



## Beaver Emergency Services Commission

### REGULAR BOARD MEETING

Wednesday June 11, 2025,

6:00 -9:00 PM

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3 I
Vice-Chair Cindy Lefsrud	Town of Viking
Commissioner Deb Dueck	Town of Tofield
Commissioner Sheldon Reid	Village of Ryley I
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:

Additions  
6.4 Bad Debts  
10.1 Closed Session-Personal Privacy FOIP Section 17

### 3) ADOPTION OF AGENDA:

**25-071** CM to adopt the agenda as amended.  
**Moved by** Markel

**CARRIED**

Commissioner Lionel Williams joined the meeting at 6:03 pm

#### 4) DELEGATION

Nolan Crouse of Crouse Developments presented the draft 2025-2028 Strategic Plan.

The Board requested that Goal 6 be revised to add ...*and appropriate administration personnel.*

Revised Goal 6 will read- - "*Develop a recruitment and succession strategy for chiefs, firefighters and appropriate administration personnel*"

<b>25-072</b>	VC	Accept the 2025 to 2028 Strategic Plan as amended.	<b>CARRIED</b>
<b>Moved by</b>	Lefsrud		

#### 5) MINUTES:

<b>25-073</b>	CM	to approve the May 14, 2025 Regular Board Meeting minutes as presented.	
<b>Moved by</b>	Dueck		<b>CARRIED</b>

#### 6) FINANCIALS:

6.1 Reconciliation Reports

6.2 Financials

6.3 Aged Receivables

6.4 Policy # FIN-008 Accounts Receivable and Bad Debts

6.5 Capital Budget 2025 Update

<b>25-074</b>	CM	to accept the May 2025 financial reports as presented.	
<b>Moved by</b>	Reid		<b>CARRIED</b>

<b>25-075</b>	CM	To accept Policy FIN-001.1 Accounts Receivable as presented	
<b>Moved by</b>	Dueck		<b>CARRIED</b>

<b>25-076</b>	Chair	that the REM draft a letter to Station 2 to acknowledge their 1001 training achievement. The letter will be signed by the REM and Chair Hrabec	<b>CARRIED</b>
	Hrabec		

#### 7) BUSINESS:

7.1 RFD 2025-06-001 Policy #FIR-004 Driving Company Vehicles

<b>25-077</b>	CM	that the Board approve policy FIR-004 Driving Company Vehicles as presented.	
<b>Moved by</b>	Dueck		<b>CARRIED</b>

7.2 RFD 2025-06-002 Policy #FIR-005 Access to Fire Stations

<b>25-078</b>	CM	that the Board approve Policy # FIR-005 Access to Fire Stations as presented.	<b>CARRIED</b>
<b>Moved by</b>	Dueck		

7.3 RFD 2025-06-003 Policy #HR-021 Firefighter Compensation

<b>25-079</b>	CM	that the Board approve Policy #HR-021 Firefighter Compensation as presented.	<b>CARRIED</b>
<b>Moved by</b>	Dueck		

7.4 RFD 2025-06-004 Policy #HR-022 Administrative Employee Compensation

<b>25-080</b>	CM	that the Board approve Policy #HR-022 Administrative	<b>CARRIED</b>
<b>Moved by</b>	Dueck	Employee Compensation pending review by HR	
		Consultant Jeannie DeGrande.	
<b>25-081</b>	CM	that the Board rescind Policy #15.1 Employee	<b>CARRIED</b>
<b>Moved by</b>	Pederson	Compensation.	

7.5 RFD 2025-06-005 Policy #BRD-006 Board Orientation and Training

<b>25-082</b>	CM	that the Board approve Policy #BRD-006 Board	<b>CARRIED</b>
<b>Moved by</b>	Dueck	Orientation and Training as presented.	

7.6 Correspondence

The Board accepted the May 20, 2025 letter from the Village of Ryley regarding 2025 Q1 Operating and Capital Municipal Cost Share Contribution for information.

**8) REPORTS:**

8.1 H&S Committee

The next committee meeting is June 16, 2025.

8.2 Capital Purchases Committee

The Station 3 Holden brush truck is nearing completion.

The Station 5 pumper is expected to be ready the end of July 2025.

The purchase of the Station 3 site is complete.

The request for proposals for the Station 3 fire hall was posted June 10, 2025 and closes July 11, 2025.

8.3 Policy Committee

No report. Next committee meeting is June 16, 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**

<b>25-083</b>	CM	to move to closed session at 8:11 pm	<b>CARRIED</b>
<b>Moved by</b>	Markel		
<b>25-084</b>			
<b>Moved by</b>	CM Reid	to come out of closed session at 8:43 pm	<b>CARRIED</b>

## 11 NEXT MEETING

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

## 12 ADJOURNMENT

Chair Hrabec adjourned the meeting at 8:45 pm.

Chair \_\_\_\_\_  
Vice Chair \_\_\_\_\_  
Regional Manager \_\_\_\_\_