

**MUNICIPAL DISTRICT OF BIGHORN NO. 8
EMERGENCY SERVICES COMMITTEE MEETING**

**February 26, 2020 – 4:00 P.M.
M.D. OFFICE, EXSHAW**

IN ATTENDANCE:

Robert Ellis	C.A.O. and Chair
Paul Clark	Council representative
Wayne Dick	Jamieson Road Fire Dept. District Fire Chief
Norm Dreger	Member-at-Large
Kevin Hebb	Member-at-Large
Al Hogarth	Safety Co-Ordinator
Rick Lyster	Exshaw District Chief
Tom McFadden	Ghost River Fire Dept. District Fire Chief
Lynda Gale	Recording Secretary

CALL TO ORDER

The Chairman called the meeting to order at 4:07 p.m.

1. APPROVAL OF AGENDA

Moved by P. Clark to approve the agenda as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by P. Clark that the minutes of the September 5, 2019 EMS Committee meeting be adopted with the following amendment: Page 1, Business Arising 1a) to read “The C.A.O. introduced the Director of Finance to the Committee.”

CARRIED

3. DELEGATIONS

There were no delegations.

4. BUSINESS ARISING FROM THE MINUTES

a) **Moved** by N. Dreger that Policy ES-10, Emergency Services Employment Application, be approved with reference to Policy HR-14, as amended.

CARRIED

b) **Moved** by K. Hebb that Council amend Bylaw 16/11, Schedule “B” Terms of Reference, for Emergency Services Committee (EMS) to allow the EMS Chair to be held by the M.D. of Bighorn C.A.O.

CARRIED

5. UPDATE FROM DISTRICTS

There were no items to discuss.

6. NEW BUSINESS

- a) **Moved** by T. McFadden that the Committee recommend that Council approve the RFP for the Municipal Emergency Plan, with a focus on Incident Command System (ICS) conversion and include an evaluation of evacuations plans as part of the gap analysis recommendations.

CARRIED

- c) The EMS discussed Occupational Health and Safety (OH&S) requirements and Fire Department Standard Operational Procedures (SOP) and Guidelines (SOG). The Committee agreed that SOG's are generally being followed but must be written down and amended for each fire hall. The Safety Co-Ordinator said he would prepare drafts for the Chief's to review within six months.

7. INFORMATION

There were no items to discuss.

8. INCAMERA

There were no items to discuss.

9. NEXT MEETING

The next meeting date will be scheduled at the call of the Chair.

ADJOURNMENT

The meeting adjourned at 7:05 p.m.



CHAIRMAN