

DRAFT

LACOMBE REGIONAL FIRE SERVICE ASSOCIATION

BOARD MEETING

September 26, 2000

REGULAR MEETING

Present:	Marilyn Sharp - Chairman	Lacombe County
	Wayne Armishaw	Town of Lacombe
	Ken Koob – Vice Chairman	Town of Lacombe
	Ken Kendall	Town of Lacombe
	Tim Timmons	Lacombe County
	Fred Millar	Regional Fire Chief
	Kelly Treleaven	Acting District Chief

Absent:	George Weenink	Lacombe County
	John Veuger	Floor Member

1. Call to Order

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

Marilyn Sharp passed the Chair to Ken Kendall for the Organizational Meeting.

2. Election of Officers

Motion: By Ken Koob that Marilyn Sharp be appointed as the Chairman of the Association.

Carried.

Motion: By Marilyn Sharp that Ken Koob be appointed as the Vice-Chairman of the Association.

Carried

3. Appointment of Secretary-Treasurer

Motion: By Wayne Armishaw that Ken Kendall be appointed Secretary-Treasurer of the Association.

Carried

Ken Kendall returned the Chair to Marilyn Sharp for the Regular Meeting.

4. Adoption of Agenda

Tim Timmons requested that Legal Fees Incurred be added as Item 7.3

Motion: By Wayne Armishaw that the agenda be adopted as circulated and amended.

Carried

5. Adoption of Previous Minutes

Ken Koob requested the words "of the vehicle" be added to the end of the second sentence in the paragraph dealing with Nova Chemicals visit to the Fire Hall.

Motion: By Wayne Armishaw that the minutes of the June 20, 2000 meeting of the Association be adopted as circulated and amended.

Carried

6. Business Arising From Previous Minutes

6.1 Society Update

Tim Timmons informed the Board that the Association was now a legal entity.

6.2 Clive Presentation

Tim Timmons informed the Board that the presentation to Clive Council was received very positively and that Clive Council has requested funding information from the Association.

6.3 Master Planning Initiative

Chief Millar stated that the Initiative was still in the information gathering stage and that a draft document should be available in December, 2000.

6.4 Municipal 2000 Grant Application

Ken Kendall informed the Board that our grant application had been approved for \$80,000. This falls short of the \$120,000 we had requested. In addition the application did not receive the 25% bonus for a joint application. Chief Millar has provided more justification and statistics for an appeal of the allotment. Chief Millar will consult with Nova Chemicals to determine if they can provide some justification based upon their experience with this type of vehicle. Chief Millar informed the Board that Lacombe Kinsmen may fund the purchase of part or all of the auto extrication equipment for this vehicle.

6.5 Auto Extrication

Ken Koob stated that the Ambulance Board meeting had been delayed. This item will be rescheduled to October 6, 2000 meeting.

7. Financial Statements

7.1 The financial statements for the period November 1999 to August 31, 2000 were presented and reviewed.

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

Carried

7.2 Draft Regional Fire Service Business Plan

Chief Millar presented the draft Regional Fire Service Business Plan and Budget for the Town of Lacombe Budget.

Tim Timmons requested that a \$500 audit fee and a \$500 legal fee be included as line items.

The Board decided that the Regional Fire Chief's vehicle should be replaced in six years. The draft business plan will be revised to include a line item for a \$6,000 annual vehicle reserve.

Motion: By Wayne Armishaw that the Board accept the draft business plan and recommend it to Councils.
Carried

7.3 Legal Costs Incurred

Tim Timmons stated that approximately \$3,000 in legal costs has been incurred by the County in preparing all of the necessary documentation and agreements establishing the Fire Service as a Society for the period July 1999 to present. Lacombe County will submit an invoice to the Association for reimbursement.

8. Report From Administrative Support

8.1 Regional Fire Chief

Chief Millar submitted an Activity Report for the period June 21, 2000 to September 26, 2000. He stated that fire calls were down but that there were a fair amount of false alarms. He suggested that in the future the Board may wish to consider charging for nuisance false alarms.

Chief Millar stated that preparations were well under way for Fire Prevention Week. He informed the group that he had arranged fire prevention advertising on Channel 19 and that there would be ads in the Globe.

Chief Millar informed the group that Red Deer City has invited Fire Chiefs and Councilors to tour their training facility on October 7, 2000 from 10:00 am to 3:00 pm. Marilyn Sharp, Chief Millar and District Chief Treleven indicated that they would attend.

Chief Millar requested that at least until Christmas, Board meetings be held monthly. This would reduce the paper work and the amount of time necessary to conduct the meetings. The Board agreed.

Chief Millar requested that meetings be held during the day instead of at night. The Board agreed to trial a morning meeting format.

Chief Millar requested the Board consider the shape and format of the performance review of the Regional Fire Chief. The Board decided that the Chair and the Vice-Chair would conduct the review with input from both administrations, Board members and the Acting District Chief. Ken Kendall and Tim Timmons will create a format for the next Board meeting.

Chief Millar requested Ken Koob present training certificates to members and officially promote Darryll Dickson to Lieutenant at the next training night, October 10, 2000. Ken Koob will attend.

Chief Millar informed the Board that recruiting was ongoing and that four people had called in recent weeks about joining the Department.

Chief Millar stated that he would try to have several draft policies for approval at each Board meeting. Priority would be given to undeveloped policies indicated in the Table of Contents to the Lacombe Fire Department Policy Manual. He stated his priority would be to develop operational policies.

Acting District Chief

Chief Treleaven stated that there had been some internal problems that the membership had resolved. He mentioned that the membership had reviewed the draft policies and were in agreement with them.

Member From the Floor

9. New Business

9.1 Fire Department Policy Approval

Chief Millar submitted draft policies for the Board's approval. He stated they were mainly drawn from existing documents. The policies of interest were Recruit Orientation Training and the Use of Drugs and Alcohol.

Chief Millar stated that there was no formal in-house training for recruits. The Orientation training will address this deficiency and provide pertinent training to the recruits. It is very much a work in progress and is dependant upon the number of recruits undergoing the training. Formal lesson plans will be developed and all Fire Department members will be involved in providing the training. Chief Treleaven reinforced Chief Millar's comments by stating the membership was pleased with the proposal.

Use of Drugs and Alcohol deals specifically with a liability issue. Chief Millar stated he was not anti-alcohol. The members must realize that they cannot respond if they have been drinking significantly. Chief Treleaven stated that if alcohol was smelled on a member's breath in the Hall, they couldn't respond. If it was at the scene, they would be relegated to working at the Equipment Van – a non-operational position.

Marilyn Sharp requested that Policy 300.1 General Safety Program, Safety Committee paragraph 1 be amended to read "maintain a safe workplace" instead of improve safety in the workplace.

Motion: By Ken Koob to approve the policies as submitted and amended.

Carried

9.2 Approval of Membership Agreements

Tim Timmons briefed the Board on how the Membership Agreements define the relationship between the Association and member municipalities.

Motion: By Wayne Armishaw that the Board accept the Membership Agreement with the Town of Lacombe.
Carried

Motion: By Ken Koob that the Board accept the Membership Agreement with Lacombe County.
Carried

9.3 Regional Fire Service Cost Analysis

Tim Timmons presented three options on costs for joining the Association. These options were prepared in response to a request from Clive. The Board agreed that membership dues should be reasonable and not set too high. Tim Timmons recommended that Option C be presented, which was calculated using the Village of Clive's population as a percentage of the total population currently served by the Association, multiplied by the 2001 budgeted expenditures of the Association. Based on the proposed 2001 budget, this amount will be \$2,379.00.

Motion: By Wayne Armishaw that Option C be presented to Clive.
Carried

9.4 Presentation to Town of Alix

Chief Millar stated that he had heard that the Town of Alix wanted a presentation from the Regional Fire Service. The Board agreed that Tim Timmons should arrange a date as soon as possible.

9.5 Regional Fire Service Disaster Response

Ken Kendall informed the Board that he had met with Julian Veuger the Lacombe County Director of Disaster Services to discuss providing assistance to local municipalities in the event of a major emergency. He felt this may be a future selling point regarding the Regional Fire Service, i.e. you join the service and you not only get a full time Fire Chief you get trained disaster experts.

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10. Date of Next Meeting

The next meeting will be held at the Fire Hall on October 25, 2000 at 7:30 a.m.

11. Adjournment

Motion: By Ken Koob that the meeting be adjourned at 9:05 p.m.

Carried.

Recording Secretary

Chairman

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