



AGENDA

CYFS - JCC

Tuesday, July 21, 2015 at 9:30 AM
Tannery Room Aurora

Agenda compiled on 15/07/2015 at 4:33 PM

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest

Items

1. Fire Services Report 2015-07 dated July 15, 2015 regarding CYFS Fire Station Development. p. 1

The Fire Chief recommends:

i) THAT Fire Services Report 2015-07 dated July 15, 2015, CYFS Fire Station Development be received for information purposes;

ii) AND THAT the recent decision on the new fire station by Aurora Council attached hereto be received;

iii) AND THAT Joint Council Committee confirm direction to staff with respect to the site assessment process and acquisition for the new fire station as approved by JCC.

2. Correspondence dated June 10, 2015 from Mr. Stephen M.A. Huycke, Town Clerk, Town of Aurora regarding Council Resolution of June 9, 2015 - Fire Station. p. 7

Recommendation:

a) THAT the correspondence dated June 10, 2015 from Mr. Stephen M.A. Huycke, Town Clerk, Town of Aurora regarding Council Resolution of June 9, 2015 - Fire Station be received.

Closed Session (if required)

3. A proposed acquisition of land by the Municipality as per the Municipal Act, Section 239 (2) (c) (if required)

Adjournment



CENTRAL YORK FIRE SERVICES

2015-07-15

Fire Services Report 2015-07

To: Joint Council Committee
Origin: Fire Chief
Subject: **CYFS Fire Station Development**

RECOMMENDATIONS

THAT Fire Services Report 2015-07 dated July 15, 2015, CYFS Fire Station Development be received for information purposes

AND THAT the recent decision on the new fire station by Aurora Council attached hereto be received

AND THAT Joint Council Committee confirm direction to staff with respect to the site assessment process and acquisition for the new fire station as approved by JCC

COMMENTS

On April 7, 2015 Joint Council Committee approved a recommendation to the Councils of the two municipalities to proceed with a land securement, subject to a report for final approval in 2015 for the construction of a new fire facility to include Administration, Training and Suppression Crew and provide for the possible inclusion of Fire Prevention Division;

An architectural consultant was contacted and met with Aurora and CYFS staff to discuss the requirements for the proposed new fire station and training facility to be located in Aurora. The land and building necessities for the new facility were discussed and the consultant was directed to conduct a basic analysis of several

identified sites to determine their suitability to accommodate the facility and generate a report on the findings.

On June 9, 2015 Aurora Council reconsidered the resolution to construct a new fire facility to include Administration, Training and Suppression Crew and provided direction to Aurora staff to proceed with a land securement, for the construction of a new fire facility to only include a Suppression Crew. (Aurora Resolution attached)

The JCC direction to staff was to proceed with a fire station housing Administration, Training and Suppression Divisions. The more recent resolution from Aurora Council reconsidering the direction contradicts the initial JCC direction. As JCC provides the governance to CYFS, clarification is required.

BACKGROUND

Dillon Consulting completed the Fire Department Master Plan Update (FDMPU) in 2014 and determined the area of St. John's Sideroad between Bayview and Industrial Parkway was the optimal location for a new fire station to maximize area coverage and supplement the existing four fire stations.

JCC, Aurora and Newmarket Councils have approved the 2014 FDMPU as the guiding document for the future direction of CYFS. The document outlines several issues relating to this new fire station including staffing levels and compliance with the NFPA guidelines for emergency response. Looking upon the Master Fire Plan as a "roadmap" to our future, CYFS staff have made some alternate observations which have the potential to benefit both communities from a service standpoint as well as a cost effectiveness point of view. (Attachment B)

BUDGET IMPACT

Final budget impact will be determined once a plan has been finalized, however, funds have been allocated through Development Charges for the new facility.

IMPACT ON THE MASTER FIRE PLAN


The FDMPU which has been approved by the JCC and both Municipal Councils is the roadmap for the future direction of CYFS. Consolidation of several CYFS Divisions was key to moving the department forward in a unified direction to address issues that have remained outstanding since consolidation.

The current consolidation agreement which outlines the Mission, Purpose and Objective of the JCC states; "Although accountable to both the Council of the Town of Aurora and the Town of Newmarket, it is the responsibility of the Committee members to make decisions which shall favour neither municipality, but will provide an equal level of service to all of the combined residents of both municipalities."

With the recent Aurora Council decision the direction of JCC is respectfully requested.

CONTACT

For further information on this report please contact Fire Chief Ian Laing



Ian Laing, Fire Chief
Central York Fire Services



Legal & Legislative Services
 Stephen M.A. Huycke
 905-726-4771
 shuycke@aurora.ca

Town of Aurora
 100 John West Way, Box 1000
 Aurora, ON L4G 6J1

June 10, 2015

DELIVERED BY E-MAIL TO:
 abrouwer@newmarket.ca

Mr. Andrew Brouwer
 Director, Legislative Services, Town Clerk
 Town of Newmarket
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Dear Andrew:

**Re: Town of Aurora Council Resolution of June 9, 2015; Re: Closed Session Item 1 –
 A proposed pending acquisition or disposition of land by the Town or Local Board
 (section 239(2)(c) of the *Municipal Act*, 2001); Re: Report No. CAO15-007 – Potential
 Acquisition of Land for a New Central York Fire Services Fire Station**

Please be advised that this matter was considered by Council at its Council meeting held on June 9, 2015 and in this regard Council adopted the following resolution:

THAT in accordance with section 8.14 of the Procedural By-law Number 5330-11, as amended, Council reconsidered the following resolution adopted at the Council meeting of April 14, 2014:

THAT Joint Council Committee make a recommendation to the Councils of the two municipalities to proceed with a land securement, subject to a report for final approval in 2015 for the construction of a new fire facility to include Administration, Training, and Suppression Crew, and provide for possible inclusion of Fire Prevention Division.

THAT Aurora Council direct staff to proceed with a land securement, subject to a report for final approval in 2015, for construction of a new fire facility to include a suppression crew only; and

THAT the Joint Council Committee and the Town of Newmarket be notified of Aurora Council's decision.

The above is for your information and any attention deemed necessary.

Yours sincerely,

Stephen M. A. Huycke
 Town Clerk

SMAH/sk

Copy: Fire Chief Ian Laing, Central York Fire Services



Attachment "B"

JCC Report 2015-07

FIRE STATION OPTIONS

A. Fire Suppression, Administration, Fire Prevention, Training Divisions

Having all CYFS support divisions centrally located in the two communities has distinct advantages to both municipalities. One central location is optimal from a public service point of view. Having all "day staff" (Training, Fire Prevention/Public Education and Administration) in one facility improves the department's internal communication and increases productivity. Communication and morale are also improved when operational staff and support services are located in the same facility. The travel time from any of the existing fire stations would be reduced and Fire Prevention staff will be more accessible to both Town Halls to ensure there is less delay in plans review and site inspections.

This is the recommended option from the FDMPTU, however, based on further analysis by CYFS staff, this may not be the most cost effective option in this report.

B. Fire Suppression, Administration and Training Divisions

This option takes into account the need for the Training Division, Administration and Suppression to be at the new station and to reconfigure the ground floor space at Fire Station 4-1 for Fire Prevention. As Station 4-1 is in Newmarket, funding for renovations has been previously approved by Newmarket Council in a capital budget.

By having the Fire Prevention Division remain at station 4-1, construction costs for the new fire station are estimated to be \$700,000 lower for the new station based on a reduction of 1700 square feet at \$400/square foot.

This is the recommended option for moving forward, as it more effectively and efficiently utilizes the available floor space at Station 4-1. While it does not meet the criteria of all support divisions being located with Suppression in the new facility, it is a practical alternative, which maximizes current facility space while being the most cost efficient option.

C. Fire Suppression and Administration

The Suppression and Administration Divisions being located at the new fire station is not as optimal as Option B above, however, this scenario reduces the land requirements from four to two acres as the Training Division would be located at another facility. Modern fire station design would utilize a second floor option to maintain the footprint of the building and place the facility on a two acre site. Moving Administration from the existing station in Newmarket generates space at Station 4-1 which allows additional space after renovations to suitably accommodate the Fire Prevention staff. This option will allow for adequate office space, meeting rooms, plans examination area and a kitchen/eating area on the ground floor and renovated space for the Fire Suppression crew on the second floor.

This option, however, leaves a very large question unanswered regarding the future of the Training Division. The current facility is being provided on a year to year lease arrangement as the re-development of this area has not been finalized.

D. Fire Suppression Division only

Option D, which is a Fire Suppression station only, does not meet the operational needs of the CYFS. While land requirements are less than Option A & B, the overall effectiveness of the department will be severely compromised with the lack of a coordinated fire service. There would be significant additional financial impact to the Town of Newmarket to renovate the existing Station 4-1 to accommodate the necessary addition to Station 4-1 and unknown costs associated with the Training Division location.

Training Division Requirements

The Training Division, which is tasked with ensuring our staff are appropriately trained to deal with a wide variety of incidents presented in emergency situations requires appropriate office areas, classrooms, reception area, washrooms, shower facilities and a kitchen area. While the former garage area has been retro-fitted to contain several important training props, we are making the best of a marginal facility. This facility is spatially adequate to house the training props and have sufficient outdoor space to allow for ladder training, extrication, driver training and hose evolutions.

Training staff are essential and compulsory through provincial and federal legislation. We are mandated to ensure staff are appropriately equipped and trained to perform their duties in a safe manner or as an organization, we as an organization and community can be held accountable.

Moving the Training Division to the new fire facility will require a parcel of land of at approximately four acres as the minimum.



Legal & Legislative Services
 Stephen M.A. Huycke
 905-726-4771
 shuycke@aurora.ca

Town of Aurora
 100 John West Way, Box 1000
 Aurora, ON L4G 6J1

June 10, 2015

DELIVERED BY E-MAIL TO:
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 Director, Legislative Services, Town Clerk
 Town of Newmarket
 395 Mulock Drive
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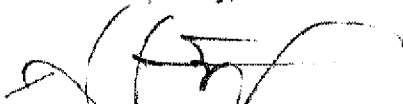
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Yours sincerely,



Stephen M. A. Huycke
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Copy: Fire Chief Ian Laing, Central York Fire Services