

## CITY OF NANAIMO

### BUSINESS CASE – Fleet Service Department: Mechanic, Emergency Vehicle Technician

#### CURRENT OVERVIEW

The City of Nanaimo's Fleet Services department consist of 14 FTEs including mechanics and support staff who are responsible for the stewardship of the City's fleet assets. In 2013, a Mechanic, Emergency Vehicle Technician position was created as a dedicated staff member was required for repairing and maintaining Fire Department vehicles and equipment. Since then, the City's Fire Services Department has increased by 27 FTEs (2013-2023) with an additional 20 Firefighters and new fire apparatus approved for 2025 as part of the Fire Master Plan Implementation.

Currently the City's fire fleet consists of consists of 15 Fire Support vehicles, 11 Fire Apparatus, 1 Ambulance, and a variety of other equipment including trailers, pumps, motors etc.

When compared to similar municipalities, the City of Nanaimo has fewer EVT's per vehicle/equipment.

Municipality	Vehicles/Equipment	EVT's
Nanaimo	38	1
Kamloops	30	2
Prince George	40	3.5
Saanich	42	2
Victoria	40	2
Abbotsford	30	2

\*Figures include fire apparatus, trailers, standalone fire pumps etc., but does not include small equipment.

#### BUSINESS ISSUE

The growth of the City and the respective growth of the Fire Department is challenging for one Mechanic, Emergency Vehicle Technician to keep up the level of service that is required. In addition, there is no coverage available for the existing Mechanic, Emergency Vehicle Technician for vacation, training, and sick time.

#### EXPECTED OUTCOME

The addition of an additional Mechanic, Emergency Vehicle Technician will provide the department the ability to proactively schedule preventative maintenance and reduce downtime. It will also provide the resources necessary to provide adequate coverage for the existing Mechanic, Emergency Vehicle Technician for training and time-off.

## **OPTIONS**

### **Option #1 – Mechanic, Emergency Vehicle Technician Position**

Create a permanent full-time Mechanic, Emergency Vehicle Technician position reporting to the Manager, Fleet Operations.

#### Benefits:

- Increased capacity to repair and maintain Fire Department vehicles and equipment.
- Reduce equipment downtime for the Fire Department, which will result in increased efficiency and effectiveness.
- Increase staff training to stay on top of evolving technology.
- Provides coverage for the existing Mechanic, Emergency Vehicle Technician position during holidays and for sick time.

#### Weaknesses:

- Permanent increase to operating budget of Fire Services.

#### Financial Analysis:

- Position is anticipated to be a level 13, subject to JEC, with an annual salary of \$101,600 plus benefits. 2024 budget impact including benefits is estimate at \$91,300 based on an April 1<sup>st</sup> start, 2025 budget impact is estimated at \$132,950.
- Additional annual costs are anticipated at \$2,100 for tool and clothing allowances, memberships, and cell phone expenses.
- One-time costs upon the creation of the position are expected at \$750 for the purchase of a cell phone.

### **Option #2 - Status Quo**

Continue with the current organizational structure.

#### Benefits:

- No increase to operating budget.

#### Weaknesses:

- No improvements to down time for the Fire Department vehicles and equipment which can have operational impacts.
- Reduced capacity to take advantage of training opportunities.
- Continued disruption to available services with no coverage for existing Mechanic, Emergency Vehicle Technician.

## **RECOMMENDATION**

Option #1 is recommended.