



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Fire Protection Services Committee Meeting

September 23rd , 2026 @ 1900hrs - St. Peter's VFD

Agenda

- 1. Call to Order**
- 2. Election of Officers – Chair and Vice**
- 3. Review and approval of the previous meeting minutes.**
- 4. Call for items to be added to the agenda**
- 5. Old Business updates**
 - a. Boat Launch
 - b. Dry hydrants
 - c. Training courses
 - d. VFD bulk insurance
- 6. New business**
 - a. Emergency Services Fund Application
 - b. Review of new Terms of Reference
- 7. Updates**
 - a. MOCR
 - b. Fire Services Coordinator
 - c. FSANS
- 8. Items that were added to the agenda.**
- 9. Round Table**
- 10. Next meeting date – November 25, 2026 (tentative)**
- 11. Adjournment**



Fire Protection Services Committee Meeting

April 15, 2026

Location: St. Peter's VFD

Present: Steve Marcellus, Emergency Services Coordinator
Louisdale VFD – Chief Marchand
District 10 VFD – Chief Scott Magdy
Grand River VFD – Chief Wayne Collet
St. Peter's VFD – Chief Marv MacLean, Deputy Chief Kieschnick
Isle Madame VFD – Deputy Chief Forest
L'Ardoise VFD – Chief Steeves, Deputy Chief Collet
Loch Lomond VFD – Deputy Chief Budden
West Bay Road – Chief Malcolm, Deputy Chief Shears (chair)

Council: Warden Lois Landry, Councillor Brian Marchand

Regrets: District 10 VFD
Framboise/Fourchu VFD
Chapel Island
CAO Troy MacCulloch

Call to Order

Chair Deputy Chief Paul Shears called the meeting to order at 7:00 pm.

Review of Minutes, November 26, 2026

Moved by Chief Steeves, seconded by Deputy Chief Collet, that the minutes be approved.

Motion carried.

Items to add to the agenda

a) Allen J. MacEachern Port Hawkesbury Airport

Special presentation – Dan and Luc Leblanc from Leblanc EVT (attend twice/year – Jan – April is service, July-August is flow testing and ladders)

Old Business

- a) Boat Launch
 - Letter was received from Julie Debrusin and there was a meeting that the Warden attended with St. Peter's VFD, Parks Canada, Mi'kmaq elder and an archeologist. All discussions seem to have this continuing to move along
 - One quote in and waiting on one more.
- b) Dry Hydrants
 - The new policy passed on April 14, 2026, Bylaw and Policy meeting accounting for any dry hydrant installation since January 1, 2024.
- c) Fire Services
 - RFP opened April 9th, deadline for questions is May 4th and closes May 7th.
- d) Training Courses
 - Isle Madame – planning RIT Training (\$500/member) contact for more information
 - MFR – April 20, 2026 – St. Peter's
 - NSFS
 - Due to the closure, there will be no more updates.
 - Wayne Skinner and Jordan MacRitchie have completed their Proboard Level 1 Instructor course.
- e) EDPC – Mapping/Roadways
 - They are going through an organizational review, must wait for follow-up.
- f) FSANS
 - Chief Forest provided info from the Annual Conference and update on the standards committee.
 - Next BOD meeting scheduled May 31st
- g) Train Centre Concept/Support
 - No further discussion currently as it is not budgeted
- h) Insurance

- Discussion about having the remaining two departments join the bulk policy, Framboise was not in attendance.
- i) VFD Draft Registration
 - Request to resend the spreadsheet – maybe one completed with previous years items in it – more user friendly.
- j) ESPF – Emergency Service Provider Fund
 - Unsuccessful application
- k) Junior Firefighter Program
 - Leaving it with local department level on if they wish to

New business

- a) FSANS Registrations
 - Discussion was had that the county will not be paying for this moving forward.
- b) VFD boundaries
 - Discussion on the CBRM portion that Loch Lomond VFD has been responding to and the West Bay Road area of Louisdale VFD took place.
 - Recommendation for Louisdale to resume coverage for their full area was presented.
- c) FDIC Atlantic – June 5-7
 - Registration is open for those wishing to participate. HOTT courses fill up fast.
- d) Sub-committees
 - Discussion to set up some sub-committees (Chair/Deputy Chair and 2 Chief's) to start discussing the future of the fire service in Richmond County – Capital purchasing, bulk buying, etc.
- e) County Fire Skid
 - Discussion was had on where this may be housed, St. Peter's VFD is getting a new pick up and would have the space.



Items to add to the agenda

- a) Allen J. MacEachern Port Hawkesbury Airport
 - Discussion took place on the statements made at the April 14th Committee of the Whole meeting.

Next meeting:

Wednesday, September 23rd, 2026.

Adjournment:

There being no further business, the chair adjourned the meeting at 9:10 p.m.

DRAFT

1. Purpose

- 1.1. The Fire Protection Services Committee (FPSC) will provide an opportunity for all Volunteer Fire Departments (VFDs) in the Municipality to share information, identify common concerns, and advise Municipal Council on matters related to fire protection and emergency fire service matters.

2. Mandate

- 2.1. The FPSC will
- (a) advise Municipal Council on the state of readiness of fire services within the County and
 - (b) maintain communication between all VFDs regarding legislation, regulations, policies, and/or directives that have an impact on fire protection.

3. Role and Responsibilities

- 3.1. The FPSC will make recommendations to Council on issues that affect fire services in Richmond County.
- 3.2. The FPSC will advise Council and relevant staff about priorities for regional funding applications.
- 3.3. The FPSC will identify and prioritize a list of possible Dry Hydrant Locations, amending the list as needed according to funds available in through the Dry Hydrant budget.
- 3.4. The FPSC will monitor the compliance of the testing and maintenance of Dry Hydrants according to the Municipal Dry Hydrant Policy.
- 3.5. The FPSC will work with the Municipality's staff member(s) responsible for Fire Protection Services on matters related to fire services.
- 3.6. The Committee will discuss all issues related to involvement and responsibilities to the Fire Services Association of Nova Scotia (FSANS).
- 3.7. The Committee is to review the Terms of Reference annually and/or as any legislative changes occur.

4. Composition and Terms of Appointment

- 4.1. The Fire Protection Services Committee will be comprised of nine (9) members:
- (a) One member of Council
 - (b) All 8 Volunteer Fire Departments in the County, represented by the Chief or their designate:
 - District 10 VFD
 - Framboise/Fourchu VFD
 - Grand River VFD
 - Isle Madame VFD
 - L'Ardoise VFD
 - Loch Lomond VFD
 - Louisdale FVD
 - St. Peter's and District VFD
 - (c) Potlotek (Chapel Island) VFD as guest at all meetings
 - (d) Staff Member from Municipality responsible for fire services as recording secretary.

- 4.2. Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council. If the Warden is the Council appointee, they shall assume that role on the FPSC. If he/she is not the appointee, they can attend meetings as an *ex officio* member without voting privileges.
- 4.3. The FPSC Chair will be one of the VFDs Chief or Deputy Chief, nominated and elected by the Committee for a one-year term. The Vice-Chair will be one of the VFDs Chief or Deputy Chief, also nominated and elected by the Committee for a one-year term. Elections for these positions will be held at the first meeting in each calendar year.

5. Meetings

- 5.1. Meeting procedures shall follow the Council Procedural Policy.
- 5.2. The Committee will meet a minimum of 4 times per year, with additional meetings as needed.
- 5.3. A quorum for meeting purposes will be a majority of voting members (i.e., 5 of 9 members).
- 5.4. An agenda will be prepared in consultation with the FPSC Chair and distributed to members prior to meetings.

6. Authority and Accountability

- 6.1. The Fire Protection Services Committee is a committee formally approved by Council and is provided with the authority to make recommendations to Council. Final decisions related to the work of the Committee rest with Municipal Council.
- 6.2. Reports to Council will be provided as per MOCR Policy, and as needed following motions passed by the FPSC.

7. Related Documentation

- Committees Policy
- Council Procedural Policy
- Strategic Communications Plan
- Municipal Government Act

(Other legislation/documents that Clerk says needs to go here)

Version Log and Certification information included as well