



# Central York Fire Services

## Agenda

### Joint Council Committee

Date: Tuesday, September 4, 2018  
Time: 10:30 AM  
Location: Council Chambers  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Pages

1. Additions & Corrections to the Agenda
2. Declarations of Pecuniary Interest
3. Presentations
4. Deputations
5. Approval of Minutes
  - 5.1 Central York Fire Services – Joint Council Committee Meeting Minutes of June 12, 2018 2
6. Items
  - 6.1 CYFS Budget Report – Second Quarter 2018 6
  - 6.2 News Article regarding Whitchurch-Stouffville Emergency Services 12
7. New Business
8. Closed Session (if required)
9. Adjournment





## Minutes

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## Central York Fire Services - Joint Council Committee

Tuesday, June 12, 2018 at 10:30 AM

Town of Newmarket

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The meeting of the Central York Fire Services - Joint Council Committee was held on Tuesday, June 12, 2018 in the Council Chambers, Town of Newmarket, 395 Mulock Drive, Newmarket, Ontario.

### Members Present

Newmarket:

Councillor Twinney, Chair  
Councillor Hempen

Aurora:

Councillor Thompson, Vice Chair (10:35 AM to 11:25 AM)  
Councillor Abel  
Councillor Mrakas

Regrets:

Councillor Bisanz, Newmarket

### 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  
A. Walkom, Council Committee Coordinator, Recording Secretary

Aurora:

D. Nadorozny, Chief Administrative Officer  
D. Elliot, Director of Financial Services/Town Treasurer

Central York Fire Services:

I. Laing, Fire Chief

Guests:

Paul McIntosh, Thomas Brown Architects  
Chris Kubbinga, Thomas Brown Architects

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

### Additions & Corrections to Agenda

None.

### Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

## **Presentations**

### **1. Central York Fire Services Headquarters Station 4-5 Presentation**

Chris Kubbinga provided a presentation of the plans for the headquarters station building. The presentation included a three dimensional computer model of the building and showed the floor plans and features of the building.

Moved by: Councillor Thompson  
Seconded by: Councillor Mrakas

1. That the presentation regarding Central York Fire Services Headquarters Station 4-5 be received.

**Carried**

### **2. CYFS 2017 Annual Report**

The Fire Chief provided a presentation entitled "CYFS 2017 Annual Report." The presentation included an overview of the organizational structure, ongoing public education programs, emergency responses and the challenges facing CYFS.

Moved by: Councillor Abel  
Seconded by: Councillor Thompson

1. That the presentation entitled CYFS 2017 Annual Report be received.

**Carried**

### **3. Central York Fire Services 10-year Financial Plan**

Town of Newmarket Treasurer M. Mayes and Manager of Finance & Accounting D. Schellenberg provided a presentation entitled "Central York Fire Services 10-year Financial Plan." The presentation included an overview of the asset management plan, the 10 year financial outlook and the next steps for the CYFS 2019 Budget.

Moved by: Councillor Hempen  
Seconded by: Councillor Abel

1. That the presentation entitled Central York Fire Services 10-year Financial Plan be received.

**Carried**

## Deputations

There were no deputations.

## Approval of Minutes

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

Moved by: Councillor Mrakas  
 Seconded by: Councillor Hempen

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of March 6, 2018 be approved.

**Carried**

## Items

### 5. Central York Fire Services Headquarters 4-5

Moved by: Councillor Abel  
 Seconded by: Councillor Thompson

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.

**Carried**

### 6. Correspondence from the Honourable Marie-France Lalonde, Minister of Community Safety and Correctional Services re: Three new fire safety regulations under the Fire Protection and Prevention Act (FPPA)

Moved by: Councillor Abel  
 Seconded by: Councillor Mrakas

1. That the correspondence from the Honourable Marie-France Lalonde, Minister of Community Safety and Correctional Services regarding: three new fire safety regulations under the Fire Protection and Prevention Act be received.

**Carried****7. CYFS Budget Report – First Quarter 2018**

Moved by: Councillor Mrakas  
 Seconded by: Councillor Abel

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

**Carried****New Business****8. York Region Northern Six Fire Services Collaboration**

The Fire Chief advised that the York Region Northern Six municipalities have been working closely with CAOs to improve efficiency in working with the other services.

**Closed Session (if required)**

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

**Adjournment**

Moved by: Councillor Mrakas  
 Seconded by: Councillor Hempen

1. That the Central York Fire Services Joint Council Committee adjourn at 11:59 AM.

**Carried**


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 Date

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 Councillor Twinney, Chair



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
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## **CYFS Budget Report – Second Quarter 2018 Staff Report**

Report Number: 2018-30

Department(s): Joint CYFS, Financial Services

Author(s): Dawn Schellenberg

Meeting Date: September 4, 2018

### **Recommendations**

That the report entitled CYFS Preliminary Budget Report – Second Quarter dated September 4, 2018 be received for information purposes.

### **Purpose**

This report is to provide the JCC with the second quarter operating and capital results for Central York Fire Services for the period ending June 30, 2018.

### **Background**

See Below

### **Discussion**

#### **Operating**

Net expenditures are below budget by \$622,597 at the end of the second quarter of 2018. Revenues were higher than budget by \$9,806. A grant in the amount of \$5,153 was received from Firehouse Subs for the purchase of carbon monoxide detectors.

Total expenses were \$612,791 below budget at the end of June. Wages and benefits are still below budget after accruing the budgeted amount for a new collective agreement. The 4 additional firefighters started in April and the IT Analyst only started in August, while the budget reflects a beginning of the year start date for all new positions. Overtime is below budget at this point, but tends to be heavier in the last half of the year when more training takes place. Vehicle repairs and maintenance are over budget by \$19,000 half way through the year. This expense category has 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 is being addressed in the 2019 budget and in the Asset Management Plan.

Timing continues to be a factor in many expense categories. The contract for the wellness program has been terminated. A new vendor will need to be procured and is not expected to be in place before next year. Medical oversight expenses are higher than the annual budget after six months, as the doctor has had to make several unplanned visits due to staff availability. Better scheduling should address this in the future.

### **Capital**

At the end of the second quarter of 2018, expenditures of \$232,389 have been incurred. As well as the purchase of equipment and bunker gear for the new recruits, thermal imaging cameras and other equipment have been replaced,

### **Conclusion**

At this point, there is no indication that net expenditures will exceed the budget 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 still early to project year-end results. There is no indication that net expenditures will exceed the budget at the end of the year.


## Attachments

Operating Results for the Six Months ending June 30, 2018  
Status of Capital Projects as at June 30, 2018


## Approval



Ian Laing, Fire Chief  
Central York Fire Services



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



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

## Contact

For more information on this report, contact Dawn Schellenberg at 905-953-5300, ext. 2104 or via e-mail at [dschellenberg@newmarket.ca](mailto:dschellenberg@newmarket.ca)

**CENTRAL YORK FIRE SERVICES**  
**OPERATING RESULTS**  
For the Six Months Ending June 30, 2018

OBJECT ACCOUNTS	2017	2018 YTD (June 30, 2018)				2018 FULL YEAR BUDGET	2018 REMAINING BUDGET
	ACTUAL \$	ACTUAL \$	BUDGET \$	VARIANCE favourable/(unfavourable)			
				\$	%	\$	\$
<b>Expenses</b>							
4011 Management Salaries	615,423	315,443	320,919	5,476	1.71%	641,841	326,398
4021 Regular Salaries & Wages	14,709,172	7,471,616	7,636,115	164,499	2.15%	15,272,233	7,800,617
4024 Standby/Callback	12,283	-	-	-	n/a	86,000	86,000
4025 Overtime	170,483	67,815	100,001	32,186	32.19%	200,000	132,185
4026 Lieu Time Paid	721,585	3,823	-	(3,823)	n/a	617,000	613,177
4028 WSIB Reimbursements	(18,778)	(31,854)	-	31,854	n/a	-	31,854
4031 Casual/Seasonal Wage	20,366	1,638	10,000	8,362	83.62%	20,000	18,362
4081 Payroll Allocations	-	-	46,793	46,793	100.00%	93,583	93,583
4109 Direct Payroll Benefits	4,791,494	2,274,760	2,486,025	211,265	8.50%	4,972,051	2,697,291
<b>Sub Total Salaries and Benefits</b>	<b>21,022,028</b>	<b>10,103,242</b>	<b>10,599,853</b>	<b>496,611</b>	<b>4.69%</b>	<b>21,902,708</b>	<b>11,799,466</b>
4216 Stationery & Office Supplies	13,168	5,233	7,500	2,267	30.22%	15,000	9,767
4217 Photocopier Lease & Supplies	4,567	1,403	3,750	2,347	62.58%	7,500	6,097
4219 Emergency Mgmt. Materials	3,956	-	1,999	1,999	100.00%	4,000	4,000
4229 Janitorial Supplies	17,636	14,738	10,001	(4,737)	(47.37%)	20,000	5,262
4231 Machine Oil & Fuel	95,802	64,743	52,500	(12,243)	(23.32%)	105,000	40,257
4261 Uniforms, Clothing	146,735	62,730	69,499	6,769	9.74%	139,000	76,270
4269 Misc.	11,191	6,120	5,501	(619)	(11.25%)	11,000	4,880
4272 Vehicle Repairs & Maintenance	495,840	217,110	196,400	(20,710)	(10.54%)	392,800	175,690
4273 Building Repairs & Maintenance	146,970	68,308	60,000	(8,308)	(13.85%)	120,000	51,692
4278 Equipment Repairs & Maintenance	125,164	50,670	61,751	11,081	17.94%	123,500	72,830
4278 Radio Equipment Maintenance	17,866	-	17,501	17,501	100.00%	35,000	35,000
4299 Capital Acquisitions	61,156	29,859	30,000	141	0.47%	60,000	30,141
4303 Cell Phone	21,206	11,007	12,075	1,068	8.85%	24,150	13,143
4311 Hydro	84,379	45,221	46,249	1,028	2.22%	92,500	47,279
4321 Heat	33,720	22,803	22,500	(303)	(1.35%)	45,000	22,197
4331 Water	17,370	10,626	7,500	(3,126)	(41.68%)	15,000	4,374
4404 Consulting Services	10,840	3,000	30,000	27,000	90.00%	60,000	57,000
4425 Education/Corporate Tuition Assist.	2,459	687	4,249	3,562	83.83%	8,500	7,813
4462 Fire Prevention	29,531	16,968	13,999	(2,969)	(21.21%)	28,000	11,032
4462 Fire Prevention - Public education	-	3,349	4,999	1,650	33.00%	10,000	6,651
4463 Fire Investigation	2,309	771	1,249	478	38.26%	2,500	1,729
4464 Association Allowance	3,000	-	1,500	1,500	100.00%	3,000	3,000
4465 Dispatch Service	450,548	407	-	(407)	n/a	460,000	459,593
4466 Wellness Program	117,025	587	72,499	71,912	99.19%	145,000	144,413
4471 Mileage/Parking/Tolls	1,284	369	1,500	1,131	75.38%	3,000	2,631
4474 Medical oversight	18,784	16,661	7,500	(9,161)	(122.15%)	15,000	(1,661)
4474 Training	100,250	24,871	49,999	25,128	50.26%	100,000	75,129
4478 Conferences & Seminar Fees	28,131	5,119	13,751	8,632	62.77%	27,500	22,381
4511 Street Snowploughing Contract	2,846	2,080	7,000	4,920	70.28%	10,000	7,920
4662 Contingency Account	164,310	33,850	22,500	(11,350)	(50.44%)	45,000	11,150
4667 Property lease	30,000	15,000	15,000	-	0.00%	30,000	15,000
Support cost allocation	911,482	482,254	482,254	(0)	(0.00%)	964,508	482,254
4911 Transfer to Capital	6,600	-	-	-	n/a	-	-
4936 Asset Replacement Fund	850,000	549,800	549,800	0	0.00%	1,099,600	549,800
<b>Total Expenses</b>	<b>25,048,153</b>	<b>11,869,587</b>	<b>12,482,378</b>	<b>612,791</b>	<b>4.91%</b>	<b>26,123,766</b>	<b>14,254,179</b>
<b>Revenues</b>							
7419 - Other Grant		5,153	-	5,153	n/a	-	-
7431 Fire Dept. Recoveries	333,713	150,990	153,586	(2,596)	-1.69%	307,172	156,182
7471 Misc. Charges	10,788	12,248	4,999	7,249	145.01%	10,000	(2,248)
<b>Total Revenues</b>	<b>344,501</b>	<b>168,391</b>	<b>158,585</b>	<b>9,806</b>	<b>6.18%</b>	<b>317,172</b>	<b>153,934</b>
<b>Net Expenditure Before Transfers</b>	<b>24,703,652</b>	<b>11,701,196</b>	<b>12,323,793</b>	<b>622,597</b>	<b>5.05%</b>	<b>25,806,594</b>	<b>14,100,245</b>
<b>Transfers to/(from) Reserve Fund</b>							
4922 Transfer to Reserve Fund	71,715	-	-	-	n/a	-	-
7542 From Reserve Fund	(61,692)	-	-	-	n/a	-	-
<b>Net Expenditure</b>	<b>24,713,675</b>	<b>11,701,196</b>	<b>12,323,793</b>	<b>622,597</b>	<b>5.05%</b>	<b>25,806,594</b>	<b>14,100,245</b>
Newmarket's share(2017-59.40%; 2018- 59.35%)	14,654,876	6,944,660	7,314,171	369,511	5.05%	15,316,214	8,368,495
Aurora's share(2017-40.60%; 2018 - 40.65%)	10,058,799	4,756,536	5,009,622	253,086	5.05%	10,490,380	5,731,750
	<b>24,713,675</b>	<b>11,701,196</b>	<b>12,323,793</b>	<b>622,597</b>	<b>5.05%</b>	<b>25,806,594</b>	<b>14,100,245</b>

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**Central York Fire Services**  
**Status of Capital Projects**  
**As of June 30, 2018**

Capital Project Number	Project	Total Approved Funding	Year of Original Approval	Total Expenditures to June 30, 2018	Current Balance Surplus/ (Deficit)	Proposed Budget Adjustment	Forecasted Spending			Comments
							2018	2019	2020 and later	
2117070	Bunker Gear for New Recruits	16,000	2017	15,482	518		518			Project to be closed.
2117075	Life Cycle Replacement of Bunker Gear	37,178	2017	29,780	7,398		7,398			Project on track; will be closed by year-end.
2116076	Bunker Gear Washer	25,000	2016	-	25,000			25,000		Deferred to 2019
2117073	Fire Truck Replacement - 1999 Freightliner	946,000	2017	-	946,000		946,000			Project on track and expected to be completed by year-end or early 2019.
2115001	Replacement of 1999 Telesquirt	900,000	2015	1,232,044	(332,044)	366,000	33,956			Project on track to be completed by the end of the year.
2116079	Replace Truck 97-02	800,000	2016		800,000		800,000			Project on track and expected to be completed by year-end or early 2019.
2117074	Replacement of Thermal Imaging Cameras	96,000	2017	87,274	8,726	(8,726)				Project to be closed.
2117076	Replacement of Equipment	65,000	2017	46,824	18,176	(4,514)	13,662			Project on track to be closed by year-end.
2117077	Replacement of Mobile Data Terminals, Modems, Antennas	40,000	2017	5,572	34,428		34,428			Project is on track; will be completed by year-end.
2117078	Station 4-5 Construction	2,500,000	2017	-	2,500,000			2,500,000		An additional \$4.8 Million has been requested and approved for the 2019 capital budget, allowing the project to be tendered and awarded.
2116074	Station 4-5 Design & Construction	3,000,000	2016	85,478	2,914,522	687,761	345,000	3,257,283		\$687,761 was transferred from 2116075. The architectural design phase has been completed and the project is being tendered. Aurora is managing the design and construction phases; \$85,478 has been incurred to date.
2118067	Tablets - Suppression and Prevention	19,500	2018	9,793	9,707		9,707			Project on track; will be closed by year-end.
2118068	Replace Protective Equipment	55,000	2018	33,540	21,460		21,460			Project on track; will be closed by year-end.
2118069	Protective Equipment and Uniforms - New Recruits	27,000	2018	20,934	6,066		6,066			Project on track; will be closed by year-end.
2118070	New Vehicle - Prevention	38,500	2018	-	38,500		38,500			Project on track; will be closed by year-end.
2118071	Equipment Replacement	100,000	2018	32,221	67,779		67,779			Project on track; will be closed by year-end.
2118072	New Fire Engine - Stn. 4-5	985,000	2018	-	985,000			985,000		Deferred to 2019
<b>TOTAL</b>		<b>\$ 8,425,178</b>		<b>\$ 1,502,454</b>	<b>\$ 6,922,724</b>	<b>\$ 1,040,521</b>	<b>\$ 2,180,962</b>	<b>\$ 5,782,283</b>	<b>\$ -</b>	





## Fire master plan could bring changes to the Stouffville Fire department

News Aug 14, 2018 by [Simon Martin \(/yorkregion-author/simon-martin/490E70C3-22B7-471B-AA90-70DA0DF6209E/\)](/yorkregion-author/simon-martin/490E70C3-22B7-471B-AA90-70DA0DF6209E/) [✉ \(mailto:smartin@yrmg.com\)](mailto:smartin@yrmg.com) Stouffville Sun-Tribune

A new fire master plan in the town of Whitchurch-Stouffville could bring some major changes to the town's fire department. The town has deferred a decision on the plan until the Aug. 28 council meeting.

As part of the report, the town is considering ending its mutual aid agreement with Central York Fire Services. Fire Chief Richard Renaud told council he was of the belief residents would be better served from the Ballantrae Station.

Members of council, including Ward 1 Coun. Ken Ferdinands, had some concerns, including the fact home insurance could go up for some residents if they were farther away from a fire station.

Central York Fire Services currently services a portion of the western end of the town. The retainer is \$180,000, with an additional \$4,800 per call. The plan said that although Central York provides an added level of response, it would be appropriate to examine if the contract should be cancelled or the terms could be renegotiated to something more reasonable financially. According to the report, the contract is up for renewal and there is a proposed increase to the contract to up it to \$215,000 for the retainer.

Story continues below▼

"The question to be answered here is, does this agreement meet the overall needs of that portion of the community being serviced by CYFD?" the report stated. "If not, does the cost of hiring additional full-time staff present a more efficient and effective long-term alternative for the community?"

The master plan recommends increasing the fire suppression complement at the Ballantrae station over the next five years to achieve 24/7 coverage.

According to the report, the town is experiencing some difficulties with its volunteer base in Ballantrae. Due to the large homes and more senior residents living in the Ballantrae station area, the availability of volunteers is greatly reduced. Backup for the area comes from the Stouffville station, which is a 10 to 15 minute from Stouffville.

The large turnover in the force and decreased availability of volunteers crates a staffing shortage at night in Ballantrae.

In 2016, there were 16 times where volunteers were paged but were unable to leave the Ballantrae station due to the lack of a driver or officer. Response was ultimately provided from Stouffville with a significant delay.

The town had 24 suppression officers in 2008 when the population was 32,000. In 2017, they still had a suppression staff of 24 with a population over 47,000.

Story continues below▼

The town is hiring two new fire staff this year. According to the report, the current challenge at the Ballantrae station is lack of drivers and officers. With the hiring of two new staff, they would be assigned to the Stouffville station night shift, bringing the normal complement up to five.

Once four additional staff are hired, a two-man night crew could be established at the Ballantrae station. According to the report, a two-person night crew at the station is not ideal, but would work temporarily. Ideally, the report recommends hiring six or more staff to provide a full night shift with four per night.

 Show SideBar

by **[Simon Martin](/yorkregion-author/Simon-Martin/490e70c3-22b7-471b-aa90-70da0df6209e/)** (</yorkregion-author/Simon-Martin/490e70c3-22b7-471b-aa90-70da0df6209e/>)

Simon Martin is a reporter for the East Gwillimbury Express, King Connection, Stouffville Sun-Tribune, YorkRegion.com and their sister papers. He can be reached at [smartin@yrmg.com](mailto:smartin@yrmg.com) (<mailto:smartin@yrmg.com>). Follow him on [Twitter](https://twitter.com/simonsscribbles) (<https://twitter.com/simonsscribbles>) and YorkRegion.com on [Facebook](https://www.facebook.com/YRMGNews) (<https://www.facebook.com/YRMGNews>).

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