

**VILLAGE OF PEMBERTON  
-SPECIAL MEETING AGENDA-**

**Agenda** for the **Special Meeting** of Council of the Village of Pemberton to be held Tuesday, November 12, 2019 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1502.

*"This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010."*

---

Item of Business	Page No.
<b>1. CALL TO ORDER</b>	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
<b>2. APPROVAL OF AGENDA</b>	
<b>Recommendation:</b> THAT the Agenda be approved as presented.	
<b>3. UBCM VOLUNTEER &amp; COMPOSITE FIRE DEPARTMENTS EQUIPMENT &amp; TRAINING PROGRAM</b>	2
<b>Recommendation:</b> THAT Council approve an application to UBCM's Volunteer & Composite Fire Department Training & Equipment program for up to \$25,000 for the purchase of essential equipment and training for Pemberton Fire Rescue and its members.	
<b>4. RESOLUTION TO MOVE IN CAMERA</b>	
THAT pursuant to Section 90 (1) (e) Land Acquisition and (k) Negotiations of the <i>Community Charter</i> , the Council of the Village of Pemberton serves notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.	
<b>5. ADJOURNMENT</b>	

**Date:** November 12, 2019

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Jill Brooksbank, Sr. Communications and Grants Coordinator

**Subject:** UBCM Volunteer & Composite Fire Departments Equipment & Training Program

---

### **PURPOSE**

The purpose of this report is to seek Council's approval for the Village to make application to UBCM's Volunteer & Composite Fire Department Training & Equipment program for up to \$25,000 for the purchase of essential equipment and training for Pemberton Fire Rescue (PFR) and its members.

### **BACKGROUND**

The Community Emergency Preparedness Fund (CEPF) is a Provincially funded suite of programs administered by Union of BC Municipalities (UBCM). The CEPF is intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies.

The objective of the Volunteer & Composite Fire Departments Equipment & Training program (the program) is to support volunteer and composite fire departments through the purchase of new or replacement equipment and to facilitate the delivery of training. This funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

### **DISCUSSION & COMMENTS**

As a Volunteer fire department, PFR is eligible to access the program funding to meet the needs of the Community and Playbook standards. Eligible expenditures include equipment required to support response to structural and interface fires such as hoses, pumps, bladders and approved wildland firefighting personal protective equipment.

Regardless of a fire department's structure and scope of resources, all fire fighters in BC are required to meet minimum training standards of the Playbook; in order to meet required the NFPA 1001 Standards, fire fighters must have Live Fire I and II certifications. In addition to equipment, program funds can be used for delivery of training to firefighters including instructor costs, travel, tuition and course fees, cross training for wildland fires and fire-related training props to assist with in-house training, including live burn training structures.

A resolution from Council indicating support for the proposed activities and willingness to provide overall grant management is required to apply for the funding. The submission deadline for the application in November 15<sup>th</sup>, 2019.

All program deliverables must be met, and funds spent within 12 months from when the funding is approved, which would most likely be mid-February 2020.

**COMMUNICATIONS**

There is no communications element at this time. However, should the Village be successful in obtaining the funding, it would be bound by any communications requirement stipulated in the Approval Agreement.

**LEGAL CONSIDERATIONS**

There are no legal, legislative or regulatory considerations at this time.

**IMPACT ON BUDGET & STAFFING**

PFR plans to use the program funding to subsidize the cost of a Live Fire I training facility on the existing training grounds. This includes the cost of training 5 personnel to become Live Fire I trainers / evaluators, upgrading the training grounds to meet the requirements of Live Fire I training facility, and the purchase of equipment. A certified Live Fire I training ground with qualified in-house instructors will result in cost savings of \$750 per trainee (travel, accommodation and tuition) to certify other members in Live Fire I as required by the Playbook.

Currently the PFR has thirty additional members that require training, representing a savings of \$25,000 for current department members as well as a continued savings in training costs for future members.

The ability to train fire fighters in Live Fire I also results in a revenue generating opportunity, as the PFR will also be able to certify members of neighbouring departments such as Lil'wat, Birken and Pemberton Meadows fire departments for a fee.

The total cost for facility to be certified for Live Fire 1 is \$ 45,500; below is the breakdown of costs to be covered should we be successful in obtaining the \$25,000 in grant funding, and the shortfall of \$20,500 to be included in the 2020 Fire Department budget.

<b>Expenditures covered by program funding</b>	<b>Cost</b>
5 PFR personnel trained to be both Trainers and Evaluators, including travel, accommodation and tuition	\$5,000
Propane tank	\$5,000
Piping and shut-off valves	\$5,000
Concrete pads for training props with water catchment	\$1,500
Dumpster fire prop	\$1,500
Vehicle fire prop	\$5,000
Propane Tank fire prop	\$2,000
<b>Total funding application amount</b>	<b>\$25,000</b>

<b>Remaining expenditures of project</b>	<b>Cost</b>
Engineer costs for certification of training ground	\$4,500
Resurfacing and fencing of training ground	\$15,000
Underground installation of pipes and shut-off valves	\$1,000
Total remaining expenditures	\$20,500
<b>Total cost of project</b>	<b>\$45,500</b>

**INTERDEPARTMENTAL IMPACT & APPROVAL**

The additional training and equipment made possible by this funding would allow the Pemberton Fire Rescue to facilitate compliance with the Playbook and support compliance in our smaller neighbouring communities.

Interdepartmental Approval by:	Robert Grossman, Fire Chief
--------------------------------	-----------------------------

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

The preparation of the funding application has no impact on other jurisdictions. However, should the Village be successful in obtaining the funding, the additional resources for training and equipment for the department would have a positive impact on all jurisdictions that depend on PFR for fire protection services, including Lil'wat Nation and Area C of the Squamish Lillooet Regional District.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative is consistent with Strategic Priority No. Three: Excellence in Service – by delivering the highest quality level municipal services within the scope of our resources

**RECOMMENDATIONS**

**THAT** Council approve an application to UBCM's Volunteer & Composite Fire Department Training & Equipment program for up to \$25,000 for the purchase of essential equipment and training for Pemberton Fire Rescue and its members.

Submitted by:	Jill Brooksbank, Sr. Communications and Grants Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer