



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday, December 14, 2022 6:00 P.M.

BESC Office- Viking, Alberta

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec, Beaver County Division 3- BESC Office

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

Alt. Commissioner Norm Martineau- Town of Tofield- Virtual

Commissioner Lionel Williams, Beaver County Division 2- BESC Office

Commissioner Nola Wood-Herrick, Village of Rley- Virtual

Commissioner John Markel, Village of Holden- BESC Office

Commissioner Dale Pederson, Beaver County Division 5- BESC Office

ADMINISTRATION members PRESENT at commencement:

Sheila Lusk, Regional Manager- BESC Office

Barb Lehman, Finance Assistant- BESC Office

Kayla Miller, Administrative Assistant- BESC Office

GUESTS PRESENT at commencement:

Anne Danielson, Bolt From The Blue Management- Virtual

1) CALL TO ORDER:

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

2) AGENDA ADDITONS OR DELETIONS:

Add October 12 correction to item 7.8 – Letter Nov 7, 2022 Village of Rley- Request for meeting

Add item 6.7- Timesheets

3) ADOPTION OF AGENDA:

22-174 MOVED by CM Markel *that Beaver Emergency Services Commission adopt the agenda as amended.*

CARRIED

4) TIMED ITEM 6:00 PM ANNE DANIELSON- BOLT FROM THE BLUE MANAGEMENT. ITEM 7.7- RFD EMERGENCY MANAGEMENT BYLAW.

Anne Danielson, Bolt from the Blue Management, provided the board and administration with an update of the progress that has been made regarding the Emergency Management project which included introductions, the revised EM bylaw, interview updates, and timelines for completion.

7.7 Emergency Management Bylaw

CM Wood-Herrick requested a recorded vote.

IN FAVOUR

OPPOSED

Chair Hrabec

CM Wood-Herrick

Vice-Chair Lefsrud

Alt. CM Martineau

CM Williams

CM Markel

CM Pederson

22-175 MOVED by CM Pederson that Beaver Emergency Services Commission accept the recommendation to repeal Bylaw 12-2021 Operation of Emergency Management Agency and adopt Bylaw 12-2022 Emergency Management Bylaw

CARRIED

Anne Danielson left the meeting at 6:22 PM.

5) ADOPTION OF MINUTES:

5.1. November 02, 2022 Organizational Meeting

22-176 MOVED by VC Lefsrud that Beaver Emergency Services Commission adopt the November 2, 2022 Organizational Meeting Minutes as presented.

CARRIED

5.2. November 02, 2022 Regular Board Meeting

22-177 MOVED by CM Wood-Herrick that Beaver Emergency Services Commission adopt the November 2, 2022 Regular Board Meeting Minutes as presented.

CARRIED

5.3. November 24, 2022 Special Board Meeting

22-178 MOVED by CM Markel that Beaver Emergency Services Commission adopt the November 24, 2022 Special Board Meeting Minutes as presented.

CARRIED

5.4. November 30, 2022 Special Board Meeting

22-179 MOVED by CM Williams that Beaver Emergency Services Commission adopt the November 30, 2022 Special Board Meeting Minutes as presented.

CARRIED

5.5. December 05, 2022 Special Board Meeting

22-180 MOVED by Chair Hrabec that Beaver Emergency Services Commission adopt the December 5, 2022 Special Board Meeting Minutes as presented.

CARRIED

6) FINANCIAL REPORTS:

22-181 MOVED by CM Markel that Beaver Emergency Services Commission accept the November Reconciliation Reports as presented.

CARRIED

22-182 MOVED by CM Williams that Beaver Emergency Services Commission accept the November Financial Reports as presented.

CARRIED

22-183 MOVED by CM Pederson that Beaver Emergency Services Commission move in to closed session at 6:38 PM.

CARRIED

22-184 MOVED by Chair Hrabec that Beaver Emergency Services Commission move out of closed session at 6:52 PM.

CARRIED

22-185 MOVED by Chair Hrabec that Beaver Emergency Services Commission write off accounts discussed in closed session for invoice numbers V-21-43, T-22-01, V-21-15, T-22-07, T-22-07, H-21-07, T-18-26, T-20-19, T-21-12, T-21-19.

CARRIED

6.5. 2023 Operating Budget

22-186 MOVED by VC Lefsrud that Beaver Emergency Services Commission increase salary amounts by 4%.

CARRIED

CM Wood-Herrick requested a recorded vote for approval of 2023 Operating Budget.

IN FAVOUR

OPPOSED

Chair Hrabec

CM Wood-Herrick

Vice-Chair Lefsrud

Alt. CM Martineau

CM Williams

CM Markel

CM Pederson

22-187 MOVED by CM Pederson that Beaver Emergency Services Commission approve the 2023 Operating Budget as presented.

CARRIED

CM Dueck entered the meeting via Zoom at 6:59 PM.

6.6. 2023 Capital Budget

CM Wood-Herrick requested a recorded vote for approval of 2023 Capital Budget.

IN FAVOUR

OPPOSED

Chair Hrabec

CM Wood-Herrick

Vice-Chair Lefsrud

CM Dueck

CM Williams

CM Markel

CM Pederson

22-188 MOVED by VC Lefsrud *that Beaver Emergency Services Commission approve the 2023 Capital Budget as presented.*

CARRIED

6.7. Timesheets

An explanation was provided for the amendments made to the Board timesheets.

Barb Lehman left the meeting at 7:17 PM.

Chair Hrabec called for a break at 7:18 PM

Chair Hrabec resumed the meeting at 7:28 PM

7) BUSINESS

7.1 Strategic Plan 2022-2024 Status Update

7.1.1. RFD Commission Governance Training

22-189 MOVED by CM Wood-Herrick *that Beaver Emergency Services Commission move into closed session at 7:30 PM.*

CARRIED

22-190 MOVED by CM Pederson *that Beaver Emergency Services Commission move out of closed session at 7:43 PM.*

CARRIED

22-191 MOVED by CM Williams *that Beaver Emergency Services Commission in conjunction with BRP and municipalities in the region contract a facilitator to deliver Commission governance training to all administration and elected officials.*

CARRIED

22-192 MOVED by CM Wood-Herrick *that Beaver Emergency Services Commission January 11, 2023 Regular Board Meeting be a Special Meeting in that the agenda be limited to financials and strategic planning.*

CARRIED

7.2 RFD Policy Review – HR Policies

22-193 MOVED by VC Lefsrud *that Beaver Emergency Services Commission accept the recommendation to engage a consultant to facilitate the review of its human resource policies drafting new or amended policies as necessary to ensure alignment with best practices and legislative requirements.*

CARRIED

7.3 RFD Priorities Policy

22-194 MOVED by CM Dueck *that Beaver Emergency Services Commission accept the recommendation to adopt the Board Priorities Policy as presented.*

CARRIED

7.4 RFD Unbudgeted Expenditures Policy

22-195 MOVED by CM Pederson *that Beaver Emergency Services Commission accept the recommendation to adopt the revised Unbudgeted Expenditure Policy as presented.*

CARRIED

7.5 RFD Operating Reserve Policy

22-196 MOVED by CM Williams *that Beaver Emergency Services Commission refer the policy back to Administration for further review and information referencing MGA 602.23 602.26.*

CARRIED

7.6 RFD Payment of Accounts Policy

22-197 MOVED by Chair Hrabec *that Beaver Emergency Services Commission. adopt the revised Payment of Accounts Policy as presented*

CARRIED

7.7 RFD Emergency Management Bylaw

The RFD for the Emergency Management Bylaw was approved by Motion 22-175. The motion is recorded at under Agenda item 4) Timed Item 6:00 PM Anne Danielson- Bolt From The Blue Management.

7.8 Letter Nov 7, 2022 Village of Ryley – request for meeting

22-198 MOVED by Chair Hrabec *that Beaver Emergency Services Commission accept the communication as received for filing and records.*

CARRIED

7.9 Letter Nov 23, 2022 Town of Ponoka to Minister Copping

Discussed. No motion made.

DIRECTION FROM THE BOARD:

Administration to add a standing agenda item “Policy Review” to the regular board meeting agenda starting February 2023. Two policies are to be reviewed at each regular board meeting.

8) REPORTS

8.1 Health and Safety Committee

CM Pederson provided an update on the Q4 inspections and JHSC meeting.

8.2 Policy Committee

No Report

8.3 Regional Manager

Regional Manager Lusk provided an update of meetings and ongoing projects.

9) UPCOMING EVENTS

See package

10) CLOSED SESSION

- 10.1. Payroll Service FOIP 23 Local Body Confidences**
- 10.2. Proposal Consulting Services FOIP 23 Local Body Confidences**
- 10.3. Recruitment FOIP 23 Local Body Confidences**
- 10.4. Personnel FOIP 17 Personal Privacy**

22-199 MOVED by CM Markel *that Beaver Emergency Services Commission move to closed session at 8:46 PM*

CARRIED

22-200 MOVED by CM Markel *that Beaver Emergency Services Commission move out of closed session at 8:55 PM*

CARRIED

22-201 MOVED by Chair Hrabec *that Beaver Emergency Services Commission have Jeanie DeGrande, HR support, contact the recruiting firm that was agreed upon in closed session to draw up a contract for the January 11, 2023 regular board meeting.*

CARRIED

11) ADJOURNMENT:

Chair Hrabec adjourned the meeting at 9:03 PM

Chairman

Vice Chair

Regional Manager