



**Protective Services – Fire–Rescue / EMO Committee
Hampton Fire Rescue – 845 Main Street
Wednesday, January 21, 2026 @ 7:00 pm
Meeting Minutes**

Attendees:

Councillor Todd Beach, Chair
Hampton CAO / Assistant Clerk, Richard Malone
Acting Hampton Fire Chief, Norm Garnett
Acting Hampton Deputy Chief, Tim Nickerson
Nauwigewauk Fire Chief, Blair Wanamaker
Nauwigewauk Deputy Fire Chief, Charles MacNeil
Director of Emergency Management, Ben LeBlanc
Administrative Assistant - Public Works & Utilities / Fire & EMO, Joanne Appleby

Regrets:

Upham Fire Chief, Darren Greer

1. Call to Order

The meeting was called to order by Chair Councillor Todd Beach at 6:59 pm.

2. Approval of Agenda

Moved by Director of Emergency Management, Ben LeBlanc and seconded by Acting Hampton Deputy Chief, Tim Nickerson to approve the agenda of the January 21, 2026 as presented.

Motion Carried

3. Disclosure of Conflict of Interest

None Declared.

4. Approval of Minutes

Moved by Nauwigewauk Deputy Fire Chief Charles MacNeil and seconded by Acting Hampton Fire Chief, Norm Garnett to accept the minutes of the November 5, 2025 meeting.

Motion Carried

5. Business Arising from Minutes:

5.1. Fire/Emergency Services Assessment



CAO Richard Malone reported that he has not received an update on the assessment work. He plans to meet with the province in the spring for further review. The Nauwigewauk Fire Chief raised the idea of a third-party Fire Service Review, similar to the review completed by the Town of Sussex last year. CAO Richard Malone agreed to explore the cost of such a review and whether it could be considered for the 2027 budget. This item will remain on the agenda for continued discussion.

Action Item: CAO Richard Malone will obtain quotes for a comprehensive third-party review.

5.2. Fire Permits and Enforcement of fines.

The Committee reviewed ongoing concerns about fire permits and the enforcement of fines. Members looked at the current Fire By-Law and compared it with how other municipalities handle permits, enforcement, and fines. No new information has come from the Province. Given last summer's dry conditions, members expect the topic may be discussed provincially before the upcoming fire season. The Committee agreed that updating the Fire By-Law is the best next step to address these concerns and reflect current permit practices. Emergency Measures Director Ben LeBlanc will begin drafting amendments, with assistance from Nauwigewauk Deputy Fire Chief Charles MacNeil. The item will remain on the agenda for ongoing review and updates.

Action Item: Ben LeBlanc, with support from Charles MacNeil, will draft proposed amendments to the Fire By-Law.

5.3. Fire Smart / Community Wildfire Resilience Plan (CWRP) Project.

Emergency Measures Director Ben LeBlanc provided an update on the Hampton Community Wildfire Resiliency Plan (CWRP) project. He reported that Forsite has completed all required field work for the project. Forsite will be presenting their Draft Report on February 10th, and all members of Protective Services – Fire-Rescue EMO should have received the invite to attend. This presentation will provide the opportunity for members to submit questions, comments, or recommend changes prior to the finalization of the document. The completed report is expected to be finalized by March 13th.



6. New Business:

6.1. EMO Reception Center Policy

Emergency Measures Director Ben LeBlanc reviewed the draft Emergency Measures Reception Centre Policy with the Committee. If no concerns are raised, a motion will be prepared to forward the policy to Council for their consideration and approval.

Moved by Emergency Measures Director Ben LeBlanc and seconded by Nauwigewauk Deputy Chief Charles MacNeil to recommend Council to accept AD2013 Reception Centre Policy as presented.

Motion Carried

6.2. Committee Composition

CAO Richard Malone reviewed the changes made last year to the structure of the Emergency Measures Committee. Under the revised model, staff are responsible for operational matters, while the Committee now serves as a sub-committee of this of Protective Services Fire Rescue EMO committee, focused on policy development and plan review. He also noted that the Protective Services – Fire Rescue EMO Committee is currently one of the few committees without public representation. Staff are recommending further refinement to the committee structure which would include the EMO Advisory sub-committee being dissolved and the remaining members either added to this committee (Protective Services Fire Rescue EMO) or offered a seat on another Hampton advisory committee. Members were asked if they had concerns over this or if they support the change. Members spoke positively about the proposed changes and were supportive of moving forward with proposing this to Hampton Council. Richard advised that the necessary amendments will be added to the Procedural By-Law and then presented to Council for approval.

6.3. Personnel

CAO Richard Malone informed the Committee that Hampton Fire Chief Mike Raeburn retired on January 1, 2026. He noted that the HR Committee will be posting an internal competition for the Volunteer Hampton Fire Chief position. Human Resources is finalizing the job description, and the internal posting is expected to be out in the coming weeks.



6.4. Report for Council & Year End Report

The Committee discussed best practices for preparing the year-end report and the monthly reports to Council, focusing on format and content to ensure consistency for 2026.

6.5. Updates from HFR, NFD & EMO.

The Nauwigewauk Fire Department (NFD) reported they have been busy and were recently approached about medical response changes happening in other departments, such as Saint John Fire. As a result of these changes, NFD will no longer respond to medical calls for difficulty breathing, seizures, or strokes unless specifically requested. They will continue responding to high-priority or life-threatening medical calls, as well as any call where Ambulance Dispatch asks for Fire assistance.

CAO Richard Malone noted that Ambulance NB recently presented to the Health Care Committee. Ambulance NB is working to address ongoing service challenges, while UMNb continues to advocate to the province for better solutions and compensation for fire service support. Richard explained that Ambulance NB is focusing on improving service delivery and resource allocation. Ambulance NB also expressed appreciation for the support fire departments provide, especially when firefighters assist patients until paramedics arrive.

Hampton Fire Rescue (HFR) reported a busy year with extensive training. Several members have recently met the requirements for black helmets, with final sign-off still pending. HFR also highlighted challenges with signing authority through NBCC, as only one person is currently authorized to sign off on member training. This causes delays in processing and slows member progression. HFR emphasized the need for two authorized signers and noted this issue was raised at a recent zone meeting.

Emergency Measures Director Ben LeBlanc provided an update on training for the new RIT (Rapid Intervention Team) packs. While training at HFR went well, the space is not ideal for future sessions, and alternative locations are being explored. Ben suggested considering a shared training facility, similar to the one in Long Reach, which has



worked well for regional training. He added that the Emergency Measures Plan will be finalized once proposed updates to the Procedural By-Law are considered by Council.

7. Outstanding Issues:

None

8. Next Meeting

- 8.1. The next Protective Services – Fire–Rescue / EMO Committee meeting will be scheduled for Wednesday, March 11, 2026 at 7pm at the Nauwigewauk Fire Hall.

9. Adjournment

Moved by Acting Hampton Fire Chief, Norm Garnett and seconded by Nauwigewauk Deputy Fire Chief, Charles MacNeil that the meeting be adjourned at 8:25 pm.

Approved:

Councillor Todd Beach
Chair

Joanne Appleby
Staff Representative