

# **Fire & Emergency Services Committee Meeting AGENDA**

**Monday, 13 September 2021 – 7:00 p.m.**

- 1. Call to Order**
- 2. Approval of Agenda (as circulated)**
- 3. Approval of Minutes – July 12, 2021**
- 4. Business Arising from Minutes**
  - 4.1. Fire Scene Security**
  - 4.2. Mutual Aid Agreement Revisions**
  - 4.3. Policy MDL-36 Amendments & Accessible Formatting..... 2-9**
  - 4.4. Air Pack Certification/Turn-out Gear Safety**
- 5. L.R.F.E.S. Report**
- 6. New Business**
  - 6.1. Award of Member Family Assistance Program ..... 10**
  - 6.2. Fire Service Coordinator’s Presentation**
  - 6.3. Housekeeping Items on Annual Registration Form .....11-13**
- 7. In Camera (if required)**
- 8. Next Meeting –Monday, November 8, 2021**
- 9. Adjournment**



## **Municipality of the District of Lunenburg**

### **Memorandum**

**To: Fire and Emergency Services Committee (FESC)**  
**From: Chris Kennedy, Fire Service Coordinator**  
**Date: September 13, 2021**  
**Re: Policy MDL-036 Amendments and Accessible Formatting.**

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### **Recommendation**

**Move that the FESC approved the changes to MDL-036 Fire and Emergency Services as presented and recommends,**

**“Municipal Council approve the accessible formatting and amendments to MDL-036 Fire and Emergency Services as presented.”**

### **Background**

In March meeting of the FESC considerable discussion around what constituted the type or size of fire pumps to be tested. Fire departments in the Municipality of The District of Lunenburg typically have pumps that can develop from 750 GPM (625 IGPM) and higher fire flows. There are a few with smaller pump capacities under 500 GPM (413.3 IGPM). NFPA 1901 Standard for Automotive Fire Apparatus Chapter 5, sec 5.2 states that a fire pumper apparatus will meet the requirements of NFPA Chapter 16.

In MDL-036 Fire & Emergency Services, section 2, paragraph 11 on pump testing requirements reference is made to testing of apparatus mounted pumps is required. This year’s registration saw questions regarding service testing of brush/wildland trucks and pumps mounted on tankers for the purpose to load or offload water. These types of lower GPM/IGPM pumps are not developing fire flows for interior operations and the question asked was testing required for these types of pumps.

## **Conclusion**

This year's registration saw pumps with capacities of 500 GPM (416.3 IGPM) and larger being tested. Pumps with 750 GPM (625 IGPM) or greater shall fall under the new pump testing requirements as per MDL-036 Fire and Emergency Service. Pump testing is crucial to firefighter safety during firefighting operations, especially for interior firefighting operations. There were several repairs conducted and a few deficiencies from this year's pump testing and we are working with departments where required. The Emergency Vehicle Technician monitors results annually during the yearly testing/maintenance. This is also an important part to assist fire departments with apparatus readiness and with possible timelines for apparatus replacement.

The new test area located in the rear parking lot of the Bridgewater FD was used by several fire departments last year for testing and others have said they will try it this year. This is a good location with minimal set up for pump testing and training operators and is a safe controlled area.

Chris Kennedy  
Fire Service Coordinator

# Municipality of the District of Lunenburg Policy

<b>Title:</b> <b>Fire and Emergency Services</b>	
<b>Policy No.</b> <b>036</b>	
<b>Effective date:</b> September 11, 2007	<b>Amended date:</b> Feb. 12, 2008, Oct. 13, 2009, Feb. 8, 2011, Jan. 28, 2014, May 9, 2017, Feb. 27, 2018, Apr. 13, 2021

## 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

1 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. **[amended Apr. 13/21]**

(h) **Pump Testing** means testing to assess that apparatus pump pressure and flows meet the ULC plate or manufacturers requirement for the pump being tested.  
[amended Apr. 13/21]

### **Form of Request**

**3** Requests for registration as a fire and/or emergency services provider shall 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. [amended Feb. 27, 2018]  
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**

**4** The Municipality must be satisfied that the body corporate is capable of providing the services it has applied to provide and has to meet the requirements outlined in **Section 5 Sections 19 to 24** of this Policy. [amended Apr. 13/21]

**5** 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. [amended Apr. 13/21]

**6** The Body Corporate carries group liability insurance in the minimum amount of \$10,000,000. [amended Jan.28/14, Apr. 13/21]

**7** The Body Corporate does not provide the fire and/or emergency services for profit.  
[amended Apr. 13/21]

**8** The Municipality does not provide the same service for the same area. [amended Apr. 13/21]

**9** The Body Corporate carries a group personnel (accident and sickness insurance) policy for active volunteer firefighters and for volunteers assisting during non-firefighting activities.  
[amended Feb. 8/11, Apr. 13/21]

### **Department Requirements**

#### **Pump Testing**

**10** Fire Apparatus pump testing results are required starting on the June 15, 2021 registration cycle and continuing each fiscal year after.

**11** Apparatus ~~mounted~~ pumps required to produce fire flows of 625 gallons per minute and greater shall meet their pumping requirements as per section 2(h) and shall be tested annually. Portable pumps may be tested although not a requirement for registration.

**12** Pump maintenance and testing shall be performed by a certified Emergency Vehicle Technician (EVT).

**13** The Fire Services Coordinator will work with any Fire Department towards a plan if issues arise from pump testing.

**14** 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.

**15** 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 apparatus pump, the fire department shall put 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, emergencies, etc.

**16** 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.

**17** 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.

**18** Council may de-register the department on recommendation of the Fire Services Coordinator. Council shall not consider re-registration of the department until the department re-applies for registration with a satisfactory pump test. **[amended Apr. 13/21]**

### **Registration [amended Apr 13/21]**

**19** The Municipality, if satisfied by all categories of Sections ~~3 and 4~~ 4 to 18, shall register the Body Corporate as a fire and emergency services provider. This registration shall continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked. **[amended Apr. 13/21]**

**20** Annual updates of the registration form shall be submitted to the Municipality no later than June 15<sup>th</sup> of each year. **[amended Jan. 28/14, Apr. 13/21]**

**21** Any changes to the services provided by the body corporate shall be filed immediately with the Municipality throughout the year. **[amended Jan. 28/14, Apr. 13/21]**

**22** All other required forms and documentation, including the annual registration form updates, financial statements, officer **information**, rate and grant forms shall be submitted to the Municipality no later than June 15<sup>th</sup> of each year, in order to receive collected fire taxes and grant monies. **[amended Jan. 28/14, Apr. 13/21]**

**23** All fire tax payments shall be made available to approved fire and emergency service providers 30 days from the due date of municipal taxes. **[amended Jan. 28/14, Apr. 13/21]**

#### **Notification [amended Apr. 13/21]**

**24** The Municipality shall advise any new Body Corporate, by providing a letter stating approval as a registered Fire and Emergency Services provider as per sections **19-23 of this Policy**. **[amended Feb. 27, 2018]**

#### **Rate Payers Meeting [amended Apr. 13/21]**

**25** Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings **[amended Feb. 27, 2018]** must be maintained in the minutebooks of the organization.

**26** Fire Service providers shall have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget shall be linked to the service levels being provided. **[amended Jan. 28/14, Apr. 13/21]**

**27** 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. **[amended Jan. 28/14, Apr. 13/21]**

**28** All proposed fire tax rates shall be supported by the service provider's budget, which is to be presented to the ratepayers at the annual ratepayers meeting. **[amended Jan. 28/14, Apr. 13/21]**

**29** Ratepayers shall have the opportunity to discuss service level expectations during a ratepayer meeting. **[amended Jan. 28/14, Apr. 13/21]**

**30** Ratepayers shall not request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision. **[amended Jan. 28/14, Apr. 13/21]**

**31** 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 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. **[amended Jan. 28/14, Apr. 13/21]**

**32** For the departments that are required to have an annual ratepayer's meeting to set the fire tax rate that must be specified as well.

**33** All annual ratepayer's meetings must be conducted before June 15<sup>th</sup> of the following fiscal year. **[amended Apr. 13/21]**

**34** Requests shall 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. **[amended Jan. 28, 2014]**
- (b) The Municipality will also provide upon request a property civic report to help the department locate properties. **[amended Jan. 28, 2014]**
- (c) Since 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 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 be required to pass a motion.
- (e) Voting may be done by secret ballot. **[amended Oct. 13, 2009][amended Apr. 13/21]**



**35** All fire tax requests by a registered fire and emergency services provider shall be provided to the Municipality on the approved registration package forms found on the Municipal website no later than June 15<sup>th</sup> of the current year. **[amended Jan. 28/14, Feb. 27/18, Apr. 13/21]**

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

**37** 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. **[amended Apr. 13/21]**

**Annotation for Official Policy Book**

Date of first reading	September 11, 2007
Date of Notice to Council Members of Intent to Consider (7 Days Minimum)	January 21, 2014
Date of Passage of Amendments	January 28, 2014
Date of Notice to Council Members of Intent to Consider (7 Days Minimum)	April 27, 2017
Date of Passage of Amendments	May 9, 2017
Date of Notice to Council Members of Intent to Consider (7 Days Minimum)	February 13, 2018
Date of Passage of Amendments	February 29, 2018
Date of Notice to Council Members of Intent to Consider (7 Days Minimum)	March 23, 2021
Date of Passage of Amendments	April 13, 2021
Date of Notice to Council Members of Intent to Consider (7 Days Minimum)	
Date of Passage of Amendments	
I certify that the amendments to this <b>Fire and Emergency Services Policy</b> was adopted and amended by Municipal Council as indicated above.	
_____	_____
<< >>, Municipal Clerk	Date

Fire & Emergency Services Committee  
Date: September 13, 2021  
Item: 6.1  
Authorization: Alex Dumaresq



## Memorandum

**To:** Sarah Kucharski, Communications Officer  
Chris Kennedy, Fire & Emergency Services Coordinator

**CC:** Elana Wentzell, Director of Finance  
Angela Veinot, Accounting Manager

**From:** Tom MacEwan, Chief Administrative Officer

**Date:** July 27, 2021

**Re:** 2021-122 Award of Member Family Assistance Program for Fire Service Members

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Please be advised that Municipal Council, in session on Tuesday, July 27, 2021, made the following motion:

**“that Municipal Council award the Fire Services Member Family Assistance Program contract to Homewood Health in the amount of \$13,125 plus HST annually for two years, and direct staff to implement the new firefighter Fire Services Member Family Assistance Program, as presented”**

Please proceed with the necessary arrangements for awarding this contract and move forward with initiating the service for the volunteers.

A handwritten signature in blue ink, consisting of a stylized, cursive 'T' and 'M'.

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Tom MacEwan  
Chief Administrative Officer

/trb



## Municipality of the District of Lunenburg Memorandum

**To: Fire & Emergency Services Committee (FESC)**  
**From: Chris Kennedy; Fire Services Coordinator**  
**Date: September 13, 2021**  
**Re: House Keeping Items, Annual Fire Department Registration Forms**

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Please see the attached pages from the annual fire department registration for housekeeping purposes only. These items are no longer valid due to the information collected for two years is no longer required, and changes in insurance where MODL group insurance coverages are in place for fire and emergency services. Where the towns of Mahone Bay and Lunenburg are not included in the MODL group insurance programs, proof of the above insurance is required for their registration.

- Page 1, removal of the bottom section used to gather additional information is no longer required.
- The insurance area on Page 2, removing the check boxes for coverage and adding the text regarding MODL group coverages are now in place.

Chris Kennedy  
Fire Services Coordinator

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
ANNUAL FIRE AND EMERGENCY SERVICES PROVIDER UPDATE**

Fire Department Official Name: **Fire Department**

Act of Incorporation: **Societies Act**

If information noted above is incorrect, please make changes below:

Fire Department Official Name:

Act of Incorporation:

Number of  
Firefighters  
Trained for  
Services  
Checked

Please mark the **service** to which you will be providing for 2022/2023

1. Attach Annual Report from Scotia Business or similar for call number & response type
2. Fire and Fire Related Emergencies                      N/A                       Structural                       Defensive

Structural - activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles or vessels  
Defensive- actions intended to control a fire by limiting its spread to a defined area, exterior or exposures.

20

3. Medical Emergencies    N/A    Medical First Response                      Medical Assistance
- 

MFR - registered through EHS Program                      MA - responders who have standard or emergency first aid

18

4. Vehicle Extractions    N/A                      Awareness                      Operational                      Technician
- 

12

5. Water Rescue

13

6. Ice Rescue

13

7. Structural/Excavation Collapse

12

8. High Angle Rescue

9. Low Angle Rescue

10. MVC

11. Rapid Intervention Team (RIT)

18

12. Hazardous Materials

13. Rehab

14. Lifelight Training

15

- 15

- 16

- 17

**Information to Assist Towards Health and Safety Standards                      NEW**

~~Hose testing~~ — ~~NO~~  — ~~Annually~~  — ~~Last tested~~ — ~~Unknown~~

~~Bunker Gear Cleaning and Inspection~~ — ~~YES~~  — ~~NO~~  — ~~Annually~~  — ~~Last tested~~ — ~~Unknown~~

~~Replacement Schedule~~ — ~~YES~~  — ~~NO~~  — ~~Are suits over ten years old~~ — ~~YES~~  — ~~NO~~

~~Facepiece Fit Testing~~ : ~~Anually~~  — ~~Other Timeline:~~ — ~~NO~~

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
ANNUAL FIRE AND EMERGENCY SERVICES PROVIDER UPDATE**

24. Are there limits on the level of service that will be provided in respect to any of the services checked on Page 1? If so, please indicate.

25. Does the Department have the equipment to perform the services checked on the previous page?

26. Does the Department have the training or experience necessary to perform this services checked on Page 1?

19. Number of Active Firefighters	<input type="text"/>
20. Number of Auxiliary Members	<input type="text"/>
21. Number of Junior Fire Fighters	<input type="text"/>
22. Number of Honourary Members	<input type="text"/>

~~23. Firefighter Personnell Accident Insurance~~

**LIABILITY INSURANCE**

Based on the *Municipal Government Act*, the Municipality of the District of Lunenburg must ensure that every Fire Department carries Liability Insurance.

**MODL Group Insurance Ploicies Inplace for Vehicle and General Liability.**

**Vehicle**  **Facility**  **Firefighters**

Registration with the Municipality of the District of Lunenburg, when approved by the Municipality of the District of Lunenburg, continues in force until withdrawn by the Municipality of the District of Lunenburg for cause or the emergency services provider requests that the registration be revoked.

This registration does not make an emergency services provider an agent of the Municipality of the District of Lunenburg. A registered emergency services provider is not a municipal enterprise pursuant to the *Municipal Finance Corporation Act*.

I/we hereby certify that the above mentioned organization will provide the fire and/or emergency service indicated above and this service is being provided to the Municipality of the District of Lunenburg on a not-for-profit basis. It is also understood that the Municipality or any other organization will not provide the same

**Signature:**

Name of Individual Completing Form:	<input type="text"/>
Telephone Number (above individual):	<input type="text"/>
Authorization Given by:	<input type="text"/>
Telephone Number (of signer)	<input type="text"/>
Date:	<input type="text"/>
Preferred Email Address:	<input type="text"/>