



## 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, 2025  
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