

SMOKY LAKE COUNTY



Minutes of the **Fire Protective Services Committee Meeting** held on Tuesday, **December 8, 2020** at 10:39 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Chief Administrative Officer, Gene Sobolewski in the presence of the following persons:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Dec. 8, 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
Asst. CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Fire Protect. Svc. Asst.	Spencer Kotylak	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
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One Member of the Media: Smoky Lake Signal was virtually in attendance.

One Member of the Public was in virtual attendance.

**1. Election of Chairperson/Vice-Chairperson:**

**Chairperson**

The Chief Administrative Officer called first (1) time for nominations for Chairperson.

159-20: Halisky

That Councillor Craig Lukinuk be nominated as the Chairperson of the Fire Protective Services Committee.

The Chief Administrative Officer called second (2) time for nominations for Chairperson.

The Chief Administrative Officer called third (3) time for nominations for Chairperson.

HEARING NO FURTHER NOMINATIONS.

The Chief Administrative Officer declared nominations for the Chairperson of the Fire Protective Services Committee, ceased.

Mr. Craig Lukinuk was declared elected by acclamation by the Chief Administrative Officer as the Chairperson of the Fire Protective Services Committee for the ensuing year and assumed the Chair.

**Vice-Chairperson**

The Chairperson called first (1) time for nominations for Vice-Chairperson.

160-20: Orichowski

That Councillor Lorne Halisky be nominated as the Vice-Chairperson of the Fire Protective Services Committee.

The Chairperson called second (2) time for nominations for Vice-Chairperson.

The Chairperson called third (3) time for nominations for Vice-Chairperson.

NO FURTHER NOMINATIONS.

The Chairperson declared nominations for the Vice-Chairperson of the Fire Protective Services Committee, ceased.

Mr. Lorne Halisky was declared elected by acclamation by the Chairperson as the Vice-Chairperson of the Fire Protective Services Committee for the ensuing year.

**2. Agenda:**

162-20: Cherniwchan That the Fire Protective Services Committee Meeting Agenda for Tuesday, December 8, 2020, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

163-20: Halisky That the Minutes of the Smoky Lake County Fire Protective Services Committee Meeting held on Wednesday, October 14, 2020, be adopted as presented.

Carried.

164-20: Gawalko That the Action List from the Smoky Lake County Fire Protective Services Committee Meeting held on Wednesday, October 14, 2020, be filed for information.

Carried.

**4. Request for Decision:**

**Volunteer Firefighter and Family Member Assistance Program (MFAP)**

165-20: Halisky That Smoky Lake County approve 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 to pay the cost for each of the three Fire Departments within the Smoky Lake Region, for the said program in the amount of \$2.00 per member, per month.

Carried.

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

166-20: Orichowski That Smoky Lake County Policy Statement No. 02-06-03: Years of Service Program for Volunteer Firefighters, be amended:































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

<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.																																												
<b>4. PROCEEDURE:</b>																																													
4.1	Recipients of the "Years of Service Award Program" shall be presented with a <u>Years of Service Pin, Years of Service Award</u> and entitled to a gift certificate of their choice or Pre-Paid Mastercard valued in accordance with the following years of service:																																												
	<table border="1"> <thead> <tr> <th>Number of Consecutive Years of Service</th> <th>Gift Certificate or Pre-Paid Mastercard</th> <th>Service Award</th> <th>Description of Award and Cost</th> </tr> </thead> <tbody> <tr> <td>5 years of service</td> <td>\$ 100.00 value</td> <td>Acrylic Circle Plaque</td> <td> \$145.00</td> </tr> <tr> <td>10 years of service</td> <td>\$ 200.00 value</td> <td>Wood Lasered Plaque</td> <td> \$52.00</td> </tr> <tr> <td>15 years of service</td> <td>\$ 300.00 value</td> <td>Nozzleman Statue</td> <td> \$95.00</td> </tr> <tr> <td>20 years of service</td> <td>\$ 450.00 value</td> <td>Gold Firefighter Watch or Bangle</td> <td> \$195.95</td> </tr> <tr> <td>25 years of service</td> <td>\$ 600.00 value</td> <td>Back to Station Statue</td> <td> \$175.00</td> </tr> <tr> <td>30 years of service</td> <td>\$ 750.00 value</td> <td>Bugle Award</td> <td> \$275.00</td> </tr> <tr> <td>35 years of service</td> <td>\$ 1,000.00 value</td> <td>Pike pole Award</td> <td> \$345.00</td> </tr> <tr> <td>40 years of service</td> <td>\$ 1,500.00 value</td> <td>Axe Award - By Highest Rank</td> <td> \$1067.50</td> </tr> <tr> <td>45 years of service</td> <td>\$ 2,500.00 value</td> <td>Leather Presentation Helmet</td> <td> \$1200.00</td> </tr> <tr> <td>50 years of service</td> <td>\$ 4,000.00 value</td> <td>Fire Department Bell</td> <td> \$650.00</td> </tr> </tbody> </table>	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
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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 <b>Schedule "A" "Paid-On-Call Volunteer Fire Fighter Years of Service Roster" will be amended yearly.</b> 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.																																												

<b>Title: Regional Years of Service Award Program For Volunteer Fire Fighters</b>		<b>Policy No.: 06-03</b>
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<p><b>4.6</b></p> <p><b>4.7</b></p> <p><b>4.8</b></p>	<p>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.</p> <p>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.</p> <p>Smoky Lake County will individually include all full-time fire service employees in the awards program by presenting <u>Years of Service Pins and Years of Service Awards</u>, 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.</p>
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Carried.

**Management Policy Statement No. M 01-44-01: District Fire Chief Job Description**

167-20: Halisky

That Smoky Lake County Management Policy Statement No. M 01-44-01: District Fire Chief Job Description, be adopted:

<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.: 1 of 3</b>

<b>Legislative Reference:</b>	<b>Smoky Lake Region Fire and Rescue Committee.</b>
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<b>Classification:</b>	Part-time Volunteer "Paid-On-Call".
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<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>
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**Policy Statement and Guidelines:**

<b>RESPONSIBILITIES</b>	
<b>1. GENERAL DUTIES:</b>	<p>1.1 Although a District Fire Chief does perform firefighting, rescue, and medical response services in accordance with <b>Policy Statement No. 1-M-38: Firefighter</b>, he or she is primary an Administrator.</p> <p>1.2 The District Fire Chief leads all aspects of the Fire Department and has the ability to delegate duties to Officers.</p> <p>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.</p> <p>1.4 Assist the Smoky Lake County Fire Chief in coordinating overall training programs and setting budget for necessary supplies, equipment, and apparatus.</p> <p>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.</p> <p>1.6 Management and supervision of the on-going day-to-day operations of the Fire Department to maintain a safe productive work environment.</p> <p>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.</p> <p>1.8 Assume responsibility for all purchase, approve invoices for payment and approve and monitor all travel and expense accounts of all personnel.</p> <p>1.9 Coordinate development of personnel recruitment and promotional programs.</p>



<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.
<b>2.</b>	<b>RESPONSIBILITIES:</b>
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.
<b>OTHER</b>	
■	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:</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> 3 of 3

Policy Statement and Guidelines:	
<b>KNOWLEDGE AND ABILITIES</b>	
■	Certified Nation Fire Protection Association (NFPA) 1001 – <i>Preferred</i>
■	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 - <i>Preferred</i>
<b>STAFF</b>	
■	Attend all fire department meeting.
■	Attend conferences and seminars approved by each respective municipality.
■	Attend the Alberta Fire Chiefs Conference.
<b>PERFORMANCE EVALUATION</b>	
■	In accordance with each respective municipality's procedures.
<b>SALARY RANGE</b>	
■	In accordance with each respective <i>Municipal "Fire Department" Bylaw.</i>

**Management Policy Statement No. M 01-44-01: District Fire Chief Job Description**

168-20: Gawalko

That Smoky Lake County acknowledge the Smoky Lake Regional Fire and Rescue Committee's November 12, 2020, Motion #09-20, recommending adoption of Smoky Lake County Management Policy Statement No. M 01-44-01: District Fire Chief Job Description.

Carried.

**Bylaw No. 1388-20: Joint Operations Agreement Fire Protection Services - Waskatenau**

169-20: Orichowski

That Smoky Lake County **Bylaw No. 1388-20: Joint Operations Agreement – Fire Protection Services with Village of Waskatenau**, being a bylaw for the purpose of establishing a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both the Village of Waskatenau and Smoky Lake County, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1388-20: Joint Operations Agreement – Fire Protection Services with Village of Waskatenau**, being a bylaw for the purpose of establishing a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both the Village of Waskatenau and Smoky Lake County, be given **SECOND READING**.

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1388-20: Joint Operations Agreement – Fire Protection Services with Village of Waskatenau**, being a bylaw for the purpose of establishing a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both the Village of Waskatenau and Smoky Lake County, be given **PERMISSION for THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1388-20: Joint Operations Agreement – Fire Protection Services with Village of Waskatenau**, being a bylaw for the purpose of establishing a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both the Village of Waskatenau and Smoky Lake County, be given the **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Bylaw No. 1389-20: Joint Operations Agreement Fire Protection Services - Vilna**

170-20: Orichowski

That Smoky Lake County **Bylaw No. 1389-20: Joint Operations Agreement – Fire Protection Services with Village of Vilna**, being a bylaw for the purpose of establishing a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both the Village of Vilna and Smoky Lake County, be given **FIRST READING**.

Carried.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1389-20: Joint Operations Agreement – Fire Protection Services with Village of Vilna**, being a bylaw for the purpose of establishing a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both the Village of Vilna and Smoky Lake County, be given **SECOND READING**.

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1389-20: Joint Operations Agreement – Fire Protection Services with Village of Vilna**, being a bylaw for the purpose of establishing a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both the Village of Vilna and Smoky Lake County, be given **PERMISSION for THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1389-20: Joint Operations Agreement – Fire Protection Services with Village of Vilna**, being a bylaw for the purpose of establishing a joint undertaking to cooperatively provide fire protection services for fire suppression and emergency response in both the Village of Vilna and Smoky Lake County, be given the **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

#### **8. Executive Session:**

##### **Jack Pine Wildfire at Township Road 590A and Range Road 161**

171-20: Orichowski That Smoky Lake County Council go into Executive Session to discuss a Legal Issue under the authority of the FOIP Act Section 27: Privileged Information, in regard to the Jack Pine Wildfire which occurred during the period of October 6, 2020 to October 12, 2020 near Township Road 590A and Range Road 161, time 11:03 a.m..

Carried.

172-20: Halisky That Smoky Lake County Council go out of Executive Session, time 11:15 a.m..

Carried.

#### **5. Issues for Information:**

##### **Fire Chief's Report**

173-20: Halisky That the Smoky Lake County Fire Chief's Report prepared by Fire Chief: Scott Franchuk, for December 16, 2020, be accepted as presented and filed for information.

Carried.

#### **6. Correspondence:**

No Correspondence.

**7. Delegation:**

No Delegation.

**Council Delegation of Authority to the Fire Protective Services Committee**

174-20: Lukinuk

That Smoky Lake County Council delegate its' authority to the Smoky Lake County Fire Protective Services Committee for all purposes allowed in accordance with the Municipal Government Act.

Carried.

**Next Meeting**

175-20: Orichowski

The next Smoky Lake County **Fire Protective Services Committee Meeting** be scheduled for **Tuesday, February 16, 2021 at 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and/or physically in County Council Chambers.

Carried.

**ADJOURNMENT:**

176-20: Lukinuk

That the Smoky Lake County Fire Protective Services Committee Meeting of December 8, 2020, be adjourned, time 11:21 a.m.

Carried.

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CHAIRMAN

S E A L

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CHIEF ADMINISTRATIVE OFFICER