

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, March 11, 2019 – 7:00 p.m.**

**ATTENDANCE**

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

Regrets: Councillor Reid Whynot  
Councillor John Veinot  
Chief Tom Lockwood, Indian Point Fire Department

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

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

**Moved by Herbert Seymour, seconded by Deputy Chief Schmeisser that the agenda be approved as circulated. Carried unanimously.**

**Moved by Councillor Bell, seconded by Deputy Chief Schmeisser that the agenda be amended to include two additional items – a letter from FESC to Truro Fire Department expressing concern for the recent accident at the Firefighter’s School and an item regarding a one-time grant for firefighter training.**

**Voted 5 in favour : 3 against, (two thirds majority required) Motion Defeated.**

**3. Approval of Minutes of January 14, 2019 Meeting**

**Moved by Councillor Carver, seconded by Deputy Chief Schmeisser that the Minutes of the Fire and Emergency Services Committee meeting of January 14, 2019 be approved as circulated. Carried unanimously.**

#### **4. Business Arising from Minutes and Unfinished Business**

##### **4.1 Firefighter Personnel Insurance - Update**

The PowerPoint on the Firefighter Personnel Insurance was presented to the Committee (circulated with agenda). It is intended that this presentation will be shown at the Fire Services A.G.M. The presentation explained the Why of the project, the Goals, the Work of the Sub-Committee So Far and listed the Project Steps, indicating where in the process the project was.

Mr. Dumaresq pointed out that the Project Steps slide differed from the Project Plan in the Personnel Insurance Update memo (circulated with agenda), with the memo showing the correct project steps to be taken.

The presentation outlined that the RFP will be to secure Broker Services and the broker will obtain quotes for the insurance packages based on the scope of coverage outlined in the memo. Once policy proposals are received, they will be considered by the Committee in order to make a recommendation to Council regarding cost allocation.

It was asked if this would achieve the overall goal of obtaining equilibrium for all fire fighters and what mechanisms will be in place to control Fire Departments purchasing additional coverage; no control could mean inequality further down the line. Mr. Keizer replied that standardization on key elements of the policy would be important for the best cost savings and variations would come at a premium. Currently, there are a few departments that provide a death benefit of less than \$100,000 however, no departments currently provide coverage greater than \$250,000. He suggested that perhaps the scope of the policy should be reviewed every 3-5 years to check that levels of coverage are still in line with demands.

It was reported that the Insurance Sub-Committee were seeking further clarification on who would be liable for broker fees should the project stall once quotes had been received, as the broker is being engaged on a fee basis rather than on commission. It may be necessary to address this specifically in the RFP.

Concern was raised that the premium may be unaffordable for departments currently offering the lowest death benefits. Mr. Keizer replied that a strategy for funding opportunities is to be considered possibly on an ability-to-pay basis or based similarly to the reverse assessment grant. It was noted that it would be important to watch out for age cut-off on the death benefit as Cornwall's current policy does not provide cover for those over 75 years.

**Moved by David Fancy, seconded by Deputy Chief Schmeisser that the Fire & Emergency Services Committee recommend to Municipal Council that Council approve the Group Personnel Insurance Project Plan as submitted. Carried unanimously.**

##### **4.2 Recruitment & Retention - Update**

A memo from Mr. Dumaresq was received (circulated with agenda) advising that Council approved to conduct public engagement with the fire services. The next step is to take it to the Lunenburg Regional Fire & Emergency Services board.

**4.3 Letter to TIR re Detour Signage - Update**

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

**4.4 Fire Departments Budget - Update**

Mr. Kennedy advised that the budget requests made at the previous meeting are currently being considered by the Finance Committee.

**4.5 Fire Services Coordinator/Administrator Position - Update**

Mr. Dumaresq advised that Chris Kennedy was the successful applicant for the position.

**5. NEW BUSINESS****5.1 A.G.M****5.1a Draft Agenda**

The draft AGM agenda was presented to the Committee (circulated with agenda). It was noted that an update on Recruitment & Retention will be included in the Fire Coordinator's report.

**5.1b Nomination Process**

The Committee's Terms of Reference had been updated in 2018 to clarify the nomination process for the A.G.M., however it was recognized that the amendments could be clearer still. It is not possible to update the Terms of Reference before the A.G.M., so Mr. Kennedy will send out a statement to the Fire Chiefs/Commissions advising the deadline for advance nominations is March 29, 2019 and should a nomination be made from the floor for someone absent from the meeting, it will be necessary to have written agreement from the nominee that they are prepared to stand. The Terms of Reference will be reviewed at the next meeting.

**5.2 Proposal for Fire Services Workshop**

Mr. Kaizer requested the Committee consider the possibility of holding workshops to discuss certain topics. He explained that this type of environment is a great place to exchange ideas and discuss items. He added that workshops had previously been held by this Committee for Recruitment & Retention. He suggested that being pro-active and discussing items could focus the Committee on projects for the future.

A discussion followed and the following comments were noted:

- Workshops give you the opportunity to float ideas and have been very beneficial to Council.
- They are not decision-making vehicles and no decisions can be made at workshops.
- They are avenues for receiving and discussing background information on particular topics, venues for Question & Answer sessions, or training sessions.
- It would be necessary to select subject matter in advance, so it is clear what is to be discussed and to have an agenda.

Mr. Kaizer noted that he had received a response to this agenda item from a member of the fire service that workshops are inappropriate and people may have concerns with there being unrecorded discussions, adding that the same outcomes could be achieved at the FESC meetings.

Mr. Kaizer's reply to the concern had been to highlight where workshops had been used in the past, but he had not pointed out that any possible action-items from a workshop, have to be considered, discussed and decided upon at formal meetings of the Committee and these meetings are recorded.

It was agreed that there were specific topics that could be beneficial of a workshop – Member Orientation, Media Relations, Terms of Reference policy. It was also suggested that perhaps workshops could be scheduled for the second Monday of the off-months to the regular meetings of the Committee.

**Moved by Deputy Chief Patterson, seconded by Deputy Chief Schmeisser that the Fire & Emergency Services Committee hold a Strategic Planning workshop following the meeting after the AGM, tentatively June 10<sup>th</sup>, 2019** **Carried unanimously.**

### **5.3 Fire Department Insurance Update**

It was reported that proposals had been received for the Fire Department buildings, liability and vehicles insurance cover and were being evaluated.

### **6. IN CAMERA (Nil)**

### **7. NEXT MEETING – Monday May 13<sup>th</sup>, 2019. (Note: A.G.M.: Dayspring Fire Hall - Wednesday 10<sup>th</sup> April 2019).**

Also, tentative June 10<sup>th</sup> – Workshop (times T.B.A.) Topic to be discussed at next meeting.

### **8. ADJOURNMENT**

**There being no further business at 8:04 p.m., it was moved by Deputy Chief Schmeisser, seconded by Mayor Bolivar-Getson that the meeting adjourn. Carried unanimously.**