

**AMENDED AGENDA**  
SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE,  
411 DUNSMUIR STREET, NANAIMO, BC  
THURSDAY, 2014-JAN-30, AT 9:00 A.M.

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1. **CALL THE SPECIAL COMMITTEE OF THE WHOLE MEETING TO ORDER:**
  
2. **INTRODUCTION OF LATE ITEMS:**
  - Item 4 (b) – replace Special Committee of the Whole Financial Review meeting schedule.
  
3. **ADOPTION OF AGENDA:**
  
4. **PRESENTATIONS:**
  - (a) Mr. Tom Hickey, General Manager, Community Services, to provide a presentation regarding the 2014-2018 Financial Plan for Social & Protective Services – Nanaimo Fire Rescue and Emergency Services. Council discussion regarding the Financial Plan to follow the presentation. *Pg. 3-15*
  
  - (b) Mr. Brian Clemens, Director of Finance, to provide an update to the Special Committee of the Whole Financial Plan Review meeting schedule. *Pg. 16*
  
  - (c) Mr. Ian Howat, General Manager of Corporate Services and Mr. Brian Clemens, Director of Finance to discuss the process for adding Council initiatives to the Financial Plan Review.
  
5. **CORPORATE SERVICES:**
  - (a) **2014 Projects – Early Approval - Crane Truck Replacement**

*Purpose: To provide Council with additional information regarding the replacement of the crane truck and approval for that purchase prior to completion of the current 2014 – 2018 Financial Plan review process.*

Staff Recommendation: That Council approve the replacement of the Public Works crane truck. *Pg. 17-18*
  
6. **QUESTION PERIOD:** *(Agenda Items Only)*

7. **RECESS MEETING:**

Recommendation: That Council recess the Special Committee of the Whole Meeting with the intention to reconvene in 5 minutes.

8. **RECONVENE SPECIAL COMMITTEE OF THE WHOLE:**

Recommendation: That Council reconvene the Special Committee of the Whole Meeting.

9. **PROCEDURAL MOTION:**

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

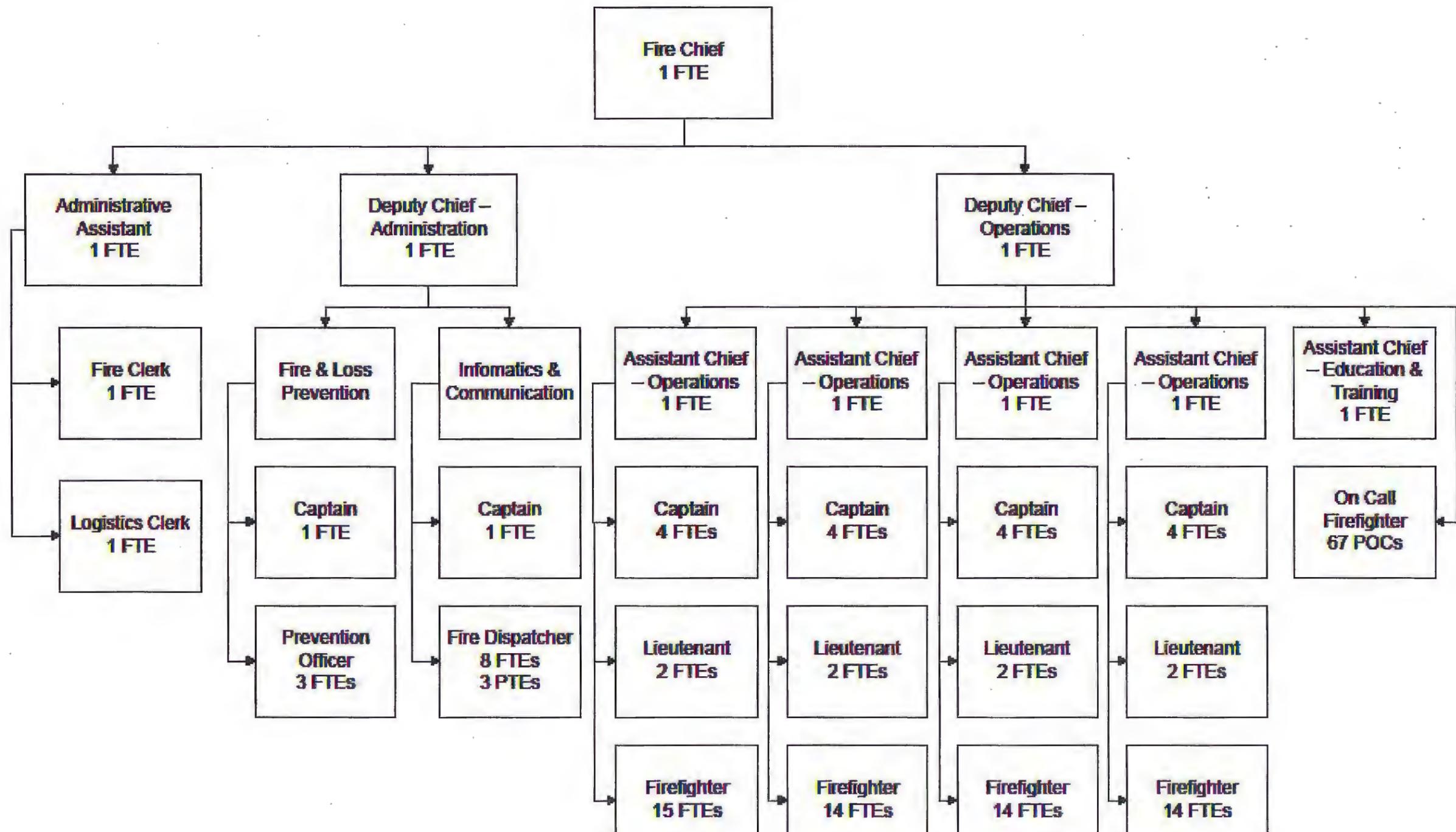
10. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR KIPP  
2014-JAN-20 TO 2014-MAR-09



**COUNCIL BUDGET REVIEW  
SOCIAL & PROTECTIVE SERVICES  
NANAIMO FIRE RESCUE  
January 30, 2014**

Council  
 Committee... of the whole (Special)  
 Open Meeting  
 In-Camera Meeting  
Meeting Date: 2014 Jan. 30



## Social & Protective Services - Nanaimo Fire Rescue- Current Level of Service 2014 - 2018 Financial Plan Review

### Financial and Operational Planning includes:

- Annual operating and maintenance activities to provide current service levels
- Identify specific projects, supported by a long range asset management plan, for renewal of current facilities. Renewal projects focus on replacing major components of each facility.
- Identify specific projects for upgrades to current facilities.

### Significant Events

In 2005 a Standard of Response Coverage Study was completed. In order for Nanaimo Fire Rescue to meet its response time objectives the study recommended the addition of Fire Station #4, which opened in 2008, and the construction of a Hammond Bay station (Fire Station #6) which is included as part of our service level changes/project plan. In 2013 staff also presented a Fire Rescue Integrated Risk Management Model Synopsis as a Fire Plan update to continuously build a safer community through targeted risk reduction and improve response performance. This model is still under discussion.

In December 2013 the IAFF and the City signed a new collective agreement covering April 10, 2010 to December 31, 2011

In 2013 Nanaimo Fire Rescue completed a "pilot" home inspection program to ensure residences had a functional smoke alarm with the goal of eliminating fire deaths. Educating the public on life safety initiatives, like the home safe program, will expand through collaborative dialogue with Management and the Union.

LiveMUM (Move Up Module) software was recently purchased and should be operational in 2014. This software works in combination with AVL (automatic vehicle locator) to enable the staff to indentify where vehicles are and when to relocate them should another vehicle be tied up at another incident. This technology will assist in improving response performance.

In November 2013 Nanaimo Fire Rescue and the Vancouver Island Emergency Response Academy received approval from the British Columbia Emergency Health Services and the British Columbia Emergency Medical Assistance Licensing Board to implement a new First Responder Curriculum. With approx. 70 % of calls medical in nature, the development of this new curriculum is key to providing the best possible service to the public. It will eliminate the disparity between First Responders and Paramedics training and provide for seamless pre-hospital care for patients.

Introduction of the BC Paramedics "Treatment Guidelines". These guidelines are evidence-based and are considered to be best practices for patient care. The new First Responder Curriculum will educate First Responders in these new practices.

### Current Level of Service

Nanaimo Fire Rescue provides 24/7 service to the City 365 days of the year through five fire stations with 81 FTE's in operations and 67 on-call firefighters. Four stations are staffed by career firefighters and on-call firefighters. One station, located on Protection Island, is an on-call station. During 2013 Fire Rescue responded to 6,914 incidents and performed 2,657 inspections.

Nanaimo Fire Rescue responds to fires, medical incidents, rescue situations, natural disasters and provides specialized services such as hazmat and technical rescue.

The Level of Service provided by Nanaimo Fire Rescue can also be defined by response performance represented by the percentile of the first unit on scene of emergencies within 6 minutes, 90% of the time. This includes targets of 60 seconds for dispatch, 60 seconds for turnout, and 4 minutes for travelling to the emergency. In 2013, the actual performance was:

<b>First unit arrival within 6 minutes</b>	<b>80.63%</b>
Dispatch time within 60 sec.	91.91%
Turnout within 60 sec.	72.23%
Travel time within 240 sec.	72.32%
<b>Initial alarm assignment arrival within 10 minutes</b>	<b>98.40%</b>

Nanaimo Fire Rescue operates FireComm; a 'secondary service answer point' as it receives both emergency and non-emergency calls from the 911 operators at the RCMP as well as from BC Ambulance service in Victoria. FireComm is a fire dispatch and communication centre that dispatches 27 fire departments within the Central Island region. The Central Island Partnership consists of the City of Nanaimo (45%), Cowichan Valley Regional District (45%) and Regional District of Nanaimo (10%). It has state of the art equipment and a radio infrastructure to provide communications. Approximately 50% of the calls received are for the City of Nanaimo.

Nanaimo Fire Rescue also uses advanced technology to provide responding firefighters with detailed response information. Fire engines have an on-board computer that are updated in real time from the computer-aided dispatch system at FireComm. The information includes street network maps and pre-incident plans of major risk buildings.

**Social & Protective Services - Nanaimo Fire Rescue- Current Level of Service  
2014 - 2018 Financial Plan Review**

**Continuous Improvement Changes**

Nanaimo Fire Rescue staff have been working diligently to improve response performance through an array of methods. The 6 minute percentile has largely improved through turnout time of members. Dispatch and travel time has remained relatively constant. The following table outlines turnout time performance over the last 6 years

Measure	2013	2012	2011	2010	2009	2008	2007
Turnout within 60 seconds	72.23%	59.30%	53.52%	41.31%	32.62%	32.30%	17.55%
Turnout within 80 seconds	69.02%	60.80%	53.13%				

Nanaimo Fire Rescue operates the Vancouver Island Emergency Responses Academy (VIERA) and markets accredited fire service courses to numerous other departments. With the development of a new Medical First Responder manual and curriculum, coupled with recent shift to sole ownership, it is anticipated that revenues will significantly increase in 2014 and future.

**Annual Operating Programs Include:**

**Training:**

- Nanaimo Fire Rescue manages an array of Firefighter and Fire Officers courses to develop and maintain the skills, knowledge and abilities of all members.
- The City owns and maintains a Fire Training Centre for skill maintenance including, but not limited to, live fire training, auto-ex training and high angle rescue training. The centre also generates revenue through rental to a private organization who provides training for various fire response organizations
- Operate the Vancouver Island Emergency Responses Academy to provide high quality, current and relevant training and certification that meets or exceeds the standards set by the National Fire Protection Association

**Prevention:**

- Reviewing of development plans before permits are issued to ensure that all fire and life safety issues are appropriately addressed
- Business inspections for life/safety issues
  - Annual inspection of large commercial kitchens or ones with multiple complicated components
  - Inspection of any new suppression system installed in a commercial kitchen
  - Life safety inspection of new businesses
- Code enforcement to ensure premises do not pose an increase risk of fire, explosions, endanger life and property

**Public Education:**

- Fire prevention week which focuses on a different fire prevention theme each year. For 2013 the focus was kitchen fire prevention.
- On-going campaigns to empower the public to prevent home fires and protect their families through appropriate planning, tools and education
- Nanaimo Fire Rescue Child Passenger Safety Program provides education clinics at various locations and time throughout the City on the proper installation of children's car seats
- Basic fire safety and fire extinguisher use training courses are offered. During 2013 60 people completed the training.
- Tours of fire stations and their operations for kids to educate them on fire safety

**Maintenance:**

- Repair and maintenance of 2,950 fire hydrants by contractor. Fire hydrants are serviced annually as well as after each use.
- Repair and maintenance of the fire fleet including trucks, cars, boat, trailers and 16 pieces of fire apparatus ranging from pumper trucks to a emergency mobile bus.

**On-Call:**

- Approx. 67 on-call firefighters support Nanaimo Fire Rescue
- Annual operating grants are paid to six on-call groups: Protection Island Volunteer, Hammond Bay Volunteer, Chase River Volunteer, Harewood Volunteer and Northfield Volunteer (2014 budget - \$17,500 total)

Social & Protective Services - Nanaimo Fire Rescue - Annual Operating and Maintenance

2014 - 2018 Financial Plan Review

Annual Operating and Maintenance Budget

Annual operating and maintenance budgets include:

- Staffing
- Contracted Services (e.g. hydrant maintenance, fleet repairs - heavy duty, instructors)
- Fire fleet

Indirect costs that are incurred to support the Fire operations such as payroll, accounts payable, human resources and senior management resources are not included in Fire operations actuals/budget.

Notes:

Wages and benefits:

2011 and 2012 actuals include an estimate re IAFF contract increase

2013 Budget includes an estimate re IAFF contract increase (2010, 2011, 2012 and 2013)

2014 Budget includes an estimate re IAFF contract increase (2010, 2011, 2012, 2013 and 2014) - see note below re inflationary increase for 2014

2014 Draft Budget includes IAFF contract increase (2010, 2011, 2012 and 2013 only) - this provides wage expense at 'estimated' 2013 level

Wages and benefits actuals and budgets include individual IAFF members increment level increases

IAFF contract expired December 31 2011, CUPE contract expires December 31 2013

2013 - 2017 Financial Plan includes inflationary increases for years 2 to 5 (2% increase for wages and benefits)

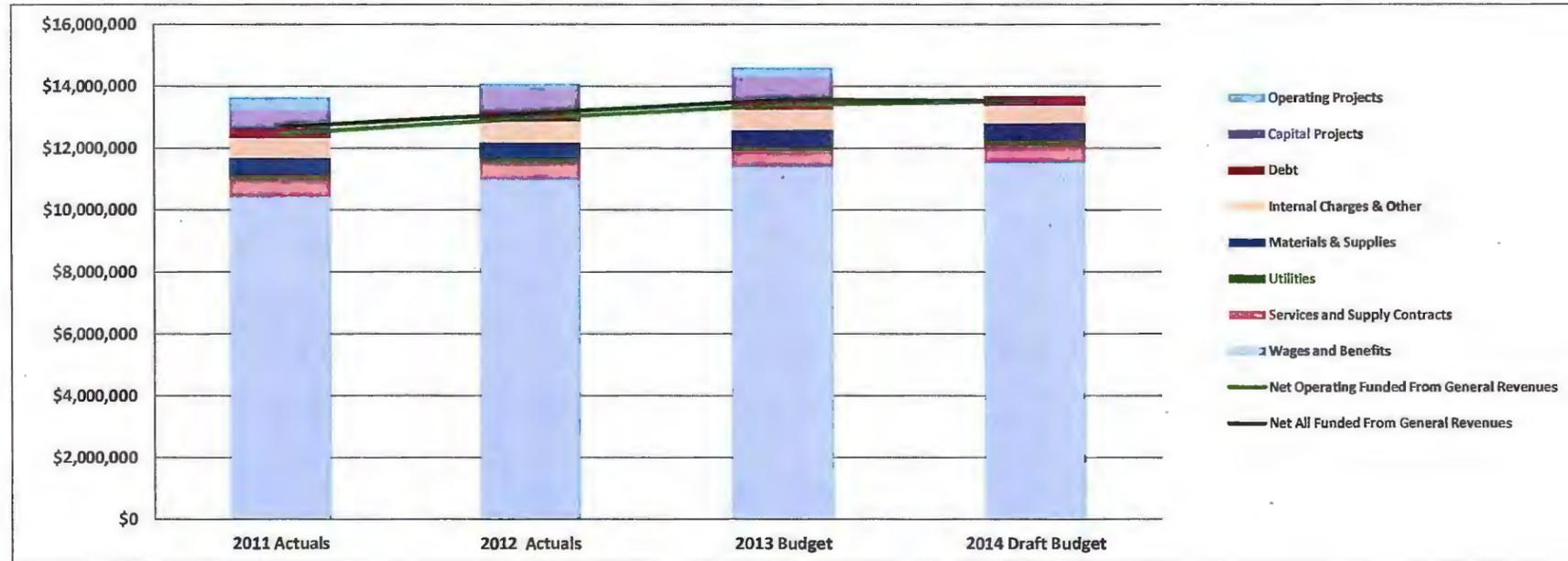
2014 Draft Budget does not include an increase for wages and benefits, a contingency is used for wages increases

Nanaimo Fire Rescue	2013 - 2017 Financial Plan				
	2011 Actuals	2012 Actuals	2013 Budget	2014 Budget	2014 Draft Budget
<b>see below for restated wages and benefits</b>					
Fire Protection Contracts	79,635	84,173	84,173	85,015	84,173
Recoveries	39,541	45,696	50,950	51,930	36,200
Fines	5,910	17,180	10,000	10,100	10,000
City Property Rentals	20,200	18,400	20,000	20,200	20,000
Other Revenue	24,858	36,836	13,800	13,938	13,300
<b>Total Operating Revenues</b>	<b>170,145</b>	<b>202,285</b>	<b>178,923</b>	<b>181,182</b>	<b>163,673</b>
Wages and Benefits	10,440,977	11,006,077	11,420,982	11,631,413	11,553,253
Services and Supply Contracts	540,268	511,168	459,750	468,725	502,981
Utilities	126,875	130,308	130,800	133,416	153,000
Materials & Supplies	573,182	526,585	570,920	582,308	581,775
Internal Charges & Other	644,169	680,611	663,461	676,722	585,978
<b>Total Operating and Maintenance Expenditures</b>	<b>12,325,472</b>	<b>12,854,749</b>	<b>13,245,913</b>	<b>13,492,585</b>	<b>13,376,987</b>
<b>Net Excluding Debt</b>	<b>12,155,327</b>	<b>12,652,464</b>	<b>13,066,990</b>	<b>13,311,402</b>	<b>13,213,314</b>
Debt	306,121	306,097	306,075	315,544	306,051
<b>Net Operating Funded from General Revenue</b>	<b>12,461,448</b>	<b>12,958,561</b>	<b>13,373,065</b>	<b>13,626,946</b>	<b>13,519,365</b>
Transfers from Reserves	781,075	773,498	862,829	762,000	
Other Project Funding	13,691	-	-	2,400,000	
<b>Total Project Funding</b>	<b>794,766</b>	<b>773,498</b>	<b>862,829</b>	<b>3,162,000</b>	<b>-</b>
Capital	582,684	773,498	743,829	3,147,000	
Operating	432,866	152,891	302,615	181,400	
<b>Total Project Expenditures</b>	<b>1,015,550</b>	<b>926,389</b>	<b>1,046,444</b>	<b>3,328,400</b>	<b>-</b>
<b>Net - Funded from General Revenues</b>	<b>12,682,232</b>	<b>13,111,452</b>	<b>13,556,680</b>	<b>13,793,346</b>	<b>13,519,365</b>
<b>Funded from General Revenues</b>	<b>93%</b>	<b>93%</b>	<b>93%</b>	<b>80%</b>	<b>99%</b>
<b>Cost per Capita \$</b>	<b>145.84</b>	<b>149.82</b>	<b>152.73</b>	<b>153.22</b>	<b>150.18</b>
<b>Budgeted FTEs</b>			<b>96.8</b>		

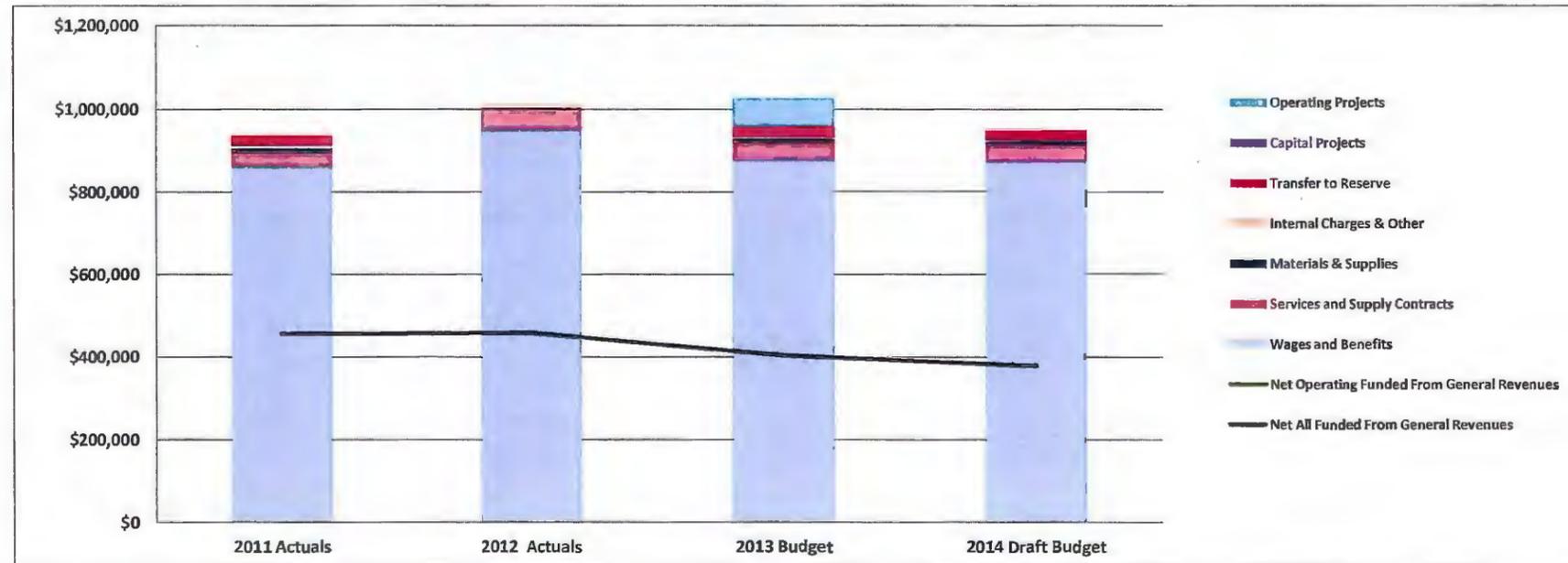
Social & Protective Services - Nanaimo Fire Rescue - Annual Operating and Maintenance  
2014 - 2018 Financial Plan Review

911 - Fire (FireComm)	2013 - 2017 Financial Plan				
	2011 Actuals	2012 Actuals	2013 Budget	2014 Budget	2014 Draft Budget
Recoveries	480,124	551,576	553,103	564,165	571,060
<b>Total Operating Revenues</b>	<b>480,124</b>	<b>551,576</b>	<b>553,103</b>	<b>564,165</b>	<b>571,060</b>
Wages and Benefits	859,971	949,407	876,457	893,986	873,140
Services and Supply Contracts	31,348	48,121	39,775	40,571	36,352
Materials & Supplies	13,805	6,393	11,600	11,832	12,280
Internal Charges & Other	5,700	5,700	3,420	3,420	2,880
<b>Total Operating and Maintenance Expenditures</b>	<b>910,824</b>	<b>1,009,621</b>	<b>931,252</b>	<b>949,809</b>	<b>924,652</b>
Next Excluding Transfer to Reserve	430,699	458,045	378,149	385,644	353,592
Transfer to Reserve	25,000	-	25,000	25,500	25,000
<b>Net Operating Funded from General Revenue</b>	<b>455,699</b>	<b>458,045</b>	<b>403,149</b>	<b>411,144</b>	<b>378,592</b>
Transfers from Reserves	-	-	70,200	55,000	-
Other Project Funding	-	-	-	-	-
<b>Total Project Funding</b>	<b>-</b>	<b>-</b>	<b>70,200</b>	<b>55,000</b>	<b>-</b>
Capital	-	-	-	-	-
Operating	-	-	70,200	55,000	-
<b>Total Project Expenditures</b>	<b>-</b>	<b>-</b>	<b>70,200</b>	<b>55,000</b>	<b>-</b>
<b>Net - Funded from General Revenues</b>	<b>455,699</b>	<b>458,045</b>	<b>403,149</b>	<b>411,144</b>	<b>378,592</b>
<b>Funded from General Revenues</b>	<b>49%</b>	<b>45%</b>	<b>39%</b>	<b>40%</b>	<b>40%</b>
<b>Cost per Capita \$</b>	<b>5.24 \$</b>	<b>5.23 \$</b>	<b>4.54 \$</b>	<b>4.57 \$</b>	<b>4.21</b>
<b>Budgeted FTEs</b>			<b>9.7</b>		

Expenditure Analysis - Nanaimo Fire Rescue



Expenditure Analysis - 911 Fire (FireComm)



Social & Protective Services - Nanaimo Fire Rescue - Service Level Changes and Projects  
2014 - 2018 Financial Plan Review

Notes:

- 1) Projects are for expenditures that do not occur every year or vary from year to year.
- 2) Most projects are related to asset management of current facilities.
- 3) Projects are either classified as operating or capital to comply with accounting standards. Larger cost projects are classified as capital.
- 4) Projects can be funded from DCC's, other reserves, grants and general taxation funding.

Asset Renewal Projects	New Assets Projects	Asset Upgrade Projects	Strategic Initiatives
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Description	2014		2015	2016	2017	2018	Future Years
	\$	% - 1% taxation					
<b>Service Level Changes</b>							
<b>New Fire Station - Hammond Bay Road</b>							
Facility construction	2,400,000	2.7%					
Type 1 Engine			660,000				
<b>Annual Operational Cost Increases:</b>							
<b>Staffing (2011 IAFF Rates)</b>							
10 additional firefighters, June 1			327,488	663,425	764,242	864,975	
10 additional firefighters, start June 1				327,488	663,425	764,242	
<b>Initial gear</b>			50,000	50,000			
<b>Increased operating costs - fire equipment, bldgs, training</b>			59,500	59,500	59,500	59,500	
			436,988	1,100,413	1,487,167	1,688,717	
<b>Fire Pump Installation in Nanaimo Port Authority Boat (Osprey)</b>	80,000	0.1%					
<b>Fire Headquarters</b>							
P-3422 Fire Headquarters - Seismic Upgrade	455,000	0.5%					
<b>Fire Station #1</b>							
Millwork Kitchen			15,000				
Roof Replacement			220,000				
Plumbing					67,000		
P-3424 Boiler Replacement	100,000	0.1%					
<b>Fire Station #2</b>							
30017 Fire Station #2 - Painting	21,000	0.0%					
Fire Station #2 - New Compressor	25,500	0.0%					
<b>Fire Station #3</b>							
Fire Station #3 - Paint Truck Bay	14,200	0.0%					
<b>Fire Station #4</b>							
Fire Station #4 - Air Conditioners	25,000	0.0%					
Fire Station #4 - Seal Exterior Beams and Paint Exterior	16,000	0.0%					
30016 Fire Training Centre Misc Projects	25,000	0.0%	25,000	25,000	25,000	25,000	
P-3407 Fire Fleet Replacement	692,000	0.8%	50,000	115,000	30,000	650,000	
30035 Fire Fleet - Apparatus Refit						100,000	
30001 Firefighting Equipment	31,500	0.0%	31,500	31,500	25,000	31,500	
30002 Fire Technology Program	81,000	0.1%	17,000	17,000	17,000	24,000	
30004 Intersection Controllers	12,000	0.0%	12,000	12,000	12,000	12,000	
30005 Furniture and Equipment	10,000	0.0%	17,500	17,500	17,500	17,500	
30006 Recruitment Expenses	5,000	0.0%	5,000	5,000	5,000	5,000	
<b>911 Projects</b>							
30014 911 Call Taking OCC Upgrade	15,000	0.0%					
30015 911 Misc Projects	40,000	0.0%	57,500	60,000	62,500		
<b>Total Expenditures</b>	<b>4,048,200</b>	<b>4.6%</b>	<b>1,547,488</b>	<b>1,383,413</b>	<b>1,748,167</b>	<b>2,553,717</b>	



**COUNCIL BUDGET REVIEW  
SOCIAL & PROTECTIVE SERVICES  
EMERGENCY SERVICES  
January 30, 2014**

**General Manager  
Community Services**



**Director  
Social & Protective  
Services**



**Emergency Program  
Manager  
1 FTE**

## Social & Protective Services - Emergency Services - Current Level of Service

### 2014 - 2018 Financial Plan Review

#### Financial and Operational Planning includes:

- Annual operating and maintenance activities to provide current service levels
- Identify specific projects, supported by a long range asset management plan, for renewal of current facilities. Renewal projects focus on replacing major components of each facility.
- Identify specific projects for upgrades to current facilities.

#### Significant Events

In 2013 a 2 year study in partnership with Emergency Management British Columbia (EMBC), the Government of Canada DRDC, RCMP, BC Ambulance Service, Nanaimo Port Authority, George Mason University and local private sector partners was completed. The study provided a comprehensive examination, using Value Added Metrics modelling, of two identified community risks with significant impact, Hazardous Material and Earthquakes. The study developed two potential scenarios and provided a detailed analysis of the two hazards utilizing the four pillars of Emergency Management - Mitigation, Preparedness, Response and Recovery. In addition to a comprehensive analysis of the two high risk disasters, the study helped developed techniques that can now be utilized in planning and analysis of other emergencies and disasters while engaging community stakeholders. The estimated in-kind value of the study was \$250,000.

Formalized Hazardous Materials Consortium with public and private sector partners to look at response and recovery capabilities as well as potential for shared response within the City of Nanaimo.

In the Spring of 2013 established an interdepartmental/agency virtual Emergency Coordination Centre to manage potential occupation of the Colliery Dams.

Development of the Colliery Dam Short Term Risk Mitigation Strategy. Some initiatives of the strategy include:

- installation of sirens
- weekly interdepartmental/agency Emergency Coordination Centre meetings
- development of GIS evacuation priority mapping
- door to door public safety campaign to educate residents living within inundation area
- development and testing of geographic mass notification using City Emergency Call Alert system
- functional community exercise

#### Current Level of Service

The emergency management program works to manage risks from major emergencies and disasters that may affect the City. This involves continuously examining actions that might help reduce the likelihood and impact of major emergencies and disasters. These actions include:

- understanding the risks
- taking all reasonable steps to reduce the threat
- planning for both response and recovery
- working to ensure site support teams and community residents are prepared to act when needed through education
- continually evaluating and improving the program

Emergency Management is available 24/7 365 days of the year and in addition manages the Volunteer Community Assistance Program (formerly ESS, funded in part by the Province). This Community Assistance Program is managed through Emergency Management and integrated into Nanaimo Fire Rescue's operations and is available for other departments. This volunteer program primarily supports fire related calls however it can support any emergency in the community and in the past has been utilized for water main breaks and large scale evacuations.

Emergency Management in addition to planning and development, oversees and provides support and training for the Emergency Coordination Centre (ECC), it also manages the Departure Bay Volunteer Centre and the Community Assistance Volunteer Program made up 50 volunteers. 70 City employees are designated and trained to support operations of the ECC in the event of an emergency.

Nanaimo Fire Rescue maintains a Emergency Mobile Trailer that can be utilized by Emergency Services for the Community Assistance Program and victim assistance. Support kits are maintained for the 4 designated reception centres: Bowen, Beban, Nanaimo Aquatic Centre and Oliver Woods.

During 2013 the Community Assistance Program had 17 callouts - 9 single family and 8 multi units assisting 89 residents and their pets with food, shelter, clothing and recovery .

## Social & Protective Services - Emergency Services - Current Level of Service 2014 - 2018 Financial Plan Review

### Continuous Improvement Changes

#### Rapid Damage Assessment

Primary, secondary and tertiary buildings have been mapped and Building Inspectors have been allocated priority buildings by geographic area. In the event of an emergency this will allow for high priority buildings needed to provide services, care, response and recovery for residents to be inspected first. Rapid damage kits have been purchased and assembled for trained building inspectors at Reception Centres and program will continue to be developed further in 2014 along with private sector community partners.

#### Communications

Entered the social media arena with Nanaimo Fire Rescue Twitter account to reach a broader range for public education and emergency information

### Annual Operating Programs Include:

**Training:** Exercises for responding to emergencies and disasters are conducted on a regular basis. During 2013 the following exercises were undertaken:

Conducted and facilitated 4 ECC exercises for approximately 50 City staff

Two exercises for the potential failure of Colliery Dams

One exercise for 12 planning department staff for the potential failure of Colliery Dams

One exercise for a Urban Interface Fire

Community Exercise - Functional

Interagency/departmental exercise of Emergency Action Plan for potential failure of Colliery Dams

Approximately 80-100 staff participated and several functions of the Emergency Action Plan were tested including incident command centre structure, unified command staging, communications, road closures and emergency call alert.

Port Security Exercise

Facilitated interagency exercise utilizing a hazardous materials scenario

BC Ferries Exercise

Participated in BC Ferries multi agency exercise

Table Top Exercise

As part of the two year study the City participated in a table top exercise conducted by Deference Research & Development Canada (DRDC) and George Mason University

#### Repair and Maintenance:

Emergency Coordination Centre including electronics, computer hardware, Kramer system, satellite services etc

Departure Bay Volunteer Centre which houses HAMM Radio and the Salvation Army to support emergency response

Communication and Radio equipment including four portable HAMM radios, 4 laptops as HAMM converted to digital communication, radio bases satellite phone, hand held radios and sirens

**Public Education:** Educating the public on how to prepare for a major emergency

Annual "Great Shake Out" event

Emergency Preparedness Week

**Strategic Planning:** Ongoing development of plans and strategies for mitigation, preparedness, response and recovery.

**Annual Operating and Maintenance Budget**

**Annual operating and maintenance budgets include:**

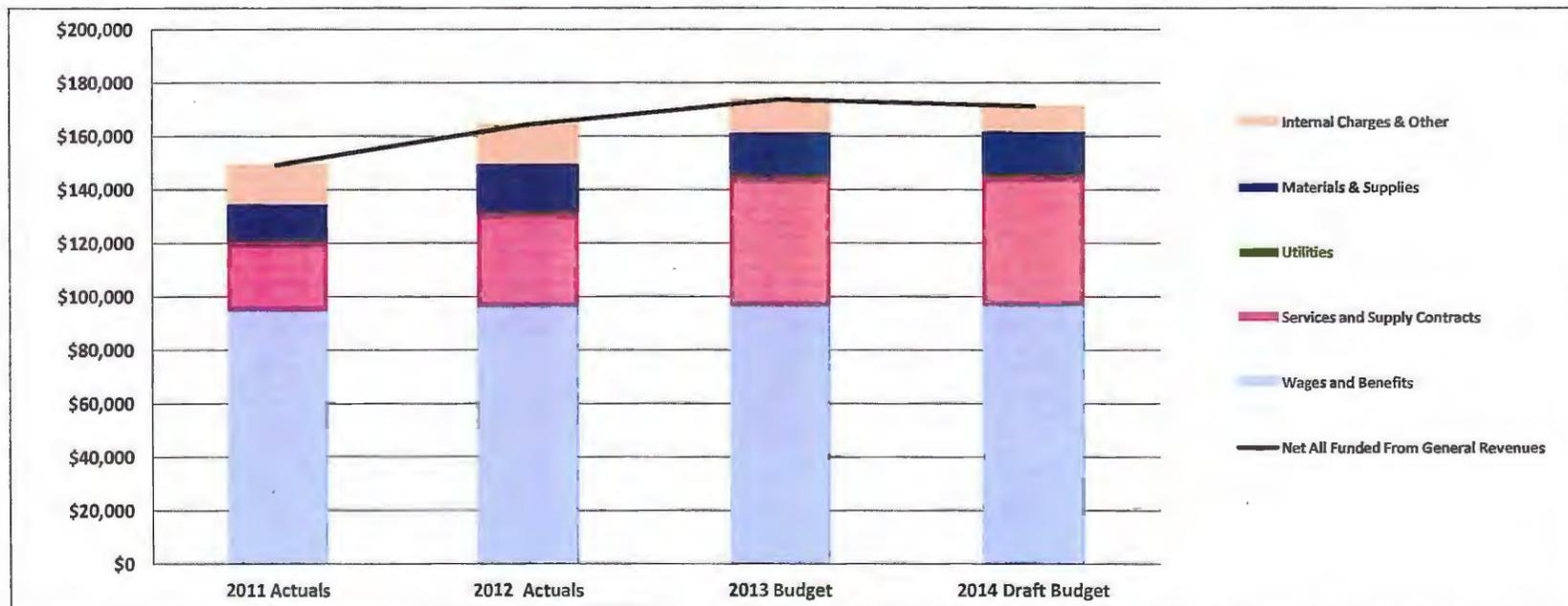
- Staffing
  - Contracted Services (e.g. disaster assistance volunteer director, consultants/trainers)
- Indirect costs that are incurred to support the Emergency Services operations such as payroll, accounts payable, human resources and senior management resources are not included in Emergency Services operations actuals/budget.

**Notes:**

2013 - 2017 Financial Plan includes inflationary increases for years 2 to 5 (2% increase for wages and benefits)  
2014 Draft Budget does not include an increase for wages and benefits, a contingency is used for wages increases

Emergency Services	2013 - 2017 Financial Plan				
	2011 Actuals	2012 Actuals	2013 Budget	2014 Budget	2014 Draft Budget
Wages and Benefits	94,910	96,412	96,665	98,598	96,895
Services and Supply Contracts	24,959	34,052	47,340	48,287	47,520
Utilities	694	719	1,000	1,020	1,000
Materials & Supplies	13,777	18,271	16,150	16,473	16,150
Internal Charges & Other	14,820	14,820	12,540	12,540	9,600
<b>Net Operating Funded from General Revenue</b>	<b>149,160</b>	<b>164,274</b>	<b>173,695</b>	<b>176,918</b>	<b>171,165</b>
<b>Net - Funded from General Revenues</b>	<b>149,160</b>	<b>164,274</b>	<b>173,695</b>	<b>176,918</b>	<b>171,165</b>
<b>Funded from General Revenues</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Cost per Capita \$</b>	<b>1.72 \$</b>	<b>1.88 \$</b>	<b>1.96 \$</b>	<b>1.97 \$</b>	<b>1.90</b>
<b>Budgeted FTEs</b>	<b>1.0</b>				

**Expenditure Analysis**



## SERVICE LEVEL REVIEW SCHEDULE

Revised 2014-Jan-23

DATE	SERVICE
Wednesday January 22, 2014	2014 Projects – Early Adoption
Wednesday January 29, 2014	Social & Protective Services – Fire, Emergency Services
Wednesday February 5, 2014	Social & Protective Services – Police, 911
Wednesday February 12, 2014	Social & Protective Services – Bylaw, Regulation & Security, Social Planning, Summary
Wednesday February 19, 2014	Corporate Services – Community Development (all programs)
Thursday February 27, 2014	Corporate Services – Finance, HR, IT & Legislative Services, Summary and Grants
Thursday March 6 & Friday March 7, 2014 <b>All day sessions</b>	Comprehensive Review – all service level changes, all projects, impact on taxation
Wednesday March 12, 2014	Comprehensive Review (if required)
Wednesday March 19, 2014	Property taxes – distribution between classes
April 7 COW or April 14 COUNCIL	Presentation of completed budget
Monday April 28, 2014 REGULAR COUNCIL	Introduce Financial Plan and Tax Rates Bylaws
Monday May 12, 2014 REGULAR COUNCIL	Final adoption of Bylaws

Council  
 Committee of the whole (Special)  
 Open Meeting  
 In-Camera Meeting  
 Meeting Date: 2014 Jan 30

**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2014-JAN-22

AUTHORED BY: D. DUNCAN, MANAGER, FINANCIAL PLANNING  
B. LABELLE, MANAGER, FLEET OPERATIONS

RE: 2014 PROJECTS – EARLY APPROVAL – CRANE TRUCK  
REPLACEMENT

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STAFF RECOMMENDATION:

That Council approve the replacement of the Public Works crane truck.

PURPOSE:

To provide Council with additional information regarding the replacement of the crane truck and approval for that purchase prior to completion of the current 2014 – 2018 Financial Plan review process.

DISCUSSION:

Council directed Staff to provide additional information on the planned replacement of the crane truck.

The current crane truck was purchased in 1995 and includes a detachable 1981 Hiab crane. Other detachable components are also utilized with this truck, including a water tank, sander and dump box. The current unit is now 19 years old and is a 'hybrid'. It is equipped with out dated electronics and hydraulics technology, and resources required to maintain and ready the unit for different functions has increased.

The crane truck is utilized by City departments for delivery of materials to work sites and by the Roads and Traffic section for anti icing and sanding functions. Average annual utilization of the unit is approximately 600 hours. These hours do not include travel time to work sites.

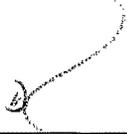
Staff wish to replace the existing unit with a dedicated crane truck that will primarily provide pick up/delivery of materials (eg pipe) to City work sites and continue to support anti icing and sanding programs. The new unit would have an expected useful life between 15 and 20 years.

As the current unit is not expected to pass the next motor vehicle inspection in April, Staff wish to start the tendering phase as soon as possible to ensure uninterrupted service to City departments.

If Staff are not able to move ahead with replacing the current crane truck, we will need to rent a unit. Current rental rates for crane trucks are between \$140 - \$160/hour and there is often a minimum daily rate. It may also require waiting a week or more to receive the rental unit as there are only a few units available on Vancouver Island.

Council  
 Committee of the whole (Special)  
 Open Meeting  
 Camera Meeting  
Date 2014 JAN 30

Respectfully submitted,



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D. Duncan  
Manager, Financial Planning



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B. Labelle  
Manager, Fleet Operations

Concurrence by:



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B. E. Clemens  
Director, Finance



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I. Howat  
General Manager, Corporate Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2014-JAN-27  
DD/tw

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