

STETTLER REGIONAL FIRE ADVISORY MEETING MINUTES
July 22, 2016
12 pm @ The Stettler Regional Fire Station

Present: Dick Richards – Mayor Town of Stettler
Sean Nolls – Vice Chair Councillor Town of Stettler
Malcolm Fischer – Councillor Town of Stettler
Mark Dennis - Regional Fire Chief
Veronica Salmon - Recording Secretary
Greg Jackson – Chairperson Councillor County of Stettler
Yvette Cassidy – Assistant CAO County of Stettler
Jason Olson – CAO Summer Village of Rochon Sands
Blaine Brinson – Councillor Summer Village of Rochon Sands
Lorne Thurston – Mayor Summer Village of White Sands
Asaph Johnson – Councillor Village of Big Valley
Flo Iskiw – Mayor Village of Botha
Bruce Gartside – Councillor Village of Donalda
Carla Tuck – Mayor Village of Gadsby

Absent: Tim Fox – CAO County of Stettler
Etienne Brugman - Regional Deputy Fire Chief
Fred Entwisle – Mayor Village of Gadsby

Call to Order: Chairperson G. Jackson called the meeting to order at 12:12

1. Additions

- 11a. Quality Management Plan information
- 11b. Village of Donalda Fire Hall cleaning contracts

2. Agenda Approval

Moved by M. Fischer that the agenda be approved as presented
MOTION CARRIED
Unanimous

3. Confirmation of the January 9, 2015 Stettler Regional Fire Advisory Meeting Minutes

Moved by D. Richards that the January 9th, 2015 Stettler Regional Fire Advisory Meeting Minutes be approved as presented.
MOTION CARRIED
Unanimous

4. **Business Arising from Minutes**

Alberta Infrastructure sets the rates the Stettler Regional Fire Department charge for Emergency Response units; these rates have not changed since 2015, and are calculated using the Alberta Construction inflation formula. The 2016/2017 rates for the Fire Engines and Rescue units are \$615.00 per hour/unit and the Command Vehicles are \$180.00 per hour/unit. The department bills Alberta Transportation for highway incidents, once invoiced Alberta Transportation collects from the insurance company of the vehicles registered owner.

A trend report has been added to the Regional Response summary.

D. Richards gave a word of caution; committees with no financial accountability could lose their privileges unless the committee holds meetings as set out in their agreements, which raised the question why has the Stettler Regional Advisor Committee not held a meeting since January 2015? Fire Chief M. Dennis and Chairperson G. Jackson took full responsibility. G. Jackson will make sure this does not happen again and the next meeting date will always be set at the time of the meeting.

5. **Regional Fire Department Advisory Committee Governing Agreement – Requires renewal discussion for new term**

This agreement has expired. M. Fischer motioned to amend the duration to indefinite and set a period for termination notice. The motion read as:

This agreement is intended to remain in force and effect on an indefinite basis, subject to either party's right to terminate this agreement upon providing the other parties with at least two (2) years written notice of its intention to terminate this agreement.

Mark will make the changes to the agreement and send out to all Parties

6. **Stettler Regional Fire Service Agreement with Rochon, White Sands, Botha and Gadsby – requires renewal discussion for new term**

Expired July 2015, changes to cost per parcel in #12 to include annual adjustment using the inflation calculation used by Highway traffic contract.

Change #12 to read as follows:

The annual rate to maintain Fire Department service to the Village will be calculated on the cost per parcel based on the total number of vacant & or occupied parcels. The cost per parcel terms are outlined in Schedule A using the inflation formula established in the highway maintenance

contract. See Schedule A. The Village will provide that total # of parcels for the purpose of this agreement. The annual fee is due 30 days after the Village Property taxes are due, payable to the Town of Stettler.

Change #14 to read as follows:

This agreement is intended to remain in force and effect on an indefinite basis, subject to either party's right to terminate this agreement upon providing the other parties with at least two (2) years written notice of its intention to terminate this agreement. This agreement supersedes any other agreement for fire service fees.

Fire Chief M. Dennis will meet with the County to determine what it costs to run the Fire Department. Based on those findings the agreement rates then must be updated, discussed and improved.

C. Tuck the Village of Gadsby has been raising the collected rate each year to allow for inflation since 2013.

7. FRIAA – Call for expression of interest for Fire Smart funding

The Forest Resource Improvement Association of Alberta \$400,000.00 Grant Program's eligible activity is outlined as follows:

1. Planning (e.g. FireSmart community plan: wildfire preparedness guides and wildfire mitigation strategies; resource-sharing & mutual-aid fire control agreements)
2. Vegetation/Fuel management (e.g. fuel breaks, thinning and pruning, vegetation removal/reduction & conversion to more fire-resistant species)
3. Public Education (e.g. increased awareness regarding wildfire threat and application of FireSmart principles)
4. Inter-agency cooperation & cross-training
5. Legislation and planning (e.g. review provincial & municipal legislation, land-use bylaws and plans)
6. Development (e.g. new subdivision development re: roadway access, water supply and utilities placement)
7. Emergency Planning (e.g. develop or update procedures and response plans, and upgrading existing developments to FireSmart standards)

L. Thurston questioned the County Addressing Changes

All villages should have the same signage for emergency services.

L. Thurston has priced out signs @ \$65.00 to \$70.00 each sign total SVWS bill \$26,000.00 to \$30,000.00. L. Thurston understands the \$400,000.00 grant is to be used amongst all the villages. L. Thurston will contact the FRIAA to get clarification.

Fire Chief M. Dennis will ask Graham Scott GIS for the Town of Stettler to head up the addressing solutions working alongside Rich GIS The County of Stettler.

J. Olson with the SVRS is comfortable with G. Scott heading up the addressing for SVRS.

8. **Correspondence – Letter from Todd Urquhart Alberta Environment and Parks, Letter from Sarah Hoffman Deputy Premier Minister of Health**

Fire Chief M. Dennis has expressed an interest in possibly getting a Spill Response Trailer from AEP or the Company who caused the spill. M. Dennis is waiting to hear from the Emergency Response Unit Manager & Operations Chief in regards to this matter.

Stettler would be a great location for a Trailer. Incidents like this is sure to happen again, without a Spill Response Trailer it would be a 1 ½ wait, since Olds and Ponoka have Trailers.

Mackenzie crossing is another good reason for a trailer

M. Dennis will draft a letter and have the Committee members County & Town all send letters of support.

Letter from Sarah Hoffman Deputy Premier Minister of Health
Received for information

D. Richards left the meeting @ 12:55

9. **Fire Agreement Statements – Jan to June 2016**

Moved by B. Gartside that the January - June Fire Agreement statements be accepted for information.

MOTION CARRIED
Unanimous

10. **Regional Response Incident Summary Jan to June 2016**

Added a trend report – total by type

Fire Department will ask dispatch what type of call is it when the call comes in. Non-Billing calls were discussed.

Moved by S. Nolls the Jan to June 2016 Regional Response Incident Summary be accepted for information

MOTION CARRIED
Unanimous

11. **Additions**

11a. Quality Management – Joint Plan

All municipalities can be audited – must do a self-audit every year and submit to the government Safety Codes Council. The government provides a template and Mark will send out to each municipality.

The Fire Department must collect fees for permits for the Government and feel they should collect some for the Department as well. No fees charged for non-profit organizations.

11b. Village of Donalda Fire Hall Cleaning.

B. Gartside asked why no one has been cleaning the Donalda Fire Hall, the person M. Dennis had lined up to clean fell through. The Village of Donalda staff was cleaning the Fire Hall before in turn for use of the meeting room for Village council meetings. A discussion ensued and it was agreed to go back to that arrangement and have Village staff clean the Fire Hall again.

12. **Next meeting**

November 18th, 2016 12 noon @ the Stettler Regional Fire Hall

13. **Adjournment**

Moved by S. Nolls that this meeting be adjourned @ 1:23

MOTION CARRIED
Unanimous