

Re: REVIEW OF FIRE DEPARTMENT ORGANIZATION

1. *THAT the firm of Western Management Consultants, 1706 - 1177 West Hastings Street, Vancouver, B. C., V6E 2K3, be engaged as the consultants to work with the joint union/management task force to study the organization of the Fire Department, at an upset budget of \$10,000, with terms of reference to be submitted to Council for approval by 1982 September 07.*

REPORT

At its meeting of 1982 May 10, the Council authorized the Municipal Manager to select a process consultant to work with himself, the Fire Department staff and the Union to develop terms of reference and a budget for an organizational review of the Fire Department.

With the assistance of the Burnaby Firefighters' Association, the Manager has now interviewed three different management consulting firms, and assessed the proposals submitted by those firms. A joint union/management task force has been assembled for the purposes of working with the consultants on the study, that task force being comprised of the Municipal Manager, the Director Administrative and Community Services, the Director - Fire Services, the Chief - Fire Operations, and representation from Local 323, the Burnaby Fire-fighters' Association.

The proposal submitted by Western Management Consultants is on file in the Manager's Office, should members of Council wish to review it. Western Management Consultants - and particularly the two senior members of the firm who would be working on this project - have considerable experience in consulting work with municipalities across Western Canada, have worked before in the Fire Services area, and as well have acted as consultants to projects involving a joint union/management approach. The firm was considered to be the best suited to this project of the three firms considered.

Having reviewed the proposals from all three consulting firms, and having interviewed representatives of all three firms, the recommendation from the task force is that the firm of Western Management Consultants, #1706 - 1177 West Hastings Street, Vancouver, be awarded the contract. As described in the report to Council considered on 1982 May 10, the upset budget for the study is \$10,000. The consultant has assured the task force that the work described can be done within that budget.

Included in that sum is the consultant's participation in drafting final terms of reference for the study. Upon approval of the selection of the consultant by Council, work will begin immediately on drafting those terms of reference, which should be available for consideration and approval by Council by 1982 September 07.

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