



Memo

To: Mayor Gibson & Members of Council
From: Morgan Alcock, Fire Chief/CEMC
Date: September 22, 2020
Re: Central Fire Station Project

On September 2, 2020, Council directed staff to review the proposed concept plans for the Central Fire Station and remove 2,500 sq.ft. of administrative space.

Since that date, the internal project team has been working with the design firm to develop options that follow the current direction of Council and are anticipating having a report prepared by the next meeting. This process is taking longer than anticipated as staff are grappling with implementing the current Council direction while reconciling the previously communicated priorities, needs and expectations by Council.

The existing concept plan was developed based on the Spatial Needs Assessment that was considered by Council in [Report FSR-003-2020](#) on January 28, 2020, and confirmed during the Station tours conducted in February. The original Spatial Needs Assessment was developed in accordance with the following evidence based documents:

- 2013 Master Fire Plan recommendations,
- 2016 Fire & Emergency Services Operational Review recommendations,
- 2016 Ministry of Labour Orders, and guidelines
- Ontario Office of the Fire Marshal – Guide to Planning Fire Stations & Design Checklist
- Various sector specific Standards, Codes, design guides and handbook,
- Results of the survey that was conducted in late 2019 early 2020 by both Council & Fire personnel

The results of the survey highlighted the following priorities, needs and expectations of the project and are listed in Table 1 (pg.2), as sorted by survey response ranking.

Staff will continue to diligently work on options following the direction of Council and anticipate the report returning to the next available meeting of Council.

Morgan Alcock
Fire Chief/CEMC



TABLE 1 – Fire Station Survey Results
Ranked by Survey Response Percentage

Design Element	Council	Firefighters	Total	Percentage
Total Respondents	3	22	25	
Health & Safety	3	22	25	100%
Quality Construction	3	22	25	100%
Meeting/Debrief Room	3	22	25	100%
Longevity	2	22	24	96%
Cost	3	21	24	96%
Association Room	2	22	24	96%
Kitchen & Lunch Room	3	20	23	92%
Training Officer Workspace	2	21	23	92%
Energy Efficient Construction	3	19	22	88%
Municipal Emergency Operations Centre	3	19	22	88%
Fire Chief Office	3	19	22	88%
Physical Wellness Space	3	18	21	84%
Standby Room	3	17	20	80%
Deputy Fire Chief Office	2	18	20	80%
FPO/Pub Ed Workspace	2	16	18	72%
General Admin Workspace	2	13	15	60%

Total Council – 5

Total Fire personnel at the time of the survey – approx. 42.

