



Beaver Emergency Services Commission

ORGANIZATIONAL MEETING

Wednesday, November 2, 2022 5:30 P.M.

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec, Beaver County Division 3- BESC Office

Vice-Chair Cindy Lefsrud, Town of Viking- BESC Office

Commissioner Deb Dueck, Town of Tofield- Virtual

Commissioner Nola Herrick-Wood, Village of Ryley- Virtual

Commissioner John Markel, Village of Holden- BESC Office

Commissioner Lionel Williams, Beaver County Division 2- Virtual

Commissioner Dale Pederson, Beaver County Division 5- BESC Office

ADMINISTRATION members PRESENT at commencement:

Sheila Lusk, Regional Manager- BESC Office

Barb Lehman, Financial Assistant- BESC Office

Kayla Miller, Administrative Assistant- BESC Office

1) CALL TO ORDER:

Acting Chair Lusk called the meeting to order at 5:32 pm.

2) ADDITIONS OR DELETIONS FROM THE AGENDA:

Add item 11a- Meals for Board Members

22-144 MOVED by *CM Dueck that the Beaver Emergency Services Commission adopt the agenda as amended.*

CARRIED

3) NOMINATIONS AND VOTE FOR CHAIR OF THE BOARD OF DIRECTORS:

Acting Chair Lusk opened the floor for nominations for Chair.

CM Lefsrud nominated CM Hrabec.

CM Wood-Herrick nominated CM Dueck. CM Dueck declined the nomination.

Acting Chair Lusk called for any further nominations, being none, she called a third time for any further nominations. As there were no further nominations CM Hrabec was declared Chair.

4) CHAIR ASSUMES MEETING:

Chair Hrabec assumed the meeting as Chair at 5:40 pm

5) NOMINATIONS FOR VICE CHAIR OF THE BOARD OF DIRECTORS:

Chair Hrabec opened the floor for nominations for Vice Chair.

CM Pederson nominated Commissioner Lefsrud

CM Wood-Herrick nominated Commissioner Dueck

Chair Hrabec called for any further nominations, being none he called a third time for any further nominations. There were no further nominations.

The vote for Vice Chair was by secret ballot. CM Lefsrud declared Vice Chair.

OATH OF OFFICE:

Sworn oaths of office were administered to all members of the board.

6) STANDING COMMITTEE APPOINTMENTS:

7.1 Personnel Committee

22-145 MOVED by *CM Markel that Beaver Emergency Services Commission leave the Personnel Committee appointment as unfilled.*

CARRIED

7.2 Joint Health and Safety Committee

22-146 MOVED by *VC Lefsrud that Beaver Emergency Services Commission appoint CM Williams as the Board representatives of the Joint Health and Safety Committee with CM Pederson as alternate.*

CARRIED

7.3 Policy Committee

22-147 MOVED by *CM Pederson that Beaver Emergency Services Commission appoint VC Lefsrud and CM Dueck and as the Board representatives for the Policy Committee.*

CARRIED

7.4 Capital Purchases Committee

22-148 MOVED by *Chair Hrabec that Beaver Emergency Services Commission appoint CM Pederson, CM Markel, and CM Williams as the Board representatives for the Capital Purchases Committee.*

CARRIED

22-149 MOVED by *CM Markel that Beaver Emergency Services Commission Chair or Vice Chair be the alternate Board representative for all committees.*

CARRIED

7.5 Emergency Management Agency

22-150 MOVED by CM Markel that Beaver Emergency Services Commission appoint CM Pederson as the Board representative for the Emergency Management Agency.

CARRIED

7) RFD BANK SIGNING AUTHORITY:

22-151 MOVED by CM Dueck that Beaver Emergency Services Commission accept the recommendation that Acting Regional Manager Sheila Lusk, Administrative Assistant Kayla Miller, Chair Hrabec, and Vice Chair Lefsrud have bank signing authority for the Beaver Emergency Services Commission ATB account.

CARRIED

8) RFD APPOINTMENT OF SOLICITOR:

22-152 MOVED by CM Pederson that Beaver Emergency Services Commission accept the recommendation to appoint Sharek Logan & Van Leenen LLP (Sharek) as the solicitors for 2022-2023.

CARRIED

9) RFD APPOINTMENT OF AUDITOR:

22-153 MOVED by CM Wood-Herrick that Beaver Emergency Services Commission accept the recommendation to appoint KBH Chartered Professional Accountants (KBH) as the auditors for the 2022 fiscal year.

CARRIED

10) RFD COMMISSION MEETING DATES:

22-154 MOVED by CM Williams that Beaver Emergency Services Commission accept the recommendation for Commission Meeting Dates as presented.

CARRIED

11a) MEALS FOR BOARD MEMBERS:

22-155 MOVED by Chair Hrabec that Beaver Emergency Services Commission provide meals for Board members at Board meetings.

CARRIED

11) POLICY 43.0 BOARD CODE OF CONDUCT:

22-156 MOVED by CM Pederson that Beaver Emergency Services Commission refer Policy 43.0 "Board Code of Conduct" to the Policy Committee for review and that the policy be presented at the June 28, 2023 Business and Strategic Planning meeting.

CARRIED

12) POLICY 22.1 ADMINISTRATIVE PROCEDURE RESPECTFUL WORKPLACE:

Direction from the board

- Administration is to draft a Respectful Workplace policy.

13) POLICY 1.8 REMUNERATION RATES:

22-157 MOVED by CM Pederson that Beaver Emergency Services Commission remuneration rates remain as stated in Policy 1.8.

CARRIED

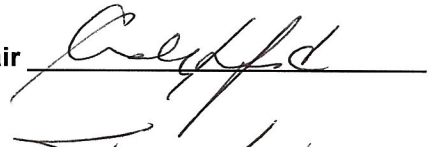
14) ADJOURMENT:

Chair Hrabec adjourned the meeting at 7:02 pm

Chairman

A blue ink signature, likely of the Chairman, written over a horizontal line.

Vice Chair

A blue ink signature, likely of the Vice Chair, written over a horizontal line.

Regional Manager

A blue ink signature, likely of the Regional Manager, written over a horizontal line.