

Staff Report to Council

Fire & Rescue Services

FILE: 01-0620-03/21

REPORT DATE: November 01, 2021

MEETING DATE: November 22, 2021

TO: Mayor and Council

FROM: Mike Larsson, Director of Fire Services

SUBJECT: 2022 Draft Business Plan - Fire and Rescue Services

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

A. Receive for information the Fire and Rescue Services 2022 Draft Business Plan and Staff Report as presented at the November 22, 2021 meeting of Council; OR

B. Other.

PURPOSE

To present the 2022 Draft Business Plan for Fire and Rescue Services.

☒ Information Report

☐ Decision Report

☐ Direction Report

DISCUSSION

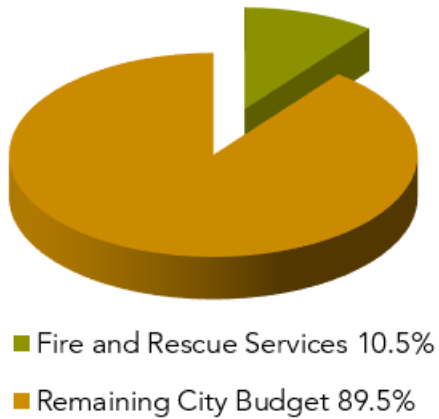
DEPARTMENT OVERVIEW

The Fire and Rescue Service provides incident response at the Full Service Operations Level under the direction of the Fire Chief and acts as a first point of contact with citizens and visitors for many public safety concerns. Fire & Life Safety Education sessions, directed at a wide variety of community demographic and social groups, provide valuable information and exposure to the dangers of fire and other hazards as well as methodologies to prevent or minimize damage and injury. The department's Prevention division regularly ensures safety for public and commercial properties through legislated and comprehensive fire safety inspections.

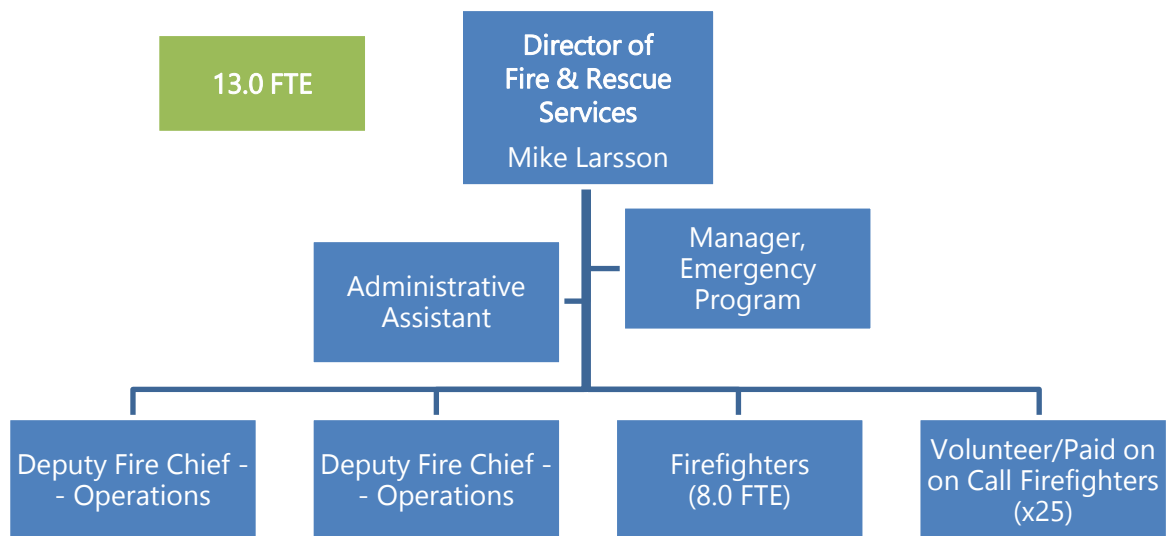
Operating Budget: \$2,780,500

Capital Budget: \$208,000

% Share of overall City Budget:



Staff Complement



Forecasted Position Adjustments

The Emergency Management reporting structure will be changed from the CAO to the Fire Chief in 2022. This aligns with the operational response nature of emergency management and with the strengths of the Fire Chief in this field. The EOC will also be contained within the new fire hall. This position reporting change has been reflected in the Organizational Chart above.

Secondly, fee recovery plan review is expected to be incorporated into existing fire bylaws which may sufficiently fund an Inspector position that will alleviate Chief Officer workload.

Deferred Projects

As a result of priorities that emerged throughout the year the following 2021 Business Plan initiatives were deferred:

- **COMPREHENSIVE REVIEW OF APPLICABLE FIRE BYLAWS.** The department will undertake this review in 2022 at which time fee recovery for plan reviews will be incorporated, as detailed further in the Initiatives section below.
- **STREAMLINE PLAN REVIEW, BUILDING PERMITS AND BUILDING OCCUPANCY INSPECTION PROCESSES.** Increased collaboration between Fire and Building departments is needed to ensure new construction meets the operational needs of the department to limit liabilities. Early stage involvement by Fire will also ensure effective emergency response that meets the Community's needs.
- **PAPERLESS FIRE INSPECTIONS.** Implementation of paperless fire inspections is dependent on the launch of a Mobile Inspection App. Our dispatch software host, Surrey Fire, anticipates that this will be rolled out by Q4 of 2021.

2021 Achievements

- **COMPLETED CONTRACT NEGOTIATIONS WITH I.A.F.F.** Contract negotiations with I.A.F.F. Local 4810 were completed successfully in the Summer of 2021. **Corporate Excellence – Employee Excellence**
- **REPLACED CURRENT VHF RADIO SYSTEM WITH E-COMM RADIOS.** Switching to the E-COMM system has provided a number of important improvements to the department, including enhanced firefighter safety and full interoperability with other emergency agencies. Our mutual aid partner, Maple Ridge, is also transitioning to the E-COMM

radio system in the Fall of 2021. **Transportation and Infrastructure Initiatives – Investments**

- **ACQUIRED NEW PIERCE ENGINE 1.** The department took possession of Engine 1 in the Summer of 2021 and the apparatus went into full service in October 2021.

Transportation and Infrastructure Initiatives – Investments

- **HIRED FOUR NEW CAREER FIRE FIGHTERS.** The department expanded its contingent of career firefighters in 2020 by 4, to bring the total number of career firefighters to eight. This now provides four-person coverage from 6am to 6pm, seven days per week with immediate response to most calls without the need to wait for paid-on-call response, which is typically low during daytime working hours. **Balanced Economic Prosperity – Employment**
- **REPLACEMENT OF DEPUTY CHIEF.** The department welcomed new Deputy Chief Bryan Vinje in August of 2021, in anticipation of Deputy Chief Brad Perrie's retirement at the end of 2021.

Key Challenges for 2022

- **CONTINUED HIGH TURNOVER OF PAID-ON-CALL FIREFIGHTERS.** The department continues to experience a significant turnover of paid-on-call firefighters primarily due to recruitment by career departments within Metro Vancouver. This has resulted in a substantial drop in the average seniority of our POC membership, and with this, a significant loss of valuable experience.
- **COMPLETION OF NEW FIRE HALL.** It is anticipated that construction of the City's new fire hall will be completed in the Fall of 2022. Relocation of the temporary fire department to its new facility will require substantial coordination and planning to ensure a seamless transition while continuing to provide 24/7 emergency service to the Pitt Meadows community.
- **CONTINUED INCREASE IN INSPECTION VOLUME DUE TO COMMUNITY GROWTH.** Several new construction projects have been substantially completed in 2021 alone, including new multi-residential complexes, the CP Maersk warehouse and the third phase of the Golden Ears Business Park. These have significantly added to the inspection workload required of the Deputy Chiefs. While the full time firefighters have undertaken approximately 35% of these inspections, continued community growth at this rate will eventually require additional departmental resources in the form of a full-time inspector/training officer.

Key Initiatives 2022

Strategic Priority	Initiative
Community Spirit and Wellbeing – Health and Safety	TRANSITION FROM FR TO EMR. We were approved to move to EMR but have not implemented this transition at this time due to other higher priorities. EMR is a more advanced level of certification and includes training on pharmacology and patient care. EMR level, once certified, requires less resources for maintenance of licensing which is more cost effective in the long run.
Corporate Excellence - Accountability	DIGITIZING OF TRAINING RECORDS. This will allow for a streamlined approach to the organization of members' training records and quick retrieval of same when required. This also reduces the need for paper record storage in City archives.
Transportation and Infrastructure Initiatives - Investments	COMPLETE BUILD SPECIFICATIONS FOR NEW RESCUE APPARATUS. The build of the Rescue apparatus has been awarded to Commercial Truck; we will work with them to ensure specifications meet the department's needs.
Community Spirit and Wellbeing – Health and Safety	TRAINING OF NEW RECRUIT CLASSES. We are continuing to hire and at this time are in the process of hiring a new community group. We anticipate that we will lose a few members this year due to career hiring by other Metro Vancouver departments. We will look towards hiring future Justice Institute classes in 2022.
Community Spirit and Wellbeing – Health and Safety	COMPLETE UPGRADING PROJECT OF APPARATUS LAPTOPS FROM MOBILE CAD TO MOBILE DATA SOLUTIONS. FDM's Mobile CAD system is now nearing end of life and the department has now started to transition its apparatus laptops to FDM's new Mobile Data Solutions System ("MDS"). The MDS system offers the benefits of having immediate access to critical information when responding to incidents, including GPS routing capabilities and preplan information.
Principled Governance – Fiscal Stewardship and Accountability	INCORPORATE FEE RECOVERY FOR PLAN REVIEWS INTO BYLAW COST RECOVERY CHARGES DURING PERMITTING PROCESS. Currently, no fees are charged to recover the costs associated with fire acceptance reviews of building plans. By incorporating a plan review fee into the existing bylaw fee structure, we can ensure that the charges accurately reflect the current cost of providing such services. In addition, the revenue generated through these fees can be used to fund an additional

	inspector position within the department which will help to alleviate chief officer workload
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1. PROPOSED OPERATING BUDGET

	2021 Adopted Budget	2022 Proposed Budget	Proposed Changes for 2022		2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget	2026 Proposed Budget
Revenue	\$ (95,000)	\$ (92,000)	\$ 3,000	3.2%	\$ (92,000)	\$ (92,000)	\$ (92,000)	\$ (92,000)
Expenses								
Administration & Operation Support	1,601,900	2,129,500	527,600	32.9%	2,235,300	2,310,300	2,365,100	2,421,100
Fire Prevention & Training	13,300	14,100	800	6.0%	14,100	14,100	14,100	14,100
Paid on Call System	538,400	539,100	700	0.1%	555,800	582,800	595,400	608,300
Apparatus & Equipment	175,900	189,800	13,900	7.9%	202,800	209,900	218,200	225,400
	2,329,500	2,872,500	543,000	23.3%	3,008,000	3,117,100	3,192,800	3,268,900
Net Operating Expenses	\$ 2,234,500	\$ 2,780,500	\$ 546,000	24.4%	\$ 2,916,000	\$ 3,025,100	\$ 3,100,800	\$ 3,176,900
Key Budget Changes for 2022:								
Salary and Benefits including Lieutenant Promotions			96,600					
4 Fire Service Technicians Hired Mid-Year 2021			232,100					
E-Comm Fee for Service			187,900					
Supplies, Uniforms, and Tools			9,800					
Equipment and Fleet Operating and Maintenance			5,900					
Equipment Replacement Savings			8,000					
Other			5,700					
Change in Net Operating Expenses			\$ 546,000					

2. PROPOSED CAPITAL BUDGET

Division	Project	2022	2023	2024	2025	2026	Total
DV221 - FIRE							
	090020 - F/F PROTECTIVE CLOTHING/GEAR #16-FS-024	\$ 23,000	\$ 23,000	\$ 23,000	\$ 24,000	\$ 24,000	\$ 117,000
	180032 - REPLACE FORD F350 FIRE #15-FS-019	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
	180034 - FIRE TRAINING GROUND UPGRADE #16-FS-038	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
	180035 - REPLACE WILDLAND FF SKID SQD1 #17-FS-032	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	180036 - REPLACE UTILITY SKID FOR SQD1 #17-FS-033	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	180037 - REPLACE SKID LOAD TROLLEY SQD1 #17-FS-034	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 11,000
	190059 - VEHICLE EXTRACTION & RESCUE EQ #16-FS-026	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ 115,000
	200005 - REP CHIEF '13 EXPLORER #16-FS-028	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000
	990067 - FD-MINOR TOOLS & EQUIPMENT #16-FS-025	\$ 19,000	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 81,000
DV221 - FIRE Total		\$ 208,000	\$ 153,500	\$ 108,500	\$ 64,500	\$ 39,500	\$ 574,000

3. DECISION PACKAGE(S)

None.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS**Written by:**

Mike Larsson
Director of Fire Services

Reviewed by:

Mark Roberts
Chief Administrative Officer

ATTACHMENT(S):

None.