

**Municipality Of Chatham-Kent
Chief Administrative Office
Fire and Emergency Services**

To: Mayor and Members of Council
From: Adam Walters, Assistant Fire Chief
Date: September 15, 2020
Subject: **R20-194 - Master Fire Plan**

Recommendation

It is recommended that:

1. The R20-194 - Master Fire Plan be awarded to Dillon Consulting Limited at a total value of \$94,991.00
 - i. The proposed options for Community Risk Assessment, Council Workshops and Target Stakeholder Engagements be awarded to Dillon Consulting Limited at a total value of \$ 22,232.00
 - ii. The total project cost of \$117,223.00 be funded from the 2020 approved budgets for Master Fire Plan and Community Risk Assessments, account 14011.52126.GEN.
 - iii. The Mayor and Clerk be authorized to sign the necessary contract agreements.

Background

During the 2020 budget deliberations, Council approved the funding to move forward with the procurement of both a Fire Master Plan and a Community Risk Assessment. The Master Fire Plan is an externally conducted analysis of the fire and safety risks within a Municipality and of a Fire Departments provision and effectiveness in protecting the community.

Chatham-Kent Fire & Emergency Services (CKFES) conducted the previous Master Fire Plan in 2006, which aimed to examine the suppression, rescue, prevention, disaster response and community education needs of the Municipality. One of the key factors of this analysis is to review projected growth for the next ten years and to ensure

the department is on track to match and maintain a competent level of service during this time.

In July 2019, amendments were made to the Fire Prevention and Protection Act 1997 (FPPA) stipulating that every municipality must complete and review a community risk assessment and use that assessment to inform decisions about the provision of fire protection services. This must include the following profiles – Geography, Building Stock, Critical Infrastructure, Demographics, Hazards, Community Services, Economics and past losses in terms of dollar, injuries and deaths.

The Master Fire Plan is formed by the Community Risk Assessment tool, with the resulting guidance as to the provision of services, location of stations and response profiles forming the second part of the act in terms of informing decision.

Comments

In accordance with the [Purchasing By-law](#) the project was advertised on the Municipal Website on April 4th, 2020 and closed on May 11th, 2020.

Seven (7) interested companies registered for the documents and six (6) companies' submitted proposals by the closing date.

Company Name

1. **Emergency Management Training Inc.**
2. **MCG Consulting Solutions**
3. **Manitou Inc.**
4. **Behr Integrated Solutions Inc.**
5. **Dillon Consulting Limited**
6. **Promax**

The submissions were reviewed and rated by Chatham-Kent's Master Fire Plan evaluation committee. The submissions were evaluated based on the following criteria:

	Weight Given
1. Cost	35%
2. Experience	30%
3. Service Delivery	20%
4. Qualifications/Suitability	15%

The evaluation committee met on Thursday, July 16th, 2020, and shortlisted the top three (3) respondents for further interviews:

1. Dillon Consulting Limited
2. Emergency Management Training Inc.
3. Promax

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The evaluation committee interviewed and rated the three (3) shortlisted candidates on Wednesday, August 26th, 2020. Based on the information presented in the interviews, the evaluation committee decided to only open the pricing envelope of the top scoring company.

The evaluation committee recommended awarding the project to Dillon Consulting Limited. The overall results are as follows:

RANK	COMPANY NAME	FINAL SCORE
1	Dillon Consulting Limited	87
2	Emergency Management Training Inc.	45
3	Promax	44
4	Behr Integrated Solutions Inc.	30
5	Manitou Inc.	25
6	MCG Consulting Solutions	18

Areas of Strategic Focus and Critical Success Factors

The recommendation in this report support the following areas of strategic focus:

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

Financial Implications

The project is being funded from previously approved 2020 supplementary budgets for a Fire Master Plan and Community Risk Assessment. All items are currently within the approved budget account 14011.52126.GEN.

Prepared by:

Reviewed by:

Adam Walters
Assistant Chief

Chris Case
Fire Chief

Consulted by:

Jennifer Scherle
Purchasing Officer, Financial Services

Attachment(s): None

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