

**SUNDRIDGE-STRONG FIRE DEPARTMENT MANAGEMENT BOARD  
REGULAR MEETING MINUTES  
WEDNESDAY NOVEMBER 20, 2019 at 7:00 P.M.  
SUNDRIDGE-STRONG FIRE DEPARTMENT HALL**

**PRESENT:**

**SUNDRIDGE:** Stephen Rawn and Steven Hicks  
**STRONG:** Jeff McLaren and Jody Baillie

**FIRE ASSOCIATION MEMBERS:** Rebel Kennedy

**STAFF PRESENT:** Andrew Torrance, Fire Chief  
Christine Hickey, Joint Committee Recording Secretary

C1 Call to order

Chair, Stephen Rawn called the meeting to order at 7:00 p.m.

C2 Approval of Agenda

**Resolution # 2019-037F**

**Moved By: Jody Baillie**

**Seconded By: Jeff McLaren**

That the agenda for the November 20, 2019 regular meeting of the Sundridge-Strong Fire Department Management Board be approved as circulated.

**CARRIED**

C3 Declaration of Pecuniary Interest

None at this time

C4 Verification of Previous Committee Minutes

a) Regular Meeting – August 22, 2019

**Resolution # 2019-038F**

**Moved By: Steve Hicks**

**Seconded By: Jeff McLaren**

That the minutes of the regular meeting on August 22, 2019 be approved as circulated.

**CARRIED**

b) Special Meeting (Closed Session) – September 9, 2019

**Resolution # 2019-039F**

**Moved By: Steve Hicks**

**Seconded By: Jody Baillie**

That the minutes of the special meeting on September 9, 2019 be approved as circulated.

**CARRIED**

C5 Business Arising from Minutes

None

C6 Correspondence

a) Email dated October 15, 2019, Bob MacPhail, Reeve, Township of Armour,  
Re: Regional Fire Department Model

**Resolution # 2019-040F**

**Moved By: Steve Hicks**

**Seconded By: Jeff McLaren**

THAT the Sundridge-Strong Fire Department Management Board receive the correspondence dated October 15, 2019 from Bob MacPhail, Reeve, Township of Armour regarding a Regional Fire Department Model;

AND THAT a letter be sent to Bob MacPhail, Reeve, Township of Armour to advise that at this time Sundridge-Strong Fire Department is not interested in pursuing a Regional Fire Department.

**CARRIED**

b) Letter dated August 26, 2019, Office of the Solicitor General  
Re: Public Reports Regulation (O. Reg. 377/18) Repealed

**Resolution # 2019-041F**

**Moved By: Jody Baillie**

**Seconded By: Jeff McLaren**

THAT the Sundridge-Strong Fire Department Management Board receive the correspondence dated August 26, 2019 from the Office of the Solicitor General regarding the government repealing the Public Reports Regulation.

**CARRIED**

C7

Follow Up/New Business

a) Fire Chief Report

**Resolution # 2019-042F**

**Moved By: Jeff McLaren**  
**Seconded By: Steve Hicks**

THAT the Sundridge-Strong Fire Department Management Board receive the Fire Chief's Report dated November 20, 2019.

**CARRIED**

b) Staff Report - Staffing Proposal – Full Time Fire Prevention Officer

Staff Report – Staffing Proposal – Full Time Fire Prevention Officer was discussed. Additional details were discussed in Item C-8) Closed Session. Please see Resolution 2019-051F.

c) Joly Township Municipal Fire Protection Agreement

**Resolution # 2019-043F**

**Moved By: Steve Hicks**  
**Seconded By: Jody Baillie**

THAT the Sundridge-Strong Fire Department Management Board receive the Municipal Fire Protection Agreement to provide Fire Protection Services to the Township of Joly;

AND THAT the Municipal Fire Protection Agreement to provide Fire Protection Services to the Township of Joly be provided to the member municipalities for approval and authorization to enter into a Fire Protection Agreement;

AND THAT a 2% increase occur each year (2021, 2022) to the Annual Retainer Fee.

**CARRIED**

d) Meeting Dates 2020

**Resolution # 2019-044F**

**Moved By: Jody Baillie**  
**Seconded By: Jeff McLaren**

THAT the Sundridge-Strong Fire Department Management Board discussed the proposed 2020 dates for meetings.

**CARRIED**

e) Fire Board Revised Agreement – Update

**Resolution # 2019-045F**

**Moved By: Jeff McLaren**  
**Seconded By: Steve Hicks**

THAT the Sundridge-Strong Fire Department Management Board receive the update on the status of the Revised Fire Board Agreement.

**CARRIED**

f) Auxiliary Policy – Update

**Resolution # 2019-046F**

**Moved By: Steve Hicks**  
**Seconded By: Jody Baillie**

THAT the Sundridge-Strong Fire Department Management Board receive the update from the Fire Chief on the status of the Auxiliary Policy.

**CARRIED**

g) Permanent Water Supply – Update

**Resolution # 2019-047F**

**Moved By: Steve Hicks**  
**Seconded By: Jody Baillie**

THAT the Sundridge-Strong Fire Department Management Board receive the update from the Fire Chief on the permanent water supply options for emergency services.

**CARRIED**

h) Fire Protection Agreement - South River-Machar Fire Department –  
Water and Ice Rescue – Update

**Resolution # 2019-048F**

**Moved By: Jeff McLaren**  
**Seconded By: Steve Hicks**

THAT the Sundridge-Strong Fire Department Management Board receive the update from the Fire Chief on the Fire Protection Agreement with the South River-Machar Fire Department for Water and Ice rescue.

**CARRIED**

Committee Member Rebel Kennedy left the meeting at 8:31 p.m.

C8

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

- 1) Labour Relations or Employee Negotiations  
Re: Fire Prevention Officer

**Resolution # 2019-049F**

**Moved By: Jody Baillie**  
**Seconded By: Jeff McLaren**

THAT in accordance with the Municipal Act Section #239 (2) the Board moves to a Closed Meeting at 8:32 p.m. in order to address a matter pertaining to:

- 1) Labour Relations or Employee Negotiations, Re: Fire Prevention Officer

**CARRIED**

The Committee received information from the Fire Chief. Direction was provided to staff.

**Resolution # 2019-050F**

**Moved By: Steve Hicks**  
**Seconded By: Jody Baillie**

Be it resolved that the portion of the meeting closed to the public is concluded at 8:45 p.m. and the Board will continue the meeting open to the public.

**CARRIED**

**Resolution # 2019-051F**

**Moved By: Steve Hicks**  
**Seconded By: Jody Baillie**

THAT the Sundridge-Strong Fire Department Management Board receive the Fire Chief's memo dated November 20, 2019 regarding a Staffing Proposal – Full Time Prevention Officer;

THAT the Sundridge-Strong Fire Department Management Board support the Fire Department recommendation to hire a Full Time Fire Prevention Officer;

AND THAT the request for a Full Time Fire Prevention Officer be brought to the Councils of the Village of Sundridge and the Township of Strong for further discussion and approval.

**CARRIED**

C9

Adjournment

**Resolution # 2019-052F**

**Moved By: Jeff McLaren**  
**Seconded By: Steve Hicks**

THAT we do now adjourn at 8:51 p.m. until the next regular meeting at the call of the Chair.

**CARRIED**

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Stephen Rawn  
Chair

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Christine Hickey  
Joint Committee Recording Secretary

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