

**Fire & Emergency Services Committee Meeting AGENDA**  
**Monday, November 08 2021 – 7:00 p.m.**

1. Call to Order
2. Approval of Agenda (as circulated)
3. Approval of Minutes – September 13<sup>th</sup> 2021
4. Presentation – Insurance Sector overview, Ed Nix BFL
5. Business Arising from Minutes
  - 5.1. Fire Scene Security
  - 5.2. Mutual Aid Agreement Revisions
  - 5.3. Policy MDL-36 Amendments & Accessible Formatting..... 2
  - 5.4. Air Pack Certification/Turn-out Gear Safety
  - 5.5. Cell Coverage (D.C. Dean Schmeisser)
  - 5.6. Procurement of Equipment for Departments (D.C. Dean Schmeisser)
6. L.R.F.E.S. Report
7. New Business
  - 7.1. Budget Discussion 2022/23
  - 7.2. Covid-19 Vaccinations (Cllr. Greek)
  - 7.3. Review of FESC Calendar 2022 ..... 3-4
8. In Camera (if required)
9. Next Meeting –Monday, January 10, 2022
10. Adjournment

Fire & Emergency Services Committee  
Date: November 08, 2021  
Item: 5.3  
Authorization: Alex Dumaresq  
**INCORRECT MEMO, SEE NEXT PAGE**



## Memorandum

**To:** Chris Kennedy, Fire Services Coordinator

**CC:** Sandra Challis, Recording Secretary, FESC  
Tina Robichaud-Bond, Acting Municipal Clerk

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

**Date:** September 28, 2021

**Re:** 2021-144 Proposed Amendments to Policy MDL-036 Fire & Emergency Services

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Please be advised that Municipal Council, in session on Tuesday, September 28, 2021, made the following motion:

**“that Municipal Council accept the recommendation of the Fire and Emergency Services Committee and approve the proposed amendments to MODL Policy 036 Fire and Emergency Services, as presented, and hereby gives seven (7) days’ notice that Council will consider approving amendments at the October 12, 2021 Council meeting”.**

A handwritten signature in blue ink, consisting of a stylized, cursive 'T' followed by a loop and a trailing line.

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Tom MacEwan  
Chief Administrative Officer

/reh



## Memorandum

**To:** Chris Kennedy, Fire Services Coordinator

**CC:** Tina Robichaud-Bond, Acting Municipal Clerk

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

**Date:** October 12, 2021

**Re:** 2021-152 Approval of Amendments to MODL Policy 036 Fire & Emergency Services

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Please be advised that Municipal Council, in session on Tuesday, October 12, 2021, made the following motion:

**“that Municipal Council approve the proposed amendments to MODL Policy 036 Fire and Emergency Services, as presented”.**

Please ensure the appropriate action is taken.

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

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Tom MacEwan  
Chief Administrative Officer

/sc

Fire & Emergency Services Committee

Date: November 08, 2021

Item: 7.3

Authorization: Alex Dumaresq

Updated November 2021

| Date     | Event or Activity   | Who  |
|----------|---|--|
| January  | <p><b>FESC Regular Meeting- Jan 10, 2022</b><br/>                     Have motions at Council/Audit &amp; finance – Grants/Training Grant<br/>                     Council considers operating budget requests<br/>                     FESC confirm AGM <b>date</b> and <b>Location (Weds, April 6/13/20)</b><br/>                     Email departments re: date for their ratepayer meetings.<br/> <b>WCB premiums due Jan 15 Financial Services Officer (FSO)</b></p>   | <p>FSC<br/>                     Council<br/>                     FESC<br/>                     FSC<br/>                     FSC/FSO</p>  |
| February | <p>Prepare Letter to FDs (emails – Notice for rate Payers Meeting Advertisement Information (Deadline Feb 9)<br/>                     Review tentative Agenda for AGM</p>   | <p>FSC<br/>                     FSC, DCAO,<br/>                     Admin Ass</p>  |
| March    | <p><b>FESC Regular Meeting – March 14, 2022</b><br/>                     Draft AGM Agenda<br/>                     Finalize AGM agenda<br/>                     Finalize Annual packages for AGM (Ask Melissa for Maps)<br/>                     Prepare Tentative Assessments for FD’s (March 1<sup>st</sup>) Check with Finance before running<br/>                     Prepare or ask Chair for their Annual report for Annual Meeting<br/>                     Run Rate Payers Advertisement – 2wks prior to earliest rate payers meeting. (GL ACC # 01- 240000-295)<br/> <b>WCB FF quarterly numbers January 1 to March 31 (Premium due April 15).<br/>                     Group Personnel insurance (Due end of April) paid by MODL and collected from November final FD payments.</b></p> | <p>FESC<br/>                     FSC<br/>                     FSC/Admin Ass.<br/>                     FSC<br/>                     FSC<br/>                     FSC<br/>                     FSC</p> |
| April    | <p><b>Annual Meeting April XX 2022 Need date &amp; Location?</b><br/>                     Appointment of FESC members<br/>                     Distribution of Annual Registration Packages and Maps<br/> <b>WCB Premiums due April 15</b></p>  | <p>Fire Service at<br/>                     AGM<br/>                     FSC/Admin<br/>                     FSO</p>  |
| May      | <p><b>FESC Regular Meeting -May 09, 2022</b><br/>                     Appoint Chair and Vice-Chair<br/>                     Council Approves Appointments to FESC</p>   | <p>FESC<br/>                     Council</p>   |
| June     | <p>June 15<sup>th</sup> is deadline for annual registration forms (No \$ released until submitted, Policy)<br/>                     Prepare memo to Council re Fire Rates and get Approval<br/>                     Send memo to finance Dept. re Approval of Fire Tax rates<br/>                     Distribute Spring Fire tax payment- (Deadline 30 days from May 31<sup>st</sup> if forms submitted<br/>                     Half of previous years amount, any adjustments made in November)</p>   | <p>FSC<br/>                     FSC<br/>                     FSC<br/>                     FSC<br/>                     FSC</p>   |

|                  |   |                                    |
|------------------|---|------------------------------------|
|                  | After careful review – Scan all Annual forms and save to each FD’s folder in Laser Fiche<br><b>WCB FF quarterly numbers, April 1 to June 30 (premiums due July 15)</b>  | FSC<br>FSC                         |
| <b>July</b>      | <b>FESC Regular Meeting- July 11, 2022</b><br>Get a Training report from LRFES<br>Prepare training grant to LRFES<br>Have Fire Tax Rates Posted Municipal Website<br><b>WCB Premium due July 15</b>   | FESC<br>FSC<br>FSC<br>FSC<br>FSO   |
| <b>August</b>    | Request markup -for Fire Prevention Add GL Acc – 012240000295   | FSC                                |
| <b>September</b> | <b>FESC Regular Meeting – September 12, 2022</b><br><b>WCB FF quarterly numbers July 1 to September 30(premiums due October 15)</b>   | FESC<br>FSC                        |
| <b>October</b>   | Begin Budget Preparation/discussions at FESC<br>Request Insurance Premium Schedule breakdown for insurance cost and grant.<br>Upon receipt of new policy – scan for file and update equipment list<br>File (7+1YR) after that Keep liability portion only (Errors or Omissions, General Liability)<br><b>WCB FF premiums due October 15</b> | FSC<br>FSC<br>FSC<br>FSC<br>FSO    |
| <b>November</b>  | <b>FESC Regular Meeting – November 14, 2022</b><br>Discuss Budget/Grants for 22/23<br>Prepare Final Fire Tax Payment<br>Update Fire Department Addresses / Emails (advise Admin)  | FESC<br>FSC<br>FSC                 |
| <b>December</b>  | Final payments distributed<br>Forward Operation Budget Request to Council<br>Review Membership Package Folder for updates<br><b>WCB FF quarterly numbers October 1 to Dec. 31(premiums due January 15)</b>  | FSC/Council<br>FSC<br>Admin<br>FSC |