

**SUNDRIDGE – STRONG FIRE DEPARTMENT MANAGEMENT BOARD**

A special meeting of  
The Sundridge-Strong Fire Department Management Board  
was held on **Tuesday April 3, 2018 at 5:00 p.m.**  
at the Sundridge Council Chambers.

**PRESENT:**               **Sundridge**   Lyle Hall and Don Richardson  
                                  **Strong**       Jason Cottrell and Jeff McLaren

**FIRE ASSOCIATION**  
**MEMBERS:**               Jeff Johnstone  
                                  Rebel Kennedy (arrived at 5:05pm)

**STAFF PRESENT:**               Grant Love, Fire Chief/CEMC  
                                  Nancy Austin, Joint Committee Recording Secretary

C1     The meeting was called to order at 5:03 p.m. by chairperson Jason Cottrell.

C2     **APPROVAL OF AGENDA**

The agenda had been circulated. It was

**Resolution #2018-019F**

MOVED BY:               Jeff McLaren

SECONDED BY:         Don Richardson

That the agenda for the April 3, 2018 regular meeting be approved as circulated.  
**Carried.**

C3     **DECLARATION OF PECUNIARY INTEREST**

*None*

C4     **VERIFICATION OF PREVIOUS MINUTES**

- a) Regular Meeting – January 29, 2018
- b) Special Meeting – March 5, 2018
- c) Special Meeting – March 19, 2018
- d) Closed Meeting – March 19, 2018

The minutes for the Regular Meeting January 29, 2018, the Special Meeting March 5, 2018, the Special Meeting March 19, 2018 and the Closed Meeting on March 19, 2018 were reviewed by all the board members. It was

**Resolution #2018-020F**

MOVED BY: Jeff McLaren

SECONDED BY: Lyle Hall

The minutes of the Regular Meeting held on January 29, 2018, the Special Meeting held on March 5, 2018, the Special Meeting held on March 19, 2018 and the Closed Meeting – March 19, 2018 with an amendment to the March 19, 2018 Special Meeting minutes to reflect the time that Committee Member Rebel Kennedy arrived at the meeting; which was 5:03pm, be adopted as circulated.

**Carried.**

C5 Business arising from Minutes

*None*

C6 CORRESPONDENCE

a) Memo – Clerk Administrator, Village of Sundridge

A memo was provided from the Village of Sundridge Clerk Administrator regarding the current agreement for the Fire Board. There was a brief discussion on the terms of the agreement in regards to what members make up the “board”. It was

**Resolution #2018-021F**

MOVED BY: Jeff McLaren

SECONDED BY: Don Richardson

That the Memo from the Clerk Administrator dated March 1, 2018 re: Terms of the Agreement, Sundridge-Strong Fire Department Joint Board of Management, be received.

**Carried.**

b) Letter from the Village of South River re: SSFD Letters

A letter was sent to the Village of Sundridge from The Village of South River on October 19, 2017 regarding letters that were sent from the Sundridge Strong Fire Chief to the South River Machar Fire Chief. This letter dated October 19, 2017 was not forwarded to the Fire Board until March 7, 2018 due to an oversight. The Sundridge-Strong Fire Chief explained the situation regarding the letters he sent to the South River Machar Fire Chief and explained to the Fire Board the Incident Command procedures regarding Freedom of Information for any information that may be in a vehicle at an incident scene. The Fire Chief stated that he has the authority to send letters as per his contract of employment providing this latitude as opposed to going to the Fire Board.

It was

**Resolution #2018-022F**

MOVED BY: Don Richardson

SECONDED BY: Jeff McLaren

That the Sundridge-Strong Fire Department Management Board receive the letter from the Village of South River dated October 19<sup>th</sup>, 2017 regarding the SSFD Letters provided to the Fire Board on March 7, 2018.

**Carried.**

c) Resolution R2018-054 – The Township of Strong

The Resolution R2018-054 from The Township of Strong regarding the 2018 Draft Fire Department Budget was reviewed.

d) Resolution #2018-269 – The Village of Sundridge

The Resolution #2018-269 from The Village of Sundridge regarding the 2018 Draft Fire Department Budget was reviewed.

C7 NEW BUSINESS/FOLLOW UP BUSINESS

a) Tear Down Vehicle(s) – Draft Letter

The Fire Chief provided a copy of the draft letter that he would like to send to Honda Canada Manufacturing regarding the use of “Tear Down Vehicles”. The Board reviewed the draft letter. It was

**Resolution #2018-023F**

MOVED BY: Jeff McLaren

SECONDED BY: Lyle Hall

That the Sundridge-Strong Fire Department Management Board have reviewed the draft letter from the Fire Chief to Honda Manufacturing Canada regarding “tear down vehicles” and; authorize the Fire Chief to forward the letter asking the manufacturer to provide these tear down vehicles for the opportunity to be used for training purposes by the Sundridge-Strong Fire Department.

**Carried.**

b) Draft By-Law: To Establish and Regulate a Fire Department

The Draft By-Law: To Establish and Regulate a Fire Department item was deferred and is to be brought back to the next regular meeting of the Fire Board.

c) Report S2018-002 – Firefighter Wages

The Fire Chief provided a report, S2018-002, to the Board regarding the Firefighter Wages. There was discussion on how the current wages were decided and other options such as a “point system”; so many points per call, training session, et cetera and that the hourly was used in regards to calls only. The Fire Chief was asked by the board to be meet with the Treasurer for the Township of Strong if and when needed to discuss the wages of the Fire Fighters. It was

**Resolution #2018-024F**

MOVED BY: Jeff McLaren  
SECONDED BY: Don Richardson

That the Sundridge-Strong Fire Department Management Board received report S2018-002 dated march 20, 2018 re: Firefighter Wages and; that the report be forwarded to the Treasurer of the Township of Strong for review of legislative requirements and provide a report on the findings to be discussed at a future meeting of the Fire Board.

**Carried.**

d) Report S2018-001 Revised 2018 budget

The Fire Chief provided a report, S2018-001, to the Board regarding the 2018 Draft Budget. There was discussion on bunker gear and the number of suits currently in use and that there are a number that need to be replaced. The SCBA’s were another item discussed as the cylinders are not compatible with the packs and also need to be replaced. The Fire Chief advised the Board, that if new bunker gear and SCBA’s are not purchased, call outs may be affected as well as the Mutual Aid Agreement with The Township of Joly. The Fire Chief updated the Board with the information that the legislative requirements for mandatory training dates are being pushed back to a future date. The Board has deferred further budget discussion until the revised budget options are forwarded to both municipality’s Council for review.

A further discussion was had in regards to a response being provided to the Village of South River regarding the letters from the Sundridge-Strong Fire Chief. It was

**Resolution #2018-025F**

MOVED BY: Jeff McLaren  
SECONDED BY: Don Richardson

That the Sundridge-Strong Fire Department Management Board request that the Fire Chief provide a response letter to the Village of South River’s letter dated October 19, 2017 and advise the Village that the Fire Board does not wish to amend the Automatic Aid Agreement, and; that the Glove Box Access Incident was a procedural problem not a reflection on the individual’s honesty and; that the response letter be reviewed by the Fire Board prior to it being sent to the Village of South River.

**Carried.**

C8 Closed Session

*None*

C9 ADJOURNMENT

There being no further business at this time, it was

**Resolution #2018-026F**

MOVED BY: Jeff McLaren  
SECONDED: Lyle Hall

That we do now adjourn at 6:48 p.m. until the next regular meeting or at the call of the Chair.  
**Carried.**

.....  
Jason Cottrell  
Chair

.....  
Nancy Austin  
Joint Committee Recording Secretary