



Beaver Emergency Services Commission

REGULAR BOARD MEETING

Wednesday March 12, 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 Lionel Williams	Beaver County Division 2 (virtual)
Commissioner Deb Dueck	Town of Tofield (virtual)
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

All participants attended in person unless noted otherwise

GUESTS PRESENT at commencement

Gordon Rudko	VC3
Scott Usher	VC3

1) CALL TO ORDER:

Vice chair Lefsrud called the meeting to order at 6:05 pm.

2) AGENDA ADDITIONS OR DELETIONS:

Agenda items 8.1 and 8.5 moved to Closed Session

3) ADOPTION OF AGENDA:

25-025 CM to adopt the agenda as amended.
Moved by Dueck

CARRIED

4) DELEGATION METRIX ACCOUNTING

Phil Dirks of Metrix Accounting attended the meeting virtually to present BESC's 2024 draft financial statements.

Administration and guests leave the meeting at 6:29 pm

REM Steve Upham returned to the meeting at 6:39 pm

25-026	Chair	to move to closed session at 6:29 pm FOIP Section 24(1)	CARRIED
Moved by	Hrabec	Advise from officials	

25-027	CM	to come out of closed session at 7:06 pm	CARRIED
Moved by	Pederson		

Administration and guests return to the meeting at 7:06 pm

Motions coming out of closed session

25-028	CM	that the Board accept the 2024 Financial Statements as presented.	CARRIED
Moved by	Williams		

25-029	CM	that Item 8.1 RFD 03-005 Policy ADM-003 Complaints be deleted from the agenda.	CARRIED
Moved by	Pederson		

5) DELEGATAION VC3

25-030	Chair	that Administration review VC3's proposal and establish the precise number of users required and the changes to the type of license required. That Administration prepare a financial document for the RFD	CARRIED
Moved by	Hrabec		

Gordon Rudko and Scott Usher left the meeting at 8:05 pm.

6) MINUTES:

25-031	VC	to approve the February 12, 2025 Regular Board Meeting minutes as presented/amended.	CARRIED
Moved by	Lefsrud		

7) FINANCIALS:

7.1 Reconciliation Reports

7.2 Financials

7.3 Aged Receivables

7.4 RFD -03-003 Investments

7.5 RFD 03-004 Change of CRA Directors

25-032	CM	to accept the February reconciliation and financial statements as presented.	CARRIED
Moved by	Pederson		

25-033	CM	that the Board directs Administration to transfer \$500,000 from the Capital Reserve Account (Public Sector Savings) to a one year-non-redeemable GIC.	CARRIED
Moved by	Williams		

25-034	CM	moves that the Board change the name of the Directors on the Canada Revenue account, removing Margaret Jones and Cindy Neufeld, adding Sheila Lusk and Marge Hogg Gausvik.	CARRIED
Moved by	Dueck		

8) BUSINESS:

8.2

25-035	CM	that the Board approve the updated Records Management and Retention Policy # ADM-004 as presented.	CARRIED
Moved by	Dueck		

25-036	CM	that the Board rescind Policy #31.1 Retention of Documents.	CARRIED
Moved by	Pederson		

8.3

25-037	VC	that the Board approve Policy # FIN-001 Budget Development as presented.	CARRIED
Moved by	Lefsrud		

25-038	CM	that the Board rescind Policy # 37 Budget Development.	CARRIED
Moved by	Dueck		

8.4

25-039	CM	that the Board approve Policy # FIN-005.1 Capital Reserve as presented.	CARRIED
Moved by	Dueck		

25-040	CM	that the Board rescind Policy # FIN-005 Capital Reserve.	CARRIED
Moved by	Markel		

8.5

25-041	CM	that the Board approve Policy # HR-004 Employee Overtime as presented.	CARRIED
Moved by	Dueck		

25-042	VC	that the Board rescind Policy # 6.1 Personnel Overtime.	CARRIED
Moved by	Lefsrud		

8.6

25-043	CM	that the Board approve Policy # FIN-007.1 Loss and Bereavement as presented.	CARRIED
Moved by	Markel		

25-044	CM	that the Board rescind Policy # FIN-007 Loss and Bereavement.	CARRIED
Moved by	Pederson		

8.7 Correspondence

The board reviewed the email from the Village of Ryley advising Mayor Stephanie Dennis has been appointed alternate member to the BESC board.

9) REPORTS:

9.1 H&S Committee

No report. Next committee meeting is March 20, 2020, Vice Chair Lefsrud will be the alternate employer co-chair if CM Reid and CM Markel are not available.

9.2 Capital Purchases Committee

REM Upham provided an update on the status of the Station 3 brush truck and new station projects.

9.3 Policy Committee

No report. Next committee meeting is March 25, 2025

9.4 Regional Manager

Reviewed the report which was provided at the meeting

10) FUTURE DATES:

Reviewed the future dates schedule.

11) NEXT MEETING:

Wednesday April 9, 2025 at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

11) ADJOURNMENT:

Chair Hrabec adjourned the meeting at 9:06 pm

Chair 
Vice Chair 
Regional Manager 