



# Beaver Emergency Services Commission

## **REGULAR MEETING**

*Wednesday, September 13, 2017: 6:00 P.M.*

*BESC Station #5, Viking, AB*

COMMISSION members PRESENT at commencement:

Commissioner Kevin Smook, Beaver County Division 1 (Chairman)  
Commissioner Debora Dueck, Town of Tofield (Vice Chair)  
Commissioner Peter Presley, Village of Ryley  
Commissioner Mark Giebelhaus, Village of Holden  
Commissioner Judy Acres, Town of Viking  
Commissioner Dale Collison, Beaver County Division 4  
Commissioner Arnold Hanson, Beaver County Division 5

ADMINISTRATION members PRESENT at commencement:

Mike Hoffman, Regional Emergency Manager  
Karyn Simmons, Recorder

GUESTS PRESENT at commencement

District Fire Chief Kevin Fornal, BESC Station #5, Viking  
Village of Ryley Councillor Brian Ducherer  
District Fire Chief Julie Fraser, BESC Station #2, Ryley  
Lieutenant Dwayne Fraser, BESC Station #2, Ryley  
Captain Terry Magneson, BESC Station #2, Ryley  
Safety Officer Wyatt Magneson, BESC Station #2, Ryley  
Lieutenant Weston Magneson, BESC Station #2, Ryley  
Firefighter David Seath, BESC Station #2, Ryley

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1) **CALL TO ORDER:**

**Board Chairman Kevin Smook** called to order the Regular Meeting of Beaver Emergency Services Commission at 6:11 p.m. September 13, 2017 at the BESC Station #5, Viking, AB.

2) **ADDITIONS TO OR DELETIONS FROM THE AGENDA:**

Additions: 7 (f) Safety Codes  
9 (c) RCMP Ball  
8 (d) Ryley Fire Department  
Deletions: none

3) **ADOPTION OF AGENDA:**

**17-1068 MOVED BY** Commissioner Arnold Hanson that the Beaver Emergency Services Commission adopt the Agenda, as amended.

**CARRIED**

4) **ADOPTION OF MINUTES:**

**17-1069 MOVED by** Commissioner Debora Dueck that the Beaver Emergency Services Commission accept the August 08, 2017 Regular Meeting Minutes as presented.

**CARRIED**

5) **DELEGATION:** none

6) **FINANCIAL REPORTS:**

a) August 2017 Financial Reports

**17-1070 MOVED by** Commissioner Judy Acres that the Beaver Emergency Services Commission accept the August 2017 Financial Reports as presented.

**CARRIED**

7) **RISK MANAGEMENT:**

a) In House Training Opportunities – information shared

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- b) Communication System Update – updated regarding vendor’s progress and access to communication equipment. Vendor is working on a quote and finalized report.
- c) S.O.G. Update – update regarding officer review of S.O.G.’s and deadline
- d) Table Top Exercise – the AEMA grant requires that the training be completed by May 2018. The R.E.M. has arranged for a team of consultants to attend Viking to plan an E.O.C./OCC training event. Training is scheduled for March 2018
- e) Emergency Response Plan – work on the update of the Emergency Response Plan will be complete by March 2018. Administration has enlisted assistance from a fire member to complete this project.
- f) Safety Codes update – information shared

8) **BUSINESS ARISING:**

- a) Municipal Cost Sharing Agreement

**17-1071 MOVED by Commissioner Arnold Hanson that the Beaver Emergency Services Commission that administration get more information regarding changes to the MCSA and the Cost Share Formulas.**

**CARRIED**

- b) By-Law Review No. 4-2013

**17-1072 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission return to Administration for legal review after initial editing is complete.**

**CARRIED**

- c) Ryley Fire – P1 offer

**17-1073 MOVED by Commissioner Peter Presley that the Beaver Emergency Services Commission that the conditions be extended from the September 15 date to October 16 and that Administration forward a letter to Ryley Fire regarding the extension.**

**CARRIED**

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8 d) Ryley Fire Department – levels of service discussion

7:32 Chairman Smook called a 5 minute recess

7:39 Board Chair reconvened the meeting

9) **NEW BUSINESS:**

a) Policy Reviews:

Policy –15.1 Employee Compensation

**17-1074 MOVED by** *Commissioner Arnold Hanson that the Beaver Emergency Services Commission adopt the Employee Compensation Policy #15.1, with revisions.*

**CARRIED**

Policy –16.1 Administrative Procedure Employee Compensation

**17-1075 MOVED by** *Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt the Administrative Procedure Employee Compensation Policy #16.1, with revisions.*

**CARRIED**

Policy –20.3 Position Job Description

**17-1076 MOVED by** *Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt the Position Job Description Policy #20.3, with revisions and that Schedules A & B be archived and annotated in the policy.*

**CARRIED**

Policy –21.1 Surplus

**17-1077 MOVED by** *Commissioner Arnold Hanson that the Beaver Emergency Services Commission adopt the Surplus Policy #21.1 as presented.*

**CARRIED**

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Policy –40.0 Disposal of Assets

**17-1078 MOVED by** *Commissioner Arnold Hanson that the Beaver Emergency Services Commission adopt the Disposal of Assets Policy #40.0 as presented.*

**CARRIED**

**17-1079 MOVED by** *Commissioner Debora Dueck that the Beaver Emergency Services Commission adopt the Administrative Procedure: Disposal of Assets Policy #40.0 as presented.*

**CARRIED**

Policy –41.0 Late Payment of Fees

**17-1080 MOVED by** *Commissioner Arnold Hanson that the Beaver Emergency Services Commission adopt the Late Payment of Fees Policy #41.0 with revisions.*

**CARRIED**

**17-1081 MOVED by** *Commissioner Judy Acres that the Beaver Emergency Services Commission adopt the Administrative Procedure: Late Payment of Fees Policy #44.0, with revisions.*

**CARRIED**

Policy –42.0 Complaints

**17-1082 MOVED by** *Commissioner Arnold Hanson that the Beaver Emergency Services Commission adopt the Complaints Policy #42.0, with revisions.*

**CARRIED**

b) 2018 Budget – will be introduced at the October 11 regular meeting at Holden

c) R.C.M.P. Ball

**17-1083 MOVED by** *Commissioner Debora Dueck that the Beaver Emergency Services Commission direct administration to purchase a table for the Ball and offer tickets to the R.E.M. and District Fire Chiefs first. Buy enough to offer two tickets per hall.*

**CARRIED**

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10) **E.R.M.C. STRATEGIC PLAN UPDATE:** - is included in the Regional Emergency Managers Report

11) **REPORTS:**

- a) Commission Members – none
- b) Regional Emergency Manager Report

**17-1084 MOVED by** *Commissioner Peter Presley that the Beaver Emergency Services Commission accept the Regional Emergency Managers Report as presented.*

**CARRIED**

12) **CORRESPONDENCE:**

- a) Town of Viking
- b) Town of Tofield
- c) Village of Holden

**17-1085 MOVED by** *Commissioner Peter Presley that the Beaver Emergency Services Commission receive the correspondence and file as information.*

**CARRIED**

9:00 Board Chair Smook called for a 5 minute recess  
9:00 Recorder Simmons, and Guests left the meeting  
9:09 Board Chair reconvened the meeting

13) **"IN CAMERA"**

**17-1086 MOVED by** *Commissioner Peter Presley that the Beaver Emergency Services Commission meet "In Camera" at 9:10 p.m.*

**CARRIED**

**17-1087 MOVED by** *Commissioner Mark Giebelhaus that the Beaver Emergency Services Commission return to the Regular Meeting at 10:05 p.m.*

**CARRIED**

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**17-1088 MOVED by Commissioner Arnold Hanson that the Beaver Emergency Services Commission approve a 3% increase to R.E.M effective on the anniversary date of November 26, 2017.**

**CARRIED**

14) **NEXT MEETING:**

6:00 P.M. Wednesday, October 11, 2017 at the BESC Station #3, Holden, AB.

15) **ADJOURNMENT:**

**17-1089 MOVED by Commissioner Debora Dueck that the Beaver Emergency Services Commission adjourn the Regular Board Meeting.**

**CARRIED**

Meeting adjourned at 10:10 p.m.

**Chairman** \_\_\_\_\_

**Vice Chair** \_\_\_\_\_

**Regional Emergency Manager** \_\_\_\_\_