



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday, June 8, 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- 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:

Barb Lehman, Financial Assistant–BESC Office
Sheila Lusk, Executive Assistant–BESC Office
Kayla Miller, Administrative Assistant–BESC Office

GUESTS present at commencement:

Dan Schmick, BESC Health and Safety Consultant- BESC Office

1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:02 pm.

2) ADDITIONS OR DELETIONS FROM THE AGENDA:

Add 6.4 - 2022 Capital Budget

Add 12.5- Village of Ryley Correspondence

3) ADOPTION OF AGENDA:

22-80 MOVED by CM Pederson *that the Beaver Emergency Services Commission adopt the agenda as amended.*

CARRIED

4) ADOPTION OF MINUTES:

4.1 May 11, 2022 Regular Board Meeting Minutes

Correct item 10.2- Direction from the board first sentence change ...the Strategic Planning Session... to ...until the Strategic Planning Session.

22-81 MOVED by VC Dueck that the Beaver Emergency Services Commission accept the May 11, 2022 Regular Board Meeting Minutes as amended.

CARRIED

4.2 May 26, 2022 Special Board Meeting Minutes

22-82 MOVED by VC Dueck that the Beaver Emergency Services Commission accept the May 26, 2022 Special Board Meeting Minutes as presented

CARRIED

5) GUESTS

Dan Schmick BESC's Health and Safety Consultant gave a presentation Safety Culture – General Obligations and Due Diligence.

6) FINANCIAL REPORTS:

22- 83 MOVED by VC Dueck that the Beaver Emergency Services Commission accept the May bank reconciliation as presented.

CARRIED

22-84 MOVED by CM Lefsrud that the Beaver Emergency Services Commission accept the May financial statements as presented.

CARRIED

6.4 2022 Capital Budget

Barb Lehman provided an update on the status of capital purchases.

22-85 MOVED by CM Pederson that the Beaver Emergency Services Commission move into closed session at 6:28 PM. FOIP S17 Third Party Personal Privacy

CARRIED

22-86 MOVED by CM Markel that the Beaver Emergency Services Commission move out of closed session at 7:05 PM.

CARRIED

Barb Lehman left the meeting at 7:05 pm

22-87 MOVED by CM Lefsrud that the Beaver Emergency Services Commission write off the accounts discussed in closed session invoice numbers: T-18-21, T-21-96, T-18-60, T-18-89, V-19-09 and H-18-13.

CARRIED

Dan Schmick left the meeting at 7:18 PM.

7) RISK MANAGEMENT:

7.1 Priorities List

Reviewed the 2021 outstanding priorities list.

7.2 FUAL

Reviewed the 2022 Follow Up Action List

8) OLD BUSINESS

8.1 Emergency Management Appointments

22-88 MOVED by CM Wood-Herrick that the Beaver Emergency Services Commission appoint the Village of Ryley Assistant CAO Jaye Parrent as Deputy Director Emergency Management (DDEM).

CARRIED

8) NEW BUSINESS:

No new business.

10) REPORTS:

10.1 Health & Safety

Building inspections for Stations 2 and 5 were completed.

Next committee meeting will be on June 20, 2022 at Station 3 in Holden.

10.2 Capital Purchases Committee

Investigated the repairs required on Station 5 Viking. It was determined that the repairs are not a capital expenditure.

10.3 Regional Manager

Interim Regional Manager Lusk reported on the status of apparatus purchases, and meetings attended.

10.4 Communication Strategy and Upcoming Events

Reviewed Upcoming Events list.

11) CORRESPONDENCE:

11.1 RMA District 5 Golf Tournament Sponsorship Request

Administration will provide door prize items for the tournament.

12) CLOSED SESSION

12.1 Local Body Confidences Section 23 Organizational Review and Strategic Plan-

12.2 Personnel FOIP Section 17- Interim Regional Manager

12.3 Personnel- FOIP Section 17-Correspondence

12.4 Personnel FOIP Section 17 REM/DEM Position

12.5 Intergovernmental Relations Section 21 Village of Ryley correspondence

22-89 MOVED by CM Markel that Beaver Emergency Services Commission move to closed session at 7:46 PM.

CARRIED

22-90 MOVED by CM Lefsrud that Beaver Emergency Services Commission come out of closed session at 9:09 PM.

CARRIED

22-91 MOVED by CM Lefsrud that the Beaver Emergency Services Commission accept the Interim Regional Manager job description as presented in closed session.

CARRIED

22-92 MOVED by VC Dueck that Beaver Emergency Services Commission's Interim Regional Manager be compensated at Step 6 of the Assistant REM Paygrid. In the event that the employee

returns to the previous role of Executive Assistant, compensation will be at Step 10 of the Administrative Assistant (Senior) pay grid with 3 weeks of vacation accrual.

CARRIED

22-93 MOVED by CM Wood-Herrick *that Beaver Emergency Services Commission appoint Kevin Fornal as Director of Emergency Management (DEM)*

CARRIED

13) NEXT MEETING:

Wednesday, July 13, 2022 at 6 pm, location to be determined, or at the call of the Chair.

14) ADJOURNMENT:

Chair Hrabec adjourned the meeting at 9:12 PM.

Chair

Vice Chair

Acting Regional Manager