



# AGENDA

## CYFS - JCC

Tuesday, November 29, 2016 at 9:30 AM  
Cane A & B

Agenda compiled on 18/11/2016 at 10:55  
AM

### Open Forum

### Additions & Corrections to the Agenda

### Declarations of Pecuniary Interest

### Presentation

1. Presentation of Preliminary Report dated November 15, 2016 by Mr. Paul McIntosh, Thomas Brown Architects Inc. regarding Proposed Central York Fire Services Headquarters Station 4-5. p. 1

### Approval of Minutes

2. Central York Fire Services - Joint Council Committee Minutes of October 4, 2016. p. 23

### Items

3. Central York Fire Services Report 2016-02 dated November 8, 2016 regarding Fire Station 4-5 Project Plan. p. 27

The Fire Chief recommends:

a) THAT Central York Fire Services Report 2016-02 dated November 8, 2016 regarding Fire Station 4-5 Project Plan be received and the following recommendations be adopted:

i) THAT Central York Fire Services Report 2016-02 dated November 1, 2016, Fire Station 4-5 Project Plan be received for information purposes;

ii) AND THAT Joint Council Committee (JCC) approve and recommend to the Councils of Aurora and Newmarket that staff proceed with the design of a fire hall in Aurora which includes administration, fire suppression and training services (Option A);

iii) AND THAT a budget of \$495,000 be approved to complete the detailed design phase, including project support;

iv) AND THAT staff be authorized to negotiate a single source procurement with Thomas Brown Architects to complete the detailed design;

v) AND THAT staff report back to JCC prior to issuing the tender to provide a project update and seek approval for the final construction project.

4. Joint Central York Fire Services/Corporate Services - Finance Report 2016-54 p. 35 dated November 11, 2016 2016 CYFS Budget Report - Third Quarter.

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

a) THAT Joint CYFS/Corporate Services Report - Financial Services 2016-54 dated November 11, 2016 regarding 2016 CYFS Budget Report - Third Quarter be received for information purposes.

5. Fire Services Report 2016-05 dated November 14, 2016 regarding Medical Oversight of CYFS Medical Program. p. 39

The Fire Chief recommends:

a) THAT the Joint Council Committee (JCC) approve securing medical oversight from a physician for the CYFS medical response program;

i) AND THAT JCC authorize an increase in level of service that would allow CYFS to follow a symptom relief drugs protocol.

6. Central York Fire Services - Joint Council Committee 2017 Meeting Schedule. p. 41

Recommendation:

a) THAT the Central York Fire Services - Joint Council Committee 2017 Meeting Schedule be approved.

## **New Business**

## **Closed Session**

7. Personal matters about an identifiable individual, including municipal or local board employees as per Section 239 (2) (b) of the Municipal Act, 2001.

Fire Services Report 2016-03 dated October 21, 2016 regarding Naming a Fire Station.

8. Personal matters about an identifiable individual, including municipal or local board employees as per Section 239 (2) (b) of the Municipal Act, 2001.

Fire Services Report 2016-04 dated October 28, 2016 regarding Naming a Fire Station.

## **Adjournment**

# THOMASBROWN ARCHITECTS



## PRELIMINARY REPORT

## PROPOSED CENTRAL YORK FIRE SERVICES HEADQUARTERS STATION 4-5

NOVEMBER 15, 2016



## **PROPOSED CENTRAL YORK FIRE SERVICES HEADQUARTERS STATION 4-5**

Thomas Brown Architects Inc. were engaged by the Town of Aurora and Central York Fire Services in the Summer of 2015 to advise on the feasibility of locating a Headquarters Station including Fire Training facilities on 3 selected sites – each approximately 2 Acres in size. Based on our preliminary studies, we were able to determine that each of the sites would accommodate a Headquarters Station complete with Fire Training Offices and Classrooms but without the land area to accommodate Training Props and Training Exercises. Following an informal presentation to the Joint Councils of Aurora and Newmarket, it was agreed to secure the 2 sites which are adjacent to each other on Isaacson Crescent at Earl Stewart Drive to provide a 4 Acre site for the development of a Headquarters Station and Fire Training Facilities including exterior Training Exercises.

Once the properties were secured, we were asked to provide preliminary information as to the probable size of the Headquarters Station, how it might be located on the site and what might be the extent of the Training Facilities which could be incorporated within the balance of the site. In conjunction with this investigation, we were asked to provide a Preliminary Cost Estimate for the project as envisioned.

Thomas Brown Architects have gained an unusual expertise in the Design and Construction Administration of Fire Stations over the past 40 years having completed over 100 such projects. We have attached for reference a copy of our complete experience in Fire and EMS projects and we have attached copies of Fact

Sheets for Fire Stations recently completed in Aurora, Markham, Richmond Hill, Whitchurch-Stouffville and our most recent Station in Oshawa. Our approach to the Proposed Headquarters Station in Aurora is based on a facility which would be comparable in quality to these examples.

We have also included for reference our history of Costs for Fire Station Projects which we have been tracking since 1995. We have highlighted 6 particular projects which we feel would be representative of the costs which would be anticipated for this Project. We have also used this information for a determination of the probable escalation in costs for the Aurora Headquarters in 2017-2018.

We have worked with Central York Fire Services to determine a Programme for the Headquarters Station. The main elements of the Station will be:

- Headquarters Administration Offices
- Fire Suppression Facilities
- Equipment Spaces
- Apparatus Bays & Service Spaces
- Training & Classroom Spaces

These elements are broken down into room sizes in the Preliminary Programme attached to this report.

Using the Programme, we have developed a Cost Estimate based on the projected overall Station size and the historical costs for projects of similar quality. Based on our experience with similar facilities, we have also included projected costs for the development of the Training Facilities.

The Preliminary Cost Estimate attached to this Report is broken down to indicate the costs for each of the main elements located in the Headquarters Station. We have then added projected costs for the Training Area assuming that it would be developed at the same time as the Headquarters Station.

The balance of the Cost Estimate incorporates additional budget items including Escalation, Consulting and In-House fees, Permit Costs, an Allowance for Poor Soils and a Contingency Allowance.

In order to provide a sense of reality to this Report, we have developed a Site Layout Drawing P1 incorporating the Headquarters Station, proper driveways and turning radii for the Fire Vehicles, adequate parking spaces for Staff, Visitors and Training requirements, Exterior Training areas for Training Props, Hose Exercises and Driver Training.

While the Headquarters Station is not specifically planned, we have allocated the required space to the shape which we have shown on the Site Plan. The allocation of the various elements are illustrated on Drawing P2 – Floor Plan & Massing. The Plan Areas are based on the Preliminary Programme.

Drawing P3 provides an overall Aerial View of the Site with the Building shape and size and the Exterior Training Facilities illustrated.

Finally, we have prepared an “Artists Sketch” of the Headquarters Station as seen from the corner of Isaacson Crescent and Earl Stewart Drive.

We trust that you will find the information contained in this Report to be of assistance in understanding and evaluating this important proposed development. We are readily available to assist further with responses to any questions arising or to provide further information and/or opinions.

Respectfully,



**Paul McIntosh**

**Thomas Brown Architects Inc.**

197 Spadina Avenue - Suite 500

Toronto, ON M5T 2C8

P: 416-364-5710 ext 104

C: 416-998-2810

pem@tbrownarch.com

## Preliminary CYFS Headquarters Station 4-5 Programme November 2016

### Administration Area

FRONT VESTIBULE	80 sq ft	
REAR VESTIBULE	50 sq ft	
MALE B/F WASHROOM	100 sq ft	
FEMALE B/F WASHROOM	100 sq ft	
HERITAGE ROOM	600 sq ft	
CHIEF'S OFFICE	250 sq ft	
DEPUTY'S OFFICE 1	225 sq ft	
DEPUTY'S OFFICE 2	225 sq ft	
HR OFFICE	150 sq ft	
BOARD ROOM	300 sq ft	
ADMINISTRATIVE ASSISTANTS (4)	480 sq ft	
COPIER/ADMIN FILES/STORAGE	240 sq ft	
	<b>2,800 sq ft</b>	

### Suppression Staff Space

PLATOON CHIEF	240 sq ft	
CAPTAINS OFFICE (2)	480 sq ft	
DAYROOM	360 sq ft	
KITCHEN / DINING ROOM	450 sq ft	
MENS WASHROOM & SHOWERS	240 sq ft	
MENS LOCKER ROOM	320 sq ft	
WOMENS WASHROOM & SHOWERS	90 sq ft	
WOMENS LOCKER ROOM	100 sq ft	
DORMITORIES	640 sq ft	
EXERCISE ROOM	600 sq ft	
	<b>3,520 sq ft</b>	

### Equipment Space

SCBA/CLEAN ROOM	300 sq ft	
MEDICAL STORAGE	100 sq ft	
GEAR ROOM (60 GEAR STORAGE UNITS)	500 sq ft	
GENERAL STORAGE	400 sq ft	
WORKSHOP	150 sq ft	
PARTS STORAGE	150 sq ft	
HOSE STORAGE / DRYING	100 sq	
	<b>1,700 sq ft</b>	

### Apparatus Bays/Service Space

APPARATUS BAYS (4 DRIVE THROUGH)	7,200 sq ft	
MECHANICAL	300 sq ft	
ELECTRICAL	200 sq ft	
	<b>7,700 sq ft</b>	

### Training/Classroom Space

OFFICES (4)	600 sq ft	
CLASSROOMS (2)	1,500 sq ft	
TRAINING SPACES (INTERIOR)	2,000 sq ft	
	<b>4,100 sq ft</b>	

TOTAL AREAS	<b>19,820 sq ft</b>	
CIRCULATION & WALLS @ 25%	<b>4,955 sq ft</b>	
<b>TOTAL PROJECT SIZE</b>	<b>24,775 sq ft</b>	

# Preliminary CYFS Headquarters Station 4-5 Cost Estimate

November 2016

## HEADQUARTERS OFFICES

ADMINISTRATION AREA	2,800 sq ft @ \$315/sq ft	\$ 882,000
---------------------	---------------------------	------------

## SUPPRESSION STAFF SPACE

CREW QUARTERS	3,520 sq ft @ \$315/sq ft	\$1,108,800
---------------	---------------------------	-------------

## EQUIPMENT SPACE

LOCATED ADJACENT TO BAYS	1,700 sq ft @ \$315/sq ft	\$ 535,500
--------------------------	---------------------------	------------

## APPARATUS BAYS/SERVICE SPACE

FOUR DRIVE-THROUGH BAYS	7,700 sq ft @ \$315/sq ft	\$ 2,425,500
-------------------------	---------------------------	--------------

## TRAINING/CLASSROOM SPACE

OFFICES, CLASSROOMS & TRAINING	4,100 sq ft @ \$315/sq ft	\$ 1,291,500
--------------------------------	---------------------------	--------------

## CIRCULATION & WALLS

ALLOWANCES	4,955 sq ft @ \$315/sq ft	\$ 1,560,825
------------	---------------------------	--------------

<b>SUBTOTAL</b>	<b>24,775 sq ft</b>	<b>\$ 7,804,125</b>
-----------------	---------------------	---------------------

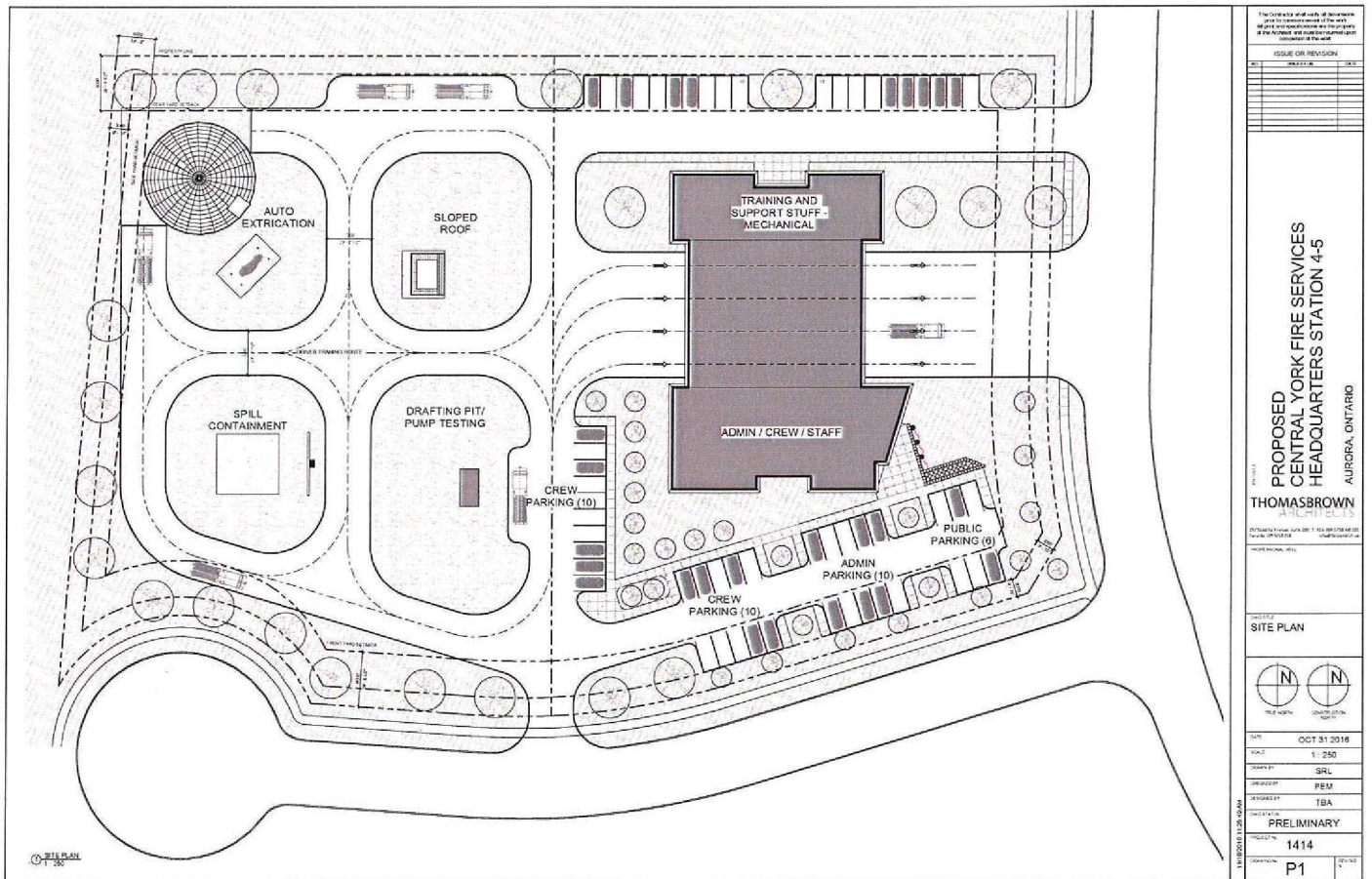
## TRAINING AREA

SITE SERVICING & PREP	Allowance	\$ 185,000
ASPHALT PAVING	2,300 sq m @ \$50/sq m	\$ 115,000
SALT DOME	2,800 sq ft @ \$125/sq ft	\$ 350,000
ALLOWANCE FOR PROPS	4 @ \$25,000	\$ 100,000

<b>SUBTOTAL</b>	<b>\$ 8,554,125</b>
-----------------	---------------------

ESCALATION FOR 2018 @ 3.0%	\$ 240,915
PROJECT MANAGEMENT (Internal)	\$ 300,000
CONSULTANTS FEES @ 7%	\$ 600,000
PERMITS	\$ 50,000
ADVERSE SOILS (Allowance)	\$ 200,000

<b>SUBTOTAL</b>	<b>\$ 9,945,040</b>
CONTINGENCY ALLOWANCE @10%	<u>\$ 994,504</u>
<b>TOTAL</b>	<b>\$10,939,544</b>





**THOMASBROWN**  
ARCHITECTS

157 Seaside Avenue, Suite 200 T 415/394-0736 ext. 101  
Fax: 415/394-0738 [www.tbarchitects.com](http://www.tbarchitects.com)

THOMASBROWN.AE.COM

DATE:	OCT 31 2016
-------	-------------

SCALE	1 : 250
DRAWN BY	SM

	SRL
Get Out by	PEM

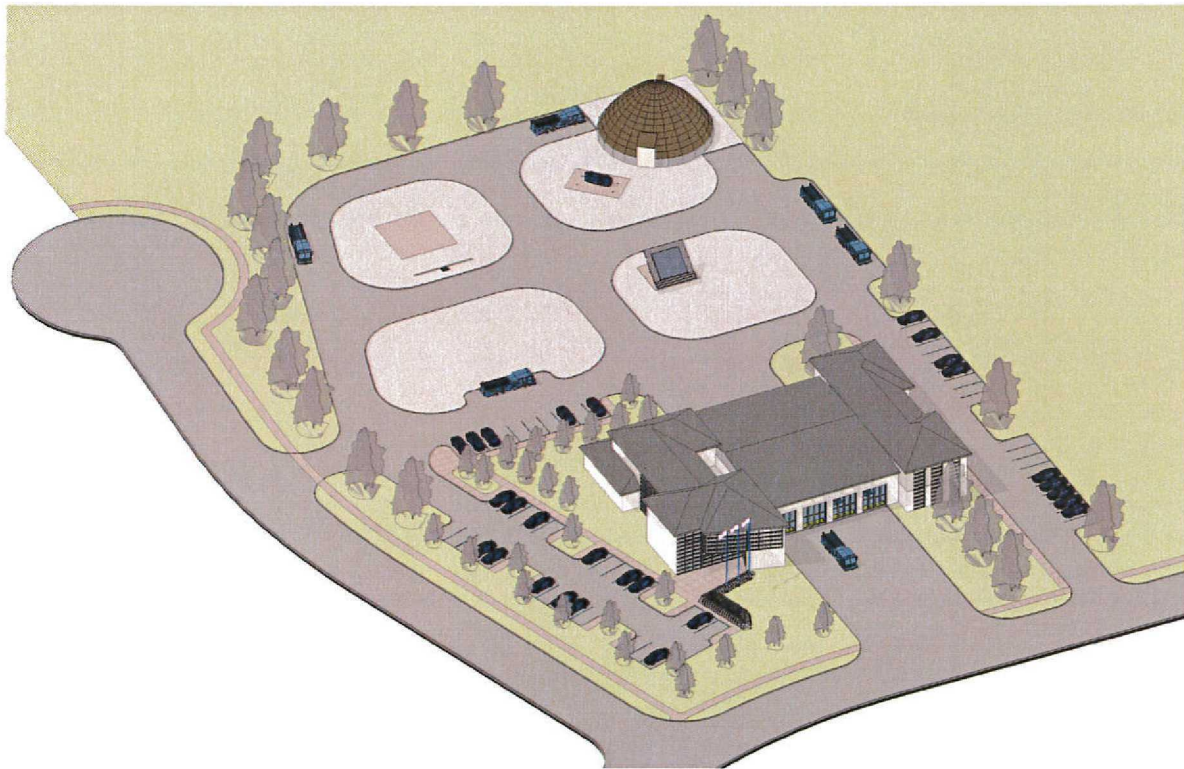
Delivered On-site	TBA
-------------------	-----

PRELIMINARY

1414

DRAWING NO.	P2	REVISED	
-------------	----	---------	--

1	2
---	---



The City and County of Aurora and its representatives warrant that the information contained herein is true and correct to the best of their knowledge and belief.

ISSUE OR REVISION		
NO.	DESCRIPTION	DATE

**PROJECT**  
**PROPOSED CENTRAL YORK FIRE SERVICES HEADQUARTERS STATION 4-5**  
**AURORA, ONTARIO**

**THOMAS BROWN**  
 ARCHITECTS LTD.  
 100 Hurontario Street, Suite 200, Mississauga, Ontario L4R 1A5  
 Tel: (905) 276-1111 Fax: (905) 276-1112  
 www.thomasbrown.ca

**PROFESSIONAL SEAL**

**PROJECT**  
**CONCEPT AXO**

TRUE NORTH

CONSTRUCTION NORTH

**DATE** OCT 31 2016

**SCALE**

**DESIGNED BY** SRL

**DRAWN BY** PEM

**CHECKED BY** TBA

**PROJECT** PRELIMINARY

**PROJ. NO.** 1414

**DATE** P3



Project	Year	Total Size (sq.ft.)	Total Cost (\$)	Cost \$/sq.ft.
Kincardine Fire Headquarters	1995	9,500	799,054.00	84.11
Whitby Fire Headquarters	1995	24,000	2,228,386.93	92.85
Stoney Creek Fire Stations 2 & 4	1995	14,100	1,299,880.00	92.81
Mississauga Fire Station 118	1996	7,700	766,747.10	99.58
Markham Fire Station 96	1996	9,000	1,080,040.18	120.00
Scarborough Fire Station 08	1998	7,100	697,436.00	98.23
Scarborough Fire Station 01	1998	9,100	1,136,999.46	125.15
Mississauga Fire Station 119	1998/1999	7,850	895,000.00	114.01
Mississauga Fire Station 117	1998/1999	7,500	811,125.00	108.11
Richmond Hill Fire Station 04	1999	6,650	817,500.00	123.12
Richmond Hill Fire Station 05	Mar 2000	9,750	1,302,750.32	133.62
Township of King Fire Station 34	Aug 2000	7,500	1,090,037.30	144.76
Toronto Fire Station/Sheppard	Nov 2000	17,000	3,130,000.00	184.00
Whitby Fire Station 06	Mar 2001	8,400	1,285,710.28	153.06
Holland Landing Fire Station 34	Feb 2002	8,885	1,380,224.00	155.34
Markham Fire Station 92	Apr 2003	15,400	2,909,351.55	189.00
Whitby Fire Station 03	Jun 2003	8,400	1,586,000.00	189.00
Courtice Fire Station	May 2004	9,950	1,975,000.00	198.50
Markham Fire Station 98	Sept 2004	10,000	2,497,000.00	249.70
Guelph East End Fire Station	Dec 2004	9,050	1,968,430.00	218.00
West Brant Fire Ambulance Station	Mar 2005	10,370	2,033,000.00	196.05
<b>Aurora Fire Station 44</b>	<b>July 2005</b>	<b>8,167</b>	<b>1,800,000.00</b>	<b>220.40</b>
Whitby Fire Station 01 - Brooklin	Sept 2005	8,400	1,986,500.00	236.49
Oshawa Fire Station No.05	Sept 2005	17,170	4,448,370.00	259.00
City of Toronto Fire Station 116	Mar 2006	11,770	2,873,000.00	244.10
Georgetown Fire/EMS Station*	Mar 2008	16,000	4,261,600.00	*266.35
Georgetown Fire Headquarters *	Mar 2008	13,600	3,931,300.00	*289.07
<b>Whitchurch -Stouffville Fire/EMS</b>	<b>Sept 2008</b>	<b>18,800</b>	<b>5,508,400.00</b>	<b>293.00</b>
<b>Markham Fire Station 93*</b>	<b>April 2009</b>	<b>10,000</b>	<b>2,998,000.00</b>	<b>*299.80</b>
Brampton Station 205 (add'ns &alt's)	May 2009	4,935	1,320,290.00	267.54
Guelph Fire/Police/EMS Station*	May 2009	36,000	9,092,229.00	*252.56
Brampton Station 212*	Aug 2009	11,040	3,253,572.00	*294.70
Mississauga Fire/Peel Region EMS	Oct 2009	37,750	10,200,000.00	270.20
Brampton Live Fire Training Structure	Jun 2010	6,277	2,194,300.00	342.41
<b>Markham Fire Station 99*</b>	<b>Nov 2010</b>	<b>10,839</b>	<b>3,278,000.00</b>	<b>*302.43</b>
<b>Richmond Hill Station 8-6*</b>	<b>July 2011</b>	<b>8,934</b>	<b>2,773,910.00</b>	<b>*310.49</b>
City of Toronto Fire Station 141	Aug 2011	11,535	4,350,000.00	377.11
City of Toronto Fire Station 221	July 2012	11,915	4,474,200.00	375.51
City of Toronto Fire Station 135	Oct 2013	15,000	5,741,500.00	382.77

\*Leed Designed

---

Project	Year	Total Size (sq.ft.)	Total Cost (\$)	Cost \$/sq.ft.
Canfield Fire Station	Nov 2013	5,200	1,200,000.00	230.77
Queensville Fire Station 2-8	Jan 2014	9,880	2,588,680.00	262.00
Mount Albert Fire Station 2-6	May 2014	8,180	2,265,265.00	277.00
<b>Oshawa Fire Station 6</b>	<b>Jun 2015</b>	<b>10,800</b>	<b>3,376,000.00</b>	<b>312.60</b>
Vaughan Fire 7-3 / York EMS Station	Aug 2015	13,880	5,896,696.00	*424.83
Cambridge Fire Station No. 6	Jun 2016	9,150	3,627,000.00	396.39

---

\*Leed Designed

**Project**

DESCRIPTION: 8,060 SQ.FT. FIRE STATION

**Client + Consulting Team**

OWNER TOWN OF AURORA  
OCCUPANT CENTRAL YORK FIRE SERVICES  
CONTRACTOR BWK CONSTRUCTION COMPANY LTD.  
STRUCTURAL STEPHENSON ENGINEERING LTD.  
MECHANICAL/ELECTRICAL ABLE ENGINEERING INC.  
SITE SERVICES CONSULT LIMITED  
LANDSCAPE ARCHITECTS HARRINGTON & HOYLE LANDSCAPE ARCHITECTS

**Cost**

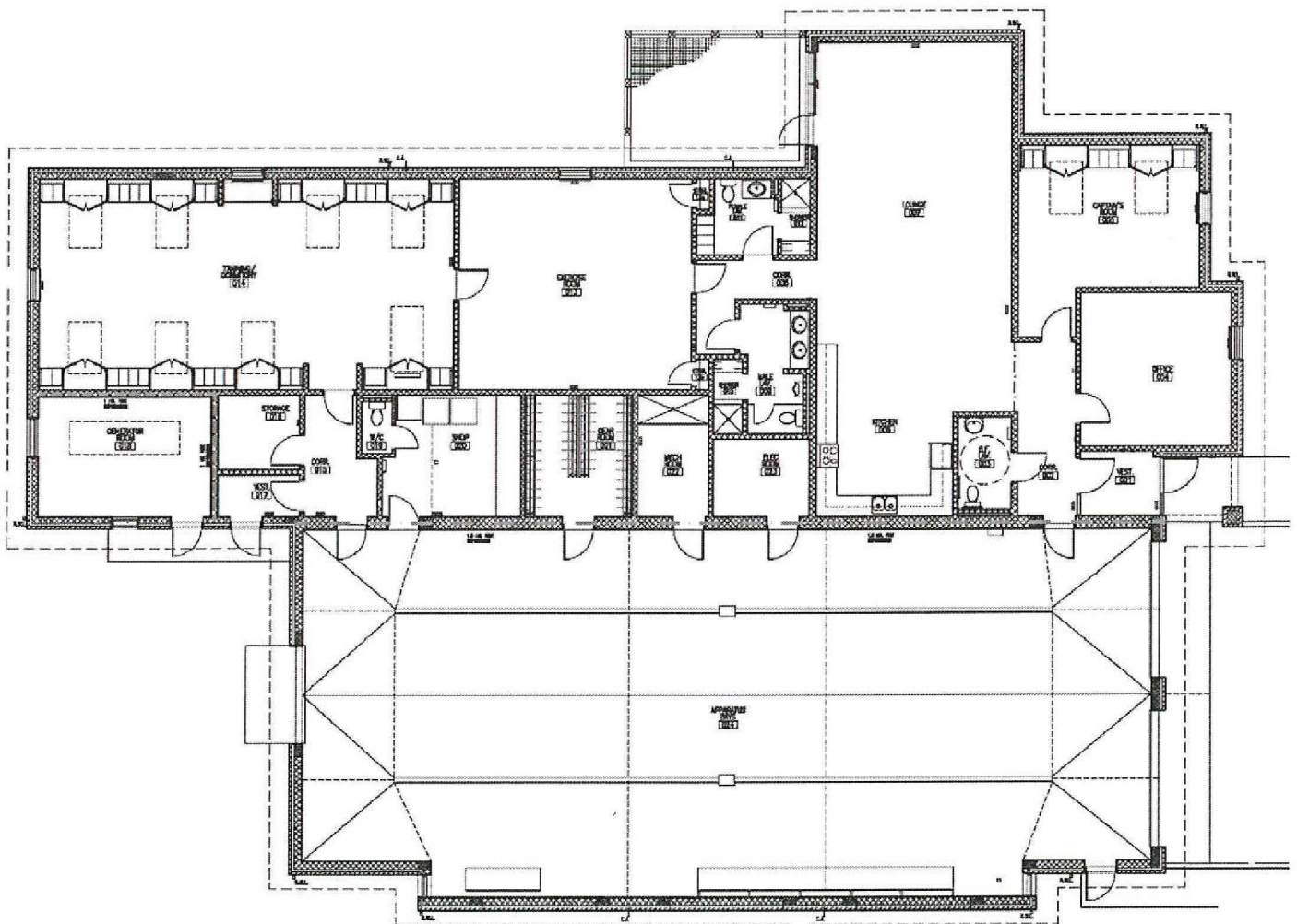
COMPLETION FEBRUARY 2006  
SCHEDULE 30 WEEKS  
TENDER \$1,800,000.00  
CONSTRUCTION \$1,777,000.00

**Program**

2 DOUBLE-DEPTH DRIVE-THROUGH VEHICLE BAYS, GENERATOR ROOM, WORKSHOP, MECH/ELEC ROOMS, DORMITORY / TRAINING ROOM FOR 8, EXERCISE ROOM, MALE + FEMALE WASHROOMS, CAPTAIN'S DORM + OFFICE FOR 2, KITCHEN, DINING, LOUNGE, BARRIER-FREE WASHROOM.

**References**

THE TOWN OF AURORA ALLAN DOWNEY, DIRECTOR, LEISURE SERVICES (905) 726-4752  
AARON KARMAZYN, MANAGER, FACILITIES + PROPERTY (905) 727-3123 X4323  
CENTRAL YORK FIRE SERVICES JOHN MOLYNEAUX, FIRE CHIEF (905) 895-9222



**Project**

**DESCRIPTION:** 10,000 SQ.FT. FIRE STATION INCORPORATING FIRE PREVENTION OFFICES, FACILITIES FOR WOMEN FIRE FIGHTERS, GROUND SOURCE HEATING & COOLING, RAIN WATER HARVESTING FOR TRUCK FILL AND TRUCK WASH. TARGETING LEED™ GOLD CERTIFICATION.

**Program**

**FIRE:** 2 DOUBLE-DEPTH DRIVE-THROUGH VEHICLE BAYS & 1 BACK-IN BAY, GENERATOR ROOM, WORKSHOP, AIR FILL RM, LAUNDRY, GEAR ROOM, MECH/ELEC ROOMS, DORMITORY/TRAINING ROOM FOR 10, EXERCISE ROOM, MALE + FEMALE WASHROOMS, CAPTAIN'S OFFICE, DISTRICT CHIEF OFFICE, FIRE PREVENTION OFFICE FOR 4, KITCHEN/DINING/LOUNGE, BARRIER-FREE LAV.

**Cost**

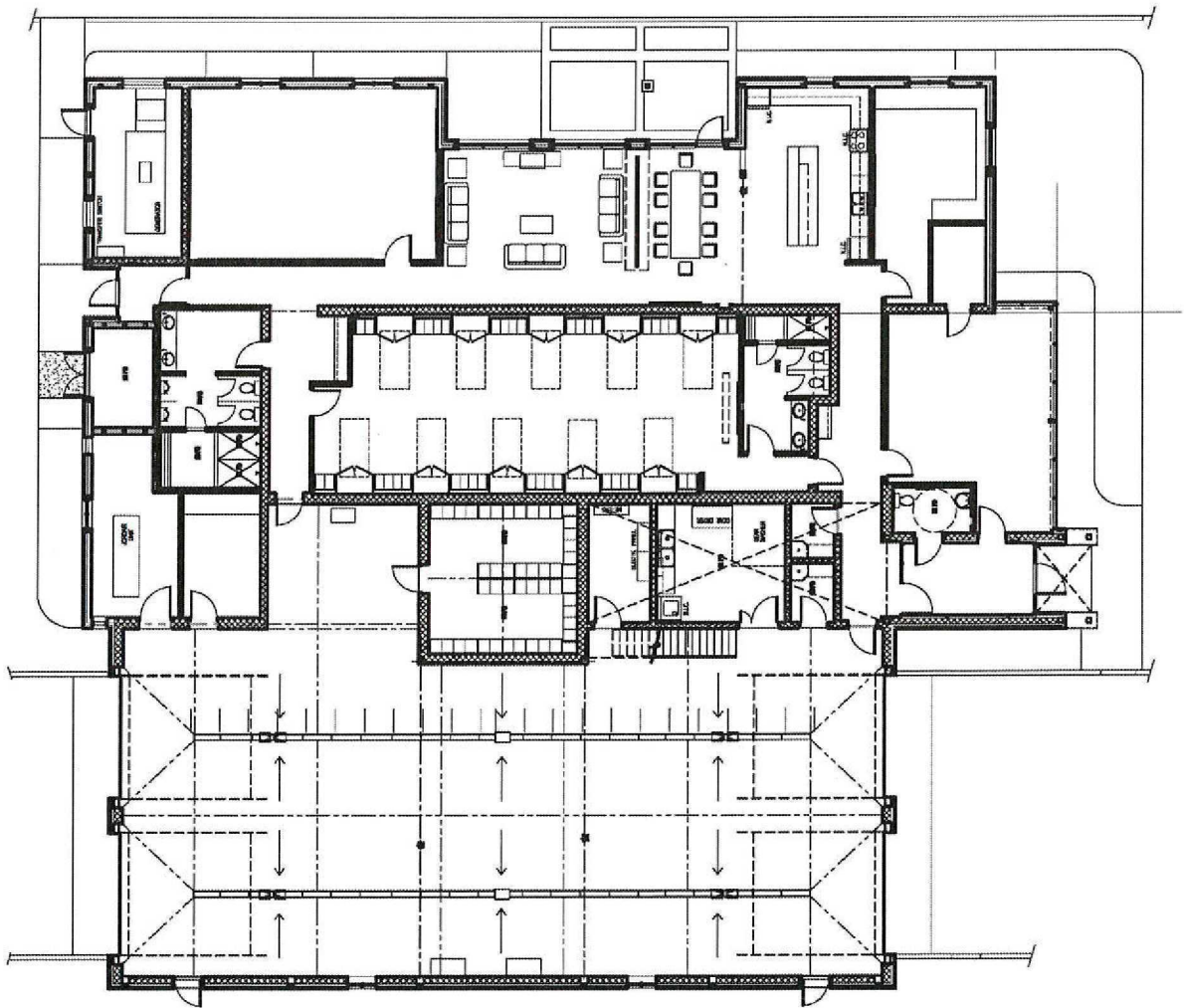
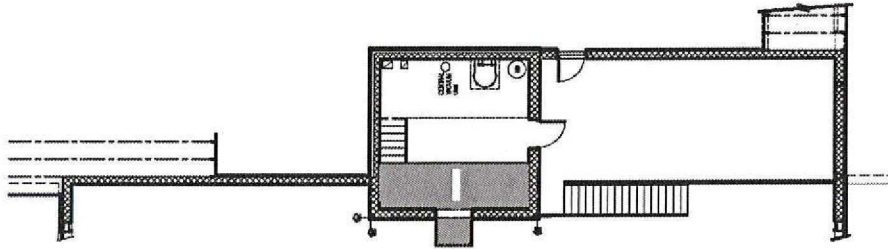
**COMPLETION** SUMMER 2010  
**SCHEDULE** 12 MONTHS  
**ESTIMATED COST** \$3,700,000.00  
**TENDER PRICE:** \$2,998,000.00  
**CONTRACT PRICE** \$2,982,051.16

**Client + Consulting Team**

**OWNER** TOWN OF MARKHAM  
**OCCUPANT** MARKHAM FIRE DEPARTMENT  
**CONTRACTOR** TBA  
**STRUCTURAL** STEPHENSON ENGINEERING LTD.  
**MECHANICAL/ ELECTRICAL** COBALT ENGINEERING  
**SITE SERVICES** EAGLEBROOKE ENGINEERING  
**LANDSCAPE ARCHITECTS** HARRINGTON & HOYLE LANDSCAPE ARCHITECTS

**References**

**THE TOWN OF MARKHAM** MAX STANFORD (905) 477-7000 X 2710  
**MARKHAM FIRE DEPARTMENT** DEPUTY CHIEF PHIL ALEXANDER (905) 477-5960



**Project**

**DESCRIPTION:** 10,000 SQ.FT. FIRE STATION INCORPORATING FIRE PREVENTION OFFICES, FACILITIES FOR WOMEN FIRE FIGHTERS, BAS, SOLAR PV AND RAIN WATER HARVESTING FOR TRUCK FILL AND TRUCK WASH. TARGETING LEED™ SILVER CERTIFICATION.

**Program**

**FIRE:** 2 DOUBLE-DEPTH DRIVE-THROUGH VEHICLE BAYS & 1 BACK-IN BAY, GENERATOR ROOM, WORKSHOP, AIR FILL RM, LAUNDRY, GEAR ROOM, MECH/ELEC ROOMS, DORMITORY/TRAINING ROOM FOR 10, EXERCISE ROOM, MALE + FEMALE WASHROOMS, CAPTAIN'S OFFICE, DISTRICT CHIEF OFFICE, FIRE PREVENTION OFFICE FOR 4, KITCHEN/DINING/LOUNGE, BARRIER-FREE LAV.

**Cost**

**COMPLETION** MAY 2012  
**SCHEDULE** 56 WEEKS  
**TENDER AMOUNT** \$3,278,000.00  
**FINAL CONSTRUCTION** \$3,547,600.00

**Client + Consulting Team**

**OWNER** TOWN OF MARKHAM  
**OCCUPANT** MARKHAM FIRE DEPARTMENT  
**CONTRACTOR** TBA  
**ARCHITECTURAL TEAM LEADERS** – PAUL MCINTOSH, JANET STEWART  
**STRUCTURAL** STEPHENSON ENGINEERING LTD.- ARON MCCALLUM, ERIC JOHNSON  
**MECHANICAL/ ELECTRICAL** JAIN & ASSOC – EZZAT MITRI, ANISH JAIN  
**SITE SERVICES** MGM CONSULTING LTD. – JOHN BISHOP, MATT STAIRS  
**LANDSCAPE ARCHITECTS** HARRINGTON MCAVAN LANDSCAPE ARCHITECTS – RICH MCAVAN

**References**

**THE TOWN OF MARKHAM** MAX STANFORD (905) 477-7000 EXT 2710  
**MARKHAM FIRE DEPARTMENT** DEPUTY CHIEF PHIL ALEXANDER (905) 477-5960

**Project**

**DESCRIPTION:** SINGLE STOREY 8390 SQ.FT. FIRE STATION ON A 1.084 ACRE SITE INCORPORATING INDIVIDUAL DORMS FOR 6, RAINWATER HARVESTING FOR TRUCK WASHING. TARGETING LEED SILVER CERTIFICATION.


**Client / Consulting Team**

OWNER TOWN OF RICHMOND HILL  
 OCCUPANT RICHMOND HILL FIRE & EMERGENCY SERVICES  
 CONTRACTOR BECC CONSTRUCTION GROUP LTD.  
 STRUCTURAL STEPHENSON ENGINEERING LTD.  
 MECHANICAL/ELECTRICAL JAIN & ASSOCIATES  
 CIVIL MGM CONSULTING  
 LANDSCAPING HARRINGTON MCAVAN

**Cost**

COMPLETION AUGUST 2012  
 SCHEDULE 47 WEEKS  
 TENDERS \$ 2,773,910.00  
 CONTRACT PRICE \$ 2,814,968.00

**Program**

FIRE: SINGLE STOREY 8390 SQ.FT. INCORPORATING 2 DOUBLE-DEPTH DRIVE-THROUGH APPARATUS BAYS, SCBA EQUIPMENT, STAND-BY GENERATOR, GEAR WASHER & DRYER, GEAR ROOM, WORK ROOM AND CREW QUARTERS CONSISTING OF KITCHEN, DINING, LOUNGE, CAPTAIN'S OFFICE, EXERCISE ROOM, TRAINING ROOM, MALE & FEMALE WASHROOMS & SHOWERS AND INDIVIDUAL DORMS FOR 6.

**References**

TOWN OF RICHMOND HILL: STEVE MORGAN, PROJECT MANAGER (905) 771-2518  
 RICHMOND HILL FIRE & EMERGENCY SERVICES: CHIEF STEVE KRAFT (905) 780-2898 EXT. 223

## 2010 GOLD AWARD WINNER

### PROJECT

DESCRIPTION: 18,800 SQ.FT. FIRE DEPARTMENT HEADQUARTERS AND EMS STATION INCORPORATING ADMINISTRATION AND TRAINING FACILITIES, TRAINING TOWER, BELL TOWER AND HERITAGE LOBBY, AND QUARTERS FOR FIRE AND EMS CREWS.



### TEAM

OWNER TOWN OF WHITCHURCH-STOUFFVILLE  
OCCUPANT WHITCHURCH-STOUFFVILLE FIRE DEPARTMENT, YORK REGION EMS  
CONTRACTOR NORLON BUILDERS LONDON LTD.  
STRUCTURAL HALCROW YOLLES LTD.  
MECHANICAL SMITH & ANDERSEN CONSULTING ENGINEERS  
ELECTRICAL MULVAY & BANANI INTERNATIONAL  
SITE SERVICES MARSHALL, MACKLIN, MONAGHAN

### COST

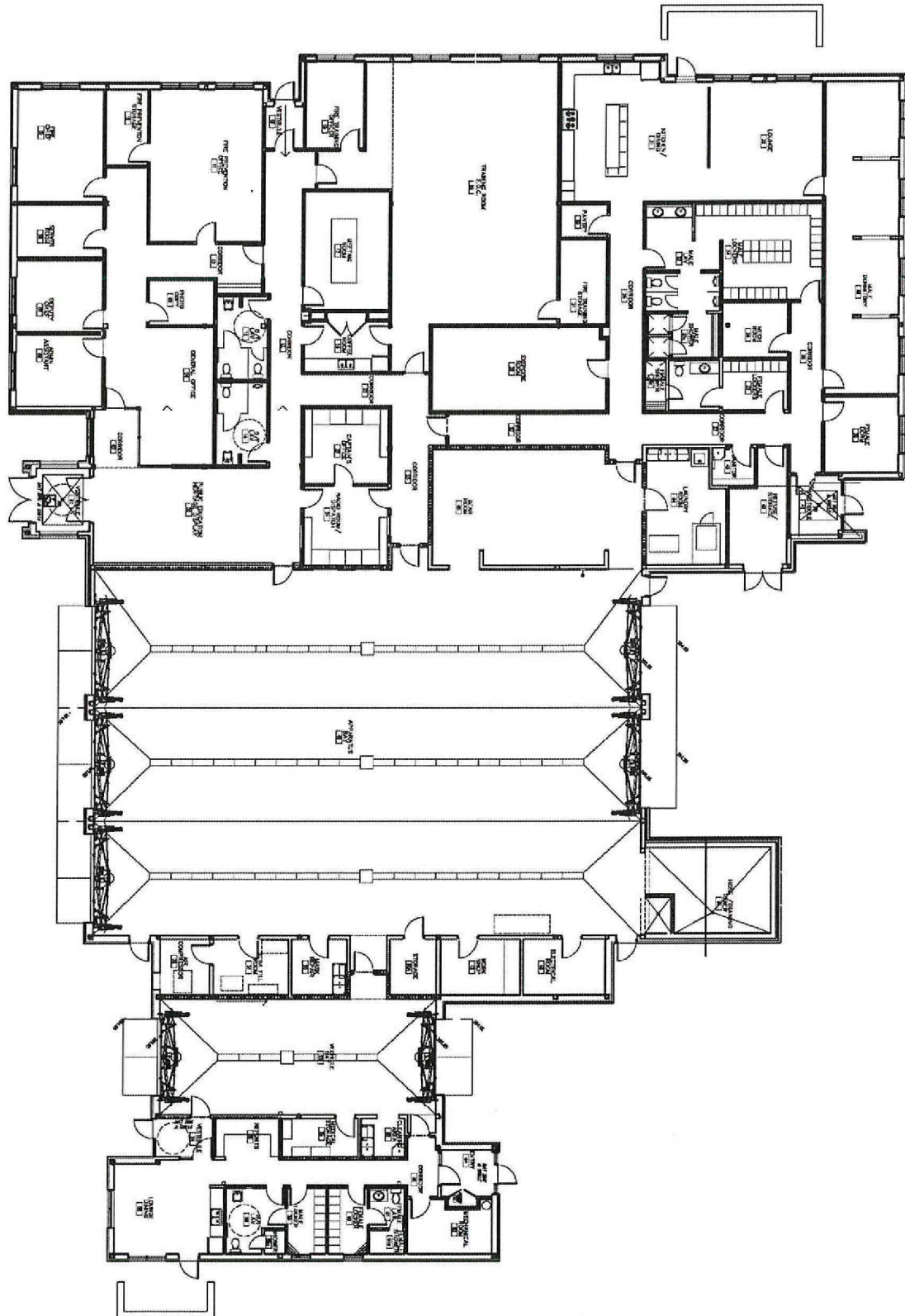
COMPLETION JANUARY 2010  
SCHEDULE 44 WEEKS  
TENDER PRICE \$5,508,400.00  
CONTRACT PRICE \$5,508,400.00

### PROGRAM

FIRE: 3 DOUBLE-DEPTH DRIVE-THROUGH VEHICLE BAYS, HOSE / TRAINING TOWER, GENERATOR ROOM, AIR FILL, LAUNDRY, MECH/ELEC ROOM, CAPTAIN'S OFFICE AND DORM, ADMINISTRATIVE OFFICES, MUSEUM LOBBY, DORMITORY, EXERCISE ROOM, MALE AND FEMALE WASHROOM FACILITIES, FIRE PREVENTION OFFICES, TRAINING ROOM, DAYROOM, DINING + KITCHEN FACILITIES, BARRIER-FREE ACCESS AND WASHROOM FACILITIES.  
EMS: SINGLE DRIVE-THROUGH VEHICLE BAY, KITCHEN/LOUNGE, MALE & FEMALE FACILITIES, REPORTS OFFICE, MED AND OXYGEN STORAGE, CLEAN ROOM.

### REFERENCES

WHITCHURCH-STOUFFVILLE FIRE: ROB MCKENZIE, CHIEF (905) 640-9595 X 225  
REGION OF YORK: STEVE HORVAT, PROJECT MANAGER (905) 830-4444 X 1710



**Project**

**DESCRIPTION:** 10,674 SQ.FT. FIRE STATION INCORPORATING MECHANICS' BAYS, FIRE PREVENTION AND PUBLIC EDUCATION FACILITIES.

**Client + Consulting Team**

OWNER CITY OF OSHAWA  
OCCUPANT OSHAWA FIRE DEPARTMENT  
CONTRACTOR GAY COMPANY LIMITED  
STRUCTURAL STEPHENSON ENGINEERING LTD.  
MECHANICAL/ELECTRICAL REGAL ENGINEERING INC.  
SITE SERVICES MMM GROUP  
LANDSCAPE ARCHITECTS HARRINGTON & MCCAVAN LANDSCAPE ARCHITECTS

**Cost**

COMPLETION SCHEDULED FOR JULY 2016  
SCHEDULE 47 WEEKS  
TENDER PRICE \$3,214,000  
CONSTRUCTION \$TBD

**Program**

**FIRE:** 2 DOUBLE-DEPTH DRIVE-THROUGH VEHICLE BAYS + 2 DOUBLE-DEPTH DRIVE-THROUGH MECHANICS BAYS WITH 2 HOISTS, AIRMATION AIR FILTRATION UNITS, GENERATOR ROOM, AIR FILL, TRAINING TOWER, LAUNDRY, MECH/ELEC ROOM, CAPTAIN'S OFFICE AND DORM, TRAINING ROOM / DORMITORY, EXERCISE ROOM, MALE AND FEMALE WASHROOM FACILITIES, FIRE PREVENTION OFFICES, TRAINING ROOM, DAYROOM, DINING + KITCHEN FACILITIES, BARRIER-FREE ACCESS AND WASHROOM FACILITIES.

**References**

THE CITY OF OSHAWA: TOM HODGINS, DIRECTOR SPECIAL OPERATIONS (905) 436-5636 X2361  
PETER PATON, MANAGER CONSTRUCTION COORDINATION (905) 436-5636 X2420  
OSHAWA FIRE DEPARTMENT STEVE MERRINGER, FIRE CHIEF (905) 436-3899

# THOMASBROWN ARCHITECTS

## PROJECT EXPERIENCE 1974 - 2016

### Ambulance Stations

2011	Toronto EMS - Turnbury
2009	Halton Region EMS - South Oakville
2006	Halton Region EMS - Burlington
2002	Halton Region EMS Station - Oakville York Region EMS - Cane Parkway Renovations to Toronto EMS Station 34 Toronto EMS North East Hub Toronto EMS Station 19
2001	Halton Region EMS Station - Milton Halton Region EMS Station - Acton York Region EMS Station - Unionville (addition to Markham Fire Station 95) York Region EMS Station - Markham (part of the new Markham Fire Station 92) Regional Municipality of Halton EMS Ambulance Response Stations Prototype Sheppard Avenue East Emergency Services Station, Toronto
2000	Region of York EMS Ambulance Response Station Prototype Halton Hills Ambulance Station, Preliminary Site Evaluation & Schematic Design
1989	New Metro Ambulance Station/ Paramedic Centre, City of York
1983	New Metro Ambulance Station, City of North York
1981	New Metro Ambulance Station, City of Scarborough

### Fire Department Headquarters

2009	Whitchurch-Stouffville Fire Headquarters
2008	Georgetown Fire Department HQ
1995	Kincardine Fire Department HQ
1994	Clarington Fire Department HQ - Coordination of Design-Build
1993	East York Fire Department HQ
1992	York Fire Department Communications Centre
1991	Whitby Fire Department HQ
1989	York Fire Department HQ
1978	Richmond Hill Fire Department HQ*
1974	Mississauga Fire Department HQ*

### Municipal Emergency Operation / Comm Centres

2012	Markham Communications Centre
2006	Toronto Heavy Urban Search and Rescue Facility
2003	Toronto 911 Call Centre Renovations
2000	Town of Richmond Hill EOC
1997	Clarington Municipal Operations Centre Town of Whitby EOC

### Fire Training Facilities

2012	Kingston Fire Training Props
2011	Brampton Training Tower
2009	City of Barrie Fire Training Facilities
2008	Richmond Hill Fire Training Facilities
2002	Toronto Fire Academy Addition and Alterations
2001	Waterloo Region Emergency Services Training and Research Complex: Fire Training Structure Administration Building Fire Research Facility for University Waterloo
1995	Oakville Fire Training Centre Planning Study
1994	Mississauga Fire Training Centre Addition and Upgrade
1991	Whitby Fire Department Teaching Facility (in the Fire Department Headquarters)

1990	Markham Fire Training Centre Planning Study
1989	Training Tower for York Fire Department Headquarters
1986	North York Smoke Training Centre and Subway Disaster Training Centre
1984	Scarborough Fire Training Centre and Training Fire Station
1983	North York Fire Training Centre
1978	Mississauga Fire Training Centre*

### Fire/EMS Stations

2009	Whitchurch-Stouffville Fire/EMS Station
2008	Georgetown Central Fire/EMS Station
2008	Mississauga Fire/EMS Station
2005	West Brant Fire Ambulance Station #4
2004	Markham Fire/York Region EMS Station 92
2003	Sheppard Avenue East Emergency Services Station, City of Toronto

### Fire/Police/EMS Stations

2008	Guelph South End Emergency Services Station
------	---

### Fire/Police Stations

2003	Courtice Fire Station/Durham Region Police Offices
------	--

### Fire Stations

2016	City of Oshawa Fire Station 6
2015	Town of East Gwillimburg Queensville Fire Station
2015	Town of East Gwillimburg Mt. Albert Fire Station
2015	Guelph Fire Station 3 Renovation
2012	Guelph Fire Station 2 Renovation
2012	Markham Fire Station 99
2012	Richmond Hill Firestation 86
2011	Toronto Fire - Eglinton
2011	Toronto Fire-Chaplin
2009	Markham Fire Station 93
2009	Toronto Fire York University
2009	Brampton Fire Stations 205 & 212
2007	Toronto Old Leslie Street Fire Station
2006	Oshawa Fire Station 5 Enniskillen Fire Station Addition, Clarington Aurora Fire Station 44 Whitby Fire Station 01, Brooklin East End Fire Station, Guelph Markham Fire Station 98
2001	Fire Station Number 03, Town of Whitby Holland Landing Fire Station 24, East Gwillimbury Whitby Fire Station Number 06
2000	Township of King Fire Hall 34 (including the Offices of the Fire Chief) Richmond Hill Fire Station Number 05 (including the Offices of Fire Prevention)
1999	Mississauga Fire Station Number 119 (Replacement), Pearson International Airport Mississauga Fire Station Number 117 Richmond Hill "Russell Curly Lynette" Fire Station Number 04
1998	Scarborough Fire Station Number 08 Addition and Renovation CFB Borden Fire Station Addition and Retrofit - Design-Build Scarborough Fire Station Number 01

# THOMASBROWN ARCHITECTS

1997	Mississauga Fire Station Number 104 Renovations	2002	Ontario Fire College Expansion and Renovation Feasibility Study, Office of the Fire Marshall
1996	East York Fire Station Number 03 Mississauga Fire Station Number 118 Sheffield Fire Hall, Tamworth		
<b>Fire Stations cont'd</b>			
1995	Stoney Creek Fire Station Numbers 2 & 4 Design-Build Mississauga Fire Station Number 119, Pearson International Airport Markham Fire Station Number 96	2002	Clarington Municipal Operations Centre Expansion Feasibility Study, Municipality of Clarington
1995	East York Fire Station Number 2 Renovations	2001	Carleton University / NRC Fire Research Facility Turnberry Avenue EMS Station Feasibility Study, City of Toronto
1994	Mississauga Fire Station Number 115 Renovations Scarborough Fire Station Number 07		Chaplin Crescent Emergency Services Station Feasibility Study, City of Toronto
1993	Oakville Fire Station Number 6		Royal York Road Fire Station Expansion Feasibility Study, City of Toronto
1992	Halton Hills Churchill Road Fire Station		Communications Centre Addition to Fire Station 95, Assessment Study, Markham Fire Department
1989	Mississauga Fire Station Number 114 Oakville Fire Station Number 05	2000	Royal York Rd. Emergency Services Station Feasibility Study, City of Toronto
1988	Oakville Fire Station Number 01 Oakville Fire Station Number 02		Toronto Fire Services Training Facilities, Current Usage and Future Needs Analysis
1984	North York Fire Station Number 18 Mississauga Fire Station Number 3		Markham Combined Emergency Services Communications Centre Proposal
1983	North York Fire Station Number 15 North York Fire Station Number 7		Mississauga Fire Training Centre Burn House Life Expectancy Assessment
1982	Scarborough Fire Station Number 02 Mississauga Fire Station Number 10		Toronto East Fire/Ambulance Station Potential Site Assessment
1981	Scarborough Fire Station Number 15	1999	Mississauga Fire Station 121 Potential Site Assessment
1980	Mississauga Fire Station Number 6 Addition		Markham Back-Up Emergency Operations Centre Feasibility Study
1977	Erindale Fire Station, Mississauga*	1996	Oakville Fire Training Centre Planning Study
1976	Mississauga Fire Station Number 9*		Scarborough Fire Stations – Feasibility Study on Upgrading
1975	Oakridges Fire Station, Richmond Hill*	1994	Scarborough Fire Stations Relocation Feasibility Study
1971	Mississauga Fire Station Number 7* Mississauga Fire Station Number 6*		
<b>Studies</b>			
2006	Oshawa Fire Station 6 Markham Cathedral Fire Station Markham Cornell Fire Station Bradford West Gwillimbury Addition to HQ	*	completed by Tom Brown while a partner with Allen Brown and Sherriff Architects
2005	Belleville Fire Department HQ Programme		



Whitby Fire Department Headquarters, Whitby ON, 1992



# MINUTES

Tuesday, October 4, 2016 at 9:30 AM  
Town of Aurora - Leksand Room

The meeting of the CYFS - JCC was held on Tuesday, October 4, 2016 in the Leksand Room at the Town of Aurora, 1 Municipal Way, Aurora, Ontario.

Members Present:	Aurora:	Councillor Abel Councillor Mrakas
	Newmarket:	Councillor Hempen Councillor Twinney
Regrets:	Aurora:	Councillor Thompson
	Newmarket:	Councillor Bisanz
Staff Present:	Aurora:	D. Nadorozny, Chief Administrative Officer D. Elliott, Director of Financial Services L. Lyons, Town Clerk
	Newmarket:	L. Georgeff, Director of Human Resources M. Mayes, Director of Financial Services D. Schellenberg, Manager, Accounting & Finance
	CYFS:	I. Laing, Fire Chief R. Comeau, Deputy Fire Chief R. Volpe, Deputy Fire Chief

## 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 September 6, 2016.

Moved by: Councillor Twinney  
 Seconded by: Councillor Mrakas

- a) THAT Central York Fire Services - Joint Council Committee Minutes of September 6, 2016 be received.

**Carried**

## Items

2. Joint Central York Fire Services and Corporate Services Report - Finance 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets - Update.

Newmarket's Manager of Accounting & Finance provided details regarding the report. The Fire Chief reviewed the cost savings that have occurred and advised of concerns related to the fleet maintenance line item. He advised that the temporary Training Centre has been used for the last five years with only operating costs and there will be a rental or lease fee incorporated for 2017. He further advised that service level agreements are providing revenues over and above budget figures.

An alternate motion was presented and discussion ensued.

Moved by: Councillor Mrakas  
 Seconded by: Councillor Twinney

- a) THAT Joint Central York Fire Services and Corporate Services Report - Finance 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets - Update be received and the following recommendations be adopted:

- i) THAT the Joint Council Committee (JCC) recommend approval of the draft budgets;

- ii) AND THAT in accordance with the consolidated Fire Services Agreement, the draft budgeting be sent to Aurora Council for comment and then to Newmarket Council for consideration and approval.

**Carried**

## 3. Burning By-laws Discussion.

The Fire Chief advised that complaints are being received regarding smoke from outdoor burning. He advised that both communities have burning by-laws in place and that a Member of Council had requested that this matter be brought forth to the Joint Council Committee for discussion.

The Deputy Fire Chief advised that he has reviewed the complaint process associated with outdoor burning. Councillor Twinney requested that the current burning by-laws be reviewed with the intent of updating them to include health/quality of life, bans dependent on property size and best practices of other municipalities.

Moved by: Councillor Twinney  
Seconded by: Councillor Mrakas

THAT the Central York Fire Services – Joint Council Committee recommend that the Councils of Aurora and Newmarket direct staff (specifically, By-law and Fire Services) to review the current burning by-laws.

**Carried**

## 4. Verbal Update from the Fire Chief regarding the status of the new fire station.

The Fire Chief provided a status update with respect to the new fire station. He advised that the architect has been retained to prepare a block schematic drawing of the proposed station and a report should be available for the next scheduled Joint Council Committee meeting. He further advised that the Commissioner of Development and Infrastructure Services, Town of Aurora will be managing the construction project.

Moved by: Councillor Mrakas  
Seconded by: Councillor Hempen

THAT the verbal status update from the Fire Chief regarding the new fire station be received.

**Carried**

**New Business**

- a) The Fire Chief advised he has been approached by a former member of Fire Services with a request to rename the Fire Station on Gorham Street.
- b) Councillor Abel congratulated Central York Fire Services on a successful Open House as well as communication efforts associated with a recent gas leak near the GO Transit station.

**Closed Session**

There was no requirement for a Closed Session.

**Adjournment**

Moved by: Councillor Mrakas  
Seconded by: Councillor Twinney

THAT the meeting adjourn.

**Carried**

There being no further business, the meeting adjourned at 10:15 a.m.

---

Date

---

Councillor John Abel, Chair



## CENTRAL YORK FIRE SERVICES

November 18, 2016

### CENTRAL YORK FIRE SERVICES REPORT 2016-02

To: Joint Council Committee  
Origin: Central York Fire Services - Fire Chief  
Subject: Fire Station 4-5 Project Plan

---

#### **RECOMMENDATIONS**

**THAT Central York Fire Services Report 2016-02 dated November 18, 2016, Fire Station 4-5 Project Plan be received for information purposes;**

**AND THAT Joint Council Committee (JCC) approve and recommend to the Councils of Aurora and Newmarket that staff proceed with the design of a fire hall in Aurora which includes administration, fire suppression and training services (Option A);**

**AND THAT a budget of \$495,000 be approved to complete the detailed design phase, including project support;**

**AND THAT JCC recommend to the Council of Aurora that staff be authorized to negotiate a single source procurement with Thomas Brown Architects to complete the detailed design;**

**AND THAT staff report back to JCC prior to issuing the tender to provide a project update and seek approval for the final construction budget.**

#### **BACKGROUND**

At its meeting of April 7, 2015, the JCC considered staff report 2015-04 dated March 18, 2015 and approved the following motion:

THAT JCC 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.

AND THAT Development Charge funds to an upset limit of \$25,000 be approved to hire, by RFP, an architect consultant to assist in the land securement and upon approval of land purchase and approval of further funding, to undertake the facility design.

Subsequently, staff retained the services of Thomas Brown Architects to assist in block planning of a facility to assist in identifying suitable sites. A site was selected in Aurora and the municipalities purchased the land on the north side of Isaacson Crescent in early 2016. The site selection process included all anticipated future needs, as identified in staff report 2015-04.

The staff report 2015-08 dated October 7, 2015 requesting direction on fire station 4-5 considerations was presented at the October 13, 2015 JCC meeting and the following motion was approved:

THAT Central York Fire Services Report 2015-08 Dated October 7, 2015 be deferred to a future meeting.

Staff report 2016-01 dated February 17, 2016 was considered at the March 1, 2016 JCC meeting and the following motion was approved:

THAT JCC authorize the retention of a consultant to assist with the design and preparation of options regarding site development and configuration of the new fire station;

AND THAT the Fire Chief and consultant report back to JCC with an analysis of the options regarding the development of the site and request that authorization to proceed with construction upon Council approval.

AND THAT staff prepare a report outlining a full analysis on or off site related to each of the following: administration, training, and fire suppression.

This report in conjunction with the deferred report 2015-08 provides the information required to proceed to detailed design and construction.

## **COMMENTS**

### **Summary of Station Options**

Options for the new fire services facility have been provided in previous reports and in various configurations. The purpose of this report is to present the options JCC requested in the motion approved at the March 1<sup>st</sup> meeting which include:

**Option A- fire suppression, administration, and training in one facility**

**Option B- fire suppression and administration in one facility; training off site**

**Option C- fire suppression, and training in one facility; administration off site**

**Option D- fire suppression only; training and administration off site**

Option A is the most cost effective from both a capital and operating perspective when considering the long terms needs of having to provide both administrative and training facilities. There are inherent operational efficiencies that will result in reduced operating costs from having all functions in the same facility. There is also increased efficiency with land use, by maximizing efficiency with setback requirements. This scenario keeps all "on duty" CYFS resources immediately available to respond to emergency situations in our first response area (Aurora/Newmarket). The need to call additional staff in on overtime is reduced which lessens the pressure on the operating budget. It is estimated that any scenario which includes Training offsite will result in additional operating expenses, including overtime, of approximately \$600,000 annually.

In Dillon Consulting's Fire Consolidation Feasibility Study, Preliminary Key Finds Report prepared for Richmond Hill's Fire Consolidation Study they concluded that preliminary findings support that the proposed CYFS training facility would still be required within a consolidation model. "Two training facilities would provide greater flexibility and enhanced training opportunities for firefighters and provide greater flexibility for scheduling training activities."

This option only differs slightly from the guidelines in the Fire Department Master Plan which recommended Fire Prevention also be included at the new station. As this is not a recommended option, costing has not been obtained. The recommended option will allow for additional space to accommodate future Fire Prevention services at Station 4-1 which are constrained at this time.

When considering only capital costs, there is a benefit in consolidating all services on one site and all other alternatives will require a second site. While

some costs may be recoverable if Training is off-site, another centralized or decentralized location will need to be procured for Training. The current training site at Timothy Street is only available on a short-term basis. Once a decision is made to repurpose that site, there will be an immediate need to find alternate training facilities. If Administration is not included in the new fire station other suitable accommodation will need to be acquired.

When considering the operating costs from a life cycle perspective, there is a strong argument to consolidate services as much as possible. By accommodating all services identified in option A in the new facility there will be expected efficiencies in the following areas:

- Staff cost savings through reduced need to travel to various facilities for training;
- Increase in available space at Station 4-1 to accommodate growth of the fire prevention program and allow for these services to stay within one building;
- Opportunity for making the new training facility available as a revenue generator;
- Having administration located within the operating building that includes all these services will result in better management and increased efficiencies;
- There will be significant savings in overtime costs by consolidating functions in one facility;
- Building operating cost efficiencies as the cost of operating a consolidated new building would be lower on a per square foot basis than renovation or expansion into an existing building where energy efficiency will be lower;
- The new site is able to replace the existing outdoor training space of 1.5 acres currently used at the Timothy site resulting in no loss to training services once Timothy site is repurposed.

### **Current Site Fulfills Needs for Option A**

The current property site is 4 acres in size. This site is sufficient to provide for the new building to accommodate the suppression, administration and training facilities in a new building that will have a footprint of approximately 17,000 sq.ft. The total building area will be approximately 24,800 sq.ft., as parts of the building will be two stories in height. This facility along with required parking, access considerations, vehicle maneuverability and set back requirements can be accommodated in about 2 to 2.5 acres.

The existing outdoor Timothy training facility currently provides about 1.5 acres but is not fully usable due to building locations and the overall condition of the site. Combining these functions will require a site of 3.5 to 4 acres as identified during the land procurement process.

Any remaining available space will be beneficial to reserve for site screening or other security and community enhancements to mitigate any visual or operational issues that could occur in the operation of a fire hall site.

It is therefore recommended that the full 4 acres be retained to allow for the planned services whether constructed at this time or at a future date.

### **Building quality will be set to blend into existing community**

The cost estimate for the building is set to create a building that will provide for long term reliable and durable service to the community while making efforts to incorporate architectural features that harmonize with the community and Fire Services standards. Typical features planned for the building are:

- Masonry and block construction for exterior and interior high use areas
- Steel roofing and metal framing for durability
- Drywall construction in low impact areas such as training and administration
- Durable low maintenance finishes
- Environmental and air quality features to create a high quality environment while achieving high levels of energy efficiency.

### **Financial Analysis**

	Suppression	Headquarters	Training	Total
Square feet of space	12,920	2,800	4,100	19,820
Circulation and walls	4,955			4,955
Total square footage	17,875	2,800	4,100	24,775
Cost per square foot	\$ 315	\$ 315	\$ 315	
Construction	\$ 5,630,625	\$ 882,000	\$ 1,291,500	\$ 7,804,125
Training area			750,000	750,000
Escalation at 3%	168,919	26,450	45,536	240,915
Project management	300,000			300,000
Consultant	432,896	67,810	99,294	600,000
Permits	50,000			50,000
Adverse soils	200,000			200,000
	\$ 6,782,440	\$ 976,270	\$ 2,186,330	\$ 9,945,040
Contingency	719,590	103,490	231,880	1,054,960
Total	\$ 7,502,030	\$ 1,079,760	\$ 2,418,210	\$ 11,000,000

The financial analysis was prepared based on numbers provided by Thomas Brown Architects. Calculations and preparatory work for the last DC background study were done in 2013. Costs have increased by approximately \$1 Million since that time. Also, rough estimates were used back then versus detailed analysis by professionals that were obtained now. As neither the consultant who prepared the FDMPU nor the consultant for the DC background study used by Aurora (Watson & Associates) nor the consultant used by Newmarket (Hemson Consulting) questioned the estimates, we assumed they were sufficient to use for DC's and budget purposes.

The project is still within the funding envelope of both municipalities. As this facility is required to accommodate the growing communities of Aurora and Newmarket, it is prudent planning to maximize this funding source for as much future growth as practical. The budget for this project has been set at \$11,000,000.

### **Funding**

Funding for the construction of the new fire hall, administration and training centre is available as follows:

	Requested Funding	Proportional Funding
Aurora	4,426,400	40.24%
Newmarket	6,573,600	59.76%
Total	11,000,000	

Development Charges will be a significant portion of the funding for this project. Each municipality will provide a funding report when they go before their respective Councils.

### **Project Schedule**

The following is a preliminary schedule for project delivery:

Milestone	Target
JCC approval	Nov, 2016
Aurora and Newmarket Council Budget March Approval	Feb 1, 2017
Secure Architect	March 1, 2017

Design Activity Complete	Sept 1, 2017
JCC/ Council Design Approval	Nov 1, 2017
Tender Period	Feb 1, 2018
JCC/ Council Tender Approval	March 1, 2018
Construction Complete	May 1, 2019

Thomas Brown Architects have been retained to assist in the site selection process, preliminary space needs assessment, site layout and block planning for the new facility and are nearing the end of their current assignment. They have performed this activity well and have provided valuable guidance in the development of this project based on their long standing experience and involvement in over 150 fire hall related projects in Ontario.

Due to their expertise in this area and the fact that Thomas Brown was involved in the delivery of Fire Hall 4-4 (Wellington), there is value in considering a single source assignment for the following reasons:

- This firm specializes in the delivery of fire halls and has a good reputation for cost effective delivery of these types of buildings in southern Ontario.
- This firm has worked in Aurora and was successful in delivery of Fire Hall 4-4.
- This firm has the resources necessary to deliver the components required for this project.

Single source selection is not uncommon for the design of fire halls. The Aurora Procurement by-law has provision for single source selection when skills are specialized sufficiently to result in an advantage to the municipality by using the single source provisions. Pursuing this award method will result in a faster award process and advance the project by four to six months. Fees for the design service will be negotiated with the firm and verified for competitive fairness based on industry standards for architectural services which are well defined.

## CONCLUSION

A site has been secured to accommodate the future needs of the fire service. Staff, with support from a consultant, have verified that the most cost effective option is to proceed with construction of a facility which includes suppression, administration and training in one facility (Option A). The capital costs required to accommodate these services will be substantially funded from Development Charges for the purpose of accommodating future growth needs in the community.

For a number of operational reasons and applying a prudent investment approach, it is recommended that full accommodation of the desired services be approved to leverage growth related funding. This will result in the best use of capital growth funds combined with the most cost effective service delivery model which will minimize future long term operating costs.

### **IMPACT ON THE MASTER FIRE PLAN**

The FDMPU outlines the future direction of CYFS and has been discussed and approved by JCC and both Municipal Councils. Building the new fire station to deliver services to the public in a more effective manner is a key component of the FDMPU.

### **CONSULTATION**

The Director, Infrastructure and Environmental Services in Aurora and the Finance departments of both municipalities were consulted.

### **CONTACT**

For further information or questions regarding this report, please contact;



Ian Laing, Fire Chief  
Central York Fire Services



## CENTRAL YORK FIRE SERVICES

November 11, 2016

### JOINT CENTRAL YORK FIRE SERVICES/CORPORATE SERVICES - FINANCE REPORT 2016-54

TO: Joint Council Committee

SUBJECT: 2016 CYFS Budget Report – Third Quarter

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

---

#### RECOMMENDATIONS

**THAT Joint CYFS / Corporate Services Report – Financial Services – 2016-54 dated November 11, 2016 regarding 2016 CYFS Budget Report – Third 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 September 30, 2016.

##### **Budget Impact**

A surplus in the range of \$100,000 to \$300,000 is projected for 2016.

##### **Summary**

In operating, CYFS net expenditures were \$1,173,626 lower than budget at the end of the third quarter. This is primarily due to wages which continue to be paid at 2015 rates pending a new collective agreement. Retroactive changes are expected upon settlement. Any 2016 CYFS operating surplus would be transferred to the CYFS Reserve Fund to help reach the recommended target level of \$780,000 for 2016.

## BACKGROUND

This report is to provide the JCC with the 2016 operating and capital results for Central York Fire Services for the period ending September 30, 2016.

### *Operating*

Revenue at the end of the third quarter totalled \$67,804. Expenses were \$16,060,694 compared to a budget of \$17,186,766 for the same period. Salaries and benefits were \$844,979 under budget, as wages continue to be paid at 2015 rates until a new collective agreement is negotiated and ratified. Upon settlement, retroactive adjustments are expected to eliminate this surplus.

Wellness and dispatch expenses are trending below budget. The wellness/fitness program is expected to start soon, as agreement has been reached on the program details. Dispatch service costs are tracking lower than budget (we show no year-to-date expense), due to the timing of the receipt of the invoice for the first half of the year. These expenses are anticipated to be under budget at the end of the year and the 2017 budget has been adjusted accordingly. Uniforms and clothing expenses are higher than budget, due mainly to the hiring of two classes of probationary firefighters and are projected to be somewhat over budget at year-end. Vehicle maintenance has been more aggressive to maintain or extend useful lives and avoid costly downtime, resulting in higher expenses. We have reached the annual budget amount with 3 months to go in the year.

At this point in time, a surplus in the range of \$100,000 to \$300,000 is projected. Any potential 2016 operating surplus would be transferred to the CYFS Reserve Fund to assist in achieving the recommended target level (\$780,000 for 2016).

### *Capital*

The capital budget, including carryovers, totals \$10,503,065. Land for a new fire station to be built in Aurora has been purchased based on a 59.8%; 40.2% cost sharing arrangement between Newmarket and Aurora, as well as some replacement fire equipment.

It is anticipated that there will be a substantial carry-over of unspent capital into 2017, as the majority of the 2016 budgeted capital expenditures are for the construction of the new fire station and two replacement apparatus.

## IMPACT ON THE MASTER FIRE PLAN

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

## CONSULTATION

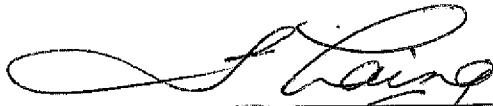
There has been consultation between the Finance staff of both Aurora and Newmarket.

## BUDGET IMPACT

A surplus of between \$100,000 to \$300,000 is currently forecasted for 2016. Any 2016 CYFS operating surplus would be used to help achieve the target level of \$780,000 for the reserve fund.

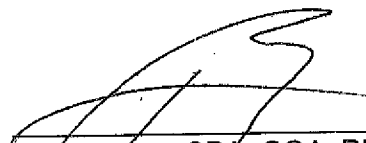
## CONTACT

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at [mmayes@newmarket.ca](mailto: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  
Financial Services/Treasurer  
Town of Aurora

MM:DS/ne  
Attachment

**CENTRAL YORK FIRE SERVICES**  
**OPERATING RESULTS**  
For the Nine Months Ending September 30, 2016

OBJECT ACCOUNTS	2015	2016 YTD (September 30, 2016)				2016 FULL YEAR BUDGET	2016 REMAINING BUDGET
	ACTUAL	ACTUAL	BUDGET	VARIANCE			
	\$	\$	\$	\$	%		
Expenses							
4011 Management Salaries	447,340	422,055	449,569	27,514	6.12%	615,201	193,146
4021 Regular Salaries & Wages	13,562,366	9,945,577	10,379,226	433,649	4.18%	14,191,054	4,245,477
4024 Standby/Callback	21,750	509	86,000	85,491	99.41%	86,000	85,491
4025 Overtime	299,194	140,146	165,000	24,854	15.06%	220,000	79,854
4026 Lieu Time Paid	638,407	9,325	-	(9,325)	n/a	617,000	607,675
4028 WSIB Reimbursements	(64,618)	(12,886)	-	12,886	n/a	-	12,886
4031 Casual/Seasonal Wage	12,281	20,218	8,769	(11,449)	(130.56%)	12,000	(8,218)
4035 Regular Part-Time Wages	16,384	-	-	-	n/a	-	-
4106 Workers' Compensation	93,504	70,128	68,326	(1,802)	-2.64%	93,500	23,372
4109 Direct Payroll Benefits	4,337,924	3,044,711	3,327,871	283,160	8.51%	4,553,930	1,509,219
Sub Total Salaries and Benefits	19,364,531	13,639,782	14,484,761	844,979	5.83%	20,388,685	6,748,903
4213 Licences	720	(44)	-	44	n/a	-	44
4216 Stationery & Office Supplies	15,818	12,783	11,250	(1,533)	(13.63%)	15,000	2,217
4217 Photocopier Lease & Supplies	7,157	6,371	3,750	(2,621)	(69.89%)	5,000	(1,371)
4219 Emergency Mgmt. Materials	1,793	2,014	2,999	985	32.85%	4,000	1,986
4229 Janitorial Supplies	18,489	12,307	16,499	4,192	25.41%	22,000	9,693
4232 Fuel for Vehicles	94,379	67,695	90,000	22,305	24.78%	120,000	52,305
4261 Uniforms, Clothing	115,402	146,644	93,750	(52,894)	(56.42%)	125,000	(21,644)
4269 Misc.	8,747	10,478	7,125	(3,353)	(47.05%)	9,500	(978)
4272 Vehicle Repairs & Maintenance	348,432	295,466	231,373	(64,093)	(27.70%)	308,500	13,034
4273 Building Repairs & Maintenance	120,507	115,714	76,274	(39,440)	(51.71%)	101,700	(14,014)
4278 Equipment Repairs & Maintenance	122,507	73,592	85,124	11,532	13.55%	113,500	39,908
4278 Radio Equipment Maintenance	6,882	-	18,749	18,749	100.00%	25,000	25,000
4299 Capital Acquisitions	64,851	46,843	50,249	3,406	6.78%	67,000	20,157
4303 Cell Phone	18,474	17,318	13,500	(3,818)	(28.29%)	18,000	682
4311 Hydro	86,414	79,167	69,000	(10,167)	(14.74%)	92,000	12,833
4321 Heat	44,041	22,135	41,250	19,115	46.34%	55,000	32,865
4331 Water	12,289	10,954	12,750	1,796	14.08%	17,000	6,046
4404 Consulting Services	32,810	-	44,999	44,999	100.00%	60,000	60,000
4425 Education/Corporate Tuition Assist.	2,768	490	8,250	7,760	94.06%	11,000	10,510
4462 Fire Prevention	26,198	15,664	18,749	3,085	16.46%	25,000	9,336
4463 Fire Investigation	1,222	24	1,874	1,850	98.70%	2,500	2,476
4464 Association Allowance	3,000	3,000	2,250	(750)	(33.33%)	3,000	-
4465 Dispatch Service	428,582	-	252,500	252,500	100.00%	505,000	505,000
4466 Wellness Program	21,462	17,032	108,749	91,717	84.34%	145,000	127,968
4471 Mileage/Parking/Tolls	3,888	811	2,850	2,040	71.56%	3,800	2,990
4474 Training	97,389	56,068	72,749	16,681	22.93%	97,000	40,932
4478 Conferences & Seminar Fees	28,895	29,208	16,499	(12,709)	(77.03%)	22,000	(7,208)
4511 Street Snowploughing Contract	9,647	2,000	7,893	5,893	74.67%	11,275	9,275
4662 Contingency Account	73,555	69,922	33,750	(36,172)	(107.17%)	45,000	(24,922)
4666 Vehicle Lease	-	-	-	-	n/a	-	-
Support cost allocation	857,404	664,805	664,801	(4)	(0.00%)	886,407	221,602
4911 Transfer to Capital	6,600	4,950	4,950	-	0.00%	6,600	1,650
4936 Asset Replacement Fund	850,000	637,500	637,500	0	0.00%	850,000	212,500
Total Expenses	22,894,853	16,060,694	17,186,766	1,126,072	6.55%	24,160,467	8,099,773
Revenues							
7431 Fire Dept. Recoveries	262,796	60,715	-	60,715	n/a	258,530	197,815
7471 Misc. Charges	9,282	7,089	11,250	(4,161)	(36.99%)	15,000	7,911
Total Revenues	272,078	67,804	11,250	56,554	502.70%	273,530	205,726
Net Expenditure Before Transfers	22,622,776	15,992,890	17,175,516	1,182,626	6.89%	23,886,937	7,894,047
Transfers to/(from) Reserve Fund							
4922 Transfer to Reserve Fund	55,000	41,250	41,250	0	0.00%	55,000	13,750
7542 From Reserve Fund	-	-	(9,000)	(9,000)	100.00%	(12,000)	(12,000)
Net Expenditure	22,677,776	16,034,140	17,207,766	1,173,626	6.82%	23,929,937	7,895,797
Newmarket's share(2015-59.77%; 2016- 59.8%)	13,554,507	9,588,416	10,290,244	701,476	6.82%	23,929,937	4,721,687
Aurora's share(2015-40.23%; 2016 - 40.2%)	9,123,269	6,445,724	6,917,522	472,150	6.83%	-	3,174,110
	22,677,776	16,034,140	17,207,766	1,173,626	6.82%	23,929,937	7,895,797



## CENTRAL YORK FIRE SERVICES

2016-11-14

### Fire Services Report 2016-05

To: Joint Council Committee  
Origin: Central York Fire Services – Training  
Subject: **Medical Oversight of CYFS Medical Program**

---

### RECOMMENDATIONS

**THAT the Joint Council Committee (JCC) approve securing medical oversight from a physician for the CYFS medical response program,**

**AND THAT JCC authorize an increase in level of service that would allow CYFS to follow a symptom relief drugs protocol.**

### BACKGROUND

CYFS currently works without medical oversight from a doctor. For a number of years, the Department had worked under a doctor's license through Lakeridge Hospital. A dramatic fee increase along with a significant reduction in service caused CYFS and many other departments to seek a different service provider. In 2013 CYFS together with several other fire services joined the Red Cross medical program to ensure all front line staff were compliant with current regulations.

The Red Cross program, although less costly, does put the corporation at risk of criticism in the event of emergency medical treatment. In order to provide a more appropriate level of training and oversight, CYFS has researched available options. The proposed medical oversight through a physician would provide education, evaluation and monitoring services. It would also allow CYFS to carry and administer industry standard symptom relief drugs, starting with Epinephrine for anaphylactic patients. Anaphylaxis is a severe allergic reaction that is rapid in onset and has the potential to be life threatening, either through swelling that shuts off the patient's airway or through a significant drop in blood pressure. Food allergies are the most common cause of anaphylaxis. However insect venom, medications, exercise, latex can trigger an anaphylactic reaction. This change in the level of service has the potential to save a resident's life when they are suffering from a severe allergic reaction.

Early administration of intramuscular Epinephrine is the most effective treatment for this allergic reaction.

### **BUDGET IMPACT**

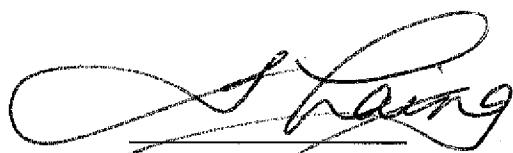
The annual fee for medical oversight is approximately \$15,000. This fee also includes training and evaluating our shift trainers, writing and updating our medical protocols, evaluating every firefighter and monitoring and reviewing all delegated acts performed by CYFS.

Carrying adequate dosage of Epinephrine on 6 vehicles is estimated to be \$2,200 annually.

With related supplies, the total annual cost for this service is estimated to be \$18,000 and will be incorporated into the 2017 approved budget.

### **IMPACT ON THE MASTER FIRE PLAN**

Increasing the level of medical service response will be reflected in future versions of the Master Fire Plan.



FIRE Chief  
Central York Fire Service

**CENTRAL YORK FIRE SERVICES - JOINT COUNCIL COMMITTEE****MEETING SCHEDULE FOR 2017**

<b>DATE/TIME/LOCATION</b>
January 10, 2017 – 9:30 a.m. to 12:00 p.m. Town of Aurora – Leksand Room
February 7, 2017 - 9:30 a.m. to 12:00 p.m. Town of Newmarket – Cane A & B
March 7, 2017 - 9:30 a.m. to 12:00 p.m. Town of Aurora – Leksand Room
April 4, 2017 - 9:30 a.m. to 12:00 p.m. Town of Newmarket - Cane A & B
May 16, 2017 - 9:30 a.m. to 12:00 p.m. Town of Aurora – Leksand Room
June 6, 2017 – 9:30 a.m. to 12:00 p.m. Town of Newmarket - Cane A & B
July – Call of the Chair
August – Call of the Chair
September 5, 2017 – 9:30 a.m. to 12:00 p.m. Town of Aurora – Leksand Room
October 3, 2017 – 9:30 a.m. to 12:00 p.m. Town of Newmarket – Cane A & B
November 7, 2017 – 9:30 a.m. to 12:00 p.m. Town of Aurora – Leksand Room
December – Call of the Chair