



Beaver Emergency Services Commission

REGULAR MEETING

Wednesday March 08, 2017: 6:00 P.M.

BESC Headquarters, Viking, AB

COMMISSION members PRESENT at commencement:

Commissioner Kevin Smook, Beaver County Division1, (Chairman)
Commissioner Debora Dueck, Town of Tofield (Vice Chair)
Commissioner Peter Presley, Village of Ryley
Commissioner Mark Giebelhaus, Village of Holden
Commissioner Dale Collison, Beaver County Division 4
Commissioner Judy Acres, Town of Viking

ADMINISTRATION members PRESENT at commencement:

Mike Hoffman, Regional Emergency Manager
Karyn Simmons, Recorder

GUESTS PRESENT at commencement:

Viking District Fire Chief Kevin Fornal
Ryley Fire Captain Terry Magneson

1) CALL TO ORDER:

Board Chair Kevin Smook called to order the Regular Meeting of Beaver Emergency Services Commission at 6:14 p.m. March 08, 2017 at the BESC Headquarters, Viking, AB.

2) ADDITIONS TO OR DELETIONS FROM THE AGENDA:

Additions: 13 a) In Camera "Personnel"
Deletions: none

3) **ADOPTION OF AGENDA:**

17-963 MOVED BY *Commissioner Judy Acres that the Beaver Emergency Services Commission adopt the Agenda as amended.*

CARRIED

4) **ADOPTION OF MINUTES:**

17-964 MOVED by *Commissioner Mark Giebelhaus that the Beaver Emergency Services Commission accept the February 15, 2017 Regular Meeting Minutes as presented.*

CARRIED

5) **DELEGATIONS:** none

6) **FINANCIAL REPORTS:**

17-965 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission accept the February 2017 Financial Reports as presented.*

CARRIED

7) **RISK MANAGEMENT:**

- a) Unharvested Crops – update information
- b) Emergency Response Plan (ERP) – information shared regarding ERP review

8) **BUSINESS ARISING:**

- a) Policies 2.1, 3.1, 4.1, & 12.2

17-966 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt Policy 2.1 with changes.*

CARRIED

17-967 MOVED by *Commissioner Judy Acres that the Beaver Emergency Services Commission adopt Policy 3.1 with revisions.*

CARRIED

17-968 MOVED by *Commissioner Mark Giebelhaus that the Beaver Emergency Services Commission adopt Policy 4.1.*

CARRIED

17-969 MOVED by *Commissioner Judy Acres that the Beaver Emergency Services Commission return Policy 12.2 and Schedule "A" to administration for further review.*

CARRIED

b) BESC Office Update – information

17-970 MOVED by *Commissioner Judy Acres that the Beaver Emergency Services Commission direct administration to investigate additional costs and clarification of what is included in the lease agreement.*

CARRIED

c) Unharvested Crops

17-971 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt Policy 2(A).0 Stubble Burning as presented, and further direct administration to insure ratepayers and the general public are properly advised.*

CARRIED

d) Business Plan – Summary Review to date – information update

e) Beaver County – Bruce Fire Hall Agreement (approval to sign)

17-972 MOVED by *Commissioner Debora Dueck that the Beaver Emergency Services Commission continue the lease agreement with Beaver County and sign the 2017 Lease Agreement.*

CARRIED

9) **NEW BUSINESS:**

a) BESC – Company Credit Card

17-973 MOVED by *Commissioner Peter Presley that the Beaver Emergency Services Commission direct administration to have bank reassign the company credit card to the Regional Emergency Manager.*

CARRIED

b) Goal Objectives – Performance Review – REM

17-974 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt the Goal-setting and Review Form.

CARRIED

c) Benefits Approval BESC Staff – deferred to “In Camera”

d) Operating Requisitions Correction 2016 and 1st Quarter 2017

17-975 MOVED by Commissioner Dale Collison that the Beaver Emergency Services Commission direct administration to make corrections as required, and communicate an explanation for the correction.

CARRIED

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

17-976 MOVED by Commissioner Debora Dueck that Beaver Emergency Services Commission direct administration to bring forward the two lists from ERM C 8) Board, and 10) Administration.

CARRIED

11) **REPORTS:**

a) Commission Members – none

b) Regional Emergency Manager Report

17-977 MOVED by Commissioner Mark Giebelhaus that the Beaver Emergency Services Commission accept the Regional Emergency Manager’s Report, and request the ERP be added as the “6th” bullet on the report in the future.

CARRIED

12) **CORRESPONDENCE:** - none

8:08 p.m. – 10 minute recess
Guest Chief Fornal left the meeting
8:17 p.m. – reconvene the meeting

13) **“IN CAMERA”**

17-978 MOVED by Commissioner Peter Presley that the Beaver Emergency Services Commission meet “In Camera” at 8:31 p.m.

CARRIED

8:31 p.m. – Guest Captain Magneson & Recorder Simmons left the meeting.

“OUT OF CAMERA”

17-979 MOVED by Commissioner Judy Acres that the Beaver Emergency Services Commission return to the Regular Meeting at 9:40 p.m.

CARRIED

14) **NEXT MEETING:**

6:00 P.M. Wednesday, April 12, 2017 at BESC Station #1 Tofield, AB.

15) **ADJOURNMENT:**

17-980 MOVED by Commissioner Peter Presley that the Beaver Emergency Services Commission adjourn the Regular Board Meeting.

CARRIED

Meeting adjourned at 9:40 p.m.

Chairman _____

Vice Chair _____

Regional Emergency Manager _____