

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, February 16, 2021 at 9:00 o'clock A.M.

Virtual Through Zoom Platform

<https://us02web.zoom.us/j/86816988971?pwd=ZmdxRHNaZWRRZTlmankrS2FrYUdidz09>

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

1. Meeting:

1.1 Call to Order.

2. Agenda:

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

3. Minutes:

3.1 Adopt **minutes of December 8, 2020** – Fire Protective Services Committee Meeting. ©

Recommendation: Motion to Adopt.

3.2 Fire Protective Services Committee December 8, 2020 - **Action List.** ©

Recommendation: File for Information.

4. Request for Decision:

4.1 Bylaw No. 1392-21: Joint Operations Agreement – Fire Protective Services with Town of Smoky Lake. ©

4.2 Mutual Aid Agreement with the Ministry of Agriculture and Forestry. ©

4.3 Waskatenau Fire Hall Addition. ©

4.4 Rapid Attack Unit and Trailer. ©

4.5 Smoky Lake County Public Works Radio Communications. ©

5. Issues for Information:

5.1 Manager Report. ©

5.2 Jack Pine Wildfire at Twp 590A – RR 161. ©

6. Correspondence:

6.1 Mike Tucker, Wildfire Prevention Officer, Alberta Agriculture and Forestry: Government of Alberta. Email dated December 9, 2020 Re: Mutual Aid Firefighting Costs - file LCU-004-2020. ©

Recommendation: Acknowledge receipt.

6.2 Mandy Horvath, FCC Community Investment, Farm Credit Canada. Email dated January 6, 2021 Re: Donation from Farm Credit Canada. ©

Recommendation: Approve action taken

6.3 NAIT 2021 Emergency Management Stakeholders Summit, Email dated January 29, 2021. Re: March 23-24 Virtual Conference. ©

Recommendation: Council and Administration who can attend will attend the NAIT 2021 Emergency Management Stakeholders Summit.

- 6.4 Lisa MacLean, Board Services Coordinator – Alberta Fire Chief Association, Email dated February 3, 2021. Re: 74th Annual Alberta Fire Chief Association Conference and Trade Show

Recommendation: Council and Administration who can attend will attend the 74th Annual Alberta Fire Chief Association Conference and Trade Show. ©

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 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:

ATTENDANCE		
<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

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:

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

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To give recognition for years of service by Volunteer members of the municipality's Fire Departments for the dedication and commitment to the Smoky Lake County, Town of Smoky Lake, Village of Vilna and, Village of Waskatenau.
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Policy Statement and Guidelines:	
1. STATEMENT:	
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.
2. OBJECTIVE:	
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.
3. GUIDELINES:	
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 "Active Member" 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.

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

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 <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>\$85.00</td> </tr> <tr> <td>20 years of service</td> <td>\$ 450.00 value</td> <td>Gold Firefighter Watch or Bangle</td> <td>\$185.95</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>\$1097.50</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>\$850.00</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	\$85.00	20 years of service	\$ 450.00 value	Gold Firefighter Watch or Bangle	\$185.95	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	\$1097.50	45 years of service	\$ 2,500.00 value	Leather Presentation Helmet	\$1200.00	50 years of service	\$ 4,000.00 value	Fire Department Bell	\$850.00
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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 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 Chief 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.																																												

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

4.6	Volunteer Firefighters which complete 10 Years of service will be eligible to keep their fire helmet and leather helmet front upon resignation or retirement from the fire department.
4.7	Each respective municipality will give special appreciation awards to members who have served 10 years or greater in an officer position. Special appreciation will be presented upon resignation or retirement from the position. Smoky Lake County 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.
4.8	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.

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:

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

Legislative Reference:	Smoky Lake Region Fire and Rescue Committee.
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Classification:	Part-time Volunteer "Paid-On-Call".
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Purpose:	<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:

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. 1-14-36: <i>Firefighter</i> , 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.

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

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

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.*

Carried.

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.

CHAIRMAN

S E A L

CHIEF ADMINISTRATIVE OFFICER



FIRE PROTECTIVES SERVICES ACTION LIST AS OF
Feb 11, 2021

8
GOALS

100%
GOAL COMPLETION

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment → Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN
COUNCIL MOTIONS 2020

Meeting Date	Council ...	Goal	Details	Owner	Progress Update	Current Co...
2020/12/08	165-20	→ Volunteer Firefighter and Family Member Assistance Program (MFAP)	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.	Finance Manager	<p>Patti Priest: Achievements: Approval was not received by each respective municipality; therefore, Smoky Lake County agreed to cover the entire cost for the Smoky Lake Region's Volunteer Firefighter and Family Assistance Program (MFAP) further to the motions below:</p> <p>Village of Waskatenau Motion #75-2020 Mayor Casey Caron moves the Village of Waskatenau take no action for the Volunteer Firefighter Member and Family Assistance Program (MFAP).</p> <p>Smoky Lake County – Apr.15'20 – Motion #658-20 That the Smoky Lake County incorporate the Volunteer Firefighter and Family Assistance Program (MFAP) for the Fire</p>	Complete

2020/12/08 166-20

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

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

Fire Chief

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.

Town of Smoky Lake – Apr.20'20 - Motion # 202-2020

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 (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.

Challenges: *No value*

Next Steps: *No value*

Patti Priest:

Achievements: Policy was incorporated into the "Governance Policy Manual" and posted to the website.

Challenges: *No value*

Next Steps: *No value*

Complete

2020/12/08	167-20	→ Management Policy Statement No. M 01-44-01: District Fire Chief Job Description	That Smoky Lake County Management Policy Statement No. M 01-44-01: District Fire Chief Job Description, be adopted:	Fire Chief	Patti Priest: Achievements: Management Policy Statement No. M 01-44-01: District Fire Chief Job Description, has been incorporated into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Complete	
2020/12/08	168-20	→ Management Policy Statement No. M 01-44-01: District Fire Chief Job Description	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.	Fire Chief	Patti Priest: Achievements: Management Policy Statement No. M 01-44-01: District Fire Chief Job Description has been incorporated into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>		Complete
2020/12/08	169-20	→ Bylaw No. 1388-20: Joint Operations Agreement Fire Protection Services - Waskatenau	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... ...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.	Legislative Service Clerk	Patti Priest: Achievements: Bylaw No. 1388-20: Joint Operations Agreement Fire Protection Services - Waskatenau, was printed to be signed and filed in the Bylaw binder. Challenges: <i>No value</i> Next Steps: <i>No value</i>		

2020/12/08 170-20

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

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....**

Legislative Service Clerk

Patti Priest:

Achievements: Bylaw No. 1389-20: Joint Operations Agreement Fire Protection Services - Vilna, was printed to be signed and filed in the Bylaw Binder.

Challenges: *No value*

Next Steps: *No value*

Complete

...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.

2020/12/08 174-20

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

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.

Legislative Service Clerk

Patti Priest:

Achievements: Recorded on the Action List for documentation of legislative compliance.

Challenges: *No value*

Next Steps: *No value*

Complete



REQUEST FOR DECISION		DATE	February 16, 2021	4.1
TOPIC	Bylaw 1392-21: Joint Operations Agreement – Fire Protection Services with Town of Smoky Lake.			
PROPOSAL	<p>Background:</p> <ul style="list-style-type: none"> - Original discussions on cost-sharing options started May 25, 2011 at a joint council committee meeting. - Letter received from the Town of Smoky Lake to Smoky Lake County on July 22, 2011 Re: Cost sharing of a new fire truck for the Smoky Lake Fire Department. - Joint council committee meetings held May 25, 2011 and August 23, 2011. - From August 23, 2011 Joint Committee meeting Smoky Lake County received October 5, 2011 Re: Joint Purchase Agreement- Fire Apparatus. - January 10, 2012 Ag/Fire Council meeting – Smoky Lake County passed a motion to agree to a Sixty (60) percent County and Forty (40) percent Town. - At the County and Town Fire Committee meeting on April 24, 2012 each respective council passed a motion to review the agreement and meet jointly to discuss the changes to the agreement. <p>Draft Agreement:</p> <ul style="list-style-type: none"> - Town and County administration met in March and April to draft an agreement to jointly cost share the Fire Department operations. - The agreement is prepared based on the current practice on the operational cost sharing (section 6). <p>Changes passed at the September 27, 2012 County Council meeting:</p> <ul style="list-style-type: none"> - Page 6 section 6.10.3 – Liability coverage. - All other sections in the agreement address headings pertained to an agreement jointly executed between two parties. - Joint Council Meeting held on August 7, 2012 to finalize the Agreement. - Town of Smoky Lake, email – confirmation with two changes – dated August 17, 2012 - Bylaw was sent to John Hackwell, Risk Management Advisor, Jubilee Insurance Agencies on August 29, 2012 for review. - The Bylaw from the Insurance prospective (section 6.6 insurance) has been incorporated, as suggested. <p>Changes passed at the December 12, 2014 Joint Council Meeting</p> <ul style="list-style-type: none"> - Section 5 removed the all capital assets from the Town of Smoky Lake and Smoky Lake County added Unit 458: 2001 Dodge Ram 1500 4x4 Truck and Unit 459: 2014 Freightliner 4x4 Fire Truck. - Section 6.4 Town was responsible for the cell phone in Unit 459. - Section 7.3 remuneration will follow the rates set by the County. - Section 7.4 all training was increased to \$15.00 per hour - Section 7.5 Recognition Christmas Party fund was changed to social funded and increased from \$500 to \$600 a year as well the years of service recognition will follow the Smoky Lake County policy. - Section 7.9 was added to provide formal wear for each Fire Chief and station gear as an incentive program to the firefighters. - Section 8.2.1 invoicing between the Town and County will be done quarterly. - Section 10.1 assistance for emergencies does not have to come in a written request from the CAO. <p>Changes passed at the April 17, 2018 Joint Council Meeting</p> <ul style="list-style-type: none"> - Section 2 In the term this agreement will be reviewed in 2 years from the date of execution was added. - Section 5 Unit 470 2002 Ford F550 Rapid Attack Unit and 2006 Jordair Compressor and fill station. - Section 6.4 Smoky Lake County will take over Engine 459 Cell phone cost and the Town of Smoky Lake will take over internet costs at the fire hall. - Section 6.6 Rent for the Fire Hall went from \$750/month to \$900/month. - Section 6.7 Town of Smoky Lake will be responsible for all fire extinguisher inspection inside the 			

fire hall and apparatus.

- Section 6.8 Advertising will be cost shared 60% County and 40% Town.
- Section 7.4 Formal Training was increased from \$15/hour to \$20/hour

January 5, 2021 Joint Town and County Council Meeting proposes changes:

Section 5:

CAPITAL ASSETS

Originally

- 5.1 **Smoky Lake County**
- 5.1.1 Unit 320: 1979 GMC crew bus
 - 5.1.2 Unit 414A: 2008 Keystone Sprinter Command Post Trailer
 - 5.1.3 Unit 424: Command Post Trailer
 - 5.1.4 Unit 431: Rapid Attack Skid
 - 5.1.5 Unit 445: 1997 Ford F700 Rapid Attack Unit
 - 5.1.6 Unit 470: 2002 Ford F550 Rapid Attack Unit
 - 5.1.7 2006 Jordair: Air – Kat6 Compressor and Jordair Fill Station

Remove:

5.1.1 Unit 320: 1979 GMC crew bus

**Amended:
to Include**

5.1.3 Unit 421: 2010 Polaris Ranger 800 6x6

Originally:

- 5.3 **Smoky Lake County and Town of Smoky Lake**
- 5.3.1 Unit 405: 1997 Freightliner Fire Truck –
County: Sixty (60%) Percent and Town: Forty (40%) Percent
 - 5.3.2 Unit 407: 2001 Ford 550 Rescue Truck –
County: Ninety (90%) Percent and Town: Ten (10%) Percent
 - 5.3.3 Jaws of Life: 2010 –
County: Fifty (50%) Percent and Town: Fifty (50%) Percent
 - 5.3.4 Unit 458: 2001 Dodge Ram 1500 4x4 Truck –
County: Sixty (60%) Percent and Town: Forty (40%) Percent
 - 5.3.5 Unit 459: 2014 Freightliner 4x4 Fire Truck –
County: Sixty (60%) Percent and Town: Forty (40%) Percent

**Amended:
to Include**

- 5.3.6 Unit 488: 2008 Ford E-550 Firefighter Rehab Unit
County: Fifty (50%) Percent and Town: Fifty (50%) Percent**
- 5.3.7 150 Foot Allweld Tower, Tower Shack and Fence located at:
NW-16-59-17-W4 or 17361 – Twp 593 County: Fifty (50%) Percent and
Town: Fifty (50%) Percent**

New:

5.4 Radio Assets

5.4.1 Station at the Smoky Lake Fire Hall

Alberta First Responders Radio Communication System - Handheld Radios			
Alias	Model	AFRRCS ID Code	Serial Number
SL Chief	APX 900	90248-0200	837CUT4536
SL Deputy	APX 900	90248-0201	837CUT4584
SL Captain 1	APX 900	90248-0202	837CUT4557
SL Captain 2	APX 900	90248-0203	837CUT4560
SL Captain 3	APX 900	90248-0204	837CUT4543
SL FF 1	APX 900	90248-0205	837CUT4556
SL FF 2	APX 900	90248-0206	837CUT4535
SL FF 3	APX 900	90248-0207	837CUT4533
SL FF 4	APX 900	90248-0208	837CUT4539
SL FF 5	APX 900	90248-0209	837CUT4565
SL FF 6	APX 900	90248-0210	837CUT4544
SL FF 7	APX 900	90248-0211	837CUT4564
SL FF 8	APX 900	90248-0212	837CUT4561
SL FF 9	APX 900	90248-0213	837CUT4551
SL FF 10	APX 900	90248-0214	837CUT4552
SL FF 11	APX 900	09248-0215	837CUT4563
SL FF 12	APX 900	09248-0216	837CUT4550
SL FF 13	APX 900	09248-0217	837CUT4546
*Town DEM	APX 900	90248-0225	837CVD0451
*Town Disaster 1	APX 900	90248-0226	837CVD0450

Note 1: Town DEM, Town Disaster 1 is stationed at Town of Smoky Lake main office.

Note 2: * Radios are owned by the Town of Smoky Lake

AFRCS Mobile Radios			
Alias	Model	AFRCS ID Code	Serial Number
Engine 459	APX 1500	90248-0218	466CUT0714
Rescue 407	APX 1500	90248-0219	466CUT0708
Engine 405	APX 1500	90248-0220	466CUT0690
Command 458	APX 1500	90248-0221	466CUT0707
*Town EOC	APX 1500	90248-0224	466CUT0705

Note 1: Town EOC is stationed at Town of Smoky Lake main office.

Note 2: * Radios are owned by the Town of Smoky Lake.

Very High Frequency (VHF) Smoky Lake Fire Department Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TT7X520
Fire Hall	XPR 7550	871TSW0954

Very High Frequency (VHF) Town of Smoky Public Works Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TPH3940
Fire Hall	XPR 7550	871TPH3974
Fire Hall	XPR 7550	871TPH3961
Fire Hall	XPR 7550	871TPH4011
Fire Hall	XPR 7550	871TPH3967
Fire Hall	XPR 7550	871TPH3939

Note: VHF Radio for the Fire Department are cost shared Sixty (60%) County and Forty (40%) Town

Note: VHF Radio for the Public Works are One Hundred (100%) owned by the Town of Smoky Lake

5.4.2 Stationed at Smoky Lake County

AFRCS Handheld Radios			
Alias	Model	AFRCS 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 488	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

Section 6:

OPERATIONAL COST

Originally:

6.4 Phones:

6.4.1 County is responsible for the cell phones issued to Unit 407 and Unit 459, as well, the back-up phone line for dispatching; and phone line at the tower.

Amended:	6.4 Phones:
	6.4.1 County is responsible for the cell phones issued to Unit 407 and Unit 459.
Originally:	6.6 Utilities:
	The County agrees to pay to Town \$900.00 per month towards utility costs (gas, heat and power) for the Fire Hall operations.
Amended:	6.6 Utilities:
	The County agrees to pay to Town \$900.00 per month towards building space and utility costs (gas, heat, power and water) for the Fire Hall operations.
Originally	6.7 Inspections and Permits
	6.7.2 Radio Towers, Rental and back-up Phone line will be paid by the County (NE 19-60-16-W4).
Amended:	6.7.2 Radio Tower (17361 – Twp 593) utilities and maintenance will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent.
Originally:	6.11.6 The conditions imposed by VFIS have granted preferential status to Jubilee Insurance (the County's insurer), therefore the Town of Smoky Lake would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.
Amended:	6.11.6 The conditions imposed by VFIS have granted preferential status to Rural Municipalities of Alberta (the County's insurer), therefore the Town of Smoky Lake would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.
New:	6.11.7 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
Section 7:	<u>FIRE DEPARTMENT</u>
Originally:	7.4 <u>Training and Meeting:</u> The County and Town 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 the Town at Forty (40%) Percent and County will pay Sixty (60%) Percent.
Amended:	7.4 The County and Town will compensate the Fire Department Members for Informal and Formal Training and Meeting at the rate of \$20.00 per hour. The Training and Meeting rates will be paid by the Town at Forty (40%) Percent and County will pay Sixty (60%) Percent.
Remove:	7.5 <u>Formal Training:</u> The County and Town 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 Town Forty (40%) Percent and County will pay Six (60%) Percent

	Originally:	7.6.2	<u>Years of Service Recognition</u> As per County Policy.
	Amended:	7.6.2	On a Cost-shared basis of 50/50 between the County and Town.
	Originally:	7.10	<u>Clothing</u> County will provide the Dress Uniform for the Fire Chief and Deputy Fire Chief at One Hundred (100%) Percent cost and the for the Firefighter members (one-time only) on a cost-shared basis of as part of the Department's Uniform Incentive Program.
	Amended:	7.10	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 fifty (50%) percent County fifty (50%) Town following the Regional Policy on "Active Member" as part of the Department's Uniform Incentive Program.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Municipal Government Act: Section 54.
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BENEFITS	Structured invoicing. Consistent reporting. Effective communication tool. Mutual understanding between two municipalities.
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DISADVANTAGES	Duplication to operation costs.
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ALTERNATIVES	Regionalize Fire Service.
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FINANCE/BUDGET IMPLICATIONS

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

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
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COMMUNICATION STRATEGY	Municipal Government
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RECOMMENDATION

That Bylaw No. 1392-21: Joint Operations Agreement – Fire Protection Services with the Town of Smoky Lake be given 1st reading, 2nd reading, Permission for 3rd reading, and 3rd and final reading.

Fire Chief

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1392-21**

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 **Town of Smoky Lake**.

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 Town of Smoky Lake, and

AND WHEREAS, the Council of Smoky Lake County and the Town of Smoky Lake have a longstanding fruitful, relationship and since 1981 have operated under a mutual aid agreement by which the County and Town 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 Town of Smoky Lake 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 Town of Smoky Lake.

REPEAL

That Bylaw NO. 1311-18, 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 16th day of February, 2021.

Read a Second time this 16th day of February, 2021.

**Read a Third and Final time this 16th day of February, 2021
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 1392-21
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

TOWN OF SMOKY LAKE -
a Municipal Corporation, in the Province of Alberta
Box 460
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as the "Town")

OF THE SECOND PART

WHEREAS the Town owns, operates and manages a Fire Department for the residents of the Town of Smoky Lake; 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 Town of Smoky Lake at the Fire Hall legal property: 246 – West Railway Drive.
- 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 Town such services are applicable.

1.6 "Party" means the County or the Town.

1.7 "Town" means the municipality of the Town of Smoky Lake.

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 414A: 2008 Keystone Sprinter Command Post Trailer

5.1.2 Unit 421: 2010 Polaris Ranger 800 6x6

5.1.3 Unit 424: Command Post Trailer

5.1.4 Unit 445: 1997 Ford F700 Rapid Attack Unit

5.1.5 Unit 470: 2002 Ford F550 Rapid Attack Unit

5.1.6 2006 Jordair: Air – Kat6 Compressor and Jordair Fill Station

5.2 Town of Smoky Lake

5.2.1 No Units.

5.3 Smoky Lake County and Town of Smoky Lake

5.3.1 Unit 405: 1997 Freightliner Fire Truck –
County: Sixty (60%) Percent and Town: Forty (40%) Percent

5.3.2 Unit 407: 2001 Ford 550 Rescue Truck -
County: Ninety (90%) Percent and Town: Ten (10%) Percent

5.3.3 Jaws of Life: 2010 -
County: Fifty (50%) Percent and Town: Fifty (50%) Percent

5.3.4 Unit 458: 2001 Dodge Ram 1500 4x4 Truck -
County: Sixty (60%) Percent and Town: Forty (40%) Percent

5.3.5 Unit 459: 2014 Freightliner 4x4 Fire Truck -
County: Sixty (60%) Percent and Town: Forty (40%) Percent

5.3.6 Unit 488: 2008 Ford E-550 Firefighter Rehab Unit
County: Fifty (50%) Percent and Town: Fifty (50%) Percent

5.3.7 150 Foot Allweld Tower, Tower Shack and Fence located at:
NW-16-59-17-W4 or 17361 – Twp 593
County: Fifty (50%) Percent and Town: Fifty (50%) Percent

5.4 Radio Assets

5.4.1 Station at the Smoky Lake Fire Hall

Alberta First Responders Radio Communication System - Handheld Radios			
Alias	Model	AFRRCS ID Code	Serial Number
SL Chief	APX 900	90248-0200	837CUT4536
SL Deputy	APX 900	90248-0201	837CUT4584
SL Captain 1	APX 900	90248-0202	837CUT4557
SL Captain 2	APX 900	90248-0203	837CUT4560
SL Captain 3	APX 900	90248-0204	837CUT4543
SL FF 1	APX 900	90248-0205	837CUT4556
SL FF 2	APX 900	90248-0206	837CUT4535
SL FF 3	APX 900	90248-0207	837CUT4533
SL FF 4	APX 900	90248-0208	837CUT4539
SL FF 5	APX 900	90248-0209	837CUT4565
SL FF 6	APX 900	90248-0210	837CUT4544
SL FF 7	APX 900	90248-0211	837CUT4564
SL FF 8	APX 900	90248-0212	837CUT4561
SL FF 9	APX 900	90248-0213	837CUT4551
SL FF 10	APX 900	90248-0214	837CUT4552
SL FF 11	APX 900	09248-0215	837CUT4563
SL FF 12	APX 900	09248-0216	837CUT4550
SL FF 13	APX 900	09248-0217	837CUT4546
*Town DEM	APX 900	90248-0225	837CVD0451
*Town Disaster 1	APX 900	90248-0226	837CVD0450

Note 1: Town DEM, Town Disaster 1 is stationed at Town of Smoky Lake main office.

Note 2: * Radios are owned by the Town of Smoky Lake

AFRRCS Mobile Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Engine 459	APX 1500	90248-0218	466CUT0714
Rescue 407	APX 1500	90248-0219	466CUT0708
Engine 405	APX 1500	90248-0220	466CUT0690
Command 458	APX 1500	90248-0221	466CUT0707
*Town EOC	APX 1500	90248-0224	466CUT0705

Note 1: Town EOC is stationed at Town of Smoky Lake main office.

Note 2: * Radios are owned by the Town of Smoky Lake.

Very High Frequency (VHF) Smoky Lake Fire Department Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TT7X520
Fire Hall	XPR 7550	871TSW0954

Very High Frequency (VHF) Town of Smoky Public Works Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TPH3940
Fire Hall	XPR 7550	871TPH3974
Fire Hall	XPR 7550	871TPH3961
Fire Hall	XPR 7550	871TPH4011
Fire Hall	XPR 7550	871TPH3967
Fire Hall	XPR 7550	871TPH3939

Note: VHF Radio for Fire Department are cost shared Sixty (60%) County and Forty (40%) Town
 Note: VHF Radio for Public Works are One Hundred (100%) owned by the Town of Smoky Lake

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 488	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

- 5.5 It is agreed that any Capital Purchases (new units) provided by Smoky Lake County and the Town of Smoky Lake will be purchased at a percentage basis of 60/40: County at Sixty (60%) Percent and Town at Forty (40%) Percent; and will be located at the premises owned by the Town of Smoky Lake.
- 5.6 County and Town agree that the newest truck will be the First Response Truck.
- 5.7 County and Town agree that sale proceeds from any jointly purchased truck/equipment sold will be reimbursed as per 5.3 or 5.4 above, as circumstances warrant.
- 5.8 Any Capital Purchases (value over \$5,000.00) shall be purchased in accordance to the Fire Department Standard Operating Guidelines.

6. OPERATIONAL COST SHARING ALLOCATION

The basis for deriving the sharing of costs at the date of this Agreement is related to the following:

6.1 **Supplies, Training and Meetings:**

All Supplies, Training and Meetings will be cost shared between the County at Sixty (60%) Percent and the Town at Forty (40%) 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 Town boundaries.

6.2.2 The County will be responsible for invoicing motor vehicle collisions in the Town and the Town 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 apportioned and cost shared between the County and Town according to the percentage share of ownership as detailed in Section 5, herein.

6.4 Phones:

6.4.1 County is responsible for the cell phones issued to Unit 407 and Unit 459.

6.4.2 Town is responsible for the landlines and the fax line located at the Fire Hall.

6.5 Fuel:

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

6.6 Utilities:

The County agrees to pay to Town \$900.00 per month towards building space and utility costs (gas, heat, power and water) for the Fire Hall operations.

6.7 Inspections and Permits:

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

6.7.2 Radio Tower (17361 – Twp 593) utilities and maintenance will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent.

6.7.3 Radio Frequency Licenses will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent.

6.7.4 Fire Extinguisher Inspections in the Fire Hall and Fire Units will be paid by the Town.

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

6.7.6 Internet at the Fire Hall will be paid by the Town.

6.8 Advertising:

All advertising will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent. County will initiate all advertising.

6.9 Equipment Marking

6.9.1 All equipment purchased jointly by the County and Town shall bear the markings Smoky Lake Fire Rescue.

6.9.2 The County will be responsible for the Inventory and Capitalization of all joint purchases annually.

6.10 Workers Compensation:

6.10.1 The County and the Town will each provide Workers Compensation to the Smoky Lake Fire Department and each respective municipality shall pay Workers Compensation premiums for to the Smoky Lake Fire Department.

6.11 Insurance:

Property Coverage:

- 6.11.1 Insurance premiums for all vehicles and equipment will be covered by County.
- 6.11.1.1 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 Town.
- 6.11.1.2 An All Risk Property insurance policy covering the full replacement value for physical damage to specified vehicles and equipment, relevant to this Agreement. Such policy shall include the Town as a Loss Payee relating loss of or damage to all property supplied by the Town and which is in the care, custody and control of the County
- 6.11.2 Property Insurance for the Fire Hall will be the responsibility by the Town.
- 6.11.2.1 Property Content Insurance for the Fire Hall will be the responsibility of the Town; 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 Town.
- 6.11.2.2 Town of Smoky Lake will be the Policy Holder.

Automobile Coverage:

6.11.3 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:

6.11.4 Comprehensive General Liability Insurance for Fire Fighters will be paid by the Town at Forty (40%) Percent and County will pay Sixty (60%) Percent of these premiums for Liability Coverage. Such policy shall name the County as an Additional Named Insured and the insurer agrees to endeavour to give the County at least (30) days written notice prior to cancellation.

6.10.4.1 Town of Smoky Lake will be the Policy Holder.

VFIS (Volunteer Firefighter Insurance) Coverage:

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

- 6.11.6 The conditions imposed by VFIS have granted preferential status to Rural Municipalities of Alberta (the County's insurer), therefore the Town of Smoky Lake would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.
 - 6.11.6.1 Smoky Lake County will be the Policy Holder.

- 6.11.7 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
 - 6.11.7.1 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 each month.

- 7.3 Remuneration: The County and Town will compensate the Fire Department members for Fire and Emergency Calls in accordance with the remuneration and expense rates set by each municipality, from time to time.

- 7.4 Training and Meeting: The County and Town will compensate the Fire Department Members for Informal and Formal Training and Meeting at the rate of \$20.00 per hour. The Training and Meeting rates will be paid by the Town at Forty (40%) Percent and County will pay Sixty (60%) Percent.

- 7.5 Recognition:
 - 7.5.1 Social Fund: County and Town will each 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 Town.

- 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 and the Town will cost-share the Alberta Fire Chief Association membership fees for the Fire Chief and Deputy Fire Chief of the Fire Department on a Sixty (60%) Percent County and Forty (40%) Percent Town.
- 7.8 Safety Training: The County will provide their Safety Officer to the Fire Department and invoice the Town for Forty (40%) Percent of the 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 fifty (50%) percent County fifty (50%) Town following the Regional Policy on "Active Member" 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 Town 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 Town, 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 Town or such individuals including costs as between solicitor and client) which may be brought or made against the Town or such individual or which the Town 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 Town

The Town 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 Town or any negligent act or omission of the Town, 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

TOWN OF SMOKY LAKE

DATE: _____

Mayor
Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

Schedule "B"

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**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1311-18**

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 **Town of Smoky Lake**.

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 Town of Smoky Lake, and

AND WHEREAS, the Council of Smoky Lake County and the Town of Smoky Lake have a longstanding fruitful, relationship and since 1981 have operated under a mutual aid agreement by which the County and Town 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 Town of Smoky Lake 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 Town of Smoky Lake.

REPEAL

That Bylaw NO. 1276-15, 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 17th day of April, 2018.

Read a Second time this 17th day of April, 2018.

Read a Third and Final time this 17th day of April, 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 1392-21
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

TOWN OF SMOKY LAKE -
a Municipal Corporation, in the Province of Alberta
Box 460
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as the "Town")

OF THE SECOND PART

WHEREAS the Town owns, operates and manages a Fire Department for the residents of the Town of Smoky Lake; 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 Town of Smoky Lake at the Fire Hall legal property: 246 – West Railway Drive.
- 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 Town such services are applicable.
- 1.6 **"Party"** means the County or the Town.

1.7 "Town" means the municipality of the Town of Smoky Lake.

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 320: 1979 GMC crew bus~~

5.1.2 Unit 414A: 2008 Keystone Sprinter Command Post Trailer

5.1.3 Unit 421: 2010 Polaris Ranger 800 6x6

5.1.4 Unit 424: Command Post Trailer

5.1.5 Unit 445: 1997 Ford F700 Rapid Attack Unit

5.1.6 Unit 470: 2002 Ford F550 Rapid Attack Unit

5.1.7 2006 Jordair: Air - Kat6 Compressor and Jordair Fill Station

5.2 Town of Smoky Lake

5.2.1 No Units.

5.3 Smoky Lake County and Town of Smoky Lake

5.3.1 Unit 405: 1997 Freightliner Fire Truck -
County: Sixty (60%) Percent and Town: Forty (40%) Percent

5.3.2 Unit 407: 2001 Ford 550 Rescue Truck -
County: Ninety (90%) Percent and Town: Ten (10%) Percent

5.3.3 Jaws of Life: 2010 -
County: Fifty (50%) Percent and Town: Fifty (50%) Percent

5.3.4 Unit 458: 2001 Dodge Ram 1500 4x4 Truck -
County: Sixty (60%) Percent and Town: Forty (40%) Percent

5.3.5 Unit 459: 2014 Freightliner 4x4 Fire Truck -
County: Sixty (60%) Percent and Town: Forty (40%) Percent

5.2.6 Unit 488: Unit 488: 2008 Ford E-550 Firefighter Rehab Unit
County: Fifty (50%) Percent and Town: Fifty (50%) Percent

5.2.7 150 Foot Allweld Tower, Tower Shack and Fence located at:
NW-16-59-17-W4 or 17361 - Twp 593
County: Fifty (50%) Percent and Town: Fifty (50%) Percent

5.4 Radio Assets

5.4.1 Station at the Smoky Lake Fire Hall

Alberta First Responders Radio Communication System - Handheld Radios			
Alias	Model	AFRRCS ID Code	Serial Number
SL Chief	APX 900	90248-0200	837CUT4536
SL Deputy	APX 900	90248-0201	837CUT4584
SL Captain 1	APX 900	90248-0202	837CUT4557
SL Captain 2	APX 900	90248-0203	837CUT4560
SL Captain 3	APX 900	90248-0204	837CUT4543
SL FF 1	APX 900	90248-0205	837CUT4556
SL FF 2	APX 900	90248-0206	837CUT4535
SL FF 3	APX 900	90248-0207	837CUT4533
SL FF 4	APX 900	90248-0208	837CUT4539
SL FF 5	APX 900	90248-0209	837CUT4565
SL FF 6	APX 900	90248-0210	837CUT4544
SL FF 7	APX 900	90248-0211	837CUT4564
SL FF 8	APX 900	90248-0212	837CUT4561
SL FF 9	APX 900	90248-0213	837CUT4551
SL FF 10	APX 900	90248-0214	837CUT4552
SL FF 11	APX 900	09248-0215	837CUT4563
SL FF 12	APX 900	09248-0216	837CUT4550
SL FF 13	APX 900	09248-0217	837CUT4546
*Town DEM	APX 900	90248-0225	837CVD0451
*Town Disaster 1	APX 900	90248-0226	837CVD0450

Note 1: Town DEM, Town Disaster 1 is stationed at Town of Smoky Lake main office.

Note 2: * Radios are owned by the Town of Smoky Lake

AFRRCS Mobile Radios			
Alias	Model	AFRRCS ID Code	Serial Number
Engine 459	APX 1500	90248-0218	466CUT0714
Rescue 407	APX 1500	90248-0219	466CUT0708
Engine 405	APX 1500	90248-0220	466CUT0690
Command 458	APX 1500	90248-0221	466CUT0707
*Town EOC	APX 1500	90248-0224	466CUT0705

Note 1: Town EOC is stationed at Town of Smoky Lake main office.

Note 2: * Radios are owned by the Town of Smoky Lake.

Very High Frequency (VHF) Smoky Lake Fire Department Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871T7X520
Fire Hall	XPR 7550	871TSW0954

Very High Frequency (VHF) Town of Smoky Public Works Handheld Radios		
Stationed	Model	Serial Number
Fire Hall	XPR 7550	871TPH3940
Fire Hall	XPR 7550	871TPH3974
Fire Hall	XPR 7550	871TPH3961
Fire Hall	XPR 7550	871TPH4011
Fire Hall	XPR 7550	871TPH3967
Fire Hall	XPR 7550	871TPH3939

Note: VHF Radio are One Hundred (100%) owned by the Town of Smoky Lake

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 488	APX 1500	90248-0227	466CUT0719
County EOC	APX 1500	90248-0011	466CUT0703

- 5.5 It is agreed that any Capital Purchases (new units) provided by Smoky Lake County and the Town of Smoky Lake will be purchased at a percentage basis of 60/40: County at Sixty (60%) Percent and Town at Forty (40%) Percent; and will be located at the premises owned by the Town of Smoky Lake.
- 5.6 County and Town agree that the newest truck will be the First Response Truck.
- 5.7 County and Town agree that sale proceeds from any jointly purchased truck/equipment sold will be reimbursed as per 5.3 or 5.4 above, as circumstances warrant.
- 5.8 Any Capital Purchases (value over \$5,000.00) shall be purchased in accordance to the Fire Department Standard Operating Guidelines.

6. OPERATIONAL COST SHARING ALLOCATION

The basis for deriving the sharing of costs at the date of this Agreement is related to the following:

6.1 Supplies, Training and Meetings:

All Supplies, Training and Meetings will be cost shared between the County at Sixty (60%) Percent and the Town at Forty (40%) 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 Town boundaries.

6.2.2 The County will be responsible for invoicing motor vehicle

collisions in the Town and the Town 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 apportioned and cost shared between the County and Town according to the percentage share of ownership as detailed in Section 5, herein.

6.4 Phones:

6.4.1 County is responsible for the cell phones issued to Unit 407 and Unit 459, ~~as well, the back-up phone line for dispatching; and phone line at the tower.~~

6.4.2 Town is responsible for the landlines and the fax line located at the Fire Hall.

6.5 Fuel:

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

6.6 Utilities:

The County agrees to pay to Town \$900.00 per month towards **building space** and utility costs (gas, heat, power **and water**) for the Fire Hall operations.

6.7 Inspections and Permits:

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

~~6.7.2 Radio Towers, Rental and back-up Phone line will be paid by the County (NE 10 60 16 W4).~~

6.7.2 Radio Tower (17361 – Twp 593) utilities and maintenance will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent.

6.7.3 Radio Frequency Licenses will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent.

6.7.4 Fire Extinguisher Inspections in the Fire Hall and Fire Units will be paid by the Town.

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

6.7.6 Internet at the Fire Hall will be paid by the Town.

6.8 Advertising:

All advertising will be cost-shared with County at Sixty (60%) Percent and Town at Forty (40%) Percent. County will initiate all advertising.

6.9 Equipment Marking

6.9.1 All equipment purchased jointly by the County and Town shall bear the markings **Smoky Lake Fire Rescue**.

6.9.2 The County will be responsible for the Inventory and Capitalization of all joint purchases annually.

6.10 Workers Compensation:

6.10.1 The County and the Town will each provide Workers Compensation to the Smoky Lake Fire Department and each respective municipality shall pay Workers Compensation premiums for to the Smoky Lake Fire Department.

6.11 Insurance:

Property Coverage:

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

6.11.1.1 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 Town.

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

6.11.2 Property Insurance for the Fire Hall will be the responsibility by the Town.

6.11.2.1 Property Content Insurance for the Fire Hall will be the responsibility of the Town; 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 Town.

6.11.2.2 Town of Smoky Lake will be the Policy Holder.

Automobile Coverage:

6.11.3 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.

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6.11.4 Comprehensive General Liability Insurance for Fire Fighters will be paid by the Town at Forty (40%) Percent and County will pay Sixty (60%) Percent of these premiums for Liability Coverage. Such policy shall name the County as an Additional Named Insured and the insurer agrees to endeavour to give the County at least (30) days written notice prior to cancellation.

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- 6.11.5 Fire Fighter Member Insurance will be paid as follows: County at One-third (1/3) cost, Town at one-third (1/3) cost and Fire Fighter Member at one-third (1/3) cost.
- 6.11.6 The conditions imposed by VFIS have granted preferential status to Jubilee Insurance Rural Municipalities of Alberta (the County's insurer), therefore the Town of Smoky Lake would not be authorized to write this coverage. The policy would be written by the County on exactly the same basis.

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- 7.3 Remuneration: The County and Town will compensate the Fire Department members for Fire and Emergency Calls in accordance with the remuneration and expense rates set by each municipality, from time to time.
- 7.4 Training and Meeting: The County and Town will compensate the Fire Department Members for Informal and Formal Training and Meeting at the rate of \$15.00 \$20.00 per hour. The Training and Meeting rates will be paid by the Town at Forty (40%) Percent and County will pay Sixty (60%) Percent.
- ~~7.5 Formal Training: The County and Town 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 Town Forty (40%) Percent and County will pay Six (60%) Percent.~~
- 7.6 Recognition:
- 7.6.1 Social Fund: County and Town will each donate to the Fire Department the amount of \$600.00 towards the event annually.
- 7.6.2 Years of Service Recognition: As per County policy. On a cost-shared basis of 50/50 between the County and Town.

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- 7.9 Safety Training: The County will provide their Safety Officer to the Fire Department and invoice the Town for Forty (40%) Percent of the 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 fifty (50%) percent County fifty (50%) Town following the Regional Policy on "Active Member" as part of the Department's Uniform Incentive Program.

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- 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 Town 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 Town, 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 Town or such individuals including costs as between solicitor and client) which may be brought or made against the Town or such individual or which the Town 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.

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The Town 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

Joint Operation Agreement for Fire Protection Services

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 Town or any negligent act or omission of the Town, 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

TOWN OF SMOKY LAKE

DATE: _____

Mayor
Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

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Joint Operation Agreement for Fire Protection Services

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REQUEST FOR DECISION		DATE	February 16, 2021	4.2
TOPIC	Mutual Aid Agreement with Ministry of Agriculture and Forestry			
PROPOSAL	<p>Background:</p> <ul style="list-style-type: none"> • Smoky Lake County is dedicated to provide the best emergency services possible for our residents and on occasion need the assistance from neighboring municipalities to meet our level of service. • Mutual aid agreements are executed between each municipality to provide clear and consistent terms for providing fire protective services within each boundary. • With a new election term the current mutual aid agreements information is inaccurate and need to be updated. • Bylaw No. 1285-15: Fire Protection Services "Schedule A" states if a mutual aid agreement is not executed with Smoky Lake County no emergency services will be provided. • Rural Municipalities of Alberta (RMA) Insurance advises that the County execute mutual aid agreement with other municipalities to mitigate risk and liability. <p>Proposal:</p> <ul style="list-style-type: none"> • Smoky Lake County received an email on January 26, 2021 from Clifton Mckay, Wildfire Technologist; Lac La Biche Fire Center in regard to executing an mutual aid agreement with the Ministry of Agriculture and Forestry. See Attachment 1 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Bylaw No. 1285-15 RMA Insurance		
BENEFITS	<ul style="list-style-type: none"> - Clear consistent terms for providing fire protection services. - Good risk management for fire control for Smoky Lake County. - Avoids unnecessary delays for emergency responses. 			
DISADVANTAGES	<ul style="list-style-type: none"> - No fire protective services will be provided without a mutual aid agreement. 			
ALTERNATIVES	<ul style="list-style-type: none"> - Mutual aid fire protection can be provided but will require council resolution prior to responding, only in acclaimed Local State of Emergency. 			
FINANCE/BUDGET IMPLICATIONS				
Operating Costs: _____		Capital Costs: _____		
Budget Available: _____		Source of Funds: _____		
Budgeted Costs: _____		Unbudgeted Costs: _____		
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	With each respective municipality			
COMMUNICATION STRATEGY	In house			
RECOMMENDATION				
That Smoky Lake County execute a Mutual Aid Agreement with the Ministry of Agriculture and Forestry for the Year 2021 to Year 2024 Election Term.				
Fire Chief				

2021-2024

Mutual Aid Fire Control Plan

Agriculture and Forestry, Government of Alberta
February 2019
T2019 Mutual Aid Control Plan
ISBN or ISSN, URL, and any other unique identifiers (required)

For more information regarding this content visit: <https://open.alberta.ca/dataset/3e4bccf4-6758-4e4a-bfb9-f7f063b83962/resource/d3739e94-9dd4-4514-8ba3-67ca1ebff81b/download/GoA-Publications-Guideline.pdf>

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MUTUAL AID FIRE CONTROL PLAN

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture and Forestry (AF), Forestry Division, hereinafter called the Division, and the County of Smoky Lake, hereinafter called the Municipality, under the Mutual Aid Fire Control Agreement between the Division and the Municipality dated June 28 2001

A. ADMINISTRATION

1. PURPOSE

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

DIVISION:

Name: Forestry Division
Address: Box 450, Lac La Biche AB, T0A 2C0
Phone: (780) 623-5388
Fax: (780) 623-2570

MUNICIPALITY:

Name: Smoky Lake County
Address: Box 310 Smoky Lake Alberta
Phone: (780) 656 3730
Fax: (780) 656 3780

2. FIRE CONTROL PLAN CONTACTS

Names, addresses, and phone numbers of contact personnel for the plan:

1. Division are included in Schedule A – AF Contact List.

2. Municipality are included in Schedule B – Municipality Contact List.

3. MUTUAL AID REQUEST PROCEDURE

Requests for mutual aid will be made by the following personnel:

1. The Division authorizes request for assistance as per Schedule C.
2. The Municipality authorizes requests for assistance as per Schedule D.

The request shall be made in writing using the Mutual Aid Request form (Schedule E). A request will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest. The mutual aid request will be acknowledged in writing on the Mutual Aid Request form.

4. MUTUAL AID ZONES

The attached maps, Schedule F, which form part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria:

1. ZONE 1:

Wildfire suppression on all lands within the Municipality's boundaries is the responsibility of the Municipality. The Division will deal with requests for mutual aid assistance based on the Mutual Aid Fire Control Agreement and available resources and priorities as requested.

5. COST RECOVERY AND INVOICING

All costs associated with mutual aid will be borne directly by the requesting agency or may be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this Plan shall be in accordance with the Forest and Prairie Protection Act, Forestry Division policy, and the policies of the Municipality and the terms of the following:

1. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Municipality.
2. Reimbursement to the Municipality shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized Municipal equipment will be reimbursed at the rates and terms included in Schedule G.
3. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 the use of any specialized equipment shall be reimbursed at the rates and terms included in Schedule H.

6. MEETINGS

The Division and the Municipality agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, pre-suppression, and training.

B. PREVENTION AND DETECTION

1. FIRE PERMIT ISSUANCE:

The Municipality is responsible for issuing fire permits on all lands within the municipality.

The Ministry will assist in fire permit training for Municipality fire guardians

2. FIRE CONTROL ORDERS:

The Municipality will initiate fire control orders within the Municipality. The Municipal Fire Chief will be responsible for requesting a fire control order on behalf of the Municipality. The Municipality will take the lead role in advertisement and enforcement of the fire control order on lands within the Municipality.

A Fire Control Order may be requested by the Minister for Municipal lands outside the Forest Protection Area.

Both the Division and the Municipality agree to follow the Fire Ban System focused on terminology to ensure standard messaging to the public, as per Schedule L.

3. COOPERATIVE PREVENTION OPPORTUNITIES:

The Municipality and the Division may develop a joint prevention advertisement campaign that meets both the Municipality and Division needs.

4. COOPERATIVE DETECTION SHARING:

The Municipality will provide ground detection through education of all Municipal staff on fire assessment and reporting procedures as outlined in this Annual Fire Control Plan.

All fires actioned by or reported to the Authority when determined to be on unoccupied Public Land must be reported immediately to the Division at the Lac La Biche Fire Centre (780) 623-5245.

Unoccupied Public Land- Land owned by the crown that does not have a disposition holder.

5. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:

The Municipality will be the lead agency for all prescribed burning on lands within the Municipality.

The Division may be included in the prescribed fire and hazard reduction burns to assist with planning, operations, and to serve as a cross-training exercise.

6. WILDLAND URBAN INTERFACE:

The Municipality agrees to address wildland urban interface issues within the Municipality through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist the Municipality with wildland urban interface issues through the provision of resource materials and training on the wildland urban interface disciplines and options to minimize hazards within the Municipality.

C. PRESUPPRESSION

1. COOPERATIVE PRESUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to the Municipality on a short-term loan basis during wildfire incidents within the Municipality. The amount of equipment provided will be based on the request from the Municipality and the degree of hazard within the Forest Area at the time of the request. The Municipality agrees to return the equipment within 24 hours of being notified by the Division.

The Division, if requested, will assist the Municipality in obtaining many types of resources i.e. provide equipment listings, aircraft, crews etc, to assist the Municipality with direct hire of resources for the purposes of wildfire suppression and pre-suppression.

2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Municipality, when available:

1. Fire Weather Indices
2. Weather forecast
3. Pre-suppression resources
4. Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, the Municipality must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at:

<http://wildfire.alberta.ca/wildfire-status/fire-weather/forecasts-observations/default.aspx>

The Municipality will provide a list of available pre-suppression resources available to the Division upon request.

D. WILDFIRE OPERATIONS

1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID:

The Division and the Municipality will provide mutual aid equipment and personnel as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies.

1. When one agency requests assistance from another, the sending agency shall dispatch only personnel and/or equipment that meets or exceeds the minimum requirements for qualification, certification, and functionality by that agency.
2. At the time of the request for assistance during a wildfire, the sending agency shall endeavor to dispatch the nearest available resource(s) to the incident.

3. At the time of the request, each agency shall assign a resource that is capable of supervising the activities of the agencies' resources.
4. The requesting agency will make reasonable efforts to release the assisting agency from emergency duties as soon as possible.
5. Structure protection of facilities owned by the Wildfire Management Branch are the responsibility of the Wildfire Management Branch. Structure Protection of other public or privately owned facilities is the responsibility of the local jurisdiction. Wildfire management will only deploy sprinkler systems on prescribed fires, on wildfires for holding line or to meet wildfire suppression objectives and to provide structure protection to wildfire management facilities.
6. The requesting agency may be responsible for arrangement and payment of meals and accommodations for supplied resources.
7. The Division will not assume command on wildfires located outside of the Forest Protection Area.
8. Municipalities will be required to assign a qualified person who has the delegated authority to give direction to Divisional resources.
9. On all Alberta mutual aid wildfires and wildfires outside of the FPA, an Agriculture and Forestry representative must be on site prior to any airtanker drop.
10. The Division may conduct wildfire investigations outside the Forest Protection Area when approved by the Division's Director of Wildfire Prevention.
11. The Municipality may provide enforcement personnel to assist the Division and will be reimbursed as per Schedule G.
12. Agencies will provide an Agency Representative for wildfire incidents in order to integrate Wildfire operations efficiently.
13. The provision of firefighting services contemplated herein and provided by the Municipality and the Division as the case may be are solely and absolutely at the discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
 - a. That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
 - b. That there be dispatched in response to the call, resources as the respective agency may request; or
 - c. That there be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
14. If initial action is undertaken by an agency outside their jurisdictional boundaries, that agency will immediately attempt to preserve evidence pertaining to the fire's area of origin and possible cause.
15. The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all

- losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
16. The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

2. COMMUNICATIONS:

1. The mutual-aid response radio frequency will be:
**Alberta First Responder Radio Communications System (AFRRCS)
Channel TG 5238 Wildfire Mutual Aid North East.**
2. **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
3. **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.
4. Annually, The Division will provide the Municipality the Forest Protection Radio Guide FP 183 (Schedule I).

3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality and Division agree to complete the transfer of command/responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at an incident, the Incident Commander for the responsible agency will meet with the present Incident Commander to obtain a transfer of command briefing. This briefing should consist of the ICS201. It is agreed that resources from the assisting agency will be released as soon as possible based on fire suppression success.

4. ESTABLISHMENT OF COMMAND STRUCTURES

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality and Division agree to work together and if required form a command structure in accordance within the provisions of Incident Command System. As each incident is unique, organization structure examples, as agreed to by both the Division and Municipality, can be found in Schedule J. When agencies are working on the same incident, there will only be one Incident

Command post. When Agencies are working together, information to be shared from the incident to the public and agency staff will be consistent. This may require the establishment of a Joint Information Centre (JIC) and implementation of a Joint Information System (JIS).

E. TRAINING

Training opportunities available to the Municipality from the Division are listed in Schedule K.

The Division agrees to provide fire permit issuance training to all new Municipal Fire Guardians.

The Municipality and the Division agree to make available training opportunities.

Agencies who wish to provide staff in trainee positions on wildfire incidents may do so at their own cost and with agreement from the receiving agency and Incident Command team.

1. JOINT RESPONSE EXERCISES.

The Division and the Municipality may develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present plans, to act as a cross-training exercise for Municipal and wildland firefighters, and to act as a public education tool for residents, Municipal and Provincial government administration, and elected officials.

Funding for these exercises may be sourced from grants, such as: Alberta Emergency Management Agency grant program, FRIAA, etc. The agency responsible for the exercise is responsible for applying for the grant.

F. DATA SHARING

Municipalities and the Division will share requested data to the other for the purpose of wildfire management. The receiving agency will not share the data without the consent of the providing agency. Specific data requests will be made and approved as per the respective names and positions as listed in Schedules C and D.

G. EFFECTIVE DATES

This Annual Mutual Aid Fire Control Plan is in effect from March 1 2021 to February 28 2024.

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

Forest Area Manager

Date: _____

Municipal Fire Chief

Date: _____

SCHEDULE A

AF Contact List

Lac La Biche Fire Centre Duty Officer

Address Box 450
Town Lac La Biche, AB
Code T0A 2C0
Phone (780) 623-5245
Fax (780) 623-2570
Email labiche.wfops@gov.ab.ca

Manager, Wildfire: Derek Bakker

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5300
Fax (780) 623-2570
Cell (780) 520-8751
Email Derek.Bakker@gov.ab.ca

Wildfire Operations Officer: Brian Stanton

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5386
Fax (780) 623-2570
Cell (780) 623-1474
Email Brian.Stanton@gov.ab.ca

Wildfire Prevention Officer: Mike Tucker

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0

Wildfire Technologist: Derek Gough

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone 780 675 8221
Fax 780 623 2570
Cell 780 404 4942
Email Derek.gough@gov.ab.ca

Wildfire Technologist: Clifton McKay

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5272
Fax (780) 623-2570
Cell (780) 689-6420
Email Clifton.McKay@gov.ab.ca

Wildfire Technologist: Jesse Spidell

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5362
Fax (780) 623-2570
Cell (780) 520-0471
Email Jesse.Spidell@gov.ab.ca

Wildfire Technologist: Nancey Havenga

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0

Phone (780) 623-5314
Fax (780) 623-2570
Cell (780) 623-8654
Email Mike.Tucker@gov.ab.ca

Phone (780) 623-5275
Fax (780) 623-2570
Cell (780) 404-5037
Email Nancey.Havenqa@gov.ab.ca

Wildfire Technologist: Billy Tchir

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5410
Fax (780) 623-2570
Cell (780) 689-6389
Email Billy.Tchir@gov.ab.ca

SCHEDULE B

Municipality: After Hours fire reports Please Call 780 650 5410

Local Fire Hall: Smoky Lake

Address Box 310
Town Smoky Lake, Alberta
Code T0A 3C0
Phone 780-656-3730
Fax 780-656-3768
Cell 780-650-5410 780-656-5575 (alternate)

Vilna Fire Chief(s)

Ray Soch
Address Box 427
Town Vilna, Alberta
Code T0A 3L0
Phone 780-614-5152
Fax 780-636-3620
Cell 780-614-5152
Email raysoch_69@hotmail.com

Smoky Lake

Fire Chief(s) Juanita Cozicar
Address Box 460
Town Smoky Lake, Alberta
Code T0A 3C0
Phone 780-656-3649
Fax 780-656-3675
Cell 780-650-1234
Email jcozicar@telus.net

Waskatenau Fire Chief(s) Casey Caron

Address Box 419
Town Waskatenau
Code T0A 3P0
Phone 780-656-0153
Fax 780-358-2208
Cell 780-656-0153
Email casey.caron@live.ca

Municipal Manager

Gene Sobolewski Chief Administrative Officer
Address Box 310
Town Smoky Lake, Alberta
Code T0A 3C0
Phone 780-656-3730
Fax 780-656-3768

Cell 780-207-1884
Home
Email cao@smokylakecounty.ab.ca

County Fire Chief – Scott Franchuk
Address Box 310
Town Smoky Lake, Alberta
Code T0A 3C0
Phone 780-656-3730
Fax 780-656-3768
Cell 780-650-5410
Home
Email sfranchuk@smokylakecounty.ab.ca

County Deputy Fire Chief – Spencer Kotylak
Address Box 310
Town Smoky Lake, Alberta
Code T0A 3C0
Phone 780-656-3730
Fax 780-656-3768
Cell 780-656-5575
Home
Email skotylak@smokylakecounty.ab.ca

SCHEDULE C

Division Authorized Requesting Authorities

Forest Area Manager – **Derek Bakker**
Wildfire Operations Officer – **Brian Stanton**
Wildfire Prevention Officer – **Mike Tucker**
Wildfire Technologist – **Derek Gough**
Wildfire Technologist – **Nancey Havenga**
Wildfire Technologist – **Clifton McKay**
Wildfire Technologist – **Jesse Spidell**
Wildfire Technologist – **Billy Tchir**

Anyone acting on behalf of the Forest Area as a Duty Officer or Deputy Duty Officer

SCHEDULE D

Municipality Authorized Requesting Authorities

Smoky Lake County Reeve – Craig Lukinuk

Smoky Lake County Chief Administrative Officer – Gene Sobolewski

Smoky Lake County Assistant Chief Administrative Officer – Lydia Cielin

Smoky Lake County Fire Chief – Scott Franchuk

Smoky Lake County Deputy Chief – Spencer Kotylak

SCHEDULE E

Mutual Aid Request Form



Appendix C- Mutual Aid Request

FROM		
Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	
TO		
Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	
SUBJECT		
Mutual Aid Request		
Location		

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower
Airtankers
Helicopters
Equipment

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request submitted by:

Name	Position	
Time	Date (yyy-mm-dd)	Signature

Your request for mutual aid assistance is approved not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

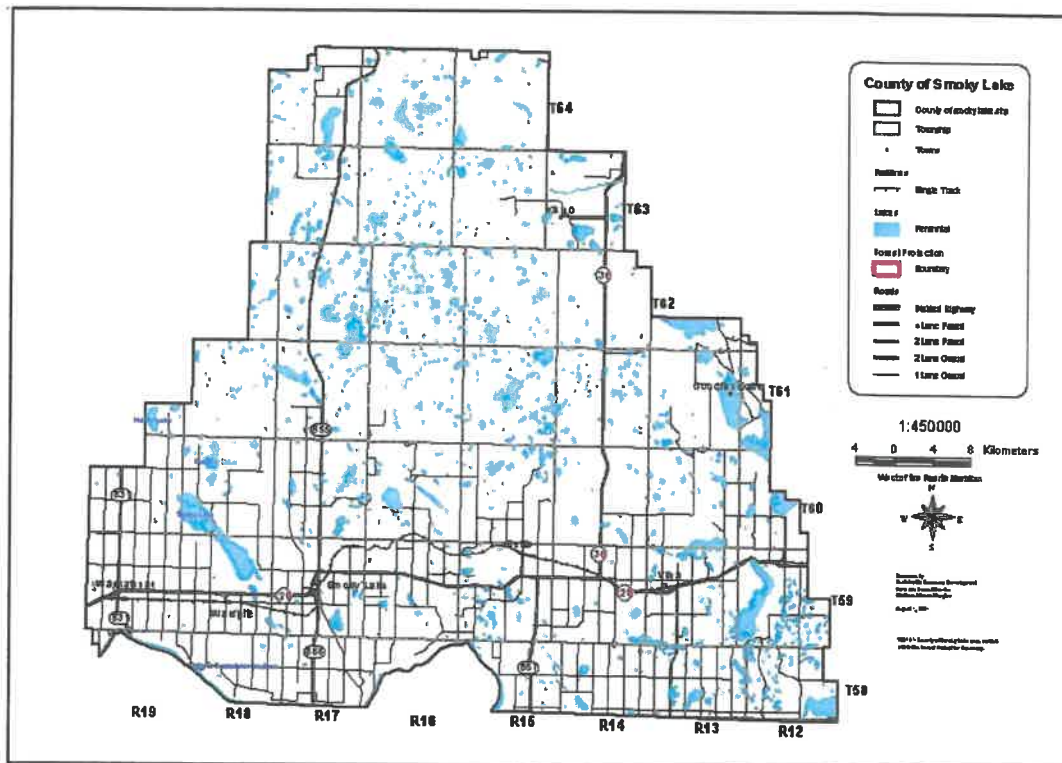
Name	Position	
Time	Date (yyy-mm-dd)	Signature

[Email](#) [Print](#)

Mutual Aid Request (June 2017)

SCHEDULE F

Mutual Aid Zones



SCHEDULE G

Municipality Estimated Reimbursement Rates

<i>Resource</i>	<i>Rate</i>
Personnel:*	
Firefighter	\$25.00/Hour
Specialized Equipment:	
Rescue Unit Tanker c/w 2 person crew	200.00/Hour
Municipal Fire Truck c/w 6 person crew	200.00/Hour
Fire Pumper Fire Truck c/w 3 person crew	\$200.00/Hour
Command Vehicle	\$180.00/Hour

*Personnel costs do not include accommodations or meals.

SCHEDULE H

Division Estimated Reimbursement Rates

<i>Resource</i>	<i>Rate</i>
Airtanker Aircraft:*	
CV580	\$3900.00 per hour plus fuel and retardant
CL215T	\$3200.00 per hour plus fuel and retardant
Air Tractors (wheeled)	\$1400.00 per hour plus fuel and retardant
Air Tractors (amphibious)	\$2400.00 per hour plus fuel and retardant
L188	\$6200.00 per hour plus fuel and retardant
Birddog Aircraft	
Turbo Commander 690	\$1900.00 per hour plus fuel
Cessna Caravan C208	\$1900.00 per hour plus fuel
Helicopters:	
Contract Rappel	\$2800.00 to 3924.00 per day and \$950 to \$1376.00 per flying hour plus fuel
Casual	Government hourly flying rate plus fuel
Contract Intermediate	\$1213.00 to \$2335.00 per flying hour plus fuel
Contract Medium	\$2039.00 to \$2875.00 per flying hour plus fuel
Personnel:**	

RAP Crew (7 person)	Cost Estimate \$21.61-\$27.13/hour/person
HAC Crew (4 or 8 person)	Cost Estimate \$21.61-\$27.13/hour/person
UNIT Crew (20 person)	Cost Estimate \$21.61-\$27.13/hour/person
Firetack Emergency (8 person)	Cost Estimate \$17.86-\$22.75/hour/person
Firetack Base and Secondary (8 person)	Cost Estimate \$29.77/hour/person first 8 hours-- \$44.66/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Firetack Zero Day (8 person)	Cost Estimate \$24.41/hour/person first 8 hours - \$36.62/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Air Attack Officer (contract)	\$1000.00/day/person
Specialized Equipment:	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

*** Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.**
****Personnel will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.**

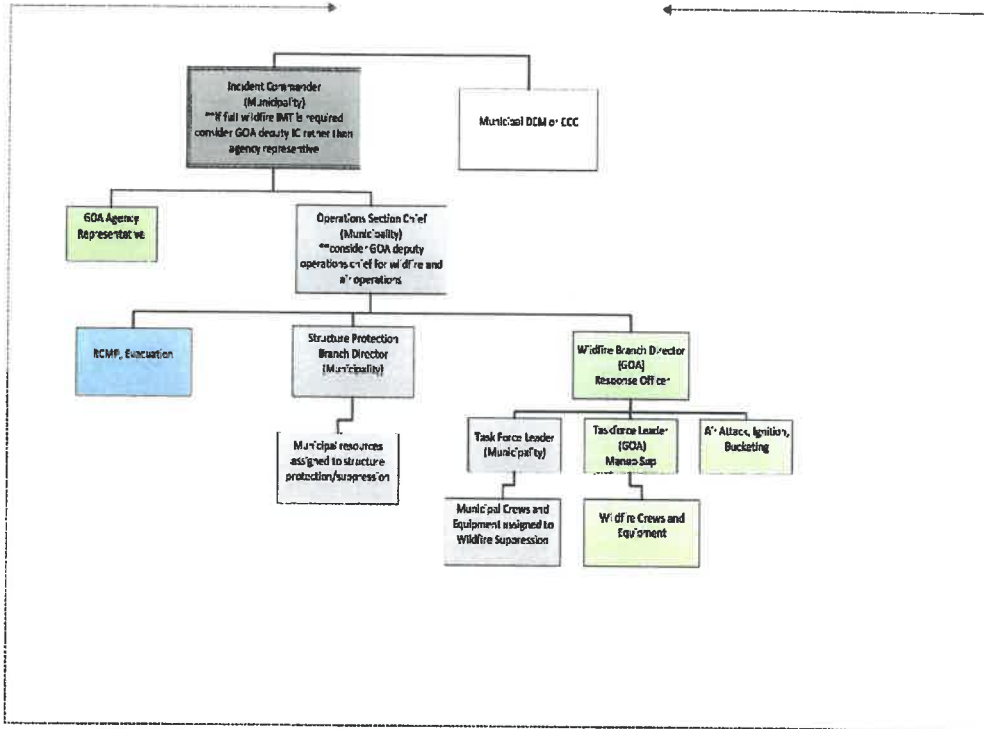
SCHEDULE I

Forest Protection Radio Guide FP 183

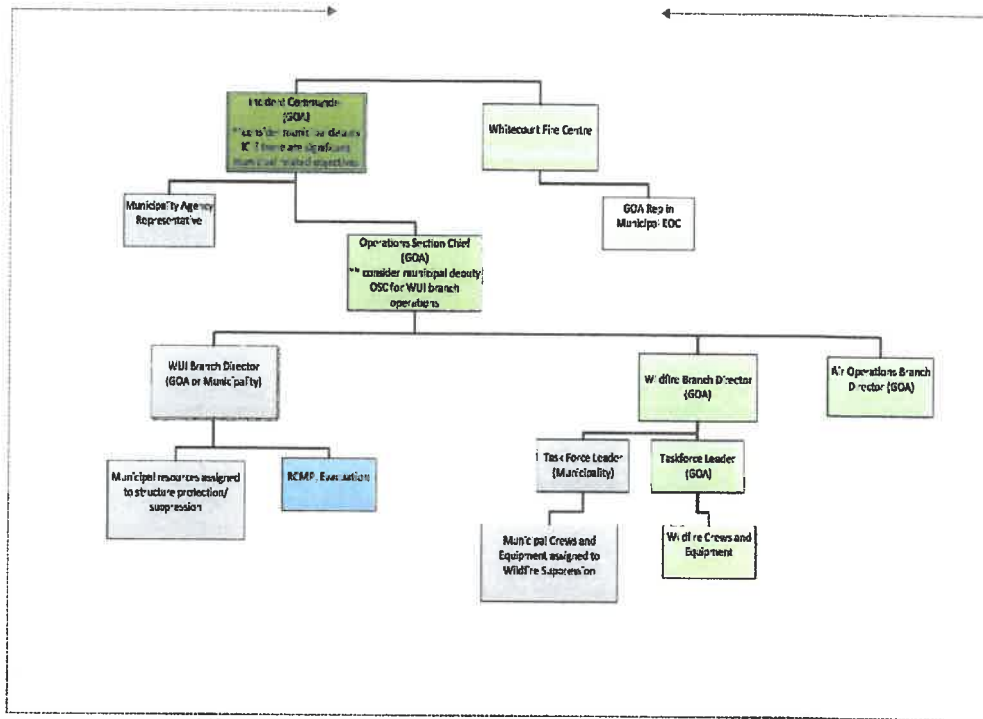
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SCHEDULE J

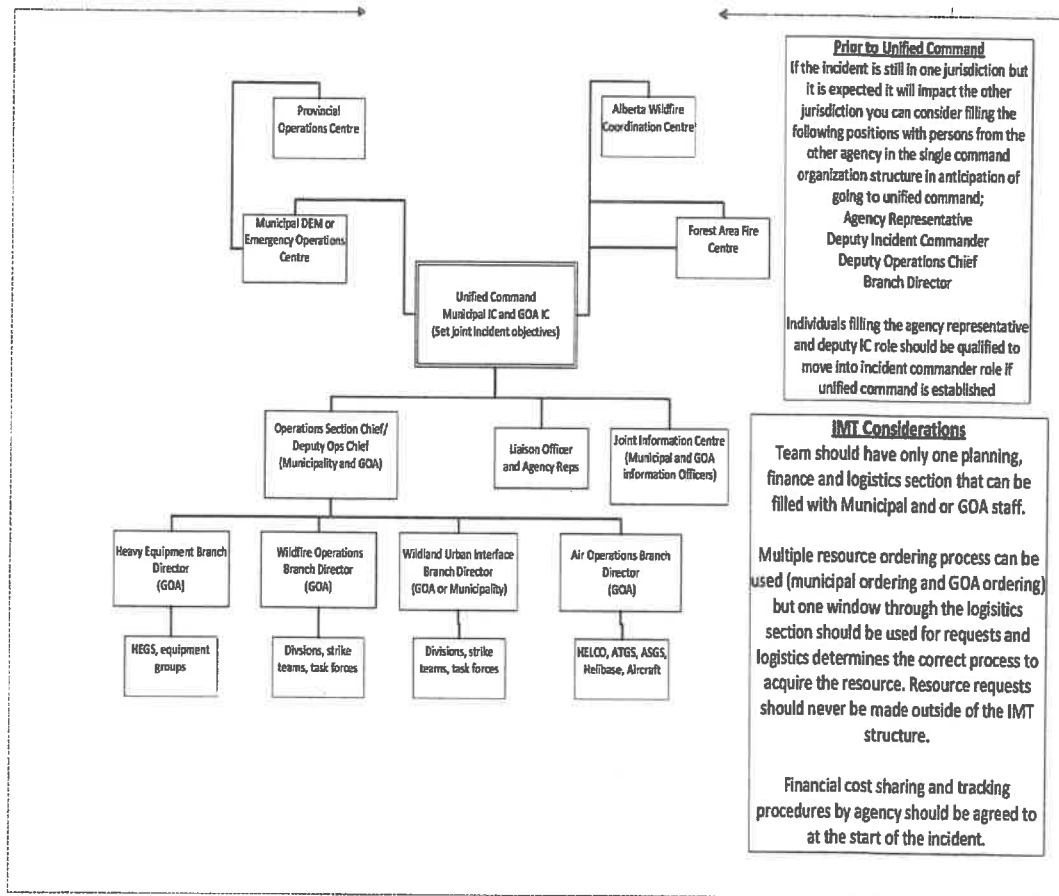
Incident Command System – Organization Structure Charts



**Wildfire in Municipal Jurisdiction
Potential Command and Operations Organizational Structure**



**Wildfire in the Forest Protection Area with Municipal Resources Assisting
Potential Command and Operations Organizational Structure**



Unified Command of Multi Jurisdiction Wildfire
 Potential Command and Operations Organizational Structure

SCHEDULE K

Training Courses Available to the Municipalities


There are many sources of training for municipal staff involved with wildfire response and emergency management.






Most training is supplied/owned/available through the Ministry of Municipal Affairs (e.g., ICS training and NFPA courses/standards). The following courses may be available to the Municipality from the Division:

- Online Wildfire Orientation
- Wildfire Investigation (FI-110, FI-210, FI-310)
- Advanced Fire Behaviour**
- Dozer Boss (Industry)
- Dozer Boss Primer
- Permit Issuance Training
- Prescribed Fire Planning
- Wildfire Prevention
- Firesmart Assessment Training

SCHEDULE L

Fire Ban System and Matrix

	NO RESTRICTION Safe campfires are allowed in campgrounds and backcountry or random camping areas. Any burning other than a campfire requires a fire permit.
	FIRE ADVISORY Safe campfires are permitted in campgrounds and backcountry or random camping areas. Issuance of fire permits for other burning may be restricted.
	FIRE RESTRICTION Safe campfires are allowed in fire rings in campgrounds only. No open fires are allowed in backcountry or random camping areas. Fire permits may be suspended or cancelled and no new fire permits will be issued.
	FIRE BAN No open fires are allowed in campgrounds or in backcountry or random camping areas. All fire permits are suspended or cancelled and no new fire permits will be issued.
	FOREST AREA CLOSURE Portions of the forest are closed and no access is permitted for public safety concerns.

Restriction Level	Activities Allowed in Campgrounds	Activities Allowed in Backcountry and Random Camping Areas	Prohibited or Restricted Activities
 <p>NO RESTRICTION (Low-Moderate)</p>	<ul style="list-style-type: none"> Safe wood campfires within fire rings Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Safe wood campfires Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Any burning other than a campfire outside a fire ring
 <p>FIRE ADVISORY (Moderate-High)</p>	<ul style="list-style-type: none"> Safe wood campfires within fire rings Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Safe wood campfires Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Any burning other than a campfire without a valid fire permit
<i>Issuance of new fire permits may be limited. Existing fire permits may be suspended or cancelled.</i>			
 <p>FIRE RESTRICTION (High-Extreme)</p>	<ul style="list-style-type: none"> Safe wood campfires within fire rings Portable propane fire pits Gas or propane stoves and barbecues designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Portable propane fire pits Gas or propane stoves and barbecues designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Wood campfires in backcountry or random camping areas Charcoal briquettes, turkey fryers and oil torches
<i>Issuance of new fire permits will be very limited. Existing fire permits will likely be suspended or cancelled.</i>			
 <p>FIRE BAN (Extreme-Catastrophic)</p>	<ul style="list-style-type: none"> Gas or propane stoves and barbecues (not charcoal briquettes) designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Gas or propane stoves and barbecues (not charcoal briquettes) designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Wood campfires Portable propane fire pits Charcoal briquettes, turkey fryers and oil torches
<i>Existing fire permits are suspended or cancelled. New fire permits will not be issued.</i>			
 <p>FOREST AREA CLOSURE (Catastrophic)</p>	<ul style="list-style-type: none"> Portions of the Forest Protection Area closed to public except by direct permit 	<ul style="list-style-type: none"> Portions of the Forest Protection Area closed to public except by direct permit 	<ul style="list-style-type: none"> All activities within the closed area

All appliances (such as barbecues, stoves, heaters and portable campfires) must be CSA approved or UL certified.



REQUEST FOR DECISION		DATE	February 16, 2021	4.3
TOPIC	Waskatenau Fire Hall Addition			
PROPOSAL	<p>Background:</p> <ul style="list-style-type: none"> • At the March 11, 2020 Smoky Lake Region Fire and Rescue Committee Meeting the Waskatenau Fire Chief – Casey Caron brought forward a quote from K.J. Roofing in the amount of \$27,300.00 for the addition to the Waskatenau Fire Hall and the following motion was passed: <p style="margin-left: 40px;">“That the Smoky Lake Region Fire and Rescue Committee defer discussion in regard to quote #709950, dated December 4, 2019 prepared by Kurt Stahl of K.J. Roofing, Bellis, Alberta in the amount of \$26,000.00 excluding G.S.T. for materials and construction of a lean-to for the purpose of sheltering Waskatenau Fire Department equipment, to the Village of Waskatenau for the Village of Waskatenau to take action on it as they see fit.”</p> • On April 15, 2020 Smoky Lake County received a letter from Village of Waskatenau CAO – Bernice Macyk asked the County to cost share the addition to the Waskatenau Fire Hall 50%/50%. • The letter was addressed at the April 23, 2020 County Budget Meeting and the following motion was passed: <p style="margin-left: 40px;">“That Smoky Lake County approve the concept of financially assisting the Village of Waskatenau with the Project: Waskatenau Fire Department’s Rapid Attack Unit Shelter, at an estimated total project cost in the amount of \$30,000.00 with a cost-share of 50/50 subject to the Village of Waskatenau providing three (3) quotes for the said project and upon Smoky Lake County receiving approval notice of grant funding in August 2020 for the grant application submitted by Smoky Lake County on March 30, 2020 to the Farm Credit Canada (FCC) AgriSpirit Fund in the amount of \$25,000.00 for the said project; in response to the letter received from Bernice Macyk, Chief administrative Officer, Village of Waskatenau, dated April 7, 2020.</p> • On August 21, 2020 County Fire Chief received a response from the Farm Credit Canada AgriSpirti Fund denying our application and informed the Village of Waskatenau. • On August 31, 2020 Smoky Lake County received a letter from the Village of Waskatenau CAO – Bernice Macyk requesting the County to cost share this project and accept the quote from Vantage Builders Ltd in the amount of \$28,885.00. • On the October 14, 2020 Fire Protective Services Meeting the following motion was passed: <p style="margin-left: 40px;">” 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.</p> 			

	<p>Proposal:</p> <ul style="list-style-type: none"> • The Waskatenau Fire Hall addition was completed on January 25, 2021. <i>See attachment 1</i> • Smoky Lake County received the 50/50 cost share invoice in the amount of \$15,785.00 from the Village of Waskatenau on February 2, 2021 which exceeds the previously passed motion by Council at October 14, 2020 meeting. <i>See Attachment 2</i>
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CORRELATION TO BUSINESS (STRATEGIC) PLAN

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Policy 02-15-01 Fire Department Standard Operation Guidelines
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BENEFITS	<ul style="list-style-type: none"> - Provides safe and effective equipment for the fire department - Prevents theft
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DISADVANTAGES	
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ALTERNATIVES	
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FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: <u> \$15,785.00 </u>
Budget Available: _____	Source of Funds: <u> MO </u>
Budgeted Costs: <u> Reserves – 1,500,000.00 </u>	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
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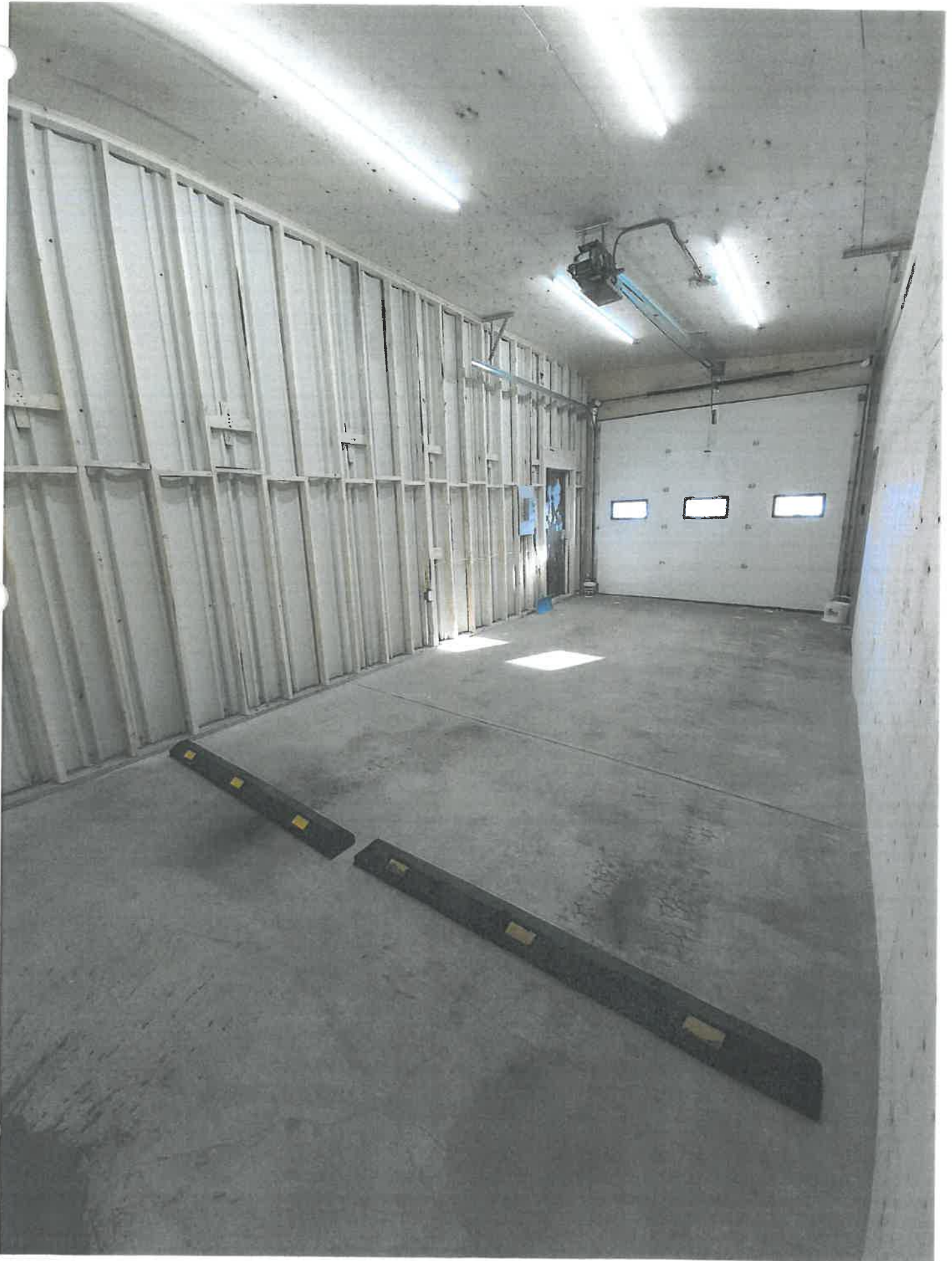
COMMUNICATION STRATEGY	
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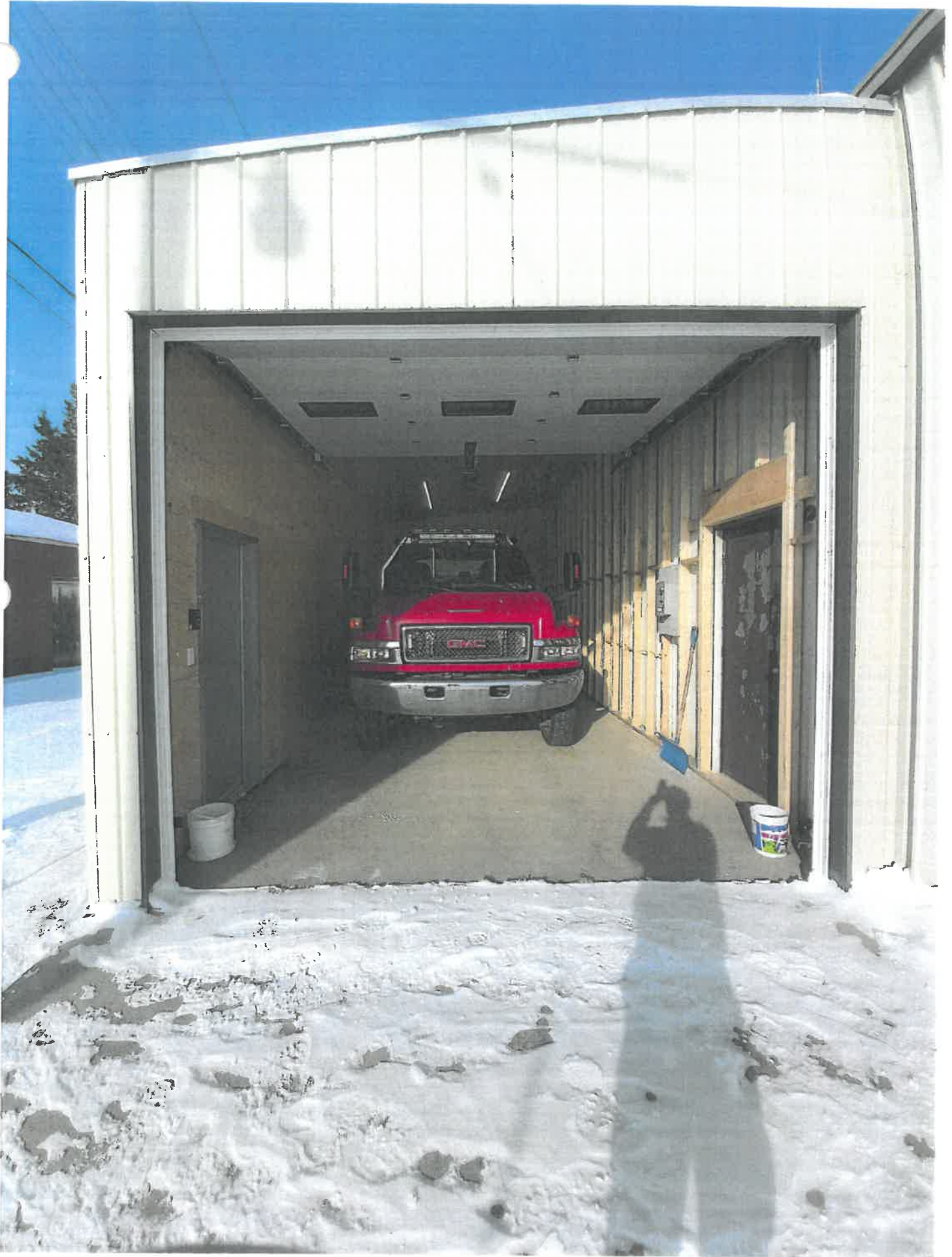
RECOMMENDATION

1. That Smoky Lake County contribute to the Village of Waskatenau in the amount of \$785.00 in addition to the \$15,000.00 approved on October 14, 2020 – Motion 1219-20 as a cost share partner of the Waskatenau Fire Hall addition for the Rapid Attack Unit 462 Shelter.

Fire Chief









VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

A2

Phone: (780) 358-2208
Fax: (780) 358-2208
Email: waskvillage@mcsnet.ca
Website: www.waskatenau.ca

INVOICE

January 27, 2021

Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3C0



**Re: 50/50% cost-share New Rapid Attack Vehicle Shelter
Waskatenau Fire Hall**

\$15,785.00

Copy of Invoice attached for your reference.

Please remit to Village of Waskatenau

Thank you

"Country living at its Best"



INVOICE

Invoice No.: 31797
 Date: 12/14/2020
 Page: 1
 PO #/Job #: 20578

4723-45 Avenue
 Vegreville, Alberta T9C 1L1
 Tel: (780) 632-3422
 Fax: (780) 632-6710

Sold to
 Village of Waskatenau
 Box 99
 Waskatenau, Alberta T0A 3P0

Business No.: 10549 3613 RT0001

Terms: Net 30 Interest will be charged on past due invoices at the rate of 2% per month compounded monthly.

Description	Tax	Quantity	Unit Price	Amount
To invoice for construction of Rapid Attack Shelter as per contract	G			31,570.00
Subtotal:				31,570.00
G - GST 5%				
GST				1,578.50
Shipped By: _____ Tracking Number: _____ Payment by Credit Card in excess of \$500 will be charged a 3% surcharge				Total Amount 33,148.50 Amount Paid 0.00 Balance Due 33,148.50
Comment: Sold By: Ziprick, Hugh J				

Handwritten signature
 PER Contract



REQUEST FOR DECISION		DATE	February 16, 2021	4.4
TOPIC	Rapid Attack Unit and Trailer			
PROPOSAL	<p>Background:</p> <ul style="list-style-type: none"> Fire Protective Services personnel incorporated 6x6 UTV, firefighting skid and utility trailer in the 2021 capital budget in the amount of \$38,500. The 6x6 UTV will be used to access rough terrain, wet/soft condition and can access fires in difficult areas with limited space. The firefighting skid is self sufficient and can fill itself from any body of water and keep fighting the fire. This unit will allow firefighters to stop using the other apparatus in questionable areas causing unnecessary wear and tear on the fire trucks and rapid attack units. <p>Proposal:</p> <ul style="list-style-type: none"> Smoky Lake County is currently in the 2021 budget process and senior administration agreed to postpone all capital purchases until the tax assessments are completed and Council makes the final decision on the 2021 total budget. This project is time sensitive as the spring fire season is approximately 6 weeks away and the Fire Protective Services personnel need time to purchase and get the equipment ready and into services before the snow melts. 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Policy 02-15-01 Fire Department Standard Operation Guidelines		
BENEFITS	<ul style="list-style-type: none"> - Provides safe and effective equipment for the fire department - Prevents unnecessary wear and tear on apparatus 			
DISADVANTAGES				
ALTERNATIVES				
FINANCE/BUDGET IMPLICATIONS				
Operating Costs: _____		Capital Costs: <u> \$38,500.00 </u>		
Budget Available: _____		Source of Funds: <u> MO </u>		
Budgeted Costs: <u> Capital Budget </u>		Unbudgeted Costs: _____		
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS				
COMMUNICATION STRATEGY				
RECOMMENDATION				
1. That Smoky Lake County approval the 2021 capital purchase for the 6x6 UTV rapid attack unit, firefighting skid and trailer and not to exceed the proposed budget of \$38,500.00.				
Fire Chief				



REQUEST FOR DECISION		DATE	February 16, 2021	4.5
TOPIC	Smoky Lake County Public Works Radio Communications			
PROPOSAL	<p>Background:</p> <ul style="list-style-type: none"> • In February of 2018 CFRN informed Smoky Lake County the Radio Tower located at NE 19-59-16-W4 was going to be decommissioned October 1, 2018. • The CFRN Tower hosted Smoky Lake County Public Works and Emergency Services radio communications. • Smoky Lake Region agreed to move Smoky Lake County Emergency Services to the Alberta First Responders Radio Communication System (AFRRCS). • Through further research Smoky Lake County Public Works could be incorporated onto AFRRCS but the municipality is responsible for all costs associated with running the Public Works on the AFRRCS system. • Due to pricing Smoky Lake County agreed to incorporate the purchase of the 18 AFRRCS radios for Public Works into the overall project. • In August of 2018 the AFRRCS radios were ordered for Smoky Lake County Emergency Services and Public Works • In November of 2018 the Town of Smoky Lake and Smoky Lake County had an opportunity to purchase a 150-foot Allweld Tower from Hybrid Wireless located at 17361 – Twp 593. • In February of 2019 the Town and County jointly purchased the 150-foot Allweld Tower from Hybrid Wireless. • Due to the height of the tower radio coverage throughout the County with one tower could not be achieved, therefore rental space continued for the CCI tower. • With the purchase of the tower the AFRRCS Radios were no longer required for Public Works as the current VFH system could be restored back into operations. <p>Currently:</p> <ul style="list-style-type: none"> • In June of 2019 Smoky Lake County requested a proposal from Bearcom Wireless to complete the work to install the radio equipment at the new tower site and include the public works channels. • In September of 2019 Smoky Lake County received the proposal from Bearcom but needed the County to submit the radio inventory for Public Works radios installed in the vehicles and site inspection to be completed before finalizing the cost of the project. • In November of 2019 Vercomm Wireless contacted the County Fire Chief and informed him that Vercomm is expanding and expressed interest in working with Smoky Lake County again. • Tower information and radio licensing was sent to Vercomm wireless to review and submit options. • In March of 2020 Vercomm provided 2 options but needed to complete a site inspection to finalize all project costs. • Due to Covid-19 the site inspection was not completed until September of 2020. • In December of 2020 Vercomm Wireless submitted a proposal on completing the installation the Public Works radio communications system. 			

As of February 10, 2021 current AFRRCS Public Works radio sales

Radio	Quantity	Price
APX 1500	18	\$48,443.76
APX 1500 Sold	12	\$32,295.84
APX 1500 Remaining	6	\$16,147.92

Proposal:

Bearcom Wireless

- Install all radio equipment into the new tower site, reprogram radio equipment at the Spedden tower site and reprogram all Public Works radios.
Cost - \$28,458.75

Vercomm Wireless

- Install all radio equipment into the new tower site, use Vercomm Wireless Tower by Ashmont and reprogram all Public Works radios. See attachment 1
Cost - \$19,975.15

Note: Currently Smoky Lake County tower rental at the CCI tower in Spedden is \$415/month, moving to the Ashmont tower would cost \$350/month.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

BENEFITS

- Provides communication with all public works
-

DISADVANTAGES

ALTERNATIVES

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____

Capital Costs: _____

Budget Available: _____

Source of Funds: _____

Budgeted Costs: _____

Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

COMMUNICATION STRATEGY

RECOMMENDATION

1. That Smoky Lake County enter into an agreement with Vercomm Wireless for the Project of Public Works Radio Communication to be installed at the new tower site located at 17361 – Twp 593.

Fire Chief



*Box 3054 Vermilion, AB T9X 2B1
Telephone: 780-853-9257*

Smoky Lake County Radio Infrastructure Relocation

To

Smoky Lake County

December 6, 2020

Executive Summary

The following proposal provides details of an engineered solution created specifically for Smoky Lake County. This solution provides the following benefits:

- 1. Robust architecture, resilient to outages** – functionality is distributed among Motorola's incredibly reliable two-way radio infrastructure, so that there are very few single points of failure.
- 2. Current Technology with Technical Support**, using the current generation in Motorola's radio equipment and information technology – the system can be readily supported by manufacturers and service organizations.
- 3. Economical to operate** – the system utilizes Motorola's two-way radio infrastructure and several other components which are available from many sources at competitive prices.
- 4. Feature rich** – the system offers a wealth of features which can be tailored to suit the exact requirements or needs of the emergency services departments.

After carefully considering the assets and resources available in the County's current environment (as well as immediate neighbours), we believe this is the most economical and robust configuration possible. The solution is described in detail on the following pages

Vercomm Wireless

Vercomm Wireless offers a full line of mobile and stationary wireless communication products and services. For organizations that need to stay in touch while on the move, we can match the best products and services to meet your specific requirements.

At Vercomm Wireless our intention is to match your mobile communication needs with the best products and services. With numerous years in the wireless industry, we have found that there are several important factors for you to consider as you review the options available to you. Our solutions are always tailored to your specific needs. When recommending solutions, we advise our customers to consider all important issues. If a solution is not optimum for you, we will let you know why.

- What is your number one need in choosing a wireless communication tool?
 - Safety
 - Control over time or resources
 - Time or Task Management
 - Reliability
- In what environment will the equipment be used?
 - Indoors or Outdoors
 - High dust, moisture rich, or high impact environments
 - High or low temperatures
- What are the end user issues to be considered?
 - Ease of use
 - Training
 - Ruggedness
 - Durability
- What will you expect from your wireless communication service provider?
 - Industry Expertise
 - Competitive pricing
 - Quick response when service or repair is required

Vercomm Wireless provides not only quality products, but responsive, knowledgeable, personalized service. We make every attempt to offer our clients the most economical solutions possible and provide continuous consultation and expertise. Our approach is to always put the needs of the customer first.

Our range of offerings and expertise includes cellular, microwave, IP, 2-way radio and the supporting infrastructure. We have service capability for most major manufacturers. Customer service is truly the cornerstone of our company.

Solution Description

The following solution has been designed specifically for the County of Smoky Lake, given the existing state of the public works radio system and equipment and infrastructure available. The two options previously considered were re-provisioning the Spedden tower frequencies (old Vilna Fire Channel) or utilizing a Vercomm Wireless existing repeater to provide coverage to the east side of the County. The west channel will be broadcast from the recently purchased Aspenview tower located at the Town of Smoky Lake reservoir. We are advising that the Vercomm rental repeater be utilized for a number of reasons. The first being the monthly rental of the equipment is cheaper than the rental of the tower space at Spedden. The second is the antenna and equipment need to be removed from Spedden to be relocated to Aspenview tower at Smoky Lake as the previous antenna from CFRN was not recovered. The cost to remove and relocated this antenna is more cost effective than to replace it. The third reason is the existing Vilna Fire Channel is 12.5KHz bandwidth. A number of existing county mobile radios are not capable of operating on this bandwidth. Considering those three main reasons is why we have advised using the Vercomm rental repeater for East communications. The rental of this dedicated repeater is \$350.00/month. There are no further expenses to the county. If the repeater needs repair or replacement, it is done at no cost to the County. For the protection of the county and lease agreement is also recommended. One that will include the transfer of frequency licences and sale of equipment if Vercomm were to sell the tower, etc in the future. This way the county will simply have to rent tower space if a sale were to happen.

The West and East repeaters will be linked together so that what is transmitted is simultaneously transmitted on the other. There will be some education for county personnel. Operators will be required to select the proper channel based on their location within the county. We have provided coverage maps below to help give an idea of the proposed coverage. Currently the Vercomm east repeater is operational and on air and can be tested immediately to ensure proper coverage is provided before the Spedden tower is decommissioned. The proposal includes the costs to decommission the Spedden tower. The public works radio fleet would also have to be reprogrammed to add a new channel to the existing radios.

One other item that may be of interest to the County is the ability to connect to Bonnyville dispatch to provide emergency contact to county personnel who may be out working. The radio system would be connected via a radio link to dispatch that can be activated if personnel are heading out to work after hours or alone. The person simply calls dispatch before leaving and has the "link" opened and will then have direct radio communication with 911 dispatch in Bonnyville. It should be mentioned that Bonnyville may charge for this option and they may have a charges associated with their technicians to implement this on their system.

Smoky Lake County Radio Infrastructure Relocation
December 6, 2020

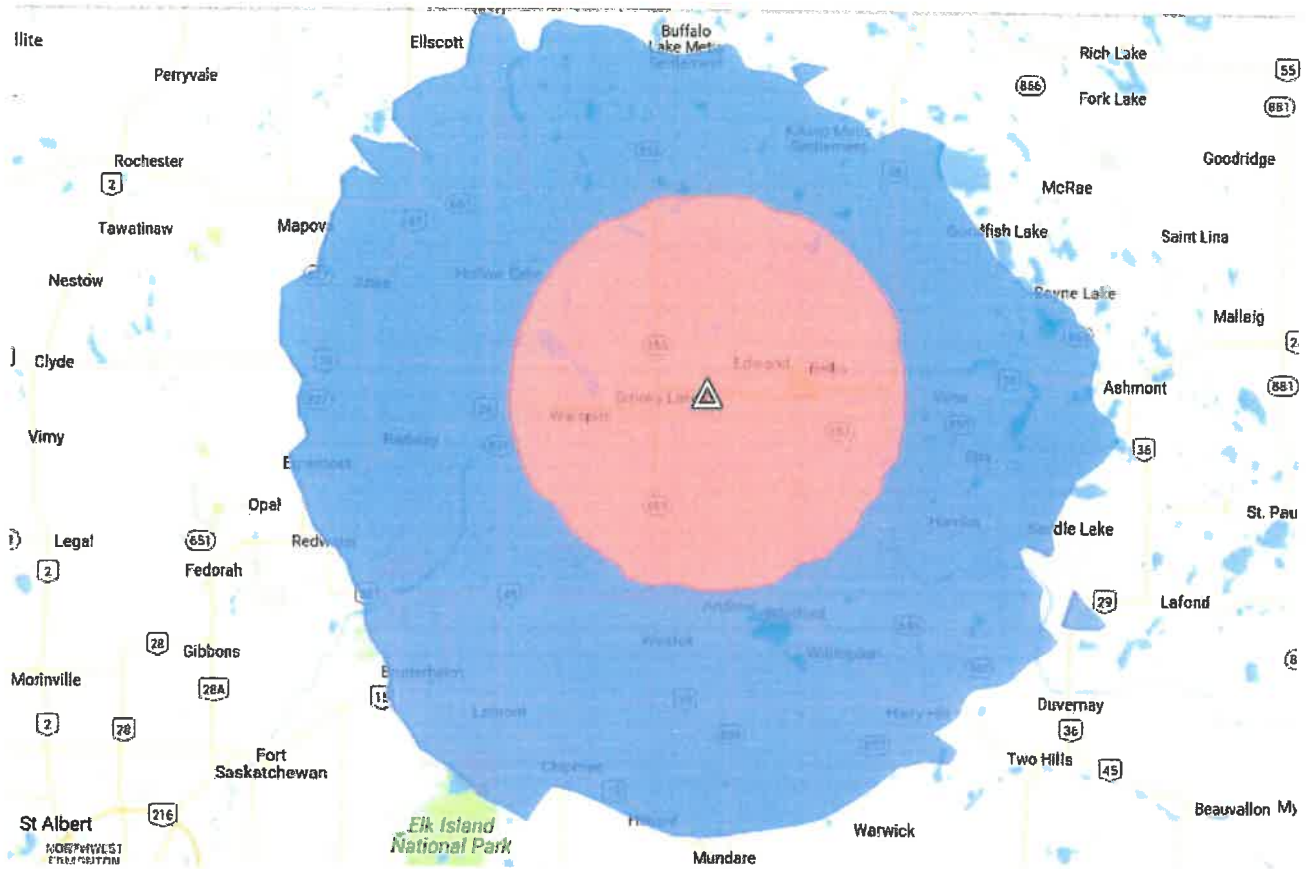


Figure 1. Previous Radio Coverage from CFRN Tower
Light Red Indicates Handheld Radio Coverage
Light Blue Indicates Mobile Radio Coverage

Smoky Lake County Radio Infrastructure Relocation
December 6, 2020

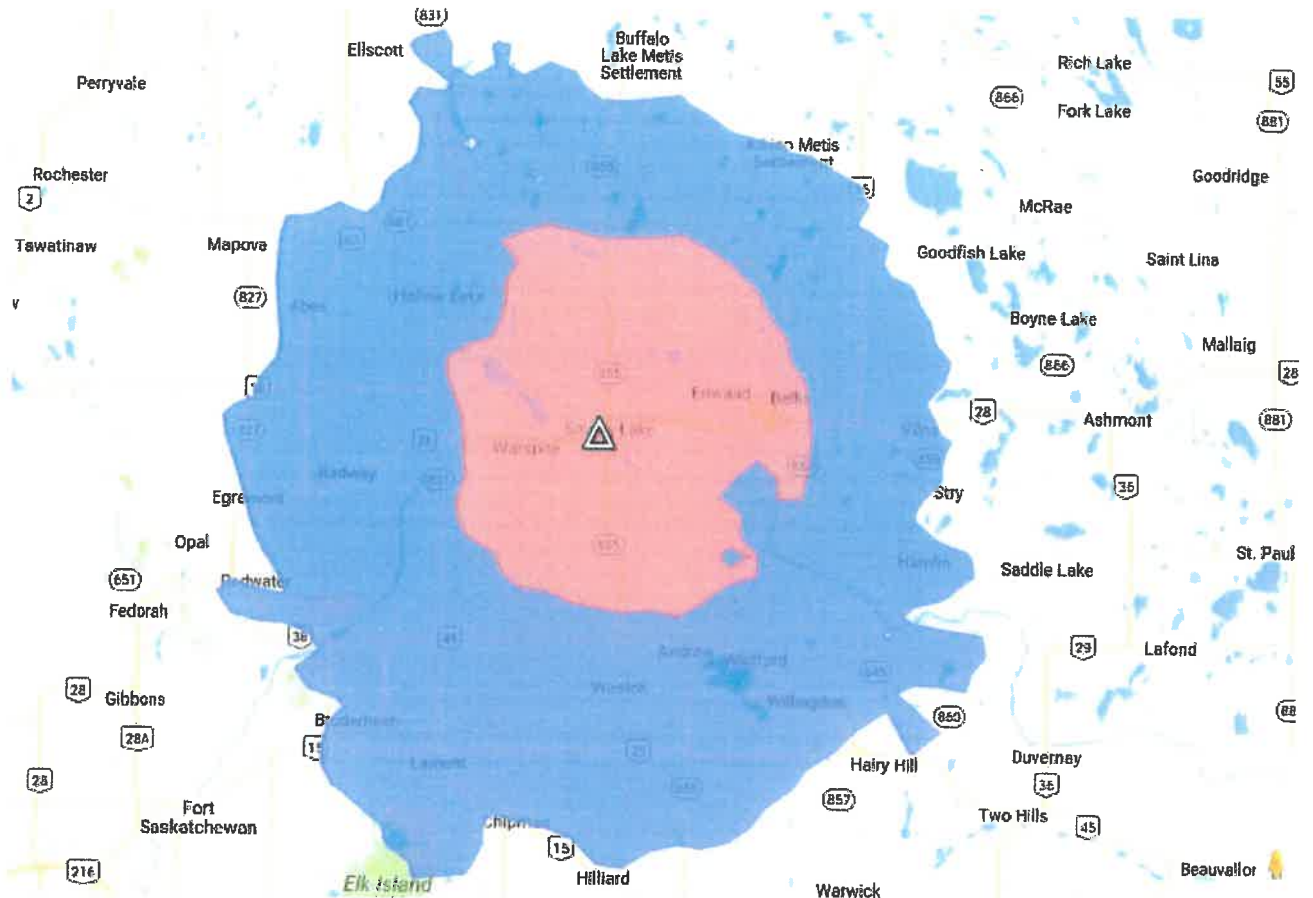


Figure 2. Calculated Radio Coverage from Aspenview Tower
Light Red Indicates Handheld Radio Coverage
Light Blue Indicates Mobile Radio Coverage

*Smoky Lake County Radio Infrastructure Relocation
December 6, 2020*

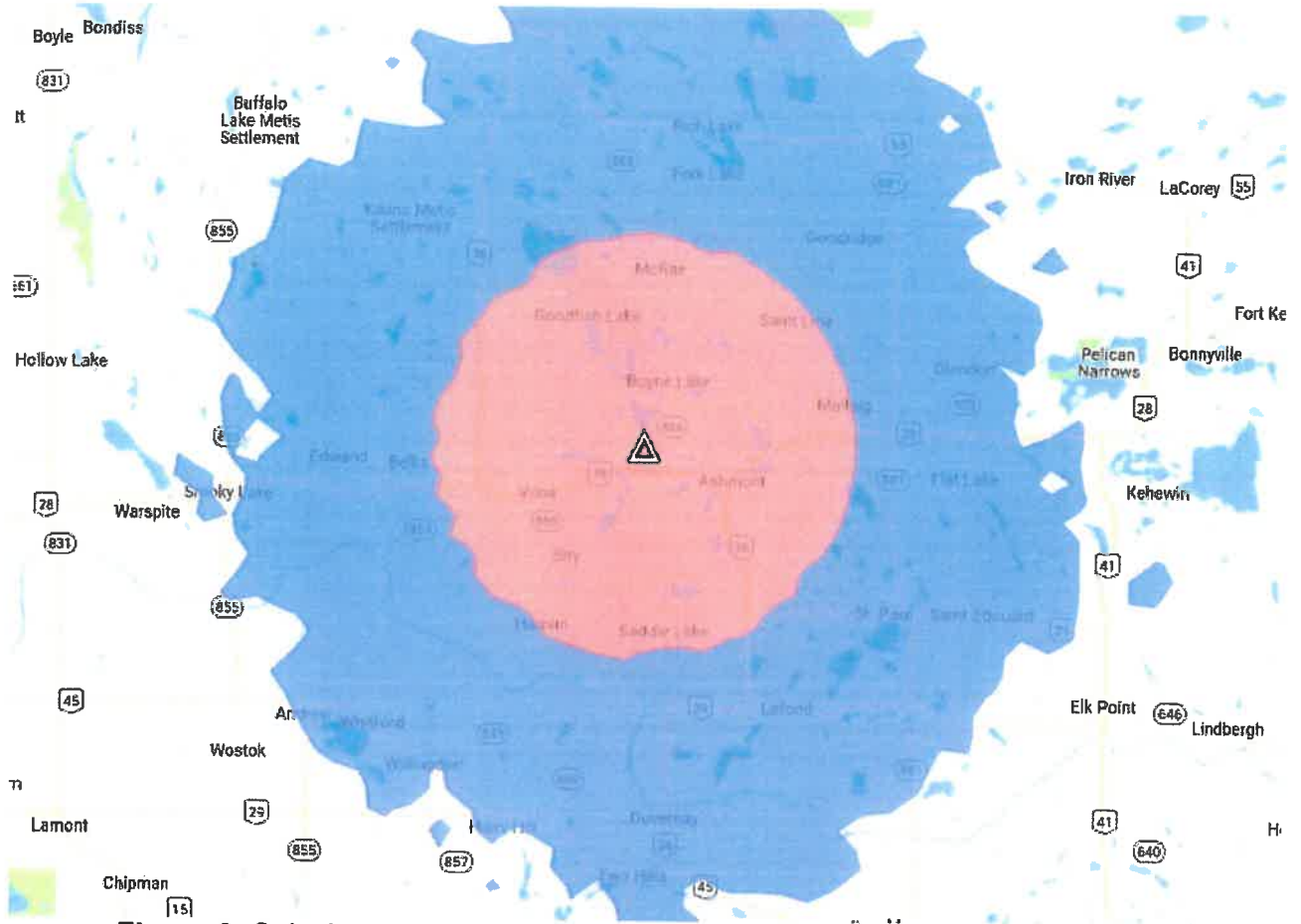


Figure 3. Calculated Radio Coverage from East Vercomm Tower
Light Red Indicates Handheld Radio Coverage
Light Blue Indicates Mobile Radio Coverage

PRICE TO RELOCATE TO ASPENVIEW TOWER

Qty	Description	Retail Price	Ext Price
1	VHF Yagi Link Antenna	\$1,495.00	\$1,495.00
1	Tower Crew	\$6,295.00	\$6,295.00
2	Polyphaser Lightning Arrestor	\$149.95	\$299.90
1	Ground/Shop Supplies	\$195.95	\$195.95
1	19" Rack, 7'	\$350.00	\$350.00
4	Andrew FSJ4 N Male	\$59.95	\$239.80
5	Andrew FSJ4 N Male Right Angle	\$79.95	\$399.75
1	Labour to install repeater and link	\$2,895.00	\$2,895.00
1	Mileage	\$760.00	\$760.00
1	Labour to connect repeater and link	\$2,895.00	\$2,895.00
		Subtotal (excluding GST)	\$15,825.40

REPROGRAM THE RADIO FLEET

Qty	Description	Retail Price	Ext Price
5	Programming (days of programming)	\$580.00	\$2,900.00
5	Overnight Accommodations/Meals	\$149.95	\$749.75
1	Mileage	\$500.00	\$500.00
		Subtotal (excluding GST)	\$4,149.75

Thank you for your time and considerations. Please feel free to call with any questions or to arrange an appointment to discuss this proposal in person.

Sincerely,

Jamie McPhee



7
GOALS

EMERGENCY SERVICES PLAN
(ES) COMMUNITY SERVICES

Goal

Progress Update

Administrative Activities (RE): 100%

Scott Franchuk:

Achievements:

- 6 Fire Protective Services Committee Meetings (Attended and Agenda Packages)
- 4 Smoky Lake Region Fire and Rescue Committee Meetings (Attended and Agenda Packages)
- 2 Bylaws created and passed
- 4 Policies created and passed
- 2 Job Descriptions created and passed
- 7 Fire inspection and load occupancy completed
- 4 Structure fire investigations completed
- 57 Invoices to Alberta Transportation
- 12 Invoices to insurance companies
- Covid 19 education information for the fire department members
- Created 6 Covid 19 protocols for the fire departments
- Worked with Disaster Services to order all PPE needed
- Worked on the Waskatenau Fire addition project
- Worked on the Smoky Lake Fire addition/new building project
- Technical Advisory for the Smoky Lake County Emergency Services AFRRCS system
- Completed and requested proposals for the Smoky Lake County Public Works radio communication

Challenges: *No value*

Next Steps: *No value*

2020/10/13

Fire Protective Services: 100%

Scott Franchuk:

Achievements:

- 172 fire permits issued with 127 inspected
- 11 firewoks permits issued

Challenges: *No value*

Next Steps: *No value*

2020/10/13

Waskatenau Fire Department: 100%

Scott Franchuk:

Achievements:

- Waskatenau Fire responded to 19 collisions, 8 fires, 2 medicals, 2 fire alarms, 1 water rescue and 2 carbon monoxide call
- The department hosted 4 training night
- 2 new members joined the fire department
- 6 members attended the first 1/2 of the Basic Fire Ground Operations course
- 10 members completed the Hand Hygiene and N-95 Mask training
- 1 member attended the Zone 3 Fire Chief Meeting
- Engine 403 pump and road test was completed
- 16 SCBA air bottles were replaced
- The Waskatenau Fire Hall addition was completed

Challenges: *No value*

Next Steps: *No value*

2020/10/13

Smoky Lake Fire Department: 100%

Scott Franchuk:

Achievements:

- Smoky Lake Fire responded to 36 collisions, 24 fires, 12 medicals, 2 water/ice rescues, 13 fire alarms and 1 dangerous goods call
- The Department hosted 6 fire practices and 2 business meetings in person and 3 zoom practices and 2 zoom business meetings
- 14 members completed the Hand Hygiene and N-95 Mask Training
- 2 members attended the Zone 3 Fire Chief Meeting
- 10 members completed the first 1/2 of the basic firefighter training
- 16 SCBA air bottles were replaced
- SCBA air compressor was serviced and air samples passed
- Engine 459 and 405 pump and road tests were completed
- 10 members attended the first 1/2 of the Basic Fire Ground Operations Course
- 3 members have tested positive for Covid 19 and all have recovered

Challenges: *No value*

Next Steps: *No value*

2020/10/13

Vilna Fire Department: 100%

Scott Franchuk:

Achievements:

- Vilna Fire was out at 29 collisions, 26 fires, 9 medicals, 6 fire alarms and 1 dangerous goods call
- The department hosted 8 training nights in person
- 8 members completed the Hand Hygiene and N-95 Mask training
- 5 members attended the first 1/2 of the Basic Fire Grounds Operations Course
- 16 SCBA bottles were replaced
- SCBA compressor was serviced and air samples passed
- Engine 401 pump and road tests were completed

Challenges: *No value*

Next Steps: *No value*

2020/10/13

Training Activity (FIRE): 100%

Scott Franchuk:

Achievements:

- NAIT 2021 Emergency Management Summit - March 23-24 Virtual
- 74th Annual Fire Chief Conference - May 18-19 Virtual

Challenges: *No value*

Next Steps: *No value*

2020/10/13

Council Member Inquiry (FIRE): 100%

Scott Franchuk:

Achievements:

- No Council inquiries

Challenges: *No value*

Next Steps: *No value*

2020/10/13

Jack Pine Wildfire at Twp 590A – RR 161

October 6, 2020

- At 2:42 pm Smoky Lake Fire Department responded to a wildfire at Twp 590A – RR 161
- First crews arrived on scene and protected the cabin from burning down
- Second crews arrived on scene and informed incident command the fire jumped Twp 590A and head south east
- Vilna Fire Department was called for mutual aid
- 3 contract cats and 1 County cat were able to cut a fire guard around the north, west and east sides of the fire, the south side could not be contained due to the terrain
- Fire crews worked on extinguishing the perimeter and south west corner of the fire
- Fire crews worked until 3:00 am until the temperatures dropped lowering the fire behavior and risks.

October 7, 2020

- The County Cat widened the fire guards to make them drivable with the rapid attack units
- County water tanker on scene supplying water to rapid attack units
- Smoky Lake County Fire Department worked on extinguishing the fire on the north side by the cabin where the ground fires was 6-8 inches deep
- Active fire broke out on the south side with no fire guard present, threatening homes to the west and the tree nursery to the east
- The County cat tried to gain access by building a road down the bank but due to the unstable terrain and high risk to equipment and operator the operation was stopped 6 hours into the task
- Due to the steep terrain fire crews had no access to the fire or equipment to extinguish the fire
- At 4:27 pm Smoky Lake County Emergency Services requested mutual aid from the Lac La Biche Agriculture and Forestry.
- County Emergency Services worked from 8:00 am to 9:15 pm

October 8, 2020

- County Emergency Services worked from 8:00 am to 9:45 pm extinguishing the perimeter
- The County tanker on scene supplying water to the rapid attack units
- County cat cut more fire guards for the Alberta Wildfire Firefighters to work on the steep terrain
- Alberta Wildfire firefighters (11) arrived at 11:20 am
- The Supervisor was given a tour of the fire and was assigned the steep terrain to extinguish the fire completely
- Alberta Wildfire firefighters worked from 11:20 am to 7:35 pm
- Smoky Lake County Emergency Services provided supper for the crews

October 9, 2020

- County Emergency Service worked from 8:00 am to 9:40 pm extinguishing the fire north of Twp 590A
- The County tanker on scene supplying water to the rapid attack units
- The County cat was released from the scene at 9:30 am
- Alberta Wildfire firefighters worked from 8:00 am to 8:00 pm on the steep terrain
- Smoky Lake County Emergency Services provided lunch and supper for the crews

October 10, 2020

- County Emergency Services worked from 8:00 am to 2:00 pm as the Alberta wildfire firefighters started working the flat fire ground and strung out hoses blocking access for the rapid attack units
- Alberta Wildfire Firefighters worked from 8:00 am to 8:00 pm
- Smoky Lake County Emergency Services provided lunch and supper for the crews

October 11

- Alberta Wildfire Firefighters worked from 8:00 am to 8:00 pm extinguishing all ground fires inside the perimeter of the fire
- The fire was 95% extinguished by 8:00 pm
- Smoky Lake County Emergency Services provided lunch and supper for the crews

October 12

- Alberta Wildfire Firefighters worked from 8:00 am to 12:00 pm extinguishing all ground fires inside the perimeter of the fire
- Crews had to clean up 4,200 feet for forestry hose and two, 3 stage pumps
- The crew supervisor met with the Smoky Lake County Fire Chief and completed a final walk through the entire fire zone
- Alberta Wildfire Firefighters finished packing and cleared scene at 4:47 pm after the County Fire Chief signed off on the fire.
- Smoky Lake County Emergency Services provided lunch and supper for the crews

Facts about the fire

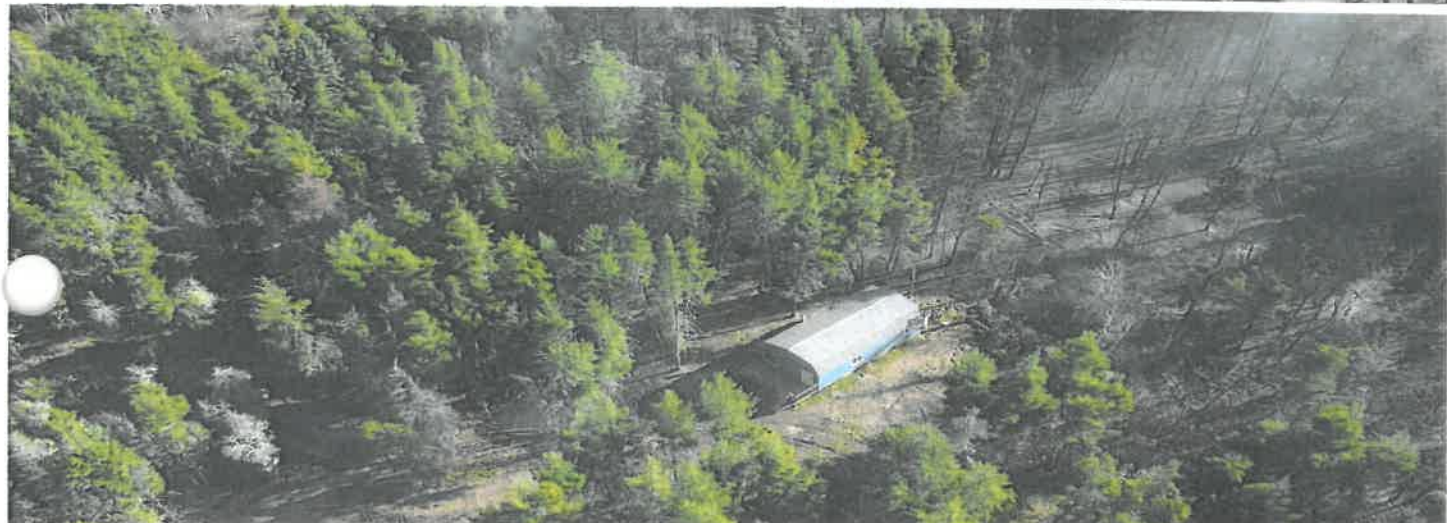
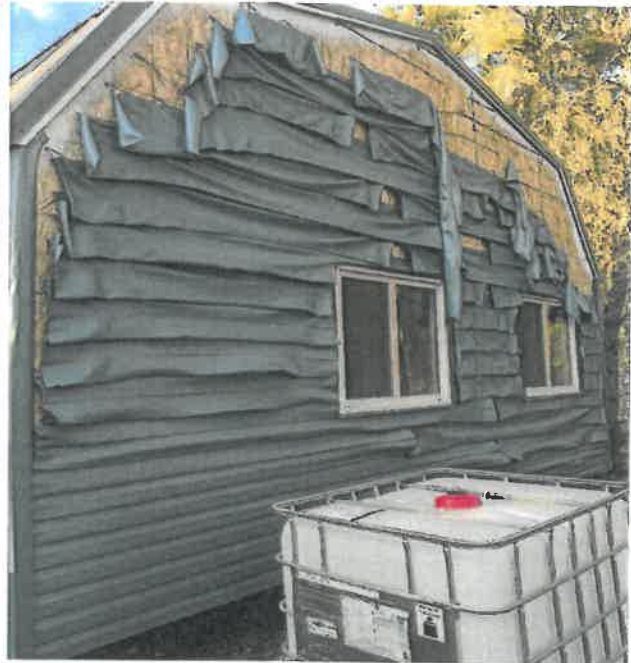
- 3.2 km of fire guard was cut
- 12.91 hectares burnt
- Ground fire were burning 6-8 inches deep
- Smoky Lake County Emergency Services extinguished about 30% of the fire
- It took Alberta Wildfire Firefighters 2 full day to extinguish 10% of the fire (Steep Terrain) and 2 full day to extinguish the other 60% on flat ground.
- Smoky Lake County will be applying for the Municipal Wildfire Assistance Program grant to cover the cost of extinguishing this fire if we meet the grant qualifications which requires a minimum of \$61,525.00 in expenses.

Jack Pine Wildfire Wrap Up

- Provincial arson investigators visited the site on November 4th 2020 and completed a quick inspection.
- Investigators confirmed the direction of travel and possible area of ignition but would need to complete a thorough investigation to confirm or determine the point of origin of the fire.
- Due to the wildfires in Southern Alberta located in Forest Protection provincial arson investigators could not allocate the time or resources to this fire until completed with the fires down south.
- Snow fall came before any investigation were completed.

Firefighting Cost Break

Contract		County	
Description	Cost	Description	Hours
Westrac Equipment	\$871.50	Command 410	73
Cherny Corp	\$840.00	Command 480	18
Phil's Cat Work	\$1,050.00	Rapid Attack 421	52
Provincial Firefighters	Waived all Costs	County Tanker 138	52
Meals for Provincial Firefighters (Oct 8-12)	\$1,311.34	County Cat 601	23
Meals for the Emergency Crews (Oct 6)	\$449.76	Engine 459	12
		Engine 405	12
		Rescue 407	12
Total	\$4,522.60	Rapid Attack 470	12
		Rapid Attack 445	52
		Engine 401	6.5
		Engine 451	6.5
		Rapid Attack 430	6.5







Scott Franchuk

From: Mike Tucker <Mike.Tucker@gov.ab.ca>
Sent: December 9, 2020 1:12 PM
To: Scott Franchuk
Subject: RE: Mutual Aid Firefighting Costs

Afternoon

My apologies on the length of time it took to get an answer. The Ministry has switched financial software and it is still problematic with using this specific functionality. Do to the small nature and length of time this file has been sitting in limbo, A&F is going to forgive the costs for file LCU-004-2020 as to not have Smoky Lake County carry this uncertainty any longer.

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

Classification: Protected A

From: Scott Franchuk <sfranchuk@smokylakecounty.ab.ca>
Sent: Wednesday, December 02, 2020 9:19 AM
To: Mike Tucker <Mike.Tucker@gov.ab.ca>
Subject: Mutual Aid Firefighting Costs

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good Morning Mike

We need the mutual aid firefighting costs by the end of the month. I don't need the invoice but I need something in writing of what the costs are.

Thanks



Scott Franchuk
Fire Chief/Primary Care Paramedic
Office: 780-656-3730
Fax: 780-656-3768

Scott Franchuk

From: cocommunity@fcc-fac.ca on behalf of Farm Credit Canada <Mandy.Horvath@fcc-fac.ca>
Sent: January 6, 2021 10:46 AM
To: Scott Franchuk
Subject: Donation from Farm Credit Canada, EFT information requested
Attachments: FCC EFT form_English - CI.pdf

Hello Scott,

At FCC, we care about the communities where our customers and employees live and work. Each year, FCC supports numerous registered charities, non-profit organizations and schools. Corporate social responsibility guides how we operate and helps us achieve our goal as a good citizen.

My colleagues in Vegreville have identified your organization (Smoky Lake Fire Department) as a worthy recipient of a donation of \$500.00 to be used to buy equipment used by first responders.

To process this donation, we require some information from your organization. Please complete the attached form and return it to me directly along with a void cheque. Once this information is received, we'll submit this donation to you electronically.

Feel free to share the good news on social media; on most platforms, we are @FCCagriculture.

For more information on FCC community investment programs, visit fcc.ca and select "Community."

If you have any questions, please contact me.

Sincerely,

Mandy Horvath

FCC Community Investment



1820 Hamilton Street
Regina, SK S4P 2B8
306-780-8100
accountspayable_comptespayable@fcc-fac.ca

SMOKY LAKE COUNTY

Vendor 1010119

Invoice <i>Facture</i>	Invoice Date <i>Date de la facture</i>	Document Number <i>Numéro du document</i>	Amount Paid <i>Montant payé</i>	Deductions <i>Déductions</i>	Invoice Amount <i>Montant de la facture</i>
034976	01-Feb-2021	1900021558	\$ 500.00	\$ 0.00	\$ 500.00
			\$ 500.00	\$ 0.00	\$ 500.00

Bank Account <i>Numéro de compte</i>	Payment Reference Number <i>Numéro de référence du paiement</i>	Total Amount Paid <i>Montant total payé</i>	Date of Payment <i>Date du paiement</i>
*****01	2000027344	\$ 500.00	04-Feb-2021

Scott Franchuk

From: AEMA Stakeholders <aema.stakeholders@gov.ab.ca>
Sent: January 29, 2021 9:14 AM
To: AEMA Stakeholders
Subject: Save the Date - NAIT 2021 Emergency Management Stakeholder Summit Registration Update

Good morning Stakeholders,

Please note the registration date for the NAIT 2021 Emergency Management Stakeholder Summit has changed. Please update your calendars as registration will open at 9am on February 10.



**CENTRE FOR APPLIED
DISASTER AND EMERGENCY
MANAGEMENT**



Emergency Management Stakeholder Summit 2021



The Centre for Applied Disaster and Emergency Management at NAIT will be hosting the [2021 Emergency Management Stakeholder Summit](#), the premier innovation-focused emergency management conference in Alberta.

Theme: *Disruption and Innovation*

As we have experienced significant disruption over the last year, we want to hear what solutions you've implemented to support your community, stakeholders or organization.

Dates: March 23 - 24, 2021 from 8:30-1:00 pm (both days)

Location: Virtual

Cost to attend: \$145

Registration opens on February 10, 2021 at 9 am.

Keynotes, breakout sessions, networking opportunities and all other event information to follow. Event details will be posted on nait.ca/emss.

Speaker proposals are currently being accepted at nait.ca/emss until **January 20, 2021**.

Sponsors and Exhibitors are asked to email CADEM@nait.ca for sponsorship opportunities of this event.

[Discover More](#)

Thank you.

Strategic Partnerships and Public Education

Alberta Emergency Management Agency
Ministry of Municipal Affairs

Alberta Emergency Alert: Stop. Listen. Respond.

Follow us on Twitter: @AB_EmergAlert

www.emergencyalert.alberta.ca

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 Alberta

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Classification: Protected A

2021

ALBERTA FIRE CHIEFS ASSOCIATION VIRTUAL 2021 ANNUAL CONFERENCE & TRADE SHOW

"Together Apart" | May 18 & 19, 2021



[Welcome and Delegate](#)
[Trades](#)
[Conference Schedule](#)
[Register](#)
[FAQ's](#)
[Speakers](#)
[Sponsorship Details](#)

[Sponsorship Registration](#)

VIRTUAL CONFERENCE AND TRADE SHOW SCHEDULE

* All Times are Mountain

TUESDAY, MAY 18, 2021

09:30 - 9:40	<p>Welcome to the AFCA 2021 Virtual Conference and Trade Show</p> <p>VIP Greetings</p>	Airdrie Plenary Room
9:40 - 10:40	<p>Keynote Presentation - Livin' Life Large - Building Great EMO Teams</p> <p>Based on Tyler's bestselling book <i>Livin' Life Large: Simple Actions that Create Success</i>, this keynote will not only have you rolling in the aisles with laughter but will also share some simple changes that you can easily make in your personal and professional life to help to achieve better teams, wellness, and satisfaction.</p> <p>Livin' Life Large combines expert storytelling, current research about human performance, engaging audience interaction, and Tyler's clean corporate humour. This presentation is about creating long-term life satisfaction by living "every single moment of every single day."</p> <p>In doing so we are able to effectively and efficiently balance the rigours that work and life throw our way. We explore this by learning about how to support each other, set goals/intentions, recognize the opportunities, and so much more.</p> <p>Speaker: Tyler Hayden, Speaker, Author, Consultant</p>	Brooks Plenary Room
10:45 - 11:45	Concurrent Conference Streams	
10:45 - 11:45	<p>Stream A - Ch-ch-ch-changes</p> <p>You've heard the joke: Everyone wants change but no one wants TO change. Since March 2020, change has been the only constant.</p>	Redwood Meadows

As the delivery of fire prevention and fire-safety education evolves within the parameters of the pandemic, fire departments must embrace new ways to identify risks, complete inspections, ensure the safety of fire personnel and the community, reach target audiences, and communicate prevention messages.

NFPA and its partners are working diligently to create new resources, disseminate new information, and build new materials to ensure all fire-department personnel – from chiefs to inspectors and educators – have the tools to do their jobs efficiently, effectively, and safely.

NFPA's Laura King highlights emerging technology that bolsters the first line of defence, introduces initiatives that help fire departments mold their messages, and guides participants through updates to NFPA's programs, platforms, codes and standards.

Presenter: Laura King, Public Education Specialist, NFPA

10:45 - 11:45

Stream B - Life After PTSD. Reinventing Yourself After Psychological Trauma

Banff
Room

With over two decades frontline service, I went from a once enthusiastic firefighter/paramedic; to a person I didn't even recognize. Depressed and suicidal. I was falling apart. My marriage and my family were crumbling.

After almost a year of treatment, my career was over with the stroke of a psychologists pen. The world as I had known it was over.

I struggled for quite some time to come to grips that I would never lace up my boots or don an SCBA again. This was tough. It was everything I'd known my entire adult life. I will talk about career pathways, continuing psychological care, wellness and diversification. How to become an advocate for your own care can be lifesaving. We will explore how I have turned a negative life event into one of great positivity.

As First Responders, we are all only one call away from "the one" that breaks us.

Presenter: Kyle Wilkinson, Advanced Care Paramedic/Product Specialist

Stream C - Crisis, COVID, Call of Duty - The Cost of Compassion

Hanna
Room

In this time of Covid, Crisis and Call of Duty, how do we protect, strengthen, build our mental health resilience? As a first responder, there is a cost to compassion; for *ourselves, *our colleagues/staff, and *our families/relationships.

You hold us at our most vulnerable; how do you hold yourself, each other and relationships? How can you let us give back to you?

Let's quickly explore risks, symptomology and research. Let's be clear about what we know, need to know and where to go when we require support/clarity.

- * How do we bravely tackle self-reflection?
- * Confidently recognize and support colleague struggle/staff struggle?
- * What about the "dirt on our boots" we track into our personal lives and relationships?

After you have seen, heard, smelled, tasted and touched trauma... how does one stay connected and process? HOW DO WE CARE FOR OURSELVES AFTER WE CARE FOR OTHERS?

Let's clarify the difference between Burnout, Compassion Fatigue and Moral Injury. Take away strategies for each.

Understand mental wellness/ mental injury / mental illness / PTSD.

Presenter: Debbie James, Consultant

Stream D - Mindful Leadership: Developing the Mindset to Thrive, No Matter WhatHigh River
Room

When faced with difficulty - what's the difference between people who succeed, and those that struggle?

How do we position ourselves better to not only survive - but THRIVE?

As we continue to navigate the challenge of a global pandemic - let's assess where we're at, and what we've learned. One thing is for sure - this isn't the first challenge you've encountered - and it's definitely not the last.

In this experiential workshop, Trish will teach the keys to develop the mindset to thrive, no matter what life throws us.

When you learn the skills to thrive, they become a valuable asset, helping you weather any storm that comes your way.

Presenter: Trish Tutton, Speaker and Mindfulness Teacher

11:50 - 12:20

Fire Hall Cooking Demonstration with Tom Sobol, Lieutenant, Strathmore Fire HallStrathmore
Fire Hall

Tom will be showcasing his recipe for burgers, with roasted parmesan rosemary potato wedges. There will also be a special burger sauce that he keeps getting flack for not sharing, so this will officially let him share this easy, but delicious burger sauce with everyone.

The burgers will be a mixed protein, with explanation of why, and condiments will be fairly standard.

12:20 - 12:45

Conference Break

12:45 - 13:45

Keynote Presentation - The Capital L Leader – Mental Health Leadership for Modern Public Safety ProfessionalsCalgary
Plenary
Room

Modern leaders in the public safety sector must have an innate and empathetic understanding of the many mental health issues members of their teams may be struggling with. They also must understand the unique position and opportunities they have as leaders to help guide the mental health and wellness of their teams.

Brian Knowler has taken what he has learned as a police leader, lawyer, mental health advocate, and PTSD survivor and created the CAPITAL L Leadership concept. Simply put, CAPITAL L Leaders are those who know that the health, wellness, and balance of their teams are not only the best barometer to measure success, but also one of the key criteria in having productive and energetic teams with high morale.

Attendees will leave the session with new tools centered around concepts like effective communication, empathy, knowing and supporting your team through good and bad, self-care, and living out loud as a leader; tools that can help both the leader and the team navigate the many pitfalls of mental health issues in the modern workplace.

Presenter: Brian Knowler, CEO, Balance Leadership Training and Consulting

13:50 - 15:50

Virtual Trade ShowVirtual
Trade
Floors #1
through #3

15:40 - 16:40 **Virtual Social Networking Lounges**

Lounges

WEDNESDAY, MAY 19, 2021

09:30 - 10:30 **Keynote Presentation - Leading Effectively through Crisis**

As leaders, we long to be unstoppable as we achieve our goals. Despite the best intentions, we can get distracted and derailed. The world around us is so complicated, causing law enforcement and first responders to pivot to a "new normal". In this day and age, it does not take long for unaddressed, low level chaos to turn into crisis.

Gina has navigated the highest levels of chaos, crisis and change as an FBI Agent and Executive while maintaining her vision and achieving excellence. In this talk, Gina share her stories of working in the trenches during her nearly three decades in the FBI and the United States Army responding to terrorist attacks and cyber hacks, with usable lessons about how to successfully lead through chaos, crisis and change. She provides specific tools her audiences can take with them and apply to their own professional and personal lives to eliminate chaos and lead effectively through a crisis

Presenter: Gina Osborn, Retired FBI Assistant Special Agent in Charge, Executive Coach

Okotoks
Plenary
Room10:35 - 11:35 **Concurrent Conference Streams**10:35 - 11:35 **Stream A - Walking the Talk: Canada's Fire Chiefs and a Fire Service for All**Kananaskis
Room

The Canadian Association of Fire Chiefs (CAFC) is the national association representing the country's fire departments through chief fire officers and senior leaders in emergency management. In 2017, the CAFC asked its National Advisory Council which consists of all provincial and territorial Chiefs Association and National Affiliate Organizations, the top three issues of concern to them: Building Codes, Mental Health, and Diversity and Inclusion. This led the CAFC Board to espouse a commitment to diversity and inclusion, with gender representation among its first areas of focus. This commitment has been reshaping the national association.

Organizations like the Alberta Fire Emergency and Wildfire Management Women (AFEW) and Fire Service Women Ontario (FSWO), and have been instrumental partners. In 2018, the CAFC elected its first woman board member and established the Women Chiefs and Company Officers Network of Canada. In 2019, the association held its first symposium to develop an action plan towards a "Fire Service for All" which has recently been released. Members were asked to imagine the fire service of the future and what would be required to get there.

In this presentation, Board Member Chief Keri Martens and Diversity and Inclusion Co-Chair, Laurie VandeSchoot and Executive Director Tina Saryeddine will speak to the recently released action plan that is being implemented to help make a "Fire Service for All" in the context of the broader work of the CAFC in the fire sector.

Presenters:

Keri Martens, Deputy Fire Chief Canmore, Board Member, Canadian Association of Fire Chiefs, Co- Chair CAFC Diversity and Inclusion Committee/Women Chiefs and Company Officers Network

Laurie VandeSchoot, Ret. Deputy Fire Chief, Co- Chair CAFC Diversity and Inclusion Committee/Women Chiefs and Company Officers Network, Principal Satya Consulting,

Tina Saryeddine, Executive Director, Canadian Association of Fire Chiefs

10:35 - 11:35	Stream B - Leaders Pack - 81 Ideas for Team Building Every Leader Can Do	Wheatland County Room
	<p>Join team building expert Tyler Hayden in this active and in-depth look at how we build greater EMO team engagement using his technique of MIQ. For more than two decades Tyler has been sharing with leaders how to develop greater alignment and engagement within their teams to create greater efficiency and effectiveness.</p>	
	<p>In this session Tyler will share with your his "secret sauce" to reaching your EMO team members individually and collectively.</p>	
	<p>You will learn how to build a more cohesive and engaged EMO team who will be increasingly aligned enabling them to successfully perform in a their work. Learners will gain insight and tools that will enable them to improve their team's accountability to one another, engagement in quality work, and effectiveness of how time and resources are shared and allocated amongst team members. Tyler's out-of-the-box experiential and adventure based learning experiences are built so that you can immediately apply them to your team to increase engagement in your projects and activities within the service of others. The things you will learn in this highenergy event are essential for framing your team's structure and long-term dialogue.</p>	
	<p>You will explore 81 different team-building solutions that can be applied immediately. Further Tyler will explore how to apply certain tools both virtually and on-site.</p>	

Presenter: Tyler Hayden, Speaker, Author, Consultant

10:35 - 11:35	Stream C – Cool Under Pressure	Shaganappi Trail Room
	<p>Ever been in that situation where you watched someone become unhinged. Just lose their \$rht. Have meltdowns, angry vents, headaches, bursts of emotions, or shutdown, and ride the Fight or Flight roller coaster.</p>	
	<p>During my 25 years in the Ontario Fire Service, I have seen the fight/flight stress response, have lived it, have researched it, and learned how to work it.</p>	
	<p>It comes down to "people don't rise to the occasion, they default to their level of training". Imagine being able to observe, stay cool, keep emotional and intellectual capacity, make coherent decisions, and communicate calmly so others think you've got it all control. With training how to handle high risk - high consequence circumstances, we can manage the fire, the council proposal, the crash, the community conflict, or the difficult colleague.</p>	
	<p>Those daily experiences influenced me to conduct further research and development of a Leadership Training Program titled "Cool Under Pressure".</p>	

Presenter: Dave Gillespie, Acting Captain, Peterborough Fire Service

10:35 - 11:35	Stream D - CASA Be Grain Safe Program	Turner Valley Room
	<p>Attendees will learn about the hazards of grain handling and storage, see what training is available for firefighters and producers, and find out what opportunities are available to bring awareness and prevention messaging to their communities.</p>	
	<p>Presenter: Robert Gobeil, AG Health & Safety Specialist, Canadian Agricultural Safety Association</p>	

11:40 - 12:10

Fire Hall Cooking Demo with Trevor Grant, Deputy Chief Operations, Fire Department, The City of Grande PrairieGrande
Prairie Fire
Department

Trevor will be preparing "Slow Burn Chilli". This chilli with the perfect blend of flavour and spices will provide that slow burn to keep your crews warm through those long winter days.

12:10 - 12:35

Conference Break

12:35 - 13:35

Keynote Presentation - Wicked Problems; A facilitated discussion of known and emerging issuesCanmore
Plenary
Room

Jump into a virtual, facilitated discussion with a guest panel that will cover challenging and emerging issues such as:

- Intergovernmental and stakeholder relationships
- Response times, effective response force and the Alberta Building Code
- Service and staffing trends
- Fire medical first response
- Firefighter health and wellbeing

We will explore these issues and any others brought forward by the audience with the goal of sharing information and experiences. You will have the opportunity to ask questions via the virtual platform.

We will consider this session a success if it:

- Raises awareness
- Brings up more questions and issues
- Builds new networks, relationships and resources for you

Presenters:

Moderator: Walter Gahler, Fire Chief, Canmore Fire Rescue

13:40 - 15:40

Virtual Trade ShowVirtual
Trade
Floors #1
through #3

Vir

15:35 - 16:35

Virtual Social Networking Lounges

Lounges