

**REGIONAL DISTRICT OF NANAIMO**

**FIRE SERVICES ADVISORY COMMITTEE**

**WEDNESDAY, APRIL 12, 2017**

**7:00 PM**

***(RDN Board Chambers)***

*This meeting will be recorded*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF THE MINUTES**
- 3-5 **3.1 Fire Services Advisory Committee - January 11, 2017.**

*That the minutes of the Fire Services Advisory Committee meeting held January 11, 2017 be adopted.*
- 4. INVITED PRESENTATION**
  - 4.1 Kathleen Higgins, Norton Rose Fulbright Canada, re: Impact of the New Society Act on Pre-Existing Societies.**
  - 4.2 Kathleen Higgins, Norton Rose Fulbright Canada, re: Privacy Concerns for Societies under Freedom of Information and Protection of Privacy Act.**
- 5. CORRESPONDENCE**
- 6-7 **5.1 Ministry of Transportation and Infrastructure, re: New Tax Credit Supports Search and Rescue and Firefighter Volunteers.**

Distribution:

*B. Veenhof, Chair, A. McPherson, M. Young, B. Rogers, J. Fell, J. Stanhope, Bow Horn Bay Volunteer Fire Department, Coombs-Hilliers Volunteer Fire Department, Dashwood Volunteer Fire Department, Errington Volunteer Fire Department, Extension Volunteer Fire Department, Nanoose Volunteer Fire Department, P. Carlyle, D. Trudeau, W. Idema, D. Pearce, D. Marshall, D. Gardiner, N. Hewitt*

For Information Only:

*H. Houle, B. McKay, B. Bestwick, J. Hong, J. Kipp, W. Pratt, I. Thorpe, B. Yoachim, B. Colclough, M. Lefebvre, T. Westbroek, Cranberry Fire Protection District, Deep Bay Improvement District, North Cedar Improvement District, Mountain Fire Protection District*

**6. REPORTS**

8-10

**6.1 Award of Proposal for Two Single-Axle, Four-Door Fire/Rescue Engines for Errington Volunteer Fire Department.**

*That staff be directed to award the purchase of two single-axle, four-door fire/rescue engines to Hub Fire Engines & Equipment Ltd for the estimated \$1,437,068 quoted price.*

*That staff be directed to release up to \$963,000 from the Errington Fire Service Vehicle and Equipment Reserve Fund for the purchase of two fire/rescue engines.*

*That staff be directed to revise the Errington Fire Service 10-year Financial Plan to ensure adequate capital funding is available for future capital requirements.*

*That the Board approve borrowing of up to \$475,000 for the purchase of two fire/rescue engines under the Municipal Finance Authority short term equipment financing program with a five-year pay back plan.*

**6.2 RDN Fire Department & Improvement District Information (verbal report).**

Handout from Fire & Rescue Service Coordinator.

**7. BUSINESS ARISING FROM DELEGATIONS**

**8. NEW BUSINESS**

**9. IN CAMERA**

*That pursuant to Sections 90 (1) (c) and (g) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to employee relations and legal matters.*

**10. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE FIRE SERVICES ADVISORY COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
WEDNESDAY, JANUARY 11, 2017 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
L. Brown	Bow Horn Bay VFD Director
G. MacIntosh	Bow Horn Bay VFD Deputy Chief
A. Poirier	Coombs-Hilliers VFD Chief
S. Stahley	Coombs-Hilliers VFD Director
D. Neden	Coombs-Hilliers VFD Chair
S. Schmidt	Coombs-Hilliers VFD Director
G. Bing	Errington VFD Director
J. Hamel	Errington VFD Chair
K. Roberts	Errington VFD Director
G. Klemm	Errington VFD A/Deputy Chief
J. Jacobsen	Nanoose Bay Fire Protection Society Director
D. Penny	Nanoose Bay VFD Chief
G. Thompson	Nanoose Bay Fire Protection Society Director
K. Young	Extension VFD Chief
C. Henson	Cranberry VFD Trustee
R. Gueulette	Cranberry VFD Chief
P. Tipping	North Cedar Improvement District Chief
Also in Attendance:	
P. Carlyle	Chief Administrative Officer
D. Trudeau	Gen. Mgr. Transportation & Emergency Planning Services
W. Idema	Director of Finance
D. Pearce	A/ Director, Transportation and Emergency Planning Services
D. Gardiner	Fire Services Coordinator
N. Hewitt	Recording Secretary

**CALL TO ORDER**

The Chairperson called the meeting to order and attendees and roundtable introductions were made.

**MINUTES**

**Minutes of the Fire Services Advisory Committee meeting held Wednesday, July 6, 2016.**

MOVED Director Stanhope, SECONDED Director Young, that the minutes of the Fire Services Advisory Committee meeting held Wednesday, July 6, 2016, be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Jack Crompton, Squamish-Lillooet Regional District, re Volunteer Fire Departments on Private Land.**

MOVED Director Stanhope, SECONDED Director Young, that the correspondence from Jack Crompton, Squamish-Lillooet Regional District, re Volunteer Fire Departments on Private Land be received for information.

CARRIED

**REPORTS**

**Fire Services Workplan for 2017.**

MOVED Director Stanhope, SECONDED Director Rogers, that the Fire Services Workplan for 2017 report be received for information.

CARRIED

**NEW BUSINESS**

**New Society Act Workshop.**

MOVED Director Rogers, SECONDED Director Stanhope, that the Regional District of Nanaimo with the support of the fire services societies, facilitate an expert workshop on both the New Societies Act and the Privacy Acts for the all the societies within 2017.

CARRIED

**NEXT MEETING**

**Fire Services Advisory Committee Meeting.**

The next meeting of the Fire Services Advisory Committee be held on April 12, 2017 at 7 P.M.

CARRIED

**ADJOURNMENT**

MOVED Director Stanhope, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 8:05 PM

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CHAIRPERSON



## Municipal Information Network

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### **British Columbia - New tax credit supports search and rescue and firefighter volunteers**

February 13, 2017

The Province intends to introduce a new tax credit for B.C.'s volunteer firefighters and search and rescue volunteers as part of Balanced Budget 2017, Minister of State for Emergency Preparedness Naomi Yamamoto and Finance Minister Michael de Jong announced on February 11th.

Subject to legislative approval, thousands of volunteers throughout the province may soon be eligible for a \$3,000 non-refundable tax credit, providing a benefit up to \$151.80 each year.

"B.C.'s volunteer firefighters and search and rescue members play a critical role in the safety of British Columbians," said Yamamoto. "These local heroes leave the comfort of home to rush out into often dangerous and unpredictable conditions, in every type of environment, to provide a beacon of hope to both those lost and to the families waiting at home. The tax credit announced today is a small token of thanks for their selfless service, and for the incredible contributions these men and women provide to their communities."

The new tax credit will be available for volunteers who provide at least 200 hours of volunteer service to a volunteer fire department, an eligible search and rescue organization or a combination of both. The credit will be available for the 2017 tax year.

Combined with a similar federal credit, volunteer firefighters and search and rescue volunteers may be eligible for up to \$601.80 in non-refundable credits each year.

"We are fortunate in B.C. to have thousands of skilled and dedicated volunteer firefighters and search and rescue volunteers who risk their lives and contribute their time to keep us safe," said de Jong. "I think I speak on behalf of all British Columbians when I say, we appreciate the work these individuals do, and this tax credit is just one of the small ways we can express our gratitude."

On March 2, 2017, the Province of B.C. along with the British Columbia Search and Rescue Association (BCSARA), Provincial Emergency Program Air (PEP AIR), and Royal Canadian Marine Search and Rescue (RCMSAR) will unveil a memorial for search and rescue volunteers in British Columbia who have lost their lives in the line of duty, and to honour all those that serve. This monument will sit adjacent to the newly unveiled B.C. Emergency Services Garden of Honour, and existing memorials dedicated to British Columbia's fallen Law Enforcement officers, Fire Fighters, and Paramedics.

"Many small communities in B.C. rely heavily on volunteer firefighters and search and rescue groups to provide protection and assistance in times of need," President of the Volunteer Firefighters Association of BC Bob Stevens said. "This proposed tax credit will greatly benefit those many volunteers who give so much time and effort, often with no remuneration. This recognition by the Province is very much appreciated."

"Search and rescue volunteers contribute an incredible amount of time away from their families and workplaces to save the lives of lost or injured people. They also contribute financially, buying personal protection equipment, clothing and ready packs to operate safely in variable terrain and weather," President of the BC Search and Rescue Association Chris Kelly said. "This tax credit will relieve some of the financial burden carried by these volunteers, and shows the commitment the Province of B.C. has to the volunteer search and rescue program and its members."

**Quick Facts:**

- According to the BC Search and Rescue Association, there are 2,500 volunteers in 80 search and rescue groups in B.C.
- These volunteers respond to more than 1,400 incidents each year. In 95% of cases, subjects are found or rescued within the first 24 hours.
- According to the Volunteer Firefighters Association of BC, there are 177 active volunteer fire departments with about 4,500 volunteer firefighters.

**For more information :****Organization:**

British Columbia Government

[www2.gov.bc.ca](http://www2.gov.bc.ca)

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**BACKGROUND**

In late 2016, the Errington Volunteer Fire Department released an RFP for the supply of two single-axle, four-door fire/rescue engines to replace two existing vehicles. The primary purpose of these vehicles is to be first responders and to attend in the event of structural and brush fires. Prior to completing the specifications, the Departments investigated similar vehicles for budget pricing and established a budget of \$1,200,000 to \$1,500,000; depending on the fluctuating Canadian dollar. Because of the specialized requirements needed to carry both medical supplies and firefighting equipment, the key prerequisites were vehicles that had customized cabinetry to hold both types of equipment and to meet the present and future needs of their communities.

Four (4) vendors responded as follows:

<b>Proponent</b>	<b>Price (Net of GST)</b>
Associated Fire Safety Apparatus – For Two (2) Vehicles	\$1,523,592
HUB Fire Engines & Equipment Ltd. - For Two (2) Vehicles	\$1,437,068
Fort Garry Fire Trucks - For Two (2) Vehicles	\$1,407,029
Pierce Fire Apparatus - For Two (2) Vehicles	\$1,278,152

Proposals remain valid for 90 days from February 3, 2017.

The Regional District of Nanaimo (RDN) Fire Coordinator and EVFD formed an evaluation committee of four persons including the Fire Chief, the Errington Society Board and fire department members with experience in truck manufacture and maintenance. The proposals were ranked using a weighted score and criteria that included apparatus construction and design, service and warranty, references and price. Following a lengthy review, the HUB proposal received the overall highest score. Its technical response was superior and had third lowest price. Further, the RDN lawyer has reviewed and confirmed that the contract may be awarded to HUB Fire Engines based on the application of the evaluation criteria disclosed to Proponents in the RFP.

**ALTERNATIVES**

1. That staff be directed to award the supply of two single-axle, four-door fire/rescue engines to Hub Fire Engines & Equipment Ltd. for an estimated price of \$1,437,068 with funds released from the Errington Fire Department’s reserve fund and short-term Municipal Finance Authority borrowing be utilized.
2. That the Board provide alternative direction to staff.

**FINANCIAL IMPLICATIONS**

Alternative 1

The cost of each EVFD vehicle net of the GST rebate and the \$23,800 down payment deposit is \$706,630 (\$1,413,262 total). The following table outlines the funding sources for the truck purchases based on the original budget and the results of the tender.

Errington Fire Services 2017 Fire/ Rescue Engine Purchases Financing	Original Budget	Revised Budget per Tender
Paid from Reserves 2017	\$670,000	\$707,000
Paid from Reserves 2018	\$195,000	\$231,260
Five Year Borrowing	\$475,000	\$475,000
	\$1,340,000	\$1,413,260

As the tender process has resulted in an estimated cost higher than originally anticipated, it will be necessary to utilize an estimated additional \$73,300 from the reserve at this time and to rebuild the reserve over the next few years. Staff are working with Errington Fire Services to revise the 2018 budget, financial plan and long term capital plans to ensure adequate reserve fund transfers for other capital purchases planned over the next 10 years.

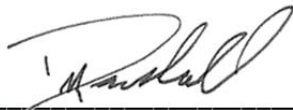
Alternative 2

If the two (2) single-axle, four-door fire/rescue engines are not awarded at this time, staff expect that the supply and manufacture costs will be higher in 2018 and the underwriter could increase insurance rates for residence in the area.

**STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposal and noted the action items reflect the RDN’s Strategic Priorities:

1. *Focus on Relationships*: accomplished through collaboration with the Errington Volunteer Fire Department and RDN Staff RFP processes.
2. *Focus on the Environment*: by requesting a vehicle that maximizes fuel economy, minimize greenhouse gas emissions, reduces hazards, risks and climate change impacts in the region.
3. *Focus on Service and Organizational Excellence*: meeting or exceeding the minimum requirements of Errington Volunteer Fire Departments Fire/Rescue to ensure a safer community.




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Daren Marshall  
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March 17, 2017

Reviewed by:

- D.Pearce, A/Director Transportation and Emergency Services
- W. Idema, Director of Finance
- D. Trudeau, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer