

**SUNDRIDGE –STRONG FIRE COMMITTEE
AGENDA
TUESDAY MAY 5, 2026 at 6:00 P.M.**

Fire Committee Meetings will be recorded and recordings will be posted on the municipal website. The minutes will remain the official record of meetings.

Join Zoom Meeting

<https://us02web.zoom.us/j/81547414666?pwd=F7pIT04HDdJr6suiLRloRpzstnlhq0.1>

Meeting ID: 815 4741 4666

Passcode: 726374

C1 Call to order

C2 Approval of Agenda

Recommendation: THAT the Agenda for the May 5, 2026 regular meeting of the Sundridge-Strong Fire Committee be approved.

C3 Declaration of Pecuniary Interest

C4 Delegations – None

C5 Approval of Previous Committee Minutes

a) December 11, 2025 – Regular Meeting

Recommendation: THAT the December 11, 2025 Regular Meeting Minutes of the Sundridge-Strong Fire Committee be approved as circulated.

b) March 12, 2026 – Regular Meeting

Recommendation: THAT the March 12, 2026 Regular Meeting Minutes of the Sundridge-Strong Fire Committee be approved as circulated.

C6 Follow Up/New Business

a) Staff Report – RFP2026-001FD Results

Recommendation: THAT Staff Report FC2026-001 dated May 5, 2026 regarding RFP2026-001FD Results be received;

AND THAT the Committee recommends proceeding with Option #1, purchase of a Tanker (Mobile Water Supply Fire Fighting Apparatus) from MetalFab Ltd, including optional items, at a total project cost of \$279,840 to each municipality. Noting that a site meeting with an approximate cost of \$2000 (\$1000 per municipality) be factored into the 2027 budget.

AND THAT this resolution be sent to the Township of Strong and the Village of Sundridge for approval.

b) Staff Report – Fire Chief’s Report – May 5, 2026

Recommendation: THAT Fire Chief’s Report dated May 5, 2026 be received.

AND THAT _____

c) Proposal - Township of Joly becoming a member of the Fire Department – Special Meeting to Discuss

Recommendation: THAT the Committee consider holding a Special Meeting for the purpose of further discussing the proposal for the Township of Joly to become a member of the Sundridge-Strong Fire Department.

AND THAT _____

C7 Closed Session – None

C8 Adjournment

Recommendation: THAT we do now adjourn at _____ until _____ at 6:00 p.m. or at the call of the Chair.

**SUNDRIDGE –STRONG FIRE COMMITTEE
MINUTES
THURSDAY DECEMBER 11, 2025 at 10:00 A.M.**

PRESENT:

SUNDRIDGE: Shawn Jackson, Luke Preston (electronically)
STRONG: Jim Ronholm

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

REGRETS: Tim Bryson

C1 Call to order

The Chair called the meeting to order at 10:05 a.m.

C2 Approval of Agenda

**Resolution#FC2025-056
Moved By: Shawn Jackson
Seconded By: Luke Preston**

THAT the Agenda for the December 11, 2025 regular meeting of the Sundridge-Strong Fire Committee be approved.

	Yea	Nay	Abstain
Tim Bryson (absent)			
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

C3 Declaration of Pecuniary Interest - None

C4 Delegations – None

C5 Approval of Previous Committee Minutes

a) November 13, 2025 – Special Meeting

**Resolution#FC2025-057
Moved By: Luke Preston
Seconded By: Shawn Jackson**

THAT the November 13, 2025 Special Meeting Minutes of the Sundridge-Strong Fire Committee be approved as circulated.

	Yea	Nay	Abstain
Tim Bryson (absent)			
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

b) November 20, 2025 – Special Meeting

Resolution#FC2025-058
Moved By: Shawn Jackson
Seconded By: Luke Preston

THAT the November 20, 2025 Special Meeting Minutes of the Sundridge-Strong Fire Committee be approved as circulated.

	Yea	Nay	Abstain
Tim Bryson (absent)			
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

C6 Follow Up/New Business

a) Municipal Fire Protection Agreement – Township of Joly

Resolution#FC2025-059
Moved By: Luke Preston
Seconded By: Shawn Jackson

THAT the Sundridge Strong Fire Committee receive Township of Joly Resolution #2025-00366 regarding Municipal Fire Protection Agreement;

AND THAT the Agreement for 2026-2029 be provided to the respective Councils for authorization to enter into a Fire Protection Agreement;

	Yea	Nay	Abstain
Tim Bryson (absent)			
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

C7 Closed Session – None

Adjournment

Resolution#FC2025-060

Moved By: Shawn Jackson

Seconded By: Luke Preston

THAT we do now adjourn at 10:08 a.m. until the call of the Chair.

	Yea	Nay	Abstain
Tim Bryson (absent)			
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		
CARRIED			

Jim Ronholm, Chair

Christine Hickey, Recording Secretary

DRAFT

**SUNDRIDGE –STRONG FIRE COMMITTEE
MINUTES
THURSDAY MARCH 12, 2026 at 6:00 P.M.**

PRESENT:

SUNDRIDGE: Shawn Jackson(electronic), Vicki Whitmell
STRONG: Jim Ronholm, Jeff McLaren

STAFF PRESENT: Andrew Torrance, Fire Chief
Brendan Adams, Fire Prevention & Assistant Training Officer
Christine Hickey, Treasurer
Robyn Ferrante, Joint Committee Recording Secretary

REGRETS: Tim Bryson, with notice; Luke Preston, with notice

C1 Call to Order

The Chair called the meeting to order at 6:00 p.m.

C2 Approval of Agenda

**Resolution#FC2026-001
Moved By: Jeff McLaren
Seconded By: Vicki Whitmell**

THAT the Agenda for the March 12, 2026 regular meeting of the Sundridge-Strong Fire Committee be approved, as amended, to move the draft Minutes from the December 11, 2025 Regular Meeting to the next Sundridge Strong Fire Committee meeting.

	Yea	Nay	Abstain
Shawn Jackson	x		
Jeff McLaren	x		
Vicki Whitmell	x		
Jim Ronholm	x		
CARRIED			

C3 Declaration of Pecuniary Interest - None

C4 Delegations – None

C5 Approval of Previous Committee Minutes – None (removed from Agenda, to be placed on the next Sundridge-Strong Fire Committee Meeting Agenda as December 11, 2025 Draft Minutes had been mistakenly not included in Agenda Package)

Follow Up/New Business

a) Staff Report - Fire Chief's Report – March 12, 2026

Resolution#FC2026-002
Moved By: Shawn Jackson
Seconded By: Vicki Whitmell

THAT the Fire Chief's Report dated March 12, 2026 be received.

	Yea	Nay	Abstain
Shawn Jackson	x		
Jeff McLaren	x		
Vicki Whitmell	x		
Jim Ronholm	x		
CARRIED			

b) Staff Report – Fire Prevention and Assistant Training Officer's Report – March 12, 2026

Resolution#FC2026-003
Moved By: Jeff McLaren
Seconded By: Vicki Whitmell

THAT the Fire Prevention and Assistant Training Officer's Report dated March 12, 2026 be received.

	Yea	Nay	Abstain
Shawn Jackson	x		
Jeff McLaren	x		
Vicki Whitmell	x		
Jim Ronholm	x		
CARRIED			

c) Staff Report - New Tanker Truck – Authorization to Purchase

Resolution#FC2026-004
Moved By: Shawn Jackson
Seconded By: Jeff McLaren

THAT the Sundridge Strong Fire Committee receive Staff Report *New Tanker Truck – Authorization to Purchase* dated March 12, 2026

AND THAT the Committee authorizes staff to release an RFP to begin the procurement process.

	Yea	Nay	Abstain
Shawn Jackson	x		
Jeff McLaren	x		
Vicki Whitmell	x		
Jim Ronholm	x		
CARRIED			

d) 2026 Budget - Draft

Resolution#FC2026-005
Moved By: Vicki Whitmell
Seconded By: Jeff McLaren

THAT the 2026 Draft Budget be received.

AND THAT the 2026 budget at a total of \$440,611 be approved, and that Sundridge's share will be \$220,306 and Strong's share will be \$220,306

AND THAT the 2026 budget be provided to both Sundridge and Strong Council for approval.

	Yea	Nay	Abstain
Shawn Jackson	x		
Jeff McLaren	x		
Vicki Whitmell	x		
Jim Ronholm	x		
CARRIED			

e) 2026 Meeting Dates – Draft

Resolution#FC2026-006
Moved By: Jeff McLaren
Seconded By: Shawn Jackson

THAT the 2026 Meeting dates for the Sundridge-Strong Fire Committee be approved as presented.

	Yea	Nay	Abstain
Shawn Jackson	x		

Jeff McLaren x
Vicki Whitmell x
Jim Ronholm x
CARRIED

C7 Closed Session – None

C8 Adjournment

Resolution#FC2026-007
Moved By: Jeff McLaren
Seconded By: Vicki Whitmell

THAT we do now adjourn at 6:43 p.m. until May 14, 2026 at 6:00 p.m. or at the call of the Chair.

	Yea	Nay	Abstain
Shawn Jackson	x		
Jeff McLaren	x		
Vicki Whitmell	x		
Jim Ronholm	x		
CARRIED			

Jim Ronholm, Chair

Robyn Ferrante, Recording Secretary



Sundridge-Strong Fire Committee

Report Number: FC2026-001
Date: May 5, 2026
To: Chairperson and Members of the Fire Committee
From: Andrew Torrance, Fire Chief
Robyn Ferrante, Recording Secretary
Report Title: RFP2026-001FD Results

RECOMMENDATION

THAT Staff Report FC2026-001 dated May 5, 2026 regarding RFP2026-001FD Results be received;

AND THAT the Committee recommends proceeding with Option #1, purchase of a Tanker (Mobile Water Supply Fire Fighting Apparatus) from MetalFab Ltd, including optional items, at a total cost of \$279,840 to each municipality. Noting that a site meeting with an approximate cost of \$2000 (\$1000 per municipality) be factored into the 2027 budget.

AND THAT this resolution be sent to the Township of Strong and the Village of Sundridge for approval.

BACKGROUND

At the March 12, 2026 Fire Committee Meeting the following resolution was passed:

THAT the Sundridge Strong Fire Committee receive Staff Report New Tanker Truck – Authorization to Purchase dated March 12, 2026

AND THAT the Committee authorizes staff to release an RFP to begin the procurement process.

ANALYSIS

Following the Village of Sundridge Procurement By-Law 2016-026, staff released RFP2026-001FD on Bids&Tenders on March 27, 2026 with a closing date of April 17, 2026.

Registered bidders had the option to submit questions during the question period in an open forum on the Bids&Tenders portal, with answers also posted to the open forum. This ensures open and transparent procedures are followed and all registered bidders receive the same information.

Three proposals were received with prices ranging from \$560,000 to \$709,627 excluding HST.

A formal independent scoring was completed by three staff members. Staff then met to compare results. MetalFab Ltd. was unanimously scored as the submission with the highest points.

The following areas form the basis for staff's recommendation:

Price

The proposal received from MetalFab Ltd at a cost of \$560,000 was the lowest proposal received. This falls within the anticipated price range. Additionally, MetalFab has offered a \$20,000 trade-in for the current Tanker that the Department is replacing. This trade-in value, according to staff research, is a fair value for the Tanker and we do not anticipate being able to generate any additional revenue by pursuing an alternative means of disposal (i.e. GovDeals)

As requested in the RFP, MetalFab has provided additional pricing on optional equipment that can be supplied with the new Tanker. This includes hoses, ladders, etc. The optional items can be purchased for approximately \$10,000. It should be noted that the Department is currently using outdated equipment, some being as old as 40 years and requires replacement.

One item for consideration is a site-visit during the build. MetalFab is based out of New Brunswick, they will typically provide accommodation during the visit but if the Fire Chief conducts an in-person visit the travel cost will be an expense to the Department. An approximate budget estimate of \$2000 (\$1000 per municipality) is anticipated.

Delivery

The delivery is 60 weeks from award notification, providing an optimal timeline in terms of replacement and in terms of including the purchase as part of the 2027 budget.

Specifications

The Department has a defined list of required specifications for this new Tanker. MetalFab was able to meet these specifications exactly and has provided a fully customized proposal tailored to suit our needs.

These specifications result in more efficient use, which increases service delivery. Ergonomic design is also incorporated ensuring ease of use for Department Personnel.

After Purchase Service

MetalFab allows service to take place at any location selected by the Department, with all warranties honoured (provided the service location is permitted to conduct warranty work). This allows servicing to take place locally, where possible, reducing the need for staff to be out of the area for extended periods of time which greatly reduces service delivery.

OPTIONS

Option #1: The Committee could recommend that the Township of Strong and the Village of Sundridge proceed with the purchase of a Tanker (Mobile Water Supply Fire Fighting Apparatus) from MetalFab Ltd, including optional items, at a total project cost of \$279,840 to each municipality. Noting that a site meeting with an approximate cost of \$2000 (\$1000 per municipality) be factored into the 2027 budget.

Option #2: The Committee could decide not to proceed with the purchase at this time. This is not recommended as the current Tanker is in need of replacement, and following the Fire Department's Fleet Replacement Policy, is set for replacement as of 2026.

FINANCIAL CONSIDERATION

The Village of Sundridge and the Township of Strong would each be responsible for half of the total cost. See breakdown below.

Option#1 Pricing

Proposal: \$560,000

Optional Items: \$10,000

Trade In: **\$20,000**

Total Tanker Purchase Base Price: \$550,000

Final Price with HST Rebate: \$559,680

Each share: \$279,840 in addition to a site visit: \$1,000 (approximate)

CONCLUSION

Staff recommend Option #1 - proceeding with the purchase of a Tanker (Mobile Water Supply Fire Fighting Apparatus) from MetalFab Ltd, including optional items at a cost of \$279,840 for each municipality, in addition to an anticipated expense in the amount of \$2000 (\$1000 per municipality) for a site visit to be included as part of the 2027 budget.

Fire Chief's Report
Sundridge-Strong Fire Committee
May 5, 2026

Response Information for 2026 (January 1, 2026, to April 30, 2026)

The Sundridge-Strong Fire Department has responded to 37 emergency calls as of the above date. These calls have included residential and commercial structure fires, motor vehicle collisions, public hazard incidents, mutual aid, and medical/trauma incidents.

With the spring weather we are responding to open-air burning complaints for both recreational fires (campfires) and nonrecreational fires.

Staffing

The most significant challenge currently facing the SSFD is limited daytime staffing availability. During weekday working hours, the number of volunteer firefighters available to respond to emergency incidents is low. As the majority of personnel are employed outside the municipality, the available response complement is often restricted to the Fire Chief and Fire Prevention Officer.

While certain incident types, such as routine medical calls, can be managed with minimal staffing, more complex emergencies—including motor vehicle collisions and structure fires—require a greater number of responders to ensure safe and effective operations. This challenge is further compounded when the Fire Chief and Fire Prevention Officer are unavailable due to training, illness, or scheduled leave.

Historically, this was not a significant issue when a larger proportion of volunteer firefighters lived and worked locally. However, changes in local employment patterns have reduced daytime response capacity. In addition, the demands associated with volunteer firefighting—including training requirements, time commitment, and inherent risk—continue to present challenges for recruitment and retention.

Recruitment of new volunteer firefighters remains a priority for maintaining service levels. Staff will review options to improve response capacity and enhance overall staffing resilience and bring these options to council for review where appropriate.

Currently at 20 personnel including Fire Chief

In the month of April, the Department had 2 personnel resign their positions as Firefighters. In both cases, a change occurred in their personal life which meant they lack the time to participate in training or emergency response.

General Information/Future Discussion

Replacement Tanker Truck – The Request for Proposal (RFP) for a replacement tanker truck was issued on March 27, 2026 and closed on April 17, 2026. The RFP has been scored, and a separate staff report has been written to summarize the proposals and to request Council authorization to purchase the replacement truck.

Training

We are extremely excited about the 2026 training plan. The plan is focused on maintaining and improving our level of service and includes the following topics:

- Live fire training with the Mobile Live Fire Training Unit
- Fire dynamics and fire behaviour
- Interior firefighter operations
- Heavy Truck Extrication – in partnership with South River Machar Fire Department and Griffith Bros. Service Centre.
- Pumper operations
- Portable pump operations
- Hazmat operations training
- Firefighter/Hazmat certification training with written and practical testing
- Wildland firefighting skills
- First Aid/CPR skills
- Basic Life Support First Aid Training
- Officer development training/NFPA certification courses and testing
- Driver training

Fire Prevention

Fire prevention and public education continue to be the highest priorities for SSFD service delivery. Current initiatives focus on enhancing residential safety through smoke and carbon monoxide alarm education, home escape planning, and wildland fire prevention. The department also sustains a comprehensive annual inspection program for commercial and assembly occupancies to ensure compliance with fire safety regulations.

In support of community engagement and awareness, SSFD regularly hosts educational sessions at the fire hall and actively participates in community events. These efforts are intended to promote fire safety practices, reduce risk, and strengthen overall public safety within the municipality.

Firefighter Commitment

Our firefighters and officers demonstrate an unwavering commitment to serving the community. Their dedication to emergency response is essential, and their continued efforts deserve recognition and appreciation. The strength of the service depends on their professionalism, courage, and readiness—without them, there would be no service at all.

Respectfully submitted,

Andrew Torrance
Fire Chief
Sundridge-Strong Fire Department