



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday May 10, 2023 6:00 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 Lionel Williams, Beaver County Division 2 – BESC Office

Commissioner Deb Dueck, Town of Tofield – BESC Office

Commissioner Brian Ducherer, Village of Ryley – BESC Office

Commissioner John Markel, Village of Holden – BESC Office

Commissioner Dale Pederson, Beaver County Division 5 – BESC Office

ADMINISTRATION members PRESENT at commencement:

Steve Upham, Interim Regional Manager– BESC Office

Sheila Lusk, Executive Administrative Assistant– BESC Office

Barb Lehman, Financial Assistant – BESC Office

Kayla Miller, Administrative Assistant – BESC Office

Denise Durie, Administrative Assistant – Virtual

1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:01 pm.

2) AGENDA ADDITONS OR DELETIONS:

Add 6.12 REM Job Description

Add 6.13 Letter of Support

Add 7.2.1 Workhub

3) ADOPTION OF AGENDA:

23-062 MOVED by CM Markel that Beaver Emergency Services Commission adopt the agenda as amended.

CARRIED

4) MINUTES:

4.1. April 12, 2023

23-063 MOVED by CM Dueck that Beaver Emergency Services Commission accept the April 12, 2023 BESC Regular Board Meeting Minutes as amended.

CARRIED

5) FINANCIALS:

5.1. April Reconciliation Reports

5.2. April Financials

5.3. Aged Receivables

23-064 MOVED by CM Ducherer that Beaver Emergency Services Commission accept the April Reconciliation reports as presented.

CARRIED

23-065 MOVED by CM Dueck that Beaver Emergency Services Commission accept the April Financials as presented.

CARRIED

Barb Lehman left the meeting at 6:33 PM.

6) BUSINESS:

6.1. RFD Fire Guardian Appointments

23-066 MOVED by CM Pederson that Beaver Emergency Services Commission appoint the persons listed below as Fire Guardians effective March 1, 2023 until February 28, 2024.

| Fire Guardian | Position |
|----------------------|------------------------------|
| Steve Upham | Interim REM BESC |
| Kevin Moos | District Fire Chief |
| Terry Magnuson | District Fire Chief |
| Blair Ewasiuk | District Fire Chief |
| Rob Roulston | District Fire Chief |
| Kevin Fornal | District Fire Chief |
| Kelly Overbo | District Fire Chief |
| Cindy Neufeld | CAO Town of Tofield |
| Julie Brownridge | Interim CAO Village of Ryley |
| Rosemary Offrey | CAO Village of Holden |
| Doug Lefsrud | CAO Town of Viking |
| Kayleena Spiess | CAO Beaver County |

CARRIED

6.2. RFD Asset Obligation Liability

23-067 MOVED by VC Lefsrud that Beaver Emergency Services Commission accept the recommendation to investigate alternative methods for determining the amount of its asset retirement obligation liability.

CARRIED

6.3. RFD HSOMS Request to Adopt

23-068 MOVED by CM Dueck that Beaver Emergency Services Commission accept the recommendation to adopt the Health and Safety Operating Management System.

CARRIED

6.4. RFD TOR EM Advisory Committee

23-069 MOVED by CM Ducherer that Beaver Emergency Services Commission accept the recommendation to approve the Terms of Reference for the Emergency Management Advisory Committee.

CARRIED

6.5. RFD TOR EM Agency

23-070 MOVED by VC Lefsrud that Beaver Emergency Services Commission accept the recommendation to approve the Terms of Reference for the Emergency Management Agency.

CARRIED

6.6. Draft EM Plan and Draft ICP Roles

6.7. Draft ESS Plan and Draft ESS Position Checklists

6.8. DEM Job Description

6.9. Organizational Chart

6.10. Mutual Aid Agreement Update

Items 6.6, 6.7, 6.8, 6.9, 6.10 were provided for information.

6.11. Debrief Regional Services Commission Training

Administration will send the Regional Services Commission Training PowerPoint to the municipal CAOs.

6.12. REM Job Description

Discussed job descriptions. Revised drafts will be brought back to the June meeting.

6.13. Letter of Support

23-071 MOVED by Chair Hrabec that Beaver Emergency Services Commission send a letter to Elections Alberta in support of postponing the election.

CARRIED

7) REPORTS:

7.1. Capital Purchases Committee

CPC Chair provided an update on of the Ryley wildland apparatus Viking pumper procurement processes. He also reported that the pressure issue with the Kinsella tanker has been resolved.

7.2. H&S Committee

JHSC Co-Chair Williams provided a brief update on the Health and Safety program

7.2.1 WorkHub

Administration discussed Workhub access and bulletins with the councillors.

7.3. Regional Manager

Interim Regional Manager Upham provided an update of current BESC projects.

8) UPCOMING EVENTS:

Discussed upcoming events in the region.

9) CLOSED SESSION:

23-072 MOVED by VC Lefsrud that Beaver Emergency Services Commission move into closed session at 8:04 pm.

CARRIED

Chair Hrabec called for a 10-minute break.

23-073 MOVED by CM Ducherer that Beaver Emergency Services Commission move out of closed session at 8:19 pm.

CARRIED

10) NEXT MEETING:

Wednesday June 14, 2023 at 6:00 p.m. in Viking, AB or at the call of the Chair.

11) ADJOURNMENT

Chair Hrabec adjourned the meeting at 8:19 pm

Chair _____
Vice Chair _____
Regional Manager _____

