

**SUNDRIDGE –STRONG FIRE DEPARTMENT MANAGEMENT BOARD
REGULAR MEETING AGENDA
TUESDAY APRIL 2, 2019 at 6:00 P.M.
SUNDRIDGE-STRONG FIRE DEPARTMENT HALL**

- C1 Call to order
- C2 Approval of Agenda
- C3 Declaration of Pecuniary Interest
- C4 Verification of Previous Committee Minutes
 - a) Regular Meeting – January 29, 2019
- C5 Business Arising from Minutes
- C6 Correspondence
None.
- C7 Follow Up/New Business
 - a) Tour of Sundridge-Strong Fire Department Facility
 - b) 2019 Budget - Draft
 - c) Bunker Gear Purchase *[information will be provided at the meeting]*
 - d) Surplus Equipment/Apparatus *[2007 GMC C55 Rescue Van]*
 - e) Response Vehicle Purchase *[refer to memo from Fire Chief on this item]*
- C8 Closed Session - Pursuant to Section 239(2) of the *Municipal Act.*
- C9 Adjournment

Next meeting to be held at the call of the Chair

C4a)
April 2)19

**SUNDRIDGE –STRONG FIRE DEPARTMENT MANAGEMENT BOARD
SPECIAL MEETING MINUTES
TUESDAY JANUARY 29, 2019
SUNDRIDGE COUNCIL CHAMBERS**

PRESENT: **Sundridge** Lyle Hall (Ex-Officio), Stephen Rawn and Steven Hicks
 Strong Kelly Elik (Ex-Officio), Jeff McLaren and Jody Baillie

FIRE ASSOCIATION Jeff Johnstone absent with notice
MEMBERS: Rebel Kennedy

STAFF PRESENT: Andrew Torrance, Fire Chief
 Nancy Austin, Joint Committee Recording Secretary

C1 Call to order by Joint Committee Recording Secretary at 7:00 p.m.

The first order of business was to elect a Chairperson. The committee appointed Stephen Rawn as the Chairperson for the Sundridge-Strong Fire Department Management Board.

C2 Approval of Agenda

Resolution No. 2019-001F

MOVED BY: Steven Hicks
SECONDED BY: Jeff McLaren

That the agenda for the January 29, 2019 regular meeting be approved as amended to add item C7 d) vi) Automatic Aid Agreement – BFD & SSFD.

Carried.

C3 Declaration of Pecuniary Interest
None.

C4 Verification of Previous Committee Minutes
 a) Special Meeting – September 28, 2018
 b) Closed Meeting – September 28, 2018

Resolution No. 2019-002F

MOVED BY: Jody Baillie
SECONDED BY: Jeff McLaren

That the minutes of the special meeting on September 28, 2018 have been corrected to reflect the date of the meeting as being 'Friday', Fire Association members absent, staff present include Clerk Treasurer – Village of Sundridge; and

That the minutes of the closed meeting on September 28, 2019 have been corrected to reflect the Fire Association members absent, and Staff CAO – Village of Sundridge not present.

Carried.

C5 Business Arising from Minutes

None.

C6 Correspondence

None.

C7 Follow Up/New Business

a) Computer Software Purchase

Resolution No. 2019-003F

MOVED BY: Steven Hicks
SECONDED BY: Jeff McLaren

That the Sundridge-Strong Fire Department Joint Management Board approve the purchase of the Computer Software Program referred to in the Fire Chief's memo dated January 29, 2019, with a cost not to exceed \$8,000.00 before taxes; and

That the purchase price be included in the 2019 Fire Department Budget.

Carried.

b) Fire Chief's Report

Resolution No. 2019-004F

MOVED BY: Jody Baillie
SECONDED BY: Steven Hicks

That the Sundridge-Strong Fire Department Joint Management Board accept the Fire Chief's report as presented.

Carried.

c) 2019 Budget Draft [Discussion Purposes Only]

Resolution No. 2019-005F

MOVED BY: Jeff McLaren
SECONDED BY: Steven Hicks

That the Sundridge-Strong Fire Department Management Board have reviewed and discussed the January 29, 2019 – Draft Budget as presented.
Carried.

d) SSFD Agreements:

- i) Joint Management and Operation of a Fire Department
- ii) Automatic Aid Agreement
- iii) Mutual Assistance Agreement
- iv) Mutual Aid Agreement
- v) Municipal Fire Protection Agreement

Resolution No. 2019-006F

MOVED BY: Jody Baillie
SECONDED BY: Steven Hicks

That the Sundridge-Strong Fire Department Joint Management Board have received and reviewed copies of the following SSFD Agreements:

- Joint Management and Operation of a Fire Department
- Automatic Aid Agreement
- Mutual Assistance Agreement
- Mutual Aid Agreement
- Municipal Fire Protection Agreement
- Automatic Aid Agreement – BFD & SSFD

Carried.

C8

Closed Session - Pursuant to Section 239(2) of the *Municipal Act*.

Resolution # 2019-007F

MOVED BY: Steven Hicks
SECONDED BY: Jeff McLaren

That in accordance with the Municipal Act Section #239 (2) the Board moves to a Closed Meeting at 8:13 p.m. in order to address a matter pertaining to:

- a) Labour relations or employee negotiations:
 - Deputy Fire Chief position

Carried.

Resolution #2019-008F

MOVED BY: Jody Baillie
SECONDED BY: Jeff McLaren

Be it resolved that the portion of the meeting closed to the public is concluded at 8:30 p.m. and the Board will continue the meeting open to the public.

Carried.

C10

Adjournment

Resolution # 2019-009F

MOVED BY: Steven Hicks
SECONDED BY: Jeff McLaren

That we do now adjourn at 8:40 p.m. until the next regular meeting or at the call of the chair.

Carried.

.....
Stephen Rawn
Chair

.....
Nancy Austin
Joint Committee Recording Secretary

C 76
Apr. 2/19

Account Number	Account Description	2016		2017		2018		2019	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenues									
G-250-085-0833	Joly Twp Fire calls	10,000.00		10,000.00		9,100.00	8,261.21	10,000.00	10,000.00
G-250-085-0929	FIRE-JOLY TWP FIRE SERVICES	9,150.00		9,400.00		9,400.00	9,650.00	9,900.00	9,900.00
G-250-087-0830	FIRE DONATION	1,500.00		700.00		500.00	120.00	500.00	500.00
G-250-087-0831	MTO FIRE CALLS	8,000.00		10,000.00		10,000.00	13,974.54	10,000.00	10,000.00
G-250-087-0832	Fire MISC revenue.	-		-	140.00	-	8,422.82	-	-
G-250-087-0833	FIRE-FEE FOR SERVICE	500.00		1,000.00		1,000.00	109.55	500.00	500.00
G-250-087-0836	Sale of Surplus Fire Equip	-		-	5,471.89	-	7,529.50	-	-
G-250-087-0837	FIREMAN'S ASSOC.-DONATION	-		-	1,585.00	10,000.00	-	-	-
G-250-087-0937	SM.ALARMS PURCHASED BY OTHERS	-		-	-	25,000.00	-	-	-
		29,150.00		31,100.00	24,068.23	65,000.00	48,067.62	30,900.00	30,900.00
Expenditures									
G-250-121-1110	Fire - SALARIES AND WAGES	118,000.00		103,437.00	104,663.87	150,000.00	109,553.72	150,000.00	150,000.00
G-250-121-1210	Fire - EMPLOYER COSTS	27,000.00		25,859.25	13,411.86	29,000.00	19,692.55	29,000.00	29,000.00
G-250-121-1410	Fire - DISTRIBUTED WAGES	275.00							
G-250-121-1420	Fire - DISTRIBUTED OVERHEAD	160.00							
G-250-121-1430	Fire - RECOVERABLE VEHICLE EXPENSE	100.00							
G-250-121-1440	Fire - MATERIALS & SUPPLIES	14,000.00		11,000.00	15,197.42	16,000.00	12,170.67	20,000.00	20,000.00
G-250-121-1450	Fire - CONTRACTED SERVICES	14,000.00		15,000.00	11,462.32	33,000.00	8,280.79	18,000.00	18,000.00
G-250-121-1510	Fire - STATIONERY & SUPPLIES	1,200.00		800.00	1,251.65	800.00	229.74	1,500.00	1,500.00
G-250-121-1511	Fire - OFFICE EQUIPMENT	2,500.00		3,500.00	3,733.64	1,500.00	1,460.21	2,500.00	2,500.00
G-250-121-1515	Fire - POSTAGE	100.00		50.00	7.66	50.00	17.88	50.00	50.00
G-250-121-1516	Fire - PHOTOCOPIES	100.00		100.00		100.00		50.00	50.00
G-250-121-1521	Fire - SECRETARY FEE	525.00		525.00	450.00	525.00	825.00	525.00	525.00
G-250-121-1525	Fire - HYDRO	2,500.00		2,700.00	2,748.02	3,000.00	2,579.71	3,000.00	3,000.00
G-250-121-1530	Fire - HEAT	2,500.00		2,500.00	1,700.36	3,000.00	2,157.51	3,000.00	3,000.00
G-250-121-1535	Fire - TELEPHONE and Internet	3,000.00		5,000.00	3,183.65	6,000.00	4,245.60	6,000.00	6,000.00
G-250-121-1536	Fire - ANSWERING SERVICE	2,500.00		2,500.00	2,583.78	2,640.00	2,640.00	2,640.00	2,640.00

	2016	2017	2017	2018	2018	2019
	Budget	Budget	Actual	Budget	Actual	Budget
G-250-121-1539	300.00	300.00	295.78	300.00	329.08	300.00
G-250-121-1540	500.00	1,500.00	2,853.29	2,100.00	579.49	2,500.00
G-250-121-1545	350.00	700.00	388.15	700.00	362.49	700.00
G-250-121-1546	5,000.00	10,000.00	4,887.84	30,000.00	4,607.34	30,000.00
G-250-121-1547	300.00	300.00	161.00	1,000.00	120.00	750.00
G-250-121-1550	300.00	300.00	550.32	500.00	239.14	500.00
G-250-121-1554	250.00	250.00	545.00	750.00	20.00	750.00
G-250-121-1556	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
G-250-121-1564	9,100.00	6,000.00	713.64	1,000.00	904.37	6,500.00
G-250-121-1610	2,500.00	2,100.00	1,506.05	2,100.00	2,676.29	2,100.00
G-250-121-1615	19,369.72	18,968.00	18,968.12	19,000.00	18,904.12	19,000.00
G-250-121-1635	413,734.00	443,030.00	429,624.73	280,000.00	238,200.07	153,000.00
G-250-121-1715	6,000.00	6,000.00	7,505.73	8,235.00	6,500.47	12,000.00
G-250-121-1720	1,200.00	1,011.00	1,011.00	1,100.00	1,046.00	1,100.00
G-250-121-1725	2,500.00	2,500.00	4,312.18	8,500.00	4,257.12	6,000.00
G-250-121-1800	100.00	100.00	-	100.00	-	100.00
G-250-F01-1440	1,000.00	1,000.00	7,189.36	7,000.00	5,075.92	10,000.00
G-250-F01-1710	7,000.00	7,000.00	5,002.76	8,000.00	2,565.75	8,000.00
G-250-F01-1715	12,000.00	25,000.00	25,199.01	15,000.00	7,434.74	20,000.00
	672,963.72	702,030.25	671,096.09	634,000.00	460,675.77	512,565.00
Net Fire Dept Costs	643,813.72	670,930.25	647,027.86	569,000.00	412,608.15	481,665.00
Sundridge Share	321,906.86	335,465.13	323,513.93	284,500.00	206,304.08	240,832.50
Strong Share	321,906.86	335,465.13	323,513.93	284,500.00	206,304.08	240,832.50



Sundridge-Strong Fire Department

C7d)
April 2/19

MEMO TO: Sundridge-Strong Fire Committee
FROM: Andrew Torrance, Fire Chief
DATE: April 2, 2019
SUBJECT: Replacement of Rescue Truck

The Sundridge-Strong Fire Department is requesting the approval from the Fire Committee to replace our existing 2007 Rescue Truck with a new crew cab utility truck. Furthermore, this request should be considered an emergency purchase based on new information regarding the rear seating in the existing truck.

BACKGROUND

As discussed at the January 29, 2019 Fire Committee meeting, the SSFD has been evaluating our needs and ability to respond to emergencies in our area with our current fleet of emergency vehicles. Our fleet has changed with the replacement of 2 trucks in the past several years which allow for more seating for firefighters in each truck than was previously possible. As a result of these changes, we have noticed that the use and capability of our Chevrolet Rescue Van has diminished significantly.

Despite the changes, its clear that we do not have the truck that allows us to conduct fire prevention, education, inspection, enforcement, travel to training/meetings or to conduct miscellaneous tasks at an emergency scene without taking a fire apparatus out of service to complete these tasks. Additionally, from a health and safety stand point, our only means of transporting contaminated clothing or equipment from an emergency scene is in the passenger compartment of a fire truck which is not considered appropriate.

The replacement of this apparatus for a more functional, less expensive three-quarter tonne pick up truck will improve our ability to respond to a variety of emergencies and day to day work conducted by the fire department and will reduce annual repair and maintenance to our fleet.

New Information

At the January 29, 2019, Fire Committee Meeting, a request was made to determine potential resale value of the Chevrolet Rescue Truck. On March 9, 2019, a representative from Carrier Center – Emergency Vehicles, conducted a visual and tactile inspection of the truck. After careful assessment he has placed a value of \$65,000 on the truck and has made recommendations as to where to advertise the sale of the truck when deemed surplus.

While conducting the value assessment, the rear seating area within this truck was flagged as a potential danger to occupants. Since this truck was assembled and sold to the SSFD, code requirements have changed stating that sideways seating with lap seat belts will not protect

occupants from injury in a forward or rear collision. In simple terms, the type of seating and seat belts that exist in our Rescue Truck are not in use any longer and the recommendation from the evaluator was to discontinue use of these seats immediately. Since this recommendation and review of ULC codes regarding seat belt requirements, we have stopped using these seats for transportation of our firefighters. The impact this has on our operations is significant – a truck that was meant to carry 5 plus firefighters can now safely only transport 2 firefighters. Furthermore, when asked to support our neighbouring communities with firefighters for a mutual aid emergency, we would send this truck with the intention that we are leaving our communities with in service fire apparatus – meaning this truck cannot be used for this purpose any longer.

Final Consideration

The immediate replacement of the Chevrolet Rescue Van with a three-quarter tonne crew cab pick up truck will support the SSFD in our needs to respond to emergency call outs and day to day tasks. The current seating limitations created by the seat belt concerns in the Rescue Van is having an impact on our deployment of firefighters in emergency and non-emergency situations. The purchase of a replacement truck is in the capital budget request for 2019, which includes the truck, lights, sirens and all accessories.

Respectfully submitted,

Andrew Torrance

Fire Chief

Sundridge-Strong Fire Department

