



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, June 22, 2017
SCRD Boardroom, 1975 Field Road

AMENDED AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Manager, Financial Services – Financial Reporting Requirements and Statement of Financial Information, Year Ended December 31, 2016
(Voting – All Directors) Annex A
Pages 1-62
3. General Manager, Corporate Services / Chief Financial Officer – 2016 Sunshine Coast Regional District (SCRD) Corporate Annual Report – available on the web at <http://www.scrd.ca/Annual-Reports>
(Voting – All Directors) Annex B
p. 63
4. Chief Administrative Officer – Budget Project Status Report Update
(Voting – All Directors) Annex C
pp. 64-70
5. General Manager, Planning and Community Development – Recreation Facilities Capital Maintenance Update and 2017 Projects
(Voting – B, D, E, F, DoS, ToG and SIGD) Annex D
pp. 71-75
6. Manager, Transit and Fleet – 2018 Transit Expansion Memorandum of Understanding
(Voting – B, D, E, F, DoS, ToG, SIGD) Annex E
pp. 76-82
7. Senior Manager, Legislation and Administrative Services – Standing Committee Structure Review
(Voting – All Directors) Annex F
pp. 83-84

8. Deputy Corporate Officer – Union of British Columbia Municipalities (UBCM) Resolution Report
(Voting – All Directors) Annex G
pp. 85-86
9. ⇒**INSERT PAGES** Manager, Solid Waste Services – Recycle BC – Update
(Voting – All Directors) Annex H
pp. 87-97
pp. 92a-92d
10. ⇒**REPLACEMENT PAGES** Fire Chief – Gibsons and District Volunteer Fire Department Self-Contained Breathing Apparatus Replacement
(Voting – E, F and ToG) Annex I
pp. 98-101
11. Manager, Purchasing and Risk Management – Contracts between \$20,000 and \$100,000
(Voting – All Directors) Annex J
pp. 102-103

COMMUNICATIONS

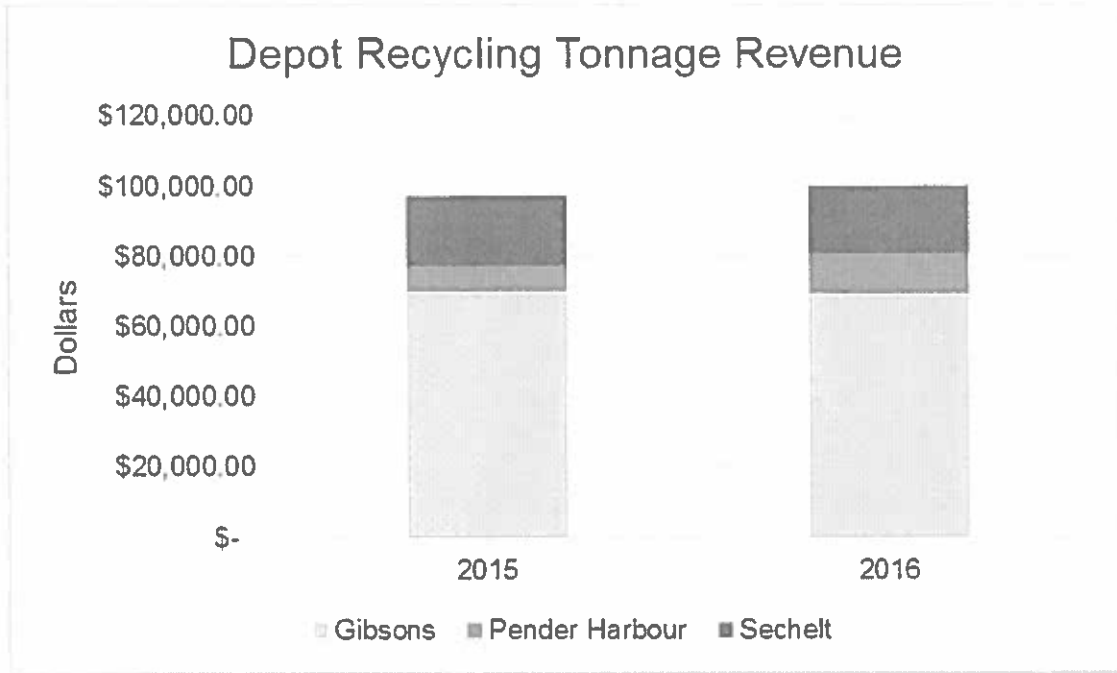
NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussion 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”.

ADJOURNMENT

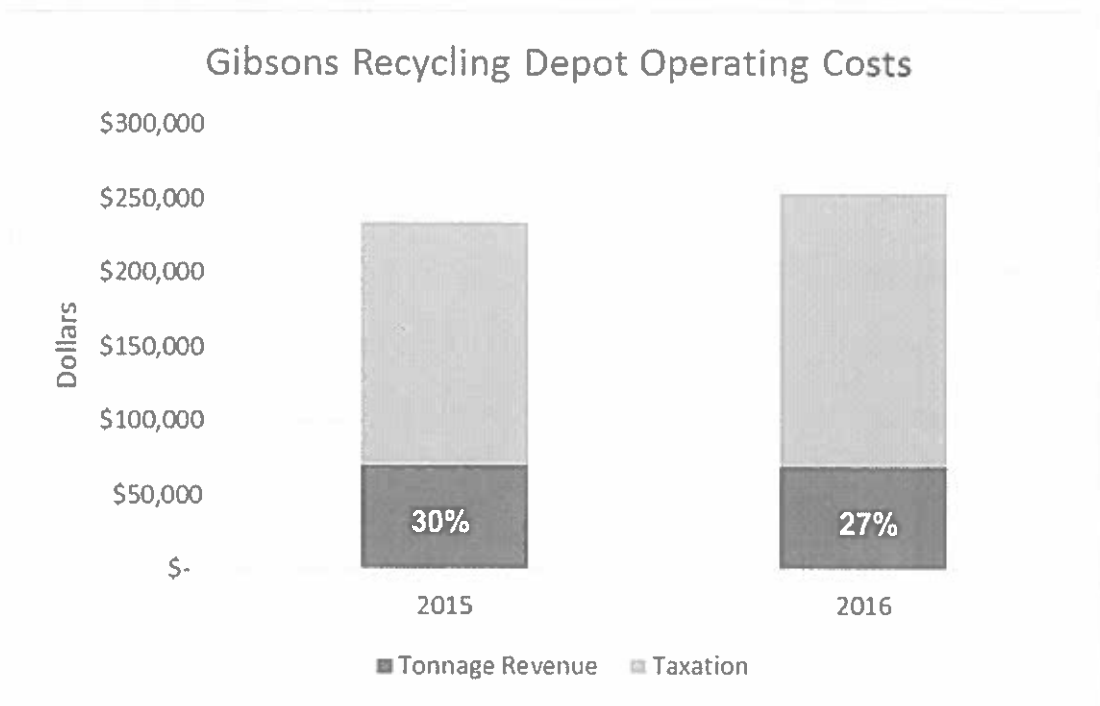
Depot Recycling Tonnage Revenue – All Depots Combined



Tonnage Revenue		
Depot	2015	2016
Gibsons	\$ 70,295.86	\$ 69,477.35
Pender Harbour	\$ 6,923.05	\$ 11,448.71
Sechelt	\$ 20,249.41	\$ 18,736.07
Total	\$ 97,468.32	\$ 99,662.13

*(excluding tax, excluding baling incentive)

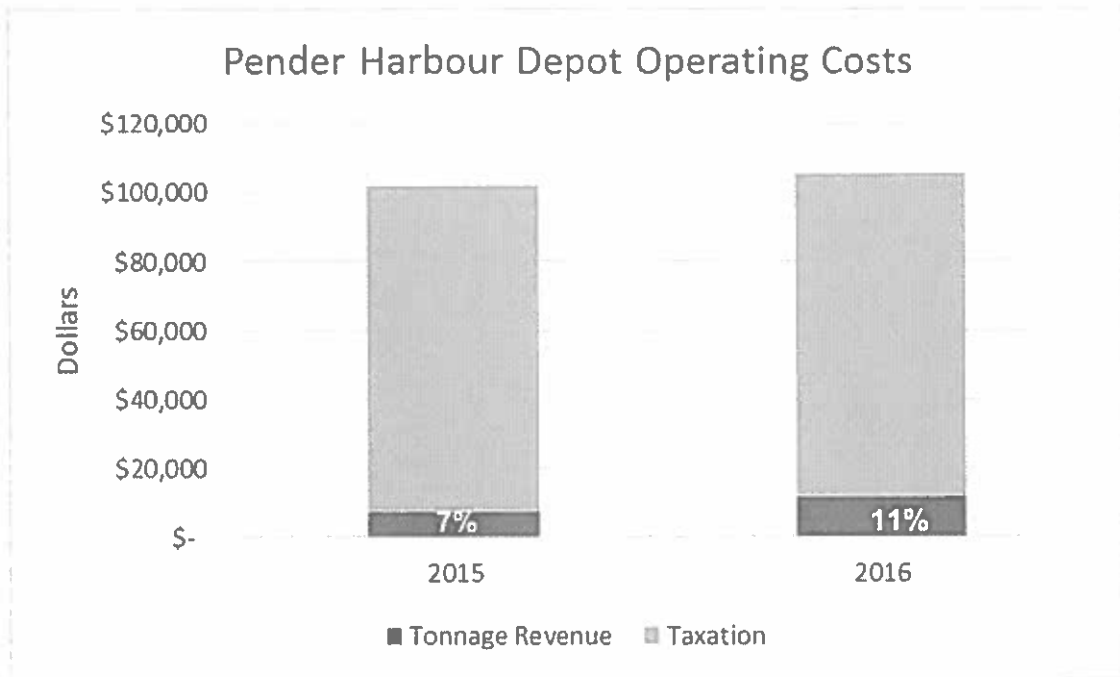
Depot Recycling Operating Costs & Revenue – Gibsons



Gibsons	2015	2016
Contracts Operating Costs	\$ 234,000	\$ 254,000
Tonnage Revenue	\$ 70,296	\$ 69,477
Taxation	\$ 163,704	\$ 184,523

*(excluding tax, excluding baling incentive)

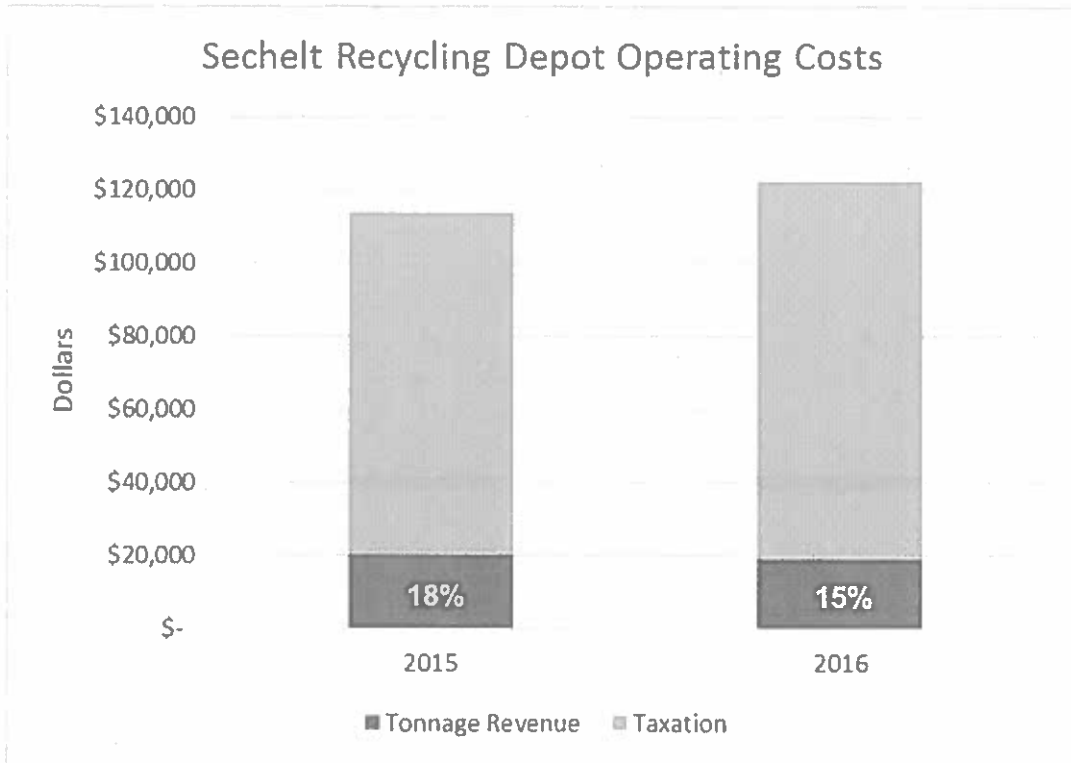
Depot Recycling Operating Costs & Revenue – Pender Harbour



Pender	2015	2016
Contracts Operating Costs	\$ 102,000	\$ 105,600
Tonnage Revenue	\$ 6,923	\$ 11,449
Taxation	\$ 95,077	\$ 94,151

*(excluding tax, excluding baling incentive)

Depot Recycling Operating Costs & Revenue – Sechelt



Sechelt	2015	2016
Contracts Operating Costs	\$ 114,000	\$ 122,385
Tonnage Revenue	\$ 20,249	\$ 18,736
Taxation	\$ 93,751	\$ 103,649

*(excluding tax, excluding baling incentive)

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – June 22, 2017

AUTHOR: Rob Michael, Fire Chief

SUBJECT: **GIBSONS AND DISTRICT VOLUNTEER FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS (SCBA) REPLACEMENT**

RECOMMENDATION(S)

THAT the report titled Gibsons and District Volunteer Fire Department Self-Contained Breathing Apparatus (SCBA) Replacement be received;

AND THAT the purchase of replacement SCBA for a budget of up to \$200,000 funded from capital reserves be approved;

AND THAT the replacement of air compressor and SCBA filling stations for a budget of \$40,000, with \$5,000 funded with trade-in allowance and \$35,000 from capital reserves be approved;

AND THAT the 2017-2021 Financial Plan be amended accordingly.

BACKGROUND

The current self-contained breathing apparatus (SCBA) at the Gibsons and District Volunteer Fire Department (GDVFD) is currently not supported by the manufacturer, leading to limited replacement parts available. This is having an impact to the department by increasing the out of service time when repairs are necessary and leading to increased costs to maintain the current equipment.

The National Fire Protection Association (NFPA) creates fire department related standards on firefighting equipment such as SCBA. New standards mandate that SCBA low air alarm warnings are activated at 1/3 of an air cylinder's capacity rather than the current low air alarm warnings at 1/4 of an air cylinder's capacity. This is done to ensure firefighter safety which is paramount, however it does limit the working time inside of hazardous atmospheres.

The existing SCBA also has substantially more weight than other equipment on the market and does not meet current standards. Replacement efforts should begin soon to avoid a breakdown of these critical pieces of life safety equipment and to alleviate the unnecessary physical strain on fire department personnel.

In addition, replacement or upgrades to the air compressor and filling stations are required in preparation for new high capacity air cylinders. Replacement has been identified, according to the GDVFD 20 year capital plan, as being required in 2018.

DISCUSSION

Options and Analysis

Option 1:

Replace SCBA with new, higher capacity air cylinders, replace the fire department air compressor and cascade filling station cylinders at an estimated cost of \$240,000, with \$5,000 anticipated from trade-in allowance.

Upgrading SCBA air cylinder capacity allows firefighters additional working time, while maintaining a safe level of reserves in case of an emergency. With the GDVFD adopting full service operations, the increased working time is necessary with the bigger, more complex structures in the West Howe Sound Fire Protection District.

Additionally, the newer equipment is ergonomically friendly, lighter and more durable than the existing equipment. This will have a positive impact on firefighter's health and safety.

The existing air compressor has a trade in value of roughly \$5,000 which has been taken into account in this proposal, offsetting the cost difference between a replacement and an upgrade.

Option 2:

Replace SCBA with new, higher capacity air cylinders, upgrade fire department air compressor and cascade filling station at an estimated cost of \$230,000.

Similar to Option 1, the fire department can upgrade their air compressor rather than replace at net savings of roughly \$5,000. The current air compressor has low usage and its life can be extended by performing the suggested upgrades. Although this is a viable option for the department, upgrades rather than replacement will have an impact to the lifespan of the air compressor equipment which will need to be taken into account.

Option 3:

Replace SCBA with existing capacity air cylinders and defer air compressor upgrades.

Replacement of existing capacity SCBA are also mandated by the same NFPA standards. This means that the low air alarm must still activate at 1/3 capacity. Utilizing the same capacity air cylinders, this will limit the working time and air supply reserves for firefighters. This may make it difficult to maintain full service fire ground operations and leaves firefighters at risk.

The anticipated cost between existing capacity and upgraded capacity SCBA is negligible (less than 2%). However, there are associated costs with upgrading the air compressor and filling stations. Without upgrading the filling stations, the fire department would be unable to upgrade to higher capacity SCBA. With a replacement schedule of 15 years for SCBA, this may be a missed opportunity for the department.

Option 4:

Status quo.

Replacement can be deferred, however is not recommended. SCBA forms part of a firefighters personal protective equipment and is critical to their safety and wellbeing. It is advocated that replacement cannot be delayed beyond 2018.

Financial Implications

This purchase can be made utilizing capital reserves as the current uncommitted capital reserve balance is \$338,000. This item was included in the 2017 capital reserve plan, but anticipated costs are higher than the estimated \$150,000 and \$30,000.

The capital reserve fund will need to be reviewed in conjunction with the Asset Management Plan to determine the holistic needs of the GDVFD, not only for equipment but for the facility as well. This process is currently under way and staff will bring further information to the Board.

Timeline for next steps or estimated completion date

Upon approval, a Request for Quotation (RFQ) will be issued and responses will be evaluated by the fire department.

This project is anticipated to be complete by the end of 2017.

Communications Strategy

None required.

STRATEGIC PLAN AND RELATED POLICIES

Volunteer Fire Departments provide a valuable and required service to the community. In keeping with the Board's Strategic Plan objective of ensuring Fiscal Sustainability through effective asset management, ensuring that the equipment is available to deliver the service is tantamount to success of the GDVFD.

The proposed budget and funding are consistent with the Sunshine Coast Regional District's Financial Sustainability Policy and Debt Management Policy.

CONCLUSION

SCBA is a critical piece of firefighting equipment and must be maintained to the highest standards. Firefighters use this protective equipment in high hazard environments on a regular basis.

To be able to maintain service levels, the GDVFD SCBA should be replaced and upgraded with higher capacity air cylinders. The current equipment does not meet current NFPA standards and are beginning to show their age and condition. There is also a level of uncertainty on being able to make future repairs to the existing SCBA in a timely and cost efficient manner.

Current capital reserve levels are capable of supporting this purchase. As a result, staff recommend Option 1.

Reviewed by:			
Manager	R. Michael	Finance	T. Perreault
GM		Legislative	
CAO	J. Loveys	Other	B. Wing