



Making a difference...together

**CRD Emergency Management Committee (EMC)
Minutes of Meeting Held Wednesday, May 16, 2018 at 11:00 am
CRD – 625 Fisgard Street – Room #333**

Present: Mike Hicks, JDF Director (*Chair*)
Wayne McIntyre, SSI Director
Ben Maberley, SGI Alternate Director
Robert Lapham, Chief Administrative Officer (CAO)
Kevin Lorette, GM Planning & Protective Services
Kristen Morely, GM Corporate Services
Shawn Carby, Senior Manager Protective Services - Emergency Manager
Ted Robbins, GM Integrated Water Services (IWS)
Nelson Chan, GM Finance & Technology
Conrad Cowan, Manager Electoral Area Fire and Emergency Programs
Cindy Patton, Protective Services (recording secretary)

- 1) **Approval of agenda:** Applied EOC Exercise Report, JDF an option for 2018 potential evacuees, JDF SAR were added to the agenda under New Business.

It was **Moved** by B. Maberley and **Seconded** by W. McIntyre that the agenda of the Emergency Management Committee (EMC) be approved as amended.

Motion Carried

- 2) **Adoption of October 04, 2017 EMC Minutes:**

It was **Moved** by W. McIntyre and **Seconded** by B. Maberley that the October 04, 2017 minutes of the Emergency Management Committee (EMC) be approved as distributed.

Motion Carried

- 3) **Adoption of February 23, 2018 Emergency Coordinating Committee (ECC) Minutes:**

It was **Moved** by B. Maberley and **Seconded** by W. McIntyre that the February 23, 2018 minutes of the Emergency Coordinating Committee (ECC) be approved as distributed.

Motion Carried

- 4) **Auditor General for Local Government Audit of CRD Emergency Management:**

An overview was provided. The Auditor General will produce a Fact Clearance document that will most likely have recommendations, by the end of the month. Organizations have a week or so to comment on that document and after that the Auditor General produces a final report. The finalized audit report is then considered public record and will be posted.

It was **Moved** by W. McIntyre and **Seconded** by B. Maberley to receive the Auditor General's report.

Motion Carried

- 5) **Regional Emergency Management Partnerships (REMP) – Strat Plan and Update:**

The REMP Policy Group Meeting report was provided and an overview was provided, including an explanation of the Steering Committee of which Bob Lapham is Co-Chair. Following priorities are being worked on:

- Concept of Operations
- Hazard, Risk and Vulnerability Analysis (HRVA)

- Public Education
- First Nations consultation/engagement

It was **Moved** by B. Lapham and **Seconded** by W. McIntyre to receive the REMP Policy Group Meeting report.

Motion Carried

6) Alert Ready and the CRD Public Alert Notification System (PANS) – Update: Alert Ready is a Canada-wide public notification program that the Provincial (via Emergency Management BC) and Federal Government's (via the Weather Networks) recently implemented. May 9th had the first initial test of this system and is intended to only reach people's mobile/cellular phones. When the Alert Ready system is used it will provide a message to "go to your local emergency program for more information". The CRD PANS system is still a self-registering system used for the Electoral Area (EA) residents. The PANS system was recently used to provide a boil water advisory. We continue to encourage EA residents to register with our system in order to receive emergency notifications.

7) Advanced Planning Unit (APU)/After Action Review (AAR) Process – Overview: Overview of both processes were explained. Protective Services has used the APU process for a few IWS projects and could easily be used for other departments/divisions. AAR's are useful for identifying gaps in plans, processes (training, etc...) and will include recommendations.

8) Port Renfrew Tsunami/Earthquake Warning System – Update:

a. Port Renfrew Pacheedaht Tsunami Warning System – Staff Report: Discussion ensued. It was noted that Pacheedaht First Nations will hand out information cards to visitors explaining the different sirens in Port Renfrew area.

It was **Moved** by B. Lapham and **Seconded** by B. Maberley that the Committee have staff do further research and advise the Province the system isn't adequate enough to address concerns of Pacheedaht First Nations nor Port Renfrew community residents.

Motion Carried

b. Tsunami Warning System Activation Protocols – Staff Report: An overview was provided. Local vs Distant events were explained.

It was **Moved** by W. McIntyre and **Seconded** by B. Maberley that the Committee receive Appendix A – Distant vs Local Tsunami Response Protocols.

Motion Carried

9) New Business:

a. Applied EOC Exercise Report: EOC Applied exercise was conducted with CRD staff in April and an EOC Exercise was conducted with CRD staff in May. During the May exercise we tested newly trained staff and newly incorporated in processes. During ShakeOut in October 2018 we will conduct another EOC exercise.

b. JDF an option for 2018 potential evacuees – Director Hicks: Discussion ensued.

Action Item for S. Carby: Reiterate to the Province that Juan De Fuca can accommodate up to 200 RV's if evacuations from the interior occur this year.

- c. **JDF SAR/East Sooke – Director Hicks:** Director Hicks queried about making the Juan de Fuca (JDF) Search and Rescue (SAR) team a CRD service.

10) Next Meeting: October 17, 2018 @ 10:00 am in room #333

11) Adjournment: 12:16 pm