

LACOMBE REGIONAL FIRE SERVICE ASSOCIATION

BOARD MEETING

November 27, 2001

ANNUAL GENERAL MEETING

Present:	Bill Knight - Chairman	Lacombe County
	Ray Prins	Lacombe County
	Jim Dixon	Town of Lacombe
	Greg Gordon	Town of Lacombe
	Christine Clampitt	Village of Alix
	Lorrie Dupuis	Village of Clive
	Ken Kendall	Town of Lacombe
	Tim Timmons	Lacombe County
	Fred Millar	Regional Fire Chief
	Tom Fisher	Lacombe Deputy Chief
	Jim Von Hollen	Alix District Fire Chief
	Monte Zaytsoff	Clive District Fire Chief
	Alen Scholing	Floor Member

1. Call to Order

Ken Kendall assumed Chairmanship of the meeting to call for nominations for Chairman of Lacombe Regional Fire Service Association and called the meeting to order at 7:00 p.m.

2. Adoption of Agenda

Motion: By Lorrie Dupuis that the agenda be adopted as circulated.

Carried.

3. Nomination and Election of Officers

3.1 Ken Kendall called for nominations for the Chairman of Lacombe Regional Fire Service Association.

Ray Prins nominated Bill Knight for Chairman of Lacombe Regional Fire Service Association.

Ken Kendall twice called for further nominations, no further nominations being received.

Bill Knight was named as Chairman of Lacombe Regional Fire Service Association for the year 2001/2002.

3.2 Bill Knight assumed Chairmanship of the meeting to call for nominations for the Vice-Chairman of Lacombe Regional Fire Service Association.

Jim Dixon nominated Greg Gordon for Vice-Chairman of Lacombe Regional Fire Service Association.

Bill Knight twice called for further nominations, no further nominations being received.

Greg Gordon was named as Vice-Chairman of Lacombe Regional Fire Service Association for the year 2001/2002.

3.3 Ken Kendall was appointed Secretary Treasurer of Lacombe Regional Fire Service Association for 2001/2002.

4. Adoption of Previous Minutes

Motion: By Jim Dixon that the minutes of the April 17, 2001 meeting of the Association be adopted as circulated.

Carried.

5. Business Arising From Previous Minutes

5.1 There was no business arising from previous minutes.

6. Financial

6.1 Presentation of Audited Financial Statement

Ken Kendall presented the audited financial statement for Fiscal Year 2000.

Motion: By Ray Prins that the audited financial statement be accepted as presented.

Carried.

6.2 Appointment of Auditor For Fiscal Year 2001

Ken Kendall explained that Cookson Kooyman was the appointed auditor for the Town and Lacombe County and that their work was deemed satisfactory.

Motion: By Ray Prins that Cookson Kooyman be appointed as auditor for Fiscal Year 2001.

Carried.

6.3 Draft Regional Fire Service Business Plan

Chief Millar presented the draft Regional Fire Service Business Plan for Fiscal Year 2002.

Motion: By Greg Gordon the Regional Fire Service Business Plan be accepted as circulated.

Carried.

7. Information Items

7.1 Activity Reports

Alix and Clive District Fire Chiefs and the Regional Fire Chief presented activity reports regarding the operations of the various fire departments. Chief Millar explained that the activity reports are a means of communicating to Councils the work their departments conduct.

Motion: By Ray Prins that the Activity Reports be accepted for information.

Carried.

7.2 Joint Use Agreement – Rapid Response Vehicle

Ken Kendall explained that the joint use agreement for the Rapid Response Vehicle was almost complete. The main issue to be resolved is who does the billing.

Tim Timmons explained that this was new territory and that the agreement would be a template for any future agreements with other municipalities who joint purchase vehicles within the Association.

Motion: By Greg Gordon that the Joint Use Agreement be accepted for information.

Carried.

7.3 Purchase of Town Equipment Van

Chief Millar informed the Board that the Town Equipment Van was scheduled for replacement in 2003 and that Lacombe County Council should be aware of this fact since they are now funding for equipment vans.

Ray Prins requested that costs and specifications regarding the van be provided in time for the County's 2003 budget process.

8. Report From Technical Support

8.1 Alix District Fire Chief

Jim Von Hollen explained that the Alix Fire Department was in the process of developing a 10 year plan for equipment acquisition and improvements to the Fire Hall. Included in the plan would be an equipment van and a medical first response vehicle.

8.2 Clive District Fire Chief

Lorrie Dupuis detailed progress regarding construction of the new Clive Fire Hall. Chief Zaytsoff had nothing to report.

8.3 Lacombe District Deputy Fire Chief

Tom Fisher outlined the progress the Fire Department had made over the past year. He explained that the Department was hosting 7 Alberta Fire Training courses during 2002. They are Fire Fighter 1, 2, 3 and 4, Pump Operator "A", Strategy and Tactics and Vehicle Extrication.

8.4 Member From the Floor

Alen Scholing had two issues from Lacombe Fire Department members. The first had to do with friction between Lacombe Ambulance Service and Lacombe Fire Department regarding motor vehicle collision responses and the other had to do with portable radios.

Chief Millar informed the Board that the issue of motor vehicle collision response has been dealt with; the Fire Department will respond to motor vehicle collisions within the scope of the policy set by the Board.

Alen Scholing stated that a member of the Department felt that there were inadequate hand held radios available for fire fighting. Chief Millar stated that replacement of radios was an ongoing process and that he had requested another 4 radios in the Town and County's 2002 budgets. He also stated that he had purchased at least 4 radios in the past year.

This led to some discussion regarding the overall communications net in Lacombe County. Chief Millar suggested that a committee could be formed to discuss technology and possible solutions with communication equipment providers.

8.5 Regional Fire Chief

Chief Millar stated that he felt it had been a good year. The Alberta Fire Training School courses had improved the competency in Lacombe and Clive Fire Departments and increased the confidence of the members who participated.

The Regional Fire Chief informed the Board that the working relationships between the member departments were much better and that joint training had made it much easier for the departments to work together at emergency incidents.

9 New Business

9.1 Service Club Financial Support

Chief Millar requested direction from the Board regarding whether or not they wished him to pursue long term support from local service groups. He gave the example of a club purchasing a breathing apparatus every year for 5 years.

Greg Gordon speaking as a service club member stated that it was easier for the club to budget if they knew there was a standing request.

The Board felt that since it was an essential service, ongoing operational costs of the fire departments should be funded mainly through taxes.

Chief Millar thanked the Board and stated he would only solicit support for single items and would not pursue long term support.

9.2 Regional Fire Chief – Performance Evaluation

Ken Kendall informed the Board that Chief Millar's anniversary had passed and that he was due for a performance evaluation. The persons involved would be all elected officials on the Board, the Fire Chiefs, Tim Timmons and Ken Kendall.

These people will submit completed performance evaluation forms on Chief Millar to the Town or County offices by December 4, 2001. Ken Kendall will compile a consolidated evaluation form and an interview will be conducted with Chief Millar by the Chairman, Vice-Chairman and Ken Kendall.

9.3 Community Lottery Board Grant Final Report

Chief Millar informed the Board that a final report was due on the grant for auto extrication equipment. Tim Timmons will provide the necessary information.

9.4 LRFS Policy Amendment – Establishment of LRFS

Chief Millar tabled a draft amended Policy on Establishment of Lacombe Regional Fire Service. He stated this was necessary because Alix had joined the Association after the policy was approved. The only change to the policy was the inclusion of Alix in the organization chart. Marilyn Sharp accepted the paper for information and requested further information regarding cost benefits.

10. Date of Next Meeting

The next meeting will be held at the Fire Hall on February 26, 2002 at 7:00 p.m.

9. Adjournment

Motion: By Jim Dixon that the meeting be adjourned at 9:00 p.m.

Carried

Recording Secretary

Chairman