

THE CORPORATION OF THE CITY OF PETERBOROUGH

BY-LAW NUMBER 05-274

BEING A BY-LAW TO AUTHORIZE AN AGREEMENT WITH THE COUNTY OF PETERBOROUGH TO PROVIDE FIRE DISPATCH SERVICES FOR A MINIMUM OF FIVE PETERBOROUGH COUNTY FIRE DEPARTMENTS

THE CORPORATION OF THE CITY OF PETERBOROUGH BY THE COUNCIL
HEREOF HEREBY ENACTS AS FOLLOWS:

1. That the Mayor and the Clerk be and they are hereby authorized to execute an Agreement between The Corporation of the City of Peterborough and the Corporation of the County of Peterborough in the form attached hereto as "Schedule A", and to affix the seal of the Corporation thereto.

By-law read a first, second and third time this 5th day of December 2005

(Sgd.) Sylvia Sutherland, Mayor

(Sgd.) Nancy Wright-Laking, City Clerk

FIRE COMMUNICATIONS SERVICES AGREEMENT

AGREEMENT made this ____ day of December, 2005

Between

THE CORPORATION OF THE TOWNSHIP OF ASPHODEL-NORWOOD
hereinafter referred to as a "municipality"

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWNSHIP OF CAVAN-MILLBROOK-NORTH
MONAGHAN
hereinafter referred to as a "municipality"

OF THE SECOND PART

- and -

THE CORPORATION OF THE TOWNSHIP OF DOURO-DUMMER
hereinafter referred to as a "municipality"

OF THE THIRD PART

- and -

THE CORPORATION OF THE TOWNSHIP OF GALWAY-CAVENDISH-HARVEY
hereinafter referred to as a "municipality"

OF THE FOURTH PART

- and -

THE CORPORATION OF THE TOWNSHIP OF OTONABEE-SOUTH MONAGHAN
hereinafter referred to as a "municipality"

OF THE FIFTH PART

- and -

THE CORPORATION OF THE TOWNSHIP OF SMITH-ENNISMORE-LAKEFIELD
hereinafter referred to as a "municipality"

OF THE SIXTH PART

- and -

THE CORPORATION OF THE COUNTY OF PETERBOROUGH
hereinafter referred to as the "County"

OF THE SEVENTH PART

- and -

THE CORPORATION OF THE CITY OF PETERBOROUGH
hereinafter referred to as the "City"

OF THE EIGHTH PART

WHEREAS by-laws have been enacted by the municipalities and by the County and the City, pursuant to the provisions of section 20(1) of the **Municipal Act**, 2001, S.O. 2001, c.25., to authorize an agreement between them pursuant to which the City will provide certain communications equipment and services to the municipalities and the County for the use of the residents of the areas to which the municipalities supply fire protection services and the County supplies mapping products, coordination of Emergency Planning and administration of 911 addressing;

NOW WITNESS in consideration of the mutual covenants contained herein and other good and valuable consideration, the parties hereto agree as follows:

Definitions

1. In this agreement:

(a) "Communications Services" means and includes the following:

- (i) receipt of all calls of emergency from the municipalities and the County;
- (ii) dispatch of required personnel, apparatus and equipment of the municipalities' Fire Departments as specified in Appendix B;
- (iii) administrative/departmental functions and services of the County in respect to the provision of the previously mentioned services, and other services as specified in Appendix D; and
- (iv) Radio communications, during emergency responses, with responding apparatus and crews from the municipalities and/or the County;

The supply of communication services by the City shall comply with NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems and the OAFCA accepted standard for the Fire Service Communicators, as amended or revised from time to time.

- (b) "Designate" means the person who, in the absence of the Fire Chief, is assigned to be in charge of the particular activity of the Fire Department, and who has the same powers and authority as the Fire Chief.
- (c) "Emergency Management Coordinator" means the Emergency Management Coordinator of the County.
- (d) "Fire Chief" means the Chief of each party's Fire Department.
- (e) "Fire Department" means the Fire Department of any of the City or the municipalities.
- (f) "Service Area" means the geographic area(s) of the County which are set forth in Appendix A, and includes those areas covered by Automatic Aid agreements and subservice areas as exist or are developed by the municipalities and are communicated to the City.
- (g) "Term" means the period commencing on January 1, 2006 and expiring on December 31, 2010.

2. The City shall supply, except as hereinafter limited or excluded, Communications Services for the municipalities and the County, during the Term.

3. In consideration of the Communications Services provided by the City to the municipalities and the County, the County shall pay to the City an annual fee of One Hundred and fifty-five thousand, forty dollars and thirty-three cents (\$155,040.33), in equal quarterly installments on the first day of January, April, July and October in each year during the Term.

The parties acknowledge that the annual fee is based, in part, on the estimated call volumes shown in Appendix C. In addition to the annual fee, if the actual call volume in any year during the term exceeds two thousand five hundred (2,500), the County shall pay to the City the further sum of ten

dollars (\$10.00) for each call in excess of 2,500, upon receipt of an invoice therefore. The County will provide financial administration of the agreement on behalf of the municipalities, and receive and send invoicing in accordance with the proportions specified in Appendix C.

In the event that any municipality within the geographic limits of the County, not being a party to this agreement wishes to become a party under paragraph 4, or if a municipality withdraws as a party under paragraph 5, then the call volume will be adjusted upwards or downwards by 250 for each municipality becoming or withdrawing as a party. Appendix C will be amended accordingly to reflect the revised call volumes and cost sharing.

4. In the event that any municipality within the geographic limits of the County, not being a party to this agreement may, wishes to become a party, the County may provide written notice to the City. The effective date upon which the new municipality becomes a party and the City commences to provide Communication Services to the new municipality shall be not later than 120 days following receipt of such notice from the County. The annual cost payable by the County to the City will increase by the sum of \$8,254.33 for each new municipality joining as a party after the date of this agreement, with the cost increase being effective for the entire year in which the new municipality becomes a party. The municipality joining as a party will pay an amount equivalent to their respective full year share of cost in the year that they become a party, irrespective of the date within the year that they become a party.
5. Should a municipality who is a party to this agreement wish to withdraw from the agreement, they may provide written notice to the County and City. The effective date upon which the municipality shall be deemed to no longer be a party to this agreement and the City ceases to provide Communication Services to the said municipality shall be not later than 120 days following receipt of such notice. The annual cost payable by the County to the City ceases following receipt of such notice. The annual cost payable by the County to the City will decrease by the sum of \$8,254.33 for each municipality that withdraws as a party after the date of this agreement, with the cost decrease being effective for the year following the year in which the municipality ceases to be a party. The municipality withdrawing as a party will pay an amount equivalent to their respective full year share of cost in the year that they are deemed to no longer be a party irrespective of the date within the year that they withdraw as a party.

Notwithstanding anything else in this agreement, in the event that the number of townships remaining as parties to this agreement is less than five at any time, the County shall have the right to terminate this agreement upon written notice to the City, with such notice to be effective at the end of the year in which the number of participating townships was reduced to less than five. In the event of termination of this agreement by the County, as aforesaid, nothing in this agreement shall prevent the County, the City and the remaining municipalities from negotiating a new agreement for Communication Services.

6. (a) Notwithstanding anything else in this agreement, the Fire Chief or Designate of the City may refuse to supply Communications Services to the parties, if such Communications Services are not available due to emergency call volume associated with a declared state of emergency or due to mechanical failure.

In the event that either situation occurs, the Fire Chief or Designate of the City shall promptly notify the Emergency Management Coordinator of the County and the Fire Chief or designate of the affected municipality.

- (b) The City and County shall demonstrate due diligence to mitigate and/or correct any mechanical failure.
 - (c) The City shall ensure that Communication Services are not disrupted as a result of labour disruption involving the City's employees.
7. The City agrees to provide notice to the other parties on or before January 1, 2010, as to whether the City wishes to negotiate an extension of this agreement, or to have the agreement terminate on December 31, 2010.
 8. The County will undertake to provide to the City any municipal mapping changes and/or updates, both in print and digital format, which are required for the communications centre. The City shall update its automated dispatch system and support mapping with the information provided.
 9. For purposes of this agreement, any written notices shall be provided by prepaid first class mail to the respective parties at the following addresses:

The Corporation of the Township of Asphodel-Norwood
2357 County Road 45, P.O. Box 29
Norwood, ON
K0L 2V0

The Corporation of the Township of Cavan-Millbrook-North Monaghan
1 King Street East, P.O. Box 2500
Millbrook, ON
L0A 1G0

The Corporation of the Township of Douro-Dummer
894 South Street, P.O. Box 92
Warsaw, ON
K0L 3A0

The Corporation of the Township of Galway-Cavendish-Harvey
701 County Road 36, Box 820
R.R. #3
Bobcaygeon, ON
K0M 1A0

The Corporation of the Township of Otonabee-South Monaghan
20 Third Street, P.O. Box 70
Keene, ON
K0L 2G0

The Corporation of the Township of Smith-Ennismore-Lakefield
1310 Centre Line, P.O. Box 270
Bridgenorth, ON
K0L 1H0

The Corporation of the County of Peterborough
470 Water Street
Peterborough, ON
K9H 3M3

The Corporation of the City of Peterborough
500 George St. N.
Peterborough, ON
K9H 3R9
 10. Appendices A through D inclusive shall form part of and be read in conjunction with this agreement.

IN WITNESS WHEREOF the parties hereto have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

SIGNED, SEALED AND DELIVERED
in the presence of:

) THE CORPORATION OF THE
) TOWNSHIP OF ASPHODEL-NORWOOD
)
)
)
) _____
) Douglas Percy, Reeve
)
)
)
) _____
) Lorraine Brace, Clerk

) THE CORPORATION OF THE
) TOWNSHIP OF CAVAN-MILLBROOK-NORTH
MONAGHAN
)
)
)
) _____
) Neal Cathcart, Reeve
)
)
)
) _____
) Gail Empey, Clerk

) THE CORPORATION OF THE
) TOWNSHIP OF DOURO-DUMMER
)
)
)
) _____
) Eric Batten, Reeve
)
)
)
) _____
) Dave Clifford, Clerk

) THE CORPORATION OF THE
) TOWNSHIP OF GALWAY-CAVENDISH-HARVEY
)
)
)
) _____
) Thomas Flynn, Reeve
)
)
)
) _____
) Pat Kemp, Clerk

) THE CORPORATION OF THE
) TOWNSHIP OF OTONABEE-SOUTH
) MONAGHAN

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)
) _____

) David Nelson, Reeve

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) _____

) Heather Scott, Clerk

) THE CORPORATION OF THE
) CITY OF PETERBOROUGH

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) _____

) Sylvia Sutherland, Mayor

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)
) _____

) Nancy Wright-Laking, Clerk

) THE CORPORATION OF THE
) COUNTY OF PETERBOROUGH

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) _____

) Neal Cathcart, Warden

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) _____

) Lynn Clark, Clerk

) THE CORPORATION OF THE
) TOWNSHIP OF SMITH-ENNISMORE-
) LAKEFIELD

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) _____

) Ron Millen, Reeve

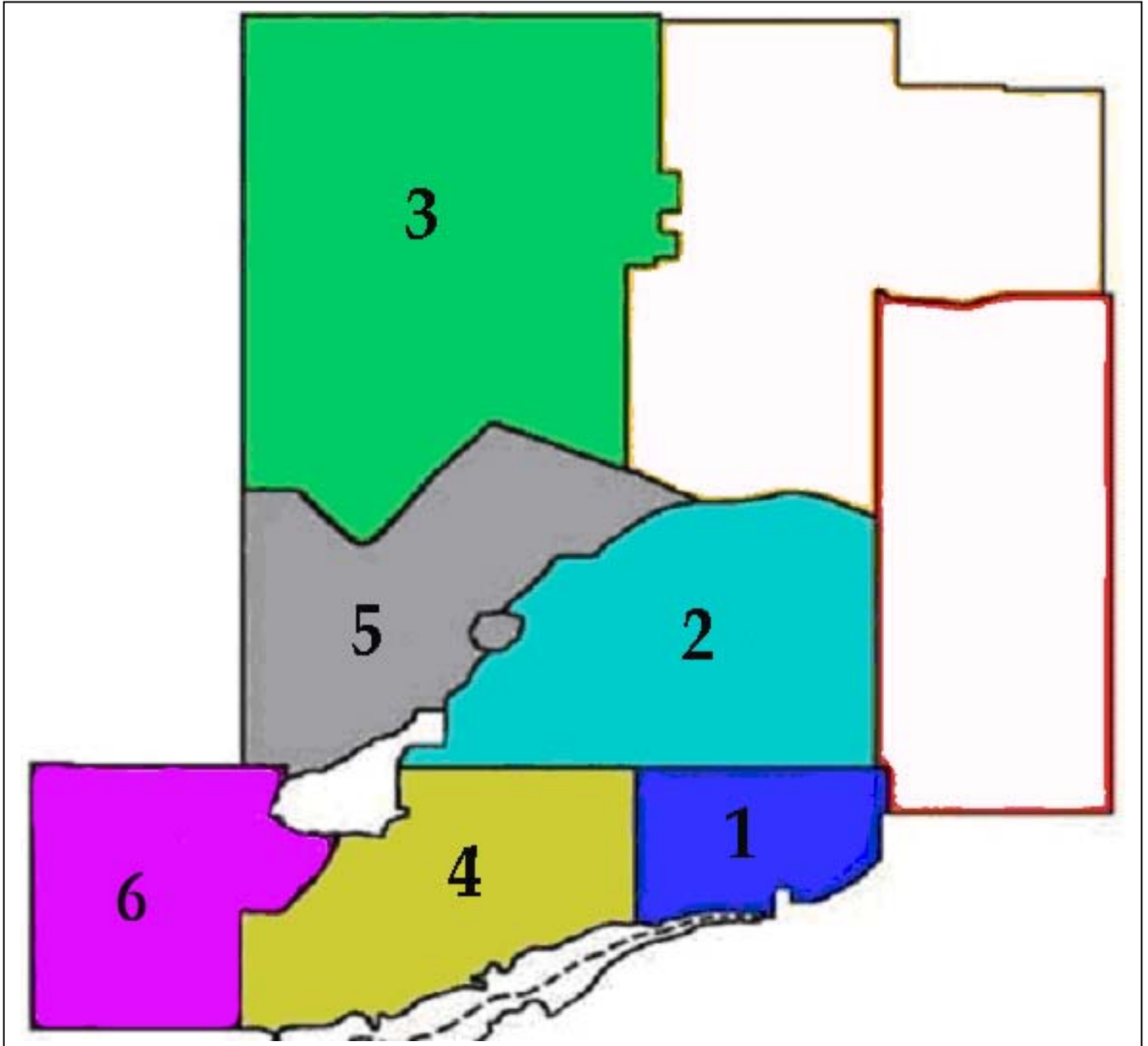
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) _____

) Janice Lavalley, Clerk

APPENDIX "A"

Mapping:

The County of Peterborough shall undertake to provide mapping and required information to the City outlining the individual municipal coverage and service areas.



SERVICE AREAS

Township of Asphodel-Norwood	1
Township of Douro-Dummer	2
Township of Galway-Cavendish-Harvey	3
Township of Otonabee-South Monaghan	4
Township of Smith-Ennismore-Lakefield	5
Township of Cavan-Millbrook-North Monaghan	6

The Fire Chief or designate for each municipality shall be responsible for communicating Automatic Aid agreements and subservice areas, as exist or developed or amended, to the City.

APPENDIX "B"

FIRE DISPATCH SERVICE AGREEMENT

NOTE: UPON ASSESSMENT OF THE INFORMATION RECEIVED, AND IN THE INTEREST OF PUBLIC SAFETY, ADDITIONAL APPARATUS MAY BE DISPATCHED ON THE FIRST ALARM AT THE DISCRETION OF THE DISPATCHER:

Alarm	Assignment
1st Alarm	Assigned Response Code plus Automatic Aid (if applicable)
2nd Alarm	Next Response Code
3rd Alarm	All Call

Note:

Response levels may be impacted due to extenuating factors such as time of day, day of week, time of year, available personnel, apparatus and equipment shortages, and environmental elements.

Detailed scheduling for the Response Criteria shall be provided by the "Township" Fire Chief or designate to the "Peterborough F.D. Dispatch" Communications Centre to be implemented.

The Fire Chief from each municipality shall provide the criteria specific to their municipality's needs in the format provided on the following page.

APPENDIX "B"
RESPONSE DISPATCH CRITERIA

RESPONSES				
CLASS OF ALARM	STATION RESPONSE	RESPONSE ZONES		PAGER NUMBERS
CLASS 1	Incident Alarms	FIRE AREA 1	STATION (S)	###
	<ul style="list-style-type: none"> • Medical • CO detector activation • MVA (no injuries) • Rubbish Fire • Burning Complaint • Public Assistance • Assist Other Agencies 	FIRE AREA 2	STATION (S)	###
		FIRE AREA 3	STATION (S)	###
		FIRE AREA 4	STATION (S)	###
		FIRE AREA 5	STATION (S)	###
		AUTOMATIC AID ETC	STATION AND DEPARTMENT	###
		CLASS 2	<ul style="list-style-type: none"> • MVA (single and multiple) • Vehicle Fires • Minor Hazmat • Electrical • Grass Fire • Rescue – Water/Ice • Rescue – Persons Trapped 	FIRE AREA 1
FIRE AREA 2	STATION (S)			###
FIRE AREA 3	STATION (S)			###
FIRE AREA 4	STATION (S)			###
FIRE AREA 5	STATION (S)			###
AUTOMATIC AID ETC	STATION AND DEPARTMENT			###

CLASS 3	<ul style="list-style-type: none"> • Structure Fire • Automatic Alarm – residential, industrial, and commercial • Building Collapse • Explosions • Hazmat • Bomb Threat / Standby 	FIRE AREA 1	STATION (S)	###
		FIRE AREA 2	STATION (S)	###
		FIRE AREA 3	STATION (S)	###
		FIRE AREA 4	STATION (S)	###
		FIRE AREA 5	STATION (S)	###
		AUTOMATIC AID ETC	STATION AND DEPARTMENT	###
OTHER RESPONSE	As per Request or Dispatcher discretion			

APPENDIX “C”

**FIRE DISPATCH – COST SHARING AMONGST MUNICIPALITIES
ANNUAL COSTS (\$155,040.33)***

* Based upon the number of households expressed as a percentage of annual cost, with a 25% cost discount for the Township of Galway-Cavendish-Harvey (in recognition of calls contracted out to the City of Kawartha Lakes) to be shared amongst the other participating township municipalities, and a \$20,000 annual contribution from the County.

	SEL	GCH	DD	OSM	AN	CMNM	County	Total
Households (HH)	7,989	5,610	3,356	2,991	1,697	3,063		24,706
% of HH	32.34%	22.71%	13.58%	12.11%	6.87%	12.4%		100%
Per HH based on %	\$43,672.04	\$30,667.66	\$18,338.48	\$16,353.38	\$9,277.27	\$16,745.00	\$20,000.00	\$155,040.33
Per HH based on % less 25% for GCandH	\$45,205.42	\$23,000.74	\$19,871.86	\$17,886.76	\$10,810.65	\$18,278.38	\$20,000.00	\$155,040.33

ESTIMATED CALL VOLUMES

Municipality	Total	Medical
Asphodel Norwood	280	46%
Cavan-Millbrook-North Monaghan	350	27%
Douro-Dummer	239	53%
Galway-Cavendish-Harvey	279	49%
Otonabee-South Monaghan	293	43%
Smith-Ennismore-Lakefield	833	46%
Estimated County Total	2,274	

APPENDIX “D”

FIRE DISPATCH SERVICE AGREEMENT

SPECIFICATIONS

Correspondence with “Peterborough F.D. Dispatch” Communications Centre will be via email at the following address: pdfcommcentre@city.peterborough.on.ca the Communications Centre email is to be utilized for: pulling of tapes, report requests, day to day operational concerns, response changes etc.

Communication of a more urgent nature is to be directed to the Deputy Fire Chief and in the instances where he is unavailable issues can then be directed to the Fire Chief.

Communication with Municipal Fire Chiefs will be via the following emails:

Asphodel Norwood Fire Department: pbitten@nexicom.net

Cavan-Millbrook-North Monaghan Fire Department: chiefedgerton@hotmail.com

Douro Dummer Fire Department: mikekeough@dourodummer.on.ca

Galway Cavendish-Harvey Fire Department: dmitchell@galwaycavendishharvey.ca

Otonabee South Monaghan Fire Department: tbryan@otonabeesouthmonaghan.ca

Smith Ennismore Lakefield Fire Department: gjopling@nexicom.net

All existing Municipal emergency lines will be permanently forwarded through Bell to a designated City of Peterborough Fire Department designated number.

Burn Permits will be forwarded by fax to Peterborough F.D. Dispatch at (705) 745-8880 in the format provided in Schedule 1, permit numbering will restart annually at 001 and be in a sequential three-digit format and the year __/0_. Citizens wishing to burn will call (705) 745-8507 before and after burning. Peterborough F.D. Dispatch will receive the calls and make note of the date, time and location of the burning.

The City of Peterborough Fire Department has been providing service to the community since 1908. Our communication center has trained competent staff who are dedicated to providing a second to none dispatch service. They have a clear understanding on the fact that receiving the call and dispatching apparatus and personnel are only a portion of the duties of a communicator. Incident Commanders rely on Communicators to provide information and dispatch resources to the scene as required.

Our Communicators have the ability to monitor all calls for the duration of an incident. They play an essential role during an emergency, monitoring radio traffic.

Peterborough Communication center follows Public Fire Safety Guidelines PFSG 04-64-12, PFSG 04-64A-12, PFSG 04-65-12. Also NFPA 1221, 1061, 1561 and the Ontario Fire Services Standards. Communications services shall be provided in accordance with the aforementioned guidelines and standards as amended or revised from time to time.

The Emergency Fire Call Reception and Dispatch Services will be located in the Peterborough Fire Department Communications Centre, 210 Sherbrooke Street, Peterborough, Ontario, K9J 2N3.

The location of the back up Emergency Fire Call Reception and Dispatch Service is located at the Peterborough Lakefield Community Police Services, Communications Centre, 500 Water Street, Peterborough, Ontario, K9H 3M4

EQUIPMENT – includes, but is not limited to;

Specified Minimum Primary Equipment:

- ♦ Primary telephone system - Toshiba CTX, Installed 2002, system is equipped with a back up battery
- ♦ Back up telephone system - Toshiba 280, Installed 1999, system is equipped with a back up battery
- ♦ Radio Dispatch Console (x 2) – Radio Frequency Link with County Repeater; (2) Zetron Encoders 4010, Manufactured 1999, Installed 2004, Current Zetron Model
- ♦ Local Back up Radio - Sinclair 220, Manufactured 2002, Installed 2002, Mounted on exterior of Central Station
- ♦ 911 Trunks and Equipment is manufactured and maintained by Bell Canada
- ♦ FDM/CAD Server - Compaq Proliant ML330, Purchased and Installed April 2002
- ♦ CAD Workstation #1 - HP 4100 Workstation WX4100X/P0L60 /A80/D512/XVF/S, Purchased and Installed May 2004
- ♦ CAD Workstation #2 - Compaq Evo D300v, /P160/20/k/128, Purchased and Installed May 2002
- ♦ Training/Backup Workstation - Compaq EXM/P800/10c/9/128, Purchased and Installed July 2002

Back-up power sources:

- ♦ FDM/CAD Server is backed up by an APC Smart UPS 1400
- ♦ CAD Workstations #1 and #2 are backed up by (2) APC Smart UP 2200
- ♦ Essential Functions (Including the Communications Centre) of the Central Fire Hall, located at 210 Sherbrooke Street are provided automatically with alternate power in the event of a failure by a Simtron 100 AMP Generator that is tested weekly.

The Primary Call Reception/Dispatch site will be in operation 24 hours per day; 365 days per year. Peterborough Fire Department Communications Centre currently must operate 24 hours per day; 365 days per year to comply with Public Fire Safety Guideline 04-64-12 Policy Requirement that every authority providing fire protection services shall ensure that communication is provided without interruption in its jurisdiction(s) 24 hours a day.

The National Fire Prevention Association Standard 1221 of answering 95% of alarms within 15 seconds, and 99% of alarms answered within 40 seconds.

A statistical analysis of a random sample of 200 alarms serviced by the Peterborough Fire Department Communications Centre demonstrates that 97.4026% of alarms received are answered in less than 15 seconds. On average, fire alarms serviced by Peterborough Fire Department Communications Centre are answered within 5 seconds.

The dispatch or transfer procedure shall not exceed 30 seconds for 95% of all alarms processed. Peterborough Fire Department Communications Centre dispatch or transfer procedure for processing alarms is compliant with National Fire Prevention Association Standard 1221.

Operates from one Primary Call Reception/Dispatch communications centre.

Peterborough Fire Department Communications Centre dispatches all calls from the Communications Centre located at 210 Sherbrooke Street, Peterborough, Ontario.

Has a fully redundant **remote site back-up centre/system and the back-up site must be capable of replacing the primary site in the event of a failure. A disaster recovery plan must be in place to the primary site back into operation as soon as possible, after cessation of the disaster.

- (a) Duplicate system on-line at all times with the ability to receive and handle calls in the event that the primary call centre or local common carrier branch exchange service fails for any reason.

Peterborough Fire Department Communications has a back up location at the Peterborough Lakefield Community Police Services, Communications Centre, at that location we have a duplicate workstation, the ability to transfer incoming calls through the Police Dispatch Communications Centre, we have the ability to reroute 911 calls directly via the 911 Control Centre, and we have back up radio consoles that are compliant with the County radio systems.

- (b) Operates with a UPS (Uninterrupted Power Supply) and/or equivalent power source. FDM/CAD Server is backed up by a APC Smart UPS 1400, CAD Workstations #1 and #2 are backed up by (2) APC Smart UPS 2200 and the Communications Centre has back-up power provided automatically in the event of a failure by a Simtron 100 AMP Generator that is tested weekly.
- (c) Staffing assured during any labour disruption. Peterborough Fire Department Communications Centre is a member of Local 519, of The International Association of Fire Fighters and is deemed an essential service and cannot create or participate in labour disruptions.

Sufficient and properly trained staff (minimum of 2) must be on duty at all times.

Peterborough Fire Department Communications has (4) four permanent, dedicated First Class, Fire Alarm Operators with a combined 44 years of experience dispatching for the Fire Service in a high volume environment, and 20 + fire fighters have been trained to provide relief dispatching (see Schedule 2). In addition, Peterborough Fire Department has recruited and trained the personnel required to have 2 staff on duty at all times.

Equipped with Multi-Channel Digital Logging equipment.

Peterborough Fire Department Communications utilizes the Dictaphone Freedom Logging equipment, which has the ability to log up to 24 channels.

Equipped with individual Call-Checker equipment.

Peterborough Fire Department Communications utilizes the Dictaphone Freedom Call Check equipment.

Equipped with Automatic Number Identification equipment.

Peterborough Fire Department Communications utilizes the Bell 911 P.E.R.S. equipment.

Automatic Location Identification equipment.

Peterborough Fire Department Communications utilizes the Bell 911 P.E.R.S. equipment.

Computer dispatch equipment to accommodate those Townships utilizing computer-aided dispatching.

Peterborough Fire Department Communications utilizes FDMCAD uses ESRI® Map Objects® to provide a powerful, full-featured map based solution. The mapping system can be used to geo-validate addresses, locate incidents, graphically display apparatus and to mark hydrant locations, landmarks, and other features.

Capable of maintaining constant communication with responding crews for full duration of incident.

Peterborough Fire Department Communications currently has the ability to communication with crews throughout the County of Peterborough via access through the County repeater system.

At conclusion of each incident the data must be transferred to the appropriate Fire Department. The report will provide the information in Schedule 3 when such information is provided by municipal fire departments. Peterborough Fire Department Communications utilizes FDM RMS Incident Modules, which maintains incident reporting data through its OFM compliant Incident Reporting Module. The Incidents Module collects, stores, and processes key information relating to all types of dispatched incidents with basic information collected at dispatch time through CAD, and then supplemented by the entry of the various details for each Incident and other reports. All apparatus information is automatically transferred to the Incident module and provides fire-benchmarking information.

Provide a monthly activity report in a suitable form.

Peterborough Fire Department Communications will electronically provide a monthly summary to each Fire Department that summarizes the following information: Unique ID number, Incident Date and Time, Street Address and the Fire Code Response Type. (Please see sample in Schedule 4)

Carries a minimum of two million dollars (\$2,000,000.00) liability insurance and will name the County of Peterborough and the Townships as additional named insured.

Provides other services identified as being required within the following Guidelines and/or Standards;

Public Fire Safety Guidelines:	PFSG 04-64-12 PFSG 04-64A-12 PFSG 04-65-12
Standards	NFPA 1221, 1061, 1561 Ontario Fire Services Standards – Fire Services Communicator

Peterborough Fire Department Communications Centre currently is required to meet all the aforementioned standards and will continue to do so if providing service to the County of Peterborough/Townships.

Call taker will be competent to receive emergency call information from within the geographies of Peterborough County, be it cellular or otherwise, and dispatch to the appropriate and correct fire service(s).

Peterborough Fire Department Communications has (4) four permanent, dedicated First Class, Fire Alarm Operators with a combined 44 years of experience dispatching for the Fire Service in a high volume environment.

The City of Peterborough/Peterborough Fire Department guarantees all staff and required systems will be in place and operational as of the contract start date of January 1, 2006.

- (A) Peterborough Fire Department Communications is not responsible for third Party paging systems and requires that Municipal departments provide back-up communication plans in the event of a failure of third party paging systems and Peterborough Fire Department Communications shall have the opportunity to test provided back-up plans before contract start date.
- (B) The County is solely responsible for ensuring the county repeater system is operational.
- (C) The municipalities shall provide three (3) addresses from each Response Zone from each Municipality for testing purposes.
- (D) Peterborough Fire Department Communications will not commence dispatch services until the digital mapping is verified and implemented in the FDM CAD system.
- (E) The County and municipalities will be responsible for all data accuracy and each municipality will identify and send back data to the County for correction.
- (F) The County and municipalities must provide finalized Response Zones, Paging information and verified Digital Mapping Data (tested against the 911 databases) for each Municipality, no later than 106 days before the go-live date. Failure of the County to provide the verified mapping data within the 106 day timeframe in advance of the commencement date of January 1, 2006 will result in a postponement of the commencement date for the municipalities to attain full service. The County shall also not accept liability or an additional financial cost share for failure to complete the mapping for every municipality in advance of the go-live date.

APPENDIX "D"

Schedule 1

**TOWNSHIP OF
OPEN AIR BURNING PERMIT**

PERMIT NO. _____ / _____

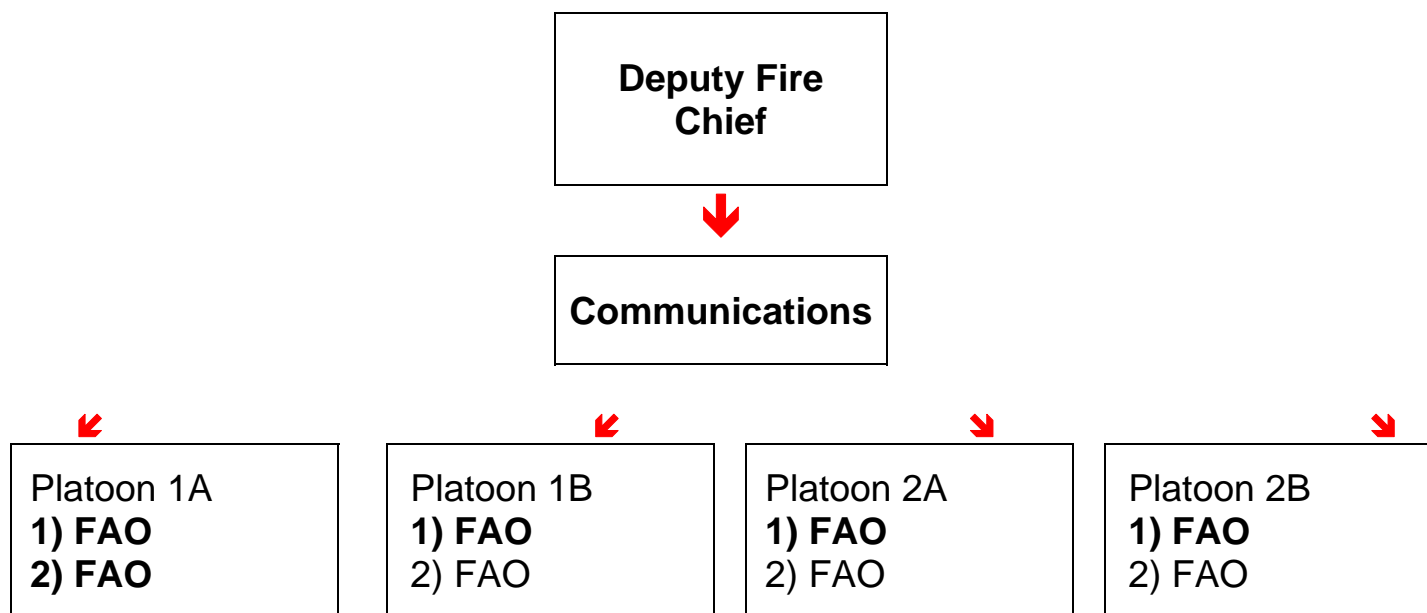
<p><u>Property Information:</u></p> <p>APPLICANT: _____ (Owner, Tenant or Occupant) ADDRESS: _____ LOCATION OF CONTROLLED BURN: LOT: _____ CONC: _____ PROPERTY ROLL NUMBER: _____ CIVIC ADDRESS: _____ PHONE: _____ (Street and Number)</p>
<p><u>Proposed Date of Controlled Burn:</u> _____</p> <p><u>Permit Expiry Date:</u> _____</p>
<p>DISPATCH TELEPHONE: (705) 745-8507 FIRE NON-EMERGENCY NUMBER MUST BE CALLED BEFORE LIGHTING FIRE & IMMEDIATELY AFTER FIRE IS OUT</p>
<p><i>I have read, understand and will abide by all conditions as set out in By-Law No.</i></p> <p>APPLICANT'S SIGNATURE: _____ DATE: _____ (Property Owner or Authorized Person)</p>
<p><u>For Municipal Use Only:</u></p> <p>Application Received By: _____ Date: _____</p> <p>Meets Minimum Property Size Requirement:: Yes No (150 metres/500 ft., from any building)</p> <p>FIRE DISPATCH FAXED COPY: (Fax #745-1122) BY: _____ DATE: _____</p> <p>FWD to Fire Chief for Review: Application Approved: _____ (Fire Chief)</p> <p>CONFIRMED WITH DISPATCH:</p> <p>FIRE START TIME: _____ BURN COMPLETION: _____</p>

Note: Issuance of this permit does not in anyway alleviate the applicant from adhering to all conditions set out in By-law # _____, making the applicant solely responsible.

APPENDIX “D”

Schedule 2

Peterborough Fire Department
Communications Centre
Chain of Command



Organizational Chart of Peterborough Fire Department Communications Centre

Deputy Fire Chief	
Communications Centre Staff	
Fire Alarm Operator, First Class	Fire Alarm Operator, First Class
Fire Alarm Operator, First Class	Fire Alarm Operator, First Class
(4) Fifth Class Fire Alarm Operators	
Relief Dispatch	
Peterborough Fire Department has 20 Fire Fighters signed off as qualified to provide relief dispatch services.	
Technical Staff	
(50%) FTE Supervisor On-site– FDM Software	

APPENDIX "D"

Schedule 3

Sample Incident Reporting Form

=====

PFD# _____ Dept Incident # _____ Response Time _____ Mins
 _____ Secs

Incident Begin Time _____ Date _____ Time

Location _____
 Cross Street _____ Unit _____

Property Code _____ Property Class _____

Response Type _____ Type of Incident _____

Alarm to Dept. _____ Caller Info. _____

Department _____ Platoon _____ Station _____

Dispatcher _____ Dispatcher 2 _____

Benchmarks

Automatic Aid Call 10 Plus Personnel on Scene Second Alarm Called Primary Search Completed Fire under Control Loss Stopped Scene Released Ambulance on Scene Utility on Scene Pump ON PAR 1 PAR 3	First Apparatus On Scene Command Established Mutual Aid Requested Extinguishing Agent Applied Secondary Search Completed Post Inc Watch Posted Police on Scene Exposure Fire Pump OFF PAR 2 PAR 4 * include CAD notes
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Medical

VSA Defib. Used Gloves (Pr) Non-Rebreather	Oxygen Used RRU on Scene RRU Unit Num Ambulance Run #
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Officers

Apparatus		Time	Responding	On Scene	Returning	Back in
Call Redeployed Received	Paged					

Remarks, information and comments

APPENDIX "D"

Schedule 4

Sample Monthly Summary Report

October Monthly Summary for _____ Fire Department

ID	Incident Begin Time	Street Number/Name	Fire Code Response Type
#####	10/20/2004 09:57	111 SMITH ROAD	89 Other Medical/Resuscitation
#####	10/19/2004 13:47	111 SMITH ROAD	89 Other Medical/Resuscitation
#####	10/18/2004 06:10	111 SMITH ROAD	01 Fire
#####	10/16/2004 15:15	111 SMITH ROAD	34 Human - Perceived Emergency
#####	10/15/2004 17:27	111 SMITH ROAD	62 Vehicle Accident
#####	10/14/2004 22:03	111 SMITH ROAD	31 Alarm Equip - Malfunction
#####	10/14/2004 13:41	111 SMITH ROAD	61 Vehicle Extrication
#####	10/13/2004 10:49	111 SMITH ROAD	85 Dead on Arrival
#####	10/12/2004 18:39	111 SMITH ROAD	35 Human - Accidental
#####	10/11/2004 14:52	111 SMITH ROAD	76 Heart Attack, CPR
#####	10/09/2004 19:59	111 SMITH ROAD	71 Asphyxia/Respiratory Condition
#####	10/09/2004 16:01	111 SMITH ROAD	32 Alarm Equip - Accidental
#####	10/08/2004 22:40	111 SMITH ROAD	99 Other Response
#####	10/05/2004 23:23	111 SMITH ROAD	76 Heart Attack, CPR
#####	10/04/2004 23:12	111 SMITH ROAD	21 Overheat
#####	10/01/2004 17:22	111 SMITH ROAD	62 Vehicle Accident