



City of  
**Peterborough**

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**To: Members of the General Committee**

**From: Chris Snetsinger, Fire Chief  
Peterborough Fire Services**

**Date: April 1, 2019**

**Subject: Report CAOFS19-003  
Fire Dispatch Services for Townships within Peterborough County**

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## **Purpose**

A report to recommend the City enter into a new five year agreement to provide Fire Dispatch Services to all eight townships within the County of Peterborough.

## **Recommendations**

That Council approve the recommendations outlined in Report CAOFS19-003 dated April 1, 2019, of the Fire Chief, as follows:

- a) That the City enter into a new five year agreement from April 1, 2019 to March 31, 2024 to provide Fire Dispatch Services to all eight townships within the County of Peterborough for the following annual base fees:
  - i) \$235,079.07 for the period April 1, 2019 to March 31, 2020
  - ii) \$258,116.82 for the period April 1, 2020 to March 31, 2021
  - iii) \$283,412.27 for the period April 1, 2021 to March 31, 2022
  - iv) \$311,186.67 for the period April 1, 2022 to March 31, 2023
  - v) \$341,682.96 for the period April 1, 2023 to March 31, 2024
- b) That the Mayor and Clerk be authorized to sign the Agreement in the form comprised in Appendix A attached to Report CAOFS19-003.

## Budget and Financial Implications

The revenue received in 2018-2019 for services rendered was \$214,097.51. The revenue expected to be received in 2019-2020 under the new contract will increase by 9.8% to \$235,097.07 and then the rate will increase by 9.8% in each of the next four years.

## Background

Providing Fire dispatch to at least some of the County of Peterborough townships began over 16 years ago. The following list provides some history:

- February 10, 2003 - Report CSF03-001 - Fire Services entered into an agreement to provide Fire Dispatch Services to neighbouring departments within the County of Peterborough, due in part to the acquisition of a computer aided dispatch system;
- September 6, 2005 - Report CSF05-05 - Council authorized the signing of a five year agreement to provide Fire Dispatch Services for a minimum of five Peterborough County Fire Departments. This helped cover the cost of increasing the staff levels in Dispatch from one to two per shift which was already necessary to respond to increased call volumes within the City;
- February 23, 2009 - Report CSF09-002 - Council approved Fire Services to enter into a new five-year agreement to provide dispatch services to include all eight of the townships within the County of Peterborough;
- February 18, 2014 - Report FS14-001 - Council approved the City to enter into a new five year agreement to provide dispatch services to all eight townships within the County of Peterborough. This agreement introduced an annual increase of 3.5%.

The current five year Fire Dispatch Services Agreement expires on March 31, 2019. City Fire Services staff have negotiated a new five year agreement and are recommending Council approve the agreement. The annual 9.8% increases are necessary due to significant changes to the dispatch industry such as Next Generation 911, dispatcher certification/professionalization requirements and radio upgrades.

Submitted by,

Chris Snetsinger, Fire Chief

**Contact Name**

Marsie Mackay, Manager, Staffing and Logistics

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**Attachments**

Appendix A – By-law and Agreement

## **Appendix A to Report CAOFS19-003**

### **Fire Communications Services Agreement**

Agreement made this \_\_\_\_\_ day of March, 2019.

Between

The Corporation of the Township of Asphodel-Norwood  
hereinafter referred to as a "Municipality" of the first part

-and-

The Corporation of the Township of Cavan Monaghan  
hereinafter referred to as a "Municipality" of the second part

-and-

The Corporation of the Township of Douro-Dummer  
hereinafter referred to as a "Municipality" of the third part

-and-

The Corporation of the Municipality of Trent Lakes  
hereinafter referred to as a "Municipality" of the fourth part

-and-

The Corporation of the Township of Havelock-Belmont-Methuen  
hereinafter referred to as a "Municipality" of the fifth part

- and -

The Corporation of the Township of North Kawartha  
hereinafter referred to as a "Municipality" of the sixth part

- and -

The Corporation of the Township of Otonabee-South Monaghan  
hereinafter referred to as a "Municipality" of the seventh part

-and-

The Corporation of the Township of Selwyn  
hereinafter referred to as a "Municipality" of the eighth part

-and -

The Corporation of the County of Peterborough  
hereinafter referred to as the "County" of the ninth part

- and -

The Corporation of the City of Peterborough  
hereinafter referred to as the "City" of the tenth part.

WHEREAS By-laws have been enacted by the City, County and Municipalities pursuant to the provisions of section 20(1) of the **Municipal Act, 2001**, S.O. 2001, c.25., to authorize an agreement between them pursuant to which the City will provide certain communications equipment and services to the Municipalities and the County with a view to increasing public safety of the residents in the areas to which the Municipalities supply fire protection services and the County supplies mapping data, coordination of Emergency Planning, and the administration of 911 addressing.

NOW WITNESS in consideration of the mutual covenants contained herein and other good and valuable consideration, the parties hereto agree as follows:

1. In this Agreement,
  - (a) "Communications Services" means the following:
    - i. receipt of all fire emergency notifications within the Municipalities and the County as received from the 9-1-1 Public Safety Answering Point (PSAP);
    - ii. notification (dispatch) of required personnel, apparatus and equipment of the Municipalities' fire protection services as specified in Appendix B;
    - iii. radio communications during emergency responses, with responding apparatus and firefighters from the Municipalities and/or the County;
    - iv. administrative duties for incident and benchmark details, burn permit functions and other services identified by the

Municipalities and the County in respect to the delivery of Communication Services, as specified in Appendix D;

- v. administrative and business communications dealing with Communications Services that are sent by a Municipal Fire Department via email, telephone, fax or verbally conveyed in person to the Manager of Staffing and Logistics of the City's Fire Department; and
  - vi. communications of an operational and/or an emergency nature (other than those that occur in the course of a normal incident) dealing with Communications Services sent by a Municipal Fire Department via email, telephone, fax, or verbally conveyed in person to the Deputy Fire Chief of the City's Fire Department.
- (b) "City" means The Corporation of the City of Peterborough;
- (c) "County" means The Corporation of the County of Peterborough;
- (d) "Designate" means the person who, in the absence of the Fire Chief, is assigned to be in charge of the particular activity of the Fire Department, and who has the same powers and authority as the Fire Chief;
- (e) "Fire Chief" means the Chief of a party's Fire Department and includes that Fire Chief's Designate;
- (f) "Fire Department" means the municipal fire service of any Municipality and of the City;
- (g) "Municipalities" means the Townships within the County;
- (h) "Municipality" means a Township within the County;
- (i) "Operator" means a person who provides Communication Services;
- (j) "Service Area" means the geographic area(s) of the County, which are set forth in Appendix A, and includes those areas covered by Automatic Aid agreements;
- (k) "Superintendent of Emergency Management" means the Superintendent of Emergency Management of the County;

- (l) "Term" means the period commencing on April 1, 2019 and expiring on March 31, 2024.
2. The City will provide, except as hereinafter limited or excluded, Communications Services for the Municipalities and the County during the Term. The provision of Communication Services by the City will be in accordance with NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems and NFPA 1061 Standard for Public Safety Telecommunications Personnel Professional Qualifications.
  3. In consideration of the Communications Services provided by the City to the Municipalities and the County, the County shall pay to the City an annual fee for each year of the Term as specified below. The annual fee shall be paid in equal quarterly installments on the first day of April, July, October and January of each year of the Term.
    - (a) The annual fee for the period from April 1, 2019 to March 31, 2020 is \$235,079.07;
    - (b) The annual fee for the period from April 1, 2020 to March 31, 2021 is \$258,116.82;
    - (c) The annual fee for the period from April 1, 2021 to March 31, 2022 is \$283,412.27;
    - (d) The annual fee for the period from April 1, 2022 to March 31, 2023 is \$311,186.67;
    - (e) The annual fee for the period from April 1, 2023 to March 31, 2024 is \$341,682.96.
  4. The parties acknowledge that the annual fee is based, in part, on the estimated call volumes shown in Appendix C. In addition to the annual fee, if the actual County total call volume in any year of the Term exceeds by 35% the estimated County total call volume for that year, the County shall pay to the City the further sum of fifty four dollars (\$54) for each call that exceeds by 35% the estimated County total call volume for that year. Payment shall be made forthwith upon receipt of an invoice. Each Municipality whose call volume for that

year exceeded by 35% the estimate for that Municipality shall pay to the County an amount equal to that Municipality's rateable share of the additional payment made by the County to the City.

5. The County will provide financial administration of the Agreement on behalf of the Municipalities, receive payments on the City's behalf from the Municipalities and send invoicing to the Municipalities in accordance with the proportions specified in Appendix C.
6. A Municipality may, on no fewer than 120 days' notice to the County and the City, elect to withdraw as a party to this Agreement as at the effective date of the notice ("Effective Date") at which time the Municipality will cease to be a party to this Agreement and will no longer be subject to the obligations of this Agreement or have rights under this Agreement. The annual fee payable by the County to the City will decrease by an amount equal to the withdrawing Municipality's proportional share for each remaining year of the Term, prorated in the year of withdrawal to the Effective Date. Appendix C will be amended as at the Effective Date to correspondingly adjust each other Municipality's proportional share of the revised estimated County total call volume.

Notwithstanding anything else in this Agreement, if the number of Municipalities that are parties to this Agreement is fewer than five (5), the County may, on no fewer than 180 days' notice to the City, terminate this Agreement as at the effective date of the notice. Any such termination will be without prejudice to the rights of the County, the City and the Municipalities to negotiate a new agreement for Communications Services.

7. Notwithstanding anything else in this Agreement, the City may limit or alter Communications Services provided to the parties if, in the City Fire Chief's determination, the City is unable to provide Communications Services by reason of any of the following:
  - (a) an emergency call volume associated with a declared or undeclared state of emergency;
  - (b) an abnormal increase of incidents being handled by Operators; or



- (c) failure or impairment of equipment related to Communications Services.
8. In the event that Communications Services are not provided in the circumstances set out in section 7 above,
- (a) the City's Fire Chief shall promptly notify the Superintendent of Emergency Management and the Fire Chief of each affected Municipality;
  - (b) the County shall demonstrate due diligence to address the failure or impairment of any radio-telecommunications equipment that is owned or operated by the County and used in relation to Communication Services; and
  - (c) subject to paragraph (b) above, the City and the County shall demonstrate due diligence to address the failure or impairment of any equipment used in relation to Communications Services.
9. The City shall not be deemed to be in default of this Agreement where the failure to perform or the delay in performing any obligation is due wholly or in part to a cause beyond its reasonable control, including, but not limited to an act of God, an act of any federal, provincial, municipal or government authority, civil commotion, strikes, lockouts and other labour disputes, fires, floods, sabotage, earthquakes, storms, epidemics and an inability to perform due to causes beyond the reasonable control of the City ("Force Majeure"). In the event of Force Majeure, the City shall promptly notify the Municipalities and County of its inability to provide Communication Services. The parties shall explore all reasonable avenues available to avoid or resolve events of Force Majeure in the shortest time possible, but this requirement shall not oblige the party suffering a strike, lockout or labour dispute to compromise its position in such an event of Force Majeure.
10. The City and the County agree to provide notice to the other parties on or before April 1, 2023, as to whether the City or the County wishes to negotiate an extension of this Agreement or to have the

Agreement terminate on March 31, 2024. No such notice shall bind the parties to an extension of this Agreement.

11. The County shall provide to the City, any Municipal mapping changes and/or updates, both in print and digital format, which are required for the City's Communications Centre and the provision of Communication Services. The County shall be responsible for changes, edits and corrections to all data to the satisfaction of the City. The City shall update its Computer Aided Dispatch (CAD) system and support mapping with the information provided by the County.
12. Each party ("Indemnifying Party") will indemnify and save harmless each other party from all costs, losses, damages, judgments, claims, demands, suits, actions or other proceedings in any manner based upon or attributable to anything done or omitted to be done by the Indemnifying Party, its Administrators, Officers, Employees, Agents and Volunteers in relation to an obligation of the Indemnifying Party during the Term pursuant to this Agreement.
13. The City agrees to carry a minimum of five million dollars (\$5,000,000.00) Commercial General Liability insurance and will name the County and the Municipalities as additional insureds. The County agrees to carry a minimum of five million dollars (\$5,000,000.00) Commercial General Liability insurance and will name the City and the Municipalities as additional insureds. Each insurance policy shall:
  - (a) be with an insurer licensed to underwrite insurance in the Province of Ontario with an AM Best rating of no less than A-;
  - (b) contain a deductible amount that is satisfactory to the parties, each acting reasonably;
  - (c) provide that the policy shall be non-contributing with, and shall apply only as primary and not as excess to, any other insurance available to the insuring party; and

- (d) provide that the insurance shall not be cancelled or permitted to lapse unless the insurer has notified the insuring party in writing at least thirty (30) days prior to the effective date of cancellation or expiry.

The City and the County shall:

- (a) forthwith and from time to time provide or cause to be provided to the other a certificate from its insurer (or insurers) which shows to the other's satisfaction that the policy of insurance and renewal thereof complies with the requirements of this Agreement; and
  - (b) be solely responsible for all deductibles under each policy of insurance.
- 13. This Agreement and the appendices attached constitute the complete and exclusive statement of the Agreement between the parties which supersedes all other communications between the parties relating to the subject matter of this Agreement.
  - 14. Any notice required to be given pursuant to this Agreement may be served or given by prepaid registered mail, by personal mail, email or by service by facsimile transmission to the Clerk of a party.
  - 15. Nothing in this Agreement shall be construed to place the parties in the relationship of partners, joint venturers, principal/agent, or employer/ employee.
  - 16. This Agreement may be amended by the mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by the parties.
  - 17. This Agreement, including its appendices, may be disclosed upon request, whether pursuant to the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c.M-56 ("MFIPPA") or otherwise. Information requests shall be as addressed in the manner specified in Appendix D and in accordance with MFIPPA.
  - 18. This Agreement shall be interpreted in accordance with the law of the Province of Ontario.

The parties hereto have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

The Corporation of the Township of Asphodel-Norwood

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Cavan Monaghan

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Douro-Dummer

Mayor \_\_\_\_\_

CAO \_\_\_\_\_

The Corporation of the Municipality of Trent Lakes

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Havelock-Belmont-Methuen

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of North Kawartha

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Otonabee-South Monaghan

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Selwyn

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the County of Peterborough

Warden \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the City of Peterborough

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

## APPENDIX "A"

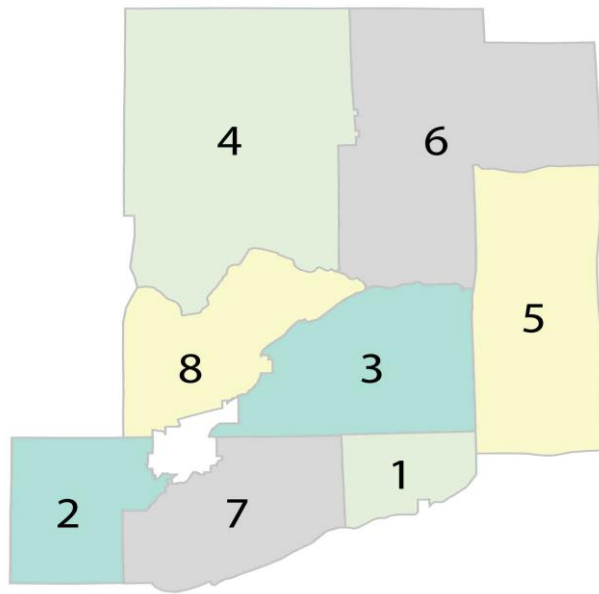
### Mapping:

The County of Peterborough shall provide mapping and required information to the City outlining the individual municipal coverage and service areas including any boundary areas identified in municipal agreements.

### SERVICE AREAS

Township of Asphodel-Norwood	<b>1</b>
Township of Cavan Monaghan	<b>2</b>
Township of Douro-Dummer	<b>3</b>
Municipality of Trent Lakes	<b>4</b>
Township of Havelock-Belmont-Methuen	<b>5</b>
Township of North Kawartha	<b>6</b>
Township of Otonabee-South Monaghan	<b>7</b>
Township of Selwyn	<b>8</b>

The Fire Chief for each Municipality shall be responsible for advising the City about any existing, revised or new Automatic Aid agreements. Revisions and alterations to mapping shall be addressed through the City's Manager of Staffing and Logistics.



## **APPENDIX "B"**

### **Station Response Protocol Notes**

Upon assessment of the information received, and in the interest of public safety, additional apparatus may be dispatched on the first alarm at the discretion of the Operator.

Response levels may be impacted due to extenuating factors such as time of day, day of week, time of year, available personnel, apparatus and equipment shortages, declared or undeclared states of emergency and environmental conditions.

Detailed criteria for any particular emergency response shall be provided by the Fire Chief from each Municipality to the Manager of Staffing and Logistics in the format outlined on the Zone Worksheet.

This form should be reviewed annually by the Fire Chief of each Municipality with the Manager of Staffing and Logistics at the City's Fire Department.

## APPENDIX "B"

### Zone Worksheet

Incident Type Description	Ptb 1	Ptb 2	Ptb 3	Ptb 1-3	Ptb 2-3	Ptb 1-2	Airport
Medical	P2	M1->P2	M1->P1	M1->P1	P3	M1->P3	P3
Burning Complaints	P2	P2	P1	P1	P3	P3	P3
CO Detector without Symptoms	P2	P2	P1	P1	P3	P3	P3
Arcing Wires	P2	P2	P1	P1	P3	P3	P3
Assistance to Other Agencies	P2	P2	P1	P1	P3	P3	P3
Class 1 Response	P2	P2	P1	P1	P3	P3	P3
Smoke Alarms Activated	P2	P2	P1	P1	P3	P3	P3
CO Detector with Symptoms	P2	P2	P1	P1	P3	P3	P3
Courtesy Calls	P2	P2	P1	P1	P3	P3	P3
Elevator Rescues	P2	P2	P1	P1	P3	P3	P3
Fires - Rubbish	P2	P2	P1	P1	P3	P3	P3
Flooded Basements	P2	P2	P1	P1	P3	P3	P3
Gasoline Leak	P2	P2	P1	P1	P3	P3	P3
Lift Assists	P2	P2	P1	P1	P3	P3	P3
Odour Investigations	P2	P2	P1	P1	P3	P3	P3
Post Fire Check	P2	P2	P1	P1	P3	P3	P3
Public Assistance	P2	P2	P1	P1	P3	P3	P3
TEST	P2	P2	P1	P1	P3	P3	P3
Wash Downs / Spills	P2	P2	P1	P1	P3	P3	P3
Class 2 Response	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Electrical	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1



**Zone Worksheet - continued**

Fires - Chimney	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
Fires - Dumpster	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
Fires - Grass	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
Fires - Small Structure	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
Fires - Vehicle Not in Struct.	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
Hazmat - Minor	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
MVC	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
MVC - Multi (3+)	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
MVC - Pedestrian Accident	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
Natural Gas/Propane Leak	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1
Automatic Alarms	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Bomb Threat / Standby	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Building Collapse	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Class 3 Response	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Explosions	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Fires - Natural Gas/Propane	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Fires - Structure	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Fires - Vehicle In Structure	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Hazmat - Major	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Rescue - Confined Space	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Rescue - High Angle	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Rescue - Person Trapped	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Rescue - Trench	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1
Rescue - Water/Ice	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P3,P1,C1

# APPENDIX "C"

## FIRE DISPATCH — COST SHARING TERM

The household figures were projected using a 0.5% per year rate of increase, which is the average population increase over the last 5 years based on the latest StatsCan profile for the County.

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000	3001	3002	3003	3004	3005	3006	3007	3008	3009	3010	3011	3012	3013	3014	3015	3016	3017	3018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## 2018 Call Volumes

Municipality	Total
Asphodel Norwood	285
Cavan Monaghan	601
Douro-Dummer	430
Trent Lakes	457
Havelock-Belmont-Methuen	431
North Kawartha	306
Otonabee-South Monaghan	453
Selwyn	1257

2018 County Call Volume (Total)     **4220** calls

## APPENDIX "D"

### Operational Criteria

- 1) Requests for voice recordings, incident reports, day to day operational concerns, station response protocol changes, etc., shall be conveyed on PFS Form #093 to the Manager of Staffing and Logistics at Peterborough Fire Services. Communication of a more urgent nature is to be directed to the City Deputy Fire Chief and if unavailable, then to the City Fire Chief.
- 2) All existing Municipal emergency lines will be forwarded through Bell to the City Communications Centre.
- 3) Burn Permit Agreements will be administered by the City and the Municipalities utilising the electronic tracking system.
- 4) At the conclusion of each emergency incident the response data will be transferred to the appropriate Municipal Fire Department via electronic file transfer and/or email (see sample in Schedule 1 of Appendix D). The City will provide a daily activity report to each Municipality (see sample in Schedule 2 of Appendix D).
- 5) The City is not responsible for third party paging systems and requires Municipalities provide back-up communication plans in the event of a failure of any third party paging systems. The City Communications Centre shall have the opportunity to test back-up communication plans periodically during the term of this Agreement.
- 6) The County is solely responsible for maintaining the county owned radio repeater system in operational condition.

APPENDIX "D"

Schedule 1

Incident Report

<b>PFD #</b>	19708118	<b>County Call #</b>	
<b>Inc Begin Time</b>	2018-10-16 11:18:59	<b>Inc End Time</b>	2018-10-16 11:19:56
<hr/>			
<b>Dispatch Time</b>	0 Mins 14 Secs	<b>Response Time</b>	0 Mins 0 Secs
<b>Location</b>	19 FRASER ST SELWYN	<b>Unit</b>	
<b>Cross Street</b>	GEORGE ST		
<b>Property Code</b>	[None selected]		
<b>Response Type</b>	96 Call cancelled on route	<b>Inc. Type</b>	Medical
<b>Caller Info</b>		<b>Phone #</b>	
<b>Alarm to Dept.</b>	03 From Ambulance	<b>Platoon</b>	2A <b>Station</b> SEL Station 2
<b>Department</b>	Selwyn Fire Department	<b>Dispatcher</b>	Weisberg
<b>Dispatcher 2</b>	Foote	<b>Dispatcher 3</b>	McGill
<b>Auto-Aid</b>	No	<b>Auto-Aid #</b>	

Benchmarks

Command Established	Situation under Control
Primary Search Completed	Loss Stopped
Pump On	PumpOff
Extinguishing Agent Applied	Post Inc Watch Posted

	Requested	On Scene
Fire Chief		
Deputy Chief		
Fire Prevention		
Inc Safety Officer		

Other Agency Benchmarks

	Requested	On Scene	Police File Number
Auto Aid			
Police			
Public Works			
Gas			
Electrical			
Water			
OEM			
Disaster Trust Fund			
City Env. Protection			

## Incident Report

**PFD #** 19708118  
**Inc Begin Time** 2018-10-16 11:18:59

**County Call #**  
**Inc End Time** 2018-10-16 11:19:56

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### Medical

**Ambulance Run #** 4167715  
**Ambulance Requested**  
**Ambulance on Scene**  
**Amb Already on Scene**

**TIF Queue Time** 2018-10-16 11:18:44

**EMS Patient Contact**  
**Fire Patient Contact**

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### Officers

**Platoon Chief** Guest  
**Captain** [None selected]

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### Damages

**Building Loss**

**Contents Loss**

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### Responding Apparatus

Apparatus	Dispatch Time	Responding	Onscene	Returning	Back in Service	Redeployed
# SEL STATION 2	11:19:13				11:19:47	
SEL Car 1	11:19:13					
SEL Pumper 20	11:19:13					
SEL Rescue 2	11:19:13					

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### CAD Notes

CWEISBERG	11:19:03	Address change from BLANK Address to 19 FRASER ST, SELWYN
CWEISBERG	11:19:09	UNC PT
CWEISBERG	11:19:44	EMS ADVISING CALL WAS SENT IN ERROR AND WE CAN CANCEL



## Schedule 2 – Sample Form

### DAILY INCIDENT REPORT

Incident Report For : 2013-04-24 06:30 to 2013-04-25 07:00

-----  
Incident ID: 11099722 - 2013-04-24 08:29:07 - Automatic Alarms

■ LANSLOWNE ST W, PETERBOROUGH Dispatch Time: 0 Min. 25 Sec.

Response Time: 3 Min. 4 Sec. OFM Code: 24 Other Cooking/toasting/smoke/steam (n

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Incident ID: 11100041 - 2013-04-24 09:17:04 - Medical

■ SUMMIT DR , PETERBOROUGH Dispatch Time: 0 Min. 33 Sec. Response  
Time: 4 Min. 38 Sec. OFM Code: 73 Seizure

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Incident ID: 11100129 - 2013-04-24 14:12:30 - Medical

■ GOLFVIEW RD , PETERBOROUGH Dispatch Time: 1 Min. 33 Sec. Response  
Time: 4 Min. 25 Sec. OFM Code: 76 Chest pains or suspected heart attack

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Incident ID: 11100157 - 2013-04-24 14:30:25 - MVC

■ FISHER DR , PETERBOROUGH Dispatch Time: 0 Min. 14 Sec. Response Time: 7  
Min. 8 Sec. OFM Code: 62 Vehicle Collision

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Incident ID: 11100295 - 2013-04-24 15:16:52 - Medical

■ RUBIDGE ST , PETERBOROUGH Dispatch Time: 0 Min. 22 Sec. Response  
Time: 2 Min. 0 Sec. OFM Code: 88 Accident or illness related - cuts,

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Incident ID: 11100374 - 2013-04-24 15:22:47 - MVC

■ MONAGHAN RD , PETERBOROUGH Dispatch Time: 0 Min. 32 Sec. Response  
Time: 5 Min. 11 Sec. OFM Code: 62 Vehicle Collision

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Incident ID: 11100678 - 2013-04-24 18:37:33 - Public Assistance

■ STEWART ST , PETERBOROUGH Dispatch Time: 0 Min. 20 Sec. Response  
Time: 3 Min. 18 Sec. OFM Code: 94 Other Public Service

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Incident ID: 11100868 - 2013-04-24 21:34:26 - Medical

■ MURRAY ST , PETERBOROUGH Dispatch Time: 0 Min. 30 Sec. Response  
Time: 5 Min. 0 Sec. OFM Code: 89 Other Medical/Resuscitator Call

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Incident ID: 11100895 - 2013-04-24 21:57:09 - Medical

■ LANSLOWNE ST W, PETERBOROUGH Dispatch Time: 0 Min. 37 Sec.  
Response Time: 3 Min. 8 Sec. OFM Code: 76 Chest pains or suspected heart attack

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Incident ID: 11100919 - 2013-04-24 22:02:07 - Medical

■ ELMdale CR , PETERBOROUGH Dispatch Time: 0 Min. 32 Sec. Response  
Time: 5 Min. 54 Sec. OFM Code: 76 Chest pains or suspected heart attack