

**SUNDRIDGE –STRONG FIRE DEPARTMENT MANAGEMENT BOARD
SPECIAL MEETING AGENDA
MONDAY JULY 23, 2018 at 6:00 P.M.
SUNDRIDGE COUNCIL CHAMBERS**

This special meeting is to deal with Fire Department Organizational Structure
and Fire Department Succession matters.

- C1 Call to order by Chairperson
- C2 Approval of Agenda
- C3 Declaration of Pecuniary Interest
- C4 Verification of Previous Committee Minutes
 - a) Special Meeting – July 9, 2018
- C5 Business Arising from Minutes
 - a) Fire Department Organizational Structure
- C6 Correspondence
- C7 Follow Up/New Business
- C8 Closed Session - Pursuant to Section 239(2) of the *Municipal Act*.
 - a) Labour relations or employee negotiations;
 - i) Fire Department Succession
- C9 Adjournment

Next meeting to be held at the call of the Chair

C4a)

**SUNDRIDGE –STRONG FIRE DEPARTMENT MANAGEMENT BOARD
MONDAY JULY 9, 2018
SPECIAL MEETING MINUTES
SUNDRIDGE COUNCIL CHAMBERS**

C1 Call to order by Chairperson at 6:03 p.m.

C2 Approval of Agenda

Resolution #2018-063F

**MOVED BY: Jeff McLaren
SECONDED BY: Lyle Hall**

That the agenda for the July 9, 2018 special meeting be approved as circulated.
Carried.

C3 Declaration of Pecuniary Interest

None.

C4 Verification of Previous Committee Minutes

- a) Regular meeting – June 5, 2018
- b) Closed meeting – June 5, 2018
- c) Special meeting – June 18, 2018
- d) Closed meeting – June 18, 2018

Resolution #2018-064F

**MOVED BY: Lyle Hall
SECONDED BY: Jeff McLaren**

That the minutes of the Regular meeting held on June 5, 2018, the Closed meeting on June 5, 2018, the Special meeting on June 18, 2018 and the Closed meeting on June 18, 2018 be approved as circulated.
Carried.

C5 Business Arising from Minutes

- a) Proposal to Share a Fire Chief
[follow up from June 8, 2018]

Resolution #2018-065F

MOVED BY: Jeff McLaren
SECONDED BY: Lyle Hall

That the SSFDMB directs the Village of Sundridge staff send out correspondence to the neighboring three municipalities being South River/Machar, Magnetawan and Burk's Falls if they would consider a temporary agreement to share the Fire Chief's services to assist the SSFD Deputy Fire Chief with 1) mentorship, 2) CEMC and keeping D.F.C. apprised of any important deadlines until such time as current Deputy Fire Chief is trained and qualified to be a Fire Chief.

Carried.

- b) Consideration of a Full Time Deputy Fire Chief
[follow up from June 18, 2018]

Resolution #2018-067F

MOVED BY: Lyle Hall
SECONDED BY: Jeff McLaren

That the Sundridge-Strong Fire Department Management Board rescind Resolution #2018-050F.

Carried.

- c) Consideration of an Acting Deputy Fire Chief
[follow up from June 18, 2018]

Resolution #2018-070F

MOVED BY: Jeff McLaren
SECONDED BY: Lyle Hall

That the Sundridge-Strong Fire Department Management Board rescind Resolution #2018-060F.

Carried.

Resolution #2018-071F

MOVED BY: Jeff McLaren
SECONDED BY: Lyle Hall

That the SSFDMB recommends CEMC training for the Acting Deputy Fire Chief and that this recommendation be forwarded to member municipalities.

Carried.

Resolution #2018-072F

MOVED BY: Jeff McLaren
SECONDED BY: Don Richardson

That the SSFDMB ask that the administering municipality to establish a job description for Full Time Deputy Fire Chief and a pay range for this position based on the Village of Sundridge's wage schedule.

Carried.

C6

Correspondence

- a) Township of Strong Resolution R2018-086, R2018-161, R018-163, R2018-164, R20018-165, R2018-166, R2018-167, and R2018-168.

Resolution #2018-066F

MOVED BY: Jeff McLaren
SECONDED BY: Lyle Hall

That the correspondence from the Township of Strong being; Resolutions R2018-086, R2018-161, R2018-163, R2018-164, R2018-165, R2018-166, R2018-167, R2018-168 be received.

Carried.

- b) Village of Sundridge Resolution #2018-377, #2018-380, #2018-381, #2018-382, #2018-383, #2018-374, and #2018-385.

Resolution #2018-068F

MOVED BY: Jeff McLaren
SECONDED BY: Lyle Hall

That the correspondence from The Village of Sundridge being; Resolution #2018-377, #2018-380, #2018-381, #2018-382, #2018-383, #2018-374, #2018-385, be received.

Carried.

- c) Memo from Clerk Administrator – Village of Sundridge
[will be provided at the July 9th meeting]

Resolution #2018-069F

MOVED BY: Jeff McLaren
SECONDED BY: Lyle Hall

That the Memo from the Village of Sundridge Clerk Administrator dated July 9, 2018, re: Fire Department Succession, be received.

Carried.

C7

Follow Up/New Business

C7 Follow Up/New Business

Resolution #2018-073F

MOVED BY: Jeff McLaren

SECONDED BY: Lyle Hall

That the SSFDMB has agreed that further to Resolution 2018-055F, the increase in wages be effective as of July 1, 2018.

Carried.

C8 Closed Session - Pursuant to Section 239(2) of the *Municipal Act*.

None.

C9 Adjournment

Resolution #2018-074F

MOVED BY: Don Richardson

SECONDED BY: Jeff McLaren

That we do now adjourn at 7:09 p.m. until the next regular meeting or at the call of the Chair.

Carried.

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Jason Cottrell
Chair

.....
Nancy Austin
Joint Committee Recording Secretary

Deputy Clerk

C 5 a)
July 23, 2018

From: Karen Fraser <clerk@sundridge.ca>
Sent: July 19, 2018 11:28 AM
To: Nancy Austin
Subject: Fire Board Matters

Nancy,

Here is the resolution from Sundridge for the next Fire Board meeting. As discussed, Sundridge requires clarification.

(9.4) Sundridge-Strong Fire Department Joint Board of Management – July 9, 2018 Resolutions

Moved By: Don Richardson
Seconded By: Russell Becker

That the following resolutions from the Sundridge-Strong Fire Department Joint Board of Management be received:

Resolution No. 2018-065F – Direction for Village of Sundridge staff re: assistance for the Deputy Fire Chief

Resolution No. 2018-067F – Rescind Resolution #2018-050F (Not considered by the Village of Sundridge)

Resolution No. 2018-070F – Rescind Resolution #2018-060F (Defeated by the Village of Sundridge)

Resolution No. 2018-071F – CEMC Training for Acting Deputy Fire Chief

Resolution No. 2018-072F – Job Description and Pay Range for Full Time Deputy Fire Chief

Resolution No. 2018-073F – Effective date of July 1, 2018 for increase in firefighter wages; and

That Village of Sundridge requests further clarification from the Fire Board on the matters contained therein, specifically in Resolution No. 2018-067F and Resolution No. 2018-072F.

Carried.

Thanks,
Karen.

Karen Fraser, CMO, Dipl.M.A.
Clerk Administrator
Village of Sundridge
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