



Report n° FIRE2024-003

Date: March 20, 2024

Submitted by: Mario Villeneuve, Fire Chief

Subject: Casselman FD management agreement

### Nature/Goal

The purpose of this report is to present and receive Council's approval of a service agreement between the City of Clarence-Rockland and the Village of Casselman for the management of the Casselman Fire Department.

### Directive/Previous policy

In January of 2024, the Council authorized the CAO and the Fire Chief to negotiate with the Village of Casselman for the management of their Fire Department.

### Department's recommendation

**WHEREAS** the Village of Casselman contacted the City of Clarence-Rockland in 2023 to explore the possibility of having the Clarence-Rockland Fire Department (CRFD) manage their Fire Department; and

**WHEREAS** the CRFD have been managing The Nation Fire Department since June 2023 with great success; and

**WHEREAS** staff has determined that additionally managing the Casselman Fire Department would not have a negative impact on the existing management of The Nation Fire Department; and

**WHEREAS** staff has met on multiple occasions with the CAO and the Fire Chief of Casselman to discuss the terms of an agreement;

**BE IT RESOLVED THAT** By-law No. 2024-44, being a by-law to authorize the signature of an agreement between the City of Clarence-Rockland and the Village of Casselman for the management of their fire service, be adopted.

### Background

Since June of 2023, the Clarence-Rockland Fire Department has been providing management services to The Nation Fire Department under a collaborative agreement between the two municipal corporations. Since then, we have appointed a Deputy Fire Chief and a Fire Prevention Officer to assist the Fire Chief in the daily operations of the department. We have established a work plan for the things that need to be accomplished on the short and long term and the few changes that have been implemented so far have been well received by The Nation municipal council, the management staff, and the firefighters.

Last January, the Village of Casselman approached us to enter into a similar agreement for the management of their fire department. In consultation with the Deputy Chief presently in position at The Nation and after a few meetings with the CAO and Fire Chief of Casselman, we have determined that we can add one additional fire station and 20 more firefighters to our

existing workload. The Casselman Fire Department is presently well managed, their firefighters are trained, and they are operating from a fairly new fire station, so we don't anticipate any major issue by taking over the management of their department.

### Discussion

The attached agreement provides all the details of the management limitations of the Casselman Fire Department and has been revised by our legal advisor and insurance broker. This agreement is very similar to the one that we presently have with The Nation municipality.

### Consultation

We worked with the finance department to come up with an equitable formula for the costs involved with the management of the Casselman Fire Department while taking into consideration the time allocated by our staff and associated administrative costs.

### Recommendations or comments from committee/ other departments

N/A

### Financial impact (expenses/material/etc.)

There are no negative financial impact for the City as the costs for salaries, mileage and associated administrative costs will be covered by the management contract with the Village of Casselman.

### Legal implications

As previously mentioned, our legal advisor and insurance broker have been consulted for the review of the management agreement.

### Risk management

The proposed agreement contains provisions that gives both parties the liberty to opt out of the contract with proper notification.

### Strategic implications

This agreement falls within the City's strategy of providing high-quality services by exploring avenues of collaboration with other municipalities for mutual support and benefit.

### Supporting documents

By-law 2024-44 – to authorize signature of Agreement

Attachment 1: Casselman Fire Department Management Agreement