



The Corporation of the Town of Tecumseh

Fire & Rescue Services

To: Mayor and Members of Council

From: Wade Bondy, Director Fire Services & Fire Chief

Date to Council: March 23, 2021

Report Number: FIRE- 2021-02

Subject: Fire Safety Grant Program

Recommendations

It is recommended:

That Fire Services Report No. FIRE-2021-02, “Fire Safety Grant Program”, **be received**;

And that the submission of a Fire Safety Grant application by the Fire Chief for the three items generally outlined in Report No. FIRE-2021-02, for a total value of \$10,300 in eligible project costs, **be approved**;

And further that the Mayor and Clerk **be authorized** to execute the project level transfer payment agreement(s) with the Provincial government upon successful project award, if required.

Background

On March 11, 2021, the Government of Ontario announced a one-time \$5 million grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Administration has received notification from the Fire Marshall of Ontario that Tecumseh is eligible to receive up to \$10,300 as part of this grant funding. Allocation of the funds is calculated on a base amount of \$4,500 with additional funds provided based on the population of the municipality.

Funding is intended to provide support for fire departments in both training of staff and in code compliance and inspections. Eligible costs under this funding include registration, administrative programming, technology upgrades, and associated costs for attending and providing training to firefighters as well as technology, capitals costs and training to provide code compliance inspections.

Applications for funding were required to be submitted by a representative of the Municipality and received by the Fire Marshall of Ontario by Friday, March 19, 2021. The Fire Marshall included in his notice of Tecumseh's available allotment that the Fire Chief can accept the grant in principal by the deadline, pending formal approval by Council.

Funds under this grant must be spent by August 1, 2021, with a report back to the Fire Marshall by September 1, 2021 outlining how the grant was utilized at the department level.

Comments

The Fire Chief completed the grant application listing the items below as recommended for the use of grant funds, and submitted the application to the Fire Marshall March 17, 2021, noting that the application was subject to Council approval.

Based on the requirements of the grant, the grant funds are recommended for the following:

- Purchase of training software system to allow for online in-house training
- Purchase of fire management software to replace the existing system
- Purchase of a new digital camera for the Fire Prevention Officer to use during inspections.

Costs associated with these items are outlined in the Financial Implications of this report.

Training Software:

The purchase of a training software system would allow better access to training while maintaining physical separation of fire staff. The system would allow Fire Services to provide the knowledge based training online, in conjunction with practical training where required.

The software being recommended includes a large library of training lesson plans, video demonstrations, and tests that cover all topics in fire and safety related training. The system would allow lesson plans to be tailored to the department's needs and saved for future use.

The software would also maintain training records for all staff.

Purchase and implementation of the software would be done in coordination with the Information & Communications Department (ICS) to ensure integration with other Town systems and hardware and in accordance with the Town's Purchasing By-law.

Fire Management Software:

The current fire management software used by Fire Services is limited in that the system relies on paper based records and reports and does not offer mobile options for users to complete incident or inspection reports in the field or attach photographs or other documents to those reports.

The recommended software system is cloud based, offering mobile options that can be accessed from any location, thus increasing efficiency for code compliance, as well as

inspections completed by the Fire Prevention Officer, making it eligible for the grant funding.

The system also includes other modules that allow electronic completion of incident reports, equipment checks, maintenance reports, equipment inventory control, and payroll tracking in addition to providing access to site specific information required by firefighters responding to requests for service such as pre-plan and hazard information.

Purchase and implementation of the software would be done in coordination with the ICS, Finance and Corporate Services Departments to ensure integration with other Town systems and hardware and in accordance with the Town's Purchasing By-law.

Digital Camera:

The Fire Prevention Officer is required to adequately document items inspected during code compliance inspections and investigations. A good quality digital camera is a key piece of equipment that assists with collection and documentation of inspections completed and evidence discovered during investigations.

Photographs would be attached to reports in the proposed software system for easy retrieval and reference in the future if required.

Consultations

Fire & Emergency Services
Information & Communication Services
Corporate Services & Clerk
Financial Services

Financial Implications

As the eligible costs of these projects are fully funded by the Provincial government, there is no requirement for top-up funding by the Town.

Based on quotes received, the costs for the three items recommended to be purchased with the grant funding are as follows:

Training Software - \$5,950 including non- rebateable HST

Fire Management Software - \$3,460 including non-rebateable HST

Digital Camera - \$890 including non-rebateable HST

With respect to the training software, the above cost is an annual cost based on the number of users in the system, currently quoted for the entire Fire Services Department staff. An amount of \$7,900 was included in the 2021 ICS Operating budget for a training software system for Fire Services. There is no term contract for this software, which could be cancelled at any time should it not be funded in future years or prove to be financially prohibitive relative to other available options.

With respect to the Fire Management Software, the software annual costs going forward would be \$2,400. The existing management software has an annual cost of \$2,100, included in the approved ICS budget.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Wade Bondy
Director Fire Services & Fire Chief, C.E.M.C.

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Shaun Fuerth, BCS
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Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer