

LACOMBE REGIONAL FIRE SERVICE ASSOCIATION

BOARD MEETING

November 25, 2003

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REGULAR MEETING

Present:	Bill Knight - Chairman	Lacombe County
	Greg Gordon	Town of Lacombe
	Ray Prins	Lacombe County
	Jim Dixon	Town of Lacombe
	Peter Steringa	Village of Clive
	Marc Luc Bailly	Village of Mirror
	John Williams	Village of Alix
	Ken Kendall	Town of Lacombe
	Tim Timmons	Lacombe County
	Fred Millar	Regional Fire Chief
	Jim Von Hollen	Alix Fire Chief
	Tom Fisher	Lacombe Fire Chief
	Andrie Anderson	Mirror Fire Chief
	Steve Christie	Lacombe Floor Member
	Darren Hiron	Alix Floor Member
	Monte Zaytsoff	Clive Fire Chief

1. Call to Order

Bill Knight called the meeting to order at 7:00 pm. He welcomed Peter Steringa as the Board representative for the Village of Clive.

2. Adoption of Agenda

Chief Millar requested that Item 9.3 Draft Regional Fire Service Budget be included.

Motion: By John Williams that the agenda be adopted as amended.

Carried

3. Organizational Meeting

3.1 Ken Kendall assumed Chairmanship of the meeting and called for nominations for the Chair of Lacombe Regional Fire Service Association.

Ray Prins nominated Bill Knight.

There being no further nominations, Ken Kendall closed the call for nominations.

Motion: By Peter Steringa that Bill Knight be named Chairman for the year 2004.

Carried

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

Greg Gordon nominated John Williams.

There being no further nominations, Bill Knight closed the call for nominations.

Motion: By Marc Luc Bailly that John Williams be named Vice-Chairman of Lacombe Regional Fire Service Association for 2004.

Carried.

Motion: By Greg Gordon that Ken Kendall be named Secretary-Treasurer of Lacombe Regional Fire Service Association for 2004.

4. Adoption of Previous Minutes

Motion: By Ray Prins that the minutes of the September 30, 2003 meeting be adopted as circulated.

Carried

5. Business Arising From Previous Minutes

5.1 Insurance Survey – Lacombe County

Chief Millar stated that he was waiting for information from the Town of Eckville before he could complete the reporting forms for the survey.

The members were informed that this survey would benefit County ratepayers. Insurer's assign ratings to municipalities from 1 to 10 or Unrated. Unrated is the poorest rating. The better the rating the lower the insurance rates for that community. Lacombe County has never been rated.

Tim Timmons mentioned that most rural municipalities are Unrated or 10.

Chief Millar mentioned that the Town of Lacombe was due to be re-surveyed and should do relatively well due to the increased training levels and recent equipment acquisitions. In addition he said that he could do surveys for the other partners in LRFSA.

5.2 Standardized Markings - Fire Service Vehicles

Chief Millar stated that he had approached Lacombe Sign Master to develop sample marking schemes for the Board

Motion: By Greg Gordon that Items 5.1 and 5.2 be accepted for information.

Carried

6. Information

6.1 Lacombe County Exercise

Chief Millar informed the group that the County exercise conducted on October 23, 2003 was very successful. It took place at 3 sites: the Hamlet of Joffre; Satinwood School and Nova/Procor Rail Yard.

The exercise involved Clive, Alix, Mirror and Lacombe Fire Departments. Alix participated mainly on the medical side.

Chief Millar said the departments all did well and the exercise realistically portrayed what could happen.

There were some areas for improvement such as medical triage and as usual communications, but overall the plan worked.

6.2 Town of Lacombe Exercise

Ken Kendall informed the group that the Town would be conducting a table top exercise in the Town Office on December 11 from 11:00 am to 1:00 pm. The theme will be a train derailment with dangerous goods involvement.

6.3 Village of Clive Exercise

Chief Millar informed the group that the Village of Clive would be conducting a table top EOC exercise in February 2004.

Laurie Dupuis, the Village Disaster Services Manager is developing the exercise with the assistance of Don Huestis from Emergency Management Alberta. The theme will be an ice storm. Clive School will be also be participating with a view to practicing Shelter In Place.

6.4 Lacombe Fire Department Awards Night

Chief Millar told the Board that the awards night was organized to honour members for various accomplishments such as years of service and to thank major donor organizations.

It is anticipated that this function could grow into a fund raising event similar to the Fire Fighter's Ball in Ponoka or the Blackfalds Fireman's Dance.

Chief Millar stated that he had discussed a Regional Fire Service Appreciation function of some sort with Tim Timmons. The thought was to possibly alternate each department hosting a barbecue annually.

This would serve a similar purpose as rotating board meetings, the fire department would be able to showcase itself to the community as well as the other partners in LRFSA.

Jim Dixon mentioned that Lacombe Ambulance Service has an annual barbecue and he thought that LRFSA holding one was an excellent idea.

Bill Knight requested the Fire Chiefs get together and discuss if and how they wished to progress on this matter.

Motion: By Greg Gordon that Items 6.1 to 6.4 be accepted for information.

Carried

7. Report From Technical Support

7.1 Alix District Fire Chief

Chief von Hollen tabled a report and informed the Board that Alix had responded to 5 fires and 5 medical calls since the last meeting. Year to date responses are 33 fire and 55 medical.

27 Alix Fire Department members successfully completed numerous training courses such as Building Construction, Vehicle Extrication, S300, 400 and 500 through the Regional Fire Chief or fire etc.

In addition 1 member took the Driver Training Instructor Course in Nisku.

Chief von Hollen thanked all the Chiefs for their help in fighting the hog barn fire October 31, 2003. He suggested that the success of the operation was due to the increased joint training of the departments.

7.2. Clive District Fire Chief

Chief Zaytsoff informed the group that Clive had responded to 6 fires since the last meeting. Year to date responses are 16 which he felt was slightly below average.

16 Clive Fire Department personnel successfully completed numerous training courses such as Building Construction, S300, 400 and 500 through the Regional Fire Chief.

Chief Zaytsoff mentioned that there had been a dispatch error to a barn fire on November 22, 2003. Alix was mistakenly dispatched first. The mistake was noted immediately by Alix and they had Clive dispatched.

Tim Timmons requested that if any department is dispatched incorrectly that he be informed. He had been in discussions with Telus and there could be a problem with their database.

7.3 Mirror District Fire Chief

Chief Anderson informed the members that Mirror had responded to 1 false alarm Dangerous Goods incident, 3 fire and 1 medical response since the last meeting.

Ray Prins mentioned that there would be a meeting in the new year regarding the way ahead for Mirror Fire Department.

7.4 Lacombe District Fire Chief

Chief Fisher stated that Lacombe had responded to 15 emergencies since the last meeting. Year to Date responses are 146.

The Advisory Committee would be meeting in December to work on Standard Operating Guidelines and developing a Training Plan for 2004.

Chief Fisher thanked the Board for their work over the past year and Councils for their support.

7.5 Lacombe Member From the Floor

Steve Christie said he had nothing to report since the last meeting.

7.6 Regional Fire Chief

Chief Millar stated that his report items had been covered by the District Fire Chiefs.

Motion: By Jim Dixon that items 7.1 to 7.6 be accepted for information.

Carried

8. New Business

8.1 Regional Fire Chief – Performance Assessment

Ken Kendall informed the members that a performance assessment was conducted on the Regional Fire Chief annually. All board members, administration members as well as the District Fire Chiefs provide input. The Secretary-Treasurer incorporates them into a single report. The Chairman, Vice Chairman, Secretary-Treasurer conduct the performance assessment with the Chief

Ken Kendall requested that completed forms be returned to him by December 5, 2003.

The performance assessment will be conducted at Lacombe Fire Hall on December 18, 2003 at 7:00 pm.

8.2 Eckville Membership Agreement

Tim Timmons informed the members that a presentation had been made to Eckville Council and Fire Department. The presentation team consisted of Bill Knight, Tim Timmons, Fred Millar, Tom Fisher, Jim von Hollen and Terry Engen, the County councilor for the area.

Eckville Council agreed to join LRFSA effective January 1, 2004

Ken Kendall stated all that was needed to bring Eckville on board was for the Board to approve a motion to ratify the agreement.

It was agreed that Bentley would not be approached in the near future in order to ensure a smooth transition for Eckville Fire Department.

Motion: By Ray Prins that the Board ratify the Membership Agreement between the Town of Eckville and Lacombe Regional Fire Service Association.

Carried

8.3 Draft Regional Fire Service Budget

Ken Kendall informed the group that the procedure regarding the budget was for the Board to accept it and take it to respective councils for approval.

He mentioned that the bottom line figures were slightly different than those used for the recent Eckville presentation. These changes were made to correct population figures for the municipalities, include Eckville's membership fees and revise the information services deduction.

Motion: By John Williams to accept the draft budget as submitted and recommend its approval to respective councils.

Carried

9. Date of Next Meeting

The next meeting will be held at Lacombe Fire Hall on February 24, 2004 commencing at 7:00 p.m.

10. Adjournment

Motion: By Greg Gordon that the meeting be adjourned at 8:20 p.m.

Carried