



**REPORT N° PRO2020-003**

<b>Date</b>	19/02/2020
<b>Submitted by</b>	Brian Wilson
<b>Subject</b>	Fire Stations – Contingency Report
<b>File N°</b>	<a href="#">Click here to enter text.</a>

**1) NATURE/GOAL :**

To advise Council on the current status of the remaining contingency within the approved budget for the new fire stations, and to further obtain council approval to spend some of this remaining contingency on necessary furnishings for the new station.

**2) DIRECTIVE/PREVIOUS POLICY :**

On June 12, 2017, Committee of the Whole was presented with a budget update and site selection for the new fire stations.

On September 18, 2017, Council approved a budget for the construction of a fire/bylaw station in Rockland for \$3,500,000 + 10% contingency, and a budget for the construction of a fire station in Bourget for \$3,000,000 incl. 10% contingency.

On December 4, 2017, Council approved by-law 2017-269 to enter into a memorandum of understanding with UCPR to construct a paramedic base conjoined with each of the new fire stations.

Final approved budgets for the design and construction of the new stations is as follows:

Rockland – Fire/Enforcement/EMS	\$ 5,960,913.77
Bourget – Fire/EMS	\$ 3,569,755.02

On May 7, 2018, Council approved selecting Asco as the design-builder for the new fire stations, recognizing that none of the bidders was within the approved budget, and that a value-engineering exercise had been done with the selected proponent in order to get the budget within Council’s approved budget. This included a 50% reduction in the authorized budget for the necessary contents of the fire stations (tables, desks, chairs, appliances, etc.), to an approved budget of \$120,000 for these items at both stations.

With regards to the value engineering reductions, in the motion approved on May 7, 2018, Council directed Administration that if the amount allocated in the contingency is not used for unforeseen circumstances, that the balance be presented to Council with a list of expenses for consideration.

- 3) **DEPARTMENT'S RECOMMENDATION :**  
**THAT** Council authorize the Director of Protective Services to spend an amount of no more than \$40,000 + HST from the remaining contingency towards the purchase of the items identified in report PRO2020-003.

**QUE** le conseil autorise le directeur des services de protection à dépenser un montant n'excédant pas 40 000 \$ + TVH des fond de contigence restante pour l'achat des articles identifiés dans le rapport PRO2020-003.

- 4) **BACKGROUND :**  
 As part of the new fire stations, a number of components of the building fall under the construction budget, and within the amount authorized by Council for furniture/appliances/equipment.

As discussed above, during the value engineering exercise to get the project within the approved budget, the furniture/appliance/equipment portion of the overall budget was reduced, and efforts were made to focus on constructing the 'right' buildings, recognizing that if the department was prudent with contingency items, a report would be brought back to Council for any additional requirements.

The reduced budgetary amount of \$120,000 was approved by Council for furniture/appliances/equipment, and to-date has been spent as follows:

<b>ITEM</b>	<b>RATIONALE</b>	<b>COST</b>
Breathing air compressors	Having breathing air compressors at both Bourget and Rockland provides for redundancy and filling stations at both the busier station (Rockland) as well as the primary practical training centre (Bourget)	\$9,545+hst (Asco had an insufficient unit in their budget, this was the CO to get units that meet requirements)
Bunker Gear Racks	Proper storage of bunker gear to allow gear to dry (if wet) and be easily accessible for responding firefighters.	\$26,680+hst
Lockers	OH&S requirements now require firefighters exposed to smoke to have a shower and clean change of clothes ASAP after a fire. These lockers allow each firefighter to keep basic	\$19,095+hst

	shower items and change of clothes at the station.	
Workstations	These are the built-in workstations (in lieu of desks) to facilitate several people working at the same time in the 'watch rooms'. This reflects time and materials for both stations.	\$7,000+hst
Stainless Steel Sinks to wash respirator masks	Proper cleaning and drying of respirator masks is a requirement under CSA and OH&S standards.	\$1,600+hst
Bunker gear washer/extractors	OH&S requirements require proper cleaning of firefighter bunker gear after a fire. These machines allow this to be done 'in-house' thereby quickly returning this gear to an in-service state.	\$38,200+hst
Appliances (fridge, stove, dishwasher, washer/dryer)	As part of the kitchen space in each fire station.	\$12,100+hst
Rockland Conference Room mill work	Mill work for side counter/cabinets in conference room in Rockland	\$1,700+hst
	Sub-total	\$115,920
	HST (1.8%)	\$2,090
	<b>Total</b>	<b>\$118,010</b>

As the final stages of fire station construction are beginning to wrap up, the department has begun to look at furniture for the new station in Rockland. A detailed analysis of the existing furniture being used at 415 Lemay has been undertaken to explore what furniture is in good enough condition to be disassembled, moved to Rockland, and continue to be used in the new building.

The following items have been earmarked to be moved to the new station in Rockland:

<b>ITEM</b>	<b>CURRENT LOCATION</b>	<b>NEW LOCATION</b>
Conference room table	Lemay - Huis clos room	Conference room
Kitchen table	Rockland - EMS	Kitchen/dining
U-shaped desk	Lemay - Chief's Office	Chief's Office
Round mtg table	Lemay - Chief's Office	Chief's Office
Bookshelf	Lemay - Chief's Office	Chief's Office

2-drawer file cabinet	Lemay – Chief’s Office	Chief’s Office
Office chair	Lemay – Chief’s Office	Chief’s Office
Meeting chairs (4)	Lemay – Chief’s Office	Chief’s Office
U-shaped desk	Lemay – Dep. Office	Deputy’s Office
Bookshelf	Lemay – Dep. Office	Deputy’s Office
Lateral file cabinet	Lemay – Dep. Office	Deputy’s Office
Office chair	Lemay – Dep. Office	Deputy’s Office
Guest chairs (2)	Lemay – Dep. Office	Deputy’s Office
Whiteboard	Lemay – Dep. Office	Deputy’s Office
Bookshelf	Lemay – Div. Office	Division Chief’s Office
Office chair	Lemay – Div. Office	Division Chief’s Office
Guest chairs (2)	Lemay – Div. Office	Division Chief’s Office
Whiteboard	Lemay – Div. Office	Division Chief’s Office
Filing Cabinet	Lemay – Enf. Mgr. Off	Enforcement Mgr. Off.
Office chair	Lemay – Enf. Mgr. Off	Enforcement Mgr. Off.
Guest chairs (2)	Lemay – Enf. Mgr. Off	Enforcement Mgr. Off.
Whiteboard	Lemay – Enf. Mgr. Off	Enforcement Mgr. Off.
Office chair	Lemay – Admin. Off.	Admin. Asst. Office
Lateral file cabinet	Lemay – Admin. Off.	Admin. Asst. Office
Guest chairs (2)	Lemay – Waiting	Waiting area
Side table	Lemay – Waiting	Waiting area
Office chairs (2)	Lemay – Enf. Officers	Enforcement Office
Lateral file cabinet	Lemay – Enf. Officers	Enforcement Office
Whiteboard	Lemay – Enf. Officers	Enforcement Office
Mini fridge	Lemay – Conf. Room	Conference room
Filing cabinets (4)	Lemay – Spare Off.	Hallway
Photocopier	Lemay – Photocopy	Photocopy room
Wall-mounted filing system	Lemay – File room	Secure storage room
Shelving units	Lemay – Storage room	Upstairs storage room
Shelving units	Lemay – Vault	Upstairs storage room

Some existing furniture is past its useable lifespan currently, and has therefore been ordered to be replaced out of operating budgets, and the new replacements will be installed in the new station (rather than assembled, disassembled, and re-assembled). This includes the desk for the Enforcement Manager and the Administrative Assistant.

5) **DISCUSSION :**

In order to complete the furnishing of the fire station, a small number of additional items need to be purchased. It is the departments request that Council approve this to come from the remaining contingency left within the overall project budget, as was discussed when the project was initiated. The additional pieces of furniture required are as follows:

<b>ITEM</b>	<b>LOCATION</b>	<b>COST</b>
L-shaped desk	Division Chief's Office	\$1,000
L-shaped desk	District Chief's Office	\$1,000
Cubicles (2-3)	Enforcement Officers	\$2,500
Office chair	District Chief's Office	\$800
Office chairs (2)	Watch room	\$1,600
Conf. room chairs (8)	Conference room	\$1,880
Magnetic whiteboards (4)	Classroom / EOC	\$2,200
Lunch room chairs (16)	Kitchen/lunch room	\$3,040
Counter seating (5)	Kitchen/lunch room	\$1,250
Classroom/EOC tables (same as in City hall)(35)	Classroom / EOC	\$11,830
Classroom/EOC chairs (80)	Classroom / EOC	\$12,000
	Sub-total	\$39,100
	HST (1.8%)	\$703.80
	Total	\$39,803.80

6) **CONSULTATION:**

None.

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

None.

8) **FINANCIAL IMPACT (expenses/material/etc.):**

Overall within the approved station budget, there is currently \$59,182 remaining in the contingency. It is therefore recommended that Council approve the expenditure of no more than \$40,000 + HST towards the purchase of the outstanding items as listed above, to be funded from the remaining contingency.

9) **LEGAL IMPLICATIONS :**

None.

10) **RISK MANAGEMENT :**

None.

11) **STRATEGIC IMPLICATIONS :**

None.

12) **SUPPORTING DOCUMENTS:**

None.