CITY OF HAMILTON

HAMILTON EMERGENCY SERVICES
Fire Division

TO: Chair and Members
Emergency & Community Services Committee

WARD(S) AFFECTED: CITY WIDE

COMMITTEE DATE: September 8, 2010

SUBJECT/REPORT NO:
Standardization of Access Control System for Hamilton Emergency Services Facilities (HES10006) (City Wide)

SUBMITTED BY:
Jim Kay
General Manager / Chief
Hamilton Emergency Services

PREPARED BY:
Phil Thorburn (905) 546-2424 ext. 7120

SIGNATURE:

RECOMMENDATION

That Keyscan’s System VII - Access Control System be approved as the City of Hamilton’s standard for all Hamilton Emergency Services’ facilities for a period of five (5) years (2010 through to 2015).

EXECUTIVE SUMMARY

HES is looking to expand its current access control system to all facilities. The initial Keyscan installation was installed in 2003 into the Administration Building during the renovations. This system was later expanded to the un-staffed volunteer rural fire stations, EMS main station on Victoria, and renovated stations in Hamilton, Dundas and the new station in Ancaster.

This report proposes and seeks approval for fixed term “manufacturer’s standard” for the purpose of providing a centralized access control solution for all Hamilton
Emergency Services (HES) facilities that integrates with the City of Hamilton’s (City) current investment in access control related hardware and software technologies.

The proposed manufacturer’s standardization is in accordance with Purchasing Policy #14 and will provide the Department with a solid solution for maintaining security throughout all HES facilities. Expanding the current centralized access control system to all facilities allows for a more comprehensive solution, improved accountability and reduces support / maintenance requirements.

Alternatives for Consideration – see page 3.

**FINANCIAL / STAFFING / LEGAL IMPLICATIONS** (for Recommendation(s) only)

**Financial:**
There is no direct budget impact as a result of this request for standardization. Expansion of the access control system to all other stations will be funded from an approved HES Capital Project.

**Staffing:** None

**Legal:** None

**HISTORICAL BACKGROUND** (Chronology of events)

Given the transient nature of today’s workforce, need to tighten security controls around EMS narcotics, and improved security in general at all Fire and EMS Stations across the entire City, HES is looking to expand this system to cover off all its facilities. The current solution has proven to be highly reliable and is a fault tolerant design that meets the Department’s access control requirements.

In order to expand the current system to all stations, additional Keyscan Access Control Units need to be purchased and installed in each facility; as such the expansion to this system to all HES facilities requires Council approval under Policy #14 – Sole Source.

**POLICY IMPLICATIONS**

Purchasing Policy #14 – Policy for Standardization states that standardization is a management decision-making process that examines a specific common need or requirement and allows the Client Department(s) to select a good and / or service that best fills that need to become a standard.
The establishment of the Keyscan System VII Access Control System as the standard for HES will result in a sole source purchase, and this purchase shall be approved by the Manager of Purchasing and Council. There are multiple local vendors capable of providing the required Keyscan hardware and installation services thereby allowing for goods and services to be competitively tendered.

**RELEVANT CONSULTATION**

Corporate Services Department, Financial Services Division, Purchasing Section

**ANALYSIS / RATIONALE FOR RECOMMENDATION**

(include Performance Measurement/Benchmarking Data, if applicable)

The current installation of Keyscan within Hamilton Emergency Services has proven to be extremely reliable. Expanding on the City’s current investment in access control system minimizes the cost of expanding this enhanced level of security to all HES Facilities.

**ALTERNATIVES FOR CONSIDERATION**

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

Currently the stations from the old City of Hamilton utilize a fixed pass code system with each station having a separate code. This type of security model is problematic to maintain as it is not practical to keep going around and changing the codes when staff turn-over. While non-centralized and / or disparate access control systems could be installed in HES facilities staff does not recommend this option due to the increased complexity in supporting such a security model.

The preferred model is one where staff and contractors must possess a fob or card to access the building. In this model all activity is logged and access is more easily controlled allowing for staff to be given only the rights to the areas they require. HES could retender the entire centralized access control system for all facilities but given the reliability of the current system, number of access control units already installed and number of access cards/fobs in circulation this is not viewed by staff as a viable option to pursue.
**Financial:**
Re-tendering the entire system would most like result in the need to change out all access control units due to the proprietary communications protocols in place between the access control units and the centralized security database. Currently there is seventeen (17) nodes installed which has an approximate value of $90,000 for software, hardware and installation. Addition as well as the possibility of having to re-issue all new access control cards/fobs to staff at a cost of $15,500 if they are not compatible with the different system.

**Staffing:** None

**Legal:** None

### CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)

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**Skilled, Innovative & Respectful Organization**
- A culture of excellence
- More innovation, greater teamwork, better client focus
- An enabling work environment - respectful culture, well-being and safety, effective communication

**Financial Sustainability**
- Financially Sustainable City by 2020
- Delivery of municipal services and management capital assets/liabilities in a sustainable, innovative and cost effective manner
- Full life-cycle costing for capital
- Address infrastructure deficiencies and unfunded liabilities

**Healthy Community**
- Plan and manage the built environment
- Adequate access to food, water, shelter and income, safety, work, recreation and support for all (Human Services)

### APPENDICES / SCHEDULES

None