

**SUNDRIDGE –STRONG FIRE COMMITTEE  
AGENDA  
THURSDAY MARCH 12, 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/82640573781?pwd=tNvau8Ryvce4n1H6wqKZSUlpuWwZvc.1>

Meeting ID: 826 4057 3781

Passcode: 639407

C1 Call to order

C2 Approval of Agenda

**Recommendation: THAT** the Agenda for the March 12, 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.

C6 Follow Up/New Business

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

**Recommendation: THAT** Fire Chief's Report dated March 12, 2026 be received.

**AND THAT** \_\_\_\_\_

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

**Recommendation: THAT** the Fire Prevention and Assistant Training Officer’s Report dated March 12, 2026 be received;

**AND THAT** \_\_\_\_\_

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

**Recommendation: 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.

d) 2026 Budget - Draft

**Recommendation: THAT** the 2026 Draft Budget be received.

**AND THAT** \_\_\_\_\_

e) 2026 Meeting Dates – Draft

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

C7 Closed Session – None

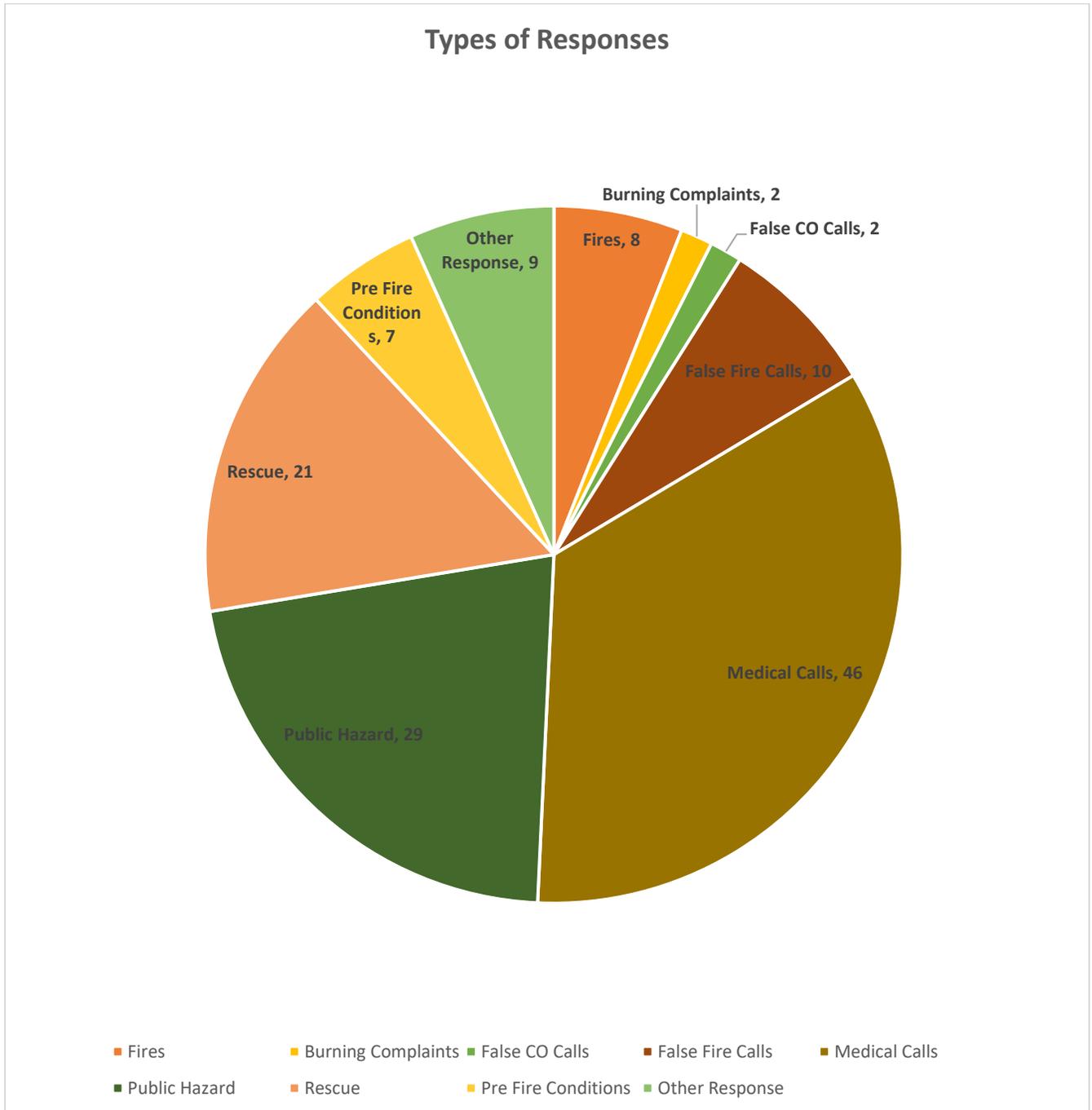
C8 Adjournment

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

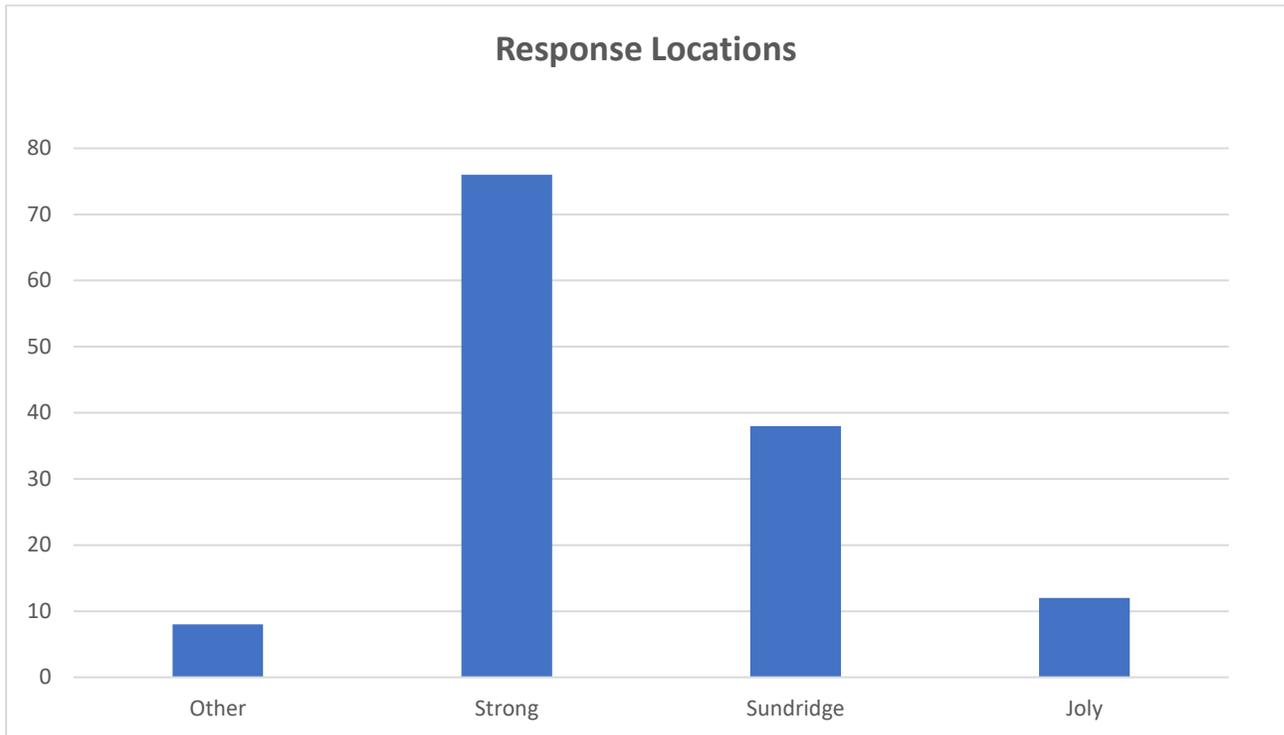
**Fire Chief's Report**  
**Sundridge-Strong Fire Committee**  
**March 12, 2026**

**Response Information for 2025** (January 1, 2025, to December 31, 2025)

**Total Emergency Call Outs – 134** \*highest number of emergency responses in SSFD history



## 2025 Emergency Call Out Data



## 2025 Incident Averages

- Average “Chute” Time 04:53 - time from receiving call to leaving hall with a fire truck (2024 average was 05:42)
- Average Response Time 10:43
- Average # of personnel at scene 4.39
- Average # of total personnel 6.98
- Total Personnel Hours 1529 hours 45 minutes (2024 – 1332 hours 6 minutes)

## Staffing

- Currently at 22 personnel including Fire Chief
- In 2025 the SSFD had 4 firefighters resign their positions for various reasons – change in work/career, moved out of the area work, the commitment to be a firefighter did not fit into their personal/family/work schedule
- Recruitment of new firefighters continues to be a priority for maintaining service delivery, the Department has been developing new strategies to attract new Firefighters

## **General Information/Future Discussion**

### **Training**

The training plan in 2025 included several highlights:

- Live fire training with the Mobile Live Fire Training Unit
- Fire dynamics and fire behaviour
- Interior firefighter operations
- Auto extrication training, school bus extrication tactics
- Pumper operations
- Portable pump operations
- Hazmat operations training
- Firefighter/Hazmat certification training with written and practical testing
- First Aid/CPR recertification
- Basic Life Support First Aid Training
- Officer development training
- Driver training

### **2026 Draft Budget**

The 2026 draft budget has been prepared for review by the Fire Committee.

### **Firefighter commitment**

Our firefighters and officers remain very committed to their service to the community.

The firefighters and officers of the SSFD should be commended for their ongoing service and commitment to emergency response. Without them there is no service.

Respectfully submitted,

Andrew Torrance  
Fire Chief  
Sundridge-Strong Fire Department



## Prevention report March 12, 2026

### **Door-to-Door smoke alarm program**

In 2025 we conducted 101 proactive Smoke & Co alarm checks.

This number has decreased over 2024 but due in part to specific targeted area outside of town to combine doors-to-door checks in the more rural parts of our community and to align this with our targeted forest fire prevention program focusing on areas with at a higher risk of forest fire based on location and type of forest growth.

Though our door-to-door program as well as attendance at community events we have been able to distribute all 84-combination smoke and co alarms we acquired though the Enbridge Gas Project Zero grant.

### **Fire Smart Canada**

FireSmartCanada continued to be a focus of our forest fire prevention strategy though targeting specific areas in our door-to-door program as well as social media messaging and education to engage residents in the FireSmart program to minimize the risk to their properties as well as improve overall community safety.

### **Inspection enforcement activity**

From 2025 to date, we have completed twenty-six Inspections of building with a continued priority being put on larger assembly occupancies in our community.

These inspections resulted in issuing thirty-three Inspection orders throughout the year.

As of todays, date we have five Inspection Orders outstanding and are continuing to work with these locations to achieve compliance.

In 2025 we issued 6 administrative monetary penalties in the Village for contraventions to our open- air burning bylaw. This is done as a final measure outside of our normal educational approach to open -air burning complaints.



# Prevention report March 12, 2026

## **Public education**

In 2025 Public education remained one of our highest priorities.

We continue to grow our social media presence and disseminate targeted and consistent fire safety messaging through these platforms specific to the time of year, any trends in emergency responses or hazards we're seeing, and to align with as many provincial fire safety campaigns where possible to increase the reach and effectiveness of these messages.

We continue to partner with other community organization for fire prevention presentations, Fire Hall tours and attendance at community events.

A few examples of these partners include.

- Sundridge Centennial Public School.
- Karis Disability Services & Supported Independent Living Program.
- Almaguin Highlands Community living & AHCL Transitional youth Program.
- Sundridge Homeschool group.
- Sundridge-Strong Union Public Library.
- Multiple Local home Daycare programs.

## **Training**

Throughout 2025 we continued to offer expanded training opportunities for both recruits and active firefighters. Makeup training sessions were offered for any firefighter who may have missed Monday night training, and additional focused training were completed to support recruit progression in driving, firefighter skills and theory as well as medical training. Additional trainings were also completed for any firefighters looking to increase their skill and proficiencies outside of our regular Monday night training nights.

A few examples of this training included: Interior searches, portable pump operations, pumper operations and more.

With the addition of new Pumper 611, a large volume of driving and apparatus operations training was completed to ensure all firefighters were signed off on to operate it prior to the apparatus being placed into service.

With respect,

Brendan Adams  
Fire Prevention & Assistant Training Officer



## Sundridge-Strong Fire Committee

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**Date:** March 12, 2026  
**To:** Sundridge-Strong Fire Committee  
**From:** Fire Chief Andrew Torrance  
**Report Title:** New Tanker Truck – Authorization to Purchase

### **Recommendation**

The Sundridge-Strong Fire Department is seeking authorization from the Fire Committee to initiate the procurement process for a new tanker truck. This process includes issuing a Request for Proposal (RFP). The anticipated build time for the new tanker is approximately 14–18 months. Although the vehicle is planned for purchase in 2027, the RFP must be issued as soon as possible to ensure the projected timeline is achieved.

### **Background**

The proposed tanker replacement has been discussed at previous committee meetings and aligns with the parameters established in the Fleet Replacement Policy. The policy supports scheduled vehicle replacements in accordance with the asset management plan to ensure continued and reliable service delivery. Under the current policy, the existing tanker was identified for replacement in 2026.

### **FINANCIAL CONSIDERATIONS**

#### Option 1 – Purchase a Tanker Truck in 2027

The current estimated cost to replace the tanker truck is \$550,000, as projected during last year's capital budget discussions with the Fire Committee.

#### Option 2 – Defer Purchase of the Tanker Truck

SSFD Tanker 614 has been in service for 20 years and was originally scheduled for replacement in 2026. Repair and maintenance expenses have continued to rise, and the likelihood of significant, unplanned repairs will increase as the vehicle continues to age. In recent years, fire apparatus costs have escalated substantially. Further delaying the purchase will likely result in a higher overall replacement cost.

Regards,

Andrew Torrance  
Fire Chief  
Sundridge-Strong Fire Department

SUNDRIDGE STRONG FIRE DEPARTMENT - 2026 BUDGET - DRAFT				Printed:
	2025 Budget	2025 Unaudited Totals	2026 Proposed Budget	Notes
<b>Revenues</b>				
Account Description				
Joly Twp Fire calls	\$7,000	\$9,717	\$0	no fee for service
JOLY TWP FIRE SERVICES	\$18,745	\$18,745	\$70,000	
Joly Twp. Fire Prof. And Edu.	\$6,200			
DONATION	\$200	\$13	\$3,300	SS Firefighters Association Donation - equipment upgrade
MTO FIRE CALLS	\$8,000	\$11,981	\$8,000	
FEE FOR SERVICE	\$100	\$200	\$100	
SALE OF SURPLUS ASSET	\$25,000	\$43,527	\$0	Sale was 50,172 - minus HST
FUNDING	\$8,230	\$8,592	\$16,000	OFM Fire Protection Grant
	<b>\$73,475</b>	<b>\$92,774</b>	<b>\$97,400</b>	
<b>Expenditures</b>				
SALARIES AND WAGES	\$202,500	\$208,288	\$210,000	variable based on # calls, types of calls, # of firefighters, # of auxiliary includes Firefighters, FP&TO and FC
EMPLOYER COSTS	\$55,000	\$47,080	\$48,000	
F F MATERIALS & SUPPLIES	\$42,000	\$41,102	\$41,000	bunker gear, gloves, boots, ppe, annual bunker gear test, first aid/AED supplies, uniforms, face fit testing, food/water during calls
OFFICE SUPPLIES	\$2,000	\$1,032	\$2,000	paper, pens, binders, etc.
OFFICE EQUIPMENT	\$11,800	\$10,777	\$12,000	annual FP2 license, Software licensing, annual IT service/support, annual fees communication app, annual zoom fees
ADMIN FEE	\$4,200	\$4,875	\$4,860	
HYDRO/HEAT	\$6,500	\$6,008	\$6,300	
TELEPHONE/INTERNET	\$1,600	\$1,428	\$1,500	
ANSWERING SERVICE	\$4,080	\$3,754	\$4,200	annual fee for 911 call taking/alerting (slight increase as per contract)
ALARM SYSTEM	\$600	\$347	\$600	annual fee/service
TRAVEL	\$500	\$236	\$500	annual conference and trade show
MEMBERSHIP FEES	\$500	\$311	\$400	OAFc membership, Northeast Mutual Aid Group membership
TRAINING	\$46,000	\$40,506	\$45,000	firefighter and auxiliary training time, training materials, car fire/auto ex, training props/materials, BLS course, live fire training, OFC courses,
FF LICENCE REQUIREMENTS	\$1,500	\$507	\$1,000	new firefighters and auxiliary staff
ADVERTISING	\$100	\$0	\$100	
FIRE PREVENTION EXPENSES	\$3,500	\$3,614	\$3,500	fire prevention week materials, open house, smoke and co alarms, door to door smoke alarm materials
AUDIT & LEGAL	\$4,000	\$4,331	\$4,500	
INSURANCE	\$22,500	\$22,118	\$22,500	
BLDG REPAIRS & MAINTENANCE	\$14,000	\$10,456	\$15,000	repairs/service to: hvac, generator, osmosis system, tube heaters, garage doors,plumbing, annual for extinguishers/emerg. lighting, snow removal, cleaning services, building supplies, building repairs
RADIO LICENSES	\$1,250	\$1,245	\$1,300	annual fees
COMMUNICATIONS	\$11,000	\$10,679	\$12,000	monthly service fees, repairs, programming, new portable radios and batteries
VEH MATERIALS AND SUPPLIES	\$12,000	\$13,539	\$14,000	foam, SCBA flow testing, gas detector calibration, fire extinguishers, hose, couplers/adapters, replacement batteries, misc supplies
FUEL	\$8,000	\$7,891	\$8,000	variable to needs and circumstances
VEH REPAIRS & MAINTENANCE	\$38,000	\$33,964	\$12,000	pump testing,ladder testing, annual safeties/repairs, undercoating, service atv, tires/tracks switch on atv, service portable pumps,
<b>Capital Expenditures</b>				
Capital - Supplies/Equipment	\$4,100	\$11,732	\$0	
Capital - Fleet	\$735,336	\$735,335	\$0	
Capital - Land Improvements			\$0	
Capital - Facilities	\$15,725	\$14,155	\$43,826	Diesel Exhaust Removal System, cancer prevention initiative - (OFM Grant applied here)
Capital - Linear (Built Assets)			\$0	
Total Operating	\$493,130	\$474,089	\$470,260	-4.64%
Total Capital	\$755,161	\$761,222	\$43,826	-94.20%
Total Operating and Capital	\$1,248,291	\$1,235,311	\$514,086	-58.82%
Net Fire Dept Costs	<b>\$1,174,816</b>	<b>\$1,142,537</b>	<b>\$440,611</b>	
Sundridge Share	\$587,408	\$571,268	\$220,306	(2025 Operating and Capital Facilities, supplies = \$219,740)
Strong Share	\$587,408	\$571,268	\$220,306	
Net Surplus (Deficit)	<b>\$16,140</b>		<b>\$8,070</b>	

SUNDRIDGE STRONG FIRE DEPARTMENT - 2026 BUDGET - DRAFT				Printed:	
	2025 Budget	2025 Unaudited Totals	2026 Proposed Budget	Notes	
Please refer to Previous year approved budgets for reference to surplus funds					

## Sundridge-Strong Fire Committee

<b>2026 Sundridge-Strong Fire Committee Meeting Dates</b>
<b>Thursday March 12, 2026 at 6:00 p.m.</b>
<b>Thursday May 14, 2026 at 6:00 p.m.</b>
<b>Thursday September 10, 2026 at 6:00 p.m.</b>
<b>Thursday December 10, 2026 at 6:00 p.m.</b>

**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.

Meeting dates deferred at the November 13, 2025 meeting for future discussion.