

**Regular Council Meeting Agenda
Community Centrum: Grand Bay Room
September 12, 2022
Page 1 of 2**

- 1. Call to Order - 7:00 pm**
- 2. Acknowledgement of Treaty Land**

We respectfully acknowledge that Grand Bay-Westfield exists on the traditional Wolastoqey (WOOL-US-TOOK-WAY) land.

The lands of Wabanaki (WAH-BAH-NAH-KEE) people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

The river that runs by our town is known as Wolastoq (WOOL-LUSS-TOOK), along which live Wolastoqiyik (WOOL-US-TOO-GWEEG) – the people of the beautiful and bountiful river.

We, the staff and elected representatives, pay respect to the elders, past and present, and descendants of this land.

- 3. Mayor's Comments**
- 4. Record of Attendance**
- 5. Agenda Approval**
- 6. Disclosure of Conflict of Interest**
- 7. Public Hearings/Presentations/Delegations/Petitions**
- 8. Minutes of Previous Meeting**
 - a) Regular Council Meeting Minutes of August 15, 2022

9. Unfinished Business

10. Bylaws

11. New Business/Recommendations

- a) Fire Department Asset and Record Management
- b) DTI Contract Award

12. Bills for Payment

13. Consent Agenda

- a) Email – PRUDE Inc., Welcoming Week Events
- b) Email – UNBSJ Seawolves Football 2022 Schedule
- c) Invitation to the Dedication to Service Ceremony – The Canadian Coast Guard
- d) PAC Minutes, August 2nd meeting
- e) MADD 2022 Vigil Invitation
- f) Letter – Royal United Services Institute of NB, Inc.

14. Council Reports

15. Business Arising from Committee of the Whole

16. Adjournment

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

September 12, 2022

TITLE: FIRE DEPARTMENT RECORDS MANAGEMENT SYSTEM

PREPARED BY: TROY GAUTREAU

DEPARTMENT: FIRE

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1.

BACKGROUND

As part of the 2021-2026 Fire Department Strategic Plan, the need for an asset and inventory management plan was identified. As research was conducted on applicable software, the additional need for improved tracking of training, personnel and task management was also identified. The Departments' emergency reporting system is dated and has limitations, however, is adequately meeting the needs of the Department. The Department does track training of each member using a Microsoft Excel spreadsheet. The primary issue with this system, is that while it accurately tracks training, it is a complex design which is not able to be modified by current staff.

COMMENT

Multiple asset management applications were reviewed, however, none ideally fit the unique needs of the fire service.

The process of the research phase of the currently in progress fire service review and ten-year strategic plan being completed by Transitional Solutions Inc (TSI), brought renewed focus on the need for better asset management. It once again also highlighted the need for better personnel and training records management. Currently, Department records management is completed via multiple MS Word documents and MS Excel spreadsheets. This system results in many instances of duplication of work by multiple staff members, the need to update the same pieces of information in several documents and limited ability to produce accurate statistics.

A Record Management System (RMS) offered by First Due will meet all the needs identified, as well as replace our existing "Who's Responding" platform for identifying which firefighters are

Fire Department Records Management System

available to respond to a call. This will provide a true all-in-one system. First Due has the added advantages of:

- Being cloud based (meeting all Canadian cyber security standards) which will allow volunteer officers to complete reports while still on the scene, or from home;
- Improved tie-in to provincial reporting system;
- Access by all members, allows for simple reporting of maintenance issues, requests for supplies, etc.;
- Map routing to emergency scenes;
- Dispatch information and updates directly to firefighters;
- Option to include "Community Connect" module which is an "online portal for residents and businesses to input critical occupant and property data that can be made available to Emergency Response Agencies during an incident";
- Full facility, asset, and inventory management;
- Improved training records management;
- Improved personnel records management;
- Will allow for implementation of pre-planning, whereby firefighters can survey high risk properties and input critical information which will be easily accessible in the event of a call to said location; and
- CAD integration with dispatch centre. The full features of this may not be able to be implemented until software upgrades are completed at the dispatch centre, however, this is expected within the next 1-2 years.

The software currently in use for emergency reporting does have training, asset management and personnel records management options available for an additional cost. The two (2) main limitations of this software are:

1. It is server based, requiring officers to come to the station to fill out reports.
2. It has limited license access (only Department Officers have access), requiring a separate system for reporting maintenance issues, requests for supplies etc.

FINANCIAL IMPLICATIONS

First Due is a subscription-based software as a service with an annual licensing fee of \$8,960.00 with an option to add the "Community Connect" module for an additional \$2,000.00 annual licensing fee. Current costs of \$2,150.00 for Firepro2 and Who's Responding would be eliminated.

Fire Department Records Management System

Service and implementation costs for 2022 would be \$4,043.52 based on an October 1 implementation date. The 2022 general operating budget includes allocated funding sufficient to cover these costs.

The implementation of an effective RMS, such as First Due, will streamline administrative labor allowing for increased productivity. A reduction in errors will also be seen with volunteer officers having the ability to complete reports remotely. The more quickly an officer can complete a report, the more accurate their reflection of the events will be. With the current system, officers may not have the time to come to the station to complete a report for a few days following a response.

Reduced inaccuracies will also be noted by the elimination of excessive numbers of documents and spreadsheets.

An additional one-time allocation of \$4,000.00 will be included in the 2023 general operating budget for the purchase of iPad tablets for the apparatus to allow access to routing, preplanning, and other information while firefighters are responding or at scene.

RECOMMENDATION

That Council authorize the purchase of First Due RMS system for the Fire Department.

MOTION

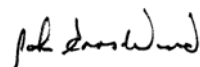
That the Council of the Town of Grand Bay-Westfield authorize staff to enter into a service agreement with First Due for the provision of a records management system with an annual cost of \$10,960.00, with 2022 implementation cost of \$2,500.00.

CAO COMMENTS

APPROVAL

Fire Chief: 

Date: 09/08/2022

CAO: 

Date: 09/08/2022

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

September 12, 2022

TITLE: 2022 DESIGNATED HIGHWAY PROJECT AWARD

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability and Climate Adaptation

ATTACHMENTS:

1. Letter from Minister Jill Green dated March 24, 2022
2. Letter from Ryan Briggs, Dillon Consulting, dated September 7, 2022

BACKGROUND

Designated Highway Projects have normally been an annual approval and construction process until this year. The Department of Transportation and Infrastructure (DTI) has created a Road Ahead Plan which allocated funding for a 3-year period which allow both DTI and municipalities to plan and budget for expenditures over current and future years.

The approved project for 2022 is to extend storm sewer and curbing from Jordan Lane to Hillandale Drive with DTI willing to pay \$146,000 plus non-recoverable HST and the Town would fund \$34,000 (19.1%).

During the initial design review process this year, the updated estimate to construction storm sewer and curbing from Jordan Lane north to Hammond Road came in at \$347,000. This amount is well over the budgeted amount. Dillon Consulting was asked to change the scope of work to reflect the 2022 budget figure. The project length was shortened and now ends before Golf Club Road and not Hammond Road as original planned.

COMMENT

The Town has contacted DTI about carrying funds over to another year to create a larger pool of funds in the next year. That option is not available along with a request for additional funding to cover the recent increase cost for construction.

With respect to the tender award the following options are available to Council:

1. Not to award the tender at all and forgo the funding available from DTI for 2022;

2022 Designated Highway Project Award

2. Award the tender on a reduced scope to have it come in on budget to meet the current funding availability of \$180,000 in total;
3. Award the tender in full and add additional funds from the Town to cover the difference between the original budget estimate and actual tender pricing.

FINANCIAL IMPLICATIONS

The letter from Ryan Briggs has the budget summary at:

"Under the 2022 Designated Highway Program, the Town has received an approved project amount of \$180,000.00 plus non-recoverable HST (\$207,000.00 HST included) which is inclusive of construction and engineering. Of the approved project amount, the Town is responsible for 19.1% which equates to \$39,537.00 HST included (\$35,853.53 Net cost to the Town). NBDTI is responsible for 80.9% which equates to \$167,463.00 HST included. Upon subtraction of the engineering fees, the total available construction budget for the project is \$172,696.59 HST included. The low tender of \$205,278.00 exceeds the available construction budget by \$32,581.41 HST included (\$29,545.41 Net cost to the Town)."

To award the full tender an additional \$29,545.41 will be required to be funded by the Town.

The Town has funds available as budgeted (19.1%) of the original \$180,000 budget.

RECOMMENDATION

It is recommended that the tender be awarded at a reduced scope of work to have the project come in on the original budget of \$180,000. Then in 2023, the approved DTI funds and the Town's portion be used to finish the storm and curb from the end point in 2022 to Hammond Road and continue as far as funds allow northward from Hammond Road.

MOTION

That the Council of the Town of Grand Bay-Westfield award the construction contract to Galbraith Construction as low bidder with a reduced scope of work to meet the original budget of \$180,000 (which includes engineering and contract administration by Dillon Consulting).

APPROVAL

Department Head: 

Date: 09/08/22

2022 Designated Highway Project Award

CAO: *John Stone*

Date: 09/08/22