



Alberta Fire Training Officers Association (AFTOA)

ANNUAL GENERAL MEETING – October 18, 2019

Call to Order

Meeting called to order at 16:45 in Lethbridge, AB (Coast Hotel and Conference Centre)

Attendees

Nolan Jespersen – AFTOA President (Stony Plain Fire Department)

Amy West – AFTOA Secretary (Jasper Fire Department)

Bryan Hall – AFTOA Treasurer (Hinton Fire Department)

Nathan Cote – AFTOA South Zone Rep (Taber Fire Department)

Randy Schroeder – AFCA President / Lac Ste Anne County Fire Services

Angie Schroeder – Mayerthorpe Fire Department

Byron Fraser – Barons Fire Department

Douglas Pieper – Lakeland Emergency Training Centre

Tom Harnos – Office of the Fire Commissioner

Agenda Items

1. Review Agenda and Call for additional items

- None to add

2. President's Report – *Nolan Jespersen*

- Relationships with other organizations within Alberta have grown tremendously over the past year; the AFTOA has been working closely with the Public Safety Division on several projects, as well as with the AFCA. We will be working to maintain and continue to strengthen these relationships on an ongoing basis, as well as look for ways to expand relations into British Columbia and Saskatchewan.
- 2019 Strategic Plan Update:
 - i. The 2019 Strategic Plan identifies ten priorities of focus for the AFTOA for 2019 fiscal year; of these ten priorities, six were identified as high priority, three medium, and one low.
 - ii. Of the ten priorities, nine have been accomplished, or have great progress made towards them, to date. Outstanding is still securing alternate funding resources to support the initiatives of the association (ie. Training symposiums and instructor workshops).
 - iii. In November, the AFTOA executive will be meeting to hold a strategic planning session for a three-year strat plan for 2020, 2021 and 2022. Input from members should be sent to their respective Zone rep by November 15th.

3. Secretary's Report – Amy West

- We had 61 memberships in 2019; 50 full/regular membership and 11 associate memberships.
- Registration for 2020 will open December 1, 2019, and we will accept registrations until January 31, 2020. Any membership registrations received after January 31st will incur a \$25.00 late fee.
- Strategic Plan update, as provided above. Strategic Planning session for 2020-2022 will occur near end of November, 2019 and the plan will be distributed to membership prior to end of 2019.

4. First VP Report and Training Conference Update – Nolan Jespersen (on behalf of Dan Verdun)

- Overall, the 2019 conference/symposium went well, however one major thing identified is that May is not an ideal time for most departments, as it is typically the height of wildfire season and attendance can be unpredictable – we lost many instructors and students due to deployments
- Conference planning committee members for the 2020 Conference
- 2020 AFTOA conference will be hosted in Grande Prairie, September 10-12, 2020

5. Professional Development – Nolan Jespersen (on behalf of Corey Schram)

- Will be sharing an update on the 472 / 1072 transition on our website soon
- Some things the PD committee is working on include:
 - i. Adult education and innovative classroom delivery techniques (with Alberta Education)
 - ii. Traffic control guidelines
 - iii. CO Response guidelines
 - iv. Was also requested to inquire into driver training opportunities through VFIS and communicate to members

6. Resolutions update – Nolan Jespersen (on behalf of Ed Mello)

- Resolutions committee is working in conjunction with the AFCA on the FSTP grant allocations resolution put forth to Public Safety Division; right now we are working to gather accurate information to represent the majority of the membership – send out a survey very soon asking for input

7. 2nd VP Report - Zones and Divisions – Nolan Jespersen (on behalf of Derian Rosario)

- Some zone reps have indicated members have communicated that they would rather we align with the 7 zones of the AFCA; our zones do not cut borders of AFCA Zones, however, It is not feasible for the AFTOA to have 7 zones – we will be sticking with the South, Central and North zones. If each zone decides, through their division reps, that they would like to break down the zone, or host meetings strategically to align with their AFCA zone partners and meetings, etc, that will be up to the Zone reps to determine.

8. Treasurer's Report – Bryan Hall

- Highlights
 - i. Revenues –
 - a) Membership incomes - many memberships received at various times throughout the year
 - b) Conference registrations
 - ii. Expenditures –
 - a) Conference expenses – expenditures for host departments, non-local instructor costs/fees
 - b) Challenge coins (will be available in 2020)
 - iii. Current funds - \$9691.61

9. Standing Business

- 1403 Resolution update – the PD committee has consulted with the OFC and Public Safety Division, and this resolution has been shelved for now.
- Website use for resource bank for instructors – Communications officer is exploring options for this and will have a trial up by end of 2019 or early 2020

10. Correspondence

- Public Safety Division accreditation and certification update communicated to AFTOA through Nolan Jespersen; Nolan shared –
 - i. IFTSA Essentials 7th Edition text is now out, however, the OFC exams will not be transitioned to the 7th edition until Fall 2020; this will allow departments sufficient opportunity to budget for and transition to the new edition
 - ii. 2020 validations will be on 1041, levels 1 and 2
 - iii. Moved to online certificates through the Noverant System; students can access transcripts and copies of certificates online, but will not be receiving paper certificates
- AFCA Update provided by President Randy Schroeder – working on core competencies and are happy with the progress that has been made of recent; also excited about the relationships forming with the AFTOA and how we may be able to partner on initiatives moving forward
- OFC Update provided by Tom Harnos

11. Elections

- This year elections include – President, 2nd Vice President, South Zone Representative, North Zone representative and Associate Member Representative
- Accepted nominations; elections will be done online – electric voting ballots will be distributed in the next few weeks

12. Voting on Amendments to Bylaws

- Addition of Article 2, Part 1, section 11, Trade Members
 - Trade membership for any for profit company or business that would receive financial gain from attending or being involved in attending training, conferences, association events, or other association activities through the sale of goods and/or services.
 - Each AFOTA trade member is eligible to be a sponsor for an association event and/or conference and shall be listed on any notices and advertising noting their contribution.
 - Trade members shall be listed with a link to their website on the AFTOA website.
 - Trade members can purchase add space on the monthly AFOTA newsletter. All funds will go directly to the AFTOA general fund and support zone-based training and meetings.
 - A trade member shall have a seat on the training conference committee and a non-voting position on the executive.
- Amendment Part 4, Dues
 - Addition of trade member category to AFTOA membership with membership fee of \$200.00 annually
- Amendment to Part 4, Dues
 - Registration renewals not received within the specified renewal time frames will be subject to a late fee charges after registration deadlines \$25.00.

Adjournment

Motion to adjourn by Nathan Cote. Meeting is adjourned at 18:20 hours.

Minutes recorded and submitted by Amy West, Secretary