

Cape Breton Regional Municipality

Fire & Emergency Services Committee

AGENDA

Tuesday, March 21st, 2017

2:00 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

Cape Breton Regional Municipality

Fire & Emergency Services Committee

Tuesday, March 21st, 2017

2:00 p.m.

AGENDA

Roll Call

1. **Election/Selection of Vice-Chair:** Deputy Mayor Eldon MacDonald
2. **Approval of Minutes:** (Previously Distributed)
 - Fire & Emergency Services Committee – May 24th, 2016
 - Fire & Emergency Services Committee – July 19th, 2016
3. **Support Facilities:** John Dilny, Manager of Emergency Management (See page 5)
4. **Committees and Working Group Activities:** John Dilny, Manager of Emergency Management (See page 21)
5. **Municipal Emergency Management Program Evaluation Report:** John Dilny, Manager of Emergency Management (See page 26)
6. **Implementation of the CBRM Fire Services Review:** Spokesperson Mr. George Muise, EMO-NS Emergency Planning Officer (See page 47)
7. **Review of Operations:** Gilbert MacIntyre, Deputy Fire Chief, Operations Manager (See page 64)
 - General Overview
 - New Station
 - Mutual Aid
 - Training
 - Fire Fit
 - Calls

Continued...

Fire and Emergency Services Committee Agenda
(Continued)
March 21th, 2017

8. **C.B. Regional Fire & Emergency Service, Committee Report:** Chris March, Deputy Fire Chief, Volunteer Coordinator/Manager Training & Prevention (See page **69**)

- Fire Service Review
- CBRM Burning By-Law
- Fire Prevention Officers
- Training
- Prevention
- Volunteer Coordination
- Fire Apparatus Purchases and Allocation 2017-2018 (Cascading)

Adjournment

Support Facilities

February 28, 2017
Directors Group

Topics

- Definitions
- Opening of Facilities
- Comfort Center Logistics
- Guidelines – Review and Considerations
- Facilities Site Assessments
- Financial

Emergency Shelters

Definition:

- Residents are unable to remain in their homes and have no other source of temporary housing
- Open at the request of the municipality
- The Shelter facility is provided by the municipality
- Operated by Red Cross through its agreement with the D.C.S.

Emergency Shelters

Definition:

- It operates on a 24/7 basis and provides all of the six emergency social services (ESS) including overnight sleeping arrangements.
- Once formally opened and approved costs covered by D.C.S.
- 10 units/25 people
- 72 hour model - Public Safety

Comfort Centers

Definitions:

- Primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, water, etc.
- Not opened with the intention of turning into an overnight shelter operation
- Comfort centers are normally opened and staffed by local volunteer organizations

Comfort Centers

Definitions:

- Not run by the D.C.S or Red Cross
- Operation costs not covered by D.C.S

Comfort Center

Types of Services:

- Hot Beverage
- Warmth
- Charging Station
- Information

Opening Emergency Shelter

- Request from Incident Commander or ECC
- Open by Red Cross at the request of Municipality and if time permits consultation with D.C.S
- Public Safety

Opening Comfort Center

- Request from ECC
 - Run by Municipality
 - Managed by EMD
 - Staffed mostly by local volunteers

Comfort Center Logistics

Comfort Centers, when opening, will need a start-up kit plus another on hand supplies needed.

Guidelines Standards

Emergency Shelters will be used to accommodate people for extended periods of time; therefore, in most cases this will change the function of the building from its original design.

Comfort Centers – does not require overnight sleeping accommodations so there is no change of use for these buildings.

*Citizens who arrive at these facilities expect they will be looked after in a safe manner.

Partners

- Public Health Agency of Canada Guidelines
- CBRM Building Official
- Dept. of Environment
- Dept. of Agriculture
- CBDHA Public Health

Recommendations

1. Availability - available and accessible 24 hours a day
2. Location - on or near a major thoroughfare
3. Large parking lot - outside yard or access to nearby parking areas
4. Large collection area to receive and process for reception

Recommendations

5. Building Accessibility for handicap or elderly
6. Insure that surface area is accessible
7. Large area suitable for serving food
8. Sanitary facilities for men and women, accessible to handicap

Recommendations

9. Shelters have a room that has a large surface area such as a gym

Minimum floor area for sleeping is as follows: 1.5 X 2.5 (3.75 sq. m.) of floor area.

When reviewing allocation of space for sleeping, every effort should be made to maintain a distance of two metres (six feet), centre to centre, between beds, bunks or sleeping bags.

Recommendations

10. Private rooms where evacuees or staff can meet
11. Running water - Wells need to be tested to meet legislative requirements
12. Rooms where people with special needs can receive care in private
13. Area to set up day care or play area for children

Recommendations

14. Storage area for equipment and supplies
15. Rest area separate from evacuees for all personnel working at Emergency Shelter
16. Room to set up telecommunication center and administration
17. Should be inspected by a CBRM Officials – annually

Recommendations

18. Life Safety Systems:
 - Fire Alarm System
 - Emergency Lighting
 - Exit Capacity
 - Exiting plan
19. Facility must be adequately ventilated during peak building usage
20. Septic System inspected by Dept. of Environment

Recommendations

- 21. Kitchen facility – If the facility has a kitchen facility then it is preferable to have a Dept. of Agriculture Inspector inspect the food preparation area prior to its use to ensure it meets the appropriate standards.
- 22. Lockable doors
- 23. Area (locker, cabinet to secure medications)
- 24. Sharps containers

Recommendations

- 25. Mask supply
- 26. Pathway to local district health authority services
- 27. All foods served in the support facility should be prepared in a Dept. of Agriculture approved facility
- 28. Persons involved with food preparation shall hold a current Food Handler Certificate

Recommendations

- 29. Handling donations of food from licensed and unlicensed donors
- 30. Food Storage
- 31. Cleaning policy – washrooms/main area
- 32. Waste Management – Municipality is responsible for waste management in an emergency

Recommendations

33. Generator

Facility must have an emergency generator or be pre-wired and/or have immediate access to one. Generator should produce sufficient voltage for heating and lighting facility.

Facilities Site Assessments

- 28 Halls – 24 visited
- 12 Inspected (5-2017, 2-2015, 5-2014)
- 12 Wells (11 tested)
- Building Accessibility – (2 not meeting code, 1 repairing)
- Generator – (11 possess, 3 installing, 10 need)
- Washrooms Accessibility – (6 not meeting code, 3 repairing)

Recommendations

Emergency Shelter/Comfort Center

- Grand Lake Road Emergency Services Center
- Reserve Mines Volunteer Fire Hall
- North Sydney Firemen's Club
- New Waterford Volunteer Fire Hall

Eligible Status

On the CBRM EMD Potential Shelters List:

- Facility Profile Questionnaire on file
- MOU that commits the organization to make their facility available to the general public during an emergency

Financial

Reserve Fund



Review and Recommendations

Support Facilities Guidelines

	RECOMMENDATIONS:	SHELTER	CENTER
1.	Availability - available and accessible 24 hours a day	Yes	Yes
2.	Location - on or near a major thoroughfare	Yes	Yes
3.	Large parking lot - outside yard or access to nearby parking areas	Yes	Yes
4.	Large collection area to receive and process for reception	Yes	No
5.	Building Accessibility for handicap or elderly	Yes	Yes
6.	Insure that surface area is accessible	Yes	Yes
7.	Large area suitable for serving food	Yes	Yes
8.	Sanitary facilities for men and women, accessible to handicap	Yes	Yes
9.	Shelters have a room that has a large surface area such as a gym	Yes	No
10.	Private rooms where evacuees or staff can meet	Yes	No
11.	Running water - Wells needed to be tested to meet legislative requirements	Yes	Yes
12.	Rooms where people with special needs can receive care in private	Yes	No
13.	Area to set up day care or play area for children	Yes	No
14.	Storage area for equipment and supplies	Yes	No
15.	Rest area separate from evacuees for all personnel working at Emergency Shelter	Yes	No
16.	Room to set up telecommunication center and administration	Yes	No
17.	Should be inspected by a CBRM Officials – annually		
18.	Life Safety Systems:		
	- Fire Alarm System	Yes	Yes
	- Emergency Lighting - requirement	Yes	Yes
	- Exit Capacity – requirement	Yes	Yes
	- Exiting plans – requirement	Yes	Yes
19.	Facility must be adequately ventilated during peak building usage	Yes	Yes
20.	Septic System inspected by Dept. of Environment	Yes	Yes
21.	Kitchen facility – If the facility has a kitchen facility then it is preferable to have a Dept. of Agriculture Inspector inspect the food preparation area prior to its use to ensure it meets the appropriate standards.	Yes	Yes
22.	Lockable doors	Yes	No
23.	Area (locker, cabinet to secure medications)	Yes	No
24.	Sharps containers	Yes	No
25.	Mask supply	Yes	No
26.	Pathway to local district health authority services	Yes	No
27.	All foods served should be prepared in a Dept. of Agriculture approved facility.	Yes	
28.	Persons involved with food preparation shall hold a current Food Handler Certificate	Yes	
29.	Handling donations of food from licensed and unlicensed donors	Yes	Yes
30.	Food Storage	Yes	

	RECOMMENDATIONS:	SHELTER	CENTER
31.	Cleaning policy – washrooms and main area	Yes	Yes
32.	Waste Management – Municipality is responsible for waste management in an emergency.	Yes	Yes
33.	Backup power (Generator) - Facility must have an emergency generator or pre wired and/or have immediate access to one. Generator should produce sufficient voltage for heating and lighting facility.	Yes	Yes



INFORMATION PAPER

TO: Fire and Emergency Services Committee
FROM: John Dilny, Manager of Emergency Management
DATE: March 13, 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 Organization Committee's working groups and Manager of Emergency Management and the various committees he chairs or serves on.

1) CBRM EMERGENCY MANAGEMENT ADVISORY COMMITTEE:

(The goal of the Emergency Management Advisory Committee is to provide guidance in the development, implementation, maintenance and evaluation and revision of emergency management programs, plans, procedures or policies that address mitigation, preparedness, response and recovery. The committee will set priorities and outline the annual objectives for the overall Emergency Management Program.)

The C.B.R.M. Emergency Management Advisory Committee shall consist of Chief Administrative Officer, the Manager of Emergency Management and the designated alternate, directors and senior managers from internal municipal departments and external partners.)

- A. **Environment Canada** - Committee members were invited to an audio-visual webex for Hurricane Season Briefing for 2016, conducted by Bob Robichaud, Environment Canada.
- B. **Municipal Emergency Management Program Evaluation** - Every two years, the Emergency Management Office of Nova Scotia [EMO (NS)] reports on the state of emergency preparedness in the province. EMO (NS) Emergency Management Planning Officers (EMPO) assess each municipality's level of emergency preparedness.

The committee met with the local EMO (NS) Emergency Management Planning Officers (EMPO) and assessed CBRM level of preparedness using the Municipal Emergency Management Program evaluation tool.

As a result of the evaluation, a sub-committee was formed to develop a telecommunications plan.



2) EASTERN ZONE EMC COMMITTEE: (Oct. 6/2016 and Jan. 19, 2017)

(To provide a consultative forum among the Eastern Zone Emergency Management Coordinators to discuss issues, develop strategic direction and enhance emergency planning and management with particular reference to the requirements of the Emergency Management Act of Nova Scotia, 1990.)

- A. **NS Public Safety and Field Communications** – gave an update on the Provincial Satellite Phone Program and checked each Emergency Management Coordinators satellite phone.
- B. **Municipal Evaluation** – Evaluation should be ready to submit to EMO NS by the end of March 2017.
- C. **Joint Emergency Preparedness Program** – No new developments on the possible replacement of this program.
- D. **Training** – The online Basic Emergency Management Course is available.
- E. **Presentation** – Bruce MacDonald, Eastern Zone, NS Health Authority did a presentation on the role and responsibilities of the NS Health Authority.

3) CBRM Mobile Command Post Working Group:

- A. Mobile Command Post and tow vehicle sent to manufacturer for upgrades.
- B. Site visit to manufacturer to inspect upgrades.

4) PROVINCIAL EMERGENCY MANAGEMENT COORDINATORS EXECUTIVE COMMITTEE:

A. Online Basic Emergency Management Course

Available on line.

B. Public Alerting

A test of the system was conducted in June 2016.



C. **Emergency Management Coordinators/Department Emergency Planning Officers Workshop**

Discuss agenda for November workshop.

5) **CBRM Support Facility Working Group:**

- A. Conducting site visits to gather data on facilities that might be used as Emergency Shelters or Comfort Centers.

6) **CBRM EMERGENCY FIRST RESPONSE COMMITTEE:**

(Establishes and maintains emergency response procedures and identifies required equipment and resources through discussion and exercises.)

- A. **TMR Exercise** – a meeting was held on May 30, 2016 to identify functions in most need of exercise with NS Public Safety and Field Nova Scotia. It was determined that more training was needed with the volunteer fire departments before proceeding with an exercise. Training sessions were held in June.
- B. **ICS-200** – conducted ICS-200 training for internal and external partners.
- C. **Port of Sydney** – attended a meeting by Port of Sydney for coordinating a plan to ensure that all facilities and port users are prepared to react to an emergency situation.
- D. **Sydney Airport** – Attended a debriefing on **EXERCISE "CAPER VIII"**
- E. **Protocol Interoperability** – Sydney Airport Authority and CBRM Communication Center met to discuss on how to improve communication during an incident at the Airport.

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. Emergency Management Bulletins regarding Fort McMurray Fire
2. Tropical Storm Colin – June 8th & 9th , 2016



3. Hurricane Matthew (Thanksgiving Day Storm) – Oct. 2016 – Activated the Emergency Coordination Center and Situational Awareness briefings and Emergency shelter/comfort centers were established for this event. Recovery Briefings were established for this event as well.
4. Wind & Rain Event – Oct. 21, 2016 - Activated the Emergency Coordination Center and Situational Awareness briefings were established for this event.
5. Wind & Rain Event – Oct. 28th, 2016
6. Weather System - Nov. 27th, 2016
7. Weather System - Nov. 30th, 2016
8. Winter Storm System – Dec. 1 & 2 –
9. Winter Weather System – Dec. 12-13, 2016
10. Winter Weather System – Dec. 15-18, 2016
11. Special Weather Statement and Wind Warning – Dec. 24-28, 2016
12. Winter Weather System (Wind and Rain Warning) – Dec. 30, 2016
13. Special Weather Statement – Jan. 01-03, 2017
14. Winter Storm System (Wind Warnings) – Jan. 4, 2017
15. Winter Storm System – Jan. 6-8, 2017
16. Winter Storm System – Jan. 24-25, 2017
17. Winter Storm System – Feb. 8, 2017
18. Winter Storm System – Feb. 9, 2017
19. Major Winter Storm System - February 12-14th 2017, Situational Awareness briefings were established for this event and audio/visual conferences were held with EMO NS and Environment Canada.
20. Winter Storm System – Feb. 16, 2017
21. Rapid Snowmelt Potential – Feb. 25-26, 2017
22. Special Weather Statement – Mar. 10, 2017
23. Major Winter Storm – Mar. 14-15, 2017

John Dilny

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



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8) Manager of Emergency Management

- Instructed on ICS-200 training.
- Participated in a TMR2 Threat Risk Assessment for CBRM with the province.
- Attended an information session by Pictometry Canada
- Participated in an information session by EMO NS on DISASTERLAN Emergency Management Software
- Participated in a information briefing by EMO NS and Joint Task Force Atlantic on Exercise Staunch Maple 2017 which will occur in April of 2017
- Planed an exercise with Sydney Airport Authority
- Participated in a Webinar with EMO NS to test the internet enabled communications processes we typically use to share Weather and Situational Awareness information during emergency events.
- Participate in Marine Atlantic's annual security/emergency management exercise on November 23
- Attended EMO Meeting CBRM /Eskasoni/Membertou Nov. 21, 2016 & Feb. 6, 2017
- Updating Recovery Plan
- Attended orientation session for new Council
- Facilitated a tabletop exercise for CBU

Original Signed By

John Dilny,

Manager of Emergency Management

Municipal Emergency Management Program Evaluation

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Introduction

Every two years, the Emergency Management Office of Nova Scotia [EMO (NS)] reports on the state of emergency preparedness in the province. EMO (NS) Emergency Management Planning Officers (EMPO) assess each municipality's level of emergency preparedness.

The Emergency Management Act (EMA) of Nova Scotia requires that all municipalities have:

- an Emergency Management Organization;
- an Emergency Bylaw;
- an Emergency Plan;
- an Emergency Management Coordinator; and
- a Standing Committee of Council.

Unfortunately, meeting these requirements does not mean that your municipality is *prepared* for an emergency. Emergency preparedness is a continuous cycle of planning, testing, training and evaluation, which, to be truly effective, must be part of the municipality's day-to-day business.

The evaluation tool presented here will help your municipality better prepare for its emergency responsibilities. It is intended to guide your emergency management activities and ensure that all aspects of planning and preparation are considered. EMO (NS) staff will use this tool when working with you to develop their report on the state of emergency preparedness.

Why EMO (NS) uses this approach

Traditionally in Canada emergency management programs have been assessed "after the fact". When an emergency situation has been resolved, the performance of the management structure is measured through a debriefing. After an exercise or simulation has been completed, a debriefing and an assessment are conducted. EMO (NS) has adopted the view that municipal and provincial emergency management processes should be *forward* looking. They should anticipate difficulties and treat them before they become operational impediments. Our measurement methods need to monitor the development of systems and not just their performance.

Put another way, measurement of "how we are doing" in emergency management needs to answer these questions:

- Is the municipality compliant with the law?
- Do the solutions proposed by the municipal emergency plans and procedures have a reasonable chance of working?
- On what areas should a municipality concentrate in order to establish due diligence in its emergency management system?

To answer these questions, we need to understand what constitutes a diligent emergency management system; what activities give it a reasonable chance of working; and we need a way to measure our progress toward achieving a diligent system.

How this evaluation and planning tool works

The evaluation and planning process used in this document assumes that a diligent emergency management system has the following characteristics:

- Written policy statements are developed and implemented and endorse compliance with laws, internal operating procedures and best management practices.
- Managers and coordinators are appointed and are equipped with the awareness, knowledge and skills required to reasonably fulfill their duties and responsibilities.
- There is on-going training of staff in the awareness, knowledge and skills required to effectively perform their functions.
- Equipment and facilities are adequate and accessible.
- Emergency Response Plans (ERP) are established and aligned with the Incident Command System (ICS) and are updated with sufficient frequency to be current and applicable.
- Risk reduction programs are established and are maintained through regular and continuous monitoring, maintenance and reporting.
- There is timely communication of program information, notices and reminders.
- Record keeping and the documentation of systems and events are orderly and systematic.

These ingredients can also be called *outcomes*. An *outcome* is the result of a program. It is the difference between what exists now and what exists after the program. Outcomes can also be called goals or objectives. The list of characteristics above is the list of outcomes that a municipality should achieve in its emergency preparedness program.

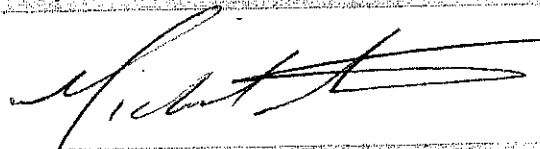
This evaluation tool asks you to determine whether a number of *outputs* have been achieved. An output is an indicator of progress toward an outcome. Outputs can always be measured in some way. Outputs can also be called performance indicators or deliverables. The key point to remember is that outputs contribute to outcomes. Here is an example.

Outcome	Outputs
▪ The municipality is compliant with the Emergency Management Act	▪ There is a plan. ▪ There is a by-law. ▪ There is an EMC. ▪ There is a local EMO. ▪ There is a standing committee of council.

In order to determine whether your municipality is achieving these outcomes, we have developed the following measurement tool, which proposes a number of performance indicators, or *outputs*, which we believe that municipalities need to achieve in order to have a diligent emergency management system.

This document will be completed by the EMPO after reviewing the document with those involved in the municipality's emergency preparedness program. The EMPO, based on his/her experience with the municipality, will provide a report outlining the results of the evaluation.

Municipal Emergency Preparedness Evaluation

Municipality's Name	Cape Breton Regional Municipality
Chief Administration Officer	 Dec 23/2016
Municipal Emergency Management Coordinator	John Diney 15 Dec 2016
Provincial Emergency Management Planning Officer	

Date

A. Commitment

Commitment outcomes measure the priority the municipality has attached to emergency preparedness and its presence as a continuing business activity.

<u>Municipality complies with the <i>Emergency Management Act</i>:</u> ☒ Appointed a Standing Committee of Council* ☒ Approved Emergency Management By-Law* ☒ Approved Emergency Management Plan* ☒ Appointed Emergency Management Coordinator* ☒ Established Emergency Management Organization (EMO)*	
<u>Municipality has demonstrated commitment through budgetary and other resource measures:</u> ☒ There is an annual budget for emergency preparedness ☐ One or more of the following exists or is under active development: ☒ Mutual aid agreement ☒ Memorandum of understanding ☒ Any other agreement with another municipality to share resources in an emergency	
<u>Municipality demonstrates executive leadership by:</u> ☒ Arranging Mayors and Elected Officials training for new members ☒ Conducting at least two meetings of Standing Committee of Council every year ☒ Having a bylaw dated November 1, 1990, or later	
<u>Municipality demonstrates senior management leadership by:</u> ☒ Having an emergency management planning committee ☒ Ensuring the emergency management planning committee meets at least three times per year ☒ Ensuring senior municipal staff knows authority structure in an emergency	
<u>Total Score for Commitment</u>	

B. Direction

Direction outcomes state the degree to which the emergency preparedness program is founded on clear policy that is based on good practice and is widely circulated.

<u>Municipality has established a structure to direct its planning.</u> ☒ There is an Emergency Management Planning Committee. ☒ An Emergency Management Coordinator has been appointed. <i>This is a mandatory outcome ...a score of less than 2 results in an automatic poor rating.</i>	
<u>Municipality states its emergency planning direction:</u> ☒ There is a written emergency plan. ☒ Council has approved the plan. <i>This is a mandatory outcome ...a score of less than 2 results in an automatic poor rating.</i>	
<u>The direction reflects good practice by:</u> ☒ Defining emergency authority structures. ☒ Adopting Incident Command System structure for both the site and the ECC. ☒ Defining a process to inform EMO NS on any event or emergency as required by the EMA? An "emergency" means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province.	
<u>The direction established by the plan has been communicated by distribution of the plan to:</u> ☒ Planning committee members. ☒ ECC Members. ☒ Key participating agencies as defined by the emergency plan.	
<u>The plan provides current direction by:</u> ☒ Having been reviewed by Council or the Standing Committee within the last 3 years. ☒ Having a mechanism to ensure all plan holders are informed of revisions.	
<u>Total Score for Direction</u>	

C. Coverage and Depth

Coverage outcomes measures how well the emergency management program relates to the environment in which it exists and whether it has an appropriate technical foundation.

<u>The plan has an appropriate technical context:</u> ☒ A hazard analysis has been conducted in last 5 years. ☒ The hazard analysis was completed in conjunction with other key stakeholders. ☒ Specific hazard contingencies plans have been developed where appropriate. ☒ Resource availability and deficiencies are identified.	
<u>The plan is integrated:</u> ☒ Key stakeholders were consulted during the plan's development. ☒ The plan describes how other agencies are to be supported and/or how they will support the municipality. ☒ Key Stakeholders are listed in the callout procedures.	
<u>The plan has the following components:</u> ☒ Table of Contents. ☒ Authorities (By-Law, Emergency Management Act) ☒ Hazard analysis. ☒ Organizational chart and authority structure. ☒ Roles and responsibilities of municipal departments and other agencies. ☒ ECC description and procedures. ☒ Contact list and contact procedure (e.g. fan-out). ☒ Telecommunications plan. ☐ Public information plan. ☒ Post-emergency responsibilities.	Public Information Plan to be develop <i>Om</i>
<u>Total Score for Coverage and Depth</u>	

D. Testing and Review

Emergency plans and procedures have no validity unless they are tested, and the testing has no validity unless it exists in an appropriate context.

<u>The plan has received at least minimal review:</u> ☒ The plan was created or revised in the last three years.	
<u>The plan is tested:</u> ☒ There has been an exercise of the plan in the last three years. ☒ The exercise concluded with a debriefing session for participants. ☐ The exercise included three or more of the following: ☒ Municipal employees. ☐ Members of Council. ☒ Provincial employees. ☒ Non-governmental organizations. ☐ Industry. ☐ The public. ☒ Key stakeholders. ☐ One or more of the following has been conducted in the past two years: ☐ Full-scale exercise. ☒ Table top exercise involving most or all ECC staff. ☐ Evacuation exercise. ☐ One or more of the following has been conducted in the past year. ☐ EMO issues on staff meeting agendas ☒ Public Information, telecommunications, fan-out or other component exercise. ☒ Plans are reviewed after each exercise.	ECC members will be required to participate in an exercise 2017
<u>The review process is consistent with the planning process:</u> ☒ The review includes hazard analysis revision every five years. ☒ Reviews include key stakeholders.	
<u>The review process has outcomes:</u> ☐ One or more of the following has occurred as a result of a review: ☒ More training for key individuals. ☒ Plan or procedures have been revised. ☒ Additional resources have been acquired directly or through agreement.	
<u>Total Score for testing and review</u>	

*CONSIDERATION
Should be given
to include
electro official
in their defined
role during
exercises.*

cm

E. Public Information and Telecommunication Plan

Adequate telecommunications assets and processes combine to make these critical outcomes of the emergency management program.

<u>The Municipality has an Emergency Public Information Plan.</u> ☐ An emergency Public information plan forms part of the municipal emergency plan. ☐ Key stakeholders have a copy of the plan.	TBD Con
<u>The Emergency Public Information Plan contains the essential elements.</u> ☐ The plan was developed in consultation with key stakeholders. ☐ The plan has all of the following: ☐ A strategy for raising and reinforcing public awareness of the potential for emergencies. ☒ The municipality has appointed an emergency public information officer. ☐ The public receives consistent information and advice from your jurisdiction in regards to emergency preparedness. ☐ The municipality has a public alerting/warning program. ☐ The municipality has agreements in place with various local media for the purpose of public information. ☐ The public information strategy has been discussed with emergency service providers.	Public Information Plan to be Develop Con
<u>Emergency Telecommunications Plan</u> ☒ The Municipality has an Emergency Telecommunications Plan ☒ The telecommunications plan specifies an update and exercise schedule. ☒ The telecommunications plan has been created or revised in the past two years. ☒ There has been a telecommunications capacity test in the last year. ☒ TMR2 Radios are accessible and appropriate staff are trained in their use.	
<u>Total Score for Telecommunication Pan</u>	

F. Prevention and Mitigation

The best-managed emergency is the one that is avoided completely. The prevention and mitigation outcome measures show the extent to which basic risk reduction is part of the emergency program.

<u>The municipal emergency preparedness program includes prevention and mitigation as continuing components.</u> ☒ There is a schedule for hazard analysis. ☒ The EMC advises the Planning committee on new hazards. ☒ Municipal planning processes include emergency management issues in such matters as development approvals, land use strategies and similar processes. ☒ There is a mechanism by which the public is informed, in advance, of measures that are likely to improve their safety during an evacuation or other aspects of emergency operations. ☒ The municipality participates with the private sector industry in cooperative or joint ventures that are intended to prevent emergencies or mitigate their effects.	Next Hazards Analysis review is scheduled for 2017
<u>Total Score for prevention and mitigation</u>	

G. Operational review

Similar to testing, operational reviews allow valuable lessons to be learned and appropriate change to be made.

<u>Plans and procedures are subject to post-operational review.</u> ☒ There has been an emergency operation after which the plan or its procedures were reviewed; OR there is a policy to review the plan or procedures after each emergency operation. ☒ A "near emergency" can or has generated a review.	
<u>Operational review process is consistent with the planning process.</u> ☒ Reviews involve the key stakeholders. ☒ Reviews include validation of hazard analysis.	
<u>Operational reviews examine core issues.</u> ☒ Causes of the incident. ☒ Adherence to plans and procedures by the organization. ☒ Validity of plans and procedures. ☒ Adequacy of training. ☒ Availability of appropriate resources.	
<u>Operational reviews have outcomes</u> ☒ Results of reviews are published and distributed to stakeholders. ☒ Results of reviews include recommendation for change with a time period identified to implement the change. ☒ One or more of the following have occurred as a result of an operational review: ☒ Plans and/or procedures have been amended. ☒ New training needs have been identified. ☒ Resource deficiencies have been identified.	
<u>Total Score of operational plan</u>	

H. Alerting, Call-Out and Plan Implementation

An emergency cannot be managed unless there is early recognition that an emergency exists and that the correct response is implemented in an appropriate manner.

<u>The Municipality has an emergency assessment system</u> ☒ There are procedures to allow first responders to differentiate between "routine" and "major" emergencies and notify the EMC. ☒ The emergency plan clearly outlines the authority for the activation of the Emergency Plan in whole or in part.	
<u>There is an efficient, tested alerting system</u> ☒ There is an alert list that has been revised within the last year. ☒ Key members of the emergency management team can have alternate means for being called out (e.g. radio, pager, cell) ☒ The callout procedure prescribes a standard message to be used for calling back key staff. ☒ The call out procedure is available 24/7 through a dispatch centre, answering service or similar system.	
<u>There are written procedures to implement a coordinated response</u> ☒ There is a written procedure to open the emergency coordination centre (ECC). ☒ There are lists of initial actions to be taken by each person in the ECC OR the Incident Command System has been implemented in the ECC where duties are already prescribed. ☐ There is a written procedure to establish an Incident Commander at the site if one does not emerge or needs to be replaced.	
<u>Total Score of Alerting, Call-out and Plan Implementation</u>	

*Incident
COMMANDER
Policy should
be established
com*

I. Resources

Resources consist of people, facilities, equipment and supplies. These outcomes show the municipality's progress toward identifying and acquiring the appropriate resources.

<u>The appropriate personnel have been identified</u> ✓ There is an alternate to the EMC. ✓ Key stakeholders are represented on the EMO Planning Committee. ✓ Fire, Police, Public Works have trained Incident Commanders.	Public Works could have more trained Incident Commanders
<u>There are designated emergency management facilities</u> ✓ There is an emergency coordination centre. ✓ It is reasonably secure from local hazards. ✓ It has back-up power. ✓ It has the telecommunications facilities specified by the emergency telecommunications plan.	
<u>Comfort centre and or shelter program</u> ✓ Community facilities are available in a reasonable time by mutual aid agreement or service contact. ✓ Municipality maintains a list of facilities. ✓ The procedures for activating these facilities are documented and circulated.	
<u>Total for Resources</u>	

J. Emergency Management Training

Emergency management training assists in emergency preparedness, including the development of plans, and the operation of emergency management facilities.

<u>There is a basic level of training for the emergency coordination centre group and</u> ☒ The EMC has taken or is scheduled to take: ☒ Basic Emergency Management ☒ ECC Management ☒ ICS 100 ☒ ICS 200 ☒ ICS 300 ☒ The alternate EMC has taken or is scheduled to take: ☒ Basic Emergency Management ☒ ECC Management ☒ ICS 100 ☒ ICS 200 ☒ ICS 300 ☒ Members of the ECC group have taken or are scheduled to take: ☒ Basic Emergency Management ☒ ECC Management ☒ ICS100 ☒ ICS 200 ☒ The individual designated as the ECC Commander / Manager has taken or is scheduled to take: ☒ Basic Emergency Management ☒ ECC Management ☒ ICS 100 ☒ ICS 200 ☒ ICS 300 ☒ Members of the Executive Committee have participated in the Mayors and Elected Officials Orientation (MEO) <i>since the last municipal election.</i>	BEM will be available to take online in Oct. 2016 ICS-200 and ECC Management Course are scheduled for the ECC Group to take in 2016/1017
<u>Training is established as a program element for the municipal Emergency Management Organization</u> ☒ There is a training budget. ☒ There is an EMO training strategy to address the training needs of municipal staff. ☒ The EMC or alternate routinely attends the annual EMC/DEPO workshops. ☒ The Planning Committee establishes annual training requirements for members of the Municipal EMO.	
<u>Total Score for Training</u>	

**Fire and Emergency Services Committee Agenda
(Continued)
March 21th, 2017**

5. **Fire Services Review Update** – Spokesperson Mr. George Muise, EMO
Emergency Planning Officer (See page 14)

6. **EMO Support Facilities:** John Dilny, Manager of Emergency Management
(See page 31)

7. **EMO Nova Scotia Municipal Evaluation Report:** John Dilny, Manager of
Emergency Management (See page 47)

Adjournment

IMPLEMENTATION OF THE CBRM FIRE SERVICES REVIEW

**Report by George Muise,
Appointee of Minister**

**CBRM Fire & Emergency Services Committee
March 21, 2017**

FIRE SERVICES REVIEW

INTRODUCTION - Recommendation Implementation

Many of the recommendations made in the report from Manitou will require data collection and/or research to ensure that informed decisions are made in regards to the recommendations as presented. Some will require significant time before recommendations can be made to Council for consideration.

Recommended Action:

CBRM Council establish a Fire Advisory Working Committee comprised of Minister Appointee, the Chief Financial Officer, Fire Service Administration/Management, CBRM Fire Chiefs Association (representing the volunteer component), and IAFF (representing career firefighters). This committee will work on implementation of the plan within the fire service. The committee should report to Council through the Fire & Emergency Services Committee.

FIRE SERVICES REVIEW

1. A municipal bylaw or regulation to empower Fire Administration to fulfill their duties;

- Direct authority brings responsibility which could be a major financial impact;
- Current career volunteer ratio (13:1) ;
- Supervision/monitoring would be a challenge for current management structure;

Recommended Action:

This issue should be deferred pending CBRM-wide consultation and consideration.

FIRE SERVICES REVIEW

2. Setting of standards for service delivery to include training requirements, staffing, and response times objectives

- Essential to the future of CBRM Fire Services
- Data collection and review required
- Developed with understanding of the various service delivery models (Urban vs Rural)

Recommended Action

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop policy and implement a program for data collection with the end goal being the development of Service Delivery Standards to be presented to Council for consideration.

FIRE SERVICES REVIEW

3. A path toward greater integration of service, to include reducing the number of departments and fire halls in accordance with a set of transparent and agreed upon criteria.

- Reducing the number of fire stations at this time is premature.
- Data collection and review is required.

Recommended Action:

CBRM Council direct staff to conduct an infrastructure assessment of existing fire stations. This assessment would include but not be limited to facility condition, location in relation to area served, proximity to neighboring stations.

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop a policy for automatic aid for responding to structure fires or other major incidents.

FIRE SERVICES REVIEW

4. A centralized recruitment capability should be launched to assist departments in making contact with potentially interested future members.

- Recruitment is an identified challenge facing the fire service today.
- Also recognized during the initial provincial fire service review.
- Recruitment should not be hampered by fire service boundaries.
- Recruitment efforts should identify and target additional community demographics.
- Recruitment efforts should be in conjunction with the Provincial review.

Recommended Action

CBRM Council provide \$10,000 annually for fire service promotion aimed at targeting new recruits. This fund should be vetted through the CBRM Fire Chiefs Association.

FIRE SERVICES REVIEW

5. "The CBRM should provide funding for a recording secretary and establishment of a web page for the Chief's Association. A web page should be established that would contain copies of minutes and other documents of interest. Social media should be used to facilitate information sharing between fire department members, Fire Administration and the public."

- Funding for a recording secretary is not required.
- Web page would greatly enhance information sharing.

Recommendation

CBRM Council provide a grant of \$5000.00 annually to the CBRM Fire Chiefs Association to be used for association business and the maintenance of an association web page.

FIRE SERVICES REVIEW

6. "Evaluate the feasibility of implementing an on-duty platoon in rural areas of CBRM. When personnel are unable to commit, the next closest agency should be dispatched on the initial alarm. This could be pursued after regional or CBRM-wide operating procedures are produced and adopted by the affected organizations."

Additional data is required as well as research into the costing of implementation.

Recommended Action:

This issue should be deferred for future consideration.

FIRE SERVICES REVIEW

7. "Use NFPA 1710/1720 to determine minimum staffing levels for structural fire response. Performance criteria may be locally developed, but should be informed by collection and analysis of data on numbers of personnel responding and their time of arrival on the scene of incidents."

- Sufficient staffing levels for structure fire response is essential to response efficiency, effectiveness and firefighter safety.
- Standards much be achievable.

Recommended Action:

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop an issue paper which will research NFPA 1710/1720 and make recommendations to council on service delivery tailored for CBRM.

FIRE SERVICES REVIEW

8. "Begin standardizing specifications for critical equipment including SCBA, turnout gear, hose, and identification. Departments must be required to purchase the approved equipment."

- Standardized equipment has budget advantages as well as advantages with interoperability and familiarization.
- Equipment of the fire service manufactured with the same basic specifications. Different brands may offer unique features.
- Currently fire departments make purchases based past experience, brand loyalty, best price.

FIRE SERVICES REVIEW

8. continued...**Recommended Action:**

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop policy for standardizing specifications for critical equipment.

CBRM Council direct staff to develop an issue paper which researches the issue of "warehousing" and make recommendations to council.

FIRE SERVICES REVIEW

9. "CBRM Fire Services need to move toward regional credentialing, permitting command officers to serve outside their Department. The integration of services requires that departments think of themselves as part of CBRM Fire Services, even if they retain shared identity of their Department. Standardization of procedures, equipment, and personnel qualifications are basic steps that need to be completed as soon as practical."

Personnel resources should be able to move within the regional municipality. Sharing experience and knowledge will add great value to the service being delivered.

Recommended Action:

CBRM council direct staff, in collaboration with the Fire Advisory Committee, to develop guidelines in regards to establishing a Command Team which would be available to assist with the command function at major fires and/or incidents.

FIRE SERVICES REVIEW

10. "Conduct a needs analysis for all records and relevant criteria to be maintained by each department. The list should encompass, at a minimum, the categories of personnel records, budget, calendar and activities, incident reporting, training and certification, vehicle and equipment inventory and maintenance, and shift scheduling module."

This information is critical to reducing liability and will help with any decision process aimed at improving fire service delivery. The system used must be user friendly and supported by administration.

Recommended Action:

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop an issue paper that researches related programs which could be implemented to address the issue of records management and provide recommendations to Council.

FIRE SERVICES REVIEW

11. "Evaluate simple measures for capturing critical 9-1-1 data, including individual unit response time, staffing on each apparatus, and outcomes of incidents (actual situation found). Some of this information is recorded now, but in a free text format, making it difficult for analysis."

"Evaluate feasibility and challenges to integrating volunteer status monitoring software into system management. Knowing the availability of volunteers and their proximity to alarms can help mobilize mutual aid and keep management informed of areas that may need support. If collected over time, could inform automatic aid policies and potential staffing decisions for career personnel. Monitoring this information in real time could fall to the 9-1-1 Centre, the Platoon Chief, and Deputy Chief of Operations."

FIRE SERVICES REVIEW

11. continued...

Recommended Action:

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop an issue paper on implementing software to capture the data required.

FIRE SERVICES REVIEW

12. "While we recognize the concerns of "downloading" fiscal responsibility by the Council, we believe that MFR is a valuable community service and consistent with their neighbour-helping-neighbour orientation. At a minimum, the fire service in CBRM should respond at Level 2: Notify my department/agency if requested by the responding paramedics. We believe the cost of providing the service, especially when viewed as an increment above current costs being spent (regardless of source), is worthwhile."

- Fire service support to EMS is a valuable service which augments emergency care to residents especially in rural areas.
- Equipment and training associated with MFR is paid by the province.
- Currently the province provides funds to help support the volunteer fire service, MFR, License Plate, Tax Credit, ESP Fund, TMR2, etc.

FIRE SERVICES REVIEW

12. continued...

Recommended Action:

CBRM Council should consider rescinding the current motion.

FIRE SERVICES REVIEW

13. "The SAA has committed to continued compliance with federal mandates in regards to emergency planning. A significant event on the aerodrome or land-side property would involve response of multiple fire departments. As such, these aspects of the emergency planning must be included and exercised in a robust fashion. These commitments should include training for those personnel reasonably expected to respond to an incident."

We agree that response to an incident at the Sydney aerodrome or surrounding area involving an aircraft requires specialized equipment and training. This type of response is outside of the "normal" response provided by the departments which may be called upon to respond.

Recommended Action:

CBRM Council direct staff to work , in collaboration with the Fire Advisory Committee, on issues regarding support or service delivery to the Sydney Airport Authority.

FIRE SERVICES REVIEW

14. "Work with the Nova Scotia Fire School to assemble a minimal set of props that would enable CBRM to host their own Firefighter 1 classes using existing facilities. This is an important step to improve local capacity."

We agree that firefighter training should be done at the local level. We believe that we have the ability to provide qualified and experienced instructors. The investment in the additional props required would result in future savings.

Recommended Action:

CBRM Council provide \$100,000.00 to acquire the additional props and installation needed to conduct all aspects of Level One Firefighter here in CBRM.

FIRE SERVICES REVIEW

15. "In the medium term, if a funding model can be developed, the municipality may opt to go forward with construction of a dedicated training facility. Based on our analysis we believe that a basic facility could be constructed, possibly utilizing an existing fire hall and adjacent land."

- Live Fire Training Unit already purchased;
- Existing facility may be available to reduce cost;

Recommended Action:

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop an issue paper in regards to this recommendation which would present options and cost analysis for the construction of a dedicated training facility.

FIRE SERVICES REVIEW

16. "The Municipality should consider implementing a residential sprinkler system bylaw for new construction. In addition, a voluntary retrofit program to install sprinklers in rural areas should be evaluated."

- Residential sprinkler systems have been proven to have a significant impact on fire losses in the areas that have implemented such a by-law. In many areas damage has been limited to 10% of the property and many areas have reported no fire fatalities.

Recommended Action:

CBRM Council direct appropriate staff to develop an issue paper which will identify the pros and cons of a residential sprinkler system and make recommendations to Council.

FIRE SERVICES REVIEW

17. "CBRM should start a dual-specification program, whereby an urban/suburban and a rural specification are developed. This would create a de facto standard for new apparatus in the Municipality. It would also assure that specifications appropriate to rural areas were appropriately considered. Such specifications should be developed for engines and tankers, and a new apparatus should be specified to standardized details to allow more standardized training and more common operations."

- Geographic differences in response areas in CBRM means that one apparatus type may not be applicable to all situations.
- A dual specification program would allow for the differing needs between urban and rural to be addressed.

FIRE SERVICES REVIEW

17. continued...

Recommended Action:

- Council direct staff to work, in collaboration with the Fire Advisory Committee, to develop a specification program for both urban and rural fire apparatus.

FIRE SERVICES REVIEW

18. "A capital replacement plan for fire apparatus should be developed and funded appropriately. Based on a rough analysis, 3-4 major apparatus and 2 support vehicles would need to be purchased annually. Assuming new vehicles were purchased using a CBRM specification or minimum standard, and assuming purchase of some administrative or support vehicles, this would amount to \$1.3 million annually. Over time, the plan may be adjusted to account for a reduced apparatus fleet."

- This recommendation is subject to the dual specification policy mentioned previously.
- Long term planning is critical to ensure the most efficient and effective policy.
- Current process of cascading has worked but may not be the most beneficial over the long term.

FIRE SERVICES REVIEW

18. continued...

Recommended Action:

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop a 5 year plan for apparatus replacement. This plan should include pumpers, tankers and support vehicles. The plan should also reflect the difference in specifications between rural and urban vehicles.

CBRM Council direct staff to explore the benefits of a long term purchasing agreement for the life of the plan.

CBRM should prepare to commit up to \$1.5 million annually over the life of the 5 year plan.

FIRE SERVICES REVIEW

19. "Based on the evolving model of service delivery, we recommend that fire tax rates be reduced to three rates:

- Urban. The urban rate would continue to reflect much of the costs of the all-career Sydney Fire Department.
- Suburban. The suburban rate would encompass those departments with composite staff, and those adjacent to Sydney that receive regular response.
- Rural. The remaining fire departments within the system.

Recommended Action:

CBRM Council direct staff to develop an issues paper in relation to the fire tax rate and make recommendations to Council.

FIRE SERVICES REVIEW

20. "Although CBRM has not established service-level standards, we recommend that they do, and offer the following as a starting point. Departments that want to offer interior fire suppression services must:

- Provide and average of 5 interior-trained firefighters on reported structure fire incidents on scene within 5 minutes of the first unit arriving on scene.
- Maintain a roster of 10 interior-trained personnel in their department.
- Certify that breathing apparatus are serviced and inspected regularly per manufacture's requirements.

FIRE SERVICES REVIEW

20. continued...

Agencies that are unable or unwilling to meet these requirements should be designated as "exterior/defensive" fire services. They should not be dispatched to reported structural fires unless another department that can provided the service is sent on the initial alarm. Such departments do not need elaborate firefighting equipment and should have apparatus to support the missions they have, including exposure protection, brush fires, and outside fires."

Recommended Action:

CBRM Council direct staff, in collaboration with the Fire Advisory Committee, to develop guidelines for service level standards for interior (offensive) and exterior (defensive) operations.

FIRE SERVICES REVIEW

21. "Hire two civilian positions. Both positions could be titled as "Management Analysts". These two positions would be devoted to volunteer liaison, apparatus specification development, and providing direct support to training efforts."

Recommended Action:

CBRM should consider hiring an individual to administer the Fire Service Training program.

FIRE SERVICES REVIEW

22. "A great deal of knowledge about the system and its administration is resident in the Administrative Assistant. It is important that a transition process be developed to capture that knowledge held by the current Administrative Assistant."

Recommended Action:

CBRM should take action for succession planning for the Fire Service Administrative Assistant.

FIRE SERVICES REVIEW

23. "Revise current legislative and grant management policies to explicitly ensure funds provided by the CBRM to each department are linked to equipment that is relevant to the scope of service provided."

Recommended Action:

Revisions to the current grant policy should be deferred to a later date as many of the recommendations will affect any final decision.

FIRE SERVICES REVIEW

Specialty Services

Currently Specialty Services provided by the volunteer fire departments are not included in budgets or grant provisions. These service include but are not limited to:

1. Vehicle Extrication
2. Water and Ice Rescue
3. High Angle Rescue

Recommended Action:

CBRM Council provide \$100,000 annually for maintenance, repair, and certification for Specialty Services. These funds should be vetted through the Fire Chiefs Association. This is a temporary initiative until the grant policy is reviewed.

FIRE SERVICES REVIEW

CONCLUSION - Recommendation Implementation

Many of the recommendations made in the report from Manitou will require data collection and/or research to ensure that informed decisions are made in regards to the recommendations as presented. Some will require significant time before recommendations can be made to Council for consideration.

Recommended Action:

CBRM Council establish a Fire Advisory Working Committee comprised of the Minister Appointee, Chief Financial Officer, Fire Service Administration/Management, CBRM Fire Chiefs Association (representing the volunteer component), and IAFF (representing career firefighters). This committee work on implementation of the plan within the fire service. The committee should report to Council through the Fire & Emergency Services Committee.



General Overview:

The career operations of the Cape Breton Regional Fire & Emergency Services consists of 63 personnel, S1 working in the "core" area operating 6 different pieces of equipment. They operate on a 4 on 4 off schedule with 4 different platoons. Each platoon has a Platoon Chief, Deputy Platoon Chief, two Captains and minimum of 7 fire fighters, working out of two stations. Their shifts run two days, followed by a 24 hour off period and then two night shifts. Another 12 fire fighters are spread out between three outside stations, North Sydney, Glace Bay and New Waterford, as support for those volunteer departments. These fire fighters follow the same schedule as the "core" personnel, with only one on duty at a time, and report to their respective Platoon Chief.

Operations also includes two mechanics, currently working out of 297 Townsend Street. These mechanics are responsible for 10S front line apparatuses. This is divided into having one mechanic caring for the career and former town vehicles, while the other mechanic services the volunteer apparatus.

We are currently setting up a rescue unit, in response to the Thanksgiving Day flood. This unit can be used to facilitate a rescue on its own or be used to augment a "JAWS" call. We have the "JAWS of Life" in both stations, with all of our personnel trained in their use.

New Station:

The new Victoria Road Fire Station, recently constructed to replace the Ashby Station (which was closed due to health concerns), and the Whitney Pier Station is presently being commissioned by CBRM Buildings Division. When this is complete, the fire department will assume possession and commence the move.

The building is 8500 sq. ft. modern fire service building and addresses all OH&S concerns, pertaining to fire stations. With two different pressurized zones in the building, contaminants from the apparatus floor are kept out of the living quarters. Having bays that are 75 ft. in length, with operating bay doors at each end, allows for much more space and the ability to drive through the bays, rather than backing in.

In our new station we will house the Command Post for the municipality. This will see the Command Post being checked every day and maintained properly. It will also allow for an immediate response of the unit, with 24 hour personnel on duty. Along with this we will stage a rehabilitation unit in the new station as well and this can be deployed for any department in the CBRM to afford the fire fighters a place of refuge from the elements during an incident.



The living quarters house an office for the Platoon Chief and another for the shift Captain. There is a kitchen/day room and a study room for the fire fighters. The station also has a room dedicated to physical fitness and class room activities along with some storage and a rehab area. A generator is on site and will allow the station to maintain all operations during a power outage.

Mutual Aid:

Mutual Aid is the act of one department assisting another during an incident.

In the past few years I have worked with the Chiefs of Sydney River, Mira Road, Grand lake Road and South Bar to form a support system where we come together to address issues particular to how we interact.

We meet quarterly and ensure that we are on the same page in relation to how we perceive things are going and should be functioning. Items addressed range from best practices, to automatic response for some calls. The impetus for this "core response" group is twofold, first there was a concern that the "out west" exodus might be impacting the availability of a department to ensure an adequate, immediate, response at all times. Secondly, and I believe more importantly, it was born of a desire from these chiefs to try to deliver a regional service.

This "core response" group allows Sydney and the 4 previously mentioned departments to protect the citizens and assets within their combined areas as fundamentally, a single department, with various stations. Having the chief officers coming together to address concerns and set out policy.

Although still in its infancy, this approach has proven to have a positive impact on interaction between the departments, both at an incident and in general. It is also delivering a more professional, regional service to the citizens.

Training:

In career operations we have delivered Fire Fighter level I and level II to all fire fighters, one of few, if not the only, department in Nova Scotia to have completed this. We have also trained our personnel in Rapid Intervention, to enable them to rescue their own. This training coupled with the certification of many of our people as fire service instructors, gives the fire fighters the ability to take what they are taught and set up in house training to keep their skills current.

We have focused on our officers as well, after attaining their Fire Officer I and II previously, this year they have been trained in Fire Officer III and by the end of March they will have also completed their Fire Officer IV. I don't believe you will find any departments, in Nova Scotia nor New Brunswick, that have all of the management officers trained to Fire Officer IV. There may neither be many in Quebec, you start seeing more of this focus on training as you enter Ont.

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Deputy Chief
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Fire Fit:

The Fire Fit Challenge is known as the toughest two minutes in sports. It takes firefighters and runs them through a course designed to replicate many of the activities they perform on duty. This is all done under air (wearing a self-contained breathing apparatus, SCBA) and wearing turnout gear. Our fire fighters train diligently to be able to compete in these challenges.

In 2016, we had a team of 4 travel from Sydney to PEI to compete in the regional championship. Although many of our fire fighters go through the training, to see how they measure up and to help those who will be competing, it is only those who know they have reached a certain level that will go to the competition.

In the 2016, we saw fire fighters Scott MacKenzie, Dave Witzell, Todd Ballah and Kiley Ballah compete in the regional competition:

Kiley Ballah took the gold as the region's top female fire fighter;

Kiley and Todd Ballah won gold in the NXG mixed tandem relay; and

Scott MacKenzie, Dave Witzell, Todd Ballah and Kiley Ballah won gold in the mixed relay.

The benefit from this type of training is immeasurable, from reduced sick time to elevated moral, it is great to see how our people measure up to the rest of the region.



Calls:

The following is a breakdown of calls to all departments in CBRM, starting at January 1, 2017 to February 10, 2017.

Albert Bridge.....9 MFR; 2 fire alarms; 1 fire minor; 1 MVA

Bateson.....1 chimney fire

Big Pond.....1 structure fire; 1 fire alarm

Birch Grove.....0

Boisdale.....0

Christmas Island.0

Coxheath.....1 assist citizen

Dominion.....2 structure fire; 2 fire minor

Donkin.....1 fire electric; 1 fire alarm

East Bay.....1 MFR

Florence.....4 MFR; 3 structure fire; 1 fire major; 1 MVA; 1 fire alarm; 1 water rescue; 1 chimney;
1 fire electric

Frenchvale Road....1 MVA; 1 fire alarm

Gabarus.....0

Georges River.....1 MVA; 1 fire alarm

Grand Lake Road....3 MVA; 1 structure fire; 2 fire alarm; 2 fire minor; 1 vehicle fire; 2 flood/leaks

Howie Center.....1 structure fire; 1 fire alarm

Louisbourg.....7 MFR; 2 fire alarm

Marian Bridge.....3 MFR; 1MVA; 1 fire alarm; 1 assist citizen

Mira Road.....2 MVA; 2 fire minor; 1 structure fire

New Victoria.....10 MFR; 3 fire alarm; 2 structure fire; 2 vehicle fire; 1 fire minor

New Waterford.....1 MFR; 1 MVA

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North Sydney.....4 structure fire; 4 fire alarm; 3 fire minor; 3 fuel spill; 2 MVA; 1 MFR; 1 vehicle fire;
1 suspicious odors; 1 assist citizen

North Side East Bay...1MFR; 1MVA

Port Morien.....8 MFR; 1 MVA; 1 chimney fire; 1 fire alarm; 1 assist agency

Reserve Mines.....1 MVA; 1 fire alarm

Scotchtown.....3 MVA; 2 MFR; 1 vehicle fire; 1 flood/leak

South Bar 2 fire electrical; 1 fire alarm

Southside Boularderie 1 MVA

Sydney.....23 fire alarms; 5 fire minor; 4 structure fire; 3 assist citizen; 3 MVA; 2 assist
other agency; 2 fire electrical; 1 chimney fire; 1 vehicle fire; 1 floods/leaks; 1 fuel spill; 1 suspicious odors

Sydney Mines.....4 fire minor; 1 MVA; 1 fire alarm

Sydney River.....3 fire alarm; 2 assist other agency; 1 chimney fire; 1 flood/leak

Tower Road.....1 fire electrical

Westmount.....2 structure fire; 2 fire alarm; 1 MVA; 1 fire minor

Original Signed by

Deputy Chief Gilbert MacIntyre

Chris March, BBA
Deputy Chief
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C.B. REGIONAL FIRE & EMERGENCY SERVICE, COMMITTEE REPORT

TO: FIRE & EMERGENCY SERVICE COMMITTEE

DATE: March 16, 2017

General Information:

Fire Service Review

The Fire Service Review being complete, The Cape Breton Regional Fire & Emergency Service, Training & Prevention Division is looking forward to working with our C.B. Regional Volunteer Fire Departments through the C.B. Regional Fire Chiefs' Association to accomplish as many of the review recommendations as required, as established by The Fire & Emergency Services Committee and CBRM Council. The goal is to provide a standard of service delivery, including training requirements, staffing, and response times, while integrating department services to realize greater effectiveness and efficiencies.

As was outlined in the review, volunteer firefighter recruitment & retention is an ever present problem for most volunteer departments in the C.B.R.M. The C.B. Regional Fire & Emergency Service is currently working on a strategy for a regional campaign to maintain, recruit and bolster our Volunteer Fire Department memberships.

As was stated in The Fire Service Review as a recommendation, The C.B. Regional Fire & Emergency Service, Training Division is proud to state that over the past 3 years our Training Division has worked diligently to acquire much needed additional training props and equipment. These props have enabled us to deliver a much more hands on and effective Firefighter Level 1. These newly acquired training materials also aid in delivering more effective maintenance training throughout the year. There is currently a plan to develop a scaled down training ground/facility designed to maximize the training opportunities of our mobile burning unit while respecting our budgetary limitations.

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C.B.R.M. Burning By-Law

A Cape Breton Regional Municipality amended Burning By-Law is currently being created. A draft copy is near completion and will be presented to necessary C.B.R.M. Departments to ensure regulatory compliance before a draft copy is presented to The C.B. Regional Fire & Emergency Service Committee. It is recommended that the amended Burning By-Law not be released until our 2 pending Fire Prevention Officers are in place.

Fire Prevention Officers

A job description, responsibilities and pay scale has 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 are scheduled to be posted and when filled the two (2) Fire Prevention Officers will report to the C.B. Regional Fire & Emergency Service, Fire Prevention Manager.

Training

In March of this year The Cape Breton Regional Fire & Emergency Service, Training Division, in conjunction with The Nova Scotia Firefighter's School conducted a ***Fire Officer's Structural Firefighting Strategies & Tactics Course***. The course was attended by 40 C.B. Regional Fire Department Chief Officers. This course is one that is an essential first step when developing Chief Officers in a Department and it is a course we hope to offer as part of a regular Officer Development Program.

The C.B. Regional Training Division also held a 2-day Standard First Aid, CPR training weekend conducted by St. John's Ambulance and was attended by 27 C.B. Regional Firefighters & Officers.

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 weekend will be in June. Firefighters will be trained to an IFSAC, Pro Board Certified Firefighter Level 1. There are 32 firefighter students from 17 C.B.R. Vol. Fire Departments enrolled in this, our third class. We currently have a 95% completion rate with 90% success rate 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 conducted another ***"Scene Safety Course"***, in November of this year. This course was attended by 27 firefighters from 13 C.B.R. Vol. Departments again with great success. This course is one of great importance and we hope to offer it on an annual basis.

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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"**, another **Safety Officer Course** as well as another **Firefighter Hybrid Level 1**, in the months to come, along with the **Drivers & Extrication Courses**. Other courses we hope to provide in the near future are a; **Pump Operators Course, Confined Space, High Angle Rescue** along with more Leadership orientated courses similar to **"Beyond Hoses & Helmets"**.

The issue will become, not that we are not providing adequate training, but where our valuable volunteers will find the time to participate in that training

Prevention

Our Prevention Division continues its efforts throughout the C.B.R.M. during the year and will be conducting season appropriate PSA's and Public Education on a regular basis. This year our focus has been community messaging on the dangers of grass fires, Christmas safety and **Fire Prevention Week, Replace Smoke Detectors @ 10 years old**. We had several ads in The Cape Breton Post along with other written public periodicals. We had good radio and television coverage on grass fires, the cost to our community and the dangers they pose. In April we will be continuing our grass fire PSA's and educating our community on the dangers of grass fires.

We would like to take this opportunity to thank our community partners, The Cape Breton Post, CBC Radio & Television, CTV Television, Global Television, 101.9 The Giant, & 94.9 The Cape, for their continued support & coverage on Public Education and messaging for Fire Prevention and Safety throughout the year.

We also provided print ads for heavy garbage collection and related safety tips.

On June 12th The C.B.R. Fire & Emergency Service, Prevention Division conducted a Grading Day/ Fire Prevention Party from 11 am. until 3pm. at the *Open Hearth Park*. There were bicycle 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, participated as there was a vehicle & equipment display, **"Show & Shine"** with prizes given for best in show, voted on by the children in attendance. It was estimated that over 1000 children attended which was excellent attendance given the inclement weather.

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On Sunday, December 18th ***The Cape Breton Regional Fire & Emergency Service Prevention Division*** held a safety display at The Mayflower Mall, Sydney from 1:00 to 4:00 pm. The Prevention Division had both safe and unsafe safety props on display and educated adults and children alike on many Christmas Fire Safety items. Fire safety written materials were distributed, a fire safety video was shown and many Fire Prevention swag items were given out. The display and education presentation was a huge success. There were also three hourly giveaways of; 2 smoke detectors, a carbon monoxide detector and a fire extinguisher each, which were greatly appreciated. As a note, all were won by seniors who did not currently have these items in their residences.

Volunteer Coordination

In 1995 Council encouraged the establishment of a transparent relationship between the CBRM and the fire chiefs through the creation of the Fire Service Management Advisory Committee. Council's representation on the Executive of the Association would be in the form of fire service administration. As of the September 2016 meeting of The Cape Breton Regional Fire Chiefs' Association, Administration's representation on the Executive was removed from the constitution. This position, by default was the Volunteer Coordinator. That said, the Volunteer Coordinator will continue to attend meetings.

Safety - The C.B. Regional Fire Chiefs' Association have formed a committee to initiate and create an O.H. & S. Committee. This committee would deal primarily with volunteer members. Although Volunteer firefighters are exempt from The N.S. O.H. & S. Act, the creation of this committee shows great commitment and responsibility from the Regional Chiefs' Association. As the C.B.R. Volunteer Coordinator, I hold a seat on the committee. I will be the common link between The C.B.R.M. Joint Occupational Safety Committee and The Safety Committee for The Cape Breton Regional Fire Chiefs' Association bringing common safety issues back and forth so that all firefighters, career & volunteer and all departments within The CBRM can be equally, better informed and aware of safety issues.

We continue to strive to work closely with the Cape Breton Regional Fire Chiefs' Association to achieve the goals of Council and the Association

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FIRE APPARATUS PURCHASES & ALLOCATIONS 2017-2018

Sydney Fire Department – New 2017 Spartan Engine (RFP)
Current 2015 Sydney Fire (Pier) Engine to New Waterford Volunteer Fire Department
Current 1997 New Waterford Engine to George's River Volunteer Fire Department
Current 1988 George's River Engine will be taken **"out of Service"**
North Sydney Fire Department – New 2017 Brush Truck (cascade funding);
Current North Sydney 2012 Brush Truck to Glace Bay Volunteer Fire as second brush truck (wrote off
Oct. flood no replacement insurance, over 20 years old)
Dominion Volunteer Fire Department – Purchase 2001-2005 used Engine
Current Dominion 1992 Engine reassigned as spare Engine Central Division.
Christmas Island Volunteer Fire Department – Purchase 2001-2005 used Engine
Current 1991 Engine – **"assigned to training unit"**

Original Signed by,

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