

**SUNDRIDGE –STRONG FIRE DEPARTMENT MANAGEMENT BOARD
REGULAR MEETING AGENDA
WEDNESDAY FEBRUARY 19, 2020 at 7:00 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 – November 20, 2019
- C5 Business Arising from Minutes
- C6 Correspondence - None
- C7 Follow Up/New Business
 - a) Fire Chief Report (to follow)
 - b) Permanent Water Supply - Update
 - c) 2020 Draft Fire Department Budget
 - d) Phragmites – Discussion Item
 - e) Meeting Dates 2020
 - f) Memo – Internet Services
- C8 Adjournment

Next meeting to be held at the call of the Chair

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. 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

Stephen Rawn
Chair

Christine Hickey
Joint Committee Recording Secretary

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2020 Budget - UNAUDITED January 2, 2020

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Item 07 C)

Account Number	Account Description	2017		2018		2019		2020	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
G-250-085-0833	Joly Twp Fire calls	10,000.00	9,400.00	9,100.00	8,261.21	10,000.00	1,574.82	9,000.00	9,000.00
G-250-085-0929	FIRE-JOLY TWP FIRE SERVICES	9,400.00	9,400.00	9,400.00	9,650.00	9,900.00	13,001.70	16,250.00	16,250.00
G-250-087-0830	FIRE DONATION	700.00	100.00	500.00	120.00	500.00	2,885.00	2,500.00	2,500.00
G-250-087-0831	MTO FIRE CALLS	10,000.00	6,891.75	10,000.00	13,974.54	10,000.00	6,631.68	10,000.00	10,000.00
G-250-087-0832	Fire MISC revenue.	-	140.00	-	8,422.82	-	180.00	0.00	0.00
G-250-087-0833	FIRE-FEE FOR SERVICE	1,000.00	479.59	1,000.00	109.55	500.00	359.55	500.00	500.00
G-250-087-0836	Sale of Surplus Fire Equip	-	5,471.89	-	7,529.50	-	45,167.10	-	-
G-250-087-0837	FIREMAN'S ASSOC.-DONATION	-	1,585.00	10,000.00	-	-	-	2,906.36	2,906.36
G-250-087-0937	SM.ALARMS PURCHASED BY OTHERS	-	-	25,000.00	-	-	-	0.00	0.00
		31,100.00	24,068.23	65,000.00	48,067.62	30,900.00	69,799.85	41,156.36	41,156.36

Expenditures

G-250-121-1110	Fire - SALARIES AND WAGES	103,437.00	104,663.87	150,000.00	109,553.72	150,000.00	97,750.00	177,000.00	177,000.00
G-250-121-1210	Fire - EMPLOYER COSTS	25,859.25	13,411.86	29,000.00	19,692.55	29,000.00	10,530.00	30,500.00	30,500.00
G-250-121-1410	Fire - DISTRIBUTED WAGES								
G-250-121-1420	Fire - DISTRIBUTED OVERHEAD								
	Expenses "In Kind" purchased by Assoc.								
G-250-121-1440	Fire - MATERIALS & SUPPLIES	11,000.00	15,197.42	16,000.00	12,170.67	20,000.00	12,694.58	20,000.00	20,000.00
G-250-121-1450	Fire - CONTRACTED SERVICES	15,000.00	11,462.32	33,000.00	8,280.79	18,000.00	29,616.79	31,700.00	31,700.00
G-250-121-1510	Fire - STATIONERY & SUPPLIES	800.00	1,251.65	800.00	229.74	1,500.00	643.81	1,500.00	1,500.00
G-250-121-1511	Fire - OFFICE EQUIPMENT	3,500.00	3,733.64	1,500.00	1,460.21	2,500.00	-	2,500.00	2,500.00
G-250-121-1515	Fire - POSTAGE	50.00	7.66	50.00	17.88	50.00	16.84	50.00	50.00
G-250-121-1516	Fire - PHOTOCOPIES	100.00	-	100.00	-	50.00	-	-	-
G-250-121-1521	Fire - SECRETARY FEE	525.00	450.00	525.00	825.00	525.00	225.00	225.00	225.00
G-250-121-1525	Fire - HYDRO	2,700.00	2,748.02	3,000.00	2,579.71	3,000.00	2,318.61	2,500.00	2,500.00
G-250-121-1530	Fire - HEAT	2,500.00	1,700.36	3,000.00	2,157.51	3,000.00	2,364.02	2,500.00	2,500.00
G-250-121-1535	Fire - TELEPHONE and Internet	5,000.00	3,183.65	6,000.00	4,245.60	6,000.00	3,848.07	1,500.00	1,500.00
G-250-121-1536	Fire - ANSWERING SERVICE	2,500.00	2,583.78	2,640.00	2,640.00	2,640.00	2,880.00	2,640.00	2,640.00

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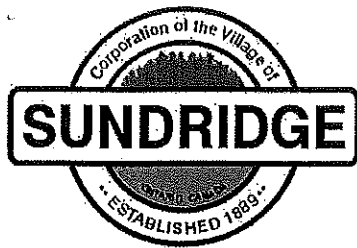
	2017		2018		2018		2019		2020	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
G-250-121-1539	300.00	295.78	300.00	329.08	300.00	329.08	300.00	329.08	330.00	330.00
G-250-121-1540	1,500.00	2,853.29	2,100.00	579.49	2,500.00	236.61	2,500.00	236.61	2,000.00	2,000.00
G-250-121-1545	700.00	388.15	700.00	362.49	700.00	50.00	700.00	50.00	700.00	700.00
G-250-121-1546	10,000.00	4,887.84	30,000.00	4,607.34	30,000.00	32,563.97	30,000.00	32,563.97	35,000.00	35,000.00
G-250-121-1547	300.00	161.00	1,000.00	120.00	750.00	12.00	750.00	12.00	750.00	750.00
G-250-121-1550	300.00	550.32	500.00	239.14	500.00	152.64	500.00	152.64	200.00	200.00
G-250-121-1554	250.00	545.00	750.00	20.00	750.00	452.00	750.00	452.00	750.00	750.00
G-250-121-1556	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
G-250-121-1564	6,000.00	713.64	1,000.00	904.37	6,500.00	1,784.15	6,500.00	1,784.15	3,000.00	3,000.00
G-250-121-1610	2,100.00	1,506.05	2,100.00	2,676.29	2,100.00	2,767.87	2,100.00	2,767.87	3,000.00	3,000.00
G-250-121-1615	18,968.00	18,968.12	19,000.00	18,904.12	19,000.00	17,895.20	19,000.00	17,895.20	19,000.00	19,000.00
G-250-121-1635	443,030.00	429,624.73	280,000.00	238,200.07	156,000.00	134,204.98	156,000.00	134,204.98	78,500.00	78,500.00
G-250-121-1715	6,000.00	7,505.73	8,235.00	6,500.47	12,000.00	6,908.62	12,000.00	6,908.62	10,000.00	10,000.00
G-250-121-1720	1,011.00	1,011.00	1,100.00	1,046.00	1,100.00	1,011.00	1,100.00	1,011.00	1,100.00	1,100.00
G-250-121-1725	2,500.00	4,312.18	8,500.00	4,257.12	6,000.00	1,535.87	6,000.00	1,535.87	4,000.00	4,000.00
G-250-121-1800	100.00	-	100.00	-	100.00	-	100.00	-	-	-
G-250-F01-1440	1,000.00	7,189.36	7,000.00	5,075.92	10,000.00	8,009.61	10,000.00	8,009.61	15,000.00	15,000.00
G-250-F01-1710	7,000.00	5,002.76	8,000.00	2,565.75	8,000.00	1,705.88	8,000.00	1,705.88	4,000.00	4,000.00
G-250-F01-1715	25,000.00	25,199.01	15,000.00	7,434.74	20,000.00	15,526.12	20,000.00	15,526.12	16,000.00	16,000.00
	702,030.25	671,096.09	634,000.00	460,675.77	515,565.00	391,033.32	515,565.00	391,033.32	471,851.36	471,851.36
Net Fire Dept Costs	670,930.25	647,027.86	569,000.00	412,608.15	484,665.00	321,233.47	484,665.00	321,233.47	430,695.00	430,695.00
Sundridge Share	335,465.13	323,513.93	284,500.00	206,304.08	242,332.50	160,616.74	242,332.50	160,616.74	215,347.50	215,347.50
Strong Share	335,465.13	323,513.93	284,500.00	206,304.08	242,332.50	160,616.74	242,332.50	160,616.74	215,347.50	215,347.50

Sundridge-Strong Fire Department Management Board

2020 Sundridge-Strong Fire Department Management Board Meeting Dates
Wednesday March 19, 2020 at 6:00 p.m.
Wednesday June 17, 2020 at 6:00 p.m.
Wednesday September 16, 2020 at 6:00 p.m.
Wednesday December 9, 2020 at 6:00 p.m.

Please note:

Unless otherwise posted, all meetings are held at the Sundridge-Strong Fire Hall, 10486 Highway 124, Sundridge, starting at 6:00 p.m.



MEMO TO: Sundridge Strong Fire Board
FROM: Nancy Austin, Clerk Administrator, Village of Sundridge
DATE: February 4, 2020
SUBJECT: Internet Services

The Village of Sundridge has entered into an agreement with Agilis Networks for the provision of internet services. This agreement is for a four (4) year period of time. During this time period, the Sundridge Strong Fire Department will not be receiving a monthly invoice for their internet services. This amount reflects a cost savings of approximately \$2,400.00/yr, while the provisions of the agreement are in effect.