



## **AGENDA**

REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 5, 2022 AT 4:30 PM.

### **MOTION**

#### **1. CALL TO ORDER**

#### **2. ADOPTION OF THE AGENDA**

**X**

#### **3. ADOPTION OF THE MINUTES**

ITEM No.3.1 Minutes of the Municipal Emergency Management Committee: March 7, 2022 **X**

#### **4. BUSINESS ARISING FROM THE MINUTES**

#### **5. ACTION ITEMS**

ITEM No.5.1 Mutual Aid Fire Control Agreement **X**  
ITEM No.5.2 Flammable Liquid Storage Tank Inspection Update  
ITEM No.5.3 Fire Training Centre Capital budget Closeout

#### **6. DELEGATIONS**

#### **7. MEDIA INQUIRIES**

#### **8. CLOSED SESSION**

#### **9. OPEN SESSION**

#### **10. CLOSE OF MEETING**

**X**

## **Municipal Emergency Management Committee Request for Decision**

**Meeting Date: December 5, 2022**

**Subject:**

Minutes of the Municipal Emergency Management Committee: March 7, 2022

**Recommendation:**

The Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on March 7, 2022, as presented.

**Background:**

Minutes of the previous meeting of the Municipal Emergency Management Committee have been attached for review and consideration of approval.

**Legislation / Authority:**

MGA, Section 208

**Strategic Plan Alignment:**

None.

**Financial Implication:**

None.

**Service Level / Staff Resource Implication:**

None.

**Justification:**

Approval of minutes is in accordance with the Municipal Government Act, Section 208.



**Alternative(s):**

That the Municipal Emergency Management Committee adopts the Minutes of the Regular Meeting held on March 7, 2022, as amended.

**Attachment(s):** Draft Minutes

**APPROVALS:**

**Originated By:**  
Kerry Van Ham

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MARCH 7, 2022, AT 4:30 PM.

---

**Chairperson**

Jack Brewin

**Members**

Garth Bekkering

**Alternate Member**

Andrew Prokop

**Absent**

Alf Rudd

**Chief Administrative Officer**

Derrin Thibault

**Staff**

Raeanne Keer

Steve Munshaw

**CALL TO ORDER**

Chair Brewin called the meeting to Order at 4:30 PM.

**ADOPTION OF THE AGENDA**

Chair Brewin inquired if there were any additions or deletions to the Agenda, and there were none.

RES. 1/2022

MOVED by Mayor Prokop that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

1/2022

Meeting Date  
3/7/2022

## **ADOPTION OF THE MINUTES**

### **1) Minutes of the Municipal Emergency Management Committee: December 6, 2021**

RES. 2/2022            MOVED by Councillor Bekkering that the Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on December 6, 2021, as presented.

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM THE MINUTES**

None.

## **ACTION ITEMS**

### **1) Community Emergency Management Plan (Audit)**

Chief S. Munshaw, of the Taber Fire Department and Director of Emergency Management, presented the Community Emergency Management Plan audit completed by Alberta Emergency Management Agency.

RES. 3/2022            MOVED by Mayor Prokop that the Municipal Emergency Management Committee accepts the Town of Taber's Municipal Emergency Response Plan Audit for information.

CARRIED UNANIMOUSLY

### **2) Community Emergency Management Plan (CEMP)**

Chief S. Munshaw presented the Community Emergency Management Plan and stated that in accordance with the Emergency Management Act, the Municipal Emergency Management Committee is required to review the Plan annually.

The Committee discussed the Plan and emergency management training for Town staff.

2/2022

Meeting Date  
3/7/2022

**ACTION ITEMS – CONT'D**

**2) Community Emergency Management Plan (CEMP) – CONT'D**

RES. 4/2022      MOVED by Councillor Bekkering that the Municipal Emergency Management Committee accepts the Town of Taber's updated Community Municipal Emergency Plan for information.

CARRIED UNANIMOUSLY

**DELEGATIONS**

None.

**MEDIA INQUIRIES**

None.

**CLOSED SESSION**

None.

**OPEN SESSION**

None.

**CLOSE OF MEETING**

RES. 5/2022

MOVED by Mayor Prokop that this Regular Meeting of the Municipal Emergency Management Committee is hereby Closed.

CARRIED UNANIMOUSLY AT 4:41 PM

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

DRAFT

4/2022

Meeting Date  
3/7/2022

## Municipal Emergency Management Committee Request for Decision

**Meeting Date: December 5, 2022**

**Subject:**

Mutual Aid Fire Control Agreement

**Recommendation:**

That Municipal Emergency Management Committee supports signing the Mutual Aid Fire Control Agreement.

And.

The Municipal Emergency Management Committee supports the CAO and Fire Chief signing the Mutual Aid Fire Control Plan.

**Background:**

The Mutual Aid Agreement with Agriculture and Forestry Division is a reciprocal system of emergency response and assistance that the Town of Taber, can access with Agriculture and Forestry and vice versa.

The main focus of the Mutual Aid Agreement is to make a large number of resources available in a pre-arranged, organized fashion at no to minimal additional cost to the Town, which maybe requiring assistance during a large- scale emergency situation.

Mutual Aid is activated when the fire or emergency is beyond the capability of the responding fire department, which could be called upon for additional equipment and personnel. This working document not only allows for the exchange of manpower and equipment, but as well as training in both fire and emergency management at no charge. While this agreement works both ways, the Town of Taber is not committed to exchange manpower or resources if unavailable.

The Town of Taber has been in this agreement since 2015 and the current agreement will expire February 28, 2023.

The Town has benefited with course and training partnerships through the agreement. The new Agreement is set in two parts the first being the agreement that would be signed by Administration, this agreement allows either party to back out of the agreement within 30 days. The second part is a plan that is revisited every 3 years.

In accordance with the Police ADM-10 signing or Authorization of municipal Documents.



**Legislation / Authority:**

Emergency Management Act states:

11. A local authority

a) Shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18;  
Shall prepare and approve emergency plans and programs.

**Strategic Plan Alignment:**

Strong alignment in Partnering with the Province.

**Financial Implication:**

There would be a cost savings of having the province support Training of Fire Fighters within the Town of Taber

**Service Level / Staff Resource Implication:**

Improved service level with more supported education and added resources in large scaled emergencies.

**Justification:**

This will help the Town if more resource are ever needed in any large-scale emergency

**Alternative(s):**

Do not sign the agreement, when and if services are requested deal with each emergency and the cost at the time of the Event.

**Attachment(s):** 2020 Town Mutual Aid Agreement signed copy  
2020-2023 Town of Taber Mutual Aid Plan signed copy  
2023-2025 Draft Mutual Aid Plan  
Town of Taber Draft Mutual Aid Agreement 2023-2025

**APPROVALS:**

**Originated By:**



**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

# Mutual Aid Fire Control Agreement

---

This is an agreement, authorized by section 6(d) of the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, to facilitate the prevention and control of forest and prairie fires between

**Her Majesty the Queen in Right of Alberta**  
as represented by the Minister of  
Agriculture and Forestry, Forestry Division

(the "Division")

and

**Town of Taber**

(the "Town")

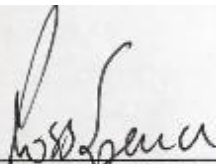
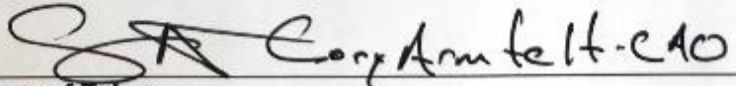
Collectively, the "Parties"

This Agreement is made in consideration of the exchange of promises between the Parties set out herein.

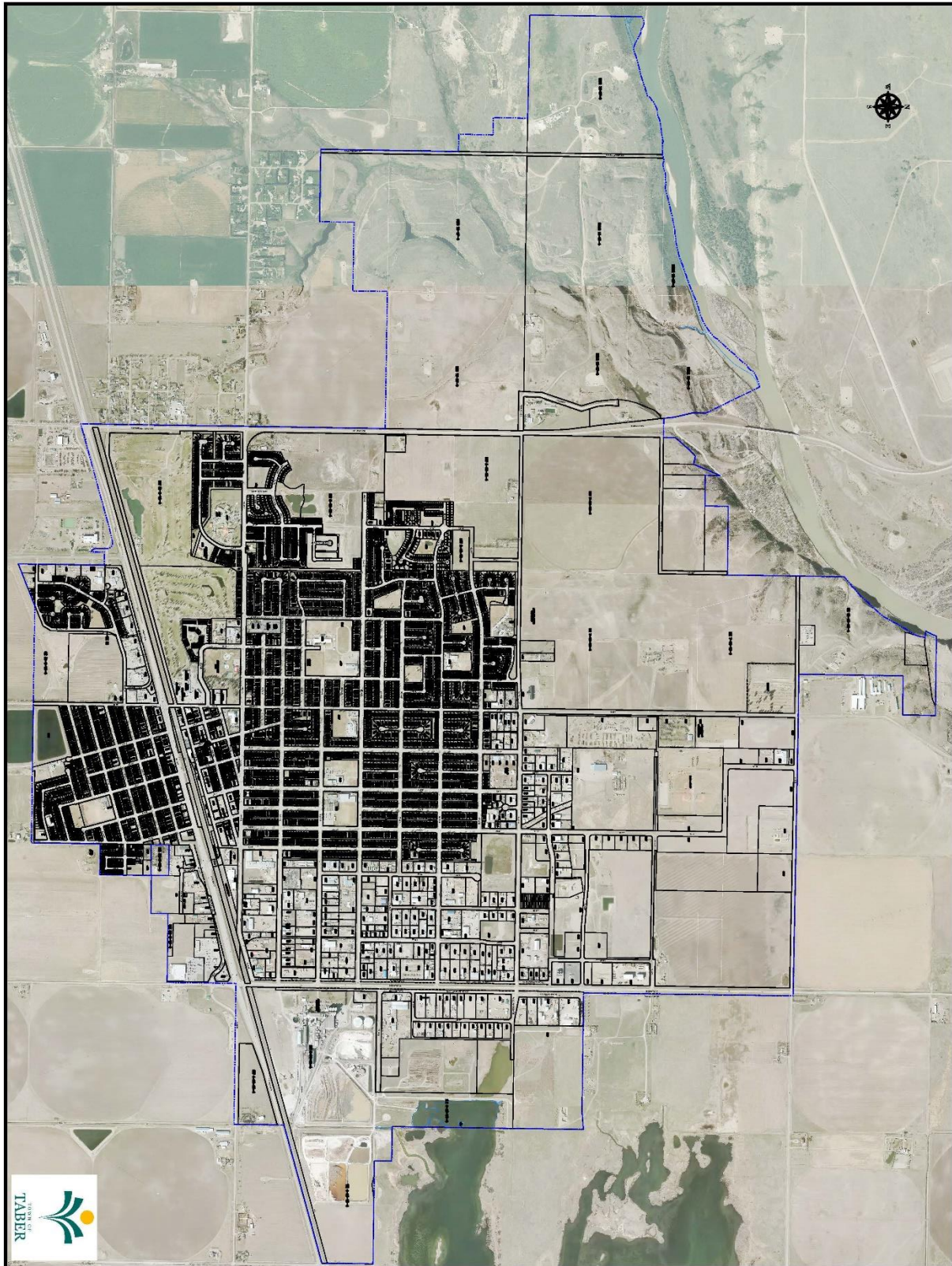
1. In this Agreement:
  - (1) "Act" means the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, as amended from time to time.
  - (2) "Forest Protection Area" means that area or those areas designated as such pursuant to section 41(c) of the Act.
  - (3) "Plan" means the Annual Mutual Aid Fire Control Plan. The Plan forms a part of this Agreement. The current Plan that has been agreed to by the Parties is set out in Appendix "A" to this Agreement.
2. The Division will endeavor to prevent and control all wildfires, excluding structure fires, on those lands that lie within the boundaries of the Forest Protection Area.
3. The Town will endeavour to prevent and control:
  - (1) all structure fires within the boundaries of the Town; and
  - (2) all wildfires on those lands within the boundaries of the Town that are outside of the boundaries of the Forest Protection Area.

4. (1) Each Party has authorized the following persons as their respective representatives for the purpose of reviewing and updating the Plan in accordance with section 5:
  - (a) Until further notice, the Division's authorized representative is any person holding the position of Wildfire Prevention Officer or Wildfire Manager.
  - (b) Until further notice, the Town's authorized representative is any person holding the position of Fire Chief.
- (2) Either Party may change their authorized representative by written notice to the other.
5. The Plan will be reviewed and updated on an annual basis by the authorized representatives of the Division and the Town.
6. The Division and the Town agree to make payments in accordance with the terms of the Plan for services rendered to the other under this Agreement.
7. This Agreement shall continue from year to year until terminated by either Party in accordance with section 8 of this Agreement.
8. This Agreement shall continue in effect from year to year until terminated by either Party by giving three (3) months written notice to the other, except that during the period between March 1 and October 31 of each year, this Agreement may be terminated only by the mutual consent of both Parties.
9. This Agreement may be amended by the Parties by agreement in writing.
10. The Town acknowledges this Agreement has been authorized by the council of the Town in accordance with s. 6(d) of the Act.

**Agreed to by the Parties as indicated by the signatures of their duly authorized representatives.**

|  |   |
|--|---|
| <p>MAY 01 2020</p> <hr/> <p><b>Date Signed</b></p>   |  <hr/> <p><b>Her Majesty the Queen in Right of Alberta as represented<br/>by the Minister of Agriculture and Forestry, Forestry<br/>Division</b></p> |
| <p>April 9, 2020</p> <hr/> <p><b>Date Signed</b></p> |  <hr/> <p><b>Town of Taber</b></p>  |

Appendix A  
Annual Mutual Aid Fire Control Plan





# Mutual Aid Control Plan

---

**2020-2023**

Agriculture and Forestry, Government of Alberta  
February 2019  
T2019 Mutual Aid Control Plan  
ISBN or ISSN, URL, and any other unique identifiers (required)

For more information regarding this content visit: <https://open.alberta.ca/dataset/3e4bccf4-6758-4e4a-bfb9-f7f063b83962/resource/d3739e94-9dd4-4514-8ba3-67ca1ebff81b/download/GoA-Publications-Guideline.pdf>

# Table of Contents

|  |          |
|--|----------|
| <b>MUTUAL AID FIRE CONTROL PLAN</b> .....                      | <b>5</b> |
| A. ADMINISTRATION .....  | 5        |
| 1. PURPOSE: .....  | 5        |
| 2. FIRE CONTROL PLAN CONTACTS:.....                            | 6        |
| 3. MUTUAL AID REQUEST PROCEDURE:.....                          | 6        |
| 4. MUTUAL AID ZONES: .....                                     | 6        |
| 5. COST RECOVERY AND INVOICING: .....                          | 7        |
| 6. MEETINGS: .....   | 7        |
| B. PREVENTION AND DETECTION .....                              | 8        |
| 1. FIRE PERMIT ISSUANCE: .....                                 | 8        |
| 2. FIRE CONTROL ORDERS: .....                                  | 8        |
| 3. COOPERATIVE PREVENTION OPPORTUNITIES: .....                 | 9        |
| 4. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:.....          | 9        |
| 5. WILDLAND URBAN INTERFACE: .....                             | 9        |
| C. PRESUPPRESSION .....  | 10       |
| 1. COOPERATIVE PRESUPPRESSION ACTIVITIES: .....                | 10       |
| 2. HAZARD AND RESOURCE INFORMATION SHARING:.....               | 10       |
| D. WILDFIRE OPERATIONS .....                                   | 11       |
| 1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID: .....  | 11       |
| 2. COMMUNICATIONS:.....  | 13       |
| 3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:.....          | 13       |
| 4. ESTABLISHMENT OF COMMAND STRUCTURES:.....                   | 13       |
| E. TRAINING .....  | 14       |
| 1. JOINT RESPONSE EXERCISES:.....                              | 14       |
| F. DATA SHARING .....  | 15       |
| G. EFFECTIVE DATES.....  | 16       |
| SCHEDULE A .....   | 17       |
| Ministry of Agriculture and Forestry, Forestry Division: ..... | 17       |
| Calgary Forest Area Contact List .....                         | 17       |
| Ministry of Agriculture and Forestry, Forestry Division: ..... | 18       |
| Calgary Forest Area 2019 Organization Chart .....              | 18       |
| SCHEDULE B .....   | 19       |
| Town of Taber:.....  | 19       |
| Area Contact List .....  | 19       |
| Town of Taber:.....  | 20       |



|  |    |
|--|----|
| 2019 Organization Chart.....                                   | 20 |
| SCHEDULE C.....  | 21 |
| Ministry of Agriculture and Forestry, Forestry Division: ..... | 21 |
| Calgary Forest Area Authorized Requesting Authorities .....    | 21 |
| SCHEDULE D.....  | 22 |
| Town of Taber:.....  | 22 |
| Authorized Requesting Authorities .....                        | 22 |
| SCHEDULE E .....   | 23 |
| Mutual Aid Request Form .....                                  | 23 |
| SCHEDULE F .....   | 24 |
| Ministry of Agriculture and Forestry, Forestry Division: ..... | 24 |
| Forest Protection Area Map .....                               | 24 |
| SCHEDULE G.....  | 25 |
| Town of Taber:.....  | 25 |
| Mutual Assistance Zone Map.....                                | 25 |
| SCHEDULE H.....  | 26 |
| Town of Taber:.....  | 26 |
| Mutual Aid Reimbursement Rates.....                            | 26 |
| SCHEDULE I .....   | 27 |
| Agriculture and Forestry:.....                                 | 27 |
| Mutual Aid Reimbursement Rates.....                            | 27 |
| SCHEDULE J.....  | 28 |
| Calgary Forest Area Radio Card.....                            | 28 |
| Agriculture and Forestry:.....                                 | 28 |
| SCHEDULE K.....  | 30 |
| Town of Taber:.....  | 30 |
| Radio Card .....   | 30 |
| SCHEDULE L .....   | 32 |
| Incident Command System – Organization Structure Chart .....   | 32 |
| SCHEDULE M .....   | 35 |
| Training Courses Available to the Town:.....                   | 35 |
| Hinton Training Centre.....                                    | 35 |
| SCHEDULE N.....  | 36 |
| Fire Ban System and Matrix.....                                | 36 |
| SCHEDULE O.....  | 37 |
| Definitions.....   | 37 |

# MUTUAL AID FIRE CONTROL PLAN

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture and Forestry (AF), Forestry Division, hereinafter called the Division, and the Town of Taber, hereinafter called the Town, under the Mutual Aid Fire Control Agreement between the Division and the Town dated March, 2020.

The primary legislation under which the Division operates is the Forest and Prairie Protection Act, RSA 2000, c. F-19. Other legislation may apply.

Under the Forest and Prairie Protection Act, Fire Season is legislated as March 1 – October 31 each year and may be extended by Ministerial Order as per Forest and Prairie Protection Act, RSA 2000, RSA 2000 cF-19 s17;2016 c22 s9.

## A. ADMINISTRATION

### 1. PURPOSE:

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

#### **DIVISION:**

Name: Agriculture and Forestry  
Address: 8660 Bearspaw Dam Road NW  
Calgary, Alberta  
T3L 1S4  
Phone: (403) 297-8800 (Main Office)  
(403) 297-8822 (Fire Centre)  
Fax: (403) 297-8865  
Email: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

#### **TOWN:**

Name: Town of Taber  
Address: 4900A-50 Street  
Taber, Alberta  
T1G 1T1  
Phone: (403) 223-6016  
Fax: (403) 223-5502  
Email: [Fire.Chief@taber.ca](mailto:Fire.Chief@taber.ca)

## **2. FIRE CONTROL PLAN CONTACTS:**

Names, addresses, and phone numbers of contact personnel for the plan:

- A. Division are included in [Schedule A](#) – AF Contact List.
- B. Town are included in [Schedule B](#) – Town Contact List.

## **3. MUTUAL AID REQUEST PROCEDURE:**

Requests for mutual aid will be made by the following personnel:

- A. The Division authorizes request for assistance as per [Schedule C](#).
- B. The Town authorizes requests for assistance as per [Schedule D](#).

The request may be made verbally to the Calgary Wildfire Duty Officer from the authorized Town representative. Or verbal requests from the authorized Town representative to the Calgary Wildfire Duty Officer, then followed up in writing using the **Mutual Aid Request Form** ([Schedule E](#)). If the request is made through 911 due to limited communication, the 911 operator must provide the Division/Town with the requesting officer's name, command number (if applicable) and location, which must be on the approved list provided in [Schedule C](#) and/or [Schedule D](#). All requests will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest.

## **4. MUTUAL AID ZONES:**

The attached maps, [Schedule F](#) and [Schedule G](#), which form part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria:

### **ZONE 1:**

Wildfire suppression within Zone 1 (Forest Protection Area) is the responsibility of the Division.

### **ZONE 2:**

All wildfire within Zone 2 is the responsibility of the Town. The Division will provide mutual-aid assistance, upon request, based on available resources and priorities within its sphere of interest and at its discretion. During Head Fire Intensity (HFI) Levels 4, 5 and 6, as identified based on current and expected wildfire danger and behavior, the Division, at its discretion, may dispatch resources to all areas within Zones 1 and 2 as identified in [Schedule F](#) and as per the *Forest and Prairie Protection Act, RSA 2000 cF-19 s9;2003 c20 s10;2003 c42 s7*.

## **5. COST RECOVERY AND INVOICING:**

All costs associated with mutual aid will be borne directly by the requesting agency or may be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this plan shall be in accordance with the *Forest and Prairie Protection Act*, Forestry Division policy, and the policies of the Town and the terms of the following:

- A. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Town.
- B. Reimbursement to the Town shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates. The use of any specialized Municipal equipment will be reimbursed at the rates and terms included in [Schedule H](#).
- C. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 the use of any specialized equipment shall be reimbursed at the rates and terms included in [Schedule I](#).

## **6. MEETINGS:**

The Division and the Town agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, pre-suppression, and training.

## B. PREVENTION AND DETECTION

### 1. FIRE PERMIT ISSUANCE:

The Division is responsible for issuing fire permits on all lands within the Forest Protection Area (Zone 1). Permits will be issued by a Forest Officer and/or Fire Guardian from the Wildfire Management Area office.

The Town is responsible for issuing fire permits within the Town boundaries. The Division will assist with Fire Permit issuance training for the Town of Taber - Fire Guardians if requested.

### 2. FIRE CONTROL ORDERS:

The Division will initiate fire control orders within the Forest Protection Area. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area. All fire control orders will be emailed to the Town at the following email address: [Fire.Chief@Taber.ca](mailto:Fire.Chief@Taber.ca)

The Town will initiate fire control orders within their corporate limits. The Town of Taber Fire Chief will be responsible for requesting a fire control order on behalf of the Town. The Town will take the lead role in advertisement and enforcement of the fire control order on lands within the Town. All fire control orders will be emailed to the Calgary Forest Area at the following email address: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca).

The Minister of Agriculture and Forestry may impose a fire control order on lands within the Town, as per the *Forest and Prairie Protection Act*. In this case, the Division will inform the Town Fire Chief(s) of the decision. The fire control order will be emailed to the Town at the following email address: [Fire.Chief@Taber.ca](mailto:Fire.Chief@Taber.ca)

Both the Division and the Town agree to follow the Fire Ban System focused on terminology to ensure standard messaging to the public, as per [Schedule N](#).

### **3. COOPERATIVE PREVENTION OPPORTUNITIES:**

The Town and the Division may develop a joint prevention advertisement campaign that meets both the Town and the Division's needs.

### **4. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:**

The Division will be the lead agency for all prescribed fire and hazard reduction burning on lands within the Forest Protection Area. Municipal Fire Departments may be included in these prescribed fire and hazard reduction burns to assist with operations and to serve as a cross-training exercise.

The Town is the lead agency for all prescribed fire and hazard reduction burning on all lands within TOWN boundaries. The Division can assist through the provision of manpower and expertise, specialized equipment, and technical manuals at the request of the Town.

### **5. WILDLAND URBAN INTERFACE:**

The Town agrees to address wildland urban interface issues within the Town through the application of the seven disciplines of FireSmart:

- A. Public Education
- B. Legislation
- C. Development
- D. Vegetation Management
- E. Emergency Planning
- F. Interagency Cooperation
- G. Cross Training

The Division agrees to assist the Town with wildland urban interface issues through the provision of resource materials and training on the wildland urban interface disciplines and options to minimize hazards within the Town.

## C. PRESUPPRESSION

### 1. COOPERATIVE PRESUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to the Town on a short-term loan basis during wildfire incidents within the Town. The amount of equipment provided will be based on the request from the Town and the degree of hazard within the Forest Area at the time of the request. The Town agrees to return the equipment within 24 hours of being notified by the Division.

The Town and Division, when required, agree to make facilities available to each other for pre-suppression activities when safe to do so and space is available.

The Town, if requested, should provide the Division with a copy of their **Emergency Response Plan**. This plan may assist with identifying unknown values at risk, evacuation times, critical infrastructure, etc.

The Division, if requested, will assist the Town in obtaining many types of resources i.e. provide equipment listings, aircraft, crews etc. to assist the Town with direct hire of resources for the purposes of wildfire suppression and pre-suppression.

### 2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Town, when available:

- Fire Weather Indices
- Weather forecast
- Pre-suppression resources
- Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, the Town must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at:

<http://wildfire.alberta.ca/wildfire-status/fire-weather/forecasts-observations/default.aspx>

Weather forecast and Wildfire Indices (FFMC and ISI) information for zones outside the Forest Protection Area can be obtained at

<http://agriculture.alberta.ca/acis/climate-maps.jsp>

The Town will provide a list of available pre-suppression resources available to the Division upon request.

## D. WILDFIRE OPERATIONS

The Town and Division, when required, agree to make facilities available to each other for suppression activities when safe to do so.

The Town is responsible for issuing evacuation alerts, orders or operations. The Division may make the appropriate recommendations regarding evacuations to the Town.

### **1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID:**

The Division and the Town will provide mutual aid equipment and personnel as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies.

- A. When one agency requests assistance from another, the sending agency shall dispatch only personnel and/or equipment that meets or exceeds the minimum requirements for qualification, certification, and functionality by that agency.
- B. At the time of the request for assistance during a wildfire, the sending agency shall endeavor to dispatch the nearest available resource(s) to the incident.
- C. At the time of the request, each agency shall assign a resource that is capable of supervising the activities of the agencies resources.
- D. The requesting agency will make reasonable efforts to release the assisting agency from emergency duties as soon as possible.
- E. The Division will assume command of all wildland fires within the Forest Protection Area upon arrival. The Town will assume command of all Wildfire, Structural and Non-Structural fires within the Town.
- F. Structure protection of facilities owned by the Wildfire Management Branch are the responsibility of the Wildfire Management Branch. Structure Protection of other public or privately owned facilities is the responsibility of the local jurisdiction. Wildfire Management will only deploy sprinkler systems on prescribed fires, on wildfires for holding line or to meet wildfire suppression objectives and to provide structure protection to wildfire management facilities.
- G. The requesting agency may be responsible for arrangement and payment of meals and accommodations for supplied resources.
- H. The Division will not assume command on wildfires located outside of the Forest Protection Area.
- I. The Town will be required to assign a qualified person whom has the delegated authority to give direction to Divisional resources.



- J. On all Alberta mutual aid wildfires and wildfires outside of the FPA, an Agriculture and Forestry representative must be on site prior to any Airtanker drop.
- K. The Division may conduct wildfire investigations outside the Forest Protection Area when approved by the Division's Director of Wildfire Prevention.
- L. The Town may provide enforcement personnel to assist the Division and will be reimbursed as per [Schedule H](#).
- M. Agencies will provide an Agency Representative for wildfire incidents in order to integrate wildfire operations efficiently.
- N. The provision of firefighting services contemplated herein and provided by the Town or the Division are solely at the discretion of the respective agency. The agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
  - I. That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
  - II. That there be dispatched in response to the call, resources as the respective agency may request; or
  - III. That they be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
- O. If initial action is undertaken by an agency outside their jurisdictional boundaries, that agency will immediately attempt to preserve evidence pertaining to the fire's area of origin and possible cause.
- P. The Division or the Town, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
- Q. The Division or the Town, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

## **2. COMMUNICATIONS:**

The mutual-aid response radio frequency will be **156.855** MHz. If this frequency is not functional (due to system incompatibilities i.e. AFRRCS) then a communications protocol is required between the Town and the Division.

After the first 24 hours within the Forest Protection Area, ongoing fires will use the Division's VHF fireline radio system. The Town will be provided with fireline radios while on the fire.

- A. **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
- B. **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.
- C. Annually, The Division will provide the Town with the Forest Protection Radio Guide FP 183 ([Schedule J](#)).

## **3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:**

As per the responsibilities outlined in Sections A.2 and D.1.E, of the Mutual Aid Fire Control Plan, the Town and Division agree to complete the transfer of command/responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at an incident, the Incident Commander for the responsible agency will meet with the present Incident Commander to obtain a transfer of command briefing. This briefing should consist of the **ICS201** form. Resources from the assisting agency will be released as soon as possible based on fire suppression success.

## **4. ESTABLISHMENT OF COMMAND STRUCTURES:**

As per the responsibilities outlined in Sections A.2 and D.1.E, of the Mutual Aid Fire Control Plan, the Town and Division agree to work together and if required - form a command structure in accordance to the provisions of the Incident Command System.

As each incident is unique, organization structure examples, as agreed to by both the Division and Town, can be found in [Schedule L](#). When agencies are working on the same incident, there will only be one Incident Command Post. When agencies are working together, information to be shared from the incident to the public and agency staff will be consistent. This may require the establishment of a Joint Information Centre (JIC) and implementation of a Joint Information System (JIS).

## E. TRAINING

Training opportunities available to the Town from the Division's Hinton Training Centre (HTC) are listed in [Schedule M](#). Other training opportunities may be available to the Town through conversation with the Division. Training opportunities and courses may differ from year to year. It will be the Division and Town's responsibility to advise each agency of training opportunities that are available.

The Division, if requested, agrees to provide fire permit issuance training to all new County Fire Guardians.

Agencies who wish to provide staff in trainee positions on wildfire incidents may do so at their own cost and with agreement from the receiving agency and Incident Command Team.

### **1. JOINT RESPONSE EXERCISES:**

The Division and the Town may develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present plans, to act as a cross-training exercise for municipal and wildland firefighters, and to act as a public education tool for residents, Municipalities, Cities, Towns and Provincial Government Administration and elected officials.

Funding for these exercises may be sourced from grants, such as: Alberta Emergency Management Agency grant program, FRIAA, etc. The agency responsible for the exercise is responsible for applying for the grant.



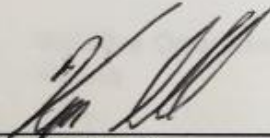
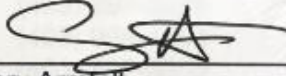
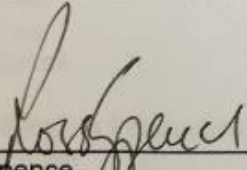
## F. DATA SHARING

The Town and Division will share requested data to the other for the purpose of wildfire management. The receiving agency will not share the data without the consent of the providing agency. Specific data requests will be made and approved as per the respective names and positions as listed in [Schedule C](#) and [Schedule D](#).

## G. EFFECTIVE DATES

This Mutual Aid Fire Control Plan is in effect from January 1, 2020 to February 28, 2023.

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

|  |   |
|--|---|
| <br>_____<br>Stefan Best<br>Wildfire Technologist (Mutual Aid)<br>Calgary Forest Area<br>Date: <u>APRIL 30, 2020.</u> | <br>_____<br>Steve Munshaw<br>Fire Chief<br>Town of Taber<br>Date: <u>April 23, 2020</u>              |
| <br>_____<br>Kevin Topolnicki<br>Wildfire Prevention Officer<br>Calgary Forest Area<br>Date: <u>May 1/2020</u>       | <br>_____<br>Cory Armfelt<br>Chief Administration Officer<br>Town Taber<br>Date: <u>Apr. 20/2020</u> |
| <br>_____<br>Ross Spence<br>Forest Area Manager<br>Calgary Forest Area<br>Date: <u>MAY 0 1 2020</u>                 |   |

# SCHEDULE A

## Ministry of Agriculture and Forestry, Forestry Division: Calgary Forest Area Contact List

Mailing Address 8660 Bearspaw Dam Road N.W.  
Town Calgary, AB.  
Postal Code T3L 1S4  
Duty Officer Phone (403) 297-8822  
Duty Officer Cell (403) 615-7321  
Fax (403) 297-8865  
Email [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

### **Forestry Manager – Ross Spence**

Phone (403) 297-8838  
Cell (403) 620-8007  
Fax (403) 297-8865  
Email [ross.spence@gov.ab.ca](mailto:ross.spence@gov.ab.ca)

### **Wildfire Operations Officer – Sean MacNeil**

Phone (403) 297-5278  
Cell (403) 998-4004  
Fax (403) 297-8865  
Email [sean.macneil@gov.ab.ca](mailto:sean.macneil@gov.ab.ca)

### **Wildfire Prevention Officer – Kevin Topolnicki**

Phone (403) 297-3132  
Cell (403) 540-9697  
Fax (403) 297-8865  
Email [kevin.topolnicki@gov.ab.ca](mailto:kevin.topolnicki@gov.ab.ca)

### **Wildfire Prevention Technologist – Stefan Best (Mutual Aid)**

Phone (403) 355-4891  
Cell (403) 862-8185  
Fax (403) 297-8865  
Email [stefan.best@gov.ab.ca](mailto:stefan.best@gov.ab.ca)

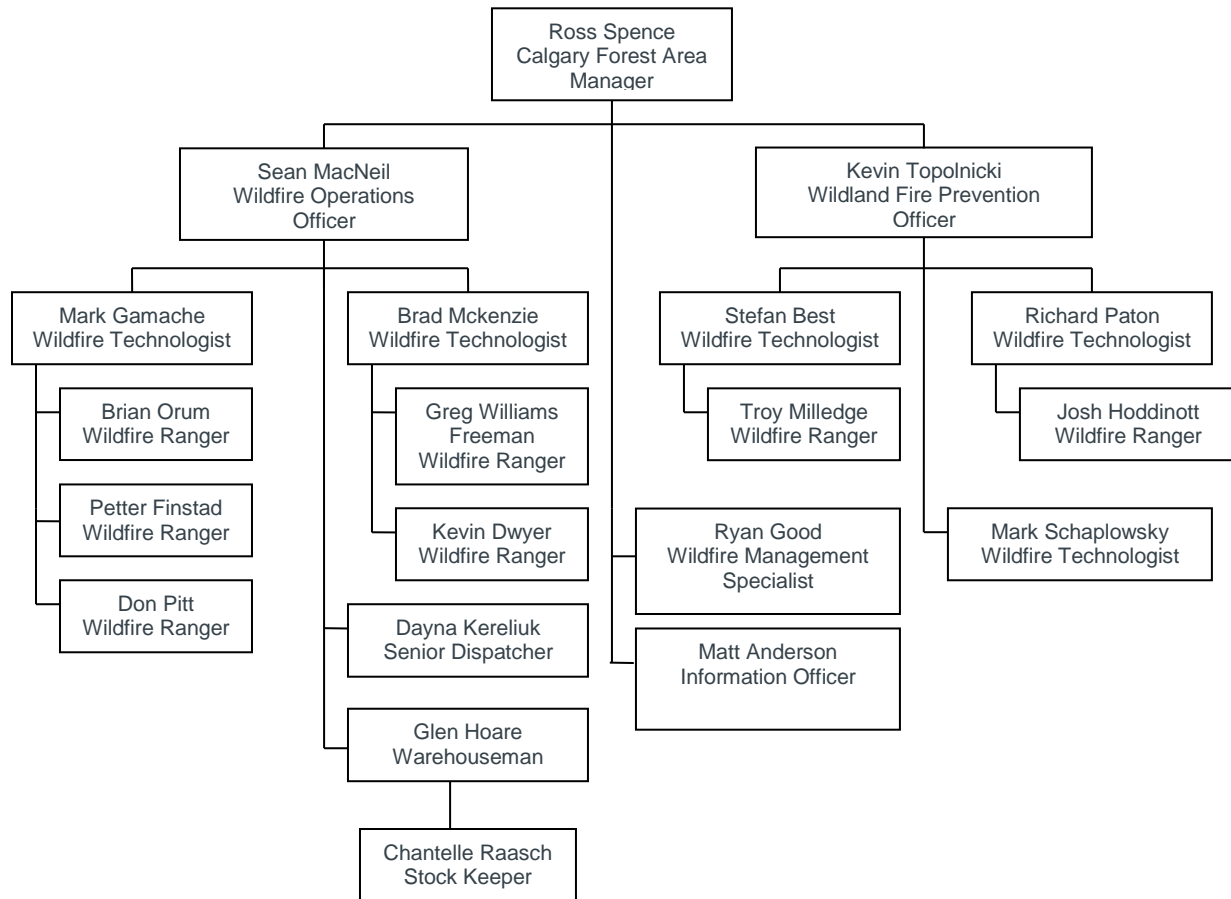
### **Wildfire Prevention Technologist – Mark Schaplowsky (Cost Recovery)**

Phone (403) 476-4771  
Cell (403) 826-0787  
Fax (403) 297-8865  
Email [mark.schaplowsky@gov.ab.ca](mailto:mark.schaplowsky@gov.ab.ca)

### **Wildfire Prevention Ranger – Troy Milledge (Training)**

Phone (403) 297-5317  
Cell (403) 815-3377  
Fax (403) 297-8865  
Email [troy.milledge@gov.ab.ca](mailto:troy.milledge@gov.ab.ca)

**Ministry of Agriculture and Forestry, Forestry Division:  
Calgary Forest Area 2019 Organization Chart**



## SCHEDULE B

### Town of Taber: Area Contact List

|             |                                 |
|-------------|---------------------------------|
| Main Office | Town of Taber                   |
| Address     | 4900A – 50 <sup>th</sup> Street |
| Town        | Taber, Alberta                  |
| Postal Code | T1G 1T2                         |
| Phone       | 403-223-5500                    |

#### **Administrator (CAO) – Cory Armfelt**

|       |  |
|-------|--|
| Phone | 403-223-6022                                   |
| Cell  | 403-942-4291                                   |
| Email | <a href="mailto:cao@taber.ca">cao@taber.ca</a> |

#### **Fire Chief – Steve Munshaw**

|       |  |
|-------|--|
| Phone | 403-223-6016   |
| Cell  | 403-634-7675   |
| Fax   | 403-223-5502   |
| Email | <a href="mailto:Fire.Chief@Taber.ca">Fire.Chief@Taber.ca</a> |

#### **Deputy Fire Chief – Nathan Cote**

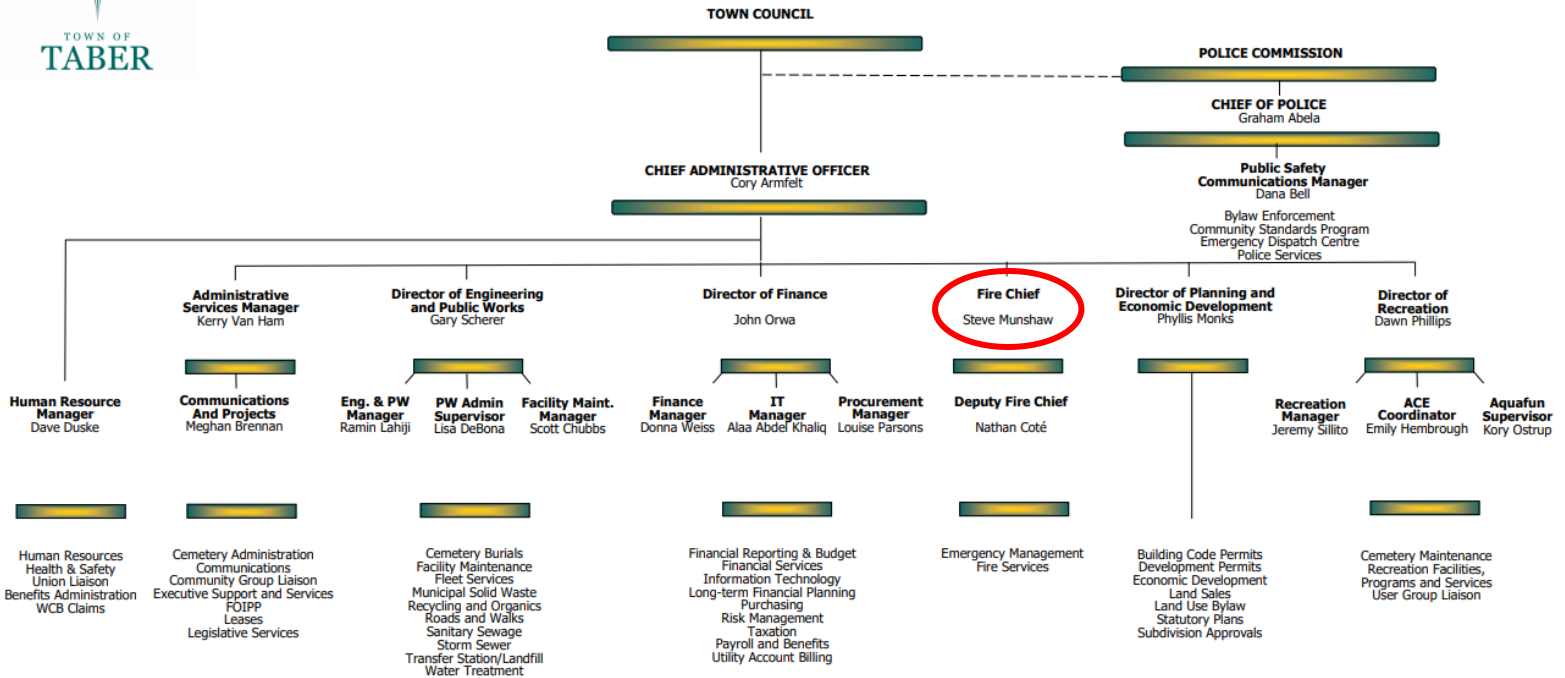
|       |  |
|-------|--|
| Phone | 403-223-6024   |
| Cell  | 403-317-0558   |
| Fax   | 403-223-5502   |
| Email | <a href="mailto:Deputy.Chief@Taber.ca">Deputy.Chief@Taber.ca</a> |



# Town of Taber: 2019 Organization Chart



## ORGANIZATIONAL CHART



2019

## SCHEDULE C

### Ministry of Agriculture and Forestry, Forestry Division: Calgary Forest Area Authorized Requesting Authorities

Forest Area Manager – ***Ross Spence***

Wildfire Operations Officer – ***Sean MacNeil***

Wildfire Prevention Officer – ***Kevin Topolnicki***

Wildfire Management Specialist – ***Ryan Good***

Wildfire Technologist – ***Stefan Best***

Wildfire Technologist – ***Mark Schaplowsky***

Wildfire Technologist – ***Marc Gamache***

Wildfire Technologist – ***Richard Paton***

Wildfire Technologist – ***Brad McKenzie***

Calgary Forest Area Duty Officer - ***Including the above list, anyone acting on behalf of the Calgary Forest Area as a Duty Officer or Deputy Duty Officer can request support or approve support to the Town when requested.***

## **SCHEDULE D**

### **Town of Taber:** **Authorized Requesting Authorities**

Chief Administrative Officer – **Cory Armfelt**

Fire Chief – **Steve Munshaw**

Deputy Fire Chief – **Nathan Cote**

# SCHEDULE E

## Mutual Aid Request Form

(Double click image for .pdf fillable form)



### Appendix C- Mutual Aid Request

#### FROM

|                         |                  |            |
|-------------------------|------------------|------------|
| Name                    | Telephone Number | Fax Number |
| Municipality or AF Area | Email Address    |            |

#### TO

|                         |                  |            |
|-------------------------|------------------|------------|
| Name                    | Telephone Number | Fax Number |
| Municipality or AF Area | Email Address    |            |

#### SUBJECT

|                    |
|--------------------|
| Mutual Aid Request |
| Location           |

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

|          |
|----------|
| Manpower |
|----------|

|            |
|------------|
| Airtankers |
|------------|

|             |
|-------------|
| Helicopters |
|-------------|

|           |
|-----------|
| Equipment |
|-----------|

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request submitted by:

|      |                   |           |
|------|-------------------|-----------|
| Name | Position          |           |
| Time | Date (yyyy-mm-dd) | Signature |

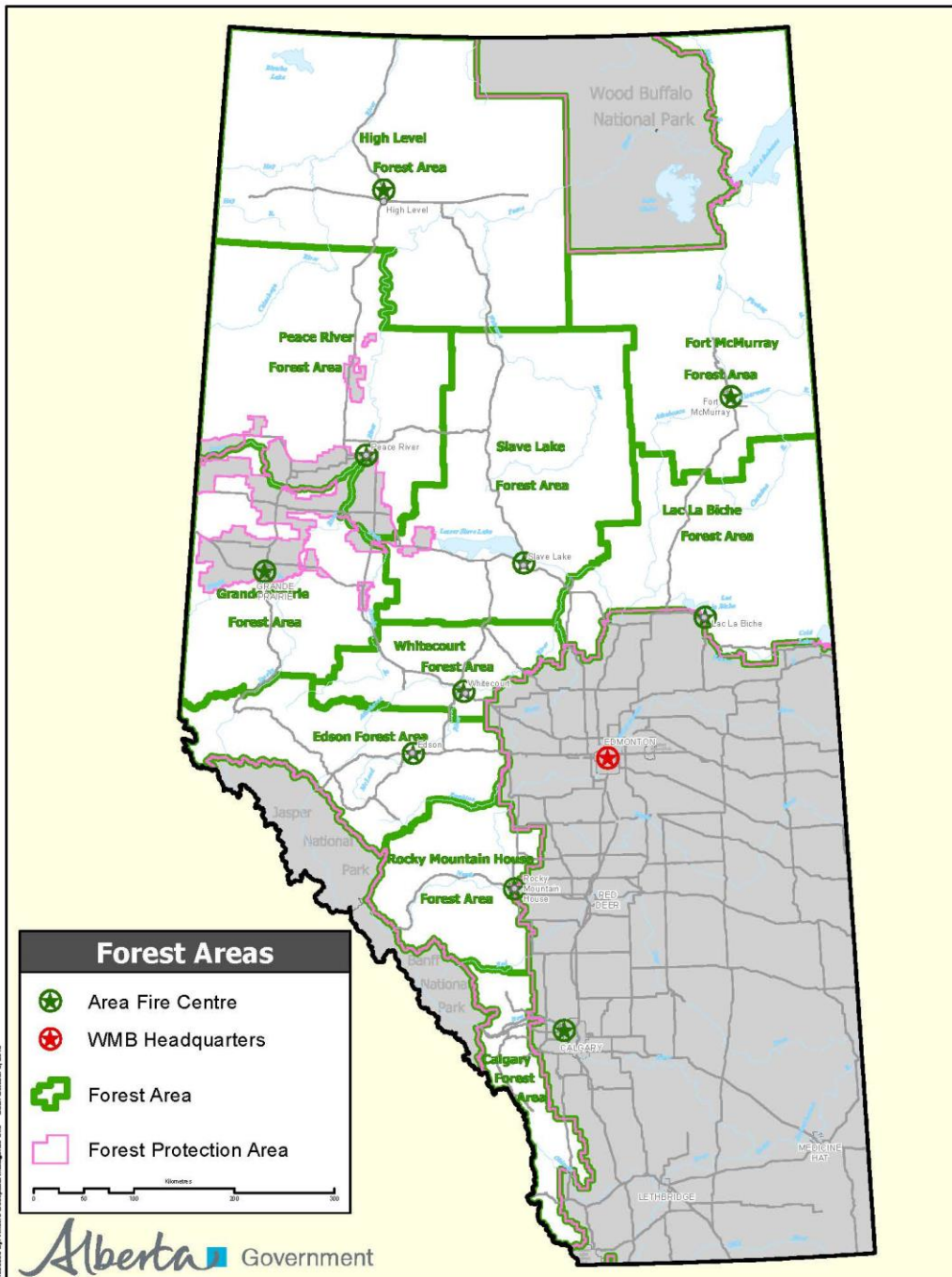
Your request for mutual aid assistance is  approved /  not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

|      |                   |           |
|------|-------------------|-----------|
| Name | Position          |           |
| Time | Date (yyyy-mm-dd) | Signature |

Mutual Aid Request (June 2017)

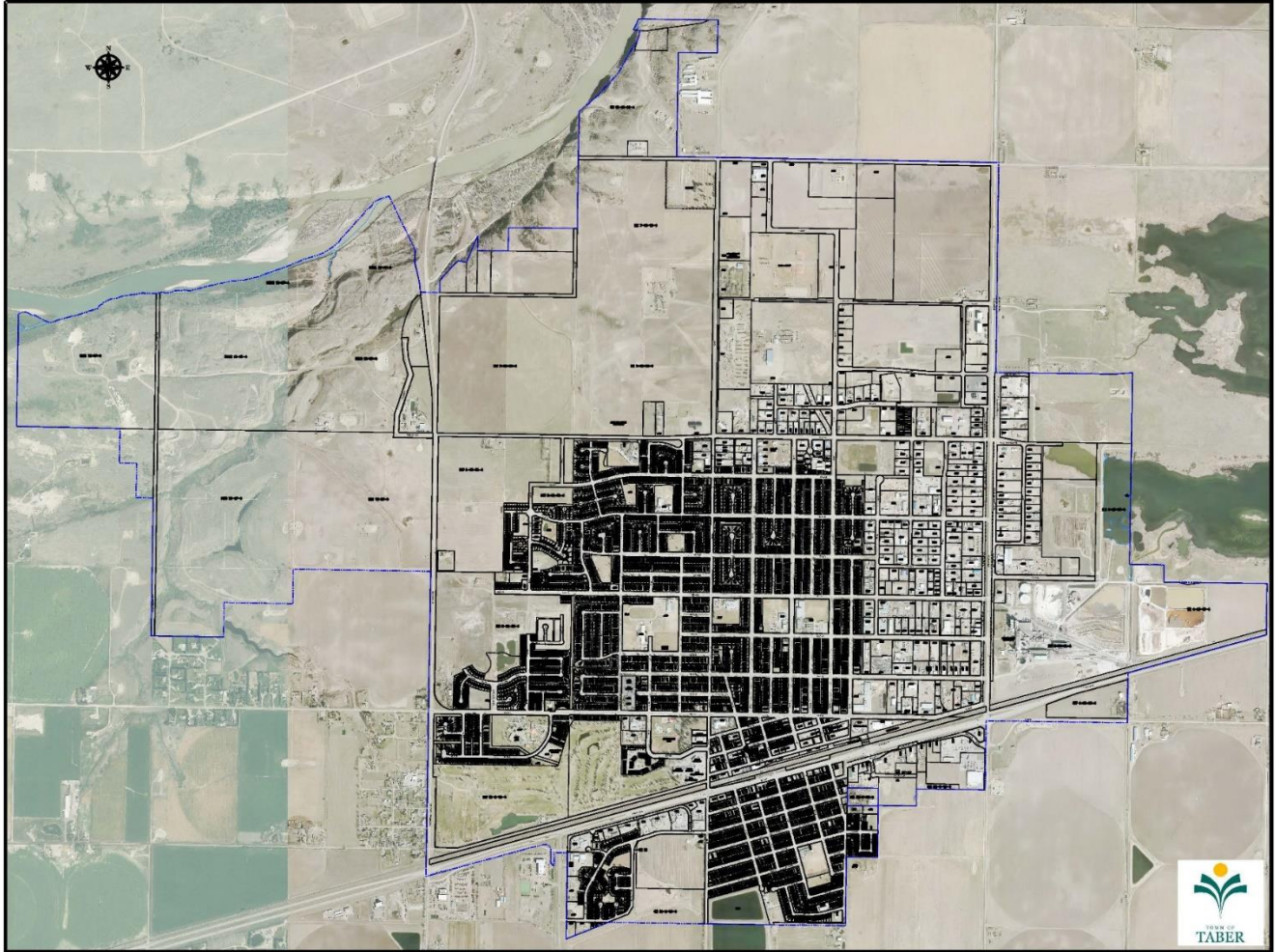
# SCHEDULE F

## Ministry of Agriculture and Forestry, Forestry Division: Forest Protection Area Map



# SCHEDULE G

## Town of Taber: Mutual Assistance Zone Map



## SCHEDULE H

Town of Taber:  
Mutual Aid Reimbursement Rates

| Resource            | Rate          |
|---------------------|---------------|
| <b>Equipment:</b>   |               |
| Type 1 Engine       | \$615.00/hour |
| Type 2 Engine       | \$615.00/hour |
| Truck Com Aerial T1 | \$615.00/hour |
| Type 6 Bushbuggy    | \$300.00/hour |
| Command Vehicle     | \$185.0/hour  |

# SCHEDULE I

## Agriculture and Forestry: Mutual Aid Reimbursement Rates

| Resource:                           | Rates:   |
|-------------------------------------|--|
| <b>Airtanker Aircraft:*</b>         |  |
| CV580                               | \$3900.00 per hour plus fuel and retardant   |
| CL215T                              | \$3200.00 per hour plus fuel and retardant   |
| Air Tractors (wheeled)              | \$1400.00 per hour plus fuel and retardant   |
| Air Tractors (amphibious)           | \$2400.00 per hour plus fuel and retardant   |
| L188                                | \$6200.00 per hour plus fuel and retardant   |
| <b>Birddog Aircraft:</b>            |  |
| Turbo Commander 690                 | \$1900.00 per hour plus fuel   |
| Cessna Caravan C208                 | \$1900.00 per hour plus fuel   |
| <b>Helicopters:</b>                 |  |
| Casual                              | Government hourly flying rate plus fuel  |
| Contract Intermediate               | \$1213.00 to \$2335.00 per flying hour plus fuel   |
| Contract Medium                     | \$2039.00 to \$2875.00 per flying hour plus fuel   |
| <b>Manpower:**</b>                  |  |
| HAC Crew (4 or 8 man)               | Cost Estimate \$21.61-\$27.13/hour/person  |
| UNIT Crew (20 man)                  | Cost Estimate \$21.61-\$27.13/hour/person  |
| Firetack Emergency (8 man)          | Cost Estimate \$17.86-\$22.75/hour/person  |
| Firetack Base and Secondary (8 man) | Cost Estimate \$29.77/hour/person first 8 hours –<br>\$44.66/hour/person after 8 hours.<br>Truck Rate \$211.76/day/vehicle |
| Firetack Zero Day (8 man)           | Cost Estimate \$24.41/hour/person first 8 hours -<br>\$36.62/hour/person after 8 hours.<br>Truck Rate \$211.76/day/vehicle |
| Air Attack Officer (contract)       | \$1000.00/day/person   |
| <b>Specialized Equipment:</b>       |  |
| Helitorch                           | Government Rate  |
| Compressed Air Foam Unit            | Contract Rate  |

**\*Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.**

**\*\*Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.**



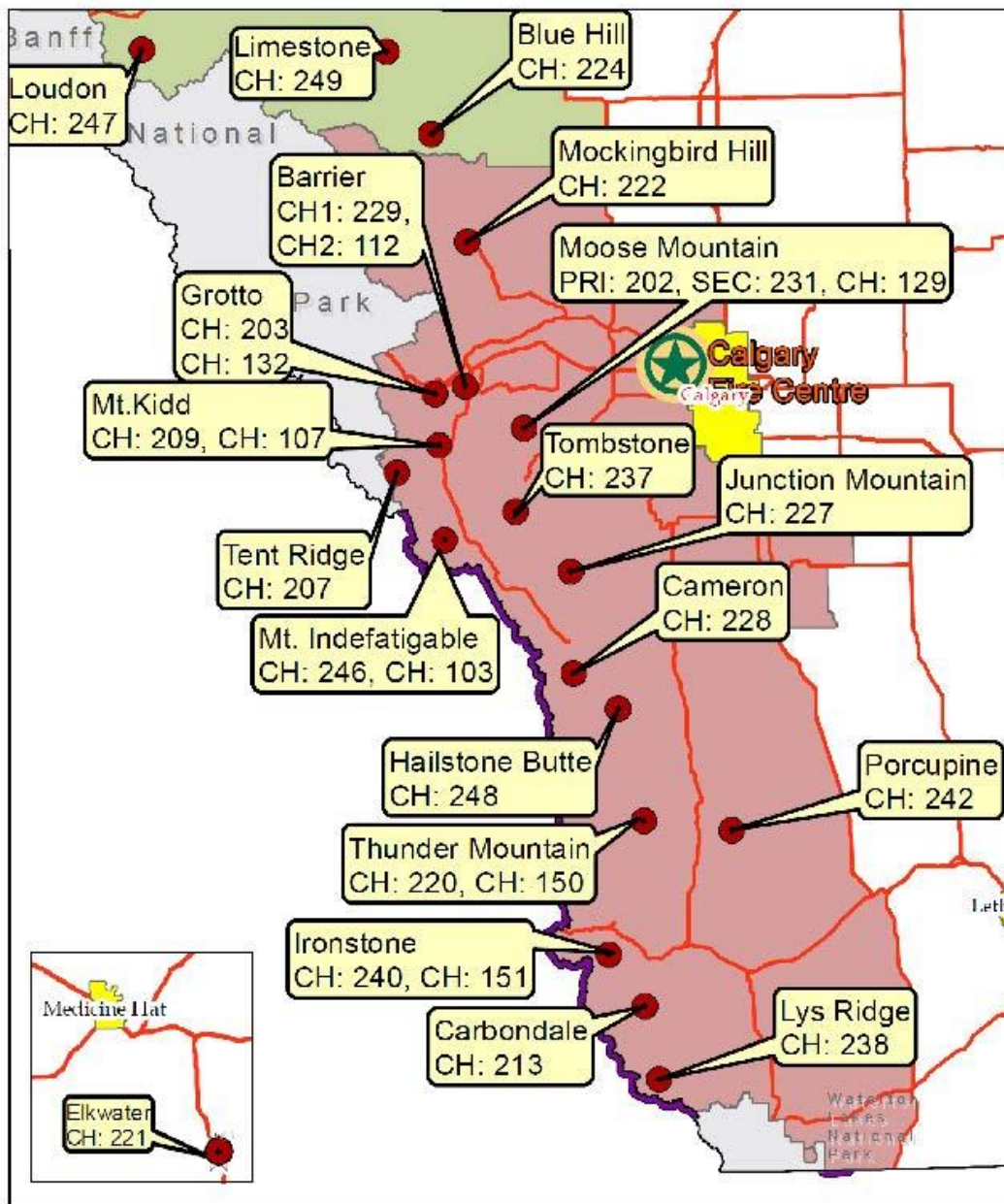
## SCHEDULE J

### Calgary Forest Area Radio Card

#### Agriculture and Forestry:

| Name                            | Call Sign | Contact Channel | Firenet Repeater | Channels Tone (Hz) | RX Frequency (MHz) | TX Frequency (MHz) |
|---------------------------------|-----------|-----------------|------------------|--------------------|--------------------|--------------------|
| <b>Calgary Fire Center</b>      | XMC 26    |                 |                  |                    |                    |                    |
| <b>Initial Attack Primary</b>   |           | 36              | Fireline         | 88.5               | 151.070            | 151.070            |
| <b>Initial Attack Secondary</b> |           | 38              | Fireline         | 88.5               | 151.115            | 151.115            |
| <b>FireNet Sites</b>            |           |                 |                  |                    |                    |                    |
| Barrier                         |           | 229             | Barrier          | 173.8              | 152.660            | 157.920            |
| Cameron                         |           | 228             | Cameron          | 173.8              | 152.645            | 157.905            |
| Carbondale                      |           | 213             | Carbondale       | 162.2              | 152.660            | 157.920            |
| Grotto                          |           | 203             | Grotto           | 162.2              | 152.510            | 157.770            |
| Ironstone                       |           | 240             | Ironstone        | 186.2              | 152.585            | 157.845            |
| Mt. Kidd                        |           | 209             | Mt. Kidd         | 162.2              | 152.600            | 157.860            |
| Hailstone                       |           | 248             | Hailstone        | 186.2              | 152.705            | 157.965            |
| Junction Mountain               |           | 227             | Junction Mtn.    | 173.8              | 152.630            | 157.890            |
| Lys Ridge                       |           | 238             | Lys Ridge        | 186.2              | 152.555            | 157.815            |
| Mockingbird                     |           | 222             | Mockingbird      | 173.8              | 152.555            | 157.815            |
| Moose Mountain                  |           | 202             | Moose Mtn.       | 162.2              | 152.495            | 157.755            |
| Moose Mountain                  |           | 231             | Moose Mtn.       | 173.8              | 152.690            | 157.950            |
| Mt. Indefatigable               |           | 246             | Mt Indefatigable | 186.2              | 152.675            | 157.935            |
| Porcupine                       |           | 242             | Porcupine        | 186.2              | 152.615            | 157.875            |
| Tent Ridge                      |           | 207             | Tent Ridge       | 162.2              | 152.570            | 157.830            |
| Tombstone                       |           | 237             | Tombstone        | 186.2              | 152.540            | 157.800            |
| Thunder Mountain                |           | 220             | Thunder Mtn.     | 173.8              | 152.525            | 157.785            |
| <b>Lookouts</b>                 |           |                 |                  |                    |                    |                    |
| Barrier                         | XMA718    | 229             | Barrier          | 173.8              | 152.660            | 157.920            |
| Carbondale                      | XMC33     | 213             | Carbondale       | 162.2              | 152.660            | 157.920            |
| Ironstone                       | XMC32     | 240             | Ironstone        | 186.2              | 152.585            | 157.845            |
| Kananaskis                      | XMD54     | 246             | Mt. Indy         | 186.2              | 152.675            | 157.935            |
| Livingstone                     | XMC35     | 220             | Thunder Mtn.     | 173.8              | 152.525            | 157.785            |
| Sugarloaf                       | XMD60     | 220             | Thunder Mtn.     | 173.8              | 152.525            | 157.785            |
| Hailstone                       | XMD53     | 248             | Hailstone        | 186.2              | 152.705            | 157.965            |
| Mockingbird                     | XMD58     | 222             | Mockingbird      | 173.8              | 152.555            | 157.815            |
| Moose Mountain                  | XMC29     | 202             | Moose Mtn.       | 162.2              | 152.495            | 157.755            |
| Raspberry                       | XMD56     | 228             | Cameron          | 173.8              | 152.645            | 157.905            |
| Junction                        | XMC30     | 227             | Junction         | 173.8              | 152.630            | 157.890            |
| Porcupine                       | XMD34     | 242             | Porcupine        | 186.2              | 152.615            | 157.875            |
| <b>Fire Bases</b>               |           |                 |                  |                    |                    |                    |
| Ghost                           |           | 222             | Mockingbird      | 173.8              | 152.555            | 157.815            |
| Kananaskis Boundary             |           | 209             | Mt. Kidd         | 162.2              | 152.600            | 157.860            |
| Elbow                           |           | 202             | Moose Mtn.       | 162.2              | 152.495            | 157.755            |
| Highwood                        |           | 228             | Cameron          | 173.8              | 152.645            | 157.905            |
| Livingstone Gap                 |           | 220             | Thunder Mtn.     | 173.8              | 152.525            | 157.785            |
| Cypress                         |           | 221             | Elkwater         | 173.8              | 152.540            | 157.800            |
| <b>Air Tanker Bases</b>         |           |                 |                  |                    |                    |                    |
| Pincher Creek                   |           | 242             | Porcupine        | 186.2              | 152.615            | 157.875            |
| Springbank                      |           | 202             | Moose Mtn.       | 162.2              | 152.495            | 157.755            |

## CALGARY AREA



# SCHEDULE K

## Town of Taber: Radio Card

| <b>UHF Radio Frequencies – Town of Taber</b> |          |          |              |              |
|--|----------|----------|--------------|--------------|
| Name   | RX Freq. | TX Freq. | RX Tone Accs | TX Tone Accs |
| Mutual Aid                                   | 156.855  | 156.855  | Csq          | Csq          |
| Taber Simplex                                | 159.120  | 159.120  | 210.7        | 210.7        |

## Taber Fire Channel Assignment By Zone Agency #: 651

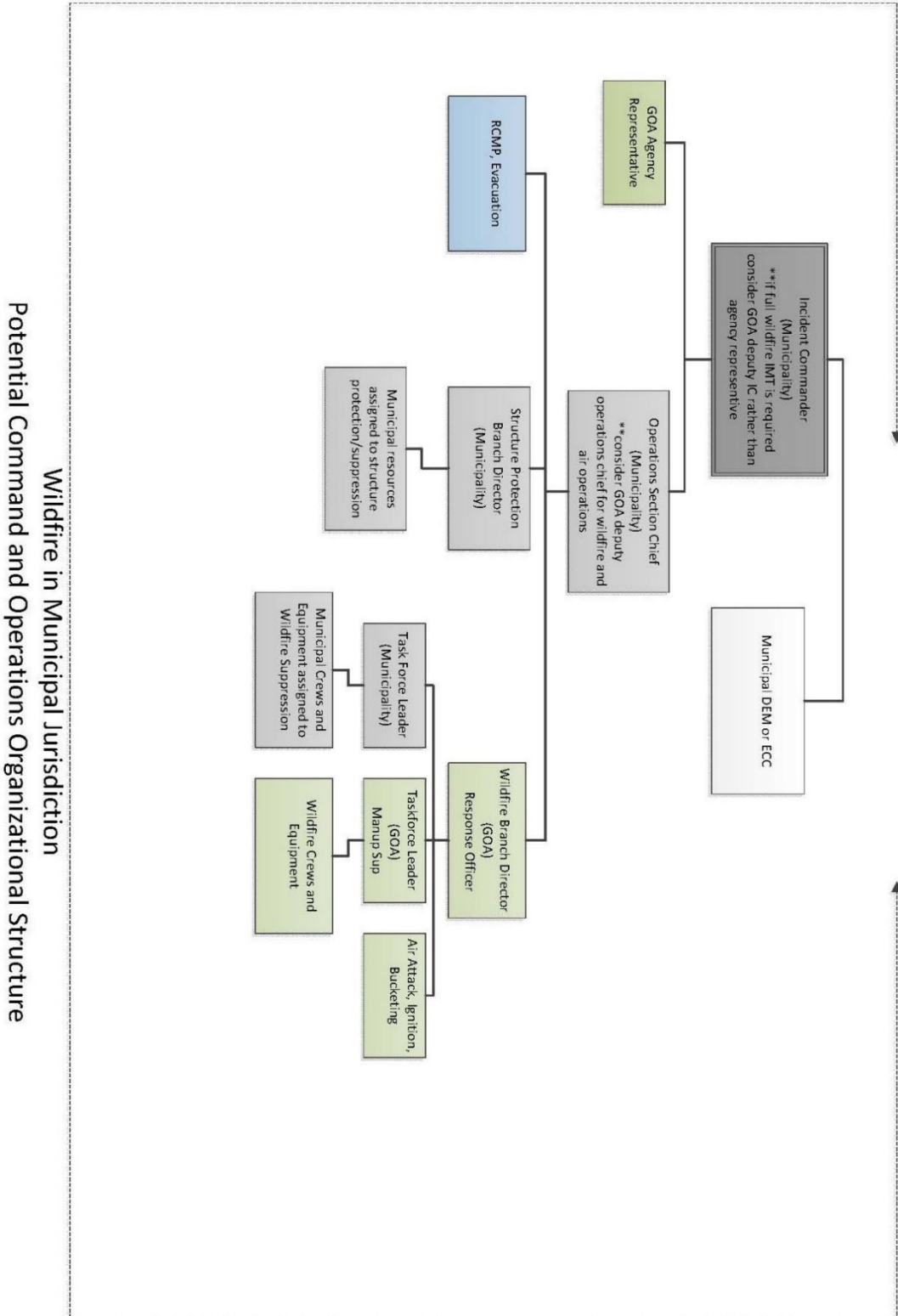
| Zone 1                    | Zone 2                     | Zone 3                       | Zone 4                    | Zone 5                    | Zone 6                    |
|---------------------------|----------------------------|------------------------------|---------------------------|---------------------------|---------------------------|
| <b>TFD 1</b>              | <b>TFD 2</b>               | <b>AFRRCS Provincial CET</b> | <b>ZONE 4 A-C</b>         | <b>ZONE 5 C-F</b>         | <b>ZONE 6 F-L</b>         |
| 1 - TFD Dispatch (3286)   | 1 - TFD Dispatch (3286)    | 1 - Prov CET1 (870)          | 1 - BCET001ACADMD (746)   | 1 - BCET053CARDCNT (731)  | 1 - CET150FTMAC (800)     |
| 2 - FD Tactical 1 (3418)  | 2 - AHS SCC 01 (1021)      | 2 - Prov CET2 (871)          | 2 - BCET012ATHCNT (713)   | 2 - BCET50ACLEARCNT (741) | 2 - CET151FTMAC (801)     |
| 3 - FD Tactical 2 (3419)  | 3 - AHS SCC 02 (1022)      | 3 - Prov CET3 (872)          | 3 - BCET164BANFF (771)    | 3 - BCET137GLWCNT (758)   | 3 - CET152FTMAC (802)     |
| 4 - FD Tactical 3 (3420)  | 4 - AHS SCC 03 (1023)      | 4 - Prov CET4 (873)          | 4 - BCET015BARRCNT (712)  | 4 - BCET1361CROWPMD (768) | 4 - CET153FTMAC (803)     |
| 5 - FD Tactical 4 (3421)  | 5 - AHS SCC 04 (1024)      | 5 - Prov CET5 (874)          | 5 - BCET0208EAVCNT (710)  | 5 - BCET1376CPCNT (730)   | 5 - CET154FTMAC (804)     |
| 6 - FD Tactical 5 (3422)  | 6 - EOC Control 1 (3294)   | 6 - Prov CET6 (875)          | 6 - BCET506BGLMD (701)    | 6 - BCET382DRUMMEL (775)  | 6 - BCET133GRANMD (702)   |
| 7 - TFD General (3287)    | 7 - EOC Control 2 (3295)   | 7 - Prov CET7 (876)          | 7 - BCET1382BIGHMD (733)  | 7 - CET0981EDM (820)      | 7 - CET1321GRPR (840)     |
| 8 - TFD Training 1 (3288) | 8 - EOC Control 3 (3411)   | 8 - Prov CET8 (877)          | 8 - BCET1502BIRHCNT (739) | 8 - CET0982EDM (821)      | 8 - CET1322GRPR (841)     |
| 9 - TFD Training 2 (3289) | 9 - EOC Control 4 (3412)   | 9 - Prov CET9 (878)          | 9 - BCET0360NNMD (754)    | 9 - CET0983EDM (822)      | 9 - CET1323GRPR (842)     |
| 10 - TPS MUT AID (3285)   | 12 - TFD Simplex 1         | 10 - Prov CET10 (879)        | 10 - BCET383BRAZCNT (753) | 10 - CET0984EDM (823)     | 10 - CET1324GRPR (843)    |
| 11 - EOC Control 1 (3294) | 13 - TFD Simplex 2         | 11 - Prov CET11 (880)        | 11 - CET0461CALG (850)    | 11 - CET0985EDM (824)     | 11 - CET1325GRPR (844)    |
| 12 - TFD Simplex 1        | 14 - TFD Simplex 3         | 12 - Prov CET12 (881)        | 12 - CET0462CALG (851)    | 12 - BCET107FAIRMD (764)  | 12 - BCET481GREENMD (737) |
| 13 - TFD Simplex 2        | 13 - TPS MUT AID (3285)    | 13 - Prov CET13 (882)        | 13 - CET0463CALG (852)    | 13 - BCET110FLAGCNT (728) | 13 - BCET418JASPER (772)  |
| 14 - TFD Simplex 3        | 14 - CPO Dispatch 1 (3424) | 14 - Prov CET14 (883)        | 14 - CET0464CALG (853)    | 14 - BCET111FOOTMD (745)  | 14 - BCET461KANID (761)   |
| 15 - TFD Simplex 4        | 15 - Unprogrammed          | 15 - Prov CET15 (884)        | 15 - CET0465CALG (854)    | 15 -                      | 15 - BCET191KNECNT (749)  |
| 16 - TFD Tactical (3423)  | 16 - TFD Tactical (3423)   | 16 - Prov CET16 (885)        | 16 - BCET049CAMRCNT (721) | 16 -                      | 16 - BCET435LLBCNT (773)  |

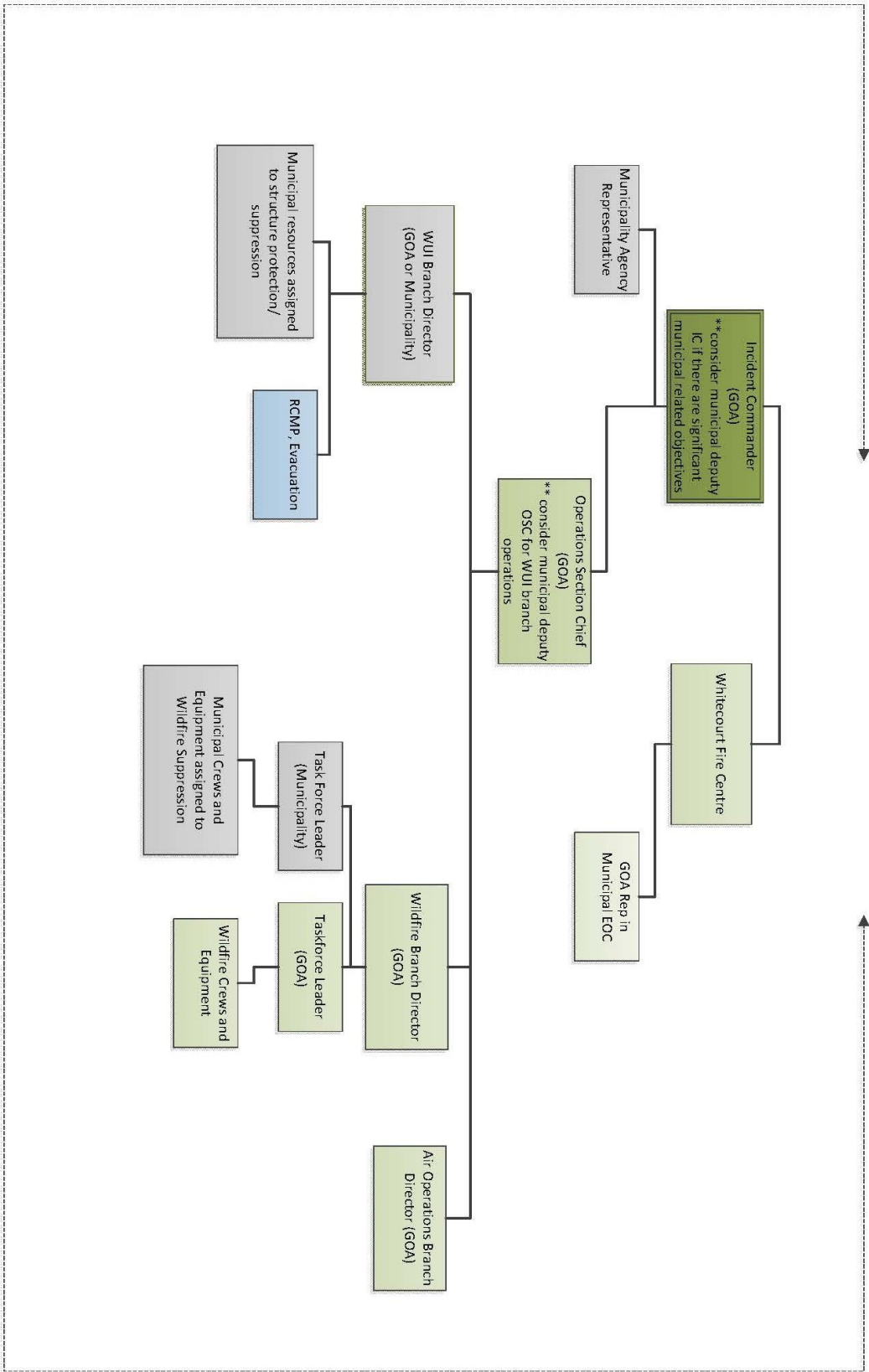
| Zone 7                    | Zone 8                     | Zone 9                     | Zone 10                    | Zone 11                   |
|---------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| <b>ZONE 7 L-M</b>         | <b>ZONE 8 M-P</b>          | <b>ZONE 9 P-S</b>          | <b>ZONE 10 S-W</b>         | <b>ZONE 11 W-Y</b>        |
| 1 - BCET193LACSA (727)    | 1 - CET12171MHAT (810)     | 1 - BCET258PROVMD (750)    | 1 - BCET2995TTCNT (707)    | 1 - BCET1480WOODCNT (736) |
| 2 - BCET195LCMBCNT (715)  | 2 - CET12172MHAT (811)     | 2 - BCET501RANCMMD (752)   | 2 - BCET3025TRATHCNT (769) | 2 - BCET482YELHCNT (757)  |
| 3 - BCET198LAMTCNT (729)  | 3 - CET12173MHAT (812)     | 3 - BCET1269REDCNT (722)   | 3 - BCET3305STURCNT (755)  | 3 -                       |
| 4 - BCET201LEDUCCNT (724) | 4 - CET12174MHAT (813)     | 4 - CET2621REDD (830)      | 4 - BCET3312TABERMD (735)  | 4 -                       |
| 5 - BCET197SLAVMD (759)   | 5 - CET12175MHAT (814)     | 5 - CET2622REDD (831)      | 5 - BCET3314THORCNT (708)  | 5 -                       |
| 6 - BCET204LEHCNT (725)   | 6 - BCET222MINBCNT (726)   | 6 - CET2623REDD (832)      | 6 - BCET3323TWOHMD (720)   | 6 -                       |
| 7 - CET2031LETHB (860)    | 7 - BCET226MOUNV (717)     | 7 - CET2624REDD (833)      | 7 - BCET3295VRRVCNT (723)  | 7 -                       |
| 8 - CET2032LETHB (861)    | 8 - BCET235NEWCNT (705)    | 8 - CET2625REDD (834)      | 8 - BCET333AVULCNT (703)   | 8 -                       |
| 9 - CET2033LETHB (862)    | 9 - BCET1511NORLTMD (742)  | 9 - BCET269ROCVCNT (747)   | 9 - BCET336WAINMD (751)    | 9 -                       |
| 10 - CET2034LETHB (863)   | 10 - BCET496NORSUCNT (774) | 10 - BCET5035ADDLCNT (740) | 10 - BCET340WARNCNT (706)  | 10 -                      |
| 11 - CET2035LETHB (864)   | 11 - BCET1512OPRMD (738)   | 11 - BCET2945STPLMD (719)  | 11 - BCET159WATID (767)    | 11 -                      |
| 12 - BCET505MACKCNT (743) | 12 - BCET243PAINTCNT (718) | 12 - BCET2865MOKLCNT (714) | 12 - BCET346WESLCNT (756)  | 12 -                      |
| 13 -                      | 13 - BCET245PARKCNT (765)  | 13 - BCET2875MOKRVMD (760) | 13 - BCET348WETACNT (711)  | 13 -                      |
| 14 -                      | 14 - BCET246PEAGMD (763)   | 14 - BCET464SPAR (766)     | 14 - BCET349WHEACNT (716)  | 14 -                      |
| 15 -                      | 15 - BCET251PINCMVD (734)  | 15 - BCET2905PRVMD (762)   | 15 - BCET353WILLMD (744)   | 15 -                      |
| 16 -                      | 16 - BCET255PONGCNT (704)  | 16 - BCET2965TARGCNT (748) | 16 - BCET508WOODBMD (770)  | 16 -                      |

taber\_fire\_zone\_channel\_assignment\_v2.2

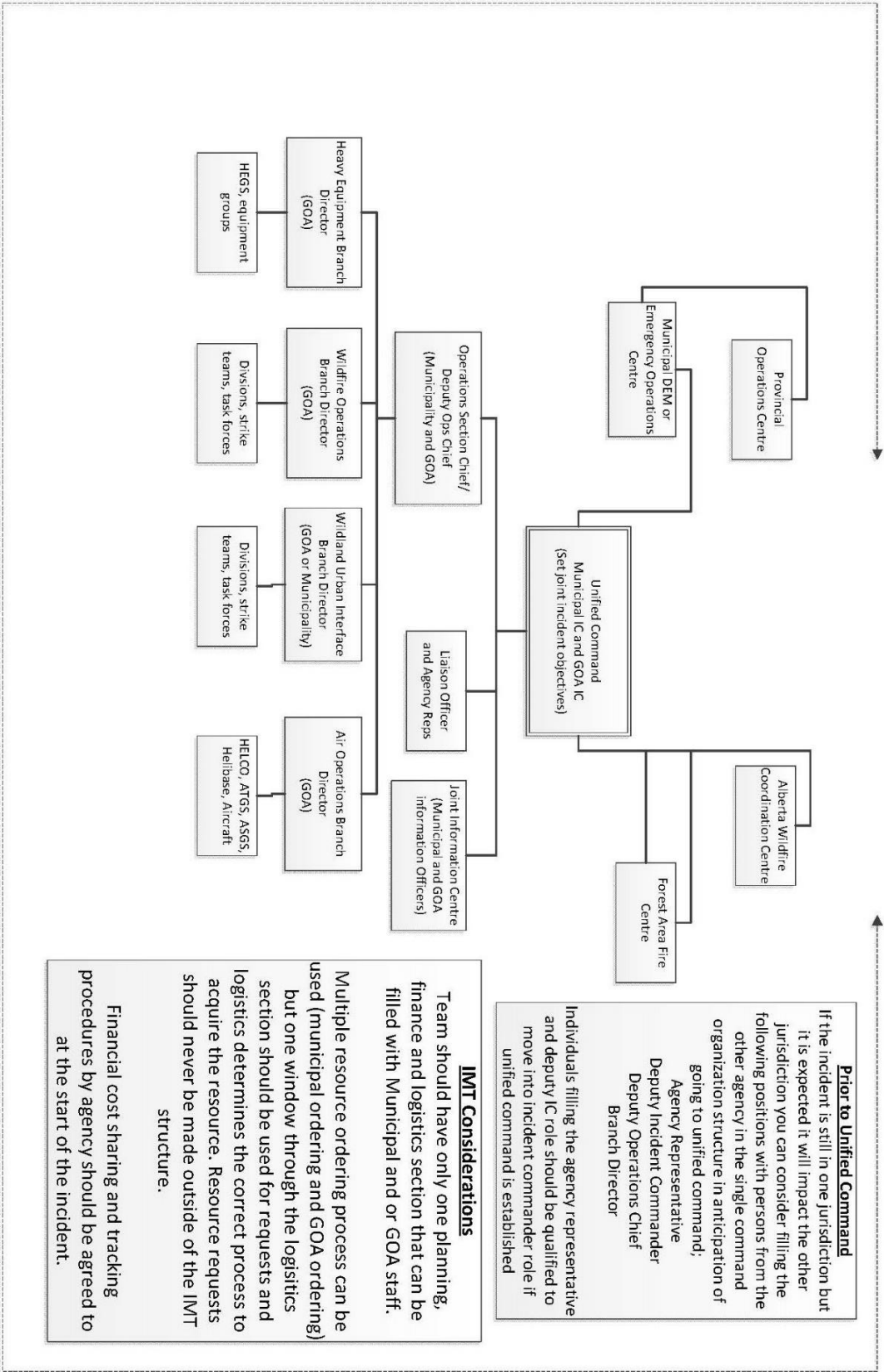
# SCHEDULE L

## Incident Command System – Organization Structure Chart





**Wildfire in the Forest Protection Area with Municipal Resources Assisting**  
**Potential Command and Operations Organizational Structure**



**Prior to Unified Command**

If the incident is still in one jurisdiction but it is expected it will impact the other jurisdiction you can consider filling the following positions with persons from the other agency in the single command organization structure in anticipation of going to unified command:

- Agency Representative
- Deputy/Incident Commander
- Deputy Operations Chief
- Branch Director

Individuals filling the agency representative and deputy/IC role should be qualified to move into incident commander role if unified command is established

**IMT Considerations**

Team should have only one planning, finance and logistics section that can be filled with Municipal and/or GOA staff.

Multiple resource ordering process can be used (municipal ordering and GOA ordering) but one window through the logistics section should be used for requests and logistics determines the correct process to acquire the resource. Resource requests should never be made outside of the IMT structure.

Financial cost sharing and tracking procedures by agency should be agreed to at the start of the incident.

**Unified Command of Multi Jurisdiction Wildfire**  
**Potential Command and Operations Organizational Structure**

## SCHEDULE M

### Training Courses Available to the Town: Hinton Training Centre

There are many sources of training for Municipal staff involved with wildfire response and emergency management.

Most training is supplied/owned/available through the Ministry of City Affairs (e.g., ICS training and NFPA courses/standards). The following courses may be available to the Town from the Division through the Hinton Training Centre:

- Online Wildfire Orientation
- Wildfire Investigation (FI-110, FI-210, FI-310)
- Advanced Fire Behavior\*\*
- Dozer Boss (Industry)
- Prescribed Fire Planning
- Wildfire Prevention

\*\* The advanced fire behavior course is hosted outside of Alberta in some years.



# SCHEDULE N

## Fire Ban System and Matrix

### FIRE BAN SYSTEM EXECUTIVE SUMMARY

Starting in the 2014 fire season, the wildfire management branch of Environment and Sustainable Resource Development rolled out an update to the system for implementing restrictions on fire use in the Forest Protection Area of Alberta. This shift will allow us to be more efficient in implementing restrictions on fire use during times of increasing fire danger. In addition, this adjustment will provide Albertans advanced warning about possible impacts on burning and campfires as the levels increase. The intent behind these changes is to improve the overall system while being more consistent and clear in our terminology. This system should also allow us to be more flexible than before when the fire situation changes.

These updates are consistent with the system for provincial parks and recreation areas adopted by the Ministry of Tourism, Parks and Recreation, which will apply consistency across government for Albertans.

This document is meant to guide internal staff and provide clarification in the process behind implementing any one of the five levels.

The first two levels (No Restriction and Fire Advisory) are managed almost exclusively at the local Area level with very little provincial involvement. Provincial involvement increases substantially at the Fire Restriction level and beyond.

This document is meant as a guideline only. It has been broken down into three groups; WMA, PFFC (through the provincial prevention officer) and the Wildfire Information Unit. Although this document contains many steps that must be completed, it is understood that every WMA operates differently and may assign roles in their Area differently. Please use this document as a framework to assign tasks accordingly in your WMA.

#### Fire Ban System levels:

- NO RESTRICTION**  
Safe campfires are allowed in campgrounds and backcountry or random camping areas. Any burning other than a campfire requires a fire permit.
- FIRE ADVISORY**  
Safe campfires are permitted in campgrounds and backcountry or random camping areas. Issuance of fire permits for other burning may be restricted.
- FIRE RESTRICTION**  
Safe campfires are allowed in fire rings in campgrounds only. No open fires are allowed in backcountry or random camping areas. Fire permits may be suspended or cancelled and no new fire permits will be issued.
- FIRE BAN**  
No open fires are allowed in campgrounds or in backcountry or random camping areas. All fire permits are suspended or cancelled and no new fire permits will be issued.
- FOREST AREA CLOSURE**  
Portions of the forest are closed and no access is permitted for public safety concerns.

#### Fire Ban System acronyms

Several acronyms are used in this document, they are clarified below:

PFFC Provincial Forest Fire Centre  
WMA Wildfire Management Area  
FPA Forest Protection Area

WPO Wildfire Prevention Officer  
WFO Wildfire Information Officer  
WOO Wildfire Operations Officer  
WIU Wildfire Information Unit  
ADM Assistant Deputy Minister  
EA Executive Advisor  
WCI Wildfire Compliance and Investigations

FCZ Fire Control Zone  
MO Ministerial Order  
ICS Incident Command System

TPR Tourism Parks and Recreation  
AEMA Alberta Emergency Management Agency  
AANDC Aboriginal Affairs and Northern Development Canada

OHV Off Highway Vehicle

# SCHEDULE O

## Definitions

**Non-Structure Fire** – A fire not involving wildland or structural fuels and having a value loss (vehicles, bales, railcars, etc.).

**Structure Fire** – A fire involving any man-made building or structure.

**Prescribed Fire** – A fire deliberately used for prescribed burning; usually set by qualified fire management personnel according to a predetermined burning prescription. Note: In some cases, a wildfire that may produce beneficial results in terms of the attainment of land management objectives may be allowed to burn under certain burning conditions according to a predefined burning prescription, with limited or no suppression action, and as such may be considered a form of prescribed fire (AB. Env., 1999).

**Urban City** - Means a city, town or village (including a summer village) and includes an urban service area of a specialized Town and Municipal lands within and outside of the Forest Protection Area.

**Wildland Fire** – A fire that is burning in wildland fuels such as forested, grass, brush, or alpine/tundra vegetation (AB. Env., 1999).



# Mutual Aid Control Plan

---

**Town of Taber  
2023-2025**

Forestry, Parks and Tourism Government of Alberta January 2022  
2022 Mutual Aid Control Plan

# Table of Contents

|  |          |
|--|----------|
| <b>MUTUAL AID FIRE CONTROL PLAN</b> .....  | <b>5</b> |
| A. ADMINISTRATION .....  | 5        |
| 1. PURPOSE: .....  | 5        |
| 2. FIRE CONTROL PLAN CONTACTS:.....  | 6        |
| 3. MUTUAL AID REQUEST PROCEDURE:.....  | 6        |
| 4. MUTUAL AID ZONES: .....   | 6        |
| 5. COST RECOVERY AND INVOICING: .....  | 7        |
| 6. MEETINGS: .....   | 7        |
| B. PREVENTION AND DETECTION.....   | 8        |
| 1. FIRE PERMIT ISSUANCE: .....   | 8        |
| 2. FIRE CONTROL ORDERS: .....  | 8        |
| 3. COOPERATIVE PREVENTION OPPORTUNITIES: .....   | 8        |
| 4. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:.....  | 9        |
| 5. WILDLAND URBAN INTERFACE: .....   | 9        |
| C. PRE-SUPPRESSION .....   | 10       |
| 1. COOPERATIVE PRE-SUPPRESSION ACTIVITIES: .....   | 10       |
| 2. HAZARD AND RESOURCE INFORMATION SHARING: .....  | 10       |
| D. WILDFIRE OPERATIONS .....   | 11       |
| 1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID: .....  | 11       |
| 2. COMMUNICATIONS:.....  | 13       |
| 3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:.....  | 13       |
| 4. ESTABLISHMENT OF COMMAND STRUCTURES:.....   | 13       |
| E. TRAINING .....  | 14       |
| 1. JOINT RESPONSE EXERCISES:.....  | 14       |
| F. DATA SHARING .....  | 15       |
| G. EFFECTIVE DATES.....  | 16       |
| SCHEDULE A .....   | 17       |
| Ministry of Forestry, Parks and Tourism, Forestry Division: Calgary Forest Area<br>Contact List.....       | 17       |
| Ministry of Forestry, Parks and Tourism, Forestry Division: Calgary Forest Area<br>Organization Chart..... | 18       |
| SCHEDULE B .....   | 19       |
| Town of Taber: Area Contact List.....  | 19       |
| Town of Taber: Organization Chart.....   | 19       |

|  |    |
|--|----|
| SCHEDULE C .....   | 20 |
| Ministry of Forestry, Parks and Tourism, Forestry Division: Calgary Forest Area<br>Authorized Requesting Authorities ..... | 21 |
| SCHEDULE D .....   | 22 |
| Town of Taber: Authorized Requesting Authorities .....   | 22 |
| SCHEDULE E .....   | 23 |
| Mutual Aid Request Form .....  | 23 |
| SCHEDULE F .....   | 24 |
| Ministry of Forestry, Parks and Tourism, Forestry Division:.....   | 24 |
| Forest Protection Area Map .....   | 24 |
| SCHEDULE G.....  | 25 |
| Town of Taber: Mutual Assistance Zone Map .....  | 25 |
| SCHEDULE H.....  | 26 |
| Town of Taber: Mutual Aid Reimbursement Rates .....  | 26 |
| SCHEDULE I .....   | 27 |
| Ministry of Forestry, Parks and Tourism: Mutual Aid Reimbursement Rates .....  | 27 |
| SCHEDULE J.....  | 28 |
| Ministry of Forestry, Parks and Tourism: Calgary Forest Area Radio Card .....  | 28 |
| SCHEDULE K.....  | 30 |
| Town of Taber: Radio Card.....   | 30 |
| SCHEDULE L .....   | 32 |
| Incident Command System – Organization Structure Chart .....   | 32 |
| SCHEDULE M .....   | 35 |
| Training Courses Available to the Town:.....   | 35 |
| Hinton Training Centre.....  | 35 |
| SCHEDULE N.....  | 36 |
| Fire Ban System and Matrix.....  | 36 |
| SCHEDULE O.....  | 37 |
| Definitions.....   | 37 |

# MUTUAL AID FIRE CONTROL PLAN

This Mutual Aid Fire Control Plan is entered into by the Ministry of Forestry, Parks and Tourism (FPT), Forestry Division, hereinafter called the Division, and Town of Taber, hereinafter called the Town, under the Mutual Aid Fire Control Agreement between the Division and the Town.

The primary legislation under which the Division operates is the Forest and Prairie Protection Act, RSA 2000, c. F-19. Other legislation may apply.

Under the Forest and Prairie Protection Act, Fire Season is legislated as March 1 – October 31 each year and may be extended by Ministerial Order as per Forest and Prairie Protection Act, RSA 2000, RSA 2000 cF-19 s17;2016 c22 s9.

## A. ADMINISTRATION

### 1. PURPOSE:

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

#### **DIVISION:**

Name: Ministry of Forestry, Parks and Tourism  
Address: 8660 Bearspaw Dam Road NW  
Calgary, Alberta  
T3L 1S4  
Phone: (403) 297-8800 (Main Office)  
(403) 297-8822 (Fire Centre)  
Email: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

#### **TOWN:**

Name: Town of Taber  
Address: 4900A-50 Street  
Taber, Alberta  
T1G 1T1  
Phone: (403) 223-6016  
Fax: (403) 223-5502  
Email: [Fire.Chief@taber.ca](mailto:Fire.Chief@taber.ca)

## **2. FIRE CONTROL PLAN CONTACTS:**

Names, addresses, and phone numbers of contact personnel for the plan:

- A. Division are included in [Schedule A](#) – Forestry, Parks and Tourism Contact List.
- B. Town are included in [Schedule B](#) – Town of Taber Contact List.

## **3. MUTUAL AID REQUEST PROCEDURE:**

Requests for mutual aid will be made by the following personnel:

- A. The Division authorizes request for assistance as per [Schedule C](#).
- B. The Town authorizes requests for assistance as per [Schedule D](#).

The request may be made verbally to the Calgary Wildfire Duty Officer from the authorized Town representative. Or verbal requests from the authorized Town representative to the Calgary Wildfire Duty Officer, then followed up in writing using the **Mutual Aid Request Form** ([Schedule E](#)). If the request is made through 911 due to limited communication, the 911 operator must provide the Division/ Town with the requesting officer's name, command number (if applicable) and location, which must be on the approved list provided in [Schedule C](#) and/or [Schedule D](#). All requests will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest.

## **4. MUTUAL AID ZONES:**

The attached maps, [Schedule F](#) and [Schedule G](#), which form part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria:

### **ZONE 1:**

Wildfire suppression within Zone 1 (Forest Protection Area) is the responsibility of the Division. Structural and facility fire is the responsibility of the Town. The discovering agency shall report the fire to the responsible agency immediately and will provide mutual aid assistance based on available resources and priorities within their sphere of interest.

### **ZONE 2:**

All wildfire within Zone 2 is the responsibility of the Town. The Division will provide mutual-aid assistance, upon request, based on available resources and priorities within its sphere of interest and at its discretion. The Division, at its discretion, may dispatch resources to all areas within Zones 1 and 2 as identified in [Schedule F](#) and as per the *Forest and Prairie Protection Act, RSA 2000 cF-19 s9;2003 c20 s10;2003 c42 s7*.



## **5. COST RECOVERY AND INVOICING:**

All costs associated with mutual aid will be borne directly by the requesting agency or may be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this plan shall be in accordance with the *Forest and Prairie Protection Act*, Forestry Division policy, and the policies of the Town and the terms of the following:

- A. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Town.
- B. Reimbursement to the Town shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates. The use of any specialized equipment will be reimbursed at the rates and terms included in [Schedule H](#).
- C. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 the use of any specialized equipment shall be reimbursed at the rates and terms included in [Schedule I](#).

## **6. MEETINGS:**

The Division and the Town agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, pre-suppression, and training.

## B. PREVENTION AND DETECTION

### 1. FIRE PERMIT ISSUANCE:

The Division is responsible for issuing fire permits on all lands within the Forest Protection Area (Zone 1). Permits will be issued by a Forest Officer and/or Fire Guardian from the Calgary Forest Area office.

The Town is responsible for issuing fire permits within the Town Boundaries (Zone 2). The Division will assist with Fire Permit issuance training for the Town Fire Guardians if requested.

### 2. FIRE CONTROL ORDERS:

The Division will initiate fire control orders within the Forest Protection Area. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area. All fire control orders will be emailed to the Town at the following email address: [Fire.Chief@Taber.ca](mailto:Fire.Chief@Taber.ca).

The Town will initiate fire control orders within their boundaries. The Director of Emergency Management, Fire Chief, Chief Administrative Officer, or any designates will be responsible for requesting a fire control order on behalf of the Town. The Town will take the lead role in advertisement and enforcement of the fire control order on lands within the Town Boundaries. All fire control orders will be emailed to the Calgary Forest Area at the following email address: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca).

The Minister of Forestry, Parks and Tourism may impose a fire control order on lands within the Town, as per the *Forest and Prairie Protection Act RSA 2000 cF-19 s21;2003 c20 s17;2016 c22 s11*. In this case, the Division will inform the Town Chief Administrative Officer, Fire Chief and/or Director of Emergency Management of the decision. The fire control order will be emailed to the Town at the following email address: [Fire.Chief@Taber.ca](mailto:Fire.Chief@Taber.ca).

Both the Division and the Town agree to follow the Fire Ban System focused on terminology to ensure standard messaging to the public, as per [Schedule N](#).

### 3. COOPERATIVE PREVENTION OPPORTUNITIES:

The Town and the Division may develop a joint prevention advertisement campaign that meets both the Town and the Division's needs.

#### **4. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:**

The Division will be the lead agency for all prescribed fire and hazard reduction burning on lands within the Forest Protection Area.

The Town is the lead agency for all prescribed fire and hazard reduction burning on all lands within Town Boundaries. The Division can assist through the provision of manpower and expertise, specialized equipment, and technical manuals at the request of the Town.

#### **5. WILDLAND URBAN INTERFACE:**

The Town agrees to address wildland urban interface issues within the Town through the application of the seven disciplines of FireSmart:

- A. Public Education
- B. Legislation
- C. Development
- D. Vegetation Management
- E. Emergency Planning
- F. Interagency Cooperation
- G. Cross Training

The Division agrees to assist the Town with wildland urban interface issues through the provision of resource materials and training on the wildland urban interface disciplines and options to minimize hazards within the Town.

## C. PRE-SUPPRESSION

### 1. COOPERATIVE PRE-SUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to the Town on a short-term loan basis during wildfire incidents within the Town. The amount of equipment provided will be based on the request from the Town and the degree of hazard within the Forest Area at the time of the request. The Town agrees to return the equipment within 24 hours of being notified by the Division.

In the event that sprinkler trailers are required for the purpose of wildland urban interface mitigation, the request will come from the Town and go through the Alberta Emergency Management Agency Representative for Town of Taber.

The Town and Division, when required, agree to make facilities available to each other for pre-suppression activities when safe to do so and space is available.

The Town, if requested, will provide the Division with a copy of their **Emergency Response Plan**. This plan may assist with identifying unknown values at risk, evacuation times, critical infrastructure, etc.

The Division, if requested, will assist the Town in obtaining many types of resources i.e. provide equipment listings, aircraft, crews etc. to assist the Town with direct hire of resources for the purposes of wildfire suppression and pre-suppression.

### 2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Town, when available:

- Fire Weather Indices
- Weather forecast
- Pre-suppression resources
- Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, the Town must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at:

<http://wildfire.alberta.ca/wildfire-status/fire-weather/forecasts-observations/default.aspx>

Weather forecast and Wildfire Indices (FFMC and ISI) information for zones outside the Forest Protection Area can be obtained at

<http://agriculture.alberta.ca/acis/climate-maps.jsp>

The Town will provide a list of available pre-suppression resources available to the Division upon request.

## D. WILDFIRE OPERATIONS

The Town and Division, when required, agree to make facilities available to each other for suppression activities when safe to do so.

The Town is responsible for issuing evacuation alerts, orders or operations. The Division may make the appropriate recommendations regarding evacuations to the Town when supporting wildfire operations.

### **1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID:**

The Division and the Town will provide mutual aid equipment and personnel as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies.

- A. When one agency requests assistance from another, the sending agency shall dispatch only personnel and/or equipment that meets or exceeds the minimum requirements for qualification, certification, and functionality by that agency.
- B. At the time of the request for assistance during a wildfire, the sending agency shall endeavor to dispatch the nearest available resource(s) to the incident.
- C. At the time of the request, each agency shall assign a resource that is capable of supervising the activities of the agencies resources.
- D. The requesting agency will make reasonable efforts to release the assisting agency from emergency duties as soon as possible.
- E. The Division will assume command of all wildland fires within the Forest Protection Area upon arrival. The Town will assume command of all Wildfire, Structural and Non-Structural fires within the Town. Unified Command maybe required if agreeable by both parties.
- F. Structure protection of facilities owned by the Wildfire Management Branch are the responsibility of the Wildfire Management Branch. Structure Protection of other public or privately owned facilities is the responsibility of the local jurisdiction. Wildfire Management will only deploy sprinkler systems on prescribed fires, on wildfires for holding line or to meet wildfire suppression objectives and to provide structure protection to wildfire management facilities.
- G. The requesting agency may be responsible for arrangement and payment of meals and accommodations for supplied resources.
- H. The Division will not assume command on wildfires located outside of the Forest Protection Area.

- I. The Town will be required to assign a qualified person whom has the delegated authority to give direction to Divisional resources.
- J. On all Alberta mutual aid wildfires and wildfires outside of the FPA, a Forestry, Parks and Tourism representative must be on site prior to any Airtanker drop.
- K. The Division may conduct wildfire investigations outside the Forest Protection Area when approved by the Division's Director of Wildfire Prevention.
- L. The Town may provide enforcement personnel to assist the Division and will be reimbursed as per [Schedule H](#).
- M. Agencies will provide an Agency Representative for wildfire incidents in order to integrate wildfire operations efficiently.
- N. The provision of firefighting services contemplated herein and provided by the Town or the Division are solely at the discretion of the respective agency. The agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
  - I. That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
  - II. That there be dispatched in response to the call, resources as the respective agency may request; or
  - III. That they be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
- O. If initial action is undertaken by an agency outside their jurisdictional boundaries, that agency will immediately attempt to preserve evidence pertaining to the fire's area of origin and possible cause.
- P. The Division or the Town, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
- Q. The Division or the Town, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

## **2. COMMUNICATIONS:**

The mutual-aid response radio frequency will be **156.855** MHz. If this frequency is not functional (due to system incompatibilities i.e. AFRRCS) then a communications protocol is required between the Town and the Division.

After the first 24 hours within the Forest Protection Area, ongoing fires will use the Division's VHF fireline radio system. The Town will be provided with fireline radios while on the fire.

- A. **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
- B. **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.
- C. Annually, The Division will provide the Town with the Forest Protection Radio Guide FP 183 ([Schedule J](#)).

## **3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:**

As per the responsibilities outlined in Sections A.2 and D.1.E, of the Mutual Aid Fire Control Plan, the Town and Division agree to complete the transfer of command/responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at an incident, the Incident Commander for the responsible agency will meet with the present Incident Commander to obtain a transfer of command briefing. This briefing should consist of the **ICS201** form. Resources from the assisting agency will be released as soon as possible based on fire suppression success.

## **4. ESTABLISHMENT OF COMMAND STRUCTURES:**

As per the responsibilities outlined in Sections A.2 and D.1.E, of the Mutual Aid Fire Control Plan, the Town and Division agree to work together and if required - form a command structure in accordance to the provisions of the Incident Command System.

As each incident is unique, organization structure examples, as agreed to by both the Division and Town, can be found in [Schedule L](#). When agencies are working on the same incident, there will only be one Incident Command Post. When agencies are working together, information to be shared from the incident to the public and agency staff will be consistent. This may require the establishment of a Joint Information Centre (JIC) and implementation of a Joint Information System (JIS).

## E. TRAINING

Training opportunities available to the Town from the Division's Hinton Training Centre (HTC) are listed in [Schedule M](#). Other training opportunities may be available to the Town through conversation with the Division. Training opportunities and courses may differ from year to year. It will be the Division and Town responsibility to advise each agency of training opportunities that are available.

The Division, if requested, agrees to provide fire permit issuance training to all new Fire Guardians.

Agencies who wish to provide staff in trainee positions on wildfire incidents may do so at their own cost and with agreement from the receiving agency and Incident Command Team.

### **1. JOINT RESPONSE EXERCISES:**

The Division and the Town may develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present plans, to act as a cross-training exercise for city, town, municipal, county and wildland firefighters, and to act as a public education tool for residents, municipalities, cities, towns, county and provincial government administration and elected officials.

Funding for these exercises may be sourced from grants, such as: Alberta Emergency Management Agency grant program, FRIAA, etc. The agency responsible for the exercise is responsible for applying for the grant.



## F. DATA SHARING

The Town and Division will share requested data to the other for the purpose of wildfire management. The receiving agency will not share the data without the consent of the providing agency. Specific data requests will be made and approved as per the respective names and positions as listed in [Schedule C](#) and [Schedule D](#).

## G. EFFECTIVE DATES

**This Mutual Aid Fire Control Plan is in effect from:  
January 1<sup>st</sup>, 2023 to February 28<sup>th</sup>, 2026.**

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

\_\_\_\_\_  
Stefan Best  
Wildfire Technologist (Mutual Aid)  
Calgary Forest Area

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Munshaw  
Fire Chief  
Town of Taber

Date: \_\_\_\_\_

\_\_\_\_\_  
Kevin Topolnicki  
Wildfire Prevention Officer  
Calgary Forest Area

Date: \_\_\_\_\_

\_\_\_\_\_  
Derrin Thibault  
Chief Administration Officer  
Town of Taber

Date: \_\_\_\_\_

\_\_\_\_\_  
Erica Samis  
Forest Area Manager  
Calgary Forest Area

Date: \_\_\_\_\_

# SCHEDULE A

**Ministry of Forestry, Parks and Tourism,**  
**Forestry Division:**  
**Calgary Forest Area Contact List**

Mailing Address 8660 Bearspaw Dam Road N.W.  
Town Calgary, AB.  
Postal Code T3L 1S4  
Duty Officer Phone (403) 297-8822  
Duty Officer Cell (403) 615-7321  
Email [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

**Forestry Manager – Erica Samis**

Phone (403) 297-8838  
Cell (403) 874-0510  
Email [erica.samis@gov.ab.ca](mailto:erica.samis@gov.ab.ca)

**Wildfire Operations Officer – Sean MacNeil**

Phone (403) 297-5278  
Cell (403) 998-4004  
Email [sean.macneil@gov.ab.ca](mailto:sean.macneil@gov.ab.ca)

**Wildfire Prevention Officer – Kevin Topolnicki**

Phone (403) 297-3132  
Cell (403) 540-9697  
Email [kevin.topolnicki@gov.ab.ca](mailto:kevin.topolnicki@gov.ab.ca)

**Wildfire Prevention Technologist (Mutual Aid) – Stefan Best**

Phone (403) 355-4891  
Cell (403) 862-8185  
Email [stefan.best@gov.ab.ca](mailto:stefan.best@gov.ab.ca)

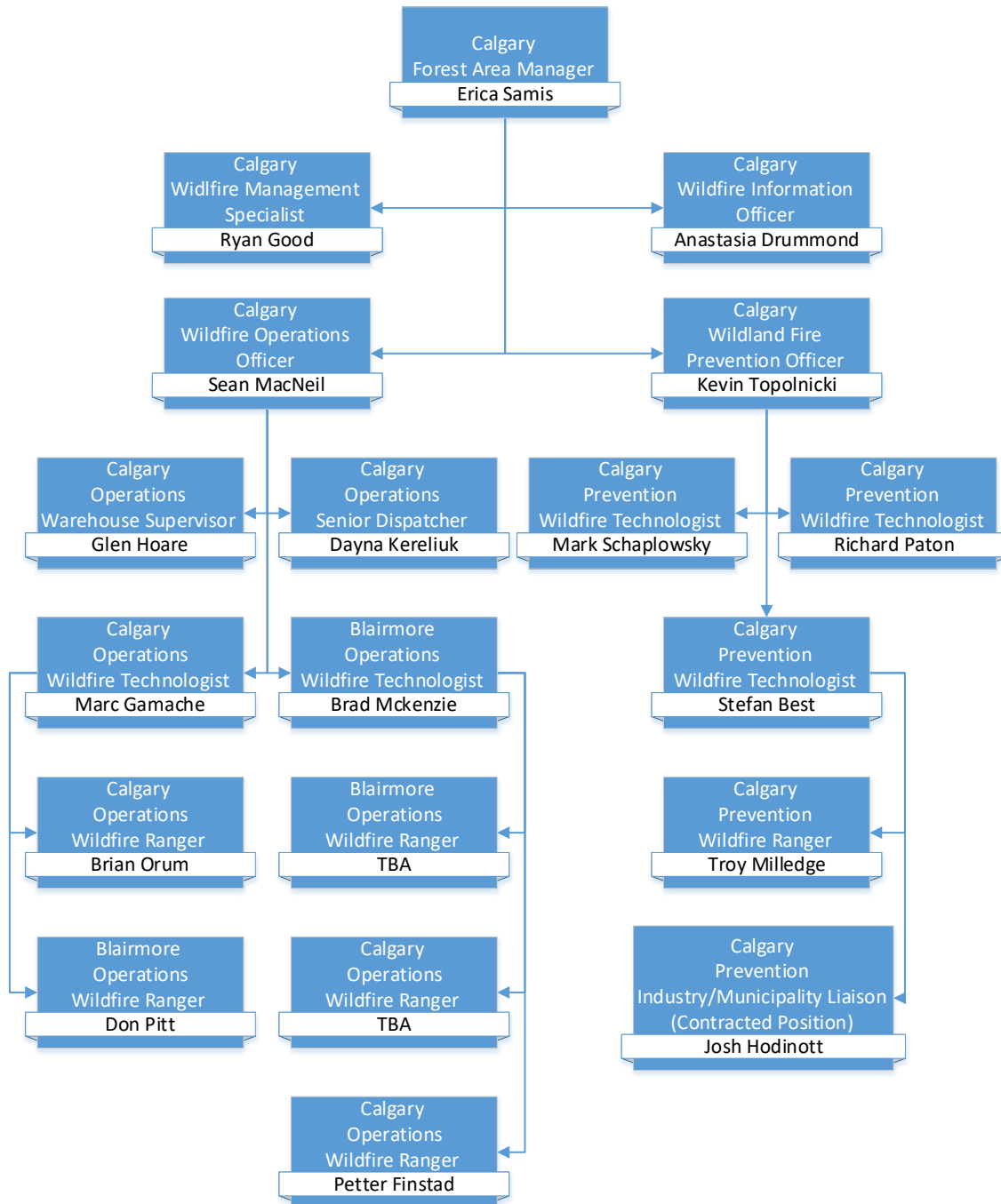
**Wildfire Prevention Technologist (Cost Recovery) – Mark Schaplowsky**

Phone (403) 476-4771  
Cell (403) 826-0787  
Email [mark.schaplowsky@gov.ab.ca](mailto:mark.schaplowsky@gov.ab.ca)

**Wildfire Prevention Ranger (Mutual Aid Training) – Troy Milledge**

Phone (403) 297-5317  
Cell (403) 815-3377  
Email [troy.milledge@gov.ab.ca](mailto:troy.milledge@gov.ab.ca)

## Ministry of Forestry, Parks and Tourism: Calgary Forest Area Organization Chart



# SCHEDULE B

## Town of Taber: Area Contact List

### **Main Office**

Address

Town

Code

Phone

Email:

### **Town of Taber**

4900A – 50<sup>th</sup> Street

Taber, Alberta

T1G 1T2

(403) 223-5500

[Fire.Chief@taber.ca](mailto:Fire.Chief@taber.ca)

### **Chief Administrative Officer – Derrin Thibault**

Phone

(403) 223-5504

Cell

(403) 915-3698

Email

[cao@taber.ca](mailto:cao@taber.ca)

### **Fire Chief – Steve Munshaw**

Phone

(403) 223-6016

Cell

(403) 634-7675

Email

[Fire.Chief@taber.ca](mailto:Fire.Chief@taber.ca)

### **Assistant Fire Chief – Steve Swarbrick**

Phone

(403)223-6010

Cell

(403) 634-3445

Email

[steve.swarbrick@taber.ca](mailto:steve.swarbrick@taber.ca)

### **Assistant Fire Chief – Amy West**

Phone

(403)223-6024

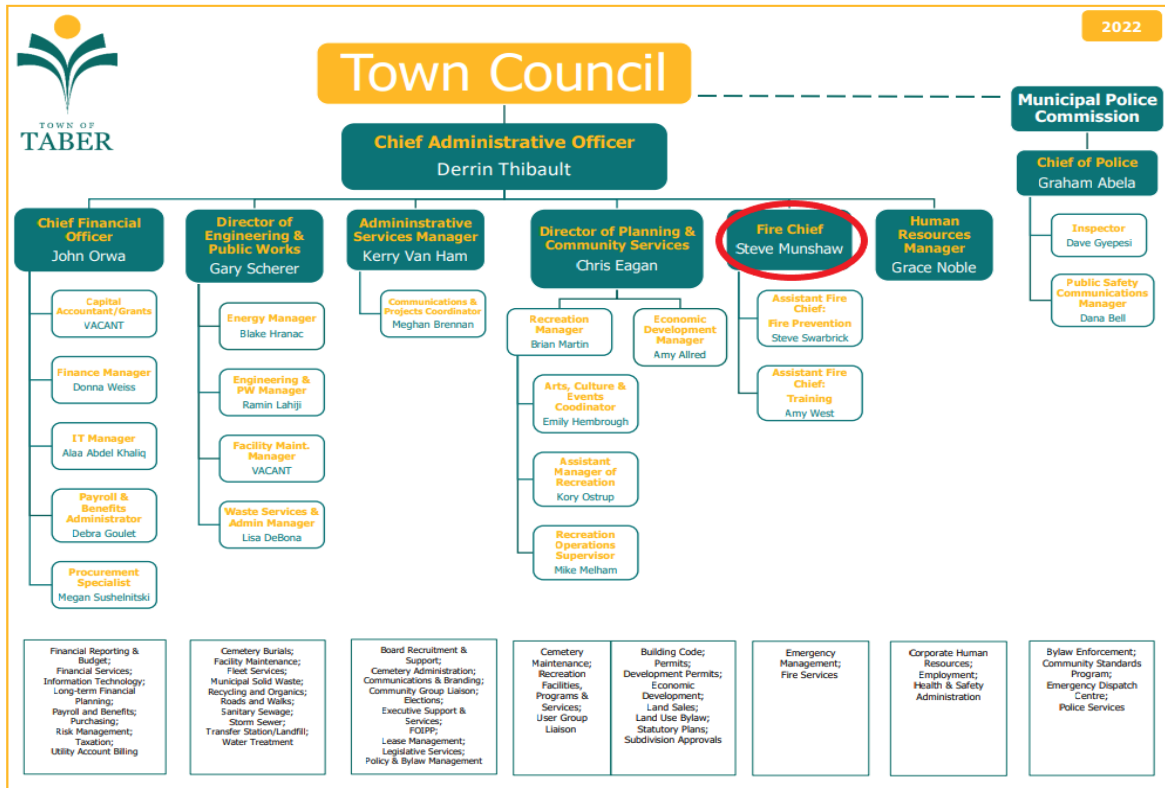
Cell

(403) 317-0558

Email

[amy.west@taber.ca](mailto:amy.west@taber.ca)

# Town of Taber: Organization Chart



## SCHEDULE C

**Ministry of Forestry, Parks and Tourism, Forestry Division:**  
**Calgary Forest Area Authorized Requesting Authorities**

Forest Area Manager – ***Erica Samis***

Wildfire Operations Officer – ***Sean MacNeil***

Wildfire Prevention Officer – ***Kevin Topolnicki***

Wildfire Management Specialist – ***Ryan Good***

Wildfire Technologist – ***Stefan Best***

Wildfire Technologist – ***Mark Schaplowsky***

Wildfire Technologist – ***Marc Gamache***

Wildfire Technologist – ***Richard Paton***

Wildfire Technologist – ***Brad McKenzie***

Calgary Forest Area Duty Officer - ***Including the above list, anyone acting on behalf of the Calgary Forest Area as a Duty Officer or Deputy Duty Officer can request support or approve support to the Town when requested.***

## **SCHEDULE D**

### **Town of Taber:** **Authorized Requesting Authorities**

Chief Administrative Officer – Derrin Thibault

Fire Chief – Steve Munshaw

Assistant Fire Chief – Steve Swarbrick

Assistant Fire Chief – Amy West



# SCHEDULE E

## Mutual Aid Request Form

(Double click image for .pdf fillable form)



### Appendix C- Mutual Aid Request

#### FROM

|                         |                  |            |
|-------------------------|------------------|------------|
| Name                    | Telephone Number | Fax Number |
| Municipality or AF Area | Email Address    |            |

#### TO

|                         |                  |            |
|-------------------------|------------------|------------|
| Name                    | Telephone Number | Fax Number |
| Municipality or AF Area | Email Address    |            |

#### SUBJECT

|                    |
|--------------------|
| Mutual Aid Request |
| Location           |

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

|          |
|----------|
| Manpower |
|----------|

|            |
|------------|
| Airtankers |
|------------|

|             |
|-------------|
| Helicopters |
|-------------|

|           |
|-----------|
| Equipment |
|-----------|

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request submitted by:

|      |                   |           |
|------|-------------------|-----------|
| Name | Position          |           |
| Time | Date (yyyy-mm-dd) | Signature |

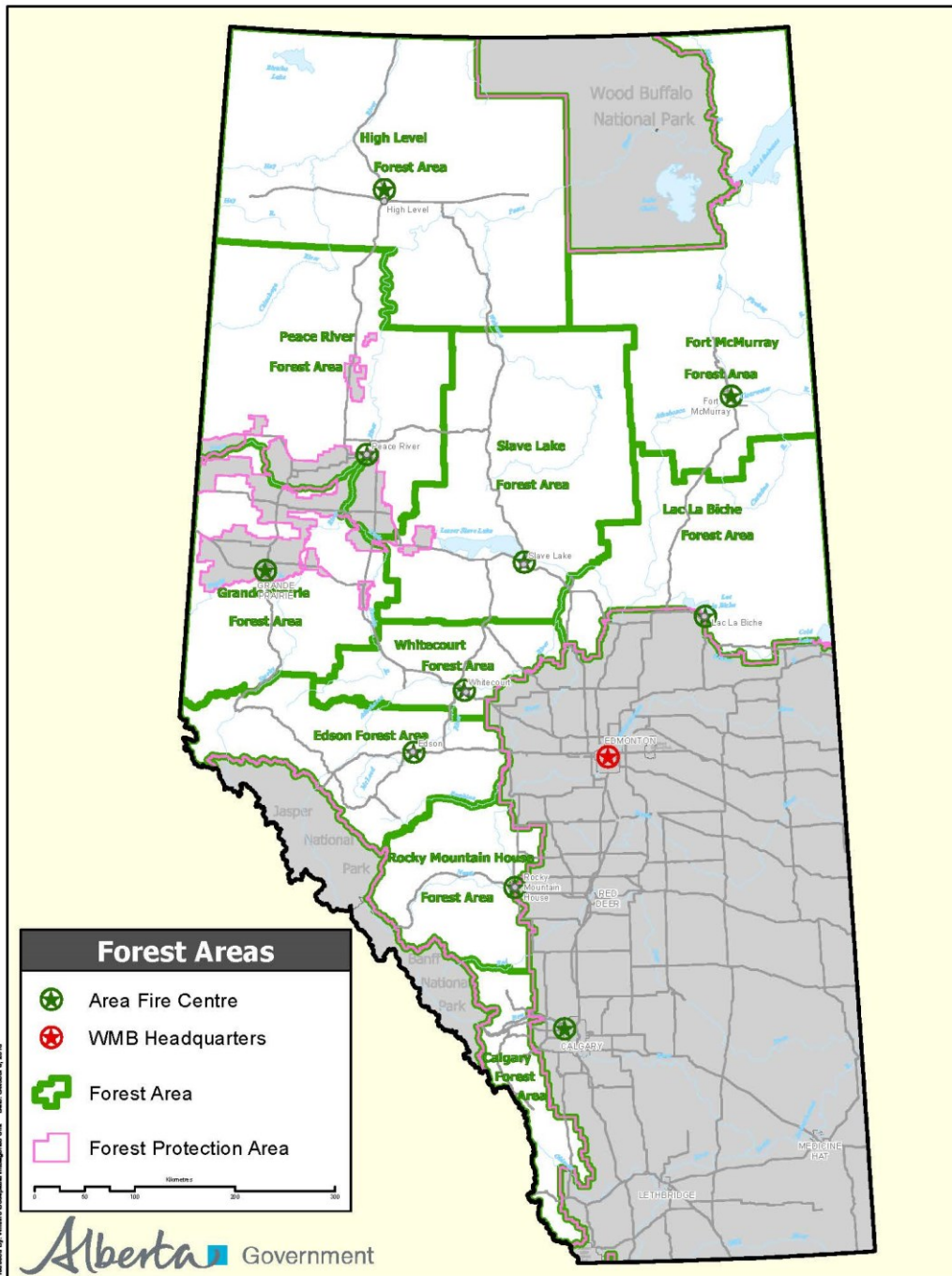
Your request for mutual aid assistance is  approved  not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

|      |                   |           |
|------|-------------------|-----------|
| Name | Position          |           |
| Time | Date (yyyy-mm-dd) | Signature |

Mutual Aid Request (June 2017)

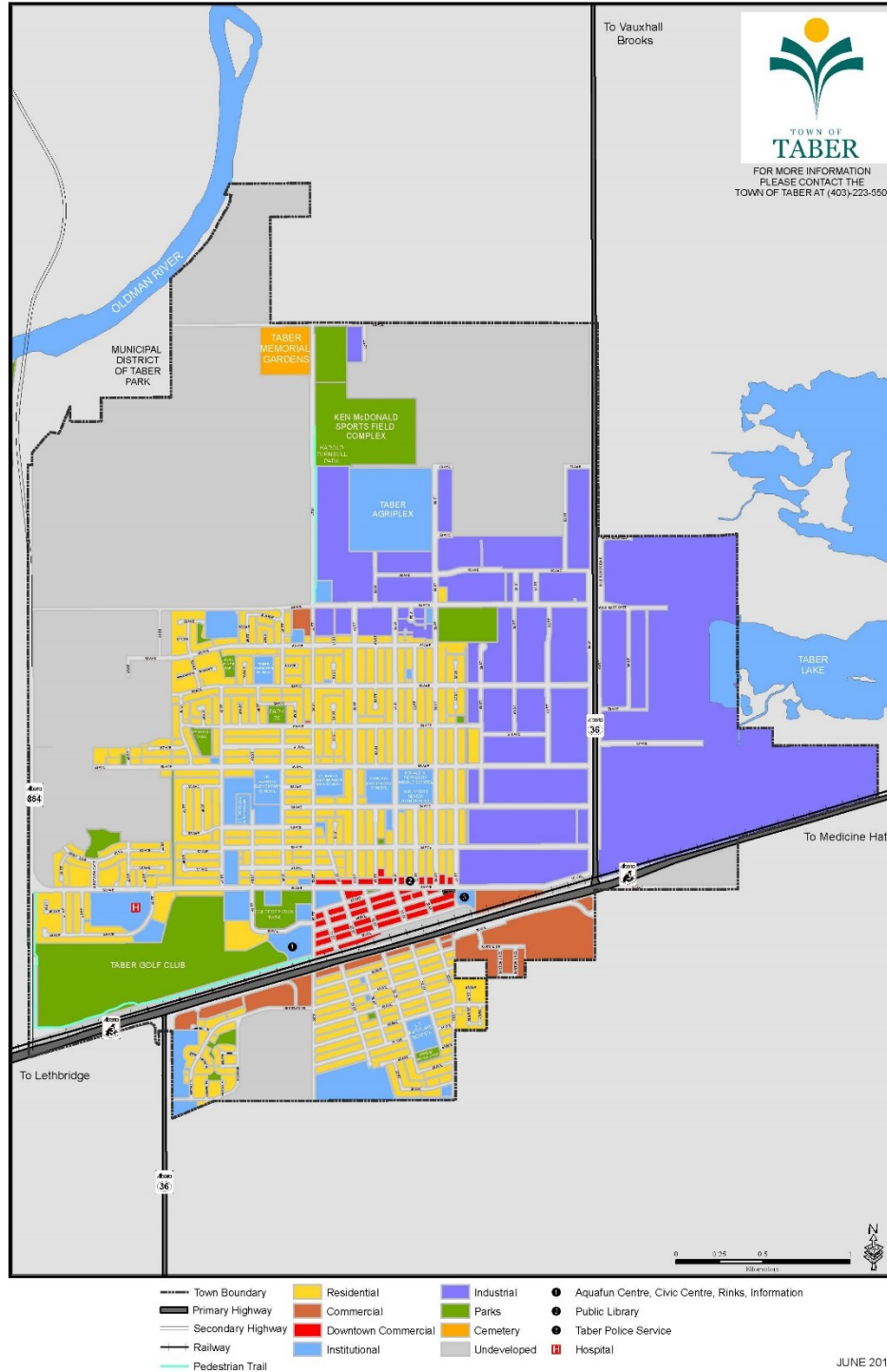
# SCHEDULE F

## Ministry of Forestry, Parks and Tourism, Forestry Division: Forest Protection Area Map



# SCHEDULE G

## Town of Taber: Mutual Assistance Zone Map



Map Location: <https://www.taber.ca/town-services/planning-development/demographics-statistics-maps>

## SCHEDULE H

### Town of Taber: Mutual Aid Reimbursement Rates

| Resource          | Rate          |
|-------------------|---------------|
| <b>Manpower:</b>  |               |
| Firefighter       | \$30/hour     |
| Fire Chief        | \$55/hour     |
| Officer           | \$35/hour     |
| <b>Equipment:</b> |               |
| Type 1 Engine     | \$615.00/hour |
| Type 2 Engine     | \$615.00/hour |
| Type 3 Engine     | \$615.00/hour |
| Bush Buggy        | \$300.00/hour |
| Command Vehicle   | \$185.00/hour |

## SCHEDULE I

### Ministry of Forestry, Parks and Tourism, Forestry Division: Mutual Aid Reimbursement Rates

| Resource:                           | Rates:  |
|-------------------------------------|---|
| <b>Airtanker Aircraft:*</b>         |   |
| CL215T                              | \$4725.00 per hour plus fuel and retardant  |
| Air Tractors (wheeled)              | \$2625.00 per hour plus fuel and retardant  |
| Air Tractors (amphibious)           | \$3200.00 per hour plus fuel and retardant  |
| L188                                | \$6510.00 per hour plus fuel and retardant  |
| <b>Bird Dog Aircraft:</b>           |   |
| Turbo Commander 690                 | \$2850.00 per hour plus fuel  |
| Cessna Caravan C208                 | \$2625.00 per hour plus fuel  |
| <b>Helicopters:</b>                 |   |
| Casual                              | Government hourly flying rate plus fuel   |
| Contract Intermediate               | \$1050.00 to \$2335.00 per flying hour plus fuel  |
| Contract Medium                     | \$2039.00 to \$2875.00 per flying hour plus fuel  |
| Contract Heavy                      | \$3150.00 per hour plus fuel  |
| <b>Manpower:**</b>                  |   |
| HAC Crew (4 or 8 man)               | Cost Estimate \$21.83-\$29.36/hour/person   |
| UNIT Crew (20 man)                  | Cost Estimate \$21.83-\$29.36/hour/person   |
| Firetack Emergency (8 man)          | Cost Estimate \$17.86-\$22.75/hour/person   |
| Firetack Base and Secondary (8 man) | Cost Estimate \$33.11/hour/person first 8 hours-\$49.67/hour/person after 8 hours.<br>Truck Rate \$229.65/day/vehicle   |
| Firetack Zero Day (8 man)           | Cost Estimate \$27.41/hour/person first 8 hours - \$41.13/hour/person after 8 hours.<br>Truck Rate \$229.65/day/vehicle |
| Air Attack Officer (contract)       | \$1250.00/day/person  |
| <b>Specialized Equipment:</b>       |   |
| Helitorch                           | Government Rate   |
| Compressed Air Foam Unit            | Contract Rate   |

**\*Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.**

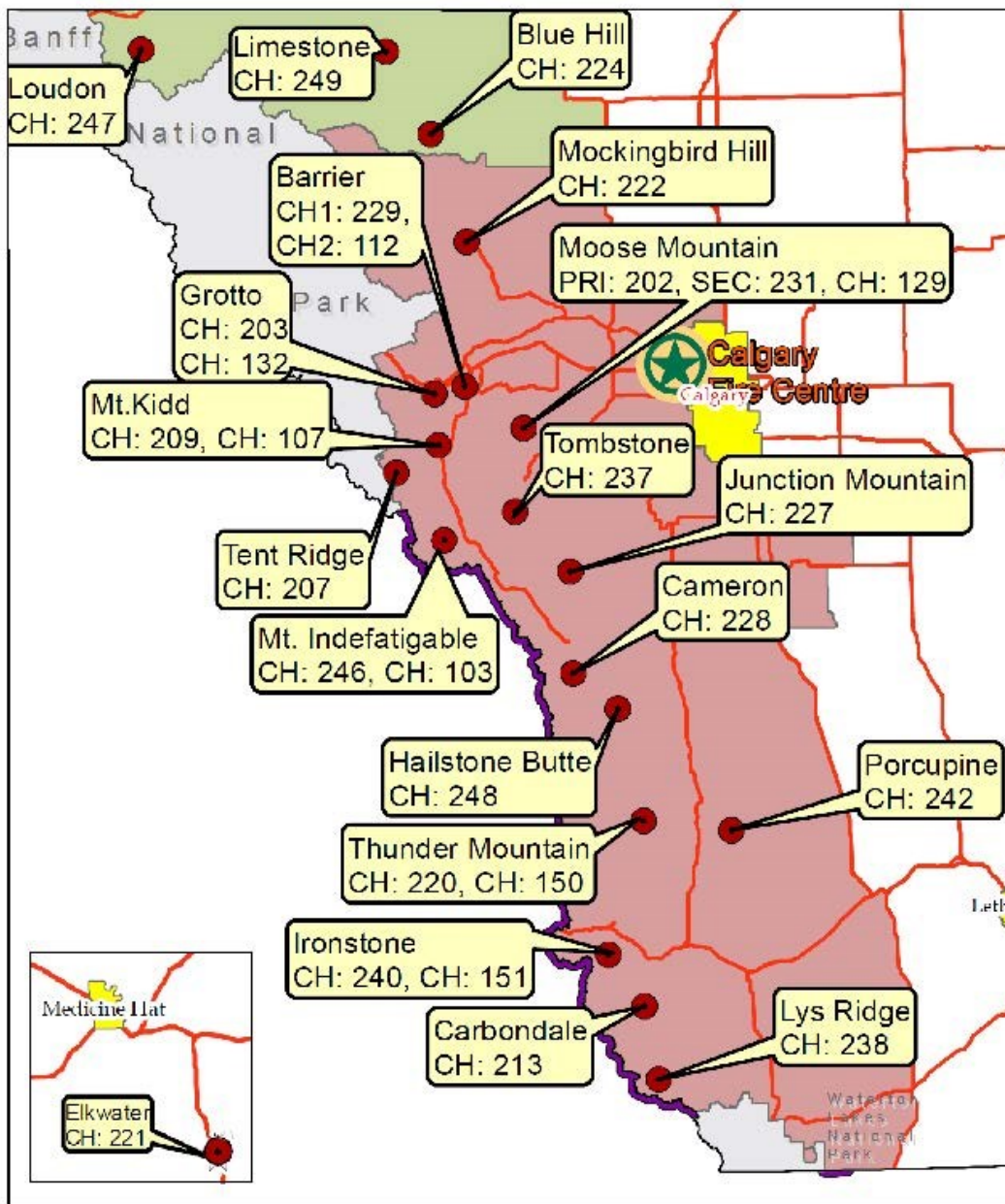
**\*\*Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.**

# SCHEDULE J

## Ministry of Forestry, Parks and Tourism: Calgary Forest Area Radio Card

| Name                            | Call Sign | Contact Channel | Firenet Repeater | Channels Tone (Hz) | RX Frequency (MHz) | TX Frequency (MHz) |
|---------------------------------|-----------|-----------------|------------------|--------------------|--------------------|--------------------|
| <b>Calgary Fire Center</b>      | XMC 26    |                 |                  |                    |                    |                    |
| <b>Initial Attack Primary</b>   |           | 36              | Fireline         | 88.5               | 151.070            | 151.070            |
| <b>Initial Attack Secondary</b> |           | 38              | Fireline         | 88.5               | 151.115            | 151.115            |
| <b>FireNet Sites</b>            |           |                 |                  |                    |                    |                    |
| Barrier                         |           | 229             | Barrier          | 173.8              | 152.660            | 157.920            |
| Cameron                         |           | 228             | Cameron          | 173.8              | 152.645            | 157.905            |
| Carbondale                      |           | 213             | Carbondale       | 162.2              | 152.660            | 157.920            |
| Grotto                          |           | 203             | Grotto           | 162.2              | 152.510            | 157.770            |
| Ironstone                       |           | 240             | Ironstone        | 186.2              | 152.585            | 157.845            |
| Mt. Kidd                        |           | 209             | Mt. Kidd         | 162.2              | 152.600            | 157.860            |
| Hailstone                       |           | 248             | Hailstone        | 186.2              | 152.705            | 157.965            |
| Junction Mountain               |           | 227             | Junction Mtn.    | 173.8              | 152.630            | 157.890            |
| Lys Ridge                       |           | 238             | Lys Ridge        | 186.2              | 152.555            | 157.815            |
| Mockingbird                     |           | 222             | Mockingbird      | 173.8              | 152.555            | 157.815            |
| Moose Mountain                  |           | 202             | Moose Mtn.       | 162.2              | 152.495            | 157.755            |
| Moose Mountain                  |           | 231             | Moose Mtn.       | 173.8              | 152.690            | 157.950            |
| Mt. Indefatigable               |           | 246             | Mt Indefatigable | 186.2              | 152.675            | 157.935            |
| Porcupine                       |           | 242             | Porcupine        | 186.2              | 152.615            | 157.875            |
| Tent Ridge                      |           | 207             | Tent Ridge       | 162.2              | 152.570            | 157.830            |
| Tombstone                       |           | 237             | Tombstone        | 186.2              | 152.540            | 157.800            |
| Thunder Mountain                |           | 220             | Thunder Mtn.     | 173.8              | 152.525            | 157.785            |
| <b>Lookouts</b>                 |           |                 |                  |                    |                    |                    |
| Barrier                         | XMA718    | 229             | Barrier          | 173.8              | 152.660            | 157.920            |
| Carbondale                      | XMC33     | 213             | Carbondale       | 162.2              | 152.660            | 157.920            |
| Ironstone                       | XMC32     | 240             | Ironstone        | 186.2              | 152.585            | 157.845            |
| Kananaskis                      | XMD54     | 246             | Mt. Indy         | 186.2              | 152.675            | 157.935            |
| Livingstone                     | XMC35     | 220             | Thunder Mtn.     | 173.8              | 152.525            | 157.785            |
| Sugarloaf                       | XMD60     | 220             | Thunder Mtn.     | 173.8              | 152.525            | 157.785            |
| Hailstone                       | XMD53     | 248             | Hailstone        | 186.2              | 152.705            | 157.965            |
| Mockingbird                     | XMD58     | 222             | Mockingbird      | 173.8              | 152.555            | 157.815            |
| Moose Mountain                  | XMC29     | 202             | Moose Mtn.       | 162.2              | 152.495            | 157.755            |
| Raspberry                       | XMD56     | 228             | Cameron          | 173.8              | 152.645            | 157.905            |
| Junction                        | XMC30     | 227             | Junction         | 173.8              | 152.630            | 157.890            |
| Porcupine                       | XMD34     | 242             | Porcupine        | 186.2              | 152.615            | 157.875            |
| <b>Fire Bases</b>               |           |                 |                  |                    |                    |                    |
| Ghost                           |           | 222             | Mockingbird      | 173.8              | 152.555            | 157.815            |
| Kananaskis Boundary             |           | 209             | Mt. Kidd         | 162.2              | 152.600            | 157.860            |
| Elbow                           |           | 202             | Moose Mtn.       | 162.2              | 152.495            | 157.755            |
| Highwood                        |           | 228             | Cameron          | 173.8              | 152.645            | 157.905            |
| Livingstone Gap                 |           | 220             | Thunder Mtn.     | 173.8              | 152.525            | 157.785            |
| Cypress                         |           | 221             | Elkwater         | 173.8              | 152.540            | 157.800            |
| <b>Air Tanker Bases</b>         |           |                 |                  |                    |                    |                    |
| Pincher Creek                   |           | 242             | Porcupine        | 186.2              | 152.615            | 157.875            |
| Springbank                      |           | 202             | Moose Mtn.       | 162.2              | 152.495            | 157.755            |

# CALGARY AREA



# SCHEDULE K

## Town of Taber: Radio Card

| Channel | TX       | RX       | RX Tone | TX tone | Designation           |
|---------|----------|----------|---------|---------|-----------------------|
| 1       | 156.855  | 156.855  | Csq     | Csq     |                       |
| 2       | 159.120  | 159.120  | 210.7   | 210.7   |                       |
| 3       |          |          |         |         |                       |
| 4       |          |          |         |         |                       |
|         | 156.8550 | 156.8550 | 67.0    | 67.0    | Provincial Mutual Aid |



**Taber Fire Channel Assignment By Zone Agency #: 651**

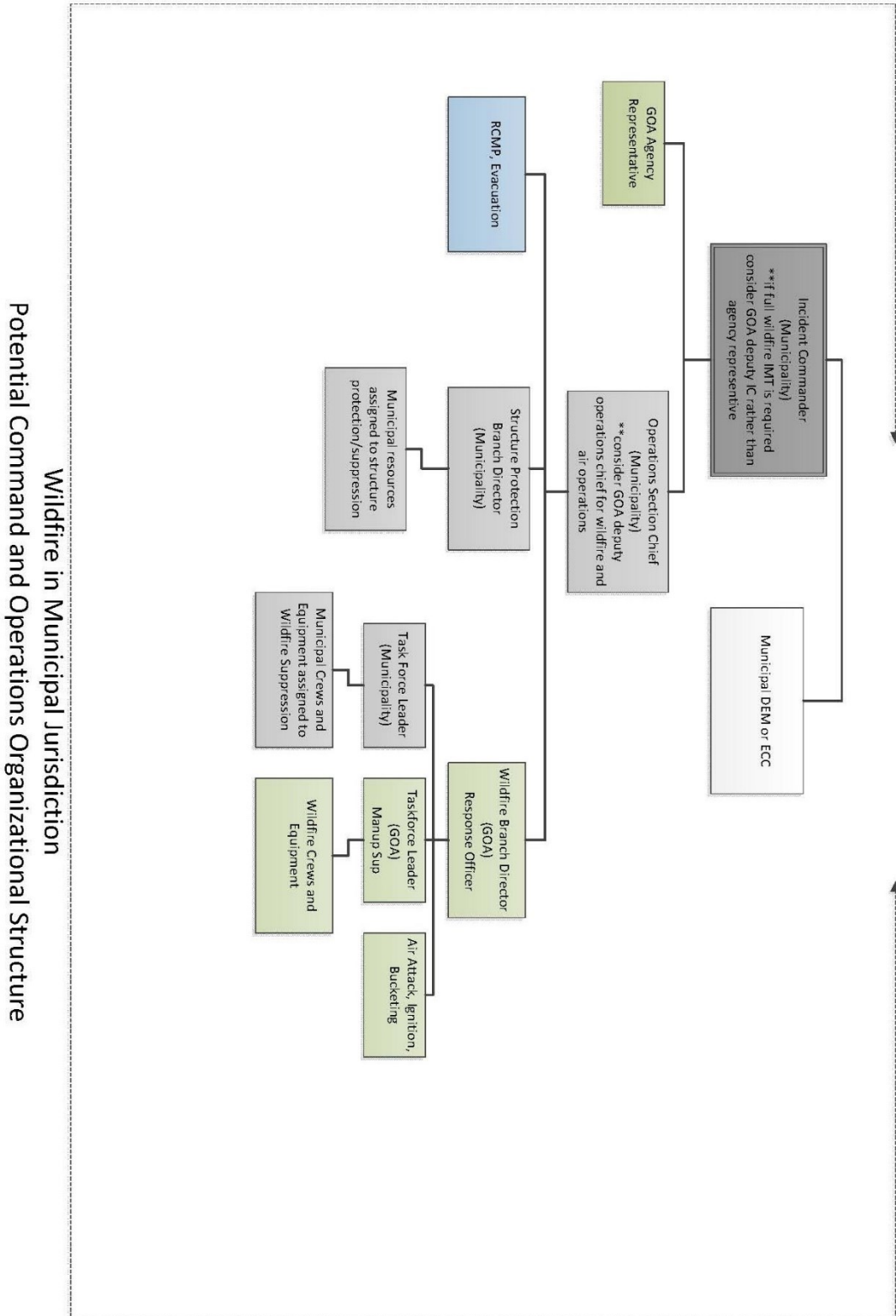
| Zone 1                    | Zone 2                     | Zone 3                | Zone 4                    | Zone 5                    | Zone 6                     |
|---------------------------|----------------------------|-----------------------|---------------------------|---------------------------|----------------------------|
| TFD 1                     | TFD 2                      | AFRRCS Provincial CET | ZONE 4 A-C                | ZONE 5 C-F                | ZONE 6 F-L                 |
| 1 - TFD Dispatch (3286)   | 1 - TFD Dispatch (3286)    | 1 - Prov CET1 (870)   | 1 - BCET001ACADMID (746)  | 1 - BCET053CARDCNT (731)  | 1 - CET350FTMAC (800)      |
| 2 - FD Tactical 1 (3418)  | 2 - AHS SCC 01 (1021)      | 2 - Prov CET2 (871)   | 2 - BCET012ATHCNT (713)   | 2 - BCET504CLEARCNT (741) | 2 - CET551FTMAC (801)      |
| 3 - FD Tactical 2 (3419)  | 3 - AHS SCC 02 (1022)      | 3 - Prov CET3 (872)   | 3 - BCET1648ANFF (771)    | 3 - BCET377CLWCNT (758)   | 3 - CET552FTMAC (802)      |
| 4 - FD Tactical 3 (3420)  | 4 - AHS SCC 03 (1023)      | 4 - Prov CET4 (873)   | 4 - BCET015BARRCNT (712)  | 4 - BCET361CROWPMD (768)  | 4 - CET553FTMAC (803)      |
| 5 - FD Tactical 4 (3421)  | 5 - AHS SCC 04 (1024)      | 5 - Prov CET5 (874)   | 5 - BCET0208EAVCNT (710)  | 5 - BCET376CYPCNT (730)   | 5 - CET554FTMAC (804)      |
| 6 - FD Tactical 5 (3422)  | 6 - EOC Control 1 (3294)   | 6 - Prov CET6 (875)   | 6 - BCET1508BIGLMD (701)  | 6 - BCET382DRUMHEL (775)  | 6 - BCET133GRANMD (702)    |
| 7 - TFD General (3287)    | 7 - EOC Control 2 (3295)   | 7 - Prov CET7 (876)   | 7 - BCET382BIGHMD (733)   | 7 - CET0981EDM (820)      | 7 - CET1321GRPR (840)      |
| 8 - TFD Training 1 (3288) | 8 - EOC Control 3 (3411)   | 8 - Prov CET8 (877)   | 8 - BCET1502BIRHCNT (739) | 8 - CET0982EDM (821)      | 8 - CET1322GRPR (841)      |
| 9 - TFD Training 2 (3289) | 9 - EOC Control 4 (33412)  | 9 - Prov CET9 (878)   | 9 - BCET0368ONNMD (754)   | 9 - CET0983EDM (822)      | 9 - CET1325GRPR (842)      |
| 10 - TPS MUT AID (3285)   | 12 - TFD Simplex 1         | 10 - Prov CET10 (879) | 10 - BCET383BRAZCNT (753) | 10 - CET0984EDM (823)     | 10 - CET1325GRPR (843)     |
| 11 - EOC Control 1 (3294) | 13 - TFD Simplex 2         | 11 - Prov CET11 (880) | 11 - CET0461CALG (850)    | 11 - CET0985EDM (824)     | 11 - CET1325GRPR (844)     |
| 12 - TFD Simplex 1        | 14 - TFD Simplex 3         | 12 - Prov CET12 (881) | 12 - CET0462CALG (851)    | 12 - BCET107FAIRMD (764)  | 12 - BCET1481GREENMD (737) |
| 13 - TFD Simplex 2        | 13 - TPS MUT AID (3285)    | 13 - Prov CET13 (882) | 13 - CET0463CALG (852)    | 13 - BCET110FLAGCNT (728) | 13 - BCET1418JASPER (772)  |
| 14 - TFD Simplex 3        | 14 - CPO Dispatch 1 (3424) | 14 - Prov CET14 (883) | 14 - CET0464CALG (853)    | 14 - BCET111FOOTMD (745)  | 14 - BCET1461KANMD (761)   |
| 15 - TFD Simplex 4        | 15 - Unprogrammed          | 15 - Prov CET15 (884) | 15 - CET0465CALG (854)    | 15 -                      | 15 - BCET191KNEECNT (749)  |
| 16 - TFD Tactical (3423)  | 16 - TFD Tactical (3423)   | 16 - Prov CET16 (885) | 16 - BCET049CANRCNT (721) | 16 -                      | 16 - BCET4351LBCNT (773)   |

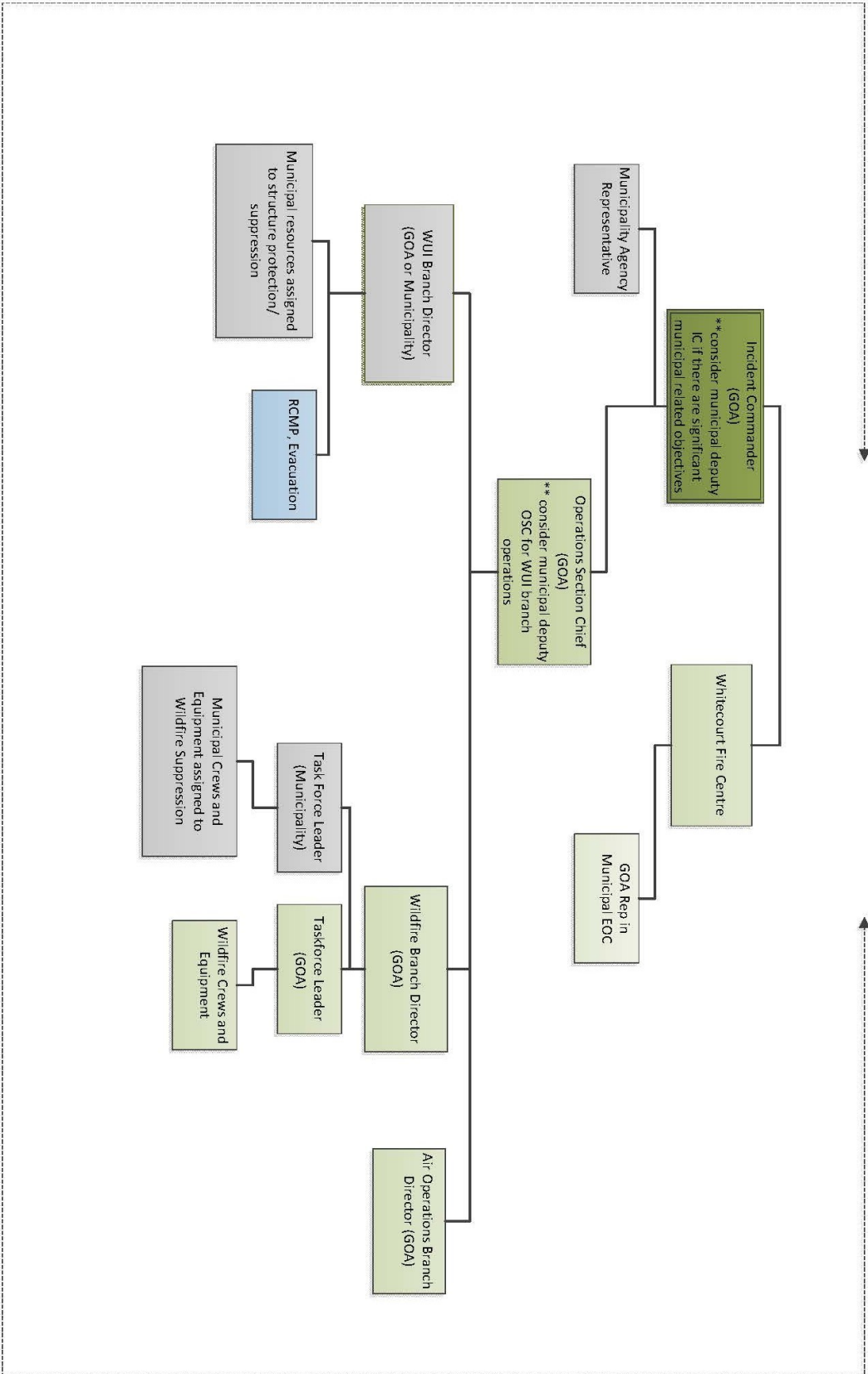
| Zone 7                    | Zone 8                     | Zone 9                      | Zone 10                    | Zone 11                  |
|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------|
| ZONE 7 L-M                | ZONE 8 M-P                 | ZONE 9 P-S                  | ZONE 10 S-W                | ZONE 11 W-Y              |
| 1 - BCET193LACSA (727)    | 1 - CET171MHAT (810)       | 1 - BCET258PROVMD (750)     | 1 - BCET2995TEITCNT (707)  | 1 - BCET480WOODCNT (736) |
| 2 - BCET195LMBRCNT (715)  | 2 - CET172MHAT (811)       | 2 - BCET501RANRCNT (752)    | 2 - BCET3025STRHCNT (769)  | 2 - BCET482YELHCNT (757) |
| 3 - BCET198LAMTCNT (729)  | 3 - CET173MHAT (812)       | 3 - BCET263REDCNT (722)     | 3 - BCET3055TURCNT (755)   | 3 -                      |
| 4 - BCET201LEDUCCNT (724) | 4 - CET174MHAT (813)       | 4 - CET2621REDD (830)       | 4 - BCET312TABERMD (735)   | 4 -                      |
| 5 - BCET1507LSLAVMD (759) | 5 - CET175MHAT (814)       | 5 - CET2622REDD (831)       | 5 - BCET314THORCNT (708)   | 5 -                      |
| 6 - BCET204LETHCNT (725)  | 6 - BCET222MNBRCNT (726)   | 6 - CET2623REDD (832)       | 6 - BCET323TWOHMD (720)    | 6 -                      |
| 7 - CET2031LETHB (861)    | 7 - BCET226MOUNV (717)     | 7 - CET2624REDD (833)       | 7 - BCET329VERRVCNT (723)  | 7 -                      |
| 8 - CET2032LETHB (862)    | 8 - BCET235NEWGNT (705)    | 8 - CET2625REDD (834)       | 8 - BCET334VULCNT (703)    | 8 -                      |
| 9 - CET2034LETHB (863)    | 9 - BCET151INORLTM (742)   | 9 - BCET269ROCVCNT (747)    | 9 - BCET336WAINMD (751)    | 9 -                      |
| 10 - CET2035LETHB (864)   | 10 - BCET496NORSUCNT (774) | 10 - BCET503SADDLCNT (740)  | 10 - BCET340VARNCNT (706)  | 10 -                     |
| 11 - CET2036LETHB (865)   | 11 - BCET512OPPPMD (738)   | 11 - BCET2945TPLMD (719)    | 11 - BCET346WESL (756)     | 11 -                     |
| 12 - BCET505MACKGNT (743) | 12 - BCET243PAINTCNT (718) | 12 - BCET2865MOKLVCNT (714) | 12 - BCET348WETACNT (711)  | 12 -                     |
| 13 -                      | 13 - BCET245PARKCNT (765)  | 13 - BCET2875MOKRVM (760)   | 13 - BCET349WHEACNT (716)  | 13 -                     |
| 14 -                      | 14 - BCET246PEACMD (763)   | 14 - BCET4645PAR (766)      | 14 - BCET508WOODDBMD (770) | 14 -                     |
| 15 -                      | 15 - BCET251PINGMD (734)   | 15 - BCET2905PRVMD (762)    | 15 - BCET508WOODDBMD (770) | 15 -                     |
| 16 -                      | 16 - BCET252SPONGCNT (704) | 16 - BCET2965TARCNT (748)   | 16 -                       | 16 -                     |

taber\_fire\_zone\_channel\_assignment\_v2.2

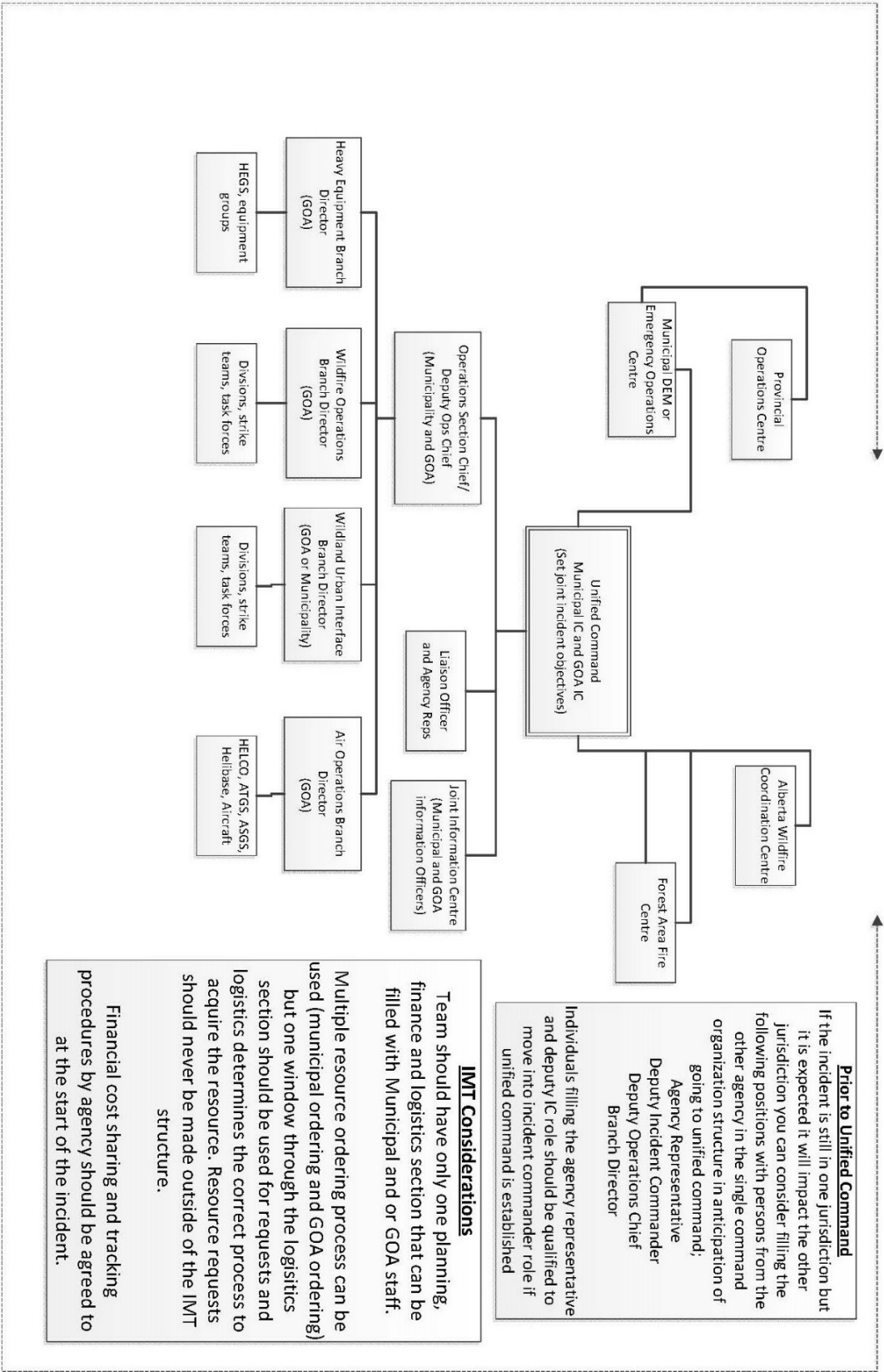
# SCHEDULE L

## Incident Command System – Organization Structure Chart





Wildfire in the Forest Protection Area with Municipal Resources Assisting  
Potential Command and Operations Organizational Structure



Unified Command of Multi Jurisdiction Wildfire  
 Potential Command and Operations Organizational Structure

## SCHEDULE M

### Training Courses Available to the Town: Hinton Training Centre

There are many sources of training for Municipal staff involved with wildfire response and emergency management.

Most training is supplied/owned/available through the Ministry of Municipal Affairs (e.g., ICS training and NFPA courses/standards). Courses may be available to the Town from the Division through the Hinton Training Centre at <https://extranet.gov.ab.ca/env/htc/> or through the local Forest Area.

A non-exhaust list of potential courses are:

- Online Wildfire Orientation
- Wildfire Investigation (FI-110, FI-210, FI-310)
- Advanced Fire Behavior\*\*
- Dozer Boss (Industry)
- Prescribed Fire Planning
- Wildfire Prevention
- ATV/UTV/Snowmobile training
- Chainsaw training

\*\* The advanced fire behavior course is hosted outside of Alberta in some years.

For all training please refer to the mutual aid training contact in [schedule A](#).

# SCHEDULE N

## Fire Ban System and Matrix

### FIRE BAN SYSTEM EXECUTIVE SUMMARY

Starting in the 2014 fire season, the wildfire management branch of Environment and Sustainable Resource Development rolled out an update to the system for implementing restrictions on fire use in the Forest Protection Area of Alberta. This shift will allow us to be more efficient in implementing restrictions on fire use during times of increasing fire danger. In addition, this adjustment will provide Albertans advanced warning about possible impacts on burning and campfires as the levels increase. The intent behind these changes is to improve the overall system while being more consistent and clear in our terminology. This system should also allow us to be more flexible than before when the fire situation changes.

These updates are consistent with the system for provincial parks and recreation areas adopted by the Ministry of Tourism, Parks and Recreation, which will apply consistency across government for Albertans.

This document is meant to guide internal staff and provide clarification in the process behind implementing any one of the five levels.

The first two levels (No Restriction and Fire Advisory) are managed almost exclusively at the local Area level with very little provincial involvement. Provincial involvement increases substantially at the Fire Restriction level and beyond.

This document is meant as a guideline only. It has been broken down into three groups; WMA, PFFC (through the provincial prevention officer) and the Wildfire Information Unit. Although this document contains many steps that must be completed, it is understood that every WMA operates differently and may assign roles in their Area differently. Please use this document as a framework to assign tasks accordingly in your WMA.

#### Fire Ban System levels:

- NO RESTRICTION**  
Safe campfires are allowed in campgrounds and backcountry or random camping areas. Any burning other than a campfire requires a fire permit.
- FIRE ADVISORY**  
Safe campfires are permitted in campgrounds and backcountry or random camping areas. Fire permits for other burning may be restricted.
- FIRE RESTRICTION**  
Safe campfires are allowed in fire rings in campgrounds only. No open fires are allowed in backcountry or random camping areas. Fire permits may be suspended or cancelled and no new fire permits will be issued.
- FIRE BAN**  
No open fires are allowed in campgrounds or in backcountry or random camping areas. All fire permits are suspended or cancelled and no new fire permits will be issued.
- FOREST AREA CLOSURE**  
Portions of the forest are closed and no access is permitted for public safety concerns.

#### Fire Ban System acronyms

Several acronyms are used in this document, they are clarified below:

PFFC Provincial Forest Fire Centre  
WMA Wildfire Management Area  
FPA Forest Protection Area

WPO Wildfire Prevention Officer  
WFO Wildfire Information Officer  
WOO Wildfire Operations Officer  
WIU Wildfire Information Unit  
ADM Assistant Deputy Minister  
EA Executive Advisor  
WCI Wildfire Compliance and Investigations

FCZ Fire Control Zone  
MO Ministerial Order  
ICS Incident Command System

TPR Tourism Parks and Recreation  
AEMA Alberta Emergency Management Agency  
AANDC Aboriginal Affairs and Northern Development Canada

OHV Off Highway Vehicle

# SCHEDULE O

## Definitions

**Non-Structure Fire** – A fire not involving wildland or structural fuels and having a value loss (vehicles, bales, railcars, etc.).

**Structure Fire** – A fire involving any man-made building or structure.

**Prescribed Fire** – A fire deliberately used for prescribed burning; usually set by qualified fire management personnel according to a predetermined burning prescription. Note: In some cases, a wildfire that may produce beneficial results in terms of the attainment of land management objectives may be allowed to burn under certain burning conditions according to a predefined burning prescription, with limited or no suppression action, and as such may be considered a form of prescribed fire (AB. Env., 1999).

**Urban City** - Means a city, Town or village (including a summer village) and includes an urban service area of a specialized Town and Municipal lands within and outside of the Forest Protection Area.

**Wildland Fire** – A fire that is burning in wildland fuels such as forested, grass, brush, or alpine/tundra vegetation (AB. Env., 1999).

# Mutual Aid Fire Control Agreement

---

This is an agreement, authorized by section 6(d) of the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, to facilitate the prevention and control of forest and prairie fires between

**His Majesty the King in Right of Alberta**  
as represented by the Minister of  
Forestry, Parks and Tourism, Forestry Division

(the "Division")

and

**Town of Taber**

(the "Municipality")

Collectively, the "Parties"

This Agreement is made in consideration of the exchange of promises between the Parties set out herein.

1. In this Agreement:
  - (1) "Act" means the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, as amended from time to time.
  - (2) "Forest Protection Area" means that area or those areas designated as such pursuant to section 41(c) of the Act.
  - (3) "Plan" means the Annual Mutual Aid Fire Control Plan. The Plan forms a part of this Agreement. The current Plan that has been agreed to by the Parties is set out in Appendix "A" to this Agreement.
2. The Division will endeavor to prevent and control all wildfires, excluding structure fires, on those lands that lie within the boundaries of the Forest Protection Area.
3. The Municipality will endeavour to prevent and control:
  - (1) all structure fires within the boundaries of the Municipality; and
  - (2) all wildfires on those lands within the boundaries of the Municipality that are outside of the boundaries of the Forest Protection Area.



4. (1) Each Party has authorized the following persons as their respective representatives for the purpose of reviewing and updating the Plan in accordance with section 5:
    - (a) Until further notice, the Division's authorized representative is any person holding the position of Wildfire Prevention Officer or Wildfire Manger.
    - (b) Until further notice, the Municipality's authorized representative is any person holding the position of Chief Administration Officer or Fire Chief.
  - (2) Either Party may change their authorized representative by written notice to the other.
5. **The Plan will be reviewed and updated on an annual basis by the authorized representatives of the Division and the Municipality.**
  6. The Division and the Municipality agree to make payments in accordance with the terms of the Plan for services rendered to the other under this Agreement.
  7. This Agreement shall continue from year to year until terminated by either Party in accordance with section 8 of this Agreement.
  8. This Agreement shall continue in effect from year to year until terminated by either Party by giving three (3) months written notice to the other, except that during the period between March 1 and October 31 of each year, this Agreement may be terminated only by the mutual consent of both Parties.
  9. This Agreement may be amended by the Parties by agreement in writing.
  10. The Municipality acknowledges this Agreement has been authorized by the council of the Municipality in accordance with s. 6(d) of the Act.

**Agreed to by the Parties as indicated by the signatures of their duly authorized representatives.**

---

**Date Signed**

---

**His Majesty the King in Right of Alberta as represented by the Minister of Forestry, Parks and Tourism, Forestry Division**

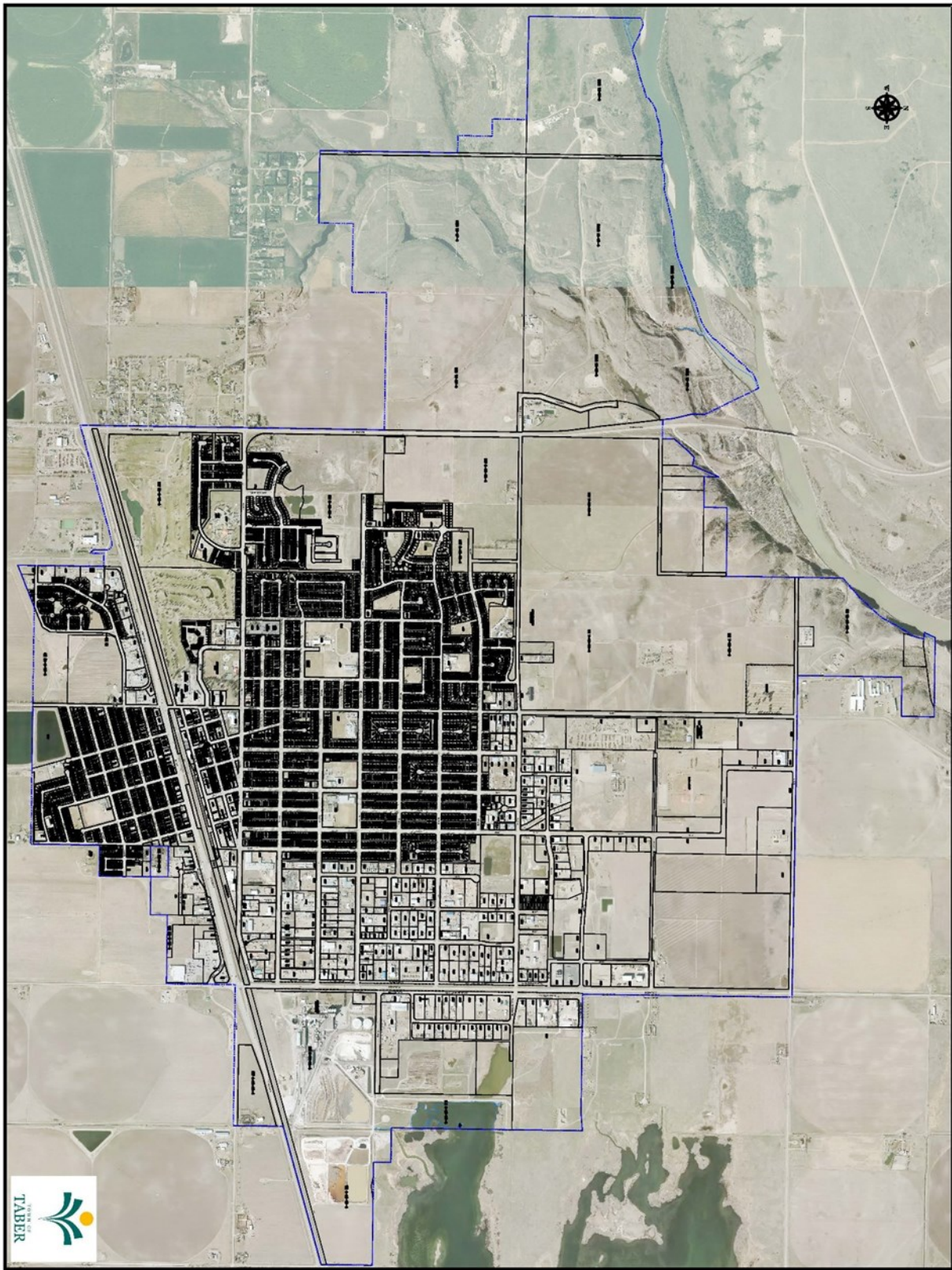
---

**Date Signed**

---

**Town of Taber**

Appendix A  
Annual Mutual Aid Fire Control Plan



## Municipal Emergency Management Committee Request for Decision

**Meeting Date: December 5, 2022**

**Subject:**

Flammable Liquid Storage Tank Inspection update

**Recommendation:**

No motion is required.

**Background:**

Prior to 2020 the Town of Taber contracted the administration of the storage fuel tanks program to the Petroleum Tank Management Association of Alberta (PTMAA). In 2020 the Alberta Safety Codes Authority (ASCA), a division within the Safety Codes Council, disbanded PTMAA and assumed the authority for the permissions (permits and subsequent inspections) for Part 4 of the National Fire Code 2019 Alberta Edition (NFC(AE)) pertaining to the installation, removal, repair or to conduct precision tests of storage tank systems for the Province.

As ASCA had limited resources to cover the Province they invited municipalities to pursue obtaining the Authority for permissions. As of January 01, 2021 Taber Fire Department became the first municipality in Alberta to complete the transition. As the storage tank licenses issued in 2020 by ASCA were valid until various dates in 2021, the 2022 year marks the first complete year of the inspections/permits being handled by the Taber Fire Department.

Operating Licenses have been issued for 22 sites within the Town of Taber Town limits covering the operations of over 100 flammable liquid storage tanks. 3 AST/UST Construction Permits were also issued and inspected throughout the year.

**Legislation / Authority:**

MGA

Part 1 Purposes, Powers and Capacity of Municipalities

Municipal Purposes

3. The Purpose of a municipality are

- b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,
- c) to develop and maintain safe and viable communities



---

**Strategic Plan Alignment:**

Define & Practice Good Governance – Develop partnerships with other regional governments and organizations, this initiative assists with improving service delivery and a pursuit of best practice.

**Financial Implication:**

There is an administrative fee that generates approximately \$7500.00 annually into the operational budget.

**Service Level / Staff Resource Implication:**

Assistant Fire Chief can conduct inspections and issue permits during regular work hours.

**Justification:**

The process of Flammable Liquid Storage Tank inspections and permitting protects the environment, better keeps the Fire Department aware of potential risks caused by unknown/unregistered storage tanks.

It also assists in protecting the Town of Taber from inheriting contaminated soils from unreported spills, leaking or damaged storage tanks.

Having the Taber Fire Department as the local Authority Having Jurisdiction (AHJ) has allowed Fire Inspectors to be in touch with local business owners and assist in educating the owners in their responsibilities. All of which contributes to making the Town of Taber a safer community.

Authority: Safety Codes Act 30(1) On the application of a person, an Administrator may, by order, designate the person as an accredited agency authorized to provide services pursuant to all or part of this Act with respect to any or all things, processes or activities to which this Act applies.

**Alternative(s):**

MEMC could choose not to accept this presentation.

**Attachment(s):**

**APPROVALS:**

**Originated By:**

Steve Swarbrick

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

## Municipal Emergency Management Committee Request for Decision

**Meeting Date: December 5, 2022**

**Subject:**

Fire Training centre Capital budget Closeout

**Recommendation:**

No action required.

**Background:**

In 2015, \$93,000 capital budget was approved for completion of the Fire Training Centre. Due to the pandemic restrictions and inflations, the project was not able to be completed until this year. In 2022 we utilized the remaining capital funds to complete projects and additions to the Fire Training Centre as outlined in the following information.

**Legislation / Authority:**

MGA Section 3.

**Strategic Plan Alignment:**

Develop Community & Promote Growth – Improving our Fire Training Centre to meet the constantly evolving needs of the modern fire service helps to promote growth of our members and the fire department as an organization. It aids in developing a safe, efficient, and effective learning environment that will not only benefit the Taber Fire Department, but also help to foster relationships with partnering departments. This project has also helped in strengthening partnerships with and support for local business in our community by having all work done locally.

**Financial Implication:**

With the remaining capital project funds of \$24,564 we were able to implement a power source and lighting to the training facility, pour a concrete pad to improve training feasibility for LPG props and vehicle extrication, and construct a steel vehicle fire prop for use with our current LPG hose line fire training system, all for a total cost of \$24,456.47 which brings us \$107.53 under budget.

We were able to complete these three very large projects for this budget due to the generous donations of the training committee members and respective vendors. We had several hours of labour donated on all projects, electrical supplies provided at cost, and a discount on the cost of concrete.



**Service Level / Staff Resource Implication:**

There are no implications to the service level or staffing resources. This project was fully completed at no additional cost to the fire department.

**Justification:**

These projects are justified as they fall within the original intent and budget of the capital budget item.

**Alternative(s):**

There are no alternatives to this project.

**Attachment(s):** Fire Training Centre pictures

**APPROVALS:**

**Originated By:**

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

---

## *Fire Training Centre 2022 Projects*

---

With the remaining capital project funds of \$24,564 and very generous donations of labour and supplies by the training committee members and respective vendors, we were able to complete the following projects in 2022 to conclude the capital project of the Fire Training Centre, while coming in just under budget.

### 20-foot x 40-foot Concrete Pad



A 20' x 40' Concrete Pad was poured to pad to improve training feasibility for LPG props and vehicle extrication. The gravel was uneven for the prop to sit on, making the set up and operation more cumbersome. The gravel surrounding the area was also becoming rutted and washed away from the direct water flow at the props.

The concrete pad allows for a more level and sound surface for the prop to sit on, reduces damage to the surrounding gravel/ground, provides a safer footing for firefighters advancing in towards the fire prop, and allows for easier cleanup and maintenance for both fire training and vehicle extrication training.



## Steel Car for Vehicle Fire Training

Custom made steel car, that works in conjunction with our existing LPG tray prop, to simulate vehicle fires. The car has working doors, hood and trunk, allowing firefighters to have more realistic training of accessing fires in the different compartments of a passenger vehicle, with live flame, but without the dangers of a real vehicle, such as the toxic off-gassing of upholstery and plastics, and the air-driven struts found in bumpers, hatchbacks and safety systems of newer cars.

## Electrical Project – Yard Lighting



A generator was purchased, along with all wiring and electrical components need to power yard lighting (lights already obtained); a steel housing unit designed and constructed to house the generator in a fashion that allows safe ventilation while protecting it from the elements and allowing easy access when power is needed.

The generator can also be utilized to power the electrical control box for the LPG live fire training props, and other fire rescue tools that may be needed during training.