



ISSUE PAPER

Fire

Budget Year: 2026

Issue Paper No.: FIRE-01-26

Description: Fire Department Staffing-Full Time Fire Administrator

Purpose:

BE IT RESOLVED THAT Council receive budget issue paper FIRE-01-26 for information.

Background:

The Fire Department plays a critical role in ensuring public safety, emergency response, and community preparedness. In addition to emergency operations, the department is responsible for extensive administrative functions including data entry (FirePro- maintain fire department calls and reporting, inspections, inventory, asset management and training records), regulatory compliance reporting, records management, procurement, budgeting, training coordination and communication with external agencies. Compliance requirements from provincial and federal legislation demand accurate record-keeping and timely submissions. These administrative obligations have become increasingly complex (including training and certification documentation, incident reporting, emergency management requirements, health and safety records). Year to date, the fire departments call for service has increased by twenty five percent and continues to increase.

A full-time administrative assistant position was requested in the 2023 budget year, and council deferred the position to 2024. During the budget process for 2025, Council approved an additional person for the Township. At which time, the decision was made to have a full-time hybrid position (Fire Administrator/Receptionist) on a trial basis until the next budget year between the Fire Department and Finance Department. This hybrid position consists of three days (23.25 hours) dedicated to the Fire Department and two days (11.75 hours) at the Municipal Office at the reception desk for the Finance Department.

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A full-time administrative assistant for the Fire Department would provide essential support to ensure the fire department operates efficiently, maintains regulatory compliance, and enhances service delivery to the community. This would also improve the presence of the fire department within the community for phone call inquiries, in person visits, prevention and public education. This role would centralize administrative processes, improve data accuracy, assist with fire inspections, maintain emergency management requirements, streamline communication and allow the Fire Chief and senior fire staff to focus on core operational and strategic priorities of the Fire Department.

Consultations/Options:

The Township of Cramahe Fire Master Plan 2024, *3.0 Fire Department Structure and Staffing Levels, Section 3.9 Recommendations,3-5*. Cramahe should consider hiring an administrative assistant to help ease the Fire Chief’s workload. (If Cramahe hires an administrative assistant, the move should occur after the township hires a full-time Deputy Fire Chief).

Financial Impact: An additional 11.75 hours per week to be added to the current fire administrator position to meet the full-time complement within the Fire Department. This will cost an additional \$27,000 inclusive of all applicable employer costs and will be funded through taxation.

Risk Considerations:

When there is not a dedicated person overseeing the administrative functions within the fire department (aside from the Fire Chief), reduced efficiency/delays in administrative support/essential tasks like reporting, data entry which links to payroll, incomplete or inaccurate documentation that can lead to non-compliance, liability issues or difficulties during audits or investigations. This additional position would also reduce the risks of increased workload and staff burnout when your Chiefs absorb administrative duties on top of operational demands.

Alignment with the Strategic Plan Pillar:

Effective Governance

Identify areas of improvements and ways to streamline efficiencies, deliberate succession planning, and implement strategies to advance service delivery and communication to residents.

Community Engagement

Enhance strong communication and feedback channels to encourage positive public engagement

Submitted by: _____
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Reviewed by: _____
Holly Grant, CAO/Clerk