

LACOMBE REGIONAL FIRE SERVICE ASSOCIATION

BOARD MEETING

October 24, 2000

REGULAR MEETING

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| Present: | Wayne Armishaw Ken Koob Linda Landmark George Weenink Ken Kendall Tim Timmons Fred Millar Kelly Treleaven | Town of Lacombe Vice Chairman Lacombe County Lacombe County Secretary-Treasurer Lacombe County Regional Fire Chief Acting District Chief |
| Absent: | Marilyn Sharp John Veuger | Chairman Floor Member |

1. Call to Order

Ken Koob called the meeting to order at 7:00 p.m.

2. Adoption of Agenda

Chief Millar requested item 5.2 Draft Regional Fire Service Business Plan be deleted and a new item 7.4 Performance Review for Regional Fire Chief be inserted.

Tim Timmons requested a new item 7.5 Regional Disaster Services be inserted.

Motion: By Linda Landmark that the agenda be adopted as circulated and amended.

Carried

3. Adoption of Previous Minutes

Chief Millar requested that the \$140,000.00 amount quoted in item 6.4 Municipal 2000 Grant Application be changed to \$120,000.00

Motion: By George Weenink that the minutes of the September 26, 2000 meeting of the Association be adopted as circulated and amended.

Carried

4. Business Arising From Previous Minutes

4.1 Village of Clive Membership Status

Tim Timmons tabled a letter he received September 24, 2000 from Karen Kane the Chief Administrative Officer for the Village of Clive. The letter stated that the Village of Clive would be very pleased to join the Lacombe Regional Fire Service effective January 1, 2001 and that Lorraine Danser would represent the Village on the Board.

Motion: By George Weenink that the Board accept the Membership Agreement with the Village of Clive.

Carried

4.2 Municipal 2000 Grant Application

Ken Kendall informed the Board that he would be talking to the Assistant Deputy Minister of Municipal Affairs regarding additional funding for our application and should have a definitive answer by the end of the week. He also stated that he had enlisted the aid of Judy Gordon in this matter.

4.3 Auto Extrication

Ken Koob briefed the Board on the direction he had given Chief Millar regarding discussing items of concern with Mike Craig of Lacombe Ambulance Service.

Chief Millar stated he had talked at length with Sandy Craig regarding the issues of training, implementation of taking over vehicle extrication, emergency vehicle response and incident command.

Training will be commencing early in 2001. Once there are sufficient trained fire personnel, Chief Millar sees a gradual assumption of the auto extrication role in order for the Fire Fighters to gain experience.

There will be increased joint training between ambulance and Fire Department personnel.

Normally, the vehicles responding will be limited to the Rapid Response Vehicle and the water truck.

Chief Millar emphasized that auto extrication is a team effort between EMS and fire fighters. All actions regarding extrication would be coordinated between the Fire Fighter I/C and the senior EMS on scene.

4.4 Approval of Membership Agreements

Done in item 4.1.

4.5 Regional Fire Service Presentation to Village of Alix

Tim Timmons informed the Board that he was still trying to contact the CAO to arrange a time for our presentation.

Ken Kendall stated that Therese Kleeberger, the CAO for the Town of Eckville was also interested in a presentation.

5. Financial Statement

5.1 The financial statement for the period November 1999 to September 30, 2000 was presented and reviewed.

Motion: By Linda Landmark that the Board accept the financial statement.

Carried

6. Report From Administrative Support

6.1 District Chief

District Chief Treleaven informed the Board that the new policies were being implemented especially the training needs assessment.

The recruiting drive is still underway and will finish after the Town water bills go out in November. The Department will be including a leaflet with the Town water bills. At present there are five people interested in joining.

The Fire Department will be conducting two First Aid and CPR Courses; One in November and one in December. Eight members from the Clive Fire Department will be participating.

Chief Treleaven informed the Board that he would not be re-offering his name as District Chief when his term is up in January 2001. He said the time commitment was too much; he had put in 33 hours the previous week.

Chief Treleaven felt that if the Operations Chief position were filled it would lessen his workload considerably.

Chief Millar stated that part of the problem is that other members were not fulfilling their job commitments, creating more work for the District Chief.

There was round table discussion and it was suggested that Chief Treleaven was not getting the full support of the Department. Chief Treleaven stated that the volunteers wanted to fight fire and it was difficult to get members to do the mundane tasks necessary to run a Fire Department effectively. It was also felt that people were reluctant to offer for or accept positions for fear of jealousy or bad feelings from others. Ken Koob directed Chief Millar to speak to these individuals with a view to gaining their support or releasing them from active service.

George Weenink on behalf of the Board thanked Chief Treleaven for his efforts as District Chief.

6.2 Member From the Floor

John Veuger was absent.

6.3 Regional Fire Chief

Chief Millar submitted for information the Activity Report for the period September 27, 2000 to October 24, 2000. He stated that there had been few responses and it had been fairly quiet.

Fire Prevention Week activities were well received by the community. Functions were held at MacDonald's Restaurant as well as an open house at the Fire Hall.

Chief Millar informed the Board that there would be a Safety Codes Officer Training Initiative (SCOTI) course held at the Fire Hall in November.

7. New Business

7.1 Fire Department Policy Approval

Chief Millar submitted draft policies for the Board's approval. He stated they were mainly drawn from existing documents. Criminal Code provisions of Policy 110.2 were discussed. It is important to have members reveal past convictions or report new convictions. Failure to do so could place the Department in a position of liability.

Wayne Armishaw inquired whether the members had seen and reviewed these draft policies. Chief Treleaven answered in the affirmative.

Motion: By Linda Landmark to approve the policies as submitted and amended.

Carried

7.2 Charity Status

Tim Timmons explained to the Board that when the Association was created, he had assumed the Society automatically had charity status. He has since discovered that the Society must apply to Canada Customs and Revenue Agency for status as a charitable organization.

Tim Timmons requested direction from the Board as to whether or not to proceed. Ken Kendall felt that it would be a good idea to apply for charitable status because it would make it more attractive for organizations or businesses within the community to possibly contribute. Tim Timmons added that this would also be attractive to citizens who might wish to support the Department.

Motion: By Wayne Armishaw that the Association submit an application for charitable status.

Carried

7.3 Draft Town Fire Bylaw

Ken Kendall tabled for information a draft Town Fire Bylaw. He informed the Board that it had been developed not only to benefit the Town but with a view that other municipalities within the Association use it as a template to develop their own bylaws.

Ken Kendall requested that Tim Timmons and Terry Hager review this document and provide comments or recommendations before the bylaw was submitted for approval at the November 6, 2000 Town Council meeting.

There was some discussion regarding Burn Permits within the County. Both Chief Millar and Chief Treleven expressed concerns regarding burning. At present there is no procedure in place to inform Lacombe Police Dispatch or the Fire Department in advance of controlled burns. This has resulted in several false alarms. Tim Timmons said he would investigate.

Motion: By George Weenink that the draft Fire Bylaw be accepted for information.

Carried

7.4 Performance Review – Regional Fire Chief

Ken Kendall informed the Board that he intended to merge the County Evaluation Form with the Town form. The Board agreed this was a good idea. The Chairman, Vice Chairman and the Secretary Treasurer will conduct the review interview.

Ken Kendall will distribute the consolidated assessment form to all concerned with a return deadline of November 7, 2000. The final document will be reviewed at the next Board meeting on November 21, 2000 with the interview to follow on a date yet to be determined.

7.5 Regional Disaster Services

Tim Timmons informed the Board that the County had received an inquiry about Disaster Response services from the Town of Blackfalds. He discussed the possibility of the Regional Fire Service role expanding to include Disaster Response. He emphasized this would have to be done very carefully, but there is interest out there.

8. Date of Next Meeting

The next meeting will be held at the Fire Hall on November 21, 2000 at 7:00 p.m.

9. Adjournment

Motion: By George Weenink that the meeting be adjourned at 8:50 p.m.

Carried.