



A6

ADMINISTRATIVE REPORT

Report Date: April 7, 2009
Contact: Shuh Chan
Contact No.: 604.326-4793
RTS No.: 08008
VanRIMS No.: 08-2000-20
Meeting Date: April 21, 2009

TO: Vancouver City Council

FROM: General Manager of Engineering Services
General Manager of Human Resources

SUBJECT: Fleet Additions - Office of Emergency Management

RECOMMENDATION

- A. THAT, Council approve the allocation of \$52,000 from the Truck and Equipment Plant Account to fund the purchase of two (2) compact station wagons.
- B. THAT, the capital and operating costs be repaid to the Truck and Equipment Plant Account through annual charges of \$15,100. Funding to be provided from the existing Office of Emergency Management (OEM) Budget.

COUNCIL POLICY

Council approves expenditures from Reserves, including the Truck and Equipment Plant Account.

Council approves all increases in service levels, including the addition of vehicles and equipment to the fleet.

PURPOSE

The purpose of this report is to seek Council's authority to purchase two (2) compact station wagons for the Office of Emergency Management (OEM).

BACKGROUND

From 1990 to 2007, Risk and Emergency Management Branch was responsible for oversight of the Corporate Emergency Program. In 2007 the emergency management function of Risk and Emergency Management was transitioned to Engineering Services to help strengthen the links between emergency planning and the operational and delivery side of emergency services and response. Once established, OEM was moved under Human Resources in 2008 to provide more of a corporate profile.

OEM is responsible for ensuring that the City has a corporate emergency management plan that integrates with departmental and key non-City entity plans, provides the level of staff training necessary to enable the City to deal with emergencies, oversees the accumulation and management of emergency supplies, provides a public education service, carries out the Emergency Social Services (ESS) function and coordinates the City's response to major emergencies and disasters.

ESS is a volunteer group that responds to incidents where citizens are displaced from their residences due to an emergency and is managed by the ESS Director. The group's mandate is to assist with evacuations, provide emotional support, and to facilitate temporary lodging in the event of an emergency. The temporary displacements could involve limited accommodation for several persons up to large incidents involving setting up reception centers at designated community centers.

DISCUSSION

Originally, OEM consisted of 2.5 full time equivalent staff members based at City Hall. Their transportation needs were met by borrowing vehicles from other branches at City Hall or by using personal vehicles.

Since relocating from City Hall to the E-Comm building on East Pender Street in 2007, there has been a lack of transportation options for staff to meet operational requirements because sharing of City vehicles is no longer an option. In addition, OEM has grown to six (6) permanent full-time staff members and one (1) temporary full-time staff.

The role of OEM has also now expanded. The scope of regional planning initiatives has increased requiring more meetings at a variety of City sites, neighbouring municipalities and other external stakeholders including regional or provincial agencies with offices located outside the City. Staff also need vehicles to attend major incidents to provide coordination between emergency service providers and other City staff. Workshops developed by OEM to inform and train residents in the event of emergency or disaster situations requires the transportation of large display boards and other educational materials to various sites in Vancouver. In addition, the ESS role requires staff to be present at incidents at all times of the day.

Due to the increased function of OEM, two (2) dedicated compact station wagons are now required to transport staff and a wide range of supplies and equipment to meetings, ESS incidents, educational events, to support daily operations and emergency response.

Common supplies and materials that need to be carried include large bins containing necessary paperwork, signage, first aid supplies, blankets, tents and display boards, rapid damage assessment equipment, utility plans and additional telecommunications equipment. The cargo required will not fit in a sedan, however, a wagon will provide enough room and in the event of larger incidents, the rear seats can fold down to provide additional cargo space. The vehicle would also be equipped with appropriate lighting devices, radios and identification for safe operation at incident sites.

FINANCIAL IMPLICATIONS

There will be a one time charge to the Truck and Equipment Plant Account of \$52,000. This cost will be repaid over the ten (10) year economic life of the vehicles through rental charges of approximately \$15,100 per year. Table 1 shows a breakdown of the associated costs.

Table 1. Detail of Costs.

	Cost For Two Vehicles
Purchase and Outfitting	
Purchase	\$42,000
Outfitting	\$10,000
Total	\$52,000
Annual Capital and Operating	
Capital	\$7,000
Fuel	\$1,700
Maintenance	\$4,000
Insurance	\$2,400
Total	\$15,100

Currently, OEM has \$10,000 allocated annually for vehicle allowances which will be used to offset the costs of maintaining and operating the two (2) compact station wagons. There will be no increase to the OEM budget and the additional \$5,100 will be absorbed within the existing OEM budget.

ENVIRONMENTAL IMPLICATIONS

All new and replacement vehicles in the City fleet go through an environmental right-sizing review process. This is to ensure that not only will the vehicle meet the user's operational needs but that the vehicle has the best combination of fuel efficiency and cost effectiveness. The City's default choice for a passenger vehicle is a micro-compact (e.g. Smart Car) due to its good fuel economy, low capital cost and minimal use of manufactured resources. Only if there is a demonstrated operational need is a larger or different vehicle chosen.

In the case of OEM, a site visit and interview was done to determine the cargo and passenger requirements of their new vehicles. Due to their need to carry equipment and multiple staff it was determined that compact station wagons would be the most efficient vehicles to meet their operational needs. The vehicles chosen will likely be Ford Focuses, which have 4 cylinder engines and a combined fuel economy of 8.1 l/100 km (29 mpg).

The increase in the City's green house gas emissions due the addition of these two vehicles to the fleet is approximately 4 tonnes per year.

CONCLUSION

The unavailability of fleet vehicles as well as the increase in staff and scope of the Office of Emergency Management has resulted in a lack of suitable transportation options. Accordingly, we recommend that two (2) compact station wagons be purchased with funds from the Truck and Equipment Plant Account to meet the operational requirements of OEM. This one time cost will be repaid through internal rental rate charges of \$15,100.

There will be no increase to the existing OEM Budget.

* * * * *