

## CAPITAL PROJECT CHARTER

|                         |                                   |
|-------------------------|-----------------------------------|
| <b>YEAR:</b>            | 2021                              |
| <b>CHARTER NUMBER:</b>  | FIRE-027                          |
| <b>CHARTER NAME:</b>    | <b>Emergency Operation Center</b> |
| <b>LEAD DEPARTMENT:</b> | Fire Services                     |

|                         |   |  |
|-------------------------|---|--|
| <b>TYPE:</b>            | <input type="radio"/> RMR <input checked="" type="radio"/> GROWTH   |  |
|                         | This is a new emerging initiative that will increase efficiencies.  |  |
| <b>ASSET CATEGORY:</b>  | <input checked="" type="radio"/> Civic Facilities<br><input type="radio"/> Master Plan, Studies, & Other<br><input type="radio"/> Roads & Other Engineered Structures<br><input type="radio"/> Historical/ Cultural   | <input type="radio"/> Parks & Trails<br><input type="radio"/> Mobile & Other Equipment<br><input type="radio"/> Land & Land Improvements |
| <b>SCOPE STATEMENT:</b> | Space and equipment required to run a fully operational Emergency Operations Centre for the City of St. Albert. The space required is approximately 227 square meters which includes an actual Emergency Operations Centre room, three break out rooms, a washroom, and a corridor. It also includes equipment required to run the EOC. Items include such things as computers, TV's, Phones, Smart boards, AV Equipment, Radios, Webcams, Printers, Tables and Chairs. |  |

|                                       |   |
|---------------------------------------|---|
| <b>PROJECT CHARTER JUSTIFICATION:</b> | Recent legislative changes in the Emergency Management Act (MEA) have increased training and tabletop exercise requirements in the area of Emergency Management. This need for table top exercises and training are placing more pressure on existing resources and city space. Current space at Fire Hall 3 is inadequate for longer term operations of the EOC. Comments made on the 'Exercise after Action Reports' following EOC maneuvers have continually indicated the need for more space, equipment, and supplies. In addition, the need for more breakout rooms for section specific activity has also been identified. |
|---------------------------------------|---|

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|  | <p>Currently the SAFS training room, which doubles as the city's EOC, is heavily utilized for training for Fire Services. The availability of the room for EOC tabletop exercises and training is limited and challenging to schedule. The demand for training will only continue to increase with the recruitment of new Emergency Services Personnel (ESP's) for Station 4.</p> <p>Training for emergencies should take place in the surroundings that individuals will eventually be working in. To ensure staff are familiar with their unique facilities and services, they should be trained in the actual EOC they will be working in should the EOC be activated.</p> <p>There are high technological needs associated with an EOC that should be built into the location. Some of these items include a plotter for GIS mapping and a multimedia wall for tracking events and reports. At the present moment there is insufficient space for these items.</p> <p>Corporate meeting spaces are difficult to secure within the city at the present moment. There is opportunity to use the breakout rooms as corporate meeting spaces to assist with these shortages as well.</p> <p>A proper upgraded Emergency Operations Center is required for the City of St. Albert to help prepare for, and mitigate, major catastrophes within the City.</p> |
| <b>STRATEGIC PLAN &amp; CORPORATE BUSINESS PLAN ALIGNMENT:</b> | <p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: N / A</p> <p>Administrative Priority: N / A</p> <p>Activity: A.2.3 Succession Planning</p>   |
| <b>STAKEHOLDER IDENTIFICATION:</b>                             | <p>Fire Services , IT</p>   |
| <b>TIMELINE:</b>   | <p>Timeline as proposed in FIRE-005 would not change</p> <p>2021 Design and Construction</p>  |

|  |                 |      |  |         |
|--|-----------------|------|--|---------|
| <b>FINANCIAL INFORMATION:</b>              | Investment Year | 2021 | \$   | 972,800 |
|  |                 | 2022 | \$   | -       |
|  |                 | 2023 |  |         |
|  |                 | 2024 | \$   | -       |
|  |                 | 2025 | \$   | -       |
|  |                 | 2026 | \$   | -       |
|  |                 | 2027 | \$   | -       |
|  |                 | 2028 | \$   | -       |
|  |                 | 2029 | \$   | -       |
|  |                 | 2030 | \$   | -       |
|  | Total           |      | \$   | 972,800 |
| See Capital Project Worksheet for details. |                 |      |  |         |
| <b>OPERATIONAL IMPACTS:</b>                |                 |      | <input checked="" type="radio"/> Yes <input type="radio"/> No<br><br>If yes, refer to Operating Impacts Worksheet for details. |         |
| <b>ASSOCIATED OPERATING BUSINESS CASE:</b> |                 |      | N / A  |         |

## APPROVAL

|           |  |                |
|-----------|--|----------------|
| Author:   | Bernd Gretzinger   | Sept 22 / 2020 |
|           | Project Charter Developer                                | Date           |
| Director: | Bernd Gretzinger   | Sept 22 / 2020 |
|           | Director   | Date           |
| DCAO/CPO: |  |                |
|           | Deputy Chief Administrative Officer/Chief People Officer | Date           |

CAPITAL PROJECT WORKSHEET

| PROJECT COMPONENT               | 2021    | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
|---------------------------------|---------|------|------|------|------|------|------|------|------|------|
| Land Determined Costs           |         |      |      |      |      |      |      |      |      |      |
| Concept Planning                |         |      |      |      |      |      |      |      |      |      |
| Detailed Planning and Design    |         |      |      |      |      |      |      |      |      |      |
| Site Servicing                  |         |      |      |      |      |      |      |      |      |      |
| Structure/Building Construction | 750,000 |      |      |      |      |      |      |      |      |      |
| Landscaping                     |         |      |      |      |      |      |      |      |      |      |
| Construction Management         |         |      |      |      |      |      |      |      |      |      |
| Commissioning and QA/QC         |         |      |      |      |      |      |      |      |      |      |
| Contingency                     |         |      |      |      |      |      |      |      |      |      |
| Public Participation Activities |         |      |      |      |      |      |      |      |      |      |
| Equipment                       | 222,800 |      |      |      |      |      |      |      |      |      |
| TOTAL                           | 972,800 | -    | -    | -    | -    | -    | -    | -    | -    | -    |

Please note Public Art is budgeted separately on the Ten-Year Capital Plan.

Comments:

Equipment required for EOC to be purchased in 2021

## OPERATING IMPACTS WORKSHEET

|  |  |
|--|--|
| <input type="radio"/> One Time<br><input checked="" type="radio"/> Ongoing |  |
|--|--|

| OPERATING IMPACTS   | 2021 | 2022   | 2023   |
|---|------|--------|--------|
| Utilities, phones, etc (based on current Fire Hall 1 costs) |      | 30,000 | 30,000 |
|   |      |        |        |
|   |      |        |        |
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|   |      |        |        |
|   |      |        |        |
|   |      |        |        |
| <b>TOTAL</b>  | -    | 30,000 | 30,000 |