



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday, March 9, 2022 6:00 P.M.
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 Virtual
Commissioner Lionel Williams, Beaver County Division 2 –BESC Office
Commissioner John Markel Village of Holden –BESC Office
Commissioner Dale Pederson, Beaver County Division 5 –BESC Office
Commissioner Nola Wood-Herrick, Village of Ryley–BESC Office
Commissioner Cindy Lesfrud, 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 Executive Assistant–BESC Office

GUESTS PRESENT at commencement:

Russ Farmer - Russell Farmer and Associates Consulting Ltd
Mohini Kumar and Luc Heath - KBH Chartered Professional Accountants

1) **CALL TO ORDER:**

Chair Hrabec called the meeting to order at 6:00 pm.

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

Add 12.2 Intergovernmental Relationships FOIP Division 2 Section 21 - Chair Hrabec

3) **ADOPTION OF AGENDA:**

22-27 MOVED by CM Pederson that the Beaver Emergency Services Commission adopt the agenda as amended.

CARRIED

4) **DELEGATIONS:**

Russell Farmer and Associates Consulting Ltd

Russ Farmer provided Organizational Review status update.

Direction from the board

- REM Weiss is to contact Russ Farmer on March 18, 2022 to confirm the date the draft Organization Review report will be available.

Russ Farmer left the meeting at 6:11 pm.

KBH Chartered Professional Accountants (KBH)

Luc Heath and Mohini Kumar presented their audit findings and the draft financial statements for the year ending December 31, 2021.

KBH will make the following changes to the notes to the financial statements

- Note 15 Local Authorities Pension Plan (LAPP) will be revised to correct the LAPP actuarial surplus amounts to be reported as billions rather than millions.
- Note 16 Capital Budget will be deleted.

22-28 MOVED by CM Pederson that the Beaver Emergency Services Commission accept the December 31, 2021 audited financial statements as amended to correct Note 15 Local Authorities Pension Plan actuarial surplus amounts and to delete the capital budget note.

CARRIED

Direction from the board

- Administration is to follow up with KBH to set a date for 2022 audit testing. The testing is to begin late October 2022.

Luc Heath and Mohini Kumar left the meeting at 7:05 pm.

Chair Hrabec called for a break at 7:20 pm and meeting resumed at 7:29 pm.

5) **ADOPTION OF MINUTES:**

22-29 MOVED by CM Wood-Herrick that the Beaver Emergency Services Commission accept the January 12, 2022 Regular Board Meeting Minutes as presented.

CARRIED

6) **FINANCIAL REPORTS:**

22-30 MOVED by VC Dueck that the Beaver Emergency Services Commission accept the February bank reconciliation as presented.

CARRIED

22-31 MOVED by CM Lefsrud that the Beaver Emergency Services Commission accept the February financial statements as presented.

CARRIED

Barb Lehman left the meeting at 7:37 pm

7) **RISK MANAGEMENT:**

7.1 Priorities List

Reviewed the priorities list

7.2 FUAL

Reviewed the FUAL

8) **OLD BUSINESS**

No new business

9) **NEW BUSINESS:**

No new business

10) **REPORTS:**

10.1 Health & Safety Committee

CM Pederson reported the next committee meeting is March 22, 2022 and inspections for Stations 4 and 6 are planned for March.

10.2 Personnel Committee

VC Dueck reported she has reviewed the payroll services contract and has determined a new agreement is required. The vacation policy and performance review templates are also under review.

10.3 Policy Committee

The board reviewed the revised Policy 1.8 "*Board of Directors Per Diem and Expense Reimbursement*" and requested that the "Public appearances" line of the rate table on page 1 be revised to read "per diem with board approval"

22-32 MOVED by CM Lefsrud *that the Beaver Emergency Services Commission approve Policy 1.8 "Board of Directors Per Diem and Expense Reimbursement" as amended.*

CARRIED

10.4 Capital Purchases Committee

CM Pederson recommended Policy 41 "*Disposal of Assets*" be rescinded as the policy is replaced by Bylaw 11-2021 *Disposal of Assets by the Commission*

22-33 MOVED by CM Williams *that the Beaver Emergency Services Commission accept the recommendation to rescind Policy 41 "Disposal of Assets".*

CARRIED

Direction from the board

- Administration is to continue with the review of Policy 14 *Purchasing* and to forward recommended changes to the Capital Purchasing Committee for further consideration.

10.5 REM Weiss Report

REM Weiss reported he met with Village of Ryley CAO Ron Cust and Mayor Nik Lee to discuss service levels.

10.6 Communication Strategy and Upcoming Events

A special meeting via Zoom is tentatively scheduled for March 31, 2022 at 5 pm for the presentation of the Organizational Review report.

11) **CORRESPONDENCE:**

None

12) **CLOSED SESSION**

22-34 Moved by *CM Markel Beaver Emergency Services Commission meet in Closed Session FOIP Division 2 Section 17 Personal and Section 21 Intergovernmental relations at 8:45 pm.*

CARRIED

22-35 Moved by *CM Wood-Herrick Beaver Emergency Services Commission come out of Closed Session at 9:30 pm.*

CARRIED

14) **NEXT MEETING:**

6:00 pm. Wednesday April 13, 2022 at the BESC office in Viking, Alberta or at the call of the Chair.

15) **ADJOURNMENT:**

Chair Hrabec adjourned the meeting at 9:35 pm.

Chair _____

Vice Chair _____

Regional Emergency Manager _____