



Safety Enhancement Program Request Form

Purpose

This request form will document the request and approval for funding of specific, one-time, fixed cost expenditure from the Safety Enhancement Program, supporting employee-related occupational health and safety enhancement initiatives.

Reference: Safety Enhancement Program Administrative Policy A-HRS-04.16

Application Process



Request Details

Initiative Title:	Wildland UTV Trailer and Supplies
Sponsor Name and Position:	BERND GRETZINGER – DEPUTY CHIEF LOGISTICS
Department:	FIRE
Date of Request:	MARCH 22 / 2017
Funding Request Amount:	\$ 14,219.27

1. Briefly describe the initiative/project which the funds will support (i.e. training, equipment, software/hardware etc.) and that meet the Safety Enhancement Program Administrative Policy A-HRS-04.16.

At the present moment, the St. Albert Fire Services (SAFS) does not have a supplied Wildland UTV Trailer in which to assist in the extinguishment of wildland fires. The recent 'Fire Tornado' where one member of the SAFS was injured and burned is a prime example of the need for such a trailer. The SAFS presently has a wildland UTV which can go into areas such as pathways within the City limits in order to reach grass and brush fires, but does not have a trailer to carry needed fire extinguishing equipment (i.e. equipment such as mobile pumps that can draft from waterways, and smaller hose and nozzles to fight grass/brush fires). In addition, the proposed annexation of greater lands which will expand the City boundaries, will lead to a greater need for such a wildland trailer. The lack of accessible equipment in these instances compromises the safety of those individuals trying to extinguish these types of fires.

2. Supporting details. Identify the safety hazards within a Hazard Identification Assessment Control document (HIAC) the initiative will be designed to control and attach a copy. Identify how this will support corporate and/or cross-departmental safety needs. Describe why this is a safety priority. Provide any supporting data to justify the need for this initiative.

3. Explain the scope of impact (i.e. how many people/who will be affected by this initiative? How many/which departments will be affected?)

At this point, the SAFS is not equipped to fight fire in hard to reach wildland areas within the City limits. Although it has an UTV trailer that can go into areas that are difficult to access, it does not have a supplied trailer to fight these types of fires. In short, the SAFS can get to the scene of these fires, but does not have the capability of bring along the needed equipment. The equipped UTV trailer will help support the efforts of all members of the Fire Suppression branch (approx. 100 personnel). Having such a trailer will increase worker and public safety, especially in the hard to reach pathways between homes within the City limits.

How does this initiative align to Council Priorities? Check all that apply and explain.

	Council Priority / Link:	Explain/Define link
<input type="checkbox"/>	1. Cultivate Economic Prosperity	
<input type="checkbox"/>	2. Cultivate a Historic, Creative and Active Community	
<input type="checkbox"/>	3. Cultivate a Green Community	
<input type="checkbox"/>	4. Cultivate Excellence in Government	
<input type="checkbox"/>	5. Cultivate Sustainable Infrastructure and Services	
<input checked="" type="checkbox"/>	6. Cultivate a Safety Healthy and Inclusive Community	This trailer and various supplies will allow for the health and safety of residents of the City of St. Albert. This supplied trailer will help assure that SAFS staff have the proper equipment needed in order to fight wildland fires in difficult access areas.

4. Detail the key milestones on the proposed implementation timeline.

Work Steps & Deliverables:	Projected Date:
1. The supplied trailer will be ready to go at any time considering it will be attached to the SAFS Wildland UTV. This will be critical during peak times such as the spring wildland fire season.	The trailer and supplies should be available approximately 45 days after acceptance of report.
2.	
3.	
4.	
5.	

5. Detail a breakdown of costs, if applicable.

Itemization:	Projected Cost:
1. 6' Tub Trailer	\$ 4,200.00
2. Mark 3 Wildland Pump	\$ 5,696.73
3. Hose/ Tools/Accessories	\$ 4,322.54
TOTAL:	\$ 14,219.27

6. Identify the primary stakeholders responsible for the implementation/program elements. (i.e. scheduling training, procuring product or services, installing new equipment, etc)

Position Title:	Name:	Responsibility:
Deputy Chief	Bernd Gretzinger	Procurement and Supply Preparation

Signatures and Tracking


Department Sponsor

May 7/2017
Date


Department Director

10 May 2017
Date

Joint Health & Safety Sub-Committee Chair

Date

Attach meeting minutes from Joint Health and Safety Enhancement Committee (JHSEC) that approves and endorses the allocation of funds from the Safety Enhancement Program to the above stated request.


Human Resources Director

July 12/17
Date