

Fire & Emergency Services Committee Meeting AGENDA

Thursday, March 7, 2024 – 7:00 p.m.

- 1. Call to Order**
- 2. Approval of Agenda (as circulated)**
- 3. Business Arising from Minutes**
 - 3.1 Policy–036 Revisions to include SCBA Testing in 2025 (repeal & replace)..... 2-9**
 - 3.2 Member at Large Vacancy**
 - 3.3 AGM 10**
- 4. L.R.F.E.S. Report**
- 5. New Business**
 - 5.1 Changes to Annual Registration Package**
- 6. Added Items**
- 7. In Camera**
- 8. Adjournment**

This document was created using best practices in accessibility. Do you need assistance reading or understanding this document? Please call MODL at (902)543 8181 or email info@modl.ca

Municipality of the District of Lunenburg

Policy Details	
Name	Fire and Emergency Services
Number	036
Legislative Authority	MGA Part X, sec. 296
Effective Date	

Preamble

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting fire and emergency services in the Municipality of the District of Lunenburg.

Title

This Policy is titled the **Fire and Emergency Services**.

Definitions

2 In this Policy,

- (a) **Fire Department** means the incorporated entity that provides the service, assists others in providing the service or works with others to provide the service or a combination of means to properties in the Municipality of the District of Lunenburg.
- (b) **Municipality** means the Municipality of the District of Lunenburg.
- (c) **Rate Payer** means the name(s) of the person assessed for the property.
- (d) **Registration** means the acceptance of the Municipality to permit a Fire Department to provide fire and emergency services to a prescribed area within the Municipality.
- (e) **Body Corporate** refers to the incorporated organization requesting to be registered as a fire and emergency services provider.
- (f) **Incorporated Organization** refers to those organizations that are set up to provide Fire Protection and are incorporated by way of an Act of Legislature, **The Rural District Fire Act**, or the **Societies Act**.
- (g) **Acts of Incorporation** refer to the organization's Memorandum of Association and/or articles of incorporation and/or by-laws.

- (h) **Pump Testing** means testing to assess that apparatus pump pressures and flows meet the ULC **Certification** plate **affixed to the pump panel** or manufacturers requirement for the pump **or system type** being tested.
- (i) **Self-Contained Breathing Apparatus (SCBA) Functional Testing** means testing performed as per NFPA 1852 (chapter 7.1 User maintenance) and manufacturer's requirements, to ensure the SCBA meets all operational specifications and performance parameters.

Form of Request

- 3 (1) Requests for registration as a fire and/or emergency services provider ~~shall~~ **will** be made through the completion of the Fire and Emergency Services Provider Registration package. The registration package can be ~~found on the Municipality's website~~, obtained from the municipality upon request.
- (2) Requests must be accompanied with the organization's Act of Incorporation and a description of the area of coverage. The application must be signed by the individual(s) as assigned with signing authority under the incorporation document.

~~Consideration for Approval~~ **Organization Requirements**

- 4 (1) ~~Municipality must be satisfied that the body corporate is capable of providing~~ **can provide** the services it has applied to provide ~~for~~ and has to ~~meet~~ **s** the requirements outlined in Sections 19 to 24 ~~8 to 9~~ of this Policy.
An organization applying to be a registered fire and/or emergency services provider must meet the following requirements.
- ~~(2) The Municipality will pay the Workers' Compensation Board (WCB) premiums for all registered volunteer fire department firefighters and junior firefighters. This will be at the minimum yearly salary used by WCB and set by the Municipality to calculate premiums for all registered volunteer firefighters.~~
- ~~2~~**(3)** Body Corporate does not provide the fire and/or emergency services for profit.
- ~~3~~**(4)** The Municipality does not provide the same service for the same area.
- ~~4~~**(5)** The Body Corporate carries group liability insurance in the minimum amount of \$10,000,000.
- ~~5~~**(6)** The Body Corporate carries a group personnel (accident and sickness insurance) policy for active volunteer firefighters and for volunteers assisting during non-firefighting activities.

6(7) The premiums covered in sections 4(4) and (5) are to be deducted from the November fire payments.

Department Fire Protection Requirements

Pump Testing

- 5 (1) Fire Apparatus pump testing results are required starting on the June 15, 2021, registration cycle and continuing each fiscal year after.
- (2) Apparatus pumps required to produce fire flows of ~~625~~ 250 gallons per minute and greater, as per NFPA 1921 sec 5.1, 5.2, 6.1, 6.2. and will also include Compressed Air Foam Systems (CAFS) or high-pressure system types shall must meet their pumping requirements as per section 2(h) and shall must be tested annually. ~~Portable pumps may be tested although not a requirement for registration.~~
- (3) Portable pumps may be tested although not a requirement for registration.
- 4(3) Pump maintenance and testing shall must be performed by a certified Emergency Vehicle Technician (EVT).
- 5(4) The Fire Services Coordinator will assist work with any Fire Departments in developing a towards a plan if issues arise from pump testing.
- 6(5) In the event a pump fails its annual pump testing, registration may remain in effect if the registered fire department does the following:
- (a) The Department provides the Fire Services Coordinator with a written plan for repairs required to the pump(s); or
 - (b) A temporary replacement apparatus in good standing can be found and is in place.
- 7(6) If repairs are extensive and the Fire Department is unable to afford repairs or, on the advice of the EVT, repairs are not cost justifiable due to the condition of ~~said the~~ apparatus pump, the Fire Department shall must put have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use of a pumper/pumpertanker including, but not limited to, structure fires of any kind, motor vehicle fires, wildland fires, and other emergencies as required. etc.
- 8(7) Failure to complete a pump test in advance of the registration deadline may result in the Municipality withholding grants to the department until a successful pump test is completed.

9(8) Where a total disregard for pump testing occurs, the Fire Services Coordinator will notify Council and recommend the de-registration of the department and options for alternative fire service coverage.

10(9) Council may de-register the department on recommendation of the Fire Services Coordinator. Council ~~shall~~ will not consider re-registration of the department until the department re-applies for registration with a satisfactory pump test.

Self-Contained Breathing Apparatus (SCBA) Functional Testing

6 (1) The SCBA function test results are required starting will be required starting on June 15, 2025 registration cycle and continuing each fiscal year after.

(2) The test must be performed by certified technician trained in the maintenance of the SCBA type being tested.

(3) The Fire Services Coordinator will assist Fire Departments in developing a plan if issues arise from SCBA functional testing.

(4) In the event that SCBA fail or need repairs during testing, resulting in the inability to perform the required fire firefighting activities. Registration may stay in place if the registered fire department does the following:

(a) The Department provides the Fire Services Coordinator with a written plan for repairs required to the affected SCBA.

(b) Temporary replacement SCBA in good standing can be found and is in place.

(5) If repairs are extensive and the Fire Department is unable to afford repairs or on the advice of the certified technician, repairs are not cost justifiable due to the condition of the SCBA, the Fire Department must have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use SCBA.

(6) Failure to complete the SCBA functional testing in advance of the registration deadline may result in the Municipality withholding grants to the department until a successful SCBA functional test is completed.

(7) Where a total disregard for SCBA functional testing occurs, the Fire Services Coordinator will notify Council and recommend the de-registration of the department and options for alternative fire service coverage.

(8) Failure to complete SCBA functional testing in advance of the registration deadline may result in the Municipality withholding grants to the department until successful SCBA functional testing is completed.

(9) Council may de-register the department on recommendation of the Fire Services Coordinator. Council will not consider re-registration of the department until the department re-applies for registration with satisfactory SCBA functional testing.

Registration

~~7~~ 8 (1) The Municipality, if satisfied by all categories of Sections 4 to 6, ~~shall~~ **must** register the Body Corporate as a fire and emergency services provider. This registration ~~shall~~ **must** continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked.

(2) Annual updates of the registration form ~~shall~~ **will** be submitted to the Municipality no later than June 15th ~~of each year~~ **annually**.

(3) Any changes to the services provided by the Body Corporate ~~shall~~ **must** be filed immediately with the Municipality throughout the year.

(4) All other required forms and documentation, including the annual registration form, financial statements, officer information, rate and grant forms ~~shall~~ **must** be submitted to the Municipality no later than June 15th ~~of each~~ **annually**, in order to receive collected fire taxes and grant monies.

(5) All fire tax payments ~~shall~~ **must** be made available to approved fire and emergency service providers 30 days from the due date of municipal taxes ~~upon meeting is section 7(4) above.~~ **upon meeting**.

Notification

~~8-9~~ The Municipality ~~shall~~ **must** advise ~~in writing of any new Body Corporate, by providing a letter stating Council's approval as a~~ **in writing of any new Body Corporate, by providing a letter stating Council's approval as a** to registered ~~as a new Body Corporate for Fire and Emergency Services provider as per sections 19-23~~ **as a new Body Corporate for Fire and Emergency Services provider as per sections 19-23** 7 of this Policy.

Rate Payers Meeting

~~9-10~~ (1) Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings must be maintained ~~and available upon request. in the minutebooks of the organization.~~ **and available upon request.**

(2) Fire Service providers ~~shall~~ **must** have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget ~~shall~~ **must** be linked to the service levels being provided.

(3) Fire Service providers may conduct an information session on the proposed budget seven (7) days prior to the ratepayers meeting to assist the ratepayers in understanding the fire service levels being provided and any costs associated with providing such service.

(4) All proposed fire tax rates ~~shall~~ **must** be supported by the service provider's budget, which is ~~to be~~ presented to the ratepayers at the annual ratepayers meeting.

(5) Ratepayers ~~shall~~ **must** have the opportunity to discuss service level expectations during ratepayer meeting.

(6) Ratepayers ~~shall~~ **cannot** request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision.

(7) The notice of the annual ratepayers meeting must be advertised in the local paper (a weekly circular) for a minimum of (2) two weeks prior to the annual meeting date. This advertisement ~~shall~~ **must** include the following:

- (a) fire service provider name
- (b) date of meeting
- (c) location of meeting
- (d) contact name and phone number; and
- (e) where proposed budget documents may be viewed.

(8) For the departments that are required to have an annual ratepayer's meeting to set their **fire tax rate, this information** ~~that must be specified as well~~ **clearly identified in the notice.**

(9) All annual ratepayer's meetings must be conducted before June 15th of the following fiscal year.

(10) Requests ~~shall~~ **must** be made to the Municipality for appropriate rate payer's list a minimum of (2) weeks prior to the meeting date.

- (a) This list will provide the chair of the meeting with information to confirm that only those who are ratepayers may vote on motions that are made at the meeting.

- (b) The Municipality will also provide upon request a property civic report to help the department locate properties.
- (c) ~~Since F~~ Fire departments members do not need to be a ratepayer or a resident of the area, a member of the fire department can move motions but the seconder ~~shall~~ **must** be a ratepayer.
- (d) Once the question has been called, only ratepayers can vote on the motion.
50% + one of the ratepayers **in attendance** at the meeting in favor of the motion ~~shall~~ **will** be required to pass a motion.
- (e) Voting may be done by secret ballot.

(11) All fire tax requests by a registered fire and emergency services provider ~~shall~~ **must** be provided to the Municipality on the approved registration package forms ~~found on the Municipal website~~ **received at the Annual Fire Services meeting held in April of the current year or can be requested electronically following the Annual meeting.**

(12) For all registered fire and emergency services providers who do not have fire taxing power provided by their Act of Incorporation, the Municipality ~~shall~~ **will** approve the rates.

(13) For those providers that have taxing power for fire tax, these approved rates will be added to the fire tax schedule for inclusion with approved rates for that fiscal year.

WCB

10 The Municipality will pay the Workers' Compensation Board (WCB) premiums for all registered volunteer fire department firefighters and junior firefighters. This will be at the minimum yearly salary used by WCB and set by the Municipality to calculate premiums for all registered volunteer firefighters.

Recognition

11 The Municipality recognizes the value and commitment of the fire services and will provide recognition for both individual departments and members for years of service to the Municipality.

Repeal & Replace

12 Policy MDL-036 approved on September 11, 2007, and amended in subsequent years from 2008 to 2021 is hereby repealed and replaced with new policy MODL 036.

Policy Adoption	
Date of Original Passage	September 11, 2007
Date of Notice of Intent to Repeal and Replace	
Date of Council Approval	
Date of Effective Date	
I certify that this Policy 036 Fire and Emergency Services was repealed and replaced by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Fire and Emergency Services Policy	Sep 11, 2007
V2	Amended Annual Registration Form, Schedule A	Feb 12, 2008
V3	To allow option for secret ballot at rate payers meeting	Oct 13, 2009
V4	Require Accident and sickness insurance or workers compensation	Feb 8, 2011
V5	Added deadline for registration forms to be submitted, and for cheques to be distributed, added SCBA and pump testing to annual form, along with clarity of service levels, and procedure for public transparency and accountability at rate payer meetings.	Jan 28, 2014
V6	Amendments to the Annual Registration Form	May 9, 2017
V7	Removed Schedules and reference to schedules (registration application form)	Feb 27, 2018
V8	Added definition of “pump testing” and new section for requirements of conducting pump tests, premiums for WCB covered by municipality, and clarified accident and sickness insurance coverage for activities that are non-firefighting related, renumbering.	Apr 13, 2021
V9	Addition of flow rate for pump apparatus	Oct 12, 2021
Repeal & Replace	Added definition of “SCBA” and new requirements for testing, new WCB and Recognition section, updated pump requirements, plain language and accessible formatting.	

**Annual General Meeting
Fire & Emergency Services Committee AGENDA
Best Western Hotel, Cookville
Wednesday, April 10, 2024 – 7:00 p.m.**

1. Call to Order
2. Welcome & Opening Remarks – Mayor Bolivar-Getson
3. Introduction of Committee Members & Councillors
4. Approval of Minutes of Annual Meeting – April 12, 2023
5. Presentation: Automatic Mutual Aid - Andrew MacLean, CD Fire Protection Specialist,
Fire Underwriters Survey.....
6. Chair’s Annual Report – Fire & Emergency Services Committee
7. Fire Service Coordinator’s Report
8. Items Circulated with Registration Package – to be returned by June 15th 2024
9. Other Items Circulated/Available
10. Appointment for four representatives to Fire & Emergency Services Committee
- 10.1. Report of Nominations – Chris Kennedy.....
11. New Items
- 11.1. Mandatory SCBA Functional Testing as part of registration effective June 2025
- 11.2. Set Date for 2025 Annual General Meeting
12. Adjournment

This document was created using best practices in document accessibility. Do you need assistance reading or understanding this document? Please call MODL at (902) 543-8181 or email info@modl.ca.