

Cape Breton Regional Municipality

Fire & Emergency Services Committee

AGENDA

Tuesday, May 24th, 2016

9:30 a.m.

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

Committee Members:

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

Cape Breton Regional Municipality

Fire & Emergency Services Committee

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9:30 a.m.

AGENDA

Roll Call

1. Approval of Minutes: (Previously Distributed)

- Fire & Emergency Services Committee – December 4th, 2015
- Fire & Emergency Services Committee – March 30th, 2016

2. Delegation:

- 2.1 Cape Breton Regional Fire Chiefs Association re: CBRM Fire Services Review** – Spokesperson Mr. George Muise, Association Chair
(See page 3)

3. Cape Breton Regional Fire and Emergency Service, Committee Report –
Chris March, Deputy Chief (See page 21)

Report Includes Two Referrals from the May 12, 2016 Council Budget Session:

- **TMR:** (see “Volunteer Coordination”)
- **Fire Vehicles and Equipment:** (see “Fire Apparatus Purchases & Allocations 2015-2016”)

4. CBRM Emergency Management Committees and Working Group Activities:
Spokesperson: John Dilny, Manager of Emergency Management
(See page 28)

5. New Sydney Fire Station – Update from CBRM Engineering Department:
Mary Lynn MacPhee, Engineering Technologist (See page 33)

Adjournment

CBRM FIRE SERVICES REVIEW

CBRM FIRE CHIEFS ASSOCIATION
April 21 2016



Introduction

The CBRM Fire Chiefs Association was present at the Fire Service Review presentation to the Fire Service Committee on March 30th and again at a meeting held on March 31st. All departments were asked to review the document and provide initial feedback.

We understand that the recommendation made will require future discussion and data analysis prior to change.

We appreciate the opportunity to communicate some initial comments in regards to the recommendation's made and pledge our support in any effort aimed at improving service delivery to the citizens of CBRM and beyond.



Major Recommendations

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

1. Municipal Bylaw or Regulation-

The Municipal Government Act Section 10, subsection 296 reads:

296(1) The council may make policies respecting full time, volunteer and composite fire departments and emergency service providers in the municipality.

296(2) Policies for fire departments and emergency service providers may include:

- (a) Requirement and procedure for registration;
- (b) Personnel policies with respect to those members who are employees of the municipality;
- (c) The manner of accounting to the council for the use of funds provided by the municipality;
- (d) An annual meeting to report to the public respecting fire and emergency services
- (e) Such other matters as are necessary and expedient for the provision of emergency services in the municipality.

296(3) The council may require proof of compliance with its policies before advancing any funds.



CBRM Fire Chiefs Association

Major Recommendations

The CBRM Fire Chiefs Association is open to any discussion in regards to current legislation and/or proposed by-laws that may be required to improve service delivery.

However, we want to ensure that council is aware that the members of the Fire Chiefs Association have always cooperated with policy implementation. All of the current policies of CBRM Council in regards to the fire service have been vetted through the Fire Chiefs Association and have been passed by a majority vote. Many volunteer hours were spent on the development of these policies and in fact at least one of the policies was developed prior to amalgamation.

We are unaware of any policy that was not adopted by Council that was obstructed by the Fire Chiefs Association. We believe that the development and adoption of policy required to manage the CBRM Fire Service can be done by collaboration with the volunteer fire service.



CBRM Fire Chiefs Association

Major Recommendations

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

The CBRM Fire Chiefs Association agrees that this recommendation is critical to the success of fire service delivery throughout the municipality. It needs to be recognized though that all areas of the municipality are not equal in terms of service deliver capability. We look forward to working with Council, CBRM Fire Services to develop a model that is aimed at improving the service provided to the citizens of CBRM.



CBRM Fire Chiefs Association

Major Recommendations

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.

The CBRM Fire Chiefs Association greatly appreciates the comments of Mayor and Council in respect to not forcibly closing any volunteer fire departments in CBRM. That being said we believe that many of the efficiencies that would come from integration of service can be achieved. Many fire departments have made the decision to support each other in regards to response by adopting automatic aid policies. We believe that future discussion can and will result in establishing a more regional response model.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

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

Recruitment efforts would be greatly enhanced by a municipal wide strategy that addressed issues such as current boundaries. In addition more opportunities to recognize and show appreciation for volunteer firefighters on a Regional basis would have a positive effect on recruitment. Retention, not mentioned here is a critical component of any initiative to attract new members.

The CBRFCA looks forward to any discussion aimed at improving recruitment and retention.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

Currently the CB Fire Chiefs Association uses a dues process to cover administration fees. Departments pay a nominal fee which allows members voting privileges on issues discussed. The establishment of a budget grant for the organization would be greatly appreciated. The secretary/treasurer is usually named from the elected Executive or from the members.

The CB Fire Chiefs Association has just launched a Facebook page for all members. The addition of a web page would allow for more control of information such as minutes and discussion among members. A web page would allow for access to public information as well as information to members only.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

The CBRM Fire Chiefs Association is committed to providing the best service possible to the citizens of CBRM and beyond. Many initiatives like automatic aid are being practiced by various departments throughout CBRM. Therefore we are open to any discussion aimed at improving service delivery.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

The CBRM Fire Chiefs Association agrees that minimum personnel should be established for structure fires as well as establishing the time criteria for arrival. Using NFPA 1710/1720 as a guide we feel that this Standard could be developed and adopted as long as local factors are considered in it's development. We also agree that the evaluation of whether this Standard is being complied with will require data collection and analysis.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

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

The CBRM Fire Chiefs Association recognizes the value in standardizing equipment specifications in regards to cost saving, safety, interoperability, etc. SCBA and Turn Out gear mentioned in the recommendation are subject to NFPA standards.

It is important to note that the current grant process is a factor in establishing equipment specifications. The varied equipment throughout CBRM is more of a factor of affordability than preference. Departments often seek out the best “deal” that allows them to purchase equipment from various suppliers competing for purchase dollars. Therefore this recommendation is tied to other recommendations throughout the document. CBRM Fire Chiefs support the intent of the recommendation and look forward to future discussions.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

CBRM Fire Chiefs agree that personnel resources should be able to move within the regional municipality. Sharing experience and knowledge will add great value to the service being delivered. This ability is already in place but will require an education component to implement.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

CBRM Fire Chiefs Association agrees that this data is essential to ensuring quality service delivery and for the ability in evaluating the service delivery for possible future recommendations for change.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

CBRM Fire Chiefs Association realizes the value of this information and agrees that collecting this data over time can assist with policies aimed at improving service. However, the practicality of monitoring this information in “real time” is questioned. Some departments are using software programs which provides this information and is being used to help officers make decisions on regards to requesting assistance.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“Evaluate an interim solution to collect data for better understanding demands for service and system performance. The Fire Marshal’s report may be an interim step.”

Some departments in CBRM have started using software that is capturing data, this along with encouraging departments to record data could be used in the interim.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

CBRFCA agrees that departments should not be discouraged from providing this service. This service has value to both the public and fire departments. It is important to note that the province does contribute funding benefits to volunteer fire departments.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.

In addition we believe that the current training model is leaving a gap in the training opportunities for those firefighters who are not involved in Pro Board Certification training.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

We believe that the most costly item for firefighter training has already been purchased by CBRM, the Live Fire Training Unit. If located in an area where classroom facilities and land are available the cost could be greatly reduced.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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 System requirements have been established in many areas of North America. A study of the impact has shown that property damage and loss of life in areas that have implemented the requirement have been greatly reduced. In many cases damage has been limited to 10% of the value of the home. Many areas report that they have had no fire fatalities in homes with a residential sprinkler system.

Therefore the CBRM Fire Chiefs supports any initiative aimed at requiring residential sprinkler systems in new construction. We realize that the impact of such a program would not be realized for several years but this would have a significant positive effect on fire service delivery, especially in rural areas.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

The CBRFCA agrees that the response territory in rural areas cannot be compared to an urban/suburban area. The roads and areas travelled upon to reach an incident scene can be challenging for an apparatus intended for paved roads. Also the service delivery model is different in the rural areas.

Therefore we agree that apparatus specifications for CBRM should consider the difference in environment and follow a dual policy that sees specifications for each application.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

The initial vehicle policy of CBRM made great strides in improving the fleet of the fire service. Many new vehicles were acquired which greatly improved the response capability and reliability of apparatus. One problem was that departments who were not able to raise their share of the funds often lost their “turn” on the rotation. Departments with the financial ability progressed through the rotation quicker. The vehicles they replaced often did not remain within CBRM. The current policy of cascading apparatus based on need works better, however the available apparatus may not be the best vehicle, specifications wise, for the receiving department.

Therefore we agree that the current plan should be examined, considering the service delivery model, specification for rural, suburban and urban applications, and minimum standards.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.

We recognize that many areas of the fire service would be greatly improved with increased funding. So we support any effort made to help ensure the effective and efficient delivery of fire services in CBRM.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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 fir 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.**

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.”

We agree with the concept in general, not with the numbers suggested or with the statement of not dispatching defensive fire departments. We look forward to discussions aimed at exploring options to address the intent of this recommendation.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

The CBRFCA association agrees with the concept of more support, however we are confused by the list of recommended duties for a civilian position, namely apparatus specification development. We believe that if these positions are realized they would be better suited to administration support, data collection and analysis, etc.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

There is not one person in the CBRM Fire Service that does not recognize the value of the current Administrative Assistant, Marian Peach. To lose the experience and knowledge she possesses would have significant negative impact on the Fire Service. We recognize and appreciate her work ethic, dedication, efficiency, and willing attitude. We would like to go a step further than having someone capture her knowledge, we would like to have her cloned.



CBRM Fire Chiefs Association

RECOMMENDATIONS and RESPONSE

“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.”

CBRFCA supports any efforts towards building a funding model that provides for overall improvement in service delivery.



CBRM Fire Chiefs Association

ADDITIONAL RECOMMENDATIONS

Technology

The Fire Service is sometimes victim to tradition. Technology advancements seen in industry and other services is not as common in the fire service. While there is many technological advancements available to today's fire service many departments are reluctant to change.

CBRM Fire Services should explore advances in fire fighting technology especially those aimed at firefighter safety and fire suppression techniques that provide for reduced number of initial fire personnel. This could possibly have a positive effect on response especially in rural areas.



CBRM Fire Chiefs Association

ADDITIONAL RECOMMENDATIONS

Fire Prevention

Fire Prevention includes many aspects such as Public Information, Fire Investigation, Fire Inspection and Code Enforcement. There is currently valuable work being done in CBRM in relation to Fire Prevention Activities. The Fire Services Volunteer Coordinator position along with volunteers from various departments are involved in many initiatives aimed at protecting life and property from fire incidents.

CBRM Fire Services should explore ways to enhance the Fire Prevention Program which includes; administrative support; fire investigation data collection and analysis and a strategic public information campaign.



CBRM Fire Chiefs Association

ADDITIONAL RECOMMENDATIONS**Occupational Health and Safety Program**

CBRM Fire Service should adopt a comprehensive Health and Safety which includes the volunteer fire service. This would be in conjunction with and supported by the current OH and S department in CBRM. This program would be specific to firefighting and allow for the sharing of information on potential safety issue or incidents throughout the fire service including volunteer firefighting.



CBRM Fire Chiefs Association

ADDITIONAL RECOMMENDATIONS**Promotion/Marketing**

CBRM Fire Service should adopt a program aimed at promoting/marketing firefighting. This program should be designed not only to solicit new recruits but also help with retention. The program would include such things as advertisement aimed at new members and recognition for those already providing the service. This would also help with the development of the regional concept.



CBRM Fire Chiefs Association

ADDITIONAL RECOMMENDATIONS

Equipment Testing

Some of the equipment used by firefighter requires regular testing, either recommended by the manufacture or required by OH and S, to help ensure firefighter safety. This equipment includes but not limited to SCBA, Ladders, Turn-Out gear, Cylinders, etc.

CBRM Fire Service should develop and adopt a regular program of testing equipment that is required by the manufacturer or legislated under the NS OH and S Act. This program should include equipment used by both career and volunteer firefighters.



CBRM Fire Chiefs Association

ADDITIONAL RECOMMENDATIONS

Warehousing

We believe that CBRM Fire Services should explore the possibility of stocking staple items used by the Fire Service at the existing CBRM Warehouse. Items such as gloves, boots, hand tools, etc. could be purchased in bulk and made available through policy and procedure. The benefits could be:

- Reduced cost
- Reduce wait time
- Provide for future standardization



CBRM Fire Chiefs Association

Conclusion

We would like to thank Mayor and Council and CAO Michael Merrit for initiating the Fire Service Review and the commitment to start the process of discussing the recommendations for future action.

We fully understand that some of the recommendation have a financial component to them and realize that they will be a challenge for CBRM.

We look forward to working with CBRM Fire Service Administration, Fire Service Committee and Mayor and Council as we collaborate to find ways to improve the service delivery to residents of CBRM.



CBRM Fire Chiefs Association

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

TO: FIRE & EMERGENCY SERVICE COMMITTEE

DATE: MAY 24, 2016

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a vertical line and a small dot.

General Information:

Fire Service Review

The Fire Service Review is now complete and 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 Chief's Association to accomplish as many of the review recommendations as possible, 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 2 years our Training Division has worked diligently to acquire much needed additional training props. 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.

Chris March
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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. The recommended pay scale is currently under review to ensure an equitable rate as compared with our current C.B.R.M. Building Officials.

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 second ***"Hybrid Firefighter Level 1 Course"***. The first practical weekend was in January and the final practical testing weekend will be June 25th & 26th. Firefighters will be trained to an IFSAC, Pro Board Certified Firefighter Level 1. There were 34 firefighter students from 13 C.B.R. Vol. Fire Departments enrolled in this, our second class. We currently have 31 students remaining which represents a 90% success rate. This in comparison to a 75% success rate last year and 25% success rates in the years previous to 2014-15.



The C.B.R. Fire & Emergency Service, Training Division in conjunction with The N.S. Firefighters School will be offering another ***"Scene Safety Course"***, in November of this year. This course was offered with great success in 2014-2015, it was very well attended and the feedback was extremely favorable. This course is one of great importance and we hope to offer it on an annual basis.

Another course we plan to offer again in early December, 2016 is ***"Beyond Helmets & Hoses."*** This course was completed in December of 2014. This is a leadership course designed for Chief Officers in a Fire Department. ***"Beyond Helmets & Hoses"*** could be considered a second step in an Officer Development Program. This course also was very well attended and received in 2014.

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 to date, our focus has been community messaging on the dangers of grass fires. 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. 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.

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 in partnership with The C.B.R.M. Recreation Department will be conducting a Grading Day/ Fire Prevention & Multiculturalism Party from 11 am. until 3pm. at the *Open Hearth Park*. There will be giveaways, a free barbecue and many other activities and prizes with many fire Prevention materials and swag given out. Other C.B.R.M. Fire Departments and emergency services providers, Police & EHS, will be participating as there is a vehicle & equipment display, ***"Show & Shine"*** with prizes given for best in show, voted on by the children in attendance. Last year it was estimated that over 2500 children attended.



Volunteer Coordination:

The Trunk Mobile Radio (TMR) disbursement has been completed. All purchased radios and associated hardware have been disbursed to all 33 C.B. Regional Volunteer Fire Departments and to The Hazardous Materials Response Team (Hazmat). The current TMR protocol amendments have been collaboratively developed by The Cape Breton Regional Chief's Association, The Cape Breton Regional Fire & Emergency Service, Administration and The Cape Breton Regional Communications Center. The final draft protocol amendments will be presented to The C.B. Regional Chiefs Association at their next regular meeting on June 2nd, 2016 where it is expected that the protocols will be accepted.

Upon acceptance and implementation of the TMR protocol amendments, a training session will be scheduled and open to all C.B. Regional Fire Departments to attend. This training session will be created with collaboration from the C.B. Regional Fire Chiefs Association, C.B. Reg. Fire & Emergency Service, The C.B. Regional Communications Center & Nova Scotia Public Safety & Field Communications. This training will cover the TMR communications protocol amendments as well as standard protocols for radio communications.

Although as per protocol, no official TMR complaints have been brought forward to The Cape Breton Regional Fire & Emergency Service Administration, we have identified an issue that could impact our responding fire departments member's safety. Due to the high volume of grass & brush fires we respond to each year, there may be a potential need for additional TMR talk groups as we have, on occasions, more fire departments responding simultaneously during grass fire season than we do C.B. regionally assigned fire talk groups. Currently Cape Breton Regional Fire & Emergency Service Administration, The Cape Breton Regional Communications Center Management and N.S. Field Communications & Public Safety are working on a formalized process where The C.B. Regional Fire Service may acquire additional TMR talk groups not necessarily designated for C.B. Regional Fire Departments during our grass fire season to accommodate our regional need. We have also reminded our C.B. Regional responding fire departments that following current protocols would help eliminate if not completely mitigate this limited talk group capacity problem.

The C.B. Regional Fire Chief's Association have formed a committee to initiate and create process for a newly formed O.H. & S. Committee within their association consisting of volunteer members. Although Volunteer firefighters are exempt from The N.S. O.H. & S. Act, it shows great commitment and responsibility from the Regional Chiefs Association that they/we strive towards volunteer safety regardless of legislation. I, as the C.B.R. Volunteer Coordinator, am currently on the committee creating the process and will sit on the O.H. & S 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.



Resulting from many discussions, meetings, visits, committee involvement and working collaboratively with The Cape Breton Regional Fire Chiefs Association, we are making great strides in developing a cooperative, cohesive, goal orientated group with an emphasis on achieving goals that will better *The Cape Breton Regional Fire Chief's Association*, their members, our Cape Breton Regional Volunteer Fire Departments, thus our **"Cape Breton Regional Fire & Emergency Service"**.

FIRE APPARATUS PURCHASES & ALLOCATIONS 2015-2016

Sydney Fire Department – New 2016 Spartan Engine (RFP)
Current 2014 Engine to North Sydney Volunteer Fire Department
Current 2001 North Sydney Engine to Donkin Volunteer Fire Department
Current 1988 Donkin Engine ***"out of Service"***

Sydney Fire Department – New 2016 Brush Truck (RFP)
Current 2007 Brush Truck reassigned as designated Tow Vehicle for new, Command & Rehab Units

Sydney Fire Department - Career Volunteer Mechanic, New service vehicle (RFP)
Current 2005 service truck ***"out of service"***

South Bar Volunteer Fire Department – Purchase 2000 E-One Engine
Current 1990 Engine – ***"out of service spare/training unit only"***

Tower Road Volunteer Fire Department – Purchase 2001 Pierce Engine
Current 1991 Engine – ***"out of service"***

Christmas Island Volunteer Fire Department – Purchase 1997 Pierce F8000 Tanker
Current 1988 Tanker – ***"out of service"***

*Christmas Island Volunteer Fire department – Purchase 2000 E- One 2000 Engine
Current 1991 Engine – ***"out of service/spare unit only"*** **** Indicates pending budget availability***

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

TMR: 2016- 2017 Capital Projects

There was discussion concerning the TMR System as presented in the Capital Budget on how well the System is working. It was noted that this issue could be placed on the May 24th meeting of the Fire & Emergency Services Committee meeting for further discussion. **Council Agreed.**

Fire Vehicles and Equipment:

Motion:

Moved by Councillor Saccary, seconded by Councillor Doncaster, to refer the Fire Vehicles and Equipment Budget (\$1,000,000) as presented in the Capital Budget to the May 24th meeting of the Fire and Emergency Services Committee to discuss the allocation of same.

Motion Carried.



INFORMATION PAPER

TO: Fire and Emergency Services Committee

FROM: John Dilny, Manager of Emergency Management

DATE: May 17, 2016

RE: Committees and Working Group Activities

This report provides an update to 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:

- A. **Support Facility Working Group** - did a presentation on standards and guidelines to the committee as well as discussed the options for opening these facilities. Funding to support this program was discussed along with various tasks that need to be completed.
- B. **Sydney Airport** – the committee was briefed on the Emergency Landing of Porter Airlines at the airport.
- C. **Environment Canada** - Committee invited to a webex for Seasonal Briefing for 2015-2016, conducted by Bob Robichaud, Environment Canada.

2) EASTERN ZONE EMC COMMITTEE:

- A. **Cape Breton Nova Scotia Railway** – gave two presentations regarding railway safety and the safety monitoring programs in place. (Sept. 2015)
- B. **NS Dept. TIR** - Darren Blundon and JD Campbell, NS Dept. TIR, gave an update on the Canso Causeway Closure Plan. (Dec. 2015)

3) CBRM Mobile Command Post Working Group:

- 1. Some members of the committee made a visit to the vendor for inspection of the work being carried out.
- 2. Took possession of the Mobile Command Center and received training on its operations.



4) PROVINCIAL EMERGENCY MANAGEMENT COORDINATORS EXECUTIVE COMMITTEE:

A. Emergency Management Coordinator/Departmental Emergency Planning Officer Workshop

1. Workshop to take place November 23-24, 2015
2. Discuss agenda items.
3. Workshop was cancelled prior to taking place.

B. Possible Replacement for Joint Emergency Preparedness Program

A New Minister was appointed and needs to be briefed on the joint emergency preparedness program before proceeding.

C. Municipal Evaluation Document

The evaluation is to be completed by March 31, 2016 and it is to be completed by EMO NS Departmental Planning Officer, Manager of Emergency Management and the C.A.O.

5) CBRM Support Facility Working Group:

- A. Conducted a presentation to the CBRM Emergency Management Advisory Committee.
- B. Emergency Social Services, Canadian Red Cross and the Manager of Emergency Management met to update protocol for opening Emergency Shelters.
- C. Conducting site visits to gather data on facilities that might be used as Emergency Shelters or Comfort Centers.

6) CBRM EMERGENCY FIRST RESPONSE COMMITTEE:

- A. **Rogers Hometown Hockey** – developed a site security and management plan.



- B. **MacAskill Brook Dam** – conducted a tabletop exercise with the various agencies in the area.
- C. **Miners' Memorial Manor** – conducted a tabletop exercise with the Manor.
- D. **Sydney Airport** – Attended a debriefing on the Emergency Landing of Porter Airlines at the Airport.
- E. **Sydney Airport** – Attended a tabletop exercise at the Airport.
- F. **CBRM NYE** – developed a site safety plan and established a command post for this event.
- G. **Protocol** – Developed protocol for assigning TMR Mutual Aid Channel and notifying police and fire duty officer.
- H. **Interoperability** –Public Works and Emergency Health Services meet to discuss on how to improve communication during winter storms.

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 for:

1. Rainfall Event for Sept. 28 to Oct. 2 - Daily weather briefings were held with EMO NS and Environment Canada.
2. Post-Tropical Storm Joaquin Oct. 2 - A weather briefing was held with EMO NS and Environment Canada.
3. Rain and Wind Event – January 11th , 2016
4. Winter Weather System – January 13th 2016
5. Winter Weather System – January 16th, 2016
6. Winter Weather System – January 29th, 2016 – Situational Awareness briefings and comfort centers were established for this event. Audio conference held with EMO NS and Environment Canada.
7. Frontal Weather System – Feb. 3 & 5 – Situational Awareness Briefings were issued for this event. Audio conference held with EMO NS and Environment Canada.

John Dilny

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



850 Grand Lake Road
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Telephone 902.563.2352
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8. Winter Storm System – Feb. 8 & 9 - Situational Awareness Briefings were issued for this event – Audio/video conference held with EMO NS and Environment Canada.
9. Wind & Rain Event – February 17th, 2016
10. Wind & Rain Event – February 25th, 2016
11. Winter Weather System – March 2nd & 3rd, 2016
12. Winter Storm System – March 5th, 2016 - Situational Awareness Briefings were issued for this event
13. Winter Storm System – March 11th, 2016
14. Winter Mix System – March 21th, 2016

8) Manager of Emergency Management

- Conducted ICS-100 training for Director's plus group.
- Instructed on ICS-300 for Emergency Health Services.
- Attended an exercise at the MacGillivray Guest Home.
- Attended Disaster Management Forum 2015
- Emergency Management Coordinator's Workshop 2016 – Agenda Attached
- Design and Facilitated a tabletop exercise for Cape Breton University
- Conducted ICS-100 training for Cape Breton University Emergency Coordination Center Management Team
- Received Mental Health First Aid Training
- Displayed Mobile Command Post at Center 200 for Police Week

Original Signed By

John Dilny,

Manager of Emergency Management



**EMC Workshop Agenda
FEBRUARY 16-17, 2016
Glengarry Hotel
Truro, Nova Scotia**

Day 1

0900	Welcome and Introductions	
0930	TIR (Planned and Emergency Closures)	Kevin Mitchell
1015	BREAK	
1030	Municipal Perspective-Adverse Juncture	Paul Maynard
1115	Municipal Training and Exercise Discussion	Brain Barr
1200	LUNCH	
1300	Municipal Emergency Management Program Evaluation	Dominic Fewer
1430	BREAK	
1445	Vulnerable Populations Discussion (Comfort Centres & Shelters)	Terry Lynn Slaunwhite, Barry Manuel, Dom Fewer, John Dilny
1600	Wrap up Day 1	

Day 2

0830	Environment Canada	Bob Robichaud
0930	Nova Scotia Field Communication "Sat Phones"	Paul Maynard
1015	BREAK	
1030	NS Power Presentation	NS Power
1115	Wrap up and Closing Remarks	

New Sydney Fire Station
Update from CBRM Engineering Department
May 20, 2016

- Working in conjunction with CBCL Limited, the Fire Station Design Build Construction Tender was issued in December 2015.
- The successful proponent was the team headed by Dora Construction of Sydney. They were officially awarded the job in February 2016 and the detailed design of the over 10,000 sq. ft. building began in March.
- Contractors and equipment started the site works in April with building services and foundation work presently underway.
- Erection of the structural steel and building envelope is expected to begin in early June with interior millwork, electric and mechanical to commence in August.
- Building has a scheduled completion date of late December 2016.

