



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday July 12, 2024 at 6:00 P.M.

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3
Vice-Chair Cindy Lefsrud	Town of Viking - Virtual
Commissioner Lionel Williams	Beaver County Division 2
Commissioner Deb Dueck	Town of Tofield
Commissioner Sheldon Reid	Village of Ryely
Commissioner John Markel	Village of Holden
Commissioner Dale Pederson	Beaver County Division 5

ADMINISTRATION members PRESENT at commencement:

Steve Upham	Regional Manager
Sheila Lusk	Executive Administrative Assistant
Kayla Miller	Administrative Assistant
Marge Gausvik	Financial Controller

All participants attended in person unless noted otherwise

1) CALL TO ORDER:

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

2) AGENDA ADDITIONS OR DELETIONS:

No additions or deletions

3) ADOPTION OF AGENDA:

24-066 MOVED by CM Markel to adopt the agenda as presented.

CARRIED

4) MINUTES:

24-067 MOVED by CM Dueck to approve the June 12, 2024 meeting minutes as presented.

CARRIED

5) FINANCIALS:

5.1. June Reconciliation Reports

5.2. June Financials

5.3. Aged Receivables

5.3.1 Aged Receivables Closed Session Personal Information FOIP Section 17

24-068 MOVED by CM Reid to accept the June 2024 Reconciliation reports as presented.

CARRIED

24-069 MOVED by CM Dueck to accept the June 2024 Financials as presented.

CARRIED

6) BUSINESS:

6.1 RFD REM Performance Appraisal Policy

24-070 Moved by CM Dueck to approve Policy # HR-001 Regional Emergency Manager Performance Review Process.

CARRIED

24-071 Moved by CM Pederson to rescind Policy 17.1 Regional Fire Chief Performance Appraisal

CARRIED

This policy will apply for the current performance cycle meaning that in September 2024 the REM will prepare a self-assessment and the members of the board will complete the performance evaluation form for the REM for the period ending September 30, 2024.

The evaluation form will be added as an appendix to the policy# HR-001.

6.2 RFD Policy FIN-008 Accounts Receivable

24- 072 Moved by CM Dueck to adopt Policy #FIN-008 Accounts Receivable

CARRIED

24- 073 Moved by VC Lefsrud to rescind Policy # 40 Late Payment Fees

CARRIED

24- 074 Moved by CM Dueck that REM Upham writes to the CAOs of Beaver County and the Villages of Ryley of Holden to request their municipalities amend their bylaws authorizing BESC to provide fire services to include a provision to allow unpaid fire service fees to be added to the tax roll for the property.

6.3 Fire Service Fees

Discussed in Closed Session

7.Reports

7.1 H&S Committee – **no report**

7.2 Capital Purchases Committee – **no report**

7.3 Policy Committee – **no report**

7.4 Regional Manager REM Upham presented his report.

8 Events

The September Budget Planning meeting date is changed from September 25 to September 19. The meeting will start at 3 pm location to be determined.

9.1 Closed Session

6.3 Fire Service Fees- FOIP Section 24 Advice from Officials

9.1 Land FOIP- Section 25 Economic Interests

24-075 MOVED by CM Pederson to move into closed session at 7:19 pm.

CARRIED

24-076 MOVED by CM Dueck to move out of closed session at 8:07 pm.

CARRIED

24-077 MOVED by Chair Hrabec to authorize Administration to accept the highest bid on the Kinsella Pumper.

CARRIED

7) NEXT MEETING:

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

8) ADJOURNMENT

Chair Hrabec adjourned the meeting at 8:09 pm

Chair _____
Vice Chair _____
Regional Manager _____

