



# Beaver Emergency Services Commission

## REGULAR BOARD MEETING

Wednesday, February 8, 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  
Commissioner Deb Dueck- Town of Tofield- Virtual  
Commissioner Lionel Williams, Beaver County Division 2- BESC Office  
Commissioner Nola Wood-Herrick, Village of Ryley- 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:

Luc Heath, KBH Chartered Professional Accountants - Virtual  
Mohini Kumar, KBH Chartered Professional Accountants - Virtual

### 1) CALL TO ORDER:

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

### 2) AGENDA ADDITIONS OR DELETIONS:

Add 11.1a Claystone FOIP 17 Personal Privacy

Add 11.1b Legal FOIP 17 Personal Privacy

Move 8.3 Board Governance, Roles and Responsibilities to 11.3 Closed session

### 3) ADOPTION OF AGENDA:

**23-011 MOVED** by CM Williams *that Beaver Emergency Services Commission adopt the agenda as amended.*

**CARRIED**

**4) TIMED ITEMS:**

**6:00 PM – KBH Chartered Professional Accountants**

See item 5.0 Delegation - KBH - Mohini Kumar and Luc Heath

**8:00 PM – REM Recruitment**

See item 11.2 REM Recruitment FOIP 23 Local Body Confidences

**5) DELEGATION – KBH – MOHINI KUMAR AND LUC HEATH:**

Discussed pre-audit and engagement letters including updated 2022 audit standards.

Luc Heath and Mohini Kumar left the meeting at 6:17 PM

**6) MINUTES:**

**6.1 January 11, 2023 Minutes**

**23-012 MOVED by** VC Lefsrud *that Beaver Emergency Services Commission adopt the January 11, 2023 minutes as presented.*

**CARRIED**

**7) FINANCIALS:**

**7.1 January Reconciliation Reports, 7.2 January Financials, 7.3 Aged Receivables**

**23-013 MOVED by** CM Dueck *that Beaver Emergency Services Commission accept the January Reconciliation Reports as presented.*

**CARRIED**

**23-014 MOVED by** CM Wood-Herrick *that Beaver Emergency Services Commission accept the January Financials as presented.*

**CARRIED**

Barb Lehman left the meeting at 6:32 PM.

**8) BUSINESS:**

**8.1 Policy Review**

**8.1.1 Policy #2 Fire Permits**

**23-015 MOVED by** Chair Hrabec *that Beaver Emergency Services Commission bring the Fire Permit policy back to the Board after District Fire Chief review.*

**CARRIED**

**8.1.2 Policy #2A Stubble Burning**

**23-016 MOVED by** CM Pederson *that Beaver Emergency Services Commission revise the policy to include metric conversions and bring the Stubble burning policy back to the Board after District Fire Chief review.*

**CARRIED**

## 8.2 Quality Management Plan Fire Safety Codes Accreditation

### Direction from the board

Administration to discuss Fire Safety Codes service needs with the municipal CAOs and report back to the Board.

## 8.3 Board Governance, Roles, and Responsibilities (11.3 Closed Session)

See motions arising out of Closed Session

## 8.4 RFD Disposal of Rescue Unit

**23-017 MOVED** by VC Dueck that Beaver Emergency Services Commission accept alternative 2 to refer the matter back for further information. The Capital Purchasing Committee will review the vehicle specifications and recommend a minimum bid at the next meeting.

**CARRIED**

**23-018 MOVED** by Chair Hrabec that Beaver Emergency Services Commission revise Section 2.1.3 of Bylaw 11-2021, Disposal of Assets, to read "Assets will be disposed of by any one of the following methods"

**CARRIED**

## 8.5 EM Plan Update

Acting Regional Manager Lusk provided Bolt from the Blue Management progress update. A risk exercise will be held on February 14, 2023.

Chair Hrabec called for a break at 7:25 PM. Meeting resumed at 7:35 PM

## 8.6 RFD Staffing Administrative Assistant Contract Position

See motions arising out of Closed Session.

## 9) REPORTS:

### 9.1 H&S Committee

JHSC Co-Chair Williams provided an update on January 2023 JHSC meetings.

### 9.2 Capital Purchases Committee

CPC Representative CM Pederson provided an update of apparatus.

### 9.3 Policy Committee

Code of Conduct policy to be revised by the June 14, 2023 BESC Regular Board Meeting.

### 9.4 Regional Manager

Acting Regional Manager Lusk provided an update on January 2023 meetings and projects.

## 10) UPCOMING EVENTS:

### 10.1. Additional Board Meeting Dates- February, March, and April

The following Special Board Meeting dates were scheduled

February 21, 2023 at 5:30 PM- Strategic Plan Priorities Review

March 29, 2023 - Time TBD - Strategic Plan Follow Up with R. Farmer

April 20, 2023 - Tentative special meeting

**11) CLOSED SESSION:**

**11.1 Personnel FOIP 17 Personal Privacy**

**11.2 REM Recruitment FOIP 23 Local Body Confidences**

**11.3 Board Governance, Roles and Responsibilities**

**23-019 MOVED by** Chair Hrabec *that Beaver Emergency Services Commission move into closed session at 8:05 PM.*

**CARRIED**

**23-020 MOVED by** VC Lefsrud *that Beaver Emergency Services Commission move out of closed session at 9:41 PM.*

**CARRIED**

**23-021 MOVED by** VC Lefsrud *that Beaver Emergency Services Commission approve staffing a contract Administrative Assistant position, part time up to five (5) days a week, for a six (6) month renewable term.*

**CARRIED**

**23-022 MOVED by** Chair Hrabec *that Beaver Emergency Services Commission engage in conversation with Michael Solowan of Brownlee LLP regarding Commission governance roles and responsibilities.*

**CARRIED**

**23-023 MOVED by** CM Dueck *that Beaver Emergency Services Commission accept the Claystone Waste Ltd/ Beaver Emergency Services Commission Memorandum of Understanding with the following changes discussed in closed session; subject to Claystone's approval:  
Item 9 to read "...provide BESC board and BESC administration HR consulting and staff relations advice on an ad-hoc basis."  
Item 11 to read "...be cancelled by 60 days written notice."*


**CARRIED**


**12) NEXT MEETING:**

Tuesday February 21, 2023 at 5:30 PM at the BESC office in Viking, Alberta or at the call of the Chair.

**13) ADJOURNMENT:**

Chair Hrabec adjourned the meeting at 9:51 PM

Chairman 

Vice Chair 

Regional Manager 