



SMOKY LAKE COUNTY

Minutes of **Fire Protective Services Committee** Meeting held on Monday, **January 16, 2017** at 1:14 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:

			ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Monday, January 16, 2017</u>	
1	Dareld Cholak	Present	
2	Ron Bobocel	Present	
3	Craig Lukinuk	Present	
4	Cary Smigerowsky	Absent	
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	Present	
Legislative Svcs/R.S.	Patti Priest	Present	

One Member of the Public in attendance.

2. Agenda:

283-17: Orichowski That the Fire Protective Services Committee Meeting Agenda for Monday, January 16, 2017 be adopted, as presented.

Carried.

3. Minutes:

284-17: Cholak That the Minutes of the Fire Protective Services Committee Meeting held on Monday, December 5, 2016, be adopted.

Carried.

285-17: Bobocel That the Action List of the Fire Protective Services Committee dated December 5, 2016, be filed for information.

Carried.

5. Issues for Decision:

Policy Statement No. 02-05-04: Fire Permit Agreement

286-17: Orichowski That Policy Statement No. 02-05-04: Fire Permit Agreement, be amended:

Title: Fire Permit Agreement		Policy No.: 05-04
Section: 02	Code: P-R	Page No. 1 of 6 E
Legislation Reference: Alberta Provincial Statutes		
Purpose:	To implement a process for the issuance of Fire Permits within the boundaries of Smoky Lake County.	

Policy Statement and Guidelines:	
1.	STATEMENT
1.1	Smoky Lake County wishes to regulate the use and setting for controlled fires for the purpose of fire safety and to control the nuisance effect of such fires for the safety, health and welfare of people, the protection of people and property, the prevention of nuisances, and for the services provided by or on behalf of Smoky Lake County.
2.	OBJECTIVE
2.1	The permit gives authority to the permit holder to set a fire according to regulations, terms and conditions described on the permit. The permit places upon the permit holder the sole responsibility for keeping the permitted fire under control. If the county is required to extinguish a fire, the costs may be charged to the owner or occupier of the land only in accordance with Smoky Lake County Bylaw - Fire Protection Services . In the case of non-payment, these costs can be charged against the land as taxes owing, in accordance with Smoky Lake County Bylaw - Fire Protection Services .
3.	GUIDELINES
3.1	Other than campfires and County approved incinerators, any person lighting a fire to conduct any burning must first obtain a permit from the County Fire Chief or Fire Guardian. There is NO CHARGE for the permit.
3.2	Smoky Lake County requires Fire Permits all year round.
3.3	Fire Permits are not transferable from one individual to another, nor from one parcel of land to another.
3.4	Fire Permits will be issued based on request and inspections completed by the Fire Chief or in his or her absence, the appointed Fire Guardian.
3.5	Fire Permits issued pursuant to this Policy are valid for such period of time as shall be determined and set by the Fire Chief or Fire Guardian, but in any case shall not exceed two (2) weeks.
3.6	The Fire Chief or Fire Guardian may extend the period of time that a Fire Permit is valid, provided the Fire Permit has not expired and if it is deemed acceptable.

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Policy Statement and Guidelines:	
3.11.1	animal carcasses.
3.11.2	animal manure.
3.11.3	pathological waste
3.11.4	non-wooden material.
3.11.5	waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives chemicals and chemical containers.
3.11.6	combustible material in automobiles.
3.11.7	household refuse/garbage.
3.11.8	paints and painting materials
3.11.9	toxic substance.
3.11.10	rubber or plastic or anything containing or coated with rubber or plastic or similar substances (silage traps, grain bags / shingles / siding).
3.11.11	tires.
3.11.12	any oils, wood or wood products containing substances for the purpose of preserving wood.
3.12	Smoky Lake County Fire Permit does not allow for the setting off fireworks and firecrackers.
3.12.1	Permits for fireworks are governed by Bylaw 1285-15: Fire Protection Services and Policy Statement No. 02-22: Fireworks Permit Agreement .
3.13	Requests for variances to the terms of a fire permit due to special circumstances must be made in writing and the issuance of a permit with special conditions shall be at the discretion of the Fire Chief
4.	PROCEDURES:
4.1	To obtain a permit the applicant must complete an application, as per Schedule "A": Fire Permit , and shall submit it to the Fire Chief or, in his or her absence, the Fire Guardian.
4.2	Each applicant for a Fire Permit must provide the following information:
4.2.1	The name, address and phone number of the applicant.
4.2.2	The name and address of the owner of the Property upon which the applicant proposes to set a fire, if applicable.
4.2.3	The legal description and, if possible, the municipal address of the Property on which the applicant proposes to set the fire.

Policy Statement and Guidelines:	
4.2.4	The type and description of materials which the applicant proposes to burn.
4.2.5	The period of time for which the Fire Permit is required to complete the burn.
4.2.6	The precautions, if any, that will be taken by the applicant to ensure that the proposed fire remains under his or her control.
4.2.7	The signature of the applicant.
4.3	Responsibility for conducting a safe burn is the applicants. Anyone who sets a fire under authority of a permit must comply with the requirements and conditions addressed within this policy and on the Fire Permit.
4.4	All applicants will be required to locate underground utilities and remove any material 30 feet (10 meters) away from the utilities. Failure to comply with this condition will be subject to fines under Smoky Lake County Bylaw – Fire Protection Services .
4.5	Anyone in receipt of a fire permit must contact Bonnyville Regional Fire Authority at 1-780-826-7446 prior to commencing burning.
4.6	The permittee agrees to indemnify and save harmless Smoky Lake County from all liability arising out of the operations authorized by the fire permit. The permittee agrees to pay the cost of extinguishing fires caused by willful violation of any conditions set out in the fire permit. Any person authorized to conduct burning pursuant to the permit shall be responsible to Smoky Lake County for extinguishing the fire.
4.7	The Fire Chief or Fire Guardian has the final say on the time period required to complete the burn, what materials can be burnt and how much material can be burnt at one time, upon completing the inspection.
4.8	The Fire Chief or Fire Guardian has the authority to add written special conditions to the permit before granting the permit to complete a safe burn.

Section 02

SCHEDULE "A"

Policy 05-04




SMOKY LAKE COUNTY
P.O. Box 310
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
Toll Free: 1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

FIRE PERMIT

The permit holder has full **responsibility and liability** 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. **Policy Statement No. 02-06: Fire Permit Agreement available online or upon request.**

This Permit authorizes: _____
Applicant's Name _____

Address _____
Box _____ City or Town _____ Postal Code _____

Phone: _____ Email or Fax: _____

If You are a Renter, Please provide Property Owner's Name: _____

To kindle fires on the following land: _____ Sec. _____ Twp. _____ Rge. _____ W4. Rural Address: _____

For the purpose of burning: _____

Precautions taken: Monitor Water supply Heavy Equipment Other: _____

Special Conditions: _____

Effective: _____ Expires: _____

Fire Permit maybe Suspended or Cancelled at Any Time

Recovery of Firefighting Costs: 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 to extinguish a fire.

The applicant acknowledges that he/she has read the PERMIT with regard to fire permit activation and the Policy for burning and that they understand both and agree to comply with all the provisions and further agree to assume all responsibility for any damages occurring from the fire for which this permit is issued.

Signature of Applicant- Permit Holder _____ **Date** _____

Countersigned By: Fire Chief / Fire Guardian _____ **Date** _____

THE CORPORATION OF SMOKY LAKE COUNTY FIRE BURN CONDITIONS

Burning shall be done in compliance with the conditions:

- Burn in accordance with the terms stated on the permit.
- No burning when winds are over 15 km ph (10 mph).
- Fire Permits will be issued for the maximum of Two (2) weeks.
- The fire is to be completely extinguished when the fire permit expires.
- Permits issued for burning brush piles/windrows will not exceed the length of 60 meters or 180 feet within the provisions of the *Forest and Prairie Protection Act*.
- 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 Canillon at 780 656-3638 or 780 212 0186, if burning near a Highway and contact the Smoky Lake County Public Works Shop at 656-3765, if burning near a maintained County Road. Contact Canillon or Smoky Lake County Public Works Shop during normal business hours: Monday – Friday from 8:00 am – 4:00 pm
- No burning will be conducted over municipal underground utilities. Alberta One-Call (1-800-242-3447) must be contacted by the permit holder.
- Permit holder must contact Bonnyville Regional Fire Authority prior to lighting the fire.

Bonnyville Regional Fire Authority: 1-780-826-7446

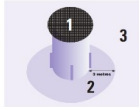
- Any person lighting a fire must have a valid Fire Permit issued by Smoky Lake County. **Fire Permits are required year round** and can only be obtained and approved by a Fire Guardian.

Exceptions

- Attended outdoors or contained campfire, which has been lit for cooking or warming purpose.
- 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.
- Safe Burn Barrels Practices in accordance with the Forest and Prairie Protection Act :**

Preparation and maintenance of burn barrels and incinerators:

 - Always cover your burn barrel/incinerator with 6 mm (1/4") or smaller metal mesh screen.
 - 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.
 - Position your burn barrel/incinerator at least 30 meters (100 feet) away from any structures or standing timber.



Carried.

Lamont County – Mutual Aid Agreement

287-17: Bobocel That Smoky Lake County execute a Mutual Aid Agreement with Lamont County for Year 2014 to Year 2017, Election Term, at a cost of \$200 per hour per apparatus.

Carried.

5. Issues for Information:

Fire Chief's Report

288-17: Cholak That the report presented by the Fire Chief for the period of December 1, 2016 to January 12, 2017, be accepted as presented and be filed for information.

Carried.

5. Correspondence:

Bonnyville Regional Fire Authority

289-17: Orichowski That Smoky Lake County accept the Consumer Price Index (CPI) Adjustment of 0.5% for the annual 2017 adjustment in the amount of \$8,950.76 based on the per capita cost of \$3.64 with a population of 2459, for an increase of \$51.85 from 2016, for the 2017 Emergency Dispatch Services, as per Clause 4.6 of the agreement executed with Bonnyville Regional Fire Authority for the Emergency 9-1-1 fire Dispatch Service in accordance with Bylaw 1217-10.

Carried.

Executive Session:

Executive Session: Personnel Fire Departments

290-17: Bobocel That Smoky Lake County go into Executive Session to discuss a Fire Department Personnel issue, time 1:29 p.m.

Carried.

291-17: Cholak That Smoky Lake County go out of Executive Session, time 1:33 p.m.

Carried.

Next Meeting

292-17: Bobocel That the next **Fire Protective Services Committee Meeting** be scheduled for Monday, **March 6, 2017** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

ADJOURNMENT:

293-17: Lukinuk That this meeting be adjourned, time 1:34 p.m.

Carried.

CHAIRMAN

S E A L

CHIEF ADMINISTRATIVE OFFICER