

## 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, October 11, 2022** at 9:00 o'clock A.M.

Virtual Through Zoom Platform

<https://us02web.zoom.us/j/89327569106?pwd=cW56K0tXTDdmK0RvS282Sjh5QXZKZz09>

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

Meeting ID: 893 2756 9106  
Passcode: 581259

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**1. Meeting:**

1.1 Call to Order.

**2. Agenda:**

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

**Minutes:**

3.1 Adopt **minutes of August 16, 2022** – Fire Protective Services Committee Meeting. ©

**Recommendation:** Motion to Adopt.

3.2 Fire Protective Services Committee August 16, 2022 - **Action List.** ©

**Recommendation:** File for Information.

**4. Request for Decision:**

4.1 Transitional Solutions Inc. Phase 2: Business and Implementation Plan. ©

4.2 Fire Invoice No. 185. ©

**5. Issues for Information:**

5.1

**6. Correspondence:**

6.1

**7. Delegation(s):**

7.1

**8. Executive Session:**

8.1

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

**Adjournment**

**SMOKY LAKE COUNTY**



Minutes of the **Fire Protective Services Committee Meeting** held on Tuesday, **August 16, 2022** at 2:05 P.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in County Council Chambers.

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

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Tuesday, Aug. 16, 2022</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	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	Present in Chambers
Fire Protect. Srvc. Asst.	Spencer Kotylak	Present in Chambers.
Planning Technician	Kyle Schole	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Comm. Tech.	Evonne Zukiwski	Virtually Present
GIS Officer	Carole Dowhaniuk	Virtually Present

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No Members of the Media were present.  
One Member of the Public was in virtual attendance.

**2. Agenda:**

904-22: Fenerty                    That the Smoky Lake County Fire Protective Services Committee Meeting Agenda for Tuesday, August 16, 2022, be adopted, as presented.  
Carried Unanimously.

**3. Minutes:**

905-22: Cere                      That the Minutes of the Smoky Lake County Fire Protective Services Committee Meeting held on Friday, June 17, 2022, be adopted as presented.  
Carried.

906-22: Serben                    That the Action List from the Smoky Lake County Fire Protective Services Committee Meeting held on Friday, June 17, 2022, be accepted as presented.  
Carried.

**4. Request for Decision:**

**Transitional Solutions Inc – Phase II: Regional Fire Services Review – Final Report**  
907-22: Gawalko                That Smoky Lake County Council acknowledge receipt of the Phase II: Smoky Lake Regional Fire Services Review, report titled: “Smoky Lake Region Fire Services Business & Implementation Plan Final Report”, as prepared by Transitional Solution Inc. dated August 2022.  
Carried.

**Transitional Solutions Inc – Phase II: Regional Fire Services Review – Final Report**

908-22: Serben

That Smoky Lake County forward the Phase II: Smoky Lake Regional Fire Services Review, report titled: “Smoky Lake Region Fire Services Business & Implementation Plan Final Report”, as prepared by Transitional Solution Inc. dated August 2022 to the Smoky Lake Region Fire and Rescue Committee Meeting scheduled for August 29, 2022, for the purpose of discussion and to receive feedback.

Carried.

**Forest Resource Improvement Association of Alberta – FireSmart Program**

909-22: Cere

That Smoky Lake County support the submission of an Expression of Interest application to the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program for grant funding to complete the risk assessment and mitigation plan for the implementation of the FireSmart Program.

Carried.

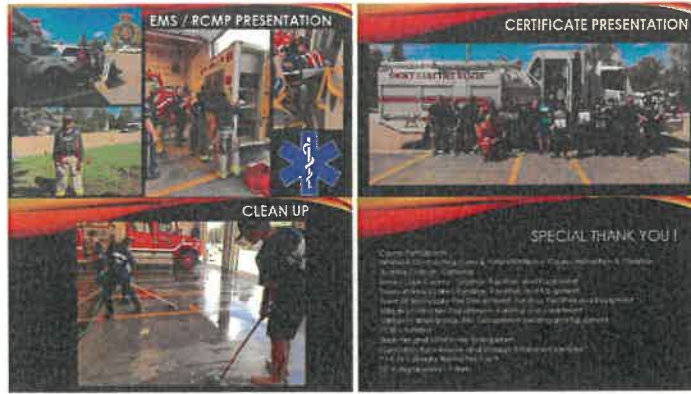
**5. Issues for Information:**

**2<sup>nd</sup> Annual Year-2022 Junior Firefighter Summer Day Camp - Presentation**

910-22: Serben

That the Smoky Lake County acknowledge the successful completion of the 2<sup>nd</sup> Annual 2022 Junior Firefighter Summer Day Camp, held on July 4-8, 2022, with 16 participants; and, acknowledge the overall positive feedback from the 7 participant evaluation forms received; and, acknowledge the post-event summary presentation which included but was not limited to the following power point slides:





**2<sup>nd</sup> Annual Year-2022 Junior Firefighter Summer Day Camp - Surplus**

911-22: Cere

That the Smoky Lake County approve to allocate the Year-2022 Junior Fire Summer Day Camp surplus in the amount of \$1,235.13 to reserves for the Year-2023 Junior Firefighter Summer Day Camp in reference to the following Revenue and Expense shown below:

2022 Annual Year-2022 Junior Firefighter Summer Day Camp			
As of August 9, 2022			
Description	Quantity	Price	Revenue
Smoky Lake County	1	\$1,000.00	\$1,000.00
Smoky Lake County	1	\$1,000.00	\$1,000.00
Registration	16	\$75.00	\$1,200.00
Tuition of Smoky Lake	1	\$750.00	\$750.00
Smoky Lake Fire Department	1	\$1,500.00	\$1,500.00
Smoky Lake Fire Department	1	\$1,500.00	\$1,500.00
Smoky Lake Fire Department	1	\$1,500.00	\$1,500.00
Smoky Lake Fire Department	1	\$1,500.00	\$1,500.00
Sub Total			\$10,200.00

2022 Annual Year-2022 Junior Firefighter Summer Day Camp			
Description	Quantity	Price	Cost
General Expenses	1	\$1,500.00	\$1,500.00
Supplies	100	20.00	\$2,000.00
Refreshments and Snacks	50	10.00	\$500.00
Materials for Training and Storage	5	200.00	\$1,000.00
Fire Gear Rental	5	200.00	\$1,000.00
Fire Gear Rental for the Camp and Repair	4	200.00	\$800.00
Food Cost	1	\$1,500.00	\$1,500.00
Gas/Truck Rental	1	1,000.00	\$1,000.00
Subtotal	1	1,235.13	\$1,235.13
Car/Truck Rental	5	1,800.00	\$9,000.00
Sub Total			\$15,035.13
			Surplus of = \$1,235.13

Carried.

**6. Correspondence:**

No Correspondence.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

No Executive Session.

**Next Meeting**

912-22: Gawalko

The next Smoky Lake County **Fire Protective Services Committee Meeting** be scheduled for **Tuesday, October 11, 2022, 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:**

913-22: Serben

That the Smoky Lake County Fire Protective Services Committee Meeting of August 16, 2022, be adjourned, time 2:42 p.m.

Carried.

CHAIRMAN

SEAL

CHIEF ADMINISTRATIVE OFFICER



FIRE PROTECTIVE SERVICES COUNCIL MEETING ACTION LIST FROM AUG. 16, 2022 AS OF 2022/10/04

6  
GOALS

100%  
GOAL COMPLETION

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

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/08/16	907-22	→ Transitional Solutions Inc – Phase II: Regional Fire Services Review – Final Report	That Smoky Lake County Council acknowledge receipt of the Phase II: Smoky Lake Regional Fire Services Review, report titled: "Smoky Lake Region Fire Services Business & Implementation Plan Final Report", as prepared by Transitional Solution Inc. dated August 2022.	Fire Chief	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b> For documentation and tracking the work completed by Transitional Solutions Inc to assist in grant reported and overall timelines of the project.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	<p>Completed 100 / 100</p> <p>Completed 100 / 100</p>

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/08/1 6	908-22	→ Transitional Solutions Inc – Phase II: Regional Fire Services Review – Final Report	That Smoky Lake County forward the Phase II: Smoky Lake Regional Fire Services Review, report titled: "Smoky Lake Region Fire Services Business & Implementation Plan Final Report", as prepared by Transitional Solution Inc. dated August 2022 to the Smoky Lake Region Fire and Rescue Committee Meeting scheduled for August 29, 2022, for the purpose of discussion and to receive feedback.	Fire Chief	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b> The Phase II: Smoky Lake Regional Fire Services Review, report titled: "Smoky Lake Region Fire Services Business &amp; Implementation Plan Final Report", as prepared by Transitional Solution Inc. dated August 2022 was incorporated in the August 29, 2022 Smoky Lake Region Fire and Rescue Committee agenda package as Smoky Lake County is the managing partner for the Committee</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100
2022/08/1 6	909-22	→ Forest Resource Improvement Association of Alberta – FireSmart Program	That Smoky Lake County support the submission of an Expression of Interest application to the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program for grant funding to complete the risk assessment and mitigation plan for the implementation of the FireSmart Program.	Fire Chief	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b> Smoky Lake County Fire Protective Services contacted Stew Walkishaw from Montane Forest Management Ltd. on August 26, 2022. Stew agreed to assist Smoky Lake County Fire Protective Services with the grant application and if successful completing the risk assessment and mitigation plan for the implementation of the FireSmart Program.</p> <p>The expression of interest application to the Forest Resource Improvement Association of Alberta FireSmart Program was submitted on September 12, 2022 to complete the risk assessment and mitigation plan for the implementation of the FireSmart Program in the amount of \$40,000.00</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/08/1 6	910-22	→2nd Annual Year-2022 Junior Firefighter Summer Day Camp	That the Smoky Lake County acknowledge the successful completion of the 2nd Annual 2022 Junior Firefighter Summer Day Camp, held on July 4-8, 2022, with 16 participants; and, acknowledge the overall positive feedback from the 7 participant evaluation forms received; and, acknowledge the post-event summary presentation which included but was not limited to the following power point slides:	Fire Chief	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b> For documentation and grant reporting. The presentation will be forwarded to the next Smoky Lake Region Fire and Rescue Committee Meeting as a communication and recruitment tools.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 / 100
2022/08/1 6	911-22	→2nd Annual Year-2022 Junior Firefighter Summer Day Camp - Surplus	That the Smoky Lake County approve to allocate the Year-2022 Junior Fire Summer Day Camp surplus in the amount of \$1,235.13 to reserves for the Year-2023 Junior Firefighter Summer Day Camp in reference to the following Revenue and Expense shown below:	Fire Chief	<p><b>Brenda Adamson:</b></p> <p><b>Achievements:</b> a journal entry to transfer \$1,235.13 to fire reserve has been entered September, 2022</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 / 100



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	October 11, 2022	<b>4.1</b>
<b>TOPIC</b>	<b>Transitional Solutions Inc – Phase 2: Business and Implementation Plan</b>			
<b>PROPOSAL</b>	<p><b>History:</b></p> <ul style="list-style-type: none"> <li>Administrators met on December 17, 2020 to discuss regional projects to submit joint application for the 2020/2021 Alberta Community Partnership (ACP) Grant under the component: Intermunicipal Collaboration Framework.</li> </ul> <p><b>Background:</b></p> <ul style="list-style-type: none"> <li><b>County Council – January 28, 2021: Motion</b>  <p>”That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the <b>Project Titled: Regional Fire Services</b> under the “Intermunicipal Collaboration Framework” Component Grant for the total project cost in the amount of \$200,000.00; and approve <b>Smoky Lake County to be the Managing Partner</b> under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.”</p> </li> <li><b>County Council– April 29, 2021: Motion</b>  <p>” That Smoky Lake County acknowledge receipt of the letter from the Honourable Ric McIver, Minister of Alberta Municipal Affairs, dated March 23, 2021, in regard to the <b>approval</b> of Smoky Lake County’s Intermunicipal Collaboration 2020/21 Alberta Community Partnership (ACP) grant funding in the amount of <b>\$200,000.00</b>, for the <b>Project Titled: Regional Fire Services Study</b>, in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna.</p> </li> <li><b>County Council – May 27, 2021: Motions</b>  <p>“That Smoky Lake County execute the contract with Transitional Solutions Inc. (TSI) of Edmonton, Alberta for the purpose of conducting the Smoky Lake Regional Fire Services Review including, but not limited to, an assessment and evaluation of the following:</p> <ul style="list-style-type: none"> <li>○ Job Description Review Including Duties (Chief, Deputy and Volunteers, their Utilization and Chain of Command),</li> <li>○ Apparatus Needs,</li> <li>○ Water Supply,</li> <li>○ Fire Halls and Infrastructure,</li> <li>○ Training and Competency,</li> <li>○ Mutual Aid Agreements,</li> <li>○ Fire Prevention and Inspection Initiatives,</li> <li>○ Health and Safety, and</li> <li>○ Potential Staff Support,</li> </ul> <p>as per TSI’s proposal dated May 25, 2021 at a cost in the amount of \$64,020.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant”.</p> </li> </ul>			



- **County Council – May 27, 2021: Motions**

” That Smoky Lake County approve for Transitional Solutions Inc. (TSI) of Edmonton, Alberta to create the **Smoky Lake Regional Fire Master Plan** for the purpose of guiding the Region in making decisions to best meet the needs of the municipalities and develop a framework for effective fire service delivery in the County, the Town and the Villages, which including, but not limited to, an assessment and evaluation of the following:

- firefighter safety,
- cost control and containment,
- efficiency,
- effectiveness,

and to identify the right-sized service and approach to meet the needs of the region over the next 10 years; as per TSI’s proposal dated May 25, 2021 at a cost in the amount of \$63,180.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant”.

- **County Council – May 27, 2021: Motion**

“That Smoky Lake County approve for Transitional Solutions Inc. (TSI) of Edmonton, Alberta to create the Smoky Lake Regional Governance Plan for the purpose of providing alternatives for governance models with the operating and capital financial implications of each model, along with an Implementation Plan to support the execution of the Regional Fire Services Business Plan, as per TSI’s proposal dated May 25, 2021 at a cost in the amount of \$44,659.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant”.

- **Smoky Lake Region Fire and Rescue Committee – June 30, 2021: Motion**

“That the Smoky Lake Region Fire and Rescue Committee acknowledge receipt of the following three proposals dated May 25, 2021 and three Memorandum of Agreements executed by the managing partner: Smoky Lake County, on June 4, 2021, with Transitional Solutions Inc. (TSI) of Edmonton, Alberta, for the purpose of conducting the Smoky Lake Regional Fire Services Review, which is funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant; to undertaking the following:

1. Smoky Lake Regional Fire Services Review which includes, but is not limited to, an assessment and evaluation of the following: Job Description Review Including Duties (Chief, Deputy and Volunteers, their Utilization and Chain of Command), Apparatus Needs, Water Supply, Fire Halls and Infrastructure, Training and Competency, Mutual Aid Agreements, Fire Prevention and Inspection Initiatives, Health and Safety, and Potential Staff Support;
2. Smoky Lake Regional Fire Services Governance Plan for the purpose of guiding the Region in making decisions to best meet the needs of the municipalities and develop a framework for effective fire service delivery in the County, the Town and the Villages, which including, but not limited loan assessment and evaluation of the following: firefighter safety, cost control and containment, efficiency, effectiveness, and to identify the right-sized service and approach to meet the needs of the region over the next 10 years; and
3. Smoky Lake Regional Fire Services Master Plan for the purpose of providing alternatives for governance models with the operating and capital financial implications of each model, along with an Implementation Plan to support the execution of the Regional Fire Services Business Plan.”

- **County Council – September 24, 2021: Motion**

“That Smoky Lake County defer the interim report entitled “Smoky Lake County Governance Business & Implementation Plan” dated September 17, 2021, prepared by Transitional Solutions Inc. as Phase II part of the Smoky Lake Regional Fire Services Review and forward to a Smoky Lake Region Fire and Rescue Committee meeting, after the 2021 general election with an invitation extended to all 4 councils.”

- In consultation with various members it was agreed to release the interim report prepared on Phase II Governance and to hold a discussion with the current councils.
- Keven Lefebvre – Project Manager was contacted by Administration for availability and the Vice Chair – Craig Lukinuk called the meeting to be scheduled for October 4, 2021
- **Smoky Lake Region Fire and Rescue Committee – October 4, 2021: Motion**

“That the Smoky Lake Region Fire and Rescue Committee acknowledge receipt of the Interim Report – Smoky Lake County Governance Business & Implementation Plan dated September 17, 2021, prepared by Transitional Solutions Inc. as Phase II part of the Smoky Lake Regional Fire Services Review; and that each respective municipality to review for comments and feedback to be compiled for the final revisions and defer to a future Smoky Lake Region Fire and Rescue Meeting Committee at the call of the Chair.”

- **Smoky Lake Region Fire and Rescue Committee – October 12, 2021: Motion**

“That Smoky Lake County forward the comments and/or feedback in respect to confirming actual expenses incurred by each municipality for the final revisions to the Interim Report – Smoky Lake County Governance Business & Implementation Plan, dated September 17, 2021, prepared by Transitional Solutions Inc., as Phase II part of the Smoky Lake Regional Fire Services Review, to a future Smoky Lake Region Fire and Rescue Meeting Committee as recommend by the said committee by their October 4, 2021, Motion #44-21.

- Smoky Lake County Fire Chief forwarded councils comments and feedback to project manager – Keven Lefebvre on October 28, 2021
- **Smoky Lake Region Fire and Rescue Committee – December 9, 2021: Motion**

” That the Smoky Lake Region Fire and Rescue Committee acknowledge receipt of the Interim Report – Smoky Lake County Governance Business & Implementation Plan dated September 17, 2021, prepared by Transitional Solutions Inc. as Phase II part of the Smoky Lake Regional Fire Services Review; and that each respective municipality to review for comments and feedback to be compiled for the final revisions and provide the comments and feedback to the Smoky Lake County Fire Chief by January 13, 2022”

- **Smoky Lake Fire Protective Services Committee – December 14, 2021 Motion**

“That Smoky Lake County approve to proceed with Model 1: Intermunicipal Agreement – Contract for Service as present by Transitional Solutions Interim Report – Smoky Lake County Governance Business & Implementation Plan dated September 17, 2021, as Phase II of the Smoky Lake Regional Fire Services Review.”

- **Village of Vilna Council Meeting – December 16, 2021 Motion**

” That the Village of Vilna Council recommend to the Regional Fire and Rescue Committee that the “Intermunicipal Agreement Option” as presented by Transitional Solutions Inc. be their preferred option.”

- **Village of Waskatenau Council Meeting – December 16, 2021 Motion**

“That Village of Waskatenau chooses Model 2: Intermunicipal Agreement – Regional Council from the Smoky Lake County Governance Business & Implemental Plan Interim Report as prepared by Transitional Solutions dated September 17, 2021; to include consultation with the Waskatenau Fire Department; a cost effective funding formula and maintain Level of Service.”

- Smoky Lake County Council Meeting – December 16, 2022 Motion**

“That Smoky Lake County acknowledge action taken in executing the 2020/21 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component Conditional Grant Agreement on November 4, 2021, for conditional funding in the amount of \$200,000.00 towards the Regional Fire Services Study, in partnership with the Town of Smoky Lake, Village of Vilna and Village of Waskatenau, and abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.
- Town of Smoky Lake Council Meeting – January 10, 2022 Motion**

“That Town of Smoky Lake select Model 1: “Intermunicipal Agreement – Contract for Service” from the Smoky Lake County, Governance and Business & Implementations Plan prepared by Transitional Solutions Inc., dated September 17, 2021, with the stipulation that Model 1 be compared to the current collaborative model; and direct Administration to send a letter to Gene Sobolewski, CAO for Smoky Lake County and provide a copy to Smoky Lake County Council, Village of Vilna Council and CAO, Village of Waskatenau Council and CAO, Scott Franchuk, Fire Chief for Smoky Lake County and Juanita Cozicar, Fire Chief for the Town of Smoky Lake providing an explanation for the decision.”
- The Town of Smoky Lake letter addressed to the County CAO was received on January 10, 2022.
- Smoky Lake Region Fire and Rescue Committee – February 8, 2022 Motion**

“That Smoky Lake Region Fire and Rescue Committee recommend each respective municipality acknowledge and accept the Phase 1 Smoky Lake Regional Fire Service Review dated January 14, 2022 as prepared by Transitional Solutions Inc. for Project Title: Regional Fire Services.
- Fire Protective Services Committee – February 15, 2022 Motion**

“That Smoky Lake County Council acknowledge receipt of, and accept, the Phase One: Smoky Lake Regional Fire Services Review, dated January 14, 2022, as prepared by Transitional Solution Inc. for the project titled: Regional Fire Services Review, on the current fire department operations in the region based on the research, surveys, stakeholder engagement and analysis of all data inputs within the report.

**Current**

- Fire Protective Services Committee – August 16, 2022**

“That Smoky Lake County Council acknowledge receipt of the Phase II: Smoky Lake Regional Fire Services Review, report titled: “Smoky Lake Region Fire Services Business & Implementation Plan Final Report”, as prepared by Transitional Solution Inc. dated August 2022.

“That Smoky Lake County forward the Phase II: Smoky Lake Regional Fire Services Review, report titled: “Smoky Lake Region Fire Services Business & Implementation Plan Final Report”, as prepared by Transitional Solution Inc. dated August 2022 to the Smoky Lake Region Fire and Rescue Committee Meeting scheduled for August 29, 2022, for the purpose of discussion and to receive feedback.
- Smoky Lake Region Fire and Rescue Committee – August 29, 2022 Motions**

“That the Smoky Lake Region Fire and Rescue Committee acknowledge the receipt of the Phase 2: Business and Implementation Plan dated August, 2022 as prepared by Transitional Solutions Inc. for Project Title: Regional Fire Services.”

“That the Smoky Lake Region Fire and Rescue Committee recommends to forward the Phase 2: Business and Implementation Plan dated August, 2022 to the next Smoky Lake Region Fire and Rescue Committee Meeting scheduled for September 8, 2022 at 2:00 P.M at the Smoky Lake Curling Club as TSI will be presenting the Plan to the Region.”

- **Smoky Lake Region Fire and Rescue Committee – September 8, 2022**

- TSI presented the Phase 2: Business and Implementation Plan to the region and addressed all questions and concerns from the region along with the questions and concerns submitted from the August 29 Region Committee meeting.
- No motions or direction was given from the Region Committee at this time.

**Proposal**

- The partnering municipalities met on August 29 and September 8 and no recommendations were accepted in reference to phase 2
- As managing partner of the ACP grant we need to confirm with our partnering municipalities if they agree and accept Phase 2: Business and Implementation Plan and proceed with the recommendations provided from the report.

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

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

ACP Grant: Smoky Lake Region Fire Services Review

**BENEFITS**

- To establish a regional approach to a better delivery of Fire Protective Services
- Understand the variety for different governance structures
- To strengthen the efficiency of the Regional Fire Service

**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 accept and proceed with the Phase 2 Business and Implementation Plan Final Report dated August 2022 as prepared by Transitional Solution Inc for Project Title: Regional Fire Services.
2. That Smoky Lake County approach the partnering municipalities: Town of Smoky Lake, Village of Vilna and Village of Waskatenau to confirm in writing the acceptance of Phase 2 Business and Implementation Plan Final Report dated August 2022 as prepared by Transitional Solution Inc for Project Title: Regional Fire Services by November 18, 2022.

**Fire Chief**





<b>REQUEST FOR DECISION</b>	<b>DATE</b>	<b>October 11, 2022</b>	<b>4.2</b>
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<b>TOPIC</b>	<b>Outstanding Fire Invoice No. 185</b>
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<b>PROPOSAL</b>	<p><b>Background</b></p> <ul style="list-style-type: none"> <li>- Vilna and Smoky Lake Fire Department responded to a fatal 2 vehicle collision on highway 28 and range road 152 on December 31, 2021.</li> <li>- The recovery company for the semi requested a skid steer to clear all the snow out of the ditch and help clean up the scene.</li> <li>- The County skid steer was used to clear the snow which allowed the tow trucks to park in the ditch to load the vehicles, as well, the skid steer was used load the motor, transmission, fuel tanks, exhaust stacks from the semi and the box from the truck.</li> <li>- On March 28, 2022 Smoky Lake County Fire Protective Services send Fire Invoice 185 to Alberta Transportation for the collision on Hwy 28 and RR 152 that occurred on December 31, 2021 in the amount of \$23,623.00 which included the amount of \$763.00 for the use of the County skid steer.</li> </ul> <p><b>Current</b></p> <ul style="list-style-type: none"> <li>- On September 14, 2022 Smoky Lake County Deputy Fire Chief – Spencer Kotylak received an email from Alberta Transportation in regards to Fire Invoice No. 185. <b>See Attachment A1</b> (denying payment of Invoice No. 185 due to the charge from the County skid steer).</li> </ul> <p><b>Proposal</b></p> <ul style="list-style-type: none"> <li>- Fire invoice No. 185 needs to be cancelled and a new invoice needs to be re-issued to Alberta Transportation in the amount of \$22,860.00 for the services provided at the collision on Highway 28 and Range Road 152 on December 31, 2021.</li> </ul>
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**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	
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<b>BENEFITS</b>	
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<b>DISADVANTAGES</b>	
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<b>ALTERNATIVES</b>	
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**FINANCE/BUDGET IMPLICATIONS**

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

<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	
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<b>COMMUNICATION STRATEGY</b>	
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<b>RECOMMENDATION</b>	<ol style="list-style-type: none"> <li>1. That Smoky Lake County cancel Fire Invoice No. 185 issued to Alberta Transportation on March 28, 2022 the amount of \$23,623.00 for emergency services provided on December 31, 2021 located at Highway 28 – RR 152 as the services rendered with the County skid steer is out of scope for Alberta Transportation.</li> <li>2. That Smoky Lake County issue a new invoice to Alberta Transportation in the amount of \$22,860.00 for the services provided at the collision on Highway 28 – RR 152 on December 31, 2021.</li> </ol>
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<b>Fire Chief</b>	
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Smoky Lake County  
 4612 McDougall Drive  
 PO Box 310  
 Smoky Lake Alberta T0A 3C0

<b>INVOICE</b>	IVC00000000000185
Type	
Date	28/03/2022
Page	1

**Bill to:**

ALBERTA TRANSPORTATION
------------------------

**Ship to:**

ALBERTA TRANSPORTATION
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Purchase Order ID		Customer ID	Salesperson ID	Shipping Method	Payment Terms ID	
		ALBE070		LOCAL DELIVERY	Net 30	
Quantity	Item Number	Description	U Of M	Discount	Unit Price	Ext. Price
1.00	V-2021-92		Each	\$0.00	\$23,623.00	\$23,623.00

Accounts over 30 days will be charged 1.5% interest per month

<b>Subtotal</b>	\$23,623.00
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Trade Discount</b>	\$0.00
<b>Total</b>	\$23,623.00

## Scott Franchuk

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**From:** Spencer Kotylak  
**Sent:** October 3, 2022 9:22 AM  
**To:** Scott Franchuk  
**Subject:** FW: Invoice # 185 - Smoky Lake County Emergency Services Follow-up.  
**Attachments:** RE: Invoice for skid steer Invoice # 185 - Smoky Lake County Emergency Services ; INVOICE # 185.pdf

**From:** Spencer Kotylak  
**Sent:** Wednesday, September 14, 2022 16:40  
**To:** Scott Franchuk (sfranchuk@smokylakecounty.ab.ca) <sfranchuk@smokylakecounty.ab.ca>; Tina Goupil (Tina.Goupil@gov.ab.ca) <Tina.Goupil@gov.ab.ca>; 'Paula.campbell@gov.ab.ca' <Paula.campbell@gov.ab.ca>  
**Subject:** Invoice # 185 - Smoky Lake County Emergency Services Follow-up.

Good Afternoon Tina and Paula,

Thank you for taking my call to follow up with Invoice # 185 and clarifying that the Skid Steer Unit will not be covered for Emergency Response due to it being required specifically for the towing and removal of the vehicles involved in the collision. I will have to just get a motion from County Council at our next meeting on October 11, 2022 to allow us to reduce the amount as we are not authorized to change that high of an amount in our system, then I will resubmit it. Also I will be asking for any interest on the account to be removed. After reviewing your account today this is the only Invoice outstanding, as I mentioned in our phone conversation we had a big gap where there were no collisions on the highways (About 2 Months so we haven't submitted any invoices for a while) which was a great thing. We have just received back our TSS Request from RCMP for the summer months and will be working on getting those invoices out to you. Currently we are in the process of hiring a Fire Protective Services Clerk which will look after much of the clerical work and improve our efficiency especially for Invoicing.

If you have any further questions or concerns please feel free to let us know.

Thank You,  
Spencer Kotylak.



### Spencer Kotylak

Deputy Fire Chief

p:780-656-3730 or toll free 1-888-656-3730

c:780-656-5575

4612 - McDougall Drive, PO Box 310  
Smoky Lake, Alberta, T0A 3C0

ᑭᓄᑦᑭᓄᑦ ᑭᓄᑦᑭᓄᑦ (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake

Located on Treaty 6 Territory and Homeland of the Métis Nation

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## Scott Franchuk

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**From:** TRANS Athabasca Fire Calls <AthabascaFireCalls@gov.ab.ca>  
**Sent:** April 13, 2022 11:21 AM  
**To:** Spencer Kotylak  
**Cc:** Scott Franchuk  
**Subject:** RE: Invoice for skid steer Invoice # 185 - Smoky Lake County Emergency Services

Hello Spencer,

My manager has looked over this Fire call and upon reading the incident report the Skid Steer was requested by the towing company for easier tow removal therefore the skid steer invoice should be submitted to the towing company for payment. It will not be paid by AB Transportation.

Please remove the skid steer invoice from you invoice to us and resubmit.

If you have any questions or concerns please contact our Office Manager Paula Campbell at [paula.campbell@gov.ab.ca](mailto:paula.campbell@gov.ab.ca) or 780-675-2624.

Thanks,  
Tina

Classification: Protected A

**From:** Spencer Kotylak <skotylak@smokylakecounty.ab.ca>  
**Sent:** April-12-22 2:52 PM  
**To:** TRANS Athabasca Fire Calls <AthabascaFireCalls@gov.ab.ca>  
**Cc:** Scott Franchuk <sfranchuk@smokylakecounty.ab.ca>  
**Subject:** RE: Invoice for skid steer Invoice # 185 - Smoky Lake County Emergency Services

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Hi Tina,

Here is the updated information you requested.

Thanks,  
Spencer Kotylak.



**Spencer Kotylak**

*Deputy Fire Chief*

p:780-656-3730 or toll free 1-888-656-3730

c:780-656-5575

4612 - McDougall Drive, PO Box 310  
Smoky Lake, Alberta, T0A 3C0

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**From:** TRANS Athabasca Fire Calls <[AthabascaFireCalls@gov.ab.ca](mailto:AthabascaFireCalls@gov.ab.ca)>  
**Sent:** Tuesday, March 29, 2022 10:42  
**To:** Spencer Kotylak <[skotylak@smokylakecounty.ab.ca](mailto:skotylak@smokylakecounty.ab.ca)>  
**Cc:** Scott Franchuk <[sfranchuk@smokylakecounty.ab.ca](mailto:sfranchuk@smokylakecounty.ab.ca)>  
**Subject:** FW: Invoice # 181, 182, 183, 184, 185 - Smoky Lake County Emergency Services

Hi Spencer,  
An invoice must be provided for the Cat Skid Steer and it should be removed from the Emergency Response Form. The amount of the Skid usage should be added to the amount from the Emergency Response Form on Smoky Lake County's invoice.

Thanks,  
Tina

Classification: Protected A

**From:** Spencer Kotylak <[skotylak@smokylakecounty.ab.ca](mailto:skotylak@smokylakecounty.ab.ca)>  
**Sent:** March-28-22 4:40 PM  
**To:** TRANS Athabasca Fire Calls <[AthabascaFireCalls@gov.ab.ca](mailto:AthabascaFireCalls@gov.ab.ca)>  
**Cc:** Scott Franchuk <[sfranchuk@smokylakecounty.ab.ca](mailto:sfranchuk@smokylakecounty.ab.ca)>  
**Subject:** Invoice # 181, 182, 183, 184, 185 - Smoky Lake County Emergency Services

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

Hi Tina,

See attached the 5 remaining invoices for 2021

Invoice # 181 – SLC-2021-94 December 2 , 2021 - Traffic Collision Truck vs Tractor – Highway 855 TWP 592 - \$3,630.00  
Invoice # 182 – SLC-2021-103 December 17, 2021 – Traffic Collision Suv vs School Bus – Highway 28 RR 162 - \$8,510.00  
Invoice # 183 – V-2021-89 December 25, 2021 – Traffic Collision Single Vehicle Rollover – Highway 28 RR 125 – \$1,630.00  
Invoice # 184 – V-2021-93 December 31, 2021 – Traffic Collision Van vs Deer – Highway 28 TWP 593A - \$815.00  
Invoice # 185 – V-2021-92 December 31, 2021 – Fatal Traffic Collision Truck vs Tractor Trailer – Highway 28 RR 152 - \$23,623.00

Any questions or concerns please let me know.



**Spencer Kotylak**  
*Deputy Fire Chief*  
p:780-656-3730 or toll free 1-888-656-3730  
c:780-656-5575  
4612 - McDougall Drive, PO Box 310  
Smoky Lake, Alberta, T0A 3C0

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