



## Staff Report

**Report Title: Fire and Emergency Services Strategic Plan RFP**

**Prepared By: Chris Cleave, Fire Chief**

**Department: Fire & Emergency Services**

**Date: Jul. 4, 2022**

**Report Number: FIRE-2022-07-22**

**File Number: C11-FIRE-22**

**Attachments: Methodology - Emergency Management Group Inc. RFP**

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### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves report number FIRE-2022-07-22, prepared by Chris Cleave, Fire Chief AND approves the proposal of Emergency Management Group Inc. for a Fire Service Strategic Plan not exceeding \$43,940 plus HST, AND FURTHER authorizes the appropriate By-Law coming forward

### **Background:**

The creation of a Fire Service Strategic Plan will help guide council in making important decisions in relation to apparatus, personnel, services levels and facilities for our Fire and Emergency Services for the foreseeable future. A major focus of the proposed study will be to determine an appropriate location for any future construction of a Fire Hall for the Ripley-Huron service area and how a Deep Geological Repository operating in the area may impact our services. This project was included in the 2022 Fire Departments Business Plan and will be funded through the NWMO.

### **Discussion:**

In June of 2022 a Request for proposals was released seeking consultant services to complete the study which is titled the "Huron-Kinloss Fire & Emergency Services Strategic Plan".

The Township received 2 proposals through the Request for Proposals process. One proposal contained two different options.

The proposals were reviewed by a review team consisting of the Fire Chief, the Treasurer, and the Manager of Strategic Initiatives.

We received the following submissions to the engagement RFP: (quotes do not include HST)

- Emergency Management Group Inc. - \$43,940.00
- Westinghouse Electric Canada Inc. (Option # 1) - \$115,000.00
- Westinghouse Electric Canada Inc. (Option # 2) - \$34,600.00

The team reviewed all proposals using a weighted scoring matrix determine who was the best fit for this project.

The review Team would like to recommend working with Emergency Management Group Inc. to complete this project.

The Emergency Management Group Inc. has displayed a solid understanding of what we are trying to achieve which was clearly outlined in the proposal in which they have submitted.

The Emergency Management Group has been able to clearly outline their experience working with numerous other municipal fire services of comparable size to Huron-Kinloss and others ranging from small rural communities to large urban centres.

The submission provided by the Emergency Management Group Inc. demonstrates that they will have a solid understanding of who we are and any future challenges we may face.

Finally, their proposal provided a great cross-section of engaging the fire department membership, Council, the public and township staff in the development of a strategic plan.

**Financial Impacts:**

\$35,000 has been included in the 2022 budget as approved by council. This leaves a balance of \$8,940.00. We are proposing the balance be allocated from any savings in the budget and/or the Municipal Modernization Reserve..

**Strategic Alignment / Link:**

We are an accessible community that offers opportunities for everyone by having services and amenities nearby.

**Respectfully Submitted By:**

Chris Cleave, Fire Chief

**Approved By:**

Mary Rose Walden, Chief Administrative Officer