



# Beaver Emergency Services Commission

## **REGULAR BOARD MEETING**

*Wednesday April 12, 2023 6:00 P.M.*

*BESC Office Viking, Alberta*

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec, Beaver County Division 3 – Virtual  
Vice-Chair Cindy Lefsrud, Town of Viking – BESC Office Viking  
Commissioner Lionel Williams, Beaver County Division 2 – BESC Office Viking  
Commissioner Deb Dueck, Town of Tofield – BESC Office Viking  
Commissioner Brian Ducherer, Village of Ryley – BESC Office Viking  
Commissioner John Markel, Village of Holden – BESC Office Viking  
Commissioner Dale Pederson, Beaver County Division 5 – BESC Office Viking

ADMINISTRATION members PRESENT at commencement:

Steve Upham, Interim Regional Manager– BESC Office Viking  
Sheila Lusk, Executive Administrative Assistant– BESC Office Viking  
Barb Lehman, Financial Assistant– BESC Office Viking  
Kayla Miller, Administrative Assistant – BESC Office Viking

### **1) CALL TO ORDER:**

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

### **2) AGENDA ADDITONS OR DELETIONS:**

Add item 9.2 – Vehicle Asset Management  
Add item 9.3 – Capital -Projections FOIP Section 23 Local Body Confidences

### **3) ADOPTION OF AGENDA:**

**23-047 MOVED** by *CM Markel* that *Beaver Emergency Services Commission* adopt the agenda as amended.

**CARRIED**

**4) MINUTES:**

4.1. March 8, 2023

**23-048 MOVED by** CM Dueck that Beaver Emergency Services Commission accept the March 8, 2023 BESC Regular Board Meeting minutes as presented.

**CARRIED**

4.2. March 29, 2023

**23-049 MOVED by** CM Ducherer that Beaver Emergency Services Commission accept the March 29, 2023 BESC Special Board Meeting minutes as presented.

**CARRIED**

**5) FINANCIALS:**

5.1. March Reconciliation Reports

5.2. March Financials

5.3. Aged Receivables

**23-050 MOVED by** VC Lefsrud that Beaver Emergency Services Commission accept the March Reconciliation reports as presented.

**CARRIED**

**23-051 MOVED by** CM Dueck that Beaver Emergency Services Commission accept the March Financials as presented.

**CARRIED**

**23-052 MOVED by** CM Dueck that Beaver Emergency Services Commission administration review the Shared Services Agreement (SSA) and advise the BESC Board of recommended changes.

**CARRIED**

5.4. Update Utility Rates

**23-053 MOVED by** CM Pederson that Beaver Emergency Services Commission accept the Utility Rates inquiry letter for information.

**CARRIED**

5.5. Status Update Bolt from the Blue Management Contract Payments

Barb Lehman provided information on the contract payments to Bolt from the Blue Management.

Barb Lehman left the meeting at 6:42 pm.

**6) BUSINESS:**

6.1. RFD Sale of Rescue Unit R97 425960 (Viking Rescue)

See 9.1 motion 23-061 f

6.2. Emergency Management Feedback Report

Provided to the Board for information.

6.3. RFD Bylaw 6-2021 Administrative Matters of the Commission

**23-054 MOVED by** VC Lefsrud that Beaver Emergency Services Commission accept the recommendation to rescind Bylaw 6-2021 Administrative Matter of the Commission.

**CARRIED**

6.4. RFD Bylaw 6-2023 Administrative Matters of the Commission

**23-055 MOVED by** CM Ducherer that Beaver Emergency Services Commission accept the recommendation to adopt Bylaw 6-2023 Administrative Matter of the Commission.

**CARRIED**

6.5. RFD DDEM Appointment

**23-056 MOVED by** CM Dueck that Beaver Emergency Services Commission accept the recommendation to appoint Julie Brownridge, CAO of the Village of Ryley, as the Deputy Director of Emergency Management (DDEM).

**CARRIED**

6.6. RFD Mutual Aid Agreement Flagstaff Regional Emergency Services Society

**23-057 MOVED by** CM Ducherer that Beaver Emergency Services Commission accept the recommendation to accept the Mutual Aid agreement with Flagstaff Regional Emergency Services Society as amended.

**CARRIED**

6.7. Update Policies for Review

Policies will be brought forward for Board review after revisions have been made by administration.

6.8. Health & Safety Management Operating System Audit

**23-058 MOVED by** CM Ducherer that Beaver Emergency Services Commission accept the Health and Safety Management Operating System Audit for information.

**CARRIED**

**7) REPORTS:**

7.1. H&S Committee

JHSC Co-Chair Williams advised that there would be an Emergency JHSC meeting on April 25, 2023 and a JHSC hose testing documentation inspection on May 4<sup>th</sup>, 2023.

7.2. Capital Purchases Committee

CPC Chair Pederson provided updates on the RFP for the Viking Pumper, Ryley apparatus, and the Holden hall extension. The next CPC meeting will be held on April 18<sup>th</sup>, 2023.

7.3. Policy Committee

Board Code of Conduct policy will be reviewed at the June 28, 2023 business planning meeting.

7.4. Regional Manager

Interim Regional Manager Upham provided a report on current projects such as policy, job descriptions, vehicle replacement, and meetings during the month of March

**8) UPCOMING EVENTS:**

8.1. Discuss June Business & Strategic Planning Meeting format and topics

Discussed topics for June 28, 2023 Business Planning Meeting agenda. Administration to bring a draft agenda to the May 10, 2023 BESC Regular Board Meeting.

**9) CLOSED SESSION:**

9.1. OHS Compliance FOIP Section 23 Local Body Confidences

9.2. Fire Investigations FOIP Section 23

9.3. Capital Projections FOIP Section 23

**23-059 MOVED by** CM Pederson that Beaver Emergency Services Commission move into closed session at 7:34 pm.

**CARRIED**

Chair Hrabec called for 10-minute break at 7:35 pm.

**23-060 MOVED by** CM Williams that Beaver Emergency Services Commission move out of closed session at 8:16 pm.

**CARRIED**

**23-061 MOVED by** CM Williams that Beaver Emergency Services Commission defer the sale of the Viking Rescue.

**CARRIED**

**10) NEXT REGULAR MEETING**

Wednesday May 10, 2023 at 6:00 p.m. in Viking, AB or at the call of the Chair.

**11) ADJOURMENT**

Chair Hrabec adjourned the meeting at 8:22 pm

Chair \_\_\_\_\_  
Vice Chair *Pradypta* \_\_\_\_\_  
Regional Manager *per* \_\_\_\_\_