

Cape Breton Regional Municipality

Fire & Emergency Services Committee

AGENDA

Tuesday, July 19th, 2016

9:30 a.m.

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

Committee Members:

Deputy Mayor George MacDonald – Chair
Councillor Clarence Prince
Councillor Ivan Doncaster
Councillor Kevin Saccary – Vice Chair
Councillor Lowell Cormier

Cape Breton Regional Municipality

Fire & Emergency Services Committee

Tuesday, July 19th, 2016

9:30 a.m.

AGENDA

Roll Call

- 1) **Fire Service Organizational Review Process:** Mayor Cecil P. Clarke
(See page **3**)

Adjournment

MEMORANDUM - MAYOR'S OFFICE

DATE: July 14, 2016

TO: Deputy Mayor George MacDonald
Chair, Fire and Emergency Services Committee
Members, Fire and Emergency Services Committee

FROM: Mayor Cecil P. Clarke

RE: Fire Service Organizational Review Process

Dear Colleagues:

Consistent with the Fire Services Organizational Review process and direction from motion of the Fire and Emergency Services Committee, please find attached a copy of the request sent to the Minister of Municipal Affairs and the Minister's response to me. I am pleased the Minister has provided a positive and supportive response.

This Minister has approved the engagement of George Muise, EMO Emergency Planning Officer, to consult and oversee the review, consideration and recommendations from the Fire Services Organizational Review report. This is consistent with the Reorganization Plan for Positive Change's Council approved goal of a fully integrated fire service.

This additional capacity offered from the Province will provide the CBRM and our fire and emergency management officials with professional experience and expertise from within our community. The oversight, consultation and collaboration offers the committee and Council a direct resource to receive reports, recommendations and guidance.

As further background for committee's consideration, the following items would be included, but not limited to, the scope and level of engagement should committee accept and recommend to Council.

1. The recent Fire Services Organizational Review identified several areas where the service could be improved. The majority of the areas identified in the review will require a process of working with the volunteer component to create new policy.

This process will require the establishment of various committees and subcommittees populated from the volunteer sector and facilitated and led by a representative working on behalf of the municipality.

The Province of Nova Scotia through the Department of Municipal Affairs has agreed to assist CBRM with the development and implementation of policy aimed at addressing the issues identified in the Fire Service Organizational Review. The province has identified a qualified, professional leader in emergency planning to assist the CBRM to work through this process. George Muise will have the mandate to work with the volunteer component to develop and recommend policy for council consideration aimed at addressing the recommendations contained in the Fire Service Organizational Review in collaboration with CBRM Fire and Emergency Services and associated departments and/or agencies.

2. The areas of priority identified by the Manitou review, report and recommendations include the following, but not limited to:

Recruitment and retention

- Identify ways to improve recruitment and retention efforts.
- Website - Development and maintenance of a web page dedicated to the Cape Breton Regional Fire Chiefs Association.

Standards

- Development and implementation of standards for operations, training, and service delivery for the volunteer fire service.

Data

- Identify and recommend data collection software that will work within the current dispatch system.

Airport

- Work with the SAA and the fire departments identified as support to develop policy for response and training.

Local training

- Develop a training model that is deliverable within CBRM.
- Specifications for Apparatus- Develop specifications for urban and rural fire apparatus.
- Capital apparatus policy: Review and develop a policy for the purchase of fire apparatus.

Hiring of two civilian position

- Examine the feasibility and value of this recommendation and advise committee and council.

Review of funding model

- Review the existing Fire Department Grant policy and recommend areas for improvement.

Occupational Health and Safety

- Establish an OH&S program within the volunteer component.

Promotion/marketing

- Identify opportunities to promote and market the fire service with a goal of impacting recruitment and retention.

Equipment testing

- Develop a program for testing of fire service equipment such as SCBA, Ladders, etc. for the volunteer component.

Warehousing

- Examine the possibility of establishing warehousing of selected firefighting equipment aimed at meeting the review recommendation of equipment standardization.

Recommendation:

Further to the motions of the Fire and Emergency Committee and of Council to receive the Fire Services Organizational Review, it is recommended to accept and approve the engagement of EMO Emergency Planning Officer, George Muise, to oversee and manage the review, consideration and implementation of the Fire Services Review report and recommendations. Mr. Muise shall consult and report through the Chief Administrative Officer to Council through the Fire and Emergency Committee in collaboration with the CBRM Fire and Emergency Services as well as associated departments and/or agencies.

Original Signed by

MAYOR CECIL P. CLARKE

Fire Services Organizational Review – Final Report: *(Presentation on file in Clerk's Office)*

The Chair called upon the Chief Administrative Officer to introduce the consultant.

Mr. Merritt, welcomed and introduced the Consultant from Manitou Incorporated; Dr. Charles Jennings.

Dr. Charles Jennings, Project Manager, provided a presentation to the Committee concerning the CBRM Fire Services Organizational Review, which included:

- Project history
- Major findings
- Deployment (Fire Halls and Apparatus)
- Recommendations for the future and next steps
- High priority action areas

During discussion, Committee members raised the following points:

- Not all recommendations with the Report will be implemented now
- The Fire Chiefs Association should provide feedback on the Report to this Committee
- The Bedford Model is not supported by Volunteer Fire Departments

After discussion, the following motions were put forth:

Motion:

Moved by Councillor Saccary, seconded by Councillor Doncaster, to accept the Fire Services Organizational Review – Final Report for consideration by the Committee as presented.

Motion Carried.

Motion:

Moved by Councillor Saccary, seconded by Councillor Prince, that Mayor Clarke be requested to consult with the Provincial Government concerning the findings, recommendations, and associated matters relating to the Fire Services Organizational Review as presented to the Committee and ask that the Mayor report back to the Fire and Emergency Services Committee with subsequent referrals to Council for review.

Motion Carried.

It was noted that this issue will be brought back to the Committee at a later date before going to Council for consideration.



CAPE BRETON REGIONAL MUNICIPALITY
OFFICE *of the* MAYOR

June 13, 2016

Honourable Zach Churchill
Minister of Municipal Affairs
14th Floor, Maritime Center
1505 Barrington Street
PO Box 216
Halifax, NS B3J 3K5
dmamin@novascotia.ca

Dear Minister Churchill:

RE: CBRM Fire Services Organizational Review – Request for Implementation Support

The CBRM, as part of the Reorganization Plan for Positive Change and the CBRM Organizational Review, undertook a Fire Services Organizational Review.

Manitou Inc. Consultants conducted the review, and a copy of the report and other documentation is attached for your information and consideration, along with your officials.

The Fire and Emergency Services Committee of Council received the report on March 30, 2016, which included the following motion:

Motion:

Moved by Councillor Saccary, seconded by Councillor Prince, that Mayor Clarke be requested to consult with the Provincial Government concerning the findings and recommendations relating to the Fire Services Organizational Review Report as presented to the Committee and report back to the Fire and Emergency Services Committee with subsequent referrals to Council for review.

Motion Carried.

I would like to request the support of Municipal Affairs to assist in the review and implementation of the Fire Services Organizational Review.

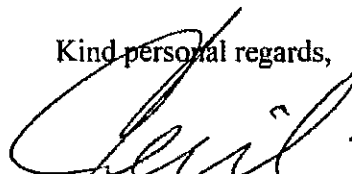
The CBRM's focus on the integration of fire and emergency management functions in addition to the commitment of Municipal Affairs for a province-wide fire service review offers a timely opportunity for both processes to be enhanced through cooperation and collaboration. Municipal Affairs, through EMO, has a strong leadership team that would be extremely beneficial to the CBRM on an in-kind contribution basis to support the review and implementation of the CBRM recommendations.

The CBRM review focused mostly on the volunteer service; however, implementation will require an integrated approach with the career service and administration. The secondment of a senior EMO official as an in-kind contribution would greatly assist the CBRM to move forward in an integrated manner. The CBRM would assume the necessary administration and operating costs associated with an in-kind secondment.

I would welcome the opportunity to discuss this request in detail should you or your officials wish. It is the CBRM's intention to improve and support our valued fire service in concert with our valued provincial partners.

It is my hope that you and your officials will be able to accommodate this request for support.

Kind personal regards,



Cecil P. Clarke

CPC/tfd
Attachments -- 1

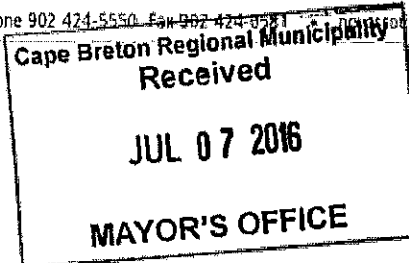
c: Ms. Kelliann Dean, Deputy Minister, DMA
Mr. Michael Merritt, CAO, CBRM
Ms. Marie Walsh, CFO, CBRM
Mr. Mark Peck, Exec. Dir., Policy, Planning & Advisory Services, DMA
Mr. Andrew Lathem, Executive Director, EMO



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-5551

JUL 04 2016



Mayor Cecil P. Clarke
Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9

Dear Mayor Clarke:

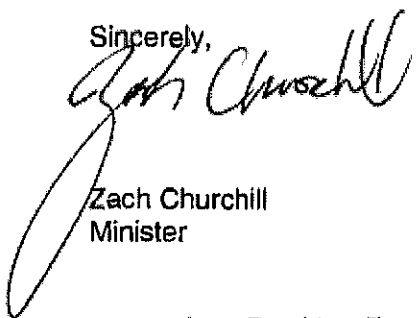
Thank you for your letter dated June 13, 2016.

I was pleased to learn of Cape Breton Regional Municipality's (CBRM) intention to improve and support the integration of fire and emergency management functions. Municipal Affairs, via the Emergency Management Office (EMO) is pleased to participate and assist in this endeavor.

Regional Emergency Management Planning Officer (EMPO), George Muise, will assist with the implementation of the recommendations from the recent fire review as well as provide direction on the Emergency Management Program. George will incorporate this project into his current responsibilities and we will engage the Office of the Fire Marshal as required.

EMO works hand-in-hand with municipal authorities to provide assistance in planning for emergencies, coordinate provincial resources when an emergency occurs and assist with analysis and evaluation after an emergency. We will continue to work closely with municipal representatives to provide the best service to Nova Scotians.

Sincerely,



Zach Churchill
Minister

cc: Anne Partridge, Executive Director, Grants, Program & Operations
Harold Pothier, Fire Marshal
George Muise, EMO

Fire Services Organizational Review – Final Report:

Dr. Charles Jennings, Manitou Incorporated, made a presentation to Council concerning the Final Report on the Fire Services Organizational Review, highlighting:

- Project History
- Major Findings
- Major Recommendations
- Deployment (Fire Halls and Apparatus)
- Recommendations for the Future and Next Steps
- High Priority Action Areas

Motion:

Moved by Councillor Saccary, seconded by Councillor Doncaster, to receive the Fire Services Organizational Review – Final Report as presented, and have the report brought back to a future meeting of Council for further consideration and implementation.

Motion Carried.

