Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday August 11, 2021 6:00 – 9:00PM
BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec, Beaver County Division 3 –BESC Office
Vice-Chair Debora Dueck, Town of Tofield - BESC Office
Commissioner Kevin Smook, Beaver County Division 1 –Virtual
Commissioner John Markel, Village of Holden –BESC Office
Commissioner Dale Pederson, Beaver County Division 5 –BESC Office
Commissioner Cyndy Heslin, Village of Ryley –Virtual
Commissioner Judy Acres, Town of Viking–BESC Office

ADMINISTRATION members PRESENT at commencement:

Allan Weiss, Regional Emergency Manager–BESC Office
Barb Lehman, Financial Assistant, –BESC Office
Sheila Lusk Administrative Assistant–BESC Office

1) CALL TO ORDER:
   Chair Hrabec called the meeting to order at 6:04 pm.

2) ADDITIONS OR DELETIONS FROM THE AGENDA:
   Add 7.3 New Business – Organizational Review – VC Dueck

3) ADOPTION OF AGENDA:

   21-150 MOVED BY CM Markel that the Beaver Emergency Services Commission adopt the agenda as amended.
   
   CARRIED
4) **DELEGATIONS:**

John McDonnell and Jenaye Lewis from Brownlee LLP attended to discuss bylaws.

As a result of discussions, Brownlee will make the following revisions

**Bylaw 9-2021** "A Bylaw Respecting Adding or Removing Members of the Commission"

- Section 2.2—to reflect that a unanimous decision of the Members is required
- Section 3.2—to reflect that written notice of withdrawal is to be provided by July 1 and that the effective date of withdrawal will be 18 months from July 1
- Section 3.4.3—to remove the reference to Waste Management Facilities

**Bylaw 10-2021** "A Bylaw Respecting the Process of Disestablishment of the Commission and Treatment of Liabilities and Assets Upon Disestablishment of the Commission"

- Section 2.1—to reflect the agreement of a majority of the Members and the Board is required
- Section 2.1.1—distribution of remainder of assets will be revised to reference the Shared Services Agreement.

John McDonnell and Jenaye Lewis left the meeting at 7:03 pm

Chair Hrabec called for a break at 7:03 PM the meeting resumed at 7:14 pm

Upon resuming the meeting Chair Hrabec directed that agenda item 6 **Financials** be addressed before agenda item 5 **Adoption of Minutes**.

6) **FINANCIALS:**

6.1 July Reconciliation Reports
6.2 July Financial Statements
6.3 Aged Accounts

**21-151 MOVED BY** VC Dueck that the Beaver Emergency Services Commission accept the July Reconciliation Reports as presented.

**CARRIED**

**21-152 MOVED BY** CM Pederson that the Beaver Emergency Services Commission accept the July Financial Statements as presented.

**CARRIED**

Barb Lehman left the meeting at 7:22 pm

5) **ADOPTION OF MINUTES:**

5.1.1 Correction – meeting day to be corrected to change Tuesday to Wednesday July 14, 2021

**21-153 MOVED BY** CM Acres that the Beaver Emergency Services Commission accept the July 14, 2021 Regular Meeting Minutes as amended.

**CARRIED**

5.1.2 Correction – meeting day to be corrected to change Tuesday to Wednesday July 28, 2021
21-154 MOVED BY CM Heslin that the Beaver Emergency Services Commission accept the July 28, 2021 Special Meeting Minutes as amended.

CARRIED

7) OLD BUSINESS:

7.1 Planning Meeting Discussions

Station priorities - REM Weiss updated the status of some of the items:

- Concrete work for Holden and Kinsella is complete. Tofield work PO issued July 29
- Tofield overhead heater – issue reviewed and new heaters are ordered
- Tofield SCBA compressor and fill station—inspection found compressor does not need to be replaced there are repairs required and arrangements are being made. DFC Moos is getting quotes for the fill station
- Monitors have been purchased
- Security system – in the process of getting quotes
- Laptops – still waiting for information from Nexsel

Discussed roll up of administrative priorities

- Emergency Management plans can’t be made until after organizational meetings
- Training Planning meeting tentatively scheduled for September 1
- Strategic Plan- RFP due for September regular board meeting
- Health and Safety Committee first inspection scheduled for September 15
- Capital/Operating budget meetings need to be scheduled, 5-year capital plan is a priority

7.1a) Plan for Side by Sides and Kinsella Unit

- Direction from the board
  REM Weiss to prepare an RFD for the Side X Sides and Kinsella unit for the September 8, 2021 regular board meeting.

7.2 Bylaws

21-155 Chair Hrabec moved first reading of Bylaw 5-2021 “A Bylaw Respecting the Appointment of a Board of Directors and Designation of the Chairperson, the Process for Changing Directors and Chairpersons, and the Terms of Office for Directors and Chairpersons”

CARRIED

21-156 VC Dueck moved first reading of Bylaw 6-2021 “A Bylaw Respecting the Administrative Matters of the Commission”.

CARRIED

21-157 CM Acres moved first reading of Bylaw 7-2021 “A Bylaw Respecting the Establishment and Operation of a Fire Services Department” with revisions to 6.6 add “or Acting Regional Emergency Manager” to sentence 2, to 7.1.7 and 7.1.9 to change “Regional Fire Chief” to “Regional Emergency Manager”.

CARRIED

21-158 CM Markle moved first reading of Bylaw 8-2021 “A Bylaw Respecting the Fees Charged
by the Commission"

21-159 CM Smook moved first reading of Bylaw 11 “A Bylaw Respecting the Disposal of Assets by the Commission”

CARRIED

21-160 CM Pederson moved first reading of Bylaw 12 “A Bylaw Respecting the Establishment and Operation of an Emergency Management Agency and Emergency Management Advisory Committees by the Commission” with revisions to change 5.3.4 from “District Fire Chief(s)” to “and at least one Director” and delete 5.3.5.

CARRIED

7.3 New Business - Organizational Review

21-161 Moved by VC Dueck that Administration prepares and RFP for an Organization Review in conjunction with the RFP for a Strategic Planning Session.

CARRIED

At 9:00 pm the following motion was made

21-162 Moved by Chair Hrabec that the meeting be extended for 40 minutes.

CARRIED

8) REPORTS:

8.1 H&S Committee Report – CM Heslin

- H&S Inspections of vehicles and equipment at Stations 2 and 5 will be conducted September 15, 2021.
- Committee member training continues.

8.2 Personnel Committee Report- Vice Chair Dueck

- Job description for H&S Coordinator/Admin Assistant in progress. Administration will provide the board with copies of the job description once it is complete.
- Review of roles continues.

8.3 REM Report

- Remaining two chapters of the SOGs are scheduled for review at the August District Fire Chiefs meeting.

9) CLOSED SESSION

21-163 MOVED BY VC Dueck moved that the Beaver Emergency Services Commission meet in Closed Session FOIP Section 27 Privileged Information, FOIP Section 16 Commercial Information 3rd Party and Section 17 Personal Information 3rd Party at 9:13 PM

CARRIED

Sheila Lusk left the meeting at 9:30 PM
21-164 MOVED BY CM Smook that the Beaver Emergency Services Commission come out of closed session at 10:28 PM

CARRIED

10) NEXT MEETING:
5:00 pm. Wednesday August 25, 2021 at the BESC office in Viking, Alberta or at the call of the Chair.

11) ADJOURNMENT:
Chair Hrabec adjourned the meeting at 10:30 PM

Chair

Vice Chair

Regional Emergency Manager