

## **Report to Council**

**Date:** 6/23/2025  
**From:** Brad Cole, Fire Chief  
**Re:** Leeds and Grenville Paramedic Unit

### **RECOMMENDATION**

THAT the Council of the Corporation of the Village of Merrickville-Wolford receives for information the report outlining the request from Leeds and Grenville Paramedic Service to house a first response paramedic vehicle in the Merrickville Fire Department fire station;

AND FURTHER THAT Council approves the request and authorizes the Mayor and CAO to sign the lease agreement as presented;

AND FURTHER THAT Council directs staff to move forward with the proposed renovations to house the fire apparatus by the fall of 2025.

### **BACKGROUND**

A report was brought to the Committee of the Whole on June 9<sup>th</sup>, 2025 to outline the request from Leeds and Grenville Paramedic service to house a first response car within the fire station, and to also have office space as well as a shared kitchen and washroom facilities.

The request was to keep the response vehicle inside the fire station so that it is out of the weather, and it needs to be plugged in when not in use to keep the equipment charged. The Paramedic working will need an office as well as access to the washrooms/shower and kitchen facilities. This will be part of the draft lease agreement and will be laid out by a square foot costing.

Council directed staff to come back with the cost of relocating the Fire Department apparatus unit 3 to the cold storage building behind the station. It was also requested that staff contact other departments hosting EMS units to see how it was working.

### **ANALYSIS**

As per Council's direction, staff met with the Deputy Chief of Leeds and Grenville EMS to discuss the new proposed office space. We also discussed the draft lease agreement attached as Schedule "A" to this report. The proposed office space beside the Building Department area was well received by EMS.

It was also requested by Council that EMS provide the number of responses to Merrickville-Wolford per year so that Council could have a better understanding of the number of calls that are being generated in Merrickville-Wolford per year to assist with

decision-making. The numbers below shows the number of responses within Merrickville-Wolford over the last three years by EMS, and this would be both Leeds and Grenville and Lanark County EMS:

2024 – 375 calls

2023 – 370 calls

2022 – 395 calls

Staff reached out and spoke with other Chiefs to get feedback on how the system has worked for them, as well as the cost vs recovery. Unfortunately only one was able to provide feedback and they currently don't oversee the EMS unit as they are only contracted to work out of the station that the unit is at.

An electrician was consulted to discuss the potential cost to have the EMS unit plugged in at the station. What was discovered is the unit is running a backup battery that only requires a low amp charge. The cost would be very minuscule as it would only be plugged in when it is not out of the station and it could be responding to calls all over Leeds and Grenville.

The cost to relocate unit 3 from the fire station to the storage facility behind the hall has been broken down in Schedule "C" of this report. This would be a request of Council to approve this renovation to allow the fire apparatus to be readily available when needed.

Facilities subject to this lease agreement include those areas noted below and as outlined in Schedule "B" as attached to this lease agreement. The office space is not shown in Schedule "B", but is located within the Building Department and is currently a 70 square foot storage space. This space would need to be cleaned out by staff in preparation of their arrival, subject to Council approval.

Office WIFI included	70 square feet
Vehicle bay	235 square feet
Washrooms (shared space)	76 square feet
Kitchen (shared space)	200 square feet
<b>Total leased space</b>	<b>581 square feet</b>

## BUDGET/LEGAL IMPLICATIONS

The budget implications for this report will be the staff time spent cleaning out the office for EMS. The other cost is related to the renovation needed to house our fire apparatus in the storage building. This costing is shown in Schedule "C" of this report, and funds would have to be taken from the General Reserves for the renovation as this was not budgeted for in the 2025 operating or capital budget. The lease is paid monthly so the cost for the work would have to come from this budget until we can show a cost recovery over a few years.

## CONCLUSION

It is the conclusion of staff that housing an EMS unit would certainly help the community when the vehicle is available at the station. As indicated in the last report, the Fire Department would continue to follow the current response agreement with EMS and respond to the same calls as before, as the unit will only be at the station from 9am to 9pm daily.

It is critical for Council to note that the relocation of the fire apparatus will cause some problems for staff in the Fire Department as it will now be in a totally different building, but staff will respond by putting more procedures in place for the vehicle.

## ATTACHMENTS

Schedule "A" – Draft lease agreement from Leeds and Grenville EMS.

Schedule "B" - Floor plan for the proposed areas that would be used by EMS.

Schedule "C" – Cost breakdown for the storage building upgrades to house Unit 3.

Submitted by:

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Brad Cole, Fire Chief

Approved by:

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Darlene Plumley, CAO