

### Central York Fire Services -Joint Council Committee

Tuesday, June 12, 2018 at 10:30 AM Council Chambers – Town of Newmarket

### Additions & Corrections to the Agenda

### **Declarations of Pecuniary Interest**

### Presentations

1.	<b>Central York Fire Services Headquarters Station 4-5 Presentation</b>
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Note: Paul McIntosh and Chris Kubbinga, Thomas Brown Architects, will be in attendance to present on the matter.

### 2. CYFS 2017 Annual Report

Note: The Fire Chief will address the Committee with a PowerPoint presentation entitled CYFS 2017 Annual Report.

### 3. Central York Fire Services 10-Year Financial Plan

Note: The Fire Chief, Town of Newmarket Treasurer Mike Mayes will address the Committee with a PowerPoint presentation entitled Central York Fire Services 10-Year Financial Plan.

### Deputations

### **Approval of Minutes**

4. Central York Fire Services – Joint Council Committee Meeting Minutes of March 6, 2018

Pg. 16

Pg. 1

### Items

5.	<b>Centr</b> Opera May 2	<b>ral York Fire Services Headquarters 4-5</b> ational Services 28, 2018	Pg. 100
	1.	That Report No. OPS18-011 be received; and,	
	2.	That Joint Council Committee approve the final design of Station 4-5; and,	
	3.	That Joint Council Committee authorize the Task Force to proceed with Phases 4, 5 and all outstanding services identified in the RFP submitted by Thomas Brown Architects in the amount of \$345,000, excluding disbursements and taxes.	
	Note:	This is related to item 1.	
6.	Corre Comi regul	espondence from the Honourable Marie-France Lalonde, Minister of munity Safety and Correctional Services re: Three new fire safety ations under the Fire Protection and Prevention Act (FPPA)	Pg. 106
	1.	That the correspondence be received for information purposes.	
7.	<b>CYFS</b> Finan May 2	<b>Budget Report – First Quarter 2018</b> cial Services 28, 2018	Pg. 145
	1.	That the report entitled CYFS Preliminary Budget Report – First Quarter	

dated May 28, 2018 be received for information purposes.

### New Business

### **Closed Session (if required)**

### Adjournment



### **2017** ANNUAL REPORT

# **Message from the Chief**

emergency service needs for all residents of the Towns of As a consolidated fire service Central York strives to meet the Aurora and Newmarket. The continued support of the Joint Council Committee and both municipal Councils is paramount in achieving that mission.

We thank those that conceived and developed the CYFS model and created a fire service which has risen to meet many diverse challenges. Through collaborative efforts, the dedicated CYFS staff deliver an exceptional level of fire prevention and protection services to the citizens and visitors Ian Laing of both communities.

Lan Laing Fire Chief, Regional Fire Coordinator CEMC, CMM III, CFO, DPA





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May 2018

# Fire Protection Services

Fire Protection Services are provided in accordance with the "Three Lines of Defence" and the Council approved Master Office of the Fire Marshal and Emergency Management **Fire Plan Update** 

- Public Fire Safety & Fire Prevention Education
- Fire Safety Standards & Code Enforcement
- Emergency Response



# Public Education Programs

Annual Stay Fire Smart Campaign

7,934 homes were visited by fire crews in 2017

294 "in -home" inspections were completed by Smoke Alarm Specialists

44,093 homes have been visited over the past 5 years

Public Education Programs

		Participant
Age Group	Visits	Interaction
Preschool		
(ages 1.5 – 3 years )	∞	456
Kindergarten – Grade 1		
(ages 4 – 6 years )	7	440
Grade 2 – 6		
(ages 7 – 12 years)	6	520
Grade 7- 8		
(ages 12 – 13 years)	9	157
High School		
(14-18yrs old)	4	200
Adult groups	6	410
Local annual events	13	8359
Regional annual events	9	4850
May 2018	ANNUAL TOT	AL: 15,392 6

# Vulnerable Occupancies

# Nursing Homes and Retirement Homes/Care Occupancies

- 28 facilities identified in primary response area
- Fire Prevention staff conduct annual inspections
- Evacuation drills required during annual

- inspections
- Fire Code Changes all care facilities will require
- sprinkler protection under new legislation
- 19 facilities currently have sprinkler protection





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# Emergency Response Type



May 2018

## Response Times



May 2018

		13			
	OPERATING SURPLUS/(DEFICIT)	(105,486)	(42,827)	(62,659)	
	CAPITAL BUDGET	4,453,525	1,808,131	2,645,394	
ng Budget	OPERATING BUDGET	24,671,509	10,016,633	14,654,876	
Operatin	2017	TOTAL	AURORA 40.6%	NEWMARKET 59.4%	

May 2018

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# Continuing Challenges

## Proposed changes to FPPA

- Mandatory Training & Certification
- Response Time Reporting
- Community Risk Assessments

### **CYFS Level of Service**

- Staffing levels
- Fleet replacement

### Fire Station 4-5

- Location 300 Earl Stewart Drive, Aurora
- Design in progress
- Construction not started





## **Central York Fire Services 10-Year Financial Plan**

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Presented to Joint Council Committee May 28, 2018 **Presenters:** 

Chief Laing, Mike Mayes, Dawn Schellenberg





### Agenda

- a) Revisions to previous drafts
- b) Key Performance Indicators (KPI)
- c) Asset Management Plan (AMP)

- d) 10-Year Outlook
  - e) Next Steps







- 1. Vehicle repairs and maintenance
- 2. Fire Station DC's















- 1. Response times
- 2. BMA
- 3. Fire Master Plan





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## Fire Master Plan

Post 2018 staffing needs:

- Complete the 7th crew 8 more firefighters required (4 each in 2019 & 2020)
- Human Resources (internal) consultant (2019)

24

- Additional Fire Inspector (2020)
- Admin Assistant for Training Division (2019)

Facilities:

- Operating costs for station 4-5 (Q4 2019)
- Renovate staff areas at station 4-1





# c) Asset Management Plan

- 1. Introduction
- 2. State of Local Infrastructure
- 3. Data Management
- 4. Desired Level of Service

- 5. Operational Strategy
- 6. Financial Strategy
- 7. Conclusion





## 1. Introduction

Purpose of the Plan:

- to optimize the capital maintenance and replacement program
- To assist in minimizing total lifecycle costs

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To maximize the value provided to taxpayers

Assets included:

Vehicles and equipment

Fire stations not included at this time



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ure Newmarke	<b>Replacement</b> cost	\$ 8.10	5.33	0.94	0.95	0.85	1.91	<b>\$ 18.08</b>	<u>Z</u>
astruct	Net Book Value	\$ 1.32	2.63	0.34	00.0	0.34	1.00	\$ <b>5.6</b> 3	
ocal Infr	Cost	\$ 2.95	3.11	0.47	0.14	0.63	1.20	\$ 8.5 <b>0</b>	
2. Status of Lo	In \$'millions	Fire engines (8)	Aerials/platforms (3)	Tanker	Hazardous Materials	Other vehicles (17)	Equipment	Total	12









Response Vehicles

Other Vehicles

Pooled Assets



# 3. Data Management

- Tangible Capital Asset inventory
- JD Edwards Enterprise One
- insurance, kilometres of response vehicles Excel spreadsheets for maintenance, fuel,

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Firehouse



# 4. Desired Level of Service



- Further work to be done on service level measurements
- Response times
- Geographical area
- Condition and reliability of assets I
- Safety
- Cost





# 5. Operational Strategy

- Some considerations:
- Extensive work on vehicle
- 31 maintenance and planned refurbishments maintenance/more preventative
- Maintain parts inventory
- Track downtime, maintenance costs, kms/vehicle
- Total maintenance costs/NBV



6. Financial Strategy	Newmarket
Contributions to Asset Replacement F	nnd
• $2018 = \$ 1,099,600$	
<ul> <li>2019 to 2022, will increase by \$200,</li> </ul>	000
annually	02
<ul> <li>2022 = \$1,899,600</li> </ul>	

Has been tested against requirements of the Asset Management Plan





### Conclusion

- Ongoing process; to be updated annually
- Additional equipment will be added in the future
- Investigate maintaining an inventory of frequently used parts

- Investigate outsourcing
- Improved tracking of apparatus metrics for decision making re: lifecycle replacement schedule
- Analysis of fleet work orders





## d) 10-Year Outlook

The 10-Year Outlook is the foundation for annual budgets

1. Assumptions

- 2. Budget Buckets
- 3. Operating Budget
- 4. Capital Budget
- 5. Cost Allocation




### Assumptions



- 1. Inflation at 2%
- Combined growth Newmarket/Aurora at 2%
- 3. CYFS Reserve Fund target
- 50% of specified volatile & discretionary expenses, approximately \$1 million
  - Use for rate stabilization as appropriate
- Funded from budgetary savings
- Revenue no significant changes
- Cost sharing no change





- Asset Replacement Fund contributions as set out in the Asset Management Plan
- 7. Growth costs:
- **Completion of Fire Master Plan**

- Outstanding staffing
- Station 4-5
- include 2 additional stations and related Assume that next Fire Master Plan will staffing



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Assumptions (cont'd)	8. Property ownership	Current Stations 1-4 remain with the local municipality	<ul> <li>Station 5 is owned jointly based on allocation formula (60/40)</li> </ul>	Future stations will be jointly based on	allocation formula calculated at the time of the planning and construction	9. A further \$100,000 is required for vehicle	maintenance.





		INEWINALK	le
	<b>Operating Budget</b>	<b>Capital Budget</b>	
Base	Maintain current LOS Driver is inflation	Replacements Funded by ARF	
Growth	Maintain LOS for growing population Fire Master Plan Funded by assessment growth	New / growth capital Funded by DC's	38
Other	Enhancements (increase LOS) and extraordinary items Funded beyond inflation	Other items	

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### **Operating Budget - Base**

- Wages and benefits make up 89% of the net base budget
- indicators, projected budgetary increase for Based on historic trends and current the base is CPI plus 0.5% (2.5%)

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Our situation is not unique





# **Operating Budget - Growth**

- Primary goal will be staffing the 5<sup>th</sup> station
- Secondary goal, is to start providing for staffing at a 6<sup>th</sup> and 7<sup>th</sup> station
- 40 This could be capped at the 2% growth rate – about \$480,000 for 2019
- For comparison:
- 2018 was \$443,000
- 2017 was \$473,000
- 2016 was \$247,000





## **Operating Budget - Other**

- Emergency Service agreements with other municipalities at risk
- New revenue sources are being investigated to mitigate this

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Three new regulations to the FPPA may have operational impacts (TBD)



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%	5.41%	5.27%	4.61%	4.65%	3.73%	4.03%	3.92%	4.04%	3.70%	3.85%
Increase	\$ 1.40	1.44	1.31	1.40	1.17	1.31	1.33	1.42	1.35	1.47
Total	\$ 27.20	28.64	29.95	31.35	32.52	33.83	35.16	36.58	37.93	39.40
ARF	\$ 1.30	1.50	1.70	1.90	1.90	1.90	1.90	1.90	1.90	1.90
Growth	\$ 0.48	0.98	1.48	2.00	2.54	3.08	3.64	4.22	4.81	5.42
Base	\$ 25.42	26.16	26.77	27.45	28.08	28.85	29.62	30.46	31.22	32.08
Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028







	%	2.90%	2.91%	2.34%	2.52%	2.32%	2.72%	2.66%	2.85%	2.50%	2.74%
	Increase	\$ 0.72	0.74	0.61	0.68	0.63	0.77	0.77	0.84	0.76	0.86
	Total	\$ 25.42	26.16	26.77	27.45	28.08	28.85	29.62	30.46	31.22	32.08
lions)	Revenue	- \$ 0.34	- 0.35	- 0.36	- 0.37	- 0.37	- 0.38	- 0.39	- 0.40	- 0.41	- 0.42
(in \$ mill	Other expenses	\$ 3.33	3.41	3.49	3.58	3.63	3.72	3.80	3.88	3.96	4.05
	Wages & Benefits	\$ 22.43	23.10	23.64	24.24	24.82	25.51	26.21	26.98	27.67	28.45
	Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028





### **Capital Budget**

- Replacement
- Should align with AMP
- Growth
- Funded from DC's

- Should tie into DC updates
- Question of 6<sup>th</sup> and 7<sup>th</sup> stations
- Other
- Nothing expected at this time









## Cost Allocation - Projected

- 4 year rolling average was used for 2018
  - Newmarket 59.35%
- Aurora 40.65%
- Same applied to next 10 years





## Budget Allocation - Aurora

				48						
Estimated tax %	1.24%	1.20%	1.05%	1.04%	0.83%	0.87%	0.83%	0.84%	0.76%	0.77%
Share	567,679	582,700	537,022	566,871	475,675	532,801	539,498	577,669	550,061	594,408
<b>CYFS</b> increase	\$ 1,396,505	1,433,456	1,321,086	1,394,516	1,170,171	1,310,704	1,327,178	1,421,080	1,353,164	1,462,259
Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028



Budget Allocation - Newmarket Newmarket

				49						
Estimated tax %	1.41%	1.38%	1.21%	1.21%	0.97%	1.04%	1.00%	1.02%	0.92%	0.95%
Share	828,826	850,756	784,065	827,645	694,496	777,903	787,680	843,411	803,103	867,851
<b>CYFS</b> increase	\$ 1,396,505	1,433,456	1,321,086	1,394,516	1,170,171	1,310,704	1,327,178	1,421,080	1,353,164	1,462,259
Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028



Detail Allocation - Newmarket Newmarket

				50						
ARF	118,700	118,700	118,700	118,700	0	0	0	0	0	0
Growth	285,588	293,389	301,864	308,876	316,600	323,955	332,791	341,646	351,412	360,204
Tax %	0.72%	0.71%	0.56%	0.59%	0.53%	0.60%	0.58%	0.61%	0.52%	0.56%
Base	424,538	438,667	363,501	400,069	377,896	453,948	454,889	501,765	451,691	507,647
Share	828,826	850,756	784,065	827,645	694,496	777,903	787,680	843,411	803,103	867,851
Increase	\$ 1,396,505	1,433,456	1,321,086	1,394,516	1,170,171	1,310,704	1,327,178	1,421,080	1,353,164	1.462,259
Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028



### Next Steps



- 2019 Budget
- Present to first JCC in 2019
- Starting point is the Outlook
- AMP & Outlook
  Update in 2019
- DC update 2019
- Fire Master Plan 2019/2020



### Fire Asset Management Plan

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Central York Fire Services Proudly Protecting Aurora and Newmarket

### Acknowledgements

The development of the Central York Fire Service Asset Management Plan was based on the contributions of many. This acknowledgement is to thank all who contributed to the Plan.

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### Author

Rocco Volpe, Deputy Fire Chief

### **Chief Officers**

Ian Laing, Fire Chief Robert Comeau, Deputy Fire Chief Rocco Volpe, Deputy Fire Chief Claude Duval, Assistant Deputy Chief

### **Joint Council Committee**

Newmarket

- Councillor Jane Twinney (Chair)
- Councillor Christina Bisanz
- Councillor Tom Hempen

Aurora

- Councillor John Abel
- Councillor Tom Mrakas
- Councillor Michael Thompson (Vice Chair)

### **Central York Fire Services Staff Resources**

Christine Fairbarn, Administrative Coordinator Monique Matar, Administrative Assistant

### **Town of Newmarket Staff Resources**

Mike Mayes, Director, Financial Services Dawn Schellenberg, Manager, Finance & Accounting Kevin Yaraskavitch, Financial Business Analyst

### **About Central York Fires Services**

Central York Fire Services (CYFS) is a career Fire Service that provides protection and prevention services to the Town of Aurora and the Town of Newmarket in York Region, Ontario, Canada. CYFS serves a combined population of approximately 146,000 and covers an area of 90 square kilometres. The department responds to approximately 5,000 emergency calls each year.

The Town of Aurora Fire Department and the Town of Newmarket Fire Department were consolidated in January of 2002. The consolidation was a very successful collaboration by the two Towns, management of the fire departments and the two labour representatives - the Aurora Professional Firefighters Association and the Newmarket Professional Firefighters Association.

As a consequence of this forward thinking decision to consolidate the fire services resources available, the two Towns have benefited from a professional fire service that is equipped and trained to provide a comprehensive range of emergency services. CYFS ranks in size among the top twenty fulltime fire services in Ontario.

The Town of Aurora and the Town of Newmarket are protected by a fire service that is able to respond effectively, professionally and competently to a wide range of emergencies and hazards and provides a comprehensive public safety education program, fire safety inspections and investigations of fire incidents.

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### LIST OF APPENDICES

This is a list of appendices is for supporting information for the asset management plan.

- Appendix A Vehicle Replacement Schedule
- Appendix B Equipment Replacement Schedule

### Appendix C – Reserve and Reserve Fund Continuity Schedule

### **EXECUTIVE SUMMARY**

### **Purpose of the Plan**

The purpose of the plan is to optimise the capital maintenance and replacement program for Central York Fire Services (CYFS). This plan helps ensure that costs are minimized while maximizing the value provided to taxpayers.

### **Included Assets**

Included assets are:

- 12 heavy response vehicles
- 17 light service vehicles
- \$1.5 million in equipment

### **Excluded Assets**

Excluded assets are:

- Properties and buildings owned by Aurora or Newmarket or jointly owned.
- Assets not included in Tangible Capital Assets as at December 31, 2017, such as personal protective equipment, defibrillators, and tablets.

### Assumptions

The asset management plan is based on the current Development Charges (DC) Background Study. The asset management plan is also based on the 2017 Tangible Capital Asset information. The financial information in the plan is based on the latest 10 year forecast data.

### **Desired Levels of Service**

The desired customer levels of service are:

Desired Service Level	Current Service Level	Target Service Level
First crew arriving within 6 minutes and 20 Seconds consisting of at least three firefighters and an officer after receiving an emergency call, 90% of the time.	73.8%	90.0%
Responding to reported structure fires with a minimum of fourteen firefighters within 10 minutes and 20 seconds, 90% of the time.	73.6%	90.0%

### **Included Activities**

The significant included activities are:

- Fire apparatus operational and safety checks
- Fire apparatus equipment checks
- Fire apparatus maintenance
- Self-contained breathing apparatus air compressor maintenance
- Commercial Vehicle Operators Registration annual vehicle inspections
- Annual pump testing
- Annual aerial and ground ladder testing

### **Excluded Activities**

None identified at this time.

### **Managing Risks**

These are the primary risks this plan addresses:

- Fire Apparatus Failure
- Fire Equipment Failure

### **Financial Summary**

The summary statics are as follows:

\$ 30,812,703
\$ 30,753,733
-\$ 58,970

Figure 1: Reserve and Reserve Fund Balances



The figure above shows the reserve and reserve fund balances for a 10 year period. The development charge reserve will go into a negative balance due to the expansion of the 4-5 Fire Station.

The Asset replacement Fund will remain in a negative balance until 2023 based on currently projected contribution levels (increased contributions of \$200,000 per year until 2023). While not shown in Figure 1, there will be significant draws from reserves in the 2027-2029 period.

The operating reserve is projected to remain at its current level. Central York Fire Services does not currently budget for contributions to its operating reserve. The reserve will fluctuate from year to year depending whether costs were higher or lower than expected. For more details on the contributions to and expenditures from the reserves and reserve funds see Appendix C – Reserve and Reserve Fund Continuity Schedule.

### **INTRODUCTION**

### **Purpose of Assets**

The purpose of the assets is to support the provision of preventative and protective fire services to the communities of Aurora and Newmarket. Central York Fire Services (CYFS) provides three lines of defense to protect homes and businesses in these communities. They are:

- Public Education and Protection
- Fire Safety Standards and Fire Code Enforcement
- Emergency Response

Having the proper equipment to provide these lines of defense is critical for achieving desired service levels.

### **Purpose of Plan**

The purpose of the plan is to optimise the capital maintenance and replacement program. This plan assists in minimizing the total lifecycle costs. The plan helps ensure that costs are minimized while maximizing the value provided to taxpayers.

### **Relationship to Other Plans**

This plan relates to other plans to ensure there is cohesion throughout the organization as it relates to fire asset management planning.

**Master Fire Plan:** 2014 Fire Department Master Plan Update was developed to provide CYFS with a strategic framework to update the 2008 – 2017 Fire Department Master Plan. It also assists the Town of Newmarket and the Town of Aurora Councils in making decisions regarding the provision of fire protection services based on their local needs and circumstances.

**Long Term Financial Plan** – the Town of Newmarket retained the services of Hemson Consulting to prepare a Capital Financing Sustainability Strategy (CFSS). The CFSS formed the basis or influenced many Town financial policies and strategies, which in turn, influences the development of a long-term financial plans, financial forecasts, and multi-year budgeting for the Town.

### **Included Assets**

This asset management plan includes fire vehicles and equipment included in the Town of Newmarket's Tangible Capital Asset inventory. These items comprise the majority of the CYFS's assets by value.

Fire stations are not included in this asset management plan. These assets are owned and maintained by the Town in which they are located. The Town of Aurora and Town of Newmarket currently each own two fire stations.

Future asset management plan may include other fire assets not included in the Tangible Capital Asset Inventory. However, the priority is to plan for the major assets owned by CYFS.

**Plan Coverage** This plan covers a 20 year period. This time frame was chosen because 20 years is the maximum estimated useful life of the fire assets included in this plan.

### STATE OF LOCAL INFRASTRUCTURE

### **Nature of Assets**

The majority of this plan's assets by value are response vehicles. As these vehicles become more advanced, they provide new useful tools to aid in fire protection. With this new technology, they present new challenges in user education, maintenance practices and replacement costs.

This plan also includes equipment. The equipment included in this plan serves a variety of purposes and has different maintenance requirements and expected useful lives. Equipment includes breathing air compressors, hydraulic rescue systems, carbon fibre cylinders, portable radio equipment, self-contained breathing apparatus and thermal imaging cameras.

### **Value of Assets**

There are many ways to measure the value of the Town's assets. For the purposes of this plan, the Town uses the net book value valuation calculation.

To begin the calculation, the Town begins with the "Historic Cost". The historic cost is initial cost to acquire or construct the asset.

Next, the Town determines how much the value of asset has depreciated since acquisition or construction. The accounting term for how much an asset has depreciated is "Accumulated Amortization".

To determine the current value of the assets, the Town calculates the "Net book Value". The net book value is the difference between the historic cost and the accumulated amortization.

Table 1 below illustrates the value of the different assets covered in this plan. The figures in the table are rounded to the nearest thousand. The data was pulled from the Town if Newmarket's Tangible Capital Asset Inventory

Table 1: Tangible Capital Assets as at December 31, 2017

	Historic Cost	Accumulated Amortization	Net Book Value	
Response Vehicles				
- Engines	\$2,953,000	\$1,629,000	\$1,324,000	
<ul> <li>Aerials &amp; Platforms</li> </ul>	3,109,000	476,000	2,633,000	
- Tankers	471,000	134,000	337,000	
- Hazardous Materials	140,000	140,000	0	
Other Vehicles				
- Other Vehicles	633,000	293,000	340,000	
Equipment				
- Breathing Air Compressors	140,000	48,000	92,000	
<ul> <li>Hydraulic Rescue Systems</li> </ul>	99,000	63,000	36,000	
<ul> <li>Radio Equipment Headsets</li> </ul>	21,000	3,000	18,000	
<ul> <li>Self-Contained Breathing Apparatus</li> </ul>	850,000	85,000	765,000	
- Thermal Imaging Cameras	85,000	0	85,000	
TOTAL	\$8,480,000	\$2,871,000	\$5,630,000	

### **Replacement Cost**

The cost to replace assets increases over time. This is caused by many factors, including inflation, design standards, and societal expectations of the performance of the assets. As a result, the replacement cost can greatly exceed the historical cost of replacement. Compare Table 2 below with Table 1 above for an illustration of this.

The Responses Vehicle numbers in the table below were pulled from the 2018 CYFS Response Vehicles Forecast. The Other Vehicles and Equipment numbers were pulled from the 2017 Tangible Capital Asset Inventory. The replacement costs were estimated using the expected useful life applying an annual inflation rate of 2.5%.

Table 2: Unit Cost, Quantity and Replacement Cost of Assets

	Unit Cost Quantity of Units		Replacement Cost
Response Vehicles			
- Engines	\$1,012,000	\$8,098,000	
- Aerials & Platforms	1,777,000	3	5,332,000
- Tankers	937,000	1	937,000
- Haz-Mat	950,000 1		950,000
Other Vehicles			
- Other Vehicles	50,000	17	850,000
Equipment			
- Breathing Air Compressor	Not App	230,000	
<ul> <li>Hydraulic Rescue System</li> </ul>	Not App	127,000	
- Fire Comm Headsets	Not App	28,000	
<ul> <li>Self-Contained Breathing Apparatus</li> </ul>	Not App	1,442,000	
<ul> <li>Thermal Imaging Cameras</li> </ul>	Not App	85,000	
TOTAL			\$18,079,000

### **Expected End of Useful Life**

When the condition of an asset degrades significantly due to wear and tear, it must be replaced. Replacement of the asset generally provides a better level of service. However, asset replacement can be expensive. Timing and preparing for replacement is important.

The table below illustrates the capital replacement requirements from 2018 to 2033. The replacement timing was estimated based on the expected end of the useful life recorded in the Town of Newmarket's Tangible Capital Asset inventory.

### Figure 2: Expected Replacement Value Costs Over Time



### **Asset Condition**

There are many means to assess asset condition. As Central York begins its asset management journey it is suitable to use asset consumption ratio as a measure of asset condition.

Asset consumption ratio is the ratio between accumulated amortization and historical cost. The higher the ratio, the more we can say that the asset is "used up". An asset consumption ratio of 0% means that the asset is completely new. An asset consumption ratio of 100% means that the asset has reached the end of its useful life.

In the future, it would be prudent to progress to using performance or maintenance costs to assess asset condition.

### Table 3: Asset Condition

	Resp Vehi	onse icles	Other Vehicles		Equipment	
Asset Consumption Ratio	Quantity	Percent	Quantity	Percent	Historic Cost \$'s	Percent
Newest:0%-20%	3	23%	2	13%	1,011,008	66%
21%-40%	4	31%	3	20%	203,950	13%
41%-60%	1	8%	1	7%	-	0%
61%-80%	1	8%	7	47%	193,941	13%
Oldest:81%-100%	4	31%	2	13%	123,896	8%

### DATA MANAGEMENT

Data management is a crucial part of Asset Management. Great asset management strategies cannot be created with bad data. This section details the data that the Town uses and how we working to make our data even better.

### Level of Detail

The level of detail used in this asset management plan is principally based on the Tangible Capital Asset Inventory.

- Response Vehicles were broken out by type due to the high variability of cost between types.
- Other Vehicles were grouped together due to the low variability of cost between types.
- Equipment was grouped based on how they were pooled in the Tangible Capital Asset Inventory.

### **Excel Data Management**

The majority of the financial data was pulled from the Town of Newmarket's Tangible Capital Asset Inventory.

Information on new assets is pulled from capital account actuals, invoices and capital payment certificates retrieved from the Town's enterprise resource planning software (JD Edwards EnterpriseOne).

Amortization and net book value is calculated in Excel on a per asset basis, except for pooled assets. Aggregate data is loaded into JD Edwards EnterpriseOne to record the expenses and amortization, and to update the net book values.

Central York Fire Services consolidates the operating costs for heavy vehicles in excel. Maintenance, fuel, insurance costs, and kilometres are all tracked to get a full picture of the cost of carrying each response vehicle.

### **GIS Data Management**

Due to the nature of the assets included in this asset management plan, there is no spatial data attached to the assets. No action is required with respect to GIS data management for this asset management plan.

### **Comprehensive Data Management**

Central York Fire Services uses Firehouse Software to manage calls and track response statistics.

It may be beneficial to explore options to establish an asset hierarchy for analysis purposes.

Also, it may be beneficial to explore asset management software to help with the retrieval of the financial data.

### DESIRED LEVEL OF SERVICE

### **Setting Levels of Service**

While the introduction of an asset management plan explains in a general way how the goals of the municipality rely on infrastructure, the levels of service section is much more detailed. Levels of service must be specific and measureable and linked to the strategic objectives and outcomes. Levels of service are generated from two sources - preferred and mandatory levels of service.

### **Preferred Level of Service**

Providing preferred levels of service means going beyond mandatory requirements with the goal of improving the quality of life of residents. For Central York Fire Services, the preferred level of service is determined by the Fire Master Plan, Joint Council Committee (JCC) and the municipal budgeting processes.

### Mandatory Levels of Service

Legislative requirements set the minimum level of service required. This subsection outlines the legislative requirements that impact the service area that this plan covers:

**Fire Protection and Prevention Act:** the Act from which the Ontario Fire Code is regulated. It establishes fire safety standards for equipment, systems, buildings, structures, lands and premises. It also outlines municipal responsibilities for public education, fire prevention and protection services.

Accessibility for Ontarians with Disabilities Act, 2005: Develops, implements and enforces accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025.

**Other legislation guiding the work of Central York Fire Services includes:** Municipal By-laws and Municipal Act, Occupational Health and Safety Act, Municipal Freedom of Information and Privacy Protection Act, Emergency Management and Civil Protection Act, Highway Traffic Act, Provincial Offences Act, Development Charges Act, Environmental Protection Act, Workplace Safety and Insurance Act, Technical Standards Act, Employment Standards Act, Coroners Act, Pesticides Act, Day Nurseries Act, Bill C-45, and Dangerous Goods Transportation Act.

### **Desired levels of Service**

Desired levels of service are generated from preferred and mandatory levels of service. Desired levels of service are composed of three different types (customer, tactical, and technical) and are listed below.

### **Customer Levels of Service**

Customer levels of service describe the overall level of performance of the assets from a customer's perspective. This is the level of service that matters most to residents, business owners and other stakeholders.

Table 4: Customer Level of Service

Indicator	Target	Actual	Trend		
Customer Service		2017			
First crew arriving within 6 minutes and 20 Seconds consisting of at least three firefighters and an officer after receiving an emergency call, 90% of the time.	90.0%	73.8%	Improving		
Responding to reported structure fires with fourteen firefighters within 10 minutes and 20 seconds, 90% of the time.	90.0%	73.6%	Stable		
Access and Capacity					
Percent of geographical area that four firefighters can reach within four minutes of travel time.	70%	60%	Stable		
Condition and Reliability					
Present condition of assets ≥ good condition	TBD	TBD	TBD		
Start of shift maintenance schedule compliance	TBD	100%	Stable		
Safety					
Number of civilians injured per year due to fire Incidents	TBD	1	Decreasing		
Number of civilians killed per year due to fire Incidents	TBD	0	Stable		
Estimated value of damage due to fire incidents	TBD	\$3,963,000	Decreasing		
Cost					
Operating cost	TBD	\$25,489,000	Increasing		
Cost Recovery	TBD	1.2%	Stable		
Capital Renewal	TBD	\$750,000	TBD		
Renewal Ratio Percent	TBD	4.1%	TBD		

Cost Recovery equals recoveries by providing coverage to other municipalities. Capital Renewal equals the average amount of capital spending over the last 4 years pulled from the Tangible Capital Asset Inventory. Renewal Ratio Percent equals Capital Renewal divided by total replacement costs.

### Performance

The purpose of this section is to monitor the Town's performance with respect to the key performance indicators outlined above.

### **Customer Service**

Figure 3: Percent of Emergency Calls Where 1 Apparatus Arrive within 6:20 minutes.



This service level has been fairly stable over the last four years. It is projected that the service level will improve once the Central York Fire Services' fifth station comes online. When the Fire Master Plan is updated in 2019/2020, a target service level for the proceeding 10 years will be produced.

Figure 4: Percent of Emergency Calls Where 3 Apparatus Arrive within 10:20 minutes.



This service level has been fairly stable over the last four years. It is projected that the service level will improve once Central York Fire Services' fifth station comes online. When the Fire Master Plan is updated in 2019/2020, a target service level for the proceeding 10 years will be produced.
## **Access and Capacity**



Figure 5: Percent of geographical area that four firefighters can reach within four minutes of travel time.

With the fifth fire station coming online in 2019/2020, the service level is predicted to increase to 70% according to the 2014 Fire Department Master Plan Update.

## **Condition and Reliability**

## Present Condition of Assets ≥ Good Condition

As this document is the first version of the Fire Asset Management Plan, Central York Fire Services has been using this opportunity to develop metrics to quantify the condition and reliability of its assets. Future asset management plans will determine condition based on metrics like annual maintenance costs, operating costs, and down time due to maintenance.

This plan provides a rough estimate of the condition of assets included in this plan in Table 3: Asset Condition. This table illustrates how old an asset is relative to its expected useful life.

## Figure 6: Start of Shift Maintenance Schedule Compliance



Each crew is required to do a maintenance check at the start of every shift ensuring that that all equipment is in its proper place and that the fire apparatus is running smoothly. It is of Central York Fire Services' opinion that all inspections have been done to complete satisfaction at the start of every shift over the past four years.

## Safety

## Figure 7: Number of civilians injured per year due to fire Incidents



Central York Fire Services strives for zero injuries due to fire incidents. The plan to achieve this is through improving the provision of public education and protection, the enforcement of fire safety standards, and timely response to emergency calls.





Central York Fire Services strives for zero injuries due to fire incidents. The plan to achieve this is through improving the provision of public education and protection, the enforcement of fire safety standards and the timely response to emergency calls.



Figure 9: Estimated Value of Damage Due to Fire Incidents

The value of the damage in a given year is dependent upon the location of the fire incident, the response time, construction material, the value of the structure among other factors.

It is Central York Fire Services aspiration target to achieve minimal damage due to fire. When Fire Master Plan is updated in 2019/2020, it will include realistic projected targets for when this level of service can be achieved.

## **OPERATIONAL STRATEGY**

This part describes current and future strategies to manage the Central York Fire Services' asset base with the goal of maintaining the assets in an acceptable condition. Recognizing that asset management is evolving to a service based focus that optimizes asset lifecycle costs considering quantifiable risk and level of service, the methods to improving asset management are outlined here.

## **Existing Asset Management Activities**

## Non-infrastructure Activities

These are activities that support desired services but do not relate to the maintenance or replacement of assets.

- Fire protection services;
- Medical emergency response;
- Hazardous materials mitigation;
- Motor vehicle extrication;
- Ice and water rescue services;
- Other public assistance responses;
- Mutual aid to neighbouring communities;
- Research, develop, perform, monitor, and evaluate training programs including fire service specialty programs, maintenance training, and annual training;
- Assess fire statistics and develop proactive interventions to reduce and prevent fires;
- Site plan reviews and inspections to reduce likelihood of a fire;
- Public education and outreach.

## Maintenance Activities

These are activities that include regularly scheduled inspection and maintenance, or more significant repair and activities associated with unexpected events.

- Fire apparatus checks
- Fire equipment inventory checks
- Fire apparatus maintenance
- Self-contained breathing apparatus and air compressor maintenance
- Commercial Vehicle Operators Registration annual vehicle inspections
- Annual pump testing
- Annual aerial and ground ladder testing

## Renewal/Rehab Activities

These activities are significant repairs designed to extend the life of the asset.

• Not Applicable

## **Disposal Activities**

Activities associated with disposing of an asset once it has reached the end of its useful life, or is otherwise no longer needed by the municipality.

- Sale of response vehicles
- Decommissioning of response vehicles
- Sale of equipment
- Disposal of equipment

## **Expansion Activities**

Planned activities required to extend services to previously underserved areas – or expand services to meet growth demands.

- Acquisition of new vehicles
- Acquisition of new equipment
- Locate and build new fire stations

## **Activity Prioritization and Coordination**

Central York Fire Services (CYFS) currently uses fire response vehicles with an expected useful life of 15 years. Once the vehicle reaches the end of its useful life, it is kept in reserve for 5 years. With this practice, CYFS has a backup vehicle if the primary vehicle requires maintenance.

All fire apparatus with a gross weight, registered gross weight or manufacturers gross vehicle weight rating exceeding 4500 kilograms must be inspected on an annual basis (in accordance with O. Reg. 611 Safety Inspections, made under the Highway Traffic Act). There are three factors that CYFS considers when it is considering replacing a fire apparatus. These are cost, reliability and standards:

**Cost** - The annual maintenance cost of an apparatus typically rises over time due to vehicle age and general wear and tear. Sometimes an apparatus may require an exceptional amount of maintenance prior to the end of its lifecycle replacement date.

In some cases it may be more economical to replace an apparatus before the end of its useful life when there are significantly higher maintenance costs. If maintenance costs remain reasonable, we can anticipate the vehicle may be replaced at the regularly scheduled lifecycle replacement date. At end of the vehicle lifecycle, the apparatus has approximately 20 years of service and will be significantly lagging in technology and safety features; as such the planned lifecycle replacement date should be maintained and considered the maximum.

Rising maintenance costs have been a challenge for several years. The hourly rate charged on CYFS work orders was increased by 23% in 2016, adding additional financial pressure on this budget line. Apparatus are becoming increasingly computerized and complex, which requires additional time to diagnose issues and undertake corrective actions. The costs associated with replacement parts is

increasing, in many instances, by more than inflation and some are difficult to locate due to obsolescence or suppliers going out of business.

**Reliability -** Fire apparatus need to be available when they required in an emergency. Therefore, it is important to consider how often and how long an apparatus is out of commission due to repairs on an ongoing basis.

**Standards -** New standards are developed as technological advances. However, standards are measured against when the vehicle was built. It may be the case that a component of an apparatus can be upgraded to accommodate the new technology at a low cost. Otherwise, Central York Fire Services will wait until the vehicle is too costly or too unreliable before it is replaced. New standards do not drive the replacement of vehicles.

## **Future Asset Management Activities**

Central York Fire Services (CYFS) would like to explore the possibility of keeping vehicle parts on hand in order to expedite the maintenance cycle. Keeping parts on hand would in some instances significantly reduce the wait time to receive parts from a supplier. The complications identified in keeping inventory on hand are determining where to store the inventory and how to set up systems to track and replenish the inventory.

CYFS would also like to track the amount of downtime there is for each response vehicle. This information will help determine if the vehicle is spending too much time in the shop and should be replaced or if there is some operational improvement that CYFS or the Town of Newmarket's fleet services can make to reduce downtime.

## **Excluded Asset Management Activities**

No excluded asset management activities have been identified at this time.

## **Risks Associated with the Plan and Strategy**

Critical considerations are defined as those which have a high consequence of failure causing significant loss or reduction of service. Failure mode is defined as when an asset or program performs significantly worse than expected. The following table outlines the impact of a critical consideration reaching failure mode.

Critical Consideration	Failure Mode	Impact
Fire Apparatus	Critical component(s) malfunctioning	Bring apparatus in for repair and use backup apparatus for duration of repair.
Fire Equipment	Critical component(s) malfunctioning	Replace equipment.

## **Procurement Methodologies**

The Guide for Municipal Asset Management Plans states that municipalities should have procurement bylaws in place to serve as the basis for considering various delivery mechanisms.

The Town of Newmarket's Procurement By-law No. 2014-27 enacted May 5, 2014, is publically available on the Town's web-site at:

http://www.newmarket.ca/en/townhall/resourcelibrary/2014-27ProcurementBylawcompressed.pdf

This By-law establishes the Town's policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the Municipal Act, 2001.

The purposes, goals, and objectives of this By-law are as follows:

- a) To encourage competition among Bidders;
- b) To make goods, service(s) and construction Contractors to be accountable to the Owner and the public;
- c) To provide the highest level of government service at the least possible cost;
- d) To ensure fairness and objectivity amongst Bidders during the procurement process;
- e) To ensure openness, accountability and transparency while protecting the financial best interests of the Owner;
- f) To obtain the Best Value for the Owner when procuring goods and service(s) and construction;
- g) To avoid conflicts between the interests of the Owner and those of the Owner's employees and elected officials;
- h) To ensure compliance with applicable International, National and Inter-Provincial Trade treaties or agreements, as amended;
- To promote Responsible Purchasing which encourages procurement practices which encompass social, ethical and environmental considerations when acquiring goods, services and construction;
- j) To contribute to the reduction of waste, toxic or harmful emissions and substances and to increase the development and awareness of environmentally responsible procurement, the Governments Incorporating Procurement Policies to Eliminate Refuse (GIPPER) Guide, as amended may be referenced in acquiring goods and services and/or other best green procurement practices available when developing the Bid Call Document for goods, services and construction. It is recognized that a product and cost analysis may be required;
- k) To promote, where applicable, the requirements of the Ontarians with Disabilities Act (ODA) and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), as amended in procurement activities of the Owner as well as any requirements contained in other legislation (either provincial or federal) which may impact the procurement activities of the Owner.

The Guide also states that "to ensure the most efficient allocation of resources, best practice is for a number of delivery mechanisms to be considered - such as working with other municipalities to pool projects and resources, or considering an AFP model." Numerous agreements exist with neighbouring municipalities and third parties to pool projects resources, one of the most noteworthy being the work currently underway by VI

## FINANCING STRATEGY

The Financing Strategy is critical for putting the Asset Management Strategy into action. It details how we will pay for the Plan and includes details on expenditures, revenue sources and projections, and possible solutions for any funding gaps.

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## **Asset Management Integration**

This subsection makes reference to a number of documents, studies and policies. The next paragraphs provide a brief summary of them.

## **Operating and Capital Budgeting Policy**

The Town's Operating and Capital Budgeting Policy FIN 2-01 establishes some general rules on budgeting, the use of reserves and reserve funds and the principles of the Asset Replacement Fund (ARF). A copy of this report can be found on the Town's website at <a href="http://www.newmarket.ca/en/townhall/resources/409775\_Policy.pdf">http://www.newmarket.ca/en/townhall/resources/409775\_Policy.pdf</a>

## Guidelines for the Use of Reserves and Reserve Funds

Financial Services Report 2008-18 lists the Town's reserves and reserve funds, and prescribes their purpose, funding source and target balances. A copy of this Report can also be found on the Town's web-site at:

http://www.newmarket.ca/en/townhall/resources/1382553\_Rpt\_2008\_18\_reserves\_and reserve\_funds.pdf

## Asset Replacement Fund

The Town established the Asset Replacement Fund (ARF) in 1998. Its purpose is "to have sufficient funds available to finance the replacement of capital assets at the end of their expected useful life calculated annually." Contributions from the water and wastewater rate groups started at 100% of the annual requirement. Contributions from tax-supported areas started at 50% and were gradually increased over time.

The request for a review of the sufficiency of the ARF funding prompted the Capital Financing Sustainability Strategy.

## Investment Policy

The purpose of the Investment Policy is to set out guiding principles for the management of the Corporation of the Town of Newmarket's surplus funds and investment portfolio. This investment policy applies to all investments made on behalf of the Town including, but not limited to, operating funds, reserves and reserve funds, trust funds and any new funds created by the Town unless otherwise specifically exempted.

## Debt Policy

The Town's debt policy, established in 2002, sets the parameters for issuing debt and managing the debt portfolio and provides guidance to decision makers. The policy enhances the quality of decisions, rationalizes the decision-making process. It strikes an appropriate balance between establishing limits on the debt program and providing sufficient flexibility to respond to unforeseen circumstances and new opportunities.

## Capital Financing Sustainability Strategy (CFSS)

Hemson Consulting Ltd. was retained by the Town of Newmarket in the fall of 2012 to complete a Capital Financing Sustainability Strategy/Asset Replacement Fund (ARF) Study. The first phase of this assignment was a peer review of the Asset Replacement Fund and its policies. The second phase of the project integrated the information already collected in Phase One and further explored more variables, particularity around funding. It linked anticipated expenditures and revenues, made recommendations and formed a more comprehensive analysis to provide a strategy for moving forward. It resulted in additional infrastructure levies in 2013 and 2014.

Copies of the report and presentations can be found on the Town's web-site at: <u>http://www.newmarket.ca/en/townhall/assetreplacement.asp</u>

## **Funding Prioritization/Coordination**

Infrastructure projects, and by extension their funding, can be divided into three categories:

- 1. Repair and replacement of existing capital assets
- 2. Growth-related the addition of new capital assets to maintain existing service levels to a growing community
- 3. Enhancement of service levels, which may be driven by regulatory requirements, community expectations or strategic investment

The general rule in applying funding sources is to start with more specific, dedicated, non-resident funding in preference to more general funding and funding which directly impacts the community.

The following table summarizes the order of priority for these three categories (priority runs from top to bottom of the table):

Table 5: Priority of Funding Sources

Funding Source	Repair and replacement	Growth- related	Enhancement of service levels
Grants	х	х	х
Development Charges (DC's)		х	
Dedicated Revenues		х	х
Internal Cost Savings	х	х	х
Property Taxes or Utility Rates			
<ul> <li>Dedicated Reserves/Reserve Funds*</li> </ul>		х	x
<ul> <li>Asset Replacement Fund (ARF)*</li> </ul>	х		
<ul> <li>General Reserves/Reserve Funds*</li> </ul>			х
Debt Financing**	х	х	х
Current Year Tax or Rate Increases	х	х	х

\*Drawing from reserves and reserve funds and debt financing is not a true funding source. Ultimately, these options are tools for matching cash flow.

It is advisable to draw from reserve and reserve funds when the contributions are high enough for long term sustainability. If contributions to the reserve or reserve fund are insufficient, the annual contributions need to be increased by increasing tax rates or user fees.

\*\*Debt financing is advisable when there is a crucial and time sensitive project that cannot be funded through other means. This tool can also be used when the return on investment of the project is greater than the cost of financing the debt.

When a project is funded entirely through debt financing, it may increase the cost of delivering the project significantly. Therefore, it is advised that this tool be used sparingly.

## Funding

Asset management is funded through many sources. This subsection outlines all the sources of revenue and the timing of the revenue.

# Table 6: Asset Management Funding over 10 years

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Development Charges	\$534,900	\$545,598	\$556,510	\$567,640	\$578,993	\$590,573	\$602,384	\$614,432	\$626,721	\$639,255
Property Taxes	25,806,594	26,721,906	27,661,025	28,473,495	29,347,579	29,984,305	30,749,170	31,415,621	32,361,056	33,122,119
Recoveries	317,172	335,206	346,630	356,515	367,148	374,894	384,199	393,523	403,808	413,067
										82
	76 658 666	71 GN2 710	78 56A 165	70 307 650	30 203 720	30 949 772	31 735 753	30 E03 E76	33 301 <b>68</b> 6	21 171 171

34,174,441	
33,391,585	
32,523,576	
31,735,753	
30,949,772	
30,293,720	
29,397,650	
28,564,165	
27,602,710	
26,658,666	
TOTAL	

inflationary increase. Property taxes and recoveries were pulled from the 10 year forecast and included an inflation factor of 2%. Development charge revenue is based on the predicted revenue in 2018. The projected revenue following is based on a 2.0%

sharing allocation, where the most recent year is weighted 40% and the other three years are weighted 20% each. The funding Operating and Capital costs are shared by Aurora and Newmarket. A four year weighted average is used to determine the cost model uses call volume, population, and assessment value.

## **Expenditures**

## Non-Infrastructure Activities

These are actions or policies that can lower costs or extend useful lives. This also includes operating activities.

# Table 7: Non-Infrastructure Activity Costs Over 10 Years

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
Fuel	\$110,000	\$112,200	\$114,444	\$116,733	\$119,068	\$121,449	\$123,878	\$126,355	\$128,883	\$131,460	
Insurance	19,898	20,296	20,702	21,116	21,538	21,969	22,408	22,857	23,314	23,780	
All Other Operating Costs	24,446,229	25,168,016	25,906,779	26,517,098	27,189,549	27,821,509	28,582,918	29,345,676	30,188,119	30,944,898	Q?
	71 576 107	0E 200 E12	26 041 02E	76 664 047	07 000 1EE	200 100 20	100 002 80	000 101 00	22 240 245	<b>)</b>	2
	24,010,121	20,000,012	20,041,320	20,004,941	21,000,100	21,304,321	20,123,204	23,434,000	00,040,010	31, 1UU, 130	

Costs includes the Central York Fire Services budget less Fuel, Insurance, Vehicle Maintenance and Asset Replacement Fund The fuel cost is the cost of operating all the fire vehicles; insurance is the allocated cost to insure the fleet. All Other Operating contributions. Salaries and benefits comprise 90% of all other operating costs.

## Maintenance Activities

These activities include regularly scheduled inspection and maintenance, or more significant repair and activities associated with unexpected events.

Table 8: Maintenance Activity Costs Over 10 Years

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Vehicle Maintenance	\$448,039	\$457,000	\$466,130	\$475,463	\$484,972	\$494,672	\$504,565	\$514,656	\$524,949	\$535,448
TOTAL	448,039	457,000	466,130	475,463	484,972	494,672	504,565	514,656	524,949	535,448

Vehicle Maintenance is the cost of maintaining all fire vehicles, inflated by 2.0% per year.

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## **Renewal / Rehabilitation Activities**

These activities are significant repairs designed to extend the life of the asset.

Table 9: Renewal / Rehabilitation Activity Costs Over 10 Years

2027	
2026	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	

I	
ı	
ı	
I	
ı	
ı	
I	
I	
I	
I	
TOTAL	

Central York Fire Services does not partake in any renewal or rehabilitation activities that extend the useful life of the assets included in this plan.

## **Replacement Activities**

These are activities that are expected to occur once an asset has reached the end of its useful life and renewal/ rehabilitation is no longer an option.

Table 10: Replacement Activity Costs Over 10 Years

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Equipment	I	50,063	ı	I	76,854		101,000	26,771	1,088,152	ı
Other Vehicles	ı	176,493	249,913	306,000	•	1	ı	ı	46,000	I
Response Vehicles	1,800,000	950,000	ı	1,938,404	1	ı	ı	1,069,817	I	3,684,146
TOTAL	1,800,000	1,126,493	249,913	2,244,404	ı	ı	ı	1,069,817	46,000	3,684,146

Appendices A and B. The Response Vehicles and Other Vehicles replacement costs were based on current market prices. The The above table shows the replacement costs over the next 10 years. For more details on the assets being replaced, see equipment replacement cost was based on historic costs inflated at 2.5% per year until the replacement date.

## **Disposal Activities**

These activities are associated with disposing of an asset once it has reached the end of its useful life, or is otherwise no longer needed by the municipality.

Table 11: Disposal Activity Costs Over 10 Years

	1	
2027		-
2026		•
2025		
2024		
2023		-
2022		•
2021		•
2020		
2019		
2018		1
		TOTAL

Any disposal activities undertaken by Central York Fire Services are not anticipated to create a significant gain or a loss.

## **Expansion Activities**

Expansion activities are typically planned activities required to extend services to previously underserved areas - or expand services to meet growth demands.

Table 12: Expansion Activity Costs Over 10 Years

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
Ipads	19,500	ı	I	I	ı	ı	-	I	1	1	
Prevention vehicle	38,500	1	•	ı	ı	ı	ı	I	I	1	
New fire engine 4-5	I	400,000	585,000	ı	ı	ı	-	I	ı	ı	
Stn. 4-5 Construction	I	5,500,000	5,500,000	ı	ı	ı	I	I	I	I	87
											7
TOTAL	58,000	5,900,000	6,085,000	I	I	I	I	I	ı	I	

This table includes the cost of building the new 4-5 Fire Station and its fire engine. These items were included in the 2014 development charge background study. \$2 million of the station will be funded through the Asset Replacement fund.

## **Asset Management Activity Summary**

## Table 13: Activity Costs Over 10 Years

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Funding	26,658,666	27,602,710	28,564,165	29,397,650	30,293,720	30,949,772	31,735,753	32,523,576	33,391,585	34,174,441
Non- Infrastructure Activities	24,576,127	25,300,512	26,041,925	26,654,947	27,330,155	27,964,927	28,729,204	29,494,888	30,340,315	31,100,138
Maintenance Activities	448,039	457,000	466,130	475,463	484,972	494,672	504,565	514,656	524,949	535,448
Renewal/ Rehab Activities		ı	ı	I	I	I	I	I	I	'8
Replacement	1,800,000	1,126,493	249,913	2,244,404	I	I	I	1,069,817	46,000	3,684,146
Disposal Activities	•	I	I	ı	ı	I	I	ı	ı	I
Expansion Activities	58,000	5,900,000	6,085,000	ı	I		I	ı	'	I
Total Cost	26,882,166	32,784,005	32,842,968	29,374,814	27,815,127	28,459,599	29,233,769	31,079,361	30,911,264	35,319,732

The above table summarises the total funding available every year and the expenditures in those years. The Net Contribution is the funding less total expenditures. If the number is positive there will be a net contribution to reserves and reserve funds.

-1,145,291

2,480,321

1,444,215

2,501,984

2,490,173

2,478,593

22,836

-4,278,803

-5,181,295

-223,500

Contribution

Net

# **Projected Reserve and Reserve Fund Balances**



contributions to and expenditures from the reserves and reserve funds see Appendix C – Reserve and Reserve Fund Continuity balance until 2023. The improvement is due to the planned increases of the annual Asset Replacement Fund contributions. As The table above show the reserve and reserve fund balances over the next 10 years. The development charge reserve will go shown in Figure 1, there will be significant draws from reserves in the 2027-2029 period. The operating reserve is projected to remain at its current level. Central York Fire Services does not currently budget for contributions to its operating reserve. The reserve will fluctuate from year to year depending whether costs were higher or lower than expected. For more details on the into a negative balance due to the expansion of the 4-5 Fire Station. The Asset replacement Fund will remain in a negative Schedule.

## CONCLUSION

This section concludes this asset management plan. It describes how this asset management plan was developed and how we can make it even better in the future.

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## **Plan Development**

This asset management plan was developed in partnership between Central York Fire Services (CYFS) and Newmarket Finance staff. Newmarket's asset management plan template was used as the framework for the plan. The plan was completed through engaging in information sessions with CYFS.

## **Plan Update**

This plan will be updated in 2019. The 2019 Fire Master Plan will provide great information for the desired service level section of this plan. Moreover, the Town of Newmarket is going through its development charge background study update process. This process will help with the expansion related asset management activities.

## **Continuous Improvement**

This is the first version of the CYFS Fire Asset Management Plan. By going through the process of putting this initial plan together, staff have set the foundation for collecting and consolidating asset management data. Future asset management plans will benefit from the data with even better analysis. Some future considerations have been identified throughout this process:

- 1. Future asset management plans could include heart defibrillators, personal protective equipment and tablets as tangible capital assets.
- 2. In 2019/2020 the Fire Master Plan is scheduled to be updated. This update, once completed, will set target dates to achieve desired service levels. Also in 2019, with the update to the development charge background study, there will be new capital projections to maintain services levels accounting for growth as well as operating costs due to growth.
- 3. The "downtime" of fire apparatus may be reduced by maintaining an inventory of frequently used parts which will be investigated.
- 4. The viability of outsourcing mechanical work to supplement or replace in-house repair and fleet maintenance activities will be explored.
- 5. Improved tracking of apparatus metrics will show trends and identify issues earlier in the vehicle life cycle. With historical data, analysis will show benefits of adjusting the current vehicle replacement schedule. By replacing vehicles sooner (10 to 12 years),

higher maintenance costs in later years could be avoided and trade in values should increase. This approach has been successfully implemented in some jurisdictions in the United States.

- 6. Alternatively, consideration could be given to undertaking a fleet refurbishment program and introducing more preventative measures versus primarily demand maintenance on the apparatus. Examples could include upgrading safety equipment and emergency lighting, replacing worn or ripped upholstery. A refurbishment program could extend the useful life of the apparatus.
- 7. Analysis of fleet work orders will also identify issues and provide meaningful information on in-house maintenance activities.

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lodel Year	Location	Make	Description	Assigned To	Unit #	Historical Cost as of Ir Service Dat	Depreciation Start Date	Depreciation End Date	Est. Repl. Year	Estimated Replacemen Cost in 2018	Estimated Replacement Cost at Replacement
_ight \	/ehicles										
2010	FH 4-1	FORD	F150	Training	10-14	\$ 24,820	3 1-May-10	30-Apr-17	2020	\$ 40,000	41,000
2011	FH 4-1	FORD	Explorer XLT, 4WD	Administration	11-17	\$ 33,28	1-Jul-11	30-Jun-18	2019	\$ 60,000	61,500
2011	FH 4-1	FORD	F250 SuperXL	Suppression	11-22	\$ 36,651	1-Aug-11	31-Jul-18	2021	\$ 40,000	41,000
2012	FH 4-1	FORD	Expedition	Suppression	12-22	\$ 63,089	) 1-Sep-12	31-Aug-19	2019	\$ 72,863	74,993
2010	FH 4-1	FORD	Fusion	Prevention	10-11	\$ 19,782	2 1-May-10	30-Apr-20	2020	\$ 40,000	40,000
2010	FH 4-1	FORD	Fusion	Prevention	10-12	\$ 19,29:	3 1-May-10	30-Apr-20	2020	\$ 40,000	40,000
2010	FH 4-1	FORD	Fusion	Prevention	10-13	\$ 19,29:	3 1-May-10	30-Apr-20	2020	\$ 40,000	40,000
2010	FH 4-1	FORD	Fusion	Prevention	10-10	\$ 30,989	) 1-Aug-10	31-Jul-20	2020	\$ 40,000	40,000
2017	FH 4-1	FORD	Expedition SSV Max	Suppression	17-04	\$ 44,31	3 1-Nov-16	31-Oct-20	2020	\$ 46,170	48,913
2016	FH 4-1	FORD	Explorer XLT, 4WD	Administration	16-03	\$ 35,749	) 1-Oct-15	31-Dec-29	2021	\$ 60,000	65,000
2016	FH 4-1	FORD	Explorer XLT, 4WD	Administration	16-04	\$ 43,269	) 1-Oct-15	31-Dec-29	2021	\$ 60,000	65,000
2016	FH 4-1	FORD	Explorer XLT, 4WD	Administration	16-05	\$ 43,269	) 1-Oct-15	31-Dec-29	2021	\$ 60,000	65,000
2016	FH 4-1	FORD	F350 Supercab	Suppression	16-08	\$ 40,041	1-Dec-15	31-Dec-29	2026	\$ 40,000	46,000
2017	FH 4-2	DODGE	Caravan	Prevention	17-12	\$ 32,34	+ 1-Oct-17	30-Sep-21	2021	\$ 32,000	35,000
2017	TC	DODGE	Caravan	Prevention	17-13	\$ 32,34	t 1-Oct-17	30-Sep-21	2021	\$ 32,000	35,000
2016	FH 4-1	BULLEX	Public Education Trailor	Prevention		\$ 91,627	7 1-Jan-17	31-Dec-31	2031	\$ 100,000	\$ 138,000

RFPI ACFMFN	
APPFNDIX 4	

								3		-						
Estimated eplacement Cost at eplacement		900,000	900,000	969,202	969,202	1,069,817	1,123,977,	1,180,878		1,623,522	1,920,127	1,788,825		936,647		950,000
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		\$	\$	\$ •	\$	\$	\$	\$	-	\$	\$	\$		\$		\$
Estimated teplacemen Cost in 2018		900,000	900,000	900,000	900,000	900,000	900,000	900,000		\$ 1,300,000	\$ 1,500,000	\$ 1,266,000		\$ 750,000		950,000
-: E O		<del>07</del>	<del>07</del>			44	44	07				<del>07</del>				
Est. Repl Year		2018	2018	2021	2021	2025	2027	2029		2027	2028	2032		2027		2019
Depreciation End Date		30-Jun-12	31-Jul-14	31-Aug-21	31-Aug-21	30-Apr-25	30-Apr-27	31-Dec-29		30-Sep-27	31-Aug-28	31/Jul/32		30-Sep-27		31-Dec-13
Depreciation Start Date		1-Feb-02	1-Feb-02	1-Sep-06	1-Sep-06	1-May-10	1-May-12	1-Jan-15		1-Oct-12	1-Sep-13	1/Aug/17		1-Oct-12		1-Feb-02
Historical Cost as of In- Service Date		\$ 230,000	\$ 190,000	\$ 471,483	\$ 465,514	\$ 448,949	\$ 514,818	\$ 631,873		\$ 792,948	\$ 1,129,125	\$ 1,221,188		\$ 471,331		\$ 140,000
#		22	5	4	15	60	38	98		20	17	1		60		<b>)</b> 5
Unit		97-(	<b>C-</b> 66	90	90	10-(	12-(	14-(		12-(	13-`	17-		12-(		98-(
Assigned To		Suppression	Suppression	Suppression	Suppression	Suppression	Suppression	Suppression		Suppression	Suppression	Suppression		Suppression		Suppression
Description		Engine - Superior (E- One)	Engine - Frieght Liner/ FL 80	Engine - American La France/Eagle, 14804ZS	Engine - American La France/Eagle, 14804ZS	Engine - Smeal, C-802-CC 134266	Engine - Crimson	Engine - ERV		Aerial - Smeal, Gladiator, 32m (Rear Mount Aerial)	Aerial - Smeal, Gladiator, 30m (Platform)	Aerial - Smeal, Gladiator 17m (Rear Mount Aerial)		Tanker - Smeal, Gladiator		Engine - FL80 (Rescue) and Rehab Trailer
Make (Chassis)		SUPERIOR	FREIGHT LINER	AMERICAN LA FRANCE	AMERICAN LA FRANCE	SPARTAN	SPARTAN	SPARTAN	sm.	SPARTAN	SPARTAN	SPARTAN		SPARTAN		FREIGHT LINER
Location	S	TC	FH 4-2	FH 4-2	FH 4-1	FH 4-4	FH 4-1	FH 4-3	and Platfor	FH 4-3	FH 4-2	FH 4-4	(0)	FH 4-4	ţ	FH 4-3
Model Year	Engine	1997	2000	2007	2007	2010	2012	2014	Aerials	2012	2013	2017	Tankers	2012	Haz-Ma	1999

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<b>APPENDIX E</b>	

Model Year	Location	Description	# units	Total Historical Cost as of In-Service Date	Depr. Start Date	Depr. End Date	Est. Repl. Year	Estimated Replacement Cost in 2018	Estimated Replacement Cost at replacement
Breathi	ng Air Comp	ressor							
1991	Training	Breathing Air Compressor	-	\$ 17,838	31-Jan-91	31-Jan-11	2011	\$ 35,118	\$ 29,230
2009	Station 4-3	Breathing Air Compressor	L	\$ 52,182	1-Sep-09	31-Aug-29	2029	\$ 64,904	\$ 85,506
2013	Station 4-1	Breathing Air Compressor	L	\$ 70,193	1-Oct-13	30-Sep-33	2033	\$ 78,930	\$ 115,020
Hydraul	lic Rescue S	ystem							
2009		Hydraulic Rescue System 3 + mount	-	\$ 39,109	1-Jul-09	30-Jun-19	2019	\$ 48,848	\$ 50,063
2012		Hydraulic Rescue System	L	\$ 60,039	1-Jul-12	30-Jun-22	2022	\$ 69,631	\$ 76,854
Fire Col	mm Headset	S							
2015		Radio equipment (wireless helmet headsets, radio interface)	18	\$ 20,913	1-Mar-15	28-Feb-25	2025	\$ 22,613	\$ 26,771
Self Col	ntained Brea	thing Apparatus							
2016		SCBA Harness & Carbon Fibre Cylinders (MSA G1)	74 Harnesses & 140 Fibre Cylinders	\$ 850,062	1-Jan-17	31-Dec-26	2026	\$ 882,049	\$ 1,088,152
Therma	I Imaging Ca	ameras							
2017		Evolution 6000	7	\$ 85,000	1-Nov-17	31-Oct-24	2024	\$ 85,000	\$ 101,000

		2018	0100	0000	2024	2022	2002	NCUC	2025	2026	2007
		2010	2013	2020	2021	2722	2020	2024	2020	2020	ZUZI
	erest ate					evelopment Ch	large Reserve				
Opening Balance		1,023,320 -	566,375 -	4,931,821 -	9,556,482 -	9,175,193 -	8,775,116 -	8,355,658 -	7,916,209 -	7,456,143 -	6,974,817
Contribution	1	534,900	545,598	556,510	567,640	578,993	590,573	602,384	614,432	626,721	639,255
Expenditures	<u>1 1</u>	58,000	4,900,000	5,085,000		•	•	•	•		•
Net Contribution 1.	95%	476,900 -	4,354,402 -	4,528,490	567,640	578,993	590,573	602,384	614,432	626,721	639,255
Interest	<u>   </u>	19,955 -	11,044 -	96,171 -	186,351 -	178,916 -	171,115 -	162,935 -	154,366 -	145,395 -	136,009
Net Contribution	<u>1 1</u>	456,945 -	4,365,446 -	4,624,661	381,289	400,077	419,458	439,449	460,066	481,326	503,246
<b>Closing Balance</b>	<u>]     </u>	566,375 -	4,931,821 -	9,556,482 -	9,175,193 -	8,775,116 -	8,355,658 -	7,916,209 -	7,456,143 -	6,974,817 -	6,471,571
Int R	erest ate					Asset Replace	ement Fund				
Opening Balance	<u> </u>	86,885 -	788,979 -	1,566,327 -	1,298,270 -	1,868,391 -	82,079	1,815,921	3,649,931	4,524,117	5,377,786
Contribution	1	1,099,600	1,299,600	1,499,600	1,699,600	1,899,600	1,899,600	1,899,600	1,899,600	1,899,600	1,899,600
Expenditures	<u> </u>	1,800,000	2,061,563	1,201,000	2,244,404	76,854		101,000	1,096,588	1,134,152	3,684,146
Net Contribution 1.: Before Interest	95% -	700,400	761,963	298,600 -	544,804	1,822,746	1,899,600	1,798,600	803,012	765,448	1,784,546
Interest	<u> </u>	1,694 -	15,385 -	30,543 -	25,316 -	36,434 -	1,601	35,410	71,174	88,220	104,867
Net Contribution	<u>1 ' 1</u>	702,094 -	777,348	268,057 -	570,120	1,786,312	1,897,999	1,834,010	874,186	853,669 -	1,679,679
<b>Closing Balance</b>	<u> </u>	788,979 -	1,566,327 -	1,298,270 -	1,868,391 -	82,079	1,815,921	3,649,931	4,524,117	5,377,786	3,698,107
	erest					Operating	Reserve				
Opening Balance	Vale	837.949	854,289	870.948	887.931	905.246	922,898	940.895	959.242	977.947	997,017
	<u> </u>										
Net Contribution Before Interest	DE0/										
Interest <sup>1</sup> .	0/ CE.	16,340	16,659	16,983	17,315	17,652	17,997	18,347	18,705	19,070	19,442
Net Contribution		16,340	16,659	16,983	17,315	17,652	17,997	18,347	18,705	19,070	19,442
<b>Closing Balance</b>	1	854,289	870,948	887,931	905,246	922,898	940,895	959,242	977,947	997,017	1,016,459
Summary		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Development Charge R	eserve -	566,375 -	4,931,821 -	9,556,482 -	9,175,193 -	8,775,116 -	8,355,658 -	7,916,209 -	7,456,143 -	6,974,817 -	6,471,571
Asset Replacemen	nt Fund -	788,979 -	1,566,327 -	1,298,270 -	1,868,391 -	82,079	1,815,921	3,649,931	4,524,117	5,377,786	3,698,107
Operating R	eserve	854,289	870,948	887,931	905,246	922,898	940,895	959,242	977,947	997,017	1,016,459

APPENDIX C - RESERVE AND RESERVE FUND SCHEDULE

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**Minutes** 

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## Central York Fire Services -Joint Council Committee

Tuesday, March 6, 2018 at 9:30 AM

Town of Aurora

The meeting of the Central York Fire Services - Joint Council Committee was held on Tuesday, March 6, 2018 in the Holland Room, Town of Aurora, 100 John West Way, Aurora, Ontario.

Members Present Newmarket:	Councillor Twinney, Chair Councillor Hempen
Aurora:	Councillor Thompson, Vice Chair Councillor Abel
Regrets:	Councillor Bisanz, Newmarket Councillor Mrakas, Aurora
Staff Present Newmarket:	R.N. Shelton, Chief Administrative Officer M. Mayes, Director of Financial Services/Treasurer D. Schellenberg, Manager of Finance & Accounting L. Georgeff, Director of Human Resources K. Saini, Deputy Town Clerk, Recording Secretary
Aurora:	D. Nadorozny, Chief Administrative Officer D. Elliot, Director of Financial Services/Town Treasurer
Central York Fire Services:	I. Laing, Fire Chief R. Comeau, Deputy Fire Chief

The meeting was called to order at 9:38 AM with Councillor Twinney in the Chair.

## **Additions & Corrections to Agenda**

There were no additions or corrections to the agenda.

## **Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

## **Presentations**

## 1. Central York Fire Services 10-year Financial Plan

There was discussion regarding Key Performance Indicators, such as response times, Fire Master Plan, Asset Management Plan (includes conducting a review of the status of the local infrastructure, replacement of trucks, expected end of useful life, data management, desired level of service, financial strategy), 10-year financial outlook for annual budgets, capital budget, cost allocation, detail allocation. Next steps were discussed, and the first draft of the Financial Plan and Outlook is anticipated in May and will be updated on an annual basis going forward. The Development Charges update and Fire Master Plan will also be updated in 2019.

There were questions with regards to municipalities being required to report on their response times to their respective Councils.

Moved by:	Councillor Hempen
Seconded by:	Councillor Thompson

1. That the presentation provided by Fire Chief Laing, Mr. Mike Mayes, Director of Financial Services/Town of Newmarket Treasurer, and Ms. Dawn Schellenberg, Manager of Finance & Accounting, Town of Newmarket entitled "Central York Fire Services 10-year Financial Plan" be received.

Carried

## Deputations

There were no deputations.

## **Approval of Minutes**

## 2. Central York Fire Services – Joint Council Committee Meeting Minutes of January 9, 2018

It was noted that Fire Medic resolutions were approved by both Councils and sent to the Province.

Moved by:	Councillor Abel
Seconded by:	Councillor Thompson

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of January 9, 2018 be approved.

## Carried

## Items

## 3. Central York Fire Services Preliminary Budget Report - Fourth Quarter

Ms. Schellenberg provided a brief overview of the report. There were questions about the reserve fund. It was noted that these would be captured in the Asset Replacement Fund.

Moved by:Councillor ThompsonSeconded by:Councillor Abel

1. That the report entitled "Central York Fire Services Preliminary Budget Report - Fourth Quarter" dated March 6, 2018 be received for information purposes.

## Carried

## 4. Naloxone Agreement between Fire Services and the Region of York

The Fire Chief provided an overview of the agreement in place between CYFS and Region of York. He noted that the Region will provide Naloxone to CYFS at no cost.

Moved by:	Councillor Abel
Seconded by:	Councillor Hempen

1. That the verbal update provided by the Fire Chief regarding the Naloxone Agreement between Fire Services and the Region of York be received.

## Carried

## **New Business**

(1) Amendments to the Fire Prevention and Protection Act

The Fire Chief notes that the legislation is being amended and includes: (1) mandatory certification (new) & training of firefighters; (2) community information; and (3) public reporting of fire response times.

## **Closed Session (if required)**

Councillor Twinney advised that there was no requirement for a closed session.

## Adjournment

- Moved by: Councillor Thompson Seconded by: Councillor Hempen
  - 1. That the Central York Fire Services Joint Council Committee adjourn at 10:42 AM

Carried

Date

Councillor Twinney, Chair

No. OPS18-011



Prepared by: Allan D. Downey, Director of OperationsDepartment: Operational Services

**Date:** May 28, 2018

## Recommendation

- 1. That Report No. OPS18-011 be received; and
- 2. That Joint Council Committee approve the final design of Station 4-5; and
- 3. That Joint Council Committee authorize the Task Force to proceed with Phases 4, 5 and all outstanding services identified in the RFP submitted by Thomas Brown Architects in the amount of \$345,000, excluding disbursements and taxes.

## **Executive Summary**

This report seeks approval to authorize staff to proceed with Phases 4 and 5 and all outstanding services identified in the RFP submitted by Thomas Brown Architects:

- Facility design has been refined with the assistance of CYFS and the Facility Task Force
- The project remains on budget
- Staff recommend approval to proceed with the final phases of architectural services

## Background

Staff report PRCS17-008 was approved on March 28, 2017, engaging the services of Thomas Brown Architects.

A Facility Task Force was also established to oversee the project and to provide input into the design and guide the process.

Staff report PRCS17-041 was approved on November 14, 2017 recommending approval of the design and the approval to proceed to Phase 2 of the RFP which os the preparation of detailed drawings, specification and tender documents.

Page 2 of 6

Report No. OPS18-011 Joint Council Committee

The Architect has continued to meet with Central York Fire Services (CYFS) staff and the Task Force in the refinement of the detailed design and preparation of the final budget.

## Analysis

## Facility design has been refined with the assistance of CYFS and the Facility Task Force

The Fire Chief and staff from CYFS have continued to meet and refine the facility design. Modifications have been made to improve efficiency and operational effectiveness of the facility while maintaining budget.

### The project remains on budget

Upon completion of the final design and the completion of the details and specifications, a final budget estimate has been provided for the project. The budget remains unchanged and no additional funding is being requested.

## Staff recommend approval to proceed with the final phases of architectural services

The RFP submitted by the Architect included phased progress of the design and construction process. Staff are recommending that the remaining phases be approved and funding provided in the amount of \$345,000. This funding will engage architectural services to support the Construction Tendering Process, Construction/Post-Construction, additional outstanding services to complete the project.

## **Advisory Committee Review**

Not applicable.

## **Financial Implications**

## **Cost Sharing**

The current estimated cost of the design and construction continues to be at the original budget estimate of \$11,000,000. The cost of the project was previously agreed and approved to be shared between the municipalities as follows:

Page 3 of 6

Funding Source	Amount	% of Total
Replacement component funded by CYFS replacement reserve fund (ARF)	2,072,800	18.84%
Aurora Share funded by Fire DC (40.4%)	3,606,600	32.79%
Newmarket Share (funding determined by Newmarket)	<u>5,320,600</u>	<u>48.37%</u>
Total Budget	\$11,000,000	100.00%

An interim design budget was jointly approved and funded in the amount of \$520,000 during the first months of 2017 to permit concept and detailed design of the project.

### **Project remains on budget**

The previously approved total budget for the project for this project was \$11,000,000. This estimate has recently been confirmed by the architects as follows:

Estimated Construction contract	8,665,000
<ul> <li>27,569 sq ft @ \$305/sq ft</li> <li>Includes site servicing to landscaping</li> <li>Includes prefab shed for training area</li> <li>Total construction contract</li> </ul>	<u>250,000</u> 8,915,000
Architectural fees @ 7%	600,000
Permits	50,000
Provision for adverse soils	200,000
Allowance for training groups	100,000
Escalation provision	260,000
Owners contingency	875,000
Estimated total project cost – Class C Estimate	11,000,000

All amounts include the non-refundable HST components.

## **Project Funding and Cost Sharing**

In Report FS17-001, the Town of Aurora endorsed funding its share of the cost of the project from Fire Development Charges. In that report, the Town formally approved

Page 4 of 6

funding only for its share of the \$520,000 towards the design phase, being \$170,500 approved.

As the project is about to go to tender, the Town of Aurora needs to formally approve the balance of its funding for the project, being \$3,606,600, to be funded from the Fire Development Charges Reserve Fund.

## Summary of total project costs

In addition to the \$11 million total for the design and construction of the fire hall, the Town's of Aurora and Newmarket have also shared the cost of the purchase of lands in the amount of \$3,656,031. Additionally, the new fire hall will require the purchase of a new fire truck which has been approved within the Central York Fire Services Capital budget. The total cost of the Firehall project including land acquisition and the truck can be summarized as follows:

					CYFS Asset
		Total Cost	Aurora	Newmarket	Fund
Fire Hall/HQ design/construction		\$11,000,000	3,606,600	5,320,600	2,072,800
Total Design/ Construction Budget		\$11,000,000	3,606,600	5,320,600	2,072,800
Land Purchase	(past capital project)	3,656,031	1,412,156	2,243,875	0
Required fire truck	Separate capital project	985,000	2018 162,600 2019* 237,800	2018 237,400 2019* 347,200	0
Estimated Total Project Costs		\$15,641,031	\$5,419,156	\$8,149,075	\$2,072,800

Newmarket and Aurora's share of this project is being funded from past and future development charges as previously outlined to the respective Council's by their Finance staff.

## **Communications Considerations**

There is no external communication required.

Page 5 of 6

## Link to Strategic Plan

Firehall 4-5 Task Force Terms of Reference supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All by encouraging an active and healthy lifestyle. Leverage partnerships with local boards, chambers and business organizations to promote Aurora as a preferred location for business.

## Alternative(s) to the Recommendation

None.

## Conclusions

The project continues to proceed on budget. Staff are recommending that approval be received to proceed to tender and construction of Station 4-5.

## Attachments

None.

## **Previous Reports**

PRCS17-008 Engagement of a Design Architect and Scheduling for the new Central York Fire Services Fire Hall, Headquarters and Training Centre, March 21, 2017 PRCS17-039 Central York Fire Services Headquarters Station 4-5, November 7, 2017 PRCS17-041 Central York Fire Services Headquarters Station 4-5, November 14, 2017

Page 6 of 6

Report No. OPS18-011 Joint Council Committee

## **Pre-submission Review**

**Departmental Approval** 

May 28, 2018

Approved for Agenda

Allan D. Downey Director Operational Services

Robert Shelton Chief Administrative Officer Town of Newmarket

lan Laing Fire Chief

Central York Fire Services

ada

Doug Nadorozny UChief Administrative Officer

## Ministry of Community Safety and Correctional Services

Office of the Minister

25 Grosvenor Street 18<sup>th</sup> Floor Toronto ON M7A 1Y6 Tel: 416-325-0408 MCSCS.Feedback@ontario.ca Ministère de la Sécurité communautaire et des Services correctionnels

Bureau de la ministre

25, rue Grosvenor 18<sup>e</sup> étage Toronto ON M7A 1Y6 Tél. : 416-325-0408 MCSCS.Feedback@ontario.ca



May 8, 2018

As Minister of Community Safety and Correctional Services, it is my responsibility to ensure that the framework for the delivery of municipal fire services meets the needs and circumstances of the communities they serve across the province.

Ontario's firefighters – both career and volunteer – are among the best in the world. Our government is committed to the safety of our firefighters and of the communities they serve. An important part of my responsibilities is to work with municipalities to identify and address emerging gaps and challenges related to the delivery of fire protection services.

The ministry established the Fire Safety Technical Table (the Table) in January 2017 to provide recommendations on the enhancement of fire safety in Ontario.

The Table meets on a monthly basis and includes municipal representation (the Association of Municipalities of Ontario and the Town of Aurora), representatives from firefighter associations and representatives from career, composite, and volunteer fire departments.

I want to thank the members of the Table for their dedication and for their work with my ministry on the development of three new fire safety regulations under the *Fire Protection and Prevention Act (FPPA)*. The regulations relate to:

- Certification of firefighters
- Risk assessments to inform the delivery of fire protection services
- Public reporting on fire department response times

These regulations respond to a number of coroner's inquest recommendations, enhance the consistency of fire safety across the province, increase transparency and accountability, and ensure that fire protection services meet the unique needs of communities.

The regulations were posted for comment on the regulatory registry in early 2018, and a great deal of valuable commentary was received. A number of changes have been made to reflect the thoughtful feedback.

I want to thank municipalities for their participation in this process and I am pleased to provide an update on the outcome of the regulatory consultation.
### Mandatory Certification

The mandatory certification of firefighters, based on internationally recognized National Fire Protection Association (NFPA) standards, is a key step forward in building safer communities.

I want to emphasize that mandatory certification for four firefighter roles – including basic fire suppression – would only apply to new hires.

As such, the majority of existing suppression firefighters in Ontario – including those that work in volunteer departments – will not need to certify to maintain their jobs in their current positions. To progress to more senior positions in the fire service, certification would be required.

Some fire services in Ontario already train to NFPA standards – and over 80 have already begun certifying their firefighters. Province-wide certification would help ensure firefighters have a consistent level of knowledge and skill to safely provide fire protection services.

We recognize that some municipalities may require more time to comply with the mandatory certification of their firefighters. In response to feedback from the public posting of this regulation, we are delaying the in-force date for several roles to July 1<sup>st</sup>, 2019 and for others to January 1, 2020 and January 1, 2021.

For firefighters who have made best efforts to complete the certification in 24 months but were not able to do so, we are allowing an additional 12 months for completion, if the extension is approved by the Fire Marshal. This program would allow firefighters to work while completing their training and certification.

The internship program will also be expanded to include in-service fire instructors and fire inspectors for an initial 6-month internship. These participants will also benefit from a potential 6-month extension, if the extension is approved by the Fire Marshal. Firefighters who are certified and deemed-to-be certified (i.e., grandfathered) will have the ability to supervise firefighters in the internship program.

We believe the training and certification process for fire services across the province should be convenient and straightforward – particularly for small and rural municipalities who may face challenges in recruiting new volunteer firefighters.

We also recognize that firefighters will need a straightforward way to access testing services – and we will provide an online testing system that will be available free of charge. Where high-speed internet is not available, paper testing will continue to be available to fire services, also free of charge.

To ensure any challenges small or rural fire services may have adapting to the new requirements are mitigated, we will work with these municipalities to assess their current state of readiness and we will provide funding to cover all additional costs associated with this initiative.

In collaboration with our partners, MCSCS will be setting up an implementation table with a specific focus on small and rural communities to address their unique challenges throughout the implementation process.

### Community Risk Assessments

Most communities undertake a risk assessment of some sort to help inform local decisions on the provision of fire protection services.

This regulation requires that all municipalities undertake a standardized risk assessment that will be used to inform the development of municipal fire protection services. A full risk assessment must be conducted every five years, with monitoring and reviewing conducted annually.

Undertaking a risk assessment will ensure that the delivery of fire protection services, including the development of public education and fire prevention programs, are based on consideration of key profiles of the community.

### Public Reporting

Fire services across Ontario report their response times to the Office of the Fire Marshal and Emergency Management (OFMEM) using varying definitions. The result is inconsistent data that may be misinterpreted. There is no requirement to share this data with municipal governments or to make the information public. The public reporting regulation will create consistent reporting, and will increase transparency and accountability by providing the public with a clear understanding of what they can expect from the fire department in terms of response times.

This regulation is consistent with the Ontario Government's "open-by-default" approach to data sharing, and it is in line with the public's expectation that key information be available about their fire services.

### **Conclusion**

My most important priority as Minister is the safety and security of every Ontarian. That is why we are requiring firefighters to certify, fire departments to develop risk assessments, and fire department response time data to be publicly reported – it will help to improve community safety across our province.

We will work closely with communities to ensure a smooth transition to the new regulations that will begin to come into force on July 1, 2019.

I want to thank all of our partners who worked with us on these regulations, and the municipal governments who submitted comments to the public registry.

If you have further questions about next steps, please contact mcscsinput@ontario.ca.

Warm regards,

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Marie-France Lalonde Minister

# **Fire Protection and Prevention Act Regulations**

# Narrative

Ontario is committed to the safety of both firefighters, and the public. That is why it's critical that the framework for the delivery of fire services across the province meets the needs and circumstances of communities they serve.

Following recommendations from multiple coroner's inquests, the Ministry of Community Safety and Correctional Services (MCSCS) formed a Fire Safety Technical Table (the Table) to provide recommendations on enhancing fire service delivery in Ontario. The Table includes municipal representation from the Association of Municipalities of Ontario (AMO), the Town of Aurora, fire associations and representatives from career, composite and volunteer fire departments from both urban and rural communities.

To date, the work of the Table has been informing the development of regulations related to mandatory certification of firefighters, community risk assessments to inform the delivery of fire protection services, and public reporting of fire department response times.

In regards to mandatory certification, currently, under the Occupational Health and Safety Act, employers must provide information, instruction and supervision to a worker to protect their health or safety. Ontario voluntarily adopted National Fire Protection Association (NFPA) standards in 2013/14, although certification is not yet mandatory. NFPA uses codes and standards that are considered best practice, evidence based and are used throughout North America.

More than 80 fire departments (a mix of urban/rural, large/small, professional/composite and volunteer) are already voluntarily certifying to the NFPA standards and many are training to the NFPA standards, but not yet certifying.

Under the new regulation, certification for four firefighter roles – including basic fire suppression – would only apply to new hires. As such, the majority of existing suppression firefighters in Ontario will not need to certify to maintain their jobs in their current positions. Those seeking to advance to a higher rank (e.g., Fire Officer) would be required to certify.

Firefighters who need to be certified will be able to work under the supervision of another certified firefighter, via an internship program, while they complete their training. They will have up to two years (with the potential of a one-year extension, with the approval of the Fire Marshal) to complete their certification.

Firefighters not certified before being hired by a fire department would need to be enrolled in the two year internship program. Firefighters seeking to certify to NFPA 1001 Levels 1 and 2 (exterior and interior attack), would be required to train approximately 3 hours a week to achieve certification if the firefighter is enrolled in the two year internship program.

Those who have previously trained to the former Ontario standards may be eligible to have their previous knowledge or experience qualify them for alternative compliance to certification

(i.e., grandfathering). In these instances, fire chiefs would need to attest that training has been received by the firefighter and provide documentation, upon request.

The earliest that any part of the regulation comes into force is July 2019, with other parts coming in force in 2020 and 2021.

The government of Ontario will work closely with the Table and municipalities, especially those who represent small, northern and rural areas, to identify specific challenges and seek their input in developing an implementation model that would best address their needs in order to ensure successful implementation.

**Clause-by-Clause Explanation** 

Mandatory Certification Regulation under the

Fire Protection and Prevention Act, 1997

Regulation Section Affected	Provision	Description
	Definitions	
÷	Definition 1. In this Regulation,	In the regulation, "NFPA" means the National Fire
	"NFPA" means the National Fire Protection Association.	Protection Association.
	Mandatory Certification	
2.(1)	Mandatory certification 2. (1) Every municipality, and every fire department in a territory	A municipality is responsible for ensuring its firefighters that
	without municipal organization, must ensure that its firefighters perform a fire protection service set out in Table 1 only if,	perform fire protection services are certified except where a
	(a) the firefighter performing the fire protection service is certified	firefighter is grandfathered or is enrolled in an internship
	to the corresponding certification standard set out in that Table; or	program.
_		In an area where there is no
	(b) this Regulation provides that the certification standard referred to in clause (a) does not apply with respect to the firefighter	local government, the fire
	to it areas (a) accorded ability with coboot to the management.	

Regulation Section Affected	Provision	Description
		ensuring its firefighters that perform fire protection services are certified except where a firefighter is grandfathered or is enrolled in an internship program.
2.(2)	Who provides certifications (2) The certification must be provided by the Fire Marshal.	The Office of the Fire Marshal and Emergency Management (OFMEM) is responsible for knowledge and skills testing and issuing certificates to firefighters.
	Intern firefighters	
3.(1)	Intern firefighters 3. (1) A certification standard does not apply with respect to a firefighter who,	If a firefighter is performing a role in the internship program under the supervision of a
	(a) is enrolled in an internship program approved by the Fire Marshal; and	been a firefighter for more than two years, the intern firefighter does not have to be certified
	(b) is operating under the supervision of a firefighter certified to that standard; and	The intern firefighter must be supervised by another
	(c) has, (i)been a firefighter for no more than 24 months, or	firefighter who is certified to the appropriate NFPA standard. (e.g., if an intern is training to become a Public Educator, their supervisor must be

Regulation Section Affected	Provision	Description
	(ii) been in the internship program for no more than six months, if the internship program is to train to be a fire instructor or to train to be a fire inspector.	certified as a Public Educator [NFPA 1035]).
		An intern firefighter can also be an existing firefighter who is
		training to become a Fire Instructor or Fire Inspector. These individuals have six
		months to become certified.
3.(2)	Extension of time (2) If a firefighter did their best to fulfil the requirements of the	OFMEM will grant an extension of 12 months to an
~	internship program but did not fulfil the requirements, the Fire Marshal	intern firefighter if they have
	must grant them an extension of a further,	made their best efforts to
		achieve certification within the
	(a) 12 months; or	two year internship period but
	(b) 6 months. if the internship program is to train to be a fire	
	instructor or to train to be a fire inspector.	OFMEM will grant an
		extension of six months to an
		intern firefighter who has made
		their best efforts to achieve
		certification to become a Fire
		Instructor or Fire Inspector
		within the six month internship
		period but were unable to do
		so.

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Regulation Section Affected	Provision	Description
	Transition	
4.(1)	<b>Transition</b> <b>4.</b> (1) A certification standard set out in item 1, 2, 3, or 4 of Table 1 does not apply with respect to a firefighter who,	This section states that mandatory certification for Public Educators, Suppression Eirefichters (interior and
	(a) became a firefighter before July 1, 2019; and	exterior) and Pump Operators
	<ul><li>(b) performed the fire protection service that the standard corresponds to before July 1, 2019</li></ul>	firefighters.
		Firefighters in the roles of
		Public Educator, Suppression Firefighter (both interior and
		Operators hired after July 1, 2019 will have to be certified.
		Existing interignters nirea before July 1, 2019 in these roles <u>do not</u> have to be
4 (2)	Same technical rescue	certified. Firefichters in the role of a
(2).4	(2) The certification standard set out in item 5.1 of Table 1 does not	Technical Rescuer hired after
	apply with respect to a firefighter who,	January 1, 2021 will have to be certified.
	(a) became a firefighter before January 1, 2021; and	Existing firefighters hired before January 1, 2021 in the

Regulation Section Affected	Provision	Description
	(b) performed the fire protection service that the standard corresponds to before January 1, 2021.	role of Technical Rescuer <u>do</u> <u>not</u> have to be certified.
4.(3)	Letter of compliance (3) A certification standard set out in item 1, 2 or 3 of Table 1 does not apply with respect to a firefighter that both of the following criteria apply to:	This section speaks to firefighters that have been grandfathered.
	1. The firefighter became a firefighter before July 1, 2019.	Firefighters in the roles of Public Educator and Suppression Firefighter (both
	<ol> <li>The firefighter's fire chief was given permission by the Fire Marshal to issue the firefighter a Letter of Compliance with NFPA Standards respecting the relevant standard under Fire</li> </ol>	interior and exterior attack) <u>do</u> <u>not</u> have to be certified if they were hired before July 1, 2019
	Marshal's Communiqué 2014-04, "Transition to NFPA Professional Qualifications Standards: Grandfathering Policy", which is dated January 2014 and available on a website of the Government of Ontario.	and have been grandfathered to the appropriate NFPA standard.
4.(4)	Earlier version of standard (4) A certification standard does not apply with respect to a firefighter who, prior to July 1, 2019, was certified to an earlier version of that standard.	Firefighters who, before July 1, 2019 are certified to an earlier version of an NFPA standard <b>do not</b> need to re-certify to the newer editions of the standard.
4.(5)	<b>Deemed certification for the purpose of supervising interns</b> (5) If subsection (3) or (4) provides that a certification standard does not apply with respect to a firefighter, that firefighter is deemed to be certified to that standard for the purpose of clause 3 (1) (b).	A firefighter who has been grandfathered or holds certification to an earlier version of the appropriate NFPA standard may supervise intern firefighters.

Regulation Section Affected		Provision	Description
		Amendments	
5.(1)	Amendments (1) Subsection 4 (3) of 1 1, 2 or 3" in the portion t 2, 3, 5 or 6".	this Regulation is amended by striking out "item before paragraph 1 and substituting "item 1, 1.3,	As of January 1, 2020, Fire Inspectors, Fire Officers and Fire Instructors will need to be certified unlessthey were hired before July 1, 2019 and received grandfathering to appropriate NFPA standard.
	<ol> <li>1.1 Dispatch fire departments</li> <li>1.2 Dispatch fire departments</li> <li>equipment)</li> <li>1.2 Fire investigation activities</li> <li>1.3 Fire prevention inspect</li> <li>1.3 Fire prevention inspect</li> <li>3.1 Hazardous materials</li> <li>3.1 Hazardous materials</li> <li>1.2 Level</li> </ol>	<ul> <li>Int NFPA 1061, "Professional Qualifications for Public and Safety Telecommunications Personnel", 2014 Edition, Level I</li> <li>Ievel I</li> <li>NFPA 1033, "Standard for Professional Qualifications for Fire Investigator", 2014 Edition</li> <li>Investigator", 2014 Edition</li> <li>Investigator", 2014 Edition</li> <li>Investigator", 2014 Edition, Level I</li> <li>Inspector and Plan Examiner", 2014 Edition, Level I</li> <li>NFPA 1072, "Standard for Hazardous</li> <li>Inspector and Plan Examiner", 2014 Edition, Level I</li> <li>Response Personnel Professional Qualifications", 2017</li> </ul>	1, which outlines the roles that require certification, will be amended to include Fire Dispatchers, Fire Investigators, Fire Inspectors, Hazardous Materials Personnel (Technician), Fire Officers, and Fire Instructors.
	5. Supervise other firefigh 6. Training courses for fire protection services	nters NFPA 1021, "Standard for Fire Officer Protessional Qualifications", 2014 Edition, Level I e NFPA 1041, "Standard for Fire Service Instructor Professional Qualifications", 2012 Edition, Level I	
5.(3)	<ul> <li>(3) Table 1 to this Regut</li> <li>5.1 Technical rescue activi</li> <li>but only the following</li> <li>technical rescue activit</li> <li>technical rescue activit</li> <li>1. Confined space resc</li> <li>2. Ice rescue</li> <li>3. Rope rescue</li> <li>4. Surface water rescue</li> <li>5. Swift water rescue</li> </ul>	Ilation is amended by adding the following item: ities, NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2017 Edition cue e	On January 1, 2021, Table 1, which outlines the roles that require certification, will be amended to include Technical Rescuers who perform these seven specific rescue activities need to be certified.

Regulation Section Affected	Provision	Description
	6. Trench rescue 7. Vehicle rescue	
	Commencement	
6. (1)	<b>Commencement</b> 6. (1) Subject to subsections (2) and (3), this Regulation comes into force on July 1, 2019.	On July 1, 2019, Sections 1 to 4 and Table 1 of the regulation come into force.
		On July 1, 2019, newly hired firefighters in the roles of Public Educator, Suppression Firefighter (interior and exterior attack) and Pump Operator will need to be certified.
6. (2)	(2) Subsections 5 (1) and (2) come into force on January 1, 2020.	On January 1, 2020 subsection 5(1) and Table 1 are amended with respect to adding the firefighter roles that are eligible for grandfathering and require certification: Fire Inspector, Fire Officer and Fire Instructor.
		On January 1, 2020 existing firefighters in the roles of Fire Dispatchers, Fire Investigators and Hazardous Materials Personnel (Technician) will need to be certified.

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Regulation Section Affected	Provision	Description
		Grandfathered Fire Inspectors, Fire Officers and Fire Instructors will <b>not</b> need to be certified.
6. (3)	(3) Subsections 4 (2) and 5 (3) come into force on January 1, 2021.	On January 1, 2021, subsection 4 (2) and Table 1 are amended so that Technical Rescuers performing seven specific rescue activities will need to be certified, unless they performed these specific rescue activities before January 1, 2021.

**Clause-by-Clause Explanation** 

Public Reports Regulation under the

Fire Protection and Prevention Act, 1997

Regulation Section Affected	Provision	Description
	Definitions	
-	Definition 1. In this Regulation,	In the regulation, "PSAP" is short for public safety answering point, which means a call centre responsible for
	"PSAP" is short for public safety answering point, which means a call centre responsible for answering calls to 9- 1-1 for police, firefighting and ambulance services.	answering calls to 9-1-1 for police, firefighting and ambulance services.
	Preparation of public reports	
2.(1)	Preparation of public reports Fire Marshal sends fire department the information	Fire departments must time stamp information through the Standard Incident
	<b>2.</b> (1) The Fire Marshal must give every fire department the information required by Schedule 1, based on the information the Fire Marshal has received through reports	Reporting system to the Office of the Fire Marshal and Emergency Management (OFMEM).
	under subsection 11 (2) of the Act.	OFMEM will then provide calculated response times to fire departments.
2.(2)	Fire department prepares the public report (2) Every fire department must prepare a public report setting out,	Using the calculated response time data from OFMEM, fire departments will prepare a public report.

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Regulation Section Affected	Provision	Description
	<ul> <li>(a) the information required by Schedule 1; and</li> <li>(b) any other information the fire department chooses to include.</li> </ul>	This report will include all response times set out in Schedule 1. Fire departments may include any other information, including explanatory language that will help the public understand the factors that may have impacted the department's response times.
2.(3)	Fire department may use Fire Marshal's data (3) The fire department may use the information required by Schedule 1 that the Fire Marshal provided to prepare their public report, or may carry out their own calculations respecting the same time period.	A fire department may choose to calculate their own response time data in their public report instead of relying on OFMEM to conduct and provide calculations.
3.(1)	Dissemination of public report Dissemination of public reports From fire department to Fire Marshal 3. (1) Every fire department must give their public report to the Fire Marshal no later than 180 days after the Fire Marshal gives the fire department the information.	After the fire department receives their After the fire department receives their calculated response time data from OFMEM or does their own calculations, the fire department will have six months to provide their public report to the OFMEM.
3.(2) 3.(3)	<ul> <li>From fire department to municipality</li> <li>(2) Every fire department that is authorized to provide fire protection services by a municipality must give their public report to the municipal council before giving its public report to the Fire Marshal.</li> <li>From fire department to group of municipalities</li> </ul>	Before a fire department submits their public report to OFMEM, they must submit the report to their municipal council. If a fire department provides services to
	<ul> <li>(3) Every fire department that is authorized to provide fire protection services by a group of municipalities must</li> </ul>	more than one municipality (e.g., through an automatic or mutual aid agreement),

Regulation Section Affected	Provision	Description
	give their public report to the municipal council of each municipality in the group of municipalities before giving their public report to the Fire Marshal.	the fire department must submit the public report to each municipal council for which they provide services.
3.(4)	Fire Marshal makes public (4) The Fire Marshal may make the public report available to the public.	OFMEM may make the public report available to the public (e.g., on its website)
	Clarification	
4.	<b>Clarification</b> <b>4.</b> For greater certainty, this Regulation does not imply that firefighters have authority to perform acts that the <i>Regulated Health Professions Act, 1991</i> does not permit them to perform.	The Regulated Health Professions Act (RHPA) provides authority for firefighters to perform "controlled acts" in response to medical emergencies in specific instances.
		The purpose of this provision is to clarify that the regulation does not authorize firefighters to provide any medical services that would not be permitted under the RHPA.
	Commencement	
Ŀ.	<b>Commencement</b> 5. This Regulation comes into force on the later of January 1, 2020 and the day it is filed.	The regulation comes into force on January 1, 2020.

Regulation Section Affected	Provision	Description
	SCHEDULE 1 REQUIRED INFORMATION	
	CAREER FIREFIGHTERS	
1. (1)	1. (1) The public report must set out the following information respecting incidents in which the first fire department unit that arrives on the scene does not include a volunteer firefighter:	In instances, where the first fire truck on scene only includes career firefighters, the fire department must include response time benchmark data as
	1. For each standard set out in the following Table,	outlined in Schedule 1 (e.g., turnout time of 80 seconds for fire and special
	<ul> <li>the percentage value of how often the fire department achieves that standard for the corresponding time interval, and</li> </ul>	operations) and the percentage of time the fire department achieved the benchmark (e.g., turnout time benchmark of 90%).
	<ul> <li>the corresponding benchmark percentage value for how often the fire department should achieve or exceed that standard.</li> </ul>	Where a response time does not have a benchmark, the first fire truck that only includes career firefighters will report the
	<ol> <li>For each time interval set out in the following Table that does not have a corresponding standard, the time interval value that the fire department achieves or exceeds 90% of the time.</li> </ol>	90% of the time.
Table	Item     Column 1     Column 2     Column 3       Time interval     Time interval     Benchmark       1.     Alarm transfer time: The time     30 seconds     95%       interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the fire department communication centre     30 seconds     95%	Definitions of each item are as follows: 1. Alarm transfer time: The time the call the PSAP is in receipt of the alarm from the time that the alarm is first

Regulation Section Affected		Provisio	u		Description
	õ	Alarm answering time: The time interval that begins when the alarm is received at the fire department communication centre and ends when the alarm is acknowledged at the communication centre	15 seconds 959	%	received at the communication or dispatch centre 2. Alarm answering time: The time the call is received at the communication
	က်	Alarm processing time: The time interval from when the alarm is acknowledged at the fire department communication centre until response information begins to be transmitted via voice or electronic means to fire department	64 seconds for calls 90% other than the following calls, and 90 seconds for the following calls:	%	or dispatch centre from the time the alarm is acknowledged by the communication or dispatch centre 3. Alarm processing time: The time the call is initially received by the
		facilities and fire department units	<ol> <li>Calls requiring emergency medical dispatch questioning and pre-arrival medical instructions</li> </ol>		communication or dispatch centre from the first time facilities/units are notified of the emergency by the communication or dispatch centre
			<ol> <li>Calls requiring language translation</li> <li>Calls requiring the use of a TTY/TDD device or audio/video</li> </ol>		<ol> <li>Alarm handling time: The time the alarm is received at the PSAP from the beginning time that emergency facilities/unit(s) have information transmitted to them</li> </ol>
			4. Calls of criminal activity that require information vital to emergency responder safety prior to dispatching units		<ol> <li>Turnout time: The time the call is received by the facilities/unit from the time that the unit leaves the station</li> <li>Travel time: The time the unit(s) leaves the station from the time that the first unit arrives on scene</li> </ol>
			5. Hazardous material incidents 6. Technical rescue		7. Initiating action/intervention time: The time between when the fire department first arrives on the scene
			7. Calls that require determining the		and when they begin to respond to the emergency

Regulation Section Affected		Provisio	n		Description
			location of the alarm due to insufficient information		<ol> <li>Total response time: The time the call is initially received by the PSAP from the time the first unit arrives on scene</li> </ol>
			8. Calls received by text message		
	4	Alarm handling time: The time interval from the receipt of the alarm at the PSAP until the	No standard; set out he time interval to value that the fire	Vo benchmark	
		beginning of the transmittal of the response information via voice or electronic means to fire department facilities or the fire department units in the field	department achieves or exceeds 90% of the time		
	2.	Turnout time: The time interval that begins when the fire department facilities and fire department units notification process begins by	80 seconds for fire [9 and special operations;	%06	
		either an audible alarm or visual annunciation or both and ends at the beginning point of travel time	60 seconds for emergency medical services		
	9	Travel time: The time interval that begins when a fire department unit is en route to the incident and ends	240 seconds for fire [9 suppression;	%06	
		when the fire department unit arrives at the scene	240 seconds for the arrival of a unit with a first responder with an automatic external defibrillator or higher		
			level capability no standard for other services		
	7.	Initiating action/intervention time: The time interval from when a fire department unit arrives on the scene to the initiation of emergency mitigation	No standard; set out the time interval value that the fire department achieves or exceeds 90% of the time	Vo Denchmark	
	σ	Total response time: The time interval from the receipt of the alarm at the PSAP to when the first	No standard; set out h the time interval to value that the fire	Vo benchmark	

Regulation Section Affected	Provision	Description
	fire department unit is initiating department achieves action or intervening to control the or exceeds 90% of incident the time	
1. (2)	(2) The public report does not have to set out information for items 1, 2, 3, 4 and 8 if the information is not available from the fire department's records.	If a fire department does not have information for alarm transfer time, alarm answering time, alarm processing time, alarm handling time, or total response time, then this information does not need to be included in the public report.
	SCHEDULE 1 REQUIRED INFORMATION	
	VOLUNTEER FIREFIGHTERS	
2. (1)	<ol> <li>(1) The public report must set out the following information respecting incidents in which the first fire department unit that arrives on the scene includes at least one volunteer firefighter:</li> </ol>	In instances, where the first fire truck on scene has at least one volunteer firefighter, the fire department will include the response time that they met or exceeded 90% of the time in their public
	<ol> <li>For each time interval set out in the following Table, the time interval value that the fire department achieves or exceeds 90% of the time.</li> </ol>	report.
Table	Item         Column 1           Time interval         Time interval           1.         Alarm transfer time: The time interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the fire department	Definitions of each item are as follows: 1. Alarm transfer time: The time the call the PSAP is in receipt of the alarm
	<ol> <li>communication centre</li> <li>Alarm answering time: The time interval that begins when the alarm is received at the fire department communication centre and ends when the alarm is acknowledged at the communication centre</li> <li>Alarm processing time: The time interval from when the alarm is acknowledged at the fire department communication centre until response information begins to be transmitted via voice or electronic</li> </ol>	from the time that the alarm is first received at the communication or dispatch centre

Regulation Section Affected	Provision	Description
<u>4</u> v, v ∞	means to fire department facilities and fire department units         Alarm handling time: The time interval from the receipt of the alarm at information via voice or leactronic means to fire department facilities or the fire department units in the fire department tacilities or transmitted in the receipt of the alarm at the fire department units in the fire department tacilities or travel time: The time interval that begins when the fire department tacilities or beginning point of travel time interval that begins when a fire department tacilities or beginning point of travel time. The time interval that begins when a fire department unit arrives at the scene         Initiating action/intervention time: The time interval from the fire department unit arrives at the scene         Initiating action/intervention time: The time interval from when a fire department unit arrives at the scene         Initiating action/intervention time: The time interval from when a fire department unit arrives in the Scene         Initiating action/intervention time: The time interval from when a fire department unit arrives in the Scene         Initiating action/intervention time: The time interval from of emergency mitigation         Total response time: The time interval from the receipt of the alarm at the PSP to when the first from the receipt of the alarm at the PSP to when the first from the receipt of the alarm at the pSP to when the incident	<ol> <li>Alarm answering time: The time the call is received at the communication or dispatch centre from the time the alarm is acknowledged by the communication or dispatch centre of the initially received by the communication or dispatch centre from the first time facilities/units are notified of the emergency by the communication or dispatch centre from the first time the the alarm is received at the PSAP from the beginning time. The time the alarm is received at the PSAP from the beginning time that emergency facilities/unit(s) have information transmitted to them</li> <li>Turnout time: The time the call is received by the facilities/unit from the time that the unit leaves the station</li> <li>Travel time: The time the unit(s) leaves the station from the time that the first unit arrives on scene</li> <li>Initiating action/intervention time: The time between when the fire department first arrives on the scene and when they begin to respond to the emergency</li> </ol>

egulation Section Affected	Provision	Description
		8. Total response time: The time the call
		is initially received by the PSAP from
		the time the first unit arrives on scene
2. (2)	(2) The public report does not have to set out	If a fire department does not have
	information for items 1, 2, 3, 4 and 8 if the information is not	information for alarm transfer time, alarm
	available from the fire department's records.	answering time, alarm processing time,
		alarm handling time, or total response
		time then this information does not need
		to be included in the public report.

**Clause-by-Clause Explanation** 

# Community Risk Assessments Regulation under the

Fire Protection and Prevention Act, 1997

Regulation Section Affected	Provision	Description
	Mandatory Use	
	Mandatory use 1. Every municipality, and every fire department in a territory without municipal organization, must,	A municipality is responsible for completing a community risk assessment and using the completed
	(a) complete and review a community risk assessment as provided by this Regulation; and	decisions on the provision of fire protection services in their community.
	(b) use its community risk assessment to inform decisions about the provision of fire protection services.	In an area where there is no local government, the fire department is responsible for completing a community risk assessment and using the completed assessment to make evidence-based decisions on the provision of fire protection services in their community.

Regulation Section Affected	Provision	Description
	What it is	
	What it is	An explanation of what is a community
	2. (1) A community risk assessment is a process of identifying,	risk assessment in the regulation.
2. (1)	analyzing, evaluating and prioritizing risks to public safety to	,
	inform decisions about the provision of fire protection services.	
	Mandatory profiles	
	Mandatory profiles	Schedule 1 lists all of the factors within
	(2) A community risk assessment must include consideration	a community that a municipality must
2. (2)	of the mandatory profiles listed in Schedule 1.	consider when identifying and
	Form	
	Form	If OFMEM provides a community risk
	(3) A community risk assessment must be in the form, if any,	assessment template a municipality or
2. (3)	that the Fire Marshal provides or approves.	fire department in an area where there
		is no local government must use the
		template provided.
		A municipality or fire department in an
		area where there is no local
		government that uses another risk
		assessment process can be approved
		profiles outlined in Schedule 1 are included.
	When to complete (at least every five )	years
	When to complete (at least every five years)	Municipalities or fire departments in
	3. (1) The municipality or fire department must complete a	areas with where there is no local
3. (1)	community risk assessment no later than five years after the	government must complete a risk
	day its previous community risk assessment was completed.	assessment every five years.

Regulation Section Affected	Provision	Description
	New municipality or fire departmer	t
	New municipality or fire department (2) If a municipality, or a fire department in a territory without	If a new municipality or fire department in an area where there is no local
3. (2)	municipal organization, comes into existence, the municipality	government is created after the
	no later than two years after the day it comes into existence	complete their first community risk
	Transition	
	Transition	A municipality or fire department in an
3. (3)	(3) A municipality that exists on July 1, 2019, or a fire	area where there is no local
	department in a territory without municipal organization that	government has five years to complete
	exists on July 1, 2019, must complete a community risk	its community risk assessment when
	assessment no later than July 1, 2024.	the regulation comes into force on July
		1, 2019. As a result, the first community
		risk assessment will not need to be in
	Revocation	······································
	Revocation	The 'transition' item in the regulation
	(4) Subsection (3) and this subsection are revoked on July 1,	will be removed on July 1, 2025, as
o. ( <del>1</del> )	2023	municipanues of me departments in areas where there is no local
		government will have completed a risk assessment.
	When to review (at least every year	(
	When to review (at least every year)	Risk assessments must be reviewed
4. (1)		annually within the tive year period.

Regulation Section Affected	Provision	Description
	4. (1) The municipality or fire department must complete a review of its community risk assessment no later than 12 months after,	
	(a) the day its community risk assessment was completed; and	
	(b) the day its previous review was completed.	
	Other reviews	
	<b>Other reviews</b> (2) The municipality or fire department must also review its	Risk assessments must be reviewed whenever necessary.
4. (2)	community risk assessment whenever necessary.	
	Kevisions	
	Revisions	Municipalities and or fire departments
	(3) The municipality or fire department must revise its	in an area where there is no local
4. (3)	community risk assessment if it is necessary to reflect,	government must revise its risk
	(a) any significant changes in the mandatory profiles:	assessment if there are any significant changes to the mandatory profiles or
		another significant change in the
	(b) any other significant matters arising from the review.	community
	New assessment instead of review	
	New assessment instead of review	If a municipality or fire department
	(4) The municipality or fire department does not have to review	plans to complete a new risk
4. (4)	its community risk assessment if it expects to complete a new	assessment before the five years is up,
	community risk assessment on or before the day it would complete the review.	then an annual review is not required.
	Commencement	
	Commencement	The regulation comes into force July 1,
5.	<ol> <li>This regulation contes into lorce on the later of July 1, 2019 and the day it is filed.</li> </ol>	2013.

Regulation Section Affected	Provision	Description
	SCHEDULE 1 MANDATORY PROFILE	S
Schedule	1. Geographic profile: The physical features of the	Physical features of the community
~	community, including the nature and placement of features	may present inherent risks or
	such as highways, waterways, railways, canyons, bridges,	potentially have an impact on fire
	landforms and wildland-urban interfaces.	department access or response time.
Schedule	2. Building stock profile: The types of buildings in the	Potential fire risks associated with
~	community, the uses of the buildings in the community, the	different types or uses of buildings
	number of buildings of each type, the number of buildings of	given their prevalence in the
	each use and any building-related risks known to the fire	community and the presence or
	department.	absence of fire safety systems and
		equipment at time of construction.
Schedule	3. Critical infrastructure profile: The capabilities and	Presence/availability and capacity of
~	limitations of critical infrastructure, including electricity	infrastructure elements that could have
	distribution, water distribution, telecommunications, hospitals	a significant impact on such things as
	and airports.	dispatch, communications, suppression
		operations, overall health care
		or transportation for the community if
		compromised, or that may present
		unique fire risks by virtue of their size
		or design.
Schedule	4. Demographic profile: The composition of the community's	Characteristics of the population in the
~	population, respecting matters relevant to the community, such	community in order to tailor delivery of
	as population size and dispersion, age, gender, cultural	fire protection services including public
	background, level of education, socioeconomic make-up, and	education and fire prevention
	transient population.	programs.
Schedule	5. Hazard profile: The hazards in the community, including	Hazards, to which fire departments
~	natural hazards, hazards caused by humans, and technological	may be expected to respond, that may
	nazaros.	nave a significant impact on the

Regulation Section Affected	Provision	Description
		community. Examples of natural hazards would include floods, forest fires or earthquakes; human caused hazards would include such things as chemical or biological attacks, or other terrorist activity; and technological hazards would include such things as industrial pollution, nuclear or hazardous materials incidents.
Schedule 1	6. Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.	Other public safety response agencies (such as police/ambulance/rescue) that might be tasked to or able to assist in the some capacity to the response to emergencies or in mitigating the impact of emergencies to which the fire department responds.
Schedule 1	<ol> <li>Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.</li> </ol>	Presence or absence and potential abilities of other agencies, organizations, or associations to provide services that may assist in mitigating the impact of emergencies to which the fire department responds.
Schedule 1	8. Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.	Economic drivers in the community that have significant influence on the ability of the community to provide or maintain service levels.

Regulation Section Affected	Provision	Description
Schedule 1	9. Past loss and event history profile: The community's past emergency response experience, including the following analysis:	Evaluation of previous response data to identify circumstances and behaviours that will inform decisions on fire protection services delivery
	1. The number and types of emergency responses, injuries, deaths and dollar losses.	including public fire safety education and inspection programs.
	2. Comparison of the community's fire loss statistics with provincial fire loss statistics.	
	Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.	

# <u>General</u>

- 1. What are the new regulations that the ministry developed under the Fire Protection and Prevention Act (FPPA)?
  - The ministry has developed three new regulations under the FPPA that relate to:
    - Certification of firefighters;
    - Community risk assessments to inform the delivery of fire protection services; and,
    - Pubic reporting on fire department response times.

# 2. What is the Fire Safety Technical Table (the Table)?

- The Table was established in January 2017 to identify policy gaps and challenges, and to provide recommendations to the ministry to modernize fire service delivery in Ontario.
- The Table includes municipal representation from the Association of Municipalities of Ontario (AMO), the Town of Aurora, fire associations and representatives from career, composite and volunteer fire departments from both urban and rural communities.
- The initial focus of the Table has been to inform the development of recommendations for the ministry on firefighter certification, conducting community risk assessments, public reporting of fire-related data, and other matters of collective interest.

# 3. Why does the government need the advice of a technical table?

- The FPPA is over 20 years old, which means there is a need to address emerging gaps and challenges related to the delivery of fire safety in Ontario, including a lack of mandatory standards related to firefighter training and certification.
- The ministry established the Table to seek input from knowledgeable stakeholders, including firefighter associations, fire departments and municipalities. The advice received from stakeholders complements the existing technical expertise of the Office of the Fire Marshal and Emergency Management (OFMEM), allowing the ministry to take into account municipal and local concerns when addressing various challenges.

### 4. Who has been consulted on these regulations?

• In addition to consultations with the Table and partner ministries, the proposals were posted on the regulatory registry for public comment in early 2018 – approximately 400 comments were received.

### 5. When would the regulations come into force?

- Mandatory certification: July 1, 2019, with some sections coming into force on January 1, 2020 and January 1, 2021.
- Community risk assessment: July 1, 2019.
- Public reporting: January 1, 2020.

# Questions & Answers Fire Safety Regulations

- 6. Do these regulations apply to fire services that operate in unincorporated territories where the province has jurisdiction?
  - Yes, the regulatory requirements will apply to unincorporated territories as well as municipalities.

# Mandatory Certification

# 1. Why is the ministry mandating that firefighters be certified?

- Numerous coroner's inquests have identified and/or recommended the need to implement mandatory certification of firefighters/fire services personnel.
- The Occupational Health and Safety Act requires employers to provide information, instruction and supervision to a worker to protect the health or safety of the worker; however there is no mandatory requirement to train to a specific standard.
- To increase public and firefighter safety by ensuring firefighters delivering fire protection services are trained and certified to National Fire Protection Association (NFPA) standards which are best practice, internationally regarded and evidence based.

# 2. Why is the government using NFPA standards?

- NFPA is a body that creates and maintains consensus-based standards and codes for usage and adoption by local governments. These codes and standards are considered best practice, evidence based and are used throughout North America.
- NFPA standards are regularly reviewed and updated based on the latest information, with input from multiple sectors, including fire services, health care facilities, manufacturers, architects/engineers and others.

### 3. Which NFPA standards will firefighters have to certify to?

• Mandatory certification requirements will be implemented for the following firefighter roles:

Firefighter Roles and NFPA Standard	Available for Grandfathering	In-Force Date
Newly Hired Firefighters		
Suppression firefighters: NFPA 1001	Yes	July 1, 2019
Pump Operators: NFPA 1002	No	July 1, 2019
Technical Rescuers: NFPA 1006 (for 7 chapters)	No	January 1, 2021
Fire Educators: NFPA 1035	Yes	July 1, 2019
Newly Hired and Existing Firefighters		
Fire Officers: NFPA 1021	Yes	January 1, 2020
Fire Inspectors: NFPA 1031	Yes	January 1, 2020
Fire Investigators: NFPA 1033	No	January 1, 2020
Fire Instructors: NFPA 1041	Yes	January 1, 2020
Fire Dispatchers: NFPA 1061	No	January 1, 2020
Hazardous Materials Personnel: NFPA 1072	No	January 1, 2020

# Questions & Answers Fire Safety Regulations

- 4. Why are some mandatory certification requirements only applicable to new hires while others are applicable to existing firefighters?
  - Based on discussions with the Table, concern was raised that a number of fire service roles are exposed to increased risk, both for the individuals performing these roles and the municipalities themselves and therefore all firefighters in these roles should be certified.
- 5. If a municipality has a mutual aid agreement with another jurisdiction or First Nation department who will be responsible for ensuring the firefighters are certified?
  - Firefighters from other provinces, territories, countries outside Canada and First Nation fire departments will not be required to certify to NFPA standards.
  - The certification regulation applies to municipalities and fire departments in unorganized territories. As such, all firefighters employed by or appointed to a fire department within these areas must be certified.

# Grandfathering

# 6. What does grandfathering mean?

- The grandfathering program allows existing firefighters to achieve alternative compliance with specific NFPA standards based on knowledge or experience gained to December 31, 2015.
- Grandfathering has been re-opened to all fire departments in Ontario using the same requirements as the previous program in 2013/14.

# 7. What will be required for grandfathering?

- The grandfathering program allows existing firefighters to achieve alternative compliance with specific NFPA standards based on knowledge or experience gained to December 31, 2015.
- Grandfathering has been re-opened to all fire departments in Ontario using the same requirements as the previous program in 2013/14.
- Firefighters who wish to take advantage of grandfathering must submit an application through their fire department by September 30, 2018. Each firefighter's application must be signed by their Fire Chief, confirming the information provided is valid and that supporting documentation is available for audit. Supporting documentation includes proof of completion of Ontario Fire College courses or programs and training or inservice records.
- OFMEM maintains a repository of Northern Fire Protection Program (NFPP) firefighter training records. OFMEM will support NFPP fire departments through the grandfathering process by providing, upon request, individual firefighter training records to the department.
- Applications are reviewed and approved by the OFMEM. Fire departments will receive a list of successful applicants. Successful applicants may request a Letter of Compliance

# Questions & Answers Fire Safety Regulations

from their department. Fire Chiefs have the authority to sign the Letter of Compliance with NFPA Standards for their firefighters.

- Existing firefighters who do not submit an application prior to September 30, 2018 will be required to complete the necessary training and testing to achieve certification where required by the regulation (e.g., fire inspectors, fire instructors).
- 8. How many fire services personnel were grandfathered when the program was offered in 2013/14?
  - When Ontario decided to voluntarily adopt NFPA standards in 2013/14, a voluntary grandfathering program was offered that allowed fire service personnel to gain an entry point into the certification system based on knowledge or experience for:
    - Suppression Firefighters (NFPA 1001)
    - Fire Officers (NFPA 1021)
    - Fire Inspector (NFPA 1031)
    - Fire Educators (NFPA 1035)
    - Fire Instructors (NFPA 1041)
  - When the grandfathering program was first offered, the ministry received over 17,000 applications from over 350 fire services.
  - Approximately 66% (i.e., 11,500) of applicants applied for and were grandfathered for two or more levels of NFPA standards based on knowledge or experience.
- 9. If a firefighter has been grandfathered prior to the regulation coming into force and moves to another fire department, is their grandfathering still valid?
  - Yes. Grandfathering is assigned to the individual, so it would remain with them even if they move to a new department.
- 10. Why are all NFPA standards outlined for mandatory certification not available for grandfathering?
  - Grandfathering is not available for all positions as there were no Ontario based programs in place for some positions before Ontario endorsed NFPA certification standards in 2013/14.
- 11. If training records are not available, could Fire Chiefs swear an oath to say somebody has completed the necessary skills and training?
  - No. Training information/records or calls for service records are needed to substantiate eligibility for grandfathering. This information should already be in the firefighters' training and calls for service records that fire departments are required to maintain.
- 12. How much time will it take a Fire Chief to grandfather each firefighter in their department?
  - Time for a Fire Chief or designate to complete the application to grandfather each firefighter in his/her department would vary as the review of training or calls to service records would be required in order to substantiate a firefighter's eligibility.

- The training and calls for service information needed to substantiate eligibility for grandfathering should already be in the firefighters' records maintained by the fire department.
- 13. Who will be responsible for grandfathering firefighters in the fire departments that operate in unorganized territories?
  - Fire Chiefs appointed to NFPP departments would be responsible.
  - The ministry understands that some NFPP fire departments may face issues with locating and compiling the necessary records for their firefighters.
  - For these cases, OFMEM would provide, upon request, individual firefighter training records or calls for service records to the department.

# Internship Program

# 14. What does "internship" mean, as outlined in the regulation?

- The internship program would allow municipalities/fire departments to hire new uncertified individuals who would have up to 24 months, with the potential of an additional 12 months upon approval of the Fire Marshal, to become certified.
- Firefighters seeking employment as either a Fire Instructor or Fire Inspector may enter into the internship program for a period of six months (with an additional six months upon approval of the Fire Marshal) to allow them to train and become certified.
- The ministry will work with the sector and appropriate stakeholders to determine the criteria for the internship program, including acceptable duties an intern may perform under direct supervision by a qualified individual before the regulation comes into force.

# Training and Testing

# 15. What is mandatory certification going to cost municipalities?

- Since 2013/14, many fire services have been voluntarily training to NFPA standards. There are also a number of fire departments that have voluntarily been certifying their firefighters.
- Additional costs to municipalities for mandatory certification primarily relate to training materials (i.e., study manuals) and staff compensation. This would include the potential need to pay a firefighter to take training offsite if it is not delivered in-house or for a volunteer firefighter to take time off work and attend in-house or offsite training.
- Fire departments that are training to NFPA standards would likely already have training materials.

### 16. How much will it cost a new recruit to become a volunteer firefighter?

- The cost for a new recruit to become certified is dependent on the level of service provided by the municipality and the location of training. As such, costs will vary.
- The cost for a new volunteer recruit to be certified to NFPA 1001, Levels I and II (exterior and interior attack) at the Ontario Fire College, would be \$130 if the recruit enrolls in the 2-Part "Recruit" (which is a blend of in-class and online learning) delivery model. It would

cost \$325 if the recruit enrolls in the 5-Part (which is only in-class learning) delivery model.

- Costs for training at Regional Training Centres or at a College of Applied Arts and Technology/Private Career College may vary and, in some circumstances, be more costly than what is charged at the Ontario Fire College.
- In addition, there may be costs for travel and staff compensation; however, these would vary depending on the distance travelled and whether the municipality/fire department provides staff compensation.

# 17. How will the ministry support fire departments with training and certification?

- Ontario specific training course content produced by the Ontario Fire College will continue to be made available online and free of charge, while other instructor material through third party publishers is made available at a nominal cost (\$75-125 for study manuals that can be shared amongst students).
- Online knowledge testing will be made available at no charge which would reduce municipal travel expenses.
- The ministry will work with the Table and municipalities, especially those who represent small, northern and rural areas, to identify specific challenges and seek their input in developing an implementation model that would best address their needs in order to ensure successful implementation.

# 18. How will the fire departments that operate in unorganized territories be supported?

- Fire departments that operate in the unorganized territories are part of the NFPP.
- OFMEM, having oversight for the NFPP, would support the NFPP Fire Chiefs with the implementation of the regulations, including covering related costs as appropriate.

# 19. When will training content be made available to fire services?

 Content for fire services that choose to deliver in-house training to their firefighters is currently available online through recognized third-party publishers and through OFMEM for Ontario specific content.

# 20. When will online testing be made available?

• The ministry is currently working to help ensure that online testing is made available before requirements come into force July 1, 2019.

# 21. Will the requirement to certify to NFPA standards mean that firefighters train for incidents that they may not be dealing with in their community?

- No. Firefighters will not have to certify to NFPA standards for roles that they do not perform in their community.
- Municipalities set levels of service and provide fire protection services in accordance with their needs and circumstances.

- 22. Would firefighters be required to re-train and pass a certification test every time a new edition of an NFPA standard is issued?
  - No. However, it would be recommended that fire departments and firefighters review and train to any new edition of an NFPA standard to stay current in their field.

# 23. How many hours will it take a new recruit in a northern/rural area with no highrise/urban issues to become certified as a volunteer firefighter?

- A new volunteer recruit would have an opportunity to spread these hours over a period of two years, or three upon approval of the Fire Marshal, if they enrol in the internship program (which will likely be the case if they are not certified before being hired).
- A new recruit training to NFPA 1001 Level 1 (exterior attack) would have to complete approximately 225 hours of training.
  - If the new recruit is enrolled in the internship program which provides 24 months, this would equate to approximately two hours of training per week with 52 weeks per year (or approximately nine and a half hours a month) over the course of a two year period.
  - Should this new recruit obtain an extension by the Fire Marshal to be an intern for an additional 12 months on top of the 24 months, this would equate to approximately one and a half hours of training per week with 52 weeks per year (or approximately six and a quarter hours a month) over the course of a three year period.
- An additional 90 hours of training is required should a recruit want to be certified to NFPA 1001 Level 1 and Level 2 (interior attack).
  - If the new recruit is enrolled in the internship program, this would equate to approximately three hours of training per week with 52 weeks per year (or approximately 13 hours a month) over the course of a two year period.
  - Should this new recruit obtain an extension by the Fire Marshal to be an intern for an additional 12 months on top of the 24 months, this would equate to approximately two hours per week with 52 weeks per year (or approximately nine hours a month) over the course of a three year period.

# 24. Would volunteer firefighters be expected to travel for training/testing? If so, who would be expected to cover these costs for fire departments in unorganized territories?

- In some instances, volunteer firefighters may have to travel for training and testing.
- The ministry will work with municipalities to minimize impacts such as reducing travel to take training and certification so that fire services who wish to train their firefighters locally will be able to do so.
- We will work with the Table and municipalities, especially those who represent small, northern and rural areas, to identify specific challenges and seek their input in developing an implementation model that would best address their needs in order to ensure successful implementation.

### **Community Risk Assessments**

- 1. Why is the ministry requiring municipalities to conduct mandatory community risk assessments?
  - Community risk assessments will better ensure fire departments understand the unique needs and circumstances of their communities, including fire risks.
  - This will help municipalities make evidence based decisions on the provision of fire protection services in their communities.
- 2. How is the new community risk assessment different from the risk assessment some municipalities currently complete?
  - OFMEM has promoted the completion of a simplified risk assessment to inform decisions relating to the provision of fire protection services.
  - OFMEM has found that a large portion of municipalities do complete risk assessments. Although this is occurring, there is no mandatory requirement for them to do so.
  - The new requirements in the community risk assessment regulation build on the existing simplified risk assessments that many municipalities already conduct. This would standardize the process and help ensure a consistent and robust approach to assessing community risk across the province.
  - If a municipality currently conducts an equivalent risk assessment process, the municipality, upon approval from the Fire Marshal, would not be required to complete the risk assessment as set out in the regulation.
- 3. How is the ministry planning to support small and rural municipalities that do not have the resources to complete a more comprehensive assessment?
  - OFMEM will be providing municipalities with a risk assessment guideline that includes a sample template to assist municipalities in completing the risk assessment.
  - OFMEM will also provide support to small/rural communities who may not be able to complete the risk assessment without assistance.
- 4. When will the template be made available to municipalities and fire services?
  - The ministry will work with stakeholders on the development of the template which will be available before the regulation comes into force on July 1, 2019.
  - All municipalities will have to complete the new community risk assessment by July 1, 2024.

# Public Reporting

- 1. Why is the ministry requiring that municipalities publicly report on their response times?
  - Under the FPPA, fire departments report information through the completion of a Standard Incident Report (SIR) to the Fire Marshal.
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# Questions & Answers Fire Safety Regulations

- Fire departments report response times using varying definitions which results in inconsistent data that may not be properly interpreted.
- Not all fire departments report response times to their municipal councils and where they do, only some departments, typically the larger ones, report this information publicly.
- This regulation will create consistent reporting and increase transparency and accountability by providing the public with a clear understanding of what they can expect from their fire service in terms of their response times.

# 2. Why does the ministry have different requirements for fire trucks made up of career firefighters and volunteer firefighters?

- The public reporting regulation requirements differ for career and volunteer firefighters to recognize there are differences in the make-up of fire service delivery across Ontario and response times may vary depending on the department type.
- Fire trucks made up of all career firefighters are required to report their response times against benchmarks that have been set out in NFPA.
- Fire trucks made up of at least one volunteer firefighter would only be required to report what their response time is 90 percent of the time. They would not be required to compare these to benchmarks that have been set out in NFPA.

# 3. What is the process for public reporting?

- Beginning January 1, 2020:
  - Fire departments provide time stamp data to OFMEM through the existing Standard Incident Reporting system.
  - OFMEM will use this information to calculate response times and will then provide calculated response times back to fire departments.
  - Upon receiving calculated response time data, fire departments must prepare a public report. Fire departments must submit their public report to municipal council. This provides fire departments and municipalities the opportunity to explain their response times. Explanatory language will help the public understand the factors that may impact a fire department's response times.
  - Once OFMEM receives public reports from all fire departments, OFMEM will publicly post these reports on its website.

# 4. What evidence was used to support the response times in the regulation?

- The definitions and benchmarks for response times come from NFPA an association that creates and maintains industry best practice, evidence based standards and codes internationally.
- NFPA standards are regularly reviewed and updated based on the latest information, with input from multiple sectors, including fire services, health care facilities, manufacturers, architects/engineers and others.

# Questions & Answers Fire Safety Regulations

- 5. Why has the ministry included medical response times as part of the public reporting regulation?
  - Currently, fire departments respond to medical emergency calls. Information from these calls are reported to OFMEM through the SIR system.
  - The public reporting regulation requires fire departments to report on their turnout times related to emergency medical services and travel time for a fire department unit with a first responder with an automatic external defibrillator or higher level capability.
  - The ministry will be conducting a comprehensive review of the SIR and through this process, will ensure that the capability to report on the medical calls in the regulation are reported and captured accurately by fire departments.
  - The public reporting regulation does not imply that firefighters have the authority to perform acts that the *Regulated Health Professions Act, 1991* does not permit them to perform.



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# CYFS Budget Report – First Quarter 2018 Staff Report

Report Number: 2018-19

Department(s): Joint CYFS, Financial Services

Author(s): Dawn Schellenberg

Meeting Date: May 28, 2018

# Recommendations

That the report entitled CYFS Preliminary Budget Report – First Quarter dated May 28, 2018 be received for information purposes.

## Purpose

This report is to provide the JCC with the first quarter operating and capital results for Central York Fire Services for the period ending March 31, 2018.

# Background

See Below

## Discussion

#### Operating

Net expenditures are below budget by \$369,480 at the end of the first quarter of 2018. Revenues were \$20,096 compared to a budget of \$79,293 as a result of timing. The retainers to King and Whitchurch-Stouffville are invoiced in June and December.

CYFS Preliminary Budget Report - First Quarter 2018

Total expenses were \$428,678 below budget at the end of March. Wages and benefits are still below budget after accruing the budgeted amount for a new collective agreement. The 4 additional firefighters only started in April and the IT Analyst has not been hired yet, while the budget reflects a beginning of the year start date for all new positions. At this point in the year, vehicles repairs and overtime are below budget. However, vehicle repairs and maintenance have trended higher than the budget by approximately \$100,000 in recent years and this is expected to be the case by year-end again. This will be addressed in the 2019 budget and in the Asset Management Plan.

The majority of the variances are due to timing. The wellness program has stalled while legal documents are being prepared and accepted by the new owner of the company and a new agreement is completed. At this point testing is not anticipated to begin before the fall. Medical oversight is over budget, as the doctor had to make several unplanned visits due to staff availability. Better scheduling should address this in the future.

#### Capital

In the first quarter of 2018 expenditures of \$141,459 were incurred predominantly to replace thermal cameras and protective equipment.

# Conclusion

At this point, there is no indication the budget will not be met at the end of the year.

# **Business Plan and Strategic Plan Linkages**

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, as well as Fire Services management.

## Human Resource Considerations

Not applicable

### Budget Impact

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

# Attachments

Operating Results for the Three Months ending March 31, 2018

Approval

Ian Laing, Fire Chief Central York Fire Services

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

wU

Reviewed by: Dan Elliott, Director, Financial Services/Treasurer Town of Aurora

# Contact

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