



STAFF REPORT

DATE: April 21, 2022 **FILE:** 0550-04 Board

TO: Chair and Directors,
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: FEASIBILITY STUDY - SURGE NARROWS FIRE BRIGADE

PURPOSE/PROBLEM

To consider the engagement of Tim Pley & Associates to consult with interested parties in the Surge Narrows area regarding the feasibility of establishing a local fire brigade.

EXECUTIVE SUMMARY

The attached report was considered at the April 13, 2022 meeting of the Electoral Areas Services Committee at which time the following resolution was passed:

Anderson/Whalley EASC 83/22

THAT the Committee recommend that Tim Pley & Associates be engaged to undertake a study to determine cost and operational requirements for the Surge Narrows outer islands fire brigade initiative, and

THAT up to \$8,500 to be authorized to be spent from the Electoral Area C feasibility study fund for this study.

The actions outlined below are offered in support of the Committee's recommendations.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT Tim Pley & Associates be engaged to undertake a study to determine cost and operational requirements for the Surge Narrows outer islands fire brigade initiative, and

THAT up to \$8,500 to be authorized to be spent from the Electoral Area C feasibility study fund for this study.

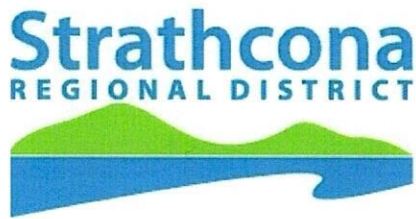
Respectfully:



Dave Leitch
Chief Administrative Officer

Prepared by: T. Yates, Corporate Services Manager

Attachments: Copy of April 8, 2022 report to the Electoral Areas Services Committee



STAFF REPORT

DATE: April 8, 2022 **FILE:** 0540-04 EASC

TO: Chair and Directors,
Electoral Areas Services Committee

FROM: David Leitch
Chief Administrative Officer

RE: FEASIBILITY STUDY – SURGE NARROWS FIRE BRIGADE

PURPOSE/PROBLEM

To consider a contract to examine the feasibility of forming a fire brigade for the Surge Narrow area within Electoral Area C (Discovery Islands-Mainland Inlets).

EXECUTIVE SUMMARY

At its November 3, 2021 meeting the Regional Board considered the attached correspondence and passed the following resolution:

Abram/Whalley: SRD 865/21

That the staff of the SRD prepare a report on the establishment of a fire brigade and the cost implications thereof, for the outer islands as endorsed by the Surge Narrows Community Association and outlined in the letter being considered.

In order to move forward with this initiative, the Regional District issued a Request for Proposals (RFP) inviting qualified consultants to submit bids for evaluating the cost and feasibility of the fire brigade proposal. In response to the RFP, four submissions were received and evaluated by staff using a predetermined matrix that included costs, relevant experience and study methodology. As a result of the evaluation process it was determined that the proposal by Tim Pley & Associates represented the best value for the Regional District. The cost to engage this firm was also the least expensive at \$8,500.

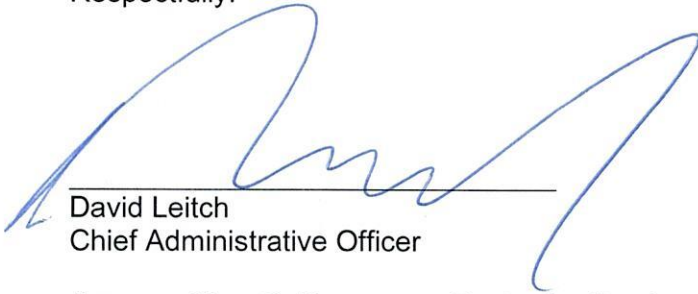
A copy of the submission by Tim Pley & Associates is attached for the Committee's information.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the Committee recommend that Tim Pley & Associates be engaged to undertake a study to determine cost and operational requirements for the Surge Narrows fire brigade initiative, and

THAT up to \$8,500 to be authorized to be spent from the Electoral Area C feasibility study fund for this study.

Respectfully:



David Leitch
Chief Administrative Officer

Prepared by: *S. Koopman – Protective Services Coordinator*

Attachments: January 28, 2022 proposal from Tim Pley & Associates
Copy of September 24, 2021 correspondence from Surge Narrows Community Assoc.

COPY

28 January 2022

Shaun Koopman, Protective Services Coordinator
Strathcona Regional District
990 Cedar Street
Campbell River, BC V9W 7Z8
procurement@strathconard.ca

Dear Mr. Koopman,

Re: RFP No. 16-21 | Surge Narrows Fire Brigade Study

On behalf of Tim Pley & Associates Ltd. ("TPA"), I am pleased to provide a proposal to the Strathcona Regional District (the "SRD") for the above-noted RFP.

Although this firm is relatively new, it is the functional successor to Dave Mitchell & Associates Ltd., as the latter company is reducing its active role in this area. As such, TPA, working closely with the principals behind Dave Mitchell & Associates, has put together an experienced team of associates who will continue to provide best in class service to various levels of government and emergency services throughout British Columbia and western Canada. The principal behind TPA has had a successful career in public service, including as a Chief Administrative Officer, Fire Chief and President of the Fire Chiefs' Association of BC. The associates assembled for this project have worked with over 100 different local governments on projects including fire service reviews, fire master plans, strategic planning, emergency communications, dispatch, fire hall location studies, as well as assessing and advising on administrative and governance matters.

For this project we have assembled a dedicated team of professionals with a broad range of relevant skills and experience. Our Project Team members share a passion for supporting local governments in improving emergency service delivery. Details of our previous projects, experience and background, as well as other details related to our firm can be found in the attached proposal.

If you require any further information, please do not hesitate to contact the undersigned.

Sincerely,



Tim Pley, President
Tim Pley & Associates Ltd.

Encl.

Strathcona Regional District

Surge Narrows Fire Brigade Study

Request for Proposals No. 16-21

Proposal submitted by:
Tim Pley & Associates Ltd.

Submission Deadline:
4:30 pm, 18 February 2022

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Company Organization and Experience

Corporate Profile

Tim Pley & Associates Ltd. (the “Consultants” or “TPA”) was formed in 2021 in cooperation with Dave Mitchell & Associates Ltd. (“DMA”), with the intention that the Associates identified in this proposal would support both DMA and TPA seamlessly as required. Our shared goal is to ensure that the Associates and the quality of service long-associated with DMA will continue unchanged and uninterrupted with TPA. The name is different, but the team members and the professional work continues unchanged.

TPA is a privately-held British Columbia company that offers independent consulting for local governments on a wide range of fire service issues including master fire plans, fire service reviews, fire hall location studies, organizational and strategic reviews, quality assurance reviews, governance issues, senior staff recruitment, administrative support needs, training programs and all issues related to emergency communications systems. Our Associates have extensive experience individually and through DMA in advising fire and emergency services of all levels and types and in working with municipal, regional, provincial and First Nation governments.

TPA works with project sponsors to ensure that the advice and plans provided by TPA align with client needs while being mindful of stakeholder views, available resources, financial constraints and governance realities. We strive to ensure that there is widespread support within the departments involved and the relevant governmental structure (including staff and elected officials) for both the process and results of our work. Without that buy-in, too often even the best advice can simply fail to be implemented.

We have a comprehensive understanding of how the fire service operates as well as the applicable standards governing the delivery of fire services and the changing administrative support needs that come along with changing standards. We seek to assemble a team which addresses the particular needs and requirements of each project to ensure that all necessary skill sets are available. Consequently, our team includes individuals with extensive experience in fire and emergency services, as well as in local government, organizational matters, law and communications. Project Team composition is always carefully tailored to meet the needs identified by the project sponsors.

Project Manager

Tim Pley will be the Project Manager and principal contact between the Project Team and the SRD Project Sponsor and their designated contacts.

Tim can be contacted at:

5555 Golden Street, Port Alberni, BC, V9Y 7B7

E: tim@timpley.ca

C: 250 720-9223

Project Team

The Associates who will be included on the team for this project are:

Tim Pley, Project Manager
Dave Mitchell
Gord Anderson
Ian MacDonald
Jim Cook

Tim Pley, Project Manager

Tim Pley is a retired local government chief administrative officer (CAO) with extensive experience leading on local, regional and provincial fire department matters. Tim's public service career began in 1990 as a firefighter. He was a member of the IAFF local executive for ten years, a deputy fire chief/chief training officer for eight years and fire chief for eight years. In 2016 he was appointed CAO for the City of Port Alberni, a position he held for six years.

During his career with the fire department Tim was an executive board member of the Fire Chiefs' Association of BC (FCABC) for eight years, including three years as president. In that capacity Tim forged new relationships with the provincial government and the Local Government Management Association ("LGMA"). He was a co-creator of the *BC Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook*, supported the Province in implementing that new minimum training standard, and in 2015 led a team that advised the Fire Commissioner on changes that were incorporated into the second edition. Tim was a member of the curriculum design team and a presenter for the LGMA's *Effective Fire Service Administration* training program for CAOs and Fire Chiefs. Tim also provided input to the Province in connection with the drafting of BC's new *Fire Safety Act*.

As the City of Port Alberni's most senior staff member, Tim supported his Mayor and Council in developing and implementing a corporate strategic plan, led in effecting positive organizational changes including recruiting and retaining talented staff, and played a key role in the development of trusting relationships with two First Nations and the City's First Nation citizens. In 2017 he was seconded by the Province to act for the Fire Commissioner during the prolonged wildfire response. Tim has represented LGMA in engaging with the Office of the Fire Commissioner on drafting the third edition of the Playbook.

Tim's education includes a Bachelor of Physical Education (UBC,) a Diploma in Public Sector Management (UVic), a Leadership and Conflict Resolution Certificate (JIBC), Competent Toastmaster designation, as well as Fire Officer 4 and Fire Inspector 1 certifications. Tim has tutored and mentored many fire officers through JIBC and VIERA fire officer programs.

Tim has a demonstrated ability to recommend and communicate resolutions to local government challenges that meet the needs of communities, elected officials, CAOs and fire departments, to support the development of respectful and effective relationships, and to help stakeholders understand and support solutions that address the broader needs of communities.

Dave Mitchell

Dave Mitchell retired as Division Chief, Communications in 1998 from Vancouver Fire & Rescue Services following a career spanning 32 years. During this time, he was responsible for managing the emergency call taking and dispatch for the Vancouver and Whistler Fire Departments. In 1997 he managed the transition of dispatch service for the five fire departments on the Sunshine Coast from an independent contractor to Vancouver Fire & Rescue Services.

In 1998, Dave was hired by E-Comm 9-1-1, Emergency Communications for BC (E-Comm) as its first Director of Operations. In this role he was a member of the founding senior management team and was responsible for the transition of the Regional 9-1-1 Control Centre staff from the Vancouver Police Department to E-Comm in June 1999. By June 2000 this included the management of approximately 200 call takers, dispatchers and team managers in addition to a ULC listed alarm monitoring service.

He left E-Comm in June 2000 to work as a consultant, and since that time has managed the development of corporate, strategic and operational plans for a number of clients. As principal of DMA, Dave participates on all projects undertaken by the company either as the lead consultant or by providing his expertise at an advisory or support level.

Dave holds a Bachelor of Arts Degree (Geography) from Simon Fraser University in addition to a diploma from their Executive Management Development Program. He is past Chair of the Board of Directors of the Vancouver General Hospital and University of British Columbia Hospital Foundation, and currently a Director and Board Chair of the Justice Institute of British Columbia Foundation, a member of the National Fire Protection Association, the National Emergency Number Association, the Association of Public-Safety Communications Officials, the Fire Chiefs' Association of British Columbia, the BC 911 User Group, and the Canadian Association of Management Consultants.

Gordon Anderson

Gordon Anderson retired in 2019 with 29 years in the fire service, serving for the last five as the British Columbia Fire Commissioner. In this role, he was the senior fire authority for the Province providing advice to government and supporting local government fire services, as well as dealing with fire service issues at the national level. While in government, he also periodically fulfilled the role of (Acting) Assistant Deputy Minister for Emergency Management BC (including during the record 2017 flood season).

During this time, he implemented a new Structure Firefighter Training Standard (the Playbook), modernized and expanded the wildland interface Structure Protection Program in partnership with the BC Wildfire Service and the Fire Chiefs' Association of BC and, with extensive stakeholder input, successfully developed and passed new provincial legislation to repeal and replace the current *Fire Services Act* (implementation pending).

Prior to joining the Office of the Fire Commissioner, he had many years of experience in

volunteer fire departments and 22 years in a career department (Esquimalt Fire Rescue) where he rose through the ranks to finish his last six years as Deputy Fire Chief. His extensive experience as a department Chief Training Officer and 12 years as a contract instructor for the Justice Institute of BC included instructing firefighters and all four levels of the NFPA Fire Officer Certificate Program.

In addition to a Bachelor of Arts degree from the University of Victoria and NFPA Fire Officer Level 4 certification; in 2018 he earned a Bachelor of Public Safety Administration degree. Gordon holds certification as an Executive Chief Fire Officer and is a Fellow at the Institution of Fire Engineers (United Kingdom). He is past-President of the Council of Canadian Fire Marshals and Fire Commissioners and served on the governance board of the Canadian Public Safety Operations Organization (CANOPS). Combining this with many years of experience as a front-line police officer, he has moved into a consulting role for a wide range of fire service, public safety and emergency management issues. Some of his more recent work has included fire service consulting projects for North Saanich, Sooke, Alberni-Clayoquot and Squamish Lillooet Regional Districts.

Ian MacDonald

Ian MacDonald is a former lawyer who practiced international corporate law in Canada and the United Kingdom. Ian started as a lawyer with Davies Ward & Beck in Toronto in 1990 and worked on large corporate transactions in Canada, including corporate financings, shareholder agreements and corporate restructurings and corporate acquisitions. Ian became a partner in Davies Ward & Beck in 1994 and an equity partner in 1996.

After moving to England in 1998, Ian became managing partner of Arnander, Irvine & Zietman, an intellectual property/litigation firm, and had a varied practice advising clients in respect of company formation, shareholder and members' agreements, corporate financing, governance issues, and privacy matters. He also did extensive work on litigation files related to corporate fraud.

Ian retired as a lawyer in January 2004 and returned to Canada, since which time he has acted as a volunteer director on two boards, acting as the chair of the governance committee for both, and assisted various community groups in developing long term strategic and business plans. Ian has previously worked with Planetworks Consulting Corporation on the Capital Region Emergency Service Telecommunications project, conducting a full governance review of that organization.

Ian has worked with DMA for the past 13 years, working on almost all the major fire and emergency service projects, including the fire service reviews for the Kootenay Boundary Regional Fire Service, 100 Mile House Fire Rescue Department, Whitehorse, Prince George and West Vancouver fire departments, the Armstrong-Spallumcheen Volunteer Fire Department and the Thompson Nicola and Okanagan Similkameen Regional Districts.

Most recently, Ian participated in the fire service and strategic planning projects for the District of Sooke, the District of Oak and the District of North Saanich, as well as the Alberni-Clayoquot

Regional District fire service review. In addition, he is providing advice to several fire departments as they rewrite and update their bylaws.

Jim Cook

Jim Cook is an experienced professional with over 38 years of experience in the fire service and has extensive knowledge and experience with administration, budgets, labour relations, fire operations, strategic planning, executive leadership, project management, community engagement, and organizational change.

Jim began his fire service career with the New Westminster Fire Department in 1977 and worked in many roles including firefighter, lieutenant, and member of the union executive before being appointed to the position of Deputy Chief in 2001. As a chief officer, his responsibilities included administration, operating and capital budgets, communications, human resources, emergency operations, training and facility maintenance, including the planning and oversight of the transfer of personnel and equipment to the new main fire hall.

In 2008, Jim was appointed to the position of Fire Chief in West Vancouver where he worked to improve the mutual and automatic aid agreements in the region. This included transitioning the department to the E-Comm Wide Area Radio System. He also served as a member of the senior management committee responsible for leading the analysis, planning and design of an emergency services building.

Jim holds a Fire Officer Leadership diploma and has served on several committees and boards including the BC Professional Firefighters Association, BC Municipal Pension Plan, BC Investment Management Corporation, Vancouver Hospital Foundation, BC Fire & Life Safety Education Program, First Responder Program and Fire Chiefs' Association of BC. He is also a past-President of the Greater Vancouver Fire Chiefs Association.

After retiring from the fire service in 2015, Jim took on a new role as an adjunct instructor in the Fire Officer Leadership program where he provided instruction and executive coaching to aspiring members of the fire community. In 2017, he joined Dave Mitchell and Associates and has since worked on fire service consulting projects for local governments and regional districts including Nanaimo, Saanich, Bowen Island, Oak Bay, Sooke, Alberni-Clayoquot Regional District, Squamish Lillooet Regional District, Fort St. John and Peace River Regional District.

Relevant Project Experience

For this project we have included individuals with expertise in supporting regional districts in exploring the potential for provision of fire protection services in areas currently not serviced. Our experience includes situations where service provision was considered utilising neighbouring, existing fire departments and where creation of a new fire department/brigade was considered.

Project Team members have worked extensively with volunteer, composite and career departments, both in municipal and regional district settings. We have also worked with

community advocates who desire fire protection services, and who have varying levels of experience in fire service and/or local government matters. We are experienced at hearing the needs of local governments and community members, as well as at communicating technical fire service matters in layperson terms.

Examples of relevant fire service-related work on which Project Team members have worked for DMA includes the following:

Year(s)	Project	Client
2010	Review of Requirements to Establish a Fire Department to Serve Kicking Horse Reserve	Columbia Shuswap Regional District
2015	Organizational and Administrative Structure Review	Regional District Central Kootenay
2016	Review Options to Service Merville Area with Fire Protection	Comox Valley Regional District
2017	Operational and Administrative Reviews for Blackpool, Pritchard and Vavenby	Thompson Nicola Regional District
2019	Fire Safety Act: Model for Implementation of Inspections in Public Facilities	Office of the Fire Commissioner
2019	Operational Guideline Consolidation – six regional Fire Depts	Regional District of Nanaimo
2019	RDN Fire Department Governance Review	Regional District of Nanaimo
2020	Review Potential of Creating a Fire Service Area for Mara Lake in RDNO to be Serviced by Swansea Point FD in CSRD	Columbia Shuswap Regional District
2021	Review Potential to Expand an Existing Fire Service Area Serviced by an Existing Neighbouring Fire Department	Thompson Nicola Regional District
2021	Exploration of Centralized Approach to Common Administrative Tasks	Alberni Clayoquot Regional District

References are available upon request.

Scope of Work

Our Understanding of the Project

The SRD seeks to engage a qualified third party to investigate the feasibility of establishing a fire brigade to serve portions of the outer Discovery Islands that are currently not serviced by a local government fire department.

The SRD is in receipt of a letter from the Surge Narrows Community Association requesting that SRD investigate the cost and implications of establishing a local fire brigade to serve North Rendezvous Island, Read Island, Maurelle Island and the southern portion of Sonora Island. The SRD has stipulated that the investigation consider creation of a fire brigade that would meet the service level of *Exterior Operations Level Firefighter* as defined by the *BC Structure Firefighter Competency and Training Playbook*.

The SRD seeks to investigate how best to provide the delivery of fire suppression services in the areas noted above and the cost of said services. Topics such as firehall construction and procurement of fire apparatus are not within the scope of this study. In-scope topics include:

- Training and operations
- Interoperability
- Dispatch and communications
- Fire suppression equipment costs (not including fire apparatus)
- Organization and administration structure, and
- Other related topics that may be identified by the proponent.

For the purposes of this proposal, we are assuming that the SRD will assemble an appropriate and representative project team to work with the Consultants in connection with the project, and that representatives from the Surge Narrows Community Association or their agents will be available to:

- Engage with the Consultants
- Facilitate site tours over a two-day period, providing marine and ground transportation within the community on mutually agreeable dates.

Project Methodology

We have reviewed the requirements and tasks detailed in the RFP and our approach to conducting the review involves the process set out below. The approach taken is based on our experience with similar projects, and our understanding of best practices and current standards involving the fire service.

We would propose that the review consist of four phases. The principal work to be undertaken is as follows:

Phase 1 – Project Kick-Off and Background Review

1. Kick-off meeting using remote access technology (e.g., Zoom or MS Teams), to meet with the SRD project team, and review and finalize issues related to the scope, timing, and approach as envisioned by SRD.
2. First engagement meeting using remote access technology with SRD project team and Surge Narrows Community Association. At this meeting develop an understanding of the needs of the community and community members.
3. Based on the two meetings noted above, obtain and review relevant background information, including:
 - a. From the SRD:
 - i. Pertinent service establishment bylaws, policies and operational guidelines (if any);
 - ii. Copies of relevant staff and consultant reports related to this project, as well as any resolutions of the SRD Board of Directors;
 - iii. Other relevant documents as recommended by SRD or identified by the Consultants as the project progresses;
 - iv. Mapping resources necessary to support the project.
 - b. From Surge Narrows Community Association:
 - i. Any documentation related to the project;
 - ii. Summary of any consideration previously given to the matter at hand.

The background documents/materials list will be finalized in consultation with the SRD project team and Surge Narrows Community Association.

4. Develop a schedule for on-site meetings and agree upon logistics.

Consultants Involved in Phase 1

Tim Pley, Gord Anderson

Phase 2 – On-site Consultations

The on-site consultations will be discussed and agreed to as part of Phase 1. They will at a minimum include touring with representatives of Surge Narrows Community Association the areas outlined in *RFP 16-21 Appendix 1 – Map of Study Area*.

Our goal will be to manage all site visits in the same travel cycle to limit the impact on the overall project budget.

Subsequent to the on-site consultations a summary of findings will be provided to the SRD

project team, and one or more remote access meetings will be conducted to ensure that the project remains on track to meet SRD expectations.

Consultants Involved in Phase 2

Tim Pley

Phase 3 – Development of Recommendations and Draft Report

A draft report including recommendations will be developed for review with the SRD project team and other stakeholders as deemed appropriate by SRD. The recommendations will relate to the feasibility of establishing a fire brigade to serve the identified portions of the outer Discovery Islands, how best to provide the delivery of fire suppression and response services in that area, and identify associated costs excluding firehall construction and procurement of fire apparatus. Specific matters to be addressed include:

- Training and operations
- Interoperability
- Dispatch and communications
- Fire suppression equipment costs (not including fire apparatus)
- Organization and administration structure, and
- Other related topics identified by the proponent and discussed with SRD in Phase 2 of the project (an example of which may be consideration of Fire Underwriter Survey rating criteria).

The draft report will be provided to SRD on or before August 12, 2022, and may be provided considerably sooner.

Consultants Involved in Phase 3

All Project Team members

Phase 4 – Development of Final Report

Following consultation with SRD and any stakeholders identified by SRD the Consultants will finalize the report taking into consideration input received.

[If requested, the Consultants will present the report to the SRD board and/or Surge Narrows Community Association by remote means.]

The final report will be provided to SRD on or before August 26, 2022.

Consultants Involved in Phase 4

All Project Team members

Proposed Project Schedule

The following proposed work schedule is based on a project start date of March 21, 2022 with completion of the final report by August 26, 2022. We note that the project timing is subject to any Provincial Health Orders limiting on-site visits.

Proposed Project Schedule	
Phase/Timing	General Tasks
Phase 1 February through March 2022	<ul style="list-style-type: none"> Initial kick-off discussions with the SRD and Surge Narrows Community Association; refinement of the project details as appropriate Review of relevant mapping and background documents
Phase 2 April/May 2022	<ul style="list-style-type: none"> On-site Consultations In-person site visits with Surge Narrows Community Association or designates
Phase 3 May through June 2022	<ul style="list-style-type: none"> Integrate information obtained and develop draft options and recommendations as required by the RFP Provide a draft of the final report for SRD review on or before August 12, 2022, potentially sooner Review/revise draft options/recommendations in consultation with SRD and other stakeholders as deemed appropriate by SRD
Phase 4 June/July 2022	<ul style="list-style-type: none"> Develop final report reflecting client feedback Final report to SRD by August 26, 2022, potentially sooner

We are assuming that the SRD will assist with providing access to mapping as required, and introduce the Consultants to the Surge Narrows Community Association and in conjunction with the Association, arrange marine and land transportation while on-site. We also are assuming that the participants in the review will provide any requested information or comments in a timely fashion.

Ability to Provide Services Within Proposed Schedule

Project Team members will be able to engage on this project immediately upon award of a contract.

Safety

TPA is committed to the safety of our associates, clients, and the communities that we work within. All members of the Project team are fully COVID-19 vaccinated. TPA will comply with the safety policies and practices of the client, including if required providing proof of COVID-19 vaccination for any on-site visits.

Site visits and face to face meetings are important in ensuring that the needs of the client are understood and addressed. Site visits will be conducted by Tim Pley who is based on Vancouver Island. Follow up meetings and information exchange can be conducted electronically. TPA will provide access to our Zoom account for the purposes of this project at no charge to the client.

Insurance

TPA meets all insurance requirements identified within the RFP and is registered with WorkSafeBC. SRD will be added as an additional insured prior to entering into a contract for the project. Verification of insurance and WorkSafeBC registration can be provided upon request.

Pricing

Our pricing is all inclusive, including a two-day site visit on dates to be mutually agreed upon with SRD and the representatives from Surge Narrows Community Association.

The proposed fees/price will be guaranteed for thirty (30) days from the date of this proposal.

Pricing		
	Project Component	Number of Consulting Days (based on 8 hr. days)
Phase 1	Project Kick-Off and Document Review	1.5
Phase 2	On-site Consultations	2.0
Phase 3	Development of Draft Report	3.5
Phase 4	Development of Final Report	1.0
Total Number of Consulting Days		8
	Project Cost Items	Total Cost
Consulting Fees	8 days based on an 8-hour day at \$125/hour	\$8,000
Travel Expenses (estimated)	Hotel Accommodations, Travel and Meals <ul style="list-style-type: none"> Phase 2: On-site Consultations: Two (2) nights 	\$500
Total Project Cost		\$8,500 + GST

Payment Terms

TPA proposes that project costs be invoiced upon completion of the project and issuance of the final report.

Attachment 1: Proposal Form (RFP Section F)

REQUEST FOR PROPOSALS 16-21

CLOSING DATE AND TIME

4:30 PM PACIFIC TIME ON FRIDAY February 18TH, 2022

This form must be completed, signed and included with the submission.

The undersigned confirms that its submission is in response to the above noted RFP.

The proponent acknowledges receipt of Addenda # _____ through Addenda # _____.

Proponent: Tim Pley & Associates Ltd.
Address: 5555 Golden Street
Port Alberni BC V9Y 7B7
Contact Name: Tim Pley
Phone: 250 720-9223 Fax: 250 723-9223
Email: tim@timpley.ca

Completed Price	\$8,500
Taxes (GST)	\$425
Total Completed Price	\$8,925

Proponents should ensure that all requirements of the RFP are dealt with in their proposal submission and that all materials and products proposed comply with the specifications therein.



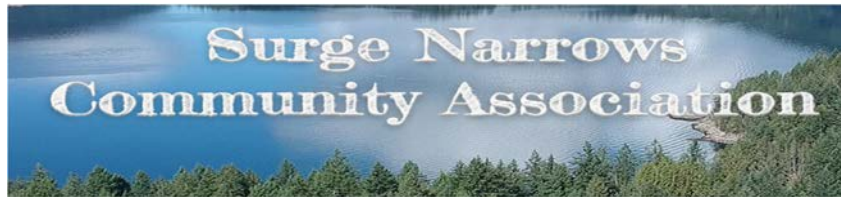
Authorized Signature

Tim Pley, President, Tim Pley & Associates Ltd.

Name and Title

January 28, 2022

Date



Surge Narrows Community Association
Box 52, Surge Narrows BC V0P 1W0

September 24, 2021

Mr Brad Unger
Chairman of the Board of Directors
Strathcona Regional District

Re: Investigating a Volunteer Fire Brigade for the Outer Discovery Islands (Surge Narrows Community)

At the Surge Narrows Community Association (SNCA) AGM held on Saturday September 11th, the members present unanimously supported the following motion **“that the SRD be asked to investigate the costs and implications of the creating a local fire brigade”**. In addition, on September 21st, the SNCA Board approved the following motion: **"The SNCA board endorses the above-mentioned motion from the AGM that the SRD be requested to investigate the costs and implications of creating a local fire brigade."**

SNCA is a Canadian Registered Charity representing the approximately 147 full-time plus over 120 part-time residents on Read Island, Maurelle Island, North Rendezvous Island, and southern Sonora Island. Founded in 1973, our organization promotes and provides educational, charitable, environmental and community activities and services, maintains two community centres, and issues a monthly newsletter “Surge Currents” to over 400 current and past residents and friends.

Scope of Service Request: Our residents are interested in pursuing a service that provides firefighting training, standardized equipment and responder insurance coverage. We are not currently interested in open burning regulations, large fire trucks nor constructing a fire hall.

Please note in undertaking this investigation that we ask the person or group tasked with this investigation consult with Ginny Vassal, CPA CA, Surge Narrows ESSD (Emergency Social Services Director) and Jim Mallis, local resident and board member of SNCA, who is knowledgeable about firefighting equipment and sourcing.

Thank you for your help moving this idea forward.

Sincerely,
The Surge Narrows Community Association Board of Directors - Sheila Hollanders, dood Turner,
Jim Mallis, Renee Desautels, Eve Flager
together with
Ginny Vassal - Emergency Preparedness