

LACOMBE REGIONAL FIRE SERVICE ASSOCIATION

BOARD MEETING

January 16, 2001

REGULAR MEETING

Present:	Marilyn Sharp	Chairman
	Ken Koob	Vice Chairman
	Wayne Armishaw	Town of Lacombe
	Lorrie Dupuis	Village of Clive
	George Weenink	Lacombe County
	Ken Kendall	Secretary-Treasurer
	Tim Timmons	Lacombe County
	Fred Millar	Regional Fire Chief
	Kelly Treleaven	Lacombe District Chief
	Monte Zaytsoff	Clive District Chief
	Paul Prévost	Acting Floor Member
Absent:	Alen Scholing	Floor Member

1. Call to Order

Marilyn Sharp called the meeting to order at 7:00 p.m. She welcomed the representatives from Clive to their first Association meeting.

2. Adoption of Agenda

Chief Millar requested the agenda from the cancelled December 19, 2000 meeting be replaced by the updated agenda.

Marilyn Sharp requested new items 4.2 Regional Fire Chief Review and 7.7 Appointment of Regional Fire Chief to Permanent Status be inserted.

Motion: By Wayne Armishaw that the agenda be adopted as circulated and amended.

Carried

3. Adoption of Previous Minutes

Motion: By George Weenink that the minutes of the October 24, 2000 meeting of the Association be adopted as circulated.

Carried

4. Business Arising From Previous Minutes

4.1 Alix Fire Department

Tim Timmons reported that he had talked with Karen Mack regarding a decision to join the Association. The proposal is under review by the outgoing Alix Fire Chief, Craig MacDonald who will make a recommendation to Alix Council.

Chief Millar stated that he had talked to the new Alix Fire Chief, Jim van Hollen and would be meeting with him in the near future.

4.2 Regional Fire Chief Performance Review

Marilyn Sharp informed the group that the performance review had been completed on Chief Millar and the results showed that Chief Millar consistently performed above standards.

The members involved in the process agreed that this review format was good and should be continued.

5. Information

5.1 Chief Millar tabled for information the Town Regional Fire Service Business Plan that was approved by Council on November 27, 2000.

5.2 Chief Millar tabled for information Activity Reports for the period October 25, 2000 to January 15, 2001. The Regional Chief stated that emergency responses had been fairly limited over this period.

Tim Timmons inquired as to whether this Activity Report dealt solely with the Regional Fire Chief's Activities. Chief Millar stated the report was a mix of Regional and Lacombe Fire Department activities and that Clive Fire Department would be included in the next report.

5.3 Chief Millar tabled for information the Town Fire By Law that was approved by Council on November 27, 2000.

5.4 Chief Millar tabled for information draft letters requesting financial support from local service clubs.

The Board requested that Chief Millar examine other sources of funds such as Community Lottery Grants and the Wild Rose Fund.

Motion: By Lorrie Dupuis that Chief Millar be permitted to solicit financial support from local service clubs.

Carried

5.5 Chief Millar tabled a letter rejecting an application by an ex-member to re-join the Fire Department. The Regional Chief stated that he had exercised his veto powers to reject the application.

5.6 Chief Millar informed the Board that he was in the process of issuing an Order under the Safety Codes Act to have life safety issues remedied at 5313 – 49 Avenue in Lacombe.

6. Report From Technical Support

6.1 District Chief

The Department held its General Meeting January 8, 2001 and elected members to various positions. Engineer - Tim Vander Roest, Equipment - Darren Daviduck, Supplies – Kevin Vivier, Training – Tom Fisher and Darrel Friesen (time sharing), Asst Training – Bob Hogarth and Member From the Floor – Alen Scholing.

Recruiting interviews have been held and a determination is being made as to where the applicants may be used to good effect. There are some highly qualified industry applicants and long time residents.

The Department has created a committee to examine ways to ease the pressure on members living and working in Town. Their mandate is to examine different types of schedules, shortening on-call periods with a view to making it easier for people who live or work out of Town to join the Department. They will be reporting back to the membership in April 2001.

Chief Millar commented that Lacombe Fire Department was reaching a critical stage and that it was probably necessary for him to speak at local service clubs and encourage their members to encourage their employees to join the Department. In addition the membership is actively seeking out likely candidates who live and work in Town.

Chief Zaytsoff stated that his department was encountering difficulties also.

Chief Millar stated that dual response was a tool that although not a cure-all, could alleviate manning problems. Two departments would be paged out for a County call. Simultaneous response would ensure that sufficient fire fighters would be available quickly. There is a dollar cost to this option and Marilyn Sharp requested Chief Millar research the matter and determine approximate costs.

6.2 Member From the Floor

Lieutenant Paul Prévost represented Alen Scholing in his absence. He tabled a submission regarding Department response to Motor Vehicle Accidents (MVA's). In short, Lacombe Fire Department wishes to respond to all MVA's within their jurisdiction effective immediately. This request is due to safety and is not directly related to auto extrication.

Chief Millar said he supported the idea fully but the determination as to who responds to MVA's rests currently with the police. He stated he had been educating Lacombe Police Service and RCMP on why the Department should respond. The police's biggest concern is congestion at the accident site. Chief Millar felt that the rapid response vehicle would lessen the problem.

Motion: By Ken Koob that the Board recommend to respective councils that Lacombe Fire Department be given the mandate to respond to all motor vehicle accidents within their area of responsibility

Carried

6.3 Regional Fire Chief

Chief Millar had nothing to report as areas of concern had been discussed elsewhere or were new business.

7. New Business

7.1 Rapid Response Vehicle Chassis Tendering

Chief Millar informed the Board that there had only been one tender submitted for the chassis. Lacombe Ford submitted four options and Chief Millar recommended option 1b for a cost of \$47,775.00.

Motion: By George Weenink that the Board accept Lacombe Ford Sales' tender option 1b at a cost of \$47,775.00.
Carried

7.2 Fire Department Policy Approval

Chief Millar submitted policy numbers 107 Conduct, 112 Quality Management Plan and 200 Pre-emergency Planning as well as a revised Policy 100 Authority for the Lacombe Fire Department.

Motion: By Lorrie Dupuis to approve the policies as presented.
Carried

Association Policy

Chief Millar submitted draft Lacombe Regional Fire Service Policies on Mission Statement, Establishment of Lacombe Regional Fire Service, Terms of Office for Appointed Positions, Performance Evaluation, Donor Recognition, Use of Drugs and Alcohol and Incident Command System.

Paul Prévost suggested replacing the term "fires" in the Mission Statement to "emergency incidents."

Tim Timmons recommended the wording "Lacombe Fire District" in the Mission Statement to "within the service area of Lacombe Regional Fire Service."

Motion: By Ken Koob to approve the Lacombe Regional Fire Service Policies as submitted and amended.
Carried

7.4 Clive Implementation Strategy

Ken Kendall informed the Board that Chief Millar and he would be meeting shortly with Karen Kane, Lorrie Dupuis and Chief Zaytsoff to discuss the way ahead for the Village of Clive.

Chief Millar stated he had met several times with Chief Zaytsoff and had preliminary plans such as training already under way.

7.5 Communication of Major Incidents

Chief Millar, at the request of Marilyn Sharp stated the procedure for Town and County Councillors to obtain information on emergency incidents will be to contact Chief Millar and he will either pass on or get the information the Councillor requests.

7.6 Fire Fighter Safety/Workman's Compensation

Tim Timmons inquired as to whether the Department had a Safety Program because there were proven County, Town and Provincial safety programs available. Chief Millar stated there was a Safety Program approved by the Board but the Department would be more than happy to avail themselves of additional support.

7.7 Appointment of Regional Fire Chief

Marilyn Sharp requested a motion to change Chief Millar's status from Probationary to Permanent.

Motion: By Wayne Armishaw that the Regional Fire Chief be removed from Probationary Status and be granted Permanent Status.
Carried

8. Date of Next Meeting

The next meeting will be held at the Fire Hall on April 17, 2001 at 7:00 p.m.

9. Adjournment

Motion: By Ken Koob that the meeting be adjourned at 9:20 p.m.
Carried

Recording Secretary

Chairman