

**PROTECTIVE SERVICES COMMITTEE**

**MEETING RECOMMENDATIONS – SEPTEMBER 12, 2019**

1. To recommend to Town Council to revise the Town Training and Development Policy by deleting the words in section 10. b. ii. “except for LDFD” eliminating the requirement for LDFD members to submit receipts to claim the higher meal expense allowances retroactive to June 25, 2019 and forward (Schedule “A”).
2. To recommend that Town Council consider that Fire Department members travelling for the Town be paid for actual kilometers travelled.

**PROTECTIVE SERVICES COMMITTEE MEETING MINUTES**

**THURSDAY, SEPTEMBER 12, 2019 AT 4:30 P.M.**

**(LUNENBURG AND DISTRICT FIRE HALL)**

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- PRESENT:** Deputy Mayor John McGee, Chair pro tempore  
Councillor Joseph Carnevale  
Councillor Danny Croft (arrived 5:00 p.m.)  
David Baugil, Districts 1 & 2 Fire Commission member  
Brian Keizer, Districts 1 & 2 Fire Commission Chair
- ALSO PRESENT:** Rachel Bailey, Chair (arrived 4:38 p.m.; departed 5:15 p.m.)  
Lisa Dagley, Finance Director  
Corey Hodder, LDFD Assistant Deputy Fire Chief and Truck  
Committee member  
Heather McCallum, Assistant Municipal Clerk  
Dave Robb, Deputy LDFD Fire Chief and Truck Committee  
member (arrived at 4:46 p.m.)  
Darren Romkey, LDFD Fire Chief and Truck Committee member
- ABSENT:** David Afford, Districts 1 & 2 Fire Commission member  
Councillor Peter Mosher
- 

The Chair pro tempore called the meeting to order at 4:34 p.m.

1. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

2. Protective Services Committee June 13, 2019 meeting minutes

Motion: moved and seconded to approve the June 13, 2019 meeting minutes. Motion carried.

3. Public Presentations

Nil.

4. Unfinished Business

- a. Lunenburg and District Fire Department out of Town conference and training meal allowance further revision request – staff report and draft Policy amendment.

The staff report was discussed (Schedule "A"), along with issues that arise from carpooling, accommodation distance from venues, and travelling to locations not listed in the policy.

Motion: moved and seconded that it be recommended to Town Council to revise the Town Training and Development Policy by deleting the words in section 10. b. ii. "except for LDFD" eliminating the requirement for LDFD members to submit receipts to claim the higher meal expense allowances retroactive to June 25, 2019 and forward (Schedule "A"). Motion carried.

Motion: to ask Council to consider that Fire Department members travelling for the Town be paid for actual kilometers travelled. Motion carried.

5. New Business

a. Fire Chief's May – August 2019 reports

Chief Romkey reviewed his reports, including a verbal report from this past weekend on Hurricane Dorian (Schedule "B").

b. 2019 Maritime Fire Chief Association Conference report

Provided for information (Schedule "C").

c. LDFD Fire Truck Replacement Schedule

The truck replacement schedule was discussed (Schedule "D").

Mr. Keizer stated that the District 1&2 Fire Commission would have difficulty meeting this schedule for funding. The Finance Director confirmed that the Town prepared the schedule assuming that the District would provide historic funding levels.

The Mayor noted that this is a reflection of a bigger problem – regulations determine what level of equipment or service a municipality must provide, which can be a challenge for small municipalities financially. Municipalities must work with the Province on this.

It was noted that the excellent maintenance and testing the LDFD does on its pumps and vehicles has extended the life of equipment.

The Committee agreed that this item will be left on the agenda as a standing/ongoing item for further consideration and discussion.

6. Next Meeting Dates – Thursday, December 12, 2019 at 4:30 p.m.

7. Adjournment

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

The meeting adjourned was at 5:20 p.m.

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Heather McCallum, Assistant Municipal Clerk

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Document No:  
Meeting: Sep 12/19 PRT SRV  
Circulate To: PRT SRV, DR,  
GM, LDFD, LD  
File: LDFD general

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## M E M O R A N D U M

**TO: PROTECTIVE SERVICES COMMITTEE**

**FROM: BEA RENTON, CAO**

**DATE: SEPTEMBER 4, 2019**

**RE: LUNENBURG AND DISTRICT FIRE DEPARTMENT - EXPENSE POLICY AMENDMENT REQUEST AND GENERAL EXPENSE CLAIM POLICY REVIEW**

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### 1. FACTS

The Fire Chief has asked that the Town Training and Development Policy as it relates to LDFD meal claim requirements be amended again to delete the June 25 Town Council approved requirement to provide receipts to claim the increased LDFD meal rates. This report has been prepared in response and addresses additional expense claim items raised by the Fire Chief.

### 2. ISSUES AND OPTIONS

On June 25 Town Council approved amendments to the Town Policy increasing **meal allowances** for Firefighters attending training, meetings and conferences as follows:

Motion: moved by Deputy Mayor McGee, seconded by Councillor Mosher approval of the Fire Department meal allowance increase in the Town Expense Policy (Schedule "F"; see: below). Motion carried.

- ii. maximum for only Council, senior management **and Lunenburg District Fire Department members** 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 (no receipts required **except LDFD; note: at request of Fire Chief**). And further, increase to incidental allowance to \$15.00/day with a \$75.00 maximum.

This amendment was requested at the March 14, 2019 Protective Services Committee to align the Fire Department meal rates with those of Council and management staff in response to an earlier draft amendment under consideration. The revised draft amendment was prepared in consultation with the Fire Chief and included in the June 13 Protective Services Committee meeting agenda package circulated before the meeting. At the June 13 Committee meeting the amendment was recommended for approval by Town Council and

included in the Committee meeting minutes circulated to Council, Committee and LDFD members.

A **full copy of the Town Policy** in which the LDFD meal and other claim amounts appear is attached for reference (enclosure #1).

A **revised version of the Town Policy** has been prepared deleting the requirement for LDFD members to provide receipts as requested by the Fire Chief (enclosure #2). If acceptable, the Committee should recommend approval to Town Council at their September 24 meeting. It is further proposed that the Policy amendment be made **retroactive** to the previous date of Council approval on June 25, 2019, so expense claims during this intervening period do not require receipts for approval of these higher meal amounts.

The Fire Chief has also asked about **pre-set mileage amounts** contained in the Town Policy. It is understood these distances were determined when the Policy was first drafted with the intention of standardizing frequent meeting, conference, etc. destination distances. Presumably this simplified the completion of expense claims, eliminated the need to confirm variances in mileage claims, or if a claimant forgot to track their mileage, also conducted personal business, etc. by establishing standard distances. This applies uniformly to Town Council, staff and Firefighters and is similar in design to set meal amounts. As you will note from the attached Policy, the pre-set distances are:

- Bridgewater            40 Kilometers
- Chester                80 Kilometers
- Halifax Airport       250 Kilometers
- Halifax                200 Kilometers
- Liverpool             130 Kilometers
- Mahone Bay          25 Kilometers
- Dartmouth            220 Kilometers
- Sydney                1100 Kilometers
- Wolfville             200 Kilometers

With Council approval, the Policy could be amended to allow for actual travel distances to be claimed for all destinations. Further Policy revisions would be required to do this. There should still be some requirement in the Policy for claimants to explain mileage claims that exceed typical distances found on mileage calculation websites so there is a basis on which higher expense claims can be approved.

Questions were also asked by the Fire Chief about recent expense claims supporting information request. This is because the expense claims for meals and mileage were submitted with no information about the training course location, start and end times as required by the Policy and **Expense Claim Form** (enclosure #1). As well, **Training Request Forms** (enclosure #2) also required by the Policy had not been submitted LDFD in advance of the course or at the time the expense claims were submitted for approval. The Policy requires that the Form be submitted for the CAO's approval 30 days in advance of the course. Sometimes this is not possible so allowances are made, but when no Form is submitted the information has to be gathered after the fact if an expense claim is received by the CAO and Finance Director for approval. If the Training Request Form and supporting documentation, e.g. course registration, location, meals provided, etc. are

submitted for approval in advance this information can be referenced by the CAO and Finance Director to expedite the approval and payment of Expense Claim Forms.

It should also be noted that Town expense claims are reviewed by the **Town Auditor** to ensure compliance with Town Policies this can include LDFD expense claims from time to time. The Nova Scotia **Municipal Government Act** also requires that municipalities adopt and comply with a Council approved expense policy.

A general Policy review meeting with the LDFD Executive will be scheduled to further discuss these items and any other questions about expense claims.

### **3. FINANCIAL IMPACT**

The annual Protective Services budget includes an allowance of \$20,000 for Fire Department training and conferences. The Town's Training and Development Policy describes in part how the budget is managed. If the Policy is amended by Council removing the requirement for LDFD members to submit meal expense receipts to claim the higher amounts there could be a slight financial impact which could be absorbed within the current budget.

### **4. STRATEGIC PLAN RELEVANCE**

The additional Policy change is in keeping with the Town's Strategic Plan's Strategic Direction #5 to: "Operate the Town efficiently and effectively, C. To develop and update Town By-laws, Policies, Procedures and plans."

### **5. RECOMMENDATION**

It is recommended that the Committee approve the following recommendation to Town Council for consideration at their September 24 meeting:

*Motion: moved and seconded that it be recommended to Town Council to revise the Town Training and Development Policy by deleting the words in section 10. b. ii. "except for LDFD" eliminating the requirement for LDFD members to submit receipts to claim the higher meal expense allowances retroactive to June 25, 2019 and forward (enclosure #2).*

Encls. (2)

<b>Subject: STAFF TRAINING AND DEVELOPMENT</b>		<b>Number 10 Section 4</b>	<b>Application PERMANENT EMPLOYEES</b>	
<b>Approved by</b>	<b>Date</b>	<b>Minute No.</b>	<b>Page of Pages</b>	
Amended - November	27/86		19	29
Amended - October	25/90			
Amended - July	25/91			
Amended - September	28/95			

### I. General Statement of Policy and Objectives

It is the policy of the Town of Lunenburg to encourage employees to attend training courses, seminars, conventions and meetings ("courses, etc.") which will upgrade their qualifications and job-related skills.

The objectives of this policy are:

1. to increase employees' competence in their present jobs, thereby increasing their contribution to the Town; and
2. to provide employees with an opportunity to receive increased benefits from their work through future advancement.

### II. Statement of Procedures

1. Each Department Head will submit estimates of expenditures for courses, etc., when preparing their budget. Council shall approve a training and development program for each department as part of the budget.
2. Each Department Head will correspond with relevant training and educational institutions to obtain current information on available courses, etc., and keep staff informed of training and development opportunities.
3. When requesting approval to take a course, etc., with or without pay the employees must satisfactorily demonstrate that it will increase their effectiveness in their present jobs.
4. When requesting approval to take a course, etc., the employee should complete the application form (Schedule "A") and submit it to their Department Head at least thirty days before the commencement of the course, seminar or convention. Upon approval by the Department Head, the request will be forwarded to the Town

Manager/Clerk for final approval. If all approvals are given, the appropriate Chairperson, Mayor and Department Head will be notified. A copy of the completed application form shall be placed on the employee's Personnel File whether it is approved or not, and a copy shall be given to the employee. If the request is one which cannot be approved within the current budget, then a special request for approval may be made by the Town Manager/Clerk to Council.

5. If the course, etc., is not directly related to the employee's present work, on recommendation of the Town Manager/Clerk, Council may decide that the Town will benefit nonetheless, and the employee may be granted a leave of absence without pay. A leave of absence without pay may also be granted for courses, etc., which cannot be covered by Council's budget. If Council feels that it can bear part of the expense, arrangements may be made for the employee to pay the balance. This clause applies only to those courses, seminars and conventions which are requested by the employee.

\$1,200.

6. The Town of Lunenburg has a ~~\$625~~ limit per individual for convention expenditures annually. Department Heads will identify conventions that they wish to attend in their relevant budget estimates for the upcoming fiscal year. Conventions are generally considered to be the annual general meeting of a professional type association of which the staff person is a member. All other training courses, seminars and meetings will be considered under a separate budget category for staff training. When considering an employee's application for a convention, the Department Head and Town Manager/Clerk will bear these budgetary restraints in mind. The Town Council may approve the attendance and payment of full costs of staff at conventions over the ~~\$625~~ <sup>\$1,200</sup> limit, if, it is felt that it would be an advantage to the individual and the Town. Such a request should be made and determined by Council at the time of setting the Town's budget. (Revised: December 10, 2013 Council Meeting)

7. The Department Head and Town Manager/Clerk shall also base their approval or disapproval of a request pursuant to this policy on other relevant factors such as the staffing needs of their department at the time the employee has requested to be absent.

8. When two employees apply for a course, etc., and only one of them can attend due to the restrictions referred to above, the Department Head should decide between them on the basis of these considerations:

(a) which of the employees is in the greatest need of the training or education; and

(b) which of the employees has had an opportunity to attend a similar event most recently.

If these factors do not assist in arriving at a decision, then the senior employee shall be chosen to attend the course, etc.

9. Department Heads, the Town Manager/Clerk and/or Council may require employees to attend courses, etc., which will upgrade their qualifications and job-related skills.

10. Expenses for attendance at courses, etc., will be reimbursed as follows within approved budget levels:

(a) Transportation: the actual cost of the most economical mode of travel. Vehicle costs will be reimbursed at the Provincial standard rate as amended from time to time. The following kilometer amounts are established for travel to the below noted places:

-	Bridgewater	40 Kilometers
-	Chester	80 Kilometers
-	Halifax Airport	250 Kilometers
-	Halifax	200 Kilometers
-	Liverpool	130 Kilometers
-	Mahone Bay	25 Kilometers
-	Dartmouth	220 Kilometers
-	Sydney	1100 Kilometers
-	Wolfville	200 Kilometers

If a Town vehicle is used, the approximate cost of fuel will be billed to the relevant Town budget account used to fund the seminar, etc.

(b) Hotel or Motel: actual cost.

(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, etc., runs over two (2) meal periods, because it is not possible to return home before 6:00 p.m. or the employee must leave home prior to 6:30 a.m., 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 January 28, 2014, maximum for only Council and senior management and Lunenburg and District Fire Department 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 (no receipts required except LDFD; note: at request of Fire Chief). And further, increase to incidental allowance to \$15.00/day with a \$75.00 maximum.

(d) Registration Fees: actual cost.

(e) Miscellaneous Expenses - employees may also claim up to \$10. per day for each overnight stay to a maximum of \$30. per week without receipts for those expenses for which receipts are unavailable when attending a course, etc., that exceeds one day and requires an overnight stay outside the Town (other than their own residence). Receipts should be presented for all miscellaneous expenses whenever possible. Miscellaneous expenses may include tips, parking, taxis, buses, etc., but cannot be used to increase meal allowances.

(f) The Mayor, Town Manager/Clerk and/or their designate(s) may use the per person expenses listed above in subsection (c) to entertain officials if it is in the interest of the Town to do so. If possible, a Town purchase order should be used in such instances. Receipts should be kept for reimbursement of these expenses. The Town Manager/Clerk may approve in her discretion expense claims in excess of these limits if the total claim is not more than double the allowable claim limit (e.g., a meal limit of \$12. could be increased to \$24.). Any portion of an expense claim in excess of double the allowable limit, must be approved by Council before the claimant is reimbursed their additional amount. (Revised April 25, 1996.)

(g) Claimants must submit an Expense Claim Form as attached hereto as Schedule "B" when seeking reimbursement for the expenses listed above and such form will be submitted within sixty (60) days of the expenses being incurred to the relevant Department Head and Town Manager/Clerk for approval. Original receipts should be attached to the completed claim form as required.

(h) Expenses of spouses will not be reimbursed, unless the spouse is invited by Council to attend.

11. If more than one staff member is attending the same course, etc., they are expected to travel in one vehicle, and, where reasonable, share accommodations.

12. All accommodation and travel bookings are to be made by the Town Office secretaries to ensure utilization of government discounts and Town purchase orders.

13. (a) If a non-management/non-unionized employee is required and approved by their Department Head and Town Manager/Clerk to attend a course, etc., which is partly or entirely outside their regular work hours, excluding travel time, they shall be compensated with straight hourly pay or straight time off in lieu of pay as determined by the Department Head and Town Manager/Clerk.

(b) If a non-management/non-unionized employee personally requests to attend a course, etc., no additional remuneration will be given to them for any portion of time in attendance at or travel to and from the course, etc., outside their regular work day.

14. Advances for expenses may be made to the employee for those expenses which are known when the employee so requests. An expense claim form (showing deductions for advance monies received) and receipts, as required, must still be completed on the employee's return from the course, etc.

15. Upon completion of the course, etc., the employee shall forward a written report regarding the course, etc., to the relevant Committee or Council at their earliest opportunity. Progress reports and course marks for courses, etc., longer than one (1) year must be reported to the relevant Committee or Council annually. These reports shall be retained in the employee's personnel file.

Schedule "A"  
Application for Training  
Seminars and Conventions

Name of Employee \_\_\_\_\_

Department \_\_\_\_\_

Position \_\_\_\_\_

Name of Course, Seminar or Convention \_\_\_\_\_

Institution/Location \_\_\_\_\_

Description of Course, Seminar or Convention \_\_\_\_\_

Dates/Length of Course \_\_\_\_\_

Approximate Cost:

1. Transportation \_\_\_\_\_

2. Accommodation \_\_\_\_\_

3. Meals \_\_\_\_\_

4. Registration Fees \_\_\_\_\_

5. Approximate Total Cost \_\_\_\_\_

Is this a request for permission to take the course or attend the training session, course or seminar with or without pay?

Why do you believe this course, seminar or convention would prove beneficial both to yourself and the Town?

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_\_  
Approval of Town Manager/Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Schedule "B"  
Expense Claim Form

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Date/ Time	Particulars (including purpose of trip)	Mileage/km	Meals and Accommodations	Other Expenses
Sub Total	\$			
Grand Total	\$			

I hereby certify that the expense claimed are correct and just in all respects and that the whole expenditure was incurred on government business.

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Approved for Payment - Department Head

\_\_\_\_\_  
Approved for Payment - Town Manager/Clerk

If these factors do not assist in arriving at a decision, then the senior employee shall be chosen to attend the course, etc.

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(d) Registration Fees: actual cost.



# *Lunenburg & District Fire Department*

*25 Medway Street, P.O. Box 1478*

*Lunenburg, Nova Scotia*

*634-8343 Fax -634-4145*

*Chief Darren Romkey*

*Cell- 212-0476 dromkey@eastlink.ca*

## **Chief Report for June 2019**

### Training

- June 2<sup>st</sup>- Mutual Aid training day consisting of hydrant water supply and district tanker nursing water supply
- 19 LDFD members as well as 30 members from Dayspring, Blockhouse, Mahone Bay, Riverport and Chester Basin attended.
- June 7, 8, and 9<sup>th</sup>-4 members attended the FDIC in Wolfville. This includes several speakers and information sessions on a variety of fire service topics
- June 12-Monthly truck checks and general training
- June 19<sup>th</sup>-6 members traveled to Dr Drone in Dartmouth to participate in classroom theory and hands on training on our new drone.

### Misc

- June 4<sup>th</sup>-Monthly Executive, Management and Officers meetings
- June 5- 5 members participated in the annual Tim Hortons Camp day.
- June 8-the boat provided water coverage for the 2019 Dory elimination races.
- June 12-Monthly meeting
- June 18&19<sup>th</sup>-Our SCBA had its yearly maintenance done.
- June 25-Monthly general training consisting of ladders, SCBA and Boat operations.



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## **Chief Report for July 2019**

### Training

- Members are doing continuous training on the drone
- July 10-Monthly Truck checks and general training
- July 13, 14, 27 and 28<sup>th</sup> -3 members attended a Medical First Responder course in Chester.
- July 12-15th-Myself, D/C Robb, Chief Eng Heckman and Capt Francis attended the 105th annual Maritime Fire Chiefs Association Conference, also known as the Atlantic Leadership Conference. My report on the weekend has been sent out.
- July 24<sup>th</sup>-Monthly general practice consisting of vehicle extrication, ladders, and boat operators.

### Misc

- July 1<sup>st</sup>-Crew had #1 Ladder on display at the Community Center for the towns Canada Day events
  - Capt Francis took #1 Ladder to the Riverport Canada Day Parade
- July 10<sup>th</sup>-The Truck Committee met with Mic Mac Fire and Safety to begin the final build of the new Pumper
- July 10<sup>th</sup>-Monthly General meeting
- July 16<sup>th</sup>-The #6 Tanker had a leak in the rear. During annual pump testing in June it was suggested by the technician to contact the manufacturer as he feels it may be the tank. Arrangements were made at the conference to have it taken to Metalfab facility in Centerville N.B. Chief Eng Heckman left at midnight on July 16<sup>th</sup>. It was repaired and he returned on July 18<sup>th</sup>. As he was on the 103 Exit 6 he had some mechanical issues with the truck, I arranged Corkums towing take it to Bridgewater. It was repaired and returned to service supertime July 19.
- July 19- Captain Francis attended the Pride flag raising ceremonies with #1 Ladder
- July 28 and 29<sup>th</sup>-Members with a tanker cleaned the sailboats after their races for a Junior sailing weekend at the Lunenburg Yacht Club. We do this every year and it is a good public relations event.
- July 22,23 and 30- 3 companies came in to present the Personal Protective Equipment that has been approved to purchase in this years Capital Budget.



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## **Chief Report for August 2019**

### Training

- August 7- ladder truck training
- August 14<sup>th</sup>-Monthly truck checks and general meeting
- continuing drone training
- August 28<sup>th</sup>-Monthly general practice consisting of vehicle extrication, ladders, and boat operators.

### Misc

- The week of August 12<sup>th</sup> to the 16<sup>th</sup> was a busy week for us. We had a structure fire, 2 MVCs, illegal burn and panel alarm. On top of that the committee of 4 spent hours working on the purchasing of our new gear, and we had our regular truck checks and meeting. The structure fire we had 39 members attend, MVS and panel alarm were well over 30 attended and our meeting and truck checks had 40 attend. This is impressive, especially for the nice summer months. I sent out a thank you to all my members and of course their families as it have an impact on them as well.
- The committee looking into the purchase of our new personal protective equipment is ongoing and has a proposal ready for the August 27<sup>th</sup> Council meeting
- August 2<sup>nd</sup>- Honorary member Rick Demone lost his long fought battle with illness
- August 3<sup>rd</sup>- Boat and crew provided water coverage for the CDRA Elimination Dory races
- August 6<sup>th</sup>-Funeral service for Rick Demone
- August 10-Members held a fundraiser BBQ at the Independent store
  - #1 Ladder represented the department at the Western Shore parade
  - FF Nick Falt participated in the Fire Fit Challenge in Truro
- August 12-The department Executive met with Town staff, lawyer and Insurance carrier reps to review and discuss our rental contract and our insurance coverage in general.
- August 17<sup>th</sup>-Crew provided water coverage for the International Dory Races
- August 19<sup>th</sup>- I met with the town engineer to discuss their use of our tanker as well as us assisting him with the help of our drone at Dares Lake.
- August 27-A member of the committee for our new bunker gear was present at the council meeting to answer any questions. It was passed and the first of 2 fittings will be September 11<sup>th</sup>.
- August 28-I sent a letter to Town staff, council and District regarding issues with an expense claim for 3 members who attended an MFR course in July. The revised town meal policy was not correct as it stated receipts from the LDFD were required. Also an issue with the mileage claim. I also requested a

copy of a policy for filling out claims that has been quoted to me several times over the years with changes on a regular basis. I have not yet received this policy.

August 31<sup>st</sup>- Fire in the Carriage House of the Trot in Time business in Garden Lots. The structure was a total loss but the nearby barn was not damaged.

Good mutual aid support from Blockhouse, Dayspring, Mahone Bay and Riverport Fire departments. As well as RCMP, EHS, NSP and Lunenburg Public Works.



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## Hurricane Dorian September 7<sup>th</sup>, 2019

Predications of Hurricane Dorian's landfall varied throughout the days preceding its arrival to Nova Scotia.

By Thursday September 5<sup>th</sup>, reports were it was to hit by early to mid-afternoon on September 7<sup>th</sup>. I decided to assign a truck crew, consisting of an Officer, pump operator and 4 fire fighters. The start time was for 6pm and they were to stay on until 6am. A town P/O was issued to the Foodland for supper and breakfast the next morning, totalling \$112.47.

The effects of Dorian started to hit around 9am and winds became stronger all morning.

Rain hit in the afternoon and continued on until early evening when the rain had stopped. The wind remained at + 100kmph until late in the night.

Our first call related to the storm came in at 9:03 am September 7<sup>th</sup>. It was at 94 Pelham Street, the Lunenburg Arms, for a person stuck in the elevator. Workers at the Arms reported a brief power failure just prior to the elevator stopping. It would not restart after the power returned and 1 person was stuck inside.

She was quickly released with no incidents.

At 11:56 am we were called to trees on the wires, causing some arching near 23 James Road. By the time crews arrived the arching had stopped and crews cleared the scene.

1:38 pm we received a call for a panel alarm at 25 Blockhouse Hill Road, Harbour View Haven.

This was caused by water leaking into one of the smoke detectors.

Crews cleared leaving it with staff at HVH.

4:58 pm we were called to 194 Pelham Street for a report of the street flooding. Capt Trevor Lohnes was working for public works and responded directly to the scene. He canceled the responding truck and it was left with Public Works.

5:04pm we were called to 209 Wolfe Ave for a report of a flooded basement. Crews found water in the basement and the homeowner was advised to shut off the main power and call a plumber or Gherhardts to pump it out. We do not pump out basements unless absolutely necessary.

While returning to the station, crews were flagged down at another resident on Morash Lane with a flooded basement. They were advised of the same as before, shut off the power and call a plumber.

At 7:30pm, Scotia Business center called me reporting a caller at 180 Silver Point Road with a flooded basement and wanted to know if I wanted the department paged out. They were told to inform the home owner of our policy. SBC called me back stating the home owner reports water chest high and getting near the electrical panel. I had SBC page us out and crews found that the water was too high and unsafe to try to cut the power. However if let go, water could reach the electrical panel, possibly shorting out and causing fire. Crew did pump the water out to a safe level to cut the power.

Through the evening, the stand by crew was able to perform the following tasks;

1. Cleaned all ground ladders on #1 Ladder
2. Cleaned the Communications Room
3. Cleaned the deep fryers and refrigerator.
4. Washed several of the fire trucks.

Besides the stand by crew, each response averaged 25 members responded to the hall.

Our regular General Operating Guidelines were slightly modified due to the storm. Most calls were handled by just 1 truck responding, to reduce risk of injury or damage to the trucks from the storm. This did quiet down through the night as the storm eased up. The first call on September 8<sup>th</sup> didn't come until 12:21pm. The transformer and wires behind the fire hall were sparking and arching. NSP was requested and arrived in about 15 minutes and it was left with them. The next call came in at 12:48pm for a panel alarm at 81 Tannery Road, ABCO. After investigation, the cause of the alarm was determined to be due a power surge from the power being returned to that area. Crews left the property with the key holder.

Power was out at a variety of locations throughout the town and district since Dorian hit. I informed Bea and REMO that our auditorium would be opened all night until 6am for anybody that requires power to recharge their cell phones, or simply a place to go. There were a few residents that took advantage of this on Saturday night.

I placed a fire fighter on duty for the period of 12noon to 6pm on Sunday September 8<sup>th</sup> to be at the hall and have the auditorium open.

Again, there were a few people who came.

By Monday, there was still a large amount of the area without power. This was an issue for those in the district who required power for their water pumps.

I let Bea and REMO know that the auditorium and water for fill up would be available from Monday to Friday during business hours when the Superintendent was there. This was advertised on various web sites and CKBW.

People did come in throughout the week to fill up their water jugs.

On Monday September 9<sup>th</sup>, at 10:02am we received a call to 70 King Street for another flooded basement. Crews arrived and there was nothing they could do.

As of the writing of this report, September 12, the Superintendent informed me that there were still people coming in to the station to fill water jugs mostly, but a few to use the auditorium.

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## 2019 MFCA CONFERENCE

The 2019 MFCA annual conference was held at the Casino New Brunswick in Moncton, July 12 to the 14th. This was the third consecutive year the conference was held there. Next years conference will be in Halifax, N.S.

Myself, D/C Dave Robb, Chief Engineer Don Heckman and Captain Raymond Francis attended.

We left Lunenburg at 0830 July 12, arriving at 12 noon where we booked into our rooms and registered at for the conference. We headed out for some lunch and returned around 2 pm.

Although the conference was not officially opened yet, the manufacturers were there and setting up.

This year myself and Donnies goal was to meet with reps from Mic Mac Fire and safety, the company that was awarded the contract to build our new pumper.

Donnie was also going to meet up with reps from Metalfab fire trucks to discuss issues with our 2002 GMC Tandem tanker. There is a leak around the passenger side rear dump chute. Gary Mossman had spoken to them on the phone earlier this month and they told him they were no longer responsible for the tank because the company went out of business.

After speaking to Donnie they agreed to pay all expenses to have it brought up to their facility in Centerville N.B and take a look at it. (*Donnie did take it up July 16<sup>th</sup> and I will have a full report later.*)

Dave and Raymonds goal was to meet with the 3 manufacturers who put bids in to replace our Personal Protective equipment. They will discuss the RFP, and make arrangements for each company to come meet with the committee more, before they make their decision on which company to go with.

We spent all afternoon on the manufacturer's floor.

Later that evening, at 7pm, we met for the opening ceremonies and memorial service. This was held right in the casino.

After the ceremony we had chance to meet up with members of other departments.

July 13

After breakfast, we split up and met with companies.

Donnie and I spent about an hour with Mic Mac.

We also met with E-one, the company that built our ladder truck, to discuss an issue with one of the sensors on the stabilizer jack.

They will have the technician look at it when he comes down later this summer to do the annual ladder testing.

Raymond and Dave met with their people.

1030am we attended Benjamin Martins first of a 2 part session on dealing with conflicts within the fire service.

12 noon we had lunch and interacted with other members.

1pm was more interaction with manufacturers. Myself and Donnie met with Mic Mac again to discuss our new pumper.

I had chance to look at some heavy duty washing machines. This is something I will be looking to add to the budget next year. With the ongoing concerns on various cancers in the fire service, ongoing cleaning of our PPE is becoming more important.

I also met with a company that resurfaces floors. I gave him Superintendents Mossmans business card and asked him to come in to look at our floors and give us quotes for future reference.

Our apparatus floor has several cracks in it and will need to be dealt with in the next year or 2. Also all the floors throughout are having the tiles breaking up and lifting.

330pm we went and attended Part 2 of Ben Martins session.

We went out for supper later that evening and returned to the nights entertainment, an Elvis impersonator.

July 14

After breakfast at 10am we attended the first of 2 sessions by Tim Sendelback who discussed various changes in the fire service

We had some free time after lunch so we went into downtown Moncton and visited the RCMP memorial for the 3 members killed in the 2014 shooting. This is something that we made sure we did every year we were in Moncton.

3pm we attended part 2 of Tim Sendelbacks session

7pm we attended the closing banquet.

July 15

Early breakfast and we left for home, arriving in Lunenburg around 1130am.

Darren Romkey  
Fire Chief





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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.

This truck is now 20 years old and its age is a major factor. (Who has a personal vehicle 20 years old?)

-Because of constant changing technology in the fire service, improvements in the engineering of fire apparatus and increasing maintenance issues, it is time to replace this truck.

Although this truck is now our second pumper, it cannot be assumed that replacement delays can depend on that because "it doesn't get used much".

For the first 16 years this truck was in service, it was our first our pumper and responded to every call except medical.

It is now our second pumper, which means it will still be depended on for major fires when a second pumper is needed, mutual aid, and as our first out when our primary first out pumper is not available due to maintenance requirements, or a second separate call where our other pumper is already out.

New Technology-improved pumping operations, safety features and general operations technology are constantly being discovered

-electronic governors to automatically regulate and adjust sudden changes in the out put pressure greatly increases the safety of the front line fire fighter.

Load mangers regulate the electronic output on the truck and will shut down non critical operations of the truck suck as lights, A/C etc rather than power to the truck and pump.

Engineering-Larger companies employ engineers that constantly improve the truck itself. Better frame work allows the truck to carry extra equipment; more water and improve the overall safety of the truck in the event of a crash are just a few improvements.

Maintenance- although a fire truck does not accumulate a high amount of kms over the years, having the truck sitting and pumping for hours with the engine rpms at a high rate tends to wear the truck down.

In November 2016 Superintendent Parks advised town staff of the following issues with this truck;

The pump did not pass its rated capacity of 1050 IGPM.

Because of this, the engine itself has to increase its RPMs to try to compensate for the loss.

If we are keeping this truck for another 2 years, the following repairs will have to be made in the 2018/19 budget year;

-Complete brake work estimated this month at a cost of \$4000.00

-Pump overhaul and repacking gland- \$12 000.00 (This estimate was done in October 2017 and work was held off with the anticipation of this truck being scheduled to be replaced by 2019).

-Tank to Pump Valve replacement \$1000.00 (Last estimate Oct 2017)

-Misc repairs (\$2000.00)

These repairs were included in the Superintendents report to Protective Services in November 2016.

These repairs will have to be carried out at a cost of +/- \$18 000 and will have to be added in this budget year. This amount will most likely be more since some of these quotes are over a year old.

At the March 2018 Protective Services when I was informed that the truck was being held off I had mentioned that there would be extensive repairs required. I was answered with if they are needed, it will simply have to be done.

The cost of repairs is a minor concern of mine. By adding an extra year+ to replace this truck, this puts the truck well over the ULC recommendation of 20 years and increases the risk of failure, worst case scenario would be during operations at an emergency scene. This increases the risk of loss of property, or injury or death. This could hold the town liable.

In the minutes of the March 2018 Protective Services meeting it was stated that council was not in favor of replacing a truck that is below the 20 year recommendation, (#5 Tanker)

This is not correct; it is in fact the 1998 Freightliner Pumper that is being replaced which does exceed into the 20 year limit.

After hours of research by the Truck Committee and Officers of the LDFD, we determined that with the added water we can put on the new pumper, (1500 gallons compared to 900 on the current truck), mutual aid tankers, lack of driver to operate the extra tanker, we can replace the pumper as required, and add water and other drafting features so we can simply "eliminate", not replace, the 2000 #5 Tanker.

#2 replacement was slated for \$600 000. (which is a low estimate but based on replacing it with #5).

#5 to be replaced in 2000 would be at least \$400 000.

This also adds to the reduction of added maintenance, fuel, insurance etc costs.

I was questioned by a member of Protective Services if we can get rid of one of our tankers, losing that water.

Again, after hours of research, data collection etc, we are confident we can actually provide a better service with the pumper we have designed, even with reducing the fleet by 1 tanker.

I had also pointed out that the average increase in prices is 4-5 % annually and by putting this of another year will add an additional \$32-40 000 annually.

I was asked to provide a 10 year plan, (including replacement years of trucks over the 10 years) to give council a guideline of when trucks are to be replacement.

I must point out that there always has been a 10 year plan, and in fact the 1998 was in it for years to be replaced in 2018.

I also remember this topic being brought up while we were in the process of replacing the #1 Ladder. When we first approached council for the purchase, it was mentioned that “that was a lot of money to come up with”. It was pointed out that it has been in the 10 year plan since purchasing the original used ladder 6 years prior, and a reply was “we don’t worry about a purchase until that year”.

I did agree to look over and develop a new 10 year plan, and have already done so and given it to Lisa.

The delivery of a truck could be up to a year by the time of order.

I have given a suggested time line and price break down that I felt would work.

Cost \$800 000

Divided up between 2 budget years 2018/19, 2019/20.

Budget- 2018/19-\$400 000

-2019/20-\$400 000

In my opinion, and assuming this would be cost shared 50/50 with District 1&2 as per the contract agreement.

Town and District cost

2018/19- \$200 000 each

2019/20- \$200 000 each

Subtract the sales of the 2 truck we are eliminating. Possibly a combined revenue of \$125 000 -\$150 000.

Although we will be able to take equipment from both trucks and use it on the new truck, we will be needing some small equipment, hose etc. +/- \$35 000.

The department has contributed 1/3 of the costs of the 2 trucks being replaced and would hope the purchase of the required equipment would come out of the revenue of the selling of the trucks.

I was quite confident with the information provided, after my presentation to Protective Services in February that this request would be approved to be able to order this truck in the 2018/19 budget year for delivery in 2019/20.

I was asked to present this at a council meeting and district meeting. I was not put on the agenda.

I was very surprised and disappointed when I was informed at the March Protective Services meeting that it was decided not to approve the request for the 2018/19 year.

I was informed that this decision was made at the February meeting.

After reading the minutes, and reasons, I feel I was not prepared to defend my request properly when I was informed at the March meeting.

I feel it is necessary to strongly request this decision be changed And approved for the upcoming 2018/19 budget year.

Thanks you,

Darren Romkey

Fire Chief

Lunenburg and District Fire Department