



Beaver Emergency Services Commission
Regular Board Meeting Agenda
October 8, 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 September 10, 2025, 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 Accounts Receivable Write-Off Hand out at meeting
 - 5.4 Extension of Signing Authority
- 6 Business
 - No items
- 7 Reports
 - 7.1 Health and Safety Committee
 - 7.2 Regional Manager
- 8 Future Dates In package
- 9 Closed Session
 - 9.1 ATIA 19(1) Personal Information
- 10 Next Meeting
- 11 Adjournment



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday September 10, 2025,

6:00 PM -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 Lionel Williams	Beaver County Division 2
Commissioner Deb Dueck	Town of Tofield
Commissioner Sheldon Reid	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
Kayla Miller	Administrative Assistant

All participants attended in person unless noted otherwise.

1) CALL TO ORDER:

Vice Chair Lefsrud called the meeting to order at 6:02 pm.

2) AGENDA ADDITIONS OR DELETIONS:

No additions or deletions.

3) ADOPTION OF AGENDA:

25-112 CM to adopt the agenda as presented.
Moved by Dueck

CARRIED

4) MINUTES:

25-113 CM to approve the August 13, 2025, Regular Board Meeting
Moved by Dueck minutes as presented.

CARRIED

5) FINANCIALS:

5.1 Reconciliation Reports

5.2 Financials

5.3 Aged Receivables

5.4 Operating Budget 2026

5.5 Capital Budget 2026

5.6 Capital Plan 2025-2032

Discussed the operating and capital budgets and capital plan. The operating budget will be amended to increase the amount of administration salary allocated to the Emergency Management business line to \$75,000. Administration Salaries will be reduced to \$240,000 accordingly.

25-114 Moved by	CM Markel	to accept the August 2025 reconciliation and financial statements as presented.	CARRIED
25-115 Moved by	CM Williams	to accept the 2026 Operating Budget as amended	CARRIED
25-116 Moved by	CM Pederson	to accept the 2026 Capital Budget as presented	CARRIED
25-117 Moved by	CM Dueck	to accept the 2025-2032 Capital Plan as presented and to direct Administration to share the plan with the CAOs of BESC's municipal partners	CARRIED

6) BUSINESS:

6.1 RFD Policies to be Rescinded

25-118 Moved by	CM Dueck	that the Board rescind Policy's 16, 20,22,28,30, and 33 as these policies are no longer required. That the Board rescind Policy's 1,7,9,10,12,17,19,23,43 as these policies have been replaced by new policies but were not rescinded when the new policies were approved.	CARRIED
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6.2 Correspondence

The board accepted the correspondence for information.

7) REPORTS:

7.1 H&S Committee

CM Reid provided an update from the September 9, 2025, Joint Health & Safety Committee meeting.

7.2 Capital Purchases Committee

CM Pederson and REM Upham provided an update on the status of the Station 3 brush truck, the Station 5 Pumper and the Station 3 firehall project.

7.3 Policy Committee

No report.

7.4 Regional Manager

See 7.2

8) FUTURE DATES:

Reviewed the future dates schedule.

9) CLOSED SESSION:

9.1 REM Performance Evaluation

25- 119 CM to move to closed session at 7:09 pm. **CARRIED**

Moved by Markel

25-109 CM to come out of closed session at 7:37 pm. **CARRIED**

Moved by Pederson

10) NEXT MEETING:

Wednesday October 8, 2025, at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

11) ADJOURNMENT:

Vice Chair Lefsrud adjourned the meeting at 7:37 pm

Chair _____

Vice Chair _____

Regional Manager _____

Beaver Emergency Services Commission**Balance Sheet As at 09/30/2025****ASSET****Current Assets**

Notice Demand 2600 (30 days)	49,600.00	
Notice Demand 3400 (90 days)	100,000.00	
ATB Capital Reserve - 3626900	205,083.58	
Non Redeemable GIC (Capital)	500,000.00	
ATB T-Bill Savings - 3631500	23.03	
Term/GIC Inv - Operating reserve	0.00	
ATB Chequing Account-990505724	248,783.98	
Total Cash		1,103,490.59
Investments		0.00
Accounts Receivable	189,968.04	
Accrued Accounts Receivable	18,262.19	
Allowance for Doubtful Accounts	(72,977.12)	
Total Receivable		135,253.11
Purchase Prepayments		40,000.00
Prepaid Expenses		53,098.22
Total Current Assets		1,331,841.92

Inventory

Radio Batteries	5,193.75	
SCBA	0.00	
Tablets & Cell Phones	1,268.76	
Total Inventory		6,462.51

Equipment Assets

Equipment	1,366,151.74	
Accum Amort - Equipment	(534,280.22)	
Generators	97,956.31	
Total Equipment		929,827.83

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	4,686,444.21	
Vehicle in Progress-Pumper	723,152.00	
Vehicle in Progress - Brush	100,366.96	

Accum. Amort. -Vehicle	(1,674,178.95)	
Net - Vehicle		3,835,784.22
Building	1,447,802.71	
Concrete	121,325.40	
Building In Progress	109,961.80	
Building Replacement/Renovation	19,700.00	
Accum. Amort. -Building	(593,290.93)	
Accum Amort - Concrete	(20,609.26)	
Net - Building		1,084,889.72
Land		22,400.00
Total Other Assets		<u>4,953,415.59</u>

Other Non-Current Assets

Computer Software	4,071.64	
SCBA & Equipment	25,013.92	
Total Other Non-Current Assets		<u>29,085.56</u>

TOTAL ASSET		<u><u>7,250,633.41</u></u>
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LIABILITY

Current Liabilities

Accounts Payable		47,661.41
Accrual account		49,687.74
GST Charged on Sales		653.61
GST Paid on Purchases		(146,016.00)
GST Owing (Refund)		56,346.34
Asset Retirement		15,000.00
Deferred Grant Income-Fire Training	4,300.00	
Deferred Grant Income-Emerg Prepare	0.00	
Total Grant Income		<u>4,300.00</u>
Total Current Liabilities		<u>27,633.10</u>

TOTAL LIABILITY		<u>27,633.10</u>
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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>654,754.79</u>
Total Retained Earnings	<u>7,223,000.31</u>
 TOTAL EQUITY	 <u>7,223,000.31</u>
 LIABILITIES AND EQUITY	 <u><u>7,250,633.41</u></u>

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Beaver Emergency Services Commission
Comparative Income Statement

	Actual 09/01/2025 to 09/30/2025	Budget 01/01/2025 to 12/31/2025	Actual 01/01/2025 to 09/30/2025	Difference
REVENUE				
Emergency Calls Revenue				
Emergency Calls	6,866.25	200,000.00	114,848.75	85,151.25
Emergency Calls - ATU	0.00	90,000.00	39,420.00	50,580.00
Emergency Call- Mutual Aid	0.00	10,000.00	0.00	10,000.00
Fire Safety Code/Inspections	0.00	5,000.00	14,131.52	(9,131.52)
Member & Associate Dividends	0.00	0.00	21.00	(21.00)
OHD Quantifit 2 Machine	0.00	0.00	750.00	(750.00)
Net Sales	6,866.25	305,000.00	169,171.27	135,828.73
Capital Revenue				
Municipal Contributions - Capital	0.00	668,000.00	501,000.00	167,000.00
Grants	(3,834.00)	0.00	(1,164.00)	1,164.00
Sale - Fixed Assets	0.00	10,000.00	8,000.00	2,000.00
Earned Interest	942.65	72,000.00	20,132.91	51,867.09
Total Capital Revenue	(2,891.35)	750,000.00	527,968.91	222,031.09
Other Revenue				
Municipal Contributions - Operating	0.00	1,172,450.00	879,337.51	293,112.49
Equipment Rental	0.00	0.00	0.00	0.00
Grants	0.00	50,000.00	6,834.00	43,166.00
Grant - Emergency Management	0.00	0.00	6,511.00	(6,511.00)
Grant - AB Gov't - Training	0.00	0.00	17,850.00	(17,850.00)
Earned Interest	0.00	10,000.00	2,470.62	7,529.38
Interest Earned - Current Account	1,810.01	0.00	9,220.48	(9,220.48)
Interest on Accounts Over 60 Days	0.00	0.00	1,792.27	(1,792.27)
Donations	0.00	0.00	10,000.00	(10,000.00)
Insurance Claim Payment	0.00	0.00	26,050.03	(26,050.03)
Total Other Revenue	1,810.01	1,232,450.00	960,065.91	272,384.09
TOTAL REVENUE	5,784.91	2,287,450.00	1,657,206.09	630,243.91
EXPENSE				
Capital Expenditures				
Vehicle Apparatus	(291,384.08)	750,000.00	0.00	750,000.00
Building Replacement / Renovation	(96,876.10)	300,000.00	0.00	300,000.00
SCBA & Equipment	0.00	100,000.00	0.00	100,000.00
Total Capital Expenditures	(388,260.18)	1,150,000.00	0.00	1,150,000.00
FIREHALL EXPENSES				
Advertising	1,910.74	5,000.00	2,653.94	2,346.06
Computers & Software	51.50	10,000.00	1,098.31	8,901.69

Repairs & Maintenance - Building	295.75	30,000.00	21,751.25	8,248.75
Contract Services	300.00	5,000.00	2,739.00	2,261.00
Contract Services - Consulting	1,399.00	0.00	1,399.00	(1,399.00)
Repairs & Maintenance - Equipment	285.00	10,000.00	6,692.51	3,307.49
Repairs & Maintenance - Vehicles	1,000.00	30,000.00	26,048.23	3,951.77
Inspections	6,891.26	20,000.00	18,274.92	1,725.08
Contracted - Safety Codes	0.00	5,000.00	11,437.62	(6,437.62)
Consumable Supplies	88.26	15,000.00	16,715.04	(1,715.04)
Dispatch Fees	0.00	30,000.00	27,261.90	2,738.10
Dues & Fees	0.00	20,000.00	16,592.86	3,407.14
Equipment Rentals	0.00	5,000.00	0.00	5,000.00
SCBA	0.00	10,000.00	0.00	10,000.00
Personal Protective Equipment..	358.56	110,000.00	124,648.02	(14,648.02)
Specialty Equipment	0.00	40,000.00	14,877.18	25,122.82
Miscellaneous Supplies	0.00	10,000.00	9,287.89	712.11
Hoses / Fittings / Nozzles	877.68	30,000.00	19,983.25	10,016.75
Training	7,523.60	50,000.00	53,503.76	(3,503.76)
Health & Safety	10.00	20,000.00	6,836.25	13,163.75
Freight	312.91	2,000.00	3,125.73	(1,125.73)
Fuel	548.27	17,500.00	10,730.94	6,769.06
Office Supplies	136.03	2,000.00	836.27	1,163.73
Insurance	190.55	60,000.00	4,439.55	55,560.45
Fire Service, Mutual Aid	0.00	5,000.00	0.00	5,000.00
Rent - Bruce Firehall	0.00	4,000.00	5,500.00	(1,500.00)
Telephone & Communication	1,650.53	18,000.00	13,661.06	4,338.94
Travel & Subsistence - Firefighters	0.00	8,000.00	4,558.42	3,441.58
Vehicle Supplies	0.00	5,000.00	1,928.20	3,071.80
Uniforms & Cresting	0.00	15,000.00	3,542.40	11,457.60
Utilities	2,304.06	55,000.00	36,166.23	18,833.77
Total Expenses	26,133.70	646,500.00	466,289.73	180,210.27

Payroll Expenses

Honorariums - Services Awards	0.00	2,000.00	5,024.59	(3,024.59)
Honorariums - Commission Board	0.00	40,000.00	19,320.00	20,680.00
Honorarium - Fire Chiefs	0.00	27,500.00	14,090.04	13,409.96
Salaries Administration	11,666.00	300,000.00	228,916.10	71,083.90
Honorariums - Fire Practices	0.00	140,000.00	55,776.82	84,223.18
Honorariums - Fire Fighting	3,650.00	95,000.00	39,140.00	55,860.00
Mileage - Board & Staff	0.00	11,000.00	8,856.06	2,143.94
Employer Contributions - LAPP	0.00	16,000.00	7,591.03	8,408.97
CPP Expense	0.00	11,000.00	8,601.79	2,398.21
EI Expense	0.00	4,500.00	3,281.59	1,218.41
Employee Health and Wellness	0.00	2,400.00	0.00	2,400.00
WCB Expense	1,831.60	7,000.00	6,162.04	837.96
Employee Benefits	0.00	15,000.00	10,320.65	4,679.35
Contract Services	0.00	6,000.00	4,719.03	1,280.97
Total Payroll Expense	17,147.60	677,400.00	411,799.74	265,600.26

Emergency Management

Salaries - Administration	0.00	75,000.00	26,886.75	48,113.25
Advertising & Promotions	0.00	2,000.00	2,332.25	(332.25)
Meeting Expenses	0.00	4,000.00	35.09	3,964.91
Training	0.00	7,000.00	1,469.78	5,530.22
Office Supplies	0.00	2,000.00	3,354.51	(1,354.51)
Travel & Subsistence	0.00	2,000.00	1,369.62	630.38
Total Emergency Management	0.00	92,000.00	35,448.00	56,552.00

General & Administrative Expenses

Audit Fees	0.00	14,000.00	15,992.22	(1,992.22)
Legal	0.00	5,000.00	0.00	5,000.00
Advertising & Promotions	1,118.50	2,000.00	2,820.75	(820.75)
Bad Debts	0.00	10,000.00	630.67	9,369.33
Business Fees & Licenses	0.00	2,000.00	272.10	1,727.90
Computers & Software	4,581.59	20,000.00	30,723.07	(10,723.07)
Board Contingency	0.00	5,000.00	0.00	5,000.00
Office Supplies	112.59	5,000.00	4,799.64	200.36
Interest & Bank Charges	53.15	750.00	998.80	(248.80)
Telephone & Communications	95.95	5,000.00	3,156.64	1,843.36
Contract Services - Administration	0.00	7,000.00	5,157.87	1,842.13
Meeting Expenses	0.00	5,000.00	2,302.21	2,697.79
Rent - BESC HQ	1,495.96	20,500.00	16,167.72	4,332.28
Repair & Maintenance - Office	0.00	500.00	142.95	357.05
Training - Staff	0.00	5,000.00	192.26	4,807.74
Operational & Strategic Plan Review	0.00	10,000.00	2,850.00	7,150.00
Travel & Subsistence	23.00	2,000.00	3,066.50	(1,066.50)
Utilities	66.47	2,800.00	(359.57)	3,159.57
Total General & Admin. Expenses	7,547.21	121,550.00	88,913.83	32,636.17

TOTAL EXPENSE	(337,431.67)	2,687,450.00	1,002,451.30	1,684,998.70
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NET INCOME	343,216.58	(400,000.00)	654,754.79	(1,054,754.79)
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2025 Future Dates**Notes**

Oct 5-11	Fire Prevention Week	
08-Oct	Regular Board Meeting	
Oct 8-9	Boarding on Disaster Conference Lloydminister	Kayla Miller and Kevin Fornal attending
20-Oct	Municipal Election	
Nov 12-14	Alberta Municipalities Convention	
Nov 17-20	RMA Convention	
19-Nov	Joint Health and Safety Committee Meeting	
	Organizational Meeting	
26-Nov	Regular Board Meeting	
10-Dec	Emergency Management Agency Meeting	Board does not attend
10-Dec	Emergency Management Advisory Committee	Board attends
10-Dec	Regular Board Meeting	