



ALBERTA FIRE TRAINING OFFICERS ASSOCIATION

Annual General Meeting Minutes

December 14, 2020

Location: *Virtual - Zoom*

Chairperson: Nolan Jespersen, AFTOA President

Present: Quorum met (27 members in attendance)

1. Called to order at 19:00 by President Nolan Jespersen
2. President's Report – *Nolan Jespersen*
 - **Strategic Plan update** – We held a review of our 2019 Strat Plan earlier in the year and have been working on outstanding items and setting new priorities. We have worked out the firewall issues with the website and updated our online payment option for registrations. Have started the quarterly newsletter to improve communications, and are looking to incorporate a training officer's corner, where there will be an article on a specific instruction topic or new technology; this could be something that is open to submission articles or input from members. Unfortunately, not a lot of groundbreaking news to report this year through our covid navigations, but we have been able to offer a few virtual webinars throughout the past year. We also hosted virtual meetings with other organizational boards, such as the AFCA and Public Safety Division, as well as the BCFTOA, but again, with restrictions in place, our planned initiatives did not get as far as we would have hoped. We also had a look at our zone map, on request of the membership and adjusted the zone lines to try to better represent the different regions outlined by the AFCA, and not split up those AFCA regions into different zones on our map. The Strat plan has now been adjusted with new objectives over a 3-year plan of 2020-2022, meaning it will be reviewed again towards the end of 2022, with progress evaluated and new direction set at that time.
 - **Professional Development** - We had a successful first conference in 2019 with both Fire Dynamics and Nozzle Forward being offered, then unfortunately, as you all know, we had to cancel/indefinitely postpone the 2020 conference due to

strict covid restrictions. We discussed trying to organize zone-specific training opportunities moving forward, with hopefully hosting some sort of hands-on workshop within each zone throughout the year; how this will look with Covid we are not sure at this point but will be something that the 2021-2022 executive will put some focus into. That will require organization of input from each zone to determine the needs.

- **Membership Input** – Some feedback we have received from membership includes formulating an instructor resource bank on the AFTOA website, including a contact list for instructors and evaluators, any lesson plans or other materials that people want to share, and an instructor’s guide to hosting training. We have added these pieces into our 2020-2022 strategic plan.

3. Secretary’s Report– *Amy West*

- As per our last AGM meeting, trade memberships were evaluated and added to the memberships of the AFTOA. An amendment was made to the bylaws to add a trade membership for any profit company or business that would receive financial gain from attending or being involved in any training conferences or Association events, the trade membership is \$200 per organization annually. Moving forward, the trades will also be able to have a representative sit on the training conference committee as a non-voting position.
- **Membership Update** - For 2020 we had 68 Fire Service Organizations registered with 35 being in the central zone, 19 in the South Zone, and 14 in the north. We also have 12 Associate memberships registered. For 2021 registration, if you did pay with a credit card last year, you have the option of an auto renewal which you should have received notice in the last week; there is also an option to cancel that auto renewal on this notice as well, if you wish to do that. Otherwise, manual registration will be open until January 31, the same as last year, and it is important to note that we did add into the bylaws that there will be a late fee of \$25 for any registrations received after February 1.

4. 1st VP report and Training Conference Update – *Dan Verdun*

- **2021 conference update** – As you all know, we were pretty much all set for the 2020 conference up in Grande Prairie, but had to make the decision to cancel/postpone while being ever hopeful that something can occur in 2021. County of GP Deputy Chief Jason Nesbitt has put a lot of work into this, and is continuing to explore some opportunities for 2021, which may include some virtual training and/or keynote opportunities, while we await the covid world of vaccinations and restrictions to assess whether a face-to-face conference in 2021 will be possible or not.

5. Treasurer's Report – *Bryan Hall*

- Obviously, with the lack of much going on in the province and world this year, there was not a lot of money spent. We had a 2019 closing balance of \$11,004, we had membership fees coming in, and basically our only expenses this year were the website and associated fees, stripe account fees, zoom licenses and webinar expenses for the few virtual opportunities we were able to offer, we had some payments made for deposits on conference pieces but were able to receive reimbursement for those as it was cancelled. Our closing balance to date is \$11,228.70.
- Question asked what “stripe account” is – this is the platform used to be able to accept online payments; all of these systems that allow a website to process online payment requires a plan fee and is necessary for us to be able to offer the option of online registration for both memberships and events.
- (Dove tail conversation) – discussion around allocating funds to each zone for zone-wide training initiatives, particularly if covid restrictions continue not allowing for a 2021 conference, we may look at allocating up to \$1,000 per zone for training. This could be an AFTOA or fire department hosted session specific to requests from the zone, and could include virtual or hands-on offerings, whichever is desired or obtainable for the specific zone. This will be tasked to the zone reps to determine the desire or need in their zone and bring the request or proposal to the executive. The main thing will be that the funds need to go towards zone-wide or regional initiatives, not for individual departments alone.

6. Resolutions and new business:

- Request for honorary membership for Derian Rosario – Derian was one of the founding members of the AFTOA, and was at the time employed by a municipal fire service. Since, Derian has left the municipal service but is still involved in a personal capacity. He has stepped down as a member of the executive, but wishes to be able to remain an association member.
 - It is moved by Nolan Jespersen that Derian Rosario be permitted to continue as an honorary member of the AFTOA. Bryan Hall seconds. Voted on by poll of members in the meeting; one abstention, none opposed; motion carried.

7. Elections:

- Due to this being the first virtual AGM, the executive has decided to go with an online voting for the elections, which is allowed through the association bylaws. The positions up for election this year are 1st Vice President, Secretary and Central Zone Rep. However, Derian has vacated his position as 2nd VP so it will need to also be filled, and Nolan has also decided to step down from President, leaving President open for election as well.

- Nomination committee selected from the floor to oversee ballot counting – Nathan Cote, Rob Merchant and Alex Pavcek
- All nominees must acknowledge that these positions are volunteer and do not include a remuneration of any sort, however, all association business expenses will be covered or reimbursed. All nominees must have support from their organization and make their own arrangements with their organization for association duties to be done on work time. The nomination form includes an acknowledgement of support from the Fire Chief or Director. On average, executive members contribute anywhere from 2-8 hours monthly, and obligations will increase around conferences, etc.
- **President** - Review of submitted nomination forms – none received
 - Open the floor to additional nominations – Dan Verdun was nominated and accepted.
- **1st Vice President** - Review of submitted nomination forms – none received
 - Open the floor to additional nominations – John McDermott was nominated but declined. Byron Fraser was nominated and accepted.
- **2nd Vice President** - Review of submitted nomination forms – Nolan Jespersen
 - Open the floor to additional nominations – none
- **Secretary** - Review of submitted nomination forms – Amy West (standing), and Rob Knull from Spruce Grove Fire
 - Open the floor to additional nominations – none
- **Central Zone Rep** - Review of submitted nomination forms – Corey Schram (standing), Henry Thomson, and Trevor Sutherley
 - Open the floor to additional nominations – none
- A voting Ballot will be sent out via survey monkey and voting on nominees will commence online for 1 week, closing December 21st 2020. Elected nominees will be contacted by the elections committee following the count.

8. Adjournment – Motion to adjourn by Chairperson Jespersen, seconded by Byron Fraser. Meeting adjourned.