



# Beaver Emergency Services Commission

## REGULAR BOARD MEETING

Wednesday, April 13, 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 Office  
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 Virtual  
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  
Kayla Miller, Administrative Assistant–BESC Office

### 1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:01 pm.

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

Add 12.4 Emergency Management Plan Proposal  
Defer 8.1 Organizational Review to the May 11, 2022 Regular Board Meeting  
Defer 10.3.1 Vacation Policy to a future meeting

### 3) ADOPTION OF AGENDA:

**22-38 MOVED** by VC Dueck that the Beaver Emergency Services Commission adopt the agenda as amended.

**CARRIED**

4) **ADOPTION OF MINUTES:**

**22-39 MOVED** by CM Pederson that the Beaver Emergency Services Commission accept the March 9, 2022 Regular Board Meeting Minutes as presented.

**CARRIED**

**22-40 MOVED** by CM Lefsrud that the Beaver Emergency Services Commission accept the March 31, 2022 Special Board Meeting Minutes as presented.

**CARRIED**

5) **DELEGATIONS**

None

6) **FINANCIAL REPORTS:**

**22- 41 MOVED** by VC Dueck that the Beaver Emergency Services Commission accept the March bank reconciliation as presented.

**CARRIED**

**22-42 MOVED** by CM Markel that the Beaver Emergency Services Commission accept the March financial statements as presented.

**CARRIED**

**Tanker Purchase**

**22-43 MOVED** by Chair Hrabec that the Beaver Emergency Services Commission approve an additional \$10,266 for the purchase of the tanker unit from Fort Garry Fire Trucks Ltd.

**CARRIED**

Background: On May 12, 2021 the board approved \$430,000 (motion 21-101) for the purchase of the tanker unit. During the prebuild process the Capital Purchases Committee recommended a number of changes to the proposal which increases the total cost of the unit to \$440,266.

Barb Lehman left the meeting at 6:38 pm

7) **RISK MANAGEMENT:**

7.1 Priorities List

Reviewed the priorities list

7.2 FUAL

Reviewed the FUAL

8) **OLD BUSINESS**

8.1 Organizational Review

Deferred to the May 11, 2022 Regular Board Meeting.

8.2 RFD Tofield DDEM change

**22-44 MOVED** by VC Dueck to accept the recommendation to appoint Jeff Edwards, the Town of Tofield Assistant Chief Administrative Officer, as Deputy Director of Emergency Management replacing Chief Administrative Officer Cindy Neufeld.

**CARRIED**

### 8.3 West End Truck Fill Station

**22-45 MOVED by** Chair Hrabec *that Administration arrange a meeting between Beaver Emergency Services Commission, Highway 14 Regional Water Services Commission, Beaver County, Strathcona County, and the county councillors for the area to discuss the West End Truck Fill Station.*

**CARRIED**

Chair Hrabec called for a break at 6:53 pm. The meeting resumed at 7:02 pm

### **9) NEW BUSINESS:**

No new business

### **10) REPORTS:**

#### 10.1 Health & Safety Committee

CM Pederson reported the committee met March 22, 2022. Board members were previously provided copies of the committee meeting minutes via email.

#### 10.2 Personnel Committee

VC Dueck reported performance review templates have been sent to Administration for review and feedback.

#### 10.3 Policy Committee

##### 10.3.1 Vacation Policy

Deferred to a future meeting as further review is required.

##### 10.3.2 Capital Purchases Committee Terms of Reference

Discussed the committee's authorization to use internal and external resources to carry out its responsibilities.

#### 10.5 REM Weiss Report

Reviewed REM report.

#### 10.6 Communication Strategy and Upcoming Events

Reviewed Upcoming Events list.

### **11) CORRESPONDENCE:**

#### 11.1 BESC letter to the Minister of Health

Chair Hrabec and REM Weiss have a zoom meeting with Minister Copping on April 27, 2022.

#### 11.2 Tofield Fire Department Society Social

Representatives from Administration are invited to the April 23, 2022 social.

### **12) CLOSED SESSION**

#### 12.1 Village of Ryley Fire Review

#### 12.2 Highway 14 Water Commission

#### 12.3 Strategic Plan

#### 12.4 Emergency Management Proposal

**22-46 MOVED by** CM Williams *that Beaver Emergency Services Commission meet in Closed Session FOIP Division 2 Section 23 Local Body Confidences 7:33 pm.*

**CARRIED**

**22-47 MOVED by** CM Lefsrud that Beaver Emergency Services Commission come out of Closed Session at 8:51 pm.

**CARRIED**

**22-48 MOVED by** VC Dueck that in the interests of communication, REM Weiss engage with the Chief Administrative Officers to develop a request for proposal for a consultant to develop a regional emergency management plan.

**CARRIED**

**14) NEXT MEETING:**

6:00 pm. Wednesday May 11, 2022 at the BESC office in Viking, Alberta or at the call of the Chair.

**15) ADJOURNMENT:**

Chair Hrabec adjourned the meeting at 8:56 pm.

Chair   
Vice Chair   
Regional Emergency Manager \_\_\_\_\_