



Beaver Emergency Services Commission

SPECIAL MEETING

*Wednesday, May 23, 2018: 7:00 P.M.
Holden Fire Hall, Station #3, Holden, Alberta*

COMMISSION members PRESENT at commencement:

Commissioner Kevin Smook, Beaver County Division 1
Commissioner Debora Dueck, Town of Tofield
Commissioner Gene Hrabec, Beaver County Division 3
Commissioner John Markel, Village of Holden
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:

Alternate Commissioner Mark Giebelhaus, Village of Holden

1) **CALL TO ORDER:**

Board Chairman Kevin Smook *called to order the Special Meeting of Beaver Emergency Services Commission at 7:07 p.m. May 23, 2018 at the Holden Fire Hall, Station #3, Holden, Alberta.*

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

2.1 – Addition – 4.5 – Fire Pits

3) **ADOPTION OF AGENDA:**

18-063 MOVED BY *Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt the Agenda as amended.*

CARRIED

4) **NEW BUSINESS:**

- 4.1 – Policy #43 Board Code of Conduct – Commissioner Gene Hrabec suggested that BESC follow the MGA template for policies, as this is what the Municipalities are following and that way we know that we will all be on the same page. Commissioner Nik Lee feels that we have a section on when a complaint is made the Chair and Vice Chair get a report but we have no investigative procedures in place, and we need to make sure that the Board is aware of these procedures. REM Hoffman, indicated we do have a policy in place for investigation procedures known as Policy 42 – Complaints which was approved by BESC September 13, 2017.

18-064 MOVED BY Commissioner Debora Dueck that Beaver Emergency Services Commission have Administration bring Policy #43 back with the MGA Template and add in the Complaints and Allegations Section if it is not already included.

CARRIED

- 4.2 - Capital Plan – REM Mike Hoffman has shared with the Board the new Version 10 of the Capital Plan using today's actual dollars and the amount we have to pay for the trucks. It was also explained by REM Hoffman that the 3% growth in operating may no longer be required within the Capital Plan. Commissioner Dueck has stated that as a Municipality funded Commission we should not be showing a surplus because it looks bad that the Municipalities have to continue to pay even though we have made money. The surplus is being put into reserves and these reserves are going to help pay for things like building repairs, communications, etc. Commissioner Smook stated that the Life Cycle Chart is what the Board, Chiefs, Officers, and Admin discussed and agreed to, so if it is going to be changed then the Chiefs need to be aware and kept in the loop. Direction given by the Board to Administration to bring a request for decision (RFD) for the sale of the 2 pumper trucks that are sitting in Kinsella and the 2012 Regional Chief Truck, also, Admin is to send pictures and a breakdown of the vehicles to the Board so they can talk to farmers about purchasing them. Commissioner Hrabec suggested that with the 2 pumpers that are sitting in Kinsella we should use them in Ryley for onsite attacks for Clean Harbors and Beaver Municipal Solutions, it would show support from the Board in protecting Ryley's Infrastructure. REM Hoffman wanted to inform the Board that the Life Span of a Brush Truck is 10 years and a Pumper is 20 years, so after 10 -15 years we could pass the truck down the line and have a good life span out of the trucks from all the stations. Commissioner Hrabec's concern is that with Tofield's new combo unit they will have it for 30 years not 15 years and it cannot be passed along. Commissioner Hrabec said that he has had a lot of people asking of a possible satellite station at Lindbrook. Commissioner Smook gave a bit of foresight to the building of the water fill by Lindbrook and said that it was built on more land then was needed so there may be a chance for expansion. He also thought that the Commission may be able to coordinate with Strathcona County on partnering in the construction of a satellite station. Commissioner Dueck thought maybe there was a potential for Grant Funding also. The Board has given direction to REM Hoffman to look into collaboration with Strathcona County and BESC on a partnership for a satellite station, also to clarify and confirm the Life Span of trucks with NFPA.

Commissioner Hrabec feels that the board needs to look at standardization of our equipment across Beaver County, this would make fixing units a lot faster and all equipment would be interchangeable among all the halls. REM Hoffman says that there are a lot of things that we need to take into consideration when it comes to this process as we have to make sure that all

the halls will fit all the equipment and needs are met. Commissioner Dueck thinks that we need to strike a committee to do the leg work on this topic then the Board will have all the information and be able to make an informed decision on what direction we should be going. Commissioner Lee agrees with standardization of equipment.

- 4.2(A) – Policy #14.2 Purchasing – Commissioner Smook feels that every time a RFD or RFP are brought to the Board a copy of the Purchasing Policy and a breakdown of where the money is being allocated from needs to be attached for the Board for review. Commissioner Hrabec thinks that the Board needs to establish a working group made up of 2 Board Members, 2 Fire Chiefs, and 1 Mechanics to help with purchasing. He feels that it also needs to be added into the Purchasing Policy that the Board follow the recommendations of the group. Commissioner Lee is concerned that if the mechanics do not have fire background then the Chiefs may not like their recommendations. At this time the Policy is not going to be formally changed.

8:31 pm Board Chair Kevin Smook called for a short recess

8:37 pm Board Chair reconvened the meeting

- 4.3 – ERM Report – Commissioner Smook gave a little background on what the ERM report is, he states that BESC hired a consultant to do a detailed report on any gaps BESC has and how we can work toward fixing these gaps. REM Hoffman thinks that every Board Member should read the report as it is full of great information. Commissioner Smook also informed the Board that there were 9 key recommendations that BESC is striving to complete.
- 4.4 - Emergency Response Plan – Administration informed the Board that they will be redeveloping the ERP to follow the ICS System, which will require the Board and municipal members to take the ICS training. The Board was also informed on the fact that the ERP is not complete because we need to have people trained for the certain positions. Commissioner Hrabec has asked the REM Hoffman talk with Sunshine Villa in Tofield about the possibility of utilizing their facility for an alternate Emergency Operations Centre (EOC). Commissioner Smook informed the Board that the Commission Members job in the event of a Disaster is to declare a SOLE and our Policy states that we require 4 Board members to do this, after looking into it, it is legal to have a phone confirmation from a Board Member as long as they sign the declaration afterward. The Board gives direction to REM Hoffman to bring up ICS training for the Board again in the future.
- 4.5 - Fire pits – Mayor Mark Giebelhaus of Holden, alternate Commission member brought forward questions from the contracted Peace Officer in Holden about enforcement on Fire Pit Regulations and where the money goes when a ticket is issued. According to REM Hoffman BESC requires a Bylaw Officer because as of right now we cannot issue tickets for any infractions. He also said that the Peace Officers need to be looking at BESC Bylaws and not the Village Bylaws on this matter. Direction was given to Administration to talk to Bob Beck about Camp Lake for Fire Pit approval, Admin also needs to do a Policy with Admin Procedures for Fire Pit Permits, and Fire Ban Status. This Policy should include a formal checklist on who to send the Fire Ban information to.

18-065 MOVED BY Commissioner Debora Dueck that Beaver Emergency Services Commission meet "In Camera" at 9:16 pm

18-066 MOVED BY Commissioner Gene Hrabec that Beaver Emergency Services Commission return to Special meeting at 9:19 pm

5) In Camera

6) Next Meeting

6:00 P.M. Wednesday June 13, 2018 at the Viking Fire Hall, Station #1, Viking, AB.

7) Adjournment

18-067 MOVED BY Chair Kevin Smook that the Beaver Emergency Services Commission adjourn the Special Board Meeting.

CARRIED

Meeting Adjourned at 9:20 pm.

Chairman



Vice Chair



Regional Emergency Manager

