

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

Thursday, April 12, 2017
7:00 p.m., Dayspring Fire Hall

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| 1. Call to Order | |
| 2. Introduction of Committee Members & Councillors | |
| 3. Approval of Minutes of Annual Meeting of April 7, 2016..... | 1-3 |
| 4. Chair's Annual Report – Fire and Emergency Services Committee | 4 |
| 5. Fire Services Coordinator's Report | |
| 6. Items Circulated Tonight with Registration Package - To Be Returned by <u>JUNE 15th</u> | |
| 5.1 Annual Fire and Emergency Services Provider Update Form | |
| 5.2 Fire Tax Rate/Money Request Form | |
| 5.2 Officer Information Form | |
| 5.3 Matching Grant Form | |
| 5.5 Application for Firefighter Recognition (Medals and Print) | |
| 6. Other Items Circulated Tonight | |
| 6.1 Application for Fire Department Recognition (Plaques and Helmets) | |
| 6.2 Updated Maps for Road Map Series Book | |
| 6.3 Updated Civic Maps | |
| 7. Appointment of Five Representatives to Fire & Emergency Services Committee | |
| 8. New Items | |
| 8.1 Rate Payers List | |
| 8.2 Fire Department Coding for Tax Purposes | |
| 8.3 Set Date for Annual Meeting | |
| 9. Adjournment | |

Fire and Emergency Services Committee Members:
Chief John Robart, Oakhill Fire Department. Chair
Brian Keizer, District 1 & 2 Fire Commission, Vice Chair
Councillor John Veinot
Councillor Reid Whynot
Councillor Martin Bell
Councillor Wade Carver
Chief Tom Lockwood, Indian Point Fire Department
Chief Steve Patterson, Cornwall Fire Department
David Fancy, Member-at-Large
Larry Hagell, Member-at-Large

MUNICIPALITY OF THE DISTRICT OF LUNENBURG Authorization: K. Malloy
Minutes of an Annual General Meeting of
FIRE & EMERGENCY SERVICES COMMITTEE
Held at the Hebbville Fire Hall, 215 Century Drive, Hebbville, N.S.
Thursday, April 7, 2016 – 7:00 p.m.

ATTENDANCE

Conquerall Bank Fire Department
Cornwall Fire Department
Dayspring and District Fire Department
District 1 and 2 Fire Commission
Hebbs Cross Fire Department
Hebbville Fire Department
Hemford Fire Department
Indian Point Fire Department
Italy Cross/Middlewood Fire Department
Lahave Fire Department
Martin's River Fire Commission
Midville Fire Department
New Germany Volunteer Fire Department
Oakhill and District Fire Department
Pleasantville and District Fire Department
Riverport Fire Commission
Tri District Fire Services
United Communities Fire Commission
Walden Fire Department
Wileville Fire Department

Also in attendance:

Mayor Don Downe
Councillor John Veinot
Councillor Terry Dorey
Councillor Frank Fawson
Councillor Don Zwicker
David Fancy, Member-At-Large
Herbert Seymour, Member-At-Large

Staff: Rachel Eisenhauer, Administrative Assistant
Sherry Conrad, Municipal Clerk

1. CALL TO ORDER

Deputy Chief John Robart, Chair called the meeting to order at 7:00 p.m.

2. INTRODUCTION OF COMMITTEE MEMBERS

Deputy Chief Robart introduced the members of the Fire and Emergency Services Committee and Councillors that were in attendance.

3. APPROVAL OF MINUTES OF ANNUAL MEETING OF APRIL 30, 2015

Moved by Mr. Keizer, seconded by Chief Lockwood that the minutes of the Annual Fire and Emergency Services meeting of April 30, 2015 be approved as circulated. Carried.

4. ANNUAL REPORT – FIRE AND EMERGENCY SERVICES COMMITTEE

Deputy Chief Robart reviewed the Chair's Annual Report (attached to original set of minutes).

5. FIRE SERVICES COORDINATOR POSITION

Deputy Chief Robart reviewed the Fire Services Coordinator/Administrator job description. He noted that staff created a draft job description, which was sent to the Lunenburg Regional Fire and Emergency Service (LRFES) and they created a draft job description as well. The Fire and Emergency Services Committee discussed the two draft job descriptions and a subcommittee was created to come up with the current job description being presented. The Fire and Emergency Service Committee feels the current job description is appropriate and is looking for consensus from the Fire Departments represented at this meeting. If consensus is reached, it will give Kevin Malloy, Chief Administrative Officer, authority to move forward with the hiring process.

Councillor Fawson added that any initiatives that a Department wants to see the Fire Services Coordinator take on, should be brought forward to the Fire and Emergency Services Committee and they will forward the items to Council and the CAO. Initiatives can come from a Fire Department, the LRFES, Council or the CAO.

Chief Lockwood also noted that the Committee worked over the last year to ensure this job description would benefit both the Fire Service and the Municipality and it was felt that a two year term was important to see how the position was working.

The Fire Departments in attendance gave consensus for the Fire Services Coordinator/Administrator job description.

Question arose regarding what the next steps were for this position. Ms. Eisenhauer advised that by giving consensus, Mr. Malloy now has authority to begin the hiring process. The job will be advertised shortly.

6. ITEMS CIRCULATED TONIGHT – TO BE RETURNED BY JUNE 15, 2016

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

Deputy Chief Robart noted these forms are the same as last year. The forms are due by June 15, 2016 in order to receive June payments in a timely fashion.

7. OTHER ITEMS CIRCULATED TONIGHT

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

8. APPOINTMENT OF FIVE REPRESENTATIVES TO FIRE SERVICE COMMITTEE

Those nominated for the Committee were: Brian Keizer, Chris Kennedy, Tom Lockwood, Steve Patterson, John Robart and Corey Zinck.

On the first ballot Brian Keizer, Chris Kennedy, Tom Lockwood, Steve Patterson and John Robart received the highest number of votes and were elected as representatives on the Fire Services Committee.

Moved by Chief Graham Campbell, seconded by Chief Tony Allen that Brian Keizer, Chris Kennedy, Tom Lockwood, Steve Patterson and John Robart be recommended to Council as appointees to the Fire and Emergency Services Committee. Motion Carried.

Moved by Chief Kennedy, seconded by Chief Tony Allen that the ballots be destroyed. Motion Carried.

9. ADJOURNMENT

There being no further business at 7:50 p.m., it was moved by Mr. Keizer, seconded by Chief Kennedy that the meeting adjourn. Motion Carried.

**Annual Report of the Fire and Emergency Services Committee (FESC)
April 2016 – March 2017**

Fire Services Coordinator/Administrator

I am pleased to be able to give this report on a year of significant change for the fire service and our relationship with the Municipality. After years of discussion and a year of detailed work on job descriptions for a year, we saw the appointment of Chris Kennedy as the first Fire Service Coordinator/Adm inistrator. We believe this will enhance relationships between the fire service and the Municipality and provide more Municipal help for those departments who need this from time to time.

Relationship with Council

It is important that the FESC continue to meet regularly with Councillors to provide a wide perspective of the fire departments and the public. This is necessary for all of us to make informed decisions, recommendations and set priorities.

Wiles Lake Depot

Earlier in the year the committee discussed the access to the former Wiles Lake Depot and with the Recreation folks a policy was formalized, allowing the fire departments access as required.

Group Insurance

After Chris came on board, a variety of initiatives were brought forward for information and discussion. The insurance has been reviewed, discussions on equipment inventory and a full review of the registration forms have taken place.

Funding

As usual all the appropriate requests for funding were discussed and forwarded to Council for inclusion in the budget.

Stepping Down as Chair

One last item, not about the last year, but for the future. I will not be reoffering for the committee this year. I have served on the committee since its formation in 1990 or 1991, first as a councillor and since 1994 as a representative from the fire service. During most of those years I served as chair. I fully believe we have accomplished a great deal over those years, but the job of this committee will never be done! There are always changes, new challenges, and new ideas which need to be discussed and policies developed that work for us all.