



# TOWN OF HIGH LEVEL

## SPECIAL COUNCIL MEETING



**Tuesday, June 18<sup>th</sup>, 2019**  
**9:30 a.m.**  
**Room 150**

"We will strive to improve our community's quality of life by providing a safe, sustainable environment through planning, communication and cooperation, both locally and regionally."



**TOWN OF HIGH LEVEL  
SPECIAL COUNCIL MEETING  
Room 150, Municipal Office at 7:00 p.m.  
June 18, 2019**

**AGENDA**

	<b>Item</b>	<b>Pg</b>
<b><u>1. CALL TO ORDER</u></b>		
<b><u>2. ADOPTION OF AGENDA</u></b>		
Special Meeting Agenda of June 18, 2019	Adoption of the Agenda	2
<b><u>3. OLD BUSINESS</u></b>		
None.		
<b><u>4. NEW BUSINESS</u></b>		
4.1 Wildland Urban Interface Structural protection Project – Invitation to Participate		4-10
4.2 Wildland Urban Interface Structural protection - Replacement of Engine #2		
<b><u>5. QUESTION PERIOD</u></b>		
<b><u>6. IN CAMERA</u></b>		
6.1 Citizen Request, utilities forgiveness Personal Privacy, Pursuant to FOIP Part 1, Div 2, S 17(1)	Council discussion.	
<b><u>7. ADJOURNMENT</u></b>		

# **NEW BUSINESS**

**From:** Rodney Schmidt  
**Sent:** June-14-19 1:40 PM  
**To:** Sandra Beaton <municlcrk@highlevel.ca>; Clark McAskile <cao@highlevel.ca>  
**Subject:** Fwd: Wildland Urban Interface Structural Protection Project-Invitation to Participate

For the agenda on Monday.

Sent from my iPhone

Rodney Schmidt  
Fire Chief  
Director of Protective Services

Begin forwarded message:

**From:** "Val Carmody-AFCA" <[afca.exasst@shaw.ca](mailto:afca.exasst@shaw.ca)>  
**Date:** June 14, 2019 at 12:57:34 MDT  
**To:** "Val Carmody-AFCA" <[afca.exasst@shaw.ca](mailto:afca.exasst@shaw.ca)>  
**Subject:** **Wildland Urban Interface Structural Protection Project-Invitation to Participate**

The Alberta Fire Chiefs Association would like to invite you to review the attached Invitation to Participate document. This outlines the new Wildland Urban Interface Structural Protection Project being administered by the AFCA and provides information on how to apply. Two municipalities/communities will be selected.

**Please note that applications must be received by 4:00 p.m. on June 24, 2019.** Please direct any questions and/or your submission by email to Fred Tyrrell, Executive Director, at [afca.ed@shaw.ca](mailto:afca.ed@shaw.ca).

*Val Carmody*  
Executive Assistant  
Alberta Fire Chiefs Association  
[www.afca.ca](http://www.afca.ca)



**INVITATION TO PARTICIPATE**

APPLICATION PROCESS AND PROJECT OUTLINE

Wildland Urban Interface Structural Protection Project

June 2019

**Attention**

All Fire Chiefs of Alberta Municipal Fire Departments, First Nation Fire Departments and Metis Settlement Fire Departments

## **Invitation**

Each recognized fire department operating in Alberta that meets the prerequisite conditions defined in this document is invited to apply to be considered for inclusion in the AFCA WUI SP project as a funded participant. Applications will be screened to verify eligibility and those meeting the prerequisite conditions will then be evaluated by an AFCA selection group. Two departments will be selected.

## **Background**

The Alberta Fire Chiefs Association has been awarded a grant by Alberta Municipal Affairs to develop a focus on expanding the current capacity of municipal/community fire departments to respond to structure protection needs within a wildfire. The project will focus on providing training via wildland urban interface structure protection specialists. A portion of the grant will be offered to two successful municipalities/communities through their fire departments to provide two Structural Protection Teams for a period of up to 18 months. These two teams, through their respective fire departments, will provide the following services:

1. Training of municipal fire departments in Wildland Urban interface Response, including theoretical, practical and on-scene mentoring.
2. Responding to Wildland Urban Interface fires in the Province of Alberta when requested by the Office of the Fire Commissioner.

The grant will provide the successful participating fire departments funding for staffing as well as operations, maintenance and training.

## **Mandatory Prerequisite Conditions**

The following conditions must be met with appropriate documentation to be provided as part of the application:

1. Evidence of Municipal Government/Leadership support
  - a. There must be a Council Resolution endorsing the application, and
  - b. There must be documentation from the Chief Administrative Officer outlining all forms of support to be provided by the Municipality excluding that from the Fire Department, and
  - c. There must be documentation from the Fire Chief outlining all forms of support to be provided by the Fire Department.
2. Provision of fire equipment
  - a. A Type 3 Structural/Wildland Urban Interface Engine, a Type 6 Engine capable of pulling a trailer and a Type 2 Structure Protection Unit (SPU) Trailer must be available to the WUI SP team whenever required by the team, and
  - b. AFRRCS radios for each team member, or an acceptable alternative that allows for communication with Government wildfire firefighters
3. Experience in the Fire Department with Wildland Urban Interface firefighting

### **Additional Conditions for Selection**

The following conditions should be included in the application. Each will be given a numeric score based on a scoring matrix developed by the AFCA. The aggregate highest scoring applications will be given serious consideration but may not necessarily be selected.

Please provide a detailed response for each of the following criteria:

1. Fire Department
  - a. Experience with WUI
  - b. Experience with WUI Structural Protection
  - c. Interaction with Alberta Agriculture & Forestry
  - d. Description of department Structural Protection deployments outside of home area
  - e. Mutual aid calls
2. Manpower
  - a. Availability
  - b. Training
  - c. Numbers
3. Fire Department leadership
  - a. Wildfire background
  - b. Fire Department officers
  - c. WUI team leaders
4. Geographical location in the province
  - a. Proximity to an Alberta Agriculture & Forestry wildfire base
  - b. Travel time to the Forest Protection area(s)
  - c. Environment and vegetation types in the locality
5. Local Fire Hazard pattern
  - a. Involvement in FireSmart
  - b. Municipal philosophy about environmental impacts

### **Program Description**

The Wildland Urban Interface problem in Alberta is increasing. The Alberta Fire Chiefs Association in cooperation with the Alberta Municipal Affairs is developing a response program to meet these challenges.

The program will be based around the provision of two Structural Protection Teams in addition to the one already in existence in the Lesser Slave Lake Regional Fire Service. This grant will provide up to eighteen (18) months of funding as a "Proof of Concept" for multiple teams. These team will have the following responsibilities:

1. Provide on-site training to communities requiring Structural Protection Training.
2. Be available for immediate response at the request of the Office of the Fire Commissioner for deployment to a high-risk area or community under threat.

The funding provided to each of the two selected departments will be a base amount of \$580,000 to cover wages, benefits, training, operations and maintenance.

Additional funding will be made available for travel and provision of training to other communities as administered by the AFCA. This funding, in the amount of \$100,000.00 will be used by the three teams to provide training to those communities for the period of the agreement. Training funds will be provided to the proponent based on an hourly rate while providing training.

### **Requirements of the Proponent**

It is expected that the successful proponent will have a team of four persons available throughout the term of the agreement for response and training provision. The proponent will be expected to schedule its team for that availability.

The successful proponent will be required to enter into an “as, when and where needed” contract with Alberta Municipal Affairs for the provision of Structural Protection Services to the province. These teams are not eligible for deployment outside of Alberta unless requested to do so by the Province of Alberta.

The successful proponent will be required to provide its own equipment.

The teams must be equipped to be self sustained without support including food, water and accommodations for a period of 72 hours. Consumables used during response may be billed to the Office of the Fire Commissioner based on the Alberta Structural Protection Guidelines.

Teams on deployment while on deployment will bill the Office of the Fire Commissioner at the rates identified in the 2019 Alberta Structural Protection Guidelines. Wages already covered by the grant provided to the proponent will not be billable but overtime costs will be able to be recouped while on deployment with the team.

It is expected that the successful proponent will have significant experience in Wildland Urban Interface Operations and Structural Protection. The proponent will be expected to provide a team of 4 people with the training and experience required to have ability to perform duties upon commencement, including all necessary instructor qualifications.

Team members must meet the training requirements outlined in the current Structural Protection Guidelines.

The successful departments must be willing to have the team attend a training session with the Lesser Slave Lake Regional Fire Service on Wildland Urban Interface. The training goals will be defined at this time but will involve training across the province over the full duration of the contract, including winter months. This will involve the AFCA, Slave Lake Fire, the two successful municipal fire departments, Northern Lights College and the OFC.

The successful department will be required to enter into an agreement with the AFCA and submit all required reporting to the AFCA upon request. This will be outlined in the agreement between the AFCA and the successful department and may include:



1. Training of Staff
2. Deployment Information
3. Details of Training course offered to other communities
4. Updates on available equipment
5. Financial expenditures

The successful proponent will be expected to work cooperatively towards the establishment of an effective Wildland Urban Interface Response Program for the Province of Alberta. The successful proponent will have a demonstrated track record of both regional and provincial cooperation. Other organizations that the proponent will be required to work with include:

1. Alberta Fire Chiefs Association
2. Office of the Fire Commissioner and Alberta Municipal Affairs
3. Alberta Agriculture and Forestry Wildfire Management Branch
4. Alberta Emergency Management Agency
5. Other Fire Departments and Municipalities
6. Private Fire Services Operators and Contractors

The proponent, while providing and supervising this team, may task their team for duties within the home department. It is the expectation that this team is a provincial resource with the availability to immediately leave the community for a deployment for up to 14 days. The team provided cannot be made up of firefighters that would be expected to stay in the community for day to day emergency response duties.

### **AFCA Project Management**

The AFCA WUI SP Project includes other elements such as support for the development of training curriculum and materials. The Board of Directors will be the overarching authority and may delegate responsibilities to individual Directors or staff. Administration will be handled by the Executive Director of the AFCA.

### **Timelines**

The Request for Proposals will be available for submission until 4:00 PM MST June 24, 2019. Successful proponents will be advised no later than June 28th. It will be expected that upon successful award, the proponent will enter into an agreement with the Alberta Fire Chiefs Association and will immediately take steps to provide a team with immediate availability no later than July 31st, 2019.

### **Submission of Proposal**

Submissions of the proposal or questions will be done by email to:

Alberta Fire Chief Association  
Fred Tyrrell, Executive Director  
Email address: [afca.ed@shaw.ca](mailto:afca.ed@shaw.ca)

Submissions are to be received no later than 4:00 PM on Monday, June 24th, 2019

**Proponent Eligibility**

This RFP is open to any Municipal, First Nation or Metis Settlement Fire Service in the Province of Alberta. Private Operators or Hybrid Providers are not eligible.

**IN CAMERA**