



## **PROTECTIVE SERVICES COMMITTEE FIRE-RESCUE / EMO**

### **Meeting Minutes**

**Wednesday, August 27th, 2025 @ 7:00pm**

**Location: Hampton Fire Rescue**

#### **In Attendance:**

CAO, Richard Malone, Chair  
Councillor Todd Beach  
Fire Chief of Nauwigewauk, Blair Wanamaker  
Deputy Fire Chief of Nauwigewauk, Charles MacNeil  
Fire Chief of Hampton, Mike Raeburn  
EMO Coordinator, Ben LeBlanc  
Deputy Fire Chief of Hampton, Norm Garnett  
Administrative Assistant, Samantha Crealock

#### **Guest Regrets:**

Fire Chief of Upham, Darren Greer

### **1. CALL TO ORDER**

Chair, Richard Malone called the meeting to order at 6:59 PM.

### **2. APPROVAL OF AGENDA**

**Moved by Fire Chief Mike Raeburn and seconded by Councillor Todd Beach the agenda of August 27<sup>th</sup>, 2025, the Protective Services Committee Fire-Rescue/EMO be as presented.**  
**MOTION CARRIED**

### **3. DECLARATION OF CONFLICT OF INTEREST**

No conflicts of interest were declared.

### **4. APPROVAL OF JUNE 18th 2025 MEETING MINUTES**

**Moved by Fire Chief, Mike Raeburn and seconded Deputy Fire Chief, by Norm Garnett to adopt the June 18<sup>th</sup>, 2025 meeting minutes.**

**MOTION CARRIED**

## **5. NEW BUSINESS**

### **5.1 EMO Update**

EMO Coordinator, Ben LeBlanc presented the proposed HEMO structure chart to the Protective Services Committee and will review the outline of member responsibilities at the next meeting. Ben LeBlanc intends to present to Council at their October meeting for approval.

### **5.2 Nauwigewauk Fire Department Update**

Fire Chief, Blair Wanamaker reported that training sessions and call volumes have remained steady. There were no major fire incidents or reports of outdoor fires. While interest from new volunteers has increased, the department has reached its capacity.

### **5.3 Hampton Fire Rescue Update**

Fire Chief, Mike Raeburn reported an increase in medical calls, along with few calls for assistance in containing forest fires. There were also a few nuisance calls reported, which upon investigation, were found to be false. Year-to-date, a total of 231 calls have been recorded.

Hampton Fire Rescue is working on developing a new training plan for the upcoming year. Hampton Fire Rescue is reviewing the current bylaw for burning during fire bans and enforcement support.

Hampton Fire Rescue has registered for a new emergency management program. Further updates will be provided as they work towards implementation.

### **5.4 Fire Underwriters Update**

Fire Chief, Mike Raeburn noted there is no update since their last meeting with Fire Underwriters.

### **5.5 New Truck Update**

Nauwigewauk Fire Chief, Blair Wanamaker reported that the new fire truck is expected to be ready by June of 2026. There is currently no update regarding the new fire truck for Hampton Fire Rescue.

## 5.6 Mutual Aid Training

There is no update on training activities for the summer. Nauwigewauk Fire Department and Hampton Fire Rescue continue to work closely together in responding to calls. Local Fire Chiefs recently held a meeting to assess fire-related risks in the Hampton area.

## 5.7 Review of Terms of Reference for EMO

EMO Coordinator Ben LeBlanc reported that the draft terms of reference have been condensed outlining the committee's mandate and responsibilities. The document is structured to align with Hamptons procedural bylaw and policies.

The committee had requested a clearly defined plan, and the terms of reference are intended to fulfill that request by outlining the structure and responsibilities of the group. The HEMO Advisory Committee will review the terms of reference for recommendation.

## 5.8 EOC roles for the Town of Hampton

EMO Coordinator, Ben LeBlanc reviewed the proposed operational plan including responsibilities, training and composition of the Emergency Operations Centre.

Ben LeBlanc reported that he is currently working to ensure priority phone numbers will be assigned to emergency responders through their service providers.

## 6. NEXT MEETING

The next Protective Services Committee Fire-Rescue/EMO meeting will be held Wednesday, October 22<sup>nd</sup>, 2025.

## 7. ADJOURNMENT

There being no further business, the Protective Services Committee Fire-Rescue/EMO meeting was adjourned at 8:18 p.m.

**Moved by EMO Coordinator Ben LeBlanc and seconded by Deputy Fire Chief Norm Garnett that the Protective Services Committee Fire-Rescue / EMO adjourn the meeting of August 27th, 2025.**

**MOTION CARRIED**

**Prepared by:**

**Approved by:**

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Samantha Crealock  
Staff

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Richard Malone  
Chair