

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
FIRE AND EMERGENCY SERVICES COMMITTEE
Held in Council Chambers, 210 Aberdeen Road, Bridgewater, NS
Monday, July 10, 2017 – 7:00 p.m.

ATTENDANCE

Brian Keizer, District 1 & 2 Fire Commission, Chair
Chief Steve Patterson, Cornwall Fire Department, Vice Chair
Councillor Martin Bell
Councillor John Veinot
Councillor Wade Carver
Councillor Reid Whynot
Chief Tom Lockwood, Indian Point Fire Department
David Fancy, Member-At-Large
Larry Hagell, Member-At-Large
Mayor Carolyn Bolivar-Getson

Regrets: Deputy Chief Dean Schmeisser

Staff: Chris Kennedy, Fire Services Coordinator/Administrator
Tina Robichaud-Bond, Administrative Assistant

1. CALL TO ORDER

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

2. ELECTION OF OFFICERS

2.1 Chair

Those nominated by ballot for the position of Chair were:

Brian Keizer
Chief Steve Patterson
Councillor Martin Bell

Chief Patterson and Councillor Bell withdrew their names, therefore Brian Keizer was appointed as Chair.

2.2 Vice Chair

Those nominated by ballot for the position of Vice Chair were:

Chief Tom Lockwood
Chief Steve Patterson
Councillor Reid Whynot
Councillor Martin Bell

Chief Lockwood, Councillor Whynot and Councillor Bell withdrew their names, therefore Chief Patterson was appointed as Vice-Chair.

3. ADDED ITEMS – APPROVAL OF AGENDA

Moved by Larry Hagell, seconded by Chief Lockwood that the agenda be approved as circulated. Motion Carried.

4. Approval of Minutes of March 13, 2017 (as circulated)

Moved by Chief Patterson, seconded by Councillor Whynot that the Minutes of the March 13, 2017 Fire & Emergency Services Committee meeting be approved as circulated. Motion Carried.

5. Business Arising from Minutes and Unfinished Business

5.1 Annual Appointment of Members to Fire & Emergency Services Committee

Mr. Kennedy reported that Municipal Council accepted the Fire & Emergency Services Committee's recommendation to reappoint Brian Keizer, Chief Tom Lockwood, and Chief Steve Patterson to the Fire & Emergency Services Committee, and appoint Deputy Chief Dean Schmeisser to the Committee.

5.2 Recognition to Businesses

Mr. Kennedy reported that Policy MDL-70 "Procedure for the Award of a Certificate of Recognition to Businesses and Community Groups Supporting Fire and Emergency Services" was passed by Municipal Council.

Mr. Kennedy advised that he has received names, both a private name and a business name, to put forward for recognition at the next meeting.

5.3 Personnel Insurance - Update

Mr. Kennedy reported that Edmund Nix, MODL's risk assessment agent, has left his position with Arthur J. Gallagher Insurance Company. He advised that he met with two representatives of the Arthur J. Gallagher Insurance Company to discuss how to proceed with possible coverage.

At this time, there are six insurance companies providing coverage to the various fire departments in the Municipality. Concern was expressed that the same level of coverage is not being provided to all departments and this should be rectified.

Councillor Bell advised that John McGee from the MEBA insurance company will be in Nova Scotia in September. Mr. McGee is considered one of the national experts when discussing fire services insurance policies. It was suggested that contact be made with Mr. McGee to set up a meeting while he is visiting Nova Scotia.

A discussion ensued regarding the formation of a sub-committee which would be responsible for procuring information and detail about the various insurance policies available to firefighters, and to provide the Fire & Emergency Services Committee with a recommendation as to what type of policy would be best suited to cover all MODL firefighting personnel equally.

Moved by David Fancy, and seconded by Larry Hagell, that a sub-committee of 5 members be formed. This sub-committee would consist of two firefighters, Chief Tom Lockwood and Brian Keizer, two Councillors, Councillor Wade Carver and Councillor Reid Whynot, and one Member at Large, David Fancy. Chris Kennedy would be a non-voting member of the sub-committee providing administrative support. Motion carried unanimously.

6. NEW BUSINESS

6.1 Recruitment & Retention Strategy & Tactics

Mr. Kennedy reviewed his report on “Recruitment and Retention Strategy/Tactics”, providing ideas on tactics, incentives, marketing, and process on how to recruit new firefighters and to keep the ones we have.

A discussion continued on the importance of recruiting new members, especially junior members and women. Chief Patterson advised that Lunenburg Regional has two yearly programs that are geared towards promoting fire services to both these groups; that is, the Junior Program and the women’s weekend.

A question was asked as to whether the fire departments have a person or committee specifically for recruitment of new personnel. Mr. Kennedy advised that most departments have membership committees, but these are more for review of membership applications and for interviews.

It was noted that a policy for recruitment and retention of fire services members is one of Council’s strategic priorities. Much input will be required from the Departments to move this forward.

The Committee was asked to provide ideas at the next meeting of the Fire & Emergency Services Committee as to what could be done to promote membership. The following two ideas were put forward at this meeting:

- Fire Services Coordinator to visit classrooms and speak with students
- Provide opportunities to high school students in the Step Program

6.2 Items from previous FESC Meetings

Mr. Kennedy reviewed the chart outlining the various items on the Continuing Agenda list that have been completed, and the items that are still outstanding. The Members were asked to identify the items listed in the chart in order of priority and bring these to the next meeting.

It was proposed that a calendar be prepared that would detail upcoming topics to be discussed at Committee meetings, which would allow members to be better prepared for the discussion. Mr. Kennedy advised that this would be created and circulated.

A question was posed as to whether the “Equipment List” was available online. Mr. Kennedy advised that it is available on the Lunenburg Regional website. He further advised that he, to date, has been keeping the list current. It was proposed that staff continue to do so to ensure there are no discrepancies.

6.3 Fire & Emergency Committee Meeting Dates

The scheduled dates for the Fire & Emergency Committee meetings were reviewed. It was agreed that it is important for these meetings to go forward and should a meeting be cancelled, due to weather for example, an alternate meeting date be scheduled shortly thereafter.

It was requested that a draft Agenda be forwarded along with the initial email to Committee members requesting agenda items. A discussion followed and it was decided that this would be looked into to ensure there are no procedural issues with doing so. It was also discussed that it would be beneficial to “Reply to All” when responding with agenda items so that other Committee members see the topics.

6.4 MGA Update

The question was raised as to whether the *Municipal Government Act* has been amended to reflect changes for the sections under Fire & Emergency Services. Mr. Kennedy reported that he attempted to find an answer to that and, at this time, things have stalled. However, it will be looked at again.

Mayor Bolivar-Getson advised that this issue was raised at the UNSM. This was during the provincial election and things were in limbo. It was her understanding that this has not been implemented at this time. She agreed to correspond with Department of Municipal Affairs requesting an update, and will report back to the Committee at a later date.

It was suggested that this item be put on the Continuing Agenda list.

6.5 Report on Registration Packages

Mr. Kennedy reported that he did not have a written report on the Registration Packages. He advised that he has received all packages but two. He will prepare the report and provide to Committee members by email. This item can be revisited at the next meeting.

6.6 Membership Packages

Mr. Keizer requested that an information binder be put together to provide to existing Committee members and future Committee members that contains items such as, for example, a copy of the MGA, MDL policies, calendar of meetings, maps, contact information on the various fire departments, etc.

Mr. Kennedy asked that Committee members provide him with a list of items they would like to see in the binder.

6.7 Department Service Recognition Plaques

Chief Patterson explained that in the recent past, fire departments have been provided with 5 year plaques every 5 years that show 5 years of service. He asked that the Committee consider approaching Council to agree to provide plaques that reflect the actual number of years in service. For example, a 5 year plaque, 10 year plaque, 15 year plaque, etc.

Councillor Bell suggested that instead of having several smaller plaques, 1 large helmet plaque be used and changed every five years, reflecting the actual number of years of service.

It was noted that there may be a policy which governs the issuance of the plaques. Staff was directed to confirm and have the policy for review at the next meeting.

7. IN CAMERA - Nil

8. NEXT MEETING – September 11, 2017

9. ADJOURNMENT

There being no further business at 8:20 p.m., it was moved by Councillor Reid, seconded by Councillor Bell that the meeting adjourn. Motion Carried.