

## 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

**Tuesday, December 8, 2020** at 9:00 o'clock A.M.

Virtual Through Zoom Platform

<https://us02web.zoom.us/j/84780321364?pwd=eFpUbk5MeUloYkEzSnk0dlhoejkxUT09>

With Council physically present in the County Council Chambers, Smoky Lake.

\*\*\*\*\*

**1. Meeting:**

- 1.1 Call to Order.
- 1.2 Election of Fire Protective Services Committee Chairperson.
- 1.3 Election of Fire Protective Services Committee Vice-Chairperson.

**2. Agenda:**

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

**3. Minutes:**

- 3.1 Adopt minutes of **October 14, 2020** – Fire Protective Services Committee Meeting. ©

**Recommendation:** Motion to Adopt.

- 3.2 Fire Protective Services Committee October 14, 2020 - **Action List.** ©

**Recommendation:** File for Information.

**4. Request for Decision:**

- 4.1 Volunteer Firefighter and Family Member Assistance Program (MFAP). ©
- 4.2 Policy Statement No. 02-06-03: Years of Service Program for Volunteer Firefighters. ©
- 4.3 Policy Statement No. M 01-44-01: District Fire Chief Job Description. ©
- 4.4 Bylaw No. 1388-20: Joint Operations Agreement – Fire Protection Services with Village of Waskatenau. ©
- 4.5 Bylaw No. 1389-20: Joint Operations Agreement – Fire Protection Services with Village of Vilna. ©

**5. Issues for Information:**

- 5.1 Manager Report. ©

**6. Correspondence:**

- 6.1

**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 Wednesday, **October 14, 2020** at 11:44 AM. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Wednesday, Oct. 14, 2020</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Virtually Present
Fire Chief	Scott Franchuk	Present in Chambers
Fire Protect. Svcs. Asst.	Spencer Kotylak	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Virtually Present
*****		
Nat. Gas Manager	Daniel Moric	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Absent
Public	One	Virtually Present
Wask. Fire Chief	Casey Caron	Present in Chambers

**2. Agenda:**

1216-20: Cherniwchan That the Fire Protective Services Committee Meeting Agenda for Wednesday, October 14, 2020, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

1217-20: Halisky That the Minutes of the Smoky Lake County Fire Protective Services Committee Meeting held on Tuesday, August 18, 2020, be adopted as presented.

Carried.

1218-20: Gawalko That the Action List from the Smoky Lake County Fire Protective Services Committee Meeting held on Tuesday, August 18, 2020, be filed for information.

Carried.

**4. Request for Decision:**

**Waskatenau Fire Hall Addition**

1219-20: Orichowski That Smoky Lake County agree to cost share the Waskatenau Fire Hall Addition for the Rapid Attack Unit 462 Shelter on the basis of a 50/50 funding formula with the County's portion in the total amount not to exceed \$15,000.00, excluding GST; and, approve for the Village of Waskatenau to contract Vantage Builders Ltd. to build the said shelter as per their quote dated June 17, 2020, in the total amount of \$28,885.00 plus GST.

Carried.

**Farm Credit Canada (FCC) AgriSpirit Fund**

1220-20: Halisky That Smoky Lake County acknowledge receipt of the email received from Community Investment Team, Farm Credit Canada, dated on August 21, 2020, announcing the March 30, 2020 grant application submission for the Waskatenau Fire Hall addition to the Farm Credit Canada (FCC) AgriSpirit Fund in the amount of \$25,000.00 was unsuccessful.

Carried.

**Smoky Lake County Emergency Services Levels of Service - Water Rescue**

1221-20: Halisky That Smoky Lake County Council agree in principal to support Smoky Lake County Emergency Services' proposed Level of Service increase, to include Water Rescue, and defer further discussion on the matter to the Smoky Lake Region Fire and Rescue Committee Meeting.

Carried.

**Smoky Lake County Emergency Services Levels of Service – Ice Rescue**

1222-20: Cherniwchan That Smoky Lake County Council agree in principal to support Smoky Lake County Emergency Services' proposed Level of Service increase, to include Ice Rescue, and defer further discussion on the matter to the Smoky Lake Region Fire and Rescue Committee Meeting.

Carried.

**5. Issues for Information:**

**Regional Fire and Rescue Meeting**

1223-20: Halisky That Smoky Lake County rescheduled the Regional Fire and Rescue Committee Meeting scheduled for Thursday, October 15, 2020 at 1:00 p.m. to November 12, 2020 at 1:00 p.m., to be held Virtually and/or in the County Council Chambers.

Carried.

**Joint Operation Bylaw & Budget Review**

1224-20: Gawalko That Smoky Lake County offer the following meeting dates, starting at 9:00 a.m. of:  
Thursday, November 5, 2020,  
Friday, November 6, 2020,  
Tuesday, November 10, 2020,  
Wednesday, November 18, 2020 and  
Thursday, November 19, 2020,

to schedule Joint Council Meetings to review the Joint Operation Agreement for the provision of Fire Protection Services Bylaws, and Operating Budget & Capital Budgets, with each respective municipality: Village of Vilna, Village of Waskatenau, and Town of Smoky Lake.

Carried.

**Fire Chief's Report**

1225-20: Halisky That the Smoky Lake County Fire Chief's Report prepared by Fire Chief: Scott Franchuk, dated October 1, 2020, be accepted as presented and filed for information.

Carried.

**Executive Session:**

**Jack Pine Wildfire - Township Road 590A and Range Road 161**

1226-20: Gawalko That Smoky Lake County go into Executive Session to discuss a Legal and Personnel Issue: in respect to the Jack Pine Wildfire at Township Road 590A and Range Road 161, under the authority of FOIP Act: Section 27: Privileged Information and Section 24: Advice from Officials, time 12:43 p.m.

Carried.

1227-20: Orichowski That the Smoky Lake County go out of Executive Session, time 12:52 p.m.  
Carried.

**Jack Pine Wildfire - Township Road 590A and Range Road 161**

1228-20: Cherniwchan That Smoky Lake County Council acknowledge receipt of the report prepared by the Fire Chief titled: "Jack Pine Wildfire at Township Road 590A and Range Road 161" in regard to the October 6, 2020 to October 12, 2020 wildfire.  
Carried.

**6. Correspondence:**

**Alberta Agriculture and Forestry**

1229-20: Halisky That Smoky Lake County Council acknowledge receipt of the correspondence from Mike Tucker, Wildfire Prevention Officer, Alberta Agriculture and Forestry: Government of Alberta. Email dated September 17, 2020 in regard to a recap of the 18th Annual Fall Fire Agency Meeting and current state of the Wildfire Management Branch.  
Carried.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

No Executive Session.

**Next Meeting**

1230-20: Gawalko The next Smoky Lake County **Fire Protective Services Committee Meeting** be scheduled for **Tuesday, December 8, 2020 at 9:00 a.m.** to be held Virtually and/or in the County Council Chambers.  
Carried.

**ADJOURNMENT:**

1231-20: Lukinuk That the Smoky Lake County Fire Protective Services Committee Meeting of October 14, 2020, be adjourned, time 12:56 p.m.  
Carried.

\_\_\_\_\_  
CHAIRMAN

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# ACTION LIST:



## October 14, 2020 Fire Protective Services Committee Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
1219-20	That Smoky Lake County agree to cost share the Waskatenau Fire Hall Addition for the Rapid Attack Unit 462 Shelter on the basis of a 50/50 funding formula with the County's portion in the total amount not to exceed \$15,000.00, excluding GST; and, approve for the Village of Waskatenau to contract Vantage Builders Ltd. to build the said shelter as per their quote dated June 17, 2020, in the total amount of \$28,885.00 plus GST.	Finance	Legislative Services emailed the Village of Waskatenau's CAO and cc'd the Waskatenau Fire Chief a copy of the motion #1219-20, on Oct. 14, 20.  The County's 50% funding will be released upon receipt of an invoice from the Village of Waskatenau.  Municipal File: 02-51	
1220-20	That Smoky Lake County acknowledge receipt of the email received from Community Investment Team, Farm Credit Canada, dated on August 21, 2020, announcing the March 30, 2020 grant application submission for the Waskatenau Fire Hall addition to the Farm Credit Canada (FCC) AgriSpirit Fund in the amount of \$25,000.00 was unsuccessful.	Assistant CAO	Correspondence retained for historical reference and documentation purposes.  Tracking grant for project applications.  Municipal File: 19-123	
1221-20	That Smoky Lake County Council agree in principal to support Smoky Lake County Emergency Services' proposed Level of Service increase, to include Water Rescue, and defer further discussion on the matter to the Smoky Lake Region Fire and Rescue Committee Meeting.	Fire Chief	Policy Statement 02-03 Fire Department Levels of Service will be presented at the Smoky Lake Region Fire and Rescue Committee Meeting scheduled for November 12, 2020 to review levels of services which will include Water Rescue.	
1222-20	That Smoky Lake County Council agree in principal to support Smoky Lake County Emergency Services' proposed Level of Service increase, to include Ice Rescue, and defer further discussion on the matter to the Smoky Lake Region Fire and Rescue Committee Meeting.	Fire Chief	Policy Statement 02-03 Fire Department Levels of Service will be presented at the Smoky Lake Region Fire and Rescue Committee Meeting scheduled for November 12, 2020 to review levels of services which will include Ice Rescue.	



## ACTION LIST:



### October 14, 2020 Fire Protective Services Committee Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
1224-20	<p>That Smoky Lake County offer the following meeting dates, starting at 9:00 a.m. of:</p> <p>Thursday, November 5, 2020,            Friday, November 6, 2020,            Tuesday, November 10, 2020,            Wednesday, November 18, 2020 and            Thursday, November 19, 2020,</p> <p>to schedule Joint Council Meetings to review the Joint Operation Agreement for the provision of Fire Protection Services Bylaws, and Operating Budget &amp; Capital Budgets, with each respective municipality: Village of Vilna, Village of Waskatenau, and Town of Smoky Lake.</p>	Legislative Services	<p><b>Patel Priest</b></p> <p>From: Patel Priest            October 15, 2020 12:48 PM            CAO Smoky Lake, CAO Vilna, CAO Waskatenau            To: Gene Sobolewski, Lydia Clalin, Crystal Letwin (finance@smokylake.ca), Brenda Adams, Scott Franchuk, Spencer Kobyjak            Cc:             Subject: Fire Joint Operation Bylaw &amp; Budget Review</p> <p>Good afternoon,</p> <p>We are requesting a meeting with each respective municipality to review the Fire Joint Operation Bylaw &amp; Budget Review.</p> <p>The following dates are open starting at 9:00 a.m.            Thursday, November 5,            Friday, November 6,            Tuesday, November 10,            Wednesday, November 18, &amp;            Thursday, November 19.</p> <p>Please advise which date works best on your end, as soon as possible.</p> <p>Thank you!</p>	
1228-20	<p>That Smoky Lake County Council acknowledge receipt of the report prepared by the Fire Chief titled: "Jack Pine Wildfire at Township Road 590A and Range Road 161" in regard to the October 6, 2020 to October 12, 2020 wildfire.</p>	Assistant CAO	<p>For compiling all expenditures relating to the "Jack Pine" Wildfire to track if Smoky Lake County qualifies for the Municipal Wildfire Assistance Program Grant.</p> <p>Further updates will be incorporated into future Fire Chief manager reports.</p> <p>Municipal File: 2-46</p>	
1229-20	<p>That Smoky Lake County Council acknowledge receipt of the correspondence from Mike Tucker, Wildfire Prevention Officer, Alberta Agriculture and Forestry: Government of Alberta. Email dated September 17, 2020 in regard to a recap of the 18th Annual Fall Fire Agency Meeting and current state of the Wildfire Management Branch.</p>	Assistant CAO	<p>Correspondence retained for historical reference and documentation purposes.</p> <p>Municipal File: 2-20</p>	

Chief Administrative Officer



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>December 8, 2020</b>	<b>4.1</b>
<b>TOPIC</b>	<b>Volunteer Firefighter Member and Family Assistance Program (MFAP)</b>			
<b>PROPOSAL</b>	<p><b>Background</b></p> <ul style="list-style-type: none"> <li>- Smoky Lake County through Rural Municipalities of Alberta (RMA) offers "On Duty" and "24 Hour Coverage" insurance to the volunteer firefighters throughout the region.</li> <li>- 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.</li> <li>- Smoky Lake Fire Department has 16 members signed up for the VFIS insurance.</li> <li>- Vilna Fire Department has 14 members signed up for the VFIS insurance.</li> <li>- Waskatenau Fire Department decided as a group to not access the VFIS insurance.</li> <li>- 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.</li> <li>- The Volunteer Firefighter and Family Assistance Program is now available to the fire departments.</li> <li>- 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.</li> <li>- 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."</li> </ul> <p><b>Village of Waskatenau Motion #75-2020</b>  Mayor Casey Caron moves the Village of Waskatenau take no action for the Volunteer Firefighter Member and Family Assistance Program (MFAP).</p> <p><b>Smoky Lake County – Apr.15'20 – Motion #658-20</b>  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> <p><b>Town of Smoky Lake – Apr.20'20 - Motion # 202-2020</b>  MOVED by Mayor Holowaychuk that Town of Smoky Lake 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</p>			



(one-third) each: between Town of Smoky Lake, Smoky Lake County and the Fire Department Member; in the amount of \$2.00 per member, per month.

**Village of Vilna – May 14’20 - Motion # 097-20**

Moved by Deputy Mayor Romanko that the Village of Vilna take no action for the Volunteer Firefighter Members and Family Assistance Program.

**Proposal:**

- Smoky Lake County is the managing partner for the VFIS insurance and has all 3 departments on a single policy therefore it does not allow 1 or 2 departments to add coverage, it requires all 3 departments.
- All members are already covered with VFIS insurance when responding calls. This insurance is what the County and each municipality 50/50 cost.
- With mental health becoming more and more prevalent in first responders, Smoky Lake County could add the Volunteer Firefighter and Family Assistance Program to the policy and cost share the \$24/member 50/50 with each respective municipality.

**Cost Breakdown:**

Smoky Lake Fire Department: \$2 x 12 months x 24 members = \$572/2 = \$288/municipality

Waskatenau Fire Department: \$2 x 12 months x 10 members = \$240/2 = \$120/municipality

Vilna Fire Department: \$2 x 12 months x 22 members = \$528/2 = \$264/municipality

- At the November 12, 2020 Smoky Lake Region Fire and Rescue Committee Meeting the Volunteer Firefighter and Family Member Assistance Program was discussed and the following motion was passed:

Motion # 10-20: “That the Smoky Lake Region Fire and Rescue Committee recommend Smoky Lake County Council approve adding the Volunteer Firefighter Member and Family Assistance Program (MFAP) coverage as the managing partner for the Volunteer Firemen's Insurance Service (VFIS), through RMA Insurance; and approve the cost for the said program to be paid by the County in the amount of \$2.00 per member, per month for an approximate total cost of \$1,340.00 per year.

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

**LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS**

**BENEFITS**

- 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**

**That the Smoky Lake County approve to provide the Volunteer Firefighter and Family Assistance Program (MFAP) to each respective municipalities fire departments: Town of Smoky Lake, Village of Vilna and Village of Waskatenau with the insurance costs paid One Hundred (100%) by Smoky Lake County.**

*Fire Chief*





<b>REQUEST FOR DECISION</b>		DATE	December 8, 2020	4.2
TOPIC	<b>Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters</b>			
PROPOSAL	<p><b>Background:</b></p> <ul style="list-style-type: none"> <li>- 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".</li> <li>- On October 26, 2006 Smoky Lake County had approved a <i>"Years of Service Award Program for Volunteer Fire Fighters Policy No. 02-06-01"</i> which was amended with updates shortly after on December 11, 2006 to <i>"Policy No 02-06-02"</i>.</li> <li>- 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.</li> <li>- 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.</li> <li>- Smoky Lake County will recognize all firefighters eligible for each individual years of service award absent from 2004 – 2019 under the current <i>"Policy No 02-06-02"</i>.</li> <li>- 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.</li> <li>- 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.</li> <li>- Answers were received form Sturgeon County, Lac La Biche County, and County of Two Hills (Verbal).</li> <li>- 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.</li> <li>- 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.</li> <li>- At the March 11, 2020 Smoky Lake Region Fire and Rescue Committee Meeting the policy was discussed and the following motion was passed</li> </ul> <p style="text-align: center;"><b>Motion 20-20:</b> "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."</p> <p><b>Village of Waskatenau - Motion #74-2020</b> Councillor Richard Warren moves the Village of Waskatenau approves the "draft" Smoky Lake Region Fire and Rescue Committee policy Titled: Regional</p>			

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.

**Smoky Lake County – Apr.15'20 – Motion #659-20**

That Smoky Lake County Council agree to support the concept of the draft Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters; and, recommend the Smoky Lake Region Fire and Rescue Committee incorporate a definition for an "Active Member"; and, agree to the cost-sharing formula of 50/50 between each respective municipality and the County; and, acknowledge all qualifying members who served between the Years: 2004-2019 through the County's Policy Statement No. 02-06-02.

**Town of Smoky Lake – May 5'20 - Motion #259-2020:**

MOVED by Councillor Morton that Town of Smoky Lake agree to support the concept of the Smoky Lake Region Fire and Rescue Committee's draft Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters; and recommend the Smoky Lake Region Fire and Rescue Committee incorporate a definition for an "Active Member"; and, agree to the cost-sharing formula of 50/50 between the Town of Smoky Lake and the County; and, acknowledge all qualifying members who served between the Years: 2004-2019 through the County's Policy Statement No. 02-06-02.

**Village of Vilna – May 14'20 - Motion # 098-20:**

Moved by Mayor Chapdelaine that the Village of Vilna support in principle the proposal to sponsor awards to the Volunteer Firefighters for their years of service.

- At the July 24, 2020 Smoky Lake Region Fire and Rescue Committee Meeting the definition of "Active Member" was incorporated into the policy and following motion was passed:

**Motion 40-20:** "That the Smoky Lake Region Fire and Rescue Committee **DEFER** the Policy, as prepared by Smoky Lake County, described as Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters, to allow time for further review by each respective Council."

**Waskatenau August 20, 2020 Motion: 193-2020:**

Moved by Councillor Richard Warren to accept the Smoky Lake Region Fire & Rescue Committee Policy Titled: Regional Years of Service Award Program For Volunteer Fire Fighters.

**Town of Smoky Lake Sept. 1, 2020, Motion 587-2020:**

MOVED by Councillor Kotylak that Town of Smoky Lake approve Policy 2-06: "Regional Years of Service Award Program for Volunteer Firefighters" for the 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; and Administration forward the motion to Smoky Lake County.

**Smoky Lake County**

Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters will be brought forward to the future meeting for Council to consider adopting.

	<p><b>Village of Vilna Res. #098-20:</b> Moved by Mayor Chapdelaine that the Village of Vilna support in principle the proposal to sponsor awards to the Volunteer Firefighters for their years of service.</p> <p><b>Village of Vilna August 6, 2020 Res. # 158-20</b> Moved Deputy Mayor Romanko that the Village of Vilna agree to the proposed amendments to the Regional Volunteer Firefighters Years of Service Awards Policy and confirm that the Village will participate in the program.</p> <p><b>Proposal:</b></p> <ul style="list-style-type: none"> <li>- At the November 12, 2020 Smoky Lake Region Fire and Rescue Committee Meeting Policy Statement No. No. 02-06-03: Years of Service Award Program for Volunteer Firefighters was discussed, and the following motion was passed: <p style="margin-left: 40px;"><b>Motion 08-20:</b> "That the Smoky Lake Region Fire and Rescue Committee recommend each respective municipality adopt the Policy, as prepared and amended by Smoky Lake County, described as Policy Statement No. 02-06-03: Years of Service Award Program for Volunteer Firefighters.</p> </li> <li>- 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.</li> </ul>
--	---

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>- Recruitment and Retention Tool</li> <li>- Firefighter Recognition</li> </ul>
<b>DISADVANTAGES</b>	n/a
<b>ALTERNATIVES</b>	Host an appreciation dinner

**FINANCE/BUDGET IMPLICATIONS**

<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____
<b>Next Step: Review with each Regional Fire Chiefs to determine total amounts required.</b>	

<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	
<b>COMMUNICATION STRATEGY</b>	

**RECOMMENDATION**

**That Smoky Lake County Council amend Policy Statement No: 02-06-03 Years of Service Award Program for Volunteer Firefighters**

*Fire Chief*



# SMOKY LAKE COUNTY



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

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

<b>Purpose:</b>	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.
-----------------	---

<b>Policy Statement and Guidelines:</b>	
<p><b>1. STATEMENT:</b></p> <p><b>1.1</b> 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><b>1.2</b> 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><b>1.3</b> POC Firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public.</p> <p><b>2. OBJECTIVE:</b></p> <p><b>2.1</b> 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><b>2.2</b> 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><b>3. GUIDELINES:</b></p> <p><b>3.1</b> 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><b>3.2</b> All members that qualify for the recognition will have to be deemed an "<b>Active Member</b>" meaning the individual has to be in good standing with the Fire Department with attending forty percent (40%) meetings and practices and twenty five percent (25%) emergency calls or sixty percent (60%) of all non-emergent activities on an annual basis which is agreed upon by the Fire Department Chief and Smoky Lake County Fire Chief.</p>	



# SMOKY LAKE COUNTY












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

3.3 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.

#### 4. PROCEEDURE:

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 Fire Cheif 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.





# SMOKY LAKE COUNTY



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

<b>4.6</b>	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.
<b>4.7</b>	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 Fire Chief 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.
<b>4.8</b>	Smoky Lake County will individually include all full-time fire service employees in the awards program by presenting <b><u>Years of Service Pins and Years of Service Awards</u></b> , 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.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>October 26, 2006</b>	<b># 31-06 - Page # 8238</b>
<b>Amended</b>	<b>December 11, 2006</b>	<b># 89-06 - Page # 8255</b>
<b>Amended</b>	RFRC: <b>November 12, 2020</b> Smoky Lake County:	



REQUEST FOR DECISION		DATE	December 8, 2020
		4.3	
TOPIC	<b>Policy Statement No. M 01-44-01: District Fire Chief Job Description</b>		
	<p><b>Background</b></p> <ul style="list-style-type: none"> <li>- At the March 11, 2020 Smoky Lake Region Fire and Rescue Committee meeting the members discuss creating job descriptions on the executive for the fire departments as part of the Recruitment and Retention Strategy for Fire Departments.</li> <li>- In 2008 the Alberta Fire Chiefs Association requested Volunteer Alberta to create a Recruitment and Retention Strategy for Volunteer Fire Departments at Alberta Association of Municipal Districts and Counties (AAMDC) Conference.</li> <li>- 2010 AAMDC passed Recruitment and Retention Strategy for Fire Departments created by Volunteer Alberta. This resource was followed to create the policy.</li> <li>- The District Fire Chief job description incorporates <b>Policy Statement No. M 01-38: Firefighter</b> with the roles and responsibilities of this executive position in the fire department.</li> <li>- The District Fire Chief Job Description provides guidance, expectations and holds individuals accountable to their respective Council and to the Smoky Lake Region.</li> <li>- At the July 24, 2020 Smoky Lake Region Fire and Rescue Committee meeting Policy Statement No. M 01-44-01 District Fire Chief was presented and the following motion was passed: <ul style="list-style-type: none"> <li>” That the Smoky Lake Region Fire and Rescue Committee <b>DEFER</b> the Policy, as prepared by Smoky Lake County, described as Management Policy Statement No. M01-44-01: District Fire Chief Job Description, to allow time for further review by each respective Council.”</li> </ul> </li> </ul> <p><b>Waskatenau August 20, 2020 Motion #194-2020:</b> Moved by Deputy Mayor Roy Krahulec to accept the Smoky Lake Region Fire &amp; Rescue Committee Policy Titled: District Fire Chief.</p> <p><b>Town of Smoky October 20, 2020 Motion #752-2020:</b> For Administration to send the following recommendations to Smoky Lake County regarding Smoky Lake Region Fire and Rescue Committee Policy 44-01: District Fire Chief and suggest to include a definition for Part-time Volunteer “Paid-On-Call” for clarification and recommend the District Fire Chief must not reside more than 50 kilometers from the District Fire Hall to ensure quick response times for emergencies.</p> <p><b>Smoky Lake County April 15, 2020 Motion 659-2020</b> That Smoky Lake County Council agree to support the concept of the draft Policy Statement No. M 01-44-01: District Fire Chief</p> <p><b>Village of Vilna August 6, 2020:</b> Council did not address the policy as the Vilna Fire Department members donate their honorariums back to the Department.</p>		

**Current:**

- This job description is an added responsibility of duties for the member chosen from within the membership of the department.
- The Officer positions adds administrative responsibilities in addition to the Firefighter Job Description Policy Statement No. M 01-38-01.
- The definition of Part-time "Paid-On-Call" Volunteer is incorporated into Policy Statement No. 02-31 Firefighter Recruitment which was taken from the National Fire Protection Association (NFPA) definitions, all respective municipality's **Fire Department Bylaw** indicates members receive remuneration for the member services therefore they are paid on a call and not paid to be on call.
- Occupational Health and Safety (OHS) "code of Practice" references firefighters as workers that maybe employed full-time, part-time or a combination of both and firefighters are classified into 3 categories: Career (salary), Volunteer (no pay) or Paid on Call Volunteer.
- Restricted the District Fire Chief position by a pre-determined residential distance is not in the best interest for the department as it may excluded an excellent, qualified candidate for the job.
  - Pressure for the member for growth and advancement by having travel distance as a condition
  - Restricts opportunity for advancement for Officer positions
- This restriction will also affect the District Deputy Fire Chief position as the Deputy Fire Chief becomes the "Acting Fire Chief" in the absence of the District Fire Chief.
- Currently Smoky Lake Fire Department has 4 members over 50 kms away and 2 members just under 50kms away making these members ineligible for advancement.
- Currently Vilna Fire Department has 2 members over 50 kms away making these members ineligible for advancement.

**Proposal**

- **Definition of "Paid-On-Call" incorporated into the policy:** Recommendation the definition for POC is not required to be incorporated into this job description policy as this definition is defined in the Firefighter policy and the holder of this type of position is already a firefighter.
- **50km Restriction:** Recommendation; Not to incorporate the 50km restriction as this would limit the firefighter officer advancement.
- If an eligibility clause is required to determine a candidate for this type of position; recommendation is to have a performance measure process developed or follow the "Active Member" definition from Policy Statement No. 02-06: Years of Service Awards Program for Volunteer Firefighters.

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

**LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS**

**BENEFITS**

- Recruitment and Retention Tool
- Provides Structure and Accountability

**DISADVANTAGES**

n/a

**ALTERNATIVES**

Regionalize

**FINANCE/BUDGET IMPLICATIONS**

**Operating Costs:** \_\_\_\_\_

**Capital Costs:** \_\_\_\_\_

<b>Budget Available:</b> _____	<b>Source of Funds:</b>
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	
<b>COMMUNICATION STRATEGY</b>	

<b>RECOMMENDATION</b>	
That Smoky Lake County Council approve the above recommendations outlined under proposal and forward back to the Smoky Lake Region Fire and Rescue Committee.	
<i>Fire Chief</i>	



# SMOKY LAKE COUNTY



<b>Title:</b> District Fire Chief	<b>Policy No.:</b> 44-01
<b>Section:</b> 1 - M <i>Job Description</i>	<b>Code:</b> P-A <b>Page No.:</b> 1 of 3

<b>Legislative Reference:</b>	Smoky Lake Region Fire and Rescue Committee.
-------------------------------	--

<b>Classification:</b>	Part-time Volunteer "Paid-On-Call".
------------------------	-------------------------------------

<b>Purpose:</b>	<p>The District Fire Chief is responsible for directing all Part-time Volunteer "Paid-On-Call" members and ensuring the members have adequate training. The District Fire Chief is also responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order.</p> <p>The District Fire Chief is responsible for the day-to-day operations, communications, and administration of the Fire Department.</p> <p>District Fire Chief shall report directly to each respective municipality's Chief Administrative Officer.</p>
-----------------	---

**Policy Statement and Guidelines:**

**RESPONSIBILITIES**

1. **GENERAL DUTIES:**
  - 1.1 Although a District Fire Chief does perform firefighting, rescue, and medical response services in accordance with Policy Statement No. 1-M-38: *Firefighter*, he or she is primary an Administrator.
  - 1.2 The District Fire Chief leads all aspects of the Fire Department and has the ability to delegate duties to Officers.
  - 1.3 Organization and administration of work for the Fire Department on both the short and long term basis including budget preparation, selecting, training, motivating, and disciplining of members.
  - 1.4 Assist the Smoky Lake County Fire Chief in coordinating overall training programs and setting budget for necessary supplies, equipment, and apparatus.
  - 1.5 Work with the Smoky Lake Region Fire and Rescue Committee in determining long and short-range planning, including structure of the department, through design, maintenance and review of all facets of the department.
  - 1.6 Management and supervision of the on-going day-to-day operations of the Fire Department to maintain a safe productive work environment.
  - 1.7 Interact and coordinate with Smoky Lake County Fire Chief on the statuses of present programs and react to new developments within the areas of operations.
  - 1.8 Assume responsibility for all purchase, approve invoices for payment and approve and monitor all travel and expense accounts of all personnel.
  - 1.9 Coordinate development of personnel recruitment and promotional programs.

<b>Title:</b> District Fire Chief	<b>Policy No.:</b> 44-01
<b>Section:</b> 1 - M <i>Job Description</i>	<b>Code:</b> P-A <b>Page No.:</b> 2 of 3

### Policy Statement and Guidelines:

- 1.10 Oversee the activities to assure compliance with municipal and provincial legislation.
- 1.11 Ensure that Council approved policies and procedures are adhered to in the department.
- 1.12 Coordination of Emergency Plans within the region, other emergency agencies and local businesses.
- 1.13 Participate and encourage members to partake in community events as part of team building and community exposure.

### 2. RESPONSIBILITIES:

- 2.1 Maintain communication with Council by providing a written monthly report of the overall Fire Department performance which monitors the budget, personnel and maintenance concerns.
- 2.2 Provide in a supervisory capacity policy direction when organizing programs and goals for the department to all members.
- 2.3 Maintain an effective working relationship between the members by recognizing the uniqueness of the individuals on the Department and treat them with dignity and respect.
- 2.4 The District Fire Chief is accountable for its own actions, and those of the department members.
- 2.5 Ability to deal with time pressures of the job of high demands from Management, Council, members and require to response to calls with no delays.
- 2.6 Provides leadership and effective communication to the members and other agencies.
- 2.7 Key contact for public relations and the community liaison.

### OTHER

- Perform additional duties assigned by the Smoky Lake Region Fire and Rescue Committee.
- Performs other duties as assigned by the Chief Administrative Officer.
- Assist Provincial entities and/or Contactors in Alberta Fire Codes, inspections, and investigations.

<b>Title: District Fire Chief</b>	<b>Policy No.: 44-01</b>
<b>Section: 1 - M</b> <i>Job Description</i> <b>Code: P-A</b>	<b>Page No.: 3 of 3</b>

**Policy Statement and Guidelines:**

**KNOWLEDGE AND ABILITIES**

- Certified Nation Fire Protection Association (NFPA) 1001 – *Preferred*
- First Aid and Cardiopulmonary Resuscitation (CPR) Level C
- Incident Command System 100, 200 and 300
- WHIMS
- TDG
- Flagging
- Attended Regional and Joint Municipalities Meetings
- Active Alberta Class 5 Driver License with Q endorsement
- Provide Clean Criminal Record Check
- 3 Years Active on the Fire Department
- Strong Leadership, Communication and Management Skills
- Emergency Medical Responder (EMR) in good standing with Alberta College of Paramedics - *Preferred*

**STAFF**

- Attend all fire department meeting.
- Attend conferences and seminars approved by each respective municipality.
- Attend the Alberta Fire Chiefs Conference.

**PERFORMANCE EVALUATION**

- In accordance with each respective municipality's procedures.

**SALARY RANGE**

- In accordance with each respective *Municipal "Fire Department" Bylaw.*

	<b>Date</b>	<hr style="width: 200px; margin: 0 auto;"/> <b>Chief Administrative Officer</b>
<b>Approved</b>	RFRC: November 12, 2020 Smoky Lake County:	
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		



Amended		
---------	--	--



- 5.2.2 Unit 414A: 2008 Keystone Sprinter Command Post Trailer
- 5.2.3 Unit 424: Command Post Trailer
- 5.2.4 Unit 431: Rapid Attack Skid
- 5.2.5 Unit 445: 1997 Ford F700 Rapid Attack Unit
- 5.2.6 Unit 470: 2002 Ford F550 Rapid Attack Unit
- 5.2.7 2006 Jordair: Air-Kat6 Compressor and Jordair Fill Station

**Removed:**

- 5.2.1 Unit 320: 1979 GMC crew bus

**Amended:**

- 5.2.1 Unit 414A: 2008 Keystone Sprinter Command Post Trailer
- 5.2.2 Unit 421: 2010 Polaris Ranger 800 6x6
- 5.2.3 Unit 424: Command Post Trailer
- 5.2.4 Unit 445: 1997 Ford F700 Rapid Attack Unit
- 5.2.5 Unit 470: 2002 Ford F550 Rapid Attack Unit
- 5.2.6 Unit 488: 2008 Ford E-550 Firefighter Rehab Unit
- 5.2.7 2006 Jordair: Air – Kat6 Compressor and Jordair Fill Station

**New:**

**5.3 Village of Waskatenau**

- 5.3.1 31' – 6' 14' x 14' High side Rapid Attack Unit Shelter

**5.4 Radio Assets**

- 5.4.1 Stationed at the Waskatenau Fire Hall

<b>Alberta First Responders Radio Communication System - Handheld Radios</b>			
<b>Alias</b>	<b>Model</b>	<b>AFRRCS ID Code</b>	<b>Serial Number</b>
Wask Chief	APX 900	90248-0100	837CUT4526
Wask Deputy	APX 900	90248-0101	837CUT4558
Wask Captain 1	APX 900	90248-0102	837CUT4532
Wask FF 1	APX 900	90248-0103	837CUT4518
Wask FF 2	APX 900	90248-0104	837CUT4554
Wask FF 3	APX 900	90248-0105	837CUT4520
Wask FF 4	APX 900	90248-0106	837CUT4525
Wask FF 5	APX 900	90248-0107	837CUT4559
Wask FF 6	APX 900	90248-0108	837CUT4527
Wask FF 7	APX 900	90248-0109	837CUT4516

Note: 2 AFRRCS Radios were purchased by the Village of Waskatenau

<b>AFRRCS Mobile Radios</b>			
<b>Alias</b>	<b>Model</b>	<b>AFRRCS ID Code</b>	<b>Serial Number</b>
Engine 403	APX 1500	90248-0110	466CUT0721
Rescue 408	APX 1500	90248-0111	466CUT0706
Rap Attack 462	APX 1500	90248-0112	466CUT0717

<b>Very High Frequency (VHF) Handheld Radios</b>		
<b>Stationed</b>	<b>Model</b>	<b>Serial Number</b>
Fire Hall	XPR 7550	871TRFD803
Fire Hall	XPR 7550	8711QU0396
Fire Hall	XPR 7550	871ISA0215

5.4.2 Stationed at Smoky Lake County

AFRRCS Handheld Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 900	90248-0001	837CUT4530
Regional Deputy	APX 900	90248-0002	837CUT4531
Peace Officer	APX 900	90248-0003	837CUT4534
County DEM	APX 900	90248-0006	837CUT4524
SLC Disaster 1	APX 900	90248-0007	837CUT4548
SLC Disaster 2	APX 900	90248-0008	837CVD0449

AFRRCS Mobile Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 1500	90248-0004	466CUT0711
Regional Deputy	APX 1500	90248-0012	466CUT0695
Peace Officer	APX 1500	90248-0005	466CUT0713
Command Post	APX 1500	90248-0010	466CUT0722
Rap Attack 445	APX 1500	90248-0222	466CUT0710
Rap Attack 470	APX 1500	90248-0223	466CUT0720
County Med 481	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

**Section 6:**

**OPERATIONAL COST**

**Removed:**

**6.6.2** Radio Towers, Rental and back-up Phone line will be paid by The Smoky Lake County (NE 19-59-16-W4)

**New:**

**6.6.2** Alberta First Responder Radio Communications System (AFRRCS) will be paid by the Smoky Lake County

**Originally:**

**6.10.6** The conditions imposed by VFIS have granted preferential status to Jubilee Insurance, therefore the Village of Waskatenau would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.

6.10.6.1 Smoky Lake County will be the Policy Holder.

**Amended:**

**6.10.6** The conditions imposed by VFIS have granted preferential status to RMA Insurance (Rural Municipalities of Alberta), therefore the Village of Waskatenau would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.

6.10.6.1 Smoky Lake County will be the Policy Holder

**New:**

**6.10.7** Firefighter Member Mental Health Insurance will be provided to all members under the Volunteer Firefighter Member and Family Assistance Program (MFAP) and the cost coverage will be One Hundred (100%) by the Smoky Lake County

6.10.7.1 Smoky Lake County will be the Policy Holder

	<p><b>Section 7:</b> <u>FIRE DEPARTMENT</u></p> <p><b>Originally:</b></p> <p style="margin-left: 40px;"><b>7.4 Training and Meeting:</b> The County will compensate the Department Members for Informal Training and Meeting at the rate of \$15.00 per hour. The Training and Meeting rates will be paid by County and will pay One Hundred (100%) Percent.</p> <p style="margin-left: 40px;"><b>7.5 Formal Training:</b> The County will compensate the Fire Department Members for Formal Training (Certified instructor and Certificate) at the rate of \$20.00 per hour. The Formal Training be paid by the County and will pay One Hundred (100%) Percent.</p> <p><b>Amended:</b></p> <p style="margin-left: 40px;"><b>7.4 Training and Meeting:</b> The County will compensate the Department Members for all Informal and Formal Training and Meetings at the rate of \$20.00 per hour. The Training and Meeting rates will be paid by County and will pay One Hundred (100%) Percent.</p> <p><b>Removed:</b></p> <p style="margin-left: 40px;"><b>7.5 Formal Training:</b> The County will compensate the Fire Department Members for Formal Training (Certified instructor and Certificate) at the rate of \$20.00 per hour. The Formal Training be paid by the County and will pay One Hundred (100%) Percent.</p> <p><b>Originally:</b></p> <p style="margin-left: 40px;"><b>7.6.2</b> Years of Service Recognition: As per County Policy.</p> <p><b>Amended:</b></p> <p style="margin-left: 40px;"><b>7.6.2</b> Years of Service Recognition: On a cost-shared basis of 50/50 between the County and Village.</p> <p><b>J42-20</b> That the Smoky Lake County and Village of Waskatenau Joint Council recommend the Joint Operation Agreement for the provision of Fire Protection Services be amended as discussed on November 5, 2020 and incorporated into a new Joint Operation Agreement for Fire Protection Services "Schedule A" and proceed with the Bylaw process to enter into a <b>JOINT OPERATION AGREEMENT</b> for the provision of <b>Fire Protection Services</b> by adopting new respective bylaws which would respectively repeal Smoky Lake County Bylaw No. 1313-18 and Village of Waskatenau Bylaw No. 667-2018.</p>
--	---

<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>	
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	Municipal Government Act: Section 54.
<b>BENEFITS</b>	Structured invoicing. Consistent reporting. Effective communication tool. Mutual understanding between two municipalities.
<b>DISADVANTAGES</b>	Duplication to operation costs.
<b>ALTERNATIVES</b>	Regionalize Fire Service.
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> <u>MO</u> _____
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	
<b>COMMUNICATION STRATEGY</b>	Municipal Government

<b>RECOMMENDATION</b>
<b>That Bylaw No. 1388-20: Joint Operations Agreement – Fire Protection Services with the Village of Waskatenau be given 1<sup>st</sup> reading, 2<sup>nd</sup> reading, Permission for 3<sup>rd</sup> reading, and 3<sup>rd</sup> and final reading.</b>
<b><i>Fire Chief</i></b>



SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1312-18

Being a Bylaw of Smoky Lake County in the Province of Alberta, for the purpose to enter into a **JOINT OPERATION AGREEMENT** for the provision of **Fire Protection Services** with the **Village of Waskatenau**.

\*\*\*\*\*

**WHEREAS**, pursuant to the provisions of Section 54 of the *Municipal Government Act*, R.S.A. 2000 c. M-26 a Municipality may provide any service or thing that it provides in all or part of the Municipality in another municipal authority with the agreement of the other municipal authority; and

**AND WHEREAS**, the Council of Smoky Lake County has determined it in the best interests as a municipal corporation to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency services in both Smoky Lake County and the Village of Waskatenau, and

**AND WHEREAS**, the Council of Smoky Lake County and the Village of Waskatenau have a longstanding fruitful, relationship and since 1981 have operated under a mutual aid agreement by which the County and Village already respond jointly to calls for fire and emergency services; and

**AND WHEREAS**, the Council of Smoky Lake County wishes to enter into an Joint Operation Agreement with the Village of Waskatenau to provide services and personnel for Fire Protection Services to maintain a viable fire service within the Smoky Lake County, and to provide for efficient operation of such a fire service, all pursuant to the laws of the Province of Alberta, and operate such undertaking as per **"Schedule A"** attached to this Bylaw.

**NOW THEREFORE**, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to a **Joint Operation for Fire Protection Services**, as jointly executed, by the municipalities of Smoky Lake County and **Village of Waskatenau**.

**REPEAL**

That Bylaw NO. 1280-15, known as the *"Fire Bylaw"* be and is hereby repealed.

**EFFECTIVE DATE**

This Bylaw shall come into force and effect on the final date of passing thereof.

Read a First time this 19<sup>th</sup> day of June, 2018.

Read a Second time this 19<sup>th</sup> day of June, 2018.

Read a Third and Final time this 19<sup>th</sup> day of June, 2018.  
and finally passed.

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Joint Operation Agreement for Fire Protection Services**

BETWEEN:

**SMOKY LAKE COUNTY – Bylaw 1312-18**  
a Municipal Corporation, in the Province of Alberta  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
(hereinafter referred to as "County")

OF THE FIRST PART

AND

**VILLAGE OF WASKATENAU – Bylaw 667-2018**  
a Municipal Corporation, in the Province of Alberta  
Box 99  
Waskatenau, Alberta T0A 3P0  
(hereinafter referred to as the "Village")

OF THE SECOND PART

\*\*\*\*\*

**WHEREAS** the Village owns, operates and manages a Fire Department for the residents of the Village of Waskatenau; and

**AND WHEREAS**, both parties have a need for Emergency Fire Suppression and Rescue Service, year-round, twenty-four (24) hours per day, seven (7) days per week within the boundaries of Smoky Lake County; and

**NOW THEREFORE**, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows:

**AGREEMENT**

**1. DEFINITIONS**

The following terms are defined as follows in the Agreement:

- 1.1 "County" means the municipality of Smoky Lake County.
- 1.2 "Emergency" means a sudden unexpected happening or unexpected occasion for action; events or unexpected occasions requiring trained Firefighters to use their skill and judgement in the application of Firefighting equipment and techniques to manage or properly extinguish fires and to provide emergency rescue services.
- 1.3 "Fire Department" means the one operating Fire Department located in the Village of Waskatenau at the Fire Hall legal property: 5004 – 50 Street.
- 1.4 "Fire Protection" means all aspects of Fire safety, including but not limited to, Fire prevention, Firefighting or suppression, pre-Fire planning, Fire inspection, Fire investigation, public education and information, training or other staff development, advising, and responding to a request for Fire Protection (including legitimate emergencies and False Alarms).
- 1.5 "Fire Suppression" includes, but is not limited to emergency rescue services where in the opinion of the Village such services are applicable.
- 1.6 "Party" means the County or the Village.
- 1.7 "Village" means the municipality of the Village of Waskatenau.

**2. TERM**

This agreement shall be effective upon execution by both Parties, and shall continue to be effective until it is mutually terminated by the Parties. In addition, a Party may unilaterally terminate this agreement by providing written notice to the other Party. Such unilateral termination shall become effective one-year after written notice has been provided to the other party. Renewal of the **Joint Operation Agreement for Fire Protection Services** will be Two (2) Years from the date of execution.

**3. ENTITY STATUS**

This agreement is a joint cooperative undertaking.

**4. PURPOSE**

The purpose of this agreement is to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both Municipalities.

**5. CAPITAL ASSETS**

It is hereby agreed by all the parties to this Agreement that the following vehicles/units used by the Parties are wholly owned as follows:

**5.1 Smoky Lake County**

5.1.1 Unit 403: 2008 Freightliner Fire Truck

5.1.2 Unit 408: 2012 Ford F550 Rescue

5.1.3 Unit 462: 2008 GMC 5500 Rapid Attack

Smoky Lake County equipment stationed at Waskatenau Fire Hall.

**5.2 County Equipment Stationed at Smoky Lake:**

5.2.1 ~~Unit 320: 1979 GMC crew bus~~

5.2.1 Unit 414A: 2008 Keystone Sprinter Command Post Trailer

5.2.2 Unit 421: 2010 Polaris Ranger 800 6x6

5.2.3 Unit 424: Command Post Trailer

5.2.4 Unit 445: 1997 Ford F700 Rapid Attack Unit

5.2.5 Unit 470: 2002 Ford F550 Rapid Attack Unit

5.2.6 Unit 488: 2008 Ford E-550 Firefighter Rehab Unit

5.2.7 2006 Jordair: Air – Kat6 Compressor and Jordair Fill Station

**5.3 Village of Waskatenau**

5.3.1 31' - 6' 14' x 14' High side Rapid Attack Unit Shelter

**5.4 Radio Assets**

5.4.1 Station at the Waskatenau Fire Hall

<b>Alberta First Responders Radio Communication System - Handheld Radios</b>			
<b>Alias</b>	<b>Model</b>	<b>AFRRCS ID Code</b>	<b>Serial Number</b>
Wask Chief	APX 900	90248-0100	837CUT4526
Wask Deputy	APX 900	90248-0101	837CUT4558
Wask Captain 1	APX 900	90248-0102	837CUT4532
Wask FF 1	APX 900	90248-0103	837CUT4518
Wask FF 2	APX 900	90248-0104	837CUT4554
Wask FF 3	APX 900	90248-0105	837CUT4520
Wask FF 4	APX 900	90248-0106	837CUT4525
Wask FF 5	APX 900	90248-0107	837CUT4559
Wask FF 6	APX 900	90248-0108	837CUT4527
Wask FF 7	APX 900	90248-0109	837CUT4516

Note: 2 AFRRCS Radios were purchased by the Village of Waskatenau

AFRRCS Mobile Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Engine 403	APX 1500	90248-0110	466CUT0721
Rescue 408	APX 1500	90248-0111	466CUT0706
Rap Attack 462	APX 1500	90248-0112	466CUT0717

Very High Frequency (VHF) Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TRFD803
Fire Hall	XPR 7550	871QU0396
Fire Hall	XPR 7550	871ISA0215

#### 5.4.2 Stationed at Smoky Lake County

AFRRCS Handheld Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 900	90248-0001	837CUT4530
Regional Deputy	APX 900	90248-0002	837CUT4531
Peace Officer	APX 900	90248-0003	837CUT4534
County DEM	APX 900	90248-0006	837CUT4524
SLC Disaster 1	APX 900	90248-0007	837CUT4548
SLC Disaster 2	APX 900	90248-0008	837CVD0449

AFRRCS Mobile Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 1500	90248-0004	466CUT0711
Regional Deputy	APX 1500	90248-0012	466CUT0695
Peace Officer	APX 1500	90248-0005	466CUT0713
Command Post	APX 1500	90248-0010	466CUT0722
Rap Attack 445	APX 1500	90248-0222	466CUT0710
Rap Attack 470	APX 1500	90248-0223	466CUT0720
County Med 481	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

5.4 Any Capital Purchases (value over \$5,000.00) shall be purchased in accordance to the Fire Department Standard Operating Guidelines.

#### 6. OPERATIONAL COST

The Agreement is related to the following:

##### 6.1 Supplies, Training and Meetings:

All Supplies, Training and Meetings will be compensated by the County at One Hundred (100%) Percent.

##### 6.2 Motor Vehicle Collision

6.2.1 The County will be responsible to invoice and collect all revenue from the motor vehicle collisions outside the Village boundaries.

6.2.2 The County will be responsible for invoicing motor vehicle collisions in the Village and the Village will collect all revenue.

6.3 **Vehicle and Equipment Maintenance:**

6.3.1 All Maintenance and Labour costs on Equipment used to perform the services under this agreement: minor and moderate repairs/parts, lubricants, and major repairs (pump tests, air compressor, air quality tests) will be One Hundred (100%) Percent County.

6.4 **Fuel:**

The County will pay One Hundred (100%) Percent for all the fuel costs for the units used in emergency situations.

6.5 **Utilities and Rent:**

The County agrees to pay the Village \$750.00 per month towards utilities and rent for the Fire Hall operations.

6.6 **Inspections and Permits:**

6.6.1 Vehicle re-certification for all units will be paid by the County.

~~6.6.2 Radio Towers, Rental and back up Phone line will be paid by the County (NE 19 60 16 W4).~~

6.6.2 Alberta First Responders Radio Communication System (AFRRCS) will be paid by the County

6.6.3 Radio Frequency Licenses will be cost-shared by the Village and County at Fifty (50%) Percent.

6.6.4 Fire Extinguishers Inspections in the Fire Hall and Fire Apparatus will be paid by the Village.

6.6.5 Internet, GIS, GPS and IT Service will be paid by the County.

6.7 **Advertising:**

All advertising will be Paid by the county at One Hundred (100%) Percent. County will initiate all advertising.

6.8 **Equipment Marking**

6.8.1 All equipment purchased for the Village of Waskatenau shall bear the markings Waskatenau Fire Rescue.

6.8.2 The County will be responsible for the Inventory and Capitalization of all joint capital purchases.

6.9 **Workers Compensation:**

6.9.1 The County and the Village will each provide Workers Compensation to the Waskatenau Fire Department and each respective municipality shall pay Workers Compensation premiums for the Waskatenau Fire Department.

6.10 **Insurance:**

**Property Coverage:**

6.10.1 Insurance premiums for all vehicles and equipment will be covered by County.

6.10.1.1 The County shall maintain at its own expense the insurance with insurers allowed by the laws of the

Province of Alberta to issue insurance policies in Alberta and in forms satisfactory to the Village.

- 6.10.1.2 An All Risk Property insurance policy shall be held covering the full replacement value for physical damage to specified vehicles and equipment, relevant to this Agreement. Such policy shall include the Village as a Loss Payee relating loss of or damage to all property supplied by the Village and which is in the care, custody and control of the County.

- 6.10.2 Property Insurance for the Fire Hall will be the responsibility by the Village.

- 6.10.2.1 Property Content Insurance for the Fire Hall will be the responsibility of the Village; and the County will supply a list of purchases for the year. Such policy shall include the County as a Loss Payee relating loss of or damage to all property supplied by the County and which is in the care, custody and control of the Village.

- 6.10.2.2 Village of Waskatenau will be the Policy Holder.

**Automobile Coverage:**

- 6.10.3 An Automobile Third Party liability insurance policy (Owner's Form) for bodily injury (including death) and property damage in an amount of not less than Five Million Dollars (5,000,000.00) inclusive limit per occurrence covering all automobiles relevant to this agreement.

**Liability Coverage:**

- 6.10.4 Comprehensive General Liability Insurance for Fire Fighters will be paid One Hundred (100%) Percent by the Village of the premiums for Liability Coverage.

- 6.10.4.1 Village of Waskatenau will be the Policy Holder.

**VFIS (Volunteer Firefighter Insurance) Coverage:**

- 6.10.5 Fire Fighter Member Insurance will be paid as follows: County at One-third (1/3) cost, Village at one-third (1/3) cost and Fire Fighter Member at one-third (1/3) cost.

- 6.10.6 The conditions imposed by VFIS have granted preferential status to Jubilee Insurance RMA Insurance (Rural Municipalities of Alberta), therefore the Village of Waskatenau would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.

- 6.10.6.1 Smoky Lake County will be the Policy Holder.

- 6.10.7 Firefighter Member Mental Health Insurance will be provided to all members under the Volunteer Firefighter Member and Family Assistance Program (MFAP) and the cost coverage will be One Hundred (100%) by the Smoky Lake County

- 6.10.7.1 Smoky Lake County will be the Policy Holder.



**7. FIRE DEPARTMENT**

- 7.1 Level of Services: The Fire Department shall deliver an adequate level of service as established by each Party through the Standard Operations Guidelines.
- 7.2 Administration: The County will provide the Fire Department \$150.00 per month for all paperwork relating to Fire Suppression and Emergency Calls. County will withhold payment for the month if paperwork is not completed within 10 days from the first of each month.
- 7.3 Remuneration: The County and Village will compensate the Fire Department members for Fire and Emergency Calls in accordance with the remuneration and expense rates set by the County.
- 7.4 Training and Meeting: The County will compensate the Fire Department Members for all Informal and Formal Training and Meetings at the rate of ~~\$45.00~~ \$20.00 per hour. The Training and Meeting rates will be paid by the County One Hundred (100%) Percent.
- ~~7.5 Formal Training: The County will compensate the Fire Department members for Formal Training (Certified instructor and Certificate) at the rate of \$20.00 per hour. The Formal Training be paid by the county One Hundred (100%) Percent.~~
- 7.6 Recognition:
- 7.5.1 Social Fund: County will donate to the Fire Department the amount of \$600.00 towards the event annually.
- 7.5.2 Years of Service Recognition: ~~As per County Policy.~~ On a cost-shared basis of 50/50 between the County and Village.
- 7.7 Fire Chiefs Convention: The County will pay for one fire department member to attend the annual Fire Chiefs Convention.
- 7.8 Membership Fees: The County will pay the Alberta Fire Chief Association membership fees for the Fire Chief and Deputy Fire Chief of the Fire Department One Hundred (100%) Percent.
- 7.9 Safety Meeting: The County will provide their Safety Officer to the Village of Waskatenau Fire Department Members at no cost.
- 7.10 Clothing: County will provide the Dress Uniform for the Fire Chief and Deputy Fire Chief at One Hundred (100%) Percent cost and the Station Gear Uniform for the Firefighter members (One-time only) on a cost-shared basis of 50/50 as part of the Department's Uniform Incentive.

**8. INVOICING**

- 8.1 The Fire Department is responsible to submit all operational and administrative requirements to the County within 10 days of the event or upon request.
- 8.2 The Parties shall invoice on a quarterly basis for all costs incurred as per this agreement.
  - 8.2.1 The County will provide the Village copies of all Fire Calls, Expenses, and Capital purchases on a quarterly basis.

## 9. HOLD HARMLESS

### 9.1 Indemnity by the County

The County shall indemnify and hold harmless the Village, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the Village or such individuals including costs as between solicitor and client) which may be brought or made against the Village or such individual or which the Village or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the County or any negligent act or omission of the County, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

### 9.2 Indemnity by the Village

The Village shall indemnify and hold harmless the County, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the County or such individuals including costs as between solicitor and client) which may be brought or made against the County or such individual or which the County or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the Village or any negligent act or omission of the Village, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

## 10. ASSISTANCE FOR EMERGENCIES

### Additional Emergency Services

Either party may assist the other in an emergency situation upon the following conditions:

- 10.1 upon receiving request from the Chief Administrative Officer for assistance.
- 10.2 all costs will be invoiced to the requesting party.

## 11. AMENDMENTS

This Agreement and any of its provisions may be altered or amended when any

Joint Operation Agreement for Fire Protection Services

such changes are submitted by the Parties in writing and subject to full negotiations and mutual ratification thereof, but not otherwise.

12. SEVERABILITY

If any provision of this agreement or its application is held invalid, then the remainder of the agreement or the application of the remainder of the agreement shall not be affected.

13. APPLICABLE LAW

This agreement shall be subject to and governed with all Federal, Provincial, and Municipal laws, rules, regulations and guidelines that apply.

14. HEADINGS

The headings in the Agreement have been inserted for reference in **Schedule "B": Table of Contents** as a matter of convenience only and in no way define, limit or enlarge to scope or meaning of this Agreement or any provisions thereof.

IN WITNESS WHEREOF the parties hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

**SMOKY LAKE COUNTY**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Reeve  
Smoky Lake County

\_\_\_\_\_  
Chief Administrative Officer  
Smoky Lake County

**Village of Waskatenau**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
Village of Waskatenau

\_\_\_\_\_  
Chief Administrative Officer  
Village of Waskatenau

**Schedule "B"**  
**Table of Contents**



<b>SECTION</b>	<b>HEADING</b>	<b>PAGE</b>
1	<b>Definitions</b>	2
2	<b>Term</b>	3
3	<b>Entity Status</b>	3
4	<b>Purpose</b>	3
5	<b>Capital Assets:</b>	3
5.1	Smoky Lake County – Stationed at Waskatenau	3
5.2	Smoky Lake County – Stationed at Smoky Lake	3
5.3	Capital Purchases in accordance with SOG's	3
6	<b>Operational Cost</b>	3
6.1	Supplies, Training, and Meetings	3
6.2	Motor Vehicle Collision	4
6.3	Vehicle and Equipment Maintenance	4
6.4	Fuel	4
6.5	Utilities and Rent	4
6.6	Inspections and Permits	4
6.7	Advertising	4
6.8	Equipment Markings	4
6.9	Workers Compensation	4
6.10	Insurance	5
7	<b>Fire Department</b>	6
7.1	Level of Services	6
7.2	Administration	6
7.3	Remuneration	6
7.4	Training and Meeting	6
7.5	Formal Training	6
7.6	Recognition	6
7.7	Fire Chiefs Convention	6
7.8	Membership Fees	6
7.9	Safety Meeting	6
7.10	Clothing	6
8	<b>Invoicing</b>	7
9	<b>Hold Harmless</b>	7
9.1	Indemnity by the County	7
9.2	Indemnity by the Village	7
10	<b>Assistance for Emergencies</b>	7
11	<b>Amendments</b>	8
12	<b>Severability</b>	8
13	<b>Applicable Law</b>	8
14	<b>Headings</b>	8

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1388-20**

Being a Bylaw of Smoky Lake County in the Province of Alberta, for the purpose to enter into a **JOINT OPERATION AGREEMENT** for the provision of **Fire Protection Services** with the **Village of Waskatenau**.

\*\*\*\*\*

**WHEREAS**, pursuant to the provisions of Section 54 of the *Municipal Government Act*, R.S.A. 2000 c. M-26 a Municipality may provide any service or thing that it provides in all or part of the Municipality in another municipal authority with the agreement of the other municipal authority; and

**AND WHEREAS**, the Council of Smoky Lake County has determined it in the best interests as a municipal corporation to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency services in both Smoky Lake County and the Village of Waskatenau, and

**AND WHEREAS**, the Council of Smoky Lake County and the Village of Waskatenau have a longstanding fruitful, relationship and since 1981 have operated under a mutual aid agreement by which the County and Village already respond jointly to calls for fire and emergency services; and

**AND WHEREAS**, the Council of Smoky Lake County wishes to enter into an Joint Operation Agreement with the Village of Waskatenau to provide services and personnel for Fire Protection Services to maintain a viable fire service within the Smoky Lake County, and to provide for efficient operation of such a fire service, all pursuant to the laws of the Province of Alberta, and operate such undertaking as per "**Schedule A**" attached to this Bylaw.

**NOW THEREFORE**, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to a **Joint Operation for Fire Protection Services**, as jointly executed, by the municipalities of Smoky Lake County and **Village of Waskatenau**.

**REPEAL**

That Bylaw NO. 1312-15, known as the "*Fire Bylaw*" be and is hereby repealed.

**EFFECTIVE DATE**

This Bylaw shall come into force and effect on the final date of passing thereof.

**Read a First time this 8<sup>th</sup> day of December, 2020.**

**Read a Second time this 8<sup>th</sup> day of December, 2020.**

**Read a Third and Final time this 8<sup>th</sup> day of December, 2020.  
and finally passed.**

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Schedule "A"**

**Joint Operation Agreement for Fire Protection Services**

BETWEEN:

**SMOKY LAKE COUNTY – Bylaw 1388-20**  
a Municipal Corporation, in the Province of Alberta  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
(hereinafter referred to as "County")

OF THE FIRST PART

AND

**VILLAGE OF WASKATENAU – Bylaw**  
a Municipal Corporation, in the Province of Alberta  
Box 99  
Waskatenau, Alberta T0A 3P0  
(hereinafter referred to as the "Village")

OF THE SECOND PART

\*\*\*\*\*

**WHEREAS** the Village owns, operates and manages a Fire Department for the residents of the Village of Waskatenau; and

**AND WHEREAS**, both parties have a need for Emergency Fire Suppression and Rescue Service, year-round, twenty-four (24) hours per day, seven (7) days per week within the boundaries of Smoky Lake County; and

**NOW THEREFORE**, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows:

**AGREEMENT**

**1. DEFINITIONS**

The following terms are defined as follows in the Agreement:

- 1.1 "County" means the municipality of Smoky Lake County.
- 1.2 "Emergency" means a sudden unexpected happening or unexpected occasion for action; events or unexpected occasions requiring trained Firefighters to use their skill and judgement in the application of Firefighting equipment and techniques to manage or properly extinguish fires and to provide emergency rescue services.
- 1.3 "Fire Department" means the one operating Fire Department located in the Village of Waskatenau at the Fire Hall legal property: 5004 – 50 Street.
- 1.4 "Fire Protection" means all aspects of Fire safety, including but not limited to, Fire prevention, Firefighting or suppression, pre-Fire planning, Fire inspection, Fire investigation, public education and information, training or other staff development, advising, and responding to a request for Fire Protection (including legitimate emergencies and False Alarms)
- 1.5 "Fire Suppression" includes, but is not limited to emergency rescue services where in the opinion of the Village such services are applicable.
- 1.6 "Party" means the County or the Village.
- 1.7 "Village" means the municipality of the Village of Waskatenau.



**2. TERM**

This agreement shall be effective upon execution by both Parties, and shall continue to be effective until it is mutually terminated by the Parties. In addition, a Party may unilaterally terminate this agreement by providing written notice to the other Party. Such unilateral termination shall become effective one-year after written notice has been provided to the other party. Renewal of the **Joint Operation Agreement for Fire Protection Services** will be Two (2) Years from the date of execution.

**3. ENTITY STATUS**

This agreement is a joint cooperative undertaking.

**4. PURPOSE**

The purpose of this agreement is to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both Municipalities.

**5. CAPITAL ASSETS**

It is hereby agreed by all the parties to this Agreement that the following vehicles/units used by the Parties are wholly owned as follows:

**5.1 Smoky Lake County**

5.1.1 Unit 403: 2008 Freightliner Fire Truck

5.1.2 Unit 408: 2012 Ford F550 Rescue

5.1.3 Unit 462: 2008 GMC 5500 Rapid Attack

Smoky Lake County equipment stationed at Waskatenau Fire Hall.

**5.2 County Equipment Stationed at Smoky Lake:**

5.2.1 Unit 414A: 2008 Keystone Sprinter Command Post Trailer

5.2.2 Unit 421: 2010 Polaris Ranger 800 6x6

5.2.3 Unit 424: Command Post Trailer

5.2.4 Unit 445: 1997 Ford F700 Rapid Attack Unit

5.2.5 Unit 470: 2002 Ford F550 Rapid Attack Unit

5.2.6 Unit 488: 2008 Ford E-550 Firefighter Rehab Unit

5.2.7 2006 Jordair: Air – Kat6 Compressor and Jordair Fill Station

**5.3 Village of Waskatenau**

5.3.1 31' - 6' 14' x 14' High side Rapid Attack Unit Shelter

**5.4 Radio Assets**

5.4.1 Station at the Waskatenau Fire Hall

<b>Alberta First Responders Radio Communication System - Handheld Radios</b>			
<b>Alias</b>	<b>Model</b>	<b>AFRRCS ID Code</b>	<b>Serial Number</b>
Wask Chief	APX 900	90248-0100	837CUT4526
Wask Deputy	APX 900	90248-0101	837CUT4558
Wask Captain 1	APX 900	90248-0102	837CUT4532
Wask FF 1	APX 900	90248-0103	837CUT4518
Wask FF 2	APX 900	90248-0104	837CUT4554
Wask FF 3	APX 900	90248-0105	837CUT4520
Wask FF 4	APX 900	90248-0106	837CUT4525
Wask FF 5	APX 900	90248-0107	837CUT4559
Wask FF 6	APX 900	90248-0108	837CUT4527
Wask FF 7	APX 900	90248-0109	837CUT4516

Note: 2 AFRRCS Radios were purchased by the Village of Waskatenau

AFRRCS Mobile Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Engine 403	APX 1500	90248-0110	466CUT0721
Rescue 408	APX 1500	90248-0111	466CUT0706
Rap Attack 462	APX 1500	90248-0112	466CUT0717

Very High Frequency (VHF) Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TRFD803
Fire Hall	XPR 7550	871IQU0396
Fire Hall	XPR 7550	871ISA0215

5.4.2 Stationed at Smoky Lake County

AFRRCS Handheld Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 900	90248-0001	837CUT4530
Regional Deputy	APX 900	90248-0002	837CUT4531
Peace Officer	APX 900	90248-0003	837CUT4534
County DEM	APX 900	90248-0006	837CUT4524
SLC Disaster 1	APX 900	90248-0007	837CUT4548
SLC Disaster 2	APX 900	90248-0008	837CVD0449

AFRRCS Mobile Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 1500	90248-0004	466CUT0711
Regional Deputy	APX 1500	90248-0012	466CUT0695
Peace Officer	APX 1500	90248-0005	466CUT0713
Command Post	APX 1500	90248-0010	466CUT0722
Rap Attack 445	APX 1500	90248-0222	466CUT0710
Rap Attack 470	APX 1500	90248-0223	466CUT0720
County Med 481	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

5.5 Any Capital Purchases (value over \$5,000.00) shall be purchased in accordance to the Fire Department Standard Operating Guidelines.

6. OPERATIONAL COST

The Agreement is related to the following:

6.1 Supplies, Training and Meetings:

All Supplies, Training and Meetings will be compensated by the County at One Hundred (100%) Percent.

6.2 Motor Vehicle Collision

6.2.1 The County will be responsible to invoice and collect all revenue from the motor vehicle collisions outside the Village boundaries.

6.2.2 The County will be responsible for invoicing motor vehicle collisions in the Village and the Village will collect all revenue.

6.3 **Vehicle and Equipment Maintenance:**

6.3.1 All Maintenance and Labour costs on Equipment used to perform the services under this agreement: minor and moderate repairs/parts, lubricants, and major repairs (pump tests, air compressor, air quality tests) will be One Hundred (100%) Percent County.

6.4 **Fuel:**

The County will pay One Hundred (100%) Percent for all the fuel costs for the units used in emergency situations.

6.5 **Utilities and Rent:**

The County agrees to pay the Village \$750.00 per month towards utilities and rent for the Fire Hall operations.

6.6 **Inspections and Permits:**

6.6.1 Vehicle re-certification for all units will be paid by the County

6.6.2 Alberta First Responders Radio Communication System (AFRRCS) will be paid by the County

6.6.3 Radio Frequency Licenses will be cost-shared by the Village and County at Fifty (50%) Percent.

6.6.4 Fire Extinguishers Inspections in the Fire Hall and Fire Apparatus will be paid by the Village.

6.6.5 Internet, GIS, GPS and IT Service will be paid by the County.

6.7 **Advertising:**

All advertising will be Paid by the county at One Hundred (100%) Percent. County will initiate all advertising.

6.8 **Equipment Marking**

6.8.1 All equipment purchased for the Village of Waskatenau shall bear the markings **Waskatenau Fire Rescue.**

6.8.2 The County will be responsible for the Inventory and Capitalization of all joint capital purchases.

6.9 **Workers Compensation:**

6.9.1 The County and the Village will each provide Workers Compensation to the Waskatenau Fire Department and each respective municipality shall pay Workers Compensation premiums for the Waskatenau Fire Department.

6.10 **Insurance:**

**Property Coverage:**

6.10.1 Insurance premiums for all vehicles and equipment will be covered by County

- 6.10.1.1 The County shall maintain at its own expense the insurance with insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta and in forms satisfactory to the Village.
  - 6.10.1.2 An All Risk Property insurance policy shall be held covering the full replacement value for physical damage to specified vehicles and equipment, relevant to this Agreement. Such policy shall include the Village as a Loss Payee relating loss of or damage to all property supplied by the Village and which is in the care, custody and control of the County.
- 6.10.2 Property Insurance for the Fire Hall will be the responsibility by the Village.
- 6.10.2.1 Property Content Insurance for the Fire Hall will be the responsibility of the Village; and the County will supply a list of purchases for the year. Such policy shall include the County as a Loss Payee relating loss of or damage to all property supplied by the County and which is in the care, custody and control of the Village.
  - 6.10.2.2 Village of Waskatenau will be the Policy Holder.

**Automobile Coverage:**

- 6.10.3 An Automobile Third Party liability insurance policy (Owner's Form) for bodily injury (including death) and property damage in an amount of not less than Five Million Dollars (5,000,000.00) inclusive limit per occurrence covering all automobiles relevant to this agreement.

**Liability Coverage:**

- 6.10.4 Comprehensive General Liability Insurance for Fire Fighters will be paid One Hundred (100%) Percent by the Village of the premiums for Liability Coverage.
  - 6.10.4.1 Village of Waskatenau will be the Policy Holder.

**VFIS (Volunteer Firefighter Insurance) Coverage:**

- 6.10.5 Fire Fighter Member Insurance will be paid as follows: County at One-third (1/3) cost, Village at one-third (1/3) cost and Fire Fighter Member at one-third (1/3) cost.
- 6.10.6 The conditions imposed by VFIS have granted preferential status to Rural Municipalities of Alberta (the County's insurer), therefore the Village of Waskatenau would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.
  - 6.10.6.1 Smoky Lake County will be the Policy Holder.
- 6.10.7 Firefighter Member Mental Health Insurance will be provided to all members under the Volunteer Firefighter Member and Family Assistance Program (MFAP) and the cost coverage will be One Hundred (100%) by the Smoky Lake County
  - 6.10.7.1 Smoky Lake County will be the Policy Holder.

**7. FIRE DEPARTMENT**

- 7.1 Level of Services: The Fire Department shall deliver an adequate level of service as established by each Party through the Standard Operations Guidelines.
- 7.2 Administration: The County will provide the Fire Department \$150.00 per month for all paperwork relating to Fire Suppression and Emergency Calls. County will withhold payment for the month if paperwork is not completed within 10 days from the first of each month.
- 7.3 Remuneration: The County and Village will compensate the Fire Department members for Fire and Emergency Calls in accordance with the remuneration and expense rates set by the County.
- 7.4 Training and Meeting: The County will compensate the Fire Department Members for all Training and Meeting at the rate of \$20.00 per hour. The Training and Meeting rates will be paid by the County One Hundred (100%) Percent.
- 7.5 Recognition:
- 7.5.1 Social Fund: County will donate to the Fire Department the amount of \$600.00 towards the event annually.
- 7.5.2 Years of Service Recognition: On a cost-shared basis of 50/50 between the County and Village.
- 7.6 Fire Chiefs Convention: The County will pay for one fire department member to attend the annual Fire Chiefs Convention.
- 7.7 Membership Fees: The County will pay the Alberta Fire Chief Association membership fees for the Fire Chief and Deputy Fire Chief of the Fire Department One Hundred (100%) Percent.
- 7.8 Safety Meeting: The County will provide their Safety Officer to the Village of Waskatenau Fire Department Members at no cost.
- 7.9 Clothing: County will provide the Dress Uniform for the Fire Chief and Deputy Fire Chief at One Hundred (100%) Percent cost and the Station Gear Uniform for the Firefighter members (One-time only) on a cost-shared basis of 50/50 as part of the Department's Uniform Incentive.

**8. INVOICING**

- 8.1 The Fire Department is responsible to submit all operational and administrative requirements to the County within 10 days of the event or upon request.
- 8.2 The Parties shall invoice on a quarterly basis for all costs incurred as per this agreement.
  - 8.2.1 The County will provide the Village copies of all Fire Calls, Expenses, and Capital purchases on a quarterly basis.

**9. HOLD HARMLESS**

**9.1 Indemnity by the County**

The County shall indemnify and hold harmless the Village, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the Village or such individuals including costs as between solicitor and client) which may be brought or made against the Village or such individual or which the Village or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the County or any negligent act or omission of the County, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

**9.2 Indemnity by the Village**

The Village shall indemnify and hold harmless the County, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the County or such individuals including costs as between solicitor and client) which may be brought or made against the County or such individual or which the County or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the Village or any negligent act or omission of the Village, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

**10. ASSISTANCE FOR EMERGENCIES**

**Additional Emergency Services**

Either party may assist the other in an emergency situation upon the following conditions:

- 10.1 upon receiving request from the Chief Administrative Officer for assistance.
- 10.2 all costs will be invoiced to the requesting party.

**11. AMENDMENTS**

This Agreement and any of its provisions may be altered or amended when any such changes are submitted by the Parties in writing and subject to full negotiations and mutual ratification thereof, but not otherwise.



**12. SEVERABILITY**

If any provision of this agreement or its application is held invalid, then the remainder of the agreement or the application of the remainder of the agreement shall not be affected.

**13. APPLICABLE LAW**

This agreement shall be subject to and governed with all Federal, Provincial, and Municipal laws, rules, regulations and guidelines that apply.

**14. HEADINGS**

The headings in the Agreement have been inserted for reference in **Schedule "B": Table of Contents** as a matter of convenience only and in no way define, limit or enlarge to scope or meaning of this Agreement or any provisions thereof.

IN WITNESS WHEREOF the parties hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

**SMOKY LAKE COUNTY**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Reeve  
Smoky Lake County

\_\_\_\_\_  
Chief Administrative Officer  
Smoky Lake County

**Village of Waskatenau**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
Village of Waskatenau

\_\_\_\_\_  
Chief Administrative Officer  
Village of Waskatenau

**Schedule "B"**

**Table of Contents**

<b>SECTION</b>	<b>HEADING</b>	<b>PAGE</b>
<b>1</b>	<b>Definitions</b>	<b>2</b>
<b>2</b>	<b>Term</b>	<b>3</b>
<b>3</b>	<b>Entity Status</b>	<b>3</b>
<b>4</b>	<b>Purpose</b>	<b>3</b>
<b>5</b>	<b>Capital Assets:</b>	<b>3</b>
5.1	Smoky Lake County – Stationed at Waskatenau	3
5.2	Smoky Lake County – Stationed at Smoky Lake	3
5.3	Village of Waskatenau	3
5.4	Radio Assets	3
5.5	Capital Purchases in accordance with SOG's	4
<b>6</b>	<b>Operational Cost</b>	<b>4</b>
6.1	Supplies, Training, and Meetings	4
6.2	Motor Vehicle Collision	4
6.3	Vehicle and Equipment Maintenance	5
6.4	Fuel	5
6.5	Utilities and Rent	5
6.6	Inspections and Permits	5
6.7	Advertising	5
6.8	Equipment Markings	5
6.9	Workers Compensation	5
6.10	Insurance	5
<b>7</b>	<b>Fire Department</b>	<b>7</b>
7.1	Level of Services	7
7.2	Administration	7
7.3	Remuneration	7
7.4	Training and Meeting	7
7.5	Recognition	7
7.6	Fire Chiefs Convention	7
7.7	Membership Fees	7
7.8	Safety Meeting	7
7.9	Clothing	7
<b>8</b>	<b>Invoicing</b>	<b>8</b>
<b>9</b>	<b>Hold Harmless</b>	<b>8</b>
9.1	Indemnity by the County	8
9.2	Indemnity by the Village	8
<b>10</b>	<b>Assistance for Emergencies</b>	<b>8</b>
<b>11</b>	<b>Amendments</b>	<b>8</b>
<b>12</b>	<b>Severability</b>	<b>9</b>
<b>13</b>	<b>Applicable Law</b>	<b>9</b>
<b>14</b>	<b>Headings</b>	<b>9</b>

<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>December 8, 2020</b>	<b>4.5</b>
<b>TOPIC</b>	<b>Bylaw 1389-20: Joint Operations Agreement – Fire Protection Services with Village of Vilna.</b>			
<b>PROPOSAL</b>	<p><b>History:</b></p> <p><b>Background:</b></p> <ul style="list-style-type: none"> <li>- Original discussions on cost-sharing agreement developed jointly between the Town and County Council committee meeting held on May 25, 2011.</li> <li>- Councils agreed to create a Joint Operations Agreement for Fire Protection Services between the Town of Smoky Lake and Smoky Lake County.</li> <li>- County Council directed administration to engage in the same agreements with the Village of Waskatenau and the Village of Vilna.</li> </ul> <p><b>Background:</b></p> <p><b>Draft Agreement:</b></p> <ul style="list-style-type: none"> <li>- Village and County administration met in December and January 2011 to draft an agreement to jointly cost share the Fire Department operations.</li> <li>- The agreement is prepared based on the current practice on the operational cost sharing (section 6).</li> </ul> <p><b>Changes passed at the January 31, 2013 County Council meeting:</b></p> <ul style="list-style-type: none"> <li>- Page 6 section 6.10.3 – Liability coverage.</li> <li>- All other sections in the agreement address headings pertained to an agreement jointly executed between two parties.</li> <li>- Bylaw was sent to John Hackwell, Risk Management Advisor, Jubilee Insurance Agencies on August 29, 2012 for review.</li> <li>- The Bylaw from the Insurance prospective (section 6.6 insurance) has been incorporated, as suggested.</li> </ul> <p><b>Changes passed at the May 5, 2015 Joint Council Meeting</b></p> <ul style="list-style-type: none"> <li>- Section 7.3 remuneration will follow the rates set by the County.</li> <li>- Section 7.4 all training was increased to \$15.00 per hour.</li> <li>- Section 7.5 Recognition Christmas Party fund was changed to social fund and increased from \$500 to \$600 a year as well the years of service recognition will follow the Smoky Lake County policy.</li> <li>- Section 7.9 was added to provide formal wear for each Fire Chief and station gear as an incentive program to the firefighters.</li> <li>- Section 8.2.1 invoicing between the Village and County will be done quarterly.</li> <li>- Section 10.1 assistance for emergencies does not have to come in a written request from the CAO.</li> </ul> <p><b>Changes passed at the May 15, 2018 Joint Council Meeting</b></p> <ul style="list-style-type: none"> <li>- Section 2 Changed the Bylaw review terms from after 2 years from the date of execution to the Bylaw will be reviewed within the 2 years of execution.</li> <li>- Section 5 capital assets Unit 470, Unit 414A and 2006 Jordair SCBA compression was added as well, Unit 414 was removed.</li> <li>- Section 6.5 the rent was increased from 70% to 75%.</li> <li>- Section 6.6.4 all fire extinguisher inspections at the fire hall will be paid by the County.</li> <li>- Section 6.8 Advertising was added.</li> <li>- Section 7.2 added a deadline of 10 days after the month for all paperwork to be submitted.</li> <li>- Section 7.4 Training was split into "Formal" and Informal" Training and the wages were set \$20/hour for formal training and \$15/hour for informal training.</li> </ul> <p><b>Recommend changes from the Joint Council Meetings on November 10, 2020.</b></p> <p><b>Section 5: CAPITAL ASSETS</b></p> <p><b>Originally</b></p> <ul style="list-style-type: none"> <li>5.2 Smoky Lake County             <ul style="list-style-type: none"> <li>5.2.1 Unit 320: 1979 GMC crew bus</li> <li>5.2.2 Unit 414A: 2008 Keystone Sprinter Command Post Trailer</li> </ul> </li> </ul>			

- 5.2.3 Unit 424: Command Post Trailer
- 5.2.4 Unit 445: 1997 Ford F700 Rapid Attack Unit
- 5.2.5 Unit 470: 2002 Ford F550 Rapid Attack Unit

**Amended:  
to Include**

- 5.2.6 Unit 421: 2010 Polaris Ranger 800 6x6
- 5.2.7 Unit 488: 2008 Ford E-550 Firefighter Rehab Unit

**Removed:**

- 5.2.1 Unit 320: 1979 GMC Crew bus

**Section 5.3  
New**

**Radio Assets**

- 5.3.1 Stationed at Vilna Fire Hall

<b>Alberta Fire Responders Radio Communication System - Handheld Radios</b>			
Alias	Model	AFRRCS ID Code	Serial Number
Vilna Chief	APX 900	90248-0300	837CUT4519
Vilna Deputy	APX 900	90248-0301	837CUT4515
Vilna Captain 1	APX 900	90248-0302	837CUT4567
Vilna Captain 2	APX 900	90248-0303	837CUT4555
Vilna Captain 3	APX 900	90248-0304	837CUT4521
Vilna Captain 4	APX 900	90248-0305	837CUT4529
Vilna FF 1	APX 900	90248-0306	837CUT4553
Vilna FF 2	APX 900	90248-0307	837CUT4528
Vilna FF 3	APX 900	90248-0308	837CUT4517
Vilna FF 4	APX 900	90248-0309	837CUT4541
Vilna FF 5	APX 900	90248-0310	837CUT4545
Vilna FF 6	APX 900	90248-3011	837CUT4542
Vilna FF 7	APX 900	90248-3012	837CUT4540
Vilna FF 8	APX 900	90248-0313	837CUT4549
Vilna FF 9	APX 900	90248-0314	837CUT4562
Vilna FF 10	APX 900	90248-0315	837CUT4547
Vilna FF 11	APX 900	90248-0316	837CUT4566
Vilna FF 12	APX 900	90248-0317	837CUT4537

<b>AFRRCS Mobile Radios</b>			
Alias	Model	AFRRCS ID Code	Serial Number
Engine 401	APX 1500	90248-0318	466CUT0716
Rescue 429	APX 1500	90248-0319	466CUT0718
Engine 451	APX 1500	90248-0320	466CUT0715
Command 415	APX 1500	90248-0321	466CUT0701
Rap Attack 419	APX 1500	90248-0322	466CUT0690
Rap Attack 430	APX 1500	90248-0323	466CUT0721
Smoky Link	APX 1500	90248-0324	466CUT0685
Wask Link	APX 1500	90248-0325	466CUT0698

<b>Very High Frequency (VHF) Handheld Radios</b>		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TTMR139
Fire Hall	XPR 7550	871QU2103

**5.3.2 Stationed at Smoky Lake County**

<b>AFRRCS Handheld Radios</b>			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 900	90248-0001	837CUT4530
Regional Deputy	APX 900	90248-0002	837CUT4531
Peace Officer	APX 900	90248-0003	837CUT4534
County DEM	APX 900	90248-0006	837CUT4524

SLC Disaster 1	APX 900	90248-0007	837CUT4548
SLC Disaster 2	APX 900	90248-0008	837CVD0449

<b>AFRRCS Mobile Radios</b>			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 1500	90248-0004	466CUT0711
Regional Deputy	APX 1500	90248-0012	466CUT0695
Peace Officer	APX 1500	90248-0005	466CUT0713
Command Post	APX 1500	90248-0010	466CUT0722
Rap Attack 445	APX 1500	90248-0222	466CUT0710
Rap Attack 470	APX 1500	90248-0223	466CUT0720
County Med 481	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

**Section 6:**

**OPERATIONAL COST**

**Removed:**

**6.6.2** Radio Towers, Rental and back-up Phone line will be paid by The Smoky Lake County (NE 19-59-16-W4)

**New:**

**6.6.2** Alberta First Responder Radio Communications System (AFRRCS) will be paid by the Smoky Lake County

**Originally:**

**6.10.6** The conditions imposed by VFIS have granted preferential status to Jubilee Insurance, therefore the Village of Waskatenau would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.

6.10.6.1 Smoky Lake County will be the Policy Holder.

**Amended:**

**6.10.6** The conditions imposed by VFIS have granted preferential status to RMA Insurance (Rural Municipalities of Alberta), therefore the Village of Waskatenau would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.

6.10.6.1 Smoky Lake County will be the Policy Holder

**New:**

**6.10.7** Firefighter Member Mental Health Insurance will be provided to all members under the Volunteer Firefighter Member and Family Assistance Program (MFAP) and the cost coverage will be One Hundred (100%) by the Smoky Lake County

6.10.7.1 Smoky Lake County will be the Policy Holder

**Section 7:**

**FIRE DEPARTMENT**

**Originally:**

**7.4 Training and Meeting:**

The County will compensate the Department Members for Informal Training and Meeting at the rate of \$15.00 per hour. The Training and Meeting rates will be paid by County and will pay One Hundred (100%) Percent.

**7.5 Formal Training:**

The County will compensate the Fire Department Members for Formal Training (Certified instructor and Certificate) at the rate of \$20.00 per hour. The Formal Training be paid by the County and will pay One Hundred (100%) Percent.

**Amended:**

**7.4 Training and Meeting:**

The County will compensate the Department Members for all Informal and Formal Training and Meetings at the rate of

	<p>\$20.00 per hour. The Training and Meeting rates will be paid by County and will pay One Hundred (100%) Percent.</p> <p><b>Removed:</b></p> <p><b>Originally:</b></p> <p><b>Amended:</b></p> <p><b>7.5 Formal Training:</b> The County will compensate the Fire Department Members for Formal Training (Certified instructor and Certificate) at the rate of \$20.00 per hour. The Formal Training be paid by the County and will pay One Hundred (100%) Percent.</p> <p><b>7.6.2</b> Years of Service Recognition: As per County Policy.</p> <p><b>7.6.2</b> Years of Service Recognition: On a cost-shared basis of 50/50 between the County and Village.</p> <p><b>J44-20</b> "That the Smoky Lake County and Village of Vilna Joint Council recommend the Joint Operation Agreement for the provision of Fire Protection Services be amended as discussed on November 10, 2020 and incorporated into a new Joint Operation Agreement for Fire Protection Services "Schedule A" and proceed with the Bylaw process to enter into a <b>JOINT OPERATION AGREEMENT</b> for the provision of <b>Fire Protection Services</b> by adopting new respective bylaws which would respectively repeal Smoky Lake County Bylaw No. 1313-18 and Village of Vilna Bylaw No. 539-18."</p>
--	--

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	Municipal Government Act: Section 54.
--	---------------------------------------

<b>BENEFITS</b>	Structured invoicing. Consistent reporting. Effective communication tool. Mutual understanding between two municipalities.
-----------------	---

<b>DISADVANTAGES</b>	Duplication to operation costs.
----------------------	---------------------------------

<b>ALTERNATIVES</b>	Regionalize Fire Service.
---------------------	---------------------------

**FINANCE/BUDGET IMPLICATIONS**

<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> <u>MO</u>
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____

**INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS**

<b>COMMUNICATION STRATEGY</b>	Municipal Government
-------------------------------	----------------------

**RECOMMENDATION**

**That Bylaw No. 1389-20: Joint Operations Agreement – Fire Protection Services with the Village of Vilna be given 1<sup>st</sup> reading, 2<sup>nd</sup> reading, Permission for 3<sup>rd</sup> reading, and 3<sup>rd</sup> and final reading.**

**Fire Chief**



SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1313-18

Being a Bylaw of Smoky Lake County in the Province of Alberta, for the purpose to enter into a **JOINT OPERATION AGREEMENT** for the provision of **Fire Protection Services** with the **Village of Vilna**.

\*\*\*\*\*

**WHEREAS**, pursuant to the provisions of Section 54 of the *Municipal Government Act*, R.S.A. 2000 c. M-26 a Municipality may provide any service or thing that it provides in all or part of the Municipality in another municipal authority with the agreement of the other municipal authority; and

**AND WHEREAS**, the Council of Smoky Lake County has determined it in the best interests as a municipal corporation to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency services in both Smoky Lake County and the Village of Vilna, and

**AND WHEREAS**, the Council of Smoky Lake County and the Village of Vilna have a longstanding fruitful, relationship and since 1981 have operated under a mutual aid agreement by which the County and Village already respond jointly to calls for fire and emergency services; and

**AND WHEREAS**, the Council of Smoky Lake County wishes to enter into an Joint Operation Agreement with the Village of Vilna to provide services and personnel for Fire Protection Services to maintain a viable fire service within the Smoky Lake County, and to provide for efficient operation of such a fire service, all pursuant to the laws of the Province of Alberta, and operate such undertaking as per **"Schedule A"** attached to this Bylaw.

**NOW THEREFORE**, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to a **Joint Operation for Fire Protection Services**, as jointly executed, by the municipalities of Smoky Lake County and **Village of Vilna**.

**REPEAL**

That Bylaw NO. 1279-15, known as the *"Fire Bylaw"* be and is hereby repealed.

**EFFECTIVE DATE**

This Bylaw shall come into force and effect on the final date of passing thereof.

Read a First time this 19<sup>th</sup> day of June, 2018.

Read a Second time this 19<sup>th</sup> day of June, 2018.

Read a Third and Final time this 19<sup>th</sup> day of June, 2018.  
and finally passed.

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Schedule "A"**

**Joint Operation Agreement for Fire Protection Services**

BETWEEN:

**SMOKY LAKE COUNTY – Bylaw 1313-18**  
a Municipal Corporation, in the Province of Alberta  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
(hereinafter referred to as "County")

OF THE FIRST PART

AND

**VILLAGE OF VILNA – Bylaw 539-18**  
a Municipal Corporation, in the Province of Alberta  
Box 10  
Vilna, Alberta T0A 3L0  
(hereinafter referred to as the "Village")

OF THE SECOND PART

\*\*\*\*\*

**WHEREAS** the Village owns, operates and manages a Fire Department for the residents of the Village of Vilna; and

**AND WHEREAS**, both parties have a need for Emergency Fire Suppression and Rescue Service, year-round, twenty-four (24) hours per day, seven (7) days per week within the boundaries of Smoky Lake County; and

**NOW THEREFORE**, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows:

**AGREEMENT**

**1. DEFINITIONS**

The following terms are defined as follows in the Agreement:

- 1.1 **"County"** means the municipality of Smoky Lake County.
- 1.2 **"Emergency"** means a sudden unexpected happening or unexpected occasion for action; events or unexpected occasions requiring trained Firefighters to use their skill and judgement in the application of firefighting equipment and techniques to manage or properly extinguish fires and to provide emergency rescue services.
- 1.3 **"Fire Department"** means the one operating Fire Department located in the Village of Vilna at the Fire Hall legal property: 4919 – 51 Avenue.
- 1.4 **"Fire Protection"** means all aspects of Fire safety, including but not limited to, Fire prevention, Firefighting or suppression, pre-Fire planning, Fire inspection, Fire investigation, public education and information, training or other staff development, advising, and responding to a request for Fire Protection (including legitimate emergencies and False Alarms).
- 1.5 **"Fire Suppression"** includes, but is not limited to emergency rescue services where in the opinion of the Village such services are applicable.

1.6 "Party" means the County or the Village.

1.7 "Village" means the municipality of the Village of Vilna.

## 2. TERM

This agreement shall be effective upon execution by both Parties, and shall continue to be effective until it is mutually terminated by the Parties. In addition, a Party may unilaterally terminate this agreement by providing written notice to the other Party. Such unilateral termination shall become effective one-year after written notice has been provided to the other party. Renewal of the **Joint Operation Agreement for Fire Protection Services** will be Two (2) Years from the date of execution.

## 3. ENTITY STATUS

This agreement is a joint cooperative undertaking.

## 4. PURPOSE

The purpose of this agreement is to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both Municipalities.

## 5. CAPITAL ASSETS

It is hereby agreed by all the parties to this Agreement that the following vehicles/units used by the Parties are wholly owned as follows:

### 5.1 Smoky Lake County

- 5.1.1 Unit 401: 2011 Freightliner Fire Truck
  - 5.1.2 Unit 415: 2008 GMC K 2500 Command Truck
  - 5.1.3 Unit 419: 2007 GMC C5500 Rapid Attack
  - 5.1.4 Unit 429: 2006 F550 Rescue Truck
  - 5.1.5 Unit 430: 1991 F350 Rapid Attack
  - 5.1.6 Unit 451: 1998 GMC C7500 Fire Truck
  - 5.1.7 2008 Jordair: Air – Kat6 Compressor and Jordair Fill Station
- Smoky Lake County equipment stationed at Vilna Fire Hall.

### 5.2 County Equipment Stationed at Smoky Lake:

- 5.2.1 ~~Unit 320: 1979 GMC crew bus~~
- 5.2.2 Unit 414A: 2008 Keystone Sprinter Command Post Trailer
- 5.2.3 Unit 421: 2010 Polaris Ranger 800 6x6
- 5.2.4 Unit 424: Command Post Trailer
- 5.2.5 Unit 445: 1997 Ford F700 Rapid Attack Unit
- 5.2.6 Unit 470: 2002 Ford F550 Rapid Attack Unit
- 5.2.7 Unit 488: 2008 Ford E-550 Firefighter Rehab Unit

**5.3 Radio Assets:**

**5.3.1 Stationed at Viina Fire Hall**

<b>Alberta First Responders Radio Communication System - Handheld Radios</b>			
<b>Alias</b>	<b>Model</b>	<b>AFRRCS ID Code</b>	<b>Serial Number</b>
Viina Chief	APX 900	90248-0300	837CUT4519
Viina Deputy	APX 900	90248-0301	837CUT4515
Viina Captain 1	APX 900	90248-0302	837CUT4567
Viina Captain 2	APX 900	90248-0303	837CUT4555
Viina Captain 3	APX 900	90248-0304	837CUT4521
Viina Captain 4	APX 900	90248-0305	837CUT4529
Viina FF 1	APX 900	90248-0306	837CUT4553
Viina FF 2	APX 900	90248-0307	837CUT4528
Viina FF 3	APX 900	90248-0308	837CUT4517
Viina FF 4	APX 900	90248-0309	837CUT4541
Viina FF 5	APX 900	90248-0310	837CUT4545
Viina FF 6	APX 900	90248-3011	837CUT4542
Viina FF 7	APX 900	90248-3012	837CUT4540
Viina FF 8	APX 900	90248-0313	837CUT4549
Viina FF 9	APX 900	90248-0314	837CUT4562
Viina FF 10	APX 900	90248-0315	837CUT4547
Viina FF 11	APX 900	90248-0316	837CUT4566
Viina FF 12	APX 900	90248-0317	837CUT4537

<b>AFRRCS Mobile Radios</b>			
<b>Alias</b>	<b>Model</b>	<b>AFRRCS ID Code</b>	<b>Serial Number</b>
Engine 401	APX 1500	90248-0318	466CUT0716
Rescue 429	APX 1500	90248-0319	466CUT0718
Engine 451	APX 1500	90248-0320	466CUT0715
Command 415	APX 1500	90248-0321	466CUT0701
Rap Attack 419	APX 1500	90248-0322	466CUT0690
Rap Attack 430	APX 1500	90248-0323	466CUT0721
Smoky Link	APX 1500	90248-0324	466CUT0685
Wask Link	APX 1500	90248-0325	466CUT0698

<b>Very High Frequency (VHF) Handheld Radios</b>		
<b>Stationed</b>	<b>Model</b>	<b>Serial Number</b>
Fire Hall	XPR 7550	871TTMR139
Fire Hall	XPR 7550	871QU2103

**5.3.2 Stationed at Smoky Lake County**

<b>AFRRCS Handheld Radios</b>			
<b>Alias</b>	<b>Model</b>	<b>AFRRCS ID Code</b>	<b>Serial Number</b>
Regional Chief	APX 900	90248-0001	837CUT4530

**Joint Operation Agreement for Fire Protection Services**

Regional Deputy	APX 900	90248-0002	837CUT4531
Peace Officer	APX 900	90248-0003	837CUT4534
County DEM	APX 900	90248-0006	837CUT4524
SLC Disaster 1	APX 900	90248-0007	837CUT4548
SLC Disaster 2	APX 900	90248-0008	837CVD0449

**AFRCS Mobile Radios**

Alias	Model	AFRCS ID Code	Serial Number
Regional Chief	APX 1500	90248-0004	466CUT0711
Regional Deputy	APX 1500	90248-0012	466CUT0695
Peace Officer	APX 1500	90248-0005	466CUT0713
Command Post	APX 1500	90248-0010	466CUT0722
Rap Attack 445	APX 1500	90248-0222	466CUT0710
Rap Attack 470	APX 1500	90248-0223	466CUT0720
County Med 481	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

- 5.4 Any Capital Purchases (value over \$5,000.00) shall be purchased in accordance to the Fire Department Standard Operating Guidelines.

**6. OPERATIONAL COST**

The Agreement is related to the following:

**6.1 Supplies, Training and Meetings:**

All Supplies, Training and Meetings will be compensated by the County at One Hundred (100%) Percent.

**6.2 Motor Vehicle Collision**

- 6.2.1 The County will be responsible to invoice and collect all revenue from the motor vehicle collisions outside the Village boundaries.
- 6.2.2 The County will be responsible for invoicing motor vehicle collisions in the Village and the Village will collect all revenue.

**6.3 Vehicle and Equipment Maintenance:**

6.3.1 All Maintenance and Labour costs on Equipment used to perform the services under this agreement: minor and moderate repairs/parts, lubricants, and major repairs (pump tests, air compressor, air quality tests) will be One Hundred (100%) Percent County.

**6.4 Fuel:**

The County will pay One Hundred (100%) Percent for all the fuel costs for the units used in emergency situations.

**6.5 Utilities and Rent:**

The County agrees to pay the Village Seventy-Five (75%) Percent per month of the costs towards utilities and rent for the Fire Hall operations.

6.6 **Inspections and Permits:**

6.6.1 Vehicle re-certification for all units will be paid by the County.

~~6.6.2 Radio Towers, Rental and back-up Phone line will be paid by the County (NE 19-60-16-W4).~~

6.6.2 Alberta First Responder Radio Communications System (AFRRCS) will be paid by The Smoky Lake County

6.6.3 Radio Frequency Licenses will be cost-shared by the Village and County at Fifty (50%) Percent.

6.6.4 Fire Extinguishers:

6.6.4.1 County will pay all costs of Fire Extinguisher Inspections in the Fire Units and in the Fire Hall.

6.6.5 Internet, GIS, GPS and IT Service will be paid by the County.

6.7 **Advertising**

All advertising will be Paid by the county at One Hundred (100%) Percent County will initiate all advertising.

6.8 **Equipment Marking**

6.81 All equipment purchased for the Village of Vilna shall bear the markings Vilna Fire Rescue.

6.8.2 The County will be responsible for the Inventory and Capitalization of all joint capital purchases.

6.9 **Workers Compensation:**

6.9.1 The County and the Village will each provide Workers Compensation to the Vilna Fire Department and each respective municipality shall pay Workers Compensation premiums for the Vilna Fire Department.

6.10 **Insurance:**

**Property Coverage:**

6.10.1 Insurance premiums for all vehicles and equipment will be covered by County.

6.10.1.1 The County shall maintain at its own expense the insurance with insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta and in forms satisfactory to the Village.

6.10.1.2 An All Risk Property insurance policy shall be held covering the full replacement value for physical damage to specified vehicles and equipment, relevant to this Agreement. Such policy shall include the Village as a Loss Payee relating loss of or damage to all property supplied by the Village and which is in the care, custody and control of the County.



- 6.10.2 Property Insurance for the Fire Hall will be the responsibility by the Village.
  - 6.10.2.1 Property Content Insurance for the Fire Hall will be the responsibility of the Village; and the County will supply a list of purchases for the year. Such policy shall include the County as a Loss Payee relating loss of or damage to all property supplied by the County and which is in the care, custody and control of the Village.
  - 6.10.2.2 Village of Vilna will be the Policy Holder.

**Automobile Coverage:**

- 6.10.3 An Automobile Third Party liability insurance policy (Owner's Form) for bodily injury (including death) and property damage in an amount of not less than Five Million Dollars (5,000,000.00) inclusive limit per occurrence covering all automobiles relevant to this agreement.

**Liability Coverage:**

- 6.10.4 Comprehensive General Liability Insurance for Fire Fighters will be paid One Hundred (100%) Percent by the Village of the premiums for Liability Coverage.
  - 6.10.4.1 Village of Vilna will be the Policy Holder.

**VFIS (Volunteer Firefighter Insurance) Coverage:**

- 6.10.5 Fire Fighter Member Insurance will be paid as follows: County at One-third (1/3) cost, Village at one-third (1/3) cost and Fire Fighter Member at one-third (1/3) cost.
- 6.10.6 The conditions imposed by VFIS have granted preferential status to ~~Jubilee Insurance~~ RMA Insurance (Rural Municipalities of Alberta), therefore the Village of Waskatenau would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.
  - 6.10.6.1 Smoky Lake County will be the Policy Holder.
- 6.10.7 Firefighter Member Mental Health Insurance will be provided to all members under the Volunteer Firefighter Member and Family Assistance Program (MFAP) and the cost coverage will be One Hundred (100%) by the Smoky Lake County
  - 6.10.7.1 Smoky Lake County will be the Policy Holder.

**7. FIRE DEPARTMENT**

- 7.1 Level of Services: The Fire Department shall deliver an adequate level of service as established by each Party through the Standard Operations Guidelines.
- 7.2 Administration: The County will provide the Fire Department \$150.00 per month for all paperwork relating to Fire Suppression and Emergency Calls. County will withhold payment for the month if all paperwork is not completed within 10 days from the first of the each month.
- 7.3 Remuneration: The County and Village will compensate the Fire



Department members for Fire and Emergency Calls in accordance with the remuneration and expense rates set by the County.

- 7.4 Training and Meeting: The County will compensate the Fire Department Members for all Informal and Formal Training and Meetings at the rate of ~~\$15.00~~ \$20.00 per hour. The Training and Meeting rates will be paid by the County One Hundred (100%) Percent.

- ~~7.5 Formal Training: The County will compensate the Fire Department Members for Formal Training (Certified instructor and Certificate) at the rate of \$20.00 per hour. The Formal Training be paid by the County One Hundred (100%) Percent.~~

- 7.6 Recognition:

- 7.6.1 Social Fund: County will donate to the Fire Department the amount of \$600.00 towards the event annually.

- 7.6.2 Years of Service Recognition: ~~As per County~~ On a cost-shared basis of 50/50 between the County and Village.

- 7.7 Fire Chiefs Convention: The County will pay for one fire department member to attend the annual Fire Chiefs Convention.

- 7.8 Membership Fees: The County will pay the Alberta Fire Chief Association membership fees for the Fire Chief and Deputy Fire Chief of the Fire Department One Hundred (100%) Percent.

- 7.9 Safety Meeting: The County will provide their Safety Officer to the Village of Vilna Fire Department Members at no cost.

- 7.10 Clothing: County will provide the Dress Uniform for the Fire Chief and Deputy Fire Chief at One Hundred (100%) Percent cost and the Station Gear Uniform for the Firefighter members (one-time only) on a cost-shared basis of 50/50 as part of the Department's Uniform Incentive Program.

## 8. INVOICING

- 8.1 The Fire Department is responsible to submit all operational and administrative requirements to the County within 10 days of the event or upon request.
- 8.2 The Parties shall invoice on a quarterly basis for all costs incurred as per this agreement.
- 8.2.1 The County will provide the Village copies of all Fire Calls, Expenses, and Capital purchases on a monthly basis.

## 9. HOLD HARMLESS

- 9.1 Indemnity by the County

The County shall indemnify and hold harmless the Village, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the Village or such individuals including costs as between solicitor and client) which may be brought or made against the Village or such individual or which the Village or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the County or any negligent act or omission of the County, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

**9.2 Indemnity by the Village**

The Village shall indemnify and hold harmless the County, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the County or such individuals including costs as between solicitor and client) which may be brought or made against the County or such individual or which the County or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the Village or any negligent act or omission of the Village, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

**10. ASSISTANCE FOR EMERGENCIES**

**Additional Emergency Services**

Either party may assist the other in an emergency situation upon the following conditions:

- 10.1 upon receiving request from the Chief Administrative Officer for assistance.
- 10.2 all costs will be invoiced to the requesting party.

**11. AMENDMENTS**

This Agreement and any of its provisions may be altered or amended when any such changes are submitted by the Parties in writing and subject to full negotiations and mutual ratification thereof, but not otherwise.

**12. SEVERABILITY**

If any provision of this agreement or its application is held invalid, then the remainder of the agreement or the application of the remainder of the agreement shall not be affected.

**13. APPLICABLE LAW**

This agreement shall be subject to and governed with all Federal, Provincial, and Municipal laws, rules, regulations and guidelines that apply.

**14. HEADINGS**

The headings in the Agreement have been inserted for reference in **Schedule "B": Table of Contents** as a matter of convenience only and in no way define, limit or enlarge to scope or meaning of this Agreement or any provisions thereof.

**IN WITNESS WHEREOF** the parties hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

**SMOKY LAKE COUNTY**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Reeve  
Smoky Lake County

\_\_\_\_\_  
Chief Administrative Officer  
Smoky Lake County

**Village of Vilna**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
Village of Vilna

\_\_\_\_\_  
Chief Administrative Officer  
Village of Vilna

**Schedule "B"**

**Table of Contents**

<u>SECTION</u>	<u>HEADING</u>	<u>PAGE</u>
1	Definitions	2
2	Term	3
3	Entity Status	3
4	Purpose	3
5	Capital Assets:	
5.1	Smoky Lake County – Stationed at Vilna	3
5.2	Smoky Lake County – Stationed at Smoky Lake	3
5.3	Capital Purchases in accordance with SOG's	3

## Joint Operation Agreement for Fire Protection Services

<b>6</b>	<b>Operational Cost</b>	4
6.1	Supplies, Training, and Meetings	4
6.2	Motor Vehicle Collision	4
6.3	Vehicle and Equipment Maintenance	4
6.4	Fuel	4
6.5	Utilities and Rent	4
6.6	Inspections and Permits	4
6.7	Advertising	4
6.8	Equipment Markings	5
6.9	Workers Compensation	5
6.10	Insurance	5
<b>7</b>	<b>Fire Department</b>	6
7.1	Level of Services	6
7.2	Administration	6
7.3	Remuneration	6
7.4	Training and Meeting	6
7.5	Formal Training	6
7.6	Recognition	6
7.7	Fire Chiefs Convention	6
7.8	Membership Fees	6
7.9	Safety Meeting	7
7.10	Clothing	7
<b>8</b>	<b>Invoicing</b>	7
<b>9</b>	<b>Hold Harmless</b>	7
9.1	Indemnity by the County	7
9.2	Indemnity by the Village	7
<b>10</b>	<b>Assistance for Emergencies</b>	8
<b>11</b>	<b>Amendments</b>	8
<b>12</b>	<b>Severability</b>	8
<b>13</b>	<b>Applicable Law</b>	8
<b>14</b>	<b>Headings</b>	8

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1389-20**

Being a Bylaw of Smoky Lake County in the Province of Alberta, for the purpose to enter into a **JOINT OPERATION AGREEMENT** for the provision of **Fire Protection Services** with the **Village of Vilna**.

\*\*\*\*\*

**WHEREAS**, pursuant to the provisions of Section 54 of the *Municipal Government Act*, R.S.A. 2000 c. M-26 a Municipality may provide any service or thing that it provides in all or part of the Municipality in another municipal authority with the agreement of the other municipal authority; and

**AND WHEREAS**, the Council of Smoky Lake County has determined it in the best interests as a municipal corporation to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency services in both Smoky Lake County and the Village of Vilna, and

**AND WHEREAS**, the Council of Smoky Lake County and the Village of Vilna have a longstanding fruitful, relationship and since 1981 have operated under a mutual aid agreement by which the County and Village already respond jointly to calls for fire and emergency services; and

**AND WHEREAS**, the Council of Smoky Lake County wishes to enter into an Joint Operation Agreement with the Village of Vilna to provide services and personnel for Fire Protection Services to maintain a viable fire service within the Smoky Lake County, and to provide for efficient operation of such a fire service, all pursuant to the laws of the Province of Alberta, and operate such undertaking as per "**Schedule A**" attached to this Bylaw.

**NOW THEREFORE**, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to a **Joint Operation for Fire Protection Services**, as jointly executed, by the municipalities of Smoky Lake County and **Village of Vilna**.

**REPEAL**

That Bylaw NO. 1313 - 18, known as the "*Fire Bylaw*" be and is hereby repealed.

**EFFECTIVE DATE**

This Bylaw shall come into force and effect on the final date of passing thereof.

**Read a First time this 8<sup>th</sup> day of December, 2020.**

**Read a Second time this 8<sup>th</sup> day of December, 2020.**

**Read a Third and Final time this 8<sup>th</sup> day of December, 2020.  
and finally passed.**

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Schedule "A"**

**Joint Operation Agreement for Fire Protection Services**

BETWEEN:

**SMOKY LAKE COUNTY – Bylaw 1389-20**  
a Municipal Corporation, in the Province of Alberta  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
(hereinafter referred to as "County")

OF THE FIRST PART

AND

**VILLAGE OF VILNA – Bylaw**  
a Municipal Corporation, in the Province of Alberta  
Box 10  
Vilna, Alberta T0A 3L0  
(hereinafter referred to as the "Village")

OF THE SECOND PART

\*\*\*\*\*

**WHEREAS** the Village owns, operates and manages a Fire Department for the residents of the Village of Vilna; and

**AND WHEREAS**, both parties have a need for Emergency Fire Suppression and Rescue Service, year-round, twenty-four (24) hours per day, seven (7) days per week within the boundaries of Smoky Lake County; and

**NOW THEREFORE**, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows:

**AGREEMENT**

**1. DEFINITIONS**

The following terms are defined as follows in the Agreement:

- 1.1 **"County"** means the municipality of Smoky Lake County.
- 1.2 **"Emergency"** means a sudden unexpected happening or unexpected occasion for action; events or unexpected occasions requiring trained Firefighters to use their skill and judgement in the application of firefighting equipment and techniques to manage or properly extinguish fires and to provide emergency rescue services.
- 1.3 **"Fire Department"** means the one operating Fire Department located in the Village of Vilna at the Fire Hall legal property: 4919 – 51 Avenue.
- 1.4 **"Fire Protection"** means all aspects of Fire safety, including but not limited to, Fire prevention, Firefighting or suppression, pre-Fire planning, Fire inspection, Fire investigation, public education and information, training or other staff development, advising, and responding to a request for Fire Protection (including legitimate emergencies and False Alarms).
- 1.5 **"Fire Suppression"** includes, but is not limited to emergency rescue services where in the opinion of the Village such services are applicable.



- 1.6 "Party" means the County or the Village.
- 1.7 "Village" means the municipality of the Village of Vilna.

**2. TERM**

This agreement shall be effective upon execution by both Parties, and shall continue to be effective until it is mutually terminated by the Parties. In addition, a Party may unilaterally terminate this agreement by providing written notice to the other Party. Such unilateral termination shall become effective one-year after written notice has been provided to the other party. Renewal of the **Joint Operation Agreement for Fire Protection Services** will be Two (2) Years from the date of execution.

**3. ENTITY STATUS**

This agreement is a joint cooperative undertaking.

**4. PURPOSE**

The purpose of this agreement is to establish a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both Municipalities.

**5. CAPITAL ASSETS**

It is hereby agreed by all the parties to this Agreement that the following vehicles/units used by the Parties are wholly owned as follows:

**5.1 Smoky Lake County**

- 5.1.1 Unit 401: 2011 Freightliner Fire Truck
  - 5.1.2 Unit 415: 2008 GMC K 2500 Command Truck
  - 5.1.3 Unit 419: 2007 GMC C5500 Rapid Attack
  - 5.1.4 Unit 429: 2006 F550 Rescue Truck
  - 5.1.5 Unit 430: 1991 F350 Rapid Attack
  - 5.1.6 Unit 451: 1998 GMC C7500 Fire Truck
  - 5.1.7 2008 Jordair: Air – Kat6 Compressor and Jordair Fill Station
- Smoky Lake County equipment stationed at Vilna Fire Hall.

**5.2 County Equipment Stationed at Smoky Lake:**

- 5.2.1 Unit 414A: 2008 Keystone Sprinter Command Post Trailer
- 5.2.2 Unit 421: 2010 Polaris Ranger 800 6x6
- 5.2.3 Unit 424: Command Post Trailer
- 5.2.4 Unit 445: 1997 Ford F700 Rapid Attack Unit
- 5.2.5 Unit 470: 2002 Ford F550 Rapid Attack Unit
- 5.2.6 Unit 488: 2008 Ford E-550 Firefighter Rehab Unit

5.3 Radio Assets:

5.3.1 Stationed at Vilna Fire Hall

AFRRCS Handheld Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Vilna Chief	APX 900	90248-0300	837CUT4519
Vilna Deputy	APX 900	90248-0301	837CUT4515
Vilna Captain 1	APX 900	90248-0302	837CUT4567
Vilna Captain 2	APX 900	90248-0303	837CUT4555
Vilna Captain 3	APX 900	90248-0304	837CUT4521
Vilna Captain 4	APX 900	90248-0305	837CUT4529
Vilna FF 1	APX 900	90248-0306	837CUT4553
Vilna FF 2	APX 900	90248-0307	837CUT4528
Vilna FF 3	APX 900	90248-0308	837CUT4517
Vilna FF 4	APX 900	90248-0309	837CUT4541
Vilna FF 5	APX 900	90248-0310	837CUT4545
Vilna FF 6	APX 900	90248-3011	837CUT4542
Vilna FF 7	APX 900	90248-3012	837CUT4540
Vilna FF 8	APX 900	90248-0313	837CUT4549
Vilna FF 9	APX 900	90248-0314	837CUT4562
Vilna FF 10	APX 900	90248-0315	837CUT4547
Vilna FF 11	APX 900	90248-0316	837CUT4566
Vilna FF 12	APX 900	90248-0317	837CUT4537

AFRRCS Mobile Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Engine 401	APX 1500	90248-0318	466CUT0716
Rescue 429	APX 1500	90248-0319	466CUT0718
Engine 451	APX 1500	90248-0320	466CUT0715
Command 415	APX 1500	90248-0321	466CUT0701
Rap Attack 419	APX 1500	90248-0322	466CUT0690
Rap Attack 430	APX 1500	90248-0323	466CUT0721
Smoky Link	APX 1500	90248-0324	466CUT0685
Wask Link	APX 1500	90248-0325	466CUT0698

Very High Frequency (VHF) Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TTMR139
Fire Hall	XPR 7550	871QU2103

5.3.2 Stationed at Smoky Lake County

AFRRCS Handheld Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Regional Chief	APX 900	90248-0001	837CUT4530
Regional Deputy	APX 900	90248-0002	837CUT4531

Peace Officer	APX 900	90248-0003	837CUT4534
County DEM	APX 900	90248-0006	837CUT4524
SLC Disaster 1	APX 900	90248-0007	837CUT4548
SLC Disaster 2	APX 900	90248-0008	837CVD0449

AFRCS Mobile Radios			
Alias	Model	AFRCS ID Code	Serial Number
Regional Chief	APX 1500	90248-0004	466CUT0711
Regional Deputy	APX 1500	90248-0012	466CUT0695
Peace Officer	APX 1500	90248-0005	466CUT0713
Command Post	APX 1500	90248-0010	466CUT0722
Rap Attack 445	APX 1500	90248-0222	466CUT0710
Rap Attack 470	APX 1500	90248-0223	466CUT0720
County Med 481	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

5.4 Any Capital Purchases (value over \$5,000.00) shall be purchased in accordance to the Fire Department Standard Operating Guidelines.

## 6. OPERATIONAL COST

The Agreement is related to the following:

### 6.1 Supplies, Training and Meetings:

All Supplies, Training and Meetings will be compensated by the County at One Hundred (100%) Percent.

### 6.2 Motor Vehicle Collision

6.2.1 The County will be responsible to invoice and collect all revenue from the motor vehicle collisions outside the Village boundaries.

6.2.2 The County will be responsible for invoicing motor vehicle collisions in the Village and the Village will collect all revenue.

### 6.3 Vehicle and Equipment Maintenance:

6.3.1 All Maintenance and Labour costs on Equipment used to perform the services under this agreement: minor and moderate repairs/parts, lubricants, and major repairs (pump tests, air compressor, air quality tests) will be One Hundred (100%) Percent County.

### 6.4 Fuel:

The County will pay One Hundred (100%) Percent for all the fuel costs for the units used in emergency situations.

### 6.5 Utilities and Rent:

The County agrees to pay the Village Seventy-Five (75%) Percent per month of the costs towards utilities and rent for the Fire Hall operations.

6.6 **Inspections and Permits:**

- 6.6.1 Vehicle re-certification for all units will be paid by the County.
- 6.6.2 Alberta First Responder Radio Communications System (AFRRCS) will be paid by The Smoky Lake County
- 6.6.3 Radio Frequency Licenses will be cost-shared by the Village and County at Fifty (50%) Percent.
- 6.6.4 Fire Extinguishers:
  - 6.6.4.1 County will pay all costs of Fire Extinguisher Inspections in the Fire Units and in the Fire Hall.
- 6.6.5 Internet, GIS, GPS and IT Service will be paid by the County.

6.7 **Advertising**

All advertising will be Paid by the county at One Hundred (100%) Percent  
County will initiate all advertising.

6.8 **Equipment Marking**

- 6.8.1 All equipment purchased for the Village of Vilna shall bear the markings Vilna Fire Rescue.
- 6.8.2 The County will be responsible for the Inventory and Capitalization of all joint capital purchases.

6.9 **Workers Compensation:**

- 6.9.1 The County and the Village will each provide Workers Compensation to the Vilna Fire Department and each respective municipality shall pay Workers Compensation premiums for the Vilna Fire Department.

6.10 **Insurance:**

**Property Coverage:**

- 6.10.1 Insurance premiums for all vehicles and equipment will be covered by County.
  - 6.10.1.1 The County shall maintain at its own expense the insurance with insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta and in forms satisfactory to the Village.
  - 6.10.1.2 An All Risk Property insurance policy shall be held covering the full replacement value for physical damage to specified vehicles and equipment, relevant to this Agreement. Such policy shall include the Village as a Loss Payee relating loss of or damage to all property supplied by the Village and which is in the care, custody and control of the County.

- 6.10.2 Property Insurance for the Fire Hall will be the responsibility by the Village.
  - 6.10.2.1 Property Content Insurance for the Fire Hall will be the responsibility of the Village; and the County will supply a list of purchases for the year. Such policy shall include the County as a Loss Payee relating loss of or damage to all property supplied by the County and which is in the care, custody and control of the Village.
  - 6.10.2.2 Village of Vilna will be the Policy Holder.

**Automobile Coverage:**

- 6.10.3 An Automobile Third Party liability insurance policy (Owner's Form) for bodily injury (including death) and property damage in an amount of not less than Five Million Dollars (5,000,000.00) inclusive limit per occurrence covering all automobiles relevant to this agreement.

**Liability Coverage:**

- 6.10.4 Comprehensive General Liability Insurance for Fire Fighters will be paid One Hundred (100%) Percent by the Village of the premiums for Liability Coverage.
  - 6.10.4.1 Village of Vilna will be the Policy Holder.

**VFIS (Volunteer Firefighter Insurance) Coverage:**

- 6.10.5 Fire Fighter Member Insurance will be paid as follows: County at One-third (1/3) cost, Village at one-third (1/3) cost and Fire Fighter Member at one-third (1/3) cost.
- 6.10.6 The conditions imposed by VFIS have granted preferential status to Rural Municipalities of Alberta (the County's insurer), therefore the Village of Waskatenau would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.
  - 6.10.6.1 Smoky Lake County will be the Policy Holder.
- 6.10.7 Firefighter Member Mental Health Insurance will be provided to all members under the Volunteer Firefighter Member and Family Assistance Program (MFAP) and the cost coverage will be One Hundred (100%) by the Smoky Lake County
  - 6.10.7.1 Smoky Lake County will be the Policy Holder.

**7. FIRE DEPARTMENT**

- 7.1 Level of Services: The Fire Department shall deliver an adequate level of service as established by each Party through the Standard Operations Guidelines.
- 7.2 Administration: The County will provide the Fire Department \$150.00 per month for all paperwork relating to Fire Suppression and Emergency Calls. County will withhold payment for the month if all paperwork is not completed within 10 days from the first of the each month.

- 7.3 Remuneration: The County and Village will compensate the Fire Department members for Fire and Emergency Calls in accordance with the remuneration and expense rates set by the County.
- 7.4 Training and Meeting: The County will compensate the Fire Department Members for all Informal and Formal Training and Meetings at the rate of \$20.00 per hour. The Training and Meeting rates will be paid by the County One Hundred (100%) Percent.
- 7.5 Recognition:
- 7.6.1 Social Fund: County will donate to the Fire Department the amount of \$600.00 towards the event annually.
- 7.6.2 Years of Service Recognition: On a cost-shared basis of 50/50 between the County and Village.
- 7.6 Fire Chiefs Convention: The County will pay for one fire department member to attend the annual Fire Chiefs Convention.
- 7.7 Membership Fees: The County will pay the Alberta Fire Chief Association membership fees for the Fire Chief and Deputy Fire Chief of the Fire Department One Hundred (100%) Percent.
- 7.8 Safety Meeting: The County will provide their Safety Officer to the Village of Vilna Fire Department Members at no cost.
- 7.9 Clothing: County will provide the Dress Uniform for the Fire Chief and Deputy Fire Chief at One Hundred (100%) Percent cost and the Station Gear Uniform for the Firefighter members (one-time only) on a cost-shared basis of 50/50 as part of the Department's Uniform Incentive Program.

## 8. INVOICING

- 8.1 The Fire Department is responsible to submit all operational and administrative requirements to the County within 10 days of the event or upon request.
- 8.2 The Parties shall invoice on a quarterly basis for all costs incurred as per this agreement.
- 8.2.1 The County will provide the Village copies of all Fire Calls, Expenses, and Capital purchases on a monthly basis.



**9. HOLD HARMLESS**

**9.1 Indemnity by the County**

The County shall indemnify and hold harmless the Village, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the Village or such individuals including costs as between solicitor and client) which may be brought or made against the Village or such individual or which the Village or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the County or any negligent act or omission of the County, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

**9.2 Indemnity by the Village**

The Village shall indemnify and hold harmless the County, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the County or such individuals including costs as between solicitor and client) which may be brought or made against the County or such individual or which the County or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the Village or any negligent act or omission of the Village, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

**10. ASSISTANCE FOR EMERGENCIES**

**Additional Emergency Services**

Either party may assist the other in an emergency situation upon the following conditions:

- 10.1 upon receiving request from the Chief Administrative Officer for assistance.
- 10.2 all costs will be invoiced to the requesting party.

**11. AMENDMENTS**

This Agreement and any of its provisions may be altered or amended when any such changes are submitted by the Parties in writing and subject to full negotiations and mutual ratification thereof, but not otherwise.

**12. SEVERABILITY**

If any provision of this agreement or its application is held invalid, then the remainder of the agreement or the application of the remainder of the agreement shall not be affected.

**13. APPLICABLE LAW**

This agreement shall be subject to and governed with all Federal, Provincial, and Municipal laws, rules, regulations and guidelines that apply.

**14. HEADINGS**

The headings in the Agreement have been inserted for reference in **Schedule "B": Table of Contents** as a matter of convenience only and in no way define, limit or enlarge to scope or meaning of this Agreement or any provisions thereof.

**IN WITNESS WHEREOF** the parties hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

**SMOKY LAKE COUNTY**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Reeve  
Smoky Lake County

\_\_\_\_\_  
Chief Administrative Officer  
Smoky Lake County

**Village of Vilna**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
Village of Vilna

\_\_\_\_\_  
Chief Administrative Officer  
Village of Vilna

**Schedule "B"**

**Table of Contents**

<b>SECTION</b>	<b>HEADING</b>	<b>PAGE</b>
1	<b>Definitions</b>	2
2	<b>Term</b>	3
3	<b>Entity Status</b>	3
4	<b>Purpose</b>	3
5	<b>Capital Assets:</b>	3
5.1	Smoky Lake County – Stationed at Vilna	3
5.2	Smoky Lake County – Stationed at Smoky Lake	3
5.3	Radio Assets	4
5.4	Capital Purchases in accordance with SOG's	5
6	<b>Operational Cost</b>	5
6.1	Supplies, Training, and Meetings	5
6.2	Motor Vehicle Collision	5
6.3	Vehicle and Equipment Maintenance	5
6.4	Fuel	5
6.5	Utilities and Rent	5
6.6	Inspections and Permits	6
6.7	Advertising	6
6.8	Equipment Markings	6
6.9	Workers Compensation	6
6.10	Insurance	6
7	<b>Fire Department</b>	7
7.1	Level of Services	7
7.2	Administration	7
7.3	Remuneration	8
7.4	Training and Meeting	8
7.5	Recognition	8
7.6	Fire Chiefs Convention	8
7.7	Membership Fees	8
7.8	Safety Meeting	8
7.9	Clothing	8
8	<b>Invoicing</b>	8
9	<b>Hold Harmless</b>	9
9.1	Indemnity by the County	9
9.2	Indemnity by the Village	9
10	<b>Assistance for Emergencies</b>	9
11	<b>Amendments</b>	9
12	<b>Severability</b>	9
13	<b>Applicable Law</b>	10
14	<b>Headings</b>	10



# 111 GOALS

## SCOTT FRANCHUK

Goal	Progress Update
------	-----------------

**Administrative Activity (FIRE): 100%**

**Scott Franchuk:**

**Achievements:**

- Completed agenda packages and attended the Smoky Lake Region Fire and Rescue Committee Meeting
- Completed agenda packages and attended the Joint Council Meeting with the Village of Waskatenau
- Completed agenda packages and attended the Joint Council Meeting with the Village of Vilna
- Completed agenda packages and attended the Joint Council Meeting with the Town of Smoky Lake
- Completed the agenda package for the Fire Protective Services Committee Meeting
- Completed research and quotes for the capital budget
- Attended County Budget meetings
- Working on Municipal Wildfire Assistance Program (MWAP) Grant
- Working on Fire Reports
- 6 Alberta Alberta Transportation invoices completed
- Working on 3 outstanding fire invoices
- Completed 2 Covid-19 protocols for responding to calls
- Organized and helped teach the first 1/2 of the Basic Fire Ground Operations course

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/13

- General Administration
- Bank Deposits
- Manager Meetings
- Emergency Services Invoicing
- Social Media 0 Post(s)

- Monthly Reports to Council
- Fire Protection Services Committee
- Office Staff Meeting
- Action Lists
- Monthly Time Sheets
- Fire Newsletter
- VHF Radio Administrator
- Smoky Lake County Website: Emergency Services Department
- SOG Review
- Fire Rescue Regional Committee
- Operation Cost Analysis
- Legal Proceeding
- Review Insurance
- GIS System Entry
- Fire Smart Program for Planning and Development
- Mutual Fire Aids
- Strategic Priority Chart
- Assist Safety Officer
- AFRCS Technical Administrator
- VHF Public Works Communications
- Review Policies and Bylaws
- Year End
- Renew Memberships
- Fire Fighter Insurance Renewal
- Fire Department SOG's
- Fire Call Reporting
- CVIP Fire Trucks
- Fire Bans
- Order Equipment
- Apply for Grants
- License Renewal
- Budget Review

**Fire Protective Services: 100%**

**Scott Franchuk:**

**Achievements:**

- 61 fire permits issued with 42 inspected

**Challenges:** *No Value*

**Next Steps:** *No Value*

2020/10/13

- Fire Permits
- Vehicle Post-Trip Inspection
- Respond to Fire Calls
- Fire Hall/ Equipment Inspections

- Fire Calls
- Fire Apparatus Operations
- Fire Department Supplies
- Fire Department Inventory
- Load Occupancies, Building Inspections, Fire Investigations
- Drone Work
- Emergency Preparedness Week
- Fireworks Permits
- Recruitment and Retention
- Wash Fire Gear
- Summer Preparations
- Service Fire Equipment
- Fire Protection
- Regular Maintenance on Equipment
- Fire Equipment
- Build Emergency Services Storage Shed

**Waskatenau Fire Department: 100%**

**Scott Franchuk:**

**Achievements:**

- Waskatenau Fire responded to 3 collisions and 1 carbon monoxide call
- The department hosted 1 training night
- 6 members attended the first 1/2 of the Basic Fire Ground Operations course
- 1 member was measured and fitted for new bunker gear
- A computer was set up in the fire hall for the need Fire Q dispatching app
- The addition to the fire hall started on November 26, 2020 and is 60% completed
- Rapid Attack 462 was winterized and brought to the Smoky Lake County Shop
- Engine pump was drained and ready for winter operations
- Reviewed the Covid-19 protocols

**Challenges:** *No Value*

**Next Steps:** *No Value*

2020/10/13

**Smoky Lake Fire Department: 100%**

**Scott Franchuk:**

**Achievements:**

- Smoky Lake Fire responded to 5 collisions, 4 fire alarms and 1 carbon monoxide
- The Department hosted 3 fire practices and 1 business meeting
- 2 Members attended the Joint Council Meeting
- 2 members were measured and fitted for new bunker gear
- 2 members tested positive for Covid-19 (not firefighting related)
- 10 members attended the first 1/2 of the Basic Fire Ground Operations Course
- Rescue 407 had a fuel leak and was fixed at the County Shop
- 2 SCBA packs control circuit boards stopped working and were repaired
- Both engine pumps were drained and ready for winter operations
- Reviewed the new Covid-19 protocols

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/13

**Vilna Fire Department: 100%**

**Scott Franchuk:**

**Achievements:**

- Vilna Fire was out at 7 collisions, 2 fires, 2 medicals and 2 fire alarms
- The department hosted 4 training nights
- 5 members attended the first 1/2 of the Basic Fire Grounds Operations Course
- Engine 401 pump heater was fixed at County Shop
- Both Engine pumps were drained and ready for winter operations
- Review new Covid-19 protocols

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/13



**Training Activity (FIRE): 100%**

- Safety Meetings
- Fire Meeting - Smoky Lake
- Fire Meeting - Vilna
- Fire Meeting - Waskatenau
- Smoky Lake Region Fire and Rescue Committee
- Complete Training
  - Formal Training (Fall)
  - Formal Training (Spring)
  - Formal Training (Summer)
- Conference and Regional Meetings
- RCMP Liaison Meeting
- Mock Disaster Training every second year
- Complete Presentations
- Instruct Courses
- Junior Fire Summer Camp
- Plan Fire Training
- Attend Regional Spring Fire Meeting
- Attend Fire Chiefs Conference
- Summer Fire Camp
- Regional Fire Meeting
- Fire Training

**Council Member Inquiry (FIRE): 100%**

→ Motion # 783-15

- 2020 FIRE EQUIPMENT REPLACEMENT RESERVE: 100%**
- 2020 FIRE TRUCK RESERVE: 100%**
- 2020 FIRE EQUIPMENT STORAGE SHOP RESERVE: 100%**

**Scott Franchuk:**

**Achievements:**

- Fire Investigation Association of Alberta National Wildfire Investigation Workshop - Nov 17-19 postponed
- S 300 - Basic Fire Ground Operations: Nov 14-15 completed
- Nov 28-29 was postponed due to Covid-19

**Challenges:** *No value*

**Next Steps:** *No value*  
2020/10/13

**Scott Franchuk:**

**Achievements:** No Council inquiries

**Challenges:** *No value*

**Next Steps:** *No value*  
2020/10/13

- 2020 AIR BOTTLE REPLACEMENT  
RESERVE: 100%
- 2021 FIRE EQUIPMENT REPLACEMENT  
RESER: 100%
- 2021 FIRE TRUCK RESERVE: 100%
- 2021 FIRE EQUIPMENT ST ORAGE SHOP  
RESERVE - re mo ve d: 100%
- 2022 FIRE EQUIPMENT REPLACEMENT  
RESER: 100%
- 2022 FIRE TRUCK RESERVE: 100%
- 2023 FIRE EQUIPMENT ST ORAGE SHOP  
RESERVE - removed: 100%
- 2022 AIR BOTTLE REPLACEMENT  
RESERVE: 100%
- 2022 REPLACE 445 SMOKY LAKE WATER  
TRUCK: 100%
- 2023 FIRE EQUIPMENT REPLACEMENT  
RESER: 100%
- 2023 FIRE TRUCK RESERVE: 100%
- 2023 FIRE EQUIPMENT ST ORAGE SHOP  
RESERVE - removed: 100%
- 2023 AIR BOTTLE REPLACEMENT  
RESERVE: 100%
- 2023 REPLACE 403 WASK FIRE TRUCK:  
100%

(ES) Attend Joint Health & Safety  
Meetings: 12 Meeting(s)

(ES) Complete Annual Work Plan

**Scott Franchuk:**

**Achievements:** Reviewed and completed in March of 2020

**Challenges:** *No value.*

**Next Steps:** *No value*

*2020/06/09*

(ES) Prepare a Draft 5 Year Function  
Budget

(ES) Attend Annual Safety Meeting

(ES) Prepare Annual Budget

↳ [Operation Cost Analysis](#)

2020 REPLACE TRUCK 410: 100%

(ES) Training Event Form 2020