



## Beaver Emergency Services Commission

### REGULAR BOARD MEETING

Wednesday August 13, 2025,

6:45 PM -9:00 PM

BESC Office Viking

COMMISSION members PRESENT at commencement:

Chair Gene Hrabec	Beaver County Division 3
Vice-Chair Cindy Lefsrud	Town of Viking
Commissioner Deb Dueck	Town of Tofield
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
Jennifer Morken	Accounting Clerk

All participants attended in person unless noted otherwise

Commissioners Lionel Williams, Beaver County Division 2 and Sheldon Reid, Village of Ryley did not attend the meeting.

### 1) CALL TO ORDER:

Chair Hrabec called the meeting to order at 6:44 pm.

### 2) AGENDA ADDITIONS OR DELETIONS:

Additions

6.6 Correspondence

9.1 Financing Arrangements

### 3) ADOPTION OF AGENDA:

25-098	CM	to adopt the agenda as amended.	<b>CARRIED</b>
Moved by	Dueck		

### 4) MINUTES:

25-099	CM	to approve the July 9, 2025, Regular Board Meeting	<b>CARRIED</b>
Moved by	Markel	minutes as presented.	
25-100	VC	to approve the July 30, 2025, Special Meeting minutes as	<b>CARRIED</b>
Moved by	Lefsrud	presented.	

**25-101** CM to approve the July 30, 2025, Budget Meeting minutes as **CARRIED**  
**Moved by** Dueck presented.

**5) FINANCIALS:**

5.1 Reconciliation Reports

5.2 Financials

5.3 Aged Receivables

**25-102** VC to accept the July 2025 reconciliation and financial **CARRIED**  
**Moved by** Lefsrud statements as presented.

**6) BUSINESS:**

6.1 RFD BRD-001.1 Board Priorities Policy

6.2 RFD BRD-002.1 Board Code of Conduct

6.3 RFD FIR-002.1 Fire Permits

Revise paragraph 3 of the Procedure section from ....*pictures of the pile and its contents*.... to ...  
*pictures of the proposed burn and/a or a list of its contents*...

6.4 RFD HR-023 Performance Review

6.5 RFD HR-022 Administrative Employee Compensation

**25-103** CM that the Board approve Policy BRD-001.1 Board Priorities **CARRIED**  
**Moved by** Dueck Policy as presented.

**25-104** CM that the Board approve Policy BRD-002.1 Board Code of **CARRIED**  
**Moved by** Pederson Conduct as presented.

**25-105** CM that the Board approve Policy FIR-002.1 Fire Permits as **CARRIED**  
**Moved by** Pederson amended.

**25-106** CM that the Board approve Policy HR-023 Performance **CARRIED**  
**Moved by** Dueck Review as presented.

**25-107** CM that the Board approve Policy HR-022. Administrative **CARRIED**  
**Moved by** Dueck Employee Compensation as presented.

6.6 Correspondence

The board accepted the correspondence for information.

**7) REPORTS:**

7.1 H&S Committee

No report Next committee meeting is September 9, 2025.

7.2 Capital Purchases Committee

Provided an update and photos of the Holden brush truck.

7.3 Policy Committee

No report.

#### 7.4 Regional Manager

Discussed the report which was presented at the meeting.

#### **8) FUTURE DATES:**

Reviewed the future dates schedule.

#### **9) CLOSED SESSION:**

##### 9.1 Financing Arrangements

<b>25- 108</b>	CM	to move to closed session at 7:26 pm	<b>CARRIED</b>
<b>Moved by</b>	Markel		
<b>25-109</b>	CM	to come out of closed session at 7:54 pm	<b>CARRIED</b>
<b>Moved by</b>	Markel		
<b>25-110</b>	VC	that the Board obtain financing for the Station 3 firehall	<b>CARRIED</b>
<b>Moved by</b>	Lefsrud	from Vision Credit Union.	
<b>25-111</b>	CM	that Administration investigate options for financial	<b>CARRIED</b>
<b>Moved by</b>	Dueck	institutions.	
<b>25-112</b>	CM	That the board authorize the REM to bid on the 2016	<b>CARRIED</b>
<b>Moved by</b>	Pederson	Dodge at the Rosehill Auction up to \$40,000. The funding for the purchase will come from the capital reserve.	

#### **10) NEXT MEETING:**

Wednesday September 10, 2025, at 6:00 p.m. in Viking, Alberta or at the call of the Chair.

#### **11) ADJOURNMENT:**

Chair Hrabec adjourned the meeting at 7:59 pm

Chair

Vice Chair

Regional Manager

