



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday, April 13, 2016 @6:00 PM

BESC Station #3, Holden, AB

COMMISSION members PRESENT at commencement:

Commissioner Kevin Smook, Beaver County Division 1, (Board Chairman)
Commissioner Debora Dueck, Town of Tofield (Board Vice-Chair)
Commissioner Peter Presley, Village of Ryley
Commissioner Mark Giebelhaus, Village of Holden
Commissioner Dale Collison, Beaver County Division 4
Commissioner Arnold Hanson, Beaver County Division 5
Commissioner Judy, Acres Town of Viking

ADMINISTRATION present at commencement

Al Harvey, Interim C.A.O.
Karyn Simmons, Recorder
Diane Hanson, Administration

DELEGATES present at commencement

Shawn Warrington, Synergy Chartered Accountants
Spence Sample, Acting Fire Commissioner, O.F.C.
Don Rosland, Field Officer Office of the Fire Commissioner

1. CALL TO ORDER:

Board Chairman Kevin Smook *called to order the Regular Meeting of Beaver Emergency Services Commission at 6:10 p.m. April 13, 2016 at the B.E.S.C. Station #3, Holden, AB*

2. ADDITIONS AND/OR DELETIONS TO THE AGENDA:

Additions: none

Deletions: none

3. ADOPTION OF AGENDA:

16-761 MOVED by Commissioner Peter Presley that the Beaver Emergency Services Commission adopt the Agenda as presented.

CARRIED

4. DRAFT MINUTES OF FEBRUARY 10, 2016 REGULAR MEETING:

Deferred to later in the meeting

5. DELEGATION

a) Shawn Warrington Synergy Chartered Accounts – Auditor’s Report

6:40 p.m. – Delegate Shawn Warrington left the meeting

Commission Chair Kevin Smook requested the Beaver Emergency Services Commission defer discussion to later in the meeting.

b) Spence Sample and Don Rosland, Office of the Fire Commissioner

7:45 p.m. – Delegates Spence Sample and Don Rosland left the meeting.

7:49 p.m. – Chairman Smook called a short recess

7:57 p.m. – Chairman Smook reconvened the Regular Meeting

16-762 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission accept the March 09, 2016 Regular Meeting Draft Minutes as presented.

CARRIED

6. FINANCIAL STATEMENTS MARCH 2016:

16-763 MOVED by Commissioner Arnold Hanson that the Beaver Emergency Services Commission accept the Auditor’s Report for 2015 as presented.

CARRIED

16-764 MOVED by Commissioner Arnold Hanson that the Beaver Emergency Services Commission accept the March 2016 Financial Statements as presented.

CARRIED

16-765 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission directs Administration to forward a listing of current levels of service to the Commission Board Members.

CARRIED

7. **RISK MANAGEMENT** - no additions

16-766 MOVED by Commissioner Peter Presley that the Beaver Emergency Services Commission postpone the Request for Decision for Risk Management to the next meeting.

CARRIED

8. **ACTION LIST** – no change

16-767 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission direct the CAO to continue on the work related to the fire fighter remuneration, WCB coverage, and insurance/legal obligations for the protection of the staff as defined by the occupational health and safety legislation.

That the Beaver Emergency Services Commission directs the CAO to work on the completion of the ERMIC recommendation number 8, and the transition plan for the Emergency Services Manager.

That the Beaver Emergency Services Commission directs the CAO to work to address the motions of the Commission and develop transitional notes for the Emergency Services Manager.

That the Beaver Emergency Services Commission directs the CAO to work with SDI to complete the Health and Safety Manual. The issues of NFPA 1500/training/safety will be worked on with the revised SOP/SOG's will be the task of the Emergency Services Manager.

That the Beaver Emergency Services Commission directs the CAO to continue working with the Chief's to complete the issues of; understanding the training needs, mapping concerns, and 911 dispatch. The issues of SDI/training, disaster training, and radio operations (engineer review) should be left to the Emergency Services Manager.

That the Beaver Emergency Services Commission direct the CAO to develop a process for the effective completion of the Naslund report recommendations that is to be done by the Emergency Services Manager.

That the Beaver Emergency Services Commission directs the CAO to work on the ERMIC recommendation 6 to a point where it can be passed to the Emergency Services Manager.

That the Beaver Emergency Services Commission directs that the ERMC recommendations 1, 2, 3, 4, 5, 7, and 9 should be left to the Emergency Services Manager.

CARRIED

9. BUSINESS ARISING

a) Social Media Policy

*16-768 **MOVED** by Commissioner Judy Acres that the Beaver Emergency Services Commission defer this policy to the next Regular Meeting.*

CARRIED

b) Legal Direction Re: CRA

*16-769 **MOVED** by Commissioner Debora Dueck that the Beaver Emergency Services Commission defer to the next Regular Meeting.*

CARRIED

c) Disaster Presentation

*16-770 **MOVED** by Commissioner Arnold Hanson that the Beaver Emergency Services Commission appoints the Commission Board to the Beaver Emergency Services Commission Emergency Advisory Committee.*

That the Beaver Emergency Services Commission defer to the Emergency Services Manager the appointment of and operation of the Beaver Emergency Services Commission Emergency Management Agency.

That the Beaver Emergency Services Commission appoints Rick Ells as the Director of Emergency Management until the Regional Emergency Manager appointment.

That the Beaver Emergency Services Commission hold in abeyance the review of the Beaver Emergency Services Commissions Emergency Response Plan subject to the appointment of the Emergency Services Manager.

That the Beaver Emergency Services Commission directs the Emergency Services Manager to provide a report to the commission outlining the needed updates and training to the Regional Emergency Program/Plan subject to the review of the AEMA Emergency Management Field Officer.

CARRIED

d) Emergency Services Manager – Position Description

16-771 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt the revised Emergency Services Manager Position description.

CARRIED

e) Emergency Services Manager - Recruitment

16-772 MOVED by Commissioner Arnold Hanson that the Beaver Emergency Services Commission directs administration to retain the firm of Davies Consulting Group to initiate the search for the Emergency Services Manager and that DCG be invited to attend the next Regular Meeting to review the presentation.

CARRIED

10. NEW BUSINESS:

a) Mr. Gabrysh – Bill Reversal

16-773 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission directs administration to respond to the letter of Mr. Gabrysh dated March 28, 2016 indicating that the invoice is expected to be paid

CARRIED

16-774 MOVED by Commissioner Dale Collison that the Beaver Emergency Services Commission directs administration to research and propose a program to review all fire permits with thermal imaging cameras to ensure fires are out.

CARRIED

16-775 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission directs administration to research and initiate a program to remind producers of the value of appropriate insurance.

CARRIED

11. STRATEGIC PLAN UPDATES

16-774 MOVED by Chairman Kevin Smook that the Beaver Emergency Services Commission defer the strategic plan update to the next Regular Meeting.

CARRIED

12. REPORTS

a) Commission Member

Chairman Kevin Smook and Commissioner Collison reported on the Emergency Management workshop they recently attended

b) Interim CAO

16-775 MOVED by Commissioner Peter Presley that the Beaver Emergency Services Commission accept the report from the Interim CAO as information.

CARRIED

13. CORRESPONDENCE – received as information

14. “IN CAMERA” –PERSONNEL

16-776 MOVED by Commissioner Judy Acres that the Beaver Emergency Services Commission meet “In Camera” at 10:15 p.m.

CARRIED

“OUT OF CAMERA” –PERSONNEL

16-777 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission return to the Regular Meeting at 11:125 p.m.

CARRIED

16-778 MOVED by Commissioner Peter Presley that the Beaver Emergency Services Commission change the date of the next meeting.

CARRIED

15. NEXT MEETING:

6:00 p.m. Wednesday May 04, 2016, at Village of Ryley Office, Ryley, AB

16. MOTION TO ADJOURN:

16-779 MOVED by Board Chair Commissioner Kevin Smook to adjourn the Regular Board Meeting.

CARRIED

Meeting adjourned the meeting at 11:16 p.m.

Chairman _____

Vice Chairman _____

Interim CAO _____