



TOWN OF MINTO

MEETING DATE: February 20, 2024
REPORT TO: Mayor and Council
SERVICE AREA: Fire
SUBJECT: FIRE 2024-001 - Shared Fire Services Management Team Agreement and Budget Amendment

RECOMMENDATIONS:

THAT Council of the Town of Minto receive report FIRE 2024-001 regarding Shared Fire Services Management Agreement and Budget Amendment;

THAT Council of the Town of Minto approve the addition of three (3) full-time positions for Fire and Emergency Services;

THAT Council of the Town of Minto approve an amendment to the Fire and Emergency Services 2024 Operating Budget with expenditure increases of \$416,700 and revenue increases of (\$438,800) for a net impact of (\$22,100);

THAT Council of the Town of Minto approve an amendment to the Fire and Emergency Services 2024 Capital Budget in the amount of \$70,000 with funding provided from the Fire and Emergency Services Reserve (\$28,000) and a recovery from Wellington North and Mapleton (\$42,000); and

THAT Council of the Town of Minto authorize the Mayor and the Clerk to sign the Shared Fire Service Management Team agreement with Wellington North and Mapleton.

BACKGROUND:

For the past 4 years, the Minto Fire Department and the Wellington North Fire Services have been operating under a Shared Fire Chief agreement where both municipalities have been sharing the services of one Fire Chief. During this time, daily operations have evolved into sharing the entire management team consisting of the Fire Chief and two Deputy Chiefs between the Town of Minto and the Township of Wellington North.

During the recent renewal negotiation with Wellington North, both municipalities have agreed to change and formalize the agreement to a shared management team agreement where both municipalities share in the services of all 3 personnel. The new agreement would split the costs of all three positions and the related costs associated with their daily operations.

While in negotiations, the Township of Mapleton inquired about joining the partnership to provide management services to their municipality as well. The discussions took place, and it was determined to accomplish this, the full-time complement of Fire and Emergency

Services would need to be increased by two (2) full-time positions to ensure appropriate service delivery across the three (3) municipalities.

Mapleton Council and Wellington North Council are both in favour of the new agreement and have passed By-laws to that effect.

COMMENTS:

It is proposed that the new Fire Services Management Team consist of a Director of Fire Services, two (2) Deputy Directors of Fire Services, a Training Officer, an Administration / Public Educator, and a Fire Inspector / Plans Examiner.

As part of the new agreement, Minto would employ all six (6) personnel on the management team consisting of three (3) existing employees, one (1) employee from Wellington North, and two (2) new staff. Minto would 'contract' out the services of the team to both Wellington North and Mapleton based on the cost sharing reflected in the attached agreement.

A joint oversight committee would be struck consisting of the Chief Administrative Officers and Council representatives, one from each of the three (3) municipalities. The committee would review the budget and work plans of the Fire Service Management Team and assist in setting the direction of the team. The management team would still be responsible for reporting to all three Councils on a regular basis as well as preparing a budget for each Council to consider.

All three municipalities will pass By-laws appointing the Fire Service Management Team personnel as representatives of their municipality as well as their Fire Chief and Deputy Chiefs.

FINANCIAL CONSIDERATION:

The general agreement in principle between Mapleton, Wellington North and Minto is that Mapleton and Wellington North will compensate Minto for the costs incurred by Minto to properly provide the services under this Agreement, as represented by 30% for each municipality of the total cost to Minto of employing the entire Fire Service Management Team, including those costs incurred for the Team to carry out their roles.

A budget amendment to the 2024 Fire and Emergency Services Operating Budget is required in the amount of \$416,700 in expenditures and (\$438,800) in revenue to reflect the financial arrangements of the new partnership agreement as outlined below:

Expenditures

| | |
|---|----------------|
| Salary and Benefits | 383,700 |
| Vehicle Repairs / Fuel | 9,000 |
| Memberships / Conferences / Training | 7,200 |
| Office Supplies / Technology / Clothing / Other | 16,800 |
| Total Expenditures | 416,700 |

Revenue

| | |
|---|------------------|
| Recovery From Wellington North & Mapleton | (438,800) |
| Total Revenue | (438,800) |

| | |
|------------|-----------------|
| Net | (22,100) |
|------------|-----------------|

A budget amendment to the 2024 Fire and Emergency Services Capital Budget of \$70,000 is also required for the purchase of one (1) additional vehicle to be shared by the entire Fire Services Management Team. Sixty percent (60%) of the cost of the new vehicle will be recovered from Wellington North and Mapleton.

STRATEGIC PLAN:**Goal 5: Responsible Government**

Deliver Services in an open, accountable, and transparent manner while providing an outstanding working environment for our employees and community.

PREPARED BY: Chris Harrow, Director of Fire Services

RECOMMENDED BY: Mark Potter, Interim Chief Administrative Officer