



AGENDA

Protective Services Committee Meeting

Thursday, September 13, 2018 at 5:15 p.m.

Lunenburg and District Fire Hall Auditorium, 25 Medway Street

- 1.) Agenda - *motion to approve.*
- 2.) Protective Services Committee June 21, 2018 meeting minutes - *motion to approve.*
- 3.) Public Presentations
- 4.) Unfinished Business
 - a. LDFD trucks #2 and #5 2020/21 purchase and procurement process/schedule review – Fire Chief Romkey report; and
 - b. Lunenburg and District Fire Department out of Town conference and training meal allowance increase request (deferred from June 21 meeting).
- 5.) New Business
 - a. Fire Chief's June, July and August Reports; and
 - b. Review and approval of LDFD Bylaw revisions – Fire Chief report.
- 6.) Next Meeting Dates – Thursday, December 13, 2018 at 5:15 p.m.
- 7.) Adjournment – *motion to adjourn.*

–Agenda items awaiting staff reports, etc. for further consideration

Agenda Item	Department	Meeting Assigned	Status
Fire Hall Superintendent hiring report	Fire Chief and Corporate Services	n/a	Draft Position Description prepared and financial report to be prepared for Committee consideration
Fuel budget 2018/19 review <u>and</u> Town Engineer HVAC system report	Corporate Services and Public Works	June 21, 2018	Financial review will be conducted in October when Town audit process complete and new Facilities Superintendent will be asked to assess HVAC system

PROTECTIVE SERVICES COMMITTEE MEETING MINUTES

THURSDAY, JUNE 21, 2018 AT 7:00 P.M.

(LUNENBURG TOWN HALL)

PRESENT: Councillor Danny Croft, Chair
Councillor John McGee
Deputy Mayor Peter Mosher
Brian Keizer, Districts 1 & 2 Fire Commission
David Afford, Districts 1 & 2 Fire Commission
David Baugil, Districts 1 & 2 Fire Commission

ALSO PRESENT: Lisa Dagley, Finance Director
Trevor Lohnes, Assistant Deputy Fire Chief
Bea Renton, CAO
Dave Robb, Assistant Fire Chief
Darren Romkey, Fire Chief

ABSENT: Councillor Joseph Carnevale

The Chair called the meeting to order at 7:02 p.m.

1.) Agenda

Motion: moved and seconded to approve the agenda with the addition of last year's budget and furnace fuel discussion by Brian Keizer. Motion carried.

2.) May 22, 2018 Council meeting minutes

Motion: moved and seconded to approve the March 19, 2018 Council meeting minutes. Motion carried.

3.) Public Hearings and Presentations

Nil.

4.) Unfinished Business

a. LDFD pumper truck, etc. replacement schedule – Fire Chief Romkey report

The Committee reviewed the schedule prepared by the Fire Chief and Finance Director (**Schedule "A"**). Committee members confirmed the purchasing schedule for the proposed combined replacement of the #2 Freightliner Pumper 1998 and #5 GMC Tanker 2002 which will be paid for in the 2020/21 budget year. As previously noted, if repairs are required to either the #2 or #5 trucks in the interim, this will be dealt with by the Committee, Council and Commission as a potential current budget expenditure.

The Committee asked the Fire Chief to put forth his proposed procurement schedule for the combined replacement #2 and #5 Fire truck at the next meeting on September 13.

Committee members discussed the increased fuel costs for the Fire Hall which are attributed to the use of the ventilation system again. Staff are asked to reexamine 2018/19 fuel budget amounts for further review at the September Committee meeting. The Town Engineer is asked to examine the HVAC system in the building to determine if improvements can be made.

5.) New Business

a. Fire Chief's Reports

The Fire Chief noted his reports (Schedule "B").

The Fire Chief advised that he has received a draft job description for a full-time Fire Hall Superintendent which he recommends and was prepared by the CAO in consultation with him for his review. He will go over it to determine if it is suitable when he next meets with the CAO. If it does, they will meet with the Finance Director to discuss how a full time budget can be accommodated in a future budget which could be reported at a future Committee meeting.

b. Lunenburg and District Fire Department out of Town conference and training meal allowance increase request

The Fire Chief asked for an increase in expense amounts (Schedule "C"). It was agreed the Fire Chief will put forth recommendations for Committee consideration at the next meeting. He will speak with the CAO about it next week when they meet to determine what parameters he might want to put around it.

The Assistant Fire Chief invited the Committee to attend the Fire Hall to see their mobile burn unit training centre arranged through the Fire School.

6.) Next meeting dates – Thursdays, September 13 and December 13 at 5:15 p.m.

7.) Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 7:53 p.m.

Bea Renton, CAO



Lunenburg & District Fire Department

*25 Medway Street, P.O. Box 1478
Lunenburg, Nova Scotia, 634-8343
Chief Darren Romkey
dromkey@eastlink.ca
212-0476*

September, 2019

To Lunenburg Town Council and District #1 and #2 Fire Commission;

Our 1998 Pumper is due for replacement in 2018.

Over the past few years the Officers along with the truck committee has been investigating the need for this replacement. There are a number of factors that made us reach this decision.

The request was made to order this truck in the 2018/19 budget, and to be delivered in the following budget year of 2019/20.

Council decided to hold off and order the truck 1 year later, in the 2019/20 budget, for delivery in the following budget year of 2020/21.

I am looking for pre-approval to start the process of ordering the truck.

An estimated time line would be;

Early January 2019- Create the RFP

Early February 2019- Send the RFPs out to various truck manufacturers.

Mid March 2019-Due date of RFPs.

Mid March –Mid April 2019-LDFD Truck Committee will review all RFPs and choose the best RFP.

May 2019– Send the recommendation to Protective Services to be forwarded to council for approval.

June 2019 –Award the RFP by council

July 2019 -meet with the manufacturer and pre build the truck.

August- Order the truck.

July/August 2021- Take delivery of the truck

Thank you,

Darren Romkey

Fire Chief

Lunenburg and District Fire Department



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212-0476

September, 2019

The following is my proposal for an increase in the meal allowance given to the fire fighters.

The current policy reads;

(c) Meals

(i) courses etc, exceeding more than one (1) day. \$30 flat maximum cost per day. 1 day course, etc.,: \$12.00 for lunch; if, however, a one (1) day course runs over two (2) meal periods, because it is not possible to return home before 6:00pm or the employee must leave home prior to 6:30 am., an additional \$12.00 may be claimed; and, if, three (3) meals are required, the \$30.00 daily amount may be claimed. These are set rates and no receipts are required for reimbursement.

(ii) Effective February 1, 2014, maximum for only Council and senior management out of town training , conferences or other businesses representing the town-\$15.00 breakfast, \$20.00 lunch, and \$35.00 dinner (evening), to a daily maximum of \$70.00.

Effective April 1, 2012 increase to incidental allowance to \$15.00/day with a \$75.00 maximum.

I am proposing the following, currently equal to that of Council and senior management Any increases to their allowance will also apply to the fire fighters;

(A) Rates for members on training or any fire department business;

Up to \$15.00 for breakfast if required to leave town prior to 6:30am.

Up to \$20.00 for lunch

Up to \$35.00 for dinner (evening) if it is not possible to return home before 6:00pm.

Receipts are required to be submitted with all meal claims.

Alcohol will not be reimbursed.

Members will submit their claim and receipts to the Fire Chief who will review them and submit them to the town.

Meal claims will not be reimbursed for any meals that are included in the session the member is attending.

(B) In house fire department training.

Same rates apply, however the department may supply the meal and an invoice will be submitted by the Treasurer, approved by the Chief, for reimbursement back to the department.

If so, the rate per fire fighter will be claimed.

Ex- 20 members attend a training session from 8:00 am to 4:00 pm the same day.

The department supplies the lunch and the bill is \$417.00

The amount of $20 \times \$20.00 = \400 will be submitted for reimbursement to the department.

If the amount is less than \$400, that amount will be submitted.

Ex. 20 members attend a training session from 8:00 am to 4:00 pm the same day.

The department supplies the lunch and the bill is \$325.00.

The amount to be reimbursed to the department is \$325.00

If the department does not supply lunch, section (i) will apply.

Darren Romkey

Fire Chief



Lunenburg & District Fire Department

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Chief Darren Romkey

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Chief Report for June 2018

Training

- June 5-4 members attended a DNR Wildfire course held at the Mahone Bay fire station
- June 13-monthly truck and equipment checks, 2 members attended a water/boat rescue session with Queens county departments, this was the classroom session
- June 17- same 2 members did hands on training with Queens Departments on Ponhook Lake
- June 19,20, and 23rd-28 members attend a training session involving the Mobile Burn Unit. This gave members a chance to train in live fire situations
- June 24-5 members attended a day long Medical First Responder training session.
- June 21-In house Medical First Responder training
- June 25-In House Medical First responder training
- June 27-Monthly practice involving various fire fighter training as well as boat operator/water rescue
- All month-Various members training on operating the station air bottle filling system.

Misc

- June 6-I Attended Tim Hortons camp day with 3 other members
- June 7- Special meeting of the LRFES to discuss dispatch services.
- .June 8-Our ladder truck participated in the Michelin Safety week Car Show
- June 9-Boat and crew provided water coverage during the Elimination Dory Races
- June 13-Former fire fighter Barret Risser rejoined the department after a 9 year leave, and new member David Lobb joined.
- June 19-A successful fundraiser event put on by the department to aid in expenses associated with treatments in Halifax of a fellow LDFD firefighter.
- June 21-Protective Services meeting
- June 28-I met with Bea and Lisa to go over the replacement and job description of the Superintendent, as well as expense claims and other issues.

Darren Romkey
Fire Chief



Lunenburg & District Fire Department

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Chief Darren Romkey

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Chief Report for July 2018

Training

July 9-I met with people from the Academy to give comments and opinions on additions being done to the front parking lot of the building.

July 9-Members took our Aerial to Dayspring for a training session

July 11-Monthly truck checks and meeting. I attended a special meeting with Scotia Buisness Centre and other departments who are staying with them to standardize operations and dispatching. I am on a sub committee to look into this farther. A follow up meeting will be held on September 25th.

July 13 to 17-Myself, D/VC Robb and 2 other members attended the 104th annual Maritime Fire Chiefs Association Conference held in Moncton

July 17-D/C Robb put on a training session on fire hydrant operations for the Riverport Fire Department

July 25-Monthly general practice consisting of pumper and tanker operations, and SCBA emergency operations

Misc

July 1- Our old hose truck was outside the hall during the Canada Day celebrations behind the fire hall

-A pumper participated in the Riverport Canada parade and 1 of our members assisted them with traffic during their fireworks.

July 7-A member took our #7 Light Utility to a Show and Shine in Lawrencetown and won best “Other”

July 10-Our Aerial and pumper assisted Chester Fire Department at a fire at the Kaizer Meadows dump site. We were there for 10 hours from 1130 to 2130.

At the fire our #2 pumper had mechanical issues and had to be towed to Bridgewater for repairs.

July 11-Accepted new member David Mitchell into the department.

July 20-Truck on display during the Pride Flag ceremony

July 24-Aerial participated in the South Shore Exhibition parade in Bridgewater.

July 25 I attended a meeting with several other Lunenburg County Fire departments with Scotia Business Centre to discuss the future role of dispatching.

July 28&29-Tanker and crew spent time washing down boats at the Yacht Club following Junior races.

Darren Romkey
Fire Chief



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Chief Darren Romkey

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Chief Report for August 2018

Training

August 8-Monthly truck checks and general meeting

August 17- Windsor Fire requested our ladder come to their hall. They are buying a new ladder similar to ours and wanted to see if it would fit.

August 22-General monthly practice consisting of various firefighting and Boat Rescue

August 26-Pump Operator Training

Misc

August 7-Funeral service for the Late Honorary Deputy Fire Chief Kendall Black. This was well attended by 33 active members, 26 honorary, 13 Auxiliary, and 25 visiting department members.

August 11-Boat and crew provided water coverage during the CDRA elimination dory races.

August 18-Boat and crew provided water coverage during the CDRA International dory races. The awards ceremony and social was hosted by the department as well.

August 18-#1 Ladder participated in the Western Shore Parade

August 27-Yearly preventive pump maintenance and testing conducted on #2, #5, and #6. All trucks did well. #3 and #1 will be done September 15th.

Darren Romkey
Fire Chief

***By-Laws of the Lunenburg & District Fire Department
Revised on April, 2018***

**Rules and By-Laws
Lunenburg and District Fire Department**

Article I **Setup of Department**

- Section 1.1** The official name of the department shall be "Lunenburg and District Fire Department. All future references will be referred to as LDFD.
- Section 1.2** The department shall run as a para-military organization.
- Section 1.3** The elected officers, in order of "chain of command", are listed as follows:
- Chief
 - Deputy Chief
 - Assistant Deputy Chief
 - maximum of eight Captains
- Section 1.4** Appointments such as Secretary, Treasurer, Chief Engineer and Lieutenants shall be appointed as necessary and reviewed annually by the executive committee.
- Section 1.5** Any active member interested in holding any elected position must meet the G.O.G requirements for that position and apply to the investigating committee. This committee will consist of three active members that will be chosen by the executive committee yearly.
- Section 1.6** All elected positions shall be voted upon yearly with the election for chief being held at a special meeting following the December Regular meeting. The elections of all other elected positions being held at the Annual meeting in January.
- Section 1.7** At a special meeting directly following the December Regular meeting the chief will vacate the chair only if an election needs to be held for the chief's position. In this case the senior officer not applying for the position of chief will ask for reading of applications for the position of chief to start the election.
- Section 1.8** Only active firefighters shall have the right to vote.
- Section 1.9** The Chairperson shall abstain from voting unless the balloting results in a tie.
- Section 1.10** Voting is by secret ballot. 51% of the active firefighters constitute a quorum. Results of the vote shall be made known, immediately following the counting of same.
- Section 1.11** A quorum of the active firefighters is required to elect the Chief, Deputy Chief, and Assistant Deputy Chief and Captains.

- Section 1.12** A certified person or agency shall be retained by the executive committee to review the annual financial statements prior to the Annual Meeting of the department.
- Section 1.13** All cheques from all accounts, with the exception of the Town joint account shall be co-signed by the Treasurer or Secretary plus *either* the Chief, Deputy Chief or Assistant Deputy Chief.
- Section 1.14** The Town joint account will follow the Town's cheque signing policy.
- Section 1.15** One or more members of the executive, in addition to the treasurer, is to be given access to our on line banking accounts.

ARTICLE II **Eligibility of Members**

- Section 2.1** The LDFD shall not exceed fifty members.
- Section 2.2** Any person reaching the age of 19 shall be eligible to make application for membership.
- Section 2.3** Given that our service is one which calls on its members to perform strenuous work, often in uncertain and hazardous environments, applicants may at any time be required to have various types of medical assessment to ensure the safety and health of our members. The executive committee will be responsible for requesting such assessments.
- Section 2.4** Any person wanting to apply for application to the LDFD may do so by completing a membership application and submitting it to the LDFD. All applications tentatively accepted are required to obtain a criminal records check before they start their probationary period.
- Section 2.5** As management deems necessary to fill vacated positions, applicants will be processed by the executive committee and they will report back to management. Members going through the Junior Fire Fighter program will be given preference as well as those having prior firefighting experience.
- Section 2.6** Applicants selected by the executive committee shall go through an orientation process. The new member being accepted into the department as a firefighter must attend all required training as per the G.O.G's developed by the training committee. The trainee will be made aware of the By-laws and General Operating Guidelines, outfitted with items necessary to perform duties as a firefighter, a locker, access to the building. These items remain the property of the Town of Lunenburg. It shall be the responsibility of the firefighter for the safe keeping of said equipment.
- Section 2.7** Throughout the one year probationary period each trainee shall be reviewed periodically for attendance, ability and performance.

- Section 2.8** When they complete their one year probationary period and complete the necessary training as per the G.O.G.'s developed by the training committee they will become an active member.
- Section 2.9** Persons being accepted as an active member of the department shall be given the right to vote and issued a firefighters uniform, not necessarily new.
- Section 2.10** Any active members that become honorary may retain their highest elected rank, held in good faith, while an active member with the Department. The request must be made to the management committee in writing and they must have spent at least three years in an elected position.
- Section 2.11** A firefighter having 16 years service to the department may decide at any time to be placed on the honorary list. Once this decision is made in writing to the department the firefighter will lose the right to vote and to regular fire fighting duties but will retain other firefighter privileges. The pager and items necessary to perform firefighter duties will be returned to the department and their locker will be vacated.
- Section 2.12** A members years of service in other departments will count toward service bars providing we receive a letter from those fire departments verifying the years of service.
- Section 2.13** Any member that resigns from the department may at any future time write a letter to the department requesting to return to full active service. They will not be required to go through any probationary period but may be required to take a refresher course before responding to emergency calls.

Article III **Regular Health Assessments**

- Section 3.1** All vehicle operators must meet the current driving qualifications as per the G.O.G.'s established by the LDFD.

Article IV **Disciplinary Procedures**

- Section 4.1** Any member who interferes with the orders of an officer, gives counter-orders, who neglects his/her duty, or disobeys the order of a superior may be disciplined.
- Section 4.2** Any member who, by his/her public conduct, brings disrepute upon the department may be disciplined.
- Section 4.3** Discipline may include a reprimand (verbal or written), suspension of some or all rights and privileges, or expulsion from the department.
- Section 4.4** For decisions on matters of discipline refer to the set of G.O.G.'s that covers discipline.

Article V **Attendance**

- Section 5.1** All members are expected to attend at least 50% each of the fires, regular monthly meetings, special meetings, and regular training practices unless prevented from doing so by just cause or prior excuse.
- Section 5.2** All members are expected to attend the designated functions unless prevented from doing so by just cause or prior excuse. The number and type of function can be adjusted from year to year depending upon the wishes of the department.
- Section 5.3** Any member who fails to maintain the attendance standards defined in the department policy may be disciplined.
- Section 5.4** Any member who signs up for training and does not show up may be disciplined as per the G.O.G.'s for training unless prevented from doing so by just cause or prior excuse. They may have any expenses incurred by the department for their absence deducted from their honorarium.
- Section 5.5** Members that do not meet 20% attendance for fires, practices, and regular meetings in any given year will not have that year count towards any Provincial or Federal medal requirement.

Article VI **Duties Of Officers**

- Section 6.1** Refer to the set of G.O.G.'s that cover the duties of officers.

ARTICLE VII **Duties Of Other Members**

Section 7.1 Refer to the set of G.O.G.'s that cover the duties of other members.

Section 7.2 Vehicles operators will be responsible for reporting in writing to the chief engineer any mechanical and/or equipment deficiencies.

ARTICLE VIII **Duties Of Members (Responding to Calls)**

Section 8.1 Refer to the set of G.O.G.'s that cover the duties of members responding to calls.

SECTION IX **Meetings**

Section 9.1 The Annual meeting will be set by the chief at the special meeting following the December regular monthly meeting.

Section 9.2 The regular monthly meetings shall usually be held the second Wednesday of each month.

Section 9.3 Special meetings may be called by the executive committee whenever deemed necessary or at a request made by five active members in writing to the executive.

Section 9.4 No business shall be transacted at any special meeting except that for which the meeting is called.

Section 9.5 Fifty one percent of the active membership shall constitute a quorum.

ARTICLE X **Rules Of Meetings**

Section 10.1 The dispute settling mechanism for business conducted at any meeting shall be "Roberts Rules of ORDER".

Section 10.2 Annual, General and Special Meetings of the Department will be presided over by the chief. In the chief's absence or at the chief's discretion, a chairperson will be determined in accordance to the department's chain of command.

- Section 10.3** The chairperson shall have the deciding vote in case of a tie and shall decide all questions of order pertaining to the meeting.
- Section 10.4** Any member wishing to speak shall rise, be recognized and address the chairperson.
- Section 10.5** No member shall speak more than twice on any matter until those wishing to speak have spoken, nor then without the permission of the chairperson.
- Section 10.6** When two or more members rise to speak the chairperson shall decide who is in order.
- Section 10.7** Any member making a motion may, with consent of the seconder, withdraw or change the motion prior to the vote.
- Section 10.8** After debate on the motion, the chairperson shall repeat the motion before the question is put, and say "ARE YOU READY FOR THE QUESTION?".
- Section 10.9** The roll shall be called at any special meeting, the same as any regular meeting. The meeting will then dispose of the business for which it was called and adjourn.
- Section 10.10** No expenditure in excess of \$1 000.00 shall be voted or appropriated except at a regular, or duly authorized special meeting and only then after being discussed at a management committee meeting.

ARTICLE XI **Standing Committees**

- Section 11.1** The chairperson or co-chairperson of each committee shall submit a monthly written or oral report to the regular meeting.
- Section 11.2** The Executive Committee shall consist of the chief, deputy chief, assistant deputy chief, secretary and treasurer. This committee shall oversee the day to day administration of the LDFD and make and/or approve appointments to committees as necessary. They shall have a spending authority up to \$1 000.00 per month.
- Section 11.3** The management committee shall consist of the executive members, officers, The Management Committee shall be appointed by the executive committee, prior to the first meeting in February. chief engineer, bar chairperson, and two additional members. A 51% of the management committee shall constitute a quorum and the committee shall have a spending authority of up to \$1 000.00 per month.
- Section 11.4** The Training Committee is responsible for arranging training of all department members. The time and place of any practice or training session must be approved by the Training Officer. They shall maintain training records on all department members.
- Section 11.5** The Bar chairperson is responsible for overseeing the operation of the bar and canteen. Refer to the set of G.O.G.'s that cover the duties of the bar chairperson.

Section 11.6 All other committees with budgets must have those budgets approved by the executive committee. Once a budget is approved no changes can be made without the approval of the executive committee.

Section 11.7 The investment committee shall consist of the chief, treasurer, and secretary.

ARTICLE XII Uniforms

Section 12.1 Refer to the set of G.O.G.'s for uniforms.

ARTICLE XIII Rules and Bylaws

Section 13.1 No rules or by-laws shall be altered, amended or suspended, except at a special meeting called for that purpose, and then only by a quorum of the active membership.

ARTICLE XIV General Meeting Order Of Business

After the sounding of the bell and the meeting has been called to order each member shall be seated. The meeting shall be smoke free and no hats are to be worn. The order of business is to be disposed of as follows:

- 1 -Roll Calls
- 2 -Reading of Minutes of preceding meetings
- 3 -Business arising from the minutes
- 4 -Correspondence
- 5 -Collection
- 6 -Reports of Special Committees
- 7 -Bills Against the Department
- 8 -Report of the Treasurer
- 9 -Report of the chief (December meeting)
- 10 -Recess (annual meeting)
- 11 -Election of officers (annual meeting)
- 12 -Miscellaneous Business
- 13 -Appointment of next Meeting
- 14 -Adjournment

Article XV House Rules

Section 15.1 Members introducing visitors shall register both their name and visitors name in the guest book. The member shall be responsible for the visitors. When the member introducing the visitors leaves so shall the visitors.

Section 15.2 Any item borrowed from the building must be signed out by the chief, deputy chief, or assistant deputy chief.

Section 15.3 Bar Rules are to be abided by in accordance with the Nova Scotia Liquor License Board.

Article XVI **Leave Of Absence**

Section 16.1 A member shall apply for a leave of absence in writing stating the reason for the request, submitted to the executive committee for their approval.