

Fire & Emergency Services Committee Meeting AGENDA

Thursday, November 2nd, 2023 – 7:00 p.m.

- 1. Call to Order**
- 2. Approval of Agenda (as circulated)**
- 3. Approval of Notes – September 7, 2023**
- 4. Business Arising from Minutes**
 - 4.1 Strategic Priorities 2-12**
 - 4.2 Member at Large Applications**
- 5. L.R.F.E.S. Report**
- 6. New Business**
 - 6.1 Budget 2024/25**
 - 6.2 January meeting date**
- 7. Added Items**
- 8. In Camera**
- 9. Next Meeting – Thursday, January 4th, 2023**
- 10. Adjournment**

This document was created using best practices in accessibility. Do you need assistance reading or understanding this document? Please call MODL at (902)543 8181 or email info@modl.ca



Municipality of the District of Lunenburg

Report to Fire and Emergency Services Committee

Report To: The Chair and members of the Fire & Emergency Services Committee

Submitted By: Chris Kennedy, Fire Services Coordinator

Date: November 02, 2023

Re: Fire & Emergency Services Committee Strategic Priorities

Background

The FESC has been engaged in a process for developing strategic priorities. The process began with committee workshops in late 2022/early 2023, which were followed by presentations to the committee and at the annual general meeting of the fire service. A survey of fire departments was then completed on these topics during the summer of 2023. This report aims to identify the actions the committee wishes to pursue.

Draft Priorities

Through the workshops and committee discussion, a preliminary list of priority areas were identified for consultation with the broader fire service. these categories included:

- Safety
- Capacity & Governance
- Recruitment & Retention
- Regional Training Facility

Survey Results

The committee developed a survey to gauge interest in various priorities from the fire service. All departments were encouraged to complete the survey and a prize draw was completed to incentivize the departments to respond. Thirteen departments completed the survey. Two

firefighters from Hemford and District department won the draw to be sponsored to attend the 2024 Atlantic Fire Leadership Conference to be held in one of the Atlantic provinces. A copy of the survey is included in the appendix of this report. The list below represents the survey items with the most support:

- Include Self-Contained Breathing Apparatus (SCBA) functional testing as an annual mandatory requirement of registration (100%).
- More support for training (repeated commentary)
- Adoption of standardized basic GOGs across departments (over 70%)
- Adoption of standard application process across departments (over 80%)
- Additional training on personnel matters (over 90%)
- Recognition for businesses that allow volunteers to leave work (over 70%)
- Regional training facility (over 80%)
- Revisit grant formulas (70%) (*note all comments indicated concern/hesitation)

Proposed Workplan

- **Safety**
 1. FESC recommends to Council for SCBA functional testing to be added as a mandatory requirement for the 2024 registration cycle starting in June of 2024
 2. A section be added to the registration package by the Fire Service Coordinator for capturing the number of level 1 trained/certified firefighters.
 3. Consult with departments/LRFES on what standardized GoGs should be adopted across all departments.
- **Capacity & Governance**
 1. Work with LRFES to develop a training strategy to address gaps and priority areas.
 - Level 1 firefighter training
 - Leadership and Human resources skills
 - Enhanced opportunities for regional training
 2. Continue MODL's current leadership training program:
 - November 04, 2023, Group Training session
 - Planned Spring session.
 - Grant to support department specific leadership training events
 3. Work with LRFES to develop a standard personnel policy that could be adopted by MODL fire depts.

- 4. Encourage Automatic Mutual Aid:
 - Gather data on existing number and types of automatic mutual aid; and
 - Present data, benefits, and process to FDs.
- **Recruitment & Retention**
 1. Continue with the implementation of the existing Recruitment & Retention Strategy.
 2. Work with LRFES for a template for intake policy and application process, including diversity, equity & inclusion.
 3. Promote existing business/community group recognition certificate.
- **Regional Training Facility**
 1. Begin discussions with regional partners on concept, component’s location etc.
 2. Recommend annual contribution to MODL reserve for facility.

Recommendations

1. That the Fire & Emergency Services Committee **approve the proposed workplan, as presented.**
2. That the Fire & Emergency Services Committee recommend to Municipal Council: **“Functional testing of self-contained breathing apparatus be added to the annual registration package as a mandatory requirement starting in the 2024 registration cycle”**
3. That the Fire & Emergency Services Committee Recommends to Municipal Council: **“Municipal Council approve the amount of \$100,000.00 to be placed in the account created for a Regional Fire Training Facility as an annual budget amount going forward.”**

Report Preparation	
Department	Administration
Report Prepared by	Chris Kennedy, Fire Services Coordinator
Report Approved by	
Date Reviewed by C.A.O.	



Fire & Emergency Services Committee - Strategic Priorities Survey 2023

The purpose of this survey is to receive valuable input from our local Fire Departments & Commissions to help shape the strategic priorities of your Fire & Emergency Services Committee (FESC).

One survey per department.

You are welcome to include input from your executives and members.

Thank you for your time!

PLEASE COMPLETE SURVEY BY: Monday August 21st, 2023 to enter a draw for a chance to win:

Registration, Travel & Accommodation for TWO of your members to attend the Atlantic Fire Leadership Conference to be held in Summerside, PEI in 2024

* 1. Department / Commission Name

A. Safety of Firefighters

2. Do you think SCBA functional testing should be a requirement of the annual registration package?

Yes

No

If No, please can explain the reason why?

3. Do you think facepiece fit testing should be a requirement of the annual registration package?

Yes

No

If No, please can explain the reason why?

4. Do you think hose testing should be a requirement of the annual registration package?

Yes

No

If No, please can explain the reason why?

5. Does your department have a bunker gear replacement procedure to meet NFPA1851 standards?

Yes

No

If No, please can you explain the reason why?

6. Does your department have a department-appointed Safety Officer (not Scene-Safety Officer)?

Yes

No

If No, please can you explain the reason why?

7. Does your department have pre-incident planning for the commercial structures in your district?

Yes

No

If No, please can you explain the reason why?

B. Collaboration & Training

8. Does your department use other department facilities for training?

Yes

No

If Yes, where do you go?

9. How many of the active Firefighters in your department are **trained** to Level 1?

10. How many of the active Firefighters in your department are **certified** to Level 1?

11. How many of the active Firefighters in your department are **working towards** to Level 1?

12. What barriers do your members face in obtaining Level 1 Training or Certification?

13. Are there areas where you would like to see more inter-departmental collaboration?

14. What other supports for collaboration/training would you like to see from the Fire & Emergency Services Committee or Lunenburg Regional Fire & Emergency Services?

C. General Operating Guidelines (GOGs)

15. Does your department regularly attend Lunenburg Regional Fire & Emergency Services meetings?

- Yes
- No

If No, please can you explain the reason why?

16. Did you know Lunenburg Regional Fire & Emergency Services are developing GOGs?

- Yes
- No

17. Does your department have GOGs in place?

- Yes
- No

If No, please can you explain the reason why?

18. Do you need help creating any specific GOGs?

Yes

No

If Yes, please provide brief details:

19. Do you think the adoption of standardized basic GOGs could be implemented across the District? i.e. Scene Safety Officer

Yes

No

If No, please can explain the reason why?

D. Personnel

20. Does your department have a personnel policy?

Yes (If Yes, please complete Q21 & Q22)

No

If No, please can you explain the reason why?

21. Does the policy include a Diversity, Equity & Inclusion section?

Yes

No

N/A

Any comments?

22. Does the policy include a Conflict Resolution section?

- Yes
- No
- N/A

Any comments?

23. Does your department have an intake procedure for new member applications?

- Yes
- No

Any comments?

24. Does your department have an exit procedure (when a member leaves the department)?

- Yes
- No

Any comments?

25. Do you think the adoption of a standardized application process could be implemented across the Municipality of the District of Lunenburg's (MODL) district?

- Yes
- No

Any comments?

26. Would your department's leadership team benefit from additional training on personnel matters?

- Yes
- No

Any comments?

27. For help with personnel and soft-skills training, did you know MODL's Leadership Training Grants are available?

- Yes
- No

Any comments?

28. Are your members aware of the Family Members Assistance Program (FMAP)?

- Yes
- No

E. Recruitment & Retention

29. Does your department reward members for attending calls / attending training etc. i.e., gas cards, stipends, honorariums?

- Yes
- No

If Yes, please provide brief details:

30. Would your department like to recognize a business that supports volunteer firefighters leaving work to attend calls?

- Yes
- No

If Yes, please provide more details. If No, please can you explain the reason why?

31. What could encourage more businesses to release volunteer firefighters from work to attend calls?

32. Would your department like the Fire Services Coordinator to assist with school visits in your area?

- Yes
- No

F. Concept Regional Training Facility

Recently the Fire & Emergency Services Committee have discussed the possibility of a regional training facility, the outline concept being classrooms, live fire & truck training capability.

33. Do you support the idea of a centrally located Regional Training Facility (for example at Exit 12a #103)?

- Yes
- No

If No, please can you explain the reason why?

34. What else could be included in the concept?

- Truck Bays?
- Sleeping Quarters?
- Gym?
- Anything Else? Please provide more information:

- None of the above

35. What other services could be considered in the concept?

- Dispatch?
- Ambulance?
- Police?
- Haz Mat?
- Anything else? Please provide more information:

- None of the above

G. Funding

36. Do you think MODL Municipal grant formulas need to be revisited?

Yes

No

If No, please can you explain the reason why?

37. Should MODL explore Minimum/Maximum funding amounts for departments, this could be setting fire tax assessment revenue minimums/maximums?

Yes

No

Any comments?

38. Apart from the Firefighters 50/50 draw, what other fundraising activities does your department usually do?

H. Anything Else?

39. Would you like to suggest any other items that you feel the Fire & Emergency Services Committee should be focusing on?