

Cape Breton Regional Municipality

Fire & Emergency Services Committee

AGENDA

Monday, June 19, 2017

1:00 p.m.

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

Committee Members:

Deputy Mayor Eldon MacDonald, Chair
Councillor Ray Paruch
Councillor Ivan Doncaster
Councillor Amanda McDougall
Councillor Kendra Coombes, Vice-Chair

Cape Breton Regional Municipality

Fire & Emergency Services Committee

Monday, June 19, 2017

1:00 p.m.

AGENDA

Roll Call

1. **Approval of Minutes:** (Previously Distributed)
 - Fire & Emergency Services Committee – March 29, 2017
2. **Committees and Working Group Activities:** John Dilny, Manager of Emergency Management (See page 4)
3. **Fire Advisory Working Committee:**
 - 3.1 **Fire Services Review - Progress Update:** George Muise, Provincial Appointee (See page 10)
 - 3.2 **Demonstration – FireQ-RVS:** Mr. Ian MacVicar, President FireQ (See page 12)
4. **Operations:** Gilbert MacIntyre, Deputy Fire Chief (See page 18)
 - Response to October Flood
 - New Station
 - Critical Incident Stress
 - Command Post
 - Committees
 - Training
 - Special Mention
 - Swearing In

Continued...

**Fire and Emergency Services Committee Agenda
(Continued)
June 19, 2017**

5. **Committee Report:** Chris March, Deputy Fire Chief/Volunteer Coordinator, Manager Fleet, Training & Prevention (See page 21)

- Fire Prevention Officers
- Training
- Prevention
- Volunteer Coordination
- Fleet

Addendum: Fleet (See page 24)

6. **Cape Breton Regional Fire Chiefs' Association Report:** Spokesperson George Muise (See page 29)
7. **Committee Meeting Dates – Proposed Amendments to RC4 Committees Policy:** Deborah Campbell, Municipal Clerk (See page 32)
8. **CBRM / Sydney Airport Fire and Emergency Service Agreement:** Mayor Cecil P. Clarke (See page 35)

Adjournment



INFORMATION PAPER

TO: Fire and Emergency Services Committee
FROM: John Dilny, Manager of Emergency Management
DATE: June 7, 2017
RE: Committees and Working Group Activities

This report provides 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 ADVISORY COMMITTEE:

A. Hazard Risk Vulnerability Assessment: (Sub Committee) (April, 24, May 1, May 15, May 26, June 2/2017)

A hazard, risk and vulnerability analysis (HRVA) is both a process and a tool used to identify the known and potential hazard situations which have the potential for disrupting the community, causing casualties, destroying public and private property or impacting the environment. The sub-committee is updating this section of the All Hazards Emergency Management Plan.

2) EASTERN ZONE EMC COMMITTEE: (April 13, 2017)

- A. Basic Emergency Management Course** – update on the course delivery methods and cost.
- B. Canso Causeway Closure** – Discuss recent event(s) that closed the Causeway for several hours and ways to improve communicating closure to the public.

3) CBRM Mobile Command Post Working Group:

- A.** Committee meet to discuss operational procedures and training requirements.



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

5) CBRM Support Facility Working Group:

6) CBRM EMERGENCY FIRST RESPONSE COMMITTEE:

- A. **TMR Exercise** – a meeting was held with NS Public Safety and Field Communication to design and conduct an exercise for fire service personnel. Exercise was conducted May 31, 2017. Report attached.
- B. **Fuel Supply** – Meetings were held with Police, Fire, and Manager of Fleet to discuss fuel for emergency vehicles during power outages.
- C. **ICS-200** – conducted ICS-200 training for internal and external partners.

7) 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 for:

- 1. Major Winter Storm System – March 14, 2017, Situational Awareness briefings were established for this event.
- 2. Winter Weather System – Mar. 19-21, 2017
- 3. Winter Weather System –Mar. 23, 2017
- 4. Winter Weather System –Mar. 28, 2017
- 5. Winter Weather System –Mar. 29-31, 2017
- 6. Wind and Rain Event – April 7, 2017



8) Manager of Emergency Management

- Instructed on an ICS-200 training course.
- Met with Chief and Deputy Chief Reserve Mines Volunteer Fire Department regarding there facility being an Emergency Shelter/Comfort Center.
- Attended Fire Service Advisory Committee

Original Signed By
John Dilny,
Manager of Emergency Management



Emergency Radio Communication Exercise

May 31, 2017

The Cape Breton Regional Fire & Emergency Service Emergency Radio Communications Exercise was a three hour exercise designed for Cape Breton Regional Fire & Emergency Service Fire Departments. The Exercise was open to any participant within the fire service. The exercise was conducted by NS Public Safety and Field Communications personnel with assistance from Cape Breton Regional Fire & Emergency Service, Emergency Management and Training Division.

Fourteen organizations registered and participated involving 34 participants requiring the Exercise Planning Team to include each organization. The Exercise Planning Team also ensured that the Exercise provided an environment that was realistic and challenging enough for each of the participating organizations.

The exercise was a three part exercise. Goals included evaluating radio transmissions from each participant, establish command in accordance with the ICS model, establish tactical communications and talk groups as to not overload the system, familiarize participants with their local fire department's possible role in emergency communications in a disaster and to provide an opportunity for participants to practice localized communications over the radio.

The participants were presented two scenarios:

The first was a motor vehicle accident (between a bus and a large truck) at the intersection of Grand Lake Road and SPAR road. The second was a structure fire at Nova Scotia Community College that spread to the woods. The calls were initiated at different times but both scenarios did run concurrent.

Following the Exercise a Hot Wash Briefing was conducted, which specifically targeted the interoperability of the various organizations. This process not only identified areas requiring improvement but also identified best practices.



Best practices identified during the briefing process include:

- Demonstrated the Truck Mobile Radio capabilities;
- Command was established in accordance with the ICS model;
- Tactical and operational talk groups were established for various functions;
- Truck Mobile Radio system showed huge capacity and was nowhere near its limitation; and
- The use of plain language, eliminating codes, jargons and acronyms.

Along with best practices there were several key findings and opportunities for improvement including:

- Standard operating procedures that are documented are not being adhered to by several Cape Breton Regional Fire & Emergency Service Fire Departments;
- Messages need to be concise and to the point, while relaying pertinent information;
- Calling unit will wait for acknowledgement by the called unit, before proceeding with radio transmission;
- The initiating calling unit should always identify the unit you are trying to contact first, then identify the calling unit; and
- Departments should review basic radio procedures/etiquette.

This exercise was successful in furthering an understanding of the capacity of the Trunk Mobile Radio system for use in emergency communications within the Cape Breton Regional Municipality. The exercise also served as a valuable training opportunity for participants on the basics of radio communication.

Although issues were identified, organizations demonstrated that they can respond effectively to severe incidents in order to protect the public, infrastructure, and the environment.

All lessons learned should be incorporated in current plans, procedures, and training.

John Dilny
Manager of Emergency Management
Fire & Emergency Services
Emergency Management Division
Cape Breton Regional Municipality



850 Grand Lake Road
Sydney, Nova Scotia
B1P 5T9
Telephone 902.563.2352
Fax: 902.563.7978

This type of exercise should be conducted on a regular basis and the next exercise is scheduled for the fall of 2017.

Original Signed By
John Dilny,
Manager of Emergency Management

CBRM Fire Service Review
Progress Update
CBRM Fire Services Committee
June 19 2017
Report provided by George Muise

The initial meeting of the Fire Service Advisory Committee met on May 16th, 2017. The purpose of the first meeting was to introduce all stakeholders, establish priorities, and to identify areas for budget consideration. It was recognized that some of the recommendations provided by Manitou could be implemented in the short term while others required additional data and would require long term planning.

The Manitou recommendations were prioritized and several were selected for immediate action:

Data Collection

The Manitou report stated that additional data was required at the time of the review. All members of the committee agreed that the collection of additional data was essential to the review process. Fire Q which is provided by a local vendor was discussed as a possible solution to begin the data collection process. Currently eleven Fire Departments are using the Fire Q software.

Action- Director MacKinnon was tasked with communicating with John MacKinnon to identify issues regarding integration with the CBRM Dispatch Centre and identifying additional data needs to be collected.

George Muise was tasked with identifying the potential cost of implementation for all Fire Departments in CBRM.

Vehicle Specifications

The Manitou report recommended that CBRM develop apparatus specifications for both urban and rural fire apparatus. The service delivery and response model differs from the urban core to the rural area of CBRM. The needs for both areas are unique and should be reflected in the specifications for apparatus. There is also potential cost savings as a rural apparatus may be less costly than an urban apparatus.

Action- the CBRM Fire Chiefs Association will establish a committee to develop the specification for apparatus, both rural and urban. The document will be brought back the Fire Advisory for discussion.

Apparatus Replacement Plan

The Manitou report suggested that the current practice of cascading apparatus may not be the best solution for long term needs throughout CBRM. Manitou suggested that a capital replacement plan be developed and adequately funded.

Action- the CBRM Fire Chiefs Association will establish a committee to develop a draft replacement plan for apparatus. The draft will be brought back the Fire Advisory Committee for discussion.

Director MacKinnon was tasked with providing the current inventory document for all apparatus in CBRM

Fire Service Standards

The development of operating standards was also identified as a priority. In particular are standards in regards to safe operation. There is currently a standard operating guideline document within CBRM Fire Service.

Action- the CBRM Fire Chiefs Association will establish a committee to conduct a review of the current guidelines documents, update as required, and develop a draft policy to be brought back to the Fire Advisory for discussion.

Training

The Manitou report made several recommendations in regards to training. There were two main issue, acquiring the additional training props to conduct Level one training within CBRM and establishing a training facility. These two recommendation would also help facilitate regular training for CBRM fire departments in addition to the Level One courses.

Action- George Muise will work to identify the funds required to purchase the additional props required for Level One training and explore the options for a training facility. This will be brought back to the Fire Advisory Committee for discussion.

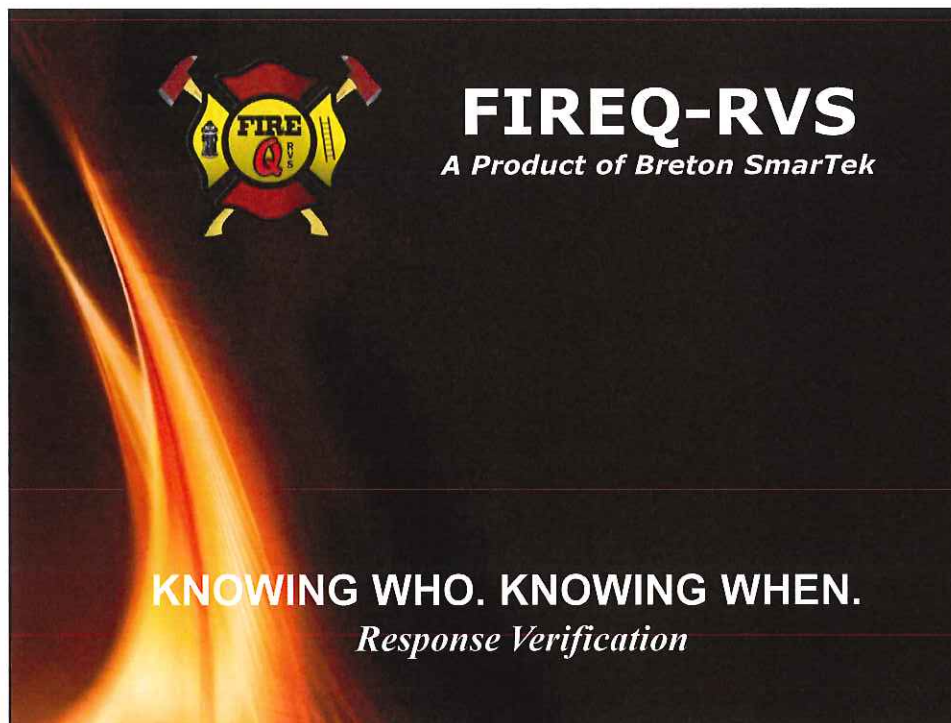
Funding

There was some discussion in regards to the potential impact on future budget requirements that will be necessary to implement some of the recommendations. All recommendation being actioned at this time will be costed.

Action- CFO Marie Walsh was tasked with reviewing the current funding model for fire services for possible recommendations to Council.

Timeframe

The above action items are scheduled to be completed by September and reported back to the Fire Advisory Committee.



WHAT IS FIREQ-RVS?

FIRE-QRVS is a two-part system that provides volunteer and on-call fire fighters with information about who is responding to an emergency situation and when they will arrive.

It gathers critical response information during and after an incident.

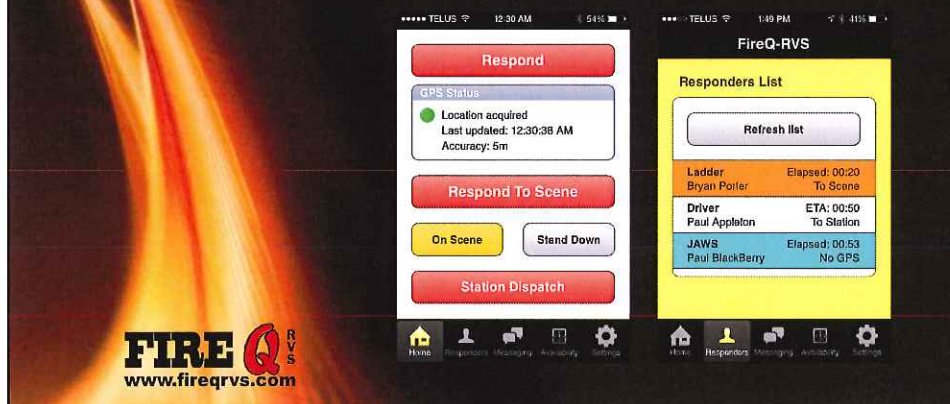
It provides firefighters with unprecedented visibility while they travel to an emergency

It provides departments with the tools to track information critical to running of a successful fire service.

FIRE Q^{RVS}
www.fireqrvs.com

THE FIRE-QRVS APP

The FIREQ-RVS app allows firefighters to use their smartphones to access real-time information about who is responding to an incident as well as their estimated time of arrival. The app provides additional functionality when the first member arrives on scene. The "On Scene" feature can be used to send a Google Maps link with the exact location of the incident to responding members.

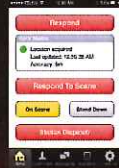


THE FIREQ-RVS SOFTWARE

The FIREQ-RVS software can be loaded on Windows 7, Windows 8, or Windows 10 computer.



HOW DOES IT WORK



Firefighters respond to a page using a smart phone app.

A Responders Queue is created that can be accessed by all active members, either at the fire hall or on a smart phone.

Unit	Name	Dist	Time	ETA
LT	Karen Brown	0	0	00:00
Capt	John Brown	0	0	00:00
JAWNS	Paul Blackberry	0	0	00:00
Edmund	Kang Farmsworth	0	0	00:00
Larkin	David Parker	4500 ft	0	00:00



Additionally, duty officers can receive a text message for each responding member.

FIRE Q^{RVS}
www.fireqrvs.com

FEATURES

Response Verification

The FIREQ-RVS system provides real-time information to responding firefighters during and after an incident. FIREQ-RVS lets responders know who is coming as well as their estimated time of arrival. From the scene, firefighters can also send detailed information about incident location. Critical information empowers fire fighters to make crucial decisions more quickly and with confidence.



FIRE Q^{RVS}
www.fireqrvs.com

Redundancy for the Pager Network

FIREQ-RVS can provide fire departments with beneficial redundancy to the emergency paging system by adding text messages, telephone messages and email as part of the dispatch process.

FIREQ-RVS can provide departments with the ability to receive text messages directly from the Dispatch Center. It is not necessary to install any other software. Dispatchers only need to send a SINGLE email message to a unique email address created for every FIREQ department. The message is then passed through to the departmental FIREQ system to every member on the roster.



FIRE Q
RVS
www.fireqrvs.com

Reporting and Department Management Features

FIREQ offers a complete range of reporting abilities:

- Incident Follow-up and Reporting
- Inventory Control and Management
- Certification Tracking
- Training Management and Tracking

The reporting features of FIREQ-RVS simplifies the tracking of fire fighter activity and attendance, needed for end of year reporting, member benefits and accountability.



FIRE Q
RVS
www.fireqrvs.com

Multi-level Communications

FIREQ-RVS provides a two-way, secure communication system between all firefighters. With FIREQ, users can contact individual firefighters or customized groups simultaneously using text, telephone call notification (via landlines and mobile phones) or email.

It can be used for both emergency and non-emergency communications, ensuring radio channels are used only for emergency information.



FIRE Q^{RVS}
www.fireqrvs.com

BENEFITS

Volunteer and on-call firefighters can know who is responding, the estimated time of arrival and the intended destination.

Collection of data that provides fire service leaders with information needed for critical decisions.

Compliments existing dispatch systems and has been optimized for volunteer and composite departments.

Ensures resources are deployed with maximum efficiency.

Provides redundancy to paging.

Fosters a sense of inclusion needed to ensure member retention.

FIRE Q^{RVS}
www.fireqrvs.com

CONTACT INFORMATION

Fire-QRVS
A Division of Breton SmarTek
PO Box 266 Stn A
Sydney, NS, B1P-6H1

www.fireqrvs.com

Ian McVicar
ian@bretonsmartek.com
902-577-8108

Karen Gillis
karen@bretonsmartek.com
902-561-1167

FIRE Q
RVS
www.fireqrvs.com

Gilbert MacIntyre, CFO
Deputy Chief
Fire & Emergency Services
Cape Breton Regional Municipality



320 Esplanade
Sydney, Nova Scotia
B1P 7B9
Telephone 902.574.3011
Fax: 902.539-8832
JGMacIntyre@cbrm.ns.ca

INFORMATION PAPER

TO: FIRE AND EMERGENCY SERVICES COMMITTEE
FROM: DEPUTY CHIEF GILBERT MACINTYRE, CFO
DATE: JUNE 8, 2017
RE: OPERATIONS

1) RESPONSE TO OCTOBER FLOOD:

Rescue Truck:

In response to the Thanksgiving Day flood, we have addressed rescue within the core area by designating a Rescue Truck, to be staged in Station # 1. The truck is a 2500 series Dodge Ram with a walk in cap on the back. It will tow a 12' trailer, which will house rescue supplies. The trailer was a surplus EMO asset and was donated by the province.

This vehicle will allow a more dedicated response to various rescues. The October flood showed some gaps in our ability to facilitate certain rescues and keep our employees as safe as possible in doing so. The truck and trailer will be outfitted in consultation with the fire fighters who perform the work, to ensure we acquire what is needed to keep everyone as safe as possible.

2) NEW STATION:

Move in:

Fire Service Operations covering Ashby and Whitney Pier moved into the new fire station on April 4th, 2017. The move has gone well and the fire fighters enjoy the larger space as well as the OH&S aspects of the building.

Grand opening for Station # 2, as the new station will be identified, will be on June 16th, between the hours of 3 pm and 5 pm. Please drop by and watch the FireFit team workout or the fire fighters use the Jaws of Life. BBQ and refreshments available.

3) CRITICAL INCIDENT STRESS MANAGEMENT:

Training:

Met with Thys Mullenar, chair of CISM Nova Scotia, to set up training for fire fighters in how CISM works and the benefits. The training will be offered during on duty hours to all four platoons.

4) COMMAND POST:

Drivers:

Drivers for the new command post have been identified and are currently going through training to prepare for testing to have "condition 15" added to their driver's license. We have 25 potential drivers.

5) COMMITTEES:

Meetings:

Attend meetings of various committees

- A. Joint Occupational Health and Safety
- B. CBRM Command Post
- C. Hazard Risk Vulnerability Assessment
- D. Regional Chief's Association
- E. Fire Service Review Committee

6) TRAINING:

Schedule:

The training schedule for the 2017-2018 budget year has not been finalized

As of March, all officers have received training in Fire Officer IV and all have been successful. This is the highest level of the Fire Officer Program.

7) SPECIAL MENTION:

World Police and Fire Games:

The World Police and Fire Games draw fire fighters from around the globe, to compete in various categories. The Fire Fighter CrossFit category is by invitation only, you must rank in the top ten

of the world to be invited. I am pleased announce that CBRM fire fighter Steve Mackenzie, has placed 6th in the world and as such has been invited to compete at the games in San Diego, California, in August. Steve is also active in our FireFit Challenge team.

8) SWEARING IN:

I am pleased to have Ryan O'Shea and Michael Ford proclaim the Fire Fighters Oath. These two fine fire fighters have successfully finished their probationary period and are now a welcomed addition to the Cape Breton Regional Fire and Emergency Services.

Chris March
Deputy Chief
Fire & Emergency Services
Cape Breton Regional Municipality



320 Esplanade
Sydney, Nova Scotia
B1P7B9
Telephone 902.574.4130
Fax: 902.564.0481
cdmarch@cbrm.ns.ca

C.B. REGIONAL FIRE & EMERGENCY SERVICE, COMMITTEE REPORT

TO: FIRE & EMERGENCY SERVICE COMMITTEE

DATE: June 7, 2017

RE: DEPUTY FIRE CHIEF/VOL. COORDINATOR, MANAGER FLEET, TRAINING & PREVENTION COMMITTEE REPORT

General Information:

Fire Prevention Officers

A job description, responsibilities and pay scale had been developed for two (2) Fire Prevention Officers to be hired as part of our Cape Breton Regional Fire & Emergency Service. These Fire Prevention Officers will be responsible for Fire Code Inspection, Plans Compliance and Enforcement, in part Fire Cause & Determination and associated Fire Prevention activities such as Public Education and Training. These positions were posted internally and four candidates have been interviewed. The Cape Breton Regional Municipality's Human Resource Department will advise the candidates who are moving on to the next phase of the selection process within the next week. When filled the two (2) Fire Prevention Officers will report to the C.B. Regional Fire & Emergency Service, Fire Prevention Manager.

Training:

Working in conjunction, *The N.S. Fire School, The C.B.R. Fire & Emergency Service Training Division*, is currently conducting our third "**Hybrid Firefighter Level 1 Course**". The first practical weekend was in January and the final practical testing weekends will be completed by the end of June. Firefighters will be trained to an IFSAC, Pro Board Certified Firefighter Level 1. There are 28 firefighter students from 17 C.B.R. Vol. Fire Departments enrolled in this, our third class. We currently have a 100% completion rate with all 28 original students completing the testing process. Our completion rates have been 95% with 90% success rates compared to 25% completion rates and 15% success rates in the years previous to 2014.

The C.B.R. Fire & Emergency Service, Training Division in conjunction with The N.S. Firefighters School will be offering a "**Fire Officer Level I Course**" in the fall.

Regular maintenance training by various Cape Breton Regional Volunteer Fire Departments has been scheduled and booked for the mobile burn unit throughout the summer months. Our Cape Breton



Chris March
Deputy Chief
Fire & Emergency Services
Cape Breton Regional Municipality

320 Esplanade
Sydney, Nova Scotia
B1P7B9
Telephone 902.574.4130
Fax: 902.564.0481
cdmarch@cbrm.ns.ca

Regional Fire & Emergency Service, Training Division volunteer instructors will be conducting this training on a regular basis.

In April a, **Local Assistant to the Fire Marshall**, awareness training seminar was provided to C.B. Regional Fire Chiefs, Deputies and assigned Assistants through a partnership with The C.B. Regional Fire, Training Division and the Nova Scotia Fire Marshall's Office. We would like to thank the Fire Marshall's Office and Deputy Fire Marshall Doug Mackenzie for providing this well-received essential training.

On Wednesday, May 31st The Cape Breton Regional Fire & Emergency Service, Training & Emergency Management Divisions held a TMR training exercise conducted by "**Nova Scotia Public Safety and Field Communications**". This exercise was open to all CB Regional Fire Departments and was held at The Grand Lake Road Fire Department. Thirty one (31) members from 12 volunteer departments attended.

We would like to thank Scott Hawkes, Paul Maynard and Scott Fisher from N.S. Public Safety & Field Communications for conducting the exercise.

Prevention:

On June 18th the C.B.R. Fire & Emergency Service, Prevention Division will be conducting a Grading Day/ Fire Prevention Party from 11 am until 3pm. at the *Open Hearth Park*. There will be bicycles and other prize giveaways, a free barbecue and many other activities with many fire Prevention materials and swag given out. Other C.B.R.M. Fire Departments and emergency services providers, Police & EHS, will participate as there will be vehicle & equipment displays, a "*Show & Shine*" with prizes given for best in show, voted on by the children in attendance. It is estimated that over 2000 children will attend.

Volunteer Coordination:

As a result of discussions with local Tim Hortons owner Mr. Troy Wilson, it was suggested by Mr. Wilson that he and Mr. Jack Hatcher, also a local Tim Hortons owner, would like to donate their Tim Hortons **Smile Cookie Campaign** proceeds from the 2016 campaign to The Cape Breton Regional Fire & Emergency Service, thirty three (33) volunteer fire departments and the Cape Breton Regional Volunteer Hazardous Materials Response Team.

The campaign proved quite successful and at the October 27, 2016 meeting a cheque from local Tim Hortons owners, Mr. Troy Wilson and Mr. Jack Hatcher was presented to The Cape Breton Regional Fire Chiefs' Association by Mr. Troy Wilson in the amount of **\$59,787**. This amount was divided among the thirty four (34) responding agencies and each received \$1,758. to use for equipment purchases that will assist them when responding to emergencies in The Cape Breton Regional Municipality.

These funds were, and are greatly appreciated. This money allowed for many departmental projects to proceed, lightened the necessary load of fund raising placed on our volunteers and allowed for many

Chris March
Deputy Chief
Fire & Emergency Services
Cape Breton Regional Municipality



320 Esplanade
Sydney, Nova Scotia
B1P7B9
Telephone 902.574.4130
Fax: 902.564.0481
edmarch@cbm.ns.ca

purchases of desired emergency response equipment for our volunteer firefighters and Hazmat members.

We would like to take this opportunity from, The Cape Breton Regional Municipality, Mayor & Council, The Cape Breton Regional Fire & Emergency Service & Administration, The Cape Breton Regional Fire Chiefs' Association and all our CBRM volunteer firefighters and Hazardous Materials Response Team, to thank Tim Hortons Mr. Troy Wilson & Mr. Jack Hatcher for their thoughtful and extremely generous donation. Their donation has greatly enhanced the capabilities of our C.B. Regional emergency responders when providing emergency services to our community.

Fleet:

Sydney unit # 956, a 2014 Spartan Engine that was scheduled to be cascaded to the North Sydney Volunteer Fire Department, and subsequently was written off due to flood damage in October 2016, has been replaced with a new Spartan Engine and is currently in service in North Sydney. The cost of replacement was covered by insurance reimbursement.

The approved 2016 new demonstrator aerial apparatus has been purchased & delivered to the Cape Breton Regional Fire & Emergency Service. Training to career personnel has been provided by the manufacturer, *Rocky Mountain Phoenix Fire Apparatus* and currently personnel are conducting driver/operator training. The new aerial device is scheduled to be in service by the end of June 2017.

The former Sydney aerial apparatus will be cascaded to the North Sydney Volunteer Fire Department in late June when the new Sydney aerial is placed in service. On Saturday, June 10th a representative from Rocky Mountain Phoenix Fire Apparatus provided the North Sydney Volunteer Fire Department with training on the soon to be cascaded aerial apparatus from Sydney. This aerial as well was purchased from Rocky Mountain Phoenix Fire Apparatus in 2012.

Thirteen (13) of fourteen (14) light commercial support fire vehicles that were written off in the October 2016 flood have been manufactured and delivered to the Cape Breton Regional Fire & Emergency Service. The remaining vehicle is one (1) of two (2) mechanic's or fleet maintenance vehicles and is expected to be delivered in the coming weeks. The cost of replacement for all fourteen vehicles was covered by insurance reimbursement.

ORIGINAL SIGNED BY

Chris March, BBA, CFO
C.B. Regional Fire & Emergency Service
Deputy Fire Chief
Volunteer Coordinator/Manager Fleet, Training & Prevention

Chris March
Deputy Chief
Fire & Emergency Services
Cape Breton Regional Municipality



320 Esplanade
Sydney, Nova Scotia
B1P7B9
Telephone 902.574.4130
Fax: 902.564.0481
cdmarch@cbrm.ns.ca

C.B. REGIONAL FIRE & EMERGENCY SERVICE, COMMITTEE REPORT

TO: FIRE & EMERGENCY SERVICE COMMITTEE

DATE: June 7, 2017

RE: DEPUTY FIRE CHIEF/VOL. COORDINATOR, MANAGER FLEET, TRAINING & PREVENTION COMMITTEE REPORT

ADDENDUM

FLEET:

The approved 2016 new demonstrator aerial apparatus has been purchased & delivered to the Cape Breton Regional Fire & Emergency Service. Training to career personnel has been provided by the manufacturer, Rocky Mountain Phoenix Fire Apparatus and currently personnel are conducting driver/operator training. The new aerial device is scheduled to be in service by the end of June 2017.

The demonstrator aerial was being used for operator training before it was ready to be put in service when it encountered a hydraulic leak in the ladder hydraulics system. This sort of leak is common in aerial devices and as our aerial is covered as a new apparatus purchase with full warranty coverage (documentation provided) the cost of the repairs were completely covered by the manufacturer, Rocky Mountain Phoenix Emergency Apparatus. Parts costs were covered by Rocky Mountain Phoenix and The Cape Breton Regional Fire & Emergency Service, Fleet Division has been set up as a warranty provider so we are also able to bill for our Cape Breton Regional Fire mechanic's labor time.

The hydraulic repairs have been completed and the aerial device is being used again for operator training. We are targeting the end of June for the in service date.

Chris March, BBA, CFO
C.B. Regional Fire & Emergency Service
Deputy Fire Chief
Volunteer Coordinator/Manager Fleet, Training & Prevention

Aerial Apparatus Replacement:

Motion:

Moved by Councillor MacMullin, seconded by Councillor Prince, to approve borrowing in the amount of \$1,293,849.29 for the purchase of the aerial apparatus, as outlined in the staff Issue Paper, in order to facilitate the replacement of the North Sydney aerial which was damaged during the October flood.

Discussion:

It was clarified that the new aerial apparatus will be assigned to the Sydney Station and the Sydney aerial unit (which is 4 years old) will be a cascaded replacement for the North Sydney Station.

Motion Carried.



January 11, 2017

Cape Breton Regional Municipality
320 Esplanade
Sydney, Nova Scotia
B1P 7B9

Attention: Deputy Chief Chris March
Reference: Stock 101' Aerial Platform Apparatus #7416

Hi Chris!

Re our discussion about the current selling price of the stock aerial, here is the breakdown

If you were to order this exact aerial as it sits on the lot with all of the options required the Canadian dollar cost would be \$1,294,141.00 plus HST \$194,121.15
Total \$1,488,262.15.

The demo with all mods and a OKM, oHrs warranty start date is \$1,240,674.00 plus HST \$186,101.10 Total \$1,426,775.10 (incl taxes).

That's a savings of \$61,487.05 over building one and waiting 365 days to take possession of it.

If you require further clarification please give either Carey or myself a call.

Thanks!

Chris Swain
Atlantic Apparatus Sales

Fixed

#984-540



Invoice

Number: INQ15778
Page: 1
Date: 3/08/17

EMERGENCY VEHICLES, EQUIPMENT & SERVICE
6415 Golden West Ave
Red Deer, AB T4P 3X2 Canada
Phone: (403) 347-7045
Toll Free: (800) 494-4210
Fax: (403) 347-7049

Work Order: 1900011413
Invoice Document #
Held by #
Cheque: 4233 Date: March 11/17
Cheque Signed Approval: [Signature]

Sold To: CAPE BRETON REGIONAL MUNICIPALITY
accounts payable@cbrm.ns.ca
320 ESPLANDE
MUST HAVE PO
SIDNEY, NS B1P 7B9
CANADA
Attn: ALLISON CORBETT

Ship To: accounts payable@cbrm.ns.ca
320 ESPLANDE
MUST HAVE PO
SIDNEY, NS B1P 7B9
CANADA
Attn: ALLISON CORBETT

GST # 829527589 PST BC # 1052-1184 PST SK # 1814730 PST MB # 829527589 MT001

Reference - P.O. No.	Customer No.	Salesperson	Terms	Work Order
4500164539	CAP002	370	COD	19904-NS-400

Item No.	Description/Comments	Quantity	UOM	Unit Price	Amount
	FINAL BILL OF SALE FOR (1) 2015 ROSENBAUER 101' COBRA AERIAL BUILT AS SPECIFIED FOR THE CAPE BRETON MUNICIPALITY JOB: 7416 VIN: 54F3DF606FWM11276 LESS 10% DEPOSIT AT TIME OF ORDER	1.00	EA	1,240,674.00	1,240,674.00
		-1.00	EA	124,067.40	-124,067.40
CBRO GL 8299 WIO 4000001559 March 9, 2017					
Due Date		Amount Due			
3/08/17		1,284,097.59			

Comments: DUE UPON RECEIPT OF APPARATUS

Remit To:
ROCKY MOUNTAIN PHOENIX
6415 GOLDEN WEST AVE
Red Deer, AB T4P 3X2

HSTNS 167,490.99

Subtotal before taxes	1,116,606.60
Total taxes	167,490.99
Total amount	1,284,097.59
Payment received	0.00
Amount due	1,284,097.59

2017 March 9

HO

Rocky Mountain

Amount before HST	HST	Total	Rebate		Total Rebate	non-refundable tax	Net Cost
			GST Portion	PST Portion			
			100%	57.14%			
1,240,674.00	186,101.10	1,426,775.10	62,033.70	124,067.40	132,925.81	53,175.29	1,293,849.29

Cape Breton Regional Fire Chiefs Association Report

CBRM Fire Services Committee

June 19, 2017

Chair George Muise

Introduction

Vision Statement - The Cape Breton Regional Fire Chiefs Association is an organization devoted to fostering the growth of knowledge, harmony, and the efficient delivery of services within the Cape Breton Regional Fire and Emergency Services Coverage Area.

Mission Statement - The Cape Breton Regional Fire Chiefs Association will:

- (a) Provide support to all fire departments within the “Association” in an effort to enhance service delivery to the citizens of the Cape Breton Regional Municipality (CBRM);
- (b) Work within the Management Fire Advisory Committee of CBRM Fire and Emergency Services to develop policies and procedures, as well as to assist with any issues related to Fire and Emergency Services;
- (c) Communicate with Mayor and Council of CBRM, through the Deputy Mayor, Chair of the CBRM Fire and Emergency Committee or designate, on any issue related to fire and emergency services which may require discussion or possible policy development.

Composition

The “Association” membership is comprised of 34 Fire Departments within the CBRM as well as the Hazardous Materials Team. Each department is represented by the Chief, Deputy Chief and Assistant Deputy Chief of those departments and the Chief Officers of the CBRM. In addition, membership includes a representative from the Office of the Fire Marshal.

Fire Advisory Committee

The Executive will also act as a Management Fire Advisory Committee (MFAC) in accordance with policy adopted by the Director of Fire and Emergency Services. This committee will consist of the “Association” Executive, the Director of Fire Services or designate, the CBRM Fire Services Volunteer Coordinator and any additional members appointed by the Director of Fire and Emergency Services. The MFAC will meet as required by either the Director of Fire and Emergency Services or by request of the “Association” Executive.

CBRM Fire Chiefs Association Report

The CBRM Fire Chiefs Association meets every six weeks, this is an opportunity for members to bring forward any issues within their departments or global issues with CBRM Fire Services. A summary of the current issues is:

Participation/Inclusion

The CBRM Fire Chiefs Association continues to work towards being more involved with the decisions and process of the CBRM Fire Services. The Association feels that the resources available within the volunteer services are being underutilized. Having the Association represented at the CBRM Fire Services Committee is a positive step and the members are appreciative for the opportunity.

Qualifications Policy

The Association began working on updating the current Qualifications Policy in 2016. A draft was approved at a meeting of the Association and was presented to Fire Services in May, 2016. We continue to express our desire to have the policy as approved by the Association be brought to the Fire Services Committee.

Training

The Qualifications Policy requires certain levels of training for those who wish to hold various officer positions within the volunteer fire departments. The training opportunities for some of these courses has not been available for the volunteer service. The Executive of the association will begin to schedule and offer the training in Incident Command on evenings and weekends to increase the

opportunity for volunteers. The Executive will also seek to host additional training and mentoring opportunities for the volunteer service.

Critical Incident Stress

The CBRM Fire Chiefs Association will be hosting a Critical Incident Stress presentation at our meeting on June 15, 2017. The goal of this presentation is to develop a local Critical Incident Stress response team that will be available to assist peers manage stress resulting from incident response.

Fire Advisory Committee

The CBRM Fire Chiefs Association remains committed to assisting with the recommendations made during the fire service review. We will begin to establish committees to work on the following:

Specification for Rural/Urban Apparatus

Capital Plan for Apparatus Replacement

Operational Standards

Training

The association will also continue to work with CBRM Staff and Council to:

Establish operating budget for the Association as recommended in the Fire Service Review.

Implementation of software to begin the process of data collection.



M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: Fire and Emergency Services Committee

From: Deborah Campbell, Municipal Clerk

Date: June 9, 2017

Subject: Committee Meeting Dates – Proposed Amendments to RC4 Committees Policy

In accordance with the RC4 Committees Policy (see excerpt attached), the regular quarterly meetings of the Fire and Emergency Services Committee are to be scheduled on the first Wednesday of the month at 10:00 a.m. This timeframe now conflicts with the scheduling of the meetings for the *General Committee on Planning and Economic Development*.

Recommendation:

That the Fire and Emergency Services Committee recommend to Council that the RC4 Committees Policy be amended to state that when possible, meetings of the Fire and Emergency Services Committee will held on the second Wednesday of the month commencing at 10:00 a.m.

The proposed amended Policy (excerpt) is attached.

ORIGINAL SIGNED BY

Deborah Campbell
Municipal Clerk

Attachments

19. Fire and Emergency Services Committee

The Terms of Reference for the Fire and Emergency Services Committee is as follows: (Council - August 19, 2014:

Mission

The mission of the Fire and Emergency Services Committee is to manage community risk through a system of engineering, enforcement, education and consultation; and to provide a standard of emergency response meeting the defined needs of the CBRM.

Committee Structure

The Committee shall consist of five (5) members of Council. The Deputy Mayor is to serve as Chair with the annual election of a Vice Chair. Half of the Committee members are replaced annually to maintain Committee continuity.

Committee Duties

The Committee is to report to Council, carry out the requests of Council, conduct research, create draft bylaws, policies and budgets for Council's consideration, and provide an annual report to Council on the state of service delivery including recommended service direction.

Areas of Responsibility

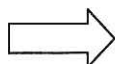
The Fire and Emergency Services Committee will accomplish their mission through their oversight and recommendations to Council pertaining but not limited to the delivery of:

1. Registration of Fire Services;
2. Registration of Emergency Service;
3. Volunteer Support;
4. Fire Service Operations;
5. Fire - Emergency Services;
6. Fire Service Prevention;
7. Fire Service Training;
8. Emergency Management; and
9. Budget.

Proposed Meeting Schedule

Meetings will be held at a minimum quarterly or more frequently as determined by the Chair. Meetings will commence on the first Wednesday of the month at 10am. The schedule is as follows:

March - Budget Proposal
June - Activities Reports
September – Activities Reports
December – Activities Reports



19. Fire and Emergency Services Committee

The Terms of Reference for the Fire and Emergency Services Committee is as follows: (Council - August 19, 2014):

Mission

The mission of the Fire and Emergency Services Committee is to manage community risk through a system of engineering, enforcement, education and consultation; and to provide a standard of emergency response meeting the defined needs of the CBRM.

Committee Structure

The Committee shall consist of five (5) members of Council. The Deputy Mayor is to serve as Chair with the annual election of a Vice Chair. Half of the Committee members are replaced annually to maintain Committee continuity.

Committee Duties

The Committee is to report to Council, carry out the requests of Council, conduct research, create draft bylaws, policies and budgets for Council's consideration, and provide an annual report to Council on the state of service delivery including recommended service direction.

Areas of Responsibility

The Fire and Emergency Services Committee will accomplish their mission through their oversight and recommendations to Council pertaining but not limited to the delivery of:

1. Registration of Fire Services;
2. Registration of Emergency Service;
3. Volunteer Support;
4. Fire Service Operations;
5. Fire - Emergency Services;
6. Fire Service Prevention;
7. Fire Service Training;
8. Emergency Management; and
9. Budget.

Proposed Meeting Schedule

Meetings will be held at a minimum quarterly or more frequently as determined by the Chair. **Meetings will commence on the first Wednesday of the month at 10am.** The schedule is as follows:

March - Budget Proposal
June - Activities Reports
September – Activities Reports
December – Activities Reports

When possible, meetings will held on the second Wednesday of the month commencing at 10:00 a.m.



CAPE BRETON REGIONAL MUNICIPALITY | OFFICE of the MAYOR

June 15, 2017

Mr. Doug Peach, Chair
Board of Directors
J.A. Douglas McCurdy Sydney Airport
Email: dpeach@ns.sympatico.ca

Dear Mr. Peach:

Re: CBRM/Sydney Airport Fire and Emergency Service Agreement

I am writing to follow-up on previous dialogue between our respective officials on the need and requirement for a CBRM/Sydney Airport Fire and Emergency Service Agreement. A meeting at the earliest opportunity would be appreciated to discuss next steps towards the agreement.

My office will be in contact with the SAA and would be pleased to host a meeting with you, your new CEO, and other officials you would like to join with me, A/CAO and CBRM officials.

As you know, CBRM fire and emergency officials, along with the Reserve Mines Volunteer Fire Department, are working on internal protocols, procedures, incident command and training requirements that will involve a formal agreement with the Sydney Airport Authority. I welcome this timely opportunity to advance next steps following your decision to establish an internal fire service for Aircraft Firefighting. Extensive work is underway and it is necessary to engage at the airport governance and operational levels as we must initiate a formal agreement and next steps prior to the Fall.

I look forward to meeting in the near future and welcome the opportunity to speak in advance to provide more background and context. Officials will also be directly engaging your new CEO to offer a briefing in advance of the governance and operational meeting request.

Warm and kind regards.

Original Signed By

Cecil P. Clarke

CPC/rfd

c: Mr. Michael MacKinnon, CEO, Sydney Airport
Marie Walsh, A/CAO, CBRM
Deputy Mayor Eldon MacDonald, CBRM
Councillor Amanda McDougall, CBRM
Councillor Ivan Doncaster, CBRM
Councillor Ray Paruch, CBRM
Councillor Kendra Coombes, CBRM
Bernie MacKinnon, Fire Chief, CBRM
Gilbert MacIntyre, Deputy Fire Chief Operations, CBRM
Chris March, Deputy Fire Chief Volunteer Support
John Dilny, Manager Emergency Management Division, CBRM
George Mulse, Chair, Fire Services Advisory Committee
Jeff Ancelet, Fire Services Advisory Committee

