



AGENDA

CYFS - JCC

Tuesday, May 10, 2016 at 9:30 AM
Town of Newmarket - Mulock Room

Agenda compiled on 29/04/2016 at 9:46 AM

Open Forum

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest

Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes of April 5, 2016. p. 1

The Central York Fire Services - Joint Council Committee recommends:

- a) THAT the Central York Fire Services - Joint Council Committee Minutes of April 5, 2016 be received.

Items

2. Joint Central York Fire Services and Corporate Services Report - Finance 2016-21 dated April 27, 2016 regarding the 2016 CYFS Budget Report - First Quarter. p. 6

The Fire Chief and the Director of Financial Services/Treasurer recommend:

- a) THAT Joint CYFS/Corporate Services Report - Financial Services 2016-21 dated April 27, 2016 regarding the 2016 CYFS Budget Report - First Quarter be received for information purposes.

3. Joint CAO for Newmarket/Aurora Report 2016-09 dated April 28, 2016 regarding Potential Fire Service Merger Review Process. p. 10

The Chief Administrative Officers for Newmarket and Aurora recommend:

- a) THAT Joint CAO for Newmarket/Aurora Report 2016-09 dated April 28, 2016 regarding potential Fire Service Merger - Central York Fire Services and Richmond Hill Fire Services - Review Process be received for information and the process endorsed.

Closed Session (if required)

New Business

Adjournment



MINUTES

Tuesday, April 5, 2016 at 9:30 AM
Town of Aurora - Leksand Room

The meeting of the CYFS - JCC was held on Tuesday, April 5, 2016 in the Leksand Room, Town of Aurora.

Members Present:	Aurora:	Councillor Abel Councillor Mrakas Councillor Thompson
	Newmarket:	Councillor Hempen Councillor Sponga
Regrets:	Newmarket:	Councillor Twinney
Staff Present:	Aurora:	D. Nadorozny, Chief Administrative Officer D. Elliott, Director of Financial Services
	Newmarket:	R.N. Shelton, Chief Administrative Officer D. Schellenberg, Acting Dir. of Financial Services
	CYFS:	I. Laing, Fire Chief R. Volpe, Deputy Fire Chief C. Duval, Training Officer

The meeting was called to order at 9:37 a.m.

Councillor Abel in the Chair.

Open Forum

None.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes of March 1, 2016.

Moved by: Councillor Mrakas
 Seconded by: Councillor Thompson

a) THAT the Central York Fire Services – Joint Council Committee Minutes of March 1, 2016 be approved.

Carried

Items

2. Verbal Update from the Fire Chief regarding proposed new Fire Station.

The Fire Chief provided a verbal update with respect to the proposed new Fire Station 4-5. He provided answers to some of the queries raised at the previous CYFS-JCC meeting held in March, 2016. Discussion ensued regarding Fire Services Report 2015-08 which was deferred to a future meeting and has not been brought back to the Committee for consideration. Chief Laing advised that the proposed new station should incorporate training, suppression and administration in order to be most cost effective in providing service. He further advised that the York Regional Police Chief was contacted to discuss training opportunities and he was informed that partnership opportunities had been sought, however, not enough interest was gained and the Police Department moved ahead with other plans for training needs and activities. The Fire Chief further explained that there could be opportunity for classroom space rental however, such space does not meet the needs of the Fire Department and would remove the firefighters out of the first response area. He further advised that keeping staff within the first response area allows for cost savings as they do not have to offset overtime expenses. The Fire Chief queried possible available space at the Newmarket Municipal Offices for Fire Services Administration. He suggested that if space is available there, that he, the Chief Officers and Administration staff could temporarily be housed there to allow for renovations at Station 4-1 for Fire Prevention.

The Fire Chief provided a verbal update regarding the design costs and advised that \$7,000,000 is available from development charges, with approximately \$350,000 being architect design drawings. He concluded by informing those present that design and construction has a two year time frame attached to it and the Chief advised he would like to see the design and building footings completed in 2016 with a goal of completion for mid-2018.

Moved by: Councillor Mrakas
 Seconded by: Councillor Hempen

THAT the verbal update presentation by the Fire Chief with respect to the proposed new Fire Station be received.

Carried

Councillor Sponga queried the status of Fire Services Report 2015-08, the Deputy Clerk – Newmarket advised that said report was considered at the October, 2015 CYFS-JCC meeting and deferred to a future meeting. Councillor Sponga advised he would like to see that report come back to CYFS-JCC as opposed to a verbal update. The Chief Administrative Officer, Newmarket advised that a report will be brought back and there may be a need to work with a consultant to address more details.

Discussion ensued regarding cost savings of temporarily housing staff at the Newmarket Municipal Offices, the Fire Chief advised of preference to have management work with staff and an advantage to moving sooner than later would be for renovations to commence for Fire Prevention. Councillor Abel advised that there may be some space available at the old library facility in Aurora.

3. Joint Central York Fire Services - Corporate Services Report - Financial Services 2016-15 dated March 23, 2016 regarding the 2015 CYFS Budget Report - Fourth Quarter.

Moved by: Councillor Thompson
 Seconded by: Councillor Hempen

a) THAT Joint Central York Fire Services - Corporate Services Report - Financial Services 2016-15 dated March 23, 2016 regarding the 2015 CYFS Budget Report - Fourth Quarter be received for information purposes.

Carried

The Acting Director of Financial Services, Newmarket advised that this report is the final one for the fourth quarter of 2015 with a surplus of approximately \$400,000 split between the two municipalities. She advised that wages savings were accrued with timing of hiring's, a small savings in timing of the wellness program and dispatch services increase has not yet been implemented. Discussion ensued regarding the wellness program budget funds held over and captured as part of an annual operating budget. Councillor Thompson queried the dispatch service expense and budget lines adjustments reflective of actuals.

The Chief Administrative Officer, Newmarket requested that the five year trend analysis be done on the line items.

4. Memorandum dated April 5, 2016 from Mr. Doug Nadorozny, Chief Administrative Officer, Town of Aurora regarding Discussions with Richmond Hill.

Moved by: Councillor Mrakas
Seconded by: Councillor Thompson

- a) THAT the memorandum regarding Discussions with Richmond Hill be received.

Carried

The Chief Administrative Officer, Aurora advised that the three CAO's (Newmarket, Aurora, Richmond Hill) have had several meetings to finalize Terms of Reference for a full scale consolidation and structure analysis of benefits associated with merging Central York Fire Services with Richmond Hill Fire Services.

The Chief Administrative Officer, Newmarket advised that Richmond Hill staff will be utilized to assist with such review and costs shared between all three municipalities. Discussion ensued regarding merge, current service levels, feasibility, operational statistics and governance.

5. Correspondence from Mr. Matt Pegg, President, Ontario Association of Fire Chiefs regarding the OAFIC 2016 Municipal Officials Seminar - April 30 and May 1, 2016.

Moved by: Councillor Thompson
Seconded by: Councillor Sponga

- a) THAT the correspondence from Mr. Matt Pegg, President, Ontario Association of Fire Chiefs regarding the 2016 Municipal Officials Seminar be received.

Carried

New Business

- a) The Fire Chief advised that Central York Fire Services has received a Freedom of Information Request regarding the Aurora United Church fire.

Closed Session

There was no requirement for a Closed Session.

Adjournment

Moved by: Councillor Sponga
Seconded by: Councillor Mrakas

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 10:30 a.m.

Date

Councillor Abel, Chair



CENTRAL YORK FIRE SERVICES

April 27, 2016

JOINT CENTRAL YORK FIRE SERVICES AND CORPORATE SERVICES REPORT - FINANCE 2016-21

TO: Joint Council Committee

SUBJECT: 2016 Central York Fire Services Budget Report – First Quarter

ORIGIN: Central York Fire Services – Fire Chief
Director, Financial Services/Treasurer

RECOMMENDATION

THAT Joint CYFS / Corporate Services Report – Financial Services – 2016-21 dated April 27, 2016 regarding the 2016 CYFS Budget Report – First Quarter be received for information purposes.

COMMENTS

Purpose

This report is to provide the JCC with the 2016 operating and capital results for Central York Fire Services for the period ending March 31, 2016.

Budget Impact

At this point it is too early to project the year-end results, but there is no indication that the department will exceed its budget.

Summary

In operating, CYFS net expenditures to the end of March 31, 2016 were \$214,432 lower than the year-to-date budget. This is due to wages which continue to be paid at 2015 rates pending a new collective agreement and the timing of hirings and other expenditures.

BACKGROUND

This report is to provide the JCC with the 2016 operating and capital results for Central York Fire Services for the period ending March 31, 2016.

Operating

Revenue at the end of the first quarter totalled \$13,794. Year-to-date expenses stood at \$5,170,297 compared to a budget of \$5,377,685. Salaries and benefits were \$114,791 under budget, as wages continue to be paid at 2015 rates until a new collective agreement is ratified. Offsetting this was payments made to retirees which more than offset the lower wages of the new recruits, starting at a probationary rate of 70% of a First Class firefighter when they were hired March 7. The Assistant Deputy, budgeted to be hired in 2015, only started February 22 and from that time the department has been operating short one training officer.

Capital

The 2016 capital budget, including carryovers, totals \$10,503,065. To date land for a new fire station to be built in Aurora has been purchased, as well as some replacement (hose) equipment. U.S. dollars have been purchased for the replacement telesquirt and breathing apparatus which are supplied from vendors in the United States.

IMPACT ON THE MASTER FIRE PLAN

This report is consistent with the budget methodology set out in the Master Fire Plan.

CONSULTATION

There has been consultation between the Finance staff of both Aurora and Newmarket.

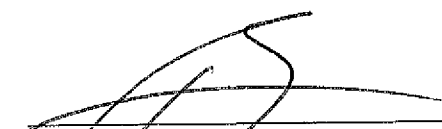
BUDGET IMPACT

At this point, it is too early to project year-end results. Results are tracking within budgeted levels at this point and there is no indication that the department will exceed its budget.

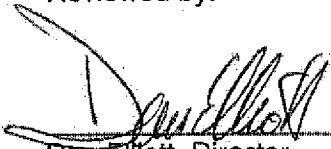
CONTACT

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca


Ian Laing, Fire Chief
Central York Fire Services


Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer
Town of Newmarket

Reviewed by:



Dan Elliott, Director
Corporate & Financial Services/Treasurer
Town of Aurora

DS:FW/ne

Attachment: Operating Results for the Three Months ending March 31, 2016 (1 page)

**CENTRAL YORK FIRE SERVICES
OPERATING RESULTS
For the Three Months Ending March 31, 2016**

OBJECT ACCOUNTS	2015	2016 YTD (March 31, 2016)				2016 FULL YEAR BUDGET	2016 REMAINING BUDGET
	ACTUAL \$	ACTUAL \$	BUDGET \$	VARIANCE favourable/(unfavourable)		\$	\$
				\$	%		
Expenses							
4011 Management Salaries	447,340	123,059	141,969	18,910	13.32%	615,201	492,142
4021 Regular Salaries & Wages	13,562,366	3,241,289	3,283,699	42,410	1.29%	14,191,054	10,949,765
4024 Standby/Callback	21,750	509	-	(509)	n/a	86,000	85,491
4025 Overtime	299,194	58,659	55,000	(3,659)	-6.65%	220,000	161,341
4026 Lieu Time Paid	638,407	5,718	-	(5,718)	n/a	617,000	611,282
4028 WSIB Reimbursements	(64,618)	(4,124)	-	4,124	n/a	-	4,124
4031 Casual/Seasonal Wage	12,281	110	2,769	2,659	96.01%	12,000	11,890
4035 Regular Part-Time Wages	16,384	-	-	-	n/a	-	-
4106 Workers' Compensation	93,504	23,376	21,576	(1,800)	-8.34%	93,500	70,124
4109 Direct Payroll Benefits	4,337,924	992,532	1,050,906	58,374	5.55%	4,553,930	3,561,398
Sub Total Salaries and Benefits	19,364,531	4,441,128	4,555,919	114,791	2.52%	20,388,685	15,947,557
4213 Licences	720	(44)	-	44	n/a	-	44
4216 Stationery & Office Supplies	15,818	3,049	3,750	701	18.70%	15,000	11,951
4217 Photocopier Lease & Supplies	7,157	2,113	1,251	(862)	(88.87%)	5,000	2,887
4219 Emergency Mgmt. Materials	1,793	-	999	999	100.00%	4,000	4,000
4229 Janitorial Supplies	18,489	4,569	5,499	930	16.91%	22,000	17,431
4232 Fuel for Vehicles	94,379	18,438	30,000	11,562	38.54%	120,000	101,562
4261 Uniforms, Clothing	115,402	31,462	31,251	(211)	(0.67%)	125,000	93,538
4269 Misc.	8,747	3,546	2,376	(1,170)	(49.23%)	9,500	5,954
4272 Vehicle Repairs & Maintenance	348,432	88,384	77,124	(11,260)	(14.60%)	308,500	220,116
4273 Building Repairs & Maintenance	120,507	26,974	25,425	(1,549)	(6.09%)	101,700	74,726
4278 Equipment Repairs & Maintenance	122,507	29,390	28,374	(1,016)	(3.58%)	113,500	84,110
4278 Radio Equipment Maintenance	6,882	-	6,249	6,249	100.00%	25,000	25,000
4299 Capital Acquisitions	64,851	11,699	16,749	5,050	30.15%	67,000	55,301
4303 Cell Phone	18,474	5,873	4,500	(1,373)	(30.51%)	18,000	12,127
4311 Hydro	86,414	28,366	23,001	(5,365)	(23.33%)	92,000	63,634
4321 Heat	44,041	11,978	13,752	1,774	12.90%	55,000	43,022
4331 Water	12,289	3,829	4,251	422	9.93%	17,000	13,171
4404 Consulting Services	32,810	-	15,000	15,000	100.00%	60,000	60,000
4425 Education/Corporate Tuition Assist.	2,768	-	2,751	2,751	100.00%	11,000	11,000
4462 Fire Prevention	26,198	47	6,249	6,202	99.25%	25,000	24,953
4463 Fire Investigation	1,222	-	624	624	100.00%	2,500	2,500
4464 Association Allowance	3,000	3,000	750	(2,250)	(300.00%)	3,000	-
4465 Dispatch Service	428,582	-	-	-	n/a	505,000	505,000
4466 Wellness Program	21,462	12,604	36,249	23,645	65.23%	145,000	132,396
4471 Mileage/Parking/Tolls	3,888	399	951	552	58.07%	3,800	3,401
4474 Training	97,389	(1,046)	24,249	25,295	104.31%	97,000	98,046
4478 Conferences & Seminar Fees	28,895	7,455	5,499	(1,956)	(35.57%)	22,000	14,545
4511 Street Snowploughing Contract	9,647	1,333	7,893	6,560	83.11%	11,275	9,942
4662 Contingency Account	73,555	-	11,250	11,250	100.00%	45,000	45,000
4666 Vehicle Lease	-	-	-	-	n/a	-	-
Support cost allocation	857,404	221,602	221,800	(2)	(0.00%)	886,407	664,805
4911 Transfer to Capital	6,600	1,650	1,650	-	0.00%	6,600	4,950
4936 Asset Replacement Fund	850,000	212,500	212,500	0	0.00%	850,000	637,500
Total Expenses	22,894,853	5,170,297	5,377,685	207,388	3.86%	24,160,467	18,990,170
Revenues							
7431 Fire Dept. Recoveries	262,796	9,914	-	9,914	n/a	258,530	248,616
7471 Misc. Charges	9,282	3,880	3,750	130	3.47%	15,000	11,120
Total Revenues	272,078	13,794	3,750	10,044	267.85%	273,530	259,736
Net Expenditure Before Transfers	22,622,776	5,156,503	5,373,935	217,432	4.05%	23,886,937	18,730,434
Transfers to/(from) Reserve Fund							
4922 Transfer to Reserve Fund	55,000	13,750	13,750	0	0.00%	55,000	41,250
7542 From Reserve Fund	-	-	(3,000)	(3,000)	100.00%	(12,000)	(12,000)
Net Expenditure	22,677,776	5,170,253	5,384,685	214,432	3.98%	23,929,937	18,759,684
Newmarket's share(2015-59.77%; 2016- 59.8%)	13,554,507	3,091,811	3,220,042	128,166	3.98%	23,929,937	11,218,291
Aurora's share(2015-40.23%; 2016 - 40.2%)	9,123,269	2,078,442	2,164,643	86,266	3.99%	-	7,541,393
	22,677,776	5,170,253	5,384,685	214,432	3.98%	23,929,937	18,759,684



April 28, 2016

JOINT CAO FOR NEWMARKET/AURORA 2016-09

TO: JCC

SUBJECT: Potential Fire Service Merger – Central York Fire Services and Richmond Hill – Review Process

ORIGIN: CAO, Town of Newmarket and CAO, Town of Aurora

RECOMMENDATIONS

THAT Joint CAO for Newmarket/Aurora Report 2016-09 dated April 28, 2016 regarding potential Fire Service Merger – Central York Fire Services and Richmond Hill Fire Services – Review Process be received for information and the process endorsed.

COMMENTS

On April 7, 2015 JCC approved the following motion:

WHEREAS the consolidation of Aurora and Newmarket fire services into Central York Fire Services has achieved efficiencies through enhanced levels of fire service provided at a significantly reduced cost;

AND WHEREAS consolidation with additional municipalities may achieve further operating efficiencies, improved department structure, increased service level(s), and cost avoidance opportunities;

BE IT RESOLVED THAT staff be directed to prepare correspondence to the Council of the Town of Richmond Hill pursuing interest in the consolidation of CYFS with the Town of Richmond Hill Fire Service;

AND THAT the correspondence be brought before both Councils of Aurora and Newmarket for approval and signed by Heads of Councils before submission to Richmond Hill Council.

This motion was adopted by both Aurora Council (April 14, 2015) and Newmarket Council (April 20, 2015).

The Mayors of the two municipalities sent a letter to Richmond Hill, copy attached, indicating interest to review this potential merger. The three municipal CAOs have met a few times to determine the appropriate process for this review to determine if there is a business case to move forward with merger discussions. The review in any case would identify potential synergies if a full merger was not supported. Richmond Hill has agreed to provide a staff member, the Director of Strategic Initiatives to lead the process.

Staff are currently obtaining proposals from external experts to assist with this review to determine amongst other things, potential synergies, cost, savings, cost mitigation/avoidance and service level considerations.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This initiative is aligned with the strategy of being *Well Equipped and Managed* and *Well Planned and Connected*. In addition, this initiative supports the strategy of ensuring efficient and effective services and supporting innovative partnerships.

BUDGET IMPACT

The total budget estimate for this review is estimated at \$40,000-50,000 including reports to the three Councils. The cost of the review will be shared equally by the three municipalities with Richmond Hill also providing staff support as noted.

CONTACT

For more information on this report, contact Doug Nadorozny or Bob Shelton.

"Bob Shelton"

Bob Shelton, CAO, Newmarket

"Doug Nadorozny"

Doug Nadorozny, CAO, Aurora