



# Beaver Emergency Services Commission

## REGULAR BOARD MEETING

Wednesday September 13, 2023 6:00 P.M.  
BESC Office Viking

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

### 1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:04 pm.

### 2) AGENDA ADDITONS OR DELETIONS:

Addition 7.3.5 Personnel Committee Terms of Reference

### 3) ADOPTION OF AGENDA:

**23-101 MOVED** by CM Dueck *that Beaver Emergency Services Commission adopt the agenda as amended.*

**CARRIED**

### 4) MINUTES:

**23-102 MOVED** by CM Markel *that Beaver Emergency Services Commission accept the August 9, 2023 BESC Regular Board Meeting Minutes as presented.*

**CARRIED**

**5) FINANCIALS:**

- 5.1. August Reconciliation Reports
- 5.2. August Financials
- 5.3. Aged Receivables
- 5.4 Review Capital Reserve
- 5. Auditing Services

**23-103 MOVED by** CM Ducherer that Beaver Emergency Services Commission accept the August Reconciliation reports as presented.

**CARRIED**

**23-104 MOVED by** Vice Chair Lefsrud that Beaver Emergency Services Commission accept the August Financials as presented.

**CARRIED**

**23-105 MOVED by** CM Dueck that Administration issue a Request for Quote for auditing services for a contract period of up to three years.

**CARRIED**

Barb Lehman left the meeting at 6:45 pm.

**6) BUSINESS:**

6.1 RDF Sale of Ryley Brush Truck

**23-106 MOVED by** CM Markel that the minimum sale price for Ryley brush (wildland) truck be \$8,500 and that it be sold by online auction.

**CARRIED**

**23 -107 Moved by** CM Ducherer that minimum sale price for tires from the new Ryley brush (wildland) truck chassis be \$2,500.

**CARRIED**

**7) REPORTS:**

7.1. Capital Purchases Committee

Steve Upham provided an update on the status of the Ryley Wildland unit

7.2. H&S Committee

JHSC Co-Chair Williams advised the next JHSC committee is September 21, 2023 at the Holden Station 3.

7.3 Policy Committee

7.3.1 Board Code of Conduct Policy

7.3.2 Board Roles and Responsibilities and Self Evaluation

7.3.3 Discussion Board Committees and Per Diems

7.3.4 Discussion Organizational Meeting

7.3.5 Personnel Committee Terms of Reference

**23 -108 MOVED by** CM Ducherer that the Code of Conduct policy be approved as amended

**CARRIED**

**23 -109 MOVED by** CM Ducherer that the Board Roles and Responsibilities Policy be approved as amended

**CARRIED**

**23-110 Moved by** CM Williams that agenda items 7.3.3, 7.3.4 and 7.3.5 be deferred to the October 11, 2023 regular board meeting.

**CARRIED**

7.4. Regional Manager

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

**8) UPCOMING EVENTS:**

Administration to get possible dates from AEMA for ICS 402 course and determine whether appropriate to offer the training to executives of other organizations.

**9) CLOSED SESSION:**

**23-111 MOVED by** Vice Chair Lefsrud that Beaver Emergency Services Commission move into closed session at 8:04 pm.

**CARRIED**

**23-112 MOVED by** CM Ducherer that Beaver Emergency Services Commission move out of closed session at 9:32 pm.

**CARRIED**

**23-113 MOVED by** CM Dueck that REM Upham ensure performance evaluations are completed for administration staff and review the Board Self Evaluation form, Appendix A of the Board Roles, and Responsibilities Policy

**CARRIED**

**23-114 MOVED by** Vice Chair Lefsrud to approve the contract with Upham Strategies dated September 15, 2023.

**CARRIED**

**10) NEXT MEETING:**

Wednesday October 11, 2023 at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

**11) ADJOURNMENT**

Chair Hrabec adjourned the meeting at 9:40 pm

Chair 

Vice Chair 

Regional Manager 