

AGENDA
FIRE & EMERGENCY SERVICES COMMITTEE

Monday, 18 November 2019
7p.m. Council Chambers

Page

1. Call to Order
2. Introductions
 - 2.1 Council Appointments1
 - 2.1 Insurance Subcommittee Member
 - 2.3 REMO Coordinator
3. Approval of Agenda (as circulated)
4. Approval of Minutes of September 9, 2019 (as circulated)
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 - 6.4 Unification Discussions re Pleasantville, LaHave, and Conquerall Bank
7. In Camera (if required)
8. Next Meeting – Monday, January 13, 2020
9. Adjournment



Municipality of the District of Lunenburg

MEMORANDUM

TO: Chair - Fire & Emergency Services Committee

cc: Chris Kennedy

FROM: Tom MacEwan, Chief Administrative Officer

DATE: November 12, 2019

RE: Council Appointment to the Fire & Emergency Services Committee

Please be advised that Municipal Council, in session on Tuesday, November 12, 2019, appointed Deputy Mayor Eric Hustvedt and Councillor Cathy Moore to the Fire & Emergency Services Committee.

Tom MacEwan
Chief Administrative Officer

/trb



Municipality of the District of Lunenburg
Fire & Emergency Services

MEMORANDUM

Date: November 18, 2019
To: Chair, Fire & Emergency Services Committee
From: Chris Kennedy, Fire & Emergency Services Coordinator
Subject: Motions of Council

Please be advised that, Municipal Council, in session on Tuesday, September 24, 2019, made and passed motions on the following topics:

- **Fire Department General/Liability Insurance**
- **Amended Terms of Reference - FESC**
- **Pump Testing Cistern Proposal**

Copies of the motions are attached.

Chris Kennedy
Fire Services Coordinator



Municipality of the District of Lunenburg

MEMORANDUM

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

Cc: Elana Wentzell, Director of Finance
Angela Veinot, Accounting Manager

FROM: Tom MacEwan, Chief Administrative Officer

DATE: September 24, 2019

RE: **Fire Department General/Liability Insurance**

Please be advised that, Municipal Council, in session on Tuesday, September 24, 2019, made the following motion:

“that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and approve BFL Canada Risk and Insurance Inc. as the new insurance provider for the Group Fire Department General / Liability Insurance Program as outlined in Option 2 of their proposal; and further, that Municipal Council adopt the revised insurance grant distribution so that no department pays more in net premiums in this fiscal year (2019/20)”.

Please ensure the appropriate action is taken.

Tom MacEwan
Chief Administrative Officer

/trb



Municipality of the District of Lunenburg

MEMORANDUM

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

FROM: Tom MacEwan, Chief Administrative Officer

DATE: September 24, 2019

RE: **Amended Terms of Reference - FESC**

Please be advised that, Municipal Council, in session on Tuesday, September 24, 2019, made the following motion:

“that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and approve the proposed amendments to Section 6 of the Fire and Emergency Services Committee Terms of Reference as presented”

Please ensure the appropriate action is taken.

Tom MacEwan
Chief Administrative Officer

/trb

**Municipality of the District of Lunenburg
Fire and Emergency Services Committee
Terms of Reference**

The Fire and Emergency Service providers and Municipal Council for the Municipality of the District of Lunenburg formed the Fire and Emergency Services Committee in the summer of 1990. This committee was formed to improve communications between elected officials and Fire and Emergency Service Providers. [Amended Sept. 25, 2018]

1. Mandate

The Fire and Emergency Services Committee (FESC) advises Municipal Council on matters pertaining to Fire and Emergency Services. The Committee will report to Council through the Fire Services Coordinator. [Amended Sept.25, 2018]

2. Goal

The goal of the FESC is to provide an advisory and consultative role to Council, respecting Fire and Emergency Services and programs.

3. Purpose

The purpose of the FESC is to provide input on the following within the Municipality of the District of Lunenburg.

- 3.1. Recommend improvements to the delivery of Fire and Emergency Services;
- 3.2. To consider policies relating to Fire and Emergency Services and make appropriate recommendations to Council;
- 3.3. To review and make recommendations for funding principles;
- 3.4. Research and examine issues as directed by Council, and report findings to Council through the Committee;
- 3.5. Liaise between Fire and Emergency Service Providers and Municipal Council.

4. Definitions

“Council” means the Council for the Municipality of the District of Lunenburg

“Committee Members” means voting members appointed to the Committee by council

5. Membership

- 5.1. The Committee shall consist of ten (10) members and the Mayor will sit as an ex officio. [Amended Nov. 1, 2016]

- 5.1.1. Four fire representatives will be nominated, as per section 6 of the Terms of Reference, for Committee members at the Annual General meeting (AGM) for Fire & Emergency Services, then recommended to Council for appointment. **[Amended Nov. 1, 2016 & Sept. 25, 2018]**
- 5.1.2. Four members will be Council representatives and appointed by Municipal Council. **[Amended Nov. 1, 2016]**
- 5.1.3. Two members will be members at-large appointed by Council, on recommendation from the FESC. **[Amended July 22, 2014 & Nov. 1, 2016]**
- 5.2. At-large members shall be sought by a publically advertised expression of interest and may not be a member of or the spouse of a member of Council, a fire department, commission or auxiliary. Experience with non-profit boards, governance and finances would be considered assets. **[Amended July 22, 2014]**
- 5.3. All applications meeting the minimum requirements will be reviewed by a four-member subcommittee of the FESC, consisting of two Council representatives and two fire service representatives. If insufficient qualified applications are received, the subcommittee may recommend that the position(s) remain unfilled. **[Amended July 22, 2014]**
- 5.4. **Terms**
 - 5.4.1. Council and fire service members shall be appointed for a one-year term or until such time as their successor(s) are appointed.
 - 5.4.2. At-large members shall be appointed for three-year terms or until such time as their successor(s) are appointed. **[Amended July 22, 2014 & Sept.25, 2018]**
 - 5.4.3. Any member may re-offer for the Committee when their term expires. However, their application must be submitted by the deadline. **[Amended July 22, 2014 & Sept. 25, 2018]**
- 5.5. The Chief Administrative Officer shall designate staff resources to support this Committee and they will have no voting privileges.

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

6.1. Nominations can be submitted in the following ways: **(Amended Sept. 24, 2019)**

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 the re-election by advising of their intention to the Fire Services Coordinator, in writing seven days prior to the meeting date; or

6.1.3. Verbally from the floor when nominations are asked for. The person must be present at the meeting to accept the nomination or provide written confirmation from the person if not present accepting the nomination.

6.1.4. A report with any names received prior to the meeting night will be presented by the Fire Services Coordinator at the AGM prior to the voting process.

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

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

6.4. 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 proceed without a quorum, however, no voting/decision making shall take place.

9. Roles and Responsibilities

- 9.1. The Chair shall preside over the meetings of the Committee and assist in searching consensus on fundamental policy issues of concern.
- 9.2. The Chair with respect to FESC meetings and the Annual General Meeting will:
 - a) Enforce on all occasions, the observance of order and decorum among members;
 - b) Receive and submit to vote all motions presented by members;
 - c) Announce results of votes;
 - d) Adjourn meeting when business is concluded;
 - e) Represent and support the Committee on decisions and recommendations made;
 - f) Chair the Annual Fire and Emergency Services Meeting.
- 9.3. The Vice Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair.
- 9.4. Committee Members shall attend and actively participate in all meetings and work with other members to attempt to reach consensus.

10. Meetings

- 10.1. The Committee shall establish regular meetings on a bi-monthly basis.
- 10.2. Additional meetings of the Committee or working groups will be determined on an as needed basis.
- 10.3. Members will be provided with a meeting agenda and information package prior to the meeting.
- 10.4. Administrative Assistant will record all meeting discussions and post minutes on the Municipality's website upon approval.
- 10.5. The Committee may meet in closed sessions in accordance with the provisions under Section 22 of the *Municipal Government Act*.

11. Code of Conduct

- 11.1. The Committee will conduct business in accordance with the Municipality's "Code of Conduct" MDL-37.
- 11.2. Recommendations of the Committee will reflect the best interests of both the Municipality of the District of Lunenburg and the Fire and Emergency Service Providers.

Approved by Fire and Emergency Services Committee.....	November 14, 2011
Approved by Municipal Council	December 13, 2011
Amendments Approved by FESC	July 14, 2014
Amendments Approved Municipal Council	July 22, 2014
Amendments Approved by FESC	September 26, 2016
Amendments Approved by Municipal Council	November 1, 2016
Amendments Approved by FESC	September 10, 2018
Amendments Approved by Municipal Council	September 25, 2018
Amendments Approved by FESC	September 09, 2019
Amendments Approved by Municipal Council	September 24, 2019



Municipality of the District of Lunenburg

MEMORANDUM

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

Cc: Alex Dumaresq, Deputy CAO
Elana Wentzell, Director of Finance
Angela Veinot, Accounting Manager

FROM: Tom MacEwan, Chief Administrative Officer

DATE: September 24, 2019

RE: Pump Testing Cistern Proposal

Please be advised that, Municipal Council, in session on Tuesday, September 24, 2019, made the following motion:

“that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and provide funding of \$25,000.00 to the Town of Bridgewater for the fire apparatus test cistern, and that Municipal Council require proof of annual pump testing of fire apparatus as part of MODL’s annual Fire and Emergency Services Provider Registration process, beginning in June of 2021, and further, that the funding for same come out of the Municipality’s contingency fund”.

Please ensure the appropriate action is taken.

Tom MacEwan
Chief Administrative Officer

/trb



Municipality of the District of Lunenburg

Fire & Emergency Services

MEMORANDUM

Date: November 18, 2019

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

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: Recruitment & Retention Recognition for Information Only

I think this is something we can all be proud of, this story on Recruitment & Retention in our municipality going national to every fire hall in Canada and more. It talks volumes on the effort put into trying a new approach with collaborative efforts from municipal, fire services and the general public's input. Thought you would like to see this and thanks for MODL support and efforts of MODL Communications Officer Sarah Kucharski and Aliyah Myers-Stein a Coop Student for their enthusiasm and participation in making this happen. Also, to Peter Simpson for forwarding his story to the national magazine Canadian Firefighter. I would also like to recognize the Canada Volunteer Firefighters Services Association (CVFSA) for posting the story on their Facebook Group area September 18, 2019.

See Links below

September 18, 2019 Canada Volunteer Firefighters Services Association (CVFSA) Facebook Group

<https://www.facebook.com/CNDVFF/>

October 2109 Edition Canadian Firefighter

http://magazine.cdnfirefighter.com/publication/?m=1534&l=1#{%22issue_id%22:618485,%22page%22:8}

Chris Kennedy
Fire Services Coordinator



Municipality of the District of Lunenburg
Fire & Emergency Services

MEMORANDUM

Date: November 18, 2019
To: Chair and Members of the Fire & Emergency Services Committee
From: Chris Kennedy, Fire & Emergency Services Coordinator
Subject: Proposed 2020 Meeting Dates

The Fire & Services Committee meets regularly on the 2nd Monday of every 2nd month at 7:00pm in Council Chambers at the Municipal Office located at 210 Aberdeen Road, Bridgewater.

The scheduled meetings for 2020 calendar year are as follows:

January 13, 2020
March 09, 2020
Wednesday April 08, 2020 - AGM
May 11, 2020
July 13, 2020
September 14, 2020
November 09, 2020

Please mark your calendars accordingly.

Chris Kennedy



Municipality of the District of Lunenburg

Fire & Emergency Services

MEMORANDUM

Date: November 18, 2019

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

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: Recognition Certificate Program under MDL-70

In April of 2017, Municipal Council passed Policy MDL-70 - A Procedure for the Award of a Certificate of Recognition to Businesses and Community Groups Supporting Fire and Emergency Services.

A request was received on October 7, 2019, requesting a certificate of recognition, after a community member donated a piece of safety equipment to the fire department. The current policy does not recognize donations made by an individual community member, therefore this request currently would not qualify and, no minimum value is given for “financial contribution to the fire department that significantly aids in the purpose of equipment to the ability to provide additional services” as stated in the Policy under “Purpose”. This certificate was intended to recognize significant aid to a fire department by a business or community group.

The FESC can let the current Policy stand as is or request that the Policy be amended to address the following issues;

- Can an individual community members be recognized, and
- if so, what is an appropriate amount for a donation.

Please see the attached copy of MDL-70 and a form developed to request a Certificate of Recognition. See the attached form as Appendix “A” to be added to Policy MDL-70 for those fire department requesting awards under this policy.

Chris Kennedy
Fire Services Coordinator

Recognition Certificate Program
Nominations for Businesses or Community Groups
Policy MDL-70

Date: _____

To: Fire Service Coordinator

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, for Community groups that contribute a financial contribution/donation to a fire department that significantly aids in the purchase of equipment or the ability to provide additional service during the past year. _____ (*fire department name*)

Entities Who Have Made Significant Financial Contributions	

Respectfully Submitted

NOTES:

(Fire Chief)

(Fire Department)

Commission President



Municipality of the District of Lunenburg

Fire & Emergency Services

MEMORANDUM

Date: November 18, 2019
To: Chair and Fire & Emergency Services Committee
From: Chris Kennedy, Fire & Emergency Services Coordinator
Subject: Fire Services Grant Amounts for Budget Deliberations

The Fire & Emergency Services Committee (FESC) is requesting a 2% increase in municipal grants for the fiscal year 2020-2021.

Current grants:

Matching Grant	\$41,500.00
Municipal Grant	\$62,800.00
Training Grant	\$10,600.00
Insurance Grants	<u>\$53,000.00</u>
Total Grants	\$167,900.00

The FESC recommends the following motion to Municipal Council:

“That Municipal Council approve a 2% increase across each to the following municipal grants for the 2020/2021 fiscal year totaling \$171,500.00

Proposed Grants including the 2% Increase:

Matching Grant	\$42,400.00
Municipal Grant	\$64,100.00
Training Grant	\$10,900.00
Insurance Grants	<u>\$54,100.00</u>
Total Grants	\$171,500.00”

Chris Kennedy
Fire Services Coordinator