

Fire & Emergency Services Committee Meeting AGENDA  
Tuesday, November 18th, 2025 – 7:00 p.m.

1. Call to Order
2. Approval of Agenda (as circulated)
3. Approval of Notes
4. Business Arising from Minutes
  - 4.1 Member-At-Large Appointment ..... 2
  - 4.2 Code of Conduct ..... 3-6
  - 4.3 Drivers Standard ..... 7-9
    - 4.3.1 LRFES GOGs.....10-16
    - 4.3.2 LRFES Survey Results.....17-24
5. L.R.F.E.S. Report
6. New Business
  - 6.1 Meeting Dates 2026 ..... 25
  - 6.2 Budget 2026/2027..... 26
7. Added Items
8. In Camera
9. Adjournment

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**Resolutions of Municipal Council  
Tuesday, October 28, 2025 – 9:00 a.m.**

**Fire & Emergency Services Committee**

Date: November 18, 2025

Item: 4.1

Authorization: Alex Dumaresq

**7. Awarding of Tenders/RFPs**

7.1 Award of Capital Project - Supply & Installation of Cubit Modular Vault Building

**Motion #2025-188**

**“that Municipal Council approve the use of alternate procurement, as per section 19 of Policy 033 Purchasing & Tendering, to purchase and install a modular building from Cubit in the amount of \$32,000 excluding HST, to be used as a double vault washroom at Indian Falls Park”.**

7.2 Award of Community Hub Fitup Tender

**Motion #2025-189**

**“that Municipal Council approve the use of alternate procurement, as per section 19.1.9 of Policy 033 Purchasing & Tendering, and accept the Fitup Tender issued by Welltide Health on August 8, 2025 for completion of the base café, kitchen, event space, boardroom, and main community hub common areas, and award it to RCS Construction Inc. in the amount of \$1,365,500 excluding HST”.**

**10. Recommendations from Committees & Boards**

**10.1 Policy & Strategy Committee**

10.1.1 Gender Based Violence Epidemic & Municipal Roles

**Motion #2025-190**

**“that Municipal Council accept the recommendation of the Policy & Strategy Committee and refer the presentation from Be the Peace Institute to the Lunenburg County Anti-Racism & Anti-Discrimination Advisory Committee for advice on how the Municipality can best support the elimination of gender-based violence”.**

10.1.3 First Refusal Waiver re 391 Harold Whynot Road

**Motion #2025-191**

**“that Municipal Council accept the recommendation of the Policy & Strategy Committee and waive its right of first refusal pertaining to the purchase of 391 Harold Whynot Road, Pine Grove (PID 60582566) in favour of the Department of National Defence”.**

**10.2 Fire & Emergency Services Committee**

10.2.1 Appointment of Member-at-Large, Brooke Gray

**Motion #2025-192**

**“that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and appoint Brooke Gray as a member at large on the Fire & Emergency Services Committee for a three-year term commencing November 1, 2025”.**

**Fire & Emergency Services Committee**

Date: November 18, 2025

Item: 4.2

Authorization: Alex Dumaresq



## Memorandum

To: Fire & Emergency Services Committee  
From: Chris Kennedy, Fire Services Coordinator.  
Date: November 18, 2025  
Re: Chief Officer Code of Conduct

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## Recommendation

"The Fire & Emergency Services Committee at the November 18, 2025 meeting recommends that Municipal Council "

1. Approve the proposed approach for establishing a code of conduct for senior fire services officers
2. Direct staff to Prepare amendments to Policy 036 Fire & Emergency Service to include a chief officer code of conduct and complaint process.

## Background

A code of conduct for chief officers of fire departments was discussed at the joint workshop of the Lunenburg Fire & Emergency Services (LRFES), and the FESC in July of 2025. Following this workshop staff prepared a report outlining the discussion and seeking direction from the committee on key points of a code of conduct and its implementation. The FESC reviewed the report and provided direction on the chief elements of a code and means for dealing with such breach. On September 4, 2025 the committee directed staff to present the draft proposal at a Lunenburg Regional Fire Services meeting to solicit feedback from the fire service more broadly. The presentation was made at the October meeting of the LRFES and the members present at the meeting agreed that MODL should move forward with the code conduct for chief officers.

The remainder of this report outlines the elements of the proposed code and its implementation. It is important to note that throughout the discussions it was stressed that the code was being developed to add a level of accountability for senior offices and was not intended to replace existing policies and resolution systems in place within departments for member conduct. The new code is intended to address significant breaches which have the potential to impact the fire

service in the county more broadly; where possible, the internal process for addressing disputes, conduct and inter-personal issue is all that is required.

## Behaviours covered in the Code

- Participating in fire department training, meetings or response while under the influence of drugs or alcohol.
- Harassment/discrimination.
- Fraud, theft & other criminal behaviours.
- Professionalism at fire scene.
- Conflicts of interest.
- Social media use that impacts the reputation of the department.
- Failure to report a violation of the code of conduct by a fellow senior official.

## Investigation of complaints

It was discussed to have a confidential reporting system in place and have a third-party investigator available to determine if an investigation is warranted or not. Complaints can be filed by a member of the fire department, member of the public or by the Municipality. The filing of a complaint would trigger a 2-step process by an independent investigator. First, a review to determine if the complaint falls within the code of conduct and if sufficient information/cause to investigate. If determined yes, notification would be provided to the department, the Municipality and the investigator would proceed with an investigation. It was agreed that the third-party investigator approach is the most appropriate.

## Remedial action

If determined by the investigator that a breach had occurred, the report would go to an advisory board made up of these members currently serving on the FESC. It was recommended that the board be made up serving members of the FESC being appointed at AGM of the FESC. The report should be presented in camera, to preserve privacy of individuals involved in the complaint., to the extent possible under the confines of the Municipal government Act.

Members of the committee cannot be a member of the fire department(s) involved, a family member or closely connected individuals involved in the complaint within the confines of the Municipal Government Act.

The advisory panel makes a recommendation to council (Also in camera) on what remedial action needs to take place. Input from the FESC and LRFES agreed with the following actions which could be applied.

- Training
- Apology
- Suspension from the executive of the fire department
- Removal from the executive of the department

- Removal from fire department depending on outcome and severity

## Application and Enforcement

The decision of Council would be communicated in writing to the individual and to the department. Confirmation of adherence to the remedial action would be communicated Fire Service Coordinator. If remedial actions were not implemented, Staff recommend the graduated compliance approach outlined in Policy 036 Fire & Emergency Services, as for compliance with pump testing requirements.

## Budget/Financial Implications

Once implemented, future municipal budgets would require funding for investigations, which could range from several hundreds to several thousand dollars, depending on the complexity of the instigation is not anticipated there will be a high volume of complaints to be investigated.

## Conclusion

Recent events in the province have underscored the need for increased accountability especially those in senior officer positions in the fire service. The concepts outlined in here in provide a means for serious concerns to be addressed.



## Report

To: Fire & Emergency Services Committee  
From: Chris Kennedy, Fire Services Coordinator.  
Date: November 18, 2025  
Re: Driver Standard/Class 3 Licensing

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### Background

The driver standard for fire departments was a topic of discussion at a joint workshop of the Lunenburg Fire & Emergency Services (LRFES), and at the Fire & Emergency Services Committee meeting (FESC) in July of 2025.

Following this workshop staff prepared a report outlining the discussion and seeking direction from the committee on driver standards and class 3 with airbrake licensing. The FESC reviewed the report and after discussion thought it would be best not to recommend changes to the driver licensing Regulations

On September 4, 2025, the FESC committee directed staff to present the draft proposal at a LRFES meeting to solicit feedback from the fire service more broadly. The committee members thought it best to leave the current driver training and standards as currently stipulated in the NS Motor Vehicle act in Section 66 (1) on current regulations, so not to cause any extra funding expenditures or driver availability issues.

### Discussion

At the LRFES meeting held on October 16, 2025, the Fire Services Coordinator presented the report regarding a proposed driving standard. The report also referenced the committee's goal of returning to the strategic training initiative, one component of which driver training, operator (pump operations).

Many member departments present at the meeting were surprised that the FESC did not recommend a phased in mandatory Class 3 driver's license with air brake requirement for those operating apparatus requiring it.

The Fire Services Coordinator and the FESC chair explained that the committee felt it was best not to add an extra financial burden or hardship to members. However, there were considerable discussion and concern raised around driver training, licensing standards, and potential liability issues in the event of an accident involving drivers with the minimal requirements.

As a result of these discussions, a suggestion was made that the Fire Services Coordinator send out a short survey to fire departments, with the purpose of gathering up-to-date feedback on whether departments would support moving toward a phased in, mandatory Class 3 licensing requirement for drivers operating fire apparatus that is equipped with air brakes and over 14,000kgs in weight.

Currently, regulations allow a volunteer firefighter to operate an apparatus equipped with air brakes with a Class 5 license with an approved air brake endorsement. This is accomplished by reviewing the air brake manual and writing an air brake endorsement test from Access NS. Once the test has been successfully passed, the firefighter can upgrade to a Class 5 license with the air brake endorsement.

A comment was made that the LRFES membership approved General Operating Guideline (GOG) 401 Apparatus Driver Qualifications June 15, 2023 covering the licensing requirements in NS, and recommends Class 3 Licencing for those firefighters driving apparatus where applicable. These are guidelines only and each department should have driver training in place and licencing requirements to drive department apparatus. Many departments currently go above the minimum requirements set in NS and require a class 3 licence with air brakes.

### Budget/Financial Implications

If a Class 3 requirement were to be mandated in the future, municipal budgets could require funding to assist departments with the cost of training and licensing new drivers. The impact would be dependant on the number of drivers requiring upgrades and the training delivery methods used.

### Conclusion

The intent of the driver standard was not intended to cause any hardship for departments, but to ensure drivers have acquired the necessary driving skills to safely drive and operate any fire apparatus they are required to use.

Enclosed below is the section from the Classification of Drivers' Licenses Regulations made under the subsection 66(1) of the Motor Vehicle Act

***Motor Vehicle Act***  
**R.S.N.S. 1989, c. 293**  
**O.I.C. 82-956 (effective September 1, 1982), N.S. Reg. 174/1982**  
**amended to O.I.C. 2024-316 (effective August 13, 2024), N.S. Reg. 163/2024**

Class 3

Permits the operation of

- (a) any single vehicle in excess of 14 000 kg (30 864 lbs.);
- (b) any combination of vehicles - other than semi-trailer or tractor trailer combinations in excess of 14 000 kg (30 864 lbs.) G.V.W. where the towed vehicle in that combination does not exceed a G.V.W. of 4500 kg (10 000 lbs.);
- (c) vehicles in Classes 4, 5 and 8.

Does not permit the operation of

- (a) vehicles with air brakes, school buses or school purpose buses, motorcycles and motor-driven cycles without appropriate endorsement;
- (b) type 1 or 2 vehicles (except as a Learner);
- (c) public passenger vehicle (unless 19 years of age).

Minimum requirements:

Age 18, 1 year's experience with at least Class 5 license, successfully complete written test for Class 3 vehicle, provide satisfactory medical and optical reports on application and periodically thereafter, successfully demonstrate ability in single vehicle exceeding 14 000 kg (30 864 lbs.) G.V.W.

Class 5

Permits the operation of

- (a) any single vehicle not in excess of 14 000 kg (30 864 lbs.) G.V.W.;
- (b) any combination of vehicles - other than semi-trailer or tractor trailer combinations not exceeding 14 000 kg (30 864 lbs.) and the towed vehicle in that combination not exceeding a G.V.W. of 4500 kg (10 000 lbs.);
- (c) Class 8 vehicles;

(d) any motor vehicle known or described as a tractor, grader, loader, shovel, roller, scraper or any other self-propelled road-building machine used for grading or paving of highways or other construction work, but excluding a construction vehicle with more than two axles other than a grader or three-axle compactor.

Does not permit the operation of

(a) vehicles with air brakes or motorcycle and motor-driven cycles without an appropriate endorsement(s);

(b) type 1, 2, 3 or 4 vehicles (except as a Learner).

3 A peace officer, an Examiner (R.M.V.), salesman of motor vehicles, or a garage mechanic and any member of a volunteer fire department may operate any vehicle in the performance of his or her duties providing he or she is the holder of at least a Class 5 license.



**General Operating Guideline # 301**  
**Subject: Qualifications for Apparatus Drivers/Operators**  
**Approval: June 15,2023**

**Fire & Emergency Services Committee**  
Date: November 18, 2025  
Item: 4.3.1  
Authorization: Alex Dumaresq

**Section 1: Purpose**

Safety is top priority. Emergency vehicle drivers/operators have a high standard of care to the Fire Department members and to the public and shall hold their safety in the highest regard. Emergency vehicle drivers must always retain command and control of their vehicles.

It is the responsibility of each Department to have a suitable driver/operator training program. This guideline outlines minimum general qualifications for apparatus drivers/operators in the safe operation of Fire Department apparatus. It is not intended to replace, contravene or supersede the requirements outlined in current Motor Vehicle Act nor substitute for specific Fire Department best practices and operating procedures.

**Section 2: Scope**

The apparatus driver guideline is applicable to Lunenburg Regional Fire and Emergency Service personnel.

**Section 3: General Qualifications**

1. Non air brake equipped vehicles require the driver to have a valid Class 5 license or better.
2. For vehicles with gross weights below 14,000 kg. with air brakes, drivers shall have a valid Class 5 Nova Scotia Driver’s License with an air brake endorsement or better.
3. For vehicles with gross weights over 14,000 kg. drivers shall have a valid Class 3 Nova Scotia Driver’s License or better.
4. No member under the age of 18 shall be permitted to drive any department vehicle.
5. Driver’s must be members (or deputized members if required) of the fire department owning the vehicle.
6. No member with a suspended or revoked license shall be permitted to drive any department vehicle.
7. Drivers shall maintain knowledge of the apparatus specifications, characteristics, limitations and maintenance requirements.
8. The driver/operator shall demonstrate the ability to deploy and operate all fixed systems and equipment on the vehicle so that each system or piece of equipment is operated in accordance with the applicable instructions and policies.
9. The driver/operator shall successfully demonstrate proficiency in Knowledge and Skills for the type of apparatus they are responsible for as outlined in NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications.
10. Trainee drivers may operate apparatus when under the direct supervision of a qualified driver.
11. Drivers shall successfully complete a department driving test prior to being able to operate that vehicle.
12. Drivers shall attend annual driver improvement programs as specified by the Fire Department.

**Original: Approved June 15,2023**



**Lunenburg Regional**  
**FES**  
Fire & Emergency Services

**General Operating Guideline # 301**

**Subject: Qualifications for Apparatus Drivers/Operators**

**Approval: June 15,2023**

#### **Section 4: General Responsibilities**

1. If no qualified driver responds to the station following a dispatch page, another department shall be paged out to respond.
2. The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle under all conditions. When the driver is under the direct supervision of an Officer, that Officer shall also assume responsibility for the actions of the driver.

#### **Section 5: Driver Abstracts**

1. Drivers must be eligible and remain eligible for insurability under the Department's insurance policy.
2. Drivers who have been charged in any motor vehicle accident, with any alcohol or drug violation, received any moving violations or change in the status of their license, shall inform the Fire Chief in writing within 24 hours of the incident.
3. Drivers must report to the Fire Chief in writing within 24 hours, any suspension, revocation, downgrading or any change in their license status and / or ability to be insured.
4. Drivers will provide a driver's abstract annually or as deemed appropriate by the Department.
5. Driving privileges of a volunteer obtaining 6 or more demerit points will be reviewed by the Chief and may require additional training and / or monitoring to resume or maintain driving privileges of department owned, leased or rented vehicles/equipment.

**Original: Approved June 15,2023**



**General Operating Guideline # 401**  
**Subject: Best Practices for Apparatus Drivers/Operators**  
**Approval: June 15, 2023**

## **Section 1: Purpose**

Safety is top priority. Emergency vehicle drivers have a high standard of care to the Fire Department members and to the public and shall hold their safety in the highest regard. Emergency vehicle drivers must always retain command and control of their vehicles.

This guideline outlines best practices for apparatus drivers in the safe operation of Fire Department apparatus. It is not intended to replace, contravene or supersede the requirements outlined in current Motor Vehicle Regulations nor substitute for specific Fire Department best practices and operating procedures.

## **Section 2: Scope**

These driver best practices are applicable to Lunenburg Regional Fire and Emergency Service personnel.

## **Section 3: General Responsibilities**

1. The driver of any Fire Department vehicle is directly responsible for the safe operation of the vehicle under all conditions. When the driver is under the direct supervision of an Officer, that Officer shall also assume responsibility for the actions of the driver.
2. Vehicle operators must constantly monitor and reduce the amount of risk and exposure to potential losses during each response.
3. Safe arrival at the emergency or other scene and return to the station shall be, and must always remain, the priority of all emergency vehicle operators.
4. Drivers shall never operate any equipment or apparatus if in any way impaired due to the use of alcohol, drugs or other medications.
5. If no qualified driver responds to the station following a dispatch page, another department shall be paged out to respond.

## **Section 4: Best Practices**

### **4.1 Non-emergency Vehicle Operations**

- When operating in a non-emergency mode, the vehicles shall be driven without audible or visual warning devices and in compliance with all provincial motor vehicle laws that apply to civilian traffic.

### **4.2 Emergency Response Rules of the Road**

- Drivers shall observe the traffic laws of the road and always observe safe and defensive driving under all response codes and driving conditions. Exemptions for emergency vehicles in the Motor Vehicle Act do not relieve the driver of any such vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor shall it protect the driver of any such vehicle from the consequences of a reckless disregard of the safety of others.

**Original: Approved June 15, 2023**



**Lunenburg Regional**  
**FES**  
Fire & Emergency Services

**General Operating Guideline # 401**

**Subject: Best Practices for Apparatus Drivers/Operators**

**Approval: June 15, 2023**

- When responding to a true emergency only, operate the vehicle as close to the posted speed limit as possible, but not to exceed the posted speed limit, conditions permitting. Slower response speeds may be necessary due to slippery road conditions, sharp curves, inclement weather, poor visibility or heavy and congested traffic conditions. The driver shall always maintain a speed that is safe under the prevailing conditions.
- The driver of an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions if he/she does not endanger life and/or property.

**4.3 School zones**

- Drivers must observe the posted speed limit for school zones when children are present or when speed warning lights are flashing.
- Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by the buses flashing lights and/or stop sign.

**4.4 Warning Devices**

- Drivers shall attempt to make all other drivers aware of the presence of the department vehicle. All audible and visible warning devices shall be in operation when responding to an emergency incident, regardless of time of day and or traffic conditions. Drivers must remain vigilant as these warning devices are not always effective in making other vehicle operators aware of your presence.

**4.5 Seatbelts and Riding Policy**

- All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding is prohibited.
- The driver and/or the person riding in the officer position will verify that personnel are properly seated and secured with seat belts in approved riding positions before the vehicle is moved.
- If required in support of EHS responses and in compliance with EHS policy, members may be exempt from wearing seat belts while actively assisting with emergency medical care while the ambulance is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver and response personnel shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s).

**4.6 Station Departure**

- Prior to entering the cab and starting the vehicle, the driver shall complete a circle check around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. All power cords and airlines shall be disconnected prior to moving the vehicle. All SCBA shall remain strapped to the seat until arrival at the scene.
- The driver shall ensure apparatus bay doors are raised fully and there are no objects or personnel in the path of the vehicle prior to moving the vehicle.

**Original: Approved June 15,2023**



**Lunenburg Regional**  
**FES**  
Fire & Emergency Services

**General Operating Guideline # 401**

**Subject: Best Practices for Apparatus Drivers/Operators**

**Approval: June 15, 2023**

- All personnel in the vehicle shall be belted and in proper riding positions prior to the vehicle moving.
- Only one vehicle at a time shall exit the hall onto the tarmac, allowing the driver an unobstructed view of the street.
- The driver shall test brakes before entering street. The driver and the IC shall ensure that vehicle path is clear and any traffic has stopped on the street prior to the vehicle entering the street.
- If conditions warrant the use of emergency lights and siren, they shall be operating prior to the vehicle entering the street.

**4.7 Vehicle Reversing**

- Operating emergency vehicles in reverse is hazardous as the driver has limited vision and should be avoided whenever possible.
- Sound the vehicle horn before beginning any reversing operation.
- When necessary, a minimum of one spotter shall be at the rear of the apparatus and has responsibility for guiding the Driver and ensuring that any potential hazards are avoided.
- The spotter shall position themselves to have an unobstructed view and be in visual and voice or radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing the apparatus.
- If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately and not resume operation until the spotter is visible once again.
- In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall complete a circle check of the vehicle before reversing to ensure no person or persons or other potential obstructions are directly behind the vehicle or in its intended path of travel, all equipment is secured and that all compartment doors are securely closed.
- Vehicle mounted cameras or other devices are not a substitute for a spotter.

**4.8 Radio Communications**

- To avoid driver distractions, all radio communications, cell phone or tablet usage shall be conducted by the Officer in Charge of the vehicle, not the driver. The driver should only operate emergency lighting, sirens, and air horns if required.

**4.9 Vehicle Control and Right-of-way**

- Drivers must always maintain command and control of their vehicle in such a manner as to provide the maximum level of safety for both the passengers and the public.
- Drivers must be aware that civilian vehicle operators may not react as expected and drivers must have safe options available when passing or overtaking vehicles.
- Drivers must always be aware of the rate of closure on other vehicles and pedestrians to ensure an appropriate approach speed and/or safe following distance is established and maintained.
- Emergency vehicle drivers must always be prepared to slow or bring their vehicle safely to a stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way. The emergency driver does not have the right of way until the other vehicle yields to them.

**Original: Approved June 15,2023**



#### **4.10 Intersections**

- At uncontrolled intersections (no control devices e.g., stop sign, yield or traffic signal), the driver must scan the intersection for possible hazards and observe traffic in all four directions. The driver must change the siren cadence not less than 150 metres from intersection and slow down if there are any potential hazards while covering the brake pedal with the driver's foot. Avoid using the opposing lane of traffic if possible.
- At controlled intersections (control devices e.g., stop sign, yield sign, yellow or red traffic light), drivers shall approach red lights, stop signs and or intersections with emergency lights, siren, and air horns in operation.
- The driver must scan the intersection for possible hazards and observe traffic in all four directions.
- The driver must change the siren cadence not less than 150 metres from and slow down if there are any potential hazards while covering the brake pedal with the driver's foot.
- During emergency response the driver must bring the vehicle to a complete stop when directed by a law enforcement officer, at red traffic lights and stop signs, when encountering a stopped school bus with flashing warning lights at any time driver cannot account for visible traffic in the lanes of traffic in an intersection or when other intersection hazards are present.

#### **4.11 Railway Crossings**

- All Department vehicles shall stop at railway crossings during emergency and non-emergency operations.
- The driver, in addition to regular emergency lighting, shall turn on the four-way flashers 150 metres from the crossing and gradually slow the vehicle down prior to stopping at the crossing.
- The driver and Officer in Charge shall look in both directions to confirm that no train is coming from either direction.
- Once the track is confirmed clear the driver may resume the trip, turning off the four-way flashers once over tracks.
- If the crossing lights and bells are operating, the driver shall not cross the tracks until the train has passed. Never attempt to outrun a train.
- While waiting for the train to pass the driver shall put the transmission in neutral and apply brakes.

#### **4.12 Return to Station**

- On the return to the fire station emergency lights and sirens should be turned off.
- If required due to traffic conditions at the fire station, emergency lights may be turned on when directly approaching the fire station (150 meters) to make the public aware of the apparatus approaching the entrance to the fire station.
- If reversing into the station is required spotters should be used to ensure any traffic is stopped while the apparatus makes entry to the station.



**Lunenburg Regional**  
**FES**  
Fire & Emergency Services

**General Operating Guideline # 401**

**Subject: Best Practices for Apparatus Drivers/Operators**

**Approval: June 15, 2023**

- The driver of each apparatus shall ensure the logbook has been filled out and all equipment and supplies used during the response has been, cleaned, replenished, fuelled and returned to the proper storage.
- When all units are ready to respond dispatch is to be informed the department is back in service.

#### **4.13 Response in Privately Owned Vehicles**

- When any member responds to the station or to the scene of an emergency in his/her private vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. Private vehicles are not covered under Department insurance policy and members may be held liable or criminally responsible for actions should an accident occur.
- When proceeding to the hall or the scene all members shall obey all rules of the road. In addition, members shall safely adjust speed accordingly for the road, weather, and visibility conditions.

#### **4.14 Apparatus Accidents**

- Members are responsible for avoiding unsafe acts and situations that may endanger them, fellow members, and the public or might cause damage to the property of others or the department.
- Department vehicles that are involved in an accident of any type, whether parked, involving a stationary object or another vehicle, shall be reported immediately.
- Any member who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and the Fire Chief.
- Accidents shall be investigated and proper remedial action taken to prevent recurrence of similar accidents.

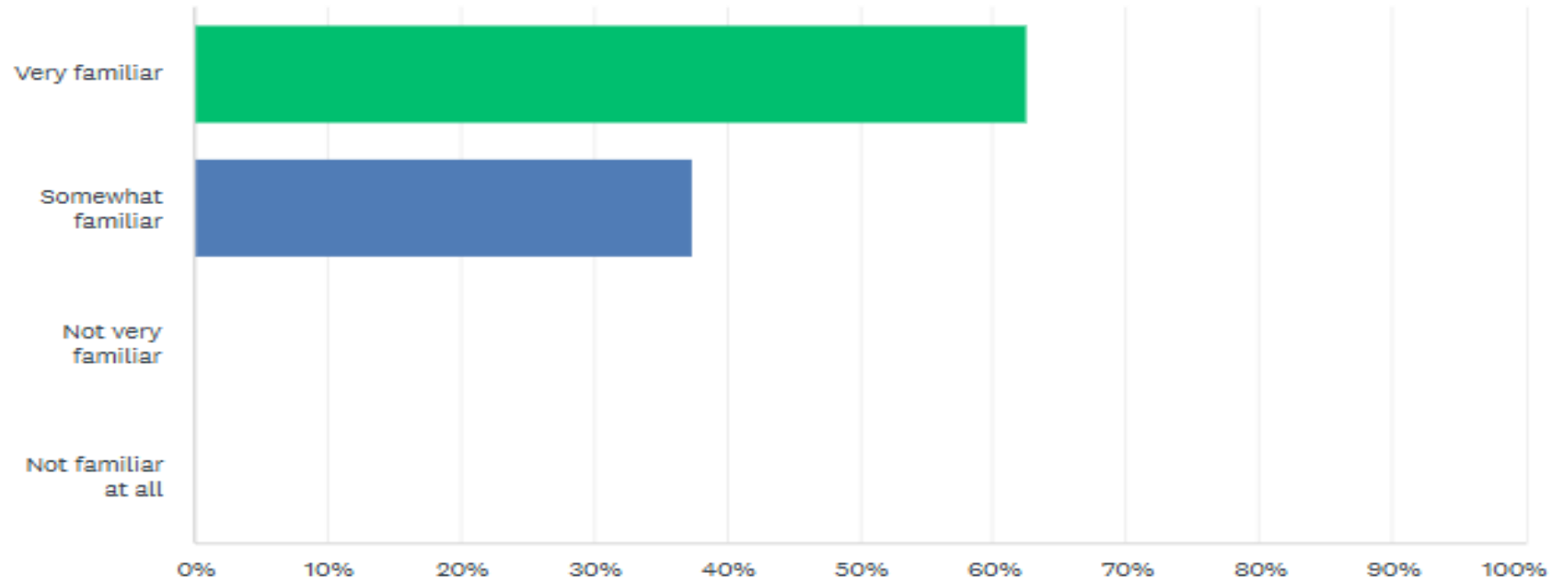
**Original: Approved June 15,2023**

### Survey on Driver Training/Class 3

#### Question 1

How familiar are you with the current provincial minimum licensing requirements for fire department personnel? ...

Answered: 24 Skipped: 0

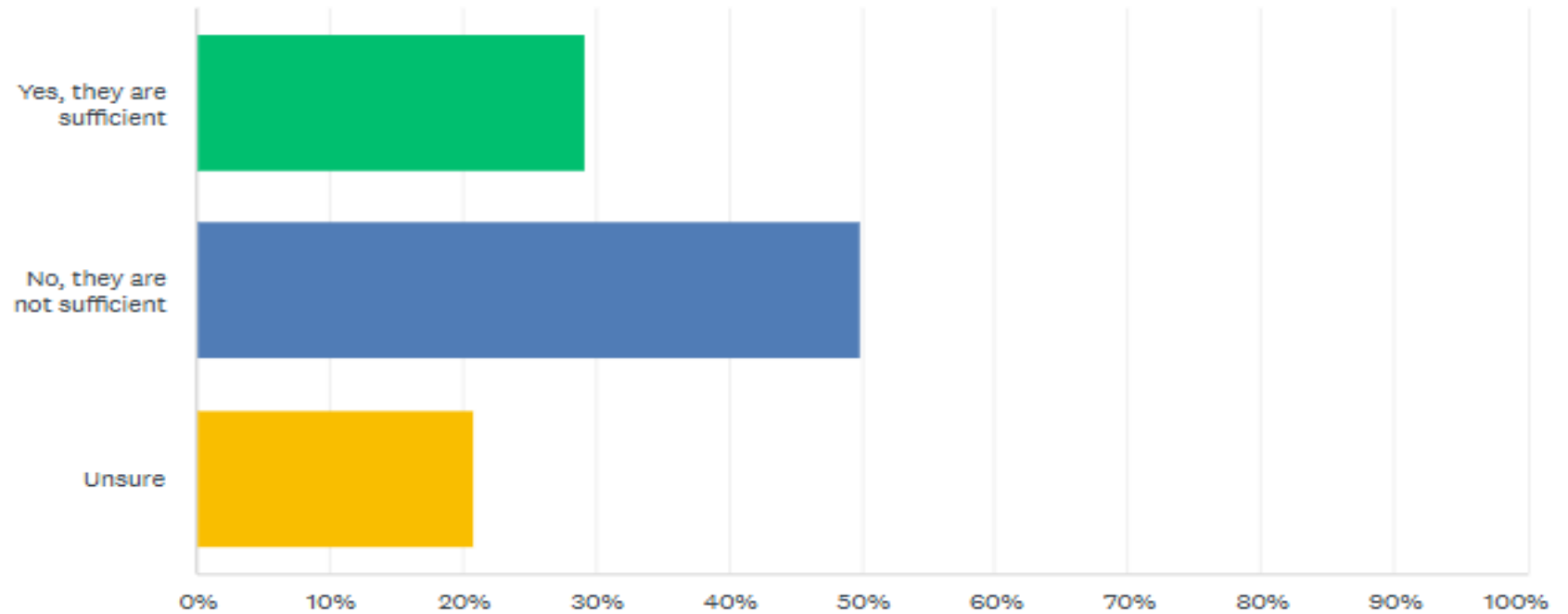


## Survey on Driver Training/Class 3

### Question 2

Do you believe the current provincial minimum licensing requirements are sufficient for fire department personnel? ...

Answered: 24 Skipped: 0

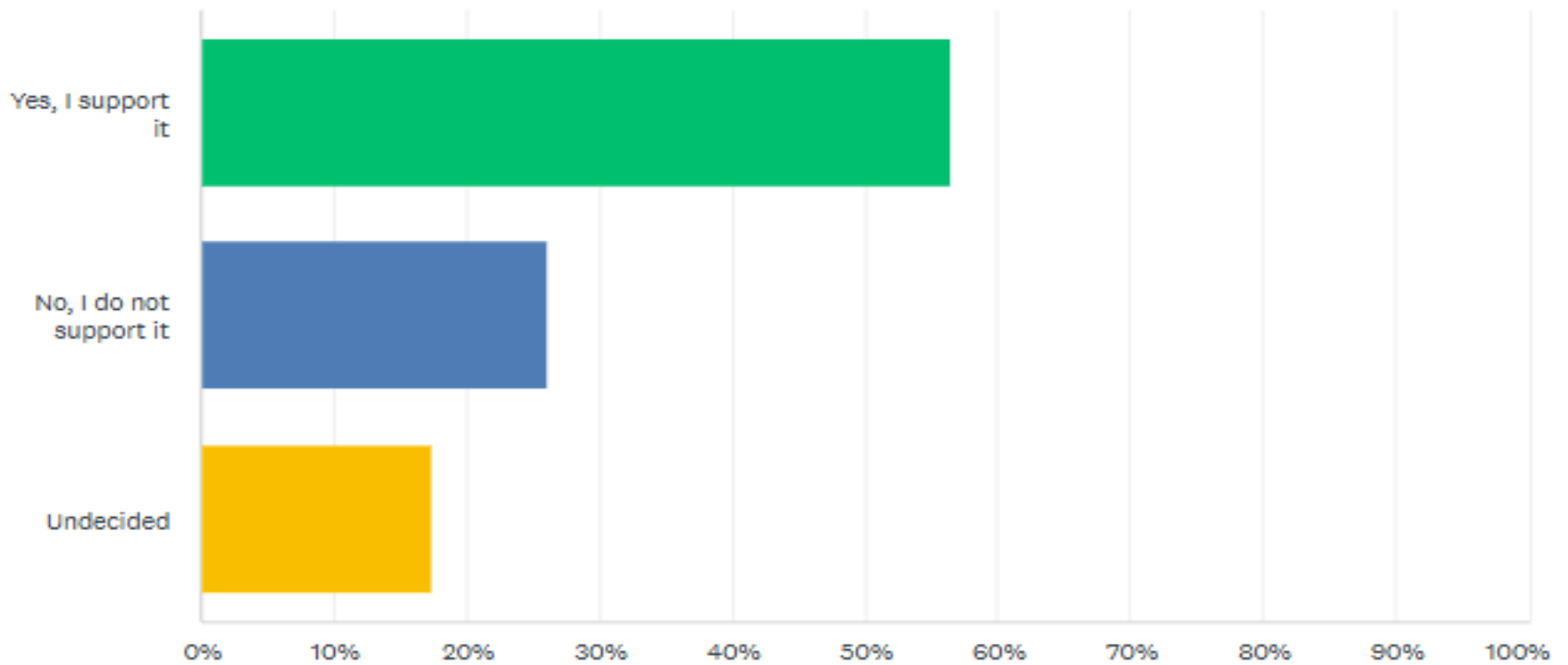


## Survey on Driver Training/Class 3

### Question 3

Would you support the implementation of a mandatory Class 3 license for fire department personnel? ...

Answered: 23 Skipped: 1



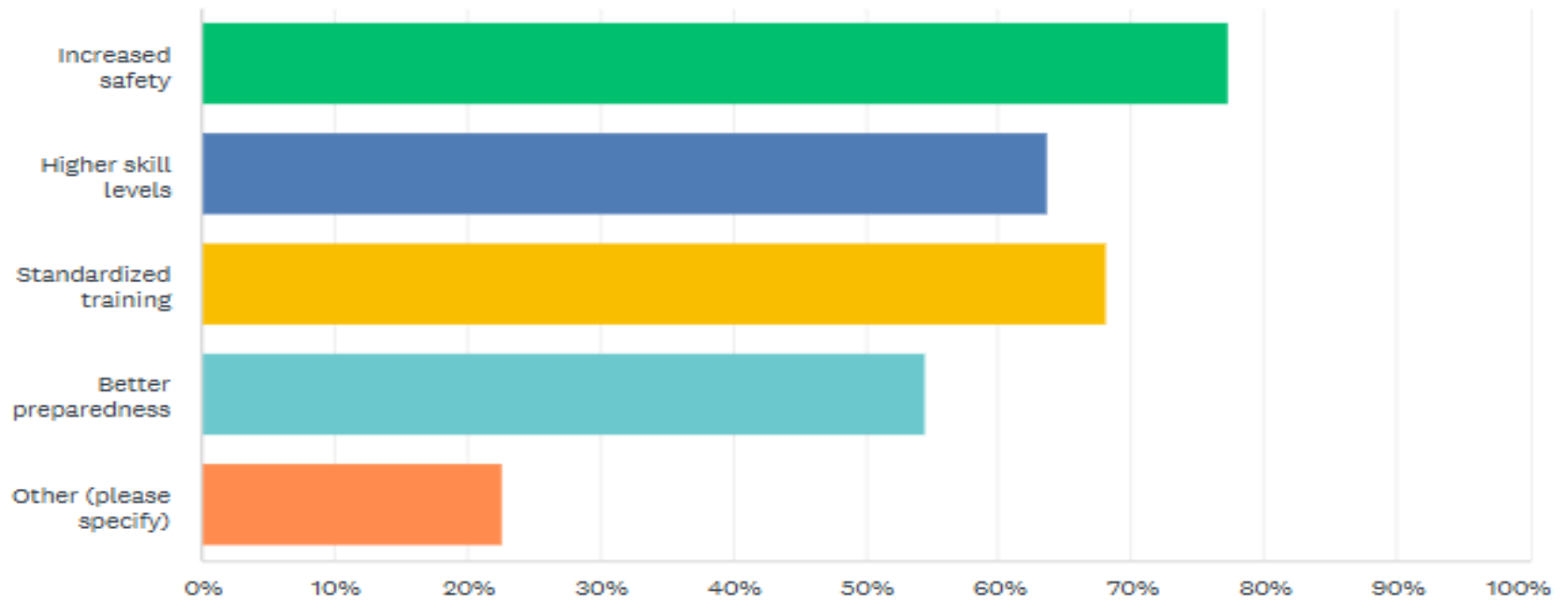
### Survey on Driver Training/Class 3

#### Question 4

What do you see as the potential benefits of implementing a mandatory Class 3 license? Select all that apply

...

Answered: 22 Skipped: 2

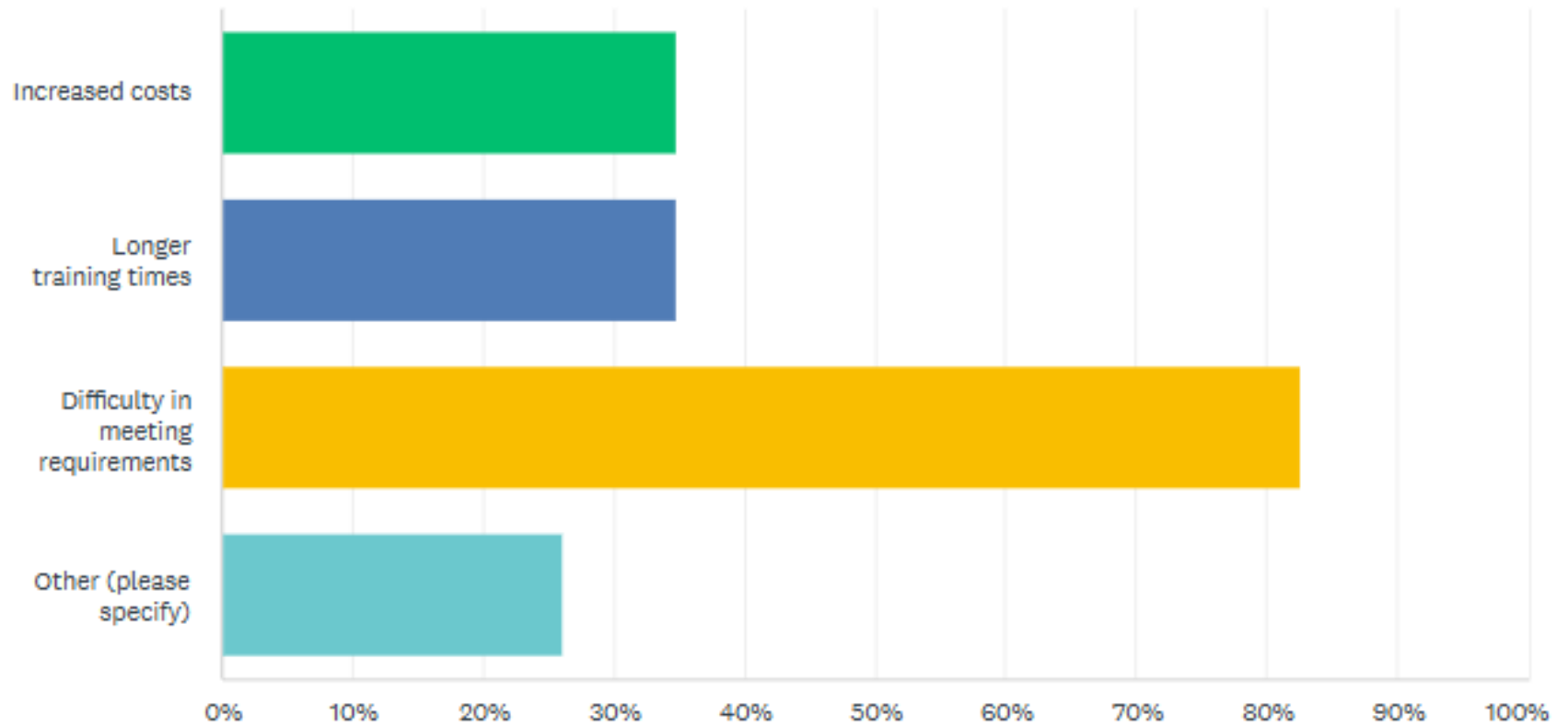


### Survey on Driver Training/Class 3

#### Question 5

What do you see as the potential drawbacks of implementing a mandatory Class 3 license? Select all that apply

Answered: 23 Skipped: 1



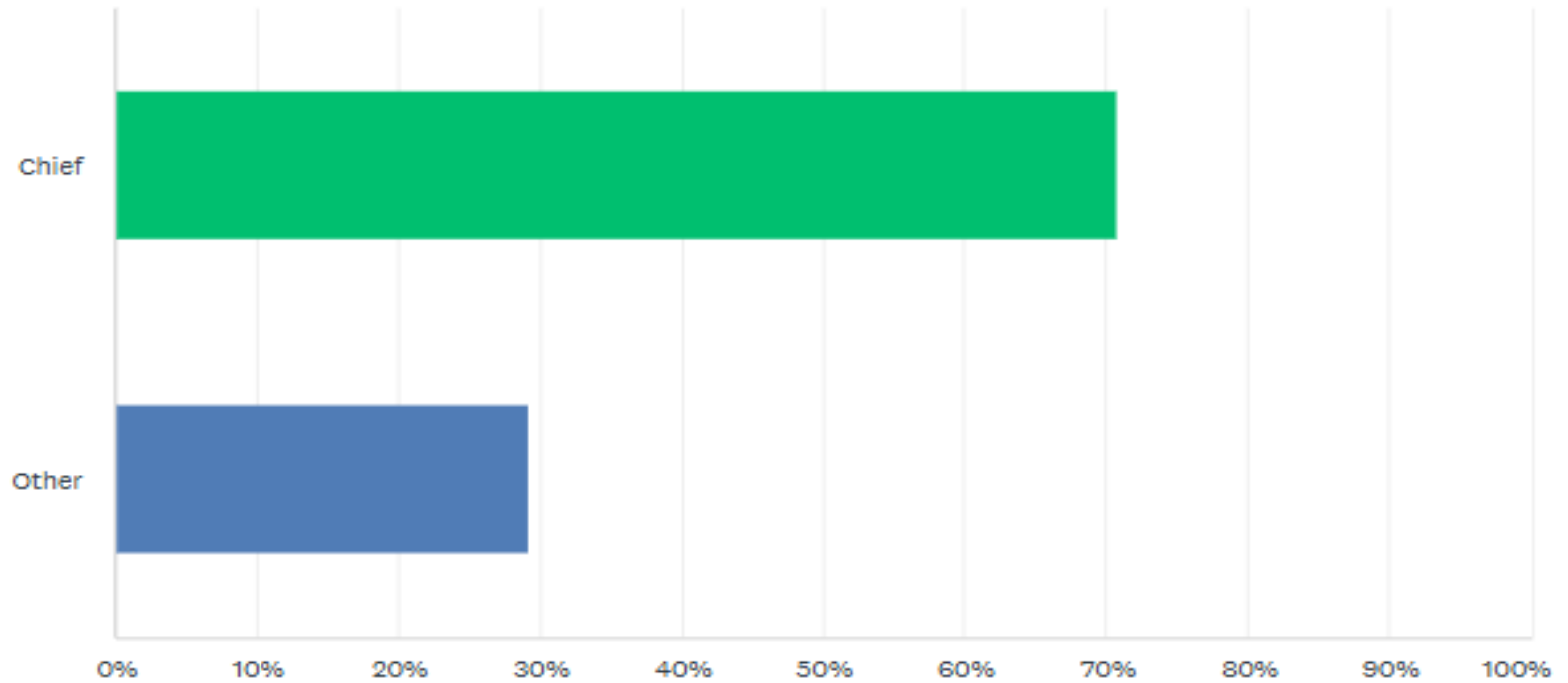
## Survey on Driver Training/Class 3

### Question 6

What is your position in the fire department

...

Answered: 24 Skipped: 0



## Survey on Driver Training/Class 3

### If you have any additional comments or suggestions regarding the licensing r... ...

Answered: 15   Skipped: 9

Overall I understand that requiring a class 3 license can be challenging I however think that an implementation over a year or two would allow for sufficient time to plan. We have no problem requiring SCBA testing, pump testing above the Provincial standard (which there is none) so why are we having an issue with this?

INVEST our training \$\$\$\$\$\$ to having a yearly course with certification.

I support the mandatory class 3 But having the personnel to take the time to get the license is difficult. Most would have to take time off work to achieve it and they are not willing to do that. If it does become mandatory we may have a difficult time to get an apparatus to an emergency scene.

should be able to book Trainers to come to stations and do in groups

I think the special provisions for the fire service should be rescinded and driver's licenses depend on the classification of the vehicle being driven, be it class 3, 4 or 5. The way this survey is written, it appears you want all drivers, regardless of apparatus classification requires a class 3 liscence.

Medical requirements and who pays the physician for required medical. Does MODL have an appointed physician to do medicals? What happens if you don't have a Class 3 driver available for calls?

If the change is made in the new motor vehicle act, then it would be mandatory. If the legislation supports current practice, the municipality would be overstepping its authority for something they don't pay for.

Class 3 is a minimum, driver/operators should be made to take Emergency Vehicle Handling course, same as police and ehs.

Instead of making this mandatory immediately, give an appropriate time frame to allow for scheduling testing.

Who is more certified then the government to make this change.

### Survey on Driver Training/Class 3

Not necessarily the fact of class 3, that is really only a test that they have to go take, there are people who have passed their class 3's and I wouldn't get in a truck with them ( not just fire service) I do think that everyone should have to take the emergency drivers training course. That is a great course and then each department could do a follow up in house training ( complete with the obstacle course) for the skill set at least once a year. I think that would be a bigger benefit. You can practice the written test on line and most people can pass the driving one easy peasy less the pre trip check. And most people fail that because they are not talking out loud saying what they are doing and looking for. Until we get a better testing system stick with the government's ruling but each department set up a reasonable set of standards as mentioned before. That being said I know who are my preferred operators are within each department. And they are the ones to go with the trucks. One does not have his class 3 but has been struggling with getting time off to go do them.

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Lack of class 3 could be a potential loophole for insurance, not necessarily with our insurance but maybe the person we collide with

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If you are a Department with trucks that are not over 30,000 pounds there should be NO class 3 requirement. s without air braeks there should be NO class 3 requirements.

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Depends on location of Fire Department, needs should be tailored to local requirements.

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All drivers of fire apparatus with air brakes should be required to have minimum class 3. This gives you better understanding of the size of apparatus you are driving and the required safety requirements tbat go along with that class of license. In my FD we have required class 3 drivers for many years for added safety and to comply with insurance. .

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Instead of making this mandatory immediately, give an appropriate time frame to allow for scheduling testing.

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Who is more certified then the government to make this change.

## Fire & Emergency Services Committee

### Proposed Meeting dates 2026

- Thursday January 8<sup>th</sup> 7:00 p.m. – Council Chambers
- Thursday March 5<sup>th</sup> 7:00 p.m. – Council Chambers
- Wednesday April 8<sup>th</sup> 7:00 p.m. – Best Western, Cookville – Annual General Meeting
- Thursday May 7<sup>th</sup> 7:00 p.m. – Council Chambers
- Thursday July 2<sup>nd</sup> 7:00 p.m. – Council Chambers
- Thursday September 3<sup>rd</sup> 7:00 p.m. – Council Chambers
- Thursday November 5<sup>th</sup> 7:00 p.m. – Council Chambers

**Fire & Emergency Services Committee**

Date: November 18, 2025

Item: 6.2

Authorization: Alex Dumaresq



## Memorandum

To: Fire & Emergency Services Committee  
From: Chris Kennedy, Fire Services Coordinator  
Date: November 18, 2025  
Re: Fire & Emergency Services Recommendation for Annual Grants Increase

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This FESC has requested an annual increase to the fire services grants over the last number of years. If the Committee wishes to request the same grant funding increase for the 2026/2027 fiscal year a recommendation to Council is in order.

In previous years, the Committee has requested that Council approve a 2% increase of the grant amounts. Should the Committee wish to request the same for the 2026-2027 fiscal year, the following is a breakdown of the previous year's grant amounts with the proposed 2% increase for 2026-2027. The total proposed grant amount is \$205,759.00.

	2025/2026	2% increase	2026/2027 Proposed
Matching Grant	\$46,816	\$ 936	\$ 47,752
Municipal Grant	\$70,781	\$1416	\$ 72,197
Training Grant	\$12,038	\$ 241	\$ 12,279
Insurance Grant	\$59,751	\$1195	\$ 60,946
Personnel Insurance Grant	\$12,038	\$ 241	\$ 12,279
Tri-District Fire Rescue Merger Grant	\$15,296	\$ 306	\$ 15,602

The recommendation to Council would read as follows:

The Fire & Emergency Services Committee recommends to Council that Municipal Council approve a 2% increase of \$4,335 to the 2026/2027 annual grants totalling \$205,759.

Chairman and Members  
Fire & Emergency Services Committee  
/ck