

*Cape Breton Regional Municipality*  
**Fire & Emergency Services Committee**

**Tuesday,  
June 29, 2021  
10:00 a.m.  
Via Video Conferencing**

Deputy Mayor Earlene MacMullin called the meeting to order.

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

**Staff:** Marie Walsh, Chief Administrative Officer  
Jennifer Campbell, Chief Financial Officer  
Chief Michael Seth, Director of Fire & Emergency Services  
John MacKinnon, Deputy Chief Administrative Officer  
Deborah Campbell Ryan, Municipal Clerk  
Deputy Fire Chief Gilbert MacIntyre, Operations  
Deputy Fire Chief Chris March, Volunteer Coordinator, Training & Prevention  
Bruce MacDonald, Manager of Emergency Management Operations  
Volunteer Fire Chief Jim Prince, Cape Breton Regional Fire Chiefs' Association  
Sharon MacSween, Senior Administrative Assistant  
Angela Ross, Recording Secretary

**Also**  
**Attending:** Mayor Amanda M. McDougall (left at 11:00 a.m.)  
Councillor Steve Gillespie

**Summary of Decisions**

**Roll Call**

**1. Election/Selection of Vice-Chair:**

Councillor Bruckschwaiger was declared Vice-Chair of the Fire & Emergency Services Committee.

**2. Approval of Minutes:**

**Motion** to approve Minutes from:

- **Fire & Emergency Services Committee – March 3, 2020.**

**Carried.**

**3. APPROVAL OF AGENDA:**

**Motion** to approve the June 29<sup>th</sup>, 2021, Fire & Emergency Services Agenda as presented.

**Carried.**

**4. REPORTS:**

**4.1 Fire Chief/Director's Report:**

The Fire Chief/Director's Report was presented.

**For Information Only.**

**4.2 Operations:**

A report on the operations of the Career Fire Services was provided.

**For Information Only.**

Continued...

**Summary of Decisions (cont'd):**

**REPORTS (Cont'd):**

**4.3 Volunteer Coordinator, Manager Fleet, Training & Prevention, Public Information Officer:**

The Volunteer Coordinator/Manager Fleet, Training and Prevention Report was provided.

**For Information Only.**

**4.4 Manager of Emergency Management:**

The EMO Committee and Working Group Activities Report was presented.

**For Information Only.**

**4.5 Cape Breton Regional Fire Chiefs' Association Report:**

**Motion** that as a Committee we bring the issue to Council and ask the Director to try to find a way to accommodate the \$15,000 from the corporate budget for this year for the specialty emergency services provided by the volunteer fire fighters of CBRM. **Carried.**

**Adjournment**

## **Roll Call**

### **1. Election/Selection of Vice-Chair:**

The Chair called for nominations for Vice-Chair of the Fire & Emergency Services Committee.

Councillor Bruckschwaiger nominated Councillor Green for Vice-Chair; Councillor Green declined the nomination.

Deputy Mayor Earlene MacMullin nominated Councillor Darren Bruckschwaiger for Vice-Chair. Councillor Bruckschwaiger accepted the nomination.

Hearing no further nominations, nominations ceased, and Councillor Bruckschwaiger was declared the Vice-Chair of the Fire & Emergency Services Committee.

### **2. Approval of Minutes:**

#### **Motion:**

Moved by Councillor Bruckschwaiger, seconded by Councillor Green, approval of the Minutes from:

➤ Fire & Emergency Services Committee – March 3, 2020.

**Motion Carried.**

### **3. Approval of Agenda:**

#### **Motion:**

Moved by Councillor Green, seconded by Councillor Gordon MacDonald, to approve the June 29, 2021 Fire & Emergency Services Committee Agenda as presented.

**Motion Carried.**

### **4. REPORTS:**

#### **4.1 Fire Chief/Director's Report:**

Fire Chief Michael Seth, Director of Fire & Emergency Services, provided an update on his role as Fire Chief. He advised that he conducted an on-the-ground observation and evaluation of the state of the Fire Service in CBRM, noting that governance and administration are the primary goals to ensure that the Fire Service maintains sustainability and to be able to make informed decisions in the future that require direction.

**Continued...**

**REPORTS - Director/Fire Chief Report (Cont'd):**

Fire Chief Seth then presented the following recommendations to Committee for discussion:

1. Fire Services Administration continue to develop the governance, authority, and applicable bylaws/policies with the inclusion of Legal and Clerk's office to ensure compliance with applicable regulatory requirements.
2. Fire Services Administration provide committee with an Issue Paper with recommended steps to address governance and authority of the fire services within CBRM.
3. Fire Services Administration provide an Issue Paper outlining the needs for data collection, business intelligence for considering in future budgetary planning, while evaluating any and all existing software programs and data sets that currently exist within CBRM.

After the presentation, Committee discussed the following:

- The need for more volunteers
- Records Management and Data Collection systems
- Fire & Emergency Services Committee meetings should be held more frequently (e.g., every two months as per policy)
- Information sessions should be held with the Fire Chiefs' Association and full Council

**4.2 Operations:**

Gilbert MacIntyre, Deputy Fire Chief, provided the Committee with an update on the following:

- Labour Management/OHS
- Station #1
- New Station
- COVID Response
- New Hires
- Communication

After the report, the staff relocation to the new Fire Station and the Fire Service hiring process was discussed.

**For information only.**

**Continued...**

**REPORTS (Cont'd):**

**4.3 Volunteer Coordinator, Manager Fleet, Training & Prevention, Public Information Officer:**

Chris March, Deputy Fire Chief, presented the Volunteer Coordinator, Manager Fleet, Training & Prevention and Public Information Officer Report provided in the agenda, which included:

- Volunteer Coordinator
- Training
- Mission Statement
- Vision Statement
- Core Values
- Prevention
- Fleet

After the report, the Deputy Mayor shared her appreciation for the consistency and collaboration.

**For information only.**

**4.4 Manager of Emergency Management:**

Bruce MacDonald, Manager of Emergency Management, provided his report highlighting the following items:

- Overview
- Recent Activities
  - Liaison with External Partners
  - Networking/Support
  - Training/Exercises/Presentations
- CBRM EMO Program Development Activities
- COVID Related Activities
- COVID-19 3<sup>rd</sup> Wave internal communication/coordination statistics between September 28<sup>th</sup>, 2020, and June 18<sup>th</sup>, 2021
- Next Steps
  - Short-term objectives
  - Mid-term objectives
  - Long-term objectives

**For information only.**

**Continued...**

**REPORTS (Cont'd):****4.6 Cape Breton Regional Fire Chiefs' Association (CBRFCA):**

Executive Chair and Volunteer Fire Chief Jim Prince provided an update from the Cape Breton Regional Fire Chiefs' Association with updates following the election held by the Regional Chiefs' Executive. Disappointment was expressed with Council's decision not to approve the Specialty Services Budget request. He advised that those services are essential and that the budgetary request will be put forward again. If no support from the CBRM is provided, the quality and availability of the services will suffer.

Volunteer Fire Chief Jim Prince advised that the Association supports Fire Chief Seth's recommendations and moving forward in a positive way. He thanked the Chair, Deputy Mayor MacMullin, for attending the Associations' most recent meeting.

After the report, the Committee expressed their support for Specialty Services funding and further discussion included the following:

- Fire Chief and Director of Finance to look for short term assistance to see what can be done to assist with Specialty Services for the Fire Service
- Fire Service sustainability
- Funding request should be brought back to Council

After discussion, the following motion was put forward:

**Motion:**

Moved by Councillor Bruckschwaiger, seconded by Councillor Gordon MacDonald, that as a Committee we bring the issue to Council and ask the Director to try to find a way to accommodate the \$15,000 from the corporate budget for this year for the specialty emergency services provided by the volunteer fire fighters of CBRM.

**Discussion:**

During discussion, the CAO advised that there were many items in the budget that were removed and all items are important. However in this instance, further study is required by the Chief in terms of where it is needed and what do we currently have before allocating that amount in the budget to those equipment items.

**Motion Carried.**

Deputy Fire Chief Chris March clarified he supports the need and that the Volunteer service will not be compromised if the funding is not provided this year.

**Adjournment at 11:49 p.m.**

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**Deputy Mayor Earlene MacMullin**  
**Chair**

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**Deborah Campbell Ryan**  
**Municipal Clerk**