

## PROTECTIVE SERVICES COMMITTEE MEETING AGENDA

### TOWN OF LUNENBURG

Wednesday, January 17, 2024 at 5:30 p.m.

Council Chamber, 120 Townsend St.



#### 1. CALL TO ORDER

#### 2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

#### 3. APPROVAL OF AGENDA

3.1 January 17, 2024 Agenda

**Draft motion: That the Committee approve the agenda for the January 17, 2024 meeting as presented.**

#### 4. APPROVAL OF MINUTES

4.1 November 15, 2023 Minutes

**Draft motion: That the Committee approve the minutes of the November 15, 2023 meeting as presented.**

#### 5. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

5.1 Fire Dept. Request for #6 Tanker Replacement – information report

#### 6. NEW BUSINESS

6.1 Fire Chief Reports

- November & December 2023
- 2023 Annual Report

6.2 2023/24 Fire Dept. Budget Variance (Capital & Operating) to Sept. 30, 2023

6.3 Agenda Requests and Meeting Procedures – information report

6.4 Operating Budget Review Meeting Dates

Proposed meeting dates: February 28 or March 6 at 6 p.m.

*TOL Council is tentatively scheduled to review the Operating Budget at its March 12, 2024, meeting.*

6.5 Meeting Dates and Times

**Draft motion: That the Committee approve the following meeting dates and times:**

- Wednesday, June 19 at 6 p.m.
- Wednesday, October 16 at 6 p.m.
- Wednesday, January 15 at 6 p.m.

**7. AGENDA ITEMS FOR NEXT MEETING**

**8. NEXT MEETING: TBD**

**9. ADJOURNMENT**

TOWN OF LUNENBURG  
**PROTECTIVE SERVICES COMMITTEE MEETING MINUTES**  
November 15, 2023 | 6 pm  
Lunenburg & District Fire Hall



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Committee	Deputy Mayor Peter Mosher – Chair
Members Present	Councillor Ed Halverson Councillor Susan Sanford David Baugil, Fire Districts 1 & 2 Commission Board Brian Keizer, Fire Districts 1 & 2 Commission Board
Also present	Darren Romkey, Fire Chief Dave Robb, Deputy Fire Chief Cory Hodder, Assistant Deputy Fire Chief Kayla Byrne, Municipal Clerk
Absent	Councillor Melissa Duggan David Afford, Fire Districts 1 & 2 Commission Board Member
Call to Order	The Chair called the meeting to order at 6:01 p.m.
Land acknowledgment	The Chair recognized Lunenburg’s location on the unceded territory of the Mi’kmaq people.
Approval of Agenda	Moved and seconded that the Committee approve the agenda for the November 15, 2023 meeting with the following addition: 6.3 Expense Statements <b>Motion carried unanimously</b>
Approval of Minutes	Moved and seconded that the Committee approve the minutes of the March 22, 2023 meeting as presented. <b>Motion carried unanimously</b>  Moved and seconded that the Committee approve the minutes of the May 3, 2023 budget meeting as presented. <b>Motion carried unanimously</b>
Business arising	None.
Fire Chief Reports	The Committee reviewed the Fire Chief’s reports from March 2023 to

October 2023. No questions were asked of the Chief.

Emergency  
Preparedness

Councillor Sanford shared information about an emergency response presentation from the recent NSFM Fall Conference. Committee members discussed possible community emergency preparedness initiatives that the Town and volunteer emergency responders could pursue, such as enhanced communications on tips and resources for emergency preparedness. The Committee suggested presenting this idea to Council and Town staff.

Tanker 6  
Replacement

The Committee reviewed the Fire Chief's request for a replacement for Tanker 6. The written request notes that a replacement truck has been earmarked for the Town's 2025/26 budget. However, the request notes the truck was initially scheduled to be replaced in the 2024/25 budget year. Committee members expressed that it was unclear when the tanker would be considered for replacement.

It was noted that the Fire Districts 1 & 2 Commission Board have already agreed to finance half the cost of this tanker replacement.

Town staff will clarify the Town's budget and the requested tanker replacement at the next Committee meeting.

Expense  
Statements

The Committee requested that future agendas include Protective Services budget variance reports.

Next meeting

The next Committee meeting is Wednesday, January 17, 2024, at 6 p.m. in Council Chambers at Town Hall.

Adjournment

There being no further business, the November 15, 2023 Committee meeting adjourned at 6:36 p.m.

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Minutes were read and approved.

**Subject:** Fire Dept. Request for #6 Tanker Replacement  
**From:** Lisa Dagley, Director of Finance  
**Date:** January 10, 2024  
January 17, 2024 Protective Services Committee meeting

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## **Recommendation**

This report is intended for information only. If the Committee wants further action on this request, a motion providing further direction will be required.

## **Background**

At the November 15, 2023 Protective Services Committee meeting, the Fire Chief submitted a letter to the committee requesting the Fire Department be allowed to work on the RFP for the #6 Tanker Replacement for release in late winter/early spring 2024 (copy attached).

## **Discussion**

As the Committee is aware, the Fire Department has a multi-year future capital plan. As with any plan, it is adjusted as new information becomes available. In 2020/21, the #6 Tanker was anticipated to be replaced in 2024/25. During 2021/22 and 2022/23, the replacement was pushed out to fiscal 2026/27 due to some uncertainty around the funding sharing for the #4 Rescue. When the #4 Rescue funding was secured, the #6 Tanker anticipated purchase as adjusted to 2025/26.

At the November 15, 2023 Protective Services Meeting, it was noted that Fire District 1&2 has already agreed to finance half of the cost of the #6 Tanker.

As previously discussed, the Town established a Fire Truck Reserve in 2019 for a portion of the future truck funding. It is anticipated that the balance of that reserve will be \$180,000 at March 31, 2025 to be used towards the Town's portion of #6 Tanker purchase. The balance of the Town's funding will be through a 15-year capital borrowing.

The Town's 2024/25, five-year capital plans have the #6 Tanker budgeted at \$798,000. However, the Fire Chief has noted in his letter that he feels the budget should be increased to \$900,000. Allowing the RFP processes to move forward does not pre-commit the Town or the District. Commitment would come with the award of Tenders. Due to the dollar amount, the Tender award requires Council approval. Once the Tender is awarded, it commits the Town/District to the purchase.

Typically, capital replacements are reviewed and considered by Council during the annual capital budget process, which is being targeted for November 2024 for fiscal 2025/26 projects. However, if the Committee wishes to seek approval for the #6 Tanker outside of this

established timeframe, it would necessitate submitting a separate and distinct request to Council. Such a request would be an exception to the regular scheduling and requires Council's consideration and approval independently of the annual capital budget process. Staff believe that if the tanker replacement were considered outside of the annual budget process, this request would only be considered a few months earlier than what is already scheduled.

**Strategic Plan Relevance**

Comprehensive Community Plan, 4.9 Emergency Services, Fire Protection a) Continue to work with the Lunenburg and District Fire Department to ensure it can respond to fires and other emergencies efficiently and effectively.

**Financial**

As noted above.



# *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 November 2023**

### Calls

There were 13 calls this month including.

6 calls in the district (1 Flood, 1 Structure, 1 Smoke Sighting, 1 Alarm, 1 Lift Assist, 1 MVC)

6 calls in town (3 Alarms, 1 Flood, 2 Power Lines)

1 Mutual Aid Riverport

Not Including Medical,

Total of 227 personnel responded to 27 hours total calls.

Averaged 17.5 members per response

244 total personnel hours were spent responding to calls

1 Medical in Town

Total of 10 personnel responded to 1 hour total calls.

10 personnel hours

### Training

Total of 79 members attended 68 hours of training for a total of 244.5 hours of training.

We also have a number of members taking on line courses that are not included in these numbers.

Some training included driver, pump operators, 2 members attended a heavy vehicle extrication course hosted by Chester Fire, MFR and log book skills.

### Misc Operational

100 members attended 20.5 hours of activities for a total of 183 personal hours were spent on misc operational duties this month.

This included various meetings, Truck Checks, participating in the lighting of the vessels, stand by crews during the Christmas parade, our 1933 Hose Truck carried the mayor and local MLAs in the parade interviews, etc.

Total of 681.5 personnel hours this month.

### HIGHLIGHTS

Nov 4<sup>th</sup>-2 of our members were invited to attend a weekend course in Mahone Bay consisting of various truck operations

Nov 11<sup>th</sup>- 18 members, including our color party participated in the Remembrance Day Ceremony at the monument

Nov 18<sup>th</sup>- I attended the annual banquet of the Mahone Bay Fire Department

Nov 24<sup>th</sup>-Truck and crew had Engine 2 on display at the lighting of the vessels. We also provided fire stand by so they could have 2 open fire pits for roasting marshmallows

Nov 25<sup>th</sup>-2 crews were on stand by for the parade

Nov 29<sup>th</sup>- I attended a meeting with safety personal at High Liner Foods to discuss our services and how they operate. A tour of the plant by our officers will be done sometime over the winter

Darren Romkey



# *Lunenburg & District Fire Department*

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*Chief Darren Romkey*

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

## **Chief Report for December 2023**

### Calls

There were 16 calls this month including.

5 calls in the district (2 MVCs, 2 Power Line, Controlled burn and 1 lift assist)

7 calls in town (2 Power lines, 2 Alarms, 1 structure, 1 smoke smell, 1 MVC)

4 Mutual Aid (3-Martins River, 1 Chester)

Total of 355 personnel responded to 19.5 hours total calls.

Averaged 20.9 members per response

428 total personnel hours were spent responding to calls

### 0 Medical

### Training

Training takes a bit of a break over the holidays

Total of 2 members attended 16 hours of training for a total of 16 hours of training.

We also have a number of members taking on line courses that are not included in these numbers.

1 member attended a weekend course on pump operations hosted by the Chester fire department.

### Misc Operational

116 members attended 14 hours of activities for a total of 162 personal hours were spent on misc operational duties this month.

This included various meetings, truck checks, TIANS course and Christmas Dinners

Total of 606 personnel hours this month.

## HIGHLIGHTS

Dec 4<sup>th</sup>-Junior fire department Christmas party catered by active members of the department.

Our Junior department now has 16 members who meet once a month and practice many of the skills our active members do.

Dec 8<sup>th</sup>-Auxilairy Christmas dinner catered by the active members of the department

Dec 13<sup>th</sup>-Active monthly meeting where the Chiefs position is due for election.  
I have been named Chief for 2024 by acclamation. I am beginning my 12<sup>th</sup> year as Fire Chief.

Dec 15<sup>th</sup>- I was invited to and attended the Town Christmas party.

Dec 19<sup>th</sup>-Honorary members Christmas dinner catered by the active members of the department.

Most non emergency, (meetings, training etc), operations of the department have been stopped for the holidays.

Fortunately we had no emergency calls between December 21<sup>st</sup> and 28<sup>th</sup> so members were able to spend the holidays with their families and friends.

Darren Romkey



# *Lunenburg & District Fire Department*

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

*Lunenburg, Nova Scotia*

*Chief Darren Romkey*

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

## **Annual Fire Chief Report for 2023**

December 13, 2023

This report includes the period of December 1<sup>st</sup> 2022 to November 30<sup>th</sup> 2023. I have now completed my eleventh year as Chief of the Lunenburg and District Fire Department.

We had an above average busy year responding to 169 general emergency calls this year with 88 in the Town (54%), 49 in the District (29%), and 29 mutual aid calls (17%) and 3 (2%) when the wrong department was paged.

A quick break down,

Alarms- 50 in Town, 7 in the District

MVC- 4 in Town, 15 in the District

Structure- 4 in Town, 1 in the District

Technical (Lift assist, difficult extrication etc) 16 in Town, 4 in the District

Other (smoke sightings, investigations etc) 14 in Town, 11 in the District

Chimney- 0 in Town, 5 in the District

Grass/Brush- 0 in Town, 3 in the District

Vehicle- 0 in Town, 2 in the District

Water- 0 in Town, 1 in the District

Mutual Aid

Martins River-8

Dayspring-5

Mahone Bay-5

Riverport-5

Shelburne County-2

Chester-1

Chester Basin-1

Western Shore-1

Italy Cross-1

We continue to only provide medical coverage for MVCs and Cardiac Arrests. Because of the shortage in paramedics to staff ambulances, increased off load delays in hospital emergency rooms and increase in calls in the province, if we returned to our

level for response pre Covid, it would put a huge strain on our members and those employers who allow them to respond.

With added equipment for lift assists, these calls now go out as a general emergency call where all are requested to respond if able.

There were 13 Medical calls with 7 in Town (54%), 5 in the District (38%) and 1 Mutual Aid (2%).

Our membership is down, but we still continue to keep great numbers up and I thank you for that.

This year we averaged 20.7 members per call down slightly from 21.2 last year.

One factor is we are now paging lift assists as a general call as opposed to medical only in previous years.

3645 members attended 258 hours of Emergency calls for a total of 4962 hours of personal response.

The year started with the annual New Years Levee returning after a 2 year absence due to Covid. Attendance seems to have dropped for this event but we will continue to work with the town and district to host it.

Training continues to take a major role in our department, with members attending a documented 2112.5 hours.

Some members traveled to other areas to attend conventions, fire operations, Vehicle and Heavy Vehicle Extrication, Electric Vehicle and Level 1 Fire Fighter, and our own in house and monthly practices have been on going.

D/C Robb will give a better detail in his report at next months annual meeting.

Utility 7 finally arrived in May.

Originally ordered early 2022, this was supposed to be on a Ford chassis. However due to an issue in getting the Ford, we found a Chev Silverado and was equipped by Chris Swain and his crew at Rocky Mountain Phoenix.

This project was 100% funded at a cost of \$170 000 from the fire department funds.

Work has already begun on the Tanker 6 replacement and the request to order it for the 2025/26 budget year has been put in to Protective Services and we are waiting for their decision.

We have had an unusual run of bad luck with some of our trucks this year. Ladder 1 required over \$25 000 worth of repairs and was out of service for a few months.

Tanker 6 has been out of service for 2 months, and still waiting on a pump overhaul.

Even with these trucks out of service, co-operation from mutual aid departments still allows us to give the coverage our community requires.

After being put off in Capital purchases over the years, the installation of the Vehicle Exhaust system finally became a reality in the spring and we can all now breath a bit easier!!,

To continue with fire fighter health and safety, a SCBA sanitizing machine has been approved in the 2023/24 capital budget and I am currently working with town staff in finalizing the spec.

These 2 items, along with our washing machine will greatly reduce the toxins we breathe in and in our PPE.

We continue to hold functions such as meals after the monthly meetings, picnic, golf tournaments, Daytona 500 social and other activities to show appreciation to the members and families for all the hard work done over the year.

The Chowder Cup, a friendly hockey game between the Lunenburg and District Fire Department and RCMP, was held in March with the Fire Department reclaiming bragging rights and winning this year. This year the event celebrated 50 years tradition between the RCMP and Fire Department.

Other events the department were a part of included various parades, Remembrance Day ceremony, Fishers Memorial service, CDRA race coverage, and Christmas events.

These are just a few of the many events we attended.

The department Color Party has again been visible to several public events such as the Fishers Memorial service, Mutual Aid parade and funerals.

Led by Oran Hyson, he is always looking for members who can step in and help out.

We lost Honorary Fire Fighter Gordon Conrad in December 2022 this year, and his name was placed on the monument during the Fire Prevention Week service.

His name, along, with those gone in the past 10 years were read during the service.

The Junior Fire department led by Capt Birtles and others continue to show great interest and membership is up to 18 and counting.

Our auxiliary continues to keep busy and caters a number of events.

We have been experiencing more weather and environmental events each year.

Although we lucked out with wildfires, we, along with over 60 departments sent crews to the Shelburne County wild fires in June.

Added to this, we had our own major structure fire during the wildfires, and have shown to the community how we are ready to not only send help to our neighboring counties, but still have the resources to keep our own community safe.

With the increasing threat of environmental emergencies such as Wildfires, we felt the need to add specialised equipment to our inventory. We reached out to the public and were able to collect \$14 000 for this equipment. The Officers will decide what we need and hope to order it before the end of January.

I had the privilege of attending my first Canadian Association of Fire Chiefs conference held in Halifax in September.

I got to meet some familiar faces I have run into in previous Maritime Conferences, but also met many Chiefs from all across Canada.

Its amazing to see how departments across the country are facing the same issues with recruitment, budgeting and personal issues.

On several occasions over the years, on Facebook and the public contacting myself and other members thanking us and showing appreciation for our service.

In total, 5610 members have spent 1151 hours of responding to calls, training and various operational events, for a total of 9763.5 documented personal hours. Another couple hundred can easily be added on for non documented hours.

I again ask all of you to pass along my thanks to your families, for the sacrifices they make throughout the year, as their support is just as important as is appreciated.

Thanks to all those employers out there who allow the members to respond to calls during work hours, it is greatly appreciated.

Please pass along to your employers my thanks.

In closing, I wish all of you a safe and uneventful 2024.

Thank you.

Darren Romkey

Fire Chief,  
Lunenburg and District Fire Department

## Breakdown of calls

Emergency/fire	Town-	54 (43.2%)
	District-	46 (36.8%)
	Mutual Aid	25 (20.0%)

Type	Town	District
Alarms	30	5
MVCs	9	17
Chimney	1	2
Power/lines	2	3
Grass/brush	0	2
Structure	1	3
Lift Assists	3	2
Other	8	12
Total	54	46

## Mutual Aid

Martins River	7
Riverport	4
Dayspring	3
Mahone Bay	2
Italy Cross	2
Chester Basin	1
Chester	1
Blockhouse	1
Oakhill	1
Greenfield/Caledonia	1
Out of Province error	2
Total	25

## Attendance Stats

	Attended	Hours	Total Hours
Calls	2803	193.5	4176.5
Medical	148	14.0	148.0
Training	776	341.5	2473.0
Misc Ops	1386	403.0	3114.5
Totals	4965	938.0	9764.0

## Percentage of Time Committed

Emergency/Medical	56.5%	20.6%	42.8%
Training	15.6%	36.4%	25.3%
Misc Ops	27.9%	43.0%	31.9%

**Subject:** 2023/24 Fire Dept. Budget Variance (Capital & Operating)  
to Sept. 30, 2023

**Prepared by:** Lisa Dagley, Finance Director

**Date:** December 1, 2023



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**Recommendation**

This is an information report. No decision is required.

**Financial**

Please find enclosed the budget variance report to **September 30, 2023**. The period ended September 30th represents 50% (6 months) of the fiscal year. The Fire Protection expenditures are at 47%.

**Index to Reports**


Capital

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Operating

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**TOWN CAPITAL  
CAPITAL PROJECT SPENDING  
SEPTEMBER 30, 2023**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Breathing Pack Washer	\$60,000	\$0	\$60,000	0.0%	An RFP is being developed.
Fire Dept Roof - Reseal & Repainted	\$90,000	\$0	\$90,000	0.0%	No tenders were received; will readvertised in January.
Fire Utility (99) #7 Replacement	\$141,500	\$155,343	(\$13,843)	109.8%	 This was 100% funded by the Fire Department.

<b>TOWN OF LUNENBURG</b>						
For the Period April 01,2023 To September 30, 2023						
<b>Account</b>	<b>AcctName</b>	<b>Fiscal YTD</b>	<b>Annual Budget</b>	<b>Variance</b>	<b>% Used</b>	<b>Comments</b>
<b>FIRE PROTECTION</b>						
<b>ADMINISTRATION</b>						
01-2-24-1100	FIRE PREVENTION & ADVERTISING	333.87	1,700.00	1,366.13	19.64	
01-2-24-1300	LIABILITY INSURANCE	10,193.09	11,000.00	806.91	92.66	Paid for the year.
01-2-24-1510	ASSOCIATION DUES - CHIEF & DEPT	0.00	800.00	0.00	0.00	
01-2-24-1520	CONVENTIONS - CHIEF	0.00	1,800.00	1,800.00	0.00	
01-2-24-1620	EMPLOYMENT BENEFITS	3,013.42	5,700.00	2,686.58	52.87	
01-2-24-1650	MEDICAL PLAN	732.33	1,400.00	667.67	52.31	
01-2-24-1700	OFFICE SUPPLIES	715.28	3,200.00	2,484.72	22.35	
<b>Totals For:</b>	<b>ADMINISTRATION</b>	<b>14,987.99</b>	<b>25,600.00</b>	<b>9,812.01</b>	<b>58.55</b>	
<b>FIRE FIGHTING FORCE</b>						
01-2-24-1400	WORKERS COMP. - SUPER. & SUBS	284.10	1,700.00	1,415.90	16.71	
01-2-24-1420	WORKERS COMP. - FIREFIGHTERS	4,100.02	10,000.00	5,899.98	41.00	
01-2-24-2010	SALARY - SUPERINTENDENT & SUBS	30,039.50	63,200.00	33,160.50	47.53	
01-2-24-2015	CAR ALLOWANCE - SUPERINTENDENT	600.08	1,200.00	599.92	50.01	
01-2-24-2020	FIRE DEPARTMENT STORM STAND-BY	0.00	2,200.00	2,200.00	0.00	
01-2-24-2030	HONORARIUMS - FIREFIGHTERS	0.00	54,100.00	54,100.00	0.00	
<b>Totals For:</b>	<b>FIRE FIGHTING FORCE</b>	<b>35,023.70</b>	<b>132,400.00</b>	<b>97,376.30</b>	<b>26.45</b>	
<b>WATER SUPPLY AND HYDRANTS</b>						
01-2-24-5100	FIRE PROTECTION RATES	164,450.00	328,900.00	164,450.00	50.00	
<b>Totals For:</b>	<b>WATER SUPPLY AND HYDRANTS</b>	<b>164,450.00</b>	<b>328,900.00</b>	<b>164,450.00</b>	<b>50.00</b>	
<b>TRAINING</b>						
01-2-24-6020	TRAINING	5,220.79	20,000.00	14,779.21	26.10	
<b>Totals For:</b>	<b>TRAINING</b>	<b>5,220.79</b>	<b>20,000.00</b>	<b>14,779.21</b>	<b>26.10</b>	

<b>TOWN OF LUNENBURG</b>						
For the Period April 01,2023 To September 30, 2023						
<b>Account</b>	<b>AcctName</b>	<b>Fiscal YTD</b>	<b>Annual Budget</b>	<b>Variance</b>	<b>% Used</b>	<b>Comments</b>
<b>FIRE STATIONS &amp; BUILDINGS</b>						
01-2-24-3010	TELEPHONE LINE RENTAL - ALARM	592.01	1,900.00	1,307.99	31.16	
01-2-24-7010	ANSWERING SERVICE	5,335.46	10,100.00	4,764.54	52.83	
01-2-24-7020	TELEPHONE	3,403.80	6,700.00	3,296.20	50.80	
01-2-24-7025	DATA INFORMATION SYSTEMS	0.00	4,900.00	4,900.00	0.00	
01-2-24-7030	FUEL	2,212.95	25,500.00	23,287.05	8.68	
01-2-24-7040	INSURANCE - BUILDING	7,942.98	8,700.00	757.02	91.30	Paid for the year.
01-2-24-7050	ELECTRICITY	8,057.41	15,400.00	7,342.59	52.32	
01-2-24-7060	WATER	1,567.21	2,800.00	1,232.79	55.97	
01-2-24-7065	SEWER	11,704.68	12,900.00	1,195.32	90.73	Paid for the year.
01-2-24-7070	JANITOR'S SUPPLIES	527.23	2,500.00	1,972.77	21.09	
01-2-24-7080	REPAIRS TO BUILDING	4,334.79	16,500.00	12,165.21	26.27	
<b>Totals For:</b>	<b>FIRE STATIONS &amp; BUILDINGS</b>	<b>45,678.52</b>	<b>107,900.00</b>	<b>62,221.48</b>	<b>42.33</b>	

<b>TOWN OF LUNENBURG</b>						
For the Period April 01,2023 To September 30, 2023						
<b>Account</b>	<b>AcctName</b>	<b>Fiscal YTD</b>	<b>Annual Budget</b>	<b>Variance</b>	<b>% Used</b>	<b>Comments</b>
<b>FIRE FIGHTING EQUIPMENT</b>						
01-2-24-7090	INTEREST ON CAPITAL LOAN	5,417.61	10,400.00	4,982.39	52.09	
01-2-24-8010	VEHICLE/EQUIP. MAINT. CONTRACT	6,366.76	13,600.00	7,233.24	46.81	
01-2-24-8020	GAS AND SUPPLIES	5,710.74	11,000.00	5,289.26	51.92	
01-2-24-8031	REPAIRS 2015 LADDER ('94 sold Jun/16)	20,734.24	5,000.00	(15,734.24)	414.68	POs TOTALLING \$25,100 BEFORE HST DUE TO ONGOING ELECTRICAL ISSUES AND SHIPPING TRUCK TO QUEBEC FOR REPAIRS.
01-2-24-8032	REPAIRS Engine #2-2021 Saber	79.08	4,000.00	3,920.92	1.98	
01-2-24-8033	REPAIRS #3 '10 PUMPER	5,921.60	5,000.00	(921.60)	118.43	POs TOTALLING \$6,529 + HST. REPLACING PUMP CONTROL GOVERNOR COST \$5,490.
01-2-24-8034	REPAIRS #4 '02 HEAVY RESCUE	0.00	1,500.00	1,500.00	0.00	
01-2-24-8036	REPAIRS #6 '02 TANKER	1,748.16	4,000.00	2,251.84	43.70	
01-2-24-8037	REPAIRS #7 '99 UTILITY	362.66	2,000.00	1,637.34	18.13	
01-2-24-8038	REPAIRS #8 BOAT & TRAILER	349.10	3,000.00	2,650.90	11.64	
01-2-24-8040	INSURANCE ON TRUCKS/EQUIPMENT	18,584.00	21,100.00	2,516.00	88.08	
01-2-24-8050	HOSE, CLOTHING, EQUIPMENT	11,135.99	16,700.00	5,564.01	66.68	AS REQUIRED.
01-2-24-8051	PPE-Turn Out Gear	0.00	12,000.00	12,000.00	0.00	
01-2-24-8060	GENERAL EQUIPMENT REPAIR	469.77	7,000.00	6,530.23	6.71	
01-2-24-8080	REPAIRS RECHARGING EQUIPMENT	2,413.96	5,000.00	2,586.04	48.28	
01-2-24-8090	RADIO AND PAGING REPAIRS	485.74	2,000.00	1,514.26	24.29	
01-2-24-9040	MEDICAL EXPENSES	451.55	1,500.00	1,048.45	30.10	
01-2-24-9045	FIREFIGHTER RECOGNITION DINNER	0.00	2,500.00	2,500.00	0.00	
01-2-24-9050	RENTAL - BLUE STORAGE BUILDING	0.00	600.00	600.00	0.00	
<b>Totals For:</b>	<b>FIRE FIGHTING EQUIPMENT</b>	<b>80,230.96</b>	<b>127,900.00</b>	<b>47,669.04</b>	<b>62.73</b>	
<b>Totals For:</b>	<b>FIRE PROTECTION</b>	<b>345,591.96</b>	<b>742,700.00</b>	<b>396,308.04</b>	<b>46.53</b>	

**Subject:** Agenda Requests and Meeting Procedures  
**From:** Kayla Byrne, Municipal Clerk  
**Date:** January 17, 2024 Protective Services Committee meeting

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## **Recommendation**

This report is intended for information and discussion purposes.

## **Background**

The Protective Services Committee meets 4-5 times a year, and we aim to make these meetings productive. Given that we meet infrequently, it's important to have well-planned discussions with all the necessary information for the committee meeting.

## **Discussion**

Committee members should submit their discussion topics before meetings to ensure meeting efficiency. If information is required from Town of Lunenburg staff, this information should be requested with the submission. This will help us include staff reports in Protective Services meeting agendas, ensuring committee members have any information they need to have fulsome discussions or make required decisions.

To help get an idea of future agenda items, a new agenda item has been added called "Agenda Items for Next Meeting." While meetings are few and far between, the intent is that this time in the meeting allows committee members to discuss items that they already know that they would like to discuss at the next meeting.

### *Capturing a request for a future meeting*

A few weeks before a regularly scheduled meeting, the Municipal Clerk or delegate will contact committee members and ask if there are any agenda items to be added and, if so, what information the committee requires from TOL staff. As noted above, this will allow staff time to prepare information to be included in that meeting's agenda package that may help the committee with its discussions and decisions.

### *Council and Committee Meetings and Proceedings Policy*

Per the [Council and Committee Meetings and Proceedings Policy](#), a committee member can ask the Chair and Clerk to add an item to the agenda five business days before a meeting. They need to provide detailed information and supporting documents.

If a committee member wants to bring forward a motion at a meeting that was not a part of the agenda package, then the committee will need to waive notice of the motion to allow for consideration.

**Financial**

There is no financial impact associated with this report.