



SMOKY LAKE COUNTY

Minutes of **Fire Protective Services Committee** Meeting held on Tuesday, **August 9, 2016** at 1:07 P.M. in the County Council Chambers.

The meeting was called to Order by the Chairperson Craig Lukinuk in the presence of the following persons:

		<u>ATTENDANCE</u>
		<u>Tuesday, August 9, 2016</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present
Asst. CAO	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Fire Chief	Scott Franchuk	Present
Fire Protect. Srvc. Asst.	Spencer Kotylak	Present
GIS/Comm	Paul Miranda	Absent
Legislative Svcs/R.S.	Patti Priest	Present
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1 Member of the Public in attendance.

**2. Agenda:**

906-16: Orichowski That the Fire Protective Services Committee Meeting Agenda for Tuesday, August 9, 2016 be adopted, as amended:

Addition:

- 1. Executive Session – Legal Issue – CCI Wireless

Carried.

**3. Minutes:**

907-16: Smigerowsky That the Minutes of the Fire Protective Services Committee Meeting held on Monday, May 9, 2016, be adopted.

Carried.

908-16: Cholak That the Action List of the Fire Protective Services Committee dated May 9, 2016, be filed for information.

Carried.

**4. Request for Decision:**

**Fire Invoice Number 37376 – Trevor Gill**

909-16: Smigerowsky That Smoky Lake County reduce Fire Invoice No. 37376 from \$11,690.00 to \$1,500.00 as per Appeal Notice received on May 11, 2016 from Trevor Gill for the structure fire located at 59559 – Hwy 36 and in addition Trevor Gill sign a Property Damage Liability Waiver for Smoky Lake County in regards to the damages occurred to the homeowner’s vehicle located at 59559 – Hwy 36.

Carried.

**Policy Statement No. 02-05-03: Fire Permit Agreement**

910-16: Bobocel That **Policy Statement No. 02-05-03: Fire Permit Agreement** be amended:

<b>Title: Fire Permit Agreement</b>		Policy No.: <b>05-03</b>
Section: <b>02</b>	Code: <b>P - R</b>	Page No.: <b>1 of 5</b>

Legislation Reference:	Municipal Government Act and Prairie and Forest Fire Protection Act
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Purpose:	To facilitate fire control.
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<b>Policy Statement and Guidelines:</b>
<p>The permit holder has full <b>responsibility and liability</b> with regards to controlling the fire and any loss or damage resulting from the lighting of the fire. This means that the permit holder must ensure proper fireguards are in place, support equipment is on hand and that all necessary precautions are taken. Extinguishing the fire within the time period allotted is also the responsibility of the fire permit holder.</p> <p><b>Recovery of Firefighting Costs:</b> In accordance with Bylaw: Fire Protection Services, as amended from time to time or any costs incurred by the County Fire departments will be charged to the landowner, if the Fire Department or County is called upon to respond or extinguish a fire. Additional charges may be pending under the <i>Forest and Prairie Protection Act</i> or if the landowner or occupant does not have a Fire Permit.</p> <p>This Permit authorizes: _____</p> <p>of Address: _____ Phone: _____</p> <p>to kindle fires on the following lands: ___ Sec. ___ Twp. ___ Rge. ___ W4.</p> <p>For the purpose of burning: _____.</p> <p>Special Conditions: _____.</p>

<b>Title: Fire Permit Agreement</b>		Policy No.: <b>05-03</b>
Section: <b>02</b>	Code: <b>P - R</b>	Page No.: <b>2 of 5</b>

<b>Policy Statement and Guidelines:</b>
<p>Burning shall be done in compliance with the <i>Forest and Prairie Protection Act</i> and regulations made there under:</p> <ol style="list-style-type: none"> <li>1. Burn in accordance with the terms on the reverse side of the permit.</li> <li>2. No burning when winds are over 15 km ph (10 mph).</li> <li>3. The fire must be completely extinguished when the permit expires.</li> <li>4. In the case, that smoke would cause a hazard to visibility while burning. "Smoke Signs" must be posted. Therefore, before lighting the fire, permit holder must contact Carillion at 656-3638, if burning near a Highway and contact the County Office at 656-3730 or the Public Works Shop at 656-3755, if burning near a maintained County Road.</li> <li>5. Alberta One-Call (1-800-242-3447) must be completed prior to lighting the fire.</li> <li>6. Permit holder must contact Bonnyville Regional Fire Authority prior to lighting the fire.</li> </ol> <p style="text-align: center;"><b>Bonnyville Regional Fire Authority: 1-780-826-7446</b></p> <p>Effective: _____ Expires: _____</p> <p>I have read and understand all the conditions and accept full responsibility.</p> <p>Permit Holder: _____ Date: _____</p> <p>Countersigned by: _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Fire Guardian</span> <span>Print Name</span> </div> </p> <p><b>NOTE: THIS PERMIT IS NOT VALID UNLESS COUNTERSIGNED AND MAY BE CANCELLED AT ANY TIME.</b></p> <p><b>CONDITIONS:</b></p> <p>Any person lighting a fire must have a valid Fire Permit issued by Smoky Lake County. <b>Fire Permits are required year round</b> and can only be obtained and approved by a Fire Guardian. <i>Exceptions:</i></p> <ol style="list-style-type: none"> <li>1. Attended outdoors or contained campfire, which has been lit for cooking or warming purpose.</li> </ol>

Title: <b>Fire Permit Agreement</b>		Policy No.: <b>05-03</b>
Section: <b>02</b>	Code: <b>P - R</b>	Page No.: <b>3 of 5</b>

Policy Statement and Guidelines:	
2.	Incinerator fire – fire contained within a non-combustible structure, container or barrel with openings covered by heavy gauge metal screen having a mesh size not larger than 13 millimeters (1/2) and which are for the purpose of burning refuse, protecting livestock from insect or for protecting garden plants from frost.
<p>ALL APPROVED FIRES BY PERMIT OR EXCEPTION, ARE SUBJECT TO <b>PROVINCIAL OR LOCAL FIRE BANS,</b> DECLARED UPON THREAT OF A FIRE HAZARD TO THE CITIZENS WITHIN THE BOUNDARIES OF SMOKY LAKE COUNTY.</p> <p><b>EXCERPT FROM THE</b> <b><u>FOREST AND PRAIRIE PROTECTION ACT OF ALBERTA RSA 2000</u></b></p>	
Section 19	(3) A Fire Permit is valid only for the period for which it is issued.
	(4) A Forest Officer or Fire Guardian issuing a Fire Permit may endorse on the permit any special fire control conditions with which the applicant must comply in addition to the provisions of this Act and the regulations.
Section 20	A Fire Permit may be suspended or cancelled at any time by a Forest Officer or Fire Guardian and on receiving notice of the suspension or cancellation, the person concerned shall immediately extinguish any fire set pursuant to the person's permit.
Section 21	(1) For the purpose of fire control the Minister may, by order: a. suspend or cancel within any part or all of Alberta all fire permits, or b. prohibit the lighting or require the extinguishing of a fire set other than under the authority of a Fire Permit.

Title: <b>Fire Permit Agreement</b>		Policy No.: <b>05-03</b>
Section: <b>02</b>	Code: <b>P - R</b>	Page No.: <b>4 of 5</b>

Policy Statement and Guidelines:	
Section 21	(2) The order made pursuant to subsection (1) shall be immediately published at least the twice a day for not less than 2 consecutive days by the radio and television stations that are considered by the Minister most likely to bring the matter to the attention of the public.
	(3) In an area affected by an order made pursuant to subsection (1), every person shall immediately proceed to extinguish every open outdoor fire lit by person or under the person's authority and every fire located on land occupied or owned by person.
Section 22	No person shall:
	(a) Light an outdoor fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.
	(b) Light an outdoor fire when any fire hazard or burning hazard is conducive to a fire readily escaping out of control.
	(c) Fail to take reasonable steps to control a fire for the purpose of preventing it from spreading onto land other than person's own.
	(d) Deposit, discard or leave any burning matter or substance in a place where it might ignite other matter and result in a fire, or,
	(e) Conduct in a forest protection area any activity that involves the use of fire or that might reasonably be expected to cause a fire, unless the person exercises reasonable care to prevent a fire from occurring.
	Every person who sets a fire under authority of a permit shall:
	a. Keep the permit at the site of the fire.
	b. Produce and show the permit to an officer on request.

Title: <b>Fire Permit Agreement</b>		Policy No.: <b>05-03</b>
Section: <b>02</b>	Code: <b>P - R</b>	Page No.: <b>5 of 5</b>

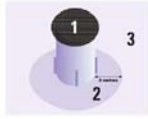
**Policy Statement and Guidelines:**

- c. Keep the fire under control.
- d. Extinguish the fire before expiration of the permit or upon cancellation of the permit.
- e. Have a responsible person in attendance at the fire at all times, except as may be otherwise authorized by a Forest Officer.

**Safe Burn Barrels Practices**

**Preparation and maintenance of burn barrels and incinerators:**

1. Always cover your burn barrel/incinerator with 6 mm (1/4") or Smaller metal mesh screen.
2. Clear away any debris for at least 3 meters (10 feet) around your burn barrel/incinerator and work up the area to expose the soil.
3. Position your burn barrel/incinerator at least 30 meters (100 feet) away from any structures or standing timber.



Carried.

**Lamont County Mutual Fire Aid**

911-16: Cholak

That Smoky Lake County Council send its version of the mutual fire aid agreement to be executed between Smoky Lake County and Lamont at a fee of \$300.00/hour/apparatus and advise Lamont County Council the concerns within their mutual fire aid agreement, as received on May 17, 2016 from Randy Siemens, Director of Emergency Services and; If any further concerns by Lamont County with executing the mutual fire aid agreement a joint council meeting is recommended.

Carried.

**5. Issues for Information:**

**Employee Achievement – Spencer Kotylak**

912-16: Bobocel

That Smoky Lake County send a “Letter of Commendation” to Spencer Kotylak, Fire Protective Services Assistant for his achievement: completing the National Fire Protection Association (NFPA) 1001 Professional Firefighting Training.

Carried.

**Policy 02-M-04-01: Fire Permit Best Practices**

913-16: Cholak

That Smoky Lake County acknowledge the proposed changes to Smoky Lake County Fire and Rescue Policy 02-M-04-01: Fire Permits Best Practices, as follows:

Title: <b>Fire Permit Best Practices</b>		Policy No.: <b>04-01</b>
Section: <b>02 – M</b>	Code: <b>P - R</b>	Page No.: 1 of 2 <span style="float: right;"><i>E</i></span>

**Purpose:** To establish Guidelines for the Smoky Lake County Fire Guardians when issuing Fire Permits.

**Policy Statement and Guidelines:**

**1. STATEMENT:**  
Fire Permits are becoming more of a complex risk to Smoky Lake County. Smoky Lake County is establishing best practices for Fire Guardians to adhere by when completing a fire permit.

**2. GUIDELINES:**  
The Fire Permit Guidelines will provide the following benefits:

- 2.1 Broaden the portfolio of the Emergency Services for Smoky Lake County.
- 2.2 Good understanding of the process of Fire Guardians.
- 2.3 Increase efficiency and consistency.
- 2.4 Establishes accountability of Emergency Services.
- 2.5 Communication Tool.

**3. PROCEDURE:**

- 3.1 *Schedule "A"* Best Practices for Issuing Fire Permits outlines the best practices in decision making to be used while issuing a fire permit.
- 3.2 Upon executing a fire permit a site inspection is required





Schedule "A" Best Practices for Issuing Fire Permits



**Duration of Permits**

Fire permits may be issued for a period of fourteen (14) days. The fire guardian may extend a fire permit beyond the fourteen (14) day period upon inspection and special conditions must be given to complete a safe burn.

**Burning Brush Piles**

Brush Piles are restricted to a 15 m diameter with 30 m between piles. Older piles in the form of windrows are subject to inspection and must have special permission from Smoky Lake County.

- Permit holder must be the landowner or a renter.
- Permit holder or responsible renter must monitor the fire(s) and is responsible until the fire is extinguished. March through April Smoky Lake County may inspect your burn sites with a thermal imaging camera checking for hot spots and improperly extinguished burns. These inspections will be used to reduce the risk of spring fires.
- Permit holder or responsible renter must obtain an Alberta One Call clearance on all buried utilities prior to lighting.

**Reasonable Monitoring of Fire**

- When there is little or no snow cover but ground is tilled black, monitor every 2 hrs.
- When there is an adequate snow cover of 6", monitor every 8hrs.
- When there is neighboring trees or buildings, monitor every hour.

**Fire Guard and Snow Cover**

- A minimum 15 m fire guard is required and must be worked until soil cover is black unless there is adequate snow cover.
- Adequate snow cover is a minimum six (6") inches which could withstand some melting and drying while fire is burning.

**Restrictions**

- Up to six (6) brush piles may be burned at a time within a distance of one half mile.
- No burning on muskeg or peat land.
- No Burning below -25°C or when the temperature inversion is forecasted to be 15 degrees or greater.
- No burning when winds are over 15 km ph (10 mph).

**No person shall:**

- Light an outdoor fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.
- Light an outdoor fire when any fire hazard or burning hazard is conducive to a fire readily escaping out of control.
- Fail to take reasonable steps to control a fire for the purpose of preventing it from spreading onto land other than person's own.
- Deposit, discard or leave any burning matter or substance in a place where it might ignite other matter and result in a fire, or
- Conduct in a forest protection area any activity that involves the use of fire or that might reasonably be expected to cause a fire, unless the person exercises reasonable care to prevent a fire from occurring.

**Responsibility**

- Permit holder is responsible for the care, control and extinguishment of the fire.
- The burning permit must be available on request along with the permit holder or responsible renter to supervise the burn.
- Permit holders are no longer required to phone the fire department before starting a burn but must contact Bonnyville Regional Fire Authority and fulfill all other permit requirements.
- Permit holders are responsible for reading and adhering to the conditions and regulations.
- In the case, that smoke would cause a hazard to visibility while burning. "Smoke Signs" must be posted.
- Therefore, before lighting the fire, permit holder must contact Carillon at 656-3638, if burning near a Highway and contact the County Office at 656-3730 or the Public Works Shop at 656-3755, if burning near a County Road.

**Remember:** YOU will be responsible for all costs associated with fires resulting from violation of these guidelines or poor burning practices, in accordance with Smoky Lake County Bylaw.

**PLEASE BURN SAFETY**

**Fire Chief's Report**

914-16: Orichowski

That the report presented by the Fire Chief for the period of June 24, 2016 to August 3, 2016, be accepted as presented and be filed for information.

Carried.

Carried.

**6. Correspondence:**

**Shock Trauma Air Rescue Services (STARS)**

915-16: Cholak

That Smoky Lake County take no action on the letter received from Glenda Farnden, Sr. Municipal Relations Liaison, Shock Trauma Air Rescue Services (STARS) requesting nominal fees for site registration and be filed for information.

Carried.

**2016/17 Emergency Management Preparedness Program**

916-16: Cholak

That Smoky Lake County acknowledge receipt of the letter received from Danielle Larivee, Minister Municipal Affairs, in regards to Alberta Municipal Affairs announcing \$150,000 of grant funding available for the 2016/17 Emergency Management Preparedness Program; and act as the host, collaborating with the Town of Smoky Lake, Village of Vilna and Village of Waskatenau for a joint application to the said grant that would be used to facilitate training for municipal emergency response personnel and volunteers needed to protect Albertans during an emergency event.

Carried.

**8. Executive Session:**

**Legal Issue - CCI**

917-16: Cholak

That County Council go into executive session to discuss a legal issue in regards to CCI, time 2:03 p.m.

Carried.

918-16: Bobocel

That County Council go out of Executive Session, time 2:25 p.m.

Carried.

**Next Meeting**

919-16: Orichowski

That the next **Fire Protective Services Committee Meeting** be scheduled for Monday, **October 3, 2016** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

**ADJOURNMENT:**

920-16: Lukinuk

That this meeting be adjourned, time 2:26 p.m.

Carried.

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CHAIRMAN

S E A L

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CHIEF ADMINISTRATIVE OFFICER