



ALBERTA FIRE TRAINING OFFICERS ASSOCIATION

2023 Annual General Meeting Minutes

March 12, 2023

Location: Lethbridge Fire & Emergency Services, Station #4
2825 – 5th Avenue North, Lethbridge, AB

Chairperson: Bryan Hall, Interim AFTOA President

Present: Bryan Hall, Amy West, Byron Fraser, Casey West, Mark Matheson, Cary Castagna, Darryl Johnson, Bill Heesing, Scott Smith, Hugh McKay, Tracay Depew, Phil Tufford, Ed Mello, Mario Lamonthe, Nolan Jespersen (late)

1. Called to order at 13:02 by Bryan Hall
2. Review of previous AGM minutes as presented by secretary, Amy West. Mark Matheson moves to accept the minutes as presented. Byron Fraser seconds. Carried.
3. President's Report – *Bryan Hall*
 - As most are aware, president Verdun has left us as he took a position as Fire Chief in Campbell River, BC and has relocated to British Columbia; Bryan Hall has been acting as the interim president
 - There have been recent conversations between the AFTOA and the Alberta Fire Chiefs Association as well as Alberta Municipal Affairs Public Safety division regarding how we can support one another
 - AFCA is very supportive of the direction of the AFTOA and we look forward to continuing to foster this relationship
4. Secretary's Report – *Amy West*
 - **Membership Update** – In 2022 we had 37 memberships, down from 55 in 2021. Of these, three were in the north zone, 14 central, seven south, nine associate and four honorary members. So far for 2023, we currently have 63 registered members – ten in the north, 23 central, 15 south, 11 associate, and four honorary.

5. 1st VP report and Training Conference Update – *Byron Fraser*
 - **Conference update** – As you all know, we were all set for the conference in Grande Prairie in the fall of 2022, but had to make the unfortunate decision to cancel due to a low number of registrants.
 - We are exploring other opportunities for 2023, including zone specific training sessions and partnering with other departments or agencies within the zone to promote the AFTOA's objectives of further the training officer/instructor abilities.

6. 2nd VP report – *Nolan Jespersen*
 - Building on what Bryan mentioned earlier, Nolan has been exploring conversations with Public Safety about partnerships in strengthening the training program in Alberta, and how the AFTOA can assist

7. Resolutions and new business:
 - Amy West moves that Dan Verdun be made an honorary member of the AFTOA in recognition of his work as our President and continued support of our organization. Casey West seconds. Carried.

8. Elections:
 - **President** - Review of submitted nomination forms – none received
 - Open the floor to additional nominations – Amy West nominates Bryan Hall for president; Byron Fraser seconds. Bryan accepts the nomination. No further nominations.
 - Bryan Hall becomes President.
 - Treasurer position now open for election due to Bryan's new role.
 - **1st Vice President** - Review of submitted nomination forms – none received
 - Open the floor to additional nominations – Byron Fraser is standing candidate and wishes to have his name stand. No opposing nominations. Byron is acclaimed and remains as 1st Vice President.
 - **Secretary** - Review of submitted nomination forms – none
 - Open the floor to additional nominations – Amy West is standing candidate and wishes to have her name stand. No opposing nominations. Amy is acclaimed and remains as secretary.
 - **Central Zone Rep** - Review of submitted nomination forms – none received

- Open the floor to additional nominations – Bryan Hall nominates Corey Schram (standing) to remain in position; Corey is absent – will need to confirm with him. No opposing nominations.
- **Associate Rep** - Review of submitted nomination forms – none received
 - Open the floor to additional nominations – Bryan Hall nominates Ryan Hicks (standing) to remain in position; Ryan is absent – will need to confirm with him. No opposing nominations.
- **Treasurer** - Open the floor to additional nominations
 - Scott Smith puts his name forward. Bryan Hall seconds the nomination.
 - No contest or further nominations.
 - Scott Smith becomes Treasurer.

9. Round Table –

- Phil Tufford – would like to discuss the conference location; suggests that rather than competing with the northern HEAT and South conferences, we look at hosting ours in the central zone continuously and possibly partner with others by providing an AFTOA stream at the existing north and south conferences.
- Hugh McKay – would like to see a monthly or quarterly online session offered
- Casey West – likes idea of quarterly training sessions online, and could possibly add an AFTOA approved monthly training plan; ‘tips & tricks for the new training officer’ webinar/recorded presentation; master list of instructors and evaluators; networking opportunities for training officers
- Scott Smith – asks about an online survey for membership input on what departments need or wish to gain from the AFTOA
- Amy – building on what Scott suggested, getting back to quarterly zone meetings could help with this and continued feedback
- Tracay Depew – would like to see zone training sponsored by the AFTOA
- Darryl Johnson – explains struggles of the part time/volunteer TO and would like to see webinars on how to build a lesson plan, training schedules, etc
- Matthew Slimmon – getting back to the instructor/evaluator master list, he would like to see credentials and experience included – not just who is able to teach it but what is their experience with teaching/instructing certain curriculum and what do

they enjoy; would like to see the AFTOA advocate for industry drive changes (ie. NFPA standards, etc); possibility to share training calendars amongst members

- Closing remarks from Bryan –
 - We have identified that the areas to focus or refocus on include support systems for TO's, build our online resources, and create networking opportunities for TO's and instructors of all experience levels. We are looking forward to this next chapter.
 - We are always looking for ideas and input, and for help making things come to fruition, especially with the professional development committee – if you are interested reach out to the executive.
 - Thanks to Lethbridge for hosting us!

10. Adjournment – Motion to adjourn by Amy West, seconded by Casey West. The meeting adjourned at 14:45.