



**City of Kingston  
Report to Council  
Report Number 16-134**

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**To:** Mayor and Members of Council

**From:** Denis Leger, Commissioner, Transportation, Facilities and  
Emergency Services

**Resource Staff:** Shawn Armstrong, Fire Chief, Kingston Fire & Rescue

**Date of Meeting:** May 3, 2016

**Subject:** Fire Dispatch Service Agreements – The Corporation of the  
Township of North Frontenac and the Corporation of the  
Township of Frontenac Islands

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**Executive Summary:**

Kingston Fire & Rescue (KFR) is requesting Council authority to enter into agreements to provide fire dispatch services to the Corporation of the Township of North Frontenac (North Frontenac) and the Corporation of the Township of Frontenac Islands (Frontenac Islands).

The City of Kingston currently provides fire dispatch services to both townships, North Frontenac and Frontenac Islands, as well as to Central Frontenac and South Frontenac townships. Prior to municipal amalgamation, dispatch service to municipal jurisdictions in the geographical County of Frontenac was provided by the former Township of Kingston. Upon amalgamation the new City of Kingston assumed responsibility for the provision of dispatch services as allowed by the provisions of both, the Fire Protection and Prevention Act, S.O. 1997 and the Municipal Act, 2001, s.o. 2001.

These agreements have been in existence for some time and are now being revised to define required mutual covenants, clarify expectations for dispatching services and set the annual fees to be charged. The KFR Communications Division staffing levels and radio infrastructure network will remain unchanged with the continuance of dispatching services to our neighbouring municipalities.

Staff anticipates bringing forward to Council's approval similar agreements for the Township of South Frontenac and the Township of Central Frontenac in the not too distant future.

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With the assistance of the City’s Legal Services Department, KFR has negotiated agreements with each municipality for fire dispatch services. The agreements are of a non- fixed term which allows either party to cancel pending a 90 day notice period. Both of the municipalities’ respective councils have duly authorized, by council resolution, the fire dispatch service agreements, which properly address the limitation of liability to the City of Kingston. Staff is seeking approval of these agreements by City of Kingston Council.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to execute separate agreements with the Corporation of the Township of Frontenac Islands and the Corporation of the Township of North Frontenac, which includes the limitation of liability to the City of Kingston, in a form satisfactory to the Director of Legal Services.

**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner of  
Transportation, Facilities and  
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Commissioners:**

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| Cynthia Beach, Corporate & Strategic Initiatives            | Not required |
| Lanie Hurdle, Community Services                            | Not required |
| Jim Keech, President and CEO, Utilities Kingston            | Not required |
| Desiree Kennedy, Chief Financial Officer and City Treasurer | Not required |

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**Options/Discussion:**

Municipalities are authorized by subsection 2(5) of the *Fire Protection and Prevention Act*, S.O. 1997 Chap. 4 to enter into agreements with other municipalities to provide and to receive fire protection services ("Fire Protection Agreements"). The provision of communications and dispatch services have specifically been identified by the Ontario Office of the Fire Marshal as elements that may be dealt with by way of Fire Protection Agreements in accordance with the authority granted under both the *Fire Protection and Prevention Act* and section 20 of the *Municipal Act, 2001*, S.O. 2001, Chap. 25.

Kingston Fire & Rescue (KFR) is requesting Council authority to enter into agreements to provide fire dispatch services for the Corporation of the Township of Frontenac Islands and the Corporation of the Township of North Frontenac. As KFR is already providing this service and has for some time, the existing Communications Division staffing levels and the core infrastructure has the capacity to provide the requested services without adversely impacting existing service provision for the City of Kingston.

With the assistance of the City's Legal Services Department, KFR has negotiated agreements with each municipality for fire dispatch services. The agreements are of a non-fixed term which allows either party to cancel pending a 90 day notice period. The fee structure is established by a formula which is based on a combination of population, fixed cost of \$80 per emergency incident and on affordability defined as the municipal net asset value. As with previous dispatch services agreements endorsed by City Council (i.e. the Lennox and Addington municipalities' agreements endorsed in 2014), these negotiated agreements allow for a phasing in of dispatch fees over a period not to exceed four years if and when the increase in fees result in significant cost increases for some municipalities.

Both of the municipalities' respective councils have duly authorized, by council resolution, the fire dispatch service agreements, which properly address the limitation of liability to the City of Kingston. Staff is seeking approval of these agreements by City of Kingston Council. The existence of these revised agreements will not only provide incremental revenue but more importantly, will allow KFR to enhance the coordination of mutual aid activities within the County of Frontenac. The centralization of fire dispatching services within KFR for both the County of Frontenac and County of Lennox and Addington will enhance interoperability thereby creating a more robust mutual aid program.

The 2016 revenues that will be received from the Township of Frontenac Islands and the Township of North Frontenac are \$3,000 and \$7,840 respectively. The combined fees for dispatch services for both agreements will result in an additional \$1,500 over the 2015 amount. There will be no increase in operating costs to KFR for the continued provision of this service.

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**Existing Policy/By-Law:**

Not applicable

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Not applicable

**Financial Considerations:**

The 2016 revenues to be received from the Township of Frontenac Islands and the Township of North Frontenac are \$3,000 and \$7,840 respectively. The combined fees for dispatch services for both agreements will result in an additional \$1,500 over the 2015 amount. There will be no increase in operating costs to KFR arising for the continued provision of dispatching services. The anticipated increase in revenues has been incorporated in the 2016 operating budget.

**Contacts:**

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| Shawn Armstrong, Fire Chief, Kingston Fire & Rescue      | 613-548-4001 ext. 5203 |
| Greg Robinson, Executive Officer, Kingston Fire & Rescue | 613-548-4001 ext. 5655 |
| Alan McLeod, Senior Legal Counsel                        | 613-546-4291 ext. 1237 |

**Other City of Kingston Staff Consulted:**

Not applicable

**Exhibits Attached:**

Not applicable