

AGENDA
FIRE & EMERGENCY SERVICES COMMITTEE

Monday, 22nd July 2019
7p.m. Council Chambers

Page

1. Call to Order
2. Approval of Agenda (as circulated)
3. Approval of Minutes of May 13th, 2019 (as circulated)
4. Approval of Minutes of June 10th, 2019 (as circulated)
5. Presentation & Discussion Fire Department General/Liability Insurance..... 2
6. Business Arising from Minutes & Unfinished Business
 - 6.1 Firefighter Personnel Insurance – Update
 - 6.2 Recruitment & Retention Strategy
 - a) Council Motion 4
 - b) Update Memo 5
 - 6.3 Reply to letter to TIR re Detour Signage – Update 6
 - 6.4 Fire Departments - Budget Update 7
 - 6.5 Terms of Reference – Nomination Process Review 8
 - 6.6 Strategic Planning Workshop - Update
 - 6.7 Fire & Emergency Call Lists – Fiscal or Calendar Years?
7. New Business
 - 7.1 Pump Test Pit..... 9
8. In Camera (if required)
9. Next Meeting – Monday, September 9th, 2019
10. Adjournment



Municipality of the District of Lunenburg

Fire & Emergency Services

MEMORANDUM

Date: July 22, 2019

To: Fire & Emergency Services Committee

From: Chris Kennedy, Fire Services Coordinator

Subject: Fire Department General Liability Insurance – Group Policy

General Insurance Contract

Background

- Municipal and Fire Service General Insurance had previously been purchased in bulk through Union of Nova Scotia Municipalities (U.N.S.M.).
- U.N.S.M. had not been proactively procuring the insurance and municipalities are required to regularly tender for things.
- The Municipal Joint Services Board (M.J.S.B.) required new insurance, as their existing policy was not serving their needs, and the other local municipal organizations saw an opportunity to jointly procure. The six units are: M.J.S.B., M.O.D.L, Fire Services, Lunenburg County Lifestyle Centre, Town of Bridgewater and Town of Mahone Bay
- It was recognized that each of the units had different needs for insurance, with different assets and different exposures for risk. An RFP was issued, based on a hypothetical insurance policy register; trying to standardize where possible.
- Two responses were received, Cowan (the current provider) and BFL. The units agreed they did not have sufficient expertise to provide quality analysis of the quotes, so hired a consultant, Sigma, to provide a recommendation
- Sigma evaluated the bids based on set of defined criteria, they identified that BFL were slightly better than Cowan from a qualitative standpoint, and BFL were far better than Cowan from a price perspective. Therefore, they recommended BFL were awarded the contract.
- Sigma did not carry out a comparative analysis with the existing policies, they only considered the hypothetical policy that was part of the RFP.
- The quotation provided by BFL for the RFP were intended as a benchmark and it is expected that changes would be made
- BFL presented to FESC Sub-Committee and were provided the claims history of the Departments in order to come back with an apples-to-apples quotation.

Current Situation

BFL will be presenting coverage options to the Fire & Emergency Services Committee on 22 July, 2019 and Staff are looking for the Committee's input on liability levels and deductible amounts in order to agree on a recommendation to put forward to the Fire Chiefs at a Special Meeting following the next Lunenburg Regional Fire & Emergency Committee meeting (LRFES).

The timeline is:

- **22nd July Meeting F.E.S.C.** – Committee to make adjustments to coverage and agree on levels on liability and deductibles to put forward recommendation to Lunenburg Regional Fire & Emergency Services.
BFL will need to contact each Department to get an up-to-date vehicle and asset information (usually allows 60-days for response)
- **15th August Meeting of L.R.F.E.S.** – Proposal outlined to Fire Chiefs, with specific costs/savings available for each department. Ask Chiefs to vote to accept/reject proposal. Request BFL to be in attendance.
- **09th September Meeting of F.E.S.C.** – Receive feedback on proposal from LRFES. Make recommendation to Council based on feedback/vote
- **24th September Meeting of Council** – Receive recommendation from FESC on accepting/rejecting General Insurance Proposal
- **14th October** Group Policy Renewal Date

Input on whether to purchase the new insurance program as recommended by the F.E.S.C. should be sought from all Departments. A vote, where a majority of 50%+1 is sought, will be held at a Special Meeting of Fire Chiefs, following the L.R.F.E.S. meeting on 25th August on the recommendation put forward by the F.E.S.C. to secure input from departments.

Recommendation Option:

That Fire & Emergency Services Committee recommend the acceptance of the proposal for Department Group Liability Insurance as presented and discussed at FESC Meeting 22 July 2019, and further that the insurance program proposal be presented to the Fire Chiefs for consideration.



Municipality of the District of Lunenburg

MEMORANDUM

TO: Alex Dumaresq, Deputy CAO

Cc: Chris Kennedy, Fire Services Coordinator
Sarah Kucharski, Communications Officer
Fire & Emergency Services Committee

FROM: Kevin Malloy, CPA CA, Chief Administrative Officer

DATE: June 11, 2019

RE: **Fire Recruitment and Retention Strategy**

Please be advised that, Municipal Council, in session on Tuesday, June 11, 2019, accepted the recommendation of the FES Committee to approve the Recruitment and Retention Policy and made the following motion:

“that Municipal Council accept the Fire Recruitment and Retention Strategy and direct staff to execute the Strategy with the budget dollars already approved in the 2019-2020 budget”.

Please commence with the strategy.

Kevin Malloy, CPA CA
Chief Administrative Officer

/trb



Municipality of the District of Lunenburg

Fire & Emergency Services

Fire & Emergency Services

Date: 22 July 2019

Item: 6.2b

Authorization: Alex Dumaresq

MEMORANDUM

Date: July 17, 2019

To: Chair and Members of the Fire and Emergency Services Committee (FESC)

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: Brief on Recruitment & Retention

Please see the below brief from MODL Summer Co-op student Aliyah Myers-Stein, regarding work she has been undertaking regarding Recruitment & Retention Strategy approved by FESC, Fire and Emergency Services and Municipal council.

Brief on Recruitment and Retention Efforts

On July 10, an FESC Workshop was held at the Municipal building. Among other important subjects and topics, Recruitment and Retention was identified as a primary concern for the FESC. Following this, in collaboration with the FESC, Fire Service Coordinator Chris Kennedy and MODL Communications Officer Sarah Kucharski, a Fire Service Recruitment and Retention Strategy was created and subsequently brought to and approved by Council.

Through the development of recruitment materials, the undertaking of a marketing campaign, and increased community presence, the Municipality has committed approximately \$60,000 to these efforts, in the hopes of bolstering overall community awareness of the volunteer status of their local fire departments as well as supporting recruitment and retention of firefighters across the region.

So far, marketing materials are being developed, acquired and finalized, and Communications Co-op Student Aliyah Myers-Stein has been researching and interviewing local firefighters for a first annual Fire Service Recruitment and Recognition Newsletter, to be distributed far and wide through the Municipality. Topics of the Newsletter will include profiles on short and long-term firefighters in the region, a look at women in firefighting, and an exploration of the need of volunteers of all kinds in local fire departments.

Good progress has been made in the implementation of the Fire Service Recruitment and Retention Strategy, and as more updates and information becomes available, we will strive to inform all those involved. It is our goal to foster a healthy and informed relationship between the public and the Fire Service and to encourage those eligible to volunteer whenever and however possible. Together, we will create a stronger and safer community for all.

Chris Kennedy, AMS

From: Strang, Glen [REDACTED]
Sent: July 18, 2019 6:16 AM
To: Chris Kennedy [REDACTED]
Subject: RE: Follow up on Detour Signage

Fire & Emergency Services
Date: 22 July 2019
Item: 6.3
Authorization: Alex Dumaresq

Hi Chris,

If it's a planned activity, when we close a road and provide a detour route, the signing plan is reviewed by TIR's District Traffic Supervisor (DTS). All signage has to be in place before the closure occurs. We notify emergency services, typically through their dispatch centre. We do notify local fire departments, local RCMP detachments and EHS bases from time to time, but normally it's the dispatcher (Scotia Business, Valley Dispatch, etc.). The closure and detour details are also placed on TIR's 511 system.

If we're requested to assist with traffic in an emergency situation, our protocol would be to sign the closure and detour route, but wouldn't involve the DTS as time is critical. We do require the emergency service provider at the scene to maintain their position till all signage is in place and we can take over as we are required to follow our own policies and procedures and the OH & S Act. We don't contact emergency service providers in these cases as they are normally the agencies that contact us for assistance. We do have the closure posted on 511 until the road is re-opened.

Glen Strang CET
Area Manager
Lunenburg/Queens
Department of Transportation and Infrastructure Renewal

[REDACTED]



Municipality of the District of Lunenburg

Fire & Emergency Services

Fire & Emergency Services
Date: 22 July 2019
Item: 6.4
Authorization: Alex Dumaresq

MEMORANDUM

Date: July 22, 2019

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

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: Budgeted Amounts for Fire Department Grants.

The Municipality of the District of Lunenburg Finance Committee in Session approved a 2% increase to the following Grants given out to fire departments for the 2019/2020 fiscal year. Total grants in the amount of \$167,900.00 dispersed as shown below.

- 1) Matching Grant - \$41,500
- 2) Municipal Grant - \$62,800 (divided amongst departments)
- 3) Insurance Grant - \$53,000 (percentage based)
- 4) Training Grant - \$10,600

Chris Kennedy
Fire Service Coordinator

6. Nominations for Committee Members at the Annual General Meeting [Amended Sept 25, 2018]

6.1. Nominations can be submitted in the following ways:

6.1.1. In writing to the Fire Service Coordinator seven days prior to the meeting date;

6.1.2. Currently serving members of the committee may be included in for re-election by advising of their intention to the fire services coordinator, in writing, seven days prior to the meeting date. ~~final Agenda package going out to the fire services via email.~~

6.1.3. ~~Those names can also be brought forward in writing or, by ballot or verbally from the floor when nominations are asked for. then read off.~~

6.2. Any nominee must be present at the AGM or submit in writing they wish to have their name remain in the voting process or it will be removed.

~~6.1.6.3.~~ Members who let their name stand will be included in the voting process

~~6.2.6.4.~~ Voting will be done by way of ballot, one vote per fire department present at the AGM.

~~6.3.6.5.~~ If a tie occurs after three consecutive votes, those names will be put into a hat or similar vessel, the required number of names to fill the remaining committee positions will be picked by a person appointed by the Chair of the meeting.

7. Election of Chair and Vice Chair

7.1. The Committee will elect the Chair and Vice Chair at the first meeting following the Annual Fire Services Meeting for a term of one year. [Amended July 22, 2014]

7.2. Elections will be carried out in accordance with MDL-01 "Council Proceedings Policy". [Amended Sept. 25 2018]

8. Quorum

8.1. A quorum for the Committee is a majority of the number of voting members in attendance as per section 4.1 of MDL-01, "Council Proceedings Policy".

8.2. If a quorum for the Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may

Forwarded From: Lunenburg Regional Fire Emergency Service
Sent: July 17, 2019 10:40 PM
Date: Tue, Jul 16, 2019 at 8:43 PM
Subject: Pump Test Pit

Good day folks,

For awhile now many fire departments have been using their favorite watering hole to complete the required annual ULC pump test on your apparatus. If you are anything like us, we have been to many natural places and pumped from many precarious places. The last couple of years, we have been using Wiles Lake Park as a testing site. As you are aware, those of us with a larger pump capacity apparatus have to use 2 suction lines to complete this test. The Wiles Lake site has been deemed by my members as being dangerous and may pose a risk of injury or damage equipment when testing occurs on that point. Some departments have started using port-a-tanks to conduct pump tests but they have limitations and are somewhat labour intensive.

A couple local fire departments have contracted a professionally designed Engineer approved concrete tank design to pump and test apparatus on a safe, flat and stable surface. This design is already proven (by a local fire apparatus fabricator) and is following the design criteria listed in NFPA. This tank will be built under ground and will be able to be accessed in just about every season.

The thoughts of the tank were: be built centrally, easily accessible, be safe, provide a repeatable non-turbulent, closed circuit heat dissipating system for testing and practicing with apparatus, that is close to a source of water for easy refilling of the tank when needed. The Town of Bridgewater has agreed to build the tank at the rear of the fire station in Bridgewater.

As this project may be fairly substantial in cost, (we are estimating around \$45000.00), the Town feels as though it could be a project that would benefit many departments, not just one or two. The Town has told me that they would like to remain principal owner and would like to offer partnerships to fire departments. In turn for the partnership, the fire department will be able to use the test pit without fees. Departments who wish to use the test pit on an occasional basis will have to pay a per apparatus fee. Booking of the test pit will be through the Bridgewater Fire Department administration.

So far, there are two departments plus the town taking part in this project. The more departments take advantage, the less the project will cost per department. Lets say if the Town assumes up to \$25000.00 of the project, that would leave up to \$20000.00 (expecting the project will be around \$45000.00) to be divided amongst those taking part. The more departments that take part the less of a cost it will be to operate and construct. If your department would like to use this system occasionally or would like to take part in this project please let me know as soon as practical.

Andy Wentzell

[REDACTED]

andywentzell29@outlook.com