

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

**Wednesday, 14 April 2021 - 7:00 p.m.**

- 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 10, 2019 ..... 2-4**
- 5. CHAIR’S ANNUAL REPORT – Fire and Emergency Services Committee..... 5**
- 6. FIRE SERVICES COORDINATOR’S REPORT ..... 6-28**
- 7. PRESENTATION – CRITICAL INFRASTRUCTURE– Angela Henhoeffler, REMO Coordinator**
- 8. ITEMS CIRCULATED WITH REGISTRATION PACKAGE – to be returned by June 15, 2021**
  - 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**
- 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 FOR FOUR REPRESENTATIVES TO FIRE & EMERGENCY SERVICES COMMITTEE**
  - 10.1. Report of Nominations – Chris Kennedy.....29-35**
- 11. NEW ITEMS**
  - 11.1. Set Date for 2022 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 Dayspring & District Fire Hall, 13177 Nova Scotia Trunk 3, Upper LaHave  
**Wednesday, April 10, 2019 – 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  
Italy Cross/Middlewood & District Fire Department  
LaHave 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  
Wileville Fire Department

Also in attendance:

Mayor Carolyn Bolivar-Getson  
Brian Keizer, District 1 & 2 Fire Commission, Chair  
Councillor Martin Bell  
Councillor Reid Whynot  
Councillor John Veinot  
Councillor Wade Carver  
Councillor Eric Hustvedt  
Deputy Chief Steve Patterson, Cornwall Fire Department, Vice Chair  
Deputy Chief Dean Schmeisser, Dayspring & District Fire Department

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

**1. CALL TO ORDER**

Mr. Keizer called the meeting to order at 7:01 p.m.

A moment of silence was held in honor of fallen firefighters.

**2. MAYOR'S WELCOME & OPENING REMARKS**

Mayor Bolivar-Getson addressed the group and thanked them all for their service to the District recognizing that all the volunteers and auxiliaries are an integral part of our communities and

are highly thought of throughout. The Mayor noted the important work being carried out by the Fire & Emergency Services Insurance Sub-Committee in working towards a standardized personnel insurance policy, with the intent to achieve affordable and equitable coverage for all departments. The Mayor acknowledged that Council has expressed an interest in cost sharing, and strongly supports a personnel insurance grant. She also acknowledged the work of the Fire & Emergency Services Committee (FESC) for their project on developing a strategy for Recruitment & Retention. This strategy will be presented to Lunenburg Regional Fire & Emergency Services Committee (LRFES) later this month and will give departments tangible steps and items for their Recruitment and Retention “tool-boxes”.

### **3. INTRODUCTION OF COMMITTEE MEMBERS & COUNCILLORS**

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

### **4. APPROVAL OF MINUTES OF ANNUAL MEETING OF APRIL 11, 2018**

**Moved by Deputy Chief Patterson, seconded by Chief Arab that the Minutes of the April 11, 2018 Annual Meeting be approved as circulated. Carried Unanimously.**

### **5. CHAIR'S ANNUAL REPORT**

Mr. Keizer had submitted the Chair's Annual Report (circulated with Agenda). He thanked the FESC members for their service on the Committee and agreed that they had all worked hard on bringing forward the Recruitment and Retention strategy and moving along the joint personnel firefighters' insurance. He reiterated the Mayor's words that it is critical that all firefighters are treated equally. He noted that a 2% increase had been requested on funding for the departments and this was being taken forward to Budget deliberations for 2019/20. Mr. Keizer acknowledged that the Fire Services Coordinator position had recently been made a full-time position – something that had been wanted by the departments for a number of years. He added that he believed dialogue between FESC and LRFES has improved and written reports are being provided by the latter for members to take home to consider. This has meant that information is getting back to the FESC and things are being dealt with in a timely manner.

**Moved by Chief Arab, seconded by Councillor Whycott that the Chair's Annual Report be accepted as circulated. Carried Unanimously.**

### **6. PRESENTATION FIREFIGHTER PERSONNEL INSURANCE**

The PowerPoint on the Firefighter Personnel Insurance was presented to the members (circulated with agenda). 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. The next steps will be to send out the RFP for brokerage services. Once a broker is engaged, they will be asked to develop a schedule of standardized coverage. Once quotes for coverage are obtained, the FESC will recommend possible cost allocations to Council. Consultation will then take place with the members.

### **7. FIRE SERVICES COORDINATOR'S REPORT**

The PowerPoint on the Update from the Fire Service Coordinator was presented to the members (circulated with agenda). Mr. Kennedy discussed the service awards and maintaining and updating the database, ongoing liaison with departments and presenting to West Hants on the Coordinator's position and role. He commented on the number and type of fire calls in the previous period, highlighting that 35% of calls were Medical and 24% were Mutual Aid. Mr.

Kennedy advised that he had recently completed training in the program Road to Mental Readiness and was a Level 2 Instructor, and Wendy Rafuse is a master trainer. He offered to carry out related training, at no cost to the departments, and pointed out there was training available to general membership with another level available for Officers.

## **8. ITEMS CIRCULATED WITH REGISTRATION PACKAGE**

- 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)**

It was noted that the above listed items are to be returned to Mr. Kennedy no later than June 15, 2019 in order to receive the June payment by June 30, 2019.

## **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**

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

## **10. APPOINTMENT OF FOUR REPRESENTATIVES TO THE FIRE & EMERGENCY SERVICES COMMITTEE**

The existing representatives to the Fire & Emergency Services Committee had expressed their desire to re-offer for the Committee – namely Chief Tom Lockwood, Deputy Chief Dean Schmeisser, Brian Keizer and Deputy Chief Steve Patterson. As there were no other nominations, the four were acclaimed to continue serving on the Committee.

## **11. NEW ITEMS**

- 11.1 Set Date for 2019 Annual General Meeting**

The next Annual General Meeting will be held on Wednesday April 08, 2020.

Deputy Chief Patterson asked if the service provider lists given to Mr. Kennedy by the departments are based on calendar or fiscal years? A show of hands revealed the vast majority of departments provide reports based on Calendar year. It was suggested that this matter could be discussed further at the next regular meeting of the FESC.

## **12. ADJOURNMENT**

**There being no further business at 7:55 p.m., it was moved by Deputy Chief Schmeisser, seconded by Chief Hirtle that the meeting adjourn. Carried Unanimously.**

## Annual Report

# Fire and Emergency Services Committee of the Municipality of the District of Lunenburg

For my report I could just simply say Covid-19 and we all could relate to the impact of the Pandemic on our lives. In 2020 when the pandemic struck, we were unable to have the Committee's annual meeting and as Society's and Commissions many did not have an annual meeting. Compromise was made, different processes were put into place and things continued, sort of.

I want to first thank all the members of committee, both from the Fire Services side and the Municipal Council side. The group worked well together, and several goals were met. Because there was no annual meeting last year, I want to include a few things that were either started or done in 2019.

- In 2019 we were able to conclude a new policy for liability and Fire Insurance on property and equipment. This new policy provided better coverage and better pricing, with some savings for most Departments. It replaced a policy that had its beginning in 1999 when the MGA (Municipal Government Act) came into affect. There was an insurance sub-committee established with many meetings to bring this matter to a successful conclusion.
- Fire Fighter or Fire Services Personnel insurance has been a high priority with the committee. It was felt that all members should be treated the same no matter what department they were part of. Selecting the right combination of coverage and by having a group policy provided good pricing. The insurance sub-committee also worked on this matter.
- The Province of Nova Scotia enacted legislation to require registered Fire and Emergency Services providers to have Workers Compensation Coverage. This was a significant step in benefits for our volunteers and the premium is covered by the Municipality. We thank them for that.
- It was also during 2019-2020 that mandatory Pump testing was discussed and the necessary protocol to require this to be done was put into amendments in Policy MDL-36 for 2021-2022.

As you can see from this report the Committee members put into place the initiatives to ensure health and safety benefits of the Fire Personnel. In 2020 we had 3 meetings before the Pandemic and one in November.

I also wanted to take this opportunity to thank Chris Kennedy our Fire Services Coordinator for his support.

Brian Keizer, Committee Chair

Fire & Emergency Services Committee AGM  
Date: April, 14 2021  
Item: 6  
Authorization: Alex Dumaresq



April 06, 2020  
FESC AGM Update

# Fire Service Coordinator Role

Work with Fire  
Departments in MDOL

# Service Awards



*Continuing to work with FD's on a regular basis on Award database*

*Fire service awards last year up to April 30, 2020.*

*3 -50 yr. 4- 45 yr. 3- 40 yr. 2-35 yr. 11-20yr. Station years of service were given also 1-55yr. 2- 65 yr.*

Topic	RANK
Maintenance & Testing Standards	1
Training	2
Mental Health	3
Bulk Purchasing	4
Coordination with REMO	5
Financial Capacity	6
Governance	7
Assessment Coding	8



# From FESC Workshop on Priorities

# New Information from 2020 Registration

Hose Tested at Some Point	Annual Hose Testing	Hose was Last Tested	Bunker Gear Cleaning	Bunker Gear Over 10 Years Old	Replacement Schedule	SCBA Facepiece Testing
50% had done testing	25% 1 Dept every two years	37.5% In the last 2 years	62.5 %	21% over  56% Under	78% Have replacement schedule	47% Annually 1 every two years
		12.5% last three years	33.33% Inspect Annually	3 Cold Zone only		
		Remainder Unknown	1 plans to start			

# Group Personnel Insurance

Insurance Subcommittee working on group personnel insurance (Brian Keizer, Chief Lockwood, Councilors Whynot, Bell, Moore, Member at large David Fancy)

Group Personnel Insurance results surpassed what was thought possible

FESC Insurance Subcommittee success

3 Year Term for premiums

# Just Chilin



# WCB for Volunteer Firefighters

WCB in affect since October 01, 2020



All volunteer firefighters and juniors included in program



Cost to MODL is almost \$30,000.00



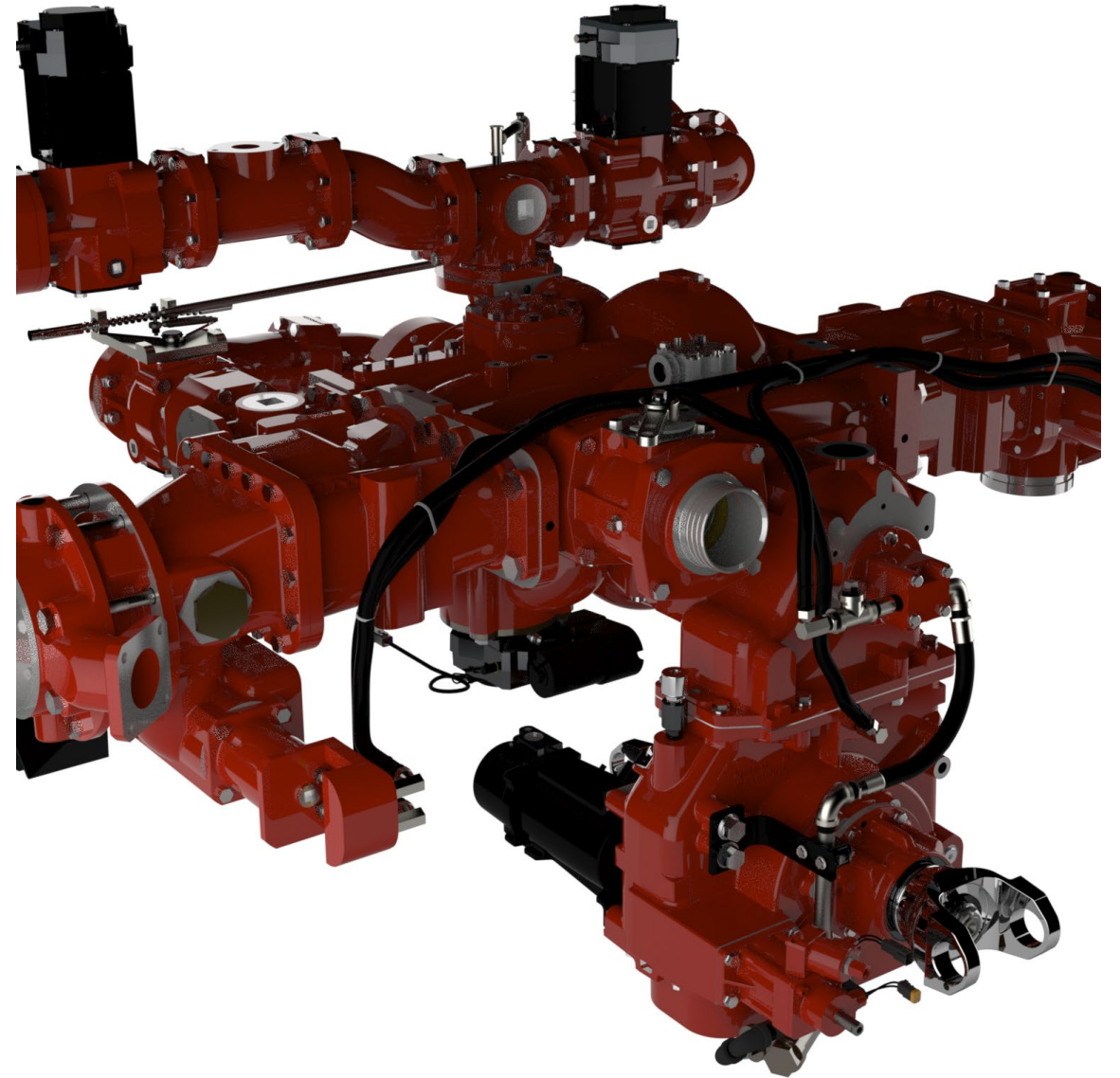
Information sent to all MODL fire departments on program



Firefighter numbers to be reported quarterly to WCB

# Mandatory Pump Testing Standard & Compliance

(MDL-36 Fire &  
Emergency services policy  
Amended)





Pump testing is done to ensure Apparatus components, equipment involved with the pump and the pump itself perform to specifications.

( To Assess that apparatus pump pressure and flows meet the ULC or manufacturers requirement for pump being tested)



Pump testing gives a history of performance capabilities and can indicate a possible issue with a pump if lower than normal results are attained.



Pumps outside of the ULC date will still require testing to ensure they are capable of performing required fire flows



Pump maintenance and the pump performance test to be performed by an Emergency Vehicle Technician(EVT)

# What is Pump Testing



# Timeline



Decision was voted in at the September 2019 LRFES and then approved by FESC and then Council



*More than 1 full year to complete the test*



*Registration package in June 2021 must have documentation showing pump testing was done*

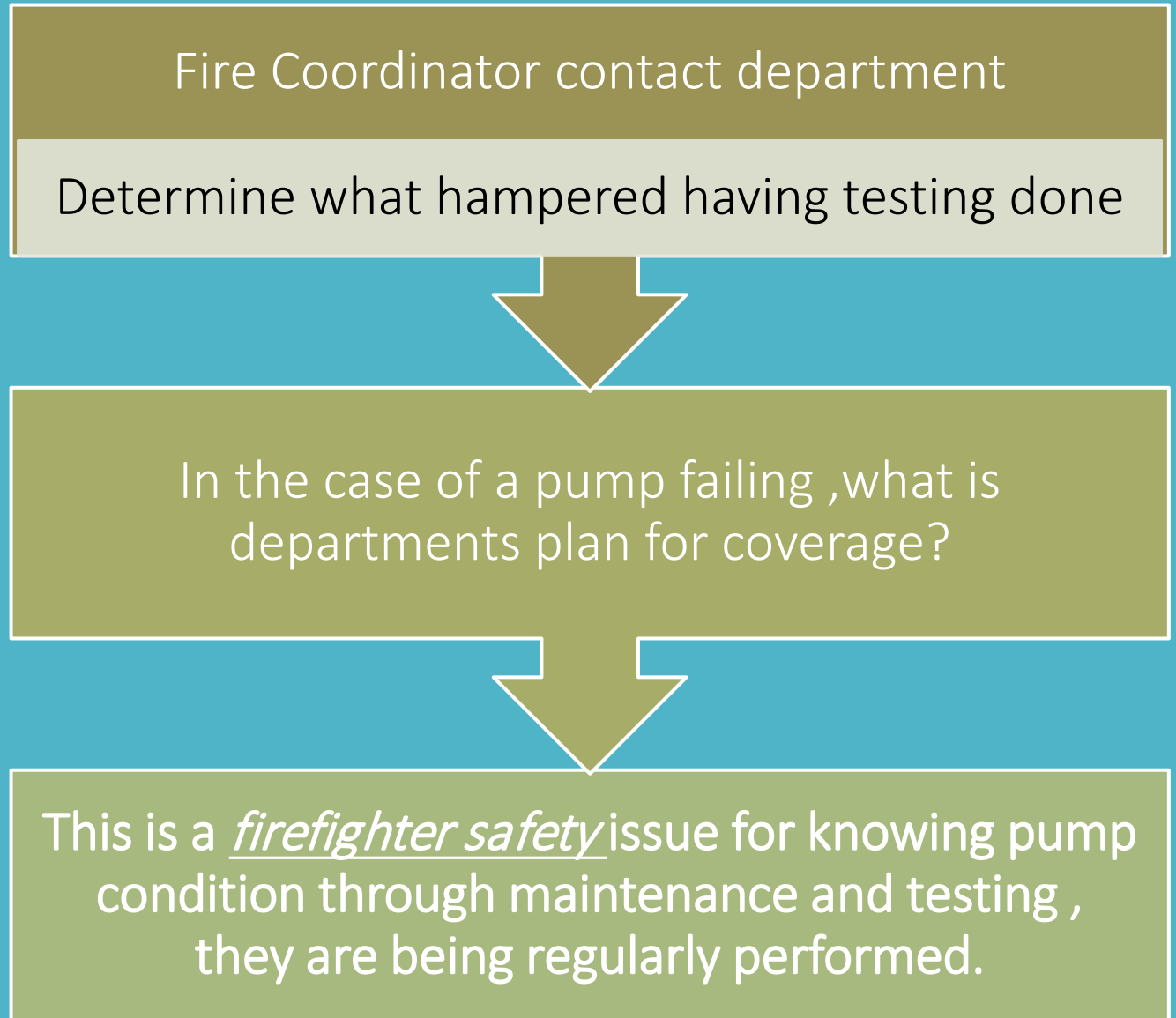




# New Joint Pump Testing Facility



# If pump test results are not provided



# MDL-36 Fire and Emergency Services Amended Department Requirement to cover Pump Testing

At discretion of Council, & on advice from Fire Service Coordinator MODL may

Withhold Municipal funding (Grants provided outside of Fire Dept's area tax rate for funding)

Suspend registration ( Use a neighboring Dept. automatic mutual aid for pumper, Borrowed unit, registration for certain activities could be suspended)

Revoke registration (Last Resort if a dept. refuses to do Pump Testing)



Co-operative approach to  
ensure safety of firefighters

# 2019 Registration Information Update

Registered Medical First Responders – 214 2018 was 198

Structural Firefighters- 349 2018 was 376

Active Firefighters- 645 2018 was 658

Junior Firefighters- 34 2018 was 50

Auxiliary members- 191 2018 was 185

Honorary and Other members- 182 2018 was 174

Firefighter insurance costs last year Around the \$60,000.00

Self-contained Breathing Apparatus(SCBA) Functional Testing All but 2

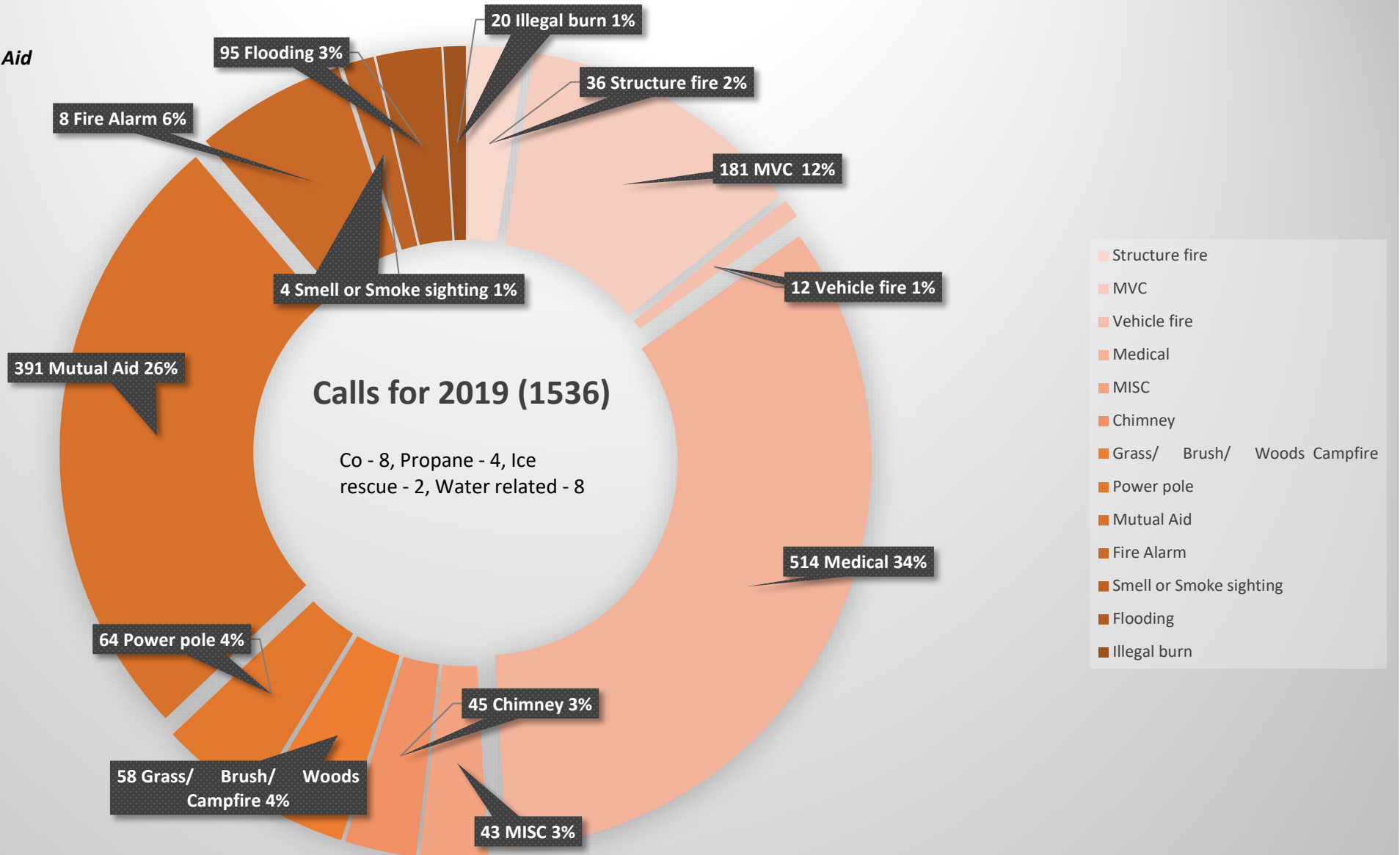
Pump Testing- all but 3 2018 not done 5

Fire Department Fund Raising -\$691,053.40 2018 was 648,773.43

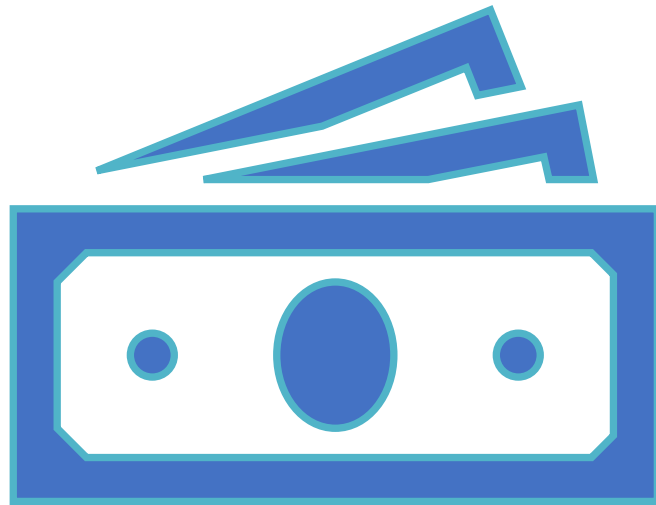
# Calls By types 2019

*FD's Requesting Mutual Aid was 195*

*TOB had 56 MA calls outside of town and called it into town 6 times.  
48 active members  
3 juniors  
33 non active  
honorary members  
14 honorary active*



# Funding to fire services outside of FD Area Rates



Recruitment and Retention	\$40,000.00	
WCB Premiums	<u>\$30,000.00</u>	New
<i>Total Non-grants</i>	<i>\$ 70,000.00</i>	
<b><u>Municipal Grants ;</u></b>		
Matching Grant	\$42,400.00	
Municipal Grant	\$64,100.00	
Training Grant	\$10,900.00	
Insurance Grant	\$54,100.00	
Group Personnel Insurance	<u>\$10,900.00</u>	New
	<b>\$182,400.00</b>	
<b>Total MODL Funding</b>	<b><u>\$252,400.00</u></b>	

# Nova Scotia Firefighters 50/50 Draw

Funds raised by departments from the NS firefighter 50/50 draws can be claimed as fundraising and applied in the calculation of the MODL Matching Grant.,

These funds have assisted many departments through the past year during Covid related restrictions who were unable to maintain traditional fund raising activities.

Allowed some departments to apply these funds to purchase new equipment that may not have been otherwise possible



## Cost to Outfit One Firefighter

Helmet	\$300-\$500
Hood-	\$100
Mask-	\$350 and up
SCBA	\$8000
Bunker Gear	\$2400
Radio	\$600 to \$2500 TMR
Pager	\$600
Boots	\$200 to \$800
Gloves	\$200
<b>Total</b>	<b><u>\$13,350.00</u></b>

# RECRUITMENT & RETENTION

Recruitment and retention moving forward

MODL continued funding to help with Recruitment and Retention  
 Advertising/Newsletters, Flyers

Have heard from some dept's this has helped with recruitment

FMAP for firefighters being investigated

Fire Service Coordinator offering sessions to fire services on grounding centering exercises

If we put our minds  
into it together, we  
can bridge any gap







## Memorandum

**To:** Fire and Emergency Service Committee (FESC), Fire Services, Mayor & Councillors  
**From:** Chris Kenney, Fire Services Coordinator  
**Date:** April 14, 2021  
**Re:** Nominations for FESC Members

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### Nominations Fire Service Committee Members

As per the attached FESC Terms of Reference Sec 6, Nominations for Committee Members to the FESC. It states nominations can be given to the Fire Services Coordinator 7 days prior to the scheduled AGM. The Fire Services Coordinator is to prepare this report and will read the names forwarded at the AGM before membership nominations begin, at which time names can be brought forward from the floor and voted on.

This year the four Fire Service Representatives have allowed their names to stand and forwarded their names as members to serve on the FESC.

1. Brian Keizer, Current Committee Chair, Chair of District 1&2 Fire Commission
2. Chief Tom Lockwood, Indian Point FD
3. Deputy Chief Dean Schmeisser, Dayspring & District FD
4. Retired Chief Steven Patterson, Cornwall & District FD

#### **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.**

Chris Kennedy  
Fire Services Coordinator

**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.

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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.

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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