

LACOMBE REGIONAL FIRE SERVICE ASSOCIATION

BOARD MEETING

November 30, 2004

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Present:	Bill Knight - Chairman	Lacombe County
	Ken Wigmore	Lacombe County
	Jim Dixon	Town of Lacombe
	Patrick Lynch	Village of Alix
	Peter Steringa	Village of Clive
	Mitch Krescy	Town of Eckville
	Ken Kendall	Town of Lacombe
	Tim Timmons	Lacombe County
	Fred Millar	Regional Fire Chief
	Jim Von Hollen	Alix Fire Chief
	Monte Zaytsoff	Clive Fire Chief
	Andrie Anderson	Mirror Fire Chief
	Tom Fisher	Lacombe Fire Chief
Absent:	Dawn Parent	Town of Lacombe
	Hal Phillips	Eckville Fire Chief

1. Call to Order

Ken Kendall called the meeting to order at 7:00 pm.

2. Election of Officers

2.1 Election of Chairman

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

Ken Wigmore nominated Bill Knight.

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

Motion: By Jim Dixon that Bill Knight be named Chairman for the year 2005.

Carried.

2.3 Appointment of Chairman

Bill Knight assumed Chairmanship of the meeting and welcomed observers Councillor Pamela Hansen and Fire Chief Bill Garries from the Town of Bentley.

2.3 Election of Vice-Chairman

Bill Knight called for nominations for the Vice-Chairman of Lacombe Regional Fire Service Association.

Peter Steringa nominated Ken Wigmore.

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

Motion: By Patrick Lynch that Ken Wigmore be named Vice-Chairman of Lacombe Regional Fire Service Association for the year 2005.

Carried.

#### 2.4 Election of Secretary-Treasurer

Tim Timmons explained that the position of Secretary-Treasurer was appointed by the Board.

Motion: By Mitch Krescy that Ken Kendall be named Secretary-Treasurer of Lacombe Regional Fire Service Association.

Carried

#### 2.5. Audited Financial Statement

Ken Kendall submitted the audited financial statement for the year 2003. He explained that an error had been made regarding a surplus and that members would receive a small credit towards their membership fees.

Motion: By Patrick Lynch that the audited financial statement for the year 2003 be accepted as amended.

Carried

#### 2.6 Appointment of Auditor For 2004

Motion: By Ken Wigmore to appoint Cookson Kooyman as Lacombe Regional Fire Service Auditors for the year 2004.

Carried

#### 3. Adoption of Agenda

Motion: By Peter Steringa that the agenda be accepted as circulated.

Carried

#### 4. Adoption of Previous Minutes

There were no errors or omissions in the minutes.

Motion: By Mitch Krescy that the minutes of June 22, 2004 be adopted as circulated.

Carried

#### Regional Fire Chief – Performance Assessment

Ken Kendall informed the group that Chief Millar's performance assessment had been completed. The matter of remuneration had been deferred because Chief Millar's pay grid had to be compared to Fire Chief positions in similar sized jurisdictions.

Once Ken Kendall receives replies to his inquiries the pay issue will be addressed.

#### 4.2 Lacombe Fire Department Equipment Van

Tim Timmons informed the group Superior Emergency Vehicles was the successful bidder for the box portion of the vehicle and Lacombe Ford would be providing the chassis. The costs would be approximately \$40,000 above the funds from the grant. Anticipated delivery date will be in September 2003

Motion: By Darryl Stanyer that Items 4.1 and 4.2 be accepted for information.

Carried

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### 5. Information

#### 5.1 Fire Service Training Grant

Chief Millar informed the group that the Province of Alberta was once again offering training grants to fire departments. Each municipality under 20,000 and excluding Summer Villages may apply for a minimum grant of \$2,000 to be spent on training materials, courses or computers, etc.

#### 5.2 Regional Fire Chief/District Fire Chief Meetings

Chief Millar related how he had instituted meetings with the District Fire Chiefs to discuss matters that did not have to be brought before the Board. The first meeting had been held in Mirror on February 5, 2003. Chief Millar intends to schedule these meetings just before Board meetings.

#### 5.3 Distance Learning Courses

Chief Millar stated that he was running six courses this year. Clive will be hosting a Fire Fighter Part 1 Course and Alix a Basic Safety Codes Officer Course. Chief Millar informed the group that it was getting difficult to fill advanced courses with Regional candidates because so much training has been done over the past two years. He felt that this would not be a problem with basic courses due to turnovers in department memberships.

Tim Timmons requested that Chief Millar prepare a report for the Board regarding individual training levels for the member departments as well as Eckville and Bentley. Chief Millar suggested that a letter requesting this information from Eckville and Bentley be sent out by the County.

#### 5.4 Attendance of Regional Fire Chief at Council Meetings

Chief Millar stated that there were several comments on his evaluation regarding reporting to Council. Chief Millar informed the members that he did not regularly attend council meetings. Any Council wishing his attendance should just give him a date and a time and he would be more than happy to attend.

Motion: By John Williams that Items 5.1 to 5.4 be accepted for information.

Carried

6. Report From Technical Support

6.1 Alix District Fire Chief

Chief Von Hollen tabled a listing of his emergency response since the last meeting.

He introduced Daren Hiron, the Alix Member From the Floor.

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He reported that his guidelines were 50% completed and that he would pass them to the applicable Board members when they were completed.

He informed the group that the Department was applying for a Casino License and that it should take about two years to complete the process. He anticipated that the money generated would be used to replace their Medical First Response Vehicle.

Jim Dixon asked how the member requiring stress counseling was progressing. The Chief stated that the member felt he no longer required treatment and was back to regular duties.

Chief Von Hollen mentioned that Mirror's water tanker would be automatically dispatched (Automatic Aid) to any County fire in Alix's jurisdiction. Chief Millar had informed Lacombe Police Dispatch verbally and that Alix would be following up with a letter.

Chief Millar was requested to review past records with a view to determining where automatic aid was or could have been a factor in preventing or limiting loss.

6.2 Clive District Fire Chief

Chief Zaytsoff had nothing to report.

Shelley Nicholson reported that the grand opening of the new Fire Hall had been a great success and that approximately 50 people attended.

6.3 Mirror District Fire Chief

Chief Anderson informed the Board that there had been 2 village fire calls, 2 county fire calls, 1 vehicle fire and 2 medical responses since the last meeting.

The new tanker has problems with the tank lining sloughing off and clogging the pumps. The County will be fixing the problem by opening up the tank, sandblasting it and sealing the surface.

The Chief related the tabletop exercise held the night before had been of great benefit to him and the Village Council. Shelley Nicholson stated that she felt that all the members needed to know how Chief

Millar would fit into their Emergency Response Plans. Chief Millar stated that he intended to meet with Disaster Services Managers to discuss this matter.

Chief Anderson stated that the department has a new Training Officer.

Chief Anderson was given information regarding people providing air brake training for a Q endorsement on their driver's license.

#### 6.4 Lacombe District Deputy Fire Chief

Tom Fisher did not attend the meeting.

#### 6.5 Member From The Floor

Steve Christie did not attend the meeting.

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#### 6.6 Regional Fire Chief

Chief Millar tabled an activity report.

Jim Dixon noted that there had been numerous motor vehicle accidents. He asked if there was a possible means of recovering costs for these accidents.

Tim Timmons informed the group that the Joint Use agreement for Rescue 1 specifically exempted County ratepayers and Town residents from cost recovery except in cases where they had broke the law or contravened a bylaw. This policy would be reviewed in the near future.

Tim Timmons informed the group that Rescue 1 had generated approximately \$15,000 in revenue over the past year.

Motion: By Jim Dixon that items 6.1 to 6.6 be accepted as information.

Carried

#### 7. New Business

##### 7.1 Attendance at Board Meetings

Chief Millar requested direction from the Board on behalf of the District Fire Chiefs regarding who should attend at board meetings because the meetings to date seemed to deal mainly with Lacombe Fire Department issues.

Chief Millar informed the Board that he had instituted the previously mentioned District Fire Chief meetings to address this problem and also to discuss matters with the Chiefs that were not relevant to the Board.

All Board members stated that they enjoyed meeting with the Fire Chiefs and they wished that they continue meeting with them. It was decided informally that the Chiefs would attend two meetings per year.

##### 7.2 Amendment to Regional Fire Chief's Job Description

Chief Millar tabled a draft revised job description. Chief Millar felt it was important to revise the job description given the growth of the Regional Fire Service and that it had never been reviewed.

The changes were mainly to specifically mention the member municipalities.

Tim Timmons requested that Chief Millar amend items 2d and 2e to member municipalities instead of Town and County.

Ray Prins asked how Item 1b regarding promoting the Regional Fire Service to non-member departments was progressing. Chief Millar stated that he had talked with Eckville and Blackfalds and that there was resistance in Bentley.

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Ken Kendall suggested Chief Millar amend the existing Town Fire Bylaw rather than preparing a new one.

Motion: By Ray Prins that the draft job description be accepted as amended.

Carried

8. Date of Next Meeting

The next meeting will be held at Mirror Fire Hall on May 27, 2003 commencing at 7:00 p.m.

9. Adjournment

Motion: By Darryl Stanyer that the meeting be adjourned at 8:38 p.m.

Carried

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Recording Secretary

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Chairman