

LACOMBE REGIONAL FIRE SERVICE

BOARD MEETING

May 9, 2000

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REGULAR MEETING

Present:	Marilyn Sharp - Chairman	Lacombe County
	Wayne Armishaw	Town of Lacombe
	Ken Koob	Town of Lacombe
	George Weenink	Lacombe County
	Ken Kendall	Town of Lacombe
	Terry Hager	Lacombe County
	Tim Timmons	Lacombe County
	Fred Millar	Regional Fire Chief
	John Veuger	Member From the Floor

Absent:	Bill Jackson	Lacombe Fire Chief
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1. Call to Order

Marilyn Sharp called the meeting to order at 7:00 pm.

2. Adoption of Agenda

Motion: By Ken Koob that the agenda be adopted as circulated.  
Carried.

3. Adoption of Previous Minutes

Marilyn Sharp requested that the Call to Order time in the previous minutes be amended to read 7:00 P.M. instead of 7:0.

Chief Millar amended the minutes as requested.

Motion: By Wayne Armishaw that the minutes to the March 14, 2000 meeting be adopted as circulated and amended.

Carried.

4. Business Arising From Previous Minutes

4.1 Fire Department Policy Document Review

Chief Millar re-submitted Policy 101, Authority for the Fire Department. He stated that it was important to approve this policy because it would provide the framework to develop and implement the other policies necessary for the Fire Department. Changes to the rank designations of Fire Chief and Deputy Fire Chief are proposed to reflect changes coming from the implementation of the Regional System. He emphasized that the membership would have input regarding the proposed Deputy Fire Chief name change.

Motion: By George Weenink that the Board approve Policy 101, Authority for the Fire Department.

Carried.

4.2 Vehicle Acquisition

Chief Millar tabled for information a paper on the acquisition of vehicles for the Lacombe Fire Department. It was in the form of a 5 year plan and relied heavily on joint purchasing between the Town and County.

The Board requested that Chief Millar provide cost figures and pictures of vehicle types for a future meeting.

4.3 Clive Fire Department

Chief Millar requested that the proposed visit to Clive Municipality be discussed under New Business.

5. Financial

5.1 Financial Statements

The financial statements for the period November 1999 to April 30, 2000 were presented and reviewed.

Motion: By Ken Koob that the Board accept the financial statements.

Carried

6. Report From Administrative Support

6.1 Regional Fire Chief

The Chief stated that April had seen a lot of fire fighting activity: grass fires in the County and the Hangingstone fire in the Town. He expressed concern regarding brush piles burned during the winter and re-igniting in the spring. Ponoka County and Red Deer County experienced similar problems this year. The Chief suggested that a publicity campaign would be the way to advise residents of the problem.

The Chief informed the Board that the Fire Commissioners Office was funding the issue of books to aid in the Master Planning Process. It was decided that Chief Millar would only apply on the Lacombe Fire Department's behalf.

The Chief informed the Board that the Alberta Fire Chiefs Association was sponsoring a Fire By-Law Writing Seminar. He felt that this would be an ideal opportunity to develop a Regional Fire By-Law suitable to the Town and County.

The Chief showed the Board a framed letter informing Mr. Ian Orum, a former member of the Department that he was being awarded the Fire Services Exemplary Service Medal. It was agreed that Ken Koob would look after the presentation at a later date. Also, the Board requested that the Fire Chief publish this item in the Town Newsletter, The Globe and the County News.

6.2 Lacombe Fire Chief

Chief Millar passed on Bill Jackson's regrets that he could not attend the meeting. He stated that Bill Jackson was relinquishing his position effective immediately due to health reasons and Dan Stingel was stepping down immediately for personal reasons. The Chief emphasized that their skills and experience were not being lost. Both members were staying on as auxiliaries: Bill Jackson as Communications Director and Dan Stingel as Training Coordinator. Chief Millar requested the Board appoint him as interim Lacombe District Chief until a suitable replacement could be recruited or trained.

Motion: By Ken Koob that Chief Millar be appointed as interim Lacombe District Chief.

Carried

6.3 Member From the Floor

John Veuger had to leave the meeting due to illness at approximately 8:15 P.M..

7. New Business

7.1 Tim Timmons re-tabled draft Society By-Law and discussed changes from the original.

Motion: By George Weenink that the Board endorse the Lacombe Regional Fire Service Association By-Laws.  
Carried

7.2 Tim Timmons tabled draft Objects of the Society.

Motion: By George Weenink that the Board endorse the Objects of the Society.  
Carried

7.3 Tim Timmons re-tabled a draft Membership Agreement for the Society and discussed changes from the original. He mentioned that the Article 6.4 in the By-Laws dealing with dissolution was different from Article 8.1 in the Membership Agreement. The Board decided that By-Law Article 6.4 be amended to agree with Membership Agreement Article 8.1.

Motion: By Ken Koob that the Board endorse the Objects of the Society.  
Carried

7.4 John Veuger was unable to present the Advisory Committee proposal due to illness. He left the meeting at approximately 8:30 P.M. The Board agreed to listen to the proposal at the next meeting if the Advisory Committee still wished to proceed.

7.5 Chief Millar presented an organization chart outlining the changes necessitated by the Fire Chief and Deputy Fire Chief stepping down. He stated that if it were approved it would be incorporated into Policy 101. The chart included the new rank designations and showed that Bill Jackson would be responsible for Fire Investigations, Public Relations and Recruiting. Dan Stingel will be responsible for coordinating training and also fire investigations. It was decided that approval was not required because the organization had already been approved in Policy 101.

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- 7.6 Chief Millar tabled draft job descriptions for Regional Fire Chief, District Chief and Operations Officer. He requested that the Board review them and be prepared to discuss them at the next meeting.
- 7.7 Ken Kendall informed the Board that he and the Regional Fire Chief had attended a Fire Master Planning Seminar in Ponoka. Because the planning process is complicated and provides for community input, he recommended that the Town proceed alone in this project. This would make the project manageable and enable any bugs or problems to be worked out before the County considered the process.
- 7.8 Chief Millar spoke to the Board about the presentation to the Village of Clive. He stated that now that the Membership Agreement and By-Laws were finalized, a presentation could be made to the Village. It was decided that Marilyn Sharp, Tim Timmons and the Regional Fire Chief would be the presentation team. Linda Landmark, Councillor from Lacombe County for the Clive area would also be present during the presentation.

8. Date of Next Meeting

The next meeting will be held at the Fire Hall on June 20, 2000 at 7:00 p.m.

9. Adjournment

Motion: By Wayne Armishaw that the meeting be adjourned at 9:10 p.m.  
Carried.

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Recording Secretary

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Chairman