



Beaver Emergency Services Commission

REGULAR MEETING

*Thursday, April 12, 2018: 6:00 P.M.
Kinsella Senior Center, Kinsella AB*

COMMISSION members PRESENT at commencement:

Commissioner Kevin Smook, Beaver County Division 1
Commissioner Debora Dueck, Town of Tofield
Commissioner John Markel, Village of Holden
Commissioner Gene Hrabec, Beaver County Division 3
Commissioner Judy Acres, Town of Viking
Commissioner Dale Pederson, Beaver County Division 5
Commissioner Nik Lee, Village of Ryley

ADMINISTRATION members PRESENT at commencement:

Mike Hoffman, Regional Emergency Manager
Stefanie McNeill, Recorder

GUESTS PRESENT at commencement:

District Fire Chief Dave Oleksyn, BESC Station #1, Tofield
Captain Devan McCharles, BESC Station #1 Tofield
District Fire Chief Terry Magneson, BESC Station #2, Ryley
Firefighter Wyatt Magneson, BESC Station #2, Ryley
Shawn Warrington, Synergy Chartered Accountants

1) **CALL TO ORDER:**

Board Chairman Kevin Smook called to order the Regular Meeting of Beaver Emergency Services Commission at 6:05 p.m. April 12, 2018 at the Kinsella Senior Center, Kinsella AB.

2) **ADDITIONS OR DELETIONS FROM THE AGENDA:**

3) **ADOPTION OF AGENDA:**

18-037 MOVED BY *Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt the Agenda as presented.*

CARRIED

4) **ADOPTION OF MINUTES:**

18-038 MOVED by *Commissioner Gene Hrabec that the Beaver Emergency Services Commission accept the March 21, 2018 Regular Meeting Minutes as amended.*

CARRIED

5) **DELEGATION:**

- 5.1 – 2017 Audit Report – Shawn Warrington, Synergy Chartered Accountants – Shawn Warrington presented the Beaver Emergency Commission Board with a “Clean” Audit for 2017. Commission Gene Hrabec requested the Administration have Synergy note in the Auditors Report why there was a discrepancy in the Municipal Requisitions for 2017.

18-039 Moved by *Commissioner Judy Acres that Beaver Emergency Services Commission direct Administration to move \$200,000.00 in surplus into Capital Reserves.*

CARRIED

18-040 Moved by *Commissioner Gene Hrabec that Beaver Emergency Services Commission accept the Auditors Report as amended, indicating why there was a discrepancy in Budgeted Municipal Requisitions vs Actual.*

CARRIED

6) **FINANCIAL REPORTS:**

- 6.1 - March 2018 Financial Reports – Beaver Emergency Services Commission Board directs Administration to send amended financial packages prior to board meetings. The Board has also requested that Administration put page numbers on the bottom of the board package, so everyone can be on the same page.

18-041 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission accepts March 2018 Financial Reports as presented.*

CARRIED

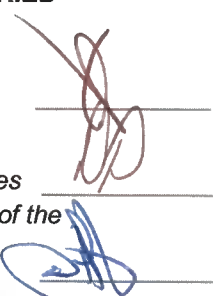
18-042 Moved by *Commissioner Debora Dueck that the Beaver Emergency Services Commission direct Administration to investigate IT and Telecommunications Providers and send out for RFP.*

CARRIED

7) **RISK MANAGEMENT:**

8) **BUSINESS ARISING:**

- 8.1 - AAFRAC - **18-031 Moved by** *Commissioner Deb Dueck the Beaver Emergency Services Commission request manufacturer to bring in 6 radios, 1 at each department, for a trial of the system.* – Information Share – Beaver Emergency Services Commission Board directs



Administration to follow up with Electro Tel as to when we will be receiving the radios. The Board would also like to see 2 radios given to the Peace Officers to use across Beaver County and give their feedback on how the radios work.

- 8.2 - SOG's – BESC is using the April 2011 SOG's now as current SOG's.

18-043 Moved by Commissioner Gene Hrabec that Beaver Emergency Services Commission direct REM to give direction to the BESC Chiefs to work on the April 2011 SOG's to make them current, as well as add Dispatch Protocol into the SOG's, and have a progress report for the board at the June 13, 2018 meeting.

CARRIED

- 8.3 - FSTP Grant – REM Hoffman has applied to have the grant application changed from the current 1001 to now being able to take beginner courses to build up to the 1001 and also some Officer training, the application was approved. Beaver Emergency Services Commission Board directs Administration to report with progress to the May 9, 2018 meeting.

**7:50 pm Board Chair Kevin Smook called for a short recess
8:00 pm Board Chair reconvened the meeting**

9) **NEW BUSINESS:**

- 9.1 – Emergency Preparedness Week – Administration is going to be posting some information on our Facebook page, as well as looking into some Federal Contests, and taking pictures at our Table Top Exercise along with a write up for the media.

- 9.2 - RFD – Interprovincial Mutual Aid Agreements

18-044 Moved by Commission Judy Acres that Beaver Emergency Services Commission request for further review and information.

CARRIED

- 9.3 - RFD – BESC Office Cleaning Agreement

18-045 Moved by Commissioner Debora Dueck that Beaver Emergency Services Commission reject this RFD and if BESC decides to move forward with a cleaning service Administration gets some options for cleaning groups.

CARRIED

- 9.4 - RFD – Policy #43 Board Code of Conduct – Beaver Emergency Services Commission Board request that the Board sit amongst themselves and review this Policy further to come up with a Code of Conduct that they agree all with. Board Chair Kevin Smook suggests that this matter be deferred to the May 9, 2018 meeting for the Board to bring their calendars and pick a date that works for everyone.

- 9.5 - RFD – Policy #44 Presentations to Board Requests

18-046 Moved by Commissioner Deb Dueck the Beaver Emergency Services Commission accept the RFD as presented.

CARRIED

- 9.6 - QMP Reviewed and Discussed – Information Share- Chief Fornal has finished the Annual Internal Review and it has been submitted to the Safety Codes Council for review.
- 9.7 - Service Awards – Beaver Emergency Services Commission gives direction to Administration to come up with a tracking system to make sure the awards are being given out in a timely matter.

10) E.R.M.C. STRATEGIC PLAN UPDATE:

- 10.1 - Follow Up Action List – Safety Codes Violation to be used as an educational opportunity for Fire Prevention week.

18-047 Moved by Commissioner Debora Dueck that Beaver Emergency Services Commission rescind Motion 18-027 Moved by Commissioner Deb Dueck that Beaver Emergency Services Commission amend the letter and release as amended.

CARRIED

Radio Communication – There is no further update from REM Hoffman. The Board has request the REM Hoffman phone and follow up with the company as to where they are at in there investigation.

11) REPORTS:

- 11.1 - Commission Members – Commissioner Gene Hrabec was at a senior's conference and upon speaking with other Fire Personnel he thinks we should be charging for lengthy MFR calls as they are burning out our members.
Chief Oleksyn would like the Board to wait until after the Fire Chiefs Conference in Edmonton on May 27-30 before they make any decisions on this matter.

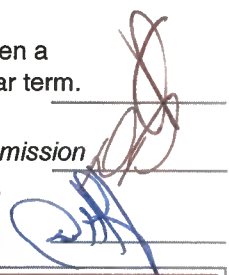
Chair Kevin Smook passed on the contacts from Elk Island, Ministik, and Blackfoot to REM Hoffman to connect with regarding ERP.
REM Hoffman informed the Board that he has setup a meeting with the powers that be.

Chair Kevin Smook informed the Board that Commissioner Gene Hrabec and himself will be attending the FCM Conference in Halifax, Nova Scotia.

Charitable Status – The Board has given direction to Administration to investigate what is involved in getting BESC to Charitable Status.

- 11.2 - Regional Emergency Manager Report – REM Mike Hoffman reported that there has been a vote held by Holden Fire Department to vote Blair Ewasiuk in as Chief for another 3 year term.

18-048 Moved by Commissioner Gene Hrabec that Beaver Emergency Services Commission extend Blair Ewasiuk for another 3 year term as Fire Chief for Holden Fire Department.



CARRIED

9:20 pm Chair Kevin Smook called for a short recess
9:23 pm Chair reconvened the meeting

12) CORRESPONDENCE:

13) "IN CAMERA"

13.1 - Personnel

18-049 Moved by *Commissioner Deb Dueck the Beaver Emergency Services Commission meet "In Camera" at 9:24 pm*

18-050 Moved by *Commissioner Gene Hrabec the Beaver Emergency Services Commission return to Regular meeting at 10:22 pm*

14) NEXT MEETING:

6:00 P.M. Wednesday May 9, 2018 at the BESC Office, Viking, AB.

15) ADJOURNMENT:

18-051 MOVED by *Chairman Kevin Smook that the Beaver Emergency Services Commission adjourn the Regular Board Meeting.*

CARRIED

Meeting adjourned at 10:22 p.m.

Chairman



Vice Chair



Regional Emergency Manager

