

PURPOSE

Recognizing the valuable relationship between the Municipality of East Hants (East Hants) and the East Hants Fire Service (EHFS), Council, in collaboration with its volunteer fire and emergency service providers, wishes to support the EHFS’s continued dedication to providing fire and emergency services to the residents of East Hants.

Through the exchange of information, and based on the expertise of the EHFS, Council supports the EHFS migration to the Trunk Mobile Radio (TMR2) System and also recognizes the value of the system in enhancing the ability of the EHFS to communicate more effectively with other public safety agencies across a wider area.

The purpose of this policy is to reduce the cost to the EHFS, and ultimately the taxpayers of East Hants, by providing a self-insurance program funded by East Hants to protect against loss or damage of TMR2 radios.

SCOPE

This policy applies to all members of the East Hants Fire Service who are issued a TMR2 radio from their respective volunteer fire departments. All members issued a TMR2 radio will be required to review this policy and acknowledge receipt of the Policy and TMR2 radio by signature of “Appendix A - East Hants Fire Service TMR2 Radio Self Insured Program Mandatory Claim Requirement Form” and “Appendix B - TMR2 Radio Agreement”. Signed forms shall be submitted to their respective Fire Chief/Deputy Chief.

DEFINITIONS

Term	Definition
East Hants Fire Service	All volunteer fire departments registered with the Municipality of East Hants.
Risk Consultant	Individual appointed by East Hants to review claims submitted by EHFS members for loss or damage of TMR2 radios.
Municipal Representative	Individual assigned by East Hants to administer the fund and process payment of claims approved by the Risk Consultant or Council.

POLICY

POLICY STATEMENT

Council has established a \$10,000 fund, taken from the Fire Service Emergency Fund, for the purpose of self-insuring TMR2 radios owned by the EHFS and directed staff to administer this fund. Council has agreed to make an annual contribution of \$3,000 to this fund when the balance of the fund is below \$20,000. Council will review these contributions as part of the annual budget process.

1. Claim Submission and Review

- 1.1. An East Hants Fire Service TMR2 Radio Claims Form must be completed and submitted to the Risk Consultant for Review within 48 hours of the loss. The form will be provided by the Risk Consultant.
- 1.2. The Risk Consultant will manage all claims and the decision to approve or deny a claim rests with the Risk Consultant.
- 1.3. The Risk Consultant's ruling can be appealed by referring the ruling to the Fire Advisory Committee for review. Following their review, the Fire Advisory Committee will forward a recommendation to Council for consideration. Council's decision is final.

2. Available Funds

- 2.1. \$10,000 has been allocated to fund the program as of March 31, 2017. An additional \$3,000 will be allocated annually until the total contribution reaches \$20,000.
- 2.2. Claims will be processed on an as received basis with no limit to the amount of claims per year.
- 2.3. There is no guarantee of payment.
- 2.4. If the funds are exhausted at any one claim, the fire departments will accept the risk of loss.
- 2.5. There will be no deductible amount reduced from an approved claim.

3. Use of TMR2 Radios

- 3.1. TMR2 Radios are assigned to volunteer fire department members to support the delivery of fire and emergency services to the residents of East Hants.
- 3.2. A list of serial numbers and assignees will be provided to East Hants and updated regularly by the EHFS. TMR2 Radios are not to be reassigned without notifying East Hants.
- 3.3. TMR2 Radios are not to be used by non-volunteer fire department members.
- 3.4. TMR2 Radios are only to be used while working in an official capacity as a member of the volunteer fire department or as a defined first responder while on a scene.

4. Care of TMR2 Radios

- 4.1. TMR2 Radios are to be secured in a portable radio case properly secured to the radio operator while working in an official capacity as a member of the volunteer fire department; also when not stored securely.
- 4.2. TMR2 Radios are to be protected from extreme temperatures, water and misuse.

5. Security of TMR2 Radios

- 5.1. TMR2 Radios shall never be left in an area where they are vulnerable to theft.
- 5.2. TMR2 Radios shall never be left in an unlocked vehicle, regardless of whether it is in a private driveway or garage. If it is necessary to leave the radio in a vehicle, radios shall be locked in the trunk or, if there is no trunk, hidden from plain view and the vehicle locked.
- 5.3. In the event that a radio is lost or stolen, the user must report the loss to their respective Fire Chief/Deputy Chief and a claim submitted to the Risk Consultant within 48 hours of the loss.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Municipal Representative	<p>The Manager of Administrative Services, in consultation with the Director of Finance & Administration, East Hants Fire Service, and Risk Consultant, will:</p> <ul style="list-style-type: none"> • Ensure the policy is kept up-to-date, reviewed annually or sooner if necessary; • Draft new or edit existing policy content; • Be able to interpret and explain policy content; • Ensure policy content is relevant and accurate; • Seek and secure approval recommendation of the policy from Council; • Provide the final approved policy document to the Assistant Municipal Clerk; and • Process payment of approved claims.
Risk Consultant	<ul style="list-style-type: none"> • Provide East Hants Fire Service TMR2 Radio Claims Form to volunteer fire departments registered with East Hants who wish to file a claim; • Review all claims to ensure compliance to mandatory claim requirements; • Notify claimant and Municipal Representative of ruling; and • Submit claims history and invoice to Municipal Representative.
Council	<ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit).



Title/Role	Responsibilities
East Hants Fire Service	<ul style="list-style-type: none"> Will distribute policy documents to all volunteer fire departments registered with East Hants; Submit a complete list of serial numbers and assignees of TMR2 radios to the East Hants Representative; and Provide updates to serial numbers and/or assignees regularly.
East Hants Fire Service Members	<ul style="list-style-type: none"> Will acknowledge receipt of Trunk Mobile (TMR2) Radio Self-Insurance Policy by signature and submission of Appendix A & B to their respective Fire Chief/Deputy Chief.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Appendix A - East Hants Fire Service TMR2 Radio Self Insured Program Mandatory Claim Requirement Form.		Form
Appendix B - TMR2 Radio Agreement		Form
Appendix C - Radio Inventory		Form

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Self-insurance program funded by East Hants to protect East Hants Fires Service against loss or damage of TMR2 radios.	Manager of Administrative Services	Director of Finance & Administration	Council	October 12, 2016
2.0	Update Section 3.4 to read: "TMR2 Radios are only to be used while working in an official capacity as a member of the volunteer fire department or as a defined first responder while on a scene". An inventory form has been added to the Policy as Appendix C.	Manager of Administrative Services	Director of Finance & Administration	Council	January 24, 2018



EAST HANTS FIRE SERVICE

TMR2 RADIO SELF-INSURANCE PROGRAM

MANDATORY CLAIM REQUIREMENT FORM

Theft

Theft of a radio must be supported by visible signs of forced entry to a building or vehicle.

Mysterious Disappearance

Mysterious disappearance must be supported by visible signs of forced entry to a building or vehicle. A police report must be filed when theft of a radio is alleged.

Damage to Radio

- Damage to a radio while working in an official capacity as a member of a registered volunteer fire department is a covered loss. The radio holder must support the claims process by confirming the radio was secured in a portable radio case properly secured to the radio operator.
- Radio damage caused by improper or misuse of the radio shall not support the claim payment.
- Radio wear and tear or mechanical failure shall not be covered under the self-insured program.
- Radios in the possession of a non-volunteer fire department member resulting in damage shall not be covered under the self-insured program.
- All damage claims to radios must be reported within 48 hours of the alleged damage. Non-compliance to the reporting requirement shall void the claim.
- An East Hants Fire Service TMR2 Radio Claims Form must be completed and submitted to the Risk Consultant for review within 48 hours of the loss.

Risk Consultant Contact Details

Bruce Langille, Risk Consultant

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Mailing address - 68 Karen Avenue, RR 1, Belmont, NS B0M 1C0

Phone - 902-662-3113



Declaration

I declare that I have received a copy of the Truck Mobile (TMR2) Self-Insurance Council Policy. I acknowledge understanding of the contents of the Policy and my responsibility under the Policy as a TMR2 radio operator.

PRINT NAME:	
SIGNATURE:	
DATE:	

(Please returned signed declaration (page 2) to your respective Fire Chief/Deputy Chief)

EAST HANTS FIRE SERVICE
TMR2 RADIO SELF-INSURANCE PROGRAM

RADIO AGREEMENT

All members of the East Hants Fire Service issued a TMR2 radio from their respective volunteer fire department are required to acknowledge receipt of the TMR2 radio device by completing and signing this form.

Acknowledgement

I _____ acknowledge receipt of TMR2 Radio _____.
(please print name clearly) (Serial Number)

I acknowledge that the TMR2 Radio is the property of the _____.
(Name of Registered Volunteer Fire Department)

I also acknowledge that the TMR2 Radio assigned to me must be returned to the owner upon request.

Agreement

I agree that use of the TMR2 radio issued to me must be in compliance with the Truck Mobile Radio (TMR2) Self-Insurance Council Policy.

PRINT NAME:	
SIGNATURE:	
DATE:	

(Please returned signed agreement to your respective Fire Chief/Deputy Chief. Fire Chief/Deputy Chief must file a copy of the signed agreement with the Manager of Administrative Services, Municipality of East Hants.)

