

**ANNUAL GENERAL MEETING
AGENDA
FIRE AND EMERGENCY SERVICES COMMITTEE**

Wednesday, April 10, 2019
7:00 p.m., Dayspring Fire Hall

	<u>Page</u>
1. Call to Order	
2. Welcome and Opening Remarks – Mayor Bolivar-Getson	
3. Introduction of Committee Members & Councillors	
4. Approval of Minutes of Annual Meeting of April 11, 2018.....	2-4
5. Chair’s Annual Report – Fire and Emergency Services Committee.....	5
6. Presentation Firefighter Personnel Insurance.....	6-12
7. Fire Services Coordinator’s Report	13-26
8. Items Circulated with Registration Package – to be returned by JUNE 15 th	
8.1 Annual Fire and Emergency Services Provider Update Form	
8.2 Fire Tax Rate/Money Request Form	
8.3 Officer Information Form	
8.4 Matching Grant Form	
8.5 Application for Firefighter Recognition (Medals and Print)	
9. Other Items Circulated	
9.1 Application for Fire Department Recognition (Plaques and Helmets)	
9.2 Updated Maps for Road Map Series Book	
9.3 Updated Civic Maps	
10. Appointment of Four Representatives to Fire & Emergency Services Committee	
11. New Items	
11.1 Set Date for 2020 Annual General Meeting	
12. Adjournment	

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of an Annual General Meeting of
FIRE AND EMERGENCY SERVICES COMMITTEE
Held at the Hebbville Fire Hall, 205 Century Drive, Hebbville
Wednesday, April 11, 2018 – 7:00 p.m.

ATTENDANCE

Blockhouse Fire Department
Conquerall Bank Fire Department
Cornwall & District Fire Department
Dayspring & District Fire Department
District 1 & 2 Fire Commission
Hebbville Fire Department
Hemford Fire Department
Indian Point Fire Department
LaHave Fire Department
Lapland & District Fire Department
Mahone Bay Fire Department
Martin's River Fire Commission
Midville & District Fire Department
New Germany Volunteer Fire Department
Northfied District Fire Department
Oakhill & District Fire Department
Petite Riviere Fire Department
Pleasantville & District Fire Department
Riverport Fire Department
Tri-District Fire Services
United Communities Fire Commission

Also in attendance:

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

Staff:

Chris Kennedy, Fire Services Coordinator/Administrator
Alex Dumaresq, Deputy Chief Administrative Officer
Sarah Kucharski, Communications Officer
Trudy Payne, Director of Recreation Services (Acting Deputy CAO)
Rachel Eisenhauer, Administrative Assistant

1. CALL TO ORDER

Mr. Keizer called the meeting to order at 7:00 p.m.

A moment of silence was held in honor of the Humboldt Bronco's recent tragedy.

2. INTRODUCTION OF COMMITTEE MEMBERS & COUNCILLORS

Mr. Keizer introduced the members of the Fire & Emergency Services Committee and staff members that were in attendance.

3. APPROVAL OF MINUTES OF ANNUAL MEETING OF APRIL 12, 2017

Moved by Deputy Chief Schmeisser, seconded by Lindy Hyson that the Minutes of the April 12, 2017 Annual Meeting be approved as circulated. Carried.

4. CHAIR'S ANNUAL REPORT

Mr. Keizer reviewed the Chair's Annual Report (circulated with Agenda). The main items discussed included Recruitment and Retention of Firefighters and Insurance.

Moved by Deputy Chief Schmeisser, seconded by Chief Stuart Hirtle that the Chair's Annual Report be accepted as read. Carried.

Mayor Bolivar-Getson addressed the group and thanked them all for their service to the District and noted the cooperation and positive work being done by the Fire & Emergency Services Committee.

5. FIRE SERVICES COORDINATOR'S REPORT

Mr. Kennedy gave a report on his work over the last year. He discussed the Recruitment and Retention Strategy, Insurance, a Financial Template, updates to the Registration Package and Policy MDL-36 "Fire and Emergency Services", Fire Department Coding, and Rebates available to Departments.

Ms. Kucharski noted that a survey was done regarding Recruitment and Retention. Both firefighters and non-fire members of the public were asked to complete the survey, and the responses received were excellent. The public sees firefighters as brave, dedicated, leaders of their community, etc. The next steps are to create strategies and tactics, which will have responsibilities for Fire Departments and MODL. Each Department will have the option to utilize the strategies. A final document will be presented to the Fire and Emergency Services Committee for review, and then will be sent to Department's for further input.

6. ITEMS CIRCULATED WITH REGISTRATION PACKAGE

- 6.1 Annual Fire and Emergency Services Provider Update Form**
- 6.2 Fire Tax Rate/Money Request Form**
- 6.3 Officer Information Form**
- 6.4 Matching Grant Form**
- 6.5 Application for Firefighter Recognition (Medals and Print)**

It was noted that the above listed items are to be returned to Mr. Kennedy no later than June 15, 2018 in order to receive the June payment by June 30, 2018.

7. OTHER ITEMS CIRCULATED

- 7.1 Application for Fire Department Recognition (Plaques and Helmets)**
- 7.2 Updated Maps for Road Map Series Book**
- 7.3 Updated Civic Maps**

Mr. Kennedy noted these items were distributed with the packages each Department received at this meeting.

8. APPOINTMENT OF FOUR REPRESENTATIVES TO THE FIRE & EMERGENCY SERVICES COMMITTEE

Those nominated for the Committee were: Chief Tom Lockwood, Deputy Chief Dean Schmeisser, Brian Keizer, Chief Steve Patterson, Chief Dennis Hynes, Bruce Blackwood and Deputy Chief Arthur Jensen.

Chief Dennis Hynes and Bruce Blackwood declined their nominations. Those in attendance agreed that, as Deputy Chief Jensen was not in attendance and did not indicate his interest in being on the Committee, his name would be struck from the list of nominees. Lindy Hyson was present and advised that Chief Lockwood was interested in being on the Committee.

As there were only four nominations left, Chief Tom Lockwood, Deputy Chief Dean Schmeisser, Brian Keizer and Chief Steve Patterson were elected as representatives on the Fire and Emergency Services Committee.

At this meeting, ballots were provided to those in attendance. Each Department received one ballot and were asked to provide their nominations by ballot. It was noted that during the Annual General Meeting, nominations are typically received from the floor. Staff advised that nominations by ballots are a more formal process, that is typically done at the Fire & Emergency Services Committee.

Those present agreed that a discussion on the nomination process should be held at an upcoming meeting of the Fire and Emergency Services Committee.

9. NEW ITEMS

9.1 Set Date for 2019 Annual General Meeting

The next Annual General Meeting will be held on April 10, 2019. A motion was made at the 2017 AGM to set the AGM to be the second Wednesday in April each year.

9. ADJOURNMENT

There being no further business at 7:55 p.m., it was moved by Councillor Bell, seconded by Councillor Whynot that the meeting adjourn. Carried.

Municipality of The District of Lunenburg

Annual Report of the Fire and Emergency Services Committee (FESC)

April 1/18 to March 31/19

The FESC has been very active over the past year. I want to thank the members of the committee, the four representatives of the Fire service, four Municipal Councillors, the mayor, the two members at large and municipal support staff. This group of people met for 6 regular meetings, and several members also sat on an insurance sub committee that had 4 meetings. As the chair I feel the group worked hard to bring forward issues within the fire service and specifically this year we continued the Recruitment and Retention strategy for Fire Service Volunteers. This item will be further reviewed at our upcoming Lunenburg Regional Fire and Emergency Services (LRFES) meeting on April 18, 2019, as a “tool” to assist Fire Departments and Commissions.

The Fire Fighter Group Insurance sub-committee has been busy working to review, analyse and prepare documentation and will have a proposal for the Fire Service to review soon. In basic terms the Committee is committed to bring forward a proposal that will ensure all fire fighters will have adequate insurance coverage and to standardize benefits at premiums that are affordable. We are also looking at funding alternatives for this initiative.

Your Fire Service representatives got an opportunity to share their experience with council members and to promote a positive relationship with those members. It is a forum for debate and information sharing and we feel that we are all learning from this interaction. This year we have requested our Grants be increased by 2% and we hope this will be included in the upcoming budget to help in covering the ever-increasing fire protection costs.

The Fire Services Coordinator/Administrator position is relatively new, but it has been made a full-time position. The fire service has been requesting this position for a long time and it is now in place for the long term.

As chair I have initiated a meeting with municipal staff prior to the agenda going out to ensure that the chair knows what is being proposed for the agenda and has an opportunity to provide input. In addition, I have also initiated a typed report based on the FESC agenda items that is circulated and discussed at the LRFES meetings. I believe the flow of information is critical to ensure all stakeholders are provided timely information.

In closing I can only say that our job is not over, but with a commitment from people who will volunteer their time to make things better we can lay the foundation to a future that we can be proud of.

Respectively Submitted

Brian Keizer, Chair FESC

PERSONNEL INSURANCE PROJECT

FESC AGM,

April 10, 2019

WHY LOOK AT GROUP PERSONNEL INSURANCE?

Liability insurance made mandatory in 2009

- ▶ Includes: vehicles, buildings and equipment coverage.
- ▶ It is a group policy for all Fire & Emergency services within our Municipality,
- ▶ Provides consistent coverage for departments

Fire department personnel coverage is all over the map

- ▶ from \$50,000 to \$250,000 life coverages for members
- ▶ Cost to departments also varies greatly
- ▶ Some departments offer 24hr coverage to active members with additional coverage for family members at members cost

Benefits of Group Personnel Insurance

- ▶ Provide adequate, fair and consistent coverage to all firefighters regardless of department
- ▶ Potential for cost savings by buying in bulk
- ▶ Currently fully paid by individual departments, MODL has expressed interest in cost-sharing a group policy

BOTTOM LINE:

The Value of a firefighter's life should not depend on what department they join

PROJECT GOALS

- ▶ **Standard policy for on Duty coverages**
- ▶ **Standardize coverages for life benefit,**
- ▶ **Possibly expand program (e.g. 24/7 off duty coverages, family coverages, FMAP)**
- ▶ **Possibly get cost savings for Fire Service**

PROJECT STEPS

- ▶ **Established Insurance Sub-committee (Complete)**
- ▶ **Secure consultant to develop and evaluate RFP for Brokerage Services (Complete)**
- ▶ **FESC to approve project plan (Complete)**
- ▶ **FESC to request Council's approval of project plan also (Complete)**
- ▶ **Consult with Fire Service on project plan (AGM April 10, 2019)**

PROJECT STEPS (CONT'D)

- ▶ **Select Broker**
 - ▶ **Post RFP,**
 - ▶ **solicit bids, and**
 - ▶ **evaluate submissions**
 - ▶ **FESC Recommendation and Council of brokerage contract**
- ▶ **Broker develops proposed insurance package For FESC**
- ▶ **FESC Recommendation to Council on cost allocation**
- ▶ **Fire Department consultation & vote for approval (Standard voting process)**
- ▶ **Council award and implementation of standardized insurance**

CONTENT OF INSURANCE PROGRAM

- ▶ **Loss of life benefit**
- ▶ **Lump sum living benefits**
- ▶ **Weekly income benefit**
- ▶ **Occupational retraining benefit**
- ▶ **Weekly injury permanent impairment benefit**
- ▶ **Medical expense benefit**
- ▶ **Transition benefit**
- ▶ **Felonious assault benefit**
- ▶ **Home alteration and vehicle modification benefit**
- ▶ **Optional benefits**
- ▶ **Family Member Assistance Program**

COMMENTS/QUESTIONS



Lunenburg Regional
FES
Fire & Emergency Services

FESC AGM Fire Service Coordinator Update



April 10, 2019



- ▶ **Continuing to work with FD's on a regular basis**
- ▶ **CVFSA/MODL Service awards prepared for FD**
- ▶ **Several Departments celebrating Milestones for years in service**
- ▶ **FD members visit**
- ▶ **Assisted with a presentation to East Hants Council**
- ▶ **Wildland Courses**
- ▶ **SCBA fit testing for FD**
- ▶ **Strategic Resistance/Resilience Training**
- ▶ **Superior Water Shuttle**



- ▶ **Insurance Subcommittee working on personnel insurance (Brian Keizer, Chief Lockwood, Councilors Whynot & Bell, David Fancy Member at Large.**





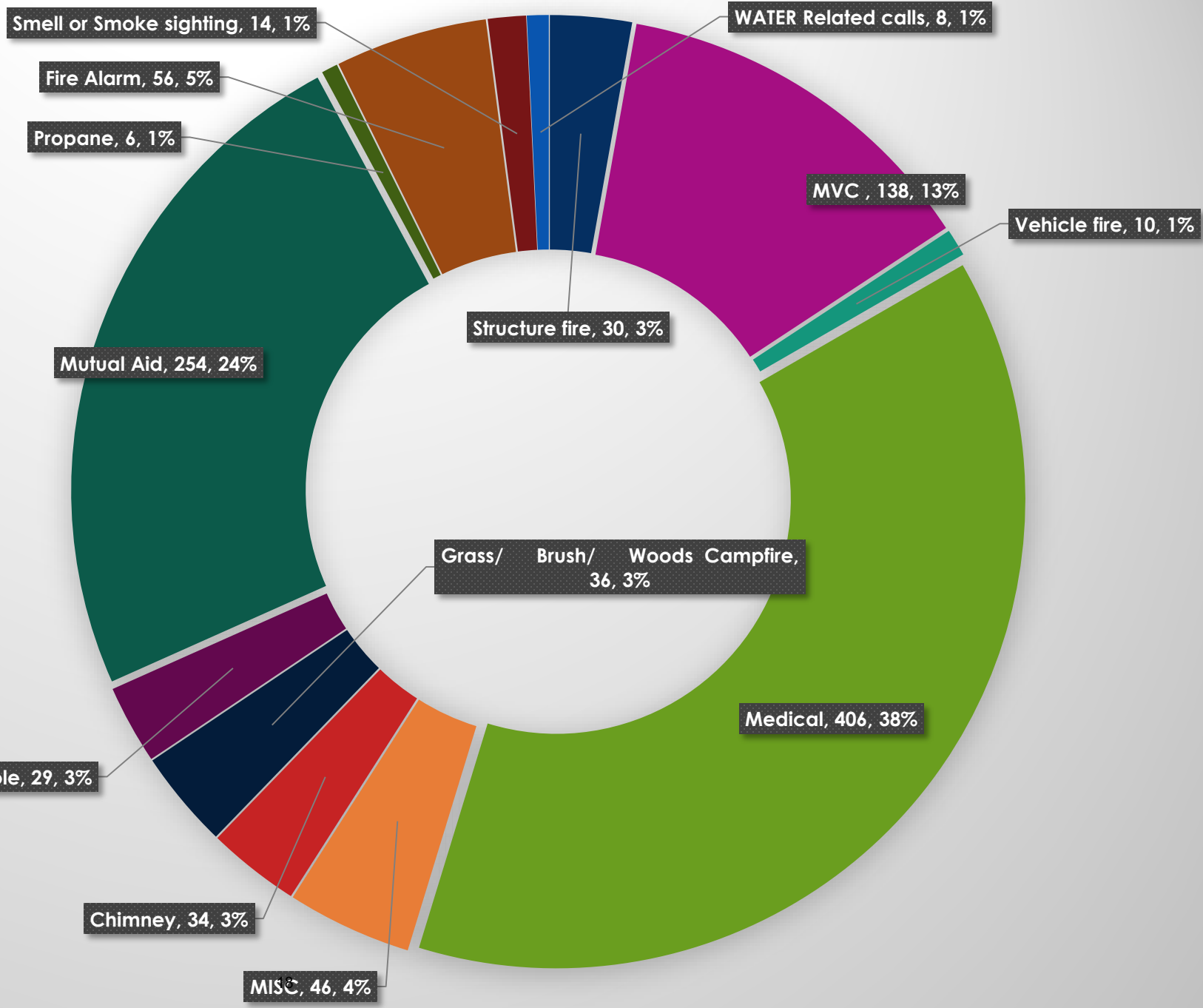
- ▶ **11 surplus laptops were given out to fire departments**
- ▶ **REMO budgeted replacement Naloxone kits for fire departments for this fiscal year.(expiry date AUG 2019)**

Information Collected From Last Years Registration Packages

- Calls down some from previous year at 1306 and 1079 last year
- Active Firefighters this reported previous year at 655 last year 659
- Junior Firefighters were at 49 previous year and 51 last year
- Honorary members 117 previous year to 169 last year
- Medical First Responders 182 previous year, 198 last year
- Auxiliary members were 125 previous year and 169 last year
- The cost for firefighter personnel insurance was \$67,076.00
- Funds raised by departments in the previous year were \$645,191.90 and last year was \$648,272.61
- The Town of Bridgewater also responded into MODL for Mutual Aid
- Still some departments not performing SCBA functional testing or Pump Flow checks



2018 Calls 1079



TOB Mutual Aid to MODL 40 calls

- MVC-15
- Odour-2
- Chimney-1
- Alarm-5
- Structure-9
- Grass Fire-4
- Medical-1
- Vehicle Fire-1
- Smoke in Building-1
- Dryer Fire-1

47 Active FF/6 Junior FF/38 Honorary FF



RECRUITMENT & RETENTION

- ▶ Recruitment and retention strategy moving along and a presentation will be given at the LRFES April 18, 2019 meeting. Chair of FESC will present information and MODL Communication Officer Sarah Kucharski also will be attending.

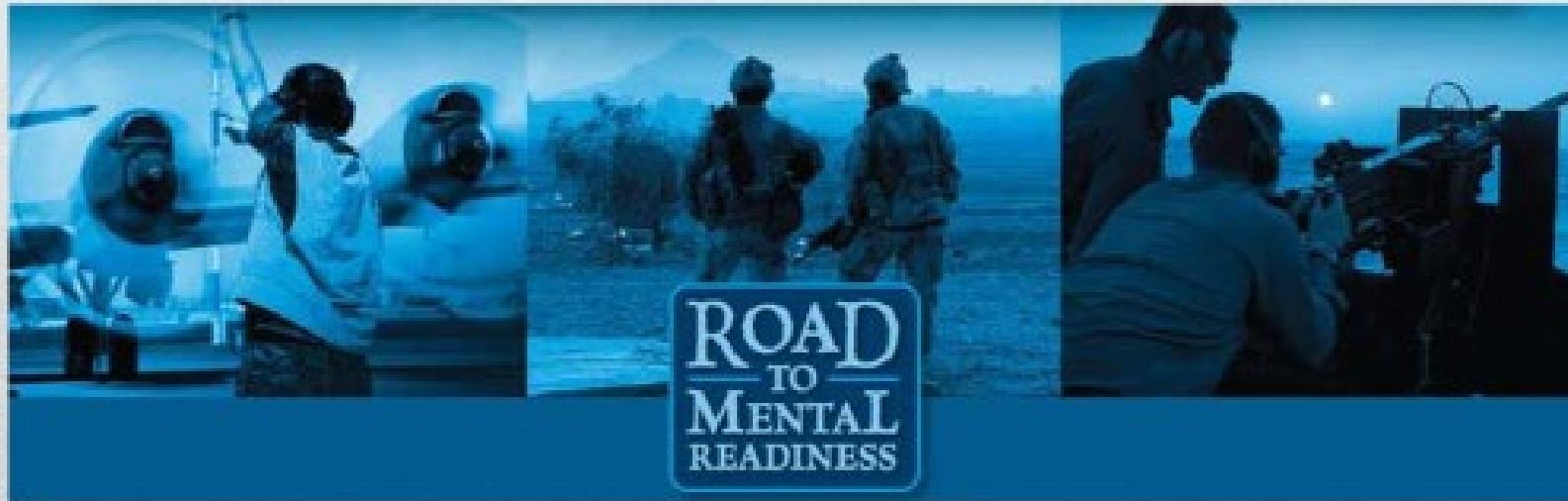


▶ **Fire Department Coding**

▶ **Fuel Tax Rebate**

▶ **Fuel oil Propane savings**

ROAD TO MENTAL READINESS (R2MR)





Public Safety
Canada

Sécurité publique
Canada



National
Defence

Défense
nationale



CIMVHR | ICRSMV

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R2MR Training Available



EFRS Resources

Homewood Health: 1-800-663-1142
 - Employee & Family Assistance Program
 City Chaplain: John Dowds
 - 780-496-7863
 Mental Health Coordinator: Toni Boyko
 - 780-496-5371
 H&W Coordinator: Georgette Reed
 - 780-914-5185
 EFFU: 780-429-9020
 CMHA Edmonton Distress Line (24/7)
 - 780-482-4357
 OSILink: 1-844-951-4163
 - National toll-free confidential support line for
 first responders and their families

This pocket card was created in collaboration with The Department of
 National Defence and Calgary Police Service. The Mental Health
 Continuum Model and R2MR Program were originally created by the
 Department of National Defence. For more information about R2MR,
 contact the Mental Health Commission of Canada at
 r2mr@mentalhealthcommission.ca



THE BIG 4

GOAL SETTING	VISUALIZATION	SELF TALK	TACTICAL BREATHING
<ul style="list-style-type: none"> Specific: your behaviour Measurable: see progress Attainable: challenging and realistic Relevant: want it or need it Time-bound: set finish time 	<ul style="list-style-type: none"> Be calm and relaxed Use all senses See positive mental images Keep it simple Use movement 	<ul style="list-style-type: none"> Become aware of self-talk Stop the negative messages Replace with positive Practice thought stopping <p> "I can do this." "I am trained and ready." "I will focus on what I can do." </p>	<p>Rule of 4:</p> <ul style="list-style-type: none"> Inhale to count of 4 Exhale for count of 4 Practice for 4 minutes <p>Breathe into the diaphragm</p>
<p>AIR: Ad Hoc Incident Review</p> <ol style="list-style-type: none"> Acknowledge that something has happened, and listen. Inform: Check in and apply the Mental Health Continuum Model Respond: Observe and follow up 		<p>If you are concerned about signs of poor or declining mental health in yourself or a buddy, get it checked out. Resources include:</p> <ul style="list-style-type: none"> Buddies Mental Health Team Chaplains Leaders/Supervisors Crisis or Help Lines Community Mental Health Services Family Doctor 	



School Plus Program



