

**FIRE SERVICES ADVISORY COMMITTEE**  
**Council Chambers, 181 Coldbrook Village Park Drive**  
**Thursday, September 21, 2023 at 7:00 pm**

**AGENDA**

1. Call to Order
2. Roll Call
3. Amendments to the Agenda
4. Approval of the Agenda
5. Disclosure of Conflict of Interest Issues
6. Approval of Minutes
  - a. May 18, 2023 2
7. Business Arising from the Minutes
8. New Business
  - a. 911 Fire and Emergency Dispatch/Afterhours Answering Service
  - b. Notification of Change in Chief
  - c. Emergency Services Coordinator Position
  - d. Policy Discussion
9. Roundtable Discussion
10. Other Business
11. Date of Next Meeting - December 21, 2023 at 7:00 p.m.
12. Adjournment

# FIRE SERVICES ADVISORY COMMITTEE

Thursday, May 18, 2023 at 7:00 pm

## Draft Minutes

**Meeting, Date and Time** A meeting of the Fire Services Advisory Committee (FSAC) was held on Thursday, May 18, 2023 at 7:00 pm in the Council Chambers at 181 Coldbrook Village Park Drive.

### Attending

#### FSAC Members

Watson Armstrong, Kingston Fire Chief (Chair)  
Jim Redmond, New Minas Fire Chief (Vice-Chair)  
Jason Ripley, Greenwich Fire Chief  
Luke Redden, Berwick Fire Chief  
Paul Maynard, Hantsport Acting Fire Chief  
Philip Porter, Port Williams Fire Chief  
Scott Cruickshank, Canning Deputy Fire Chief  
Scott Hamilton, Kentville Fire Chief  
Todd Crowell, Wolfville Fire Chief  
Wayne Johnstone, Waterville Fire Chief  
Councillor June Granger - District 1  
Councillor Lexie Misner – District 2  
Councillor Peter Allen – District 9

#### Municipal Staff

Rob Frost - Deputy CAO  
Terry Brown - Manager of Inspection & Enforcement Division  
Laurie-Ann Clarke – Recording Secretary

#### Absent

Shawn Carey, Aylesford Fire Chief  
Thomas Lowe, Springfield Fire Chief  
David Watson, Halls Harbour Fire Chief

#### Regrets

Jeff Skaling, Canning Fire Chief  
Councillor Tim Harding – District 5

#### Public

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- 1. Call to Order** The meeting was called to order at 7:01 pm.
- 2. Roll Call** Roll call was taken.
- 3. Amendments to the Agenda** None.

- 4. Approval of the Agenda**      **On motion of Chief Redmond and Acting Chief Maynard, that the Fire Services Advisory Committee approve the May 18, 2023 meeting agenda as circulated.**

**The question was called on the motion. Motion carried.**

- 5. Disclosure of Conflict of Interest Issues**      There were no conflict of interest issues disclosed.

**6. Approval of Minutes**

- a. February 16, 2023**      **On motion of Chief Redmond and Deputy Chief Cruickshank, that the minutes of the Fire Services Advisory Committee meeting held on February 16, 2023 be approved as circulated.**

**The question was called on the motion. Motion carried.**

- 7. Business Arising from the Minutes**      None.

**8. New Business**

- a. Hydrant Usage**      Terry Brown, Manager of Inspection & Enforcement Division, advised that the Acting Director of Engineering and Public Works notified him that during a recent fire call, there was a hydrant break. The cause of the break may have been the hydrant being opened or closed too quickly and he urged departments to be cautious with aging infrastructure.

- b. Water Consumption & Notification of Use**      Mr. Brown shared that he had recently received a call from a department regarding refilling their trucks from the Municipal water supply following practice. At the time of the call, tanks were low and therefore could not be used by the department. He thanked the department for contacting the Municipality and urged other departments to call in similar situations.

- c. Dry Hydrant Funding**      Mr. Brown reminded the committee that the Municipality has funding available to assist with installing dry hydrants. He invited departments to forward questions or applications to him.

- d. Greenwich/Wolfville Update**      Rob Frost, Deputy CAO, provided a brief update on the Greenwich and Wolfville fire service amalgamation. He shared that a new fire department and fire station will be created that will cover the current Greenwich-Wolfville fire district, an Inter Municipal Service Agreement will be made between the Town of Wolfville and the Municipality, current firefighters from Wolfville and Greenwich will be invited to join

the department and the expected timeline for completion is two-three years.

**e. Emergency Services position**

Mr. Frost shared that a full-time “Emergency Services” position had been approved in the 2023/2024 Municipal budget. Though the job description was not complete and the title may change, Mr. Frost advised the intent of the position would be a consolidation of duties currently looked after by other staff members including the coordination of Municipal infrastructure and acting as liaison between the Municipality and emergency service providers. Feedback from the departments was welcomed.

**9. Roundtable Discussion**

The Chair asked for an update regarding the Fire Policy Subcommittee. Mr. Frost advised that the Policy Analyst had been working on other projects but the intention is to have a policy in place for the 2024/2025 fiscal year.

Mr. Brown advised that following Deputy Chief Fairclough’s comments regarding brush fire education at the February meeting of FSAC, information on residential burning was included with the May 2023 tax notices. Chief Hamilton asked about enforcement of the provincial burn restrictions, noting that departments responding can not police property owners, only educate them. Chief Ripley asked what the Municipality’s expectations for departments are in these situations. Mr. Brown advised that in the event of an emergency, the department should use their resources to fight the fire; in the event of confrontation, the RCMP should be notified. Departments were urged to notify the Municipality of properties burning outside provincial restrictions as a ticket can be issued up to six months beyond the offence.

**10. Other Business**

Chief Ripley shared that it was the 90<sup>th</sup> anniversary of the Greenwich Fire Department.

The Chair noted that on his commute to the meeting, he noticed that the Waterville training facility is progressing.

Mr. Brown congratulated Greenwich on their anniversary and thanked all firefighters for their time and dedication to the fire service. He shared that Waterville will be opening the training facility to other departments when available.

**11. Date of Next Meeting**

The next meeting will be Thursday, September 21, 2023 at 7pm in Council Chambers.

**12. Adjournment**

**On motion of Chief Redmond, there being no further business, the meeting adjourned at 7:26 pm.**

**Approved by:**

**Fire Services Advisory Committee**

**Month/Day/Year**

DRAFT