

**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JANUARY 25, 2006**

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**SUBJECT      HAZARDOUS MATERIALS INCIDENT RESPONSE AGREEMENT**

**PURPOSE/ISSUE**

To address the issue of providing the Capital Region with a Hazardous Materials Response capability by agreement between the Capital Regional District (CRD) and the City of Surrey (Surrey).

**HISTORY/BACKGROUND**

In October of 2004, the Greater Victoria Fire Chiefs' Association (GVFCA) received a feasibility study report entitled *Rapid Response to Hazardous Materials (Hazmat) Incidents within the Capital Regional District*. The study identified the need for a response capability and presented options to provide a service. The study, completed by the Regional Emergency Coordinators' commission (RECC), had been presented to the Finance, Corporate and Inter-Governmental committee and the committee had requested staff solicit comments from the GVFCA. The GVFCA agreed with the need for a regional hazmat incident response capability and recommended, in a report to the committee, that the committee support the option to provide a response capability by a contractual arrangement with Surrey. The committee report set out anticipated costs for a regional response program employing the services of Surrey in concert with local fire departments.

The committee and the CRD Board directed staff to prepare a draft agreement between the CRD and Surrey for provision of Hazmat response services for further consideration of the committee.

**ALTERNATIVES**

1. CRD could establish and fund a regional hazardous materials response team staffed primarily from career fire fighters. This team would be structured and respond similarly to the Police Emergency Response Team model and require fire fighters trained to the technician level to carry pagers or to have enough fire fighters trained and on duty 24/7 at a designated station. Equipment would be purchased and deployed at specific locations. This alternative is expected to be the most costly to establish and operate.
2. A CRD contract with the Department of National Defense was investigated, however DND indicated no interest.
3. A CRD contract with Surrey Fire Department Hazmat team to respond to a Hazmat incident anywhere in the CRD at the call of the Incident Commander. The Surrey Hazmat team would supply personnel only, with equipment purchased by the CRD, and deployed at specific locations under a regional Hazardous Materials Response Service. A core of trained personnel from area fire departments would respond to incidents and assist the crews from Surrey as necessary. This is considered the most cost effective option.

**FINANCIAL IMPLICATIONS**

The annual cost to retain the services of Surrey amounts to \$50,000. The contract provides a lump sum cost for an annual exercise of the team in Victoria, with Surrey and local fire departments, amounting to \$45,000. Surrey would be paid for an actual response, at unit rates in the agreement, from a \$100,000

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reserve fund established in year one of the program. Surrey's response would be manpower only. Transport of equipment is not practical, hence the program requires funding to acquire, maintain and replace specialized equipment required by the response team. The program provides for 0.5 FTE within a fire department to oversee and administer the program. CRD administration costs are included for program financing and for third party recovery, as are costs to set up the reserve fund and ongoing CRD fire department training costs.

The total costs for the program, as set out in Schedule "A" attached to this report, amount to an initial capital cost of \$396,000, and an annual operating cost of \$262,000. Cost sharing for year one of the program, capital and operating, is set out in Schedule B (attached) using *50/50 population and assessment* as the basis of apportionment.

### **FIRE DEPARTMENT IMPLICATIONS**

The Greater Victoria Fire Chiefs' Association (GVFCA) will have operating responsibility for the Hazmat program and has formed a subcommittee structured from fire departments of the three different regions in the CRD. Subcommittee members from the Core, West Shore and Peninsula considered organizational and operational issues relating to support for the regional hazmat response team. The subcommittee addressed issues relating to firefighter training, schedules for training, location, monitoring, testing, transport and replacement of equipment, transport of Surrey responders to incidents and staffing of a 0.5FTE (fire department position responsible for the program).

The GVFCA recommended that each department embark on a hazmat training program for their staff to the awareness and operations level. This basic training would be a cost to the department, not the regional program, and would be a prerequisite for technician training funded by the regional program.

### **INTERMUNICIPAL IMPLICATIONS**

Victoria is the only capital city in Canada without a hazardous materials or a CBRN response capability. Although some fire departments in the CRD have taken the initiative to set funds aside for training and some equipment, there is no single fire department which is large enough to adequately staff a hazmat response team on a 24 / 7 basis. Given the need for a response capability, and the magnitude of establishing an independent response, the proposal to contract with an established municipal service would benefit all members of the CRD.

### **OTHER**

Solicitors from the CRD and Surrey have spent considerable time developing an agreement that addresses the liability concerns of both parties. The draft agreement is attached to this report as Schedule C.

### **SUMMARY/CONCLUSIONS**

The Greater Victoria Fire Chiefs and the RECC support the establishment of a hazardous materials response capability in the Capital Regional District through a contractual agreement with the City of Surrey and the establishment of a new CRD hazardous materials response service to fund the program. The GVFCA understand the public has an expectation that a service of this nature is already in place through local area fire departments further strengthening the need to implement a service before a major incident occurs.

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**RECOMMENDATION**

That the Planning and Protective Services committee recommend to the Capital Regional District Board:

1. Establishment of a new Hazardous Materials Incident Response Service.
2. A method to requisition costs for funding for the service.
3. Completion of an agreement between the Capital Regional District and the City of Surrey to provide a hazardous materials incident response.

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David Ward, Secretary GVFC  
Saanich Fire Chief

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Kelly Daniels, CAO  
Concurrence

Attachments: 3

**COMMENTS:**

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<b>Schedule A</b>			
<b><u>Hazardous Materials Response Service Costs</u></b>			
<b>Description</b>	<b>Operating (ongoing)</b>	<b>Capital Cost (year one)</b>	<b>Comments</b>
Trailer		26,000	Single trailer, additional trailers may be recommended based upon actual demand
Mitigation Equip., Information Gathering Equip.		25,000	Original purchase of supplies
Personal Protection Equip., Monitoring Equip.		20,000	Laptop computer, fax, & cell phones
		35,000	Encapsulating suits & bunker gear
		25,000	Monitoring & detection equipment
Maintain Equipment	25,000		Replacement of training supplies & training suits
Surrey Legal, Initial Technician Training		20,000	Cost for Surrey legal, allowance for initial training session for Technicians
Breathing Apparatus (BA).		50,000	Special 1 hour BA, integral radio sets, certified for hazardous atmosphere
Communications Equip.		25,000	8 units required, one per technician
Annual Retainer	50,000		Surrey costs
Response Allowance		100,000	Establish Reserve Fund for Surrey / Departmental Incident Costs
Surrey/Dept Training exercise	45,000		Surrey, annual costs for on-Island training exercise, with local personnel
Feasibility Fund Repayment		70,000	Funds expended to date and proposed for completion of the agreement
CRD Admin. Cost	15,000		Estimate only, annual costs for finance to administer the billing and cost recovery, preparation of annual budget
½ FTE, Department	42,000		For fire department program administration
Technician Training (Dept)	85,000		Training to tech level for 12 firefighters to augment Surrey response
<b>Annual Costs:</b>	<b>\$262,000</b>	<b>\$396,000</b>	
<b>First Year: - Capital plus Operating</b>		<b>\$658,000</b>	

**Schedule B**  
**Hazardous Materials Response Service**

<b>Municipality</b>	<b>Basis of Apportionment</b>			<b>Requisition</b>
	<b>50% Population</b>	<b>50% Converted Assessments *</b>	<b>Percent of Total</b>	
City of Colwood	15,376	176,684,355	3.8%	26,506
City of Victoria	79,350	1,426,420,001	24.2%	169,124
District of Central Saanich	16,576	273,534,262	4.8%	33,794
Township of Esquimalt	17,291	163,867,328	3.9%	27,619
District of Langford	21,914	304,935,644	5.9%	41,115
District of Saanich	111,193	1,528,931,257	29.6%	207,467
District of Oak Bay	18,713	374,624,072	6.0%	42,287
District of North Saanich	11,277	264,554,573	4.0%	27,921
District of Metchosin	5,215	64,259,415	1.3%	9,262
Town of Sidney	11,956	206,490,951	3.6%	24,953
Town of View Royal	8,466	114,190,111	2.2%	15,657
District of Highland	1,954	29,770,897	0.5%	3,828
District of Sooke	10,091	108,348,328	2.4%	16,918
	<b>329,372</b>	<b>5,036,611,194</b>	<b>92.3%</b>	<b>646,449</b>
<b>Electoral Areas</b>				
Juan de Fuca	4,512	107,839,602	1.6%	11,296
Saltspring Island	10,464	243,683,255	3.7%	25,795
Southern Gulf Islands	5,004	182,169,626	2.4%	16,460
	<b>19,980</b>	<b>533,692,483</b>	<b>7.7%</b>	<b>53,551</b>
	<b>349,352</b>	<b>5,570,303,677</b>	<b>100.0%</b>	<b>700,000</b>

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**Schedule C**  
**The Agreement Between**  
**The Capital Regional District and**  
**The City of Surrey**