

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
<b>Submitted by:</b>	Ian D. Davey, BBA CPA CA Treasurer / Director of Corporate Services	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	May 9, 2022		
<b>Report No.:</b>	Fire-006-22		
<a href="#">Submit comments to Council</a>			

**Subject/Title: Fire Master Plan and Community Risk Assessment**

## RECOMMENDATION:

THAT Council receive this report for information purposes, and

FURTHER THAT Council award the contract for the preparation of a Fire Master Plan and Community Risk Assessment to the Emergency Management Group (EMG) at a cost of \$66,103.30 including non-refundable HST.

**Programs – The Town of Cobourg provides efficient corporate, community,**

### 1. STRATEGIC PLAN

**business and recreational services for its residents, businesses and visitors.**

### 2. PUBLIC ENGAGEMENT

**The completion of the Fire Master Plan and the Community Risk Assessment will include extensive consultation with key stakeholders including Community members.**

**Online surveys for the firefighters, fire department staff and community members will give all staff and residents of the Town the opportunity to offer their comments without the pressure of a meeting setting.**

### 3. PURPOSE

The purpose of this report is to provide Council and Members of the Public with the results of the Request for Proposal (RFP) which closed March 15, 2021 and provide Council with the staff recommendation for the award of the contract to prepare these reports.

#### **4. ORIGIN AND LEGISLATION**

The Town of Cobourg approved 2022 operating budget contained approval for a special project for the preparation of a Fire Master Plan and a Community Risk Assessment.

The amount of \$75,000 was allocated for this work with 75% of this total being funded from Development Charges.

#### **5. BACKGROUND**

It has been several years since the Fire Master Plan was last updated. This is a critical planning document that will look at all aspects of the fire service including governance, emergency response, training and education, fire prevention, human resources, administration, fire station, apparatus and equipment, maintenance, budgets, and communications.

The intention will be to identify efficiencies and highlight those areas requiring improvements and the resources required to effect those changes.

A Community Risk Assessment (CRA) is a requirement of the Fire Protection and Prevention Act, 1997 and Ontario Regulation 378/18. Under the regulation a CRA must be completed no later than July 1, 2024 and then reviewed on an annual basis thereafter.

The completion of the CRA at this time will allow the Cobourg Fire Service to meet this requirement.

#### **6. ANALYSIS**

The Town of Cobourg received three responses to the RFP issued for this project. Proposals were received from:

Emergency Management Group (EMG) – Barrie, ON

The Loomex Group – Peterborough, ON

Performance Concepts Consulting Inc. – Uxbridge, ON

A staff committee consisting of Fire Captain S. MacDonald, Firefighter J. Briggs, Director of Legislative Services B. Larmer and Director of Corporate Services I. Davey met to review and evaluate the submissions.

The proposals were evaluated based on the following criteria:

- a) Experience, Reputation and Resources – 45%
- b) Quality and Completeness of Proposal – 5%
- c) Workplan and Timelines - 20%
- d) Financial – 30%

Based on the Evaluation Criteria contained within the RFP document, the staff recommendation is to award the contract to the Emergency Management Group who scored well in all four categories.

EMG have extensive experience in the completion of Fire Master Plans for a wide range of municipalities in Ontario and other parts of Canada as well.

The goal of a CRA is to guide the fire department and Council in ensuring that appropriate resources are available to meet the needs of the community and to move forward with a community risk reduction strategy.

Interim Fire Chief E. Beaven performed reference interviews with three municipalities who have had similar projects completed by EMG and received excellent responses.

## **7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS**

The approved 2022 operating budget contains approval for \$75,000 in funding to complete this work.

The EMG proposed fee is in the amount of \$66,103.30, including non-refundable HST which is within the approved funding allocation.

## **8. CONCLUSION**

The staff recommendation is that the contract for the preparation of the Fire Master Plan and Community Risk Assessment be awarded to Emergency Management Group.

## Report Approval Details

Document Title:	Fire Master Plan and Community Risk Assessment - Fire-006-22.docx
Attachments:	
Final Approval Date:	Apr 28, 2022

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Ellard Beaven was completed by workflow administrator Krystal Christopher, Deputy Clerk**

**Ellard Beaven - Apr 28, 2022 - 9:57 AM**

**No Signature - Task assigned to Tracey Vaughan, Chief Administrative Officer was completed by delegate Ian Davey, Treasurer / Director of Corporate Services**

**Tracey Vaughan, Chief Administrative Officer - Apr 28, 2022 - 10:10 AM**