



Town of Tillsonburg
Fire and Rescue Services

80 Concession Street East, Tillsonburg, ON N4G 4Z8

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Brad Lemaich
Fire Chief
Kincardine Fire & Emergency Services
127 Mahood Johnston Dr.
Kincardine, ON
N2Z 3A2

Dear Chief Lemaich:

As discussed on October 12, 2021, The five-year *Fire Communications Service Agreement* (herein referred to as the *Agreement*) between the Town of Tillsonburg (Herein referred to as the Town) and the Municipality of Kincardine, (Herein referred to as the Municipality) expired on June 1, 2020 and entered an automatic renewal cycle.

Pursuant to Paragraph 15 & 16, of the *Agreement* the Town of Tillsonburg wishes to amend the agreement by written memorandum and this letter constitutes the thirty days' written notice of it's desire to amend the terms of the *Agreement*.

During 2020/21 the Town of Tillsonburg upgraded its communication center / dispatch consoles / phone system / processes and Computer Aided Dispatch (CAD) equipment to improve customer service and ensure compatibility with Next Generation 911 (NG-911) requirements. Additionally, the Town experienced increases in Fire Communications Service costs related to storms, multiple incidents, COVID -19, PTSD and Mental health.

Tillsonburg Fire Communications specializes in providing exceptional customized full service "fire only" communications services to small-medium sized composite/paid on-call/volunteer fire services across Ontario with dedicated professional full and part time staff at competitive market value.

The intent of the Amendments is to re-establish the costs for Fire Communication Services to the municipality of Kincardine to ensure a fair, consistent, and sustainable Fire Communications Service delivery model for all partners as we transition to NG-911 platform and to continue to provide quality Fire Communications Services into the future.

The Town proposes to amend the current *Agreement*, specifically Article 2 & 3, of Schedule "B" regarding the annual fee plus applicable tax for per resident person residing within the response area of the Municipality of Kincardine and a include provisions for recovery of NG-911 capital costs.



The Town of Tillsonburg is proposing to increase the annual fee per resident person residing in the response area of the Municipality of Kincardine to \$3.60 based on the most current Canada Census report effective January 01, 2022.

The Town of Tillsonburg is also proposing a separate fee for NG-911 infrastructure costs based on per capita cost proportioning to all Fire Communications Service partners in the amount of ~ \$14,200 or ~\$1.25 per resident person residing within the response area of the Municipality of Kincardine, based of current 2022 census data. (NG-911 costs are approximate as total costs for NG-911 will not be known until completion in 2024).

The Town of Tillsonburg and the Municipality of Kincardine have enjoyed a mutually beneficial Fire Communications partnership for several years and the Town of Tillsonburg endeavors to maintain this valued partnership. The Town understands the proposed fee increase may be challenging for the Municipality of Kincardine to fund in a single budget year and the Town is willing to incrementally phase in the new fee structure over a two-year period as outlined below:

- January 01, 2022 - \$2.90 Per resident person residing in the response area of the Municipality of Kincardine.
- January 01, 2023 - \$3.60 Per resident person residing in the response area of the Municipality of Kincardine.

To assist in funding NG-911 infrastructure costs, the Town proposes either a one time up front payment of ~ \$14,200 for total (NG-911) costs in 2023 or over a 5-year contract renewal period at an additional \$.25 fee per resident person residing in the response area of the Municipality of Kincardine commencing in January 01, 2022.

The Town, recognizes that the Municipality may not agree with the proposed Amendments and may issue Notice to Withdraw from the *Agreement* pursuant to paragraph nine of the *Agreement*.

In addition to this e-mail notice and attached letter, a registered letter will be mailed to the municipal offices of the Municipality of Kincardine addressed to the Fire Chief or another designate if so desired (please advise) to constitute official notice pursuant to paragraph twenty-three of the *Agreement*.

The Town values our continued partnership and our ultimate shared goal is to ensure reliable and sustainable quality Fire Communications Services at fair market value for all our communications partners into the future.



I appreciate your understanding and our continued partnership. Please do not hesitate to contact me if you wish to further discuss the proposed Amendments further. My contact information is below.

Sincerely,

A handwritten signature in black ink, appearing to read "Shane Caskanette".

Shane Caskanette
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