

Cape Breton Regional Municipality

Fire & Emergency Services Committee

AGENDA

Wednesday, November 10, 2021

10:00 a.m.

**Council Chambers
2nd Floor, City Hall
320 Esplanade, Sydney, NS**

Committee Members:

Deputy Mayor Earlene MacMullin, Chair
Councillor Gordon MacDonald
Councillor Glenn Paruch
Councillor Darren Bruckschwaiger, Vice-Chair
Councillor Lorne Green

Cape Breton Regional Municipality

Fire & Emergency Services Committee

Wednesday November 10, 2021

10:00 a.m.

AGENDA

Roll Call

1. **Approval of Minutes:** September 15, 2021 (Previously Distributed)

2. **Approval of Agenda:** (Motion Required)

3. **REPORTS:**
 - 3.1 **Phase 1 – Sustainability of the fire Services in Cape Breton Regional Municipality Action Plan:** Michael Seth, Fire Chief, Director of Fire & Emergency Services (See page 3)

 - 3.2 **Manager of Emergency Management:** Bruce MacDonald, Manager of Emergency Management (See page 5)

 - 3.3 **Cape Breton Regional Fire Chiefs’ Association Report:**
Jim Prince, Volunteer Fire Chief (See page 10)

4. **Mobile Burn Unit (MBU):** Councillor Gordon MacDonald (See page 11)

5. **Volunteer Fire Fighter Recruitment:** Councillor Gordon MacDonald (See page 12)

Adjournment



362 George Street
Sydney, Nova Scotia
B1P 1K1
Telephone 902.574.5130
mseth@cbrm.ns.ca

**Fire Chief/Director of Fire & Emergency Services Report
Fire & Emergency Services Committee
November 10, 2021**

**Phase 1 – Sustainability of the Fire Services in Cape Breton Regional Municipality
Action Plan**

MOTION: Moved by **Deputy Mayor MacMullin**, seconded by **Councillor Paruch**, to provide authority and approval to begin the process that includes the need for regulation for the fire services, revenue generation.

Fire Service Leadership Team scheduled to meet on November 15, 2021, where delegation of responsibilities will be discussed:

- Brainstorm a workplan that is measurable, accessible to stakeholders
- Develop a plan moving forward to attain a historical value of potential earnings, develop a budget for future earnings and identify any issues that may arise from fee collections
- Communication plan for the public that the fees are targeted to those that misuse the system and not necessarily the individual taxpayer
- Identification of stakeholders

MOTION: Moved by **Councillor Gordon MacDonald**, seconded by **Councillor Gillespie**, to provide authority and approval to begin the process that includes the identification of need to enhance fire prevention and training activities for the entire CBRM.

Fire Prevention – conduct a review of what our regulatory responsibility would be, and how we are unable to meet that. Do comparison of cost from the Fire Marshal's office to conduct the inspections versus us doing them. This will allow for an operational and financial impact moving forward.

Training – develop a business plan that will outline the process of formalization and improvement to our training regime that will benefit the career and volunteer members of the fire service. This will be inclusive of development of a professional development matrix for both career and volunteers, establish a consistent training program and examine what resources will be needed for long-term planning.

MOTION: Moved by **Deputy Mayor MacMullin**, seconded by **Councillor Paruch**, to provide direction for all volunteer departments to work under the direction of the Chief/Director as it pertains to this initiative. Also, to provide opportunity for a consultation process to obtain all data necessary. The Director/Chief will provide regular reports to Council on progress of data collection and participation.

The discussion will be around the development of a communicate process that would be available to all members of the Cape Breton fire services. This would be accessible to the public in some forums as well.

The communication plan being developed will include a “town hall” type opportunity to discuss the roots of the recommendations coming forward, to advise that this is a multi-year planning process and provide insight into the processes as we move forward.

This is understanding of the sensitivity of the situation with all volunteer and career members of the department, and this will allow open dialogue. As we set the schedule in the future, local members of council will be afforded the notification to attend and ask further questions.

Develop the workplan with benchmarks and KPI’s that are measurable. This could be shared with committee and presented to the Fire Chiefs Association.

MOTION: Moved by **Councillor Paruch**, seconded by **Councillor Parsons**, that in the 2021/22 budget deliberations, consideration be given for the updating of comprehensive records management systems (RMS) and business intelligence software suite that all departments within CBRM must, as a requirement of their registration, ensure information is maintained, available for access by Fire Administration.

Meetings have been scheduled with IT Services, Dispatch and staff to discuss the opportunity to have a request for an Expression of Interest from interested candidates to supply this service and provide budgetary pricing. This will allow Council to fully understand the financial and operational impacts of this process.

Develop regionalized SOG/SOP’s that are currently linked to registration of the volunteer departments to participate. This will be inclusive of conducting a resource audit of all departments and aligning a regionalized response plan based on the assembly of an effective firefighting force and the type of emergency that occurs. This would be recommended based on review of applicable National Fire Protection Association standards.

Conduct a needs assessment of the volunteer departments to ensure they have capacity (internet, hardware, knowledge) to work with this product.

RECOMMENDATION:

Committee/Council discussion; accept as information.

Respectfully submitted,

Michael Seth
Director of Fire & Emergency Services/Fire Chief
Fire & Emergency Services
Cape Breton Regional Municipality



CAPE BRETON REGIONAL FIRE & EMERGENCY SERVICES COMMITTEE

Manager of Emergency Management

REPORT

To: Cape Breton Regional Fire & Emergency Services Committee

Date: November 10th, 2021

RECENT ACTIVITIES

Progress on short-term objectives from June 29th report

1. Facilitate Mayor and Elected Officials (MEO) training session and an overview of Comfort Centres.
 - An outline of MEO session objectives from NS EMO was developed and provided to the Clerk's Office
 - Working with the Clerk's Office to identify an appropriate date for the session.
2. Finalize the development of a Comfort Centre Standard Operating Guideline (SOG).
 - A DRAFT Comfort Centre SOG is now under development.
 - Developed a pre-assessment tool for use when visiting potential comfort centre locations. The tool builds on the more extensive inspection process already in place by gathering valuable information to assess the suitability of potential sites.
 - Developed a DRAFT Memorandum of Agreement for use with potential Comfort Centre partners. – Internal stakeholder review is underway.
3. Finalize a Emergency Management Training Plan for CBRM.
 - A DRAFT Emergency Management Training Plan is developed and undergoing internal stakeholder review.

Liaison with External Partners

- Liaison with partners including Nova Scotia Emergency Management Organization Nova Scotia (NS EMO), and Nova Scotia Public Safety and Field Communications on a variety of items.
- Participated in NS EMO Zone meeting with provincial, municipal and first nations partners.
- Participated as a Nova Scotia municipal rep in a F/P/T meeting hosted by Health Canada regarding Radiological/Nuclear Emergency Response Dosimetry.

Training/Exercises/Presentations

Due to the COVID-19 pandemic, most EMO training and exercises were postponed. With Nova Scotia entering Phase 5 of our Safe Reopening Plan, we are now developing a schedule for EMO training sessions.

- ***CBRM EMO facilitated presentations/information sessions:***

- **ICS-200** – An Incident Command System (ICS) 200 course is scheduled for the weekend of November 13th and 14th. Additional sessions will be added in the New Year.
- **ICS-300** - course scheduling will follow completion of the ICS-200 and will be scheduled in the New Year.
- Developed and delivered awareness level information sessions to all four career Sydney Fire platoons on the potential and unique hazards when responding to an incident at the Cape Breton Regional Hospital.
 - Examples (MRI, Nuclear Med, etc.)

- ***Exercise participation***

- Participated as an observer in the Canadian Coast Guards search and rescue exercise, SAREX Bras d'Or held in Victoria County July 14th, 2021, and a tour of Irving Propane facility, Sydney.

Mobile Command Post (MCP)

- Performed a review of the operation of the MCP and addressed maintenance items as needed.
- A task oriented functional exercise with the MCP is scheduled for November 16th.

CBRM EMO Program Development Activities

- Developed and delivered two Tabletop Exercises (TTX) for participants of the recent Emergency Coordination Centre Management course. The TTX is a requirement to complete our recent ECC course and were delivered on July 19th and November 2nd, 2021.
- In partnership with NS Public Safety and Field Communications, tested a Digital Vehicle Repeater (DVR) system at several CBRM locations where additional communications support during an emergency would be an asset. The system proved to be a benefit and we are looking forward to future collaboration with PSFC on possible applications of the DVR.

COVID Related Activities

- Chair CBRM Emergency Coordination Centre Team meetings activated in response to COVID
- As required, assist the community, CBRM services, and members of Council with COVID related inquires within the scope of EMO.
- Act as a liaison between CBRM and several provincial departments on a variety of COVID issues and inquiries.

COVID-19 3rd/ 4th Wave internal communication/coordination statistics between June 19th, 2021 and November 4th, 2021

- Two Emergency Coordination Centre (ECC) Management Team meetings held.
- 57 EMO NS Situation Reports, received, reviewed, and circulated.
- 101 NSH exposure notices received, reviewed, and 30 notices with a CBRM potential exposure location circulated.
- 57 Communications Nova Scotia releases circulated.
- 27 versions/updates of Frequently Asked Questions (FAQs) circulated.
- Although COVID-19 related activities are beginning to slow, activities are still ongoing for the foreseeable future as we continue to respond to the Pandemic.

NEXT STEPS

On-going activities

- Address emergency management requirements for municipalities as outlined by EMO NS.
- Provide ongoing support for our response to the COVID-19 pandemic.
- Current training initiatives:
 - Continue with the training initiatives previously established for the ECC Management Team.
 - Provide ICS training to community responders and emergency management partners.
- Provide support as requested to EMO NS for training scheduled in CBRM and surrounding areas.
- The Atlantic Hurricane Season officially ends November 30th, 2021. Updates and other activities will continue as required.

Mid Term objectives

1. Re-establish Emergency Management Planning Committee. (Post COVID)
2. Recommend updates to CBRM's Emergency Preparedness by-law.
3. Implement the Emergency Management training program as outlined in the Plan.
4. Update Mobile Command Post procedures.
5. Expand public engagement. *A funding request was included in the 2021/2022 Emergency Management budget to help support future public engagement initiatives.*

Long Term objectives

1. Investigate additional emergency management notification requirements and solutions.
2. Finalize a comprehensive Emergency Management Exercise Plan for CBRM.
3. Development of a broader EMO communications strategy.
4. Update of All Hazards Plan and on-going development required Hazard Specific plans.

This concludes the Manager of Emergency Management's report to the Cape Breton Regional Fire & Emergency Services Committee.

Bruce MacDonald

Original signed by:

Bruce MacDonald B.Tech (EM) CET ABCP
Manager of Emergency Management
Cape Breton Regional Fire and Emergency Service



Cape Breton Regional Fire Chiefs' Association

850 Grand Lake Rd Suite 12
Sydney, Nova Scotia
B1P 5T9



Fire Service Committee Report

November 3 2021

Since the last **Fire Service meeting** the Regional Chiefs, Executive has met with Christa Dicks from Dispatch with regards to some concerns we've had, and we are working together to fix these concerns. It has been suggested that we meet quarterly with dispatch to keep the line of communication open.

It has been suggested by the Regional Chiefs that we put a date of April 1, 2022 to start using station numbers only when the departments are paged out. E.g., use Station 9 instead of Howie Centre Station 9.

Karen Butterworth and Deanna Evely from Human Resources have requested a meeting with the Executive and then the Member of the Association. We're in the process to get a firm date to meet.

5 Year Fleet Plan. Chiefs would like to see the current 5 year plan naming departments that should expect to get trucks.

Chief Jim Prince
Chair of the Cape Breton Regional Fire Chiefs Association

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5777

To: Fire & Emergency Services Committee

From: Councillor Gordon MacDonald

Date: November 4th, 2021

Subject: Mobile Burn Unit (MBU)

I had inquiries regarding the mobile burn unit (MBU) that I would like to have addressed:

1. Is this unit “mobile”?
2. Who gets to utilize this unit?
3. How is this training unit being used currently?
4. Is the training unit available for all departments to use?
5. What are the issues with moving the unit to make it truly mobile?
6. If it’s not mobile, how can departments outside of the city utilize such an important unit?

Councillor Gordon MacDonald – CBRM District #1

/slb

CBRM

City Hall
320 Esplanade
Sydney, NS B1P 7B9

Item No.

Councillor Agenda Request Form – Staff Report	
<input checked="" type="checkbox"/> Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)	<input type="checkbox"/> Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)
<input type="checkbox"/> Request from the Floor: (New Business) <ul style="list-style-type: none"> - Announcement - Referral - Submit Petition - Notice of Motion 	
<p>Date of Council/Committee Meeting: Fire & Emergency Services November 10th, 2021</p> <p>Subject: Volunteer Fire Fighter Recruitment</p>	
<p>Motion requesting Staff Report for Council/Committee to Consider:</p> <p><i>That staff be directed to provide an Issue Paper for the next Committee meeting concerning what is being done on a regional level to assist volunteer fire departments with recruiting members and retaining the existing volunteers and has the CBRM fire administration considered any programs or incentives to attract new firefighters.</i></p> <p>Reason:</p> <p>Most volunteer fire departments are having trouble with retaining members and recruiting new firefighters.</p> <p>Outcome Sought: something to be put in place to attract volunteer firefighters and retain the current members</p>	
<p><i>Councillor Gordon MacDonald</i></p>	<p><i>District #1</i></p>
<p><i>Date: November 4, 2021</i></p>	<p><i>Received by Clerk's Department (date):</i></p>

Issue has been discussed with Director of Responsible Department

