

# Municipality of the District of Lunenburg

Policy Details	
<b>Name</b>	Fire and Emergency Services
<b>Number</b>	036
<b>Legislative Authority</b>	MGA Part X, sec. 296
<b>Effective Date</b>	May 14, 2024

## 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.

- (h) **Pump Testing** means testing to assess that apparatus pump pressures and flows meet the NFPA/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 all SCBA units in service in the department meet all operational specifications and performance parameters.

### **Form of Request**

- 3 (1) Requests for registration as a fire and/or emergency services provider will be made through the completion of the Fire and Emergency Services Provider Registration package. The registration package can be 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.

### **Organization Requirements**

- 4 (1) An organization applying to be a registered fire and/or emergency services provider must meet the following requirements:
  - (a) Body Corporate does not provide the fire and/or emergency services for profit;
  - (b) The Municipality does not provide the same service for the same area;
  - (c) The Body Corporate carries group liability insurance in the minimum amount of \$10,000,000.
- (2) The Body Corporate carries a group personnel (accident and sickness insurance) policy for active volunteer firefighters and for volunteers assisting during non-firefighting activities.
- (3) The premiums covered in sections 4(1)(c) and (2) are to be deducted from the November fire payments.

### **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 250 imp.gal (imperial gallons) per minute and greater, as per ULC/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 must meet their pumping requirements as per section 2(h) and must be tested annually.
- (3) Portable pumps may be tested although not a requirement for registration.
- (4) Pump maintenance and testing must be performed by a certified Emergency Vehicle Technician (EVT).
- (5) The Fire Services Coordinator will assist Fire Departments in developing a plan if issues arise from pump testing.
- (6) 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) 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 the apparatus pump, the Fire Department must have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use of a pumper/pumper tanker including, but not limited to, structure fires of any kind, motor vehicle fires, wildland fires, and other emergencies as required.
- (8) 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) 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) 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 a satisfactory pump test.

### **Self-Contained Breathing Apparatus (SCBA) Functional Testing**

- 6 (1) The SCBA function test results 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 an SCBA fails or needs 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 / replacement 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) 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 (1) The Municipality, if satisfied by all categories of Sections 4 to 6, must register the Body Corporate as a fire and emergency services provider. This registration 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 will be submitted to the Municipality no later than June 15<sup>th</sup> annually.

(3) Any changes to the services provided by the Body Corporate 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 must be submitted to the Municipality no later than June 15<sup>th</sup> annually, in order to receive collected fire taxes and grant monies.

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

### **Notification**

8 The Municipality must advise in writing of Council's approval to register as a new Body Corporate for Fire and Emergency Services as per sections 7 of this Policy.

### **Rate Payers Meeting**

9 (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.

(2) Fire Service providers must have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget 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 must be supported by the service provider's budget, which is presented to the ratepayers at the annual ratepayers meeting.

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

(6) Ratepayers 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 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 must be clearly identified in the notice.

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

(10) Requests must be made to the Municipality for appropriate rate payer's list a minimum of two (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) 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 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 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 must be provided to the Municipality on the approved registration package forms 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 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.

<b>Policy Adoption</b>	
<b>Date of Original Passage</b>	May 14, 2024
<b>Date of Notice of Intent to Repeal and Replace</b>	April 23, 2024
<b>Date of Council Approval</b>	May 14, 2024
<b>Date of Effective Date</b>	May 14, 2024
<b>I certify that this Policy 036 Fire and Emergency Services was repealed and replaced by Municipal Council as indicated above.</b>	
<b>Signature of Municipal Clerk</b>	<b>Date</b> May 15, 2024

<b>Version</b>	<b>Amendment Description</b>	<b>Approval Date</b>
<b>Original V1</b>	<b>Fire and Emergency Services Policy</b>	Sep 11, 2007
<b>V2</b>	Amended Annual Registration Form, Schedule A	Feb 12, 2008
<b>V3</b>	To allow option for secret ballot at rate payers meeting	Oct 13, 2009
<b>V4</b>	Require Accident and sickness insurance or workers compensation	Feb 8, 2011
<b>V5</b>	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
<b>V6</b>	Amendments to the Annual Registration Form	May 9, 2017
<b>V7</b>	Removed Schedules and reference to schedules (registration application form)	Feb 27, 2018
<b>V8</b>	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
<b>V9</b>	Addition of flow rate for pump apparatus	Oct 12, 2021
<b>Repeal &amp; Replace</b>	Added definition of “SCBA” and new requirements for testing, new WCB and Recognition section, updated pump requirements, plain language and accessible formatting.	May 14, 2024