



**Hampton Protective Services – Fire-Rescue-EMO
Meeting Agenda
Wednesday, April 22, 2026 @ 7:00 PM
Nauwigewauk Fire Department – 11 Jocelyn Ave**

Attendees:

Todd Beach – Councillor / Chair
Norm Garnett – Hampton Deputy Chief
Tim Nickerson – Hampton Assistant Deputy Chief
Blair Wanamaker – Nauwigewauk Fire Chief
Charles MacNeil – Nauwigewauk Deputy Fire Chief
Ben LeBlanc – Director of Emergency Management
Ed Crowley – Hampton Fire Prevention Officer

Regrets:

Darren Greer – Upham Fire Chief

Staff:

Richard Malone – Chief Administrative Officer
Lisa Richard -Clerk
Joanne Appleby –Public Works & Utilities / Fire & EMO Coordinator

1. Call to Order

The meeting was called to order by Chair, Councillor Todd Beach at 6:57pm.

2. Approval of Agenda

Moved by Director of Emergency Management Ben LeBlanc and seconded by Hampton Fire Chief Norm Garnett to approve the agenda of the April 22, 206 as presented.

Motion Carried

3. Disclosure of Conflict of Interest

None Declared.

4. Approval of Minutes

Moved by Nauwigewauk Fire Chief Blair Wannamaker and seconded by Nauwigewauk Deputy Chief Charles MacNeil to accept the minutes of the January 21, 2026 meeting.

Motion Carried

5. Reports from Departments

5.1. NFD



Nauwigewauk Fire Department operations remain steady, with consistent training and good attendance. Medical call volume has decreased by approximately 50% following recent response changes, with calls attended deemed appropriate. The new fire truck remains on schedule for November delivery, with weekly updates from Metalfab. Forestry gear was purchased this year to address previous equipment shortages. The mulch fundraiser is scheduled for May 9; although it coincides with training and results in five members being unavailable, it will proceed as the material is available and donated.

5.2. HFR

Hampton Fire Rescue has responded to approximately 125 calls year-to-date. The Department continues to attend all medical calls; however, ambulance response times have occasionally been longer due to changes in Ambulance New Brunswick deployment, including reliance on units from Quispamsis.

A significant incident on Route 1 required extensive resources and ongoing standby. A subsequent fire occurred several days later. A post-incident debrief was held with 43 attendees, and members received a letter of commendation for their response.

Approximately 500 litres of foam were used during these incidents, resulting in some equipment requiring disposal. The Department is tracking all associated costs, including equipment, foam, personnel hours, and meals, for potential reimbursement.

Training activities continue to progress well. Council has approved proceeding with awarding the tender for a new fire truck, with three tenders received.

5.3. EMO

The Community Wildfire Resiliency Plan (CWRP) has been completed, approved by Council, and submitted to the province for final approval. Funding has been received, enabling the Town to apply for additional funding to support implementation of the plan's recommendations.

Hampton Fire Rescue is working with the Dr. V.A. Snow Centre to plan an emergency evacuation drill this fall. They had questions focused on evacuation procedures, and they are now working to identify suitable locations for displaced residents in the event of an evacuation.

River water levels continue to be monitored and remain stable, with no immediate concerns. The Canadian Red Cross will be visiting Hampton to review local infrastructure in support of emergency preparedness planning.



Staff are participating in a provincial EMO Evacuation Working Group focused on roles and responsibilities during large-scale incidents, following challenges experienced during last year's wildfires.

The Atlantic Emergency Management/Health Conference will take place in Prince Edward Island on June 2–3, for any members of the Fire Department who may be interested in attending.

Preliminary discussions have begun regarding future emergency preparedness initiatives for Hampton business continuity.

Firefighters previously assisted in developing a fire safety plan for Ossekeag Place, a 32-unit seniors' residence. A fire drill is planned, and the pre-incident plan has already proven beneficial during medical responses.

5.4. FRSC (Public Safety Committee)

A meeting was held on March 31, 2026, during which the Terms of Reference for the Committee were reviewed. The Committee is seeking approval to update the Terms of Reference prior to the upcoming election, with Jim Bedford serving as Chair of the Regional Public Safety Committee. Phil Ouellette, Chief Executive Officer, provided a presentation outlining the organization. The next meeting is scheduled for July 28, 2026.

6. **Business Arising from Minutes:**

6.1. EMO Reception Center Policy

The EMO Reception Centre Policy was approved by Council, and the Municipal Emergency Plan has been finalized and formally approved.

6.2. Committee Composition

The procedural by-law has been approved at third reading. As part of this change, the HEMO Advisory Committee has been dissolved, and all members have been contacted. There will now be three seats for residents to serve on the Protective Services Fire Rescue EMO Committee. These seats will have defined terms, and members may re-offer for an additional term. They can serve 2 terms and then take a term break (3 yrs) before serving again. This structure is intended to provide community perspective to Committee discussions.

Moved by Ben LeBlanc, Director of Emergency Management, and seconded by Blair Wannamaker, Fire Chief of Nauwigewauk, that Hampton Council accept the appointments of Mike Hickey, Maura Collings, and Pam McKenzie as members of the



Protective Services Fire Rescue EMO Committee, with terms to be in accordance with the Procedural By-law.

Motion Carried

6.3. Personnel

Congratulations are extended to Hampton Fire Chief Norm Garnett and Deputy Chief Tim Nickerson on their recent appointments. They are currently proceeding through the required process, with the appointment of an Assistant Deputy Chief expected in the near future.

7. New Business:

7.1. Route 1 – Tanker Incident

Committee members noted that this matter was already covered under updates and as part of the debrief that was held, which had a strong turnout.

7.2. Committee Members & Meeting Location

The Committee discussed meeting location options, including accommodation for members of the public at Fire Department locations and the alternative of meeting in the Council Chambers. As meetings currently rotate between fire halls, the Committee agreed to continue alternating meeting locations between Fire Department facilities.

7.3. Website

It was noted that Hampton will be receiving support from a McKenna Institute student, presenting a valuable opportunity to review and provide recommendations on Hampton's websites and social media platforms, including strategies for improvement. It was noted that the Fire Departments can be included in this review.

There is also an opportunity for both Fire Departments to integrate their existing websites into Hampton's platform, which would allow staff to update content directly should they choose to participate.

7.4. FRSC Working Group (Public Safety Committee)

Director of Emergency Management, Ben LeBlanc, attended the most recent meeting on behalf of Hampton and inquired whether the Committee wished him to continue in this role. It was agreed that Ben LeBlanc will continue to represent Hampton and report on business arising, during completion and approval of the FRSC Terms of Reference.



7.5. 2026 Fire Season – Correspondence from Hon. Cade Libby, Deputy Minister, Natural Resources

Committee members reviewed correspondence from the Honourable Cade Libby, Deputy Minister of Natural Resources, regarding the 2026 fire season.

7.6. Wildfire Public Information Tools - Correspondence from Holly Stewart, Assistant Deputy Minister, Natural Resources

Committee members reviewed correspondence regarding wildfire public information tools. Any feedback will be forwarded to Joanne for submission prior to the May 1, 2026 deadline.

8. Outstanding Issues:

8.1. Fire/Emergency Services Assessment

Chief Administrative Officer Richard Malone provided an update on Fire Assessment Services. It was noted that two service options are available: a Fire Service Review and a Fire Master Plan, which would provide approximately a 10-year planning horizon and consider future growth. The estimated cost of the project is \$80,000–\$90,000, with potential opportunities to reduce costs if Hampton can provide certain background information. The review would include the Upham area and reflect the 75% cost-sharing arrangement for fire service coverage in Hampton. The work would provide recommendations to support future advocacy efforts and include a comprehensive review of fire services. Committee discussion included the option of obtaining quotes and considering the project for 2027 or 2028. Hampton Fire Rescue advised that the review is overdue and would provide valuable third-party analysis, noting that the Fire Marshal's Office and other agencies rely on similar reports, and that significant growth has occurred over the past decade. The Committee agreed to continue seeking quotes and pricing for future consideration.

8.2. Fire Permits

Director of Emergency Management Ben LeBlanc and Nauwigewauk Deputy Fire Chief Charles MacNeil provided an update and discussed their findings related to fire permits. It was noted that Hampton is one of the few municipalities still issuing fire permits. Members requested Committee input on the findings prior to drafting any proposed changes to the Fire By-law. It was discussed that potential amendments may include the introduction of administrative fees for non-compliance. Draft changes to the Fire By-law will be brought forward for discussion at the Protective Services



Committee meeting in August. In the interim, fire permitting will continue, as the 2026 fire season is already underway.

8.3. Fire Smart / CWRP

The Committee briefly discussed the Community Wildfire Resiliency Plan (CWRP) and several of its recommendations. Staff will continue to monitor upcoming funding opportunities to support implementation of the plan's recommendations, as well as explore additional ways to educate residents on FireSmart initiatives, including the page added to the 2026 Community Guide.

8.4. Joint Training Facility

There were no new updates regarding the Joint Training Facility. The primary challenge continues to be identifying a suitable location, as current Hampton-owned properties and available space are not considered ideal for the scope of the facility being contemplated. It was noted that potential options may include monitoring for future property sales, should suitable sites become available. It was further noted that this matter could be incorporated into a future Fire Assessment for further evaluation.

9. Next Meeting

The next Protective Services Fire Rescue – EMO Committee meeting will be scheduled for August 5, 2026, at 7pm.

10. Adjournment

Moved by Hampton Fire Chief Norm Garnett and seconded by Nauwigewauk Deputy Chief Charles MacNeil that the meeting be adjourned at 9:05 pm.

Approved:

Councillor Todd Beach
Chair

Joanne Appleby
Staff Representative