

SUNDRIDGE – STRONG FIRE DEPARTMENT MANAGEMENT BOARD

A meeting of the Sundridge - Strong Fire Department Management Board was held on Monday January 29, 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: Rebel Kennedy (arrived at 5:05 p.m.)

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

The meeting was called to order at 5:00 p.m. by chairperson Jason Cottrell.

APPROVAL OF AGENDA

The agenda had been circulated. It was

Resolution #2018-001F

MOVED BY: Lyle Hall
SECONDED BY: Jeff McLaren

**That the agenda for the January 29, 2018 meeting be approved as amended to add item C. 6a) correspondence from the ministry of Community Safety and Correctional Services and C.7d) Draft By-Law to Establish and Regulate a Fire Department.
Carried.**

DECLARATION OF PECUNIARY INTEREST

None

VERIFICATION OF PREVIOUS MINUTES

The minutes of the regular meeting held on December 18, 2017 were circulated. It was

Resolution #2018-002F

MOVED BY: Jeff McLaren
SECONDED BY: Don Richardson

**That the minutes of the regular meeting held on December 18, 2017 be adopted as circulated.
Carried.**

The minutes of the closed meeting held on December 18, 2017 were circulated. It was

Resolution #2018-003F

MOVED BY: Don Richardson
SECONDED BY: Lyle Hall

**That the minutes of the closed meeting held on December 18, 2017 be adopted as circulated.
Carried.**

CORRESPONDENCE

Correspondence from the Ministry of Community Safety and Correctional Services: Public consultation on proposed regulations for mandatory training and certification and conducting community risk assessments was reviewed and discussed. The Fire Chief explained the requirements for the certifications for Fire Fighters levels 1 & 2. The requirements come into effect on January 1, 2019. The Office of the Fire Marshall does the certification testing. There is a mandatory community risk assessment that is being proposed that focuses on key profiles in the community, examples of these profiles are: demographics, geography, past fire loss, event history, and critical infrastructure. This information is used to make informed decisions about fire protection services in the community.

NEW BUSINESS/FOLLOW UP BUSINESS

The draft letter that was to be reviewed by the committee prior to it being sent to Honda Canada, regarding Tear Down Vehicles, has not yet been drafted by the Fire Chief. This item is to come back to the next meeting for review.

The Fire Chief's Report was reviewed item by item. Discussion was had in regards to the recovery of costs, subsequent to the previous committee meeting, and it was decided by the committee that the proposed rates that the Fire Chief has provided be forwarded to member municipalities for implementation. There was discussion around the statistics pertaining to the time of day of the calls and compared with the response times to get to those calls. The Fire Chief felt that the response times were excellent. Currently there is one new member and one vacancy. The new apparatus has been received and now that it is here, the Fire Chief would like the Dodge Ram and the old ambulance to be declared as surplus. It was

Resolution #2018-004F

MOVED BY: Lyle Hall
SECONDED BY: Jeff McLaren

**That the 2002 Dodge Ram and the 2006 Ford CTV-First Response Vehicle be declared as surplus.
Carried.**

The surplus equipment is to be put up for auction on Gov Deals with a reserve bid that is to be determined by the Fire Chief.

There was a brief discussion about the informal invitation for two members of the Fire Fighters Association to sit at the table; unless there is closed agenda business to be discussed. If any member of the fire fighter's association wants to have something put on the agenda for discussion, it must be submitted prior to the meeting and be approved by the Chairperson to be added to the agenda. The Fire Chief feels that this makes for better communication between the committee and the volunteer fire fighters and the committee is in agreement.

It was

Resolution #2018-005F

MOVED BY: Jeff McLaren
SECONDED BY: Don Richardson

**That the Sundridge – Strong Fire Department Management Board accept the Fire Chief's report as presented.
Carried.**

2018 Draft Budget Review - The Fire Chief discussed each line item in the draft budget. There was a brief review of cost recovery and the capital items that are included in this year's budget and future budgets over the 2019 – 2029 budgeting years. The suggested revisions from the previous meeting were made for the 2018 Budget. It was

Resolution #2018-006F

MOVED BY: Don Richardson
SECONDED BY: Lyle Hall

**That the Sundridge – Strong Fire Department Management Board approve the 2018 Budget in the amount of \$799, 565.00 and recommend that it be accepted by The Village of Sundridge and The Township of Strong.
Carried.**

The draft By-law to Establish and Regulate a Fire Department was reviewed. The draft by-law has been amended with schedules that will make any future amendments easier to update or incorporate. The by-law outlines the services that the fire department offers and specifies the services that are not offered by the department. "Schedule B" to the by-law is reflective of the new National Fire Protection Association (NFPA) requirements. The wage schedule is under review and any incentives pertaining to fire fighter training and performance are included in the by-law. There are some areas of the by-law that need to be clarified for such things as language and areas of vagueness. The draft by-law is to be brought back to the next meeting for further review and discussion.

ADJOURNMENT

There being no further business at this time, it was

Resolution #2018-007F

MOVED BY: Lyle Hall
SECONDED: Jeff McLaren

**That we do now adjourn at 6:44 p.m. Next meeting to be Tuesday April 3, 2018 at 5 p.m. or at the call of the Chair.
Carried.**

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Jason Cottrell
Chair

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Nancy Austin
Joint Committee Recording Secretary