



Region of Queens Municipality

Operational Policy No. 82 – Fire Department Capital Purchases and Operating Grants

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows: This policy shall be known as Policy Number 82 and may be cited as “Fire Department Capital Purchases and Operating Grants”.

POLICY PURPOSE

It shall be the policy of the Region of Queens Municipality (RQM) to establish protocols for the replacement and purchasing of capital vehicles for Fire Services within the Region and to ensure the financial viability and affordability for both Fire Departments and the Region of Queens.

DETERMINATION OF NEEDS

The determination of capital vehicle needs as shown on Schedule A for purchasing will be mutually agreed upon and reviewed every five (5) years by the Fire Chiefs. The scope and affordability of the reserve will be at the sole discretion of Region of Queens Municipality.

The criteria used to determine the schedule will be at the discretion of the Fire Chiefs, though, consideration should be reflective of but not limited to:

- a) the age of the vehicle;

- b) the usage;
- c) the condition; and
- d) the community needs.

Fire departments are encouraged to source used vehicles that meet their required needs in an attempt to minimize costs.

If for any reason the schedule for vehicle replacement needs to be reconsidered, due to unforeseen circumstances not in the control of either party, it will be done through consultation with all Fire Chiefs and notice of consensus will be forwarded to the Region.

FUNDING PRINCIPLES

Any capital vehicle purchase balance owing over the fixed amounts listed below will be the responsibility of the Fire Department. The Region's funding will not exceed the following for vehicle purchases:

24/25 to 34/35

- a) Pumpers/Tankers - maximum \$625,000
- b) Aerial Trucks (Ladder) - maximum \$800,000
- c) Rescue/Utility Vehicles - maximum \$300,000

Schedule A		
Department	Vehicle Type	Replacement Year
Liverpool Fire Department	Ladder	25/26
Mill Village Fire Department	Pumper	24/25
North Queens Fire Department	Tanker	24/25
Port Medway Fire Department	Pumper	26/27
Liverpool Fire Department	Pumper	26/27
North Queens Fire Department	Pumper	27/28
Liverpool Fire Department	Tanker	30/31
Mill Village Fire Department	Tanker	30/31
Port Medway Fire Department	Tanker	30/31
Greenfield Fire Department	Tanker	31/32
Greenfield Fire Department	Rescue	34/35
Port Medway Fire Department	Rescue	34/35

Schedule Amended January 9/2024.

If the Region or Fire Department's financial viability changes, the financial funding will be re-examined and adjusted accordingly to ensure the Region's financial security. Every two years the funding schedule will be updated by staff and reviewed with the Fire Chiefs. Any changes requested by the Chiefs will be brought to Council for consideration.

CAPITAL VEHICLE FLEET RESERVE

The Region shall establish a "fire department fleet reserve" that shall be utilized to repay the debt incurred by individual fire departments for the purchase of a capital vehicle.

Pumpers, pumper tankers, one aerial vehicle, rescue and utility vehicles will constitute a capital vehicle purchase; all other vehicle purchases remain the full responsibility of each individual fire department.

Upon purchase of a new capital vehicle, one capital vehicle shall be taken out of service and notification provided to the Region, subject to the retention of one surplus vehicle which will be held for the use of any fire department who may have an unexpected need.

Capital vehicle loans that existed prior to this policy for Liverpool Fire Department will have the yearly payment allocation paid through this new fire department fleet reserve until the debt has been eliminated.

All borrowing of monies and ownership of capital vehicles remain the direct responsibility of fire departments.

Should a financial institution require the Region of Queens to guarantee the fire Department's maximum contribution of \$800,000/\$625,000/\$300,000, each guarantee shall be subject to Ministerial approval through Municipal Affairs as per Section 88(3) of the *Municipal Government Act* and this approval shall be known prior to any borrowing taking effect.

GRANTS

All monies offered by the Region are provided to all Fire Departments upon completion and submission of the Annual Registration form and supporting financial documentation which shall be submitted by the scheduled deadlines in order to receive funding in a timely manner.

For greater clarity budget estimates shall be submitted prior to May's installment payment being issued, and the financial statement signed by an independent reviewer, who is not a fire department member, spouse or relative of a member, shall be submitted prior to the July payment being issued each year.

The Region of Queens will provide an operating general grant to departments to assist in operating costs.

The Region also provides additional funding to Fire Departments through the general tax rate, for general operating costs which are as follows:

- a) Medical Insurance;
- b) Liability Insurance;
- c) Workers Compensation;
- d) Operating Equipment;
- e) Mutual Aid;

- f) Dispatching Services; and
- g) Dry Hydrant Installation/Maintenance.

All operational grant funding will be based on the equivalent of 5 cents on the tax rate each year fiscal year, as calculated by the Finance Department and distributed between departments based on a formula agreed upon by all Chiefs.

Grant funding will be subject to a review at any time by the Region to ensure viability and shall be reviewed at least every ten (10) years.

Monies provided for the purchase of operating equipment or the operating general grant may be used for capital or operating equipment needs and should be reflected in the annual financial statement. Any building maintenance or capital repairs shall be the responsibility of the Fire Department to fund.

EFFECTIVE DATE

This policy shall take effect from the date of approval by Council.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy	Municipal Clerk	Council	2015-07-28
2.0	Amendments	Director of Corporate Servies	Council	2023-09-26
3.0	Amendments	Director of Finance	Council	2024-02-15
4.0	Amendments	Director of Finance	Council	2024-10-15
5.0	Formatting	Municipal Clerk	N/A	N/A

OFFICIAL CERTIFICATION

I certify that this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 10th day of October 2024.

Angela Green
Municipal Clerk