Minutes - Executive Policy Committee - April 23, 2003

REPORTS

Minute No. 225 Purchase of Hazardous Materials Decontamination Unit
File GF-4 (Vol. 10)

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Protection and Community Services as follows:

1. That the purchase of a specialized hazardous materials decontamination unit for the Fire Paramedic Service be approved.

2. That Executive Policy Committee be requested to refer the over-expenditure authorization in the amount of $380,000.00 to facilitate this purchase to the Standing Committee on Fiscal Issues for approval.

DECISION MAKING HISTORY:

Moved by Councillor Gerbasi,

That the recommendation of Standing Policy Committee on Protection and Community Services be concurred in, and the matter be referred to the Standing Committee on Fiscal Issues.

Carried

STANDING COMMITTEE RECOMMENDATION:

On April 14, 2003, the Standing Policy Committee on Protection and Community Services concurred in the administrative recommendation and recommends to Executive Policy Committee as follows:

1. That the purchase of a specialized hazardous materials decontamination unit for the Fire Paramedic Service be approved.

2. That Executive Policy Committee be requested to refer the over-expenditure authorization in the amount of $380,000.00 to facilitate this purchase to the Standing Committee on Fiscal Issues for approval.

RE: PURCHASE OF HAZARDOUS MATERIALS DECONTAMINATION UNIT

For Submission To: Standing Policy Committee on Protection and Community Services

Submitted By: Wes Shoemaker
Fire & Paramedic Chief

Report Date: March 21, 2003

RECOMMENDATION(S):

1. That the purchase of a specialized hazardous materials decontamination unit for the Fire Paramedic Service be approved.
2. That the Executive Policy Committee be requested to refer the over-expenditure authorization in the amount of $380,000 to facilitate this purchase to the Standing Committee on Fiscal Issues for approval.

Report Summary

KEY ISSUES:

- The Fire Paramedic Service (FPS) does not currently have adequate decontamination capabilities due to the lack of a specialized decontamination unit with technologically current equipment and capabilities.

- The absence of an adequate decontamination unit is increasing the risk to employees and the public due to many factors including:

o more frequent biological and hazardous material responses,

o the presence of a virology lab in the City of Winnipeg,

o the lack of proper decontamination facilities in health care facilities,

o the increased number of calls to clandestine labs, and

o the potential request to provide hazardous material responses outside the City boundaries.

- Contributions to the equipment replacement reserve were once made for the purchase of a decontamination unit, but as contributions to the reserve have not kept pace with the cost of equipment replacement, the funds are no longer available in the reserve to fund the replacement of the equipment currently in use with a specially designed decontamination unit.

- The FPS originally requested $500,000 for the purchase of a fully-equipped specialized hazmat decontamination unit, and applications to the federal Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP) for this amount of funding were unsuccessful.

- After obtaining a commitment from Manitoba Emergency Measures Organization (MEMO) to provide $100,000 in OCIPEP funding to purchase hazmat equipment and supplies, the FPS has estimated the remaining cost to be approximately $380,000.

IMPLICATIONS OF THE RECOMMENDATION(S):

General Implications

	None
✓	For the organization overall and/or for other departments
✓	For the community and/or organizations external to the City of Winnipeg
	Involves a multi-year contract
	Comment(s): The acquisition of a specialized decontamination unit would increase the Department's capabilities in the event of a biological or hazardous material disaster, thus increasing the safety of the citizens of Winnipeg.

Policy Implications

✓	None
	Yes
	Comment(s):

Environmental Implications

	None
✓	Yes
	Comment(s): In all hazardous materials incidents, environmental damage would be minimized by a quicker, more efficient response utilizing more technologically advanced equipment and practices.

Human Resources Implications

✓	None
	Yes
	Comment(s): Staff are continuously trained in new techniques.

Financial Implications

	Within approved current and/or capital budget
✓	Current and/or capital budget adjustment required
	Comment(s): The Fire Paramedic Service has determined the design and functional requirements of a decontamination unit, but funds are required for its purchase.

REASON FOR THE REPORT:

Requests for over-expenditure authorization exceeding $10,000 require approval of the Standing Committee on Fiscal Issues.

HISTORY:

In 1990 the Winnipeg Fire Department identified a need to acquire a decontamination unit to address the requirements of the mandated Hazardous Materials Program. At that time, a surplus vehicle was modified to carry portable equipment on an interim basis with the understanding that it would be used until the functionality and design of a permanent unit could be established.

The Department originally made contributions to the equipment replacement reserve to fund a modular unit that would address the Department's functional concerns at that time. With technological advances over time, and an increase in the number of calls, the Department has determined the modular unit is no longer optimal, and wishes to redirect the funding for a self-contained mobile unit.

After several years of development and research, a specification and tender were processed early in 2001 with no responsive bids submitted. To address financial concerns and to expedite the purchase of a unit, a simplified version was developed and forwarded to Equipment and Materials in August of 2001. This new version will be more cost-effective, but will still meet the Department's foreseeable needs. A tender for this revised unit will be released pending the approval of funding.

In early 2002, the FPS requested an appropriation of funds in the amount of $500,000 to enable the purchase of this unit, and was directed by the administration to apply for federal funding. On November 13, 2002, the FPS received notification from OCIPEP that the request for funding had been declined.

DISCUSSION:

Current Profile

The decontamination unit in service since 1990 is a surplus vehicle, which was modified to carry portable equipment until such time as a specialized decontamination unit could be purchased. This equipment is currently utilized to decontaminate firefighters, paramedics, law enforcement personnel, and members of the public that have potentially been exposed to chemical or biological agents. This unit is currently required to respond to all hazardous materials calls such as white powder, pepper spray, chemical spills, etc. Since there are no other specialized decontamination units available to respond to these type of calls, the Fire Paramedic Service may be called upon to respond to all hazardous material calls in the capital region. This includes calls at the HSC and other hospitals, Virology Lab, military facilities, railways, airport, oil companies, clandestine labs, and calls outside the boundaries of the City of Winnipeg.

The unit that has been in use since 1990 has ceased to be efficient for the current situations due to technological advancements and changes to environmental regulations over the years. With environmental concerns regarding the containment of solutions resulting from the decontamination process and the challenges brought on by the increased use of the unit, it is clear the FPS has to upgrade its capabilities in this area. The current method utilized to decontaminate individuals is to scrub them down and shower them outside using a child's pool as a containment device, which is not practical in the winter. A specialized hazmat decontamination unit would decrease the likelihood of contamination spread through more effective handling of contaminants and products of the decontamination procedure. It is imperative that on-site decontamination be available to prevent further contamination by transported individuals to vehicles and hospital wards.

Financial Constraints

The biological and chemical terrorism recognized since September 11, 2001 has caused the number of hazardous materials responses to escalate. The pressure to respond more effectively to a greater number of calls and manage more diverse situations has emphasized the immediate need for the replacement of the outdated unit currently in use.

The funding for equipment replacement has not been adjusted appropriately to reflect the significant cost increases of technology and changes in environmental regulations, which has resulted in the FPS's ability to acquire compliant and technologically current replacement equipment being compromised.

Anticipated Call Volume

The current decontamination unit is required to respond to all hazardous materials calls such as white powder, pepper spray, gas smell, spilled chemicals, etc. Since there are no other specialized decontamination units available to respond to this type of call, the FPS may be called upon to respond to all hazardous material calls in the capital region. This includes calls at the HSC and other hospitals, Virology Lab, military facilities,

railways, airport, oil companies, clandestine labs, and calls outside the boundaries of the City of Winnipeg.

Historically, calls for service averaged two per month, but after September 11, 2001, calls increased to approximately 35 per month. The need to decontaminate individuals increases at a rate relative to the volume of calls; given that safety regulations state that responders must assume the exposure is a biological or chemical agent in every situation. This means that our responders are required to wear their specialized suits when responding to every potential hazardous material situation and as a result must be decontaminated unless the material has been identified as safe to handle.

The estimated cost of the fully-equipped specialized decontamination unit is approximately $480,000. Due to a recent commitment from Manitoba Emergency Measures Organization (MEMO) to provide decontamination equipment and supplies to equip this unit in the amount of $100,000, the FPS has decreased the requested amount of funding to $380,000.

IN PREPARING THIS REPORT, THERE WAS CONSULTATION WITH AND CONCURRENCE BY:

Chief Financial Officer Bob Gannon has been consulted and confirmed the necessary funding is provided for in the commitment reserve.

THIS REPORT SUBMITTED BY:

Department: Fire Paramedic Service
Division: Administration
Prepared By: Ken Sim, Deputy Chief, Operations

Approved:

original report signed by

W. H. Shoemaker

Financial Impact Statement

Date: January 29, 2003

Project Name:

Purchase of a Hazardous Materials Decontamination Unit

First Year of Program **2002**

	2002	2003	2004	2005	2006
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Total Additional Debt Required	$ -	$ -	$ -	$ -	$ -
Current Expenditures/Revenues					
Direct Costs	$ 480,000	$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	100,000	-	-	-	-
Net Cost/(Benefit)	$ 380,000	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	-	-	-	-	-
Net Budget Adjustment Required	$ 380,000	$ -	$ -	$ -	$ -

Additional Comments: Cost of the entire unit is estimated at $480,000 with an anticipated recovery of $100,000 through equipment funded by OCIPEP.

"original signed by"

Manager of Finance & Administration

Form 104C: 99 03

The City of Winnipeg

or Over-Expenditure Authorization

Department: Fire Paramedic Service Date: March 20, 2003

OVER-EXPENDITURE REQUESTED (Accounting Distribution Code, Description & Amount) (Company/Account/Centre)(Account Title) (Amount)	Explain why the over-expenditure is necessary including why the additional budget cannot be accommodated by an under-expenditure in another account. Discuss the impact on the level of service in all areas affected as a result of this over-expenditure (i.e. increased/maintained). Attach additional page if space insufficient.
Hazardous Materials Services 01-554101-213312 $ 380,000 $ 380,000	FPS is requesting the purchase of specialized Hazardous Materials Decontamination Unit. This unit is required because FPS currently does not have adequate decontamination capabilities due to the lack of a proper decontamination unit with technologically current equipment and capabilities. FPS had initially estimated the cost of the unit as $500,000. Revised cost estimates are now $480,000. FPS has unsuccessfully applied to the Federal Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP) for funding to purchase this unit. However, Manitoba Emergency Measures Organization (MEMO) who was successful in acquiring federal funding has agreed to fund equipment acquisitions for the unit for $100,000 reducing the cost of the unit down to $380,000. A separate over-expenditure request for the costs offset by revenue is also being submitted. In this request FPS is asking for an additional appropriation for the balance of the cost of the unit.
Explanation for non-approval:	

Requested By:	Reviewed & Approved By:	Recommended By:	Recommended/Approved By:	Recommended By:
Bodo. G. W. Roloff, CMA	Bodo. G. W. Roloff, CMA	W. H. Shoemaker		
Departmental Manager	Departmental Controller	Department Head	Chief Financial Officer	Chief Administrative
Officer	Standing Committee on			
				(If Required)

Form 104C: 99 03

The City of Winnipeg

or Over-Expenditure Authorization (Involves Increase to Revenues or Recoveries)

Department: Fire Paramedic Service Date: March 20, 2003

INCREASE TO REVENUE RECOVERIES (Accounting Distribution Code, Description & Amount) (Company/Account/Centre)(Account Title) (Amount)	OVER-EXPENDITURE REQUESTED (Accounting Distribution Code, Description & Amount) (Company/Account/Centre)(Account Title) (Amount	Explain why the over-expenditure is necessary including why the additional budget cannot be accommodated by an under-expenditure in another account. Discuss the impact on the level of service in all areas affected as a result of this over-expenditure (i.e. increased/maintained). Attach additional page if space insufficient.
Hazardous Materials Services Provincial Grants - Other 01-443127-213312 $100,000	Hazardous Materials Services Other Equipment 01-554104-213312 $100,000	FPS is requesting the purchase of specialized Hazardous Materials Decontamination Unit. This unit is required because FPS currently does not have adequate decontamination capabilities due to the lack of a proper decontamination unit with technologically current equipment and capabilities. FPS had initially estimated the cost of the unit as $500,000. Revised cost estimates are now $480,000. FPS has unsuccessfully applied to the Federal Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP) for funding to purchase this unit. However, Manitoba Emergency Measures Organization (MEMO) who was successful in acquiring federal funding has agreed to fund equipment acquisitions for the unit for $100,000 reducing the cost of the unit down to $380,000. A separate over-expenditure request asking for an additional appropriation for the balance of the cost of the unit is also being submitted. In this request FPS is asking for an over-expenditure authorization for the costs offset by MEMO grant revenue.

Explanation for non-approval:

Requested By:	Reviewed & Approved By:	Recommended By:	Recommended/Approved By:	Recommended By:
Bodo. G. W. Roloff, CMA	Bodo. G. W. Roloff, CMA	W. H. Shoemaker		
Departmental Manager	Departmental Controller	Department Head	Chief Financial Officer	Chief Administrative
Officer	Standing Committee on			
				(If Required)