

Fire & Emergency Services Committee Meeting AGENDA

Wednesday, March 12, 2025 – 7:00 p.m.

- 1. Call to Order**
- 2. Approval of Agenda (as circulated)**
- 3. Approval of Minutes**
- 4. Business Arising from Minutes**
 - 4.1 2025-2026 Budget Approval 2**
- 5. L.R.F.E.S. Report**
- 6. New Business**
 - 6.1 Draft Training Strategy 3-15**
 - 6.2 For Information – New Fillable Fire Department Registration Package16-35**
 - 6.3 AGM – Process for nominations to FESC36-37**
 - 6.4 Insurance (Liability & Vehicle)**
 - 6.5 Cumberland County Fire Services – Discussion**
- 7. Added Items**
- 8. In Camera**
- 9. Adjournment**

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Memorandum

To: Members of the Fire & Emergency Services Committee
From: Chris Kennedy
Date: March 06, 2025
Re: Grants to Fire & Emergency Services

Information

At the February 11, 2025, Session of Municipal Council, the Fire and Emergency Services Grants were approved by Municipal Council as presented.

10.4 Fire & Emergency Services Committee

10.4.1 Approval of Emergency Services Grants 2025-032

Fire & Emergency Services Grants

A 2% increase (totaling \$3,947.00) over the 2024-2025 annual grant amounts, with the 2025-2026

fiscal year grants as listed.

Matching Grant \$ 46,816.00

Municipal Grant \$ 70,781.00

Training Grant \$ 12,038.00

Insurance Grant \$ 59,751.00

Personnel Insurance Grant \$ 12,038.00

Total Grants \$201,424.00

Chris Kennedy

Fire Services Coordinator

Draft Discussion Paper for Lunenburg Regional Training Strategy

Prepared By: Chris Kennedy, Fire Services Coordinator,
Alex Dumaresq, Deputy CAO

Based on discussions with: LRFES Training Committee,
MODL's Fire & Emergency Services Committee (FESC)

Date: Fall 2024

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Executive Summary

The development of a training strategy was highlighted in the Fire and Emergency Services Committee's workplan. Staff met with LRFES & FESC to identify issues, priorities and recommendations for a joint strategy. This paper was created to summarize their work and share more widely in the fire service before finalizing the strategy.

Key issues identified included the changing nature of volunteerism and the demands on volunteers' time and the need for expanded training opportunities and facilities locally. Ideally the strategy will improve training in the region resulting in:

- Increased Level 1 trained firefighters in the Volunteer Fire Service
- Increased trained officers in the Volunteer Fire Service
- Increased drivers/operators in the Volunteer Fire Service; and
- Increased opportunities for specialized training.

Recommendations for achieving the above goals centred on the following areas:

1. Establish Baselines and Set Measurable Goals
2. Enhanced Local Level 1 Training
3. Develop Program to Develop and Retain Local Trainers
4. Promote Training for Fire Service Members
5. Support Driver/Operator Training
6. Support Specialized Training
7. Support Regional Facilities
8. Ensure a Regional Approach is Maintained

Background

Volunteer Fire Service

Lunenburg County is fortunate to have a large and strong volunteer fire service. With over 600 volunteers, the community benefits from a large and dedicated group of first responders who are incredibly dedicated to their community. This strategic document is a collaboration between the Lunenburg County Fire and Emergency Services group (LRFES) and the Municipality of the District of Lunenburg's (MODL) Fire and Emergency Services Committee.

Origin of the Strategy

The Fire and Emergency Services Committee plays an important role connecting the municipality with its fire services providers. In addition, the committee explores opportunities for strategic advancements for the fire service. In November of 2023 the committee completed a strategic work plan focussing on safety, capacity & governance, and recruitment & retention. A key outcome of the work plan was to collaboratively develop a training strategy for the fire service.

MODL staff met with LRFES training committee members in the spring of 2024 to explore concepts and then prepared draft versions of this report to stimulate discussion among the LRFES and the Fire and Emergency Services Committee. It is the experience knowledge and ideas of those members summarized in this report.

Existing Training Opportunities

Local Level 1 Firefighter Training

LRFES has a training committee and have been making incredible strides. This devoted group has put together a local Level 1 training program using volunteer resources. It is designed to be as inexpensive and as flexible as possible, to maximize the number of volunteers who can participate. The courses started in started in 2022 with 8 completing the program; in 2023 another 10 volunteers completed the training. This year there are 19 enrolled in the local, volunteer-run Level 1 training. Currently the demand for the training exceeds the volunteers' capacity to put on the program.

Nova Scotia Fire School

There is also a teaching institution in Halifax which provides a range of courses and learning opportunities. In addition to offering level I (both training and certification options) there are also more advanced programs such as: level II firefighter training, hazmat, extraction, pumper/operator training, fire service instructor training, and officer training, among others.

While the range of training options is much larger than what is available in Lunenburg County, there is a higher cost for level 1 training, while also being less flexible and requiring travel time compared to the local option.

Online Training (Vector)

Currently some local departments buy a subscription for online sessions from Vector Solutions. These courses follow NFPA scope of training, and are a useful tool, though they cannot provide the same quality of education as in person instruction.

Other

Most departments host regular training nights to practice firefighting skills. These meetings sometimes involve training on specialized techniques and/or involve cross-training with other departments.

The LRFES receives a \$10,000 grant from MODL for training, which has been used in the past to bring in guest speakers and provide specialized training.

There are additional opportunities for training that are relevant to the fire services including Provincial training on emergency management (ie. Incident Command System training; wildland fire interface).

MODL also offers a leadership training grant to departments seeking to improve human resources skills in their organization.

Issues:

General

Like most volunteer groups in Nova Scotia, our fire service is facing some demographic challenges. The average age in the province has increased and this is reflected in our fire service. Long serving, highly experienced firefighters are aging out of active service across our departments. Fortunately, there has been new interest in volunteering, buoyed in part by an influx of new residents because of the covid pandemic.

New volunteers require training in order to be effective members of the fire service. The nature of volunteerism is also changing in a way that has challenged the fire service. New volunteers are now more likely to place limits on their volunteer time in face of increased economic pressure and family commitments. When considering training options, flexibility is a must to help volunteers complete programs while balancing other life commitments.

Local Level 1

The local program has been highly successful, providing good training that is offered free to firefighters. There are some challenges to the sustainability and scope of the training. The local training program provides complete instruction of written and practical skills expected of Level 1 firefighters, but does not provide certification. Trainees seeking certification must take the additional step of pro-board testing (consisting of a written and practical exam), normally through the Nova Scotia Fire School.

The current arrangement is highly reliant on a core group of volunteers who are already committed members of local departments. In addition to volunteering to provide instruction, these individuals are also completing administrative tasks to manage enrollment, track attendance, evaluate trainees, record completion and provide certificates.

Trainers for the local program are recruited by word of mouth using local knowledge. There are no set pre-qualifications in order to be a volunteer instructor. The working groups discussed some minimum qualifications that would be worthwhile establishing, including: Level 1 certification, and techniques of instruction as well as some combination of fire service experience and/or Level 2 certification.

Officer Training

As long-serving volunteers retire from officer positions, new volunteers are required to step into these leadership roles. Officer training includes several components beyond Level 1 firefighter training including:

- Firefighting Level 2 training,
- Human Resources management training,
- Interpersonal skills,
- ICS 100 & 200, and
- Strategy & Tactics training.

Officers are responsible for many responsibilities beyond training and emergency response including: Human Resources issues, department safety, organizational management and administrative duties. While beyond the scope of this document, there is a heavy burden on these critical volunteers and departments must be careful not to burn out their core members.

There are different options for formal officer training: the Nova Scotia Fire School provides officer training. The Halifax Regional Municipality has also developed an in-house officer training program.

Driver/Operator Training

Similar to officer roles, retirements in the Lunenburg County volunteer service are limiting pools of trained drivers and pump operators. More opportunity to train volunteers for these critical positions is needed. Currently there are limited opportunities for training for drivers and operators. To be a trained driver, it is recommended that individuals possess a Class 3 Nova Scotia driver's license. Scheduling these exams from the Registry of Motor Vehicles in Nova Scotia has been an issue; the Fire Services Association of Nova Scotia has been working on some measures to reduce this barrier including mobile testing for the Class 3 exam and a shorter waitlist for exam scheduling for members of the Fire Service. LRFES is currently observing to see if these efforts are effective.

Specialized Training

Continuous learning is a central component of adult education. In addition to maintaining and expanding the technical skills of our volunteers, specialized training put on in the region can encourage cross-department communication and relationships. Firefighters in Lunenburg County have expressed a continuous desire for specialized training but there are limited opportunities. Some examples of specialized training that has taken place or would be of value for the volunteer fire service include:

- Extrication work;
- Junior training day;
- Incident command system (ICS);
- Managing a Maday; and
- Responding to Electric vehicle accidents and structure fires with solar/batteries.

Facilities

Training in the Fire Services requires specialized facilities. Some training facilities exist in local departments in Western Lunenburg County that are available for departments to use (e.g. Bridgewater, Northfield, and LaHave). Currently there is no live-fire training facility in the County. In addition, not all departments are aware of and make use of these facilities.

Regional facilities are valuable as they provides different learning opportunities, and the opportunity for training and collaboration with other departments. If training facilities are not in Lunenburg County it creates a travel barrier, increasing the time commitment for volunteers who participate in training.

As part of the development of this strategy, other regional facilities were reviewed to see what components were included. Example facilities reviewed were:

- Lesser Slave Lake Regional Fire Service training facility;
- Comox Fire Training Facility;
- Hants County Fire Training Ground; and
- Pugwash Fire Training Ground.

Different components identified included:

- Live fire facility;
- Training tower;
- Minimum of 2 classrooms;
- Cold smoke building;
- Confined space trailer;
- Apparatus bays;
- Possible colocation with other first responders and/or future specialized functions (e.g. EMS, Police Services, dispatch centre, hazmat unit);
- Fitness/gym facility;
- Dormitory & showers;
- SCBA workstation & air compression.

Training Goals For our Volunteer Fire Service

Through discussions at the working group level, we propose the following goals for the training strategy:

- Increase number of Level 1 trained firefighters in the Volunteer Fire Service,
- Increase the number of trained officers in the Volunteer Fire Service,
- Increase the number of driver/operators in the Volunteer Fire Service; and
- Increase opportunities for specialized training.

Options & Preliminary Recommendations

Based on the issues and opportunities identified above, the working groups has developed the following recommendations. In general, these recommendations rely on LRFES continuing and enhancing its role in delivering training, with enhanced municipal funding to support these initiatives.

Establish Baselines and Set Measurable Goals

1. MODL Establish a baseline for level of training in the County for key metrics, including:
 - Level 1 trained;
 - Officers trained;
 - Drivers/operators trained;
 - Trained and class 3;
 - Trained and class 5; and
 - Pump operator trained.
2. In 2025 the FESC set measurable goals for a 5-year window for each priority.

Enhanced Local Level 1 Training

3. LRFES Focus on Training over Certification:
 - Training is the critical part, certification can be encouraged.
4. LRFES Maintain and enhance the local Level 1 Training Program:
 - standardize a formal training curriculum;
 - pay an honorarium to volunteers who complete training; and
 - increase the number of Level 1 course seats offered per year.
5. Consider a central coordination role for registration, documentation.
 - note: No staff capacity in MODL exists for taking on these administrative responsibilities; other jurisdictions who have a similar function also have a centralized capital purchasing and fire tax system.
 - An alternative approach could be a grant paid to LRFES to provide an honorarium to a volunteer providing the administrative function.

Develop Program to Develop and Retain Local Trainers

6. LRFES Establish qualifications for instructors:
 - Provide funding to fully cover the cost of completing courses to achieve the recommended qualifications.

Promote Training for Fire Service Members

7. MODL, LRFES, and individual departments promote training among the fire service:
 - During orientation;
 - At monthly meetings;
 - At the fire services AGM & LRFES meetings;
 - Through LRFES website and social media; and
 - Recommend that every department assign a lead training officer, all communication on training would be provided both to chief and lead training officer.
8. To ensure that the training is accessible to more volunteers, LRFES should promote the flexibility of the training while ensuring that training options have maximum flexibility including:
 - Using online & do at your own pace as options; and
 - Allowing volunteers to attend make-up session if their schedule doesn't permit them to follow the initial schedule.

Support Driver/Operator Training

9. LRFES Promote the provincial government's prioritization of volunteers seeking class 3 drivers license testing.
10. Provide an honorarium for volunteers who complete driver/operator training.

Specialized Training

11. LRFES re-invigorate specialized, regional training:
 - as LRFES had been doing pre-covid, using the existing MODL training grant;
 - Grant paid out based on actual expenditures;

11

- consider organizing a symposium similar to the successful forum hosted in Colchester.

12. MODL continue to provide soft skills/interpersonal/leadership training for departments.

Regional Facilities & Approach

13. MODL Fire Services Coordinator create and annually promote a central list of training facilities and opportunities here in Lunenburg County.

14. MODL Council continue to build reserve for a regional facility through annual budget allocation.

15. MODL Share concepts identified in this report with the fire service and regional partners to further discussion on potential components of a regional facility.

16. Continued regular and proactive dialogue between MODL Fire Services Coordinator, LRFES and FESC.

17. Share information with Towns; ensuring they are included in the strategy development, training opportunities and funding.

Non-report Recommendation

(important topic of discussion in working group – doesn't fit in a training strategy):

Communication within LRFES

- There is a need for a better avenue for disseminating information out through the whole fire service.
 - E.g. it's difficult to advertise training to all LRFES members, the info usually only goes to chiefs
 - There is a LRFES email list, you can sign up as a member

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



Fire Department Official Name:	
Act of Incorporation:	
If the information noted above is incorrect, please provide correct information:	
Name of Individual Completing the form:	
Contact number of the above:	
Contact email of the above:	
Authorization given by (if necessary):	
Date Completed:	
Signature:	

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1. CALL STATISTICS FOR PREVIOUS YEAR

Please attach the Annual Report form from your dispatch service for call number and response type.

2. SERVICE PROVISION FOR UPCOMING YEAR

Please mark the services you will be providing for the upcoming year, and the number of firefighters trained for the services checked:

2a) Fire and Fire Related Emergencies:

N/A

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). #

2b) Medical Emergencies:

N/A

Medical First Response (registered through EHS program). #

Medical Assistance (responders who have standard or emergency first aid training). #

2c) Other Services:

Please indicate the competency levels of members for the following services you will be providing for the upcoming year, and provide the total number of firefighters for the service:

Competency Levels

- **Awareness Level** – First responders who in the course of their duties, could be first on scene of an emergency. First responders at the **Awareness** level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.
- **Operations Level** – First responders at the **Operations** level, respond to the initial incident for the purpose of protective nearby persons, the environment, or property from the effects of the incident. They respond in a defensive fashion on control. Prevent a worsening of the incident and provide services within their capabilities.
- **Technician Level** – Fire responders at the **Technician** level respond to the initial call or mutual aid response to contain and control the incident. This level of service will provide a high degree of intervention.

Service	N/A	Awareness	Operational	Technician	Quantity
Vehicle Extractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
Structural/Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
Low Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
MVC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
Rapid Intervention Team (RIT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
Rehab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#
LifeFlight Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#

3. SERVICE LIMITATIONS

3a) Are there limits on the level of service that will be provided in respect to any of the services checked in Section 2? If so, please provide more details:

3b) Does the Department have the necessary equipment to perform the services checked in Section 2? If not, please provide more details:

3c) Does the Department have the training or experience necessary to perform the services checked in Section 2? If not, please provide more details:

4. MUTUAL AID AGREEMENT

Does the Department have mutual aid agreements in place, if so what type?

- None
- Automatic Mutual Aid ¹/Specified Equipment
- Mutual Aid

Please provide details ¹

5. DEPARTMENT PERSONNEL

5a) Level 1 Firefighters

Please report the type and number of Level 1 trained/certified firefighter in the Department:

Level 1 Firefighter Trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	#
Level 1 Firefighter Pro Board Certified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	#

5b) Department Personnel Breakdown

Please provide the total number of department personnel within the following categories:

• Active Firefighters	#
• Auxiliary Members	#
• Junior Firefighters	#
• Honorary Members	#

Name of Chief:	Phone:
	Email:
Name of Deputy Chief:	Phone:
	Email:
Name of Treasurer:	Phone:
	Email:
Name of Secretary:	Phone:
	Email:
Name of Fire Commission Chair, if applicable:	Phone:
	Email:

6. APPARATUS & EQUIPMENT

6a) Department Apparatus

Please provide details of the Department's Apparatus.

Last year's pump test results are mandatory.

#1	Type	Year	Details			
Pump Test Date			Pump Size			
Tank Capacity (gal.)		Foam & Type		Porta-tank size		
#2	Type	Year	Details			
Pump Test Date			Pump Size			
Tank Capacity (gal.)		Foam & Type		Porta-tank size		
#3	Type	Year	Details			
Pump Test Date			Pump Size			
Tank Capacity (gal.)		Foam & Type		Porta-tank size		
#4	Type	Year	Details			
Pump Test Date			Pump Size			
Tank Capacity (gal.)		Foam & Type		Porta-tank size		
#5	Type	Year	Details			
Pump Test Date			Pump Size			

Tank Capacity (gal.)		Foam & Type		Porta-tank size	
----------------------	--	-------------	--	-----------------	--

#6	Type	Year	Details		

Pump Test Date		Pump Size	
----------------	--	-----------	--

Tank Capacity (gal.)		Foam & Type		Porta-tank size	
----------------------	--	-------------	--	-----------------	--

#7	Type	Year	Details		

Pump Test Date		Pump Size	
----------------	--	-----------	--

Tank Capacity (gal.)		Foam & Type		Porta-tank size	
----------------------	--	-------------	--	-----------------	--

Please list any other special fire fighting equipment i.e. ladders of 24ft, air bags size & capacity in the space below. If you require more room, please attach a separate sheet.

6b) Equipment

Please provide details of your department's equipment:

Generator(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Thermal Imagers:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Watts	#	Type(s)	#
Watts	#	Type(s)	#
Watts	#	Type(s)	#
Watts	#	Type(s)	#
Watts	#	Type(s)	#

Portable Pump(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No		Other:			
GPM	#	Wildland Equipment		<input type="checkbox"/> Yes <input type="checkbox"/> No		
GPM	#					
GPM	#	Nomex Coveralls		<input type="checkbox"/> Yes <input type="checkbox"/> No		
GPM	#					
Additional Forestry Equipment *Back Tanks etc. Details:						
SCBA	*Attach a copy of the last year's SCBA flow test results. Mandatory effective June 2025					
Manufacturer	Quantity	Size	Dates of Manufacture		Dates of Flow Test*	
<input type="checkbox"/> Scott <input type="checkbox"/> MSA <input type="checkbox"/> Other (specify) _____	#	<input type="checkbox"/> 2216 psi <input type="checkbox"/> 4500 psi				
<input type="checkbox"/> Scott <input type="checkbox"/> MSA <input type="checkbox"/> Other (specify) _____	#	<input type="checkbox"/> 2216 psi <input type="checkbox"/> 4500 psi				
<input type="checkbox"/> Scott <input type="checkbox"/> MSA <input type="checkbox"/> Other (specify) _____	#	<input type="checkbox"/> 2216 psi <input type="checkbox"/> 4500 psi				
<input type="checkbox"/> Scott <input type="checkbox"/> MSA <input type="checkbox"/> Other (specify) _____	#	<input type="checkbox"/> 2216 psi <input type="checkbox"/> 4500 psi				
Hose	Feet of 1 ½"	Feet of 1¾"	Feet of 2½"	Feet of 3"	Feet of 4"	Feet of 5"
On Truck	#	#	#	#	#	#
Spare	#	#	#	#	#	#

6c) Communication						
Dispatch Provider	Details:					
Radio Equipment	TMR2 Portables	TMR2 Mobiles	VHF Portables	VHF Mobiles	Other (specify)	Pagers
Quantity	#	#	#	#	#	#
Quantity	#	#	#	#	#	#
6d) Dry Hydrants (if more than 4, attach additional list)						
Location:						
Location:						
Location:						
Location:						
6e) Station Information (location where equipment is stored)						
Community Name			Non-Emergency Number			
Civic Number			Road Name			
Number of Bays						
Other Information						

7. LIABILITY INSURANCE

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

Group Personnel and Liability Insurance is in place for all MODL Fire Departments. The Town of Lunenburg and Town of Mahone Bay are required to provide proof of these with liability at \$10,000,000.00.

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*.

Certification of

Fire Department Official Name:

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 service for the same area.

Name of person completing the form:

Telephone Number of person above:

Authorization given by:

Telephone number of signee:

Preferred Email Address:

Signed

Dated

8. FIRE TAX RATE/MONEY REQUEST FORM

FOR THE PERIOD APRIL 1 TO MARCH 31 PREVIOUS YEAR

Please return completed form by June 15 Current Year

Fire Department Official Name:

Please note that only Section A or B is to be completed, not both

Section A

Rate approved by the Fire Department and/or Rate Payers per \$100.00 of assessment

\$ _____

Section B

Rate approved by the Fire Department and/or Rate Payers per \$100.00 of assessment

\$ _____

As an Officer of the Fire Department, I hereby certify that the above information is correct.

Date: _____

Authorized Signature _____

Position

Your current assessment is \$ _____ **subject to Sect on 84 and Appeals**. All categories of assessment are still taxable under the *Municipal Government Act* – there is no change from last year.

An advance of 50% of the previous year for tax revenue will be paid to you in the month following the due date of the interim tax bill, and the balance paid in the month following the final tax bill.

9. MATCHING GRANT FORM

FOR THE PERIOD APRIL 1 TO MARCH 31 PREVIOUS YEAR

Please return completed form along with your financial statement by June 15 Current Year

Fire Department Official Name:

RECEIPTS

Funds Raised from Community*

Card and garden parties	\$
Breakfasts/Suppers	\$
Bingo	\$
Dances	\$
Raffles	\$
Walk-a-thon	\$
Yard Sales	\$
Auxiliary	\$
Jams	\$
Firefighters 50/50	\$
Donations	\$
Other (please specify):	
	\$
	\$
	\$
	\$
	\$

	\$
	\$
TOTAL	\$

*The Matching Grant will be the total of funds raised by the Community to a maximum of

\$ _____

The Matching Grant will be paid to you each year in the month following the due date of the final tax bill.



10. Application for Firefighter Recognition

The Municipality will provide a onetime framed print to all ACTIVE firefighters who have volunteered for 20 years of firefighting service. Please submit names of firefighters who have served 20 years or greater, **who have not yet received the Firefighter Recognition**. By way of this completed application, fire chiefs are providing names of all eligible firefighters.

This form must be completed and returned to the Municipal Office by June 15 current year.

Firefighters names that have been submitted, will receive an invitation to attend the awards presentation.

Fire Chiefs are required to sign this form.

Fire Department Official Name:	
1. Firefighter Name (please print):	
Years of Service:	#
Mailing Address:	
Phone Number:	
2. Firefighter Name (please print):	
Years of Service:	#
Mailing Address:	
Phone Number:	
3. Firefighter Name (please print):	
Years of Service:	#
Mailing Address:	
Phone Number:	

4. Firefighter Name (please print):	
Years of Service:	#
Mailing Address:	
Phone Number:	
5. Firefighter Name (please print):	
Years of Service:	#
Mailing Address:	
Phone Number:	
Fire Chief:	
Date:	
Signature:	



11. Application for Department Recognition

Plaque and Helmets

The Municipality will provide an Inaugural Plaque to any fire department having a special event celebrating their years of dedication and volunteer service to the community. The Inaugural Plaque will be presented to a fire department celebrating a minimum of 15 years of service. The Plaque has been designed to allow placement of helmets in recognition of a fire department celebrating a minimum of five years additional service. The Councillor of the District will present the Inaugural Plaque and helmets.

Plaques shall be requested no less than 6 weeks prior to the celebration by either the Councillor of the District or a member of the fire department.

Fire Department Official Name:	
Date of Anniversary Celebration:	
Established Date:	
Years of Service for Anniversary:	#
Requested by:	
Date:	
Contact Phone Number:	



12. Long Service Award

Please see the link to the CVFSA website for the application for the CVFSA Long Service Award, <https://cvfsa.ca/cvfsa-municipal-long-service-award/>, an electronic version and hard copy will be supplied with your registration package. **Send you completed application directly to the MODL Fire Services Coordinator as these awards are directly supplied by MODL.** If you have any questions please contact your fire Services Coordinator.

Membership

- 5 (1) The Committee shall consist of ten (10) members and the Mayor will sit as an ex officio. [Amended Nov 1, 2016]
- (2) Four fire representatives will be nominated, as per section 7 of the Terms of Reference, for Committee members at the Annual General meeting (AGM) for Fire & Emergency Services, then recommended to Council for appointment. [Amended Nov 1, 2016; Sep 25, 2018]
- (3) Four members will be Council representatives and appointed by Municipal Council.
- (4) Two members will be members at-large appointed by Council, on recommendation from the FESC. [Amended Jul 22, 2014; Nov 1, 2016]
- (5) At-large members shall be sought by a publicly advertised expression of interest and may not be a member of or the spouse of a member of Council, a fire department, commission or auxiliary. Experience with non-profit boards, governance and finances would be considered assets. [Amended Jul 22, 2014]
- (6) All applications meeting the minimum requirements will be reviewed by a four-member subcommittee of the FESC, consisting of two Council representatives and two fire service representatives. If insufficient qualified applications are received, the subcommittee may recommend that the position(s) remain unfilled. [Amended Jul 22, 2014]

Terms

- 6 (1) Council and fire service members shall be appointed for a one-year term or until such time as their successor(s) are appointed.
- (2) At-large members shall be appointed for three-year terms or until such time as their successor(s) are appointed. [Amended Jul 22, 2014; Sep 25, 2018]
- (3) Any member may re-offer for the Committee when their term expires. However, their application must be submitted by the deadline.[Amended Jul 22, 2014; Sep 25, 2018]
- (4) The Chief Administrative Officer shall designate staff resources to support this Committee and they will have no voting privileges.

Nominations for Committee Members at the Annual General Meeting

- 7 (1) Nominations can be submitted in the following ways:
 - a) In writing to the Fire Service Coordinator seven days prior to the meeting date;

- b) Currently serving members of the committee may be included in the re-election by advising of their intention to the Fire Services Coordinator, in writing seven days prior to the meeting date; or
 - c) Verbally from the floor when nominations are asked for. The person must be present at the meeting to accept the nomination or provide written confirmation from the person if not present accepting the nomination.
- (2) A report with any names received prior to the meeting night will be presented by the Fire Services Coordinator at the AGM prior to the voting process.
 - (3) Members who let their name stand will be included in the voting process.
 - (4) Voting will be done by way of ballot, one vote per fire department present at the AGM.
 - (5) If a tie occurs after three consecutive votes, those names will be put into a hat or similar vessel, the required number of names to fill the remaining committee positions will be picked by a person appointed by the Chair of the meeting.

Election of Chair and Vice Chair

- 8 (1) The Committee will elect the Chair and Vice Chair at the first meeting following the Annual Fire Services Meeting for a term of one year. [Amended Jul 22, 2014]
- (2) Elections will be carried out in accordance with MODL Policy 001 Council Proceedings Policy. [Amended Sep 25, 2018]

Quorum

- 9 (1) A quorum for the Committee is a majority of the number of voting members in attendance as per section 4.1 of MODL Policy 001 Council Proceedings Policy.
- (2) If a quorum for the Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, however, no voting/decision making shall take place.

Roles and Responsibilities

- 10 (1) The Chair shall preside over the meetings of the Committee and assist in searching consensus on fundamental policy issues of concern.
- (2) The Chair with respect to FESC meetings and the Annual General Meeting will: