

SMOKY LAKE COUNTY



Minutes of the **Fire Protective Services Committee Meeting** held on Friday, **June 17, 2022** at 10:19 A.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:

			<b>ATTENDANCE</b>
			<u>Friday, June 17, 2022</u>
<u>Div. No.</u>	<u>Councillor(s)</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		Absent
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
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:**

790-22: Fenerty                      That the Smoky Lake County Fire Protective Services Committee Meeting Agenda for Friday, June 17, 2022, be adopted, as amended:

**Addition to the Agenda:**

1. County Purchase of Private Land: SW-27-59-17-W4.

Carried Unanimously.

**3. Minutes:**

791-22: Serben                      That the Minutes of the Smoky Lake County Fire Protective Services Committee Meeting held on Tuesday, April 12, 2022, be adopted as presented.

Carried.

792-22: Gawalko                    That the Action List from the Smoky Lake County Fire Protective Services Committee Meeting held on Tuesday, April 12, 2022, be accepted as presented.

Carried.

**4. Request for Decision:**

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

793-22: Serben

That Smoky Lake County Council acknowledge the funding contributions towards the 2<sup>nd</sup> Annual Year-2022 Junior Firefighter Summer Day Camp as follows:

<b>From:</b>	<b>In the amount of:</b>
Town of Smoky Lake	\$500.00
Village of Waskatenau	\$1,500.00
Smoky Lake Fire Department	\$500.00
Vilna Fire Department	\$1,000.00
Waskatenau Fire Department	\$500.00

**and** approve to allocate funding from the 2022 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

<b>Community Group</b>	<b>Eligibility</b>	<b>Funding</b>
Smoky Lake County Fire Department Services	2nd Annual Year-2022 Junior Firefighter Summer Day Camp	\$7,000.00

Carried.

**Mutual Aid Agreement with Buffalo Lake Métis Settlement**

794-22: Serben

That Smoky Lake County execute a Mutual Aid Agreement with Buffalo Lake Métis Settlement for the Year 2022 to Year 2025 Election Term at a cost of \$400/hour/unit.

Carried.

**Mutual Aid Agreement with County of St. Paul**

795-22: Fenerty

That Smoky Lake County execute a Mutual Aid Agreement with County of St. Paul for the Year 2022 to Year 2025 Election Term at a cost of \$250/hour/unit.

Carried.

**Mutual Agreement with Kikino Métis Settlement**

796-22: Gawalko

That Smoky Lake County execute a Mutual Aid Agreement with Kikino Métis Settlement for the Year 2022 to Year 2025 Election Term at a cost of \$400/hour/unit.

Carried.

**Mutual Agreement with Lac La Biche County**

797-22: Gawalko

That Smoky Lake County execute a Mutual Aid Agreement with Lac La Biche County for the Year 2022 to Year 2025 Election Term at a cost of \$400/hour/unit.

Carried.

**Mutual Agreement with Lamont County**

798-22: Cere

That Smoky Lake County execute a Mutual Aid Agreement with Lamont County for the Year 2022 to Year 2025 Election Term at a cost of \$200/hour/unit.

Carried.

**Mutual Agreement with Saddle Lake Cree Nation**

799-22: Fenerty

That Smoky Lake County execute a Mutual Aid Agreement with Saddle Lake Cree Nation for the Year 2022 to Year 2025 Election Term at a cost of \$400/hour/unit.

Carried.

**Mutual Agreement with Sturgeon County**

801-22: Cere That Smoky Lake County execute a Mutual Aid Agreement with Sturgeon County for the Year 2022 to Year 2025 Election Term at a cost of \$650/hour/unit.

Carried.

**Mutual Agreement with Thorhild County**

802-22: Serben That Smoky Lake County execute a Mutual Aid Agreement with Thorhild County for the Year 2022 to Year 2025 Election Term at a cost of \$400/hour/unit.

Carried.

**Mutual Agreement with Two Hills County**

803-22: Fenerty That Smoky Lake County execute a Mutual Aid Agreement with Two Hills County for the Year 2022 to Year 2025 Election Term at a cost of \$200/hour/unit.

Carried.

**Mutual Agreement with Whitefish Lake First Nations #128**

804-22: Gawalko That Smoky Lake County execute a Mutual Aid Agreement with Whitefish Lake First Nation #128 for the Year 2022 to Year 2025 Election Term at a cost of \$400/hour/unit.

Carried.

**5. Issues for Information:**

**Management Policy Statement No. 1M-15-01: Fire Protective Services Clerk**

805-22: Serben That Smoky Lake County Council acknowledge receipt of the Management Policy Statement No. 1M-15-01: Fire Protective Services Clerk, as follows:

<b>Title: Fire Protective Services Clerk</b>		Policy No.: <b>15-01</b>
Section: <b>1 - M</b>	<b>Job Description</b>	Code: <b>P - A</b> Page No.: 1 of 3

Classification:	Part-time permanent position – 3 days/week, as per the Collective Agreement with the Canadian Union of Public Employees (CUPE) Local 4575.
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Purpose:	Reporting to the Fire Chief and working under the supervision of the Deputy Fire Chief, the Fire Protective Services Clerk provides confidential clerical and administrative support for the Smoky Lake County Fire Protective Services Department and is responsible for a variety of administrative tasks which include: invoicing for services, receiving, organizing, maintaining records and files, preparing correspondence and reports, and maintaining databases
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<b>Policy Statement and Guidelines:</b>	
<b>RESPONSIBILITIES</b>	
<b>1. General:</b>	
1.1	Provides administrative, clerical and communication services in full support of the Fire Protective Services Department such as answering phones, filing, data entry and record keeping.
1.2	Assists with ordering supplies.
1.3	Assists the Fire Protective Services Department with preparations of special events, training and meetings hosted by the Fire Department.
1.4	Assists with the ongoing maintenance of the Smoky Lake Fire Department's Operational Guidelines manual as directed by the Fire Chief.
1.5	Assists with data entry into the GIS Fire database including fires, collisions, medicals and fire permits.
1.6	Assists with processing invoices for payment, monitoring invoices and record keeping.
1.7	Assists with the preparation and distribution of the agenda package for the Fire Protective Services Committees. In the absence of the Fire Protective Services Personnel, attends meetings.
1.8	Assists in drafting "Request for Decision" documents and presentations for Council agendas as required.
1.9	Handles of sensitive privileged information in relationship to the preparation of letters, memos, agreements, contracts, meeting notes, advertising, and promotional materials; as well as Personnel File records information for Paid on Call (POC) Fire Departments Firefighters, statistics, and recruitment.

<b>Title: Fire Protective Services Clerk</b>		Policy No.: <b>15-01</b>
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**Policy Statement and Guidelines:**

- 1.10 Assists with course/event registrations, ordering training aids, and maintaining records of departmental training and related expenses.
- 1.11 Provides excellent customer service to Fire Department members, public and outside agencies.
- 1.12 Maintains confidentiality of sensitive and privileged information.
- 1.13 Responds in a timely and accurate manner to questions or inquiries from the public regarding departmental matters, referring inquiries of a more complex nature to the appropriate supervisor or staff member.
- 1.14 Understands and adheres to the policies, principles and practices of Occupational Health and Safety legislation, and the County's requirements.
- 1.15 Maintains related social media page postings under the direction of the Fire Chief or designate.
- 1.16 Schedules and organizes appointments and meetings which may include arranging for facilities, catering, accommodations and transportation as required.

**2. Other Responsibilities:**

- 2.1 Other responsibilities and duties as assigned from time to time by the Fire Chief, Deputy Fire Chief, Chief Administrative Officer or designate.
- 2.2 Willingness to attend job specific workshops and training courses as required.

**QUALIFICATIONS**

- Post-secondary Office Administration certificate or diploma program with a minimum of two (2) years' experience in an office administration setting; an equivalent combination of experience and education may be considered.
- Strong organizational skills.
- High degree of accuracy in word processing (MS Word), spreadsheets (MS Excel), as well as data-entry experience.
- Ability to maintain effective working relationships with volunteers, municipal officials and other employees.
- Ability to maintain confidentiality of matters as required and working knowledge of the FOIP Act.
- Ability to work well under pressure and meet deadlines while continuing great attention to detail.
- Awareness of procedures, practices and regulations involved in the operations of municipal government.
- Satisfactory Vulnerable Sector Criminal Record Check.
- Valid Class 5 driver's license with satisfactory abstract.

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**EMPLOYEE EVALUATION**

- Evaluated by the Fire Chief on a yearly basis.
- Salary Range: as per Canadian Union of Public Employees Local 4575 Collective Agreement, Clerk 3.

Carried.

**Fire Protective Services Fire Chief's Report**

806-22: Fenerty

That the Smoky Lake County Fire Chief's Report prepared by Fire Chief: Scott Franchuk, dated June 15, 2021, be accepted as presented and filed for information.

Carried.

**Fire Protective Services: Training Event – Report to Council**

807-22: Cere That Smoky Lake County Council acknowledge receipt of the Report produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from: Fire Protective Services, Fire Chief, Scott Franchuk, who attended the 2022 Alberta Fire Chiefs Conference on May 29-31, 2022.

Carried.

**Addition to the Agenda:**

**County Purchase of Private Land: SW-27-59-17-W4**

808-22: Serben That Smoky Lake County Council acknowledge the update from the Chief Administrative Officer in respect to the purchase the land, legally described as SW-27-59-17-W4, containing 9.09 acres (more or less) being successful in the amount of \$220,000.00, funded from reserves, pursuant to the Executive Session discussions held in respect to same on May 26, 2022, under the authority of FOIP Act: Section 27: Privileged Information and Section 24: Advice from Officials.

Carried.

**6. Correspondence:**

**Alberta Fire Chiefs Association**

809-22: Gawalko That the email correspondence received by Smoky Lake County from Fred Tyrrell, Executive Director - Alberta Fire Chiefs Association, dated May 26, 2022, in respect to the Alberta Fire Chiefs Association's resolutions in respect to:

- ambulance wait times: #2022-1-R4(1),
  - fire service training and certification funding: #2022-2-R7(1), and
  - fire services accreditation and certification program: #2022-4-R2,
- be filed for information.

Carried.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

No Executive Session.

**Next Meeting**

810-22: Gawalko The next Smoky Lake County **Fire Protective Services Committee Meeting** be scheduled for **Tuesday, August 16, 2022, at 1:00 p.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and/or physically in County Council Chambers.

Carried.

**ADJOURNMENT:**

811-22: Cere That the Smoky Lake County Fire Protective Services Committee Meeting of June 17, 2022, be adjourned, time 11:26 a.m.

Carried.

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CHAIRMAN

S E A L

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CHIEF ADMINISTRATIVE OFFICER