



Beaver Emergency Services Commission

REGULAR MEETING

*Thursday July 06, 2017: 6:00 P.M.
Louis Sutter Meeting Room, Viking, AB*

COMMISSION members PRESENT at commencement:

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

ADMINISTRATION members PRESENT at commencement:

Mike Hoffman, Regional Emergency Manager
Karyn Simmons, Recorder

1) **CALL TO ORDER:**

Board Chairman Kevin Smook *called to order the Regular Meeting of Beaver Emergency Services Commission at 6:19 p.m. July 06, 2017 at the Louis Sutter Meeting Room, Viking, AB.*

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

Additions: none
Deletions: none

3) **ADOPTION OF AGENDA:**

17-1033 MOVED BY *Commissioner Judy Acres that the Beaver Emergency Services Commission adopt the Agenda.*

CARRIED

4) **ADOPTION OF MINUTES:**

17-1034 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission accept the June 14, 2017 Regular Meeting Minutes as amended.*

CARRIED

5) **DELEGATION:** none

6) **FINANCIAL REPORTS:**

a) June 2017 Financial Reports

17-1035 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission accepts the June 2017 Financial Reports as presented.*

CARRIED

7) **RISK MANAGEMENT:**

a) Jubilee Insurance "Riskpro 2017" presentation September 2017

17-1036 MOVED by *Commissioner Peter Presley that the Beaver Emergency Services Commission send the Regional Emergency Manager to this presentation in September.*

CARRIED

17-1037 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission meet "In Camera" at 6:40 p.m.*

CARRIED

17-1038 MOVED by Commissioner Judy Acres that the Beaver Emergency Services Commission return to the Regular Meeting at 6:46 p.m.

CARRIED

b) Safety Code Issue - information

8) **BUSINESS ARISING:**

a) BESC Apparatus/business Plan

17-1039 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt the 2017 (5) year apparatus/business plan.

Commissioner Peter Presley requested a recorded vote.

For

Commissioner Smook

Commissioner Dueck

Commissioner Giebelhaus

Commissioner Collison

Commissioner Acres

Against

Commissioner Presley

CARRIED

b) Credit Card Payment processing

17-1040 MOVED by Commissioner Dale Collison that the Beaver Emergency Services Commission direct administration to complete the application for processing credit card payments on accounts receivable.

CARRIED

c) BESC Headquarters janitorial - information

9) **NEW BUSINESS:**

a) Training Budget Discussion

17-1041 MOVED by Commissioner Judy Acres that the Beaver Emergency Services Commission direct administration to pay last quarter 2016 outstanding for fire practice.

CARRIED

b) Policy Reviews:

Policy 5 – General Holidays

17-1042 MOVED by Commissioner Peter Presley that the Beaver Emergency Services Commission adopt Policy 5.1 as presented.

CARRIED

Policy 6 – Personnel Overtime

17-1043 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt Policy 6.1 with revisions.

CARRIED

Policy 7 – Leave of Absence

17-1044 MOVED by Commissioner Mark Giebelhaus that the Beaver Emergency Services Commission adopt Policy 7.1 as presented.

CARRIED

Policy 9 – Payment of Accounts

17-1045 MOVED by Commissioner Judy Acres that the Beaver Emergency Services Commission adopt Policy 9.1 as presented.

CARRIED

Policy 10 – Unbudgeted Expenditures

17-1046 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt Policy 10.1 as amended.

CARRIED

Policy 13 – Unbudgeted Expenditures

17-1047 MOVED by Commissioner Mark Giebelhaus that the Beaver Emergency Services Commission adopt Policy 13.1 as amended.

CARRIED

Policy 14 – Purchasing

17-1048 MOVED by Commissioner Judy Acres that the Beaver Emergency Services Commission adopt Policy 14.2 as presented.

CARRIED

10) **E.R.M.C. STRATEGIC PLAN UPDATE:** - in progress

11) **REPORTS:**

- a) Commission Members – none
- b) Regional Emergency Manager Report

17-1049 MOVED by Commissioner Dale Collison that the Beaver Emergency Services Commission accept the Regional Emergency Managers Report as presented.

CARRIED

12) **CORRESPONDENCE:** - none

8:23: 5 minute recess

Recorder Simmons left the meeting

8:28 meeting resume

13) **"IN CAMERA"**

17-1050 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission meet "In Camera" at 8:28 p.m.*

CARRIED

17-1051 MOVED by *Commissioner Mark Giebelhaus that the Beaver Emergency Services Commission return to the Regular Meeting at 8:55 p.m.*

CARRIED

14) **NEXT MEETING:**

17-1052 MOVED by *Commissioner Peter Presley that the Beaver Emergency Services Commission move the August Regular Board Meeting to Tuesday August 08, 2017.*

CARRIED

6:00 P.M. Tuesday, August 08, 2017 at the Bruce Curling Rink, Bruce, AB.

15) **ADJOURNMENT:**

17-1053 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission adjourn the Regular Board Meeting.*

CARRIED

Meeting adjourned at 8:56 p.m.

Chairman _____

Vice Chair _____

Regional Emergency Manager _____