

Meeting Minutes

Emergency Management Committee

Wednesday, April 14, 2021

9:30 AM

6th Floor Boardroom
625 Fisgard Street

PRESENT

Directors: M. Hicks (Chair, EP), G. Holman (Acting Chair), P. Brent (EP) (for D. Howe)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services (EP); K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; J. Reimer, Manager, Electoral Area Fire and Emergency Programs, M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder); S. Orr, Senior Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: Director Howe

The meeting was called to order at 9:30 am

1. Territorial Acknowledgement

Acting Chair Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

The following items were added to the agenda:

8.1 Port Renfrew Ambulance Service

8.2 Grief Counseling

MOVED by Director Hicks, **SECONDED** by Alternate Director Brent,

That the agenda be approved as amended.

CARRIED

3. Adoption of Minutes

3.1. [21-276](#)

Minutes of the December 16, 2020 CRD Emergency Management Committee Meeting

MOVED by Director Hicks, **SECONDED** by Alternate Director Brent,

That the minutes of the Emergency Management Committee meeting of December 16, 2020 be adopted as circulated.

CARRIED

4. Chair's Remarks

The Chair had no remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [21-258](#) 2021-2023 Capital Regional District Emergency Preparedness Staff Training Plan

S. Carby spoke to Item 6.1.

Discussion ensued on the following:

- Board training
- Funding

**MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the updated 2021-2023 Capital Regional District Emergency Preparedness
Staff Training Plan be approved.**

CARRIED

6.2. [21-259](#) PEASI Alertable: New Public Alert Notification System

S. Carby spoke to item 6.2.

Discussion ensued on the budget process.

**MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the PEASI Alertable: New Public Alert Notification System report be
received for information.**

CARRIED

6.3. [21-260](#) Emergency Management Grants Update

J. Reimer spoke to Item 6.3.

Discussion ensued on the following:

- Budget process
- Grant funding

**MOVED by Director Hicks, SECONDED by Alternate Director Brent,
That the Emergency Management Grants Update report be received for
information.**

CARRIED

- 6.4.** 21-261 After Action Report 2020 Mount Healey Fire
- S. Carby spoke to Item 6.4.
- Discussion ensued on the following:
- Wildfire service agreement with the Province
 - Wildfire response in parks
- MOVED by Director Hicks, SECONDED by Alternate Director Brent,
That the After Action Report 2020 Mount Healey Fire be received for information.
CARRIED**
- 6.5.** 21-262 McLoughlin Point Wastewater Treatment Plant Moving Bed Biofilm
Reactor Spill After Action Report
- S. Carby spoke to Item 6.5.
- MOVED by Director Hicks, SECONDED by Alternate Director Brent,
That the Mcloughlin Point Wastewater Treatment Plant Moving Bed Biofilm
Reactor Spill After Action Report be received for information.
CARRIED**
- 6.6.** 21-263 Regional Emergency Management Partnership Update
- S. Carby spoke to Item 6.6.
- MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the Regional Emergency Management Partnership Update be received for
information.
CARRIED**
- 6.7.** 21-257 Previous Minutes of Other CRD Committees and Commissions for
Information
- MOVED by Alternate Director Brent, SECONDED by Director Hicks,
That the following minutes be received for information:
a) CRD Emergency Coordinating Committee minutes of January 21, 2021
CARRIED**

7. Notice(s) of Motion

There was no notice of motion.

8. New Business

8.1 Port Renfrew Ambulance Service

Director Hicks stated that the ambulance station in Port Renfrew is understaffed and in need of qualified drivers to ensure public safety.

Staff stated that the service provider, BC Emergency Health Services, has been contacted regarding the decrease of service to the area.

The Committee stated that they support Director Hick's concern and urge staff to resolve the issue as soon as possible.

8.2 Grief Counseling

Director Hicks requested that grief counseling resources be made available for emergency volunteers.

9. Adjournment

**MOVED by Director Hicks, SECONDED by Alternate Director Brent,
That the April 14, 2021 Emergency Management Committee meeting be
adjourned at 10:32 am.
CARRIED**

CHAIR

RECORDER