods used for reporting between Departments - some used the Fiscal Year, while the majority used the Calendar Year. It would be beneficial to have each department reporting for the same period so that fire call totals, for example, are easily comparable. It was agreed that Chris Kennedy would follow up with departments to discuss this matter further.

6. NEW BUSINESS

6.1 Site Security

The subject of Site Security had been requested to be reinstated from L.R.F.E.S. in order to discuss the possibility of setting up a Municipal Standing Offer for Security Services should an incident scene need to be protected before investigators (Fire Marshall's Office, RCMP or Insurance Company for example) are on scene. Mr. Kennedy advised that the Municipality of Chester

(M.O.D.C.) has something similar in place whereby the Fire Chief would complete a form and check with the insurers before engaging the services of a security firm, who had already met criteria specified by M.O.D.C. Should the property not be insured, the procedure is the cost for security services would be charged against the property. Mr. Kennedy was directed to review the document and bring it back to a future meeting and to find out how many instances there are of Departments providing security services.

7. IN CAMERA (Nil)

8. NEXT MEETING – Monday July 8th, 2019.

(Note: Strategic Planning Workshop – Monday 10th June at 5pm in the EMO room)

9. ADJOURNMENT

There being no further business at 7:53 p.m., it was moved by Deputy Chief Schmeisser and seconded by Councillor Whynot that the meeting adjourn. Carried unanimously.