

CITY OF MOOSE JAW

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

Mayor Higgins	Councillor Mitchell
Councillor Eby, Chairperson	Councillor Swanson
Councillor Kirkpatrick	Councillor Boyle
Councillor Luhning	

Please be advised that Chairperson, Councillor Eby, has called an Executive Committee meeting on **Monday, October 26, 2015** at 6:30 p.m. in the Scoop Lewry Room, 2nd Floor, City Hall, in order to deal with the following:

AGENDA

1. Report dated October 26, 2015 from the Fire Department, **re: Provision of Fire Suppression Services to 15 Wing.**
2. Report dated October 20, 2015 from the Information Technology Department, **re: JD Edwards Prototype Environment.**
3. Report dated October 21, 2015 from Planning and Development Services and the City Clerk/Solicitor's Department, **re: Confidential Property Matter.**
4. Report dated October 21, 2015 from the Planning and Development Services Department, **re: Confidential Property Matter.**

***The Next Standing Committee Meeting is Scheduled for
Monday, November 9, 2015 (Provided there are items to consider)***

CITY OF MOOSE JAW

DATE: October 26, 2015
TO: Executive Committee
FROM: Fire Department
SUBJECT: Provision of Fire Suppression Services to 15 Wing

PURPOSE:

The purpose of this report is to obtain authorization from City Council to enter into agreement with Public Works Canada and Government Services Canada (PWGSC) for provision of Fire Suppression services to 15 Wing by the Moose Jaw Fire Department (MJFD).

BACKGROUND:

MJFD has provided fire suppression services to 15 Wing/Department of National Defence since the original Agreement entered into on January 21, 2000. The initial term of the Agreement was five years ending December 31, 2004 with two extension periods extendable inclusively at PWGSC. Both extensions were exercised taking the Agreement to December 31, 2009. A further three year agreement with two extensions was agreed upon taking us to the end of December 31, 2015.

Below is a snapshot of Fire Services provided to 15 Wing:

1. Provide first response with the qualified management, supervisors, firefighting personnel and equipment to perform all structural firefighting and rescue services. To include confined space, grass (wild land) fires, auto extrication, hazardous material incidents and emergency medical calls, while ensuring damage is kept to the minimum that safety allows.
2. Have a procedure in place in the event of a simultaneous response to the City of Moose Jaw and 15 Wing Moose Jaw is required.
3. Emergency operations must commence within 10 minutes of receiving an alarm to a structural fire. Emergency operations are all functions performed at the scene including rescue, fire suppression, emergency medical care and special operations.
4. All Moose Jaw firefighters to participate and maintain site and building familiarization on a quarterly basis, in order to develop and maintain a Structural Fire Protection Program.
5. Minimum response strength will be fixed at no less than five (5) qualified firefighting personnel using at least one pumper vehicle specifically designed to combat structural fires.

Also included in the contract is a disengagement fee which will become payable in the event PWGSC terminated the contract or if the contract is not renewed. The disengagement fee would help cover the cost of any work place adjustment plans for severance or voluntary retirement

package costs. The Collective Bargaining Agreement the City of Moose Jaw and the Moose Jaw Firefighters' Association Local 553 contains the following clause:

44. SEVERANCE PACKAGE

"In the event that the 15 Wing Contract for the provision of fire suppression services to 15 wing is terminated (i.e. option period not utilized or contract not renewed) and if, as a result of that termination, any member of the bargaining unit is adversely affected, the parties shall meet and bargain collectively, in good faith, with a view to establish a workplace adjustment plan. In the event that a workplace adjustment plan is unable to be agreed upon following negotiation, either party may submit the matters in issue to binding arbitration in the manner provided with the respect to rights arbitration under this Agreement (with the exception that the Interest Arbitration Board so established shall be entitled to order an amendment to the Collective Bargaining Agreement to reflect its decision).

PWGSC paid fees on a quarterly basis since the beginning of the contract, with a total value estimated at \$14 million. The contract has a built in cost adjustment which is set at 3.1% annually with a provision that in years when the CPI for Regina exceeds 3.1% then the greater amount would be incorporated.

DISCUSSION:

The current contract expires December 31, 2015; however, PWGSC issued a call for proposals on May 20, 2015 with a closing date on May 29, 2015. This contract is to cover the year 2016 only. Fire Administration submitted a proposal for this contract; the proposal was accepted and signed by PWGSC.

A review of the current scope of work revealed it to be relatively the same as the current contract with a few additions. The additions are as follows:

1.1.4 Provide alarm monitoring services and be in immediate contact with the tower during flight operations.

3.2.6 The CFI will provide and update running cards. One set will be kept on Moose Jaw Fire Department's front line pumper.

3.2.7 Response reports shall be provided to the CFI within 24 hours.

3.2.8 Provide initial fire investigation.

3.2.2 Emergency operations resources shall be deployed to provide for the arrival of an engine company within 10 minutes of receipt of an alarm. Emergency operations shall commence immediately upon the arrival of the first engine company. Emergency operations performed at the scene to include: rescue, fire suppression, emergency medical care and special operations.

Old

3.2.2 Emergency operations must commence within 10 minutes of receiving an alarm to a structural fire. Emergency operations are all functions performed at the scene including rescue, fire suppression, emergency medical care and special operations.

The scope of work is as follows:

1. Purpose

1.1 This contract is for the provision of all labour, materials, tools, equipment, transportation and supervision required to provide structural and other non-aircraft firefighting services at 15 Wing Moose Jaw, including residential housing units at Bushell Park.

2. Background

2.1 The Department of National Defence is responsible for providing structural firefighting and lifesaving services for the Nato Flying Training Canada(NFTC) and non-NFTC premises at 15 Wing Moose Jaw, including residential housing units at Bushell Park. As 15 Wing Moose Jaw does not have its own firefighting unit, these services are required to be contracted to the City of Moose Jaw.

3. Requirements

The contractor MUST provide the following:

3.1.1 Provide first response with the qualified management, supervisors, firefighting personnel and equipment to perform all structural firefighting and rescue services. To include confined space, grass (wild land) fires, auto extrication, hazardous material incidents and emergency medical calls, while ensuring damage is kept to the minimum that safety allows.

3.1.2 Have a procedure in place in the event of a simultaneous response to the City of Moose Jaw and 15 Wing Moose Jaw is required.

3.1.3 All Moose Jaw firefighters to participate and maintain site and building familiarization on a quarterly basis, in order to develop and maintain a Structural Fire Protection Program. To be correlated with the 15 Wing Chief Fire Inspector (CFI).

3.1.4 Provide fire alarm monitoring services and be in immediate contact with the control tower during flying operations.

3.1.5 Services will be supplied to structures located at 15 Wing and other federally owned buildings and facilities

SPECIFIC REQUIREMENTS

3.2.1 Minimum response strength will be fixed at no less than five (5) qualified firefighting personnel including at least one qualified fire officer using at least one (1) pumper vehicle specifically designed to combat structural fires.

3.2.2 Emergency operations resources shall be deployed to provide for the arrival of an engine company within 10 minutes of receipt of an alarm. Emergency operations shall commence immediately upon the arrival of the first engine company. Emergency

operations performed at the scene to include: rescue, fire suppression, emergency medical care and special operations.

3.2.3 Ensure water supply connections on all responding vehicles are compatible with the outlets at 15 Wing Moose Jaw.

3.2.4 Ensure familiarization with the 15 Wing Moose Jaw Emergency Response Plan (ERP) to properly support a Wing emergency response.

3.2.5 The structural fire response must be guaranteed 24 hours a day, 7 days a week and 52 weeks a year.

3.2.6 The CFI will provide and update running cards. One set will be kept on Moose Jaw Fire Department's front line responding vehicles.

3.2.7 Response reports shall be provided to the CFI within 24 hours.

3.2.8 Provide initial fire investigation.

By entering into agreement with PWGSC the citizens of Moose Jaw benefit by an enhanced fire service. In the event City Council chooses not to enter into an agreement with PWGSC the loss of revenues would necessitate downsizing of the current staffing levels. Payment of severance and or early retirement packages would be the City's responsibility as the disengagement fee is only payable if PWGSC terminates or does not renew the contract.

A disengagement fee would be payable to cover the cost of severance of up to eight firefighters and the Deputy Chief. The City shall notify PWGSC within 14 days of the number of people affected. PWGSC shall cover all costs in regards to severance, included but not limited to; wage and salary packages paid either voluntarily or imposed through arbitration or court proceedings and legal fees.

The inclusion of the disengagement fee leads one to conclude that both parties intended for the provision of fire services to 15 Wing to be an ongoing relationship.

FINANCIAL IMPLICATIONS:

The contract amount for 2016 is set at \$ 1,257,248.00 this cost includes the standard increase of 3.1% plus additional \$34,313.00 to cover for Computer Aided Dispatch and Fire Investigation services.

If the City of Moose Jaw decides not to enter into agreement with 15 Wing all associated costs will be borne by the city to downsize the Fire Department.

ALTERNATIVES:

1. That City Council authorizes the Administration to enter into agreement with PWGSC for the provision of fire suppression services to 15 Wing Moose Jaw as provided for in the Agreement.
2. Decline to provide fire suppression services to 15 Wing.

RECOMMENDATIONS:

That City Council authorize Administration to enter into agreement with PWGSC substantially in the form presented for the provision of fire suppression services to 15 Wing Moose Jaw as provided for in the Agreement; and

That upon Council's authorization, the Mayor and City Clerk be authorized to execute the corresponding Agreement and amendment between PWGSC and the City of Moose Jaw.

Respectfully submitted,



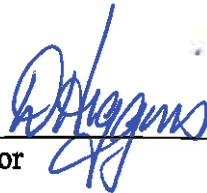
Rod Montgomery, Chief
Moose Jaw Fire Department
RM/

CITY MANAGER'S COMMENTS:



City Manager

MAYOR'S COMMENTS:



Mayor

CITY OF MOOSE JAW

October 20, 2015

TO: Executive Committee

FROM: Information Technology Department

SUBJECT: JD Edwards Prototype Environment

PURPOSE:

The purpose of this report is to request City Council to approve the sole source of a prototype JD Edwards system from I-Symco Inc. in the amount of \$30,000.

BACKGROUND:

The City's JD Edwards system was originally purchased in 2000 and is primarily used as the City's core financial system. Although the system has had version upgrades since its original implementation, the system's configuration and its use has not changed significantly since that time.

Earlier this year the Information Technology Department with the assistance of I-Symco Inc. and in conjunction with the various departments of the City have begun and evaluation of the system to explore opportunities to use JD Edwards as an enterprise-wide, integrated system. Numerous working sessions with internal stakeholders have been held over the last number of months. These sessions have examined the City's business processes, the current state of the system, integration opportunities, as well as the City's future requirements.

Initial funding of \$20,000 from the accumulated depreciation of the JD Edwards system was approved in the 2015 Equipment Reserve budget, with an indication that further funding would be requested later this year.

DISCUSSION:

Through the working sessions, three areas have been identified as key opportunities for process improvement and integration into the JD Edwards system: Job Costing, Purchase Orders, and Inventory. These are areas that currently have a number of manual processes in their current forms and integration into the JD Edwards system would provide productivity benefits across all City departments. In addition to these areas, improvements in the core configuration of the system are required.

A prototype environment of a new implementation of the JD Edwards system would allow a base configuration to be built, tested and evaluated without affecting the current production environment that is used to conduct the City's day to day operations and would consist of high level examples and samples of the General Ledger, Job Costing, Inventory and Purchasing systems.

When complete, the prototype environment would be beneficial to show the potential workflows and operations of an integrated JD Edwards system and test the business processes developed in the working sessions. The environment would provide a starting off point for further business process improvements and the base for a renewed production environment.

The prototype environment would be created remotely by I-Symco Inc. in the City's current JD Edwards system. Once completed there will be an onsite presentation by I-Symco Inc. to City staff over a two day period.

FINANCIAL IMPLICATIONS:

The estimated cost of this prototype environment is \$30,000. The prototype environment would be funded from the accumulated depreciation of the JD Edwards system contained within the Equipment Reserve.

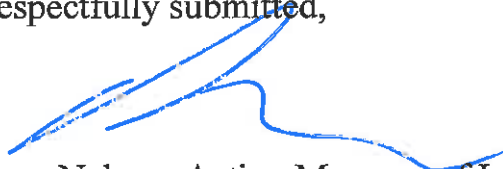
ALTERNATIVES:

- 1) Approve the implementation of the prototype JD Edwards environment with a direct source from I-Symco Inc.
- 2) Provide alternate direction.

RECOMMENDATION:

THAT the development of a prototype JD Edwards environment be approved for the amount of \$30,000 and that it be directly sourced from I-Symco Inc.

Respectfully submitted,



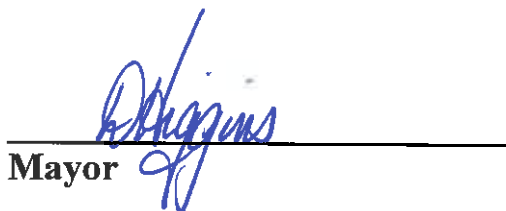
Ryan Nelson, Acting Manager of Information Technology

CITY MANAGER'S COMMENTS:



City Manager

MAYOR'S COMMENTS:



Mayor