



Town of Tecumseh
917 Lesperance Road
Tecumseh, Ontario
N8N 1W9

August 7, 2019 – Rev. 2

Attention: Margaret Misek-Evans, RPP, MCIP – Chief Administrative Officer

Proposal to Utilize the Town of Tecumseh Fire Department Facilities for Confined Space Rescue Training

Dear Ms. Misek-Evans

We thank you for the opportunity and are pleased to submit our proposal to rent the Town of Tecumseh Fire Department's Confined Space training facilities to support Confined Space Rescue Training for local Fire Departments and private / public organizations within our geographical area, including but not necessarily limited to Windsor-Essex and Chatham-Kent Counties.

Please note that this proposal is unsolicited by the Municipality of the Town of Tecumseh and has been prepared as a result of discussions initiated by Majors McGuire Inc. (hereafter referred to as "MMI") with the Town of Tecumseh Fire Department to explore the opportunity of providing Confined Space Rescue training to the organizations noted above.

Our proposal includes the following;

Facility and Equipment

- Rental of the Town of Tecumseh Fire Department Confined Space training facility and training room.
- MMI shall coordinate the provision of training program equipment and materials with Tecumseh Fire Department, including but not limited to;
 - Laptop containing Microsoft PowerPoint Training Programs and cables to connect to TV for presentation – provided by MMI.
 - Projector and screen, if necessary, to display the Training Program if the TV is not available – provided by MMI.
 - Equipment necessary for Confined Space Rescue, including harnesses, SCBA, respirators, gas monitoring, SKED, tripods, Rescuer Personal Kit, ropes, pulleys, carabiners, backboard, Stokes Basket & Bridle, First Aid Kits –provided by MMI for typical rescue scenarios. Specialized or unusual situations may involve discussions in advance with Tecumseh Fire Department and agreement of any associated costs for specialized equipment needs.
- Coordination of the use of the Confined Space and timing of the scheduling of training shall be coordinated with the Town of Tecumseh Fire Department directly.
- Timing of training shall be dependent upon Clients' requests for Confined Space Rescue Training.
- Timing of training shall be coordinated such that it shall not impact the day-to-day operations and needs of the Fire Department.

Cont'd on next page...



- Rental cost of the Confined Space Facility and training room shall be in accordance with the Town of Tecumseh current rates.
- The requirement for Town / Fire Department staff to be present prior to, during and after scheduled training sessions shall be dependent upon the following criteria;
 - The Town of Tecumseh Municipal / legal requirements for rental of Municipal property.
 - Tecumseh Fire Department requirements for accommodating visitors on site, e.g. visitor sign-in and sign-out procedures, codes of conduct whilst on Fire Department premises, other protocols.
 - Coordination of access to the training room and Confined Space facility prior to commencement of training to allow MMI trainer to set up and prepare for the training program delivery.
 - Identifying areas of restricted access and non-authorized personnel during training, as well as smoking areas for participants if applicable or implementation of no smoking policy while on Tecumseh Fire Department premises.
 - Requirements for securing the facility upon completion of the training and MMI personnel leaving the facility.

Training Programs

The Confined Space Rescue Training Program is structured over a 4-day period targeting Fire Departments and other public / private organizations and consists of the following modules;

- **Online Supervision Training** – Mandatory participation and evidence of successful completion to be provided to MMI in advance of participating in Confined Space Rescue
- **Standard First Aid / Level C CPR (SFA / C) – 2-day training program.** Participants able to provide MMI with proof of current SFA / C training with an approved training provider may be excused from participating in this.
- **Fall Arrest Toolbox Talk / Lock Out – Tag Out (LOTO) toolbox Talk / Respirator Training and Fit-Testing** – ½-day training - Mandatory participation regardless of prior or current evidence of training.
- **Confined Space Entry and Awareness Training** – ½-day training - Mandatory participation regardless of prior or current evidence of training.
- **Confined Space Rescue Training** – 1-day training.

Special Notes & Exclusions:

- This proposal and the content therein remain the property of Majors McGuire Inc. and may not be copied or distributed to any third party without prior written consent from MMI.
- MMI Training programs are developed in conjunction with the requirements of the Occupational Health & Safety Act, applicable Ministry of Labour Regulations, CSA Standards, NFPA Standards and industry best practices.
- MMI is a CPO-Approved Training Provider for Working At Heights, approved by TSSA for propane construction heater CH-02 training up to 400,000 BTU and our Transportation of Dangerous Goods (TDG) training program meets WSIB requirements.

Cont'd on next page....



- MMI operates a comprehensive Quality Assurance / Continuous Improvement Program series of protocols to ensure that all training programs, materials, equipment, information and instructions are in full compliance with current legislated requirements and the requirements of authorities having jurisdiction and reviewed and updated on a regular basis to ensure all information is up to date.
- The above QA / CIP program is led by a CRSP (Canadian Registered Safety Professional) team member, who is also a member of the Canadian Society of Safety Engineering.
- This proposal does not include the costs associated with the training programs identified, which will be quoted separately.
- This proposal does not identify costs associated with general and specific liability insurances. Discussions are ongoing with the relevant parties; however, we confirm that MMI can provide General Liability insurance coverage of \$5M, with the Town of Tecumseh noted as additional named insured.
- Minimum participant group size is 8, maximum is 24.
- For participant groups containing 8-12 participants, Majors McGuire Inc. shall provide one (1) trainer.
- For participant groups containing 13-24 participants, Majors McGuire Inc. shall provide two (2) trainers.
- Participant group size : trainer ratio is based upon guidelines from the Ontario Ministry of Labour.

Should you have any questions or require further clarification on any aspect of this proposal, please do not hesitate to contact the undersigned.

Sincerely,

Tim Pelling
Operations Manager
E-mail: tpelling@majorsmcguire.com
Ph: (519) 944-9999
Cell: (226) 350-7412