

TO:	CHAIR AND MEMBERS COMMUNITY and PROTECTIVE SERVICES COMMITTEE MEETING ON JUNE 17, 2019
FROM:	LYNNE LIVINGSTONE MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES
SUBJECT:	AWARD OF CONSULTANCY SERVICES FOR COMPREHENSIVE RISK ASSESSMENT AND FIRE MASTER PLAN

RECOMMENDATION

That, on the recommendation of the Fire Chief, London Fire Department (LFD) and the Managing Director of Neighbourhood, Children and Fire Services (NCFS), the following actions **BE TAKEN**:

- (a) An overview of London Fire Department’s proposed Comprehensive Community Risk Assessment and Fire Master Plan project **BE RECEIVED**;
- (b) The submission by Emergency Management & Training Inc., 65 Cedar Pointe Drive, Suite 144, Barrie, Ontario, L4N 9R3, to provide consulting services for Comprehensive Risk Assessment and Fire Master Plan for \$150,374.00 (excluding HST) **BE ACCEPTED** in accordance with Section 12 of the City of London’s Procurement of Goods and Services Policy;
- (c) The financing for this project **BE APPROVED** as set out in the Source of Financing Report, attached hereto as Appendix “A”;
- (d) Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in relation to this project.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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- April 29, 2009 - Fire Master Plan – Organization & Resource Deployment Analysis for the London Fire Services
- June 3, 2009 – Presentation to the then Board of Control
- July 19, 2011 - Update of London Fire Department Redeployment Strategy

REASONS FOR THIS MATTER BEING CONSIDERED IN CAMERA

N/A

BACKGROUND

London Fire Department contributes to two (2) of Council’s Strategic Areas of Focus: *Strengthening the Community and Leading in Public Service*. The London Fire Department contributes directly to the expected result of increased neighbourhood safety.

Council’s 2019-2023 Strategic Plan identifies two key strategies for the London Fire Department to deliver on these expectations: promote and support fire safety through increased public education and prevention, utilizing all the resources of the London Fire Department; and, improve emergency response through the development of the Fire Master Plan and new technology.

Some of the key actions to deliver on those strategies include the development of a Comprehensive Community Risk Assessment and a Fire Master Plan.

The last Fire Master Plan and Organization & Deployment Analysis reports were brought to Council in April 2009 followed by a presentation to the then Board of Control in June 2009.

Recommendations from that project that have since been implemented with Council approval:

- adding a station in the northwest (Station 14 in 2011);
- decommissioning Rescue 6 and redeploying this staff to Station 14;
- providing better aerial coverage in the west end of the City through the deployment of Engine 12, a Quint and re-aligning the three Aerial trucks;
- relocating the Tanker from Station 8 to Station 5;
- introducing and strategically deploying multi-purpose Pumper Rescues in lieu of single purpose Engines; there are now 5 Rescue Pumpers deployed around the City;
- relocating Stations 7 and 11 in 2013 and 2017 respectively; and,
- redeploying Command Cars, one east and one west to equalize their service areas, following completion of renovations to Station 6.

The purpose of this report is twofold:

- to provide a brief overview of a Comprehensive Community Risk Assessment and Fire Master Plan; and,
- to seek approval to award the consulting contract for the development of the Comprehensive Community Risk Assessment and the Fire Master Plan.

Overview of a Community Risk Assessment and the Fire Master Plan

The *Fire Prevention and Protection Act, 1997* indicates that:

2 (1) Every municipality shall,
(a) *establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and*
(b) *provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances*

Two key documents that can assist Council in fulfilling these requirements include The Comprehensive Community Risk Assessment and the Fire Master Plan.

Community Risk Assessment is required as per the regulatory requirement of *Ontario Regulation (O. Reg.) 378/18 COMMUNITY RISK ASSESSMENTS*, under the *Fire Protection and Prevention Act, 1997*. The Community Risk Assessment considers the following:

- identify current and emerging factors or issues associated with the provision of fire protection services as described in the *Fire Protection and Prevention Act, 1997*, and its applicable Regulations. For example, economic and population growth, shifts in demographics, building stock profile, industry mix, fiscal challenges, environmental challenges and provincial or federal legislative changes;
- review the overall operations of LFD to identify service improvements and enhancements;
- address appropriate service level standards based on the risk impact of issues identified to the residents and businesses of the City, along with short term and long term funding strategies;
- propose location and timing of current and future fire stations, as well as other Divisions such as Communications & Training, and the required funding sources;
- propose fleet configuration options to meet service level standards and fire hall locations; and,
- any other observations that impact operational efficiency.

The Fire Master Plan will be a culmination of the Comprehensive Community Risk Assessment into distinct strategic goals for Council's consideration. The Plan will provide an overall vision, direction and guidance for decision making about the level of service, such as fire hall locations, fleet configuration and other elements of fire service delivery, to match the changing needs of the community while recognizing the budgetary implications of these decisions.

Integration with the current direction of the City of London and existing plans / initiatives / strategies, such as the London Plan will be essential throughout the development of the Comprehensive Community Risk Assessment and the Fire Master Plan. As well, consultation

with staff, related City entities and community stakeholder groups will be undertaken to develop a clear and concise Plan that the department can use to guide its work over the next 10 (ten) years and inform broader needs for the next 20 (twenty) years.

The project is proposed to be completed in two phases:

- Phase 1 Deliverables:
Comprehensive Community Risk Assessment (CRA) Report
Comprehensive Risk Mitigation Strategy (CRMS) Report
- Phase 2 Deliverables:
Fire Master Plan

It is anticipated this work will be complete in Fall 2020.

Procurement Process

Request for Proposal RFP19-15 for a consultant or consulting team was issued by the Purchasing and Supply Division in May 2019. Three proposals were received: Dillon Consulting, London, Emergency Management & Training Inc. Barrie, and Operational Research in Health Limited (ORH), UK. An Evaluation Committee reviewed the proposals and scored them on the criteria stated in the RFP, under the supervision of the Purchasing and Supply Division. Based on that review and having scored well on all criteria stipulated in the RFP, Emergency Management & Training Inc. is the recommended successful proponent of this RFP.

FINANCIAL IMPACT

The total consulting services cost is \$150,374 (excluding HST). This funding is available through a transfer from the approved 2019 Fire Services Operating Budget.

CONCLUSION

The Comprehensive Community Risk Assessment and the Fire Master Plan will require a significant amount of background research and will include review of existing City of London strategies and projects, changing demographics, best practices, emerging trends, City By-Laws and legislated requirements of the *Fire Prevention and Protection Act, 1997*, in accordance with our regulatory requirements.

London Fire Department recommends approval to award the consulting contract for the development of the Comprehensive Community Risk Assessment and the Fire Master Plan to Emergency Training & Management Inc. because they are the successful proponents according to the evaluation criteria set out in RFP19-15.

PREPARED BY:	SUBMITTED BY:
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CONCURRED BY:	RECOMMENDED BY:
IAN COLLINS, DIRECTOR, FINANCIAL SERVICES	LYNNE LIVINGSTONE, MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN & FIRE SERVICES