



# CENTRAL PEACE FIRE AND RESCUE COMMISSION

## Board Meeting

Wednesday January 25, 2017 at 6:30 pm

MD of Spirit River #133, Brownlee Building

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<b>PRESENT</b>	Brenda Stanich	Director/Town of Spirit River
	Brian Kroes	Manager / Fire Chief
	Terry Boomgaarden	Vice-Chair/Town of Spirit River
	Tony Van Rootselaar	Chair/MD of Spirit River
	Joanne Chelick	Director/Village of Rycroft
	Susan Roney	Recording Secretary
<b>GUEST</b>		
<b>REGRETS</b>	Yves Mercier	Director/MD of Spirit River
	Dwayne Kotyk	Director/Village of Rycroft

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**1. CALL TO ORDER:** Vice-Chair Van Rootselaar called the meeting to order at 6:40 p.m.

**2. AGENDA: Adoption of Agenda**

MOTION 01-01-25-17 **MOVED** by Director Boomgaarden, that the agenda be adopted as presented. **CARRIED**

**3. MINUTES: Adoption of Minutes from the December 14, 2016 Board Meeting**

MOTION 02-01-25-17 **MOVED** by Director Stanich that the minutes be adopted as presented. **CARRIED**

**4. MANAGER/FIRE CHIEF REPORT**

Highlights; 14 calls since January 1<sup>st</sup>; Resignation of Directors, Pat Sydoruk and Ron Campbell from the Village of Rycroft; Welcomed new Directors Joanne Chelick and Dwayne Kotyk; weekly training ongoing plus the MFR training started this week; we continue working with SRRA to formulate curriculum for a Junior Fighter Program this will be held over until next year. Full report included.

MOTION 03-01-25-17 **MOVED** by Director Chelick to adopt the Manager/Fire Chief report as presented. **CARRIED**

**5. BUSINESS ARISING FROM MINUTES**

**5.1) Chartered Accountant and Auditor**

Sylvain and Company are scheduled to commence the Audit on February 13, 2017. **COMPLETED**

**5.2) Amendment to By-Law 01-2015, Fee Schedule A**

Fee for response to Utility Emergencies has been set as \$250/hour/unit, added to the schedule, and indicating that the charges may be waived due to extraordinary circumstances at the discretion of the Manager/Fire Chief. **COMPLETED**

**5.3) Credit Card**

Further to **MOTIONS 12-10-13-16** and **06-12-14-16**, the following **MOTION** will confirm the requests with board approval; to purchase a \$5000.00, Three (3) Year Springboard Guaranteed Interest Certificate to be used as collateral for the purpose of obtaining a Cash-Secured ATB



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Financial **Rewards Business Mastercard** with a \$5000.00 limit to be used for the day to day operation of the Commission. And further move that access to the Mastercard Credit facility be granted to the following individuals with the following credit access limits:

- 1) Fire Chief with access to the full \$5000 limit for Point of Sale, and to the full \$5000 limit for Cash Withdrawal
- 2) Supplemental card(s) shall be granted to individuals based on ATB Financial receipt of a detailed, Signed, written request provided to ATB Financial, authorized by at least two signatures from the Authorized Signers for accounts held at ATB Financial.

This motion will also include a request for application to **ATB Financial Business Online Service** with the Role of Administrator to be assigned to the Fire Chief and thereafter additional User Roles to be established by, and at the discretion of, the Administrator.

MOTION 04-01-25-17 **MOVED** by Director Stanich to proceed as submitted. **CARRIED**

### 6. NEW BUSINESS 6.1) Board Member Changes

Welcome to our new Commission Members, Directors Joanne Chelick and Dwayne Kotyk from the Village of Rycroft, due to the resignation of Directors Sydoruk and Campbell.

### 6.2) ATB Credit Card –Amended

Covered in 5.3

### 6.3) Medical First Responder POL-08-2016

Policy reviewed and approved.

MOTION 05-01-25-17 **MOVED** by Director Chelick to approve policy as presented. **CARRIED**

### 6.4) WCB Information

Personal Information required for WCB plan implementation forms and information included in meeting package.

### 6.5) SAGE 50 Training – Level II

Local training available in February, request to send two MD employees Louise Gostick and Susan Roney at a cost of \$300.00 each plus remuneration to the MD for their time away from work. Training would be beneficial as these employees provide administration support to the commission. Permission for them to attend needs to be given by MD.

MOTION 06-01-25-17 **MOVED** by Director Stanich to pay for the course for both as well as cover the cost to the MD of Spirit River. **CARRIED**



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### 6.6) Website

Chief Kroes submitted a request to add Director Biographies as well as Bylaws and Minutes to the website.

MOTION 07-01-25-17 **MOVED** by Director Boomgaarden to add these components to the website. **CARRIED**

### 6.7) Alberta Fire Chiefs Conference and Peace River Fire Chiefs Conference.

Request made for Chief and one Assistant Chief to attend these conferences.

MOTION 08-01-25-17 **MOVED** by Director Chelick to approve the request to attend these conferences. **CARRIED**

### 6.8) BUDGET Clarification-Directors Fees

As discussed at the previous meeting and again tonight, the decision has been made to rescind the \$6000.00 allotted for Commission Board Expenses and Honorariums as each Director is compensated by their Municipal council.

MOTION 09-01-25-17 **MOVED** by Director Boomgaarden to remove this expense from the Budget for 2017. **CARRIED**

## 7. RECURRING BUSINESS

## 8. COMMITTEE/BOARD REPORTS (to be removed from agenda template)

## 9. INFORMATION

### 9.1) Equipment Purchase

### 9.2) CPFRC Representation at Alberta Firefighters Bonspiel

Request for sponsorship submitted to many local businesses with positive results.

### 9.3) Potential MCR Vehicle

Chief Kroes has a line on a possible MCR vehicle, a retired unit from another municipal entity that may be purchased for a reduced cost. More information to follow.

9.4) Northern H.E.A.T. information and sponsorship request presented.

## 10. ADJOURNMENT

MOTION 10-01-25-17 **Chair Van Rootselaar, MOVED** to adjourn at 8:20p.m. **CARRIED**

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