

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting to be held for the
Purpose of the **Fire Protective Services Committee**
on
Wednesday, April 15, 2020 at 9:00 o'clock A.M.
in the County Council Chambers, Smoky Lake.

1. Meeting:

1.1 Call to Order.

2. Agenda:

Acceptance of Agenda:
as presented or
subject to additions or deletions

3. Minutes:

3.1 Adopt **minutes** of **February 24, 2020** – Fire Protective Services Committee Meeting. ©

Recommendation: Motion to Adopt.

3.2 Fire Protective Services Committee February 24, 2020 - **Action List**. ©

Recommendation: File for Information.

4. Request for Decision:

4.1 Volunteer Firefighter Member and Family Assistance Program (MFAP) ©

4.2 Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters ©

5. Issues for Information:

5.1 Manager Report. ©

6. Correspondence:

6.1 Mike Tucker, Wildfire Prevention Office: Forestry Division - Alberta Forestry and Agriculture, March 30, 2020 Re: Potential Fire Ban and OHV Restriction. ©

Recommendation: File for Information.

7. Delegation(s):

7.1

8. Executive Session:

8.1

9. Date and time of Next Meeting(s):

Adjournment

SMOKY LAKE COUNTY



Minutes of the **Fire Protective Services Committee Meeting** held on Monday, **February 24, 2020** at 1:19 P.M. in the County Council Chambers.

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

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Monday, Feb.24, 2020</u>
1	Dan Gawalko	Present
2	Johnny Cherniwchan	Present
3	Craig Lukinuk	Present
4	Lorne Halisky	Present
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present @ 1:20 p.m.
Asst. CAO	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Fire Chief	Scott Franchuk	Present
Fire Protect. Svc. Asst.	Spencer Kotylak	Present
Legislative Svcs/R.S.	Patti Priest	Present

Three Members of the Public in attendance.

No Media in attendance.

2. Agenda:

581-20: Halisky That the Fire Protective Services Committee Meeting Agenda for Monday, February 24, 2020, be adopted, as presented.

Carried Unanimously.

3. Minutes:

582-20: Cherniwchan That the Minutes of the Smoky Lake County Fire Protective Services Committee Meeting held on Monday, December 16, 2019, be adopted as presented.

Carried.

583-20: Gawalko That the Action List from the Smoky Lake County Fire Protective Services Committee Meeting held on Monday, December 16, 2019, be filed for information.

Carried.

Cory Ollikka, Chief Administrative Officer entered Council Chambers, time 1:20 p.m.

7. Delegation:

Harry Shapka – Fire Invoice Appeal 45861

Present before Council was Mr. Harry Shapka, Landowner and Interested Party, Raymond Serna, at 1:22 p.m. to 2:16 p.m., to discuss Fire Invoice #45861 issued to Mr. Shapka, and his related Appeal Notice dated October 15, 2019: in regard to a wildfire and structure fire which occurred during the period of May 15-16, 2018 on the land legally described as NE-7-59-14-W4, 59213 Range Road 145.

4. Request for Decision:

Fire Invoice No. 45860 Appeal

584-20: Cherniwchan

That Smoky Lake County Council approve to **write off** the Fire Invoice No. 45860, dated September 13, 2019, in the total original amount of \$5,290.00 plus all penalties applied, for a single-vehicle-rollover which occurred on July 31, 2018 near the rural address 13306 Township Road 620; due to the customer's current, physical location and contact information being unattainable, and as this information is required by collection agencies, sending the said invoice to a collections agency as per Council's December 16, 2019, Motion 316-19, would be futile.

Carried.

5. Issues for Information:

Fire Chief's Report

585-20: Halisky

That the Smoky Lake County Fire Chief's Report prepared by Fire Chief: Scott Franchuk, dated February 20, 2020, be accepted as presented and filed for information.

Carried.

Fire Protective Services Apparatus Cost Analysis

586-20: Orichowski

That the Smoky Lake County Council acknowledge receipt of the Smoky Lake County 2019 Fire Protective Services Cost Analysis prepared on each fire department apparatus outlining the hourly operating costs for each unit based on the 2019 fire stats for each respective Fire Department.

Carried.

6. Correspondence:

Bonnyville Regional Fire

587-20: Cherniwchan

That Smoky Lake County accept the Consumer Price Index (CPI) Adjustment of 1.6% for the annual 2020 adjustment in the amount of \$9,857.99 based on the per capita cost of \$3.85 with a population of 2461, for an increase of \$380.43 from 2019, for the 2020 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.

Fire Invoice No. 45861 Appeal

588-20: Lukinuk

That Smoky Lake County **reduce** Fire Invoice #45861 from \$42,103.20 to **\$13,104.00** to recover the third-party contractors costs and waive all current penalties as per Appeal Notice received from Harry Shapka on October 15, 2019: in regard to a wildfire and structure fire which occurred during the period of May 15-16, 2018 on the land legally described as NE-7-59-14-W4, 59213 Range Road 145.

Carried.

8. Executive Session:

No Executive Session.

Next Meeting

589-20: Gawalko

The next Smoky Lake County **Fire Protective Services Committee**

Meeting be scheduled for **Wednesday, April 15, 2020** at **9:00 a.m.** to be held in County Council Chambers.

Carried.

ADJOURNMENT:

590-20: Lukinuk

That the Smoky Lake County Fire Protective Services Committee Meeting of February 24, 2020, be adjourned, time 3:05 p.m.

Carried.

CHAIRMAN

S E A L

CHIEF ADMINISTRATIVE OFFICER



ACTION LIST:

February 24, 2020 Fire Protective Services Committee Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
584-20	That Smoky Lake County Council approve to write off the Fire Invoice #45860 in the total amount of \$5,290.00, and any related penalties, for a single-vehicle-rollover which occurred on July 31, 2018 near the address 13306 Township Road 620, as the location and contact information of the owner is unattainable.	Finance Manager Accounts Receivable	Fire Protective Services provided Accounts Receivable with Council's motion from the February 24, 2020 Fire Protective Services Committee Meeting and Fire Invoice #45860 was cancelled on March 5, 2020.	
586-20	That the Smoky Lake County Council acknowledge receipt of the Smoky Lake County 2019 Fire Protective Services Cost Analysis prepared on each fire department apparatus outlining the hourly operating costs for each unit based on the 2019 fire stats for each respective Fire Department.	Assistant CAO	The Fire Protective Services Cost Analysis for each respective Fire Department was filed and will be forwarded to the next Smoky Lake Region Fire Rescue Committee Meeting for Information.	
587-20	That Smoky Lake County accept the Consumer Price Index (CPI) Adjustment of 1.6% for the annual 2020 adjustment in the amount of \$9,857.99 based on the per capita cost of \$3.85 with a population of 2461, for an increase of \$380.43 from 2019, for the 2020 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.	Fire Chief Finance Manager	The finance department was provided a copy of this letter and the total fees for 9-1-1 Fire Dispatch Services was incorporated into the 2020 total function budget in the Fire Protective Services Department.	
588-20	That Smoky Lake County reduce Fire Invoice #45861 from \$42,103.20 to \$13,104.00 to recover the third-party contractors costs and waive all current penalties as per Appeal Notice received from Harry Shapka on October 15, 2019: in regard to a wildfire and structure fire which occurred during the period of May 15-16, 2018 on the land legally described as NE-7-59-14-W4, 59213 Range Road 145.	Finance Manager Accounts Receivable Fire Chief	Fire Protective Services provided Accounts Receivable with Council's motion from the February 24, 2020 Fire Protective Services Committee Meeting, Fire Invoice #45861 was reduced on March 5, 2020 with all penalties cancelled. Fire Protective Services completed a follow up letter to Harry Shapka explaining Councils decision and was sent on April 7, 2020.	

Chief Administrative Officer



REQUEST FOR DECISION		DATE April 15, 2020	4.1
TOPIC	Volunteer Firefighter Member and Family Assistance Program (MFAP)		
PROPOSAL	<p>Background</p> <ul style="list-style-type: none"> - Smoky Lake County through Rural Municipalities of Alberta (RMA) offers “On Duty” and “24 Hour Coverage” insurance to the volunteer firefighters throughout the region. - The members sign up for the insurance and type which coverage they want. The costs are shared 1/3: Smoky Lake County, Town or Village and the member. - Smoky Lake Fire Department has 16 members signed up for the VFIS insurance. - Vilna Fire Department has 14 members signed up for the VFIS insurance. - Waskatenau Fire Department decided as a group to not access the VFIS insurance. - At March 9, 2018 Smoky Lake Region Fire and Rescue Committee Meeting John Hackwell and Darcy Hale – Risk Management Advisors from RMA presented on the Regions VFIS coverage and new initiatives to be implemented soon for the volunteer fire department members. - The Volunteer Firefighter and Family Assistance Program is now available to the fire departments. - Smoky Lake County Fire Chief contact RMA insurance for information on the new coverage and will be bringing the information for discussion to the Smoky Lake Region Fire and Rescue Committee Meeting on March 11, 2020. See Attachment A1 <p>Proposal</p> <ul style="list-style-type: none"> - At the March 11, 2020 Smoky Lake Region Fire and Rescue Committee Meeting the Volunteer Firefighter Member and Family Assistance Program information was presented and the following motion was passed: “That the Smoky Lake Region Fire and Rescue Committee recommend each respective Council approve adding the Member and Family Assistance Program (MFAP) to the Smoky Lake Region Fire Department’s Volunteer Firemen’s Insurance Service (VFIS) coverage through RMA Insurance; and approve the cost share funding formula for the said program to be 1/3 (one-third) each: between Smoky Lake County, the Respective Municipality, and the Fire Department Member.” 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS			
BENEFITS	<ul style="list-style-type: none"> - Provides mental health support for firefighters and their family members - Cost effective 		
DISADVANTAGES	n/a		

ALTERNATIVES	n/a
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	

RECOMMENDATION	
<p>That the Smoky Lake County incorporate the Volunteer Firefighter and Family Assistance Program (MFAP) for the Fire Departments under the VFIS coverage at a cost share of 1/3 to Smoky Lake County, 1/3 Village or Town and 1/3 Fire Department member.</p>	
<i>Fire Chief</i>	

Volunteer Firefighter Member and Family Assistance Program (MFAP) Solutions

Harness the power of full-scale employee/firefighter and workplace support solutions through an exclusive MFAP arrangement through VFIS of Canada a division of CVIS, Inc.

DID YOU KNOW?



- Mental and nervous disorders have replaced musculoskeletal conditions as the top conditions causing long-term disability.

Source: Canadian Council on Integrated Healthcare

- The mounting costs of maintaining unhealthy employees/firefighters, coupled with the expense and disruption associated with staff turnover, is leading many employers to implement a health promotion strategy. Thanks to a growing body of evidence, today's workplace health programs are no longer viewed as just a good idea, but rather a crucial investment in an organization's long-term success.

Source: The Case for Comprehensive Workplace Health Promotion, Centre for Health Promotion, University of Toronto

Member and Family Assistance Programs (MFAPs) are employer paid benefits that support both the members and the workplace. These services are designed to enable members to resolve personal and work issues so that optimal productivity is maintained. They include health, wellness and other strategic solutions for smaller employers/municipalities.

Homewood Health offers Volunteer Fire Departments the same services as some of Canada's largest employers at a preferred

VFIS of Canada member rate of \$2.00 per member per month.



1

Ease of use

All of our services are simple and intuitive to use, so all members can benefit (e.g. online solutions allow easy and secure access anywhere and anytime, clinical response is fast and available 24/7 in both official languages, counselling is short-term and solution-focused, and we have counselling offices across the country).

2

Prevention focused

Homewood Health takes a comprehensive and prevention-focused approach to a members well-being and productivity. Our healthy workplace strategy targets the member, workplace and organization. Our prevention focus strengthens the resiliency of your workforce.

3

Appealing and relevant messaging

MFAP and related services are only useful to the extent that they are utilized by members and key personnel (managers, supervisors, etc). We craft our messages to appeal to members in different stages of their life and career, ensuring that promotion efforts are relevant, appealing, and successful.



MEMBER SUPPORT SERVICES

Short-term Counselling (no session caps). Our unique solution-focused cognitive behavioural therapy approach focuses on teaching individuals, couples, and families the skills necessary to solve their life problems without creating a long-term dependent counselling relationship. Confidential counselling is offered in the local community. Our counselling is delivered by our extensive national network, with the highest ratio of clinical psychologists. Their focus is on specific goal attainment, behaviour change, accurate diagnosis of complex problems, and the best possible outcomes. Treatment is provided for a full range of personal or work-related issues including, but not limited to:

- addictions; adolescent issues; aging and care giving; anger management; anxiety; child development

- Communication problems;
- domestic violence;
- depression;
- family issues;
- grief and bereavement;
- marital issues

- parenting;
- personal adjustment problems;
- relationship difficulties; sexuality;
- stress;
- separation / divorce / custody; special needs of children; and trauma

Life Smart Coaching Services

Life Balance Solutions

- Childcare & Parenting
- Elder & Family Care
- Legal Advisory Service
- Financial Coaching
- Relationship Solutions

Career Smart Coaching Services Health Smart Services

- Shift Worker Support Pre-Retirement Planning

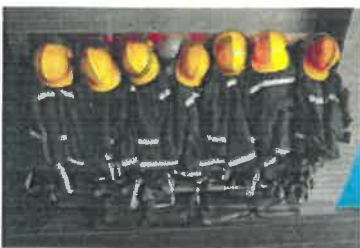
- Nutritional Coaching Smoking Cessation Program Jumpstart your Wellness

Online Resources and Services

- E- Learning Courses
- Health Risk Assessment
- Child and Eldercare Locator
- Health Library

Crisis Management/Trauma

- Crisis Management Services (CMS) – charged separately @ \$225 per hour



KeyPersonAdviceLine. Designed for key personnel and supervisors, the advice line allows key persons to contact a Homewood Health counsellor at any time for consultation should a situation arise at the workplace which requires a professional opinion. These consultations are designed to be available on an immediate, as-needed basis

For more information ask for our detailed brochure defining each service. Marketed & Sold by CVIS, Inc. Developed by Homewood Health

MFAP Solutions—supporting employee/firefighter well-being, capability and effectiveness.

Learn more about other solutions offered through your Member and Family Assistance Program (MFAP).

| 1.800.461.8347 | Canada@vfis.com

© 2017 Homewood Health





REQUEST FOR DECISION		DATE	April 15, 2020	4.2
TOPIC	Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters			
PROPOSAL	<p>Background:</p> <ul style="list-style-type: none"> - Historically Smoky Lake County has recognized "Paid-On-Call" (POC) Volunteer firefighters for their years of service to the municipality's Fire Department through a "Years of Service Award Program". - On October 26, 2006 Smoky Lake County had approved a "Years of Service Award Program for Volunteer Fire Fighters Policy No. 02-06-01" which was amended with updates shortly after on December 11, 2006 to "Policy No 02-06-02" <i>See attachment 1.</i> - Thus being said, Vilna Fire Department has notified Smoky Lake County Fire Services that there was a recognition procedure prior to 2006 and that the policy / procedure has not been followed since the year 2004. - Due to position changes in the fire department and changes in administration, no years of service recognition has been presented since the year 2004 as per records provided by the Vilna Fire Department. - Smoky Lake County will recognize all firefighters eligible for each individual years of service award absent from 2004 – 2019 under the current "Policy No 02-06-02". <p>Current:</p> <ul style="list-style-type: none"> - As one of RFRC's priorities is Firefighter Recruitment, Smoky Lake County Fire Services sees an opportunity to use this recognition program as a strong recruitment and retention tool. - On February 20, 2020 Smoky Lake County Deputy Fire Chief reached out to surrounding fire services to research how other municipalities are recognizing their (POC) volunteer firefighters. - Answers were received form Sturgeon County, Lac La Biche County, and County of Two Hills (Verbal). See attachment 2 - After receiving these answers, Smoky Lake County Fire Service compiled the information and made draft updates to the Years of Service policy which would best suit the region. These updates are intended to strengthen retention of our (POC) volunteer firefighters, entice new members to join, and overall better recognize the members for their time, effort and dedication to the communities. - Furthermore, there are current members of the Fire Departments which have exceeded the years of service in which the policy identifies, the updates extend the years of service awards from 30 service years to 50 service years. See attachment 3 <p>Proposal:</p> <ul style="list-style-type: none"> - At the March 11, 2020 Smoky Lake Region Fire and Rescue Committee Meeting the policy was discussed and the following motion was passed: "That the Smoky Lake Region Fire and Rescue Committee defer Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters, to each respective municipality for their feedback prior to the next scheduled Smoky Lake Region Fire and Rescue Committee meeting." 			

	<ul style="list-style-type: none"> - This policy will provide consistent standard for all fire departments when recognizing members for years of service. The policy will also work as a recruitment and retention tool to strengthen the regions fire service. <p>To Date: Village of Waskatenau Motion #74-2020 – Date March 26, 2020 “Village of Waskatenau approves the “draft” Smoky Lake Region Fire and Rescue Committee policy Titled: Regional Years of Service Award Program for Volunteer Fire Fighters in concept and will cost-share the program 50/50% between the Village of Waskatenau and Smoky Lake County.”</p>
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CORRELATION TO BUSINESS (STRATEGIC) PLAN

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

BENEFITS	<ul style="list-style-type: none"> - Recruitment and Retention Tool - Firefighter Recognition
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DISADVANTAGES	n/a
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ALTERNATIVES	Host an appreciation dinner
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FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

COMMUNICATION STRATEGY

RECOMMENDATION

Council Discretion on the “draft” Policy Statement No: 02-06-03 Years of Service Award Program for Volunteer Firefighters concept for years of service recognition and cost sharing formula:
Village of Waskatenau 50/50 (Proposed by the Village)
Village of Vilna _____ ?
Town of Smoky Lake _____ ?

Fire Chief _____ 

SMOKY LAKE COUNTY



Title: Years of Service Award Program For Volunteer Fire Fighters		Policy No.: 06-02
Section: 02	Code:	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To give recognition for years of service by Volunteer members of the municipality's Fire Departments for the dedication and commitment to the Smoky Lake County.
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Policy Statement and Guidelines:

1. Smoky Lake County wishes to acknowledge the contribution made towards the municipality by Volunteer members of the municipality's Fire Department by establishing a "Years of Service Award Program".
2. Recipients of the "Years of Service Award Program" shall be presented with a **Years of Service Pin** and entitled to a gift certificate – value based on the following years of service:

5 years of service	\$ 50.00 value
10 years of service	\$ 100.00 value
15 years of service	\$ 150.00 value
20 years of service	\$ 200.00 value
25 years of service	\$ 250.00 value
30 years of service	\$ 300.00 value

In appreciation for 20 years of services: Volunteer Fire Fighters will be presented a **gold watch**, with a maximum value of \$200.00 per watch.

3. The Years of Service Awards shall be presented to the individuals receiving the awards at each respective recognition function.
4. A record is to be kept of all Volunteer members of the municipality's Fire Departments to indicate the number of completed years of service, and **Schedule "A" will be amended yearly.**
5. Awards shall be issued only after the completion of the years of service being recognized; and presented to volunteer firefighters that on a regular basis attend meetings, practices, and fires.

	Date	Resolution Number
Approved	October 26, 2006	# 31-06 - Page # 8238
Amended	December 11, 2006	# 89-06 - Page # 8255
Amended		

Spencer Kotylak

From: Glenn Innis <ginnis@sturgeoncounty.ca>
Sent: Friday, February 21, 2020 8:37
To: Spencer Kotylak
Subject: FW: Years of Service Recognition - Policy Research
Attachments: CM-23-003 Fighter Recognition.pdf

Good Morning Spencer:

Sturgeon County has almost an identical Firefighter Recognition Program as Lac La Biche County. Every September we hold a "Sturgeon County Emergency Services Long Term Service Awards Night". This is a formal event which involves all our full time Emergency Services staff, Sturgeon County Mayor, CAO and Councillors, Mayors, CAO's and Councillors from the towns within the County, firefighters, family and friends from our seven departments, and the media.

We started this recognition program in 2012 and it has been an excellent event for all members.

We recognize firefighters who have served 5, 10, 15,20 etc. years on their respective department. As long as their service date lies within that given year, they are presented their award in September. For example, any firefighter who's anniversary date is in October, November, or December of that year they are still presented their award in September.

Each recipient receives an actual award. We do not provide any cash, cheques, or gift cards to any recipient. The awards are as follows:

- 5 year – lasered plaque
- 10 year – coin
- 15 year – small statue
- 20 year – large firefighter statue
- 25 year – gold firefighter watch
- 30 year – bugle
- 35 year – axe plaque
- 40 year – fire department bell

We also recognize and present a glass etched plaque to each firefighters who completes our NFPA 1001 Level II program.

As the years go up so does the cost of the award. If I had to average out the cost it would be about \$120.00 per award but no award exceeds \$300.00.

Hope this helps you out Spencer, any if you have any questions please feel free to give me a call.

Take care.

Glenn



Protective Services

"Committed to Community"

Glenn Innis, C.M.P.
Deputy Fire Chief of Administration and Training

p: 780.939.8416
c: 780.721.4563
f: 780.939.8420
e: ginnis@sturgeoncounty.ca
w: www.sturgeoncounty.ca

From: John H. Kokotilo <john.kokotilo@laclabichecounty.com>
Sent: February 20, 2020 11:02 AM
To: Spencer Kotylak <skotylak@smokylakecounty.ab.ca>; brad straty <bstraty@thcounty.ab.ca>; tkotowich@town.stpaul.ab.ca; Pat Mahoney <pmahoney@sturgeoncounty.ca>; clarence.dowhan@thorhildcounty.com; david.z@lamontcounty.ca; jbiro@westlockcounty.com; jfallow@coldlake.com; jnewton@lloydminster.ca; jay.melvin@brfa.ca; opopil@county24.com; rjackson@athabascacounty.com; david.fiddler@thorhildcounty.com
Cc: scott franchuk <sfranchuk@smokylakecounty.ab.ca>
Subject: RE: Years of Service Recognition - Policy Research

Gentlemen,

Please see attached – LLBCFR recognition of service for members.

Hope this helps.

J



John H. Kokotilo
Manager - Protective Services
Emergency Management / Regional Fire Chief

Lac La Biche County Phone: 780-623-6820
welcoming by nature. Mobile: 780-404-6419

From: Spencer Kotylak <skotylak@smokylakecounty.ab.ca>
Sent: February 20, 2020 10:36 AM
To: John H. Kokotilo <john.kokotilo@laclabichecounty.com>; brad straty <bstraty@thcounty.ab.ca>; tkotowich@town.stpaul.ab.ca; Pat Mahoney <pmahoney@sturgeoncounty.ab.ca>; clarence.dowhan@thorhildcounty.com; david.z@lamontcounty.ca; jbiro@westlockcounty.com; jfallow@coldlake.com; jnewton@lloydminster.ca; jay.melvin@brfa.ca; opopil@county24.com; rjackson@athabascacounty.com; david.fiddler@thorhildcounty.com
Cc: scott franchuk <sfranchuk@smokylakecounty.ab.ca>
Subject: Years of Service Recognition - Policy Research

Good Morning,

We are reaching out to see what other fire services are doing for years of service recognition. We have to revise our current policy as we have had members exceed the years of service which our policy covers. Thus being said we want to make sure we are properly recognizing our members and make this policy a strong recruitment / retention tool.



Lac La Biche County
welcoming by nature.

LAC LA BICHE COUNTY PROCEDURE

TITLE: FIREFIGHTER RECOGNITION

PROCEDURE NO: CM-23-003

SPECIAL NOTES/CROSS REFERENCE:

CM-23-003 Firefighter Recognition Policy

AMENDMENT DATE:

DEFINITIONS:

- a. **“Long Service”**: Recognition for a staff member that has provided the County with a long history of commitment, dedication and exceptional service, and has been with the organization for a specified number of years.
- b. **“Service Appreciation”**: Recognition provided to acknowledge the service and efforts of a long service staff member upon receipt of his/her intent to resign or retire.

Long Service Awards

Firefighters who have completed five, ten, fifteen, twenty, or twenty-five years of service for the County of Lac La Biche shall be entitled to receive the following:

- o Lac La Biche County shall give a long service award to each firefighter who has completed a multiple of five (5) years of continuous service as an employee to the County (i.e. 5, 10, 15, 20, etc.) by and including December 31 of the awarding year.
 - o The award shall be in the form of a cheque/gift card for the value of \$100.00 for a five year award, increasing by \$ 50.00 for each subsequent multiple (i.e. \$150.00 for 10 years, \$200.00 for 15 years to a maximum of \$250.00. Further, a personalized certificate noting the firefighter’s term of service shall be provided to the award recipient.
1. The Manager of Emergency Management / Regional Fire Chief will maintain an up to date roster of LLBCFR membership.
 2. The Manager of Emergency Management / Regional Fire Chief will contact the Station Deputy Chief annually to identify those individuals due for an award. Presentation of the awards will be done as a formal presentation by the Regional Fire Chief, Station Deputy Chief, Chief Administrative Officer or designate, and Mayor or designate. All active and retired members and their families will be invited to attend.
 3. Retiring firefighters upon completion of a minimum of ten (10) consecutive years of fire service, shall receive a Lac a Biche County gift of appreciation valued to a maximum of \$300.00. The Station Deputy Chief will be requested to select an appropriate gift for the retiring member.

“Original Signed”
Chief Administrative Officer

Date



SMOKY LAKE COUNTY



Title: Regional Years of Service Award Program For Volunteer Fire Fighters		Policy No.: 06-03
Section: 02	Code: P-S	Page No.: 1 of 3

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To give recognition for years of service by Volunteer members of the municipality's Fire Departments for the dedication and commitment to the Smoky Lake County, Town of Smoky Lake, Village of Vilna and, Village of Waskatenau.
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Policy Statement and Guidelines:	
<p>1. STATEMENT:</p> <p>1.1 The Smoky Lake Region Fire and Rescue Committee is committed to recruiting and retaining talented and motivated individuals, who possess a high level of integrity and have a desire to serve their community to save lives and property.</p> <p>1.2 Firefighters are dedicated individuals that serve as part-time "Paid-On-Call" (POC) volunteer members who play a key role in the delivery of fire and emergency services to the Smoky Lake Region Fire and Rescue through three assigned Fire Departments located in the Town of Smoky Lake, Village of Vilna and the Village of Waskatenau.</p> <p>1.3 POC Firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public.</p> <p>2. OBJECTIVE:</p> <p>2.1 The Smoky Lake Region Fire and Rescue Committee wishes to acknowledge the contribution made towards the municipality by "Paid On Call" (POC) Volunteer members of the municipality's Fire Department by establishing a "Regional Years of Service Award Program".</p> <p>2.2 To facilitate a standardized process for each respective municipality to formally recognize POC Volunteer members for their consecutive years of service to the municipality's Fire Department. This policy will be an invaluable aid as a recruitment and retention tool to sustain POC Volunteer members and entice new members to join.</p> <p>3. GUIDELINES:</p> <p>3.1 Years of service awards will be presented to firefighters who have completed five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty, forty-five, and fifty consecutive years of service.</p> <p>3.2 Awards presented will be in the form of a Years of Service Pin, Years of Service Award, and a Gift-card of the recipients choice or Pre-Paid Mastercard.</p>	













SMOKY LAKE COUNTY



Title: Regional Years of Service Award Program For Volunteer Fire Fighters		Policy No.: 06-03
Section: 02	Code: P-S	Page No.: 2 of 3

4. PROCEDURE:

4.1 Recipients of the "Years of Service Award Program" shall be presented with a **Years of Service Pin, Years of Service Award** and entitled to a gift certificate of their choice or Pre-Paid Mastercard valued in accordance with the following years of service:

Number of Consecutive Years of Service	Gift Certificate or Pre-Paid Mastercard	Service Award	Description of Award and Cost
5 years of service	\$ 100.00 value	Acrylic Circle Plaque	 \$145.00
10 years of service	\$ 200.00 value	Wood Lasered Plaque	 \$52.00
15 years of service	\$ 300.00 value	Nozzleman Statue	 \$95.00
20 years of service	\$ 450.00 value	Gold Firefighter Watch or Bangle	 \$195.95
25 years of service	\$ 600.00 value	Back to Station Statue	 \$175.00
30 years of service	\$ 750.00 value	Bugle Award	 \$275.00
35 years of service	\$ 1,000.00 value	Pike pole Award	 \$345.00
40 years of service	\$ 1,500.00 value	Axe Award – By Highest Rank	 \$1067.50
45 years of service	\$ 2,500.00 value	Leather Presentation Helmet	 \$1200.00
50 years of service	\$ 4,000.00 value	Fire Department Bell	 \$650.00

4.2 The costs incurred for the Years of Service Award Program for Volunteer Fire Fighters will be cost shared as per each municipalities Joint Operation Agreement for Fire Protection Services Bylaw.

4.3 The Years of Service Awards shall be presented to the individuals receiving the awards at each respective municipality's recognition function.

4.4 Records will be kept of all Volunteer members of the municipality's Fire Departments to indicate the number of completed years of service, and **Schedule "A" "Paid-On-Call Volunteer Fire Fighter Years of Service Roster"** will be amended yearly. It is the responsibility of each respective Fire Chief to submit the record to Smoky Lake County by January 31 of each year.

4.5 Awards shall be issued only after the completion of the consecutive years of service. Awards will be presented at the discretion of each respective Fire Chief based on the member being in good standing with the department.

4.6 Volunteer Firefighters which complete 10 Years of service will be eligible to keep their fire helmet and leather helmet front upon resignation or retirement from the fire department.



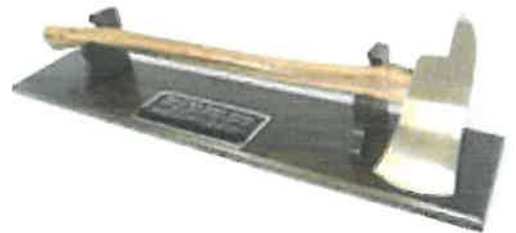
SMOKY LAKE COUNTY



Title: Regional Years of Service Award Program For Volunteer Fire Fighters		Policy No.: 06-03
Section: 02	Code: P-S	Page No.: 3 of 3

- 4.7 Each respective municipality will give special appreciation awards to members who have served 10 years or greater in an officer position. Special appreciation will be presented upon resignation or retirement from the position. Smoky Lake County will assist each respective municipality to give special appreciation awards. Costs incurred will be cost shared in accordance with each respective municipality's Joint operations Agreement for Fire Protection Services Bylaw.
- 4.8 Smoky Lake County will individually include all full-time fire service employees in the awards program by presenting Years of Service Pins and Years of Service Awards, to recognize the employee's consecutive years of service to the Community. No gift card or pre-paid master card in accordance with this policy will be presented to full-time fire service employees.

	Date	Resolution Number
Approved	October 26, 2006	# 31-06 - Page # 8238
Amended	December 11, 2006	# 89-06 - Page # 8255
Amended	February 24, 2020	





Fire Chief's Report

Report Created On: Apr 08, 2020

Action 2.3.2

On Track

Administrative

Update provided by Scott Franchuk on Apr 08, 2020 17:03:20

- Completed agenda packages for the Regional Fire Committee Meeting
- Attended the RCMP Liasion Meeting
- Started planning for Emergency Preparedness Week
- Working on research for the Metis Crossing Emergency Response Plan
- Completed 3 COVID-19 news release/ fire department protocols for the fire Departments
- Built 30 PPE Isolation kits for firefighters to use on emergency calls
- Completed fire reports
- Completed the organization of the 2020 Junior Firefighter Camp (Regional approval on March 11, 2020)
- Met with and submitted reports to the fire investigators in regards to 3 structure fires
- Teleconference with Technical and Corporate Services from Municipal Affairs
- Teleconference with Bonnyville Regional Fire Authority on Covid 19 updates and protocols
- 180 fire permits were entered into the GIS system
- 29 Collision were entered into the GIS System
- 23 invoices completed for Alberta Transportation

Action 2.3.3

On Track

Protective Services

Update provided by Scott Franchuk on Apr 08, 2020 16:46:03

- 47 fire permits issued and 32 inspected

Action 2.3.4

On Track

Waskatenau Fire Department

Update provided by Scott Franchuk on Apr 08, 2020 17:02:34

- Waskatenau Fire responded to 4 collisions, 2 fires and 2 alarms
- Waskatenau fire hosted 2 training nights
- Reviewing Covid-19 updates and protocols
- Engine 403 Annual CVIP was completed at the County shop
- Rescue 408 service was completed at the County shop
- Rapid Attack 462 Hydraulic kit was removed and the drop down deck is ready to be sent to the action

Action 2.3.5

On Track

Smoky Lake Fire Department*Update provided by Scott Franchuk on Apr 08, 2020 17:01:06*

- Smoky Lake Fire responded to 4 collisions, 3 fires, 2 medicals and 1 alarm
- Smoky Lake Fire host 2 training nights for the members
- Reviewing Covid-19 updates and protocols
- Rescue 407 service was completed at the County shop
- Smoky Lake Fire Department hosted their Annual General Fire Meeting on March 4, 2020
- Juanita Cozicar was appointed the Town Fire Chief

Action 2.3.6

On Track

Vilna Fire Department*Update provided by Scott Franchuk on Apr 08, 2020 17:01:27*

- Vilna Fire responded to 2 collisions, 4 fires, 5 medicals and 1 alarm
- Vilna Fire hosted 2 training nights for the members
- Reviewing Covid-19 updates and protocols
- Submitted fire reports for the 2 structure fires
- Rapid Attack 419 service was completed at the County shop
- Rescue 429 service was completed at the County shop

Action 2.3.8

On Track

Training*Update provided by Scott Franchuk on Apr 08, 2020 17:04:58*

- March 28 - Zone 3 Fire Chiefs Meeting in Two Hills - Cancelled
- May 24-27 - Alberta Fire Chiefs Conference in Edmonton - Cancelled

Action 2.3.9

On Track

Council Member Inquiry*Update provided by Scott Franchuk on Apr 08, 2020 17:05:05*

No Council Member Inquiries at this time

scott franchuk

From: Mike Tucker <Mike.Tucker@gov.ab.ca>
Sent: March 30, 2020 10:58 AM
To: 'jay.melvin@brfa.ca'; 'jfallow@coldlake.com'; 'tkotowich@town.stpaul.ab.ca' (tkotowich@town.stpaul.ab.ca); scott franchuk; 'John.kokotilo@laclabichedcounty.com'; 'Ron Jackson (rjackson@athabascacounty.com)'; 'John Biro'; 'Pat Mahoney (pmahoney@sturgeoncounty.ca)'; 'dfiddler@gmail.com'; Gordon.george@strathcona.ca; fireservices@athabascacounty.com
Cc: Clifton McKay; Nancey Havenga
Subject: FW: Potential April-May Fire Ban / OHV Restriction Messaging FPA

Morning

Just letting you know what will be coming soon in the FPA. Dates are still being discussed and the mechanism (all the FPA or by fire control zone as the snow melts etc...).

Interesting times

Mike Tucker
 Wildfire Prevention Officer
 Forestry Division
 Alberta Agriculture and Forestry
 Tel. 780-623-5314

Managers, WPOs,

- As you know, we are considering a fire ban and OHV restriction in April-May this year. This is not necessarily different from any other year, however the reasons we invoke these orders this year may be.
- In an attempt to be proactive and recognizing COVID-19 may reduce our firefighting resources we have asked executive to support the initiative. They have agreed and are briefing/have briefed up.
- There will be much discussion and work done internally before the Ministerial Orders are drafted and signed; specific details regarding the ban and restriction area, timing, information packages, etc. will be worked out.
- You all have many things in your own forest areas to deal with concerning the pandemic and I wish you luck and offer support while working through those. At the same time, we would like to give our partners and stakeholders a heads up about the possibility of these orders coming into affect.
- Prevention Officers and Information Coordinators are encouraged to begin speaking with municipalities, industry, community leaders, other ministry partners, etc. and may refer to the key messages below. These key messages will change as situations do, including the addition of information regarding compliance and enforcement. These are not intended for use with the media; you Information Coordinators are already aware that media requests regarding Agriculture and Forestry's response to the pandemic are to be directed to the provincial information account.

Let me know if you have any questions.

Thanks

- During the COVID-19 pandemic, and every day, the health and safety of firefighters, support staff and the people of Alberta is our first priority.

- While aggressive public health measures continue to help limit the spread, Alberta Wildfire is taking necessary steps to ensure the safety and security of our staff.
- An Incident Management Team (IMT) is developing a response plan that will ensure we can effectively manage wildfires during the 2020 wildfire season. Various scenarios are being explored with the focus on staff safety related to firefighting operations.
- One of the options under consideration is the possible introduction of a fire ban and OHV restriction to reduce the number of human-caused fires during a time of potentially limited resources.
- Last year, 71% of wildfires in Alberta were human caused. The majority of severe wildfires in Alberta start in the spring.
- Details of where and when exactly a fire ban and OHV restriction will be introduced are still being worked out. Decisions will be made based on environmental conditions and suppression resources available, however it is possible they could be in place from mid-April until the end of May.
- We wanted to start this conversation now, so our partners will be prepared in case a fire ban and OHV restriction are necessary. We will share more details with you as they become available.
- Thank you for your understanding. This is a difficult time for everyone in the province and we need to work together to ensure the safety of Albertans.

Patrick Loewen
Director, Wildfire Prevention Section
Wildfire Management Branch
Forestry Division
Ministry of Agriculture and Forestry

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