



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday November 15, 2023 at 6:22 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 –virtual
Commissioner Sheldon Reid, 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, Regional Manager– in person
Sheila Lusk, Executive Administrative Assistant– in person
Kayla Miller Administrative Assistant- in person
Barb Lehman, Financial Assistant – in person

1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:22 pm.

2) AGENDA ADDITONS OR DELETIONS:

Addition Agenda Item 7.7 Rescind Policy 45 and Policy 46

3) ADOPTION OF AGENDA:

23-136 MOVED by Chair Hrabec *that Beaver Emergency Services Commission adopt the agenda as amended.*

CARRIED

23-137 MOVED by CM Markel *that Beaver Emergency Services Commission move into closed session at 6:24 pm. FOIP Section 17 Personal*

CARRIED

23-138 MOVED by CM Pederson that Beaver Emergency Services Commission move out of closed session at 6:36 pm.

CARRIED

4) DELEGATION:

4.1 Ryan Tessman Timed Item

Ryan Tessman joined the meeting at 6:42 pm

Mr. Tessman appeared before the Board to present his concerns regarding billing for fire service. Chair Hrabec explained that the Regional Manager has the sole authority to waive or cancel fees. Regional Manager Steve Upham and Mr. Tessman will have further discussion on the matter in coming days.

Ryan Tessman left the meeting at 6:52 pm

23-139 MOVED by VC Lefsrud that Beaver Emergency Services Commission move into closed session at 6:54 pm. FOIP Section 17 Personal

CARRIED

23-140 MOVED by CM Markel that Beaver Emergency Services Commission move out of closed session at 7:09 pm.

CARRIED

4.2 Director of Emergency Management (DEM) Kevin Fornal

DEM Fornal joined the meeting at 7:30 pm

DEM Fornal provided the Board with a report on his director of emergency management activities during October.

DEM Fornal left the meeting at 7:40 pm

5) MINUTES:

23-141 MOVED by CM Dueck that Beaver Emergency Services Commission accept the October 11, 2023 BESC Regular Board Meeting Minutes as presented.

CARRIED

6) FINANCIALS:

6.1. October Reconciliation Reports

6.2. October Financials

6.3. Aged Receivables

6.4 Operating and Capital 2024 Update

23-142 MOVED by CM Reid that Beaver Emergency Services Commission accept the October Reconciliation reports as presented.

CARRIED

23-143 MOVED by CM Dueck that Beaver Emergency Services Commission accept the October Financials as presented.

CARRIED

Chair Hrabec called for a break at 7:48 pm with meeting resumed at 7:59 pm.

7) BUSINESS:

7.1 RFD Audit Services

23-144 MOVED by VC Lefsrud that Beaver Emergency Services Commission move into closed session at 7:59pm. FOIP Section (16)

CARRIED

23-145 MOVED by CM Reid that Beaver Emergency Services Commission move out of closed session at 8:07pm.

CARRIED

23-146 Moved by CM Williams *that Beaver Emergency Services Commission accept the Metrix Group proposal for auditing services for a 3 year term.*

CARRIED

7.2 Draft Loss and Bereavement for discussion

Discussed the draft policy. Regional Manager Upham will solicit feedback from the district fire chiefs.

7.3 RFD Policy BRD-003 Board of Directors Per Diem and Expense Reimbursement Policy

23-147 MOVED by CM Dueck that policy BRD-003 *Board of Directors Per Diem and Expense Reimbursement Policy* be approved as presented

CARRIED

7.4 RFD Policy HR- 005 Employee Illness, Injury and Leaves of Absence

23-148 MOVED by CM Dueck that policy HR- 005 *Employee Illness, Injury and Leaves of Absence* be approved as presented.

CARRIED

23-149 MOVED by CM Dueck to rescind Policy 45.0 Workplace Violence Prevention and Policy 46.0 Workplace Discrimination and Harassment Policy.

CARRIED

Note: Policies 45.0 and 46.0 were replaced by Policy HR-006 Workplace Violence and Harassment Prevention Policy approved October 11, 2023 Motion 23-125.

7.5 RFD DDEM Appointments Town of Viking and Village of Ryley

23-150 MOVED by VC Lefsrud that the Beaver Emergency Services Commission appoint Glen Hamilton-Brown, CAO for the Village of Ryley, and Colton Dockstader, Town of Viking Public Works as Deputy Directors of Emergency Management

CARRIED

7.6 RFD Fire Guardian Appointments

23-151 MOVED by VC Lefsrud That the Beaver Emergency Services Commission appoint the following persons as Fire Guardians effective March 1, 2023 until February 29, 2024.

Steve Upham-REM BESC
Kevin Moos-District Fire Chief
Terry Magneson-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
Glen Hamilton-Brown-CAO Village of Ryley
Rosemary Offrey-CAO Village of Holden
Doug Lefsrud-CAO Town of Viking

CARRIED

8) REPORTS:

8.1. Capital Purchases Committee

No report

8.2. H&S Committee

No report

8.3 Policy Committee

No report

8.4 Regional Manager Report

REM Upham's presented his report.

9) UPCOMING EVENTS:

Reviewed upcoming events schedule.

10) CLOSED SESSION:

23-152 MOVED by CM Pederson that Beaver Emergency Services Commission move into closed session at 8:43 pm.

CARRIED

23-153 MOVED by CM Markel that Beaver Emergency Services Commission move out of closed session at 8:49 pm.

CARRIED

11) NEXT MEETING:

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

12) ADJOURNMENT

Chair Hrabec adjourned the meeting at 8:50 pm

Chair _____
Vice Chair _____
Regional Manager _____