



Beaver Emergency Services Commission
Regular Board Meeting Agenda
May 14, 2025, 6 PM – 9 PM
BESC Office Viking

1 Call Meeting to Order

2 Agenda Additions/Deletions

3 Adoption of Agenda

4 Minutes

4.1 Minutes April 9, 2024 Regular Board Meeting In package

5 Financials

5.1 Reconciliation Reports Board package only

5.2 Financials In package

5.3 Aged Receivables Board package only

5.4 RFD 2025-05-001 Unbudgeted Expenditures In package

5.5 RFD 2025-05-002 Unbudgeted Expenditures In package

6 Business

6.1 RFD 2025-05-002 HR-016 Drug and Alcohol Policy In package

6.2 RFD 2025-05-003 FIR-003 Incident Reporting Policy In package

6.3 RFD 2025-05-004 HR-017 Progressive Discipline In package

Policy

6.4 RMA Firefighter Driver Training No documents

7 Reports

7.1 Health and Safety Committee No documents

7.2 Capital Purchases Committee No documents

7.3 Policy Committee No documents

7.4 Regional Manager Hand out

8 Future Dates

In package

9 Closed Session

10 Next Meeting

11 Adjournment



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday April 9, 2025,

6:00 -9:00 PM

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3 virtual
Vice-Chair Cindy Lefsrud	Town of Viking
Commissioner Deb Dueck	Town of Tofield
Alt Commissioner Stephanie Dennis	Village of Ryley virtual
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
Marge Gausvik	Financial Controller
Kayla Miller	Administrative Assistant

All participants attended in person unless noted otherwise

1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6 pm.

2) AGENDA ADDITIONS OR DELETIONS:

Addition

10.1 Closed Session-Personal Privacy FOIP Section 17

3) ADOPTION OF AGENDA:

25-045 CM to adopt the agenda as amended.
Moved by Dueck

CARRIED

4) DELEGATION

RMA Insurance

Vay Diep, Risk Advisor ,Kal Aboumorad, Risk Advisor and Christine Morris, Member Services Representative gave a presentation and explained BESC's current coverage.

Commissioner Lionel Williams joined the meeting virtually at 6:10 pm.

RMA left the meeting at 7:36 pm

Chair Hrabec called for a short break. Meeting resumed at 7:48 pm.

5) MINUTES:

25-046 VC to approve the March 12, 2025 Regular Board Meeting
Moved by Lefsrud minutes as presented.

CARRIED

6) FINANCIALS:

6.1 Reconciliation Reports

6.2 Financials

6.3 Aged Receivables

25-047 CM to accept the March 2025 financial reports as presented.
Moved by Markel

CARRIED

7) BUSINESS:

7.1 RFD 2025-04-001 VC3 IT Management

25-048 VC that the Board move forward with a one-year contract with
Moved by Lefsrud VC3 for IT Services as presented at the March 12, 20205
Regular Board meeting.

CARRIED

7.2 RFD 2025-04-002 Complaints Policy

25-049 CM that the Board approve Policy # ADM-003 Complaints
Moved by Dueck Policy and ADM #003 Appendix A as presented.

CARRIED

25-050 CM that the Board rescind Policy #42.0 Complaints Policy.
Pederson

CARRIED

7.3 RFD 2025-04-003 Association Dues Policy

25-051 CM that the Board approve #HR-019 Association Dues and
Moved by Dueck Fees Policy as presented.

CARRIED

25-052 CM that the Board rescind Policy #8.1 Association Dues for
Pederson Management.

CARRIED

7.4 May 3 Wildfire Preparedness Event

Discussed the Wildfire Preparedness Event which will be held at the Spilstead Community Hall on May 3 from 10:00 am to 2:00 pm.

7.5 Correspondence

25-053 CM that the Board accept the correspondence file as
Moved by Dennis presented.

CARRIED

8) REPORTS:

8.1 H&S Committee

The committee met April 8, 2025. Vice chair Lefsrud attended as alternate board co-chair.

8.2 Capital Purchases Committee

Work continues on the Station 3 Holden brush truck.

The closing date for the Station 3 site has been pushed back to April 30, 2025. The electrical and mechanical drawings are still in progress.

8.3 Policy Committee

No report. Next committee meeting is April 22, 2025.

8.4 Regional Managers Report

Reviewed the report which was provided at the meeting.

9) FUTURE DATES:

Reviewed the future dates schedule.

10) CLOSED SESSION:

10.1 Closed Session FOIP Section 17 Personal Privacy

25-054 CM to move to closed session at 8:43 pm
Moved by Markel

CARRIED

25-055 CM to come out of closed session at 9:07 pm
Moved by Pederson

CARRIED

25-056 VC To approve contract extension for Upham Strategies as
Moved by Lefsrud per the draft presented and discussed.

CARRIED

11 NEXT MEETING

Wednesday May 14, 2025 at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

12 ADJOURNMENT

Chair Hrabec adjourned the meeting at 9:10 pm.

Chair _____

Vice Chair _____

Regional Manager _____

Beaver Emergency Services Commission
Balance Sheet As at 04/30/2025

ASSET

Current Assets

Notice Demand 2600 (30 days)	100,000.00	
Notice Demand 3400 (90 days)	100,000.00	
ATB Capital Reserve - 3626900	823,253.02	
Non Redeemable GIC (Capital)	500,000.00	
ATB T-Bill Savings - 3631500	23.03	
Term/GIC Inv - Operating reserve	0.00	
ATB Chequing Account-990505...	110,243.06	
Total Cash		1,633,519.11
Investments		0.00
Accounts Receivable	202,748.88	
Accrued Accounts Receivable	18,662.19	
Allowance for Doubtful Accounts	-72,977.12	
Total Receivable		148,433.95
Purchase Prepayments		40,000.00
Prepaid Expenses		53,098.22
Total Current Assets		1,875,051.28

Inventory

Radio Batteries	5,193.75	
SCBA	0.00	
Tablets & Cell Phones	-845.84	
Total Inventory		4,347.91

Equipment Assets

Equipment	1,366,151.74	
Accum Amort - Equipment	-534,280.22	
Total Equipment		831,871.52

Other Assets

Leasehold Improvements	0.00	
Office Furniture & Equipment	15,910.25	
Accum. Amort. -Furn. & Equip.	-5,568.60	
Net - Furniture & Equipment		-5,568.60
Vehicle	4,678,954.49	
Accum. Amort. -Vehicle	-1,674,178.95	
Net - Vehicle		3,004,775.54
Building	1,447,802.71	
Concrete	88,325.40	
Accum. Amort. -Building	-593,290.93	
Accum Amort - Concrete	-20,609.26	
Net - Building		922,227.92
Land		22,400.00
Total Other Assets		3,959,745.11

TOTAL ASSET **6,671,015.82**

LIABILITY

Current Liabilities

Accounts Payable	50,954.53	
Accrual account	49,687.74	
GST Charged on Sales	526.84	
GST Paid on Purchases	-81,545.70	
GST Owing (Refund)	56,346.34	
Asset Retirement	15,000.00	
Deferred Grant Income-Fire Trai...	4,300.00	
Deferred Grant Income-Emerg ...	0.00	
Total Grant Income		4,300.00
Total Current Liabilities		95,269.75

Beaver Emergency Services Commission
Balance Sheet As at 04/30/2025

TOTAL LIABILITY	<u>95,269.75</u>
------------------------	------------------

EQUITY

Retained Earnings

Reserves - General Operating	42,368.98
Other	1,713,033.71
Equity in capital assets	4,812,842.83
Transfer to Capital Reserves	0.00
Transfer to Operating Reserves	0.00
Retained Earnings - Previous Year	0.00
Current Earnings	<u>7,500.55</u>
Total Retained Earnings	<u>6,575,746.07</u>

TOTAL EQUITY	<u>6,575,746.07</u>
---------------------	---------------------

LIABILITIES AND EQUITY	<u><u>6,671,015.82</u></u>
-------------------------------	----------------------------

Beaver Emergency Services Commission
Comparative Income Statement

	Actual 01/01/2024 to 12/31/2024	Actual 04/01/2025 to 04/30/2025	Budget 01/01/2025 to 12/31/2025	Actual 01/01/2025 to 04/30/2025	Difference
REVENUE					
Emergency Calls Revenue					
Emergency Calls	241,517.75	10,552.50	200,000.00	10,867.50	189,132.50
Emergency Calls - ATU	113,397.50	8,640.00	90,000.00	19,830.00	70,170.00
Emergency Call- Mutual Aid	0.00	0.00	10,000.00	0.00	10,000.00
Fire Safety Code/Inspections	22,186.29	825.06	5,000.00	3,823.23	1,176.77
OHD Quantifit 2 Machine	0.00	0.00	0.00	750.00	-750.00
Net Sales	377,101.54	20,017.56	305,000.00	35,270.73	269,729.27
Other Revenue					
Municipal Contributions - Operating	948,009.04	0.00	1,172,450.00	293,112.51	879,337.49
Grants	7,999.47	3,000.00	50,000.00	3,000.00	47,000.00
Grant - Emergency Management	0.00	6,511.00	0.00	6,511.00	-6,511.00
Earned Interest	48,549.24	412.97	10,000.00	1,460.10	8,539.90
Insurance Claim Payment	0.00	26,050.03	0.00	26,050.03	-26,050.03
Fire Station Insurance Claims	18,662.19	0.00	0.00	0.00	0.00
Total Other Revenue	1,023,219.94	35,974.00	1,232,450.00	330,133.64	902,316.36
TOTAL REVENUE	1,400,321.48	55,991.56	1,537,450.00	365,404.37	1,172,045.63
FIREHALL EXPENSES					
Advertising	8,740.79	0.00	5,000.00	321.71	4,678.29
Computers & Software	0.00	0.00	10,000.00	0.00	10,000.00
Repairs & Maintenance - Building	52,033.55	7,305.08	30,000.00	12,196.20	17,803.80
Contract Services	7,649.00	759.00	5,000.00	1,419.00	3,581.00
Repairs & Maintenance - Equipment	17,892.34	0.00	10,000.00	1,443.06	8,556.94
Repairs & Maintenance - Vehicles	45,637.99	0.00	30,000.00	14,815.04	15,184.96
Inspections	16,087.16	0.00	20,000.00	3,578.86	16,421.14
Contracted - Safety Codes	23,152.90	2,822.47	5,000.00	4,187.53	812.47
Consumable Supplies	19,536.65	797.06	15,000.00	14,312.23	687.77
Dispatch Fees	26,246.70	0.00	30,000.00	27,261.90	2,738.10
Dues & Fees	24,175.79	4,069.00	20,000.00	16,592.86	3,407.14
Equipment Rentals	1,722.87	0.00	5,000.00	0.00	5,000.00

SCBA	2,712.00	0.00	10,000.00	0.00	10,000.00
Personal Protective Equipment..	85,383.32	19,588.11	110,000.00	53,367.46	56,632.54
Specialty Equipment	60,146.24	1,166.64	40,000.00	3,696.47	36,303.53
Miscellaneous Supplies	29,408.50	4,395.03	10,000.00	8,005.15	1,994.85
Hoses / Fittings / Nozzles	721.56	0.00	30,000.00	674.07	29,325.93
Training	33,748.24	3,111.40	50,000.00	6,722.74	43,277.26
Health & Safety	13,723.48	727.39	20,000.00	3,983.28	16,016.72
Freight	5,694.47	259.21	2,000.00	1,282.94	717.06
Fuel	20,883.98	1,663.43	17,500.00	5,090.42	12,409.58
Office Supplies	7,456.17	398.97	2,000.00	398.97	1,601.03
Insurance	67,136.03	1,000.00	60,000.00	1,000.00	59,000.00
Fire Service, Mutual Aid	0.00	0.00	5,000.00	0.00	5,000.00
Rent - Bruce Firehall	0.00	0.00	4,000.00	5,500.00	-1,500.00
Telephone & Communication	21,181.73	1,524.51	18,000.00	6,178.04	11,821.96
Travel & Subsistence - Firefighters	4,423.34	1,092.13	8,000.00	2,422.55	5,577.45
Vehicle Supplies	9,688.65	1,501.58	5,000.00	1,835.21	3,164.79
Uniforms & Cresting	12,283.80	0.00	15,000.00	2,736.00	12,264.00
Utilities	54,356.21	4,469.11	55,000.00	22,226.04	32,773.96
Total Expenses	671,823.46	56,650.12	646,500.00	221,247.73	425,252.27
Payroll Expenses					
Honorariums - Services Awards	2,025.00	4,525.10	2,000.00	4,618.18	-2,618.18
Honorariums - Commission Board	37,950.00	3,910.00	40,000.00	12,175.00	27,825.00
Honorarium - Fire Chiefs	27,500.08	0.00	27,500.00	7,115.02	20,384.98
Salaries Administration	304,685.92	26,888.78	300,000.00	110,599.91	189,400.09
Honorariums - Fire Practices	165,080.00	3,860.00	140,000.00	25,861.82	114,138.18
Honorariums - Fire Fighting	77,690.00	2,740.00	95,000.00	12,870.00	82,130.00
Mileage - Board & Staff	10,049.95	1,518.03	11,000.00	4,239.74	6,760.26
Employer Contributions - LAPP	10,951.66	1,003.45	16,000.00	4,001.15	11,998.85
CPP Expense	11,801.00	1,122.12	11,000.00	4,474.15	6,525.85
EI Expense	4,159.50	401.01	4,500.00	1,672.83	2,827.17
Employee Health and Wellness	700.00	0.00	2,400.00	1,260.00	1,140.00
WCB Expense	7,514.01	0.00	7,000.00	667.24	6,332.76
Employee Benefits	14,820.65	1,420.71	15,000.00	4,262.13	10,737.87
Contract Services	4,382.01	837.44	6,000.00	2,263.99	3,736.01

Total Payroll Expense	679,309.78	48,226.64	677,400.00	196,081.16	481,318.84
Emergency Management					
Salaries - Administration	32,699.05	2,951.50	75,000.00	10,426.37	64,573.63
Advertising & Promotions	0.00	235.75	2,000.00	235.75	1,764.25
Meeting Expenses	4,951.18	0.00	4,000.00	0.00	4,000.00
Training	9,362.00	161.98	7,000.00	990.94	6,009.06
Office Supplies	5,552.22	0.00	2,000.00	269.29	1,730.71
Travel & Subsistence	4,842.02	0.00	2,000.00	1,290.42	709.58
Total Emergency Management	57,406.47	3,349.23	92,000.00	13,212.77	78,787.23
General & Administrative Expenses					
Audit Fees	14,989.60	0.00	14,000.00	15,992.22	-1,992.22
Legal	0.00	0.00	5,000.00	0.00	5,000.00
Advertising & Promotions	3.00	44.00	2,000.00	1,236.45	763.55
Bad Debts	19,135.76	0.00	10,000.00	0.00	10,000.00
Business Fees & Licenses	28.00	34.00	2,000.00	272.10	1,727.90
Computers & Software	55,894.06	1,315.00	20,000.00	1,315.00	18,685.00
Board Contingency	0.00	0.00	5,000.00	0.00	5,000.00
Amortization Expense	314,416.16	0.00	0.00	0.00	0.00
Office Supplies	3,075.07	578.54	5,000.00	5,013.13	-13.13
Interest & Bank Charges	1,025.44	93.45	750.00	290.84	459.16
Telephone & Communications	1,453.19	446.02	5,000.00	1,790.18	3,209.82
Contract Services - Administration	26,642.84	300.00	7,000.00	1,581.87	5,418.13
Meeting Expenses	2,503.42	492.40	5,000.00	1,246.53	3,753.47
Rent - BESC HQ	19,816.85	1,495.96	20,500.00	5,983.84	14,516.16
Repair & Maintenance - Office	1,735.15	0.00	500.00	85.97	414.03
Training - Staff	2,950.75	28.00	5,000.00	110.36	4,889.64
Operational & Strategic Plan Review	0.00	0.00	10,000.00	0.00	10,000.00
Travel & Subsistence	1,263.14	0.00	2,000.00	0.00	2,000.00
Utilities	917.46	-231.10	2,800.00	-455.91	3,255.91
Total General & Admin. Expenses	465,849.89	4,596.27	121,550.00	34,462.58	87,087.42
TOTAL EXPENSE	1,874,389.60	112,822.26	1,537,450.00	465,004.24	1,072,445.76
NET INCOME	-474,068.12	-56,830.70	0.00	-99,599.87	99,599.87

Generated On: 05/07/2025



Request for Decision

May 14, 2025

Regular Board Meeting

RFD# 2025-05-001

Topic: Station 2 Building Repairs

Motion: That the Board approve the unbudgeted expenditure to repair the floor in Station 2 using capital funds.

Discussion: Station 2 had put the repair of the training room floor on the 2025 needs list, thinking it would be a minimal repair of approximately \$17,000, which we would use operating funds for. As the contractors had a look at the station, it was decided that in order to repair the floor correctly, the old one needs to be completely removed, and also look at the piping in the floor. While waiting for the quotes to come in, the boiler unit needed to be replaced, so that has been done, and come out of operating. The quote for the removal and replacement of the floor in the training room, kitchen, and bathroom areas is for \$52,700, which could become more, depending on what is found under the concrete.

The 2025 building repairs and maintenance operating budget is for \$30,000, which is almost all accounted for, so we would need to utilize capital funds for this project.

Alternatives:

1. The board may accept the recommendation.
2. The board may reject the recommendation.
3. The board may take other action.

Relevant Policy/Practice/Legislation

Policy #FIN-002 Unbudgeted Expenditures

Policy #FIN-005 Capital Reserve

2025 Operating and Capital Budgets

Prepared by: Marge Gausvik

Reviewed by: Steve Upham



Request for Decision

May 14, 2025

Regular Board Meeting

RFD# 2025-05-002

Topic: Station 3 Brush Truck

Motion: That the Board approve the unbudgeted expenditure of an increase of capital funds for the build of the Station 3 Brush Truck to \$265,000

Discussion: Motion #24-092 moved by CM Markel to approve a budget of up to \$215,000 for the build of the Station 3 brush truck. The total to date is \$238,208 and the unit is not yet complete. There is still decaling, radio install, emergency lighting, and the final labor invoice from the builder. The build has gone over due to design improvements that will add to the functionality, durability and ease of maintenance.

Alternatives:

1. The board may accept the recommendation.
2. The board may reject the recommendation.
3. The board may take other action.

Relevant Policy/Practice/Legislation

Policy #FIN-002 Unbudgeted Expenditures

Policy #FIN-005 Capital Reserve

2025 Operating and Capital Budgets

Prepared by: Marge Gausvik

Reviewed by: Steve Upham



Request for Decision
May 14, 2025
Regular Board Meeting
RFD# 2025-05-003

Topic: Policy # HR-016 Drug and Alcohol Policy

Motion 1: That the Board approve Drug and Alcohol Policy HR-016 as presented.

Motion 2: That the Board make a motion to rescind Policy 3.2 Drug and Alcohol

Discussion: The Policy Committee reviewed Policy *#3.2 Drug and Alcohol*. As a result of their review, the Committee has prepared an updated Policy *#HR-016 Drug and Alcohol*.

Alternatives:

1. The board may accept the recommendation.
2. The board may reject the recommendation.
3. The board may take other action.

Enclosures

Policy #HR-016 Drug and Alcohol

Prepared by: Marge Gausvik

Reviewed by: Steve Upham

Disciplinary Actions Employees found in violation of this policy will be subject to disciplinary action, which may include suspension, or termination, depending on the severity of the violation. Specific actions will be determined based on the nature of the incident.

Responsibilities

Employees are responsible

- for understanding and adhering to this policy.
- to report any concerns about potential violations of this policy to their supervisor.
- to cooperate fully with any investigations related to potential violations of this policy.

Supervisors are responsible

- to inform employees about and enforce BESC's drug and alcohol policy.
- to ensure employees under their direct supervision are fit for work.

Related Documents

- HR-011 Employee Code of Conduct
- HR-017 Progressive Discipline
- HR-018 Occupational Health and Safety
- Health and Safety Operations Management System – Chapter 6 Incident Management

Board Chair

Date

Board Vice Chair

Date

Appendix A

ALCOHOL AND DRUG TESTING RATIONALE FORM

Incident Number:		
LOCATION & DATE		
Location:	Activity:	
Date:	Time of occurrence:	
POST-INCIDENT		
<i>Post-incident testing may be conducted as part of an investigation where the criteria to test (see below) has been met and deemed required by Incident Investigation Team. If criteria are met for post incident testing, check box below and fill out comments.</i>		
POST-INCIDENT TESTING CRITERIA		
<div style="display: flex; justify-content: space-between;"> <div> <p>Was there a significant work related incident or near miss?</p> <p>Did or could the worker's act or omission cause or contribute to the event?</p> <p>Did the worker's appearance for conduct suggest use of drugs or alcohol?</p> <p>If so complete the Reasonable Suspicion Checklist below</p> </div> <div> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> </div> </div>		
Post incident alcohol & drug testing appropriate based on the criteria above. Provide comments.		
REASONABLE CAUSE ASSESSMENT <i>(Select all applicable boxes)</i>		
Evidence/ Disclosure	Physical Observations	Performance
<input type="checkbox"/> Presence of alcohol or drugs	<input type="checkbox"/> Deterioration of appearance	<input type="checkbox"/> Difficulty in recalling instructions
<input type="checkbox"/> Drug paraphernalia	<input type="checkbox"/> Slurred speech or stuttering	<input type="checkbox"/> Fearful, anxious, suspicious
<input type="checkbox"/> Smell of marijuana	<input type="checkbox"/> Dilated pupils or bloodshot eyes	<input type="checkbox"/> Unexplained memory lapses
<input type="checkbox"/> Smell of alcohol	<input type="checkbox"/> Flushed skin	<input type="checkbox"/> Difficulty in concentrating
<input type="checkbox"/> Confession of alcohol use	<input type="checkbox"/> Shaking or trembling of hands	<input type="checkbox"/> Unreasonable procedural mistakes
<input type="checkbox"/> Confession of drug use	<input type="checkbox"/> Unsteady walk	<input type="checkbox"/> Unreasonable behaviour
<input type="checkbox"/> Reports from other employees	<input type="checkbox"/> Loss of motor coordination	<input type="checkbox"/> Disoriented
<input type="checkbox"/> Other <i>(provide explanation below)</i>	<input type="checkbox"/> Increased perspiration	<input type="checkbox"/> Complaints from colleagues
	<input type="checkbox"/> Drowsiness	<input type="checkbox"/> Belligerent to authority
	<input type="checkbox"/> Breathing difficulties	<input type="checkbox"/> Avoidance of peers
	<input type="checkbox"/> Other <i>(provide explanation below)</i>	<input type="checkbox"/> Other <i>(provide explanation below)</i>

Appendix A

ALCOHOL AND DRUG TESTING RATIONALE FORM

COMMENTS (provide additional information, including the context and narrative of the situation, that supports the alcohol & drug testing decision; attach separate sheet as required).

Did the worker agree to be tested? ☐Yes ☐No

Test Completed ☐Yes ☐No

If no, explain why

COMPLETED BY

District Fire Chief

H&S Investigator

Name (print):

Name (print):

Signature:)

Signature:

Date:

Date:

Regional Emergency Manager Acknowledgment

Name (print):

Signature:)

Date Reviewed:



Request for Decision
May 14, 2025
Regular Board Meeting
RFD# 2025-05-004

Topic: Policy # FIR-003 Emergency Incident Reporting Policy

Motion 1: That the Board approve Emergency Incident Reporting Policy FIR-003 as presented.

Motion 2: That the Board make a motion to rescind Policy 13.1 Emergency Incident Reporting

Discussion: The Policy Committee reviewed Policy #13.1 *Emergency Incident Reporting*. As a result of their review, the Committee has prepared an updated Policy #FIR-003 *Emergency Incident Reporting*.

Alternatives:

1. The board may accept the recommendation.
2. The board may reject the recommendation.
3. The board may take other action.

Enclosures

Policy #FIR-003 Emergency Incident Reporting

Prepared by: Marge Gausvik

Reviewed by: Steve Upham



Emergency Incident Reporting Policy # FIR-003

Board Approved Motion #xx-xxx Date
Replaces Policy #13.1
Review Cycle 3 Years

Purpose

This policy establishes the requirement for submission of practice and incident reports to the Beaver Emergency Services Commission (BESC) headquarters office.

Definitions

Fatality is a death due to a fire, accident, or unsafe conditions

Incident is an unplanned event that results in, or could have resulted in personal injury, or damage to equipment, machinery, or property

Incident Call Report is a BESC form that the Officer in Charge must fill out in its entirety and send to the BESC office

Safety Codes Officer is a individual that is certified with the Safety Codes Council for investigation of all types of fire

Procedure

Incident reports shall be submitted to BESC headquarters office **21 days** following the incident. This policy applies to all departments responding to incidents, emergencies and/or other situations where BESC fire station resources and or equipment are utilized.

Reporting Fires, Accidents and Unsafe Conditions

Reporting and investigating fires:

1. Fires in Alberta that result in death, injury, or dollar value loss must be reported to the Fire Commissioner.
2. (1) Subject to subsection (2), if the responding officer of a fire department knows of a fire within the department's jurisdiction in which there is a fatality or suffers an injury that requires professional medical attention or in which property is damaged or destroyed, the reporting officer must report the fire to a safety codes officer for the fire discipline. BESC currently has a contract with FireStorm Consulting Group Inc.

(2) A safety codes officer for the fire discipline must investigate the cause, origin and circumstances of every fire within the safety codes officer's jurisdiction in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

(3) This section does not apply to forest fires.

Fire investigation report:

1. A safety codes officer for the fire discipline who investigates the causes and circumstances of a fire must
 - (a) Within 15 days after the date of the fire started prepare and submit to the Fire Commissioner a report in a form satisfactory to the Fire Commissioner, and
 - (b) Immediately notify the Fire Commissioner if the safety codes officer has information that indicates the fire,
 - (i) is or may be of incendiary origin, or
 - (ii) has resulted in loss of life,
 - (iii) if possible, find causing injury
 - (c) provide to the Fire Commissioner any further information respecting the investigation that the Fire Commissioner requests. (Call 1.866.618.2362)

BESC is accredited under the Safety Codes Act, in that accreditation the commitment to fire reporting is required.

Cost recovery through billing for services provided by BESC fire station resources, equipment and personnel require efficient submission of incident call sheets to avoid unnecessary delays in bill submission to customers utilizing BESC services.

Scope

This policy applies to ALL BESC fire stations.

1. An incident call report shall be completed for each emergency and or other situation(s) for which BESC stations resources, equipment or personnel are called to attend. Submission of incident reports shall be faxed, emailed or hand delivered within **10 days** following the incident.
2. Incident call reports shall be coded chronologically representing the specific fire station and the incident number. Each incident call report shall provide complete information related to the incident, emergency and or other assisting situation, with supporting documentation as the situation would and or may generate.
 - a) Police Traffic Incident Report
 - b) Complete Contact Info & Address of Property Owner
 - c) Equipment used / Equipment on Stand-by
 - d) Complete Detailed Report of Incident Response
 - e) Quantity of foam, extra water fills, absorbents used on scene

3. All data and information collected that is recorded on the incident call sheet shall be protected in a secure location within each BESC Fire Station and treated as confidential. All applicable freedom of information and privacy laws shall be observed concerning the release, potential release, or distribution of collected information and data.
4. Provincial fire reports submitted for each dollar loss fire by the BESC headquarters will be maintained in a master file at the BESC office.
5. The Regional Emergency Manager shall be custodian of all provincial fire reports which will be maintained at the BESC headquarters office.
6. The District Fire Chief shall ensure the accuracy of incident call sheets prior to submission to the BESC headquarters office.

Board Chair

Date

Board Vice Chair

Date



Request for Decision
May 14, 2025
Regular Board Meeting
RFD# 2025-05-005

Topic: Policy # HR-017 Progressive Discipline Policy

Motion 1: That the Board approve Progressive Discipline Policy HR-017 as presented.

Discussion: The Policy Committee created new Policy *#HR-017 Progressive Discipline*.

Alternatives:

1. The board may accept the recommendation.
2. The board may reject the recommendation.
3. The board may take other action.

Enclosures

Policy #HR-017 Progressive Discipline

Prepared by: Marge Gausvik

Reviewed by: Steve Upham



Progressive Discipline Policy # HR-017

Board Approved Motion #xx-xxx Date
Replaces Policy #
Review Cycle 3 years

Purpose

Beaver Emergency Services Commission (BESC) is committed to ensuring discipline for employees is facilitated in a respectful manner following an established process.

BESC recognizes that people make mistakes and may not follow policies, standards, codes of practice and procedures closely. BESC wants to give our employees a chance to correct their behaviour when possible and assist them in the process. BESC also wants to ensure serious offences are thoroughly investigated and dealt with.

This policy applies to all BESC employees.

Definitions

“Employees” means all full time, part-time and contract employees including volunteer firefighters and regional emergency manager.

“Progressive Discipline” – a formal process for dealing with issues of misconduct with consequences that are increasingly severe providing opportunities for an employee to improve performance. Discipline is meant to be corrective rather than punitive.

“Supervisor” means the person the employee directly reports to and/ or the District Fire Chief of the employee’s station or Regional Emergency Manager.

Procedure

Progressive Discipline Process

This process provides a step-by-step guideline to attempt to correct the conduct and behaviours of employees who do the following, but not limited to:

- Violate company policy;
- Violate health and safety rules and procedures, including workplace violence or harassment;
- Act in manner that is not acceptable or ought to have reasonably been known to be unacceptable;
- Serious performance concerns; or
- Serious infractions that may result in the employee receiving more severe discipline or be terminated with cause.

Progressive Discipline Steps

1 Verbal Warning

Employees will be counselled verbally as to the nature of the infraction and the action required to correct it.

2 Written Warnings

Employees will be given a written warning that will include the nature of the infraction and the action necessary to correct it.

3 Suspensions

Employees may be suspended from employment without pay for one to five days, depending on the severity of the misconduct. Employees may not use vacation to cover the period of suspension.

4 Termination with cause

If reasonable efforts to change conduct fail, or is an employee commits a serious infraction, BESC may terminate employment without notice of termination, pay in lieu of notice or severance pay for just cause as per the Alberta Employment Standards Code.

Severity of Act and Corresponding Discipline

The type of discipline imposed will depend on the nature of the infraction and the employee's disciplinary record.

In the event an employee engages severe offenses including but not limited to those of a dangerous nature, BESC may proceed to a higher level of discipline or termination without following the sequence provided by this policy, even if it is their first offense.

Documentation

All steps of the progressive discipline process, including verbal warnings, will be documented in the employee's personnel file.

The supervisor and employee will date and sign the documents.

Responsibilities

Employees must:

- Ensure they understand and fulfill work expectations;
- Seek help from management if expectations are unclear or support is required;
- Consistently act in a respectful manner towards colleagues, management, and clients;
- Adhere to Beaver Emergency Services Commission's policies and procedures; and
- Follow all health and safety measures put in place within the workplace.

Supervisors must:

- Ensure employees are aware of all workplace expectations for conduct and performance;
- Manage employees effectively, providing ongoing and constructive feedback on work performance and workplace conduct;
- Ensure employees are aware of and then consistently enforce workplace policies and procedures;

- Follow and enforce the Progressive Discipline Policy with respect to employee performance and workplace concerns; and
- Maintain appropriate documentation for disciplinary actions

Related Documents

- HR-011 Code of Conduct
- Alberta Employment Standards Code

Board Chair

Date

Board Vice Chair

Date

2025 Future Dates

Notes

27-May	Policy Committee	
11-Jun	Regular Board Meeting	
16-Jun	Joint Health and Safety Committee Meeting	
09-Jul	Regular Board Meeting	
30-Jul	Board Planning and 2026 Budget Meeting	
13-Aug	Regular Board Meeting	Present 2026 Draft Budgets
09-Sep	Joint Health and Safety Committee Meeting	
10-Sep	Regular Board Meeting	Approve 2026 Budgets
24-Sep	Budget Meeting	not required budget should be approved at September Regular Board Meeting
Oct 5-11	Fire Prevention Week	
08-Oct	Regular Board Meeting	
20-Oct	Municipal Election	
05-Nov	Organizational Meeting Regular Board Meeting - tentative	suggest move meeting to 1st Wednesday and 2nd Wednesday conflicts with Convention
Nov 12-14	Alberta Municipalities Convention	
Nov 17-20	RMA Convention	
19-Nov	Joint Health and Safety Committee Meeting	
26-Nov	Budget Review Meeting Board Orientation	Budget will be approved before the municipal election. Suggest this date for Board Orientation
10-Dec	Regular Board Meeting	