



# STAFF REPORT TO THE BOARD

**DATE OF REPORT** January 12, 2024  
**MEETING TYPE & DATE** Regular Session Board of January 24, 2024  
**FROM:** Emergency Management Cowichan  
Strategic Services Department  
**SUBJECT:** Replacement of Radio Spectrum Analyzer  
**FILE:** 1720-20 2024 EMD

## **PURPOSE/INTRODUCTION**

The purpose of this report is to request approval for an amendment to the Function 109 – Emergency 9-1-1 2024 Budget.

## **RECOMMENDED RESOLUTION**

That the 2024 budget for Function 109 – Emergency 9-1-1 be amended as follows:

1. Increase to Transfer from Operating Reserve by \$50,000
2. Increase to Furniture, Fixtures, Equipment by \$50,000

## **BACKGROUND**

Emergency Management Cowichan (EMC) radio program staff are tasked with the management and maintenance of both the CVRD Fire Dispatch Radio System (Function 109) and the Emergency Communications Systems (Function 205). Given the mission-critical nature of the radio systems, EMC Radio staff utilize highly specialized service equipment maintain radio equipment and system.

Radio program staff make daily use of a piece of equipment known as a radio service monitor. A radio service monitor is a portable tool, encompassing various tools in the performance of radio system maintenance including a spectrum analyzer, radio receiver, deviation meter, modulation meter, audio function generator, signal generator, tone generator, frequency analyzer, power meter, amongst many others.

Late in 2023, the radio service monitor used by radio program staff began exhibiting errors and intermittent failures.

## **ANALYSIS**

The current service monitor used by radio program staff is approximately 37 years old. Although age can be a contributing factor, some radio service monitors can have decades of reliable service. However, as the current unit is beginning to exhibit errors and intermittent failures, radio program staff recommend replacement of this critical tool.

Radio service monitors have quite a large price tag. As such, past asset management practices have generally relied on a failure replacement model.

A new, modern service monitor with equivalent capabilities will cost just under \$50,000 and will have an estimated useful life of 20 years. Modern RF service monitors are generally software driven, which allows for software upgrades to be performed perpetually as long as the hardware remains viable and functioning.

Up-to-date asset management practices will be applied to the radio service monitor for replacement costs to due to failure or technological changes in the future.

#### **FINANCIAL CONSIDERATION**

Due to the equipment errors taking place late in 2023, this request is being respectfully submitted outside the 2024 budget cycle and was not submitted as a supplemental request.

Staff recommend:

1. Increase Transfer from Operating Reserve by \$50,000
2. Increase Capital Expenditure – Vehicles and Machinery by \$50,000

The Operating Reserve balance for this function as of December 31, 2023 is \$195,070.00. The Capital Reserve balance for this function as of December 31, 2023 is \$881,164.00

#### **COMMUNICATIONS CONSIDERATIONS**

N/A

#### **STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

N/A

Referred to (upon completion):

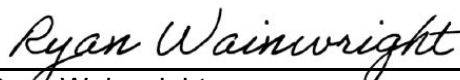
- ☐ Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit*)
- ☐ Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- ☐ Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)
- ☐ Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement*)
- ☒ Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:

Reviewed by:



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Emergency Management Cowichan



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Senior Manager, Emergency Management  
Cowichan



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Clayton Postings  
General Manager, Strategic Services

Reviewed for form and content and approved for submission to the Board:

Resolution:

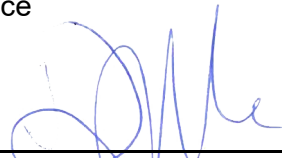
☒ Corporate Officer

Financial Considerations:

☒ Chief Financial Officer

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Chief Administrative Officer's Comments / Concurrence



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Danielle Myles Wilson  
Chief Administrative Officer

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