

FIRE SERVICES ADVISORY COMMITTEE
Council Chambers, 181 Coldbrook Village Park Drive
February 15th, 2024 at 7:00 pm

AGENDA

1. Call to Order
2. Roll Call
3. Election of Chair and Vice Chair
4. Amendments to the Agenda
5. Approval of the Agenda
6. Disclosure of Conflict of Interest Issues
7. Approval of Minutes
 - a. November 23rd 2023 2
8. Business Arising from the Minutes
9. New Business
 - a. Approval of 2024 Proposed Meeting Schedule
 - b. Update on meeting with NS Public Works/RCMP to discuss road closures.
 - c. Update on Emergency Services Coordinator position.
 - d. Update on new hire, By-Law Enforcement Officer.
 - e. Fire funding policy
 - f. Update on Greenwich/Wolfville process
10. Roundtable Discussion
11. Other Business
12. Date of Next Meeting - TBD
13. Adjournment

FIRE SERVICES ADVISORY COMMITTEE

Thursday, November 23rd, 2023 at 7:00 pm

Draft Minutes

Meeting, Date and Time

A meeting of the Fire Services Advisory Committee (FSAC) was held on Thursday, November 23rd, 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
Jason Stevens, Port Williams Fire Chief
Jeff Skaling, Canning Fire Chief
Luke Redden, Berwick Fire Chief
Scott Hamilton, Kentville Fire Chief
Shawn Carey, Aylesford Fire Chief
Todd Crowell, Wolfville Fire Chief
Paul Maynard, Hantsport Deputy Fire Chief
Wayne Johnstone, Waterville Fire Chief

Municipal Staff

Rob Frost - Deputy CAO
Terry Brown - Manager of Inspection & Enforcement Division
Haley Hutt – Recording Secretary

Regrets

Councillor June Granger - District 1
Councillor Lexie Misner – District 2
Councillor Tim Harding – District 5

Absent

David Watson, Halls Harbour Fire Chief
Thomas Lowe, Springfield Fire Chief

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Roll Call

The Recording Secretary took meeting attendance.

3. Amendments to the Agenda

Terry Brown, Manager of Inspection & Enforcement Division, requested to add updates on previous items as item 8c.

- 4. Approval of the Agenda** **On motion of Chief Redmond and Deputy Chief Maynard that the Fire Services Advisory Committee approve the November 23rd, 2023 meeting agenda with additions.**

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. September 21st 2023** **On motion of Chief Redmond and Chief Skaling, that the minutes of the Fire Services Advisory Committee meeting held on September 21st, 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. Annual funding increase discussion** Rob Frost, Deputy CAO, gave a presentation on annual funding for the nine non contracted departments. The recommendation from staff was that 2024-2025 budgets be submitted with a maximum increase of 3.2% and all Fire departments budgets are to be submitted by January 10th, 2024.

Discussion:

Chief Skaling talked about significant increases in both insurance and heating oil. He inquired if there was room for a larger increase to cover the cost of those increases. Staff clarified that the committee could make a recommendation to Council.

Chief Redmond asked what the expected growth is. Staff clarified the 3.2% is for existing structures.

Chief Ripley talked about the effect of carbon tax on heating oil, and fuel for apparatus, and how the fire departments were not exempt from this. He asked if there was a calculation for the increase as the 3.2% is not fully covering.

On the motion of Chief Skaling and Chief Ripley that the Fire Services Advisory committee recommend that Council increase the Fire Department Operating budgets by 6% for the 2024-2025 fiscal year for

the non contracted departments, based on CPI and the anticipated area growth.

Motion Carried.

b. Update on policy development

Mr. Frost provided an update from the Policy Development subcommittee. General areas reviewed were contracts for departments, department financing, procurement, registration, mutual aid, spending, and honorariums. Items brought up for consideration were levels of service, specialized response teams and training.

Discussion at the sub-committee level was to standardize agreements of departments and utilize the Municipality's resources to be more cost effective.

Next steps: Draft contract templates and finish drafting the policy. This would then be presented to the sub-committee, and then brought back to FSAC.

Chief Skaling asked if procurement would include bulk purchasing of items. Staff clarified that yes it could.

c. Updates

Terry Brown, Manager of Inspection & Enforcement, spoke about an update to hydrants. Literature and information would be provided to the fire departments pertaining to opening of fire hydrants.

Terry Brown also spoke on civic numbering, and requested departments noticing issues to forward them to himself and he would get them addressed from there.

Mr. Brown also spoke to nuisance burns, traffic control and communicating with NS Public Works. Mr. Brown has had a brief discussion with RCMP and will look to set up further meetings with them. Mr. Brown has also requested a meeting with NS Public Works.

9. Roundtable Discussion

Chief Skaling asked if there were any updates on the amalgamation process of the Greenwich and Wolfville Fire Departments. Mr. Frost provided an update that the working group had been meeting regularly and are in the process of hiring a transition coordinator, and that discussions were scheduled with the mediator to discuss station location.

Chief Skaling asked if there were any updates on the Emergency Services Coordinator position. Mr. Frost noted that the position had been finalized and the Municipality would advertise it shortly.

- 10. Other Business** None
- 11. Date of Next Meeting** January 18th 2024 at 7:00 pm
- 12. Adjournment** **On motion of Chief Carey, there being no further business, the meeting adjourned at 7:38 pm.**

Approved by:

Fire Services Advisory Committee

Month/Day/Year

