



AGENDA

Central York Fire Services - Joint Council Committee

Tuesday, September 26, 2017 at 9:30 AM

Leksand Room, Town of Aurora

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest

Deputations

Presentations

1. **Design for the New CYFS Headquarters Station 4-5**
Paul McIntosh, Thomas Brown Architects

Note: Presentation to be distributed at the meeting.

Approval of Minutes

2. **Central York Fire Services - Joint Council Committee Meeting Minutes of May 16, 2017**

Items

3. **Progress Update - Firehall 4-5**
4. **"Future Home of Firehall 4-5 " Signage Discussion**
5. **2017 Central York Fire Services Budget Report - Second Quarter.**
Central York Fire Services and Financial Services
August 21, 2017

1. That Joint Central York Fire Services and Corporate Services Report - Financial Services 2017-34 dated August 21, 2017 regarding the 2017 Central York Fire Services Budget Report - Second Quarter be received for information purposes.

6. **2018 Draft Operating and Capital Budget Report**
Financial Services
September 26, 2017

Note: Report to be distributed when available.

New Business

Closed Session (if required)

Adjournment



MINUTES

Central York Fire Services - Joint Council Committee

Tuesday, May 16, 2017 at 10:30 AM

Town of Aurora, Leksand Room
100 John West Way, Aurora

The meeting of the Central York Fire Services - Joint Council Committee was held on Tuesday, May 16, 2017 in the Leksand Room, Town of Aurora, 100 John West Way, Aurora, Ontario.

Members Present

Newmarket:

Councillor Hempen
Councillor Bisanz

Aurora:

Councillor Thompson, Vice Chair
Councillor Abel
Councillor Mrakas

Regrets

Newmarket:

Councillor Twinney, Chair

Staff Present

Newmarket:

L. Georgeff, Director of Human Resources
M. Mayes, Director of Financial Services/Treasurer
D. Schellenberg, Manager, Finance & Accounting
K. Saini, Deputy Town Clerk, Recording Secretary

Aurora:

D. Nadorozny, Chief Administrative Officer
D. Elliott, Director of Financial Services/Treasurer
M. Crawford, Manager of By-law Services
A. Downey, Director of Parks, Recreation, and Cultural Services

Central York Fire Services:

I. Laing, Fire Chief
R. Schell, Chief Fire Prevention Officer

The meeting was called to order at 10:35 AM with Councillor Thompson in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentation

1. Central York Fire Services (CYFS) 2016 Annual Report

The Fire Chief provided a PowerPoint Presentation with regards to the CYFS 2016 Annual Report. The report highlighted aspects of the following:

- Fire protection services;
- Stay Fire Smart campaign;
- Vulnerable occupancies;
- Fire Code and Ontario Building Code inspections;
- Staff training;
- Emergency response data, types and times;
- Budget; and,
- Continuing challenges.

Moved by: Councillor Bisanz
Seconded by: Councillor Mrakas

1. That the PowerPoint presentation provided by the Fire Chief entitled "Annual Report 2016" be received.

Carried

Deputations

None.

Approval of Minutes

2. Central York Fire Services - Joint Council Committee Meeting Minutes of February 7, 2017.

Moved by: Councillor Mrakas
Seconded by: Councillor Abel

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of February 7, 2017 be approved.

Carried

3. Verbal Report from the Fire Chief regarding the East Gwillimbury Fire Services Agreement.

The Fire Chief provided a verbal update on the Fire Protection Services agreement between CYFS and East Gwillimbury regarding the provision of first run coverage to the Highway 404 northbound corridor from Davis Drive to Queensville Sideroad. It was noted that the agreement has been terminated, and East Gwillimbury will only require CYFS to provide services in a major collision or rescue event. These incidents will be covered under the Ontario Mutual Aid Agreement.

Moved by: Councillor Bisanz
Seconded by: Councillor Mrakas

1. That the verbal report provided by the Fire Chief regarding the agreement between Central York Fire Services and East Gwillimbury Fire Services be received.

Carried

4. Joint CYFS - Corporate Services Report - Financial Services 2017-10 dated March 16, 2017 regarding CYFS Final Budget Report - Fourth Quarter

Moved by: Councillor Mraskas
Seconded by: Councillor Hempen

1. That the Joint CYFS, Corporate Services - Financial Services 2017-10 dated March 16, 2017 regarding CYFS Final Budget be received for information purposes.

Carried

5. Joint CYFS - Corporate Services - Financial Services Report 2017-14 dated March 16, 2017 regarding Capital and Asset Replacement Fund Forecast.

Moved by: Councillor Mrakas
Seconded by: Councillor Hempen

1. That Joint CYFS - Corporate Services - Financial Services Report 2017-14 dated March 16, 2017 regarding Capital and Asset Replacement Fund Forecast be received.

Carried

Moved by: Councillor Mrakas
Seconded by: Councillor Bisanz

2. That the Central York Fire Services Joint Council Committee recommends that staff proceed with reviewing existing funding for Asset Replacement Fund contributions; and,
3. That Central York Fire Services Joint Council Committee recommend that staff proceed with allocating \$100,000 (funded internally) towards the Asset Replacement Fund each year until 2026.

Carried

6. Joint Central York Fire Services and Corporate Services Report - Finance 2017-28 dated April 18, 2017 regarding 2017 Central York Fire Services Budget Report - First Quarter.

Moved by: Councillor Hempen
Seconded by: Councillor Abel

1. That Joint Central York Fire Services and Corporate Services Report - Finance 2017-28 dated April 18, 2017 regarding 2017 Central York Fire Services Budget Report - First Quarter be received for information purposes.

Carried

7. Town of Aurora General Committee Report No. PRCS17-008 dated March 21, 2017 regarding Engagement of a Design architect and Scheduling for the new Central York Fire Services Fire Hall, Headquarters and Training Centre.

Moved by: Councillor Bisanz
Seconded by: Councillor Abel

1. That Town of Aurora General Committee Report No. PRCS17-008 dated March 21, 2017 regarding Engagement of a Design architect and scheduling for the new Central York Fire Services Fire Hall, Headquarters and Training Centre be received for information.

Carried

8. Town of Aurora Joint Council Committee Report PRCS17-022 dated May 10, 2017 regarding Fire Station 4-5 Task Force Terms of Reference.

Moved by: Councillor Hempen
Seconded by: Councillor Mrakas

1. That Town of Aurora Joint Council Committee Report No. PRCS17-022 be received.
2. That Joint Council Committee approve the Fire Station 4-5 Task Force Terms of Reference.

Carried

9. Discussion regarding meeting schedule and frequency of Central York Fire Services Joint Council Committee meetings.

It was noted that the Central York Fire Services Joint Council Committee's agreement states that the Committee will meet on a regular monthly basis in conjunction with Council's meeting schedule. It was further noted that any amendments to this agreement would require a motion from the Committee and by-law amendments to be brought forward to both Councils.

Moved by: Councillor Bisanz
Seconded by: Councillor Mrakas

1. That, going forward, the Central York Fire Services Joint Council Committee meet on a bi-monthly basis with the exception of meeting called by the Chair; and,
2. That Town of Newmarket and Town of Aurora staff be requested to prepare a by-law to amend the meeting schedule within the Committee's existing agreement; and,
3. That by-laws be presented to both Town of Newmarket and Town of Aurora Councils for endorsement.

Carried

10. Central York Fire Services Joint Council Committee June meeting discussion

The Committee discussed this matter in relation to item 9, and requested that Members provide their availability to the Recording Secretary, to meet in July in lieu of meeting in June.

11. Outdoor Burning By-law

Moved by: Councillor Bisanz

Seconded by: Councillor Abel

1. That Fire Services Report - 2017-04 dated May 9, 2017, regarding Outdoor Burning By-law be received; and,
2. That there be no amendments made to the current Outdoor Burning By-laws 2009-64 and 5111-09; and,
3. That an education and communication plan be implemented.

Carried

New Business

12. Radio Replacement

The Fire Chief advised that CYFS was going to partner with York Regional Police (YRP) to acquire new radios; however, YRP has decided not to move forward with replacing their radios, so CYFS will have to purchase the new equipment on their own.

Adjournment

Moved by: Councillor Mrakas

Seconded by: Councillor Hempen

1. That the Central York Fire Services Joint Council Committee Meeting adjourn at 11:48 PM.

Carried

Date

Councillor Thompson, Vice Chair



CENTRAL YORK FIRE SERVICES

August 21, 2017

JOINT CENTRAL YORK FIRE SERVICES AND CORPORATE SERVICES REPORT - FINANCIAL SERVICES 2017-34

TO: Joint Council Committee

SUBJECT: 2017 Central York Fire Services Budget Report – Second Quarter

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

RECOMMENDATION

THAT Joint Central York Fire Services and Corporate Services Report – Financial Services 2017-34 dated August 21, 2017 regarding the 2017 Central York Fire Services Budget Report – Second Quarter be received for information purposes.

COMMENTS

Purpose

This report is to provide the JCC with the 2017 operating and capital results for Central York Fire Services for the period ending June 30, 2017.

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 June 30, 2017 were \$778,572 lower than the year-to-date budget. This is principally due to wages which continue to be paid at 2015 rates pending a new collective agreement.

BACKGROUND

This report is to provide the JCC with the 2017 operating and capital results for Central York Fire Services for the period ending June 30, 2017.

Operating Budget

Revenue at the end of the first quarter totalled \$178,013 and includes 50% of the annual retainers, as well as per call charges, for Fire Protection services to Whitchurch Stouffville and King, recovery of rent from Emergency Medical Services (EMS) at the Edward Street station, and a refund of \$16,715 from York Regional Police for mobile work station charges pertaining to 2016. This was an operating budget item; York Regional Police has cancelled the program.

The year-to-date expenses in the Operating Budget stood at \$11,128,193 compared to a budget of \$11,884,751. The majority of the favourable variance is due to salary and benefit costs. Wages and benefits will continue to be paid at 2015 rates until a new collective agreement is ratified. Uniform costs are over budget and are anticipated to be somewhat over at year-end, but the majority of annual costs for personal protective equipment, station shoes and other uniform costs have been incurred at this point. Vehicle repairs and maintenance are higher than budget at the end of June. The contingency account includes charges associated with the mediation and arbitration of a new collective agreement. These unfavourable budget variances are offset by lower spending in a number of other areas.

Capital Budget

The 2017 capital budget, including carryovers, totals \$4,453,525. Included in this amount is the original budget amount of \$2.5 Million for the construction of the new fire station (Station 4-5). This amount is in addition to the \$3,000,000 budgeted in 2016. In 2018 the favourable budget variance of \$810,000 on the acquisition of the land will be transferred to the cost of the building and a further \$4.69 Million will need to be added to the capital budget for its completion once a final design is complete and approval to issue the construction tender is provided. A new 55' aerial ladder has been delivered to replace the 1997 Telesquirt and the final payment was made in July. Some specialized equipment for this apparatus remains to be purchased and is within the budget for this capital project.

Refer to Status of Capital Projects attached for the status of all CYFS capital projects.

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

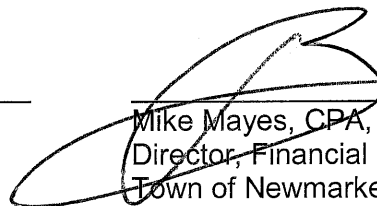
At this point, it is too early to project year-end results. Results are tracking within budgeted levels at this point and there is no indication that the department will exceed its budget.

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
Director, Financial Services - Treasurer
Town of Aurora

DS:FW

Attachments: Operating Results for the Six Months ending June 30, 2017 (1 page)
Status of Capital Projects as of June 30, 2017 (2 pages)

**CENTRAL YORK FIRE SERVICES
OPERATING RESULTS
For the Six Months Ending June 30, 2017**

OBJECT ACCOUNTS	2016	2017 YTD (June 30, 2017)				2017 FULL YEAR BUDGET	2017 REMAINING BUDGET
	ACTUAL	ACTUAL	BUDGET	VARIANCE			
	\$	\$	\$	\$	%	\$	\$
Expenses							
4011 Management Salaries	582,930	306,875	313,893	7,018	2.24%	627,788	320,913
4021 Regular Salaries & Wages	14,016,664	6,839,512	7,354,365	514,853	7.00%	14,708,729	7,869,217
4024 Standby/Callback	18,658	-	-	-	n/a	86,000	86,000
4025 Overtime	184,683	78,960	100,001	21,041	21.04%	200,000	121,040
4026 Lieu Time Paid	691,355	4,055	-	(4,055)	n/a	617,000	612,945
4028 WSIB Reimbursements	(12,886)	(7,130)	-	7,130	n/a	-	7,130
4031 Casual/Seasonal Wages	21,516	3,439	10,000	6,561	65.61%	20,000	16,561
4109 Direct Payroll Benefits	4,578,882	2,134,824	2,400,499	265,675	11.07%	4,801,000	2,666,176
Sub Total Salaries and Benefits	20,081,800	9,360,536	10,178,758	818,222	8.04%	21,060,517	11,699,981
4213 Licences	2,080	-	-	-	n/a	-	-
4216 Stationery & Office Supplies	15,116	6,012	7,500	1,488	19.84%	15,000	8,988
4217 Photocopier Lease & Supplies	7,568	900	2,501	1,601	64.00%	5,000	4,100
4219 Emergency Mgmt. Materials	3,053	323	1,999	1,676	83.85%	4,000	3,677
4229 Janitorial Supplies	15,957	7,085	10,001	2,916	29.16%	20,000	12,915
4232 Fuel for Vehicles	91,514	40,693	55,001	14,308	26.01%	110,000	69,307
4261 Uniforms, Clothing	155,115	128,224	66,000	(62,224)	(94.28%)	132,000	3,776
4269 Misc.	13,613	6,102	5,501	(601)	(10.92%)	11,000	4,898
4272 Vehicle Repairs & Maintenance	406,644	261,777	174,480	(87,297)	(50.03%)	348,960	87,183
4273 Building Repairs & Maintenance	155,314	63,801	60,000	(3,801)	(6.33%)	120,000	56,199
4278 Equipment Repairs & Maintenance	111,902	67,646	56,749	(10,897)	(19.20%)	113,500	45,854
4278 Radio Equipment Maintenance	15,383	-	17,501	17,501	100.00%	35,000	35,000
4299 Capital Acquisitions	59,375	32,666	33,900	1,234	3.64%	67,800	35,134
4303 Cell Phone	25,026	10,441	10,824	383	3.54%	21,650	11,209
4311 Hydro	102,441	55,503	45,000	(10,503)	(23.34%)	90,000	34,497
4321 Heat	27,168	20,009	24,998	4,989	19.96%	50,000	29,991
4331 Water	12,450	10,390	7,500	(2,890)	(38.53%)	15,000	4,611
4404 Consulting Services	-	3,000	30,000	27,000	90.00%	60,000	57,000
4425 Education/Corporate Tuition Assist.	1,099	995	5,501	4,506	81.91%	11,000	10,005
4462 Fire Prevention	24,461	9,321	13,999	4,678	33.41%	28,000	18,679
4463 Fire Investigation	2,225	109	1,249	1,140	91.30%	2,500	2,391
4464 Association Allowance	3,000	-	1,500	1,500	100.00%	3,000	3,000
4465 Dispatch Service	440,648	-	-	-	n/a	460,000	460,000
4466 Wellness Program	39,870	34,874	72,499	37,625	51.90%	145,000	110,126
4471 Mileage/Parking/Tolls	1,871	139	1,999	1,860	93.03%	4,000	3,861
4474 Medical oversight	-	8,470	7,500	(970)	(12.93%)	15,000	6,530
4474 Training	97,537	22,998	49,999	27,001	54.00%	100,000	77,002
4478 Conferences & Seminar Fees	34,088	13,361	13,751	390	2.84%	27,500	14,139
4511 Street Snowploughing Contract	3,359	1,347	7,000	5,653	80.76%	10,000	8,653
4662 Contingency Account	104,209	62,433	22,500	(39,933)	(177.48%)	45,000	(17,433)
4667 Property lease	-	15,000	15,000	-	0.00%	30,000	15,000
Support cost allocations	886,407	455,741	455,741	(0)	(0.00%)	911,482	455,741
4911 Transfer to Capital	6,600	3,300	3,300	-	0.00%	6,600	3,300
4936 Asset Replacement Fund	850,000	425,000	425,000	0	0.00%	850,000	425,000
Total Expenses	23,796,893	11,128,193	11,884,751	756,558	6.37%	24,928,509	13,800,316
Revenues							
7431 Fire Dept. Recoveries	289,373	174,970	145,000	29,970	20.67%	290,000	115,030
7471 Misc. Charges	8,281	3,043	4,999	(1,956)	(39.14%)	10,000	6,957
Total Revenues	297,654	178,013	149,999	28,014	18.68%	300,000	121,987
Net Expenditure Before Transfers	23,499,239	10,950,180	11,734,752	784,572	6.69%	24,628,509	13,678,329
Transfers to/(from) Reserve Fund							
4922 Transfer to Reserve Fund	55,000	27,500	27,500	0	0.00%	55,000	27,500
7542 From Reserve Fund	-	-	(6,000)	(6,000)	100.00%	(12,000)	(12,000)
Net Expenditure	23,554,239	10,977,680	11,756,252	778,572	6.62%	24,671,509	13,693,829
Newmarket's share(2017-59.40%; 2016- 59.8%)	14,085,435	6,520,742	6,983,214	462,472	6.62%	14,654,876	8,134,134
Aurora's share(2017-40.60%; 2016 - 40.2%)	9,468,804	4,456,938	4,773,038	316,100	6.62%	10,016,633	5,559,694
	23,554,239	10,977,680	11,756,252	778,572	6.62%	24,671,509	13,693,829

**Central York Fire Services
Status of Capital Projects
As of June 30, 2017**

Capital Project Number	Project	Total Approved Funding	Year of Original Approval	Total Expenditures to June 30, 2017	Current Balance Surplus/ (Deficit)	Proposed Budget Adjustment	Forecasted Spending			Comments
							2017 (Q3,Q4)	2018	2019 and later	
2117070	Bunker Gear for New Recruits	16,000	2017	14,915	1,085	(1,085)				Project is complete and can be closed.
2117075	Life Cycle Replacement of Bunker Gear	37,178	2017	18,173	19,005	(18,936)	69			An additional minor amount will be incurred; then the project can be closed.
2116073	Bunker Gear	57,000	2016	50,341	6,659	(6,659)	-			\$6,659 applied to project 2115022 completed in 2015. Project can be closed.
2116076	Bunker Gear Washer	25,000	2016	-	25,000			25,000		Project delayed, as the current bunker gear washer still operating
2117072	Replacement of 2 Light Vehicles	60,000	2017	-	60,000		60,000			Vehicles 0744 (training van) and 0745 (prevention van) to be replaced in the fall.
2116082	Replace Platoon Chief Vehicle	70,000	2016	69,143	857	(353)	504			An additional minor amount will be incurred; then the project can be closed.
2115004	Replacement of 4 Light Vehicles	200,000	2015	178,665	21,335		21,335			vehicles 1603, 1604, and 1605 replaced (Chief Laing, DC Comeau, and DC Volpe), additional expenditure for snow tires to be made and project will be closed in the fall.
2117073	Fire Truck Replacement - 1999 Freightliner	946,000	2017	-	946,000			946,000		RFP included 2116079 and has been awarded. Project is estimated to take 14 months.
2115001	Replacement of 1999 Telesquirt	900,000	2015	405,032	494,968	366,000	860,968			Original budget \$900,000. Additional funding of \$366,000 authorized to be funded from CYFS Reserve Fund. See Fire Services Report 2015-10. The project will be completed in Q3.
2116079	Replace Truck 97-02	800,000	2016		800,000			800,000		RFP included 2117073 and has been awarded. Project is estimated to take 14 months.
2117074	Replacement of Thermal Imaging Cameras	96,000	2017	-	96,000		96,000			RFP in process; project will be completed by late fall.
2117071	Implementation of Station Security System	30,000	2017	-	30,000		30,000			Finalizing plans, work to be scheduled in September.
2117076	Replacement of Equipment	65,000	2017	1,954	63,046	(4,515)	58,531			Requesting \$4,515 be applied to project 2116081.
2117077	Replacement of Mobile Data Terminals, Modems, Antennas	40,000	2017	-	40,000		40,000			Project delayed, as information is being gathered.
2116077	Breathing Apparatus	900,000	2016	899,752	248		248			Project is complete and can be closed.
2116078	Replacement of Equipment	50,000	2016	32,014	17,986	(16,013)	1,973			\$16,013 applied to 2 projects completed in 2015 (2115003, 2112074).
2116080	Replace Firefighter Helmets	45,000	2016		45,000			45,000		Project expected to be cancelled; DC Volpe will discuss with Finance.
2116081	Replace Hazmat Decontamination Tent	20,000	2016	-	20,000	4,515	24,515			Requesting additional funds from project 2117076 to cover overspend.

**Central York Fire Services
Status of Capital Projects
As of June 30, 2017**

Capital Project Number	Project	Total Approved Funding	Year of Original Approval	Total Expenditures to June 30, 2017	Current Balance Surplus/ (Deficit)	Proposed Budget Adjustment	Forecasted Spending			Comments
							2017 (Q3, Q4)	2018	2019 and later	
2113059	Digital Vehicle Repeater System	40,000	2013	30,885	9,115		9,115			A final expenditure has been made for A446; waiting for invoice.
2117078	Station 4-5 Construction	2,500,000	2017	-	2,500,000	810,000		4,690,000		\$810,000 will be transferred from 2116075. Project in architectural design phase. Aurora is managing the design and construction phases; no amounts have been invoiced to CYFS to date.
2116074	Station 4-5 Design & Construction	3,000,000	2016	-	3,000,000					Additional monies will be requested after the interim design and construction estimate have been presented and approved by JCC in the fall.
2116075	Station 4-5 Land Acquisition	4,500,000	2016	3,690,000	810,000	(810,000)				in 2016 \$2,279,719/\$1,410,281 was spent by Newmarket and Aurora respectively. Project to be closed.
TOTAL		\$ 14,397,178		\$ 5,390,874	\$ 9,006,304	\$ 322,954	\$ 1,203,256	\$ 6,506,000	\$ -	