



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Date: Wednesday, October 1, 2025

Subject: Non-Fire Mutual Aid Asset Inventory Initiative

Report #: 2025-1001-CAO-R08-SZ

Purpose

To provide Council with an update on the creation of a shared asset inventory among the County and local municipalities for non-fire-related emergency mutual aid, and to propose a collaborative framework to manage and maintain this inventory moving forward.

Background

The concept of mutual aid agreements has long been in place for emergency fire services. Building on this model, County and local municipal CAOs have supported the development of a Non-Fire Mutual Aid Asset Inventory, which would allow municipalities to share physical assets such as generators, snowplows, loaders, woodchippers, and other equipment in the event of an emergency or operational hardship.

This initiative mirrors the successful regional collaboration established for IT mutual aid, recognizing that emergency situations often extend beyond fire or technology incidents, and that the ability to access physical resources quickly can significantly enhance local response and recovery efforts.

Discussion

An inventory of available non-fire-related municipal assets has been compiled, incorporating input from all seven local municipalities and the County. The inventory lists equipment that could be temporarily shared during emergencies, with examples including:

- Snowplows
- Generators

- Woodchippers
- Trailers
- Loaders
- Light towers

The inventory is not intended to be a rigid contractual commitment but rather a resource tool, identifying assets that may be made available by participating municipalities when needed.

Key points of the proposed framework include:

- No formal agreement at this time; this is intended as a collaborative, goodwill-based initiative with flexibility.
- Each municipality retains discretion over whether to provide assistance on a case-by-case basis.
- Basic rules of extending support can be shared as an appendix to local Emergency Management Plans, avoiding unnecessary administrative burden.
- The County's Emergency Management Coordinator will serve as the point of coordination, working with municipal leads to update the inventory annually.
- To streamline data collection, municipalities can identify shared-use assets through their asset management software using a "mutual aid eligible" field (Y/N).
- As part of their regular annual asset assessment cycle, Finance Departments can export updated asset lists and send them to the County.
- No liability or cost-sharing mechanisms are being formalized at this stage; any agreements would be arranged on an individual basis, between participating municipalities as needs arise.

This approach enables a more coordinated regional response while respecting each municipality's operational realities and capacity.

Financial Implications

There are no immediate financial implications. Participating municipalities are not obligated to provide resources and will continue to make decisions based on capacity and operational priorities. If resources are shared during an emergency, cost-sharing or reimbursement can be addressed between the requesting and responding parties at that time.

The County will maintain the master inventory, and municipalities will provide annual updates as part of their existing asset management and budgeting processes, requiring minimal additional effort.

Consultations

- CAOs, Infrastructure and Finance staff of the:
 - Town of Amherstburg
 - Town of Essex
 - Town of Kingsville
 - Municipality of Lakeshore
 - Town of LaSalle
 - Town of Tecumseh
 - Municipality of Leamington
 - County of Essex and
- County of Essex Emergency Management Coordinator

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
<input checked="" type="checkbox"/> Scaling Sustainable Services through Innovation <input type="checkbox"/> Focusing “Team Essex County” for Results <input type="checkbox"/> Advocating for Essex County’s Fair Share	<input type="checkbox"/> Being an Employer with Impact <input checked="" type="checkbox"/> A Government Working for the People <input checked="" type="checkbox"/> Promoting Transparency and Awareness	<input checked="" type="checkbox"/> Providing Reliable Infrastructure for Partners <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County <input type="checkbox"/> Harmonizing Action for Growth <input type="checkbox"/> Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2025-1001-CAO-R08-SZ, Non-Fire Mutual Aid Asset Inventory Initiative as information.

Approvals

Respectfully Submitted,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A