

**Cape Breton Regional Municipality**

**Fire & Emergency Services Committee**

**AGENDA**

**Wednesday, February 13, 2019**

**10:00 a.m.**

**Council Chambers  
2<sup>nd</sup> Floor, City Hall  
320 Esplanade, Sydney, NS**

**Committee Members:**

Deputy Mayor Ivan Doncaster, Chair  
Councillor Eldon MacDonald  
Councillor Amanda McDougall  
Councillor Bruckschwaiger  
Councillor Kendra Coombes

# Cape Breton Regional Municipality

## Fire & Emergency Services Committee

Wednesday, February 13, 2019

10:00 a.m.

### **AGENDA**

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#### Roll Call

1. **Election/Selection of Vice-Chair:** Deputy Mayor Ivan Doncaster
2. **Approval of Minutes:** December 12, 2017 (Previously Distributed)
3. **Approval of Agenda:** (Motion Required)
4. **Proposed 2019-20 Operating and Capital Budgets – Fire and Emergency Services Department:** Gilbert MacIntyre, Deputy Fire Chief & Chris March Deputy Fire Chief (See page 4)
5. **Process for Selection of New Fire Chief:** Marie Walsh, Chief Administrative Officer
6. **Update on Call-Out System:** John MacKinnon, Director of Technology (See page 7)
7. **REPORTS:**
  - 7.1 **Deputy Chief - Operations:** Gilbert MacIntyre, Deputy Fire Chief (See page 8)
    - Training
    - Captain's Promotional Routine
    - Committees Participated in
    - FireFit Challenge
    - Professional Designation

Continued...

**Fire & Emergency Services Committee Agenda  
(Continued)  
February 13, 2019**

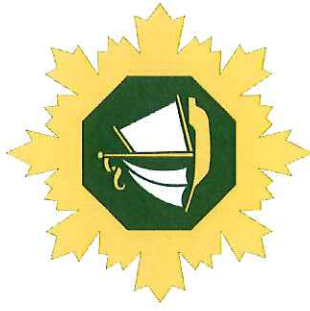
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**Reports (cont'd)**

- 7.2 **Deputy Chief – Volunteer, Fleet, Training & Prevention:** Chris March,  
Deputy Fire Chief/Volunteer Coordinator, Manager Fleet, Training &  
Prevention (See page 12 )
- Volunteer Coordinator
  - Training
  - Prevention
  - Fleet
- 7.3 **EMO Committees and Working Group Activities:** John Dilny,  
Manager of Emergency Management (See page 22 )
- 7.4 **Cape Breton Regional Fire Chiefs' Association:** Mr. Jim Prince *(to be  
circulated prior to the meeting)*

**Adjournment**

FIRE SERVICES BUDGET 2019-2020	Projected Operating Results 2018-19	Budget 2018-19	Budget Requested 2019-20	Increase (Decrease)
6000 WAGES/SALARIES		\$ 5,749,581	\$ 5,908,281	\$ 158,700
6010 BENEFITS		1,118,299	1,152,355	34,057
6011 MISCELLANEOUS BENEFITS		132,352	108,112	(24,240)
6020 TRAINING/EDUCATION		207,200	218,849	11,649
6030 TRAVEL/CONFERENCES		55,900	68,529	12,629
6040 PROF MEM/DUES & FEES		11,733	11,909	176
6050 OFFICE SUPPLIES		12,100	12,739	639
6060 OFFICE EQUIPMENT		12,950	13,144	194
6070 PHOTOCOPYING SUPPLIES		500	-	(500)
6080 ADVERTISING		5,350	5,430	80
6090 POSTAGE		-	-	-
6100 COURIER		450	-	(450)
6110 TELEPHONE/FAX		44,997	45,672	675
6120 PUBL./SUBSCRIPTIONS		2,700	2,741	41
6130 COMPUTER HARDWARE		11,507	11,680	173
6140 COMPUTER SOFTWARE		16,006	16,246	240
6150 MEETING EXPENSES		4,404	4,470	66
6160 LIABILITY INSURANCE		-	-	-
6170 PROMOTION		39,000	39,597	597
6180 COST RECOVERY		-	-	-
7000 HEAT		102,352	103,887	1,535
7010 ELECTRICAL		64,535	65,503	968
7020 WATER		24,523	24,794	272
7030 BLDG/FACILITY MAINT		63,731	65,092	1,362
7040 BLDG/FACILITY REPAIR		225,570	22,586	(202,984)
7050 BLDG/FACILITY INS		8,216	8,339	123
7060 BLDG/FACILITY RENOV		10,000	10,150	150
7070 BLDG/FACILITY RENTAL		-	-	-
7080 PLANT MAINTENANCE		400	-	(400)
7500 VEH/EQUIP MAINT.		170,000	212,550	42,550
7505 GASOLINE & DIESEL		79,457	80,408	952
7510 VEH/EQUIP REPAIRS		4,000	4,060	60
7520 VEH/EQUIP INSURANCE		84,850	85,655	805
7530 VEH/EQUIP REPLACEMNT		85,000	88,025	3,025
7540 VEH/EQUIP RENTAL		204	-	(204)
7550 VEH/EQUIP TOWING		2,000	2,030	30
7560 VEH/EQUIP GEN SUPPL		16,000	16,240	240
8000 OPERATIONAL EQUIPMENT		359,000	373,365	14,365
8010 OPERATIONAL MAT/SUPP		45,870	46,393	523
8020 MAINTENANCE EQUIPMENT		52,599	56,693	4,094
8030 MAINTENANCE MAT/SUPP		-	-	-
8040 COMM EQUIPMENT LINES		40,000	-	(40,000)
8090 UNIFORMS/CLOTHING		100,452	83,839	(16,613)
8100 PROFESSIONAL SERVICES		19,338	8,636	(10,702)
8110 CONTRACTS/AGREEMENTS		234,420	91,427	(142,992)
8120 LEASES		125,041	127,382	2,341
8130 LICENSES/PERMITS		17,335	17,413	78
8150 GRANTS/SUBS TO ORG		1,711,051	1,736,487	25,436
8195 WATER SUPPLY & HYDR		7,131,023	7,076,384	(54,639)
TOTAL	\$ -	\$ 18,201,994	\$ 18,027,092	\$ (174,902)
% Increase (Decrease)				-1.0%



# General Capital 2019

## Fire Services

2019 Pumper, Marion Bridge	\$396,000
2019 Pumper/Tanker, Florence	\$378,077
2019 Pumper/Tanker, Westmount	\$387,077

Note: There is no cascading of trucks in this year's Fleet Plan as all three (3) apparatus are being removed from service due to age, 25 years, thus the Underwriter's requirement for Emergency Apparatus.

### Commercial Air Compressor (1)      \$31,286

Note: Three (3) Air Compressors currently required, 1 per year x 3 years

These compressors fill Firefighter air packs and we currently have three (3) in our system that have reached life expectancy and require replacement. These compressors are strategically placed throughout our thirty-five (35) volunteer, composite and career departments to allow for complete Municipal coverage.



Total      \$1,183,980

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## 2019-2020 Capital Budget for Fire & Emergency Service

2019 Pumper, Marion Bridge	Est. \$396,000 Tax Incl.
2019 Pumper/Tanker Florence	Est. \$378,077 Tax Incl.
2019 Pumper/Tanker Westmount	Est. <u>\$387,077 Tax Incl.</u>
	<b>Est. \$1,152,154 Tax Incl. (a)</b>

### NOTE:

Estimated prices are last years CBRM RFP prices x 1.023 (2019 Inflation Rate) x 1.04286 (CBRM Municipal Tax Rate). There is no cascading of trucks in this years Fleet Plan as all three (3) apparatus are being removed from service due to age, 25 years, thus the Underwriters requirement for Emergency Apparatus.

Commercial Air Compressor (1)	Est. \$30,000 Installed
	<b>Est. \$31,286 Tax Incl. (b)</b>

### Note:

Three (3) Air Compressors currently required, 1 per/year x 3 years.

These compressors fill Firefighter air packs and we currently have three (3) in our system that have reached life expectancy and require replacement. These compressors are strategically placed throughout our thirty-five (35) volunteer, composite and career departments to allow for complete Municipal coverage.

### Capital Request

Three (3) apparatus	\$1,152,154 Tax Incl. (a)
One (1) Air Compressor	+ <u>\$31,826 Tax Incl. (b)</u>
<b>Total Capital Budget</b>	<b>\$1,183,980. Tax Incl.</b>
<b>\$1.2 Million</b>	

# CBRM

## M·E·M·O

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320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-7979

**To:** Fire & Emergency Services Committee

**Subject:** Update on Call-Out System

**Date:** February 8, 2019

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The Data Collection Sub-Committee of the CBRM Fire Chiefs had a number of meetings to discuss current challenges facing the volunteer firefighters as it relates to access to data and integration of systems. It was clear that the most glaring issue identified was the need to provide a better call-out system for the volunteers and a related system for maintaining the data.

The committee met on February 6, 2019, to discuss how best to move forward with a solution. Chris March, Roddie Fraser, Jeff Aucoin, Jim Prince, and I attended the meeting. It was agreed to develop an RFP to solicit vendors to respond with qualified call-out solutions. Currently, Chris March, Roddie Fraser, and Jeff Aucoin are working on the specifications while the CBRM Technology Department is developing the RFP framework. It is planned to have the RFP ready and available by February 19, 2019.

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**John F. MacKinnon, P.Eng.**  
Director of Technology  
Deputy Chief Administrative Officer

/er

Gilbert MacIntyre, ECFO  
Deputy Chief  
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## INFORMATION PAPER

**TO:** FIRE AND EMERGENCY SERVICES COMMITTEE  
**FROM:** DEPUTY CHIEF GILBERT MACINTYRE, ECFO  
**DATE:** February 13, 2019  
**RE:** OPERATIONS

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### 1) TRAINING:

Since our last Committee meeting we have provided courses/seminars in:

Thermal Imaging Cameras – This course is designed to have the fire fighters learn the concepts fundamental to the safe use of Thermal Imaging Cameras in the fire service.

Managing Company Tactical Operations— A course targeting new Company Officers, as well as fire fighters who may have to fill in as Acting Company Officer or those wishing to become Company Officers.

Fire Officer I—Aimed at present Company Officers or those wishing to become Company Officers. Designed to develop proficiency in setting standards, resolving conflicts and improving the workplace atmosphere. To assist supervisors in developing and using good communication skills and to develop leadership skills and administrative ability.

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Critical Incident Stress Management— Pursuing a healthier workforce by training the fire fighters in what to look for and how to obtain help.

Fall Protection— Training our staff in the proper methods of protecting themselves at height.

Sexual Harassment Knowledge Training— All Officers attended this seminar that addressed responsibilities and liabilities, definitions of hostile environment and sexual harassment, policies and procedures, examples of verbal, visual and physical harassment, complaint procedures and confidentiality.

Certified Fire Investigator--- Our Platoon Chiefs enrolled in the Certified Fire Investigator Training Program. The course is intensive, with homework assignments including lab reports, written reports and a significant online learning portion, in addition to in class and practical exercises. This course meets and exceeds NFPA 1033 Standard for the Professional Qualifications of Fire Investigator.

At the successful conclusion of this course the Platoon Chiefs will have the professional designation of **Fire Investigator**. This will allow the Platoon Chiefs, as Duty Officers, to better serve all fire departments in CBRM.

Ice Rescue --- Working with The Nova Scotia Fire School, training in ice rescue was completed. All 4 platoons were given classroom as well as practical training. The ice rescue response equipment is stored on our rescue unit.

Swift water --- In response to concerns raised by fire fighters stemming from experience gained in the 2016 flood, swift water rescue equipment was purchased. It is also stored in the rescue unit. Although some equipment may be used in both ice and swift water, much is suited only for one intended purpose and isn't practical for alternative applications.

Ten of our Fire Service Instructors have been trained in swift water rescue and we hope to repeat the training for others in the department.

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Mobile Command Post--- A number of members have completed training with the Mobile Command Post and have obtained the proper driver's license endorsement to respond with the unit.

Exercise --- Representatives of the department attended mock exercises at both MacGillivray Guest Home and the Cove Guest Home.

Future Training --- In the coming months we hope to conduct additional Swift Water Rescue Training, Rapid Intervention, Incident Scene Safety and Confined Spaces along with regular maintenance training.

## **2) CAPTAIN'S PROMOTIONAL ROUTINE:**

We conducted a Captain's promotional routine that saw one fire fighter promoted to the permanent rank of Captain and four others who were identified as Captain Qualified.

The Captain Qualified personnel will comprise a list, lasting two years, which will be used to automatically replace retiring Captains. During this time they will be used to fill extended leaves of absence in the Captain's rank.

## **3) COMMITTEES PARTICIPATED IN:**

- a) Cape Breton Regional Fire Chiefs Association
- b) OH&S (Fire)
- c) JOSHC (municipal)
- d) Labour/Management

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- e) Border Chiefs
- f) Maritime Fire Chief's Association Conference
- g) Awards Committee
- h) Command Post
- i) Canadian Association of Fire Chief's Conference

#### 4) FireFit Challenge:

Fire Fighter Scott MacKenzie traveled to Sacramento, California to compete against the best in the world in the 2018 World Firefighter Combat Challenge. Scott represented Cape Breton Regional Fire & Emergency Services in late October in what is called "The Toughest Two Minutes in Sports".

#### 5) Professional Designation:

In recognition of extensive training, education, experience, commitment and demonstrated service to Fire Protection, Community Safety, and Preparedness, with professionalism, integrity, and respect. The Canadian Association of Fire Chiefs has bestowed the professional designation of **Executive Chief Fire Officer** upon Gilbert MacIntyre and Chris March, in Ottawa, September 19<sup>th</sup>, 2018.

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## CAPE BRETON REGIONAL FIRE & EMERGENCY SERVICES COMMITTEE

### VOLUNTEER COORDINATOR/MANAGER FLEET, TRAINING & PREVENTION REPORT

To: Cape Breton Regional Fire & Emergency Services Committee

Date: February 11, 2019

#### Volunteer Coordinator

The Cape Breton Regional Fire Chief/Director and Deputy Chief, Volunteer Coordinator have completed C.B. Regional volunteer fire station visits to gather feedback, comments, information and ideas on all aspects for improving our service. We successfully met with 32 of our 33 volunteer fire departments and the C.B. Regional Hazardous Materials Team. The focus was placed on the development of a *Communications Plan* to help ensure further consult & collaboration on fire service issues between C.B. Regional Fire Administration and the Cape Breton Regional Fire Chiefs', their departments, and their members.

The visits have been very productive, informative & positive in nature. Chief Officers from the departments were in attendance and offered many ideas, suggestions and insight toward a more effective, efficient, inclusive, collaborative and progressive Fire Service.

Departments should see surveys on some of the issues and ideas we discussed coming out shortly. Departments are asked to complete and return these surveys upon receiving them as this information will be essential for us moving forward.

We would like to thank the Chief Officers for taking the time from their regular schedules to meet with us.

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C.B. Regional Fire & Emergency Service Administration has presented an issue paper on the option for construction of a new fire service fleet maintenance, mechanics' facility. Feedback was positive and it is agreed that a new location is probably required. However this is a large budget request and will require further investigation and planning.

Fire Administration has completed an **Expression of Interest** to see what options may have been available for a new mechanic's location or facility from a third party. The posting was listed, unfortunately there were no replies.

A meeting of the C.B. Regional Fire & Emergency Services Committee had been scheduled, however it was delayed as new committee members were being selected and it was decided to wait until the newly selected committee was in place before having the next meeting.

Fire Chief Bernie MacKinnon announced his retirement on December 5<sup>th</sup>, 2018 his last day was Friday, December 14<sup>th</sup> after 26 years of dedicated service.

We wish retired Fire Chief Bernie MacKinnon a safe, prosperous, joyful and lengthy retirement.

## Training

The Cape Breton Regional Fire & Emergency Service Training Division's fourth **Hybrid Certified Firefighter Level 1** has been completed and student participation was perfect with little to no absenteeism. We started with 28 students enrolled and we finished the training with 26 students completed. This will be a 95 % completion rate. We are waiting on final results for written exams from the N.S. Firefighters School and the N.S. Office of the Fire Marshall.

We are currently looking at an option for fishers and being able to obtain their FF Level I. We will discuss with the N.S. FF's School and our C.B. Regional Fire Training Division members and bring an option back to the Chiefs' Association. It is agreed that action must be taken to allow for fishers who are volunteer FF's to obtain their Certified FF Level I.

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The Cape Breton Regional Fire & Emergency Services, Training Division is currently conducting our fifth **Hot Zone, Hybrid Certified Firefighter Level I** in conjunction with the N.S. Firefighters' School. This year was our highest enrollment request with 45 applications.

The maximum students per class is 33 and that is our present enrollment. The course is scheduled to be completed in June of this year.

Our C.B. Regional Fire, Training Division completed a third "**Scene Safety Office Course**" on Saturday March 10 and Sunday March 11, 2018. The course was well attended and we received great student feedback. There were 31 firefighters enrolled representing 17 C.B. Regional volunteer departments. Our instructors for the course were N.S. Firefighter School Instructors.

C.B. Regional Fire wishes to thank all firefighters who attended, The NSCC, Marconi Campus for the facility, Center 200 for the catering and of course the instructors.

There was a 1 day, "**Traffic Safety Course**" provided by *The Cape Breton Regional Fire & Emergency Service, Training Division* through The Nova Scotia Firefighter's School on Saturday, May 5<sup>th</sup>/2018. There was no cost for the course as it was completely covered by the insurance levy training protocol. There were 47 firefighters signed up for the course and we had 31 in attendance. No one missed out on the course as we were able to accommodate all who were interested.

Sydney Mines, New Victoria, Sydney River and Glace Bay Volunteer Departments completed their first and second weekends of the **Technical Rope Rescue Course (TRR)** that was provided to them through *Falck Safety Services Canada*. There were 12 firefighters enrolled the first weekend and 11 firefighters enrolled from each of the four departments for the second. Feedback on the course has been positive and course satisfaction among participating firefighters was high.

The department Chiefs have met and have developed protocols, procedures, response and automatic aid responsibilities. Each of the four departments will have a minimum of five (5) newly certified TRR Technicians with some departments having slightly more. This gives us a minimum of 20 Certified TRR Technicians within the CBRM coverage area.

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We now have four (4) TRR Teams throughout the C.B. Regional Fire Service, Sydney Mines in North, Sydney River in Central South, New Victoria in Central North and Glace Bay in East.

On Sunday, May 27/2018 Laura King, ***The National Fire Protection Association's (NFPA)*** Canadian Safety Representative was in the CBRM and provided a Fire Prevention, Public Education Learning Session for our C.B. Regional Fire & Emergency Service members. We had 23 members and Chief Officers from several of our departments attend. The session was well received and feedback was, a good investment of time, it was very educational, informative and provided access to free learning and prevention materials that are available to volunteer departments through the NFPA. Thank you to the NFPA's Laura King for her session, C.B. Regional members who attended, and to the Grand Lake Road Volunteer Fire department for hosting the session.

Ontario based manufacturer **Prosafe Fire Training Equipment** were in the CBRM on Friday, April 20<sup>th</sup> to service and recertify the **Mobile Burn Simulator/Unit (MBU)**. They also conducted a training session on Saturday, April 21<sup>st</sup> to certify Training Division operators on the proper procedures and safe operation of the MBU.

The burn pan for automobile fire simulation has also been purchased & delivered. Prosafe has provided training for the members of our Volunteer Training Division. It is currently being utilized for our FF Level I class.

The Mobile Burn unit has had a new generator installed by our mechanic and a Generac electrician representative.

We have obtained a newly constructed platform parking pad for our C.B. Regional Fire mobile burn unit at the Grand Lake Road location. We have a new parking pad for the unit which is much safer and user friendly for our C.B. Regional Firefighters. The pad now has concrete supports for the wheel and support jacks and the pad is scheduled for paving this spring. Due to the generous donations and support that the Cape Breton Regional Fire & Emergency Service, Training Division received, there was limited cost for this project.

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We would like to take this opportunity to thank; Mr. Paul Jabalee for his generosity and efforts, the CBRM Public Works Department for their efforts and cooperation, and of course to Chief Adrian Langlois and the entire Grand Lake Road Volunteer Fire Department membership for their cooperation.

A committee consisting of members from The C.B. Regional Fire & Emergency Service's Training Division, Bruce MacDonald, Steve McLean, Janet Langille, Jill MacKenzie and myself have developed a ***Safety and Operations Procedure*** for the mobile burn unit. It was created taking into consideration, Halifax Fire's, The N.S. Firefighter's School's and Prosafe's safety and operating procedures.

The same committee has completed an Emergency Procedure, Start Up and Shut Down Procedures as well as several SOGs, for operation of the MBU.

Our Volunteer Training Division is now in the process of creating a *Mission Statement, Vision Statement and Core Values* for our divisions.

We are currently investigating a partnership arrangement with NSCC and their metal fabrication program for a possible fabrication of an automobile trainer. The cost of purchasing one has been priced at \$58,000 American plus an additional \$7,500 for shipping from Ontario. The plan is to have the NSCC metal fabrication class manufacture this mobile simulator for us at a fraction of the cost. C.B. Regional Fire would be responsible for materials cost only.

Firefighter insurance VFIS, has been purchased for our volunteer Training & Prevention Divisions. This added insurance provides further *instant income protection* for our volunteers when conducting training on behalf of the C.B. Regional Fire Service.

The Nova Scotia Firefighters School has agreed to conduct a ***Fire Officer 1*** course. The course will be 3 full weekends, Saturday & Sunday each weekend and will cover all the certified requirements for Fire Officer (FO) 1. In order for successful completion of the FO 1 all three weekends have to be attended by anyone enrolled, therefore pre commitment would have to be considered when students are selected.

The dates are March 30-31, April 13-14, & May 4-5, 2019.

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A Fundamentals of Fire Investigation Course, Awareness with Wayne Chapdelaine of *Fire Science Institute of Canada* has been scheduled for May 23-24 and April 6-7, 2019.

Several C.B. Regional volunteer fire departments utilized the Mobile Burn Unit for live fire maintenance training. Response has been very good and the MBU is working well. All departments are encouraged to contact our Training Division as we are glad to provide the training.

The MBU is closed for the winter as of November 1<sup>st</sup>. and will reopen in May of 2019

## Prevention

The second of two (2) Fire Prevention Officers was hired on April 30 /2018. Mark Jessome was our first successful candidate. Mark has obtained his Bachelor of Business Administration Degree along with several other credentials and experience. Mark has been a member of the Sydney River Volunteer Fire Department for the past five (6) years where he currently occupies the rank of Captain.

Gary O'Brien is our new second Fire Prevention Officer. Gary commenced his employment with the CBRM on April 30/2018. Gary also has acquired his Bachelor of Business Administration Degree and has recently retired as a twenty five (25) year member & former Volunteer Fire Chief with the Reserve Mines Volunteer Fire Department.

We would like to congratulate Mark & Gary on their new positions. With their current and ongoing education, both Mark and Gary will be valuable, capable, effective and efficient employees for the Cape Breton Regional Municipality's Fire & Emergency Service.

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Due to the lack of moisture & precipitation last winter, the grass and brush in and around the CBRM was abnormally dry. This dry season made for a potential extremely busy and dangerous grass fire season. The season started out with our thirty four (34) fire stations responding to three hundred (300) fires in the initial three (3) days.

Proactive measures were required to reduce the number and severity of these calls before one of our firefighters, or members of the CBRM that we protect, were injured.

The request to our media partners went out for assistance and everyone was quick and eager to accommodate.

Grass fire prevention PSA's were on all local radio stations along with ads in the Cape Breton Post and Coffee News. We had press coverage as well from radio and television. We would like to thank our partners, **CJCB Radio, CBC Radio, The Giant, Coast Radio, CTV Atlantic News, the Cape Breton Post & the Coffee News** who were all instrumental in providing coverage to help reduce the volume of grass fires.

The PSA's and safety messaging was distributed and played regularly. This messaging and fortunately some rainy weather, greatly reduced the volume of calls. Prior to the messaging our volumes were escalating from fifty (50) to one hundred (100) calls per day. Post messaging, our volumes dropped to less than twenty (20) per day.

If not for the cooperation and efforts by everyone including our media partners, CBRM's Communication Officer and the C.B. Regional Fire Departments' memberships, it may have been a record setting year with possible injuries due to high volumes and the resulting fatigue.

The Cape Breton Regional Fire & Emergency Service Administration team would sincerely like to thank everyone for their cooperation, efforts and dedicated service in addressing what seems to be a uniquely Cape Breton phenomenon, *Grass Fire Season*.



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Fire Prevention Week 2018 was October 7-13/2018.

This year's theme was **"LOOK, LISTEN, LEARN, FIRE CAN HAPPEN ANYWHERE"**

**LOOK** – for potential fire hazards

**LISTEN** – for the sound of the smoke alarm

**LEARN** – two ways out of every room

A fire Prevention double page ad was presented in the *Cape Breton Post*. It was a partnership ad between C.B. Regional Fire & Emergency Service and the CBRFCA. The ads ran Saturday, October 6. There was Fire Prevention Week PSAs on all local media throughout the week and a press release had been created and CBRM Communications personnel, Jillian Moore handled distribution. Fire Prevention Officers Gary O'Brien and Mark Jessome completed FPW activities and the C.B. Regional Fire Prevention Division conducted an information session & display at the Mayflower Mall on Saturday, October 6<sup>th</sup> where Children's informational fire prevention materials and adult prizes were given out.

## Fleet

The Fire Fleet Purchase Plan for 2018-2019 has been posted as Request for Proposals (RFPs) and awarded. Last year's agreed plan included three (3) 1500 gallon, single cab single axle tankers. There was one each for Boisdale, Big Pond and South Side Bouladarie Volunteer Fire Departments. There was also an RFP for a Hazardous Materials Response Unit.

There were five proposals and Dependable Emergency Apparatus was awarded the contract for the three (3) tankers based on an evaluation of predetermined RFP criteria. Delivery of the three (3) tankers is expected in Mid-March.

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Deputy Chief  
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The Hazardous Materials Team's response vehicle new purchase RFP has been awarded. There was only one bid received from The Atlantic Fleet Distribution Centre and as it was acceptable, it was awarded.

**NOTE:**

*The Atlantic Fleet Distribution Center has un-expectantly closed their business as of January 17<sup>th</sup>, 2019 resulting in a delay and possible non completion of the Hazmat Operational vehicle. We do have assurances from Atlantic Fleet that we will receive the chassis and box completed to some level by Mid-March of 2019. Any required completions can be done at the local level.*

As per Council's request in 2018 during Budget discussions, the Cape Breton Regional Fire & Emergency Service Administration has agreement from the Cape Breton Regional Fire Chiefs' Association Executive on the Fire Fleet Purchase Plan for 2019-2020.

In anticipation of approval for budget for fire fleet apparatus purchases 2019-2020, meetings with the three (3) volunteer fire departments scheduled for new fire apparatus, Westmount, Florence and Marion Bridge Volunteer Fire Departments were held to complete specifications on options for the required emergency apparatus. Westmount & Florence require 1500 gallon single axle single cab tankers and Marion Bridge requires a 1000 gallon four (4) door commercial cab pumper/engine. Meetings were held with myself and members of each of the listed departments and agreements on required options were held.



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As stated above, the C.B. Regional fire Chiefs' Association Executive agrees with the Fire Fleet Purchase Plan for 2019-2020, the receiving departments have agreed on the specs and options for their required apparatus and thus all Requests for Proposals documents are ready for posting in April upon budget completion should the Fire Fleet Plan for apparatus purchases 2019-2020 be approved.

This concludes the C.B. Regional Fire & Emergency Service, Deputy Chief's Volunteer Coordinator's report to the C.B. Regional Fire & Emergency Services Committee.

DC C. March

Original signed by:

**Chris March BBA, ECFO**  
**Deputy Fire Chief**  
**Volunteer Coordinator/Manager Fleet, Training & Prevention**  
**Public Information Officer**  
**Cape Breton Regional Fire & Emergency Service**



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## **INFORMATION PAPER**

**TO: Fire and Emergency Services Committee**

**FROM: John Dilny, Manager of Emergency Management**

**DATE: February 4, 2019**

**RE: Committees and Working Group Activities**

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The purpose of this report is to provide an update to the Fire and Emergency Services Committee on the activities undertaken by the CBRM Emergency Management Division Committee's working groups and Manager of Emergency Management and the various committees he chairs or serves on.

### **1) CBRM EMERGENCY MANAGEMENT PROGRAM AND PLANNING COMMITTEE:**

**A. Exercise "Storm Watch"**

The tabletop exercise was conducted to comply with EMO NS Municipal Emergency Management Program Evaluation. The table top exercise involved most of the ECC staff and exercised the public information plan, telecommunications plan, fan-out and how to better document future events.

**B. Hurricane Seasonal Briefing – (June 5, 2018)**

Committee members were invited to an audio-visual webex for Hurricane Season Briefing for 2018, conducted by Bob Robichaud, Environment Canada.

**C. ICS Structure – Meeting was held to identify and fill vacancies with the ECC Management Team.**

**D. Training – The team received training in ICS-100 and 200.**

**E. Emergency Communications Plan – assisted Information Officer in developing a communications plan.**

### **2) EASTERN ZONE EMC COMMITTEE:**

- A. Presentation by Department of Community Service**
- B. Discussed realignment of EMO NS**
- C. Plan on doing an exercise for closure of the Canso Causeway**
- D. The municipal evaluation review in the hands of the Minister**



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- E. Presentation by Darlene Marshall of Eskasoni regarding the software "Aboriginal Disaster Resilience Planning" created by Justice Institute of British Columbia

**3) CBRM Mobile Command Post Working Group:**

- A. Developed operational procedures and training requirements.

**4) PROVINCIAL EMERGENCY MANAGEMENT COORDINATORS EXECUTIVE COMMITTEE: (No Meeting)**

**5) CBRM EMERGENCY FIRST RESPONSE:**

- A. **ICS-100** – assist some volunteer fire departments in gaining access to the online course.
- B. **Exercise** – Attended exercise at MacGillivray Guest Home.
- C. **Sydney Airport Exercise** – A tabletop exercise was held on May 3 for emergency response personnel to understand roles and responsibilities and coordination regarding an aircraft crash at the airport.

**6) COMFORT CENTERS:**

- A. Met with the Chief of the Frenchvale Volunteer Fire Department regarding meeting criteria to become a comfort center. The department has meet the criteria and was placed on the Municipal Comfort Center List.
- B. Met with the Chief of the Gabarus Volunteer Fire Department regarding meeting criteria to become a comfort center. The department has meet the criteria and was placed on the Municipal Comfort Center List.

**7) Emergency Alert Test:**

- A. On May 9<sup>th</sup> and Nov. 28<sup>th</sup>, compatible cell phone devices received an emergency alert test from Alert Ready Service. The alerts will notify you of possible life-threatening situations that need immediate attention. For those devices that did not receive the alert, they can check their phones' compatibility on the Alert Ready Webiste at <https://www.alertready.ca/wireless/>



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**8) Situational Awareness/Activation/Response:**

**Alerting:** Used for incident awareness information only. It is the procedure of making emergency management organization members and municipal officials aware of an emergency or hazard that may require resources.

The following alerts were issued by the Emergency Management Division:

1. Christmas Day Storm – Dec. 2017 – Situational Awareness briefings were established for this event and audio conferences were held with Provincial Coordination Center and Environment Canada.
2. Major Winter Storm System – Jan. 4-5, 2018 - Situational Awareness briefings were established for this event and audio conferences were held with Provincial Coordination Center. Emergency comfort centers were established for this event.
3. Weekend Heavy Rain and Freezing Rain Event - January 13, 2018
4. Snowfall Warning – January 15 - 16, 2018
5. Weather System – January 17, 2018
6. Wind and Rain Event - January 23 - 24, 2018
7. Rain Changing to Snow Followed by Rapid Freeze - February 2, 2018
8. Wind and Rain Event – February 7 - 8, 2018
9. Freezing Rain Event - February 20-21, 2018
10. Winter Storm - March 8 - 9, 2018
11. Major Winter Storm - March 13-14, 2018
12. Winter Storm - March 21-22, 2018
13. Spring Snow Event - April 8, 2018
14. Rain & Wind – April 16-17, 2018
15. Rainfall Warning – June 24 - 26, 2018
16. Heat Warning - July 23 – 25, 2018
17. Heat Warning - July 30 - Aug.04, 2018
18. Heat Warning – August 5 – 8, 2018
19. Special Air Quality Statement – Aug. 24 - 25, 2018



20. Wind Event - September 21-22, 2018
21. Post-Tropical Storm Michael - October 11-12, 2018
22. Wind & Rain – October 16, 2018
23. Cold, Wind & Flurries – October 17 – 18, 2018
24. Wind & Rain – October 23-24, 2018
25. Wind & Rain – October 27-28, 2018
26. Wind & Rain – November 2-4, 2018
27. Wind & Rain – November 10-11, 2018
28. Fall Storm – November 13-14, 2018
29. Storm – November 16-17, 2018
30. Storm – November 27-29, 2018
31. Storm – December 17-18, 2018 – participated in Webex with Environment Canada and EMO NS
32. Storm – December 21-22, 2018
33. Weather System – January 5, 2019
34. Major Storm – January 20-21, 2019
35. Wind & Rain – January 24-25, 2019

**9) Manager of Emergency Management**

- Met with local Emergency Social Services coordinator regarding local changes and Canadian Red Cross to review policy and procedures
- Attended a three day ICS training for Planning Section Chief
- Met with Director of Planning and staff, Communications Coordinator regarding jurisdictional issues at Churchill Crossing.
- Attended a meeting between CBRM staff and the local Fire Chiefs Association
- Spoke with Catherine Stevens, Communications Director for Disaster Animal Response Team of Nova Scotia (DART) about using their organization during an emergency. The charitable organization works in partnership with the Canadian Red Cross to set up and run emergency shelters for animals affected by man-made and natural disasters.

**John Dilny**

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- Met with the IT Department regarding developing some in-house software to use for Emergency Management.
  - Met with CBCL, CBRM Engineering and Public Works on hosting a public information session regarding Stormwater Management on the Wash Brook Flood Risk Investigation Project.
  - Interview with CBC radio and the CB Post regarding current heat warning alert.
  - Attended a Flood Risk Workshop on watershed systems in CBRM as part of the National Disaster Mitigation program.
  - Attended a meeting hosted by the CBRM OH&S on PTSD Prevention Strategy
  - Design and conducted at tabletop exercise at Cape Breton University.
  - Conducted ICS-100 and 200 training.

Original Signed By

**John Dilny,**

Manager of Emergency Management

