

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE FIRE SERVICES ADVISORY COMMITTEE MEETING OF THE REGIONAL DISTRICT OF NANAIMO HELD ON WEDNESDAY, APRIL 27, 2016 AT 7:00 PM IN THE RDN BOARD CHAMBERS

#### In Attendance:

Director W. Veenhof	Chairperson
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Lesley Brown	Bow Horn Bay VFD Director
Gerry Caille	Bow Horn Bay VFD Director
Bill Lovegrove	Bow Horn Bay VFD Director
Rodney Luck	Bow Horn Bay VFD Director
Geoff MacIntosh	Bow Horn Bay VFD Deputy Chief
Simone Mynen	Bow Horn Bay VFD Director
Bill Strandt	Cassidy/Waterloo FD
Aaron Poirier	Coombs-Hilliers VFD Chief
Stephen Stahley	Coombs-Hilliers VFD Director
Dave Neden	Coombs-Hilliers VFD Director
Nick Acciavatti	Dashwood VFD Chief
Gerry Anderson	Dashwood VFD Director
Troy Bater	Errington VFD Chief
Gerrard Bing	Errington VFD Director
Joanne Hamel	Errington VFD Director
George Klemm	Errington VFD
Pearl McBride	Errington VFD Director
Gordon McCracken	Errington VFD Director
David Badior	Extension VFD Director
Brandon Britt	Extension VFD Deputy Chief
Steve Schmidt	Extension VFD
Cheryl Tellier	Extension VFD Director
Will Geselbracht	Nanoose Bay Fire Protection Society Director
Ron Lampard	Nanoose Bay Fire Protection Society Director
Gerry Thompson	Nanoose Bay Fire Protection Society Director
Bud McFarland	Nanoose Bay Fire Protection Society Director
John Newall	Nanoose Bay VFD Deputy Chief
Doug Penny	Nanoose Bay VFD Chief

#### Regrets:

Director A. McPherson	Electoral Area A
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#### Also in Attendance:

D. Trudeau	Chief Administrative Officer
W. Idema	Director of Finance
C. Golding	Recording Secretary

## **CALL TO ORDER**

The Chairperson called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

## **MINUTES**

### **Minutes of the Fire Services Advisory Committee meeting held Thursday, May 14, 2015.**

MOVED Director Rogers, SECONDED Director Fell, that the minutes of the Fire Services Advisory Committee meeting held Thursday, May 14, 2015, be adopted.

CARRIED

## **DELEGATIONS**

### **Dave Mitchell & Associates presentation/discussion, re: Regional District of Nanaimo Fire Service Review Report.**

Geoff Lake and Ian MacDonald of Dave Mitchell & Associates delivered a slide presentation explaining the work undertaken and recommendations of the Fire Services Review. The report provides 23 recommendations covering the legal/organizational structure of the RDN Fire Services, bylaws, agreements, and fire services operations.

The recommendations include the Regional District of Nanaimo (RDN) moving to a single Operations Bylaw which would cover all powers, services, jurisdictional issues, and the setting service levels. As well there are recommendations regarding development of more region-wide support for the fire services in the areas of operational guidelines, occupational health & safety programs, volunteer recruitment/compensation, administrative/record keeping support, apparatus and equipment purchasing/servicing/testing, template documents for operational guidelines and training requirements for established service levels.

As the RDN currently does not have dedicated resources to supporting fire services, it is recommended that the RDN hire a Fire Service Coordinator to address Playbook requirements and department needs. The role of this position would be established through consultation with the fire departments, but would include support to the departments for training plans, operational guidelines, equipment purchasing, mutual aid agreements and bylaw requirements.

The report identifies recommended service levels for the six contracted Society run fire services in the RDN including Interior Service Level for Bow Horn Bay, Coombs-Hilliers, Dashwood, Errington, Nanoose and Exterior Service Level for Extension. Levels of training have been established for each level of service and are mandated by the Playbook. The consultant review indicates these levels of service are achievable for these departments; however, the RDN needs to ensure ongoing compliance with the relevant training standards.

## **BUSINESS ARISING FROM DELEGATIONS/COMMUNICATIONS**

MOVED Director Rogers, SECONDED Director Fell, that the Board direct staff to prepare a report to come forward to the May 10, 2016 Committee of the Whole Meeting with respect to engaging a Fire Services Coordinator.

CARRIED

**ADJOURNMENT**

MOVED Director Fell, SECONDED Director Rogers, that this meeting be adjourned.

CARRIED

TIME: 9:23 PM

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CHAIRPERSON

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CORPORATE OFFICER