



**STAFF REPORT  
ACTION REQUIRED**

**Amendment For Special Request Services Labour Rates  
For Toronto Fire Services' Personnel For Services After  
Normal Business Hours**

<b>Date:</b>	August 25, 2008
<b>To:</b>	Community Development and Recreation
<b>From:</b>	Fire Chief, Toronto Fire Services
<b>Wards:</b>	All Wards
<b>Reference Number:</b>	p:\2008\ClusterB\FIR\cd0811.doc

**SUMMARY**

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This report amends Section 441-1 of the Municipal Code to charge for the full cost of Fire Services' personnel conducting services after normal business hours based on the current wage settlements.

**RECOMMENDATIONS**

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**The Fire Chief of Toronto Fire Services recommends that:**

1. Item 25 of Schedule "A" (Fee Schedule for Fire Services/Inspections) to Municipal Code Chapter 441- Fees, being the hourly rate per person for Special Request Services for work outside of normal business hours, be amended by deleting the existing hourly fee of Special Request Services, charged at time and one half per hour, of \$63.00 per hour for each Firefighter/Inspector, \$76.00 per hour for each Captain, and \$87.00 per hour for each District Chief, and replacing it with an hourly fee for Special Request Services, charged at time and one half per hour, of \$67.00 per hour for each Firefighter/Inspector, \$81.00 per hour for each Captain, and \$93.00 per hour for each District Chief plus an administration/processing fee of seven (7) percent of the aggregate of TFS personnel fees per work order and applicable G.S.T.

2. Fees for all TFS personnel for training programs offered to municipalities and private/public corporations, and any activity conducted by Fire Services outside of normal business hours be amended by deleting the existing hourly fee charged at time and one half per hour, of \$63.00 per hour for each Firefighter/Inspector, \$76.00 per hour for each Captain, and \$87.00 per hour for each District Chief, and replacing it with a fee charged at time and one half per hour, of \$67.00 per hour for each Firefighter/Inspector, \$81.00 per hour for each Captain, and \$93.00 per hour for each District Chief plus an administration/processing fee of seven (7) percent of the aggregate of TFS personnel fees per work order and applicable G.S.T. in order to enable full-cost recovery to be achieved.
3. City Council authorize the Fire Chief to review, on an annual basis, the fee charged for conducting services after normal business hours and to adjust the fee as required to provide for full cost recovery, taking into account COLA adjustments and reasonable administrative costs.
4. The Fire Chief be authorized to instruct the City Solicitor to submit bills required to amend Toronto Municipal Code Chapter 441, Fees and Charges, to implement any fee adjustments resulting from a review conducted in accordance with Recommendation 3.

## **Financial Impact**

All inspections and paid duty, for example, training programs provided to other organizations and attending special events by Fire staff, under special request, are performed outside of normal business hours at overtime rates. The proposed fees charge for services on a full cost recovery basis at 2008 rates including COLA adjustments, being \$67.00 per hour for Firefighters/Inspectors, \$81.00 per hour for Captains, and \$93.00 per hour for District Chiefs, which represents salaries and fringe benefit costs at time and one half per hour. Additional charges would include a seven (7) percent administration/processing charge on total personnel fees per work order plus applicable G.S.T.

Assuming the same chargeable hours of 1,140 as in 2006 the rate change would impact revenue favourably by \$5,000.00. It should be noted, however, that since the last rate increase change report, the volume of hours charged has declined (to approximately 850 hours in 2007) as more inspections have been accommodated within normal working hours. The result is that, as of July 31, 2008, there is an unfavourable revenue variance, which is projected to continue to year-end, of approximately (\$70,000.00). The 2009 Operating Budget for Inspection revenue will be adjusted for the net impact of the rate change increase of \$5,000.00 and the revenue shortfall of (\$70,000.00) for a net revenue decrease of (\$65,000.00). These rate changes will maintain a full cost recovery rate basis notwithstanding the current decrease in volume of requests.

The Deputy City Manager/Chief Financial Officer has reviewed this report and agrees with the financial impact statement.

## **DECISION HISTORY**

City Council at its meeting of June 27, 28 and 29, 2006 authorized Toronto Fire Services to amend the rate for cost recovery for activities completed outside of normal business hours based on the Collective Agreement increases and an administrative/processing fee of seven (7) percent.

## **COMMENTS**

This report addresses areas where increases in hourly fees and administration charges are recommended to move to full cost recovery, namely, fire inspection services and training programs offered to municipalities and private/public corporations and providing service at special events such as the Rogers Centre.

Toronto Fire Services is requested by building owners and businesses to complete inspections of Central Alarm and Control Facilities, fire alarm panels and associated fire safety measures outside of normal business hours to minimize the testing required in buildings during normal business hours. Toronto Fire Services responds to urgent requests by developers to inspect new buildings to assist the developer in meeting project deadlines for the inspection of sand pipes, sprinkler systems, etc. These types of requests are urgent and Toronto Fire Services responds to meet the request of the developer and building owner.

The seven (7) percent administration/processing fee accounts for the initiation of the work order and verification of the billing for services by Fire Services' staff. Payroll verifies hours and records to the correct cost centre. Financial Services prepares invoices, receives and documents payment.

Toronto Fire Services also provides courses endorsed by the Office of the Ontario Fire Marshal and the Ontario Association of Fire Chiefs for Water and Ice Rescue, Confined Space Rescue Operations, Vehicle Extrication, Hazmat Training, and Firefighter Survival, Rescue and Rapid Intervention Team. These training and educational opportunities are based on the appropriate provincial standards, as well as guidelines and recommendations from the Office of the Fire Marshal and the Ontario Association of Fire Chiefs.

To enable full cost recovery for all of the above services to be achieved, TFS recommends that the hourly rate for such services be adjusted to reflect actual costs for same and be adjusted in accordance with current and future COLA settlements on an annual basis.

This report has been reviewed by Legal Services.

**CONTACT**

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**SIGNATURE**

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William A. Stewart  
Fire Chief