



AGENDA

Protective Services Committee Meeting

Thursday, March 12, 2020 at 4:30 p.m.

Lunenburg and District Fire Hall Auditorium, 25 Medway Street

1. Agenda - *motion to approve.*
2. Protective Services Committee September 12, 2019 meeting minutes - *motion to approve.*
3. Public Presentations
4. Unfinished Business
 - a. New fire truck fabrication – *LDFD update*; and
 - b. LDFD fire truck replacement schedule – *ongoing agenda item from September 12, 2019 Committee meeting.*
5. New Business
 - a. Fire Chief's monthly reports September 2019 – February 2020 – *overview by the Fire Chief for information*;
 - b. Surplus bunker gear donation to Martins River Fire Department – *Fire Chief update*; and
 - c. Draft 2020/21 budget – *including an overview of Workers Compensation Board coverage for LDFD volunteer Firefighters by Finance Director and Accountant.*
6. Next Meeting Dates – *Thursdays, June 11, September 10 and December 10, 2020 at 4:30 p.m.*
7. Adjournment – *motion to adjourn.*

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

<u>Agenda Item</u>	<u>Department</u>	<u>Meeting Assigned</u>	<u>Status</u>
Development of hydrant maintenance General Operating Guidelines – <i>review of examples for possible use.</i>	LDFD & Public Works	March 14, 2019	A joint report will be prepared.

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)

- 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.

Heather McCallum, Assistant Municipal Clerk



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 September 2019

Training

- September 11th-Monthly truck checks and general meeting
- continuing drone training
- Sept 15th-Pump operator practice
- September 11th-Monthly general practice consisting of vehicle extrication, ladders, and boat operators.
- September 18th-In house Medical First Responder training
- 5 of the 6 members currently being trained in the use of the drone have obtained their Beginners Drone license. This will allow us to set down the guidelines and get it in service.
- Sept 21st-#1 Ladder and crew participated in a large training exercise hosted by the Mahone Bay Fire Dept.

Misc

- September 7/8th- Hurricane Dorian hit.
We had a stand-by crew on from Sept 7 6pm to Sept 8 6am
A full report was sent to Brian, Danny and Bea for distribution..
- Sept 11th-1 minute of silence prior to our monthly meeting, in memory of the lives lost on September 11th, 2001
- Sept 12th-Protective Services meeting
- Companies were at the station measuring members for their new Personal Protective Equipment.
- Sept 15th-The department color party participated in the annual Fishermen Memorial service.
- Sept 21st -4 LDFD teams participated in the Annual Lunenburg Regional Fire and Emergency Services golf tournament at the Osprey Golf course
- Sept 22nd-#6 Tanker and member participated in the Annual Big Brothers Touch a Truck Show and Shine event at the Exhibition Grounds in Bridgewater.
- Sept 23rd- The Truck Committee met with reps from Mic Mac and spent the entire day pre building and finalizing the new truck. This truck is due to be delivered in following the Chiefs Convention in July of 2020.
- Sept 28-MFRs did medical coverage for a skateboarding event



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Chief Report for October 2019

Training

- October 4-6th-6 members attended an Emergency Vehicle Technician course in Dayspring. This will allow members to troubleshoot potential problems and perform preventive maintenance on the trucks.
- October 7th-2 of the members who attended the weekend EVT course wrote the exam.
- Oct 23rd-Monthly practice consisting of MFR skills, and equipment familiarization. Outdoor training was not done due to the weather.
- Oct 25 and 26th-Chief Engineer Heckman and Superintendent Mossman traveled to Centerville New Brunswick to attend a Foam Pro course

Misc

- The LDFD will be hosting the Fire Fighetr Provincial Curling Championship on Jan 31 to Feb 2nd 2020.
- Oct 6th-12 was Fire Prevention week
- Several pre school visits to the station through the week
- Oct 6th- The Memorial Church service was held at the St Norberts Catholic Church
- The Monument memorial service followed.
- 26 Active and 4 Honorary members attended this event.
- Oct 7th-Fire Drills at Blockhouse Hill and Cornwallis Seniors apartments.
- 17 members attended these events
- Oct 8th-Fire drill at Bluenose Academy
- 12 members along with 6 members from Dayspring Fire Department attended this event.
- Oct 9th-I attended a post Hurricane Dorian meeting
- Oct 9th-Mutual Aid parade in Bridgewater
- 14 Active and 2 Honorary members attended.
- Our color party, #1 Ladder and #5 Tanker also participated.
- Oct 10th-Annual open house. Approx 150 people attended
- Oct 11th-Wing night for firefighters and guest with 35-40 people attending.
- Oct 12th- A member took our #7 Light Utility to the Berwick Fire Department Show and Shine and won an award for the attendee who traveled the furthest.
- Oct 12th- The golf tournament was cancelled due to rain.
- A social in the evening was attended by 40-45 people

The Town Crier arrived with a message of thank you and appreciation from town council for our dedication and service to the community. This was very much appreciated by myself and all those there. Oct 31th-Approx 15 members did stand by coverage at the hall. No incidents reported.



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Chief Report for November 2019

Training

-November 17-Several members attended a Coaching the Emergency Vehicle Operators course put on by Chief Engineer Heckman. Members of the Mahone Bay Fire Department also attended.

This course is required by any members wishing to drive any of the fire trucks.

Nov 23-24-4 members attended a 2 day Fire Safety Officer course in Italy Cross

Nov 27-Monthly general practice consisting of Live fire, Vehicle extrication and ladder operations

Misc

Nov 2-Myself and 5 other members, along with our aerial truck attended the funeral service of Grant Payne.

Grant was a 47 year active members of the Chester Volunteer fire department.

Nov 10-Members of the Oakhill Fire department came in and Chief Engineer Heckman and myself answered any questions they had regarding our aerial truck as they are looking at purchasing one.

Nov 11-19 members attended the Remembrance Day service.

Nov 13-Our new turn out gear was distributed to those members receiving it.

We accepted Kevin Taylor into the department as a probationary fire fighter

Nov 15th-Honorary Fire fighter Aubrey Zinck Jr passed away after a brief illness

Nov 16-D/C Robb and a crew took our aerial truck out to Oakhill so they could position it at various locations throughout their area.

Nov 17-I had a Critical Incident Stress Debriefing session for several of our MFRs who attended an incident on November 15th.

Nov 21-Funeral service for Honorary member Aubrey Zinck Jr

Nov 22- I attended a meeting for the Christmas events coming up in the town

Nov 24-Bartenders spent the afternoon giving the bar a good deep cleaning

Nov 30-3 truck crews plus members at the station provided coverage during the Annual Christmas parade

-Our 1933 Antique Hose truck participated in the parade.

-Our Ladder truck and hose truck participated in the Bridgewater Christmas parade



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Chief Report for December 2019

Training

- Dec 11-truck checks and basic fire fighter training
- Regular monthly training not held due to Christmas

Misc

- the Officers and members provided a Christmas Dinner for the Honorary, Auxilary, and Junior members
- Dec 6-7th-Provided coverage for the town Christmas events. Parade, Lighting of the trees, fire works and Christmas events at the waterfront.
- Dec 11-th-I was unopposed and entering my 8th year as Fire Chief
- Dec 20th-Ladder truck and crew participated in the annual Foodland Customer appreciation night



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Chief Report for January 2020

Training

Jan 6-Junior fire fighter practice

Jan 11- Several members and our ladder truck participated in various training in Mahone Bay with their members

Jan 13-Pump operators met to discuss the upcoming years goals

Jan 15-in house MFR training

Jan 20-24th-Noah Romkey attended an advanced Medical First Responder course at the fire school

Jan 23,20 and 27th-2 members attended MFR recerts at the Blockhouse fire hall

Jan 29th-General monthly practice. Critical Incident Stress relaxation exercises and Life flight helicopter landing training

Misc

Jan 1 -Hosted the 2019 New Years day Levee with the town and district.
-Approx 75 people attended

Jan 5-Storm stand by crew was put on for the day

Jan 8-Storm stand by crew was put on for the day

Jan 16-Honorary fire fighter Reggie Steen passed away

Jan 22-Myself and the superintendent met with town staff to go over the 2020 operating and capital budgets

Jan 22-Annual meeting with elections of Officers for 2020

-Chief; Darren Romkey-unopposed (this was done at the December meeting)

-Deputy Chief; Dave Robb

-Asst Deputy Chief ; Cory Hodder
Captains Re-elected; Raymond Francis
Trevor Lohnes
Mark Feener
Sheena Conrad
Martin Walton
Dave Birtles
Shawn Lilly
Dennis LeBlanc

Appointments;Treasurer	Raymond Francis
Secretary	Robin Jackson
Chief Engineer	Donnie Heckman
Sr Pump Operators	Brian Church Donnie Parks
Lt of Communications	Tony Hunt
Bar Manager	Robert Fox

Jan 25- Members spent the morning moving equipment to the exercise room.

Jan 28-Myself and D/C Robb met with the new head of REMO to discuss such things as the role of REMO, comfort stations and shelter at the hall

Jan 30-Feb 2-We hosted the 2020 Nova Scotia Provincial Fire Fighter Curling Championship
Chester won the competitive division and will represent Nova Scotia at the nationals held in
Charlottetown PEI the end of March.

Jan 29-Public works employees laid the new floor in the communications room



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Chief Report for February 2020

Training

Feb 3-Junior fire fighter practice. Group traveled to Bridgewater to train with members from Hebbville and Bridgewater on rope rescue and ladder operations

Feb 4-Myself and D/C Robb attended a H2S course with members of public works.

Feb 17-Medical First Responder training

Feb 20-Orientastion session for all members with less than 5 years on varios GOGs, policies and beneral operation of the fire department.

Feb 22,23-3 members attended a Rapid Intervention Team course in Mahone Bay

Feb 23- Pump operator practice

Feb 25-Ice Rescue practice theory

Feb 26-General monthly practice consisting of Ice Rescue practical, and hose operations

3 members attended a Level 1 Fire Fighter course orientation at the Martyines River Fire station.

Misc

Communications room has been painted and new floor put down by the Public Works department. All Red Tag members (those trained in SCBA) were given the bi- annual mask fit testing.

Feb 3- The Club Room and Auditorium floors are being stripped and re waxed.

Feb 4-Fred Collicutt and Susan Stone have been taken in as a probationary fire fighter
Fred is a graduate of our Junior Fire Fighter program.

We currently have 12 active members who were Juniors.

Feb 8-Comfort station set up due to parts of the area having a power outage

Feb 24-Our ladder truck assisted Bridgewater and other mutual aid departments for a fire in the attic at Drumlind Hills senior apartments. The fire was discovered in the attic and our ladder played an important role in containing it from the roof.

Ann Covey

Subject: PRT SRV 03 12 20 Surplus Bunker gear donation to Martins River Fire Department

From: Darren Romkey <dromkey@eastlink.ca>

Date: January 28, 2020 at 2:57:05 PM AST

To: Danny Croft <DCroft@explorelunenburg.ca>, "dbkeizer@outlook.com" <dbkeizer@outlook.com>, Bea Renton <brenton@explorelunenburg.ca>

Subject: Surplus Bunker gear

Hi,

Just want to let you know that Martins River took all of the surplus gear,

Darren

FIRE PROTECTION EXPENDITURE BUDGET							
	ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
			<u>ADMINISTRATION</u>				
\$ -	01-2-24-1100	1	FIRE PREVENTION & ADVERTISING	\$ 2,000	\$ 2,000	\$ 1,600	\$ 1,818
\$ -	01-2-24-1200	2	COUNCIL HONORARIUMS & STAFF MEETING PAY *	5,000	5,000	4,800	4,057
\$ -	01-2-24-1300	3	LIABILITY INSURANCE	9,600	9,600	9,600	9,275
\$ 600	01-2-24-1350	4	LEGAL SERVICES *	1,000	400	2,100	661
\$ -	01-2-24-1510	5	ASSOCIATION DUES - CHIEF & DEPUTY CHIEFS	800	800	800	530
\$ -	01-2-24-1520	6	CONVENTIONS - CHIEF	1,800	1,800	1,500	1,737
\$ 1,500	01-2-24-1620		EMPLOYMENT BENEFITS	5,000	3,500	3,500	-
\$ (2,100)	01-2-24-1640		TOWN PENSION/RRSP	-	2,100	-	-
\$ (2,800)	01-2-24-1650		MEDICAL PLAN	1,100	3,900	800	-
\$ -	01-2-24-1700	7	OFFICE SUPPLIES & IT SERVICES	1,500	1,500	1,700	1,676
			<u>FIRE FIGHTING FORCE</u>				
\$ 1,000	01-2-24-1400	8	WORKERS COMP. (Super, Substitutes & Standby)	1,500	500	1,000	-
\$ -	01-2-24-1420	8	WORKERS COMP. - FIREFIGHTERS	7,600	7,600	7,600	6,722
\$ 2,400	01-2-24-2010	9	SUPERINTENDENT	51,000	48,600	44,400	17,642
\$ 100	01-2-24-2015		CAR ALLOWANCE - SUPERINTENDENT	600	500	600	-
\$ -	01-2-24-2020	10	STORM STAND-BY	2,100	2,100	2,000	2,652
\$ 1,000	01-2-24-2030	11	HONORARIUMS - FIREFIGHTERS	50,400	49,400	49,400	48,290
			<u>WATER SUPPLY AND HYDRANTS</u>				
\$ 15,400	01-2-24-5100	12	FIRE PROTECTION RATES *	340,800	325,400	325,400	325,360
			<u>TRAINING</u>				
\$ -	01-2-24-6020	13	TRAINING	20,000	20,000	20,000	12,441
			<u>FIRE STATIONS & BUILDINGS</u>				
\$ -	01-2-24-3010	14	TELEPHONE LINE RENTAL - ALARM	1,900	1,900	1,700	1,462
\$ 200	01-2-24-7010	15	ANSWERING SERVICE	8,700	8,500	8,600	8,469
\$ 500	01-2-24-7020	16	TELEPHONE	5,000	4,500	5,000	4,508
\$ -	01-2-24-7025	17	DATA INFORMATION SYSTEMS	3,900	3,900	3,900	2,937
\$ -	01-2-24-7030	18	HEATING FUEL	19,000	19,000	18,300	17,940
\$ (200)	01-2-24-7040	19	INSURANCE - BUILDING	7,900	8,100	7,900	7,805
\$ -	01-2-24-7050	20	ELECTRICITY	15,000	15,000	13,000	13,028
\$ -	01-2-24-7060	21	WATER	2,300	2,300	2,100	2,152
\$ 1,000	01-2-24-7065	22	SEWER	8,700	7,700	7,300	8,178
\$ 100	01-2-24-7070	23	JANITOR SUPPLIES	2,000	1,900	1,900	2,295
\$ (8,500)	01-2-24-7080	24	REPAIRS TO BUILDING	10,000	18,500	11,100	12,036
			<u>FIRE FIGHTING EQUIPMENT</u>				
\$ (1,300)	01-2-24-7090	25	INTEREST ON CAPITAL LOAN *	8,800	10,100	10,700	10,905
\$ 5,000	01-2-24-8010	26	VEHICLE/EQUIP. MAINT. CONTRACT	13,600	8,600	7,600	6,562
\$ -	01-2-24-8020	27	GAS AND SUPPLIES	7,500	7,500	6,000	5,810
\$ -	01-2-24-8031	28	REPAIRS #1 2015	5,000	5,000	5,400	6,775
\$ -	01-2-24-8032	28	REPAIRS #2 '98 PUMPER/TANKER	4,000	4,000	400	6,848
\$ -	01-2-24-8033	28	REPAIRS #3 '10 PUMPER	3,500	3,500	5,200	4,241
\$ -	01-2-24-8034	28	REPAIRS #4 '02 HEAVY RESCUE	1,500	1,500	400	1,305
\$ (1,500)	01-2-24-8035	28	REPAIRS #5 '00 TANKER	500	2,000	900	2,260
\$ -	01-2-24-8036	28	REPAIRS #6 '02 TANKER	4,000	4,000	2,700	5,525
\$ -	01-2-24-8037	28	REPAIRS #7 '99 UTILITY	2,000	2,000	2,400	893
\$ -	01-2-24-8038	28	REPAIRS #8 BOAT & TRAILER	2,000	2,000	3,200	1,977
\$ 500	01-2-24-8040	29	INSURANCE ON TRUCKS/EQUIPMENT	9,400	8,900	9,400	8,576
\$ -	01-2-24-8050	30	HOSE, CLOTHING AND EQUIPMENT	16,700	16,700	16,700	26,567
\$ 10,000	01-2-24-8051	31	PPE - PERSONAL PROTECTIVE EQUIPMENT (TURNOUT GEAR)	12,000	2,000	-	11,012
\$ -	01-2-24-8060	32	GENERAL EQUIPMENT REPAIR	7,000	7,000	5,800	6,551
\$ -	01-2-24-8080	33	REPAIRS - RECHARGING EQUIPMENT	5,000	5,000	2,500	5,931
\$ -	01-2-24-8090	34	RADIO AND PAGING REPAIRS	1,000	1,000	600	230
			<u>OTHER</u>				
\$ 500	01-2-24-9040	35	MEDICAL EXPENSES	1,500	1,000	1,200	175
\$ -	01-2-24-9045	36	FIRE FIGHTER RECOGNITION DINNER	2,500	2,500	2,500	2,540
\$ -	01-2-24-9050	37	RENTAL - BLUE STORAGE BUILDING	600	600	600	600
			DEPARTMENT TOTAL	\$ 694,300	\$ 670,900	\$ 641,800	\$ 628,954
			Budget Increase	\$ 23,400			
				3.5%			
			* Non-shareable expense				
			*Non-shareable expense				
			BUDGET REVENUE	2020/21	2019/20	2019/20	2018/19
			Dist 1&2 Cost Sharing				
			Dept Total	\$ 694,300	\$ 670,900	\$ 641,800	\$ 628,954
			Less: Honorariums & Meeting Pay	(5,000)	(5,000)	(4,800)	(4,057)
			Legal	(1,000)	(400)	(2,100)	(661)
			Fire Protection Rates	(340,800)	(325,400)	(325,400)	(325,360)
			Interest	(8,800)	(10,100)	(10,700)	(10,905)
				338,700	330,000	298,800	287,971
			Dist Share @ 50%	169,350	165,000	149,400	143,986
			Add: 6.5% Administration	11,008	10,725	9,711	9,359
				\$ 180,360	\$ 175,730	\$ 159,110	\$ 153,350

NOTES TO FIRE PROTECTION BUDGET

The Town and the Municipal District 1 & 2 have a cost-sharing agreement for the Lunenburg Fire Department. This 20-year agreement renewed in February of 2016 for an additional 5-year term. The agreement automatically renews every 5 years unless one party gives a 1 year termination notice. District 1 & 2 pays 50% of the operating budget of shareable expenditures only. In addition, District 1 & 2 pays a 6.5% administration charge based on shareable expenditures less any revenue received by the Town for billable fire expenditures. The 2020/21 budget revenue amount to be billed to District 1 & 2 for these shareable operating expenditures is \$180,360.

As per the cost-sharing agreement, each parties' interest in Capital expenditures is determined by mutual agreement at the time the Capital Budget is set.

1. #01-2-24-1100 Fire Protection & Advertising

Planned advertising includes:

Burning permits, by-laws, etc.	
Fire Prevention hand out materials for schools, day-care & nursery schools	\$1,200
Fire Prevention radio advertisements	\$ 500
Sign advertisements in the bowling alley	\$ 180
Sign advertisement in the curling rink	\$ 220
Sign advertisement in the arena	\$ 240

The Fire Department will reimburse any costs over \$2,000.

2. #01-2-24-1200 Council Honorarium & Staff Meeting Pay

Based on a portion of Council Honorariums and staff meeting attendance. This item is not cost shareable with Districts #1 & #2 Fire Commission.

3. #01-2-24-1300 Liability Insurance

Insurance costs are budgeted based on the estimated rates for the upcoming fiscal year.

4. #01-2-24-1350 Legal Services

This is for possible legal costs associated with the fire services.

5. #01-2-24-1510 Association Dues – Chief & Deputy Chiefs

- The cost of annual dues for the Fire Chief and Deputy Chiefs (2)
- Canadian Association of Fire Chiefs
- Canadian Volunteer Fire-fighter's Association
- Maritime Fire Chief's Association
- Fire Service Association of Nova Scotia
- Nova Scotia Fire Fighter's School
- Lunenburg Regional Fire & Emergency Services
- Canadian Fallen Fire-fighter's Foundation
- Public Fire Marshall Safety Council

In 2018/19 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared following this practise.

6. #01-2-24-1520 Conventions - Chief

Convention expenses for the Chief or other representative to attend the Fire Chief's Convention and the Fire Service Association of Nova Scotia Conference. The Fire Chief's Convention is being held in Halifax, NS in July 2020 and the Fire Services Association Conference will be held in Truro, NS in May 2020. The Chief has requested Council's consideration for his attendance at both conferences this fiscal year.

The Town has a \$1,200 limit per individual for convention expenditures annually. In fiscal 2017/18 Council agreed to increase the chief's convention expenditures to \$1,800 to offset his attendance at both conferences, the 2018/19 and 2019/20 budgets were held at that same amount, the 2020/21 is also budgeted to hold at the same amount. **Any expenditures over the \$1,800 will need to be covered by the Fire Department.**

7. #01-2-24-1700 Office Supplies & IT Services

This account includes copy paper and office supplies.

In prior years the Fire Department reimbursed any costs over \$1,500, however in fiscal 2019/20 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared on this basis.

8. #01-2-24-1400; #01-2-24-1420 Workers Compensation

2020 Workers Compensation rates:	
Superintendent, Substitutes & Stand-by	\$2.28/\$100
Volunteer Fire Fighters	\$0.56/\$100

Based on \$25,000/annum per member for 50 members as approved by the Protective Services Committee. Actual WCB claims are based on income from all sources.

9. #01-2-24-2010 Superintendent, Contracted Superintendent & Substitutes

The budget includes salary and benefits for the full-time Fire Hall Superintendent for the full fiscal year.

Substitutes are to be paid at the following rates:

\$13.00/hour (was minimum wage, \$12.55/hour as of April 1, 2020)

- Delivery and pick-up of vehicles
- Attendant role at the Fire Department for deliveries, maintenance and other services
- Cleaning

\$18.00/hour (was \$15/hour)

- Repair and maintenance of trucks and equipment

\$20.00/hour (no change)

- Repair and maintenance of trucks by Licensed Automotive Service Technician

10. #01-2-24-2020 Storm Stand-by

Also included is an amount for Standby Crews for storms. This labour is paid at minimum wage rate of \$12.55 per hour, effective April 1, 2020.

11. #01-2-24-2030 Honorariums - Firefighters

The Honorariums have been budgeted at \$50,400 distributed as follows:

Fire Department:	\$45,703	(\$43,824 + HST = \$50,398) CPI increase 2.2%
Fire Chief:	4,736	(\$4,541 + HST = \$5,222) CPI increase 2.2%
	<u>\$50,439</u>	

The Fire Department Honorariums are distributed among the members at the discretion of the Department.

12. #01-2-24-5100 Fire Protection Rates

The water rate is \$340,800 as approved by the NSURB on June 21, 2016. This item is not cost shareable with Municipal Districts #1 and #2 Fire Commission as per the written agreement we have with them.

13. #01-2-24-6020 Training

The Town and Districts will cost share \$20,000 for training costs in 2020/21. The Fire Department Training Officer sets up training courses and sends information to Superintendent (FT or Contracted) to do up purchase orders for payment through this budget item. The Fire Department may change courses as required to train firefighters. *The Fire Department will reimburse any cost over \$20,000.*

Course may include the following:

Level I Fire Fighter Course (per member)	\$ 2,500
Officer Training Tactics	1,000
FDIC (per member)	400
D/C Chief Conference*	1,400
Thermal Imaging Camera	1,000
Rapid Intervention Team	1,000
Medical First Responders (per member)	300
Vehicle Extrication	1,000
Ice Rescue	1,000
First Aid/CPR (per member)	50
Aerial Operations	1,000
EHS Symposium (per member)	100
Safety Officer	1,000
South Shore Mutual Aid (per member)	20
Books/Videos	500
Mobile Burn Unit (per member)	300
Fall Arrest (per member)	50
Sim-U-Share Program	600
Class 3/Air Brake (per member)	100
Exercise Equipment	1,000
Small Vessel Operator Proficiency (per member)	1,000
Miscellaneous (new courses)	2,000

*The Town has a \$1,200 limit per individual for convention expenditures annually

14. #01-2-24-3010 Telephone Line

Estimate based on 2019/20 actuals. This includes the paging system at Lunenburg Academy (634-9405) and alarm security line.

15. #01-2-24-7010 Answering Service

Estimate based on the following, dispatch services contracted with Scotia Business (\$620/month), monitoring charges (\$35/month), and line charges (\$73/month).

16. #01-2-24-7020 Telephone

Includes 634-8343 (office), 634-4145 (fax), 634-4112 (club room), three cellular phones for in the trucks, cell phone for Superintendent, circuit line and TMR radio.

17. #01-2-24-7025 Data Information

Radio & Repeater License	\$2,200
Computer Maintenance	700
I am Responding (previously Fire Q) License	1,000
	<u>\$3,900</u>

18. #01-2-24-7030 Fuel

Fuel estimate based on average actual usage at projected pricing. The furnace was upgraded in fiscal 2015/16.

19. #01-2-24-7040 Insurance - Building

Budget based on 2020/21 estimated rates.

20. #01-2-24-7050 Electricity

Based on current consumption rates and prior year usage.

21. #01-2-24-7060 Water

Estimate based on current water consumption and approved rates.

22. #01-2-24-7065 Sewer

Budgeted at 2019/20 approved rate of 41.20¢ per \$100 assessment, based on an assessment of \$2,097,200 (AAN 08204233).

23. #01-2-24-7070 Janitor Supplies

Covers the cost for cleaning products and supplies.

24. #01-2-24-7080 Repairs to Building

Building system tests and inspections	\$2,000
Building system repair and maintenance	3,000
Miscellaneous repairs and maintenance *	5,000
	<u>\$10,000</u>

*Includes items such as paint, floor repair, door service, grease traps, etc.

25. #01-2-74-7090 Interest on Capital Loan

Interest estimates on capital loans are as follows:

Project	Year	Loan Amount	2020/21 Interest
Pumper Fire Truck	2011/12	\$175,000	\$1,573
Aerial Ladder Truck	2015/16	\$448,887	\$7,156

26. #01-2-24-8010 Vehicle/Equipment Maintenance Contracts

Vehicle pump maintenance contract	\$ 2,200
Breathing apparatus contract	2,100
Cascade compressor contract	2,300
Lifepak (AED) maintenance contract	1,400
Ladder Truck Inspection	5,000
Hurst jaws & cutters maintenance contract	600
	<u>\$13,600</u>

27. #01-2-24-8020 Gas and Supplies

Based on actual and projected litres consumed at projected pricing. This budget amount also includes the oil, grease, filter and fluids to do two in-house services of each vehicle yearly and materials to do monthly service on Ladder Truck in-house.

28. #01-2-24-8031-#2-24-8038 Repairs to Trucks

These accounts are budgeted separately for each vehicle as well as a general equipment repair account. Budgeted costs for each vehicle are estimated based on vehicle age and actual repair costs.

Includes in-house labour when working on vehicles at \$18/\$20 per hour as per note 9.

29. #01-2-24-8040 Insurance on Trucks/Equipment

Budget based on estimated 2020/21 rates.

30. #01-2-24-8050 Hose, Clothing and Equipment

As required by the Fire Department, any amount over \$16,700 will be covered by the Fire Department.

31. #01-2-24-8051 PPE – Personal Protective Equipment (Turnout Gear)

Firefighter turnout gear (bunker pants & coat, gloves, helmet, boot, etc.) are all to be replaced every 10 years or when it does not pass NFPA 1953 test (done by Atlantic Bunker Gear). The 10

year replacement is only done for Interior Fighting Force (Level 1 Breathing Apparatus Personal), Exterior Firefighters keep the same gear until it does not pass NFPA testing.

In fiscal 2017/18 a reserve fund was established to offset future turnout gear replacement.. As the turnout gear was replaced in 2019/20 this reserve transfers will be continued over the next 10 years until the bunker gear requires replacement again.

32. #01-2-24-8060 General Equipment Repair

Budget reflects requirements to clean bunker gear, gloves and other equipment after major fires as per Occupational Health and Safety standards. Also includes portable pumps, saws, rescue tools and other equipment related to fire-fighting.

Clean, Inspect, Service and Repair Firefighter Personal Protective Equipment	\$4,000
General maintenance contract (in-house)	200
Repair and service small firefighting equipment (in-house)	2,500
BA Mask fit testing (in-house)	200
Misc. equipment repair	100
	<u>\$7,000</u>

33. #01-2-24-8080 Repairs - Recharging Equipment

The Department will do hydrostatic testing, repair and refill air bottles, fire extinguishers and medical oxygen bottles as required. Estimate based on actual cost.

Every five years the cascade air bottles and breathing bottles require hydro-testing and inspection which was included in the 2018/19 budget.

34. #01-2-24-8090 Radio & Paging Repairs

To repair radio and pager equipment as required. The Pagers & Radios were replaced in fiscal 2016/17.

35. #01-2-24-9040 Medical and Other Expenses

Hepatitis "B" shots, medicals and other miscellaneous expenses as required.

36. #01-2-24-9045 Firefighter Recognition Dinner

Annual banquet meal for Firefighters.

37. #01-2-24-9050 Rental - Blue Storage Building

Included in this budget is the Fire Department's rental cost for the portion of space used at the Blue Storage building.

It is noted that the rental revenue for rentals the Town oversees at the Fire Hall are placed in an Equipment Reserve Fund. The revenue received for LDFD organized rentals are retained by LDFD for their use.

TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT

DESCRIPTION	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
FIRE FLEET															
Aerial Ladder Truck (15) #1															\$2,078,900
Freightliner Pumper (98) #2															replacement in 2041
Pierce Pumper (10) #3										\$1,197,200					
Freightliner Rescue (02) #4 - order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order			\$694,600												
GMC Tanker (00) #5															
GMC Tanker (02) #6					\$638,200										
Ford Utility (99) #7				\$110,300											
Rescue Boat & Trailer (12) #8								\$193,900							
Antique - Dodge Hose (33)															
Antique - LaFrance Pumper (29)															
Combined Replacement of #2 - pre-approved item, has been order for delivery in 2020/21. Jun.25/19 Council approval	\$755,100														
TOTAL FIRE FLEET	\$755,100	\$0	\$694,600	\$110,300	\$638,200	\$0	\$0	\$193,900	\$0	\$1,197,200	\$0	\$0	\$0	\$0	\$2,078,900
OTHER FIRE EQUIPMENT															
Turn Out Gear										\$150,000					
21 Breathing Packs				\$170,170											
Turnout Gear Washer	\$5,100														
Turnout Gear Dryer	\$9,700														
Floor Scrubber	\$5,100														
Auditorium/Clubroom/Office Floor Replacement		\$53,200													
Apparatus Bay Floor Replacement						\$90,100									
Vehicle Exhaust Extration System		\$100,000													
TOTAL OTHER FIRE EQUIPMENT	\$19,900	\$153,200	\$0	\$170,170	\$0	\$90,100	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
TOTAL FIRE CAPITAL BUDGET	\$775,000	\$153,200	\$694,600	\$280,470	\$638,200	\$90,100	\$0	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900

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FIRE DEPARTMENT CAPITAL BUDGET NOTES

Truck Replacements

According to the Truck Replacement Study we commissioned, our vehicles should be replaced every 20 years with the exception of our small vehicles which would require more frequent replacement.

Long Term Capital Replacement Plan

Schedule for long-term replacements is included in the budget document.

#1 Aerial

This vehicle was replaced in 2015/16.

#2 Pumper / Tanker

This vehicle was expected to be replaced in 2018/19. However, this replacement is going to be combined with the #5 Tanker which was ordered in 2019/20 and will be delivered in fiscal 2020/21.

#3 Pumper (10)

This vehicle was replaced 2010/11, next replacement 2029/30.

#4 Heavy Rescue (02)

This vehicle is scheduled for replacement in 2022/2023, requires pre-approval in fiscal 2021/2022 to proceed with order.

#5 Tanker (00)

This vehicle will be replaced with #2 pumper/tanker.

#6 Tanker (02)

This vehicle is expected to be replaced in 2024/25.

#7 Utility (99)

This vehicle is expected to be replaced by LDFD in 2023/24.

#8 Boat (12)

This unit is expected to be replaced in 2027/28.

Other Fire Equipment

Turn Out Gear 35 sets of Turnout Gear, which consisted of helmets, gloves, boots, pants and jackets were replaced in 2019/20. The next scheduled replacement date is 2029/2030.

Fire Service Breathing Air Packs (2022/23)

Firefighting Breathing air packs are to be replaced every 10 years according to NFPA 1953.

Turn Out Gear Washer/Dryer

The purchase of the washer and dryer will be made by the Fire Department to allow for on site washing and drying of the Turn Out Gear.

Floor Scrubber

The floor scrubber would be utilized to clean floors in the apparatus bay as well as the rest of the fire station by the use of different grade scrubbing pads. This device would greatly reduce the time required to currently clean the apparatus bay at the station using the hose/pressure washer/squeegee method currently used. It would also make for cleaning and drying the tiled floors in the rest of the station less time consuming.

TOWN	Project	Budget Cost		Funding	Source
Fire Department					
	Pumper # 2 Replacement (#5 removed from fleet) <i>pre-approved June 25, 2019</i>	\$755,100		\$755,100	District 1 & 2 = \$377,550 and Town funding \$50,000 Water Dividend & Borrowing \$327,550
	Turnout Gear Washer	\$5,100		\$5,100	Fire Dept. - 100% funding
	Turnout Gear Dryer	\$9,700		\$9,700	Fire Dept. - 100% funding
	Floor Scrubber	\$5,100		\$5,100	Capital from Revenue