



# Beaver Emergency Services Commission

## **REGULAR BOARD MEETING**

*Wednesday August 9, 2023 6:00 P.M.*

*Beaver County Office Ryley Alberta*

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec, Beaver County Division 3 – in person

Vice-Chair Cindy Lefsrud, Town of Viking – in person

Commissioner Lionel Williams, Beaver County Division 2 – in person

Commissioner Deb Dueck, Town of Tofield –in person

Commissioner Brian Ducherer, Village of Ryley –in person

Commissioner John Markel, Village of Holden – in person

Commissioner Dale Pederson, Beaver County Division 5 – in person

ADMINISTRATION members PRESENT at commencement:

Steve Upham, Interim Regional Manager– in person

Sheila Lusk, Executive Administrative Assistant– in person

Barb Lehman, Financial Assistant – in person

Kayla Miller, Administrative Assistant – in person

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

Chair Hrabec called the meeting to order at 6:03 pm.

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

5.3.1 Accounts Receivable Closed Session FOIP Section 17 Third Party Personal Information

9.1 Staffing Closed Session FOIP Section 17 Third Party Personal Information

9.2 Media Closed Session FOIP Section 21 Intergovernmental Relations

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

**23-092 MOVED** by Chair Hrabec *that Beaver Emergency Services Commission adopt the agenda as amended.*

**CARRIED**

**4) MINUTES:**

Correct the July 12, 2023 minutes as follows: correct Motion 23-086 to read Moved by CM Markel and correct Motion 23-088 correct to read Moved by Vice Chair Lefsrud

**23-093 MOVED by** CM Ducherer that Beaver Emergency Services Commission accept the July 14, 2023 BESC Regular Board Meeting Minutes as amended.

**CARRIED**

**5) FINANCIALS:**

5.1. July Reconciliation Reports

5.2. July Financials

5.3. Aged Receivables

5.4 Accounts Receivable Closed session

**23-094 MOVED by** CM Dueck that Beaver Emergency Services Commission accept the July Reconciliation reports as presented.

**CARRIED**

**23-095 MOVED by** Vice Chair Lefsrud that Beaver Emergency Services Commission accept the July Financials as presented.

**CARRIED**

**23-096 MOVED by** CM Dueck that Beaver Emergency Services Commission move to closed session to discuss the accounts receivable at 6:25 pm

**CARRIED**

**23-097 MOVED by** CM Pederson that Beaver Emergency Services Commission move out of closed session at 6:47 pm.

**CARRIED**

**Direction from the Board:**

Administration is to include an update on the Capital Reserve Account detailing the funds that are allocated to capital projects in the September 13, 2023 board package.

Administration is to get a legal opinion on the correspondence discussed in closed session.

Barb Lehman left the meeting at 6:47 pm.

The chair called for a break at 6:47 pm, the meeting resumed at 6:57 pm.

**6) BUSINESS:**

6.1 RDF DDEM Appointment

**23-098 MOVED by** Vice Chair Lefsrud that this item be tabled

**CARRIED**

**7) REPORTS:**

7.1. Capital Purchases Committee

CPC Chair Pederson advised the next committee meeting is August 10, 2023 at 2 pm.

7.2. H&S Committee

JHSC Co-Chair Williams advised the JHSC has conducted two inspections on hose and valve testing and that co-chairs and administration met August 4, 2023.

7.3 Policy Committee

CM Dueck provided an update on the committee’s review of the Board Code of Conduct and Per diem policies and the draft Governance and Operational Policy.

The committee will bring the Board Code of Conduct policy, Board Self Evaluation form and Board Roles and Responsibilities documents to the September Regular Board Meeting

Board members are to be prepared to discuss board committee composition and per diem rates at the September’ Regular Board meeting.

CM Dueck also presented a revised Employee Illness Injury and Leaves of Absence Policy. Board members provided feedback. A revised draft which incorporates the feedback and includes vacation and holiday leave will be presented at the October 11, 2023 Regular Board meeting.

7.4. Regional Manager

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

**8) UPCOMING EVENTS:**

Discussed upcoming events schedule.

**9) CLOSED SESSION:**

**23-099 MOVED by** CM Dueck that Beaver Emergency Services Commission move into closed session at 8:06 pm.

**CARRIED**

**23-100 MOVED by** CM Ducherer that Beaver Emergency Services Commission move out of closed session at 8:41 pm.

**CARRIED**

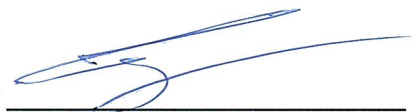
**10) NEXT MEETING:**

Wednesday September 13, 2023 at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

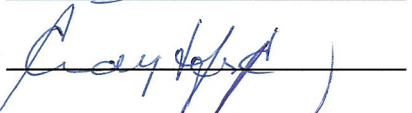
**11) ADJOURMENT**

Chair Hrabec adjourned the meeting at 8:41 pm

Chair



Vice Chair



Regional Manager



